

Westbury Square Townhomes, LLC  
11540 Chimney Rock, Room 100  
Houston, TX

On November 6, 2016, the Board of Directors mailed letters to each and every home owner regarding the New Vehicle Registration Program. A Parking/Vehicle Registration Form was included with that letter. Four (4) dates were set out for Board representatives to meet with residents:

Saturday, November 19;  
Tuesday, November 22;  
Wednesday, November 30, and  
Saturday, December 3, 2016,  
Additional days were scheduled at the owners request

Directives were provided in that letter for owners and/or tenants to turn in the Parking Form Letter and receive a Parking Sticker. Approximately 65% of home owners replied that letter and showed up at one of the above dates.

**Requiring Registration of all vehicles inside the Parking Lot is necessary for Community Security.**

If your property is rented/leased, then it is your responsibility to ensure that all of your tenants vehicles are registered. Any and all vehicles must be registered with the Association. Failure to do so will result in either the vehicle being towed, a charge to the tenant, and/or a fine being assessed to the owner of the Unit. The Letter sent out on November 6, 2016, contained a document titled "WESTBURY SQUARE TOWNHOMES, Inc., PARKING INFORMATION". A copy is included here.

Any owner/tenant that acquires an additional parking space from another homeowner must provide absolute written proof from that owner that they have been granted the right to park in that space.

**The following additional 3 days are available for home owners to provide registration information on owners or tenant's vehicles and to obtain Parking Stickers.**

**Wednesday, May 10, 2017, from 5:00 p.m. to 8:00 p.m.**  
**Friday, May 12, 2017, from 6:00 p.m. to 9 p.m.**  
**Saturday, May 13, 2017, from 10:00 a.m. to 1:00 p.m.**  
**Sunday, May 14, 2017, from 1:00 p.m. to 5:00 p.m.**

Effective Sunday, May 14, 2017 at 5:01 p.m., Parking Registration will end. It is in the home owners and their tenants best interest to comply with all the Rules and Regulations. Failure to do so will result in either Towing and/or Fines.

Feedback may be sent thru <http://westburysquare.hoatx.org/feedback.html>.

## **WESTBURY SQUARE TOWNHOMES, Inc.**

### **PARKING INFORMATION**

**See the WST Rules and Regulations (R & R) for the comprehensive parking rules**

- 1) Place your new sticker on the inside, lower corner of your rear window on the driver's side. (Rules and Regulations, R&R; Section 12, 1b)**
  
- 2) Vehicles must be current in licensing and must be in good working condition. (R & R; Section 12, 1a)**
  
- 3) No vehicle storage will be permitted on the property. (R & R; Section 12)**
  
- 4) For added security, your parking spot numbers will be changed from your unit number to your sticker number(s). This transition may take 1-2 months.**
  
- 5) Do not park in someone else's assigned parking spot without permission. An owner may have a vehicle towed from their assigned spot if the spot has been compromised by someone else. If you have a renter, he/she must have your authorization to have a vehicle towed from their assigned parking spot.**
  
- 6) One bedroom units will receive one parking sticker. Two and three bedroom units will receive two parking stickers. (R & R; Section 12,1c)**
  
- 7) Guest spots are kept for our guests only; (R & R; Section 13). The four parking spots near the maintenance shop are restricted. Parking is allowed there Monday -Friday from 6pm to 7am and on Saturdays and Sundays.**