

THE CLIFF HOUSE COUNCIL OF CO-OWNERS
RULES AND POLICIES
October 15, 2013

In addition to the Bylaws and Declaration, the following policies govern the Cliff House. Owners and renters are advised to familiarize themselves with the Declaration and Bylaws. Owners are held liable for their actions as well as those of their tenants and guests. The Board may assess fines against an owner for violations of these rules, whether committed by the owner, a tenant, family members, guests, or contractors.

For the purpose of this document, "residents" refers to owners and renters.

Owners must include in any lease a requirement that tenants have to abide by the Cliff House's Bylaws, Declarations, and Policies.

Fines will be assessed to residents who violate Cliff House policies. Each particular violation will be assessed fines on an increasing basis. Your first violation will result in a warning. Your second violation will result in a \$25 fine, your third \$50, your fourth \$100, your 5th \$200 and all future fines will remain at \$200. These fines relate to specific issues. For example, after your first noise violation, you will receive a warning. Your second noise violation will result in a \$25 fine. If your next violation is for parking overnight in visitor's parking, you will receive a warning.

Residents will be charged any out of pocket costs related to a violation. For example, if we have to hire security to handle your situation, you will be required to pay for that security; if we have to pay a tow truck to tow a car, you will be charged the cost of the tow truck.

1. Safety and security. Each occupant is responsible for his/her own security and that of his family and guests. Each unit is provided with the appropriate number of key fobs for entrance. In addition, there is an intercom system available in the front entrance. Do not allow individuals you do not know to gain entrance to the building. Politely ask them to contact the person they have come to visit via the intercom or their cell phone.
2. Items on balconies. The only items allowed to remain on balconies are outdoor chairs, outdoor tables and decorative plants. Items on balconies must appear to be in good condition and should not adversely affect the exterior appearance of the premises as may be determined by the Association. Clothes and towels may not be dried on the balconies. Absolutely no grills, fire pits, or any other devices requiring flame are allowed on balconies at any time. No antennas or satellite dishes may be installed.
3. Storage of property in common areas. No property may be stored temporarily or permanently in any of the common areas other than items the Board has provided for use by all residents.
4. Basement storage. Each unit owner is provided with one storage locker per unit. Locks must be provided by the residents. Only household goods may be stored in this area. No flammable objects, hazardous substances, harmful goods or equipment is allowed.

5. Window coverings. Window coverings (blinds, shades, and drapes) must be kept in good repair and properly installed.
6. Grocery carts. Grocery carts (for the convenience of moving objects to and from units) are stored near the back entrance/laundry room. Please return the carts to this area when you are finished with them. Do not leave them in the hallways or on the elevator. The carts are not intended for use by contractors.
7. Laundry room. Coin operated washers and dryers have been provided for the convenience of residents. Please help keep the area clean. The Association is not responsible for any items left unattended.
8. Trash. Trash, rubbish, or debris shall not be left or deposited, even temporarily, in any common area or on any balcony. Trash is removed from the bin in your kitchen through hallway access. Large discarded items, such as furniture, appliances, mattresses, tires, holiday trees, must be removed from the premises by the residents and are not allowed in our dumpster area. When contractors are working in your unit, they are responsible for hauling away the refuse themselves.
9. Pets. All pets must be approved by the Association. A description of the pet and vaccination records are required to be presented to the Board of Directors for approval. Residents are permitted a maximum of two pets, but each pet must be either a dog or a cat. No other types of pets are allowed on the premises. Dogs must be kept on a leash at all times while in the common areas, with the exception of the dog park. Pet messes must be cleaned up immediately.

Pets are not permitted in common areas except for entrance and exit; they may not pass through the lobby for any reason.

10. Noise. Residents must refrain from making loud noises that can be heard outside their dwelling or through common walls. The following is a chart of when the noise minimization is not in effect. So on Friday and Saturday, the noise minimization does not take effect until midnight, but you should still be respectful of your neighbors.

Sunday	9am - 10pm
Monday	8am - 10pm
Tuesday	8am - 10pm
Wednesday	8am - 10pm
Thursday	8am - 10pm
Friday	8am - midnight
Saturday	9am - midnight

11. Swimming pool. Rules for use of the swimming pool are posted in the pool area. Please familiarize yourself with them and adhere to them at all times. Although the pool does not have any posted closing times, the rule for noise still applies. Use of an outdoor grill is

permitted, as long as the grill is placed a safe distance away from the building and fence. No glass or breakable objects are allowed in the pool area.

12. Community room. The community room may be used by residents and their guests. The room may be reserved for private functions. Please arrange these with the property manager, who will place the function on the calendar of events. Board meetings are held monthly in the community room unless other notice is given, and these will take precedence over any reservation of the room. Anyone using the room must clean up after its use, and this includes the kitchen area and restroom, and the floor must be swept/mopped if needed. Rules involving excessive noise also apply to the use of this room.
13. Nuisances. No nuisances shall be allowed upon the premises, nor any use or practice which is the source of annoyance to occupants or which interferes with the peaceful and proper use of the premises by its occupants. All parts of the premises shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate nor any fire hazard allowed to exist. No owner shall permit any use of his condo or make any use of the General Common Elements which will constitute a nuisance or annoyance to the occupants of other condo units.
14. Smoking and alcohol consumption. Smoking is prohibited in all common areas. It is preferred that residents refrain from smoking within their units, as the smell travels through the hallways and into other units. It is preferred that residents smoke on their balconies only. Drinking alcohol is permitted in the common areas by the pool and in the community room, as long as the rules involving glass in the pool area and responsible clean-up are followed.
15. Air conditioning. The individual air conditioning units in each dwelling are the responsibility of the Association. The Association will maintain and supervise proper inspection and servicing of the units, including monthly changing of the air filters. It is the resident's responsibility to make their unit accessible for air conditioning service and repair by the Association. The resident must also maintain the area surrounding the air conditioning unit, including the ceiling tiles, to enable the unit to function properly.
16. Vehicle repair. Vehicles which are obviously inoperable due to missing parts are prohibited and must be removed from the property.
17. Assigned and visitor parking. All vehicles must be registered and information on file in the property manager's office. Parking of any vehicles in any area not designated as a parking space is prohibited. No vehicle may be parked in such a way as to prevent normal access to the driveways and emergency vehicle access. Residents are not allowed to park in visitor's parking overnight. The visitor parking area and driveway is a one-way street going west only from the South Upper Broadway entrance.
18. Bicycles. Bicycles must be stored in the unit or in the bicycle racks provided in the resident parking lot or the basement. Bicycles may not be stored in any other common areas.
19. Pest control. The Board provides pest control only in the common areas. Notices are posted

for several days in advance of this. It is the resident's responsibility to treat their units for pests.

20. Leaks and drains. Each owner is responsible for promptly repairing all leaks from within his/her unit. The owner shall be responsible for paying for all damages to adjacent dwellings as a result of a leak from within his/her unit. In addition, the cost to unstop a drain within the common elements shall fall to the owner if it is determined that the occupant misused the drains or commodes by disposing of insoluble objects, such as disposable diapers, feminine products, and other such items.
21. Right of entry. The Association shall, at all times, be provided a key to each unit. The Association shall have the right to enter a unit for purposes of inspection of plumbing, electrical, or any other inspection deemed necessary by the Board after prior notice has been given to the owners/tenants. Requests to enter a unit may only be made by the property manager or a Board member. The keys are essential if the Association needs to access a unit for purposes of safety, emergency, general repairs or repairs and maintenance related to the air conditioning unit.
22. Moving procedures. When moving in, all new residents must attend an orientation session conducted by the designated Cliff House Board member. The orientation session must occur within the first three days of occupancy of Cliff House. Keys, key fobs, parking space information, basement storage number (if applicable), and gate opener are distributed by our property manager.

When moving in or out, a moving company must be secured for moving in large objects and these objects may only be moved in during the hours of 8:00 a.m.-6:00 p.m. Monday through Friday, and 9:00 a.m.-5:00 p.m. on Saturday. Moving is not allowed on Sundays. Moving trucks/vans may not block access to the visitor's parking lot. All objects must be moved in through the rear door next to visitor's parking. The door may not be propped open for any length of time. Only the freight elevator is to be used for moving. The property manager must be contacted prior to moving day in order to have the freight elevator set up with padding for the walls. Please be courteous when using this elevator, as residents also will be using this elevator during the day. Any damage caused during moving is the responsibility of the owner and tenant.

23. Common area modifications. No resident may construct, alter, modify, landscape, trim, or otherwise perform any work upon any of the common elements without prior approval from the Board. This rule includes furniture, art work, and other items that residents wish to place in the common areas, including but not limited to the hallways/entry foyers, pool area, and dog park.
24. Returned check. The charge for a returned check shall be \$30.00.
25. Fees for special services. Fees chargeable to owners for services such as furnishing resale certificates and other documents or services shall be set by the Board.

26. Names and addresses. Owners shall notify the property manager of names, addresses, telephone numbers, and all other required information for residents of the Cliff House. Owners shall notify the property manager of the name, address, and telephone number of all mortgage lien holders. Owners who do not occupy the building but allow family members to occupy their unit(s) from time to time are required to follow this procedure: The owner's guests must receive a key fob from the property manager. The guests must register their names and addresses with the property manager, as well as provide a copy of a legal form of picture identification. The guests must declare the duration of their stay. Guests are not allowed to bring pets with them. Guests must sign a declaration stating they are aware of Cliff House procedures. Any guest not following the rules and procedures will be asked to leave immediately by the property manager or the Board.
27. Security for rental units. All owners who are renting their units are required by law to re-key at every tenant turnover. You must re-key between the day the old tenant moves out and the 7th day after the new tenant moves in. This is in accordance with the Texas Property Code 92.156.
28. Interior construction and improvements. Each owner shall assume full responsibility for all changes and construction alterations within their unit. Plans for renovation must be submitted to and approved by the Board of Directors before any such construction may begin. All contractors must be fully licensed and show proof of liability insurance and Workmen's Compensation coverage on file. Permits from the city must be obtained before work can begin. Construction times within units are limited to the hours of 8:00 a.m.-6:00 p.m. Monday through Friday, 9:00 a.m.-5:00 p.m. Saturday. No construction is allowed on Sundays.
29. Contact information. The contact information for the property manager and the Board members is provided below.

Property Manager: Adame Management

Cell: 361-533-1414

Office: 361-880-5870

Board of Directors 2013

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