

# Helotes Park Terrace Homeowner's Association Estate Sale Agreement

## **Homeowner's Responsibility**

The homeowner is responsible for adhering to the following agreement. If the homeowner hires an Estate Sale company to handle the sale of personal and household items located within the Helotes Park Terrace subdivision, the homeowner is responsible for communicating the HOA rules and requirements, obtaining signatures from the Estate Sales Manager for the following agreement, and ensuring any issues that arise are addressed immediately. If the homeowner does not hire an outside company to conduct the estate sale, the homeowner assumes the responsibilities of the Estate Sale Manager noted below.

## **Estate Sale Manager's Responsibility**

Signs/Advertisement – signs can be placed at the entrance to the subdivision and on corners of streets leading to the property that will be used to conduct the sale. No more than 3 signs are permitted for the sale.

Duration – the sale event must be conducted over a maximum of 3 concurrent days. The sale must conclude by 5:00 pm each day.

Gate Entrance – the Estate Sales Manager will be provided a 4-digit code to be used during the sale event. This code can be advertised to potential customers. The code will only be available during hours of the sale and will be disabled outside of those days/hours. The gates will not remain open during the event.

Parking – The Estate Sales Manager **will employ staff to monitor parking during the event** to ensure the following. Monitoring must be performed throughout the duration and times of the sale.

- Parking on 1 side of the street only to allow emergency vehicles, contractors, and utility companies, etc. to conduct business.
- No parking on neighboring driveways, lawns, landscaping, etc.
- No blocking driveways or roadways.

## **Helotes Park Terrace Homeowner's Association Responsibility**

HOA will provide a gate code for customer entrance into the subdivision for the purpose of the estate sale, during the days and hours of the sale as noted below. The gates will not remain open during the duration of the sale event. A designated individual will be available in the event of gate failure.

*I understand that the Association will act on this request within thirty (30) days of receipt and contact me in writing regarding their decision. I agree to follow all requirements documented above.*

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

*I agree to the conditions of this agreement and will conduct the event as documented above on the dates and times provided below.*

Estate Sales Company: \_\_\_\_\_

Estate Sales Manager: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Dates of Sale: \_\_\_\_\_ Times of Sale: \_\_\_\_\_

\_\_\_\_\_  
Estate Sales Manager Signature

\_\_\_\_\_  
Date

**RETURN COMPLETED FORM TO:**

Helotes Park Terrace Homeowners Association, Inc.  
P.O. Box 1400  
Helotes, TX 78023

OR

Email: [secretary@hpt-hoa07.com](mailto:secretary@hpt-hoa07.com)

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**To Be Completed by the Association**

**Secretary**

Received via:

☐ Email

☐ Postal Delivery

☐ Hand Delivered

Date Received: \_\_\_\_\_

**Association**

☐ Approval

☐ Disapproval

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
Directory, HPT HOA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Directory, HPT HOA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Directory, HPT HOA

\_\_\_\_\_  
Date