



# One Montreal Place

An Owner Community \* Centrally Located INSIDE THE LOOP \* Near the Texas Medical Center and Museum District



## BOARD OF DIRECTORS :

Phil Severson,

President

Ulrike Peto,

Vice President

Dave Rhodes,

Treasurer

Jane Fontenette,

Secretary

Open Position

Director at Large

Please direct all work orders and routine business requests to the Property Manager.

If you have issues or concerns that need to be addressed directly with the board, please send an email to:

[board@onemontrealplace.com](mailto:board@onemontrealplace.com)

## Property Manager:

Rita Fernandez

2120 El Paseo #1100

Houston, Texas 77054

Office: 713-791-0334

Fax: 713-791-1350

[rfernandez@onemontrealplace.com](mailto:rfernandez@onemontrealplace.com)

## Important Reminders

- **New Policies** - Each homeowner and tenant had until January 15th to sign the Acknowledgment of Owner/Tenant Form. Tenants should have received their copy from their landlord. Owners please make sure that the copy you submitted included your unit number on it. Failure to sign and turn in does not prevent enforcement and will result in fines.
- **Assessments** - Payments are due the 1st of each month. Please make sure to add the unit number in the memo portion of your check. Non-payment may result in late fees, cable disconnection, legal fees, and even foreclosure.
- **Dumping** - Please note that the only items that may be disposed of in the OMP dumpsters is your household trash. You may NOT dispose of any furniture, appliances, construction debris, and/or other large miscellaneous items. Violators will be fined \$250 and assessed a disposal fee.
- **Alterations/Upgrades** - Please note that any change to the exterior of your unit (windows, doors, window coverings, etc.) must be approved by the association prior to making any changes. See Page 2 for more information.
- **Parking** - Please make sure to park in your assigned space. Please note that if you or your guests park in someone else's reserved space, you can be towed without prior notice. See page 3 for more parking information.

**We thank you in advance for  
your cooperation.**



## Owner Information

# Home Improvements

If you are planning on making any changes to your unit, please contact the Property Manager **PRIOR** to making any repairs and/or changes.

### **Upgrades**

Please note that something as simple as replacing the flooring in your unit can be a major factor. For example, second floor units that install tile or laminate can cause noise to carry more than with carpet.

### **Window & Door Replacement**

If you are interested in replacing your windows or sliding glass door, please see the specifications listed below. An ACC (Architectural Control Committee) application with the attached spec sheet will need to be submitted for approval prior to replacement.

1. Must meet or exceed current code and have a TDI\* listing of "Replacement Grade", (not for new construction), must be installed according to the manufacturer's installation instructions which must be on site during installation, (this is actually part of code).\*\*

### **Dumpsters**

Please note that trash must be taken directly to the dumpsters. The dumpsters on the property are for regular household trash **ONLY**. They are **NOT** intended for the disposal of other items like appliances, building materials, mattresses, and/or other miscellaneous items.

**Failure to comply will result in fines and being billed back for the disposal of those items.**

2. Frame and sash shall be primarily aluminum in construction
3. Windows and patio doors shall be **tan** in color.
4. Windows must match original windows in number & size of panes with the meeting rail in same vertical position.
5. Grids are to be between the glass (GBG), .75" flat aluminum, tan in color.
6. The patio doors must continue to be sliding doors with undivided glass, (French door appearance, **NOT** allowed)
7. Glass tint must be LoE-366
8. Minimum acceptable warranties are 10 years on the product, (material and labor) and 2 years on the installation. Both warranties shall be in writing.

\*Texas Department of Insurance

\*\*Current code at the time these specifications were written is double pane glass with "thermally broken" components, (frame, sash, etc.).

### **Recycling**

We encourage all of our residents to recycle. We have two green and yellow recycling bins on the property that should be used to **ONLY** to recycle paper and cardboard. Please make sure to break down boxes before placing them in the recycling bins. We also have an additional recycling bin (across from building 26) that needs to be used **ONLY** to recycle glass, plastic, and aluminum.

# Important Information

## Access & Parking

All residents are required to have a decal on their vehicle. You may obtain decals, cards, or remotes from the on-site office. Guests staying overnight must have a temporary pass on their vehicle. To obtain a pass, you may contact the courtesy officer in the guardhouse after 9:00 p.m. or Rita in the on-site office in advance. Courtesy Officers can only issue out 24 hour temporary passes. Parking decals are \$5.00 each. You will need the following information: Make, Model, color, and license plate number. Temporary passes are free.

**Courtesy officers are NOT responsible for opening the gate for residents or their guests. It is the residents' responsibility to notify the courtesy officer when they are expecting guests.**

Residents may have a local number programmed into the gate to allow their guests access to the property. Please contact Rita for more information.

Gate cards can open the main gate and walk-in gate. Remotes can only access the main entrance gate. Remotes are \$50 and the gate cards are \$20 each. If your card is not currently working, please contact the Property Manager.

Courtesy officers inspect all vehicles on the property for decals/temporary passes, to ensure that only OMP residents and their guests are parking inside the property.

**Please note that vehicles parked in visitor spaces must be moved every 24 to 48 hours.**

## Pet Owners

### Take pride in your community

As pet owners you have a responsibility to clean up after your pet and follow City Of Houston Ordinances as well as the rules at OMP.

Follow these simple pet rules below:

- Have a leash on your pet in the common area
- Carry a plastic bag with you
- Pick-up all solid waste & tie the bag
- Throw the bag inside the dumpster
- Do not leave your pet unattended on your patio/balcony
- Do not allow your pet to relieve themselves on your patio/balcony.
- Make sure that all their shots are updated
- Register your pets with the City of Houston. It's the law!
- Cats are not excused from the leash law. All pets in the common area must have a leash.
- Do not allow your pet to roam the property

If you fail to follow these rules, you will be fined per incident. Please help us keep a nice environment for all the OMP residents.

## 2017 Paint Project

The following buildings will be primed and painted this year:

**2300, 2400, 2500, & 2600**

## Annual Meeting Information

**The Annual Meeting is scheduled for  
March 9, 2017**

**6:30 p.m. Registration**

**7:00 p.m. Call to Order**

(An official notice will be mailed to all owners)

This year member Phil Severson and Ulrike Peto are up for re-election.

For Quorum purposes, please make sure to submit your proxy even if you plan on attending.

The HOA encourages candidates to run for a three (3) year term on the board. If you are interested, please send the following information below to Rita by **February 28, 2017**:

- A brief biographical statement (100 words or less) that includes a short introduction of yourself, any relevant prior experience that may be helpful as a board member, a comment on why you wish to join the board, and what you hope to accomplish during your time of service.

## Basic Cable

**Basic Cable** - OMP has a bulk rate contract with Comcast for basic cable services. In order to view the channels offered, you must obtain a digital starter box from Comcast. The box is free of charge as long as you pick it up directly from the Comcast office. The nearest office location to OMP is 2616 S. Voss Rd., Houston, Texas 77057. You will need to provide proof that you reside at OMP in order to be issued a box.

## Chimneys

**Please make sure to have your chimney cleaned, prior to using it.**

## Insurance

It is mandatory for homeowners to carry (HO-CON Form or equivalent) covering the interior of your unit that is not covered by the Association. Please make sure it covers any upgrades & improvements, in addition to your personal contents. This policy should also include Personal Liability, Additional Living Expenses, and **Loss Assessment Coverage**.

**All Tenants MUST carry Renters Insurance.**

Did you know that a homeowner elected to the board does not hold their predecessor's position on the board?

After each Annual Meeting, the board members appoint the officer positions amongst themselves. This is also the case if any board member is re-elected.