

# WILLOW BEND TOWNHOMES ASSOCIATION

## IMPORTANT INFORMATION FOR HOMEOWNERS

**WOODLANDS COVENANTS/WILLOW BEND TOWNHOMES** - We live in a townhome subdivision of The Woodlands. All Woodlands covenants and standards apply to our community. We are working with The Woodlands Township to assist us with enhancing our curb appeal. If you receive a letter from The Woodlands Township, please be aware they are the governing entity first and the Willow Bend Townhomes covenants are secondary.

As a reminder, Willow Bend is not an apartment complex where the management company handles all of your day to day maintenance items. Please review the information below on what is the owners' responsibility and items that are the responsibility of the Homeowners Association (HOA).

**In order to clarify what your Association dues will cover or not cover, the list below represents various known issues.** Please let us know if we did not cover any subject of interest.

	Association Responsibility	Owner Responsibility
Termites/Carpenter Ants Outside Residence	x	
Termites/Carpenter Ants Inside Residence		x
Wasps/Honey Bees Outside Residence		x
Wasps/Honey Bees Inside Residence		x
Raccoons/Forest Animals Inside Residence		x
Roofs (exception where satellite dishes And sun roofs are installed)	x	
Roof/Gutter Cleaning	2x year	
Roof Drains/Gutters Replacement	Case by Case basis	
Paint Wood Areas Outside residence/Garages	x	
Paint Garage Doors/Front/Back Doors		x
Replace Garage Doors/Front/Back Doors		x
Windows/Window Seals/Glass/Caulking, etc.		x
Water Pipes (inside or outside)		x
Lawns (maintenance only)	x	
Lawns/Landscaping (planting grass, shrubbery, etc.)		x
Tree Removal (common areas only)	x	
Tree Removal (on owner's property: inside courtyards/front yards/backyards)		x
Tree Trim off Roofs	x	
Foundation/Structure Repairs	x	
Townhome Cleaning (algae/mold)	x (if part of re-painting)	x (on-going)

Additionally, the Homeowners Association (HOA) does not provide concierge services. The HOA does not employ a crew to pick up litter throughout our community. If you see litter on the streets or the common areas, please be a good neighbor and pick it up.

### **PROPERTY MANAGEMENT COMPANY**

Please remember to contact Armor Property Management for any Association covered requests. Mark will continue to work with the owners and the Board on items of concerns. Mark is available from 8:00 am to 8:00 pm for nonemergency concerns and 24/7 for emergency services. Email is answered on a daily basis. Please visit Mark's website at [www.armorpropertymgmt.com](http://www.armorpropertymgmt.com). A brief webpage for Willow Bend Townhomes Association is up and running at his web-site and the new association web site hosts all the governing documents, past newsletters and other useful information at: [http://www.neighborhoodlink.com/Willow\\_Bend\\_Townhomes/pages](http://www.neighborhoodlink.com/Willow_Bend_Townhomes/pages)

Mark's contact information is:

Mark Armor  
Armor Property Management  
[www.armorpropertymgmt.com](http://www.armorpropertymgmt.com)  
Phone: 713-880-1782  
Email [markarmor@hotmail.com](mailto:markarmor@hotmail.com)  
Fax 713-999-1182

Please submit your HOA fees and insurance premiums to:

Willow Bend Townhomes Association  
P.O. Box 8788  
Houston, TX 77249

### **HOMEOWNERS MONTHLY ASSESSMENT FEES AND BUILDING INSURANCE COVERAGE**

**PLEASE NOTE:** Effective January 1, 2015, the Homeowners Fees will remain at \$135 per month. Association Insurance Premiums are due in January of each year. Many owners have elected to submit their fees electronically. If you require a coupon book, address labels, or assistance in setting up electronic fee submission, please contact Mark Armor. Each homeowner is responsible to pay monthly assessment fees and an annual insurance premium on behalf of the Association.

Please review your Individual Insurance Policy to confirm you have coverage for loss assessment coverage up to a \$10,000 deductible. If you need information, please contact Mark Armor at the Property Management Company or Bob Barrett at State Farm Insurance for assistance. We recommend you have a loss assessment provision in your individual policy to offset the \$10,000 per building deductible per loss. The property insurance renews in December. Payments for the new insurance premiums will be due January 1 of each year.

**PAST DUE ACCOUNTS** – As a reminder, all Owners are responsible for submitting their payments on a timely basis. A \$20 Late fee/interest fee per month will be applied to all late payments. The Board is willing to work with owners to establish a payment plan as long as you are making monthly payments as agreed. The Board is not a Proponent of placing liens against properties as attorney fees become the Owners' responsibility if The Board puts a lien on the property. However, the Board will take necessary actions to ensure that all residents equally share in the payments of established monthly dues and insurance payments. The Board will be unable to complete maintenance projects and keep an adequate reserve without all owners' timely payments.

**ATTENTION LANDLORDS** - As part of your lease agreements with new tenants (and existing tenants), please be sure to provide a copy of the Willow Bend Townhomes By-laws and Regulations as part of their move in package. We encourage all landlords to advise their tenants to comply with the Covenants and Regulations. We welcome your tenants as part of our community. However, compliance with our By-laws and Regulations are **your responsibility**. Additionally, we require that all landlords provide a **contact information form for all tenants**. If you have not completed and submitted your tenant information, please contact Mark Armor for the form, or you may download it from our website at: [www.armorpropertymgmt.com](http://www.armorpropertymgmt.com)

**PET OWNERS** - Please review section VII – PETS in our By-Laws. As a reminder, each resident is allowed a maximum of 2 pets per household. Please remember to spay and/or neuter your pets. Please ensure your pets have collars and tags in the event they are picked up by Animal Control or the Humane Society.

As a reminder, all dogs MUST be kept on a lease at all times. This is a Montgomery County Law and is a provision of the covenants from The Woodlands Township, in addition to the Willow Bend Association By-Laws and all residents must adhere to all laws that govern our community. Please be courteous of your neighbor's yards and do not allow your pet to use your neighbor's yard and if they do, please pick it up and dispose in the proper container.

Instead, please walk them in the Greenbelt areas and remove and dispose of your pet's waste in an appropriate manner.

**FIRE LANES AND STREET PARKING** - It has been noticed that guests of our residents are parking in the fire lanes for extended periods of time. Please be advised that there is a risk that these vehicles will be towed (at the owners expense) if they are parked in the fire lanes. Owners, please check with your guests as they arrive to ensure they are not parked in the fire lanes. We have had several instances of vandalism of vehicles parked on the street and also with vehicles parked in the fire lines at night. All owners have a garage and a driveway parking space in front of their garage. We encourage you to clean out your garages and park one of your vehicles in your garage and the other in your parking space. There is additional parking at the end of East and West Willowood Court. If you park in the street, you park at your own risk.

As a reminder, Willowood Circle, East and West Willowood Courts are private streets. These streets are maintained by our Association and are not considered part of Precinct 3 Road Maintenance. Only **passenger vehicles** may be parked on our streets in non-designated fire lanes. Please advise your tenants/ guests of this stipulation or if you are an owner, please park your commercial vehicles elsewhere. Parking of any commercial vehicle on the premises will be subject to towing at the owners expense. **If you park your vehicle on the street, please do not park on the curb or on the grass as this destroys the integrity of the curbs and kills the grass.** Remember that our Association (i.e. you) are responsible for street and curb repairs. Let's all please help to keep these costs at a minimum.

**CURB APPEAL - Front Yards, Courtyards, Patio Areas, and Window Treatments**

**Please be a courteous neighbor and keep your courtyards, patios and window treatments in presentable appearance.** As required in our By-laws, please **promptly pick up the newspapers** in your front yard and **move your trash containers out of site** after your garbage has been picked up. It only takes a few seconds on your part to make our community more attractive. The Woodlands Township monitors our community for adherence to their covenants.

**WASTE MANAGEMENT** - Need new wheels on your garbage can? Call Waste Management at 281-364-9390. They will provide instructions and when they will send maintenance out to repair or replace your garbage can. You can also call 48 hours in advance of trash day for pick up of large trash. There is a 40 pound limit and they will NOT accept glass. This would apply to such items as the mattress and box springs dumped with the debris at the corner of East Court and the bag of trash that was dumped at the end of West Court. They will also pick up appliances; however, refrigerators must have a State Tag noting it is Freon Free before they will pick up. There is no additional charge for Waste Management to pick up these large items. This service is included in The Woodlands Township fees. Please call Waste Management at 281-364-9390 if you have any specific questions. Additionally, Montgomery County Precinct 3 Recycling Center located at 1122 Pruitt Road accepts numerous types of recycle items. Please call 281-367-7283 for additional information.

**SATELLITE DISHES/SKY LIGHTS/ETC.** - The master policy covers damages to roofs as a result of hail damage, fallen trees, etc. However, The Association will not cover any damages to your roof or interior if you have a satellite dish/sky light/etc. that is installed incorrectly on your roof and/or chimney, and the damages are a result of the installation or removal of a satellite dish/sky light/etc. on any roof or chimney. Please review The Woodlands Residential Development Standards document on The Woodlands website for proper installation and requirements of satellite dishes. We encourage you to place your Cable/Satellite Dishes in your back yard areas if at all possible. If a dish is installed on a roof area for reception, it must be installed on your own roof, preferably in the rear of your residence with all cables secured (and not allowed to dangle).

**TERMITES/CARPENAR ANTS** - Please be aware of termite problems throughout our community. Please ensure that, at a minimum, your rot boards and fence posts are treated for termites. Additionally, please ensure that your home does not have high soil next to the wood on your garage, foundations or fences as this encourages termites. Please check your foundations and fences and notify Armor Property Management if you believe you have termites. The Association will continue to spot treat the outside of your building and garages for termites and

carpenter ants only. Any infestations inside of your residence and any carpenter ants or termites on your fences are the responsibility of the homeowner.

**FENCE STANDARDS/TERMITES/PAINT COLORS** - As a reminder, the standards may be viewed on The Woodlands website at [www.thewoodlandstowship-tx.gov](http://www.thewoodlandstowship-tx.gov) under the deed restrictions/standards section. A copy of the Woodlands Residential Development Standards may be downloaded from the website. We have developed fence standards for the entire property. All residents must comply with the new standards on any new fence that is built or replaced on the property. Any resident that erects a fence that does not meet standards will be required to rebuild and/or incur a fine until such fence is brought into compliance.

All new and or replacement fences must first be submitted to the Board for approval. Once approved by the Board, you are required by The Woodlands Township to submit an application for the fence and have the application approved by The Woodlands Township prior to building or replacing your fence.

We have elected our community fence standards, from “The Woodlands Residential Development Standards,” to be as follows:

Page 36 of Residential Standard guidelines: Picket type “J” or capped picket type “H” for all fences that can be **viewed from any street**. A rot board may be installed at the bottom of the fence, not to exceed a maximum height of 6 ft. 6 in., including the rot board. For fences that may be viewed from the street, vegetation is **required** by The Woodlands Township to be planted and maintained (by either the owner or tenant) next to the rot board to hide the rot board from view of the street. You may also install the “J” type fence in a rear yard. If it can not be seen from the street, you do not need to plant and maintain vegetation to hide the rot board. If you are erecting a rear yard fence that is not viewable from the street, you may also install a Shadow Box, Type “T” with a rot board. We recommend rot boards at the bottom of the fence line to prolong the life of the fence. Vegetation is not required if the fence is not viewable from the street. Please make every attempt to maintain the fence design of your neighbors in order to have consistency in our fences, especially if viewable from the street.

Fences may not be more than 6 ft. 6 in. in height, including the rot board. If your current fence is higher than 6 ft. 6 in., you are required to rebuild within the new standards at such time that you need to replace your current fence. Pickets will be 1’ x 6’ **cedar**. Shadowbox style must be approved by the board to ensure they are not visible from the street.

Remember, that if you have erected a recent fence or erect a new fence, you must comply with the fence standards, including painting of the fences in the appropriate fence color standard if your rear fence can be viewed from the street.

Termite problems remain throughout our community. Please ensure that, at a minimum, your rot boards and fence posts are treated for termites. (The Association does not provide termite coverage for your fences.) Additionally, please ensure that you do not have high soil next to the wood on your garage or foundations as this encourages termites. Please check your foundations and garages and notify Armor Property Management Company, if you believe you have termites or if you have questions or need additional information on the fence standards.

The paint color for the front fences and any new back fence is “light cedar” stain. Additionally, new color standards for our community for garage doors, garages, exteriors, etc. which can be purchased at Home Depot is:

**Code per Gallon - BEHR (white base) Code per Quart-BEHR( Deep base)**

**Garage Door Paint**

Colorant	OZ	48	96
C Yellow OXI D	0	13	0
L Raw Umber	0	33	1

**Dark Brown Paint -Siding and Doors**

Colorant	OZ	48	96
D Thalo Green	0	2	0
F Red Oxide	0	4	0
KX White	0	22	1
L Raw Umber	2	18	1

**Please note:** The **Garage Door** color is per **Gallon**. The **Dark Brown Paint** is per **QUART**.

**RACOONS/FOREST FRIENDS IN ATTICS** – Raccoon season is in full swing. Please contact Mark ASAP if you notice any open holes or areas of concern on the exterior of your building, as this may be an entry point for our forest friends. It is the responsibility of the owners to remove all raccoons/rodents, etc. from the interior of their homes/attics. The Association will only cover the repairs to the exterior of the buildings in the event a “forest friend” makes its way into a residence. Please contact a Pest Control Company of your choice (at your expense) for removal of these animals. FYI – The company that currently handles our termite inspections, ProPest Control (281-363-0794), will make up to 2 visits to install a change and remove the cage for approximately \$85.00.

**NEW! WOODLANDS ALERT** - Sign up for The Woodlands Alert at <http://www.thewoodlandstownship-tx.gov/>. Click on the “Got Watch” section on the left side of the page and follow the instructions. Be sure to sign up for Woodlands Watch and Fire Department Information. You’ll receive information from the Woodlands via your email (only one a week unless critical information). This web based system will eventually replace The Woodlands Watch Program.