

Williamsburg Place
Rules for Residents
Approved January 13, 2015

The purpose of these rules is to keep the property safe and enjoyable for all residents. The rules apply to all owners and their families, tenants, and guests. The rules are automatically a part of each lease (even if they are not attached). All homeowners are required to provide a copy of this document to all tenants and ensure that they understand and abide by them. Homeowners are responsible for the actions of their tenants, visitors and guests while on site.

The rules are only intended to expand upon and clarify the Declaration & Bylaws. Be sure to read and conform to the Declarations, Bylaws, Policies and Rules.

Common Areas

1. Any area outside of a dwelling's four walls is classified as a common element. Common elements are not the private property of any one owner.
2. Parking spaces, walkways, driveways, or any other common elements may not be made impassable or unusable at any time.
3. Common elements should remain free of any resident's personal items. Small items (such as door mats and plants) may be kept inside the buildings, but must be removed if any four-plex resident objects to the item.
4. Attic storage is strictly prohibited. Any articles found will be disposed of immediately and the responsible party will be fined.

Designated Parking & Driveways

1. Vehicles must be parked within designated parking spaces only.
2. Two numbered parking spaces are assigned to each unit and are to be used solely by the resident or their guests.
3. If someone has parked in your space, you may request that they be towed by calling the management company.
4. Inoperable vehicles may not be kept on the property. All vehicles must have current registration and inspection tags to be considered operable.

Trash Collection

1. All trash must be placed in sealed bags and set out between 4 a.m. – 9 a.m. on collection days. (Currently, these days are Monday, Wednesday and Friday. Do not set trash out on Federal holidays.)
2. A resident may take household trash to the dumpster in the alley at any time.
3. Bulky trash (sofas, construction debris) must be taken to the dump.

Laundry

1. Washers and dryers may be used between 8 a.m. and 10 p.m. daily. Machines must have finished their cycle by 10 p.m.
2. Read instructions on the machines and follow the instructions carefully.
3. Report any laundry maintenance issues to the responsible board member, posted in the laundry area.

Disturbance of the Peace

All residents have the right to peaceful enjoyment of their homes. Residents must avoid disturbing other residents with loud noise or other behavior that would constitute a breach of peaceful enjoyment.

Drapes, Blinds and Curtains

1. All draperies, drapery linings, shutters, and blinds visible from the exterior of any condo must be of a neutral, white or off-white color and in good condition. No window may be covered with any other material.
2. Windows may not be tinted.
3. The small bathroom windows may be frosted, or have frosted film applied. The frost must be plain white, with no patterns, and cover the entire pane. Scratched or damaged frost must be removed or replaced.

Occupancy

The board considers the units as two bedroom units, and follows City of Dallas occupancy guidelines.

Pets

1. Residents may have no more than two pets.
2. Pets may not be kept on the balconies or patios, although they may be on the balcony or patio with their owners.
3. Pets on the grounds must be leashed and accompanied by a person capable of controlling the pet.
4. Pets will be kept in such a manner so they do not disturb the other residents. If a pet disturbs other residents, the owner may be required to remove the pet permanently.
5. No pets are allowed on or about the swimming pool premises.
6. Residents are responsible for removing all animal waste from the property. Texas State law requires all pets must be cleaned up after by responsible party.
7. Residents must not feed stray animals.
8. The Board of Directors has the right to grant approval or disapproval on a case by case basis of pets that do not conform to the existing rules and regulations, and to allow for fair housing and disability issues.
9. Do not feed any animals outside. Food may not be left on patios, balconies, or in the common areas that may attract animals. This includes birdfeeders.

Construction & Remodeling

1. Loud work may be done only between 9:00 a.m. and 5:30 p.m., Monday through Friday.
2. Homeowners may use power tools on the weekends between 10:00 a.m. and 4:00 p.m. for brief periods.

Patios – Balconies

1. Patios and balconies should be kept neat, uncluttered and clean.
2. Patios and balconies are not to be used for storage.
3. Do not hang garments, rugs, signs, etc., on patios, balconies, windows, or anywhere in the common areas.
4. Outdoor carpet or any other permanent or semi-permanent flooring is prohibited from all second floor balconies.

Swimming Pool - Club House

1. The pool and pool patio may be used from 8:30 a.m. until 10 p.m. on weekdays; 8:30 a.m. until 12:00 midnight weekends or evenings before a holiday.
2. An adult occupant must accompany minors under the age of 16 – No Exceptions.
3. Proper swimwear is required.
4. No pets are allowed in the pool or on the pool patio.
5. No diving into the pool.
6. No items made of glass or containing glass in the pool area.
7. All trash must be put in containers provided.
8. Rules are posted in the pool area. It is the responsibility of all residents and their guests to adhere to the rules.
9. The homeowners' association is not liable for any accident caused by ignoring these rules.
10. There is no lifeguard on duty. In case of emergency use your cell phone or the phone in the box attached to the club house to call 911.
11. Residents may reserve the club house for social functions through the management company. The resident is responsible clean-up after the function. The resident will be responsible for payment of damages and repairs.

Reporting Violations

Please direct complaints, rule violations, or common area repair requests to the management company:

Nolan Management Company
PO Box 720517
Dallas, TX 75372
214-824-1500
pat.fixit@gmail.com

If you observe a violation of these policies or any law or ordinance, you have the following avenues available to resolve the problem. Please use the one most appropriate for the situation.

1. Speak to the person violating the rule. They may not know that they are in violation until you tell them.
2. Provide a written complaint to the management company. The management company will then respond to the reported violation.
3. Call the Dallas Help phone number, 311. The City of Dallas will enforce most violations of the City code involving pets, fire safety and most other city ordinances.
4. Call 911. Use this approach to report crimes, disturbing-the-peace complaints or any violation that could become an immediate health or safety hazard

Fines

Failure to comply with any of these rules will result in a warning letter, giving the resident adequate time to comply. If the violation continues, an initial fine of \$50 or more will be charged to the homeowner.

Continuing or subsequent violations of the same type will result in a fine of \$100 or more per month or portion thereof without prior notification by the Board of Directors or its designee.

Owners are responsible for the actions of their tenants and visitors.

Appeals

After a written notice of violation, the owner has the right to appeal within 30 days of the date on the notice of violation. All appeals must be in writing, and sent to the management company.

After an appeal is received, the owner will be invited to a hearing before the board at the next regularly scheduled board meeting.

Should an appeal be heard, the board will issue its written decision within 30 days after the hearing. Board decisions are final.

If the owner does not request a hearing within 30 days, the matter is considered closed.

Any fines issued must be paid within 60 days of the original notice of violation.

Failure to pay fines may result in further fines and penalties.