

Deerwood Gardens Co-Owners and Resident's Handbook

A Great Community... of Great People



April 2011
Informational Documents
www.deerwoodcondo.com

“I went to the woods because I wished to live deliberately, to front only the essentials facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived.”

- Henry David Thoreau

Deerwood Gardens
Co-Owners and Resident's Handbook

Table of Contents

SECTION I

I. General Information

A. Welcome To Deerwood Gardens -----	1
B. Mission Statement -----	1
C. Deerwood Gardens Property Management -----	2
D. Building And Common Area Maintenance -----	2
E. Property Surveillance And Monitoring -----	2
F. Utilities -----	2
1. Water, Plumbing And Sewer -----	2
2. Cable Television Service And Satellite Dishes -----	3
G. Internet -----	4
H. Telephone Service -----	5
I. Installation/Repairs And Unit Renovation -----	5
J. Delivery And Installation Of Appliances -----	5
K. Roof Access -----	5
L. Air Conditioning/Heat -----	5

SECTION II

II. Guidelines and Helpful Information

A. Moving Requirements, Unit Condition, Occupancy And Use Condition -----	8
1. Moving Requirements -----	8
2. Unit Condition -----	8
3. Occupancy -----	8
4. Use -----	8
B. Windows And Doors -----	9
C. Energy Conservation -----	9
1. Electricity -----	9
2. Water -----	9
D. Walkways/Resident Unit Entries -----	9
E. Balconies and Patios -----	10
F. Exterior Repairs/Changes -----	10
G. Deerwood Gardens Insurance/Resident Insurance -----	11
H. Storage and Storage Units -----	11

I. Temporary Structures -----	11
J. Garbage and Trash -----	11
K. Laundry Facilities -----	11
L. Landscaping and Gardening -----	11
M. General Parking Rules and Information -----	12
N. Unauthorized Vehicles and Acts -----	12
O. Vehicle Registration -----	13
P. Access Gate and Access Gate Code -----	13
Q. Recreational Facilities -----	13
R. Community Clubhouse/Pool -----	14
S. Children -----	15
T. Pets -----	15
U. Enforcement and Fines -----	16
V. Leasing Of Residence Units -----	17
W. The Deerwood Newsletter -----	17
X. Supplementary Information -----	17

SECTION III

A. Personal Safety Recommendations -----	18
--	----

SECTION IV

A. Contact Information -----	19
------------------------------	----

SECTION V

- A. Forms and Diagrams
- B. Information Sheets

The forms in Section V are used to submit necessary information to the appropriate individuals.

SECTION I

DEERWOOD GARDENS GENERAL INFORMATION

NOTICE TO CO-OWNERS AND RESIDENTS

This Handbook is published by the Board of Directors of Deerwood Gardens Condominium Community. Each Co-Owner and Resident should become familiar with the contents and participate in maintaining the quality of life enjoyed by the community. Revisions to this handbook will be made when necessary to reflect areas of community concerns or changes in city codes. This Handbook does not replace the By-laws or the Rules and Regulations of the Council of Co-Owners. Those documents will continue to take precedence in all cases.

Information Forms are located in Section V for easy access, referral and use when submitting sheet to the Management Company, the Board of Directors or talking with your contractor.

SECTION I

I. GENERAL INFORMATION

A. WELCOME TO DEERWOOD GARDENS

Deerwood Gardens is an upscale condominium community located on South Piney Point Road in Houston, Texas. Our prime location is just minutes west of The Galleria and east of the Westchase Business District. Deerwood is a gated community situated on 7.7 acres. The community consists of 179 individually owned residence units with deeded parking spaces and storage areas, a viewing area that overlooks the natural nature ravine area, known as Piney Point Creek, a swimming pool with sun deck, and distinct Clubhouse facilities.

The community was developed in 1967 and includes Town homes and Garden style units. In February of 1976, the community converted to a Condominium and has since been directed by the Co-Owners through an active Board of Directors. Deerwood Gardens is legally known as Deerwood Gardens Council of Co-Owners, a property owners association as defined in Section 201.001 of the Texas Property Code. The Deerwood Council of Co-Owners is a Texas Non-Profit Corporation.

On behalf of the Co-Owners of Deerwood Gardens, a contract for the services of a full-time professional property management company is in place. The firm manages the numerous day-to-day tasks associated with the property along with the various issues that may arise as a Co-Owner. Along with the property management company, the community has a full-time porter.

Deerwood Gardens has elected to use the services of a specialized Landscape Company. Meticulous attention to the grounds keeps the entire community at its finest. This company provides a full-time uniformed landscaper on the property 5-days a week. Deerwood Gardens maintains a 24/7 monitoring camera system at the front gate and the swimming pool area. The upkeep of the swimming pool is performed by a pool maintenance company to provide an extended season of enjoyment.

The community offers many attractive benefits to Co-Owners including a convenient, low-maintenance lifestyle. Community activities include an annual Holiday Social held during the month of December and a May Election Celebration at the Annual meeting. All Co-Owners are encouraged to participate on the various community committees. All events encourage Co-Owner participation, which helps make Deerwood Gardens an even more attractive choice in the Houston Real Estate market.

B. MISSION STATEMENT

DEERWOOD GARDENS BOARD OF DIRECTORS

1. WHO WE ARE

We are an association of Co-Owners who desire to live in a community where the quality of life, enhancement of significant investment, limited public access, and amenities are important. We recognize that the Declaration of Condominium, By-Laws, and Rule and Regulations of the Association govern us.

2. WHAT WE BELIEVE

That within the guidelines of our constituent documents, we operate democratically as a form of Government. We have many common interests but we must recognize the diversity of our Residents and their requirements. We must respect each other's interest, maintain the facilities, provide services as well as much enjoyed amenities. All of which are common to the wide variety of interests, which make up our condominium community.

3. THEREFORE, WE RESOLVE TO

- Maintain and preserve the Deerwood Garden's property and facilities within our budget in accordance with the constituent **documents**.
- Protect and maintain the investments of all Co-Owners.
- Afford services and amenities for the common areas and individual dwellings in order to preserve, protect, and improve the quality of life of the diverse Co-Owners and Residents.
- Provide common social and cultural activities as desired by the Co-Owners. Various functions are delegated to various committees which can include the following:

Social Committee

Architectural Control Committee

Landscape Committee

MISSION STATEMENT cont'd

- Fulfill our fiduciary responsibilities by developing and monitoring the annual budget as provided in the constituent documents and to maintain our operations within our financial resources.

BOARD MEETINGS ARE HELD THE THIRD TUESDAY OF EACH MONTH AT THE DEERWOOD CLUBHOUSE. ALL CO-OWNERS ARE ENCOURAGED AND INVITED TO ATTEND. THE ANNUAL HOMEOWNERS MEETING AND ELECTIONS OF THE BOARD MEMBERS ARE HELD DURING THE MONTH OF MAY. BOARD MEMBERS ARE VOLUNTEERS WHO AGREE TO SERVE FOR A THREE (3) YEAR TERM. ADDITIONAL INFORMATION IS FOUND IN THE DEERWOOD DECLARATION, A COPY OF THE RULES AND REGULATIONS IS POSTED ON OUR WEBSITE – WWW.DEERWOODCONDO.COM

C. DEERWOOD GARDENS PROPERTY MANAGEMENT

Deerwood Gardens has a fulltime professional property management company that conducts the business on behalf of Co-Owners on a day-to-day basis. The property management company and associated property manager reports directly to the Deerwood Gardens Board of Directors. The property management company handles all requests including maintenance from Co-Owners and monthly inspections.

D. BUILDING AND COMMON AREA MAINTENANCE

The maintenance and upkeep of equipment owned by Deerwood Gardens including, but not limited to, the control access gates, laundry room facilities, clubhouse facilities, water softener system, common area lighting, transformers, boilers, and swimming pool are in the care and responsibility of the professional property management company. Co-Owners should contact the property manager and/or property Management Company should the equipment malfunction or need mechanical attention.

Deerwood Gardens employs a full-time porter who maintains the common areas (excluding Landscaping) of the community including all parking areas. The Deerwood Gardens porter is on the community property Monday thru Friday from 7:00am to 4:00pm. Co-Owners and Residents should address any requests for service to the property management company.

E. PROPERTY SURVEILLANCE AND MONITORING

Deerwood Gardens, its directors, officers, managers, employees and agents do not provide security and are not insurers or guarantors of any resident's security. Deerwood Gardens provides controlled access to the property and has security cameras onsite for the benefit of the Co-Owners and Residents. No representation is made that any such systems will prevent loss by fire, smoke, burglary, theft, assault, hold-up, or otherwise. These systems may not provide the detection or protection of property for which they are designed or intended.

F. UTILITIES

The cost of electricity is included in the monthly maintenance fee. Co-Owners, Residents and/or guests are asked to conserve electricity and report any power outages to Center Point Energy and to the property management company.

The Co-Owner must contact the property management company prior to any electrical work done on the property that interrupts power to any other residence unit(s).

1. WATER, PLUMBING AND SEWER

The cost of municipal water service is included in the monthly maintenance fee. Co-Owners, Residents and or guests are asked to conserve water and to report all leaks immediately to the property management company. This will help avoid excessive costs and prevent water damage to your residence unit and your neighbors' residence unit.

The Co-Owner must contact the property management company when the water service is to be cutoff for repairs. A 24-hour notification is required so notices can be posted on the bulletin boards.

UTILITIES cont'd.

2. CABLE TELEVISION SERVICE AND SATELLITE DISHES

a. CABLE TELEVISION

Basic cable television service is provided to all residence units. A new basic Comcast contract (2010) was put in place which offers optional channel choices (including foreign) to Co-Owners/Residents at their own expense. Contact Comcast for more information.

b. SATELLITE DISH

A satellite dish/antenna cannot be installed at Deerwood Gardens WITHOUT WRITTEN REQUEST TO AND APPROVAL BY THE BOARD OF DIRECTORS A satellite dish shall not be attached to or hung from the exterior of the building or be placed on balconies, patios or railing or any other area visible. With prior WRITTEN PERMISSION from the Board of Directors, a satellite dish can be installed on the roof by a professional installer providing no damage is done to the roof or other fixtures. For specific details, interested persons must contact the Management Company. Arrangements must be made by the Co-Owner. The satellite and installation charges are the obligation of the Co-Owner. See Architectural Standards & Requirements. **NOTE: ROOF ACCESS PROCEDURES MUST BE ADHERED TO.**

This request to the Board must include type, method, manner and location of installation. A townhouse homeowner can install a satellite dish on his/her patio providing a written request has been made to the Board of Directors and approval granted as long as the dish is not visible above the wall of the patio.

One satellite dish per unit can be installed on the roof of condo side of Deerwood Gardens after a written request and approval from the Board of Directors.

Steps for approval by the Board of Directors

- Meeting with the Architectural Chairperson (ACC) to review procedure and obtain the Satellite Dish Installation Form.
- Completion of Installation “**CO-OWNER AND SATELLITE CONTRACTOR RECEIPT OF ACKNOWLEDGEMENT**” FORM
- Presentation request to the Board.

Co-Owner is responsible for all cost associated with the Satellite Dish including:

- Costs to place (or replace), repair, maintain and move or remove the dish, including the base and anchoring structures.
- Repair of damages to the common elements, roof membrane and other property damaged by the dish, base and anchoring structure or the installer.
- Any unauthorized dish will be removed at the expense of owner.

Standard for Satellite Dish Installation:

- Insured/Licensed Dealer with qualified technicians
- Satellite Dish requirements:
 - No larger than 1 meter/39 inches – Color White
 - Review and follow Roof Access Procedures

Materials need for installation:

- 40” X 40” Roofing Pad obtained from ACC
- High-grade Installation Kit –
- (6) Cinder or concrete blocks provided by installer (Cost to Owner)
- All installation debris must be removed from premises.

Location for Dish on Roof:

- Locate Star Cap Vent for hook up to Unit – Secure Anchor Roofing, if needed. (Cost to Owner)
- Unit number of Co-Owner marked on installed satellite
- Roofer must be involved in utilization for all Pitch Pan hook-up (Cost to Owner)
- **Antenna cannot be attached to Parapet Wall (vertical top wall around the flat roof.**
- Picture of completed installation showing dish and hook-up submitted to ACC.



Star Cap

Additional Information:

- No guy wires or similar mounting apparatus will be allowed. Under no circumstance shall the roof membrane be penetrated using any device or apparatus to allow passage of wires into the unit or to secure the antenna.
- No satellite dish is permitted to cause any distortion or interference whatsoever with respect to any other electronic device in the development.
- The satellite dish, including its base and anchoring structure, may not encroach upon any common elements or the air space of another unit regardless of the ability or inability of the owner to receive an acceptable quality signal from the owner’s exclusive use area.
- Installation shall be completed so as to not damage the common elements or void any warranties of the Association or other owners, or in any way impair the integrity of any building, common elements or roof maintenance.

See and Follow Roof Access Procedures

**CO-OWNER AND SATELLITE CONTRACTOR
“RECEIPT OF ACKNOWLEDGEMENT”**

The signatures of the Co-Owner and Contractor verifies that each has been given and read the Deerwood Garden Roof Procedure and Satellite Dish Requirements and agree to abide by the rules. The signature also verifies that the Co-Owner has Board approval and notified the management company of the pending installation. We both acknowledge that the Co-Owner will be held liable for repairs for any damage to the common elements. The repairs will be made by a Deerwood approved contractor and charged to the Co-Owners account.

Date: _____

Co-Owners Name (s) _____

Phone Number _____

Contractors Name : _____

Phone Number _____

Building and Unit Number: _____

Type of Repair _____

Date of Installation/Repair _____

I acknowledge that I have received a copy of the Deerwood Gardens Roof Access Requirements. I further acknowledge that I have read these rules in their entirety and that I fully understand and shall abide by the Regulations as set forth.

Signature of Co-Owner: _____

Date: _____

Signature of Contractor _____

Date: _____

A copy of this form is duplicated in Section V for your use.

G. INTERNET

Internet access is not currently provided to residence units. Dial-up service, DSL, and broadband cable Internet services are available thru a variety of providers. If you wish to acquire Internet access, you must make such arrangements personally and you will be billed directly by your service provider.

H. TELEPHONE SERVICE

Local and long distance telephone service is available from a variety of service providers. If you wish to acquire telephone service, you must make such arrangements personally and you will be billed directly by the company you select.

I. INSTALLATION/REPAIRS AND UNIT RENOVATION

1. All contractors performing any construction or repair work within the community must maintain general liability and worker's compensation insurance throughout the duration of the work. A contractor must provide certificate of insurance to the Management Company upon request.
2. Contractor must remove all old equipment, carpet, building supplies, and any other debris from the property. The garbage/trash facilities of Deerwood Gardens are not to be used for disposal of any contractor's materials. Contractors are not to pour paint or paint clean up water in drains.
3. The Co-Owners are responsible for all damages by their workmen and for fines/cost of repairs.
4. Except during emergencies renovations, repair, delivery and installation the following hours must be adhered to

Monday thru Friday: 8:00am to 5:00pm, Saturday and Sunday: 9:00am to 5:00pm

J. DELIVERY AND INSTALLATION OF APPLIANCES

Furniture must be covered with protective pads to prevent damage to the walls, stairwells, railings, steps and doors. All packing boxes must be broken down prior to placement in the garbage bins. All packing materials must be placed in bags before being placed in garbage bins.

Boxes or trash must not be left outside the front door, in the stairwells, walkways, or common areas of the community. Delivery hours are:

Monday thru Friday: 8:00am to 5:00pm, Saturday and Sunday: 9:00am to 5:00pm

K. ROOF ACCESS

DEERWOOD GARDENS HAS DETAILED ROOF/ MONITORING PROCEDURES IN PLACE

Roofs are cleaned and inspected every 2 months. Pictures are made for the Board of Directors of areas of concerns and/or areas where new installations have taken place. By following procedures outlined for roof access, additional costs for homeowners may be avoided.

Only the designated roofing company, certified/licensed A/C-heat/electrical contractors, and Board approved service providers are allowed on the building roofs.

Notification of service work to be performed on the roof to the Management Company is required. Failure of notification will result in a fine to the Co-Owner plus a roof inspection fee by the roof inspector. The Co-Owner is responsible and will be held liable for damages to the roof by the contractor or agent. Any violation of the following roof procedures will negate the roof warranties.

1. CO-OWNER/RESIDENTS REQUIREMENTS FOR NOTIFICATION TO MANAGEMENT COMPANY

- a. Your name, contact information with building unit number
- b. Contractor's name and contact information
- c. Date and nature of work

2. REQUIREMENTS FOR LICENSED CONTRACTOR TO ACCESS A ROOF:

- a. Proof and verification of Contractor's general liability insurance policy and certificate of insurance showing name of insurance company, policy number, coverage period and limits.
- b. Acknowledgement of and agreement to roof procedures by Co-Owner, Resident and contractor.
- c. 40' Ladder to be placed at the building "Roof Stairs" sign. (Roof stairs are placed on each building to provide access to the roof area).

L. AIR CONDITIONING/HEAT

The air conditioning and heating units are the responsibility of the Co-Owner. It is the Co-Owners responsibility to have the air conditioning/heating unit inspected and serviced periodically.

DEERWOOD GARDENS HAS DETAILED ROOF PROCEDURES IN PLACE FOR A/C CONTRACTORS INSTALLING/REPAIRING UNITS. ALL ACCESS TO ROOFS REQUIRES PROPERTY MANAGEMENT NOTIFICATION AND APPROVAL PRIOR TO UTILIZATION. SEE ROOF ACCESS REQUIREMENTS

ROOF ACCESS: contractors and/or technicians must have a 40-foot ladder. Ladders are to be placed for roof access where indicated by a roof sign on each building. Stairs have been installed on each building to reach the floor of the roof.

AIR CONDITIONING/HEAT cont'd.

1. CO-OWNER/RESIDENTS REQUIREMENTS FOR NOTIFICATION TO KRJ MANAGEMENT COMPANY FOR INSTALLING A NEW A/C UNIT – (VERONICA) (713) 783-4640

- a. Your name, contact information with building unit number
- b. Contractor's name and contact information
- c. Date and nature of work.

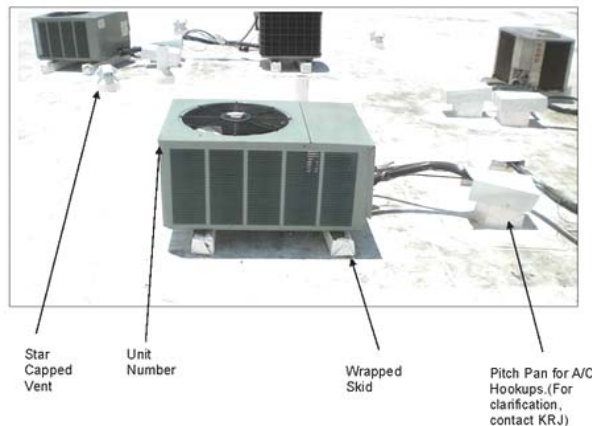
2. REQUIREMENTS FOR LICENSED CONTRACTOR TO INSTALL A NEW A/C UNIT

- a. Current A/C and refrigeration license from the Texas Department of Licensing and Regulations plus a copy of the HVAC permit issued by the City of Houston and present to the Homeowner.
- b. Proof and verification of Contractor's general liability insurance policy and certificate of insurance showing name of insurance company, policy number, coverage period and limits.
- c. Assess need for new A/C unit, arrange for crane, skids and dolly with large pneumatic tires for transporting both old and new units across roof.
- d. Acknowledgement of and agreement to roof procedures by Co-Owner, Resident and contractor.
- e. Installation of an electrical "cut-off" on the new unit. CITY CODE REQUIREMENT.
- f. Permanently label unit with Co-Owner's unit number
- g. Required picture of completed installation of A/C unit

It is mandatory to have skids wrapped in required roofing membrane material under each A/C unit. Most units have skids as shown in the picture below. However some of the skids may not be wrapped in required roofing material which can cause damage to the roof membrane and void the warranty. The Management Company (1-DAY NOTICE) will arrange for delivery of skids to your unit prior to installation.

There is a charge to the Co-Owner of \$20.00 payable to the Association. If your roof was replaced during 2010, skids are in place to accept a new A/C unit. New roofs with the required skids are: 2220, 2224 (except small building) 2232 and 2234.

NOTE: If the hook up lines in the pitch pan are in good shape, the new A/C lines may be joined to the existing lines. If necessary to remove and replace the lines located in the pitch pan, the Co-Owner is required to advise Veronica – KRJ to have a roofer service the pitch pan by applying appropriate sealant so that rain water does not damage various units below. There will be a small charge to the Co-Owner for the roofer's services. All pitch pans are checked during the roof servicing.



3. CO-OWNER/RESIDENTS REQUIREMENTS FOR NOTIFICATION TO KRJ MANAGEMENT COMPANY FOR REPAIRS OF A/C UNIT – (Veronica) (713) 783-4640

- a. Your name, contact information with building unit number
- b. Contractor's name and contact information
- c. Date and nature of work

4. REQUIREMENTS FOR LICENSED CONTRACTOR TO REPAIR AN A/C UNIT

- a. Current A/C and refrigeration license from the Texas Department of Licensing and Regulations
- b. Installation of an electrical "cut-off" on the present unit. CITY CODE REQUIREMENT. This enables electrical power shutoff ONLY at A/C unit of roof.
- c. Permanently labeled unit with Co-Owner's unit number
- d. Acknowledgement of and agreement to roof procedures by Co-Owner, Resident and contractor.

**CO-OWNER AND A/C-HEAT CONTRACTOR
"RECEIPT OF ACKNOWLEDGEMENT"**

My signature as a Co-Owner verifies that I have read the **Deerwood Gardens Roof and A/C – Heat Procedures** and agree to abide by the procedures set forth in the Deerwood Gardens Handbook and the Deerwood Rules and Regulations. My signature also verifies that I have notified the Management Company of the pending A/C unit replacement and acknowledge that I will be liable for repairs for any damage to the common elements which will be repaired by a Deerwood Garden approved contractor and charged to my account.

Date: _____

Co-Owners Name (s) _____

Phone Number _____

Contractors Name : _____

Phone Number _____

Building and Unit Number: _____

Type of Repair _____

Date of Replacement/Repair _____

I acknowledge that I have discussed the procedures with my contractor.

Signature of Co-Owner: _____

Date: _____

PLEASE RETURN THIS COMPLETED FORM TO THE PROPERTY MANAGEMENT COMPANY AND RETAIN A COPY FOR YOUR FILES.

**KRJ
Deerwood Garden Condominiums
1800 August Drive – Ste 200
Houston, TX 77057**

A copy of this form is duplicated in Section V for your use.

SECTION II

DEERWOOD GARDENS GUIDELINES AND USEFUL INFORMATION

SECTION II

II. GUIDELINES AND HELPFUL INFORMATION

A. MOVING REQUIREMENTS, UNIT CONDITION, OCCUPANCY AND USE CONDITION

1. MOVING REQUIREMENTS

- a. All moving trucks, cargo vans and trailers must be loaded or unloaded from the main drive/circle. Under no circumstance are these vehicles permitted in the driveways between the buildings.
- b. All move-in / out hours must be adhered to as closely as possible and are as follows:

Monday - Friday: 8:00AM - 5:00PM Saturday - Sunday: 9:00AM - 5:00PM

- c. All packing boxes must be broken down prior to placement in the garbage bins. All packing materials must be placed in bags before being placed in garbage bins.
- d. Boxes or trash must not be left outside the front door, in the stairwells, walkways or common areas of the Property.
- e. All damage to the buildings or general common elements caused by the moving or carrying of any article during a move is the responsibility of the homeowner or resident. See Policy Resolution dated 10/20/09.

2. UNIT CONDITION

- a. Residence units shall be kept in a good state of preservation.
- b. Repairs/ maintenance of all interior surfaces within each residence unit are the responsibility of the Co-Owner.
- c. A Co-Owner, resident and/or guest of either shall not engage in any activity or allow any condition to exist within a residence unit or anywhere else on the condominium property, that increases a hazard that could increase the premiums on insurance maintained by the Council of Co-Owners.
- d. Co-Owners/Residents and/or their guests or either shall not disturb others by engaging in any activity or allowing any condition to exist that is annoying due to noise, odor, or appearance.
- e. Co-Owners/Residents and/or their guests shall not commit illegal acts or permit any nuisance in a residence unit or upon the condominium community property at any time.

3. OCCUPANCY

RESIDENCE UNIT OCCUPANCY SHALL BE LIMITED TO THE FOLLOWING MAXIMUM INHABITANTS:

One - (1) bedroom units will not be permanently occupied by more than two (2) Inhabitants

Two - (2) bedroom units will not be permanently occupied by more then four (4) inhabitants

Three - (3) bedroom units will not be permanently occuppies by more then six (6) inhabitants;

- a. City of Houston Occupancy ordinances take precedence in all matters.
- b. The term "single family private dwelling" shall be defined as:
- c. One or more persons related by blood, marriage, or adoption, which may include only parents, their children (including foster children and wards), their dependents brothers and sisters, their dependent parents, their dependent grandparents, and domestic servants.
- d. No more than two unrelated persons living together as a single housekeeping unit and their children (including foster children and wards), their dependent brothers and sisters, their dependent parents, their dependent grandparents, and domestic servants.

4. USE

- a. Each residence unit shall be used exclusively for residential purposes, and as a single-family private dwelling.
- b. No residence unit can be used for any multi-purpose or for any business, professional or commercial activity of any type unless such business, professional or commercial activity is unobtrusive and merely incidental to the primary use of the residence unit as a single-family residential dwelling.

USE cont'd

- c. As used herein, the term “unobtrusive” means, without limitation, that there is no business related sign displayed from a window or door of the residence unit, on the exterior of the residence unit, on a vehicle or otherwise within the condominium community; there are no clients, customers, employees, or the like who go into the residence unit for any business related purpose on a regular basis; and the conduct of business, professional, or commercial activity is not otherwise apparent by reason of noise, odor, and/or pedestrian traffic and the like.

B. WINDOWS AND DOORS

1. Deerwood Gardens does not permit advertisements, posters, decals, or tape of any kind to be placed in or on the exterior surfaces of a residence unit or on the exterior or interior surfaces of the windows. Decals pertaining to health, safety and well-being are exempted. Foil, film or any other type of reflective material may not be placed in or on any window or door with the exception of either a clear film or a film that has a light smoke color designed for energy conservation purposes. The Board of Directors along with the Architectural Control Committee (ACC) will have the authority to determine whether the color of the film is acceptable and its determinations shall be final and binding on all parties.
2. All broken or damaged windows/window panes must be repaired or replaced, at the Co-Owner's expense, within 10 (ten) days of the occurrence.
3. The portion of a window covering that is visible from the exterior of all windows of a residence unit must be white or off-white in color. Co-Owners adopted revised Rules and Regulations in June of 2003 stating existing window coverings or wood shutters may remain in place but must be converted to the current Rules and Regulations on the sale of the residence unit.
4. Deerwood Gardens has adopted Architectural Standards for the replacement of balcony/patio doors and windows. The diagrams for each are located Section IV, Forms and Diagrams. Co-Owners must submit a written dated change/repair requests to the Board of Directors who will seek advice and recommendation of the Architectural Control Committee (ACC) before approving or disapproving; and thereafter, the Board's decision will be forwarded to the owner(s) by the property management company on or before the 30th days after the receipt of the request. Co-Owners are encouraged to submit requests, drawings and/or brochures to the property management company.
5. In order to avoid possible damage from storms or the elements, do not leave open windows, doors, or French doors unattended.

C. ENERGY CONSERVATION

DEERWOOD GARDENS LARGEST EXPENDITURE IS FOR ELECTRIC SERVICE

1. ELECTRICITY

- a. Co-Owners, Residents and/or guests must keep doors or windows closed while operating air conditioning or heating units.
- b. Continuous use of outside lights is prohibited.
- c. Outside fans (balcony/patio) should not be running while the Co-Owners, Residents and/or guests are not present.
- d. When shopping for new appliances look for energy efficient models which can be identified by looking for the “energy star”.

2. WATER

All leaking / dripping faucets and water running in toilets must be repaired immediately. Any evidence of water backup or damage must be reported to the Management Company immediately.

NOTE: Your monthly maintenance includes electricity and water. It is the responsibility of each homeowner/resident to help the Association keep the cost of utilities down.

D. WALKWAYS/RESIDENT UNIT ENTRIES

Co-Owners, Residents and/or guests of either may not place, or cause to be placed, in the public halls, walkways, stairways, stairway landings or other common areas (see definition in the Declaration) any facilities, furniture, packages, vehicles or objects and items of any kind.

Public or common hallways, walkways, and stairways shall not be obstructed or used for any purpose other than normal pedestrian traffic, unless otherwise approved in writing by the Board of Directors.

E. BALCONIES AND PATIOS

1. The use of barbecue grills, hibachis, smokers or fireworks on patios or balconies of the condominium units is not permitted. It is illegal, under City of Houston ordinance, to use such items on patios or balconies.
2. Only patio furniture, proper size plants and flowers may be kept on patios or balconies. Due to structural limitations, heavy wood and metal furniture may not be placed on balconies. Furniture, that is unsightly because it is substantially weathered or not properly cleaned or maintained, is not permitted on balconies or patio areas. The Management Company or the Board of Directors has the authority to determine whether any furniture is not acceptable.
3. Clothes, towels, pillows, shoes, brooms, mops, and cleaning materials, etc. are not to be placed on the balconies, patios or railings. The Board of Directors may direct the removal of any item(s), which in its discretion, detracts from the general appearance of the condominium community.
4. Balconies and patios may not be used for storage. Balconies and patios may be used as staging areas for construction and remodeling provided the contractor, subcontractors clean the area on a daily basis and the project has duration of seven (7) days or less.
5. No clothing, cleaning equipment, or articles of any sort shall be hung in, hung from, or shaken from the balconies and patios or windows of the residence units.
6. No radio, television aerial antenna or other receptive devices including satellite dishes can be attached to or hung from the exterior of the building. Unless prior written permission is received from the Board of Directors, items such as these are prohibited.
7. No substances or items such as water, dirt, cigarette butts, refuse, garbage, clothing, etc. shall be allowed to fall from or be thrown off or out of the balconies or windows.
8. Decorative items on balconies and patios (including plants), which alter from the uniform appearance of the exterior of the building are not permitted. All plants on the balconies and patios must be placed in saucers or trays that have enough capacity to hold all drainage. Potted plants on the upper balconies cannot be permitted to extend beyond the railing, lean on the buildings or touch the ceilings of the patios. Number of plants and size of plants must adhere to the rules set forth in the Rules and Regulations and subject to enforcement by the Board of Directors.
9. A bicycle or other riding or exercise equipment cannot be stored or hung from balconies, patios or parking spaces. A bicycle rack has been provided for a limited number of bicycles. A resident must submit a request from the Board of Directors to use this facility and mark the bicycle with identification.

Deerwood Gardens, its directors, officers, managers, employees and agents do not provide security and are not insurers or guarantors for items contained on balconies, patios, assigned parking spaces or bicycle facility.

F. EXTERIOR REPAIRS/CHANGES

1. Painting, decorating, alteration or repair of the exterior of the building or any of the general common elements by residents is not permitted. No modifications or additions shall be made to the exterior of the residence unit or other portion of a community building without the prior written approval of the Board of Directors.
2. Exterior repairs or replacement of exterior features that affect the appearance of a residence unit or other portion of a building shall not be made without the prior written consent of the Board of Directors.
3. Exterior features include, but are not limited to, exterior doors (entry, storm, and balcony/patio types), windows, balcony railings, outdoor fencing, ceiling fans, lights, house numbers, flooring materials on balconies and patios or entryways, landscaping and paint color.
4. Owners must submit written and dated change/repair requests to the Board of Directors who will seek advice and recommendation of the Architectural Control Committee (ACC) before approving or disapproving; and thereafter, the Board's decision will be forwarded to the owner(s) by the property management company on or before the 30th days after the receipt of the request.

G. DEERWOOD GARDENS INSURANCE/RESIDENT INSURANCE

1. The property management company retains the condominium insurance policies. Copies may be obtained by making a request to the property manager in writing. Co-Owners are welcome and encouraged to contact the property management office to learn more about the Deerwood Gardens insurance program. A copy of the Certificate of Insurance is available upon written request to the property management office.
2. Co-Owners are encouraged to maintain insurance on their personal property, including the contents of their residence units, storage areas, and parking spaces. The Deerwood Gardens insurance program does not provide such coverage. While the Board of Directors does not provide advice on such matters, it is encouraged that Co-Owners should carry, at their own cost and expense, a policy, which provides this coverage. It is expected that the policy include liability insurance with minimum limits of three hundred thousand dollars (\$300,000). Co-Owners are also expected to have Loss Assessment Coverage as part of their own insurance program. See Policy Resolution dated 10/20/09.

H. STORAGE AND STORAGE UNITS

Each residence unit has an assigned and numbered storage unit. Storage units are property of the residence units and may not be sold but can be rented. All items of personal property must be kept in the storage facility; no item may be stored, kept or abandoned outside of the storage unit. Items abandoned outside the storage unit will be disposed of after notice to the Co-Owner. Securing the storage unit and its contents are the sole responsibility of the Co-Owner.

Deerwood Gardens, its directors, officers, managers, employees and agents do not provide security and are not insurers or guarantors of any storage unit's security.

I. TEMPORARY STRUCTURES

No Co-Owner, resident and/or guest can erect, place or install any tent, storage building or other exterior storage building or structure within the condominium community. Temporary structures are prohibited without prior written consent of the Board of Directors.

J. GARBAGE AND TRASH

Deerwood Gardens provides covered and enclosed designated garbage/trash deposit areas for some residence units. Appliances and/or furniture may not be disposed of in the enclosed designated garbage/trash areas or anywhere on the condominium property. Garbage/trash deposit areas are not to be used by contractors, subcontractors or others performing work or repairs on the property.

K. LAUNDRY FACILITIES

1. Laundry facilities are provided for Co-Owners and Residents in three buildings on the north side of the condominium **community**. The facilities are available 24 hours a day. Co-Owners and Residents are responsible for care in operating the laundry equipment and for turning off any lights and a/c units in the facilities. Co-Owners and Residents are not allowed to leave clothes or other items in the laundry facilities over 24 hours. Items left will be collected and disposed of without notice.
2. The laundry facilities are provided as convenience to condominium community and are owned by a third party vendor. Problems with equipment should be reported to the property management company. Each piece of equipment on the property has an identification number. Please have this information readily available when you contact the property manager to report the issue. Deerwood Gardens, its directors, officers, managers, employees and agents do not provide security and are not insurers or guarantors of any items at or left at the laundry facilities.

L. LANDSCAPING AND GARDENING

Deerwood Gardens has contracted with a specialized Landscaping company to provide a full-time landscaper. Landscaping of the common areas, its maintenance, planting and replanting is under the direction of the Landscaping Chairperson.

LANDSCAPING AND GARDENING cont'd.

Except on the individual balcony or patio spaces, appurtenant to a residence unit, no planting, transplanting or gardening shall be done without the prior written consent of the Landscaping Chairperson. No fence or walls shall be erected or maintained upon the condominium property without prior written consent of the Board of Directors.

M. GENERAL PARKING RULES AND INFORMATION

1. Parking is not permitted in areas that are marked with a white/yellow stripe. These are "Tow Away Zones" or "Fire Lanes." A vehicle improperly parked in a Fire Lane or in a manner that obstructs traffic flow or emergency vehicle access may be towed without notice to the vehicle's owner.
2. As posted, the speed limit inside Deerwood Gardens is 10 MPH and must not be exceeded.
3. Limited parking spaces may be available for rent by contacting the property management company. Renting of parking spaces from other Co-Owners is an agreement between parties and is not associated with Deerwood Gardens. Property management must be advised of any newly rented parking spaces – person's name, space number, vehicle's license number and description of vehicle.
4. Motorcycles are required to park in the numbered assigned spaces(s) of the Co-Owner. All motorcycles must display a Deerwood Gardens parking decal. Motorcycles (motorbikes, motor scooters or other similar vehicles) shall not be operated within the condominium community property except for the purpose of transportation directly from a numbered parking space to a point outside of the community or to a numbered parking space inside the condominium community. These vehicles shall not be revved to noise levels capable of disturbing other Co-Owners and Residents, especially between the hours of 10:00 pm and 8:00am.
5. All vehicles parked in Deerwood Gardens are subject to the RULES AND REGULATIONS. Vehicles that do not followed the Rules and Regulations are considered non-compliant.

Vehicles considered non-compliant include the following:

- Registrations and/or inspection sticker expired.
 - Vehicles with one or more tires flat.
 - Vehicles with one or more broken windows.
 - Vehicles with missing or badly damaged body parts, i.e., hood, fender, wheel etc.
 - Vehicles containing trash or unsightly items.
 - Vehicles too large to fit completely under a carport or single parking space.
 - Vehicles which are not operational for 30 consecutive days.
6. Owners, Residents and/or guests shall not park or keep a boat, RV trailer, Jet Ski, camper, vehicles with more then two axles or similar item in assigned parking space(s) or Guest Parking. The intent of these rules is to require assigned parking spaces to be exclusively for permitted vehicles. A vehicle or similar item, which is parked in violation of the RULES AND REGULATIONS may be towed at the owner's expense upon notice as required by law.
 7. Deerwood Gardens, its directors, officers, managers, and employees have contracted with a third party tow truck/wrecker service. The name and telephone number of this company is posted on the access gate to the community.
 8. Deerwood Gardens, its directors, officers, managers, employees and agents are not responsible for items and personal belonging left in vehicles. We are not insurers or guarantors of any security to vehicles on the condominium property or removed from the property.

N. UNAUTHORIZED VEHICLES AND ACTS

1. A guest may park his/her vehicle in a designated guest parking space for not more than 3-consecutive nights followed by a 7-night period. This "7-night" time frame begins at 6:00 AM on the first morning after utilizing the 3-consecutive nights ruling. This regulation also applies if the guest's vehicle is rotated to and from various parking spaces and/or leaves and returns to the same Deerwood parking area within this time.
2. A Co-Owner or Resident who intends for a guest to park his/her vehicle in a guest parking space for more than 3-consecutive nights must obtain a "guest parking permit" from the Management Company. A duplicated copy of the permit will be retained.

UNAUTHORIZED VEHICLES AND ACTS cont'd.

3. It is suggested that if the guest to Deerwood Gardens is a regular visitor, Co-Owners and Residents should avoid problems by renting an empty assigned parking space from another Co-Owner. This process is accomplished through the Management Company.
4. Vehicle(s), with or without the Deerwood Gardens parking sticker(s), owned by a Co-Owner or Resident that is rotated to different parking spaces within the property may be towed immediately without notice.
5. Parking situations that become abusive will be dealt with by the Board of Directors.
6. A vehicle that is parked in the assigned parking space of another resident without that resident's consent may be towed at the discretion of the resident to whom the parking space is assigned without notice.

The following is **PROHIBITED**:

CO-OWNERS AND/OR RESIDENTS ARE NOT PERMITTED TO PARK IN QUEST PARKING.

7. A vehicle or item parked in the assigned parking space of another Co-Owner or resident, without consent, may be towed at the Co-Owners discretion without notice.
8. Vehicle washing, repairing and oil changes, etc are not permitted on the condominium property at any time.

O. VEHICLE REGISTRATION

1. One (1) Deerwood Gardens parking permit is issued for each vehicle of a Co-Owner or resident parking on the property. See Automobile-Motorcycle Registration Form. These parking permit decals are to be affixed to the windshield of the automobile on the driver's side. For Motorcycles, the decal must be affixed to one of the front forks of the bike. Due to limited parking, Residents are encouraged to rent parking spaces if a space is needed and the parking space is available. Co-Owners who rent their spot must notify the property management company with the parking space number and vehicle information.
2. Parking permits are obtained from the property management company and should be requested within 10 (ten) days of purchase or rental of a residence unit. The number of parking permit decals issued to any Co-Owner is determined by the number of assigned spaces designated for their residence unit. Available parking spaces may be rented but not sold, as they are deeded property of a residence unit. See Automobile-Motorcycle Registration Form.

P. ACCESS GATE AND ACCESS GATE CODE

The community has limited access thru the use of an electric access gate at the entrance and exit areas. Co-Owners and Residents must request a remote gate opener and supply designated phone information to set up call box utilization from the property management company. A refundable deposit is required for the gate opener. The "call box" is used by guests to notify the resident of their arrival. Co-Owners and Residents should notify the property management company should the electric access gate malfunction or needs attention. At one side of the Access Gate is a walkway for pedestrians, which can be opened and closed using a key. Requests for lost keys should be made in writing to the property management company and are available for a nominal fee.

Q. RECREATIONAL FACILITIES

1. The private swimming pool, viewing area, natural nature ravine, designated dog exercise area, distinct Clubhouse facility, and all other recreational areas are for the use and enjoyment of Co-Owners and/or their guests. The recreational facilities shall be used only for the purposes for which they are intended. Consideration for the comfort, safety, and convenience of others shall be exercised at all times.
2. Excessive noise such as loud music or loud talking, and all other forms of improper or rude behavior are prohibited. Radios, phonographs, tape recorders, compact disc players, boom boxes, television sets and other personal electronic devices used in these areas must be used with earphones.

RECREATIONAL FACILITIES cont'd.

3. Trash receptacles are provided in numerous areas of the community. Trash must be disposed of properly.
4. All guests of Co-Owners and Residents must be accompanied by their host in all recreational areas. Co-Owners are responsible for the actions of their Residents and guests.
5. Deerwood Gardens and the property management company are not responsible for the loss of personal property or for injuries or losses sustained in any of the recreational areas.

R. COMMUNITY CLUBHOUSE/POOL

THE CLUBHOUSE

1. Use of the Community Center, (known as the Deerwood Gardens Clubhouse) shall be restricted to social purposes and may not be used for commercial, business, or religious events without prior approval from the Board of Directors.
2. Reservations for private parties in the Clubhouse can be obtained only from an owner (not a guest or non-owner resident) at least three days prior to the function. All fees and a completed "Reservation Agreement" must be received at least three days prior to the function. Checks should be made payable to Deerwood Council of Co-Owners.
3. Reservations can be made with the Clubhouse Chairperson or any member of the Clubhouse/Social Committee who will inspect the Clubhouse before/ after the event.
4. Co-Owners must furnish a non-refundable reservation fee plus a damage deposit that is returned if no damage occurs to the facilities. Damage to the facilities greater than the deposit will be repaired at the communities' discretion and be billed to the Co-Owner. Payment for such repairs is due within 30 days of the mailing date.
5. Co-Owners are responsible for cleaning the clubhouse facilities after the event as outlined in the "Reservation Agreement" provided by the Chairperson of the Social Committee.
6. Pursuant to the City of Houston Fire Code, no candles may be lit or burned in the Clubhouse.
7. The Co-Owner hosting the function must be present at all times and throughout the function. Guest, catering, deliveries or other persons will not be permitted to enter the Clubhouse unless the host is present to meet the individual.
8. Co-Owners will be held accountable for the actions and welfare of their guests during and after the function. Deerwood Gardens and the property management company do not assume responsibility for any guests.
9. Co-Owners hosting the event in the Clubhouse agree to be liable for, and to defend, hold harmless and indemnify Deerwood Gardens, its directors, officers, property management company from any damage, loss, liability, injury, or claims (including reasonable attorney fees) arising from or resulting from the acts, omissions, or negligence of any guest, invitees or attendees.
10. Failure to comply with any of Deerwood Gardens Rules and Regulations may result in the automatic forfeiture of the Co-Owners host reservation of the Deerwood Gardens Clubhouse.
11. Co-Owner's monthly maintenance fees and any outstanding fines must be satisfied in order to secure Clubhouse reservations.
12. No unlawful weapons of any kind may be brought into the Clubhouse building by a Co-Owner, resident or guest at any time.
13. Functions held at the Clubhouse can use the surrounding pool deck area without the prior written consent of the Board of Directors or property Management Company.
14. Excessive noise from radios, phonographs, tape recorders, compact disc players, boom boxes, television sets, live music and other personal electronic devices is not permitted. Failure to comply and abide with a request to control the volume will result in a loss of the damage deposit and future use of the Clubhouse facilities.
15. No items may be affixed to the room(s) walls, moldings, artwork, or doors. In particular, no tape, staples, thumbtacks, glue or pins may be used on the walls, moldings, artwork, or doors.
16. Since the Deerwood Clubhouse is a facility used by multiple Co-Owners, it is designated as a NO SMOKING building.

THE POOL AND SURROUNDING POOL DECK AREA cont'd.

The Deerwood Gardens Pool hours are as follows:

10:00 AM until 10:00 PM.

17. Swimwear is required at all times. As a courtesy to our fellow Co-Owners and Residents, appropriate swimwear and cover-ups, and/or shirts are recommended while walking to and from the pool/clubhouse areas.
18. Diaper-aged children must wear a swim diaper.
19. Glass objects are not permitted in the pool area or on the Pool Deck Area.
20. Co-Owner and/or resident must accompany guests at all times.
21. Consumption of food and beverage shall only be allowed on the wood deck area away from the swimming pool itself. Eating and drinking in the pool is strictly prohibited.
22. Smoking is prohibited in the pool and the surrounding pool deck areas.
23. Co-Owners and Residents are responsible for the actions of their guests on the condominium property including the pool and pool deck area. Deerwood Gardens, in no way, assumes responsibility for any guest. Destruction of any Deerwood Gardens' property by a resident or guest is the sole responsibility of the Co-Owner.
24. There is **NO LIFEGUARD ON DUTY**. Co-Owners, Residents and/or their guests swim at their own risk. Everyone must abide by the Pool Rules and Regulations posted on the brick wall. It is recommended that Co-Owners and Residents refrain from swimming alone. An emergency telephone located in the pool area is provided.
25. Cooking within the pool area is strictly prohibited.
26. A party within the pool area is prohibited; provided that, this rule shall not preclude guests from attending a function in the Clubhouse approved by the Board of Directors from going into the pool area so long as the guests comply with all rules applicable to the pool area.
27. Notwithstanding any other provisions as outlined in the Rules and Regulations, a violation of Community Clubhouse and Pool rules listed above shall result in the initial fine in the amount of \$500.00 and fines for subsequent violations of such rules in amounts to be determined by the Board of Directors. Co-Owners should refer to the Rules and Regulations for more information regarding violations and fines.

Prohibited Items/Activities at Pool/Pool Area

- Pets in or around the pool area (Houston City Ordinance)
- Glass objects
- Barbecue grills, hibachis, smokers and fireworks
- Ball playing or team sports.
- Jumping or diving in the pool.
- Running and all other forms of horseplay
- Excessive or otherwise disturbing noise

S. CHILDREN

While Children of Co-Owners and Residents are welcome, the condominium community is not equipped with play areas of any kind. Playing or loitering in or on the entrances, stairwells, hallways, and parking areas is not permitted.

A Co-Owner or resident must accompany children under the age of 18 at all times in or around the swimming pool area.

T. PETS

1. No animal shall be kept or housed in or upon any unit premises except for household pets, which may not be kept or bred for commercial purposes.
2. All pets shall be cared for and restrained in such a manner as not to be obnoxious, offensive to any other Co-Owner, or resident due to noise, odor, or unsanitary conditions.
3. If a biting incident occurs, Co-Owners should report it to the property management company immediately. The incident must be reported to Animal Control (as required by City of Houston ordinance). Co-Owners, Residents and guests should seek medical attention if needed and the Houston Police Department should be notified.

PETS cont'd.

4. All pets must be on a leash at all times when upon the common areas. Residents are responsible for collecting and disposing of pet defecation in plastic bags when it occurs. Pets are to urinate/defecate on the **GRASS AREAS ONLY**.
5. From June 1, 2006 through May 31, 2007, the pet rules are amended to allow (1) dog per residence unit, provided that the dog weights less then 35 pounds at maturity, In April, 2007, and each year thereafter, the Board of Directors will review and determine whether to continue it, amend it, or implement a no dog policy because of failure of Co- Owners to abide by the rules.
6. A person who occupied a residence unit before June 1, 2006 and kept two (2) dogs in the residence unit (per the Community Rules and Regulations then in effect) will not be required to remove one (1) dog from the residence unit; provided that, if one (1) of the dogs dies or is otherwise permanently removed from the residence unit, the person occupying the residence unit shall not be permitted to replace the previous existing dog with another dog, it being the intent of this rule to obtain compliance with the one (1) dog per household rule through attrition.
7. A person who occupied a residence unit before June 1, 2006 and kept a dog in the residence unit that weighs more then 35 pounds at maturity but less then 50 pounds at maturity (per the Community Rules and Regulations then in effect) shall not be required to remove the dog from the residence unit; provided that, if the dog dies or is otherwise permanently removed from the residence unit, the person occupying the residence unit shall not be permitted to replace the previous existing dog with a dog that weighs more then 35 pounds at maturity, it being the intent of this rule to obtain compliance with the compliance with the 35 pound weight rule through attrition.
See Pet Registration Form.
8. Notwithstanding any other provisions as outlined in the rules and regulations, a violation of either of the preceding two paragraphs listed above shall result in the initial fine in the amount of \$250.00 and fines for subsequent violations of such rules in amounts to be determined by the Board of Directors. Co-Owners should refer to the Rules and Regulations for more information regarding Violations and fines.
9. No exotic, vicious, or dangerous animal or reptile shall be kept within any unit. The Board of Directors shall have the authority to determine whether an animal or reptile is exotic, vicious or dangerous and its determination shall be binding on parties.

U. ENFORCEMENT AND FINES

1. The Board of Directors shall have the power to adopt, publish, and distribute Rules and Regulations to govern the activities of Deerwood Residents.
2. Residents should report violations to the property management company who will immediately investigate the report and take appropriate action within 24 hours of completion of the investigation.

Fines/Charges

3. The Board of Directors shall establish fines for all infractions of Deerwood Gardens Rules and Regulations. The Board of Directors shall impose reasonable fines in an equitable, impartial and timely manner.
4. The amount of the fine shall range from \$50.00 – \$1,000.00. If a violation continues to exist after the period of time given in the written notice to correct the violation, an additional fine in the amount of \$10.00 will apply against the owner for each day the violation continues to exist. Fines shall be collected in the same manner as assessments.
5. All violation notices shall be forwarded to the appropriate Co-Owner at the most current mailing address provided to the management company. The notice shall identify (1) the violation, (2) a reasonable time to correct the violation and (3) the fine that will be levied for the violation if not corrected within the specified period unless good reason is provided as to why compliance is not possible within the specified period.
6. After levying the fine, the Association (Board of Directors) shall give written notice to the Co-Owner within 30 days. Fines shall be collected and are due in the same manner as assessments.
7. Payments received for a unit shall be applied to the oldest outstanding charges levied against the unit. If different types of charges are levied against a unit in the same month and a payment is to be applied to outstanding charges levied against the unit that month, the payment shall be applied in the following order.

ENFORCEMENT AND FINES cont'd.

- Any regular assessment or unpaid portion of a regular assessment
- Any late charge on a regular assessment
- Any special assessment or unpaid portion of a special assessment
- Any late charge on a special assessment
- Any legal fees
- Any other charges lawfully levied against the unit, such as repair cost
- Any fines

V. LEASING OF RESIDENCE UNITS

1. Deerwood Gardens is a Co-Owner occupied condominium community. Co-Owners who desire to lease his/her residence unit must furnish a complete copy of the Rules and Regulation to the prospective tenant prior to signing the lease agreement. The tenant must sign a "Receipt of Acknowledgement" and submit it to the property management company within ten (10) days of the date of the execution of the lease agreement.
2. The failure to submit the "Receipt of Acknowledgement" will result in a daily fine to the Co-Owner until the document is submitted. The "Receipt of Acknowledgement" does not relieve the Co-Owner of his/her responsibility to assure that the tenant complies with the rules and regulations, or the obligation to pay any fines resulting from the non-compliance to these rules. If two or more fines are submitted to the Co-Owner on his tenant, the Co-Owner is required to meet with the Board of Directors on the subject. "Receipt of Acknowledgement" found in Section IV.
3. Deerwood Gardens highly discourages transient or hotel-type occupancy for the welfare of the condominium community.

W. THE DEERWOOD NEWSLETTER

Over the years the Deerwood Newsletter has been used as a communication vehicle between Co-Owners, the Board of Directors and the KRJ Management Company. The Deerwood Gardens Board of Directors directs the periodic publication of the Deerwood Newsletter. The Deerwood Newsletter is available four to six times per year, on average, and is distributed to the residence unit's doors or posted on the bulletin boards. A copy of the newsletter is posted on the website – www.deerwoodcondo.com. Absentee Co-Owners can request that the Deerwood Newsletter be mailed by contacting the property manager.

The contents of the newsletter varies from time to time, but usually it includes a variety of community happenings, updates on community undertakings, correspondence from Co-Owners, and other items that maybe of special importance to everyone. Co-Owners are welcome to submit information pertinent to the community via email to the property management company, i.e., items for sale.

X. SUPPLEMENTARY INFORMATION

This Handbook is published by the Board of Directors of Deerwood Gardens Condominium Community. Each Co-Owner and Resident should become familiar with the contents and participate in maintaining the quality of life enjoyed by the community. Revisions to this handbook will be made when necessary to reflect areas of community concerns or changes in city codes. This Handbook does not replace the By-Laws or the Rules and Regulations of the Council of Co-Owners. Those documents take precedence in all cases. .

Information is also available to Co-Owners by calling the property management office or printing the required documents from the website. The property manager can provide the following:

- Roster of the Board of Directors and Committees
- Additional copies of the Deerwood Newsletter
- Additional copies of our governing documents. A nominal fee will be charged for replacement copies.

SECTION III

DEERWOOD GARDENS

PERSONAL SAFETY RECOMMENDATIONS

SECTION III

III. PERSONAL SAFETY RECOMMENDATIONS

PREVENTION AND PERSONAL SAFETY

Deerwood Gardens is concerned for all of the Co-Owners, Residents and their guest's safety and well-being. Please inform the property management company of all handicapped resident and guests. The Houston Fire Department, in the event of an emergency, requires this information.

Co-Owners should:

- Call 911 in an emergency situation.
- Evacuate the premises immediately should it be warranted.
- Purchase and maintain a fire extinguisher for their residence unit.
- Make certain all battery-operated smoke detectors are in good working order.
- Make certain that all stoves and ovens are turned off when not in use.
- Avoid overloading electric sockets with multiple items.
- Check extension cords periodically for wear and replace when necessary.

SEVERE WEATHER

In preparation for severe weather:

- Plan a route to safety should you need to leave the condominium community premises.
- Plan your family's safety. Know how to contact family members. Inventory your property for insurance and tax purposes and store the list in a safe place. Periodically review your insurance policies and coverage's. Acquire emergency supplies such as a transistor radio, flashlights or battery operated lanterns, canned nonperishable food, pet food, containers of drinking water, extra batteries, first aid kit and extra household supplies.
- Acquire a new hurricane-tracking chart each year.
- Refill prescriptions.
- Fill your car or motorcycle with fuel.
- Remove furniture, plants and all other items from balconies and patios.
- Clean and fill bathtubs, pots and pans with fresh water, in the event that the water supply is interrupted or contaminated.
- Take cover away from windows and doors if possible.

WHAT TO BRING TO A SHELTER

In the event of a major storm, shelters will be opened and maintained by volunteer's organizations such as the American Red Cross. Below are examples:

- Blankets, sleeping bags, and pillows
- Medications: insulin, heart, and others.
- Baby food and diapers
- Plastic container of water, sandwiches, and snacks.
- Flashlight, radio, and extra batteries.
- First Aid Kit
- Identification, cash, and valuable papers.
- Pets are not allowed in shelters.

NON EMERGENCY SITUATION

Review section above and adhere to suggestions and recommendations to which fit your situation.

MEDICAL EMERGENCIES

- Call 911 immediately
- Have your doctor and pharmacy information available.
- Have a list of all medications
- Have a readily available list of telephone numbers for contacts

SECTION IV

DEERWOOD GARDENS

OTHER HELPFUL INFORMATION

SECTION IV

CONTACT INFORMATION

Deerwood Gardens, its directors, officers, managers, employees and agents are not responsible for accuracy of the information as outlined below.

PROPERTY MANAGEMENT TELEPHONE NUMBERS

KRJ Property Management Inc.	713-783-4640
KRJ Property Management Inc. - After Hours	281-583-3800
KRJ Property Management Inc. - Emergency	281-922-3829
Veronica M. LeBlanc – Property Manager (veronical@krjmanagement.com)	713-783-4640

AMBULANCE, FIRE, POLICE, MAYOR'S OFFICE AND WEATHER

Ambulance (Emergency)	911
Ambulance (Non Emergency)	713-222-3434
Fire (Emergency)	911
Police (Emergency)	911
Police (Non Emergency)	713-222-3131
Houston City Mayor's Office	713-247-2200
Weather Line	713-529-4444

AREA HOSPITALS

Ben Taub General Hospital	713-873-2000
Memorial Hermann - Memorial City	713-242-3000
Memorial Hermann - South West	713-456-5000
M. D. Anderson Cancer Center	713-792-2121
Texas Children's Hospital	713-770-1000

NEWSPAPER DELIVERY

Houston Chronicle (Circulation)	713-220-7211
New York Times	800-698-4637
Wall Street Journal	800-369-2834

PHARMACIES

CVS – 9292 Westheimer	713-782-2421
Piney Point Pharmacy – 2532 Fondren	713-782-6212
Walgreen's – 8089 Westheimer	713-781-4469

UTILITIES

AT&T – New Service	866-999-6181
Center Point Energy	713-659-2111
Comcast	713-341-9000

LOCKSMITH

Stanley Security Solutions	713-465-2500
----------------------------	--------------

A/C Contractors Recommended by Deerwood Neighbors

ECJ Air/Heat	713-721-2550
Gatiz Air/Heat	713-557-3450
Indoor Air	281-933-8080

SECTION V

DEERWOOD GARDENS

Forms, Diagrams and Working Papers

Information Sheets

AUTOMOBILE/MOTORCYCLE REGISTRATION

Date: _____ Parking – Space Number (s) _____

Resident's Name (s) _____

Building and Unit Number: _____ Home Phone: _____

Name (s) of Driver (s) _____ Office Phone: _____

Name (s) of Driver (s) _____ Office Phone: _____

Name (s) of Driver (s) _____ Office Phone: _____

Name (s) of Driver (s) _____ Office Phone: _____

Name (s) of Driver (s) _____ Office Phone: _____

Number of Automobiles _____ Number of Motorcycles: _____

Automobile/ Motorcycle #1:

Color	Year	Make	Model	License Number
Automobile/ Motorcycle #2: If Applicable				
Color	Year	Make	Model	License Number

Please complete this form and return it to the Management Office. Your parking sticker (s) may be obtained from the Management Office.

- (1) Bedroom Units Allowed (1) Parking Space
- (2) Bedroom Units Allowed (2) Parking Spaces

All parking spaces are deeded/assigned to the designated unit.

Guest Parking is reserved for guest parking.

RESIDENT MUST PARK IN THEIR ASSIGNED SPACES. ILLEGALLY PARKED VEHICLES OR VEHICLES IN VIOLATION OF THE RULES ARE SUBJECT FOR TOWING, IN ACCORDANCE WITH TEXAS TOWING STATUTES, AT THE OWNER'S EXPENSE.

THIS COMPLETD FORM MUST BE RETURNED TO THE MANAGEMENT COMPANY WITHIN 10 WORKING DAYS OF OCCUPANCY OR CHANGE OF AUTOMOBILE.

**KRJ Management – Veronica LeBlanc
Deerwood Gardens Condominiums
1800 August Drive – Ste 200
Houston, TX 77057**

“RECEIPT OF ACKNOWLEDGEMENT”

Date: _____ Parking – Space Number (s) _____

Co-Owners Name (s) _____

Address: _____ Phone Number _____

Resident’s Name (s) _____ Phone Number _____

Building and Unit Number: _____ Office Number _____

Resident’s Number of Automobiles _____ Number of Motorcycles: _____

Automobile/ Motorcycle #1:

Color	Year	Make	Model	License Number
-------	------	------	-------	----------------

Automobile/ Motorcycle #2: If Applicable

Color	Year	Make	Model	License Number
-------	------	------	-------	----------------

I acknowledge that I have received a copy of the Deerwood Gardens Rules and Regulations. I further acknowledge that I have read these rules in their entirety and that I fully understand and shall abide by the said Rules and Regulations as set forth.

Signature of Tenant: _____ Date: _____

Signature of Managing Agent: _____ Date: _____

Or Co-Owner: _____

THIS COMPLETD FORM UST BE RETURNED TO THE MANAGEMENT COMPANY WITHIN 10 WORKING DAYS OF DATE OF CONTRACT

**KRJ
Deerwood Gardens Condominiums
1800 August Drive – Ste 200
Houston, TX 77057**

PET REGISTRATION

Date: _____

Resident's Name (s) _____

Building and Unit Number: _____ Home Phone: _____

Description of Pet: _____

Type of Pet: _____ Name of Pet: _____

Sex of Pet: _____ Color: _____

Breed: _____ Weight: _____

Breed's average adult weight: _____

Veterinarian's Name: _____

Clinic Name _____

Clinic Telephone Number _____

Clinic Address _____

Copy of vaccination certification submitted to Management Office on: _____

Expiration date of current vaccination certification: _____

I acknowledge that I have received a copy of the Deerwood Gardens Rules and Regulations regarding PETS. I further acknowledge that I have read these rules in their entirety and that I fully understand and shall abide by the rules and regulations as they have been set forth.

Signature of Resident: _____ Date: _____

Signature of Managing Agent: _____ Date: _____

THIS COMPLETD FORM MUST BE RETURNED TO THE MANAGEMENT COMPANY WITHIN 10 WORKING DAYS OF DATE OF CONTRACT

**KRJ
Deerwood Gardens Condominiums
1800 August Drive – Ste 200
Houston, TX 77057**

DEERWOOD CLUBHOUSE RESERVATION AGREEMENT

- A. Deerwood Council of Co-Owners (Association), in consideration of the non-refundable payment of \$_____ together with the payment of a damage/clean-up deposit of \$_____ (Attachment A) and the covenants and agreements set forth herein, hereby agrees to permit the undersigned HOMEOWNER to have the exclusive use of the Deerwood Clubhouse, (excluding the pool and common area), for the sole purpose of conducting a private social function. The Homeowner agrees that his/her right of use shall not be regarded or construed as a lease of real property, nor shall the relation of the landlord and tenant arise between the homeowner and the Association for any reason.
- B. The Homeowner must reserve the Clubhouse at least 3 days prior to the function. Reservations can be made through the Clubhouse Social Committee by calling the Committee Chairperson. A copy of this agreement along with a checklist for clean-up (Attachment B) will be given to the Homeowner at this time. A Clubhouse committee representative and the Homeowner will examine the premises together within twelve hours before the event. A Clubhouse key will be distributed and acknowledged by the Homeowner. (Attachment C) The signatures on this agreement at the time of the review will confirm the condition of the Clubhouse prior to the event. The Deerwood Board of Directors or their designee will maintain copies of these documents.
- C. The Homeowner shall have the exclusive use of the Clubhouse beginning at _____ PM on _____ and concluding at 10:00 AM the following day. Under no circumstances shall the Homeowner allow the function to continue after 10:59 PM. Any use of the Clubhouse after 10:59 PM must be for the sole purpose of cleaning and restoring the Clubhouse to the same condition as when it was delivered.
- D. The purpose of this function is _____. The Homeowner estimates the number of guests at this function will be _____ however, in no event shall the number of guests present at the function exceed fifty (50) persons. Homeowner also agrees that no admission or participation fee of any type will be collected from any guest attending the function unless such proceeds are donated to a non-profit charity organization approved by the Association. Homeowner agrees that in no event shall a "for profit" function be conducted under this reservation agreement. The Homeowner also agrees to restrict the parking of the guests' automobiles to authorized guest parking.

GUESTS ARE NOT TO BLOCK DRIVES OR CARPORT AREAS

- E. The Homeowner agrees to assume responsibility for the conduct of all guests, whether invited or not. Homeowner assumes all liability for any damage to the Clubhouse and/or the surrounding pool and common area caused by the Homeowner or any guest. The Homeowner agrees that the Association may, in its sole discretion, terminate this agreement and right to possession of the Clubhouse if Homeowner fails to abide by any of the terms of this Agreement.
- F. Homeowner further assumes personal responsibility for any damage to property, both real and personal, of any resident of Association or of any guest, which may be caused by Homeowner, Homeowners guests, or which results, directly or indirectly, in any fashion, from Homeowner's use of the Clubhouse during the term of this Agreement. Homeowner agrees to indemnify and hold harmless the Association for any personal injury, property damage or any other damage of any kind or character incurred by any person, entity including the Association itself or property as a result of, arising out of, or in connection with Homeowner's use of the Clubhouse. The exclusive use of the pool is not included in this Agreement.
- G. Homeowner hereby assumes full responsibility to ensure that no alcoholic beverages are made available or accessible to person under the legal age and that no illegal drugs or other controlled substances are present to the Clubhouse or the surrounding common area during the term of this Agreement. Smoking is not permitted in the Clubhouse. An adult must accompany children under fourteen when in the Clubhouse. Homeowner will be present at the Clubhouse continuously while any of Homeowner's guests are present. Homeowner agrees to ensure that Residents, and their guests, of Deerwood will not be disturbed by the activities of Homeowner or Homeowner's guests, at the Clubhouse during the period of this Agreement.

DEERWOOD CLUBHOUSE RESERVATION AGREEMENT cont'd.

- H. Homeowner agrees that no live bands of any nature will be allowed to perform and that no large sound systems or loud music of any nature will be played at any time during the term of this Agreement. Homeowner further agrees that after 10:00 PM, the function is to be restricted to inside the Clubhouse with the doors of the Clubhouse closed and to lower the sound level of all noise and music. Homeowner also agrees that on or before 10:59 PM the function will end, all guests will have left the Clubhouse premises, all heating and air conditioning units will be turned off, and all doors locked. Failure to do so will result in total forfeiture of the damage/clean-up deposit.
- I. Homeowner agrees to thoroughly clean and restore the Clubhouse to its condition/order as when it was delivered as specifically required by the Checklist for Deerwood Clubhouse Clean-Up, Attachment B to and made a part of this Agreement. Clean up must be completed in a manner satisfactory to the Association by 10:00 AM the following day or the deposit will be forfeited. Prior to the return of the deposit, a representative of the Association will inspect the Clubhouse and surrounding common area the first work day after the event and will determine in its sole discretion, whether the Clubhouse and surrounding common area are in satisfactory condition. No streamers, balloons or other decorations are to be hung in such a manner that removal of it defaces the property in any manner. Homeowner is responsible for all such removal.
- J. If all of the above conditions have been met, the Association will return the full amount of the damage/clean-up deposit to Homeowner within five days from the return of the Clubhouse key. If, in the opinion of the Association's representative, additional cleaning is required, or if repairs are required to the equipment, furnishings or property, or if there has been any damage to the Clubhouse, the common area or the property of any resident or homeowner at Deerwood, or their guests, the full amount of the deposit will be retained by the Association to be applied to all costs incurred to repair any damage or to return the property to its condition existing prior to Homeowner's use of the Clubhouse. If such costs are less than the total deposit, any remaining amount will be delivered to Homeowner upon completion of the cleaning and/or repairs required. In the event that any additional costs, over and above the amount of the deposited funds, are required for such cleaning, repair or correction of damage those costs will be billed to Homeowner. Homeowner agrees to pay all costs billed within thirty (30) day of the billing.
- K. If any such costs are not timely paid as stated, Homeowner agrees that such costs shall become an assessment against Homeowners unit in Deerwood which may be collected in the same fashion as any other assessment, Homeowner specifically grants the Association a lien, independent of all other liens, against Homeowner's unit in Deerwood to the extent of such costs plus all costs of collection.
- L. The Association reserves the right to refuse possession of the Clubhouse to a Homeowner who abuses or disregards the rules or provisions of this Agreement or to Homeowners who are delinquent on their maintenance assessment account.

READ, ACCEPTED, AND AGREED TO, this _____ day of _____, 20____.

Homeowner's Signature

Address/Telephone Number

Representative for the Association

Attachments:

- A. Clubhouse Reservation Receipt
- B. Checklist For Deerwood Clubhouse Clean-Up
- C. Deerwood Clubhouse Key Receipt

ATTACHMENT B

CHECKLIST FOR DEERWOOD CLUBHOUSE CLEAN UP A NON-SMOKING FACILITY

KITCHEN AREA

- _____ Sink area clean and dry
- _____ Mirrors cleaned, no spots, smears
- _____ Refrigerator empty and clean
- _____ Stove top clean
- _____ All items off counter
- _____ All party goods removed from premises
- _____ All used cup towels and dishcloths left in the sink
- _____ Place all trash in garbage bags, tied at the top and deposited in a trash receptacle located in your home's area.
- _____ Insert clean garbage liner in the garbage container in the kitchen.

CARPET VACUUMED-FREE FROM SPOTS:

- _____ Upper level and entry carpet _Central area carpet
- _____ Carpet in sitting area

FLOOR MOPPED AND LEFT CLEAN

- _____ Kitchen area
- _____ Central and entry area
- _____ Restrooms

RESTROOMS CLEAN AND TIDY:

- _____ Toilets flushed
- _____ Trash cans emptied, men and women
- _____ Counters and sinks clean and dry
- _____ Mirrors clean – no spots or smears

FURNITURE ARRANGED AS FOUND:

- _____ All upholstery clean and undamaged
- _____ All tabletops clean, no food particles

AIR CONDITIONING/HEATING - UPSTAIRS AND DOWNSTAIRS

- _____ Air Conditioner set at 80 in summer
- _____ Air Conditioner set at 60 in winter

LIGHTING - ALL LIGHTS TURNED OFF

- _____ Restrooms, men and women
- _____ Upstairs/Downstairs/Outside

LOCKING UP

- _____ All four doors are locked

OUTSIDE CLUBHOUSE AREA CLEANED

- _____ Remove all trash, debris, paper, bottles, cans or other items from the street, sidewalks and curbs adjoining the Clubhouse as a result of the Clubhouse event

Please be sure that the Clubhouse is clean and ready for inspection by 10:00 AM the morning following your functions. Your cooperation is necessary to help maintain the beauty and usefulness of our Community Clubhouse.

Thank you,

Deerwood Board of Directors

Effective: October 2001 – Approved by Deerwood Board of Directors

ARCHITECTURAL STANDARDS

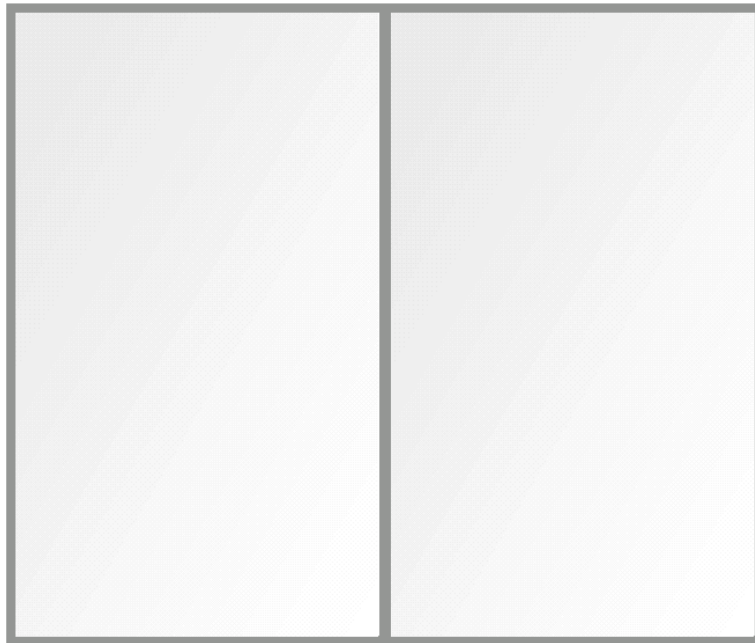
PATIO/BALCONY DOORS CONDOMINIUM (North) SIDE

While the styles described in this document have been established as the standards, no renovations or architectural changes may be made by the homeowner without approval of the design by the Board of Directors.

Two door styles were initially established as the standards. A third “alternate” style has recently been approved.

“Original Style”

The first style is called “Original Style” and is essentially a duplicate replacement of the existing door. The size of the door panels is identical to the original doors. The door may be constructed of aluminum, wood or vinyl. If aluminum, they may be either white or aluminum in color. If the doors are of any other material, they shall be white in color. The windowpanes should be double panes, thermally insulated. If any reflective material is used or the glass is constructed with a reflective material it should be light smoke colored and of the lowest density or lightest shade available.

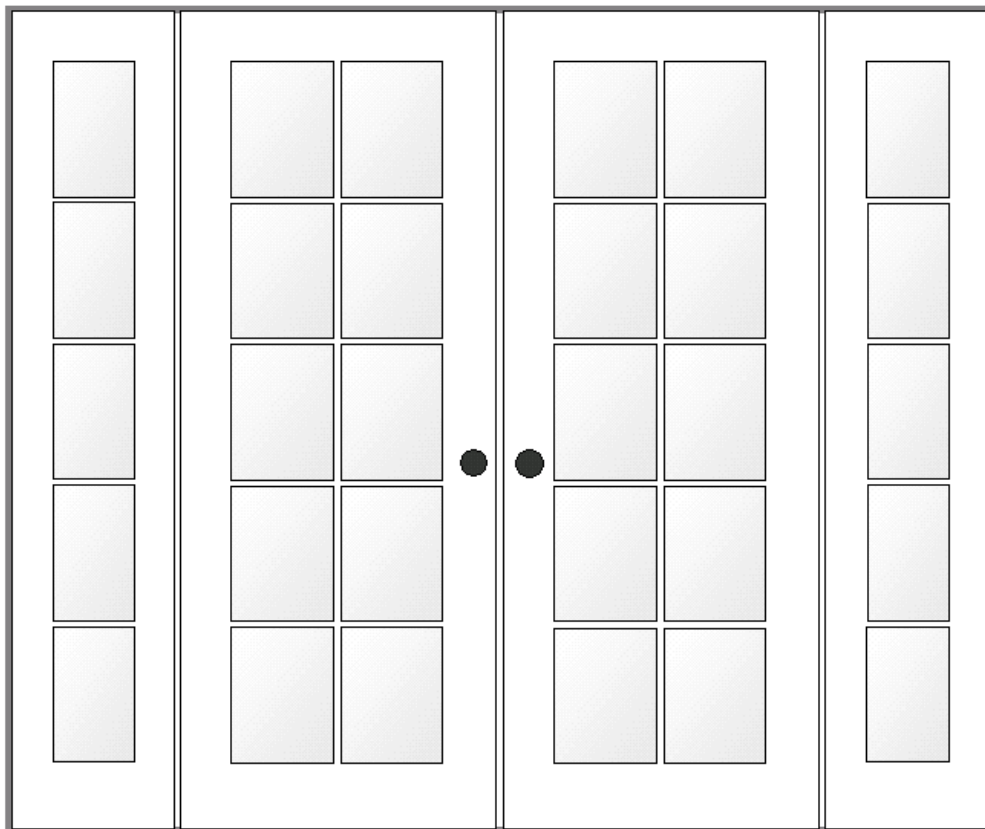


PATIO/BALCONY DOORS cont'd..

“French Door Style”

The second style called “French Door Style” is an upgraded design consistent with most new construction in the area and in other newer condominium complexes.

The configuration has two center doors situated between two sidelite panels. The center doors have a divided light design with ten panels in each door and five panels in each sidelight. The door/sidelite unit should be white in exterior color. The sidelight panels may be stationary or hinged. The windowpanes should be double panes, thermally insulated. If any reflective material is used or the glass is constructed with a reflective material it should be light smoke colored and of the lowest density/ lightest shade available. The windows may have mini-blinds within the glass panes at the owner’s discretion. If there are mini-blinds, they should be white or off-white in color. If units are not available in the divided light configuration with mini-blinds within the panes and mini-blinds are desired, the ACC recommends the divided light configuration with blinds mounted on the interior of the doors.



DEERWOOD CONDOMINIUMS ARCHITECTURAL STANDARDS

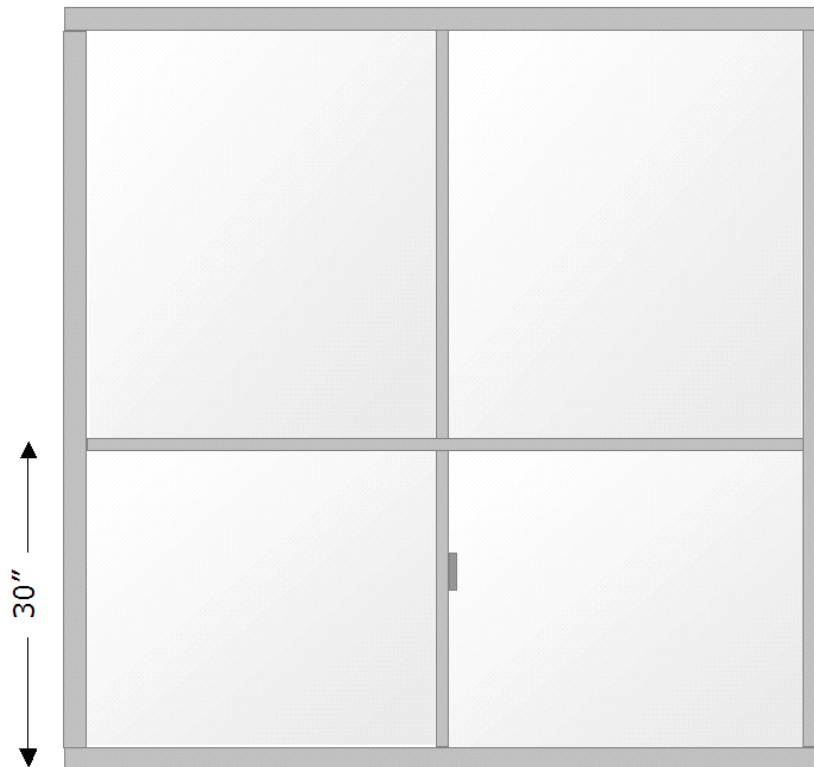
WINDOWS CONDOMINIUM (North) SIDE

While the styles described in this document have been established as the standards, no renovations or architectural changes may be made by the homeowner without approval of the design by the Board of Directors.

Two window styles are established as the standard.

“Modified Original Style”

One style is called “Modified Original Style” and is essentially a replacement of the existing window modified to meet the fire codes. This style entails a fixed window over a horizontal sliding window with the operating window a minimum 30 inches tall to allow adequate clear opening to comply with the current fire code. There is one vertical grid in the fixed window to match the current configuration. The window frame may be constructed of aluminum, wood or vinyl. They shall be white in color. The windowpanes should be double panes, thermally insulated. If any reflective material is used or the glass is constructed with a reflective material it should be light smoke colored and of the lowest density or lightest shade available. The trim around the window is to be two 1”X4” boards.

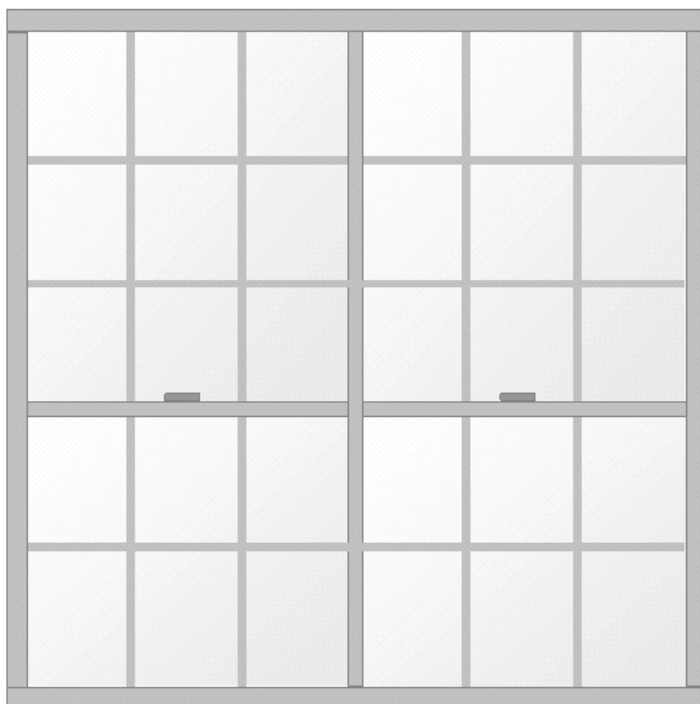


Windows cont'd.

“New Window Style”

The second style called “New Window Style” is an upgraded design consistent with most new construction in the area and in other newer condominium complexes.

This style entails twin single or double hung vertically operating windows that naturally comply with the fire code with a 9 over 6 grid pattern. The window frame may be constructed of aluminum, wood or vinyl. They shall be white in color. The windowpanes should be double panes, thermally insulated. If any reflective material is used or the glass is constructed with a reflective material it should be light smoke colored and of the lowest density or lightest shade available. The trim around the window is to be two 1”X4” boards.



CARPORTS AND STORAGE LOCKERS

DEERWOOD GARDENS - SOUTH PINEY POINT CARPORT AND STORAGE UNIT NUMBERS											
ADDRESS	UNIT	CARPORT	STORAGE	ADDRESS	UNIT	CARPORT	STORAGE	ADDRESS	UNIT	CARPORT	STORAGE
2220	101	389	I-1	2224	206	411	J-4	2228	108	347/348	
2220	104	390	I-4	2224	207	410	J-5	2228	109	331/332	
2220	105	396	I-18	2224	208	409	J-6	2228	110	349-350	
2220	108	397	I-19	2224	209	438	I-24	2228	111	329/330	
2220	201	391	I-7	2224	210	402	K-6	2228	112	351/352	
2220	202	392	I-8	2224	211	406	J-9	2230	101	520/521	N-9
2220	203	393	I-9	2224	212	436	I-25	2230	102	522/523	N-8
2220	204	394	I-10	2224	213	424	I-17	2230	103	516/517	O-5
2220	205	398	I-20	2224	214	403	K-4	2230	104	518/519	P-9
2220	206	399	I-21	2224	215	407	J-10	2230	105	446/549	N-10
2220	207	400	I-22	2224	216	431	I-15	2230	108	441/548	N-4
2220	208	401	I-23	2224	217	435	I-6	2230	113	507	L-16
2222	102	301/302		2224	218	421	L-13	2230	114	462	O-7
2222	104	303/304		2224	219	426	K-9	2230	115	454	P-16
2222	106	305/306		2224	220	422	L-20	2230	116	467	L-18
2222	108	307/308		2224	221	432	P-17	2230	117	474	P-17
2224	101	540/541	J-8	2224	222	445	O-3	2230	118	509	P-8
2224	102	534/535	K-5	2224	223	439	K-10	2230	119	510	P-20
2224	103	526/527	L-10	2224	224	444	L-8	2230	120	475	P-6
2224	104	538/539	I-5	2224	225	417/547	L-7	2230	125	447/559	P-3
2224	105	414	J-1	2224	226	418/546	L-11	2230	128	448/561	P-5
2224	108	413	J-2	2224	227	419/545	L-12	2230	201	550/551	N-10
2224	112	404/405	K-1/K-2	2224	228	415/544	L-1	2230	202	524/525	N-7
2224	113	423	I-16	2226	101	316/317/318		2230	203	514/515	O-4
2224	114	395	I-11	2226	102	319/320		2230	204	552/553	O-6
2224	115	408	J-7	2226	103	314/315		2230	205	443/556	N-6
2224	116	425	I-14	2226	104	321/322		2230	206	455/555	N-3
2224	117	440	I-12	2226	105	312/313		2230	207	457/554	N-2
2224	118	429	K-8	2226	106	323/324		2230	208	442/557	N-5
2224	119	430	K-7	2226	107	309/310/311		2230	209	463	L-3
2224	120	437	K-26	2226	108	325/326		2230	210	456	L-4
2224	121	427/428	K-11/K-12	2226	110	327/328		2230	211	453	L-5
2224	125	420/542	L-14	2228	101	339/340		2230	212	464	L-6
2224	128	416/543	L-2	2228	102	341/342		2230	213	473	L-15
2224	201	530/531	I-2	2228	103	337/338		2230	214	461	O-10
2224	202	532/533	K-3	2228	104	343/344		2230	215	466	O-8
2224	203	528/529	L-9	2228	105	335/336		2230	216	508	L-17
2224	204	536/537	I-3	2228	106	345/346		2230	217	468	L-19
2224	205	412	J-3	2228	107	333/334		2230	218	458	O-9

**DEERWOOD GARDENS - SOUTH PINEY POINT
CARPORT AND STORAGE UNIT NUMBERS**

ADDRESS	UNIT	CARPORT	STORAGE	ADDRESS	UNIT	CARPORT	STORAGE
2230	219	465	P-19	2234	204	503/577	S-10
2230	220	469	P-18	2234	205	502/570	S-11
2230	221	472	P-14	2234	206	501/576	S-3
2230	222	470	P-15	2234	207	497/571	S-23
2230	223	476	P-13	2234	208	498/574	S-26
2230	224	471	P-4	2234	209	500/564	S-20
2230	225	449/558	P-7	2234	210	499/573	S-21
2230	226	450/563	P-10	2236	101	387/388	
2230	227	451/562	P-11	2236	103	385/386	
2230	228	452/560	P-12	2236	105	383/384	
2230	111/112	433/434	0-1/0-2	2236	107	381/382	
2232	101	363/364		2236	109	379/380	
2232	102	365/366		2236	111	377/378	
2232	103	361/362		2238	101	494/579	S-27
2232	104	367/368		2238	102	488/489	S-31/S-32
2232	105	359/369		2238	104	487	S-15
2232	106	369/370		2238	105	484	S-13
2232	107	357/358		2238	106	483	S-14
2232	108	371/372		2238	107	486	S-17
2232	109	355/356		2238	108	480	S-7
2232	110	373/374		2238	109	491/581	S-29
2232	111	353/354		2238	201	493/580	S-28
2232	112	375/376		2238	202	477	S-5
2234	101	511/565	R-6	2238	203	478	S-6
2234	103	506/568	S-2	2238	204	492	S-16
2234	106	505/569	S-4	2238	205	481	S-12
2234	107	495/575	S-24	2238	206	482	S-9
2234	110	496/572	S-22	2238	207	485	S-25
2234	201	512/566	R-10	2238	208	479	S-8
2234	202	513/567	R-9	2238	209	490/582	S-30
2234	203	504/578	S-1				

CARPORTS AND STORAGE UNITS ARE DEEDED TO EACH UNIT

ONE BEDROOM UNIT -

1 PARKING SPACE & 1 STORAGE UNIT

TWO BEDROOM UNIT

2 PARKING SPACES & 1 STORAGE UNIT

THE GUEST PARKING IS RESERVED FOR GUEST - NO RESIDENTS ARE ALLOWED TO PARK IN GUEST PARKING - TOWING IS ENFORCED

CONTACT THE MANAGEMENT COMPANY FOR AVAILABILITY OF ADDITIONAL SPACE

The air conditioning and heating units are the responsibility of the Co-Owner. It is the Co-Owners responsibility to have the air conditioning/heating unit inspected and serviced periodically.

DEERWOOD GARDENS HAS DETAILED ROOF PROCEDURES IN PLACE FOR A/C CONTRACTORS INSTALLING/REPAIRING UNITS. ALL ACCESS TO ROOFS REQUIRES PROPERTY MANAGEMENT NOTIFICATION AND APPROVAL PRIOR TO UTILIZATION. SEE ROOF ACCESS REQUIREMENTS.

ROOF ACCESS: contractors and/or technicians must have a 40-foot ladder. Ladders are to be placed for roof access where indicated by a roof sign on each building. Stairs have been installed on each building to reach the floor of the roof.

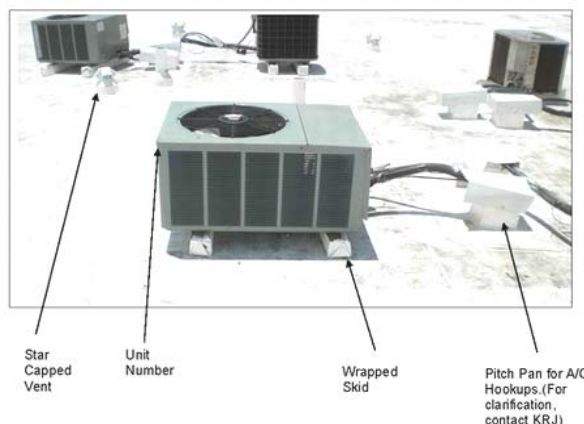
1. CO-OWNER/RESIDENTS REQUIREMENTS FOR NOTIFICATION TO KRJ MANAGEMENT COMPANY FOR INSTALLING A NEW A/C UNIT – (VERONICA) (713) 783-4640

- a. Your name, contact information with building unit number
- b. Contractor's name and contact information
- c. Date and nature of work.

2. REQUIREMENTS FOR LICENSED CONTRACTOR TO INSTALL A NEW A/C UNIT

- a. Current A/C and refrigeration license from the Texas Department of Licensing and Regulations plus a copy of the HVAC permit issued by the City of Houston and present to the Homeowner.
- b. Proof and verification of Contractor's general liability insurance policy and certificate of insurance showing name of insurance company, policy number, coverage period and limits.
- c. Assess need for new A/C unit, arrange for crane, skids and dolly with large pneumatic tires for transporting both old and new units across roof.
- d. Acknowledgement of and agreement to roof procedures by Co-Owner, Resident and contractor.
- e. Installation of an electrical "cut-off" on the new unit. CITY CODE REQUIREMENT.
- f. Permanently label unit with Co-Owner's unit number
- g. Required picture of completed installation of A/C unit

- It is mandatory to have skids wrapped in required roofing membrane material under each A/C unit. Most units have skids as shown in the picture below. However some of the skids may not be wrapped in required roofing material which can cause damage to the roof membrane and void the warranty. The Management Company (1-DAY NOTICE) will arrange for delivery of skids to your unit prior to installation.
- There is a charge to the Co-Owner of \$20.00 payable to the Association. If your roof was replaced during 2010, skids are in place to accept a new A/C unit. New roofs with the required skids are: 2220, 2224 (except small building) 2232 and 2234.
- NOTE: If the hook up lines in the pitch pan are in good shape, the new A/C lines may be joined to the existing lines. If necessary to remove and replace the lines located in the pitch pan, the Co-Owner needs to advise Veronica at KRJ to have a roofer service the pitch pan by applying appropriate sealant so that rain water does not damage various units below. There will be a small charge to the Co-Owner for the roofer's services. All pitch pans are checked during the roof servicing.



A/C-Heating cont'd.

- 3. CO-OWNER/RESIDENTS REQUIREMENTS FOR NOTIFICATION TO KRJ MANAGEMENT COMPANY FOR REPAIRS OF A/C UNIT – (Veronica) (713) 783-4640**
 - a. Your name, contact information with building unit number
 - b. Contractor's name and contact information
 - c. Date and nature of work

- 4. REQUIREMENTS FOR LICENSED CONTRACTOR TO REPAIR AN A/C UNIT**
 - a. Current A/C and refrigeration license from the Texas Department of Licensing and Regulations
 - b. Installation of an electrical "cut-off" on the present unit. CITY CODE REQUIREMENT. This enables electrical power shutoff ONLY at A/C unit of roof.
 - c. Permanently labeled unit with Co-Owner's unit number
 - d. Acknowledgement of and agreement to roof procedures by Co-Owner, Resident and contractor.

**CO-OWNER AND A/C-HEAT CONTRACTOR
"RECEIPT OF ACKNOWLEDGEMENT"**

My signature as a Co-Owner verifies that I have read the **Deerwood Gardens Roof and A/C – Heat Procedures** and agree to abide by the procedures set forth in the Deerwood Gardens Handbook and the Deerwood Rules and Regulations. My signature also verifies I have notified the Management Company of the pending A/C unit replacement and acknowledge that I will be liable for repairs for any damage to the common elements which will be repaired by a Deerwood Garden approved contractor and charged to my account.

Date: _____

Co-Owners Name (s) _____

Phone Number _____

Contractors Name : _____

Phone Number _____

Building and Unit Number: _____

Type of Repair _____

Date of Replacement/Repair _____

I acknowledge that I have discussed the procedures with my contractor.

Signature of Co-Owner: _____

Date: _____

**PLEASE RETURN THIS COMPLETED FORM TO THE PROPERTY MANAGEMENT COMPANY AND
RETAIN A COPY FOR YOUR FILES.**

**KRJ
Deerwood Garden Condominiums
1800 August Drive – Ste 200
Houston, TX 77057**

A satellite dish/antenna cannot be installed at Deerwood Gardens WITHOUT WRITTEN REQUEST AND APPROVAL BY THE BOARD OF DIRECTORS. This request must include type, method, manner and location of installation. A townhouse homeowner can install a satellite dish on his/her patio providing a written request has been made to the Board of Directors and approval granted as long as the dish is not visible above the wall of the patio. **NOTE: ROOF ACCESS PROCEDURES MUST BE ADHERED TO.**

One satellite dish per unit can be installed on the roof of condo side of Deerwood Gardens after a written request and approval from the Board of Directors.

Steps for approval by the Board of Directors

Meeting with the Architectural Chairperson (ACC) to review procedure and obtain the Satellite Dish Installation Form.

You may be involved in your presentation request to the Board.

A Co-Owner is responsible for all cost associated with the Satellite Dish including:

- Costs to place (or replace), repair, maintain and move or remove the dish, including the base and anchoring structures.
- Repair of damages to the common elements, roof membrane and other property damaged by the dish, base and anchoring structure or the installer.
- Any unauthorized dish will be removed at the expense of owner.

Standard for Satellite Dish Installation:

Insured/Licensed Dealer with qualified technicians

- a. Satellite Dish requirements:
- b. No larger than 1 meter/39 inches – Color White
- c. Review and follow Roof Access Procedures

Materials needed for installation:

- a. 40" X 40" Roofing Pad obtained from ACC
- b. High-grade Installation Kit –
- c. (6) Cinder or concrete blocks provided by installer (Cost to Owner)

Location for Dish on Roof:

- a. Locate Star Cap Vent for hook up to Unit – Secure Anchor Roofing, if need. (Cost to Owner)
- b. Unit number of Co-Owner marked on installed satellite
- c. Roofer must be involved in utilization for all Pitch Pan hook-up (Cost to Owner)
- d. Antenna cannot be attached to Parapet Wall (vertical top wall around the flat roof.)**
- e. Picture of completed installation showing dish and hook-up submitted to ACC

Additional Information:

- No guy wires or similar mounting apparatus will be allowed. Under no circumstance shall the roof membrane be penetrated using any device or apparatus to allow passage of wires into the unit or to secure the antenna.
- No satellite dish is permitted to cause any distortion or interference whatsoever with respect to any other electronic device in the development.
- The satellite dish, including its base and anchoring structure, may not encroach upon any common elements or the air space of another unit regardless of the ability or inability of the owner to receive an acceptable quality signal from the owner's exclusive use area.
- Installation shall be completed so as to not damage the common elements or void any warranties of the Association or other owners, or in any way impair the integrity of any building, common elements or roof maintenance.

**CO-OWNER AND CONTRACTOR
"RECEIPT OF ACKNOWLEDGEMENT"**

The signatures of the Co-Owner and Contractor verify that each has read the Deerwood Garden Roof Procedure and Satellite Dish Requirements and agree to abide by the rules. By signing below the Co-Owner also verifies he/she has:

- Received Board approval for installation of a satellite dish.
- Notified the Management Company of the pending installation
- Accepts liability for repairs for any damage to the common elements. (The repairs will be made by an approved Deerwood Garden contractor and charged to the Co-Owner's account.)

Date: _____

Co-Owners Name (s) _____

Phone Number _____

Contractors Name : _____

Phone Number _____

Building and Unit Number: _____

Type of Repair _____

Date of Installation/Repair _____

I acknowledge that I have received a copy of the Deerwood Gardens Roof Access Requirements. I further acknowledge that I have read these rules in their entirety and that I fully understand and shall abide by the Regulations as set forth.

Signature of Co-Owner: _____

Date: _____

Signature of Contractor _____

Date: _____

PLEASE PRESENT THIS COMPLETED FORM TO BOARD OF DIRECTORS AT THE BOARD MEETING WHEN REQUESTING APPROVAL TO INSTALL A SATELLITE DISH.

CHECKLIST/WORKSHEET FOR HOMEOWNERS AND A/C- HEATING CONTRACTORS UNFAMILIAR TO DEERWOOD GARDENS

	HOMEOWNER
	Notification of Work to KRJ by Homeowner for New and Established A/C Units
	Verification by Homeowner of Contractors License and Insurance Coverage
	Confirmation of Homeowner Required Knowledge of Roof and A/C Procedures
	Signed Documentation by Homeowner and Contractor of Roof and A/C Procedures
	CONTRACTOR – New and Established A/C Units
	Read Roof and A/C Procedures – Mandatory
	Required 40' Ladder – Placed at Roof Stair Sign on Building
	Assessment of A/C Unit
	Steps for Installing New A/C Unit
	Acquisition of Permit from City of Houston
	Schedule Crane for Placement and Removal of A/C Unit – Dolly with Pneumatic Tires
	Arrange for Required Skids (if necessary) – Call Veronica – KRJ, if necessary
	Install Electrical “Cut Off” - City Code
	Attached Tubing Hook-Up to Existing Tubing in Pitch Pan – DO NOT REMOVE Packing*
	Permanently Mark A/C unit with Condo Unit Number
	Take Picture of Installation – Show Hook-up Lines, “Cut-off” Switch – give picture to Homeowner
	Remove ALL Debris from Roof; Dispose of Debris off Premises
	Steps for Repairing Established A/C Unit
	Read Roof and A/C Procedures – Mandatory
	Required 40' Ladder – Placed at Roof Stair Sign on Building
	Permanently Mark A/C unit with Condo Unit Number
	Remove ALL Debris from Roof; Dispose of Debris off Premises

*If “hook-up tubing” needs to be replaced in Pitch Pan, it is essential the Contractor advise the Co-Owner to call KRJ – Veronica to notify the roofer. The roofer will need to check the Pitch Pan to assure no water can penetrate the other homes below. This roofing charge will be paid by the Co-Owner.

**SATELLITE DISH CHECKLIST/WORKSHEET FOR HOMEOWNERS AND TECHNICIANS
UNFAMILIAR TO DEERWOOD GARDENS**

	HOMEOWNER
	Board Approval
	Notification of Work to KRJ by Homeowner for Installation of Satellite Dish
	Verification by Homeowner of Contractors License and Insurance Coverage
	Confirmation of Homeowner Required Knowledge of Roof and Dish Procedures
	Signed Documentation by Homeowner and Contractor of Roof and Satellite Dish Procedures
	Installing Dish at Deerwood Gardens Townhouses
	Read Roof and Satellite Dish Procedures – Mandatory
	Installation of Dish only in the Patio on Pole. The Dish cannot be visible to others
	No (or limited wiring) can be attached to Walls/Ceiling. If any wiring is used, it is to be covered with Flashing or Conduit
	Installing SATELLITE Dish at Deerwood Gardens Condos
	Read Roof and Satellite Dish Procedures – Mandatory
	Required 40' Ladder – Placed at Roof Stair Sign on Building
	Locate Star Cap Vent that serves the unit for Installation/Hook-up
	Secure 40" X 40" Roofing Paid from Homeowner
	Install Rubber Pad and Kit Material
	Secure Dish with Cinder or Concrete Block (Installer Provided – Owner Cost)
	After Hook-up Secure Star Cap Vent with Screen and Tight Fitting Cap*
	No Wiring can Run Over Mansard Roof or Down Walls

*If Star Cap Vent cannot be used or located to run the wires to the designated unit, the Co-Owner needs to call KRJ for a roofer. If the Pitch Pan is used to run the wires to the designated unit, the Co-Owner must call KRJ for the roofer to replace the sealant.

ALL COST ASSOCIATED WITH SATELLITE DISH OR INSTALLATION OF A SATELLITE DISH IS THE HOMEOWNERS EXPENSE.