

Welcome to
One Montreal Place
2120 El Paseo St.
Houston, Texas 77054

This contains important information to help you enjoy your stay in your new home. Included are the Deed Restrictions that have been established by the Association over the years as needed. Even with these restrictions listed in this booklet, you will get a letter stating a prior warning when a regulation is violated. If you fail to acknowledge the letter and the restriction, for example, not picking up after your pet, you will ultimately be subjected to fines for these violations. Most fines start at \$75 which is why we have them outlined here and give you a friendly reminder letter. We do not like to fine our neighbors.

Contents

1. Important phone numbers

2. Rules and Regulations

Also known as Deed Restriction Violations; If a violation or breech of the rules is committed, you will receive a warning letter. If the violation is not corrected within the allotted time you may be charged a fine starting at \$75.00 per notice.

3. Map

- Guest Parking
- Fire Extinguishers
- Mail Boxes

4. Map of General Area

5. Security Issues

IMPORTANT PHONE NUMBERS

Office & After Hour Emergency Number:	(713) 791-0334
Fax:	(713) 791-1350
Email:	rfernandez@onemontrealplace.com
Office Address & Location:	2120 El Paseo #1100 (Inside clubhouse)

Other Helpful Numbers:

Courtesy Guard House	(713) 799-1168
Comcast Cable	(713) 341-1000
Reliant Energy	(713) 207-7777
U.S. Postal Office (Almeda Medical Station)	(713) 741-5537
Towing	(713) 228-2909

Non-Emergency Numbers:

Houston Police Department	(713) 222-3131
Houston Fire Department	(713) 222-7643
Houston Ambulance Service	(713) 222-3434

RULES and REGULATIONS

AUTO & SECURITY GATES: All residents may purchase gate access cards for \$10.00 or remotes for \$35.00 each at the guard house. All new tenants must register with The Property Manager Inc. at 713.728.1126. Once you have registered, your name will be added to the list of residents at the front gate. You must also register with the Guard on duty.

Please supply the following information:

1. Proof of Ownership of vehicle
2. Proof of Residence such as your lease
3. Current Texas Driver's License
4. Current Phone Number
5. \$2.00 for each Vehicle Sticker...(max. 2 per unit)

Vehicles must be operable and Registration and Inspection stickers must be current in order to park on the property.

All automobiles without parking stickers must stop and register with the guard on duty every time they enter the property. The guard will stop any vehicle at the entrance that does not have a valid OMP sticker.

No one should ever **push** the entrance gate open. The damage to the gate affects the monthly assessment charges for owners, as well as, increases in rents fees. Please do not force the automated gates. This is hazardous, a breach of security, and ultimately costly to every one living in the complex. Contact Property Manager at any time if there is a problem with either gate.

BALCONIES/PATIOS/WINDOWS: a Houston City Ordinance restricts all barbecue fires to within 10 feet away from all structures. In addition to no grilling, it is also prohibited to use the balcony or patio area in any of the following circumstances:

1. To hang clothing, towels, rugs, etc.
2. For any storage such as gym equipment, mattresses, ironing boards, mops, brooms, vacuum cleaners, trash cans, etc.
3. To keep any pets unattended for extended periods of time during any part of the day or night. All balcony/patio areas must be kept neat and clean at all times.

BUSINESS OPERATIONS: Business operations are **not permitted** to be set up in a unit at this complex.

CABLE TELEVISION: Basic cable with one outlet is provided in all units. Should you prefer additional channels, outlets, or services, contact **Comcast** directly. If your unit does not have a converter box, go to your nearest Comcast store (Bellaire/Bissonnet), and request one. There should not be a charge or increase in service fee if your unit has not been issued one before. However, you must fill out an ACC application and contact Property Manager prior to installation of any satellite dish. Satellite dish must be approved prior to installation to avoid fines.

CHILDREN: Parents or guardians are responsible for proper supervision and safety of children and must insure that they abide by all established rules and regulations. Fines and charges can be assessed for any damages caused by any children. Toys may not be left unattended on the property. Also, drivers remember that there may be children and pedestrians on the property at any time so keep to the speed limit of 10 mph and avoid speeding fines.

CHIMNEY, DRYER VENTS and WASHER HOSES: The chimney and dryer vents should be cleaned out on a regular basis to prevent fires. Also, the hoses from the washing machine should be monitored, especially the hot water hose, for any signs of weakness or potential rupture. This is a maintenance responsibility of the individual occupant(s) and should be replaced each year.

CLUBHOUSE USE: Any owner may use the clubhouse for a fee of \$25.00 with a refundable deposit of \$150.00 and tenants may rent the clubhouse for \$75.00 plus a refundable deposit of \$150.00 once the key is returned to the Management Company and it has been determined no damage was done: such as pin holes or tape on the walls, trash left over from its use, damage to the furniture, etc.

COURTESY GUARDS: The homeowners employ Courtesy guards to attend the front gates and walk the property during the evenings. The schedule is extended during certain holidays or under special circumstances.

ENFORCEMENT of RULES and REGULATIONS: After reasonable notification, non-compliance or repeated disregard of these established rules and regulations can result in a penalty to the owner or tenant starting at \$75 per violation, as levied by the Board of Directors.

EXTERMINATION: Extermination inside a unit is the responsibility of the occupant, except in the case of termites. Please contact the Property Manager if you notice termites in your unit. The Association is also responsible for exterminating outside the property.

GARAGE SALES: Garage sales are strictly prohibited on the property at all times!

GUEST ARRIVALS: All guests must **STOP** and register when the guard is on duty. Remember that as a resident, if you do not have an **OMP** parking decal you will also be required to stop for the guard. Guests must park in uncovered areas.

INSURANCE: The Homeowners Association carries the amount of insurance required by law for liability purposes. However, owners and renters are required to carry their own policies to cover any potential damages caused to their property and other units. Owners are encouraged to carry loss assessment coverage in case of an insurance or special assessment. Tenants must carry insurance for their personal belongings.

KEYS: All occupants are responsible for their own keys. Also, the locks on the individual mailboxes are the responsibility of the occupant. If you would like to change the lock on your mailbox and do not have a key, you may contact someone in maintenance for advice on replacing the lock. Any tampering, prying, or destruction of the individual mailbox doors is in violation of the Deed Restrictions, and the owner will be responsible for the cost of the replacement of the door. In some cases, this destruction may be a Federal Offense.

MODIFICATIONS to INTERIOR/EXTERIOR UNIT: No alterations, additions, improvements, or storage shall be made to any unit without prior written approval from One Montreal Place Board of Directors. Examples include personal landscaping, and cable satellite service, or major modification to the interior. Contact the Property Manager for information regarding the proper handling of these changes.

MONTHLY MEETINGS: The Board of Directors meets in the Clubhouse on the second Wednesday of each month (excluding August and December) to manage the business of the Home Owner's Association and any issues related to the property. The Property Manager is always present to help guide the board members. All OCCUPANTS are welcome to attend these meetings during the Open Session and present any personal concerns or questions directly to the Directors. The times will vary to give all residents opportunities to attend these meetings.

NOISE: All loud music, talking, and parties are not permitted after 10 pm every evening. Please be considerate of the different life-styles of the individual residents, and please avoid "Disturbing the Peace." "No loitering" is allowed on the Property at any time.

PARKING: All covered parking is **RESERVED**. Any vehicle parked in an unassigned space may be towed at the owner's expense.

Other parking issues include:

1. If someone is parked in your assigned space, you must call the tow company to have a vehicle towed.
2. If you are unsure of the location of your assigned space, please contact the Property Manager.
3. Fire Zones and No Parking Zones are clearly marked. Any vehicle parked in any of these areas will be towed at owner's expense.
4. No vehicle can park in trash container areas.
5. Please remind your guests that they are to park in unassigned spaces.
6. All vehicles must be in working order if parked in its unassigned space, or it will be towed from the premises. Also, vehicles must have current licenses and inspection stickers.
7. No vehicle in any parking space may be left resting on its jack. This poses a danger to the residents, and therefore the owner of the vehicle will be liable for any additional damages should an accident occur.

PETS: All residents with any pets must have them (cats included) on leashes at all times while walking them on the property, and each animal must have a collar with both current rabies and city license tags. Any pet left to freely roam the property can be picked up by the City of Houston's Animal Control Division. Also, it is the responsibility of the animal's caretaker to clean up all pet droppings during each outing. In addition to these rules being established by the owners of One Montreal Place, there is a City of Houston Ordinance that governs these regulations. For these reasons, fines will be assessed to any owner who fails to comply. **Each unit is restricted to two pets.** If the occupant would like to have more than two, they must request permission in writing from the Board of Directors.

*One suggestion for cleaning up after your pet that is utilized by compliant pet owners' to date is the use of plastic bags. It is not required to use specially purchased "pooper-scooper" products. Bags are also provided on the property. Please be a considerate neighbor!

PROPER STORAGE FOR BICYCLES: There are three bicycle racks located on the property for storage. There are three acceptable places to store bicycles: 1} Inside your unit, 2} locked on your personal patio, or 3} locked to a bicycle rack. It is also strongly recommended for security purposes that no bicycle be stored on the patios regardless of the floor level of your unit. Also, it is highly suggested that you purchase the U-shaped lock which is almost impenetrable.

RESIDENTIAL USE REQUIREMENT: All condominium units must be used and occupied as private residences for single families or individuals. All owners and renters must comply with all the provisions and terms of the Declaration, By-laws, and other governing Rules and Regulations of One Montreal Place (OMP).

SATELLITE DISHES: The FCC has made changes in its rules regarding satellite usage in a condominium complex. OMP is no longer required to allow the installation of satellite dishes on the property. Dishes larger than 18 inches will not be approved.

1. You must fill out an ACC application
2. Submit the form to the Property Manager for Board Approval
3. Wait for approval. Please note that approval can take up to 30 days.

SIGNS: No advertisements, signs, or posters of any kind are permitted at OMP except with the Association's prior approval. This includes For Sale or Lease Signs. There can be a fine established for anyone who does not remove any unapproved sign within 72 hours of receiving official notice for removal. You may put appropriate personal notices on the bulletin boards at each mailbox station.

SMOKE DETECTORS: As established by a City of Houston Ordinance, all units must have working smoke detectors. Please check the battery periodically to ensure that it is operable. Specialists recommend that the battery be replaced once a year on a memorable day, such as January 1st.

SPEED LIMIT: The speed limit is 10 mph on this property. Remember that there are children who play here periodically. Drivers are liable for the safety of all individuals walking on the property.

SWIMMING POOLS: Children under the age of 13 are not allowed in the pool area unless accompanied by an adult resident. No glass containers are allowed. **Please** do not block the safety gates from locking at any time. Appropriate clothing should be worn. In consideration of your neighbors, no horseplay, foul language, or loud/objectionable noises are permitted.

- Also, **NO PETS** are ever allowed in the pool areas and especially **NOT** in the pools at any time.
- Each pool has a 911 telephone in case of emergency, a lifesaver with a pulling rope, and a body hook if you are unable to swim yourself. Please let maintenance know if the equipment is in disrepair. Also, the pools close at 10:00 p.m.

TENNIS COURTS: We have two tennis courts near the back pool. The time that the courts are open is from 9:00 am until 10:00 pm. If the lights fail to work at night, contact the Property Manager on the next business day to get a work order for any repair. Children eight and under may play in the court area for security if they are supervised. However, they are not allowed to swing on the nets, play with sidewalk chalk, or any behavior that may cause damage to the surface of the courts. However, **pets** are **Never** to be in the courts to play. It damages the courts' surfaces at a much faster rate than the sport itself.

TRASH/GARBAGE: Trash containers are located throughout the property for your convenience. No trash bags or cans can be stored outside the residence including balcony/patio areas. Leaving trash on the porch for just a short time causes rodent problems for the complex. Also, large items such as mattresses or old appliances are not to be placed in the containers. It is the responsibility of the occupant to have these objects removed from the property. Try contacting the Salvation Army or Goodwill and have them pick these items up during the day.

RECYCLING: There are two (2) **Yellow** and **Green** Abitibi Recycling bins on the property. Please use these to recycle paper and cardboard because the Association receives a small amount of money if we exceed the quota. The money that we receive from Abitibi is used to pay for landscaping additions. Shredded paper must be placed in plastic bags.

Please use the **Blue** Republic Waste Recycling bin to recycle the following:

- All plastics (excluding #6); make sure that plastics are in a white or clear bag.
- Aluminum cans must be in a white or clear bag.
- Glass, at this time is not a recyclable item.

WINDOW GLASS AND DRESSINGS: **All** window dressings must be in a neutral color. Any broken glass is the responsibility of the resident. Contact the Property Manager regarding the steps for replacement of glass as all repairs must be uniform and must be performed by the professionals on the property. The cost of the repair will be billed back to the resident.

SECURITY ISSUES

The Homeowner's Association, along with the Property Manager, have gone to extreme lengths to help make One Montreal Place a secure environment. However, there are some simple things you can do to add to the security of your unit.

1. Keep a porch light on during the evening hours. This helps the courtesy guards when walking the property during the darkness. Reliant Energy states that it costs a penny each day to add extra illumination to the exterior of your unit.
2. Never answer your door to strangers at any hour of the day. If a guard is on the property, alert him/her so that the grounds can be checked.
3. Keep your windows and doors locked, especially when you are not at home. This also goes for units on the second and third floors.
4. At any time you feel any threat, call 911 for immediate police protection.
5. Solicitation of any type is not allowed on the property. Do not hesitate to contact the guard or the Management Company during the day when you are approached while on the property or in your unit.
6. If you are suspicious about any car that may follow you into the property, circle the grounds but do not go directly to your assigned parking space. If you do not have a cell phone to dial 911, honk your horn until you get an occupant's attention so that you feel safe to enter your unit.

Although One Montreal Place maintains a very good security record, every potential situation from annoyance to threatening risk cannot be anticipated. Please be cautious at all times and practice common sense whether in your unit, car, or on city roads.