



SUBJECT: White Vinyl Fence Beautification Project
(PLEASE RETAIN THIS LETTER FOR FUTURE REFERENCE)

Dear Property Owners,

As you may know, the White Vinyl fence that outlines Northcrest Ranch on State Highway 242 is a popular landmark that many refer to when looking for and approaching our community. These fences are an architectural symbol of our great community!

The cleaning and maintenance of the White Vinyl Fences that outline our beautiful Northcrest Ranch Community are the responsibility of each property owner, per the Deed Restrictions found in Section 3.13 Walls and Fences, as stated here:

“The Owner of any Lot upon which the Developer has constructed a fence shall be responsible for the maintenance and repair of said fence.”

Your Board of Directors of NCR desires to work with you by letting you know in advance the strategy of ensuring the white vinyl fences are maintained regularly. The NCR Board has formed a committee to oversee, inspect, and report to the Board the overall appearance and condition of these White Vinyl Fences, with biannual drive-by inspections scheduled each year around:

- **Memorial Day Weekend (or end of May)**
- **Labor Day Weekend (or end of September)**

At the conclusion of these biannual inspections, the committee will report back to the Board listing those properties, with supporting photos, of any sections where any of the following condition(s) still exist:

- **Mold or Mildew on posts or rails**
- **Underbrush or Weeds growing up or through the fence**
- **Tree limbs hanging low over the fence**
- **Posts, Rails, or Caps missing, or in need of repair or replacement**
- **Gates, Posts, or Rails that are NOT matching white vinyl materials**

If your property fence fails either of the biannual inspections, you will be sent a letter from the association’s management company—Sterling Association Services, with a 30-day notice to remedy the condition(s). If the condition(s) still exist after the 30 days have expired, we will promptly assign a contractor to remedy the conditions and charge your account for the actual cost of the maintenance or repairs.

The NCR Board kindly wishes for each property owner to periodically take responsibility of maintaining their own white vinyl fence sections to help keep our community pristine. If you wish to contact or be contacted by email regarding any concerns about the fence maintenance or need help of where to locate any replacement materials, feel free to contact Kimberly Hiles at kimberly@sterlingasi.com or at 832-678-4500.

If your fence sections are in need of cleaning, maintenance and repair, we encourage you to get this work done as soon as possible, as the next scheduled drive-by inspection of the White Vinyl fences will be by the end of September. Thank you very much for your cooperation.

Kimberly Hiles
Sterling ASI

Professional Association Management
6842 North Sam Houston Pkwy. West
Houston, Texas 77064
Phone: 832-678-4500
www.sterlingasi.com