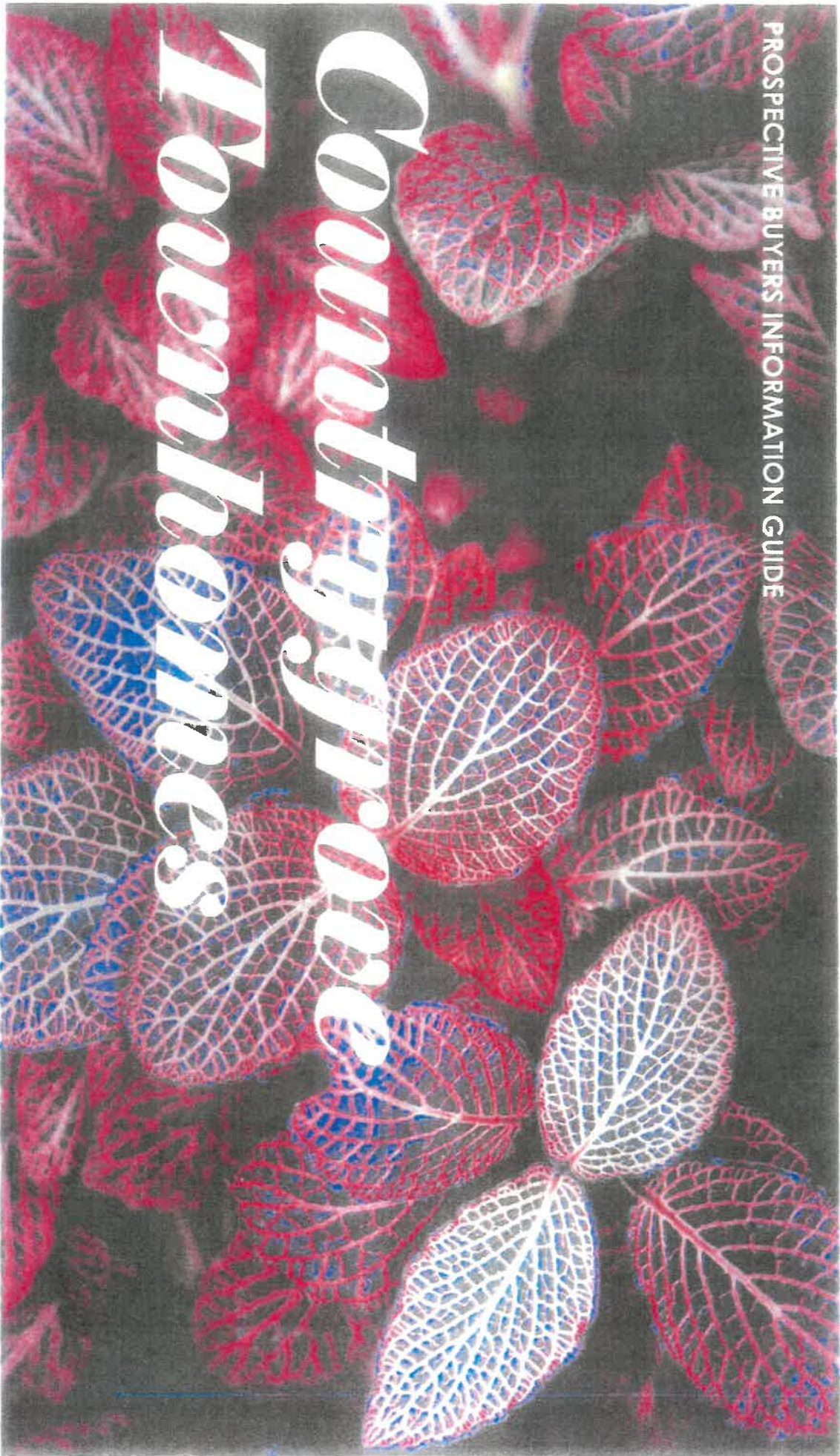


PROSPECTIVE BUYERS INFORMATION GUIDE

Countdown to Tourism



*Many Prospective owners have
similar questions when
considering purchasing a
townhome within our community*

THIS GUIDE WILL INCLUDE THE TOP QUESTIONS THAT YOU WANT
TO ASK, OR SHOULD BE ASKING PRIOR TO PURCHASE

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What Does the Assessment Include?

The Assessment for Country Grove townhomes includes the yard maintenance, insurance, irrigation, future replacement cost savings (reserves), and other expenses as detailed in the budget copy included in this informational guide.

The assessments as listed in the approved 2024 budget are based on the square footage of the home and can range from \$292.09-\$390.46 per month.

What Kind of Insurance Policy Do I need vs What Does the Association Include?

- The Association maintains the windstorm and general liability insurance policies for all townhomes. As the Association is responsible for the repair and replacement of the roof for each home, we must maintain a common policy.
- The Association utilizes a broker annually to review coverage options. Management can provide a copy of the Association's COI upon request.
- The HOA policy will cover, fire, wind/hail, hurricane and other weather-related disasters.

- Homeowners in our community will need to discuss obtaining an "HO6" type of personal insurance. This will cover general liability coverage, as well as your personal belongings or any damages resulting from an event not covered by the HOA policy.
- If you have high replacement cost personal items, or upgrades to your home-please speak to your agent about higher coverage levels.
- Ask your agent about any available rider policies that you can obtain.

Country Grove Community Association

Account	Description	2023 Budget	2023 Actual	2024 Budget
Operating Accounts				
Income Accounts				
INCOME				
40-4010-00	Maintenance Assessment	\$741,699.00	\$494,780.00	\$470,400.00
New	Insurance Assessment	\$0.00	\$0.00	\$386,789.00
New	Insurance Shortfall 2023	\$0.00	\$0.00	\$90,381.00
40-4015-00	Less: Bad Debt	(\$1,200.00)	\$0.00	(\$1,200.00)
40-4025-00	Cash to Accrual Conversion	\$0.00	-\$27,206.48	\$0.00
OTHER INCOME				
41-4100-00	Legal Fee	\$1,000.00	\$2,461.14	\$0.00
41-4110-00	Late Fees	\$600.00	\$1,150.96	\$0.00
41-4130-00	Fines / Violations Income	\$0.00	\$360.00	\$0.00
41-4235-00	Certified Mail Fee	\$0.00	\$900.52	\$0.00
41-4265-00	Transfer Fees	\$1,000.00	\$850.00	\$0.00
41-4400-00	Miscellaneous Income	\$200.00	\$0.00	\$0.00
41-4450-00	Master Reimbursements	\$0.00	\$7,018.33	\$32,603.00
New				
Income Accounts Total		\$743,299.00	\$480,314.47	\$978,973.00
Expense Accounts				
INSURANCE				
60-6010-00	Ins - General Liability	\$0.00	\$3,975.00	\$4,968.00
New	Ins - Equipment Breakdown	\$0.00	\$1,133.00	\$1,416.00
New	Ins - Property	\$0.00	\$299,036.00	\$373,795.00
New	Ins - Crime & Fidelity	\$0.00	\$715.00	\$894.00
New	Ins - D & O	\$0.00	\$1,777.00	\$2,221.00
New	Ins - Umbrella	\$0.00	\$2,516.00	\$3,145.00
New	Ins - Worker's Compensation	\$0.00	\$280.00	\$350.00
TAXES AND LEGAL				
61-6140-00	Taxes - Audit / Tax Prep	\$750.00	\$0.00	\$450.00
61-6150-00	Taxes - Property	\$0.00	\$57.60	\$300.00
61-6200-00	Legal - Collections	\$3,000.00	\$6,770.67	\$0.00
New	Legal - Corporate	\$0.00	\$0.00	\$4,125.00
ADMINISTRATIVE				
63-6310-00	Bank Charges	\$250.00	-\$105.00	\$250.00
63-6320-00	Office Supplies	\$200.00	\$0.00	\$200.00
63-6325-00	Postage Expense	\$600.00	\$346.10	\$635.00
63-6327-00	Certified Mail	\$0.00	\$560.00	\$531.00
63-6330-00	Printing & Copying	\$1,500.00	\$650.40	\$1,600.00
63-6331-00	Coupons	\$600.00	\$73.87	\$900.00
63-6370-00	Management Fee	\$28,050.00	\$17,060.00	\$27,036.00
63-6375-00	Management - Admin Staff	\$0.00	\$180.00	\$3,174.00
63-6390-00	Miscellaneous	\$3,000.00	\$461.16	\$3,174.00
63-6399-00	Contingency	\$8,500.00	\$0.00	\$8,993.00
UTILITIES				
70-7050-00	Water	\$43,000.00	\$32,112.69	\$48,160.00
REPAIRS & MAINTENANCE				
71-7120-00	Pest Control	\$500.00	\$0.00	\$529.00
New	Townhome Roofing	\$0.00	\$0.00	\$3,000.00
New	Townhome Painting	\$0.00	\$0.00	\$65,000.00
71-7132-00	R&M - Misc.	\$20,000.00	\$19,290.15	\$25,000.00
GROUND MAINTENANCE				
76-7600-00	Landscape - Contract	\$120,000.00	\$56,023.85	\$126,960.00
76-7630-00	Landscape - Irrigation	\$12,000.00	\$19,817.94	\$12,696.00
76-7660-00	Landscape - Other	\$10,000.00	\$7,259.25	\$10,580.00
76-7670-00	Landscape - Tree Maintenance	\$10,000.00	\$1,560.85	\$10,000.00
REPLACEMENT RESERVES				
80-8002-00	Reserve Roof	\$141,149.00	\$562,078.51	\$144,000.00
80-8003-00	Reserve Painting	\$45,000.00	\$9,227.35	\$2,510.00
80-8004-00	Reserve Insurance	\$240,000.00	\$0.00	\$90,381.00
80-8005-00	Reserve Landscaping	\$55,200.00	\$0.00	\$2,000.00
New				
Expense Accounts Total		\$743,299.00	\$1,042,857.39	\$978,973.00
Operating Accounts Net		\$0.00	-\$562,542.92	\$0.00

How Are Assessments Billed?

- Country Grove Townhomes bills monthly.
- You will have a coupon book provided; monthly invoices are not mailed.
- Upon budget approval for the upcoming year, coupons will be ordered and mailed out. Budget copies can be obtained upon request, from the website, or from the Carriage House or attending a Board meeting.

Please note...

- Country Place Master Community Association (CPMCA) also charges a monthly assessment of \$208.00 (per approved 2024 budget).
- You are responsible for payment of both assessments each month
- All owners within Country Grove are also members of the CPMCA Association.

What are my Maintenance Responsibilities?

Homeowners are Responsible For:

- **Interior of Structure** including: heaters, vents, rafters, water heaters, plumbing, add on enclosed porches and screened in porches
- **Exterior of Structure** including: windows, shutters, garage doors, storm doors, driveways, curbs and sidewalks, patio slabs, exterior lights, exterior wood siding and brickwork, soffits, chimneys, gutter repairs/replacement foundations, and air conditioners.
- **Exterior Drainage**
- **Termite/Pest Control**
- **Landscaping** planted by owner or prior owner (trees, shrubs/flowers)

The Association is Responsible For:

- Roof repairs and replacements
- Lawn Maintenance
- Irrigation repairs/watering costs
- Gutter cleaning (twice per year)
- Exterior Painting (on rotating capital replacement plan)
- Windstorm/Hurricane/Fire Insurance
- Landscaping planted by HOA-boxwood shrubs, some trees
- Tree Trimming-on rotating basis or to protect a roof from damage (additional trimming is at homeowner expense)
- Tree Removal-if diseased and recommended by arborist

It's Closed and I'm ready to Move in!

Countryplace requires all new owners to schedule a New Owner Orientation with the onsite management team. This process will also include information on the gate access, amenity rules and usage, social activity information, contact information and you will be provided with a binder copy of the Governing Documents for your Association. Please review and be familiar with these documents, especially the Rules and Regulations, and processes and applications for Exterior Modifications within the community.

What is an “Age Restricted” Community and What Does this Mean to Me?

Countryplace Master CAI (CPMCA) is an age restricted community. This means that all buyers and occupants of either Countryplace CAI or any home purchased within Country Grove Townhomes is held to this age restriction when purchasing a home. Violations of this policy could result in attorney involvement on behalf of the Association to ensure compliance.

The minimum age for ownership and qualified occupants is 55

(in accordance with the “Housing for Older Persons Act” in 1995)

*The minimum age of an additional occupant is 18 IF a qualified occupant is present. Persons under 18 may not reside in the home for more than 30 days. (Declaration 2.03)

*Homes can be purchased on behalf of a qualified occupant, even if legal owner does not meet the age restriction. At least one qualified occupant must be in permanent residence.

Management Contact Information

The Association is professionally managed by:

RISE Management

RISE office is located at:

**3131 Eastside St Ste 130
Houston, TX 77098**

Phone: 713-936-9200

The CountryPlace office is located inside the Carriage House at:

**3119 Flower Field Ln.
Pearland TX 77584**

You can reach them by phone at:

713-436-1062

Or email:

office.cpmca@gmail.com

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COUNTRY GROVE COMMUNITY ASSOCIATION, INC.
3119 FLOWER FIELD LANE
PEARLAND, TEXAS 77584

POLICY BULLETIN #16
MAINTENANCE AND REPAIRS RESPONSIBILITY
REVISED AND APPROVED BY BOARD OF DIRECTORS 9/11/2017

NOTE: THIS IS NOT INTENDED TO BE AN ALL-INCLUSIVE LIST OF EVERY POSSIBILITY

1 INTERIOR OF STRUCTURE:

Everything inside, including rafters, skylights, solar tubes, and heater, dryer, water heater, plumbing etc. vents protruding through the roof or sides of the structure except as noted under roof repairs/replacement.

Added on enclosed porches and screened-in Porches

HOMEOOWNER

2 EXTERIOR OF STRUCTURE:

Windows and shutters
Front, rear, side, storm, and garage doors
Driveways, curbs, and sidewalks
Patio and porch Slabs
Exterior wood, wood siding and brick work
Exterior lights
Enclosed porches
Patio Covers
Added-on rooms

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Rain gutters and downspouts

NOTE: Rain gutters/downspouts on the original structure are cleaned out once a year.

Notification will be in the newsletter the month prior to cleaning.

Additional cleanings; rain gutters/downspouts on added-on rooms and on added-on patio covers; if modifications have been made to the original gutters/downspouts such as gutter covers and downspouts which have been extended underground or with tubing attached and downspouts that are stuffed with debris that cannot be flushed out but must be taken apart to get them clean.

HOMEOOWNER

Eaves and soffits, including Any Screening on soffits

HOMEOOWNER

Chimney

HOMEOOWNER

Air Conditioner/Generator

HOMEOOWNER

Foundation Problems

HOMEOOWNER

Fence Behind Town Homes on West Country Meadows Ln

HOMEOOWNER

Security Wall/Fence East & West Country Grove Circle

CITY OF PEARLAND

Fences on Apple Blossom Drive

CONTACT CPMCA

FOR INFO

HOMEOWNER Obtain CPMCA Architectural Control Committee approval for all exterior changes or projects

HOMEOWNER Any improvement that encroaches on an easement must be readily removable. No improvement shall violate a set-back restriction or alter existing drainage patterns. For any improvements that affect the sprinkler system, the homeowner is responsible for the relocation of the sprinkler system and for the proper functioning of the sprinkler system, at their expense, prior to and upon completion of the improvement. Also, homeowners are responsible for damage to any utility lines and for cost of repairs. If you receive approval to install a fence, you are responsible for maintenance of the grounds inside the fenced area and for keeping grass trimmed away from both sides of the fence. The grounds contractor is not required to come into your yard.

HOMEOWNER If contractors, repairmen, or homeowners do any repairs, installations, or replacements that affect the roof, the irrigation system, the grounds, or the exterior of the structure, everything must be properly reconnected or restored to the condition it was before the work was done. Some items that can cause problems are installation of new water heaters, replacement of driveways or sidewalks, foundation repairs, installation of satellite dishes, and alterations to the landscaping.

3 **EXTERIOR DRAINAGE:**

Sewer Lines
 Drainage Problems
HOMEOWNER
HOMEOWNER
HOMEOWNER
HOMEOWNER

French Drain System on Apple Blossom
 Street Gutters: Homeowners are primarily responsible for removing debris, leaves and mud. Occasionally, the City of Pearland street sweeper comes through. Also, ground contractor personnel blow dry leaves out of the gutter; however, they only are here 42 times a year.

4 **TERMITE AND OTHER PEST CONTROL** **HOMEOWNER**

5 **PERSONAL ITEMS ON PATIOS, DRIVEWAYS, SIDEWALKS AND YARDS** **HOMEOWNER**

Includes, but is not limited to flowers and bushes planted by the homeowner, bird baths, rain gauges, decorative stoneware, statues, lawn furniture, barbecues, sleeves for flags, etc.

6	<p>TREE TRIMMING Tree trimming is done in the front, rear and side yards of the units on a three year cyclical basis on large trees such as oak, elm and pine.</p> <p>CGCA</p> <p>Tree trimming to Crepe Myrtle, Magnolia, ornamental, and fruit trees is only done to protect the roof and structure,</p> <p>CGCA</p> <p>Minor trimming also may be done at any time, as needed, to protect the roots.</p> <p>CGCA</p> <p>Additional tree trimming may be done at any time by homeowners at their expense.</p> <p>HOMEOOWNER</p>
7	<p>TREE REMOVAL Removal of dead, dying or diseased trees is based on the recommendation of a professional arborist. The tree stump will be removed, and sod will be installed.</p> <p>CGCA</p> <p>A homeowner may have a tree removed at their own expense. The stump and root system must be ground out at least six inches below the surface of the ground, The hole must be filled and covered with sod unless a new tree is planted or new landscaping is planted.</p> <p>HOMEOOWNER</p> <p>NEW OR REPLACEMENT TREES The CGCA does not plant new or replacement trees on a homeowner's property.</p> <p>HOMEOOWNER</p> <p>Removal and replacement of trees in the common areas is the responsibility of the CPMCA.</p> <p>CPMCA</p> <p>EXTERIOR PAINTING Exterior painting on a five year cycle includes garage doors and front and rear painted doors which are painted with existing CGCA approved exterior paint color, and includes preparation and excludes repair or replacement of structural members.</p> <p>CGCA</p> <p>Stained doors, storm doors and screen doors</p> <p>HOMEOOWNER</p> <p>Exterior of enclosed porches or patios which are painted with existing approved exterior paint color</p> <p>CGCA</p>
8	<p>NEW OR REPLACEMENT TREES The CGCA does not plant new or replacement trees on a homeowner's property.</p> <p>HOMEOOWNER</p>
9	<p>EXTERIOR PAINTING Exterior painting on a five year cycle includes garage doors and front and rear painted doors which are painted with existing CGCA approved exterior paint color, and includes preparation and excludes repair or replacement of structural members.</p> <p>CGCA</p> <p>Stained doors, storm doors and screen doors</p> <p>HOMEOOWNER</p> <p>Exterior of enclosed porches or patios which are painted with existing approved exterior paint color</p> <p>CGCA</p>

10

ROOF REPAIRS AND REPLACEMENT

CGCA

Roofs are repaired and replaced as needed due to normal wear-and-tear. The roof includes shingles, plywood under the shingles, ridge vents and the portion of roof vents from the roof up.

HOMEOWNER

The roof contractor may have to remove satellite dishes or other objects that have been placed on the roof. These items will be placed on the ground. The homeowner will have to have them reinstalled.

HOMEOWNER

Leaks around skylights and dormers are the responsibility of the homeowner. It is recommended that you do not install skylights or dormers.

HOMEOWNER

Roof repairs and replacement due to major storms such as hurricanes and tropical storms.

11

GROUNDS CARE

CGCA

Normal services provided by grounds contractors to turf areas and planted areas include the following items: mow, edge, trim, blow, weed flower beds and cleanup. These services are provided regardless of the existing condition of your turf which may be grass, dirt, weeds or a mixture of grass, dirt and weeds.

CGCA

The following services also are included in the grounds contract: pruning and trimming of shrubbery, tree canopy maintenance, weed control in spray lines, debris removal, fertilization of turf and shrub areas, fire ant control, replacement of dead shrubs and plants in front and side yards.

HOMEOWNER

The following services are not provided by the contractor to the homeowner as they would be an extra cost to the CGCA: new turf (sod) turf aeration, dethatching, soil additions, mulch, and insect control.

HOMEOWNER

Maintenance and replacement of flowers planted by the homeowner.

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12 IRRIGATION SYSTEM

Maintenance and Repair of Irrigation System
 CGCA

HOMEOWNER

Homeowners are to notify the CGCA immediately if they think water from a sprinkler is causing damage to the structure. The CGCA will adjust or repair the system if necessary. However, repairs to the structure are homeowner responsibility.

HOMEOWNER

The irrigation system is designed to provide enough water for turf and shrubs, but not for flowers. Additional watering is needed for flowers.

HOMEOWNER

The irrigation system does not provide enough water during hot, dry weather to prevent cracks in the turf around the foundation of the structure. Extra watering may be needed to keep the turf wet.

13 INSURANCE CLAIMS POLICY

SEE POLICY BULLETIN #2

