

# Rules for The Terraces Condominiums

(Applicable to owners, their tenants, and any guests)

This is for convenient reference. It does not replace or supersede the Association's Declaration or Bylaws.

The Homeowners Association has adopted the following rules which appeal to a reasonable accepted consensus and are designed to make life at the Terraces more pleasant and attractive for all homeowners, residents and guests. Please be considerate of your fellow residents. If you have rented your unit, you are responsible for providing your tenant with a copy of these rules and regulations. Homeowners are responsible for any violations made by their tenants and/or guests.

Any repair requests, concerns, complaints, or rules violations should be directed to the property management company.

## ENFORCEMENT

The following rules will be strictly enforced. To ensure compliance, the Board of Directors ("Board") reserves the right to assess fines or impose other penalties subject to violation of these HOA rules to any owner. If the rules are violated by an owner's family, tenants or guests, the owner will be responsible for corrective action, damages, and fines. The Association can require removal of objects which detract from the property's appearance.

## SAFETY AND SECURITY

1. Lighting. Owners and tenants are required to report common area lighting problems or hazardous conditions immediately to the Association's management company representative. No tampering with lighting in the common areas or elements is allowed. Changing of any exterior light fixture must have prior approval of the Board. All residents are required to turn on and maintain the lights on their landings, sidewalks and garages from dusk until dawn each day.
2. Smoke Detectors. Each owner is required to install a battery or electric powered smoke detector in the unit and maintain it in accordance with state law.
3. Observance of Posted Signs. Owners, tenants and guests are required to obey all posted signs including speed limit, direction of traffic, parking signs and pool rules.

## EXTERIOR AND COMMON AREAS

4. Storage of personal property on private balconies, landings and patios. Only the following items may be stored on balconies and patios: lounge or lawn chairs, exterior tables, and plants. No children's toys may be left outside. No clothes, towels or other items may be hung out to dry. Gas grills or barbeque pits may not be stored or used on any balcony, patio, landing or stairwell. Feeding bowls for pets may not be left outside balconies, entryways, and sidewalks must be kept free of stains, pet droppings, and other debris. Display of a single flag of up to 3'x5' is allowed either on the outer support post of the front door of the unit or to the outside of the building by the unit's balcony door, if flags are not in disrepair and displayed on properly installed flag holders. The Board or its agent will immediately remove any flag deemed offensive. Any property stored in violation of this rule may be removed and disposed of by any board member or management representative. A unit owner will be charged if, after notice, the owner fails to clean the balcony, entryway or sidewalk or remove improperly stored property.
5. Storage of personal property in common areas. Entry areas, walkways, steps and landings shall be kept clean and neat. Except as noted above, absolutely no personal property may be stored on sidewalks, stairwells, patios, or in other common areas. Management company employees and servicemen, Board members and persons designated by them may remove and discard any property stored in violation of this rule.
6. Trash. Garbage, rubbish or cuttings shall not be left or deposited, even temporarily, in any common area, balcony, stairwell or landing, and must be placed in provided trash receptacles. Trash receptacles should be placed outside

the unit's garage doors no earlier than the evening before or morning of the day of trash pickup and should be restored no later than the evening after trash pick-up.

7. Pets. No animals should be kept or bred for commercial purposes. Owners are allowed no more than three pets per unit. Dogs and cats must be kept inside except when on a leash. Pets may not make excessive noise (in judgment of the Board). Dogs may not be left unattended in any area or on any patio or balcony. Used cat litter must be disposed of properly in trash dumpsters, and may not be dumped in flowerbeds. Owners must keep their units sanitary and free from fleas, pet parasites and noxious odors. Owners shall be liable for any damage caused to common elements by their pets or the owner's tenants or guests. Owners and their tenants and guests shall be responsible for immediate removal of pet defecation from any common area.
8. Signs. Signs and notices including those placed inside an owner's unit that may be viewed externally, must be approved by the Board before being posted. Realty signs may be placed in the middle dining room window of the unit. A single security sign and/or a single realty flyer box may be displayed at the bottom of the stairwell of a unit.
9. Noise. Owners, tenants, and guests shall refrain from playing radios, televisions, stereos, and other electrical or mechanical devices so loud that they may be heard outside their unit or inside a neighboring unit. Doors and windows must be shut when playing televisions, stereos and similar sound equipment at sound levels objected to by any unit owner, tenant, or management representative. Shouting, loud talking, or abusive language outside is prohibited.
10. Pool Rules. Swimming pool rules are posted in the pool area. There is no lifeguard on duty at any time. Children under the age of 16 must always be accompanied by an adult who can swim when in the pool area.
11. Children. Each owner is responsible for the conduct of their children, and/or the children of their tenants or guests.
12. Mailboxes. The Board of Directors has the exclusive right to designate the type, size and location, and signage on mailboxes. Names on mailboxes are not allowed any may be removed by management without prior notice.
13. Nuisances. No activity shall be conducted on the property which in the judgment of the Board might reasonably be considered annoying to others, or might be reasonably considered to reduce the desirability of the property. Garage, yard, estate, or moving sales are prohibited.
14. Antennas. No exposed exterior television antennas, satellite dishes, or radio transmitting or receiving devices shall be erected, placed or maintained anywhere on the property without prior written request and consent of the Board.
15. Vehicle repair. Motor vehicles may not be worked on while parked on the property except to change tires and complete minor engine servicing. Under no circumstances will washing of motor vehicles be allowed. Vehicles with expired license plates, expired inspection stickers, flat tires, inoperable due to missing parts, or are obviously being stored shall be removed from the property and the owner will be fined upon notice by an Board member or management representative. Vehicles may be removed no sooner than seven days after actual notice to the vehicle owner, or notice by certified mail to the owner as registered with the Texas Department of Public Safety, Motor Vehicle Division.
16. Parking. Parking of motor vehicles or bicycles in designated fire lanes, in front of any garage door, in the grassy areas, dirt areas, flowerbeds or sidewalks is prohibited. Vehicles parked in violation may be removed and stored without notice to the vehicle's owner. Trailers, boats, boat trailers, house trailers, campers or other trailers, or self-propelled camping vehicles of any kind, must be parked at the direction of the Board or Association Management. Garbage trucks, moving vans, delivery trucks, and repair or maintenance trucks are the only commercial vehicles allowed on the property. Any vehicle found illegally parked after a second notice will be towed at the owner's expense. Owners are liable for all towing costs incurred for any illegally parked vehicle of the owner, their family, guests, or tenants.
17. Maintenance repairs to the Common area. Owners shall send a written request to the Association's management company immediately to notify of any necessary repairs to the common areas.

## **INTERIOR AREAS**

18. Property visible from the common area. The Association can require removal of objects which detract from the property's appearance and are visible from the common area. Blinds and drapes must be in good repair, hung properly, and comply with Association rules regarding color and materials. All exterior windows shall be covered by

white, ivory or tan blinds or drape backings. No aluminum foil or other objectionable material (in the judgment of the Board) shall be placed in or next to any window or sliding glass door. Energy efficient window screens are acceptable. All garage doors are to remain completely closed except when entering and exiting, or if the resident is present in the garage area.

19. Water Damage. Owners shall be liable, regardless of fault, for any damages by water leaks from the owner's appliances, fixtures, and/or plumbing. No waterbeds or water aquariums are allowed. Owners shall be responsible for promptly fixing leaks in any plumbing lines, plumbing fixtures, lavatories, sinks, tubs and shower stalls within their unit. Owners will be responsible for paying for damages and repairs necessitated by water leaks from their unit to any adjacent units. If the Association deems it necessary to repair any of the foregoing items inside an owner's unit, the owner shall reimburse the Association for the cost of repair, plus a percentage not to exceed 25% of said costs for any administrative overhead. There shall be no tampering with water, sprinklers, or pool equipment in the common areas.

### **FEES, ASSESSMENTS, PENALTIES AND OTHER CHARGES**

20. HOA Dues. HOA dues are to be paid on the first day of each month. Dues are considered late if not delivered by the 15<sup>th</sup> day of the month and will be assessed the appropriate fines as noted in these rules.
21. Fines. The Board may levy reasonable fines on unit owners for violations of the rules. Once the unit owner is notified of the nature and approximate date of the violation and the amount of the fine. A minimum fine for each violation shall be \$10 and the maximum fine shall be \$200. The Board may deem each day of a violation as separate violation. Fines may be appealed to the Board. Requests for appeal must be in writing and received no later than 30 days of the receipt of original notice.
22. Utility cutoff for delinquencies. The Board may suspend water service to an owner's unit if the owner is more than 45 days delinquent on sums due to the Association, after an attempt by representatives of the Association to contact the owner by telephone regarding intended termination, and if 10 days notice of Association's intent to terminate water is mailed certified and return receipt requested to the unit owner at the owner's last known address. Owners can appeal to the Board for reconnection by written statement explaining any extenuating circumstances. A disconnect fee of \$50 and a reconnect fee of \$100 may be charged to the unit owner by the Association.
23. Late charges and Return Checks. The Association shall charge a fee of \$25 for late payments of monies in the Association, excluding attorney's fees, plus all bank charges incurred by the Association.
24. Sale or change of ownership. For notification purposes, each owner is responsible for giving written notice of the Association of a change in ownership or any change in the owner's mailing address or change in tenants. A Transfer Fee of \$35 will be assessed at the time of sale for processing changes of ownership. Owners are responsible for the transfer of all pool and mailbox keys at the time of sale. Any owner who requests a pool key will be charged \$15 per key. Mailbox keys will be replaced at a cost of \$45 per lock

### **Glossary of Terms**

**Balcony-**The platform that projects from the building and is surrounded by a railing, also considered the patio area. This is the exterior part of the unit that has private access.

**Landing-**The platform at the top, bottom or between flights of a staircase; the area surrounding the unit's front door.

**Patio-**see "balcony"

**Stored-**An item is considered being stored if the item has remained in the same location, without permission, longer than seven days.

Adopted 4/14/93 Revised April 30, 2002, effective June 1, 2002.