

**EVERY OWNER SHOULD KNOW THE FOLLOWING**

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## **General Information Regarding the Association**

Upon purchasing a condo at The Landing, an Owner becomes a member of The Landing Condominium Association (the "Association"). Such membership entitles each Owner to certain rights and imposes certain obligations with respect to the Association.

The Association is governed by a Board of Administration (the "Board") that manages the business and operational affairs of the Association. Board members are elected by majority vote at the Annual Owners Meeting and serve staggered terms as described in the Bylaws. While not required by The Landing's governing documents, the goal is to have an Owner from each building serve on the Board. The Board members annually elect the president and other officers of the Association.

All Owners are strongly encouraged to attend the Annual Meeting. It is Memorial Day weekend. If an Owner is unable to attend, such Owner may appoint another person to represent him or her by giving such person his or her written proxy. Each condo is entitled to one vote (double units are treated as two units for all purposes) for all matters for which a vote of the full Ownership is required or permitted. Each officer has a specific area of responsibility and a list of tasks for his or her area. Each officer serves at the pleasure of the Board.

The Association owns and is responsible for maintaining the "common elements" which include the exterior of the condo buildings and the grounds – rafters, joists, sub floor, the outside walls, roofs, gutters, terraces, balconies, stairway to landings, landings, septic systems, carports, pool, dock, parking lot, and yard. Dues cover the cost of the caretaker, the maintenance of the exterior of the buildings and grounds, certain insurance coverage, and water. Dues are paid in equal quarterly installments and must be paid timely to avoid late fees.

Each condo Owner is responsible for maintenance, repair, and insurance of the interior of his or her condo, including sheetrock, trim, doors, windows, finished floor surface (such as carpet, tile, hardwood, etc.), plumbing (including the pipe behind the sheet rock that serves only their unit), electrical wiring beginning at their meter, heating and air conditioning systems, appliances. The Unit Owner is responsible for all electrical and plumbing lines within his unit and any electrical or plumbing that extends beyond his physical unit to items (such as air conditioners) that are outside of his unit but serves only his/her unit. Additionally the Unit Owner is responsible for any furred down area in its entirety because it is not structural. All cabinets are also the Unit Owner's responsibility.

## **Insurance**

Each unit owner is personally responsible for the interior of his or her unit as defined above, as well as any personal property inside or outside the unit. A personal insurance policy including personal liability is highly recommended.

The Association carries commercial property insurance of \$595,000 on each building (\$3,570,000 total). The caretaker's home, carports, boat shed, and shop are insured for a total of \$285,000.

The boat dock is insured for \$200,000.

The Association carries a General Liability policy of \$1,000,000 per occurrence with an aggregate limit of \$2,000,000.

Workman's Comp is carried on our caretaker.

## **Condominium Declaration and Bylaws**

The Association is governed by the Texas Condominium Act (i.e., Chapter 81 of the Texas Property Code) and the Condominium Declaration, including the Bylaws (the Bylaws are included as Exhibit F to the Declaration). Each Owner agreed to be bound by these governing documents when he or she purchased a condo at The Landing and each Owner should be reasonably familiar with these governing documents. This document summarizes some important aspects of these governing documents, it is for convenience only, and is qualified in its entirety by the Texas Condominium Act and the Declaration, including the Bylaws.

Every Owner should have received a copy of the Declaration, including Bylaws, upon purchasing a condo. You can get a copy off the Landing's web site at: <http://landingcondos.webs.com/>. A copy of the Texas Condominium Act is available at: <http://tlo2.tlc.state.tx.us/statutes/pr.toc.htm>.

## Rules

Condo living requires certain Rules to help ensure the comfort and safety of all Owners and their guests. Rules create order, avoid most disputes and avoid or resolve disputes. The Board has the responsibility to make and revise the Rules as necessary to ensure each Rule is having the desired effect. Each Rule has been approved by a strong majority of the Owners.

**OWNERS AND THEIR GUESTS ARE REQUIRED TO ABIDE BY THE RULES, SO PLEASE MAKE YOUR FAMILY MEMBERS AND GUESTS AWARE OF THE RULES.**

A copy of the Rules is attached. Your family members and guests can get the Rules off the Landing's web site at: <http://landingcondos.webs.com/>

## Directory of Owners

In order to facilitate efficient communication with Owners and to save on postage expenses, the Board primarily uses e-mail to keep Owners informed. Owners are encouraged to also use e-mail to provide input to the Board.

**IT IS IMPORTANT THAT EACH OWNER ENSURES THAT HIS OR HER EMAIL ADDRESS (AND OTHER CONTACT INFORMATION) IS UP TO DATE IN THE OWNER DIRECTORY.**

Please e-mail Carrol Blackwell at [cdbforpk@gmail.com](mailto:cdbforpk@gmail.com) to make changes to your contact information. Carrol publishes the directory at least twice a year, and more often when there are changes.

## **Plan, Budget, Dues, Special Assessments**

The Board annually makes a plan for operating and maintenance of the buildings and grounds. Input from Owners is welcome and encouraged.

The Board will determine the budget required to support the plan, and will determine the quarterly Owner dues required by dividing the budget required for the plan by 48 units. The Board will operate within the budget, except in cases that require more immediate action to prevent or control property damage or to address any issues that the Board believes present a safety concern. Certain circumstances may require a bank loan or special assessment to Owners, in addition to management of cash flow.

Dues/assessments are currently \$1000 per quarter per unit. Double units pay double. Invoices for dues will be e-mailed to Owners on or before the 25th of the month preceding the beginning of the quarter. Quarters begin on January 1, April 1, July 1, and October 1 of each year. All dues are due and payable on the first day of the first month of each quarter. Dues are deemed late if not received on or before the 15th day of the month beginning a quarter. Any balance outstanding after the 15<sup>th</sup> day of the month beginning a quarter will be subject to a late charge of 1% per month.

Owners receive financial statements quarterly. Board members receive financial statements monthly.

## Maintenance of Buildings and Common Elements

The “Common Elements” of The Landing, which basically include everything outside the interior surfaces of the units, will be kept uniform.

As published in our Landing Rules:

- As per the Landing Condominium Declarations Phase One and Phase Two, **NO OWNER MAY ALTER THE COMMON ELEMENTS ASSOCIATED WITH THEIR CONDOMINIUM WITHOUT THE WRITTEN PERMISSION OF THE BOARD OF ADMINISTRATION OR AUTHORIZED MANAGING AGENT.** The common elements include but are not limited to all perimeter walls, windows, and doors, as well as all terraces, balconies, and carports.
- **STANDING ON, PLACING FURNITURE ON, OR PLACING ANY HEAVY OBJECT ON THE CARPORTS CANNOT BE ALLOWED.** The carports are not designed to bear weight. You may be assessed for the cost of repairs.
- **NO OWNER MAY ATTACH ANYTHING TO OR PENETRATE THE SURFACE OF THE EFIS** covering the exterior of our buildings. Any alteration of the EFIS will void our 10 year materials warranty. You may be assessed for the cost of repairs.



## Condo Remodeling Requires Approval

Owners are required to obtain written approval from the Board before remodeling the inside or outside of their units. Any Owner seeking to remodel his or her unit should submit to the Board a written plan reasonably describing the proposed remodel. The Board will do its best to balance the preference of the individual Owner and the best interest of the Association. The Board will consider all requests individually, but based on past examples, the following cannot be permitted in the future (each of these issues has caused problems in the past):

- Carpet on the second floor deck or landing.
- Carpet on the first floor terrace concrete that touches wood.
- Any kind of covering on the underside of the joists to form a ceiling on the terrace of first floor units.
- Satellite dishes.
- Anything mounted to the roof.
- Electrical or plumbing that does not meet commonly accepted code standards. (Owners are urged to use only licensed plumbing and electrical contractors. It can be tempting to do it yourself or use low cost labor, but please consider the fact that a plumbing or electrical problem may affect everyone in the building, and the source of the problem may have some liability.)
- Entry doors that are not uniform / the color selected by the Board.
- Windows and sliding doors that are not bronze or aluminum color.

## DirecTV Repair Procedure

**First...** If your DirecTV is not working when you arrive, unplug the TV receiver box from the electric power source, wait a few seconds, and plug it back in. This often solves the problem.

**Second....** If you receive an error message, such as #722 saying that service has expired and needs to be "refreshed, follow the steps below. The Landing has a commercial subscription like a marina, this cannot be fixed online as stated on the instructions on the screen, or on the website it refers the DirecTV customer to.

**DirecTV can usually remotely fix a Landing TV in about 5 minutes as follows:**

1. Call Direct TV at 1-800-388-2505.
2. Work through the automated system to speak to an actual person. Despite what the message says, you don't need the account number to get transferred to a live person.
3. Tell them The Landing Condos is a commercial subscriber and you are an owner of a condo that is receiving error message 722, and it is probably because it has been too long since you used the receiver box.
4. They will ask for receiver box number, which is displayed on the screen below the error message.
5. With that information, DirecTV can refresh and restore actual person. Despite what the message says, you don't need the account number to get transferred to a live person.

**Third...** If that does not work, a technician needs to come to the Landing to solve the problem. Text/Call/email Robert Dotson – 940-456-5345 [rdotson1\\_87@yahoo.com](mailto:rdotson1_87@yahoo.com). He will usually respond in less than one hour. Texting and calling will insure Robert receives message.

## **Caretaker**

The Caretaker is a full-time employee of the Association and is on-site most of the time. The Board prioritizes the tasks required and gives work direction to the Caretaker. Owners are asked to not give assignments to the Caretaker. The Caretaker's job description is on the Landing's web site at: <http://landingcondos.webs.com/>.

If an Owner believes something is in need of the Caretaker's attention, the Owner should contact Jim Marks. Email is preferred.

Toby Miller is available for "private jobs" at his discretion. Private jobs are extra work for extra pay by the Owner requesting such services. Such jobs are performed by the Caretaker in his capacity as an independent contractor, and not as employee of the Association. The Association's tasks always have priority.

If you have any questions, please do not hesitate to ask a Board member.

Respectfully,

Board of Administration  
The Landing Condominiums