

531-68-3995

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

RULES AND REGULATIONS

APPROVED AUGUST 22, 1990

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

RULES AND REGULATIONS

INTRODUCTION/PURPOSE

The enclosed Rules and Regulations have been established by the Maison De Ville (MDV) Board of Directors (Board). They are intended to protect the interests of our condominium association, maintain our property values, and provide basic guidelines for the respect of the rights, comforts, safety and convenience of other owners and residents at MDV. In some cases an owner (or group of owners) may find a specific rule they do not agree with. In such instances, it is important to remember that these rules are for the benefit and protection of the majority of owners, i.e., the basis for our condominium association.

The rules are written in simple, ordinary language for ease of understanding. The Board has the authority to interpret or amend these rules, as they deem necessary. These rules apply to all owners and residents. If leasing a unit, the owner is responsible for ensuring compliance by their tenant(s). Owners and residents are responsible for ensuring compliance by their guests.

The Board has devoted a great deal of effort in developing these rules for the overall benefit of MDV, as our responsibility is to protect the investment and enhance the value of MDV for all owners. Your compliance with these rules is both appreciated and required. The Board urges you to familiarize yourself with these rules, as they will be enforced. Questions or suggestions for change may be forwarded for consideration by the process described within these rules.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

RULES AND REGULATIONS

531-68-3997

I. VEHICLES

- A. All vehicle rules and regulations apply to all MDV owners, residents and guests.
- B. Specific rule interpretations, clarifications or amendments will be made by the Board, as necessary.
- C. MDV is not responsible for theft or damage to any vehicle on MDV property. This is the vehicle owner's responsibility, and it is recommended that vehicle owners verify appropriate coverage through their auto and/or homeowner's policies.
- D. The speed limit within MDV property is 10 miles per hour.
- E. All motorcycles must be parked in the carport area(s) assigned to the unit. Street parking of motorcycles is not permitted.
- F. With the exception of brief and occasional routine maintenance on owner's or resident's personal vehicles, vehicle repairs are not permitted at MDV.
- G. Owners and residents should park in their assigned carport spaces in order to leave street parking for guests and visitors.
- H. All covered carports are reserved/assigned parking only. Such spaces are assigned with ownership of the units. If a properly assigned space is occupied by an unauthorized vehicle, it is up to the owner of the unit to notify the offender and/or arrange towing. Managing Agent and the Board will not be responsible for enforcing this violation, but may be asked for assistance.
- I. With the exception of assigned parking violations noted above, MDV's Managing Agent is responsible for enforcing all vehicle rules at the Board's direction. Managing Agent or Board members may arrange towing of vehicles in violation of these rules.
- J. All towing, storage and related costs are at the vehicle owner's expense.

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8000-0-100

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

RULES AND REGULATIONS

I. VEHICLES

531-68-4000

- A. All vehicle rules and regulations apply to all MDV owners, residents and guests.
- B. Specific rule interpretations, clarifications or amendments will be made by the Board, as necessary.
- C. MDV is not responsible for theft or damage to any vehicle on MDV property. This is the vehicle owner's responsibility, and it is recommended that vehicle owners verify appropriate coverage through their auto and/or homeowner's policies.
- D. The speed limit within MDV property is 10 miles per hour.
- E. All motorcycles must be parked in the carport area(s) assigned to the unit. Street parking of motorcycles is not permitted.
- F. With the exception of brief and occasional routine maintenance on owner's or resident's personal vehicles, vehicle repairs are not permitted at MDV.
- G. Owners and residents should park in their assigned carport spaces in order to leave street parking for guests and visitors.
- H. All covered carports are reserved/assigned parking only. Such spaces are assigned with ownership of the units. If a properly assigned space is occupied by an unauthorized vehicle, it is up to the owner of the unit to notify the offender and/or arrange towing. Managing Agent and the Board will not be responsible for enforcing this violation, but may be asked for assistance.
- I. With the exception of assigned parking violations noted above, MDV's Managing Agent is responsible for enforcing all vehicle rules at the Board's direction. Managing Agent or Board members may arrange towing of vehicles in violation of these rules.
- J. All towing, storage and related costs are at the vehicle owner's expense.

I. VEHICLES (Cont'd)

K. The following vehicle violations are subject to immediate towing (i.e., no advance notification required), as they represent a potential threat to the safety and well-being of others at MDV:

- 1) Any vehicle parked in a no parking zone (yellow curb) is subject to immediate towing. These zones must be kept clear for emergency vehicle access, as well as for maintenance and service traffic.
- 2) Any vehicle otherwise obstructing or impeding the traffic flow within MDV is subject to immediate towing.
- 3) Any vehicle deemed as a potential danger or hazard to MDV residents, such as a vehicle leaking gasoline, is subject to immediate towing.

L. The following vehicle violations are also subject to towing, but advance notice will be provided. Advance notice will consist of a sticker being placed on the vehicle, advising of the violation and the date to be towed. While not required, Managing Agent may also advise the vehicle owner of the violation by phone or letter, if the owner can be readily identified. This is not a requirement before towing, but may be provided as a courtesy.

- 1) Boats, trailers, campers and recreational vehicles are not permitted at MDV, and are subject to towing.
- 2) Motorcycles not parked in assigned carport spaces are subject to towing.
- 3) Non-operational vehicles (not currently licensed and inspected, and in running condition) are subject to towing.
- 4) Commercial vehicles are subject to towing. Commercial vehicles are defined as any vehicle built for commercial use, such as plumbing trucks, electrician's trucks, wreckers, flat beds, bob tails, stake body trucks, etc., as well as company vehicles commercially licensed or otherwise identified as primarily a commercial vehicle.
- 5) Vehicles leaking excessive fluids are subject to towing.

I. VEHICLES (Cont'd)

- 6) Vehicles under repair for an unreasonable amount of time, such as on a jack or missing a wheel, are subject to towing.
 - 7) Vehicles improperly parked, such as non-parallel street parking, are subject to towing.
- M. These vehicle rules and regulations are for the overall benefit of MDV. While a specific rule may inconvenience a certain owner or resident, our condominium community requires joint cooperation for the majority of co-owners. If you have a question about how any rule might apply to a specific instance, request the Managing Agent to bring it up at the next Board meeting. These rules will be enforced, so asking in advance may save you from towing expenses.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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II. OUTSIDE CHANGES

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- A. Prior written approval of the Board is required for any and all changes made to the outside of any unit. Failure to obtain such approval may result in your being required to remove changes and/or restore to original condition at your expense.
- B. Outside changes include, but are not limited to light fixtures, antennas, patio covers, fencing, trellises, awnings, storage sheds, etc.
- C. No owner or resident shall install or cause to be installed on the exterior of any building, on the walls of any building, out of the windows of any unit, or on the roof of any building, any wiring for electrical or telephone installation or for any other purposes, television or radio antennae, machines, or other air conditioning units, except as expressly approved in writing by the Board.

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III. INSIDE CHANGES

- A. As MDV shares all utility expenses on an allocated basis, and as MDV has experienced problems with plumbing and electrical lines, an improper action by one owner may adversely impact others at MDV. Therefore, any change which may affect the water or electrical usage at MDV will be strictly monitored and enforced.
- B. The addition of major appliances, such as washers, dryers, spas or hot tubs, at MDV is prohibited. Replacement of existing appliances is permitted if they result in no change in plumbing or electrical requirements. The Board requests notification of all such replacements in order to keep our electrical and plumbing contractors informed.
- C. Any interior changes which may affect the structural integrity of a unit or building must be approved by the Board in advance.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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531-68-4035

IV. SECURITY GATES

- A. All owners and properly approved tenants are entitled to cards for access to MDV, a code for exiting the property, and keys for the pedestrian gates.
- B. Cards are issued at no charge up to one per bedroom. Additional cards are available for \$10.00 each, up to a maximum issue of two cards per bedroom.
- C. Keys cost \$5.00 each, and are limited to a maximum of two keys per bedroom.
- D. Exit codes are controlled by the Managing Agent, and will be changed as necessary to preserve the security at MDV.
- E. Residents expecting guests are advised to instruct them to call the resident from the phone box at the gate to gain entrance.
- F. Residents expecting service or delivery vehicles are advised to make such personnel aware of entrance and exit requirements.
- G. Do not follow other vehicles through gates, as this may result in damage to your vehicle and/or the gates.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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V. SWIMMING POOL AND CLUB AREA

- A. Children under thirteen (13) years of age will not be permitted in the pool area unless accompanied by an adult.
- B. No glass containers, bottles, plates, cups or other breakable articles may be brought or used in the pool area at any time.
- C. Swimmers must wear swimsuits. No jeans or other street clothes will be permitted in the pool.
- D. No horseplay will be allowed in the pool area, nor shall any other activity be permitted in the pool area which shall create loud or objectionable noise or otherwise impair, limit or disturb other owners, tenants and guests in the pool area or surrounding areas.
- E. Owners, residents and guests are responsible for cleaning up the pool area when they leave, and properly disposing of all trash.
- F. No pets will be allowed in the swimming pool or the pool area, per Houston City Ordinance.
- G. The gates to the pool area must be kept closed at all times.
- H. The swimming pool shall be for the exclusive use of owners, residents and guests. Guests must be accompanied by a resident.
- I. Residents are expected to use discretion in the number of guests at the pool, as a courtesy to other residents.
- J. Residents are also reminded to keep noise levels to a minimum, especially during morning and evening hours, as a courtesy to other residents living in the immediate pool area.
- K. Pool may not be reserved for private parties.
- L. Pool hours are 10:00 a.m. until 10:00 p.m. daily, except for Mondays when the pool may be closed for treatment and maintenance.

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VI. LAWNS AND SHRUBS

- A. The trees and shrubbery are a vital and valuable part of MDV and each resident shall be liable to assessment for damages for any mutilation or defacing thereof for which they, their children or their guests are responsible.
- B. The Managing Agent is responsible for arranging and providing all landscaping services. All such work is done exclusively under the authority of the Managing Agent, and all requests or complaints about landscaping must be directed to the Managing Agent.
- C. Watering is the responsibility of the residents at MDV. Any specific problems or requests for hoses, sprinklers, etc. must be directed to the Managing Agent or Board.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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VII. PETS

- A. Owners and residents with pets must have direct physical control (e.g., on a leash) over their pets at all times. Residents walking pets are responsible for seeing that pet droppings are removed from sidewalks and other paved areas as well as green areas between buildings.
- B. No animals may be raised, bred, kept or otherwise used for commercial purposes in any unit.
- C. No more than two (2) household pets may be kept in any unit.
- D. No pets shall be kept if such pet constitutes a nuisance to any other resident. Any such animal found unattended outside an enclosure may be removed by local pound or animal shelter personnel.
- E. Pet owners are fully responsible for their pets, including any damage which they may cause to the common elements.

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VIII. BALCONIES, PATIOS AND WINDOWS

- A. All windows shall have proper window dressing that does not detract from the general appearance of the complex. No foil shall be placed in any window or door.
- B. All draperies and blinds visible outside a unit must be white or off-white in color.
- C. It is prohibited to hang clothes, towels, rugs, bedding, or items of a similar nature on the balconies or the patios.
- D. Owners may place upon their patios and balconies patio furniture and such decorative items as owner may deem desirable; provided, however, that such decorative items do not detract from the general appearance of the complex.
- E. Broken windows are the responsibility of the owner or resident and must be replaced immediately.
- F. Window fans and window air conditioner units are prohibited at MDV.

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IX. TRASH/GARBAGE

A. All rubbish must be placed in a sturdy plastic bag and tied before being left out for pickup or being placed in a dumpster.

B. Trash bags will be picked up outside units on the following schedule:

Monday, Wednesday and Friday by 8:30 a.m.

Trash bags may not be placed outside units until the morning of these scheduled pick-ups.

C. Large item/heavy trash hauling is not included in MDV's trash/garbage service. Residents are expected to arrange and pay for such service if needed.

D. Trash cans must be kept inside patios, and not left on common use sidewalks or carport areas.

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X. MAINTENANCE

- A. The Managing Agent provides an individual on-site at MDV for routine maintenance, trash pick-up, and cleaning.
- B. This on-site individual works exclusively under the authority of the Managing Agent. Any requests for work, suggestions or complaints must be made to the Managing Agent.
- C. When calling the Managing Agent for any maintenance request, ask for the Service Coordinator for MDV. This will expedite your request for service.

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XI. LEASING OF UNITS

- A. Owners are responsible for the actions of their tenants. Any owner leasing a unit shall not be relieved of any obligation under MDV's By-laws, Declaration or Rules and Regulations.
- B. All leases shall be written, with a copy provided to the Managing Agent prior to occupancy of the unit.
- C. Owners and tenants are responsible for ensuring that Managing Agent has on file the correct names of tenants and their phone numbers.
- D. All units at MDV are single family dwellings.
- E. Units may be initially leased for a term not less than twelve (12) months. Renewal leases are permitted for shorter periods.
- F. Rental rates charged shall correspond to market rates for comparable units being rented in the area.
- G. The lease shall stipulate that a maximum of two (2) occupants per bedroom are permitted.
- H. Units shall not be leased or otherwise used for transient or hotel purposes, and nothing less than an entire unit may be leased.
- I. The lease shall require the lessee to obey the terms and conditions of the Declaration, By-laws and the Rules and Regulations of MDV, which owners are required to provide copies of to their tenants. Failure to comply with the terms of such instruments shall be a default under the lease.
- J. The Managing Agent and the Board will usually deal with the owner of the unit, rather than the tenant(s).

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XII. GUESTS/VISITORS

- A. Owners and residents are solely responsible for their guests and visitors.
- B. It is the responsibility of MDV residents to ensure that their guests comply with all applicable Rules and Regulations, including but not limited to parking, pets, pool and noise.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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XIII. INSURANCE

- A. Residents are responsible for providing insurance to protect their personal belongings from such perils as fire, windstorm, theft, vandalism, etc. "Personal belongings" includes such items as clothing, furniture, furnishings, etc. Residents are also responsible for providing insurance to protect themselves against any liability that might arise from someone incurring bodily injury or property damages as a result of negligence on the resident's part. The above exposure can be adequately protected by the resident purchasing the appropriate insurance policy from their insurance agent.
- B. Uninsured casualty losses suffered by the Association in an amount greater than the Reserve Account would be assessed against all unit owners according to their percentages of ownership. It is urged that you review your own insurance coverage to determine if it is adequate for your condominium property, contents and liability.

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MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

RULES AND REGULATIONS

XIV. HOW TO GET ISSUES ADDRESSED

- A. The Managing Agent is responsible for the ongoing operations of MDV, through the direction of the Board. MDV's Managing Agent is:

Texas Community Management, Inc.
11011 Richmond Ave., Suite 615
Houston, Texas 77042
(713) 952-0000 Fax: (713) 952-7143

- B. Requests for work, questions, problems, complaints and suggestions must be addressed to the Managing Agent. The Managing Agent has the authority to initiate certain work, handle emergency needs, and resolve many questions or problems.
- C. Do not contact a Board member for any of the above, unless instructed to do so by the Managing Agent. All Board members have been instructed to refer you to the Managing Agent to ensure proper logging, tracking and reporting of all operations at MDV.
- D. All written correspondence regarding MDV must also be routed through the Managing Agent. The Managing Agent is responsible for taking necessary actions as needed and then reporting such to the Board, or submitting items for Board consideration at the next Board meeting.
- E. Board meetings are held the last Tuesday of each month, at 6:00p.m., at the MDV Clubhouse. All meetings are open to MDV owners.

XIV. HOW TO GET ISSUES ADDRESSED (Cont'd)

- G. Visitors are welcome at all Board meetings, but must notify Managing Agent of their attendance at least one week in advance to ensure adequate seating.
- H. Strict order will be maintained at meetings, as our agenda is usually lengthy and covers a broad range of issues.

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MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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XV. RESPONSIBILITY CHECKLIST

- A. The attached responsibility checklist is provided as a quick reference guide differentiating the responsibilities of the owners and MDV. This listing is not intended to be all-inclusive, and the Board may make additions or changes as necessary. Depending on circumstances or special requirements, the Board may make exceptions to the responsible party indicated.

531-68-4018

MAISON DE VILLE COUNCIL OF CO-OWNERS
ASSOCIATION/HOMEOWNER RESPONSIBILITY LIST

DESCRIPTION	ASSN	OWNER	COMMENTS
I. Exterior Surfaces			
A. Wood	X		
B. Brick	X		
C. Roofs	X		
D. Windows			
1. Glass		X	
2. Screens		X	
3. Skylights	X		
E. Doors			
1. Front		X	
2. Storage			
3. Back		X	
F. Foundation	X		
G. Fences	X		
H. Gutters	X		
I. Electrical			
1. Outlets		X	
2. Photocells	X		
3. Fixtures		X	
J. Hallways		N/A	
K. Patio/Balcony	X		
L. Air Conditioner		X	
M. Hot Water Heater	X		
N. Water Cutoff Valve			
O. Mailboxes			
1. Locks	X		
2. Keys		X	
P. Parking			
1. Carports	X		
2. Towing			
a. No parking	X		
b. Assigned Space		X	
Q. Utilities			
1. Water & Sewer	X		
2. Outside Electricity	X		
3. Inside Electricity	X		
4. Gas	X		
R. Services			
1. Antenna		X	
2. Cable		X	
S. Exterminating			
1. Interior		X	
2. Exterior	X		
T. Landscaping			
1. Outside	X		
2. Inside Patio		X	

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OWNER

COMMENTS

	3. Watering		X	
U.	Insurance			
	1. Building	X		
	2. Liability	X		
	3. Contents		X	
	4. Flood	X		BUILDING ONLY
II.	Interior Surfaces			
A.	Paint		X	
B.	Sheetrock		X	
C.	Wallpaper		X	
D.	Carpet		X	
E.	Tile		X	
F.	Appliances		X	
G.	Plumbing			
	1. Toilet		X	
	2. Sinks		X	
	3. Bathtub		X	
H.	Electrical			
	1. Breaker Panel		X	
	2. Breaker Switches		X	
	3. Plugs		X	
	4. Switches		X	
	5. Wires		X	
	6. Fixtures		X	

Additional Comments: Replacement of existing appliances allowed if no change in electrical or water requirements. Addition of new appliances is prohibited without Board written approval. Outside changes are prohibited without Board written approval. Violators are subject to fines and restoration to original construction at their expense.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.

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XVI. MISCELLANEOUS

- A. Residential Use Requirement - All condominium units shall be used and occupied as private residences for single families or individuals. All present and future owners, tenants and occupants of condominium units shall comply with the provisions and terms of the Declaration, the By-laws and other governing Rules and Regulations of MDV.
- B. Maintaining Your Unit - Each owner, at their own expense, shall maintain their unit, patio and/or balcony space and storage space in good condition and in good order and repair, and shall not do or allow anything to be done in their unit not in compliance with MDV's By-laws, Declaration or Rules and Regulations. If an owner does not comply, the Association may undertake necessary repairs and assess the owner for all costs incurred, as well as levy a fine of up to \$100 per occurrence.
- C. Legal Costs Recovery - Any proceeding by the Association arising out of an alleged failure of an owner, resident or guest to comply with the terms and provisions of the Declaration, By-laws, or these Rules and Regulations, or the terms and provisions of such documents as they may be amended from time to time, shall entitle the Association to receive from the owner reasonable attorney's fees and court costs as may be awarded by a court.
- D. Right Of Access - Managing Agent shall have the right of access during reasonable hours as may be necessary for the maintenance, repair, or replacement of common elements and to make any required inspections or repairs as necessary to correct or prevent damage to the unit, other units, or MDV.
- E. Cost Of Repairs - The cost of repairing property owned by the Association or another unit owner could be your responsibility under certain circumstances. The occurrence may relate to water damage caused by a clogged drain, worn seals, and tub or sink overflowing. Damage caused by smoke or fire originating in your

XVI. MISCELLANEOUS (Cont'd)

531-68-4021

unit could also be your responsibility. Any cost of repair or replacements due to a resident's negligence or misuse will be the responsibility of such resident and/or owner.

- F. Disturbance Of Neighbors - All MDV residents (owners and occupants of units) shall at all times exercise extreme care to avoid making or permitting to be made loud or objectionable noises, and in using or playing or permitting to be used or played musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or devices in such manner as may disturb or tend to disturb other residents at MDV. No unit shall be used or occupied in such manner as to obstruct or interfere with the enjoyment of other residents, nor shall any nuisance, or immoral or illegal activity be committed or permitted to occur at MDV.
- G. Plumbing - Because MDV water is not individually metered and billed, any plumbing leaks within a unit must be repaired immediately. Also, clogging of drains (such as a grease clog in the kitchen) may cause damage to another unit, and must be repaired immediately.
- H. Children - Parents are responsible for proper supervision and safety of their children, and to see that they abide by the Rules and Regulations of MDV. Parents may be fined and/or charged for any damage caused by their children. Toys and bicycles must not be left outside anywhere at MDV.
- I. Business Operations - Business operations conducted from a unit are not permitted at MDV.
- J. Telephone Numbers - All residents' telephone numbers should be registered with the Managing Agent for security and safety reasons.
- K. Outside Cooking - There shall be no cooking of any kind on the balconies or patios per Houston City Ordinance. Barbecue grills must be at least 10 feet from the building or fence while in use. Hot ashes are not to be put in the dumpsters.
- L. Speed Limit - A speed not exceeding 10 m.p.h. must be maintained on MDV property.

XVI. MISCELLANEOUS (Cont'd)

531-68-4022

- M. Carports - Carports are limited common elements and are exclusively assigned to specific units. These spaces are not to be used for storage.
- N. Flammables - Storage of flammables or explosives is prohibited anywhere at MDV.
- O. Kerosene Heaters - Kerosene heaters are prohibited at MDV.
- P. Water Beds - Water beds are not permitted at MDV due to the possibility of structural damage.
- Q. Exterminating - Exterminating within a unit is the responsibility of the owner. Exterminating outside is the responsibility of MDV.
- R. Solicitation - No solicitation or solicitation materials are permitted at MDV except as authorized by the Board.
- S. Signs - No advertisements, signs or posters of any kind are permitted at MDV except as authorized by the Board. This includes for sale or lease signs.
- T. Smoke Detectors - Smoke detectors should be installed in each unit and properly maintained per Houston City Ordinance.
- U. Laundry Rooms - Residents are expected to properly use the laundry facilities provided. Complaints or suggestions can be made directly to the contractor indicated in each laundry room, but the Managing Agent should also be notified. Note that parking in front of laundry rooms is prohibited, as it impedes MDV's traffic flow.

MAISON DE VILLE COUNCIL OF CO-OWNERS, INC.
RULES AND REGULATIONS

531-68-4023

XVII. ENFORCEMENT OF RULES AND REGULATIONS

After reasonable notification, non-compliance or repeated offenses of these Rules and Regulations may result in a penalty/ fine to the owner of up to \$100 per violation, as levied by the Board.

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENT, OR USE OF THE DESCRIBED REAL PROPERTY BECAUSE OF COLOR OR RACE IS HEREBY AND IRREVOCABLY UNDER FEDERAL LAW THE STATE OF TEXAS.
COUNTY OF HARRIS
I hereby certify that this instrument was FILED in File Number Sequence on the date and at the time stamped hereon by me; and was duly RECORDED, in the Official Public Records of Real Property of Harris County, Texas.

APR 11 2000



Beverly B. Laffoon
COUNTY CLERK
HARRIS COUNTY TEXAS

6/22/90

RECORDER'S MEMORANDUM:
At the time of recordation, this instrument was found to be inadequate for the best photographic reproduction because of illegibility, carbon or photo copy, discolored paper, etc. All blockouts, additions and changes were present at the time the instrument was filed and recorded.