

Levy Townhouse Owners Association

August 2021



To All Levy Townhouse Residents:

Owners get a lot of paperwork when they buy a home in Levy Townhomes and not everyone reads the rules in the governing documents, which outlines exterior standards. If you are a tenant who rents in Levy Townhomes you may not have seen those rules that the owner is responsible for following.

Below is a list of potential, but not limited to, violations of the Levy Townhouse Rules that a homeowner can be cited and fined:

1. **Overgrown yard/lot** [*keep yard maintained and grass cut*]
2. **Accumulated trash on property** [*dispose of all trash and recycle in a timely manner, do not allow it to accumulate*]
3. **Inoperable vehicle** [*inoperable vehicle(s) must not be stored in driveway of property*]
Maintenance of vehicles on property. [*minor maintenance may be done on an inoperable vehicle in driveway, but the area must be cleaned up the same day*]
4. **Vehicle parked on grass/in yard** [*no vehicle(s) may be parked on any part of the property except the paved driveway*]
5. **Architectural Control Committee approval is needed for all exterior work on your property.**
6. **Fence/Garage Door** [*in need of repair or paint*]
7. **Basketball goal post on the sidewalk/street/yard** [*moveable basketball or sports goals or nets are not allowed on the street unless in use. When not in use store upright on the side of the house.*]
8. **Bar-b-cue pit in front/side yard** [*when not in use, bar-b-cue pits must be stored in the backyard*]
9. **Trash & Recycle Containers** [*after trash or curbside materials are picked up, retrieve and store containers as soon as possible*]

Q. What happens if I do not comply with the HOA Guidelines?

A. Violation Schedule

1st Violation: Notice and Warning

2nd Violation: Notice and Warning if not cured or recurred within 10 days from 1st violation; another violation of the same within a six-month period will be considered a continuation of this violation. Notice and fine of \$25.00

3rd Violation: Failure to correct within 10 days or another violation of the same within 6 months of the 1st violation. Notice and fine of \$50.00

4th Violation: Failure to correct within 10 days or another violation of the same within 6 months of the 1st violation. Notice and fine of \$75.00

5th Violation: Failure to correct within 10 days or another violation of the same within 6 months of 1st violation: the violation is now considered a Chronic and Repetitive Violation. Notice and a fine of \$100

The HOA reserves the right to refer the violation to the HOA attorney for legal action at any time.



Property Improvements

Levy homeowners and tenants are reminded that prior to starting **ANY** exterior improvements to a property, an Architectural Control Committee Improvement Request Form **MUST** be submitted to the HOA for review and approval.

Examples of exterior improvements include, but are not limited to: driveway extension, decks, patio coverings, window replacement, window awnings, fencing, storage building, spa/hot tub, landscaping, lighting, gutters, storm doors, front doors, and painting of front doors, etc.

An ACC Improvement Request Form can be requested by contacting Bill Renton at (210) 213-3095 (cell #) or email brenton11@juno.com.

The process is multi-step:

1. Submit a **COMPLETED** request form (provide all information requested).
2. If request concerns painting, then the paint committee must sign off before the request is submitted for approval.
3. Board will review request.
4. Board will either Approve, Disapprove, return for additional information or return with suggested recommendations / alterations that would allow approval.
5. If the request is returned for additional information or with suggested recommendations the homeowner must resubmit the request for board review and approval.
6. Please allow the Board sufficient time to review the ACC Request and make a decision. Be aware the board has 30 days to approve or reject any ACC Request.

An ACC Request form can be mailed (6826 Betty Levy, SATX 78227), e-mailed or hand delivered to an HOA Board Member.

Levy Townhouse Committees

Levy Townhouse Owners Association has several committees set up and we are always looking for volunteers to help. Current committees include:

- Pool Committee
- Paint Committee
- Beautification Committee

If you or anyone in your household are interested in volunteering for a committee, please contact a Board member with your information and they will put you in contact with the committee chairperson.

The HOA Board is also wanting to establish a Bylaws Committee to review and make suggested changes. If you would be interested in serving on this committee, please contact either Marlene Aguirre or Bill Renton.

By Volunteering, TOGETHER, we can make a difference in OUR Community!

Levy HOA Board Members		
President	Marlene Aguirre*	(757) 630-6964
Vice President	Edward Mireles	(210) 249-8389
Secretary/Treasurer	Bill Renton	(210) 213-3095
Director	Irene Tomei	(432) 889-3867
Director	Martha Rodriguez*	(210) 885-1883

* Se habla Español

LEVY TOWNHOUSE HOME OWNER'S ASSOCIATION

6826 Betty Levy
San Antonio, TX 78227

Architectural Control Committee **Improvement Request Form**

In accordance with Article V of the Levy Townhouse Declaration of Covenants, /Conditions and Restrictions, no site improvements, nor exterior additions, changes or alterations shall be made to your property without the prior approval of the Board of Directors. Please submit this form prior to commencing the work. **Please ALLOW sufficient time for review and approval process.**

Along with the completed form, the homeowner is required to submit:

- A). Complete and detailed building plans, specifications and drawing of the requested improvement.
- B). The survey of the lot showing the location of the intended improvement.

Performing improvements without prior approval may result in a directive from the Architectural Control Committee, or Board of Directors to remove the improvements.

Please complete the following information, and return it along with the two items above to:

LEVY TOWNHOUSE HOA
6826 Betty Levy
San Antonio, TX 78227

Owner Name:

Address:

Home Phone:

Cell Phone:

[Ok to send text messages? Yes/No]

E-mail address:

A brief description of the improvements:

Who will perform the construction?

Location of Improvement (Check ALL areas that apply)

Front _____ Back _____ Side _____
 Roof _____ Garage _____ Patio _____

Material to be used for the Improvement: (Indicate color of materials)

Brick _____ Stucco _____ Cement _____
 Wood _____ Stain _____ Wood Siding _____
 Paint _____ Glass _____ Other _____

Type of Improvement

Fencing _____ Windows _____ Awnings///Patio///Covering _____
 Front Door _____ Storm Door _____ Change Front Door Color _____
 Gutters _____ Storage Building _____ Deck _____
 Landscaping _____ Lighting _____ Spa/Hot Tub _____
 Above-ground pool _____ In-ground Pool _____ Room Addition _____
 Exterior Painting _____ (Paint Committee approval is required prior to submitting Request)

PROJECTED CONSTRUCTION START DATE:	PROJECTED COMPLETION DATE:
Homeowner Signature: _____	Date: _____
Committee/Board Approval	Date: _____
Committee/Board Disapproval	Date: _____

Recommendations/Alterations Suggested:

HOA USE ONLY		
	DATE	INITIALS/SIGNATURE
Request received		
Board Review & Decision		
Homeowner notified by: phone/text/email/ACC request delivered (circle all that apply)		