

Rules & Regulations Towne Lake Home Owner's Association, Inc

The Towne Lake Home Owner's Association Inc. is a registered Texas non-profit organization. The Association is comprised of all property owners within Towne Lake Village.

The purpose of the Association is to provide oversight for Village property by ensuring compliance to the Declaration of Restrictions, Covenants and Conditions, covering the Towne Lake Addition and to provide an instrument for members (property owners) to voice concerns.

The Association is administered by its Board of Directors who are elected by property owners for a two (2) year term of office. The Association employs an Office Manager who maintains an office in the Village Clubhouse and acts as liaison to the Board. The Board of Directors consists of the following positions. President, Vice President; Treasurer; Secretary; and four (4) Board Members.

The Board of Directors appoints an Architectural Control Committee consisting of not less than three (3) qualified persons. Terms of office are at the pleasure of the Board of Directors. This committee provides oversight to residents to review and approve any plans, specifications or major design change to any property within the Village. If you are considering a remodeling project, you must contact the committee through the Village Manager's Office prior to authorizing the work for approval.

Voting Privileges: Each property owner is allocated a specific number of votes dependent on the size of their property. Each person who is the owner of one or more lots shall have the right to vote in person or by proxy (absentee ballot) on any proposal or action, requiring approval by the membership.

Meetings:

1. Board of Directors: Meets monthly. This meeting is open to the general membership. Minutes are posted at the Clubhouse and are available to be emailed IF REQUESTED.
2. Annual Meeting: Meeting of all Village property owners. Examples of Items on the agenda for this meeting include the election of Board members, annual budget, capital projects both completed and proposed, items of information or other items requiring action by the general membership.

3. Meeting times and dates are listed in the TLV Monthly News Letter. Additionally, these meetings as well as other special events are posted in plain view outside the Entry House, at the Clubhouse or may be emailed at YOUR REQUEST.

Submission of Complaints/Concerns:

1. **Complaint:** Defined. A WRITTEN NOTICE submitted by a resident or resident's regarding violations of the TLV Rules and Regulations. Complaint must be in writing and cite the specific rule or regulation that has been violated. The complaint will be reviewed by the President or in his or her absence a TLV Board Member. The manager will act on the violation or the complaint after it has been referred to and reviewed by the Towne Lake Village Board of Directors.
2. **Concern:** Defined - A verbal or written notice submitted by a resident regarding a health or safety hazard, a written submission of a desired change in the TLV Rules and Regulations, lawn care or street maintenance issues, suggestions for improvement, or any other matter that does not report a violation of the TLV Rules and Regulations.
3. **Complaint/Concern:** - Timely Submission: The TLV Board of Directors request Complaints or Concerns submitted requiring timely (not priority) action, such as changes to written directives for procedures, be submitted through the Office Manager at least ten (10) days prior to the TLV Monthly Meeting. This will allow timely distribution to each Board Member for review and consideration at the next Board Meeting.
4. Any property owner or resident may report a violation of the rules. All violations should be reported to the TLV office by written notice and should include as many details as possible. Essential details include the address where the violation took place, name and address of the violator if known, any pertinent circumstances that bear on the violation. All violations will be investigated by a Towne Lake employee or by a board member and action will be taken based on the results of the investigation. The property owner or resident responding such violation must submit the name & address. Upon review by the TLV board, a discussion will be made regarding each complaint or Rules & Regulation violation. At such time a letter citing each violation and TLV board decision on a warning or fine will be delivered to the resident/owner.

The Towne Lake Board is the sole arbiter of violations and fines. At anytime during the notification process the resident may petition the TLV Board of Directors for a hearing on the violation itself, the time period for correction, and the fine assessed. At the TLV Board of Directors discretion, appropriate action on the resident's plea may be taken based on the information provided.

TLV GATE ENTRY/EXIT INSTRUCTIONS

All residents and property owners must be registered with the homeowners association to have gate access. Visit the office to obtain a remote-control transmitter and parking permits. For security purposes this is necessary.

Remote Control Transmitter

- Two Remote Control Transmitters will be issued to each household. They are issued at the Towne Lake Village office. There is no cost for the initial issue; however, a fee of \$50.00 will be charged for replacement of lost remotes or negligent damage.
- Each household will be issued a 4-digit entry code for use in lieu of the remote control. This four-digit code grants access (See Entering/Exiting below) therefore, residents should use extreme caution in releasing this code to non-household persons.

Entering/Exiting

- Pull into the Towne Lake entrance from McCann. Point your remote to the keypad podium then press the button on your remote for the gate to open.
- In the event your remote does not work (dead battery...) or you forget and leave it at home you can pull up to the keypad podium and enter your 4-digit code and the gate will open.
- If you make a mistake entering a code, press* to reset the keypad, then enter the correct code.
- When you leave Towne Lake – Go Slow – When exiting TLV afterhours, stop at the WHITE LINE for the gate to open automatically. Once the gates are open, please make your exit. If the gate does not open, you will have to back up until you have backed across the WHITE LINE and wait for the gates to open automatically.

Requesting Access with Entry Code

- Residents have up to 40 seconds to key in their entry code.
- Up to eight seconds are allowed between each keystroke.
- All digits of the entry code must be entered. Example: If the entry code length is set for four digits and the code is 0042, the user must enter "0042".
- If the wrong key is pressed, pressing the * key will reset the keypad. The correct code can then be entered.
- If the number of incorrect codes entered exceeds the keypad lockout count, the keypad will be locked and not accept any entries for one minute. Then the entry code may be reapplied.

Visitors Requesting Access

- Press # to view the directory.
- The visitor scrolls through the directory entries viewing the resident names and contact numbers.
- When the visitor finds the residents directory number they will enter it on the key pad.
- The system then dials the resident's telephone number. (The phone number is not displayed to the visitor to protect resident privacy.
- Once the resident converses with the visitor two options are available: First, the resident can press 9 and access will be granted. Second the resident can press * or hang up and access will be denied.

Parking:

1. The following parking restrictions must be adhered to due to the necessity to provide immediate access by emergency vehicles.
 - a. Parking vehicles on streets is prohibited during the hours of 1:00 AM to 6:00 AM. If you are in violation, you will receive **ONE WARNING**. The next violation will **BE AUTOMATIC TOWING AT OWNERS EXPENCE**.
 - b. For medical purposes such as sitters, hospice visits, home health needs, or extended visits by close relatives, if approved, a vehicle permit will be provided to the resident to be prominently displayed on the vehicle dashboard and will show the starting and ending date along with the vehicle license plate number. Approved extended permits may be picked up at the TLV office during office hours or may be mailed to your residence by request. Vehicle permits are to be returned to the TLV office at expiration.

- c. Parking on any grassy area is prohibited, whether it be green belt area or lawn areas. This follows city ordinances.
2. **Parking Permits:** Residents of Towne Lake Village must have parking permits on their vehicles.
 - a. Vehicles are defined as autos, pick-up trucks, and motorcycles.
 - b. The permit is displayed on the inside of the front window (driver's side) adjacent to the vehicle inspection sticker.
 - c. No more than four (4) vehicle parking permits are authorized for each residence. Any resident may apply for a 7-day temporary pass for out-of-town guests, family or, when having temporary transportation (rental car or loaner). When approved, this pass is renewable at Towne Lake Board of Directors Discretion The third and fourth stickers may only be issued to residents who have adequate off-street parking at their residence to accommodate the third and fourth vehicle. Two additional stickers can be issued, one to a non-resident home owner for a vehicle and one to a motorized RV.
 - d. Residents who are leasing must pay a refundable deposit of \$25.00 per permit. The original, or portion thereof, must be returned to the manager's office to receive a refund of the deposit(s).
 - e. Any resident, or resident's legal representative, may apply for up to a 90-day temporary pass for caregiver who provides medical or personal care to a resident. When approved this pass is renewable.
 - f. All residents are required to obtain their vehicle stickers within 7 days of moving into Towne Lake or when new vehicle stickers are issued. Failure to obtain a sticker will result in a **\$50.00** fine and \$1.00 per day after the 9th of each month without a resident obtaining the required vehicle stickers.

Current Information/Visitors

1. It is necessary for security purposes for the Village to maintain a complete and current listing of all residents of Towne Lake. Therefore, we ask you to provide the **names and telephone numbers** of all who occupy your residence and to ensure this information is kept current.
2. Telephone numbers will be maintained by the office manager. If a resident does not want their phone number released, it is their obligation to inform TLV management in writing.

3. Residents are fully responsible for the behavior of their guests/visitors and for any damage to facilities or any other private property.

Street Safety

1. The speed limit for Towne Lake Village is posted at 20 mph. The streets within the Village do not fall under the jurisdiction of the City Police; therefore, traffic citations cannot be issued for violators. However, the Towne Lake Homeowners Association can take administrative action against violators on whom complaints have been received.
2. Complaints: Residents who observe speeding violations should notify the Village Manager's Office. This notification should be in writing and contain as much information as possible. Such as, a vehicle description, license plate (if possible), dates, time and location of the violation. Name and address of the complainant must be attached to the written complaint. Information submitted will be kept confidential if so expressed by the complainant
3. Children on bicycles will be properly supervised by parents. Bicycles will not be used on the Village streets after dark without proper lights. Bicycles and other non-motorized items will be secured within a garage or suitable storage area after dark and will not be left on lawns or driveways.

Lawn and Residence Care

1. The Village Homeowner's Association provides the mowing, edging and weed eating for the lawns. The maintenance of shrubbery, flowerbeds, etc., is the responsibility of the homeowner.
2. If it becomes necessary for the Homeowner's Association to correct problems not attended to by the owner, the owner will be charged for the cost of the corrective service as provided in the covenants of the Towne Lake Homeowner's Association.
3. Television, radio or other such antennas are prohibited. Small satellite dishes may be installed if they are positioned behind a privacy fence and are not cosmetically detrimental to the appearance of the property.
4. All yards and patio areas visible from the street will be kept neat and free of clutter. No woodpiles, clotheslines, or storage areas are to be visible from the street. They must be enclosed by a privacy fence.

5. The City of Longview provides trash and garbage pick up on scheduled days. Trash and garbage is collected at curbside and must be contained in suitable bags or boxes. Do not place garbage at curbside prior to 5:00 AM on the scheduled day of collection. (City Ordinance)
6. Any additions to your residence must be approved by the Architectural committee before commencing any work. This pertains to room or patio additions, garages, etc. It does not include lawn, gardens, shrubbery, etc.but; the Architectural Committee must approve a major landscaping project. Applications for upkeep and maintenance of existing homes should include paint chip samples, roofing sample, and samples of any exterior materials to be used.
7. Garage doors are to be left in the closed position when leaving the residence. (Open doors encourage burglaries).

Pets

1. All areas where pets are kept are to be clean and free of odors. Lawn maintenance will not be completed for areas covered with pet debris until the area is cleaned.
2. Do not allow a barking dog to disturb neighbors. This is a City ordinance and complains must be filed with the city.
3. All pets are to be kept in a residence or privacy area and are not allowed to roam freely.
4. Pets taken outside the residence or privacy area must be kept on a leash. Owners will NOT allow pets to use other resident's property (lawns) as "rest stops." Pet "accidents" are to be promptly cleaned up.

Clubhouse

1. The Club House may be used by Village residents only. Residents may not reserve the club house for a non-resident for any function. Clubhouse facilities will be forfeited for anyone violating these rules.
2. Reservations for business organization meetings are prohibited except when residents are hosting the meeting. However, such meetings must be classified as "infrequent" and not scheduled in the form of a monthly or quarterly meeting.

- a. **Fees:** (Non-refundable)
 - * Monday through Thursday: \$35.00
 - * Friday, Saturday and Sunday: \$ 50.00

- b. **Fees:** (Refundable)
 - * Deposit: \$100.00
 - * Refundable if the clubhouse is cleaned properly by 9:00 AM the day following the activity and the key to the clubhouse is returned. No food will be left overnight, and all garbage is to be removed from premises. Cancellation: Fee is refundable if the cancellation is made 30 days prior to the activity.

3. The pool area is not included in the rental of the clubhouse. All activities must be restricted to the clubhouse.

4. Adults will closely supervise children's and/or teenager's parties at all times. A ratio of one (1) adult per 10 children/teenagers is recommended.

5. Towne Lake Village is not responsible for personal items left in the clubhouse.

6. When leaving the clubhouse please ensure all inside lights and fans are turned off. Air-condition/heat should be turned to 78° in the summer and 60° in the winter and all doors are secured properly.

8. A \$25.00 fee will be charged for lost keys. (Keys can be returned via the distribution box at the clubhouse door)

Swimming Pool:

Note: Towne Lake Village does not provide a lifeguard at the pool. Residents and their guests use this facility at their own risk. (See section on Safety)

Below are important rules and regulations that are enforceable by fines and/or privilege revocations. Homeowners are responsible for understanding and adhering to the following.

1. The swimming pool is strictly reserved for Village members and their guests. Violators will be considered as trespassers and will be prosecuted.

2. The swimming pool is equipped with a Key Entry System. Homeowners may be issued one (1) key per household for a \$ 50.00 annual fee. The replacement fee for a lost key is \$10.00.

3. Safety Rules (Pool Rules are posted at pool side)

In case of an emergency please Call 911 or use 911 call boxes at pool side.

A Shepherd's Hook and Life Ring are located on the deck rail next to the pool. DO NOT REMOVE except in case of an emergency.

DO NOT remove Pool Rope.

NO children permitted under the age of 14 without Adult Supervision. If the child is fourteen (14) or over, they must be able to swim in order to come to the pool alone.

NO Diving

NO Glass containers of any kind

NO Running, jumping, or horseplay into or around pool

NO electrical devices

DO NOT enter the pool when posted closed: Example: Pool Maintenance for repairs, cleaning, or pool "shocking" with chlorine.

DO NOT climb over or on pool fence or gate

STAY OFF rope in the pool.

4. Other Rules:

Pool parties are strictly prohibited

Respect others – keep noise to a minimum

NO pets are allowed in the Pool area

Only swimsuits are to be worn in the water

Infants/children who are not toilet trained and adults who are incontinent, who wish to enter the pool, must wear a clean swim diaper covered by separate rubber/vinyl pants, all of which must fit snugly around the legs and waist.

All refuse; bottles of oil, towels, clothing, glasses, etc. are to be removed when leaving the pool area. Use the provided trash containers on the pool deck for discarded items.

A restroom is located at the side of the clubhouse building for use of persons using the pool or playground area.

Do not enter the clubhouse wearing a wet bathing suit. Dry off before entering the building.

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Children's Playground Area: (Added June 2005) (Rules Amended 9/1/2013)

1. A children's playground (swings, sliding board, etc.) is located on the lot next to the Club House. The equipment is designed for children 10 years of age and under. Adults should not use this equipment.
2. The playground is not supervised by the TLV Staff; therefore, an adult should always be present to supervise children using the equipment.
3. The playground equipment is inspected on a quarterly basis by the TLV staff. A record of these inspections will be maintained in the TLV Office. If a resident finds any broken or otherwise defective equipment the resident should immediately report this to the TLV Office.

Realtor and Garage/Estate Sales

1. The Board of Directors of Towne Lake Homeowners' Inc. will limit the amount of time a realtor sign or a "Garage Sale" sign may be left at the front entrance of the Village or any properties owned by Towne Lake Village.
2. Realtor and "House for Sale by Owner" signs may be placed at the front entrance of the Village only on Saturdays and Sundays when there is an "Open House" of the individual property. These signs will be removed by Midnight on Sunday. No signs are to be placed on other properties or at any intersection of streets or on green belt areas at any time other than on the property for sale.

3. Garage and Estate sale signs may be posted in the Village on days of the sale and are to be removed as soon as the sale is over.

Garage sales are limited to one 2-day sale per year per household. These sales will be held only on the first Saturday weekend of the month. The weekend is defined as Friday and Saturday. Sales Sunday through Thursday are prohibited. An Estate Sale can a 4-day sale Wednesday thru Saturday also held on the first weekend of the month.

The TLV Board will assess a \$150.00 fine for each violation or occurrence.

4. Homeowner's wishing to sell, or lease property may display this information on a SINGLE Realtor or For Sale or Lease by Owner sign. Multiple signs are prohibited

Garbage Pick Up

1. **Monday** Do not place garbage curbside prior to 5:00 AM on scheduled days of pick-up. Temporary changes to this schedule are published in the Longview News Journal. It is not the responsibility of the office to inform the resident of these changes.
2. The City of Longview provides trash and garbage pickup on scheduled days. Trash and garbage is collected at curbside and must be contained in suitable bags or boxes.
3. Storage of trash cans need to be in the least conspicuous area of the property
4. **Bulk Item Disposal:** The City of Longview provides a collection service for bulk items such as, clothes washers and dryers. Contact the City of Longview Sanitation Department to schedule a collection date and time. **DO NOT** place these items on the curb prior to the scheduled date of pick up.

Fines for Rules Violation

CATEGORY		1 st OCCUR. Fine	2nd OCCUR. FINE	3 rd OCCUR. FINE	SUBSEQUENT FINE/FREQ
Parking		Warning	Towing	Towing	
*Residential Appearance: Recycle Bins, Trash Bags	Phone Call Email Or Letter	\$50.00	\$100.00	\$150.00	\$5.00 a day
Pets	Phone Call Email Or Letter	\$50.00	\$100.00	\$150.00	\$5.00 a day
Pool (\$150.00 after revocation)					Use of pool revoked
Garage/Estate Sales		\$150.00			Each Occurrence
TLV Car Tag	Fine \$50.00				\$1.00 per day after 9 th of each month
Architectural ***			Doubling each month, the fine is unpaid		\$1,000.00, doubling each month the fine remains unpaid

*** This section includes exterior residential appearance; shrubs, trees, flowerbeds; trash containers and recycles bins; other matters that impact appearance.