

**THE AMBASSADOR AT POST OAK (NO. 1)  
RESTRICTIONS**

The Board of Administration is charged to "formulate and enforce policies, Rules and Regulations to govern the use, management and operation of the common elements, without depriving any unit owners of the rights and privileges given to owner by the Act or Declaration." Some restrictions of note are listed here to assist residents and owners in assimilating the critical content of the Rules and Regulations.

1. The Board of Administration must approve any visible changes to the exterior appearance of the building.
2. Any drapes and sheers that can be seen from outside your unit shall be made of solid white material.
3. Installation of wood or tile floors in any unit must be approved by the Board.
4. No wood or tile floors will be approved for installation above the first floor.
5. There is a 35 lb (pound) maximum weight limitation on all pets.
6. No exotic animal or breed of animal that is commonly recognized to be dangerous or vicious shall be kept or housed within the development.
7. Parking is not permitted in the front driveway except for emergency pick up and delivery or quick trips into the building (15 minute parking limit).
8. Towing is enforced in area designated "No Parking" in the front of the building.
9. Smoking is prohibited in the elevators and in the lobby, halls and stairwell areas by City Ordinance.
10. No moving of any kind is allowed on any Saturday or Sunday. Moving after 5:00 p.m. requires approval of the Board and an employee of the Council must be involved in the move to maintain security.
11. No child under the age of twelve (12) shall use the pool unless accompanied by a parent or other responsible person over the age of twenty one (21).
12. No glass containers shall be permitted in the pool area at any time.
13. No excessive noise that can be heard outside of a residents unit or in common areas of the Ambassador from 10:00 p.m. until 8:00 a.m. shall be permitted.

**THE AMBASSADOR AT POST OAK (NO. 1)  
RULES & REGULATIONS**

The Ambassador at Post Oak (No. 1) is legally regulated by the Condominium Act of The State of Texas and the Condominium Declaration of October 15, 1965. In the By-laws contained in the Declaration, The Board of Administration is charged to "formulate and enforce policies, Rules and Regulations to govern the use, management and operation of the common elements, without depriving any unit owners of the rights and privileges given to owner by the Act or Declaration."

In accordance, the following Rules and Regulations which have been for years in existence in both written and unwritten form, are herewith set forth.

**PENALTIES**

The penalties incurred for failure to adhere to the rules and regulations as set forth are as follows:

First Violation reported to the management:	Warning Letter
Second Violation reported within six (6) months of the First:	\$100.00 fine
Third Violation reported within six (6) months of the Second:	\$200.00 fine

Thereafter, for each violation reported within six (6) months of the last, a \$300.00 fine will be levied. Similar violations occurring after six (6) months shall be considered as a new violation. Some parking and moving violations carry their own fine schedules and may be more severe than those penalties described here.

All fines and late fees shall be collected by the Board of Administration in the same manner as maintenance fees, and shall constitute a lien on the Unit of the Owner assessed until paid. The Board maintains the right to seek legal counsel with owner being responsible for all fines and incurred legal fees.

**REMEDIES**

If any owner feels that he/she has been wrongfully or unjustly charged with a violation hereunder, he/she must proceed as follows:

1. Within 30 days after the owner receives the first written notification of a violation, the owner shall submit, in writing, a protest to the Board stating the reasons the owner feels he/she has not committed a violation or shall request a hearing.
2. Should no protest be filed within 30 days, a hearing will be considered waived, and the allegations in the notice of the violation shall be deemed admitted. Should a protest or request for a hearing be filed, a hearing on the matter shall be held before the Board at a regularly scheduled Board meeting no later than 90 days after the receipt of the written protest. The Board shall hear and consider all facts and evidence regarding the alleged violation and shall issue its determination. The decision of the Board shall be final and binding by the owner.

## **RULES & REGULATIONS**

### **VIOLATIONS**

Any time an owner wishes to report a violation, he or she may contact the management company to complete an incident report, or he or she may send a letter to the management company with details of the violation. The concerned party must give name, unit number, etc. No anonymous complaints will be considered valid. Do not deliver the complaint directly to members of the Board; as Board members cannot place an incident report for an owner.

### **EXTERIOR APPEARANCE**

Nothing detracting from the normal neat and uncluttered exterior shall be placed on balconies or in windows. No clothing or other articles shall be draped on balconies. No signs or decorations shall be placed in windows and no antennas shall protrude from windows. Any drapes and sheers that can be seen outside your unit shall be made of solid white material (***The Board must approve any visible changes to the exterior. There will be no exceptions.***)

The association prohibits the installation of any type of antenna, including a small dish antenna anywhere in the development other than the owners exclusive use area. The balcony façade on the building is not a functional balcony and therefore not considered part of the owners exclusive use area. The association also prohibits antennas from being attached to patio fences or balcony railings.

### **INTERIOR MODIFICATIONS**

All modifications to the interior spaces of units shall be submitted to the Board for approval prior to construction. Any modifications involving penetration or movement of walls or changes in the plumbing or electrical wiring, requires permitting by the City of Houston

No wood or tile floors will be approved for installation above the first floor. Installation of wood or tile floors in any unit must be approved by the Board.

### **GUESTS**

All guests are the responsibility of their resident host. The number of guests visiting an apartment at any given time should not be more than the apartment can comfortably accommodate. Residents must accompany all pool guests while using the pool.

### **DELIVERIES**

All deliveries made by a messenger are to be made at the front entrance. The delivery messenger should be notified of the Entraguard System and call the resident.

### **GROCERY CARTS**

The carts are for the convenience of all residents. Do not leave grocery carts in garage, hallways or elevators. **All Carts are to be returned to the basement elevator vestibules after use.**

### **NO SMOKING**

Smoking is prohibited in the elevators and in the lobby, halls and stairwell areas by City Ordinance and/or established policy of The Ambassador Council of Co-Owners.

## **PETS**

All pets are required to be on a leash under control of a responsible person at all times in the common areas of the building. (Common areas include hall, basement, lobby, garage, side yards and front).

Pets are not allowed on the patio, garden area, pool, pool area or mailrooms. Pets are not to be tethered to balconies, trees or fences within the development.

Residents are to walk their pets in the designated pet waste area, which is the East side of the building or in front of the guest parking lot.

All owners of pets, or any person possessing such pets, are required to, and are responsible for the immediate removal from all common areas, and the disposal for any and all fecal remains of said pet.

No animal or bird, other than commonly recognized household pets, shall be kept or housed on the premises. Such pet may not be bred for any commercial purpose. No exotic animal or breed of animal that is commonly recognized to be dangerous or vicious shall be kept or housed within the development. The association will request the removal of any pet that is overly aggressive or violates the noise ordinance when it whines, cries, or barks continuously.

**There is a 35 lb (pound) maximum weight limitation on all pets.**

No pets are allowed on lobby furniture.

Should your pet have an accident in the hall, lobby, elevator or other areas advise the management of the accident so staff may clean the area or carpet. This expenditure will be charged to your account.

It is recommended that pet owners have their condos exterminated for fleas once or twice a year in order to prevent any flea infestation in the building.

## **LOBBY**

The lobby is strictly for the convenience of all residents. The basic function of the lobby is as a greeting and farewell center. No food or drink is allowed in the lobby unless approved by the Board. All lobby furniture is to remain in the lobby and should be treated with consideration and care. No children shall be left unsupervised in the lobby.

## **SECURITY**

Security is the responsibility of each co-owner and resident. The community is only secure when each association member is involved. Do not let anyone into the building whom you do not know. Any visitor seeking entry should obtain entry only from the party on whom they are calling. Many times residents are either unable to, or do not wish, to see the visitor who is calling. All entrances must be locked at all times

**Suspicious and/or illegal activity should be reported first to the Houston Police Department, then to KRJ Management.**

## **PARKING**

All residential parking is provided in the subterranean level garage. Parking spaces in the subterranean garage are private property. Parking stickers are provided for all vehicles parked in the garage and must be properly displayed on each vehicle parked in the parking garage. Residents must report their vehicle information to the Ambassador management to acquire their parking stickers. Vehicles parked in the garage without a properly displayed parking sticker will constitute a violation of the Rules and Regulations and be subject to penalties as set forth in this document. No parking is permitted in an unused space without owner's permission.

Designated guest parking areas and lots are provided for the convenience of residents and guests. Guest Parking Placards, provided to each resident must be properly displayed in vehicles parked in the guest parking areas. The guest parking areas are monitored and if vehicles are found to be parked without proper permits, they will be towed at owner's expense.

No owner or occupant of a unit may keep any inoperable vehicle on the premises for more than seven (7) days. For purposes of these rules, a vehicle is considered to be inoperable if it does not display all required licenses and permits or the vehicle cannot otherwise be legally operated on a public street or right-of-way. Violators will be given a notice and if the inoperable vehicle is not removed within five (5) days, the vehicle will be towed at owner's expense.

Vehicles with a garage parking permit shall not use the guest parking for overnight parking without prior approval of the Board. No overnight parking shall be permitted in front of the building or in the driveways. Vehicle parked in unauthorized areas will be towed at owner's expense.

Parking is not permitted in the front driveway except for emergency pick up and delivery or quick trips into the building (15 minute parking limit). Do Not Park In Front Overnight...and at all times keep the area directly in front of the door free for emergencies. Handicapped parking spots are provided for short-term parking -Three (3) Hours for vehicles displaying handicapped parking stickers. The area is monitored and violators will be given a notice. If the violations continue, the vehicle will be towed at owner's expense.

The "**NO PARKING**" signs on both sides of the drive near the fire hydrant are placed there to remind visitors and residents of the law against parking in front, or near, a fire hydrant. Violators are subject to a severe city fine. (The Fire Department periodically checks all fire hydrants to help enforce compliance with the law against parking in front of a fire hydrant).

Phillips Towing Company has been given a contract to survey the front periodically and to tow any car that is parked in the front driveway. If your car is towed, call 713-780-0615 for information as to where your car has been taken and how to retrieve it. *Do not call the Management.* They will not have any information or knowledge regarding your automobile.

**PLEASE INFORM YOUR GUESTS OF THIS REGULATION, SO THAT  
NEITHER YOU NOR YOUR GUESTS WILL BE INCONVENIENCED BY  
HAVING THE VEHICLE TOWED AWAY.**

### **KEYS and ACCESS CARDS**

The keys (including the metal access card) are the responsibility of the resident to whom they are issued. If a key is lost, please report it to the Management immediately. In the case of the metal access cards, it will be necessary to recode the locks and the loser of this key will be held responsible for the expense of replacement and recoding.

### **EXTERMINATING**

Each resident shall treat his own unit for insect and pest control. The common elements including the halls and the exterior of the building are sprayed against insects regularly and the garbage chutes are disinfected and sprayed as well. Regularity of treatment in your apartment will be beneficial to you and your neighbors.

### **DISPOSAL SYSTEM GUIDELINES**

Blockage of the pipes causes backup of the material in the sewer system. These plugged drain lines create such problems as: raw sewage overflowing into the garage area, commodes and showers backing up and overflowing causing damage to carpets, etc. Most of the problems experienced have been the result of misuse of the system by using it for disposal of such items as kitchen paper towels, facial tissue, sanitary towels and napkins, soap, grease, fats, oil, tea or coffee grounds and the contents of waste paper baskets being put down the commodes.

The above materials shall be disposed of with other refuse that is placed in the trash chute at the rear stairway on each floor. All such refuse must be put in securely tied bags before being placed in the chutes and **should not be over-filled** that they cannot clear the chute and fall all the way to the basement dumpster. Garbage and/or trash shall be deposited using SEALED plastic bags only. Garbage items that do not fit in the chute shall be carried to the garage and placed in the trash bins.

### **CONTRACTOR TRASH DISPOSAL GUIDELINES**

Contractors are responsible for the removal of all construction materials and waste from the premises. Waste chutes, bins, carts and elevators are for the use of residents of the building and are not to be used by contractors for the disposal or transport of construction materials.

**Do not put chemicals or flammables down the waste chute!**

### **STOVE FANS**

Stove exhaust fans should be used regularly when cooking in order that odors do not penetrate into the halls and adjoining apartments.

### **STEREOS & TELEVISIONS**

The volume of audio equipment or musical instruments must be maintained at a reasonable level during the day and especially between the hours from 10:00 p.m. until 8:00 a.m.

### **EXCESSIVE NOISE**

Loud boisterous conduct on the property that disturbs the comfort of others is annoying and thus prohibited. Excessive noise is defined as noise that can be heard outside of a residents unit or in common areas of the Ambassador. This especially applies to the hours from 10:00 p.m. until 8:00 a.m. If you are disturbed by excessive noise, please speak to the offender first. If noise continues, notify the police and inform the Ambassador Management.

## SWIMMING POOL RULES

The swimming pool has been provided for the enjoyment of all our residents and their guests. We remind you that anyone using the pool does so at his or her own risk.

***THERE IS NO LIFEGUARD ON DUTY!!!*** The Management assumes no responsibility for the personal injury to anyone using the pool or the pool area, and is not responsible for the loss of personal property.

- The Management reserves the right to refuse entry or deny swimming or lounging privileges to anyone who is not in compliance with these Rules, which are subject to revision(s) and/or addition(s) at any time.
- The pool's hours are daily from 10:00 a.m. to 10:00 p.m. during the summer season. Please cooperate with Management by observing these hours. Those residents using the pool area are required to do so in a quiet and orderly manner.
- **DO NOT GO THROUGH THE LOBBY IN BATHING ATTIRE.** Entry and exit to and from the pool should be through the garage. To exit from the garage, the gate may be opened manually by pushing the red button on the control box at the right of the gate.
- Use of the pool is limited to residents and their guests only. Special permission must be obtained from the Management when a large number of guests are expected.
- For the protection of every resident, we will not allow anyone to use the pool if he has had any communicable disease of any contagious condition.
- No child under the age of twelve (12) years shall use the pool unless accompanied by a parent or other responsible person over the age of twenty one (21) years.
- Running and "horse-play" is strictly prohibited. Violators must take full responsibility for injury or damage resulting there from and will forfeit their right to use the pool. A person who violates this rule shall be liable for any injury or property damage resulting there from.
- Food must be kept at least four (4) feet from the pool, with only unbreakable containers (NO GLASS) used. Please use the trash containers provided for the disposal of all paper goods used near the pool. They are situated there for your convenience, as Texas State Law prohibits breakable objects from being brought into the pool area. This rule is for the safety of all pool users.
- Pets are prohibited in or around the pool.
- All personal property must be removed from pool area upon exiting the area.

Only authorized personnel are permitted to operate the pool machinery and water supply.

## INSTRUCTIONS FOR HEATING AND COOLING SYSTEMS

### HOW UNIT THERMOSTATS WORK

#### With Fan set to "Auto"

When **A/C** is on **COOL**, the fan stays on until room temperature cools to the temperature you have set on the thermostat. Fan then automatically turns off and stops circulating cool air. As soon as room temperature rises above the temperature you have set on the thermostat, the fan automatically turns on and again circulates cool air. The above cycle repeats

When **A/C** is on **HEAT**, the fan stays on until room temperature warms up to temperature you have set on the thermostat. Fan then automatically turns off and stops circulating warm air. As soon as room temperature drops below the temperature you have set on the thermostat, the fan automatically turns on and again circulates warm air. The above cycle repeats.

When **A/C** is **OFF**, the fan does not operate. If fan is running when **A/C** is turned to **OFF**, there is a 60-90 second delay before the fan turns off.

#### With Fan Set to "ON"

When **A/C** is on **COOL**, the fan stays on continuously. When the room temperature rises above the temperature you have set on the thermostat, chilled water is directed through the system and the unit circulates cool air. When the room temperature drops below the temperature you have set on the thermostat, the chilled water is directed away from the system and the unit circulates only ambient air. The above cycle repeats.

When **A/C** is on **HEAT**, the fan stays on continuously. When the room temperature drops below the temperature you have set on the thermostat, hot water is directed through the system and the unit circulates warm air.

When the room temperature rises above the temperature you have set on the thermostat, the hot water is directed away from the system and the unit circulates only ambient air. The above cycle repeats.

When the fan operates continually, there is particularly no cooling or heating involved, just the fan circulating air. This is not very efficient and is not a recommended procedure.

Some unit thermostats have been replaced with modern electronic "set-back" thermostats. Please read the manufactures instructions for programming and use of such units.

## INSTRUCTIONS IN EVENT OF FIRE

### FIRE EXITS & EQUIPMENT

The following system of fire exits has been approved by the Fire Department.

**EAST WING:** (Use either front or rear fire exit as shown below)

**Front Fire Exit:**

**First residential floor** – exit through lobby to front door.

**Upper residential floor** – walk down internal stairs to lobby and through lobby to front door.

**Back Fire Exit:**

All residents use the corridor leading to the North (back) of building on each residential level; through the marked exit door; into the stairwell via the marked stairwell door; down the stairwell to the parking area entrance and then out into the driveway.

**WEST WING:** (Use either front or rear fire exit as shown below)

**Front Fire Exit:**

**First residential floor** – exit through lobby to front door.

**Upper residential floors** – walk down internal stairs to lobby and through lobby to front door.

**Back Fire Exit:**

Same as for the EAST WING until the parking level is reached. Turn to the right, into the laundry room, through the storage area to outside door and up the exterior stairs to the sidewalk leading to front driveway.

**As an alternative exit from parking level,** use the stairs at the Southwest corner of parking level leading directly up to the ground level.

## DO NOT USE ELEVATORS DURING A FIRE EMERGENCY

All fire exits are marked with directional signs where necessary. To permit immediate identification of levels, the stairwell side of the doors are identified - 3-2-1-B (parking level) in descending order. Please make yourselves aware of all exits and plan ahead to be prepared in case of emergency. You and your family should be aware of the location and function of the fire fighting equipment on each level.

Oxygen Tank: An oxygen tank has been obtained for the emergency use of our residents. It is located in the Meter closet next door to Unit #104. Instructions for its use are on the tank. Management takes no responsibility in the use of the Oxygen Tank.

**IMPORTANT: THE STORAGE OF FLAMMABLE LIQUIDS AND OILY RAGS IS NOT PERMITTED IN ANY AREA.**

## **FIRE PREVENTION AND SAFETY**

### **RECOMMENDATIONS & INSTRUCTIONS FROM THE FIRE INSPECTOR**

Check smoke detectors once a month and change the batteries at least once a year. Purchase smoke detectors labeled by the Underwriters Laboratories (UL) or Factory Mutual (FM).

Never smoke in bed or when you are sleepy. Carelessly discarded cigarettes are a leading cause of fire deaths in the United States.

Keep cooking areas clear of combustibles and wear short or tight-fitting sleeves when you cook. Keep the handles of your pots turned inward so they do not over-hang the stove. If grease catches fire, carefully slide a lid over the pan and smother the flames, then turn off the burner.

In the hands of a child, matches and lighters can be deadly! Store them where kids can't reach them, preferably in a locked area. Teach children that matches and lighters are "tools" and should only be used by adults.

If an appliance smokes or has an unusual smell, unplug it immediately and have it repaired. Replace frayed or cracked electrical cords and don't overload extension cords. They should not be run under rugs.

If you have halogen lights, make sure they are away from flammable drapes and low ceiling areas. Never leave them on when you leave your home or office.

Extinguish all candles when leaving the room or going to sleep. Keep candles away from items that can catch fire. Consider using flashlights instead of candles as alternative light source in the event of power failure.

All doors to stairwell halls are to be kept closed. These are fire doors and would contain a fire or smoke in the stairwells.

In case you have smoke in your apartment take the following precautions:

Turn off the air conditioner/heat. Open all glass sliding doors to the outside to let the smoke out. At the base of the door into the hall, place towels to prevent smoke from getting into the hall.

**PLEASE NOTE: DO NOT LEAVE DOOR OPEN INTO HALL. EXIT THE APARTMENT, CLOSE AND SEAL THE DOOR BEHIND YOU.**

**There are two (2) fire hoses on each floor.  
Each hose closet contains a fire extinguisher.**

**INSTRUCTIONS FOR USING THE *ENTRA-GUARD MP*  
ACCESS CONTROL SYSTEM**

The building is equipped with an ENTRA-GUARD/MP Telephonic Access Control. The following will familiarize you with this system.

1. Your telephone number has been programmed into the memory system of ENTRAGUARD/MP and remains confidential.
2. The visitor will see your assigned code number on the outside directory. When this code number is dialed, the person will be placed in direct 2-way telephone conversation with you over your telephone. (There is no special wiring, or alterations required to your present telephone). You can answer the incoming call and press "9" to admit entry from any telephone in your suite.
3. Using the ENTRAGUARD/MP system enables you to use your telephone, as you would normally do - with just one exception. When you receive a call from the lobby, you will hear gentle "beeps" telling you that the call is from ENTRAGUARD. When the "beeps" become a steady tone, you will have ten (10) seconds to complete your conversation before the ERNTRAGUARD hangs up the phone. *Once the "beeps" start* you can admit your visitor by dialing "9" on your rotary/dialing phone, or pushing the "9" button on your touchtone phone. (Please hold the "9" button in for about 2-seconds). Then hang up your phone. Some phones do not generate a continuous tone, so it may be necessary to set your phone in the "PULSE" mode.

In either case, the "9" will cause the entry door lock to be released. When the lock buzzes, your visitor has merely to open the door.

**IF YOU WISH TO DENY ENTRY - JUST HANG UP!**

If you are on your phone when a visitor tries to call you, he will receive a busy signal unless you have call waiting, therefore, if you are expecting company, be brief with your phone calls at that time so that your expected visitor does not have to wait too long to reach you.

## INSTRUCTIONS WHEN MOVING IN OR OUT

The Association Owners' rules stipulate that moving into or moving out of any unit shall occur only on Mondays through Fridays between the hours of 8:00 a.m. and 5:00 p.m. and that the management office must be informed at least 72 hours before such moves so that proper building access arrangements can be made. For moves made on Mondays, the management office must be notified on the preceding Friday.

The moving in/out fee is \$15.00 per hour for each hour that an employee of the Council is involved in a move. This fee is to cover the costs of:

- Access to the building during the transfer of furnishings (e.g. furniture, cartons or boxes of household items, unboxed items such as lamps, etc.) into or out of the unit.
- Costs for the air conditioning loss or the heating lost each caused by keeping the doors into the lobby open throughout the move.
- Possible wear and tear on the elevators.

Any damage caused by the move to any of the common areas, e.g. the drive, the entry way, the lobby doors, lobby, lobby furniture, the corridors, corridor fixtures, stair wells or the elevators will be evaluated and the cost of the repairs caused by such damage will be charged to the persons responsible for the move.

Specifications for elevator capacity (weight, and size of items being transported) must be adhered to.

Furniture moved in or out by renters, owners, their friends or agents does constitute moving and falls under the moving fee.

Delivery of individual items of furniture or the transfer of cartons and household items into or out of a unit by the owner/renter from that person's personal vehicle or delivery vehicle does not fall under the moving fee.

AT NO TIME shall an owner/renter prop open the front doors to the lobby to facilitate their moving. The lobby doors must be monitored by security during such moves.

**No moving of any kind is allowed on any Saturday or Sunday. A \$150.00 fine will be assessed when such activity is witnessed and reported. If such fine is not paid within thirty (30) days, interest at the rate of one percent (1%) per month will accrue.**

## INSTRUCTIONS FOR CONSTRUCTION

### DURING CONSTRUCTION

Work crews shall, in general, be limited to the period 7:00 a.m. to 7:00 p.m. on weekdays. They are also limited to one (1) vehicle on site and doing interior work only without creating conspicuous noise outside and may continue to work for three (3) hours beyond the above limits and only with permission from Management. No more than two (2) vehicles will be permitted at one time.

Parking for construction crews will be located in "Visitor Parking" only, as parking will not be permitted on any Common Area at any time.

No overnight parking of work vehicles is allowed, and at no time will construction-related vehicles block current residents' access.

Homeowner shall inform all crews of the applicable Association Rules and Regulations.

At the Association's discretion, any violations of these regulations set forth; vehicles are subject to being towed.

**All remodeling and construction must be brought to the attention of the Management before construction begins.** The owner is responsible for all construction and maintenance inside the walls of their units. However, no alterations may be made to load-bearing structural members. Owners are not to perform any construction projects outside their units including the common areas and garage area without written permission of the Board. Due to the age of the building, city codes, and building regulations having changed since the building was constructed, below are some guidelines for remodeling and maintenance construction within your units.

All materials are required to be new and designed for the specific purpose. Please be aware that care should be taken to ensure that the work performed in your unit does not affect the other units around you. You are to inform your contractor that the water service and sewage systems are common to several units and they could cause damage in other units. If sub-standard work is performed, some items that may be overlooked are "P" traps, clean-outs, and vents. You will be held responsible for any problems that occur to other properties after the time of repair.

**The City of Houston requires permits and inspections for most remodeling projects. A simple rule of thumb is that if you penetrate a wall, a permit may be required. If you do not know if you need a permit, contact the City Licensing Department of the City of Houston. They will help you at no charge.**

When selecting a contractor, be sure that they are licensed and insured to perform the work required. Require a Certificate of Insurance from your contractor indicating that they carry current General Liability and Workers' Compensation insurance prior to any work being performed. This is important as well as beneficial both to you and your association.

Plumbing should be done by a certified plumber. Water cut-off in the building can be tricky and you should contact the Management to have water turned off to your unit. Several units are on the same water supply and other residents need to be notified before the water is turned off.

Electrical work should be done in strict accord with the National Electrical Code and city codes by certified electricians. The building electrical service is stretched to maximum. There are no more 220-volt circuits available for dryers or other heavy electrical loads. The 120-volt services were originally sized for smaller loads than are currently connected. Codes require a "GFI" (Ground Fault Interrupter) on all receptacles located within five (5) feet of a water source. All electrical circuits are to be run in electrical raceways. If exposed electrical circuits are discovered, they will be disconnected and removed at owner's expense.

No waterbeds or very heavy furniture is permitted on any level of the building.

Wood flooring or tile is not recommended in any unit. No wood or tile floors will be approved for installation above the first floor. Consult with Management before installing any new flooring material in your unit. **Installation of wood or tile floors in any unit must be approved by the Board.**

Repainting your unit should be done with care. Some old paint may contain lead and should be removed by experienced painters. Painting in your unit needs to be done with adequate outside ventilation to prohibit the fumes from disturbing other residences, and, a non-odorous paint should be used.

Any re-decorating should be done with consideration for other residents of the condominium. Any drapes and sheers that can be seen outside your unit shall be white. The front door to your unit is considered a common element. The hardware on the exterior of the door is the property of the unit owner; however, approval from the Board is required before installing and/or adding any items of hardware.

Contractors are responsible for the removal of all construction materials and waste from the premises. Waste chutes, bins, carts and elevators are for the use of residents of the building and are not to be used by contractors for the disposal or transport of construction materials.

## INSTRUCTIONS FOR VACANT UNITS

### BEFORE YOU LEAVE TOWN

On occasion, when an owner (or renter) is away from home, i.e., out of town for business or pleasure, and the Association is notified of an emergency occurring in that temporarily vacant unit, such as a water leak, sewage backup, air conditioner malfunction, fire, etc., our rules allow the management firm (if they have no access to a key, or key code) to employ a locksmith at the expense of the absent owner/renter to allow maintenance to enter the unit for the express purpose of instigating such emergency repairs as may be necessary.

Might we suggest before you leave town:

- Allow the building maintenance staff or neighbor, have your key or key code while you are gone and notify the Management office.
- Turn off the lights and air conditioning in your unit.
- Turn off all water cutoff valves (i.e. at the toilets, sinks, etc.). If you don't know where they are, the building maintenance staff will help you locate them.
- Discontinue all deliveries including mail and newspaper for the extent of your absence.
- If you leave a vehicle in the parking garage, allow the building maintenance staff or neighbor to have your keys while you are gone so it can be removed from the garage in the event of an emergency.

Remember, payment for repairs to an adjacent unit or to the unit below you when such repairs are caused by your unit's problems will be your responsibility.