

Public Areas Rules & Regulations

As with all communities, every resident of Courtyards of Three Fountains must think about how their behavior impacts their neighbors. That's especially true when it comes to using the public areas of the complex.

Pets

1. No animal can be kept or housed in any unit premises except household pets, which can not be kept or bred for commercial purposes. Animals, livestock, rabbits, pigs, or poultry of any kind can not be raised, bred, or kept on any building site, except that dogs, cats, and other household pets are allowed, provided they are not maintained for any commercial purposes.
2. All pets can be cared for and restrained in such a manner as not to be obnoxious or offensive to any other owner due to noise, odor, or unsanitary conditions.
3. All dogs must be on a leash at all times when on the common elements. The preferred area for walking your dog is the grass along the back fence. There are free bags available in a box attached to the fence to clean up after your dog. Residents are responsible for collecting and disposing of pet defecation whenever and wherever it occurs.
4. Pet defecation on patios, balconies and common areas must be removed immediately.
5. Pets may not be regularly kept in a patio or on a balcony. In particular, a pet may not be confined to a patio or balcony when the Resident is not in the unit.
6. If a permitted pet becomes a nuisance or the pet is not maintained in strict accordance with the provisions of these Rules, the Courtyards of Three Fountains' Directors may give notice to the Resident of the unit. The notice will describe in reasonable detail the condition or activity which either constitutes a nuisance or a violation of these Rules. In the event that two (2) or more notices are forwarded to a Resident regarding a pet in the Resident's unit within any six (6) month period, and an additional violation or activity constituting a nuisance or a violation of these Rules occurs within ninety (90) days of the date of the last notice given, the Board of Directors may require the Resident to permanently remove the pet from the Property within seven (7) days of the date of the Resident's receipt of the Board's written request to remove the pet.
7. Dogs are not permitted to run loose and must be leashed at all times. Pets must not be allowed to trespass on other homeowner's property. All cats must be kept inside and not allowed to run loose. Pets without restraints run the risk of being hit by cars entering or exiting the property.
8. All pets should be registered with the city after they are vaccinated and spayed or neutered. Pet should also be treated for fleas and ticks.

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 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

1. 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 exit 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.
2. The entry gate can be opened either by a keycard or a remote transmitter. The transmitter is non-directional and can be activated from its location on the sunshade or key ring 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.
3. The exit gate opens automatically when a car approaches. Do not drive through until the gate has opened completely.
4. 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 previously obtained from you. When #XXX (3 digit number) is entered into the keypad it will ring your unit. Answer the phone and if you want to allow entry, hold down the number "9" on your phone for a few seconds, otherwise, if you don't know the person calling, hang up. Your visitors will leave through the exit gate onto Fountain View.
5. Cars may follow each other through the exit gate. The sensor field will keep the gates open. However, do not try to exit the gate when the last car has passed through and the gate is starting to close.
6. Keycards can be purchased for \$10 each. Transmitters are available for \$30 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.
7. Moving vans, service trucks and delivery trucks requiring more than 7 feet overhead clearance must leave through the entry gate. 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.

8. 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 at 281-583-3800 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 unit's space. Do not park or allow your guest 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 Elite Towing at 713-789-0858. 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. A vehicle cannot be stored over 72 hours. 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 mail person 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. The cost is \$1.25 for the washers, and \$1.00 for the dryers. 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 (877) 264-6622 or <http://www.coinmach.com/> 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 download a PDF from <http://www.courtyardsofthreefountains.org/community/publicareas.html> with all the rules and regulations including satellite dish installation.

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. Be sure the gates are closed and latched 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 (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.

Household Areas Rules & Regulations

Residents of Courtyards of Three Fountains are responsible for everything within the walls of their condominium. Maintaining your property keeps up its value, and the value of the condominium as a whole. The information below spells out these responsibilities and suggestions for being a good neighbor.

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 review. 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

A basic cable package from Digital Direct Communications is available for all residents of Courtyards of Three Fountains. They offer a number of basic digital cable channels. Premium packages can be obtained at an additional cost and billed directly to you. Digital Direct Communications uses Dish Network technology and the basic package is included in the homeowner's maintenance fee. Call Digital Direct Communications at 281—435-2300 for the installation or for service problems.

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. If you live in an upstairs unit with hard wood floors or tiles, please use area rugs to cut down the noise for your downstairs neighbor.

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 condominium.

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.

General Rules & Regulations

1. 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.
2. Unlawful, obnoxious or offensive activity is prohibited in any unit or elsewhere on the property which constitutes a nuisance or causes unreasonable noise or disturbance to others. What constitutes obnoxious or offensive activity is to be in the sole discretion of the Courtyards of Three Fountains' Board of Directors
3. Residents are responsible for ensuring appropriate behavior of their children and guests, and of compliance with all Rules and Regulations.
4. It is recommended that residents who have installed audible security alarm systems for home or vehicle give turn-off instructions to neighbors of their choice.
5. No sign, notice, banner, or flag (other than an official governmental flag), or advertisement of any type is prohibited from being displayed on any unit exterior, common property, or vehicle. The mailbox areas may be used for notices of rental opportunities, lost pets, "for sale" items, or any other display only after KRJ is notified of the nature of the display beforehand. The Board of Directors will then approve or deny the notice. Any posting of an objectionable nature will be taken down immediately.
6. Soliciting and door-to-door delivery of advertising material are prohibited.
7. Carport "garage sales" are prohibited.
8. No sidewalk, driveway, parking area, public hallway, walkway, or stairway, or any other Common Area cannot be obstructed in any manner, nor can any owner store or place or cause to be stored or placed any object in such areas. No trash, garbage, or debris can be placed on any part of the common elements, except in the receptacles or areas designated for disposal of it.
9. Owners may place furniture and such decorative items as such owner may deem desirable on balconies or patios. However, the Board has 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 property. No outside clothes or drying lines can be installed or permitted to be installed in the common areas.
10. No television antennas or satellite dishes can be attached to any of the buildings or maintained outside of an apartment without the prior written consent of the Board.
11. Each owner must keep his apartment in good order and repair.
12. Water faucets, dishwashers, garbage disposals, and similar apparatus cannot be left running for an unreasonable or unnecessary length of time.

Courtyards of Three Fountains Rules and Regulations

13. No vehicle can be left standing in a parking space in a non-operative condition, nor can 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 property except as may be parked or stored in an area specifically designated in writing by the Board.
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. Solar film and screen must conform to the outside color of buildings so as to be uniform, i.e., bronze or smoke (no silver film). All film should be applied according to the directions with no bubbles or tears. Screens should be hung properly with no tears.
16. 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.
17. If you are leasing your unit, it may not be leased for hotel or transient purposes, or for a term less than six (6) months. Less than the entire unit may not be leased.

**Violations of any rule or regulations
will be subject to a \$100.00 fine.**