



The Regency House
Condominium
Association

Information

Rules and Regulations

Effective Date: August 1, 2019

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APPLICABILITY

The Rules and Regulations of The Regency House Condominium Association (“Association”) shall apply to all owners and/or residents¹, and to their guests, employees, contractors and to all other persons present on the Regency House grounds at the invitation or behest of an owner or resident.

AUTOMOBILES / MOTORCYCLES

All vehicles must be registered with the Management Office. A vehicle registration form is available for this purpose and must be completed for all vehicles regularly parked at the Regency House. Vehicles of non-residents may only be parked at the Regency House for limited periods and only while a person is visiting a resident. The Management Office will issue a parking decal for each registered vehicle. The parking decal for automobiles shall be affixed to the lower left portion of the front windshield adjacent to the vehicle registration sticker. The parking decal for motorcycles shall be affixed to a location that it is readily observable. If a new vehicle is purchased, it is the owners responsibility to notify the Management Office to complete a new registration form and receive a new parking sticker.

BALCONIES

No items are to be thrown, poured, swept, shaken or hung from the balconies, including, but not limited to, cigarettes, cups, paint, paper, cat litter, and water. Balconies are not to be used for storage of any items whatsoever, excluding conventional patio furniture.

Balconies shall be uniform in outward appearance and shall not be enclosed for any purpose. If a balcony is not uniform in outward appearance, the owner/resident shall be given notice to correct the problem within five (5) days, after which the Board of Directors may take corrective action at the owner’s/resident’s sole cost and expense.

Allowing pets to relieve themselves on the balconies is strictly prohibited. If pet waste is reported on a balcony, the owner or resident will be required to pay for the cleaning and any damages to any affected balcony. A fine may be assessed at the then current rate as covered under the Regency House Pet Policy.

Care must be taken when watering plants on the balcony so that water does not overflow onto any other balcony or exterior surface of the building. Any water damage to the property or any other Unit will be at the sole cost and expense of the owner/resident responsible therefor.

Each owner or resident shall be responsible and liable for any item that falls or is thrown from such owner’s or resident’s balcony and results in damage or injury to others.

¹ “Owners” includes any owner (member, partner, shareholder) of an entity which holds title to a Unit and the beneficiaries of any Trust which holds title to a Unit. “Residents” includes any person who resides in a Unit and any person who executes a lease on a Unit.

BICYCLES

Bicycles shall only be stored in the Lower Garage level, in the room adjacent to the car wash area or in the owner's or resident's Unit. Bicycles shall not be stored in the parking spaces or other areas of the property. All bicycles must be registered with the Management Office. A registration sticker will be provided and should be placed on the bicycle in plain view. There will be an annual check of inventory and any "abandoned" bicycle will be donated to a charity after issuing thirty (30) days notice to the resident to re-register it.

All bicycle owners are encouraged to lock their bicycles and insure them as they would other items of personal property. The Association is not liable for loss of or damage to bicycles or other such similar means of transportation such as mopeds, scooters and the like.

BOARD OF DIRECTORS

The Board of Directors of the Regency House Homeowners Association ("Board") consists of seven members/directors. Directors are elected at the annual meeting of the Association members by vote of unit owners. The term of office is three years. Qualifications: Must be a unit owner, spouse of a unit owner, if a unit owner is a trust, a trustee of the trust, or if a limited partnership, limited liability company or other corporation, a person who owns a majority interest in such limited partnership, limited liability company or other corporation. Duties: Administer the affairs and policies of the Association, property, common elements, contracts, budget, rules and regulations, and management of the building staff. The Board of Directors meets once a month in the Management Office. Homeowners are invited to attend the monthly meetings.

BUILDING EXTERIOR

The exterior appearance of the building shall be kept uniform. No alterations to windows, internal additions, decorations, or improvements visible from the exterior may be made without prior written consent from the Board.

With the exception of postings on the bulletin board located in the basement adjacent to the laundry room for which Management approval is required, no owner or resident shall post or inscribe signs, notices or advertisements on the Common Elements or in a Unit if visible from outside the Unit.

No owner or resident shall place or hang an object in, on or from or above any window, interior window sill, balcony or patio that, in the opinion of the Board, detracts from the uniform appearance of the property. No owner or resident shall hang, shake or otherwise display linens, clothing, rugs, towels, shoes, mops, bedding or similar items from windows, doors, balconies, patios, or in the common hallways.

No owner or resident shall install exterior horns, lights, speakers, aerials, antennas or other transmitting or receiving equipment, or cause anything to protrude through an exterior wall or roof. No owner or resident shall place decorations on exterior walls, windows or doors or in the Common Elements, except with the prior written consent of the Board of Directors or Management. All holiday or seasonal decorations placed on exterior walls, windows, railings, or doors in the Common Element hallway, may be installed no earlier than one month before the holiday/season and must be removed within one month after the holiday/season has passed.

An owner or resident may install window treatments inside his or her Unit, at his or her

sole expense, provided that any window treatment, including drapes, blinds, shades or shutters, must be clear or white when viewed from outside the Unit. All window tinting must be approved by the Association's Construction Subcommittee in conformance with established guidelines and may not have an adverse effect on the appearance of the building from the outside. Aluminum foil and reflective window treatments are expressly prohibited. Window treatments must be maintained in good condition and must be removed or replaced if they become stained, torn, damaged, or otherwise unsightly

CABLE TELEVISION & INTERNET SERVICE

Comcast's Video Bulk Service, consisting of the High Definition Digital Starter Package with HBO, HD Bulk Channel Lineup, and Performance High Speed Internet is provided by the Association under contract with Comcast at no additional cost to the Unit owner.

In order to receive these services, please call Comcast at 855-307-4896. Each homeowner is entitled to receive one HD digital converter box and one adapter for a second TV at no charge. These items can be picked up at any Comcast location or delivered for a nominal fee. Additional adaptor boxes, channels, enhanced internet service, or additional premium services can be arranged through Comcast for an additional monthly charge payable by the owner or resident.

The services provided by Comcast may vary from time to time as the contract renews or is replaced. Residents will be advised of any material changes that would affect service.

CARTS

The Regency House provides carts and a bellman cart for use when transporting groceries, luggage, or other items to and from Units. Please use *only* the service elevator when you have need of these carts. Please return the cart immediately to the basement so it is available for another's use. Do not leave carts in the service elevator, in the hallways or inside your Unit.

Carts are for owners' or residents' use only and may not be used by contractors for transport of equipment or materials. Contractors must provide their own carts or dollies.

CHARCOAL GRILLS

Charcoal or propane grills, hibachis, chimineas, "fireplaces" or any other cookers or apparatuses that have an open fire are expressly prohibited in any Unit and on any balcony or patio. A propane grill and outdoor kitchen are available in the pool house area for those who wish to grill or cook outdoors. The owner or resident is responsible for cleaning the grill in the outdoor kitchen and repairing or replacing at his or her expense any damage caused by the owner or resident or such owner's or resident's invitees.

If instructions are needed on how to operate the outdoor grill, please contact the Management Office or the concierge on duty.

Use of the outdoor kitchen is on a "first-come, first-serve" basis. In the event an owner and/or resident desires to use the pool and outdoor kitchen to host a party, they must contact the Management Office in advance and make a reservation.

CHRISTMAS TREES

Only artificial Christmas trees and/or decorations are allowed within Units. By order of the Fire Marshall, live Christmas trees, live wreaths and live cut greenery are not permitted as

they are a potential fire hazard. In the event an owner or resident violates this rule, the owner or resident may be assessed a fine at the then current rate as published in the Schedule of Fines maintained by the Management Office.

COMBUSTIBLES

No owner or resident shall use or permit to be brought onto or stored on the property or in a Unit any flammable fluids or oils such as gasoline, kerosene, naphtha, benzene, or other explosives or products deemed extra hazardous to life, limb, or property.

CONCIERGE SERVICE

A 24-hour Concierge service is provided. The Concierge is responsible for greeting all residents, guests and visitors. The Concierge on duty will announce all visitors with a phone call before allowing them access to your floor.

If you are having a party, please provide the Management Office and/or Concierge with your guest list. They will announce the first guest and send the others to your Unit without announcing them. This will facilitate entry by your guests.

CONFIDENTIALITY

The names, Unit numbers, and contact information of owners or residents of The Regency House are strictly confidential and are for use by owners only. Please respect the privacy of our owners and residents.

Please do not request information relating to owners and/or residents from The Regency House employees as they are prohibited from providing such information. If you have a question, please contact the Management Office. Under no circumstances shall owner/resident lists be used for any commercial purpose.

CONSTRUCTION SUB COMMITTEE (“CSC”)

The CSC has been formed by the Board of Directors and empowered to review and approve all proposed construction or alterations of any kind to be performed in the building and in any Unit. Prior to any work being commenced, a Unit owner must submit a scope of work and all requested support information to the CSC for review by the committee. The CSC will review and request such other information as it may require to meet guidelines established for the safe maintenance of the building and the quiet enjoyment of other Unit owners. Documents required by the CSC are available in the Management Office.

CONTRACTORS

The Construction Sub Committee (CSC) of The Regency House has established The Regency House Contractor Rules & Regulations (“Contractor Rules”), a copy of which is available in the Management Office. All Unit owners and their contractors and subcontractors and their employees must be aware of and abide by these rules at all times. A signed copy of the Contractor Rules and Regulations and related documents such as Certificates of Insurance must be on file in the Management Office prior to commencing any work. Contractors must be approved by the Management prior to commencing any work and are permitted to be in the building between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, except holidays. All Contractors workers, including subcontractors workers, and materialman must sign in and submit proof of identification upon arrival at the Management Office and must wear an identification badge issued by the Management Office in plain view at all times. All workers and materialman must sign out at the end of their work and relinquish their badge in the Management Office.

In the event a Contractor (or his or her employees, agents, subcontractors or materialman) causes or is responsible for property damages (whether Common Elements, Limited Common Elements or within a Unit) or personal injury while performing work on the property or in a Unit, the owner or resident for whom the Contractor (or his employees, agents, subcontractors or materialman) is employed, shall, at their sole cost, be responsible for such actions and shall indemnify and hold harmless the Association, Association employees, and all Unit owners/residents and Regency House employees from any and all such damage, loss and claims, including any attorney's fees and expenses incurred by such harmed party.

In the event the Contractor Rules are not being followed, the CSC and/or the Management Office may shut down the work for redirection and to ensure policy compliance.

COPIER & FAX MACHINE

The office copier and fax machine are available for owners or residents use during normal business hours (8:30am. to 5:00 pm, Monday through Friday, except holidays). Incoming faxes are usually delivered the day they are received. The fax number is (713) 523-3519. Please ensure that any incoming fax includes your name and Unit number. Charges may apply in the event of large copying tasks or long distance faxes.

DANGER

The Association may prohibit occupancy by a person who constitutes a direct threat or perceived threat to the health or safety of other persons, or whose occupancy would result in substantial physical damage to the property of others. Criteria for the denial of an application or prohibiting of occupancy can be found in the Regency House Background Check Policy.

DELIVERIES

Delivered items will be accepted at the Concierge Desk. A text notice will be sent to advise of delivered items. Staff who accept such deliveries do not inspect the condition of the item being delivered. If you are expecting a valuable, fragile, or perishable item, it is suggested that you make advance arrangements to personally receive such deliveries.

Delivery personnel are generally not allowed access to the building. You will be notified when items are delivered so you may pick them up at the front desk or in the basement workshop. The exceptions are deliveries of food or groceries which may be made to the Unit itself when the Concierge has alerted the resident in advance by a phone call. The Concierge will note the delivery with time of arrival, and the name of the restaurant or food delivery service or store making the delivery.

An Association staff member is available to assist with delivery of groceries, small packages, etc. during the following hours:

Monday through Friday	8:30 a.m. to 5:00 p.m.
Saturday & Sunday	8:30 a.m. to 5:00 p.m.

The Concierge on duty is not permitted to leave the front desk, other than for restroom breaks. Do not ask for their assistance with personal deliveries.

The Regency House does not assume responsibility for damaged or lost packages. Please be considerate of our employees and do not ask for assistance in moving heavy

items. The Regency House employees are not permitted to move owner's or resident's heavy items such as furniture, appliances, televisions, and similar items.

ELEVATORS

The lobby elevators are for residents and guests only. The service elevator must be used for transporting pets, utilizing carts, carrying laundry, and removing trash or other large/bulky items. The service elevator and West side basement entrance are to be used by all Association employees, employees of residents, contractors and contractor's employees.

The service elevator is also to be used for transporting furniture. During a major move into or from a Unit, only one lobby elevator, if necessary, may be reserved for the exclusive use of the moving company. Please contact the Management Office at least one week prior to a scheduled move for special elevator arrangements and padding. Any Lobby elevator made available for moving must be padded at all times and floors covered. Moving of household goods and furniture must be done Monday through Friday between the hours of 8:30 am and 4:30 pm, except holidays. A fine may be assessed at the rate published in the Schedule of Fines maintained by the Management Office on a per incident basis for those owners or residents who violate these rules. A refundable deposit at the rate published in the Schedule of Fees will be levied on Unit owners or residents for move ins and move outs. Any damages to the common elements as a result of the move in/out will be charged to the Unit owner or resident. If the deposit is not sufficient to cover the cost of such repairs, the Unit owner and/or resident will be billed for the additional costs, which payment is due and payable upon receipt of invoice.

Smoking is not permitted in any elevator at any time nor in any common areas.

No advertisements, notices, or signs may be placed in any elevator, with the exception of Management notices or signs. Your key fob will activate the elevators between the hours of 10:00 p.m. to 6:00 a.m. Monday through Friday and 24 hours on weekends.

EMPLOYEE CONDUCT

Each employee of The Regency House is to assist the owners, residents and guests by performing their assigned duties. If, at any time, you observe an employee or a contractor displaying improper conduct or attitude, report the incident in writing directly to the Management Office or a Board member.

ENTRANCES TO THE BUILDING

Entrance to the building may be made through the front door, the West Basement ramp entrance (Virginia Street side), and the south lawn entry to the lobby. All employees and contractors are required to use the West Basement entrance.

There is a south lawn entry to the basement, but please be careful as these steps are steep and slippery when wet. The Regency House assumes no responsibility or liability for injuries, damage or loss related to the building access points.

FIRE SAFETY

Please see the "Procedures for Reporting Fires and Fire Alarms" approved by the City of Houston Fire Marshall's office, and available in the Management Office. It is important that each person residing in your Unit is familiar with our fire procedures and knows what

to do in the event of a fire or fire alarm.

If you have any questions regarding fire safety features, reporting a fire, or action to be taken during a fire alarm, please contact the Management Office.

FITNESS ROOM

The Fitness Room is located in the Basement Level and is open 24 hours, 7 days a week for residents' convenience. Management recommends that small children not play in this space and that no one under the age of 16 years uses the equipment. When leaving turn off the TV and lights. Be a good neighbor and wipe down machines and other equipment after use.

Visiting guests may use the Regency House Fitness Room but must notify the concierges or Management Office before using the facility. The Regency House is not responsible for any injuries sustained during use of the facility.

GARAGE

Exercise caution and proceed slowly when entering or exiting the garage, and when driving to your assigned parking space. Excessive speed puts others, their children and pets in danger. Turn on your vehicle's headlights when entering or exiting the garage. When entering the garage in your vehicle, slow down and/or stop until the gate is fully opened. The gate will open with your remote. Do not use the vehicle gate if you are on foot. Use the pedestrian gate that was installed for this purpose in the upper and lower levels of the garage. Your gate fob opens the pedestrian gates.

When exiting the garage, the gate is designed to automatically open as your vehicle passes over a recessed sensor. Approach the exit gate slowly and ensure that the gate is fully open before proceeding. Please be aware of pedestrians at all times. The Regency House is not responsible for damages to your vehicle caused by the gate.

Damages and repairs to any gate caused by any owner or resident or their invitees shall be charged to such owner and/or resident and payable upon demand.

GATES

The Westheimer and Virginia Street entry gates require the use of a gate opener or the use of the Call Box on Westheimer.

The Westheimer and Virginia Street exit gates are designed to open automatically when a vehicle approaches from inside the property.

Pedestrian gates are located on Virginia Street next to the garage entrance and on the east side of the property bordering the adjacent Arrive property. These gates may be accessed using the gate fob.

GIFTS OR DISCARDED ITEMS

Please notify the Management Office if you give any employee a gift or discarded item. This will allow the employee to remove the item from the property. The Association will not be responsible for items taken from your Unit by an employee.

GRATUITIES

Residents are asked not to tip Association employees. Staff members understand this and are employed on that basis. Employees who do accept gratuities are subject to disciplinary action. As an exception, however, owners or residents have an opportunity to contribute individual gifts to the staff or to an annual "employee holiday fund," which is distributed to the staff in December.

GUESTS AND VISITORS

Please contact the Management Office for policies regarding long stay guests. Long stay guests are individuals who reside with a Unit Owner or tenant for a period of 15 consecutive days or longer in a calendar month.

Guests are to utilize parking spaces as available at the front and sides of the property. Guests are not allowed into the garage without prior permission from Management and may not enter the building from the south lawn entry unless accompanied or approved by an owner/resident.

Guests of owners or residents who stay overnight or longer must register their vehicle with the Concierge. A tag or similar identification will be provided which must be placed on the dashboard or rearview mirror and be easily visible from outside the vehicle.

Each owner or resident is responsible for the actions of his/her guests and or employees and is liable for any damages to the property caused by his or her guests or employees.

HALLWAYS

No decorations (this includes mirrors, rugs, furniture, wall plaques, paintings.) are allowed in the hallways other than those provided by the Association or approved by the Board of Directors. No items of any kind may be stored or otherwise left in the hallways at any time.

HOLIDAYS

The following days are observed as official holidays by The Regency House staff. Staffing on these days is similar to a weekend and the Management Office is closed.

New Year's Day	Labor Day	Independence Day
Thanksgiving Day	Employee Birthday	
Memorial Day	Christmas Day	

INSURANCE

Each owner or resident is solely responsible for insuring his or her personal property in the Unit and on the property not covered by the Association's insurance, including his or her furnishings, automobiles, and items kept in the storage areas. Personal property placed in or on the property or Unit shall be solely at the risk of the owner or resident of such personal property. Each owner or resident shall also be solely responsible for such owner's or resident's liability to third parties for occurrences within the owner's or resident's Unit. The Association urges owners and residents to purchase property insurance on their personal belongings and liability insurance for occurrences within their Units and incidental damage resulting therefrom. The Association is not liable for losses of personal belongings or injury occurring within an owner's or resident's Unit.

The Association further urges owners and residents to purchase such insurance to include Improvements and Betterments coverage, and Loss Assessment coverage, in addition to your contents coverage. Please review these additional coverages with your personal agent.

KEYS

Prior to moving in, one key each to the Unit and mailbox will be provided by the previous or current owner, depending on whether you purchase or lease the Unit. Additional keys are the owner's/lessee's responsibility. Management does not maintain mailbox keys but can, at the owner's written request, install a new mailbox lock at the rate published in the Schedule of Fees maintained by the Management Office.

Each Unit owner/resident must leave a duplicate key or key code for their entry door with the Management Office to be kept in the Association's key cabinet for maintenance or emergency purposes. Should you lose your key or in case of lockout, an owner or resident may gain entry during regular office hours in the event the Management Office has a duplicate key. Owners or residents may also leave a key with the Concierge Desk along with written instructions as to what circumstances such key may be use and by whom. Keys left at the Concierge Desk can be accessed 24 hours a day. If no key is available, the owner or resident may have to call a locksmith at his or her expense to gain entry. The Association will not be liable for losses to owners and/or residents as a result of keys left with the Concierge, and owners and/or residents who leave such keys do so at their own risk.

If an emergency arises inside your Unit when you are not readily available, the Association will use reasonable means to enter your Unit to prevent further damage, either to your premises or to others. Should Management require access and not have a key in the cabinet or with the Concierge, any damage to the lock or door will be the sole responsibility and expense of the owner or resident of the unit.

LAUNDRY ROOM

The laundry room equipment is for owners' or residents' personal laundry only. Residents should advise their service staff of this rule. The washers and dryers accept only laundry cards (no quarters) to operate. There is a machine outside the Laundry Room where you can fund a card using \$5, \$10 or \$20 bills. If your card is lost, stolen or damaged, you will need to purchase a new card. Do not put your card on a television, radio, or computer or next to a cell phone as it may damage the card making it unreadable.

Follow the operational instructions posted on each machine. Take special care to use only the recommended cleaner products (washing machines are designed for high efficiency detergents). Please advise housekeepers that a minimum amount of detergent is needed to wash items. Report any machine that is out of order to the Management Office or the Concierge.

As a courtesy to the other residents, do not leave laundry in a washer or dryer for any length of time after the cycle has stopped. Someone could be waiting to use that machine. Please note: When your money is in the machine and you have bought that time, it is your machine. Likewise, when your time runs out it is no longer your machine, and another user may remove your clothes and put them on the folding table.

The Association is not responsible for theft, damage or loss of any kind.

LEASE APPLICATION

All persons who apply to lease a Unit are required to submit a completed Regency House Application Form, a nonrefundable application fee as covered under the Schedule of Fees maintained by the Management Office, and must pass a background check as set forth in the Regency Background Check Policy prior to the Board's review of their residential Lease Application.

LEGAL PAPERS

Although our Concierge Staff makes every effort to protect your privacy, there are circumstances under which the Association has no control.

By law, the Association cannot interfere with the serving of civil or criminal process by a Harris County (or other county or city official) sheriff, deputy or constable, and/or other officer of the law; nor can the Association interfere with an officer of the law possessing a valid warrant for search or arrest.

LIGHTS

The Maintenance Department regularly checks all floors for burned out lights, however, please call the Management Office or front desk if you notice a light out on your floor, stairwell or any other location on the property.

LOCKS

All entry doors to The Regency House and the Parking Garage are equipped with a magnetic access system. The gate fobs are issued and registered by the Management Office. The gate fob is also used to access the elevators and to open the East and West fire exit stairwells from the Basement level from 7 pm to 7 am daily. For access help from the Basement, please use the call button located on the outside wall of the Laundry Room, which will automatically call the Concierge. If you misplace or lose your fob, you must notify the office so the fob can be canceled. There will be a charge for the replacement fob at the rate published in the Schedule of Fees maintained by the Management Office. Any use of the fob by other than the registered holder will cause the fob to be canceled. Keychain fobs will be registered to the name of the person requiring access to the building. It is the owner's or resident's responsibility to contact the Management Office to cancel or change the registration of the fob of any employee, guest or family member who no longer requires access to the building.

Gate fobs may be issued to owners, residents, and owner/resident designated family members and employees who are on the Regency House property on a regular basis. The Association reserves the right, in its absolute and sole discretion, to limit, deny, or restrict the issuance and use of the gate fobs.

For the security of all residents and guests, please return to the Management Office all unused or inoperable fobs and gate openers.

LOITERING

No one may play or loiter in the lobby, at the front door, in the corridors, basement, roof, or in the elevators. Owners or residents will be responsible for the actions and any damages done by their tenants, family, guests, invitees and agents or their tenants' family, guests, invitees or agents.

MAIL

Each Unit in The Regency House is assigned one mailbox. Mailboxes are not available for use by non-resident owners.

The pick-up and delivery of mail is provided by the U.S. Postal Service, during normal hours. Your mailbox and a depository for outgoing mail are located in the basement. Please notify the Management Office in advance if you wish to have your mail held in the office while on holiday. Mail on hold in the Management Office can be picked up during normal office hours. Management may also receive mail from the postal carrier when your mailbox is too full. Neither the Association nor Management shall be responsible for lost or stolen mail.

In the event that you lose your mailbox key, replacement locks and keys can be provided by the Management Office at the rate published in the Schedule of Fees maintained in the Management Office.

MAINTENANCE RESPONSIBILITY BY UNIT OWNER/RESIDENT

Each owner or resident, at his or her sole cost and expense, shall maintain his or her Unit and or any Limited Common Elements (as defined in The Regency House Condominium Association Declaration, Section 1(L)) appurtenant thereto, in a clean, safe, sanitary and working condition. Each owner or resident shall also use due care to avoid damaging any other Units, the Common Elements, including but not limited to: telephone, water, gas, cable, television, plumbing, power or other utility systems throughout the property. Each owner or resident shall be responsible for his or her damages to, negligence of, or misuse of any of the other Units, the Common Elements or his or her own facilities resulting in damage to any one or more of them.

Each owner or resident at his or her sole cost and expense and after notice to and approval by the CSC, shall promptly repair and or replace any broken or cracked glass in their Unit's windows and doors to a building approved appearance and quality.

The Association is responsible for all maintenance, decorations and accessories located in the Common Elements.

MAINTENANCE SERVICES

Each owner or resident is solely responsible for the maintenance of his or her Unit and or Limited Common Elements, appurtenant thereto. Nevertheless, as an accommodation to the owner, the Association's maintenance staff will provide minor maintenance services to owners or residents from Monday through Friday 8:30 a.m. to 5 p.m. on a "first-come, first-serve" basis and provided that adequate staff is available.

Requests for these services must be made by calling the Management Office at 713-523-3608 for scheduling. The Management Office will advise whether the staff is capable of performing the requested work or if the owner or resident should contact a qualified outside contractor. All such "in suite" services are billed to the owner or resident at the rate published in the Schedule of Fees maintained by the Management Office plus the cost of parts and supplies. Time begins when a staff member accepts the assignment and ends when it is completed. This time includes any time spent in the shop, going to pick up supplies, and completing the work. All such "in suite" work will be performed as time permits.

Do not interrupt staff as they have assigned work duties. All staff members have been instructed not to perform "in-suite" services unless they have been authorized to do so by the Management Office. Notwithstanding the above, staff are not allowed to perform major electrical or plumbing work. All such work must be performed by a licensed electrician or licensed plumber.

The Association, Management, Directors, and Employees shall have no liability or responsibility for any damages to the Unit, Common Elements or Limited Common Elements or for injuries of any person resulting from such work, and the resident authorizing the work indemnifies and holds harmless the Association, Management, Directors and Employees from all claims for any such damages or injuries of whatsoever nature or howsoever caused.

MANAGEMENT OFFICE

The on-site Management Office is open Monday through Friday, except holidays, from 8:30 a.m. to 5 p.m. and may be reached by telephone at 713-523-3608, or via email at theregency@regencyhouse.org. Please contact the office to report a problem, request maintenance service, request general information, leave special instructions, schedule deliveries or moving dates, etc.

MEDICAL EMERGENCY

In the event of a serious accident, injury or other medical emergency, dial "911" on your private telephone. If possible, also contact the Concierge or Management Office so they can direct the paramedics to your Unit.

MESSAGES

The bulletin boards are located in the basement and may be used to post messages or notices that may be of interest to all residents. Messages and notices must be approved by the Management Office prior to being posted.

MOVING IN OR OUT

To allow for adequate notice, preparation, and scheduling, all moves of large quantities of household goods should be scheduled at least one week in advance with the Management Office. Moving of household goods may only be scheduled between the hours of 8:30 am and 4:30 pm, Monday through Friday, except holidays. No moving activities are permitted on Saturday and Sunday.

The Service Elevator is to be used for all household goods moves. For larger items, arrangements to use a dedicated Passenger Elevator must be made ahead of time so that adequate elevator cab protection can be installed. For items too large to fit into either elevator the stairwells may be used to transport the item.

The owner/resident and/or moving company are responsible to remove all empty boxes, packing material, and debris from the Regency House. Movers shall provide site protection, if needed, for the Common Element Hallway carpets, flooring, and to the extent needed, the Common Element Hallway walls. Any damage caused to the building's Common Elements or Limited Common Elements during the move will be the responsibility of the owner/resident.

A refundable deposit at the then current rate as covered under the Schedule of Fees maintained by the Management Office will be levied on Unit owners or residents for move ins and move outs to cover the costs for damage to any of the elevators or common elements as a result of the move in/move out. Any additional damage costs over and above the deposit amount will be billed to the Unit owner and be payable upon receipt of the invoice.

Regency House staff are not permitted to assist with any moves.

Owner/Resident violation of these rules will subject the owner/resident to a fine on a per incident basis at the then current rate as covered under the Schedule of Fines maintained by the Management Office.

NEW EMPLOYEES

All applicants are required to pass a criminal background check and drug test prior to their employment at The Regency House. Once employed, they must attend a high-rise fire evacuation training seminar.

NEWSPAPERS

The *Houston Chronicle*, the *New York Times*, and the *Wall Street Journal* are delivered to The Regency House and placed at the subscriber's front door. Following are the numbers to call for subscriptions:

Houston Chronicle	713-362-7211	www.houstonchronicle.com
Wall Street Journal	1-800-568-7625	support@wsj.com
New York Times	1-855-698-0851	www.nytimes.com

Please notify the Concierge of subscription or delivery changes.

NOTARY SERVICES

Please contact the Management Office during normal business hours if notary services are required. Notary services are not always available and certain types of documents (such as Wills) may not be executed by Regency House employees.

OBLIGATIONS OF OWNERS AND RESIDENTS FOR DAMAGES

Each owner or resident is responsible for any loss or damage to his or her Unit, and or the Limited Common Elements, appurtenant thereto, other Units, the personal property of other owners or residents or their guests, or to the Common Elements and improvements, if such loss or damage is caused by the owner or resident or by any person for whom the owner or resident is responsible. Each owner or resident shall close all exterior windows and doors when necessary to avoid possible damage from storms or the elements. All damage to the property caused by construction or repair activities within an owner's or resident's Unit, and or Limited Common Elements, appurtenant thereto or to the Common Elements by the moving of any article therefrom or by the carrying of any article thereto, shall be paid for by the owner or resident responsible for such construction or repair activities or the presence of such article.

An owner or resident shall promptly reimburse the Association for the cost of any damage to the property caused by that owner or resident or person for whom that owner or resident

is responsible.

OWNER AND RESIDENT CONDUCT

The Regency House employees are to be treated with the same dignity and respect as we expect them to have for all owners and residents.

PARKING

All parking spaces in the parking garage and around the building are the property of the Association and permission to use any space is granted by a revocable license. Garage spaces are assigned by Management and are not transferable. Vehicles without assigned spaces and oversized vehicles must be parked off the property or be subject to towing at the owner's/resident's expense. Owners and/or residents must park vehicles in their assigned parking space within the garage at all times.

All contractors and delivery vehicles must park in the designated spaces along the northwest corner of the property during business hours - Monday through Friday, 8:30 a.m. to 5:00 p.m.

After 5 p.m., all surface parking spaces are available for guests. Owners and residents are permitted short term parking only (2 hours or less) in surface spaces (outside the parking garage). Please adhere to this time frame as surface spaces are limited. Violators may have stickers placed on their vehicle windows notifying them of this rule. A fine may be assessed at the rate published in the Schedule of Fines maintained by the Management Office on a per incident basis for overtime parking. If there is a fourth occurrence, the car may be towed at the owner's expense. Vehicles of repeat violators will be subject to towing without notice at the owner's expense.

Vehicles cannot be stored in the parking garage. After notice, such vehicles may be subject to towing without further notice and at the owner's expense.

If you find another vehicle parked in your space, please report the problem immediately to the Concierge or Management Office. They will assist you in locating a vacant space in which to park. Please do not park in another vacant space if your space is occupied. This will only complicate the problem.

Please observe the No Parking-Tow Away zones that are posted at the front of the building. This area is a Fire Lane and must be kept clear at all times. Towing is enforced at the owner's and/or resident's expense.

The Association is not responsible for damage or loss to any vehicles while parked on Association property, nor shall it be responsible for any damages associated with enforcing these rules.

PEST CONTROL

The Regency House provides for an ongoing pest control program for all Common Elements and the individual Units. This program cannot be successful unless owners or residents allow spraying of their Units on a regular basis. For additional information, please contact the Management Office.

PETS

Please refer to the separate Pet Rules and Regulations, available in the Management Office, which all owners and residents with pets are required to comply.

POST OFFICE

The post office serving The Regency House is the Greenbriar Station at 3740 Greenbriar Drive. The phone number to call for hours of operation is 800-275-8777.

RECYCLING

Recycling is available in the basement trash room. Bins are available for plastic, paper, glass, aluminum and cardboard. Please rinse all cans and bottles and break down cardboard boxes before placing in the bins.

The nearest City of Houston's Recycling Center is located at 5900 Westpark Drive. It is open from 8:00 am to 5:00 pm Monday to Saturday and accepts computers, batteries, tires, and latex paint in addition to the previously mentioned items. For a detailed list of items they accept go to Westpark Consumer Recycling Center or call 713-668-9551.

RENOVATIONS AND REPAIRS

Renovations, repairs, alterations, additions or improvements ("Work") to any Unit or the Limited Common Elements appurtenant thereto shall NOT be undertaken or commenced without first getting written approval from CSC. All Work is subject to the conditions and terms contained in the Contractor Rules and Regulations and the Unit Remodeling Requirements and Guidelines available from the Management Office.

Each written request for approval shall be submitted to the CSC and include a scope of work, detailed plans of the Work with all required architectural and engineering drawings and specifications included for the CSC to sufficiently ascertain the adequacy of the Building Systems to support the proposed Work and satisfy the quiet enjoyment of other unit owners or residents. All third party costs incurred by the Association in the hiring of experts to evaluate the Work and the suitability of the Building Systems to support the Work shall be chargeable to the Owner or resident submitting such request. No demolition of any part of a Unit or the Limited Common Elements appurtenant thereto shall commence without the prior written approval from the CSC which consent may be predicated on the status of any pending approvals for the Work. A non-refundable fee as published in the Schedule of Fees maintained by the Management Office will be assessed for each project to help defray the Associations costs in connection with the Work.

RIGHT TO HEARING

An owner may request in writing a hearing before the Board regarding an alleged breach of these Information, Rules and Regulations, the By-Laws and/or Declaration by the owner or a resident of the owner's unit. The Board will schedule a hearing within 30 days of receiving the owner's written request. At the hearing, the Board will consider the facts and circumstances surrounding the alleged violation. The owner may attend the hearing in person.

ROOF

Access to the roof of The Regency House is not permitted at any time without the specific written authorization of Management. The Association assumes no responsibility or liability for any and all damages or injuries of any kind or character associated with roof

access.

SCHEDULE OF FEES AND FINES

A current Schedule of Fees and Schedule of Fines is maintained in the Management Office and a copy of each may be requested during normal office hours.

SECURITY AND SAFETY

Each owner or resident is solely responsible for his or her own safety and for the safety, well-being and supervision of his or her guests and any person on the property to whom the owner or resident has a duty of care, control and custody. The Association, its directors, employees or agents, shall not in any way be considered an insurer or guarantor of security within the property. Neither shall the Association, its directors, employees or agents be held liable for any loss or damage by reason of failure to provide adequate security, or ineffectiveness of security measures undertaken. The Association expressly disclaims and disavows any and all representations and warranties, either expressly or implied, including any warranty of merchantability of fitness for any particular purpose, relative to any fire protection, burglar alarm systems, access control systems, patrol services, surveillance equipment, monitoring devices, or other security systems (if they are present) or other measures recommended, installed or undertaken within the property.

Each owner or resident, guest and invitee assume all risk for loss of or damage to his or her person, to his or her Unit, to the contents of his or her Unit and to any other of his or her property on Association property.

It is important that all who live at The Regency House cooperate in maintaining an effective safety program. For example, if you observe a suspicious person or activity, you should immediately report such an incident to the Management Office, 713-523-3608 or the Concierge. The Concierge Desk phone number is 713-523-3607. Call 911 if there is an emergency.

SMOKING

Smoking is prohibited in any of the inside Common Elements of the building, including the lobby, hallways, elevators, basement, restrooms, parking garage, storage rooms, fitness room, equipment areas, laundry room, or within 25 feet of any covered area.

A fine may be assessed at the rate published in the Schedule of Fines maintained by the Management Office on a per incident basis for smoking in violation of these rules. This fine applies to owners and/or residents and any other person who violates this rule, such as but not limited to contractors.

Due to the construction style of the building smoke can easily travel into the Common Element hallway and the ceiling plenum and into adjacent units. This second-hand smoke can be a health hazard and cause an infringement on the quiet enjoyment of other Unit owners.

Unit owners who allow smoking within their Units are required to have air filtration systems that are rated for the size of their Unit and shall take such measures as are reasonably necessary to provide proper ventilation exhaust systems to prevent smoke from traveling into the common hallway and other adjacent units.

SOLICITING

Door-to-door solicitation or distribution (whether by electronic mail or other means) of any Non-Association publications, letters, mailings, flyers, petitions, advertisements and or similar such materials (unless originating from the United States Postal Service deposited directly into owners' or residents' mailboxes by the postal carrier) is strictly prohibited within the building or to any individual Unit owner or resident, whether by an owner, resident or non-resident. In the event of a violation of this provision, the owner/resident and or person(s) for whom the owner/resident is responsible may be subject to a fine assessed at the rate published in the Schedule of Fines maintained by the Management Office per violation (each Unit in addition to each electronic mail addressee constitutes one violation) per occurrence.

STAIRWELLS

Stairwells are emergency exits. Under no circumstances may anything be stored in the stairwells. There are battery backup lights in the stairwells in case of a power outage.

STATEMENTS –MAINTENANCE AND SPECIAL ASSESSMENTS

Please see the current Regency House Collection Policy for the terms, definitions, and policies regarding the Monthly Maintenance Fee, Special Assessment Fee, and miscellaneous fees.

The Association offers multiple forms of direct payment including electronic funds transfer (ACH) and payment by check or money order for monthly maintenance fees, special assessment fees, and any miscellaneous fees. It is the responsibility of owners to set up payment under one of the offered options. No monthly statements will be provided but are available upon request.

STORAGE SPACES

Each Unit is entitled to one storage locker. Storage lockers are located in the basement. Residents are reminded that these lockers are not air conditioned or secure. No flammable or hazardous substances may be stored in the storage areas. It is suggested that items of personal or monetary value not be stored in this area. Owners/residents are responsible for obtaining their own insurance on their personal property stored in these areas. The Association accepts no liability for loss of or damage to items in the storage areas. Please do not store items outside your storage space. Such items will be removed and discarded immediately. Locks should be placed on all storage closets. Keys to the outer doors of the storage lockers are located in the basement next to the valet room.

SWIMMING POOL

There is no life guard on duty at the pool at any time. No diving is permitted. In case of emergency call 911 (a phone is located in the pool house). Children under the age of 16 should not use the pool without adult supervision. Use of the pool is restricted to Regency House owners, residents and their guests. No glass containers of any kind are permitted in the pool area. Avoid objectionable noise and loud music. There is no swimming after 10 p.m. Please use towels on all pool chairs and chaise lounges. Clean up after yourself, place rubbish or refuse in waste receptacles. Remove all floats, toys and pool paraphernalia after use. Do not leave any items at the pool as they will be discarded. Schedule requests for pool parties with the Management Office. Please note pool capacity is 28 persons.

TRASH

Trash wrapped or placed in plastic bags and securely tied can be put down the trash chute located on each floor or taken to the Trash Room in the basement. Items too large to be placed in the chute must be taken to the basement. Please do not put cat litter or pet waste down the trash chutes or flush down the toilets, as this may cause damage to the sewage system and/or burst and become a hazard to the health of homeowners and staff members. Pet waste must be tied in a bag, and then taken to the basement trash room or dumpster. Please refer to the Pet Rules and Regulations for responsibility for damages and/or fines in the event of violation of this provision.

The Regency House recycles. Large bins for this purpose are located in the trash room. Sorting is not necessary, and there is a separate bin for cartons.

Owners or residents shall arrange privately for removal of discarded furnishings or any unusually large volume of debris, at owner's or resident's sole expense.

USE OF UNITS

Units are for residential purposes only and are not to be used for any business, trade or profession. Individual home offices may be allowed if there is no outside traffic, heavy mailing or delivery of packages.

Owners and/or residents may not use the property or any Unit for unlawful activities. Owners and residents shall comply with all applicable laws and regulations of the United States and of the State of Texas, and with ordinances, rules and regulations of the City of Houston, County of Harris, Texas. An owner or resident who violates this provision shall hold the Association and other owners and residents harmless from all fines, penalties, costs and prosecutions for the owner's or resident's violation or noncompliance.

No Unit may be used in any way that: a) may reasonably be considered annoying to occupants of neighboring Units; b) may be calculated to reduce the desirability of the property as a residential community; c) may endanger the health or safety of other owners or residents, or d) may reasonably interfere with others' right to quiet enjoyment.

VACATION

Please notify the Management Office in advance of any extended vacation or other lengthy absence from the building.

VENDING MACHINES

Vending machines containing an assortment of snacks, cookies, chips, soft drinks, etc. are located in the basement. These machines are available 24 hours a day.

VIOLATION OF THESE RULES

In the event that any owner or resident violates any of the Rules and Regulations contained herein, the Association may levy a fine at the then current rate as covered under the Schedule of Fines maintained by the Management Office. These Information, Rules and Regulations are in addition to and shall in no way whatsoever detract from the rights of the Association under the Declaration, By-Laws, Articles of Incorporation, and the laws of the State of Texas. Owners and residents are expected to be familiar with, and comply with all rules and regulations that are in the Declaration, By-Laws, Information, Rules and Regulations, and any other policy or rules and regulations established by the Association which are either provided to each Unit owner or lessee at or prior to

closing or move-in or upon creation, or provided when such document is created or revised.

The information, rules and regulations provided for herein are subject to being revised, replaced or supplemented by the Association's Board of Directors from time to time. If any of the rules and regulations are determined to be invalid or unenforceable, the remainder of the rules and regulations shall remain in full force and effect.

For definition purposes, "Association" and "The Regency House" are used interchangeably and are defined as one and the same and include Management, Employees, Board and Officers.

VOTER REGISTRATION

The Regency House is located in voting precinct number 0139. To register to vote or to change your voter registration to precinct 0139, please call the Voter Registration Department for Harris County at 713-274-8200 or go to the Harris County Tax Office/Voter Registration website for the appropriate form or application.

UTILITIES - ELECTRICITY AND WATER SERVICE

Electricity and water service are provided by The Regency House. It is not necessary to initiate or discontinue electricity or water service to your Unit. Electricity, water and sewer charges are part of the monthly maintenance fee and represent a major part of the building's operating expenses. Owners and/or residents shall repair at his or her sole cost and expense leaking plumbing as soon as possible. If you need assistance, please contact the Management Office.

WEBSITE

The Regency House website (www.regencyhouse.org) is available to all residents, guests and the general public. The website contains the Association Documents, New Homeowner Documents, all Information, Rules and Regulations, Association Policies, Meeting Agendas and Minutes, Financial Information, and Forms.

There is a secure log-in tab for homeowners to access information not made available to the general public. A username and password are required to access this portion of the site. Please contact the Management Office for this information.