



Date: _____

Unit#: _____

Owner Name(s): _____

Tenant Name(s): _____

Contact number(s): _____

Contact number(s): _____

Contact email(s): _____

Contact email(s): _____

COMPLIANCE WITH THE RULES AND REGULATIONS

By owning or occupying a Unit in The Tanglewood, all Owners and Residents agree to abide by these Rules. The Rules may apply not only to Owners and Residents but to any person who is present on the property at their invitation or at their request. Owners and Residents are personally responsible for the acts and omissions of their respective families, dependents, co-habitants, guests, invitees, Lessees or Tenants, agents, employees, or contractors when occupying a residential Unit when these persons are present in or on the Condominium property.

Each Owner or Resident and all persons present by their invitation or request must comply with rules and signs posted from time to time on the Condominium property or noticed to Residents by the Association. These posted and noticed rules are incorporated in these Rules by reference.

Certain circumstances may warrant waiver or variance of these Rules. Owners must make written application to the Board for such waiver or variance. The Board at its discretion may grant, limit, restrict or deny such applications."

By signing below, I acknowledge that I have received a copy of the Tanglewood Rules and Regulations. I understand that failing to comply with the Tanglewood Rules and Regulations can result in fines, penalties, or other remedies.

Signature

Name

Date

The Tanglewood Condominium Owners Association, Inc.
Information Regarding Move In/Out

1. The Owner/Resident's Moving Company **must** provide the Tanglewood Condominium Homeowners Association a copy of their Certificate of Liability Insurance stating the Memorial Lofts Home Owners Association as additional insured **prior** to the Move In/Out Scheduled Date. They may have their insurance company fax a copy to (713) 932-6059.
2. Supervisor to the workers for the Resident's Moving Company **must** notify the day porter on duty upon arrival. (8am-12pm)
3. The Move In/Out must start after 8:00 a.m., Monday through Friday. The Move In/Out must be completed by 4:30 p.m. This time frame is set in place in order for the Tanglewood Porter to return the Tanglewood Garage Elevator back to normal operating status at a respectful time.
4. When moving furniture, either in or out of a Unit, the Garage Elevator must be reserved in advance through Association Management, Inc (713-984-7232). When supplies are being transported in the elevator, care must be taken to protect elevator surfaces.
5. To limit the inconvenience to other Residents in the building, only one move-in or move-out is permitted per day.
6. A deposit in the amount of \$500 is due in advance and must be paid by the Resident (s) in a form of a money order or check payable to The Tanglewood Condominium Association, Inc. for future move-ins and move-outs. If the elevator or other common areas are undamaged after the move is complete the deposit will be returned. Repairs for any damage to walls, hallways or elevators caused by a Resident's move will be charged to the Owner.
7. All common area hallways (carpets & walls) must be protected from dirty foot traffic while moving tools, supplies, etc. to and from the residence. Contractor is responsible for all clean up of that particular floor - **No Exceptions.**
8. The trash receptacles of the building are not available for moving/construction debris. **Contractors are responsible for the removal of all trash. Contractors are not permitted to use the residential carts.**
9. No debris or supplies are to be stationed in common hallways.
10. Noise levels are to be kept to a minimum.
11. No vehicles may block driveways. During a scheduled move, the Day Porter must be provided with the Unit number and telephone number where the moving vehicle's operator may be reached in case the moving vehicle must be moved.

FAILURE TO COMPLY WITH ANY OF THESE REGULATIONS WILL RESULT IN RESTRICTION FROM THE TANGLEWOOD CONDOMINIUM PROPERTY.

THANK YOU FOR YOUR COOPERATION.

MOVING COMPANY NAME: _____
 OPERATOR'S PHONE NO. _____
 NEW OWNER(S) NAME _____

OWNER SIGNATURE: _____
 PRINTED NAME: _____
 UNIT # _____