

Courtyards of Three Fountains

2009 Proper Care & Maintenance of the Public Areas

2009 Proper Care & Maintenance of the Household Areas

2009 Rules & Regulations

Public Areas

PETS

All dogs must be on a leash when outside and they must be taken to the back fence to relieve themselves. **UNDER NO CIRCUMSTANCES ARE DOGS ALLOWED TO USE THE COURTYARDS, FRONT LAWNS, AND SIDEWALKS AS A BATHROOM.** All cats must be kept inside and not allowed to roam. You are subject to a \$25.00 fine if you are in violation.

TRASH

We do not have front door garbage pick-up. Please take all your garbage, including junk mail, to the dumpsters provided in back of the property. **TRASH MAY NOT BE LEFT IN FRONT OF YOUR DOOR TO BE TAKEN OUT LATER.** It must be kept inside until you are ready to carry it to the dumpster. Failure to do this will result in a substantial fine. When having new carpeting installed arrangements must be made with the installer to have the old carpeting removed from the premises. Discarded mattresses, appliances and used carpeting may not be put in the dumpster as the trash company does not take these items.

GATES

The entry gate is located on Inwood. The exit gate is located on Fountain View between 2101 and 2121. Signs mark the drive to the gate. The exit and entry gates to the south of our property belong to Three Fountains I. Our cards, transmitters and codes will not operate their gates nor will theirs operate our gates.

The entry gate can be opened either by the keycard or the remote transmitter. The transmitter is non-directional and can be activated from its location on the sunshade of your car if desired. The keycard must be placed on the raised flat surface of the receptacle with the arrow showing and pointing upward. Your car must stop even with the entry keypads. The exit gate opens automatically when a car approaches

A visitor can call you from the entry gate using the # sign plus the 3 digit code for your unit. The 3 digit code can be found by the visitor on the computer screen or

obtained from you previously. When #XXX (3 digit number) is entered into the keypad it will ring your unit. Answer the phone and if you want the visitor to enter press "9" on your phone, otherwise, tell the person you don't want to see them and hang up. Your visitors will leave through the exit gate on Fountain View.

Cars may follow each other through the entry gate or the exit gate. The sensor field will keep the gates open. However, do not try to enter a gate when the last car has passed through and the gate is starting to close. Keycards can be purchased for \$10 each. Transmitters are available for \$25 each. Both have serial numbers that are kept on record. If either one is lost or stolen, report it to KRJ Management The computer will be programmed to reject future use of the card or transmitter.

Moving vans, service trucks and delivery trucks requiring more than 7' overhead clearance must leave through the entry gate. The vehicle should proceed to the entry gate and stop short of the gate. Driver will exit the vehicle and enter the four digit code on the keypad located on the carport post to the left of the driver's door. (Use the same four digit code used to open the exit gate on Fountain View.) Residents must not use the entry gate as an exit except for emergencies such as a fire or if the exit gate is not working. Use of the entry gate as an exit gate under normal conditions will result in a warning letter; further misuse will result in a fine.

In the event you encounter an access gate that will not open, call KRJ Management at (713) 783-4640. Either a designated person on Courtyard property or a service company will be called to correct the problem. KRJ Management has an after-hours answering service if the event occurs after business hours.

PARKING

Each unit has an assigned parking space. **DO NOT PARK OR ALLOW YOUR GUESTS TO PARK IN ANOTHER UNITS SPACE. DO NOT PARK OR ALLOW YOUR GUESTS TO PARK IN THE DRIVEWAYS.** Cars illegally parked will be towed away at the owner's expense. If someone is in your space, do not take someone else's space as this only compounds the problem. Instead, park in the guest parking space at the rear of the property and call Houston Towing at (713) 988-1409. Advise your guests to park in the uncovered guest parking spaces at the rear. Guest parking spaces are not to be used for car storage. Vehicles must be properly tagged for street use and mechanically operable. Vehicles not meeting these standards will be towed after the owner has been given one warning.

POST BOXES

For the convenience of our tenants, post boxes are located near the mailboxes in the center courtyard close to Fountain View and also on Inwood. If you find a key in your mailbox, go to the post box and retrieve the package the mailperson has left for you (match the number on the key with the number on the post box.) Be sure to leave the key in the post box after you have retrieved your package.

WASHERS & DRYERS

For your convenience, washers and dryers are located in every courtyard. They may be used during the hours of 8:00 a.m. and 10:00 p.m. so as not to disturb the residents whose units are nearby. Those residents with washers and dryers in their units must also adhere to the same hours of operation. In return, we ask for your cooperation in keeping the area picked up and clean. If a washer or dryer isn't working properly or you have lost money in the machine, call Coinmach at (713) 675-4000 and report the machine number and problem.

SATELLITE DISHES

Before installing a satellite dish, the location and type must be approved by the Board. Call Tina at KRJ Management for the details at (713) 783-4640 or send her an [email](#). You can also [go to the website to download a PDF](#) with all the rules and regulations.

LITTER

You can help our property look nice by keeping the area around your unit swept, by picking up trash around your parking space, and not leaving empty soap boxes and other debris around the washer/dryer or mailbox areas.

POOLS

Please read and obey the Rules posted at each pool. They are standard rules found at all pools and are for your safety and the enjoyment of our pools. A pool key is necessary to enter the locked gates and can be obtained from KRJ Management for a \$20.00 refundable deposit. Be sure the gates are closed and locked when you leave the pool in order to prevent young unattended children from wandering into the pool area. **AN ADULT MUST ACCOMPANY ALL CHILDREN.**

LANDSCAPING

The landscape committee is responsible for the maintenance of our lawns, trees, plants and flowers. Homeowners and tenants are not allowed to plant or remove said items in the Courtyards without approval from the board. The association is not responsible for the cost of any planting purchased without approval of the board. Residents are required to use good judgment and taste with the use of potted plants outside their units. Quality is nice but quantity could be a problem if you let it get out of hand.

BARBECUING

Barbecuing on wooden decks and balconies is prohibited. **CITY FIRE CODES STATE THAT ALL BARBECUES MUST BE TEN FEET AWAY FROM THE BUILDING.** All grills must be kept under the stairwell when not in use. Please report anyone in violation of this code to the fire department and they will be cited for the violation.

Household Areas

AIR CONDITIONING

Homeowners should have their air conditioners serviced at least once a year in order to ensure efficient operation and for protection against property damage. If your A/C (rooftop units) causes water damage to the unit below, you are responsible for all damage and necessary repairs caused by the water. Please instruct your service man to remove all trash, broken A/C's and A/C parts from the roof when the job has been completed. Residents should clean or replace their air return filter located in the apartment every month so the heating and cooling systems will perform properly.

PLUMBING

For plumbing problems you should call a plumber of your choice. If the problem is in a common line it needs to be noted on the invoice and sent to KRJ Management for payment. If the problem is in the homeowner's line or a homeowner problem, the homeowner is responsible for payment. Report any water or gas breaks around the property to KRJ Management immediately. Do not put sanitary napkins, paper towels or kitty litter into the toilet. Be careful what you put into your garbage disposal. Items like coffee grounds, eggshells, and various fibrous items contribute to problems in the drain system. Run cold water when grinding items in your garbage disposal and continue to run water until it is flushed thoroughly.

CABLE TV

We are pleased to have a basic cable package from TVMAX. They offer the greatest number of digital cable channels in Houston and use the latest fiber optic technology to give us a superior transmission quality. The basic package is included in the homeowner's maintenance fee. You are required to buy a digital cable box. Premium packages can be obtained at an additional cost and billed directly to you. Call TVMAX at 1-866-846-3488 for the premium packages or for service problems. [Go to the website](#) to download a PDF with a list of channels and the cost of their premium packages.

ELECTRICITY

If you are a renter, your landlord pays the electricity bill as part of the condo maintenance fee. We urge you to conserve in every way possible. If utilities increase it will affect our maintenance fees and possibly raise your rent. Please adjust your thermostat up when you plan to be away from home for long periods. Do not leave doors or windows open when the air conditioner is running.

CIRCUIT BREAKERS

Acquaint yourselves with your circuit breaker boxes which are located on the outside walls of the building, and are numbered on the outside of the box. The long boxes contain the breakers for your A/C and heating units. The shorter ones

contain breakers for your interior utilities. In case of an electrical fire, immediately turn off the breakers.

NOISE

Living in close quarters as we do requires that we show a certain amount of restraint. We ask that after 10:00 p.m. you play your radio and television at a lower volume and generally tone down the noise level of your evening activities. Do not run up and down the stairs or run on the balconies at anytime. Be sensitive and thoughtful of your neighbors. Show them the same consideration you would like shown to you.

SMOKE ALARMS & FIRE EXTINGUISHERS

It is a city code requirement that all rental units have a smoke alarm. We urge that smoke alarms be installed in all units. Check the battery periodically to be sure it is still in working order. Fire extinguishers are located at all corners of Courtyards and by the mailboxes on Inwood. We suggest you also keep one in your condo.

INSURANCE

All homeowners should carry condo unit owners insurance on the contents plus liability insurance. Ask your insurer about the Loss Assessment Endorsement (HO-32). This endorsement safeguards the association member (you) against your portion of an assessment resulting from a loss for which the association becomes responsible. It covers everything that is included in the Association's master policy, but first applies a deductible. The additional premium for the loss assessment endorsement is nominal and should be considered a valuable addition to your insurance policy. All tenants should carry renter's insurance on their contents. Absentee landlords should carry liability insurance.

Rules & Regulations

Violations of any rule will be subject to a \$25 fine. You can [download a pdf](#) of the rules and regulations for the condominiums, which also includes information about the public and household areas.

1. No sidewalk, driveway, parking area, public hallway, walkway, or stairway, or any other Common Area shall be obstructed in any manner, nor shall any owner store or place or cause to be stored or placed any object in such areas. No trash, garbage, or debris shall be placed on any part of the common elements, except in the receptacles or areas designated for disposal of it.
2. Owners may place upon balconies or patios appurtenant to such owner's apartment patio furniture and such decorative items as such owner may deem

desirable, provided, however, that the Board shall have the right at any time to direct removal of any item which the Board determines, in its sole discretion, detracts from the general appearance of the Project. No outside clothes or drying lines shall be installed or permitted to be installed in the common elements.

3. No animal shall be permitted on the Project except normal household pets. No such pets shall exceed 25 pounds in weight, and there shall be allowed only two such pets per apartment. The Board shall have the right to direct the removal of any pet, which is disturbing to any other owners in the project. All pets must be restrained by a leash when outside of any apartment, and no pet shall be allowed to run loose within the confines of the project. Animal droppings shall be cleaned up with a pooper scooper or equivalent remover. Animal urination is not allowed on any area other than the grass area near back property line.
4. No sign, notice, or advertisement of any type shall be posted within the confines of the project without the prior written consent of the Board.
5. No radio or television antennas shall be attached to any of the buildings or maintained outside of an apartment without the prior written consent of the Board.
6. Each owner shall keep his apartment in good order and repair.
7. Water faucets, dishwashers, garbage disposals, and similar apparatus shall not be left running for an unreasonable or unnecessary length of time.
8. Owners shall not permit their family, guests, or invitees to use parking spaces of other owners. Vehicles not properly parked shall be subject to removal at the owner's expense.
9. No vehicle shall be left standing in a parking space in a non-operative condition, nor shall any repair work be done to vehicles in a parking space. No trailers, boats, vans, motor homes, structures, or outbuildings will be permitted on the project except as may be parked or stored in an area specifically designated in writing by the Board.
10. No unlawful, immoral, noxious or offensive activities shall be carried on or permitted in any unit or elsewhere on the Project property nor shall anything be done therein or thereon which shall constitute a nuisance or cause unreasonable noise or disturbance to others.
11. The swimming pools and other Common Areas are for use by all owners. Owners will abide by the Rules for recreational facilities and public facilities as posted in such areas from time to time by the Board. Such Rules and Regulations will be deemed to be a part of these Rules and Regulations and will be enforceable in the same manner as provided for in the Declaration therefore.
12. Barbecuing on wooden decks and balconies is prohibited. City fire codes state that all barbecues must be ten feet (10') away from the building. If anyone violates this Code, please call the Fire Department and they will be cited for violation. Please store barbecue grills under the stairs.

13. Our policies include the following maximum occupancy: 1 bedroom/1 bath, 2 people; 2 bedrooms/1 bath, 3 people; 2 bedrooms/2 baths, 4 people; 3 bedrooms/2 baths, 5 people; 3 bedrooms/2 ½ baths, 6 people.
14. Bicycles, skates, skateboards, scooters, etc., are prohibited in the driveways, parking areas, and on the sidewalks within the complex.
15. Replacement of doors and windows is the responsibility of the Homeowner. The décor on the doors must be in conformity with the rest of the Project.
16. The Board may amend these Rules and Regulations at any time, and from time to time.