

**MEMORIAL ASHFORD
TOWNHOUSE CORPORATION
“ASSOCIATION”**

**Rules and Regulations
for Common Areas and Facilities**

Amended and effective: October 23, 2001

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Security Cameras

Overview

To respond to increasing security concerns, MATA has provided the following rules and regulations regarding the installation and use of security cameras attached to the exterior of townhouses. These regulations are intended to provide for such use while protecting the safety and expectation of privacy of our residents. Approval of such camera installation and use will be approved based upon the following requirements and restrictions with any additional Board restrictions necessary to protect the legal privacy of residents and their visitors.

ACC Form Requirements

Before any security camera installation may be performed an approved ACC form must be completed which, in addition to all other form requirements, must include:

1. Make/model of the camera(s) to be installed (or Security company if part of a home security package)
2. Proposed location for each camera
3. Installer (homeowner or contractor – if contractor name and telephone number is required)
4. How cameras will be mounted.
5. Any electrical or signal wiring required

Security Camera Restrictions

1. Cameras may not be mounted or attached to any portion of the carport or shed
2. Cameras mounted on the rear of the building must not include view of any portion of neighboring patios
3. Cameras may not be mounted providing views through other townhouse windows
4. Cameras may be mounted on rear-facing patio fence with the stipulation of item two in the Additional Requirements and Restrictions section below
5. Cameras may not include rotation, scanning or zooming features (views must be static)
6. Cameras may not be mounted so as to extend more than seven inches from the face of mounting surface
7. Hoods, shields or other attachments to provide protection of the elements are prohibited
8. All electrical wiring must connect to homeowners electric service
9. All electrical and signal wiring must be covered with fascia molding

Additional Requirements and Restrictions

1. When cameras are removed homeowner will make appropriate repairs to any damage caused by camera installation
2. Should maintenance of camera location be required homeowner is solely responsible for removal and reinstallation of cameras. Cameras not removed in a timely fashion may be removed at MATAs discretion. MATA will not be liable for reinstallation or damage to cameras
3. Should townhouse be sold current owner agrees to advise new owner of camera restrictions and requirements
4. Homeowner accepts any and all liability associated with the installation and use of security cameras
5. Homeowner agrees to perform (at homeowner's expense) future modifications should city, county or federal regulations change so as to place existing installation in violation of appropriate governmental rules, regulations, ordinances or laws and such modifications be required

New MATA Swimming Pool Rules & Regulations

1) SWIMMING POOLS

- a) No resident minors under 16 allowed without resident adult (18 or older) supervision inside the pool area. All non-resident guests under 18 must be supervised by a resident adult (18 or older).
- b) Children who are non-swimmers must be outfitted with approved life preservers.
- c) Anyone over 16 shall carry identification as proof of age, and may be asked to present ID at any time.
- d) Guests must be accompanied by a key-issued Association Member or authorized tenant.
- e) The number of guests is limited to 1 per resident (18 or older), with a maximum of 3 guests per household. Members may request additional guest privileges from the Property Manager/Board prior to pool occupancy.
- f) Regulation swimwear only. No shoes or cut-offs allowed in pool.
- g) No glassware of any type.
- h) No running. No excessive noise, loud radios or profanity. No disorderly, annoying or improper conduct, including horseplay.
- i) No bicycles, skates, skateboards, tennis balls, hard rubber balls, balloons or other improper objects allowed within enclosed pool area.
- j) No pets allowed within the enclosed pool area.
- k) Persons with open sores or wounds are prohibited from pool use.
- l) No grills / barbecue pits are permitted within the pool area.
- m) POOL HOURS: 6 am To 10 pm
- n) **Gates shall be locked at all times per City of Houston Regulations.**
- o) All residents are responsible for the safety and security of the pool area at all times. Any and all key-issued residents within the pool area who allow the gate to become unsecured/propped open (whether intentionally or by not monitoring the gate) will be subject to the penalties outlined below.
- p) Association Members with assigned keys shall not open pool gates for Association Members that do not have an assigned key issued from the office. Keys can be purchased from the Property Manager.
- q) Playing with, breaking, destroying or vandalizing the pool safety/emergency equipment will result in an immediate fine of \$200 and suspension from pool use.

Failure to abide by any of these Pool Rules may result in the following Penalties:

1st Offense: Warning and immediate removal from pool area

2nd Offense: \$100 fine

3rd Offense: \$200 fine and suspension of pool access for a period of 90 days

No Smoking in Pool Area or within 20 Feet of Pool Area

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IV TRASH

- a. Conventional trash containers with lids must be used (recommended address number on the container and lid) and kept from view behind storage shed, except on garbage pick-up days (Wednesday and Saturday).
- b. Trash must be in proper containers and placed at the rear of the carport area to be picked up. *NOTE:* Increased collection costs will result if trash is not properly placed.
- c. Trash must be placed in proper containers behind storage sheds during non-pick-up days.
- d. Homeowners/Tenants shall not place, or cause to be placed, any furniture, packages, or objects in the common Area.
- e. Items, which cannot be hauled away under the regular trash-hauling contract, will be removed at the expense of the Homeowner/Tenant.

*Up Date
Trash Violation*

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V. PETS

- a. Pets must be leashed at all times when in the Common Area or kept within the confines of the pet owner's patio or unit.
- b. Animals (dogs/cats) not penned or leashed will be turned over to Animal Control without warning or notice to the pet owner.
- c. All owners of domesticated pets or any person possessing such pets, are required to, and are responsible for, the immediate removal from all common areas, and the sanitary disposal of any and all fecal remains of said pet. This also includes the Homeowner's patio area.
- d. No animal, except a household pet, shall be kept or housed on the premises. Pets may not be bred for commercial purposes or for any purpose other than domestic. No savage or any other dangerous animal shall be kept or housed within the boundaries of the community. If such animal is identified, the owner shall be reported to the proper authority.
- e. Any Homeowner/Tenant who causes an animal to be brought or kept upon the premises shall indemnify or hold harmless the Memorial Ashford Townhouse Corporation "Association" for any loss, damage or liability, which the Board may sustain as a result of the presence of such animal on the premises. The Homeowner/Tenant shall be responsible for repairs of any and all damage or loss resulting from the acts of his/her animal while kept upon the premises.
- f. The penalties incurred for failing to adhere to the rules for pets are as stated in Section XII Penalties.
- g. Tenants with animals not controlled will be reported to the registered homeowner who will be fined as if they were committing the violation. This may include the notification to the proper authorities for the animals to be picked up.
- h. Homeowner/Tenant locking pets on the patio and allowing them to annoy others will be considered a violation.
- i. No pets allowed over 25 lbs after effective date. Failure to register pet or have an unapproved pet on the premises shall be considered a violation.
- j. Homeowner/Tenant will be allowed no more than two (2) pets per unit.
- k. Annual registration fee for each pet shall be \$25.00 and does not apply for pet ownership prior to the effective date of this document.

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VI FIRE

- a. No person shall place, store, keep or permit to be placed, stored or kept any materials, the presence or burning of which would obstruct or render hazardous an exit." This applies to Motorcycles, which must be parked in the parking areas.
- b. No person shall operate a stove, oven, or barbecue pit upon any lot or premises outside of a building or enclosure when such stove, oven, or barbecue pit is located less than ten (10) feet from any building."
- c. Fireworks are expressly prohibited and violators will be prosecuted.
- d. It is expressly forbidden to park vehicles in "NO PARKING" red zones, which are designated as emergency equipment lanes.
- e. Violations of red zones areas (emergency lanes) will be strictly enforced.

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VII VEHICLES

- a. Vehicles such as RV's, campers, go-carts, unlicensed and/or unregistered vehicles, semi-tractors and/or trailers, mobile homes, or off the road vehicles will not be permitted on the Memorial Ashford grounds including carports, and such identified vehicles shall be removed if found.
- b. No homeowner / tenant shall park or cause to park any commercial vehicle within any carport or common area. This would exclude service vehicles to the units being parked in the common areas for only that purpose.
- c. The carport areas shall not be used by the Homeowners for parking or storing boats, canoes, trailer, camping units, or any inoperative or rarely used personal vehicles.
- d. Vehicles shall not be parked anywhere in the common parking areas for a period exceeding *48 hours*. This is due to limited common area parking. *Parallel parking behind carports absolutely prohibited.*
- e. Vehicles in common parking areas must be drivable, have no flat tires, and exhibit current license plates and inspection stickers.
- f. No vehicle shall be parked within carport areas that extend over the yellow marked line.
- g. Motorcycles, motorbikes, motor scooters, or other similar vehicles shall not be operated on the property except for the purpose of transportation directly from a parking area to a point outside the property, or from a point outside the property directly to a parking area.
- h. Each two (2) designated carport spaces are allocated for the exclusive use of the resident of each townhome. These designated carport spaces must be used for vehicle parking. If the resident of a townhome owns two (2) or less vehicles, the resident is not allowed to park any of such vehicles in the unassigned covered spaces for any length of time. If the resident of a townhome owns more than two (2) vehicles, one (1) vehicle may be parked in an unassigned covered space but only during a period in which the resident's designated parking spaces are being used for two (2) of the resident's other vehicles and for a period not exceeding forty-eight (48) hours. Under no circumstances may the resident of a townhome park more than one (1) vehicle in unassigned covered spaces. As used in this paragraph, a vehicle is "owned" by a resident if it is actually owned, it is leased, it is provided by the resident's employer, or it is otherwise regularly used by the resident. "Resident" means all persons occupying a townhome, whether one or

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(Vehicles Continued –Page 2 of 2 pages)

more. Those vehicles that exceed this period are subject to be towed at the owner's expense

- i. No one may park in another Homeowner's designated carport area unless prior approval has been given in writing to management.
- j. Vehicles may be washed and mechanically maintained in each Association Member's designated parking area. All work areas must be kept clean and vehicles may not be left unattended on blocks, lifts, or ramps.
- k. All vehicles are required to display Memorial Ashford stickers available from management. (See Form A-3)
- l. The posted speed limit within the community is 10 mph. And must be observed by everyone at all times.
- m. Vehicle operators must have a current and valid driver's license and meet and obey all State, City and Memorial Ashford Townhouse Corporation "Association" Rules & Regulations
- n. Blocking entrances or other vehicles from entering and leaving their assigned areas or in "NO PARKING" zones or designated emergency "FIRE LANES" may be towed at the owner's expense.
- o. Vehicles parked in red tow zones will be subject to being towed away to include being issued an emergency lane citation by a law enforcement authority. Weekend and evening violations (towing) will only be at the direction of the current patrol service. During Memorial Ashford office hours, direction for the towing of vehicles will be made by the On-Site Manager.

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VIII SECURITY

- a. Security is the responsibility of each Homeowner/Tenant and cannot be delegated. The Community is only secure when each Homeowner/Tenant is involved.
- b. Each Homeowner/Tenant is responsible for the safety and security of his home; however, installation of burglar bars, alarms, or wiring on the exterior of buildings will require written permission from the Board through the Architectural Control Committee, (See Form A-2). In addition, a Revocable License may be required, (See Form A-9)
- c. Suspicious or illegal activity should be reported first to the responsible law enforcement authority, then to the current Patrol Service and the Memorial Ashford management.
- d. If a burglary should occur in your home, insist on a complete fingerprint inspection of your home by the police. When the burglar is subsequently caught, possibly your case can be tied in and your valuables traced. In this event, the homeowner shall notify the management office.
- e. Homeowner/Tenant must report all offenses to management.

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IX GENERAL COMMON AREAS

- a. Homeowners/Tenants and adults are prohibited from changing, rearranging, or damaging any portion of the common areas, including landscaping, without written permission from the Architectural Control Committee. (See Form A-2 & A-4)
- b. Climbing on the roofs of buildings or carports or any portion thereof is strictly prohibited.
- c. Homeowner Association members that have delegated their common area rights to family, or tenants who are parents of or act as guardians for resident children, teenagers, or young adults will be held legally and financially responsible for their actions and homeowner/tenant will be required to reimburse the Association for any damage done by their tenants, family, children, teenagers, young adults, or visitors. Adults will be held responsible for their own actions.
- d. A child, teenager or young adult involved in an act of vandalism who refuses to divulge his name and address will be turned over to juvenile authorities or the responsible law enforcement authority.
- e. Small children (under seven years of age) are prohibited from the common areas unattended. All children are prohibited from playing in the parking areas and driveways.
- f. Any Homeowner/Tenant who neglects to supervise or properly attend his minor child shall indemnify and hold harmless the Board for any and all damages or injuries sustained by said minor child.