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NOTICE  
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## SECOND AMENDED RULES AND REGULATIONS

OF

### MARLBOROUGH SQUARE, SECTION I, OPERATING UNDER THE ASSUMED NAME OF STRATFORD TOWNHOMES ASSOCIATION

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The following Rules and Regulations were adopted by the Board of Directors on July 2, 2014, to clarify the Declaration and Bylaws of Marlborough Square, Section I, as amended from time to time (collectively referred to as the ADeclaration@). Effective as of the adoption date, these Second Amended Rules and Regulations supersede all prior Rules and Regulations. In the event of any conflict between the Declaration and these Rules and Regulations, the provisions of the Declaration will govern.

A. General

All owners shall promptly and completely comply with each of the Rules and Regulations herein contained. Further, owners shall be responsible for the prompt and complete compliance of their tenants, any other occupants of their townhomes and guests, with each of the Rules and Regulations herein contained. Owner will be responsible for providing any tenant of owner=s townhome with a copy of the most current rules and regulations and any revisions or changes; and owner=s failure to do so will result in the owner being held responsible for any and all of their tenant=s vioations.

1. Noise

Owners, tenants, and their guests shall exercise extreme care to minimize noise and in the use of musical instruments, radios, televisions, amplifiers, loud speakers, computers and any other electronic or technological unit or device so as not to disturb the other owners and tenants, and shall promptly abate any noise upon request by any other owner or tenant.

2. Garage Doors Closed

Garage doors must be kept closed at all times except when in use for ingress or egress.

RP 092-19-0869

3. Signs

With the exception of the Supplemental ACC Rule ADisplay of Religious Items@ filed at Harris County Clerk=s File No. 20120016051, no sign of any kind shall be displayed to public view at any townhome except (i) for 1 sign, being not more than 4 square feet in area which may be placed inside the front window of any townhome advertising said townhome for sale or rent, (ii) sign or sticker notifying that an alarm or animals are in the townhome being no larger than 5 inches by 5 inches may be displayed in front windows, including the front door, and garage door windows, and (iii) one alarm sign attached to a stake with the sign being no larger than 10 inches by 10 inches and being no taller than a combined height of 20 inches above the ground may be displayed the front flower bed adjacent to the front door.

4. Parking

Parking on the North Drive, the South Drive, the westernmost curb of the West Drive and behind garages is prohibited by fire regulations (these areas are referred to as AFire Lanes@ in these Rules and Regulations). Parking in front of the mail room is only for mail pick up by owners and tenants. Unattended vehicles (including those of owners and tenants) parked in front of the mail room are prohibited. Vehicles parked in the Fire Lanes or unattended vehicles parked in front of the mail room will be towed without warning at vehicle owner=s expense.

(a) All owners, tenants and their guests (including workers and contractors) not parked in a garage must park in guest parking and display a Stratford Townhomes Parking Permit in the front vehicle window in a manner such that **the unit number is clearly visible**. These parking permits will be issued to the owner or tenant for guest use.

(b) Owners= and tenants= vehicles displaying parking permits may park in guest parking areas only in one-hour increments.

(c) Owners and/or tenants of a townhome having more than 2 vehicles or with vehicles that do not fit in the garage, shall park such vehicles offsite. In no event shall owners or tenants use the guest parking as their Aadditional@ parking on the townhome property because they have a vehicle which will not fit in their garage or because they have more than 2 vehicles for their unit.

(d) Guest parking is permitted only on the easternmost curb of the West Drive, next to unit 13, the clubhouse/pool area and unit 48.

(i) **This is the only guest parking available for all 72 units.** It is intended for periodic visits of guests and not for the repetitive parking of visitors for



extended periods of time during any week or continually for periods of time exceeding 24 hours.

(ii) Any vehicle parked in guest parking in excess of 2 nights and/or days in any month, will be subject to the same prohibitions as a Tenant for purposes of these parking rules, including the requirement to park such vehicle offsite; and the owner of the townhome shown on the parking permit will be subject to fines.

(iii) Owners and tenants will be responsible for notifying their guests of these parking rules and the consequences of violating these parking rules. In the event that the owner, tenant or their guests violate these parking rules, the owner will be subject to a fine in the amount of \$35.00.

(iv) If the violations continue after the imposition of 3 fines on the owner or the owner fails to pay such fines, then the Association may tow any vehicle of owner, tenant or their guests, with or without a Stratford Townhome Parking Tag and without further notice, at the vehicle owners expense.

(v) Exceptions for home healthcare employees or hospice may be permitted by prior written approval of the Board.

(e) Trailers, boats, large vans, recreational vehicles, large trucks or other such vehicles may be parked onsite for only 1 hour unless parked in a garage.

(f) Vehicles may be parked behind garages for very brief periods for car washing or loading and unloading.

(g) Work vehicles may park behind garages for emergency repairs.

**(h) All vehicles improperly parked whether parked in Fire Lanes (described above), parked without parking permits or with parking permits improperly displayed may be towed without warning at vehicle owner=s expense. Owners violating or allowing their tenants or any guests to their townhomes to violate the parking guidelines in section (d) above will be subject to fines and the vehicles in violation will be subject to towing without notice at vehicle owner=s expense.**

RP 092-19-087

5. Pets and Animals

The following shall apply to any pet or animal of an owner or tenant kept in their unit or brought onto the townhome property by an owner, tenant or their guests. Owners or tenants may keep no more than three domestic household pets in their unit. No owner or tenant shall allow a savage or dangerous animal to be kept, housed or brought into their unit or onto the townhome property. All pets or animals shall be controlled and restrained in such a manner as not to be obnoxious, offensive or a nuisance on account of noise, odor, unsanitary conditions or behavior towards any person or other pet on the townhome property. No pets or animals shall be left unattended in the patio areas or in the common area. No pet food is to be left outside of the unit. All pets and animals must be on a leash or otherwise contained in a cage or other appropriate receptacle when outside a unit. Owners and tenants shall immediately remove any pet feces and dispose of it in the garbage in a plastic bag or other container according to city disposal requirements. Disposal into sewer drains and flower beds is not appropriate. No pets or animals are allowed inside the pool or pool area. The Board reserves the right to direct the removal of any pet or animal in violation of this section. For all pets and animals brought upon the townhome property by an owner, tenant or their guests, the owner shall indemnify and hold harmless the Board for any loss, damage or liability which the Board may sustain as a result of the presence of such pet or animal on the townhome property. Owners are responsible for the repair of any damage and the reimbursement of any loss caused by any pet or animal of owner or tenant or brought on the townhome property by the owner, tenant or their guests.

6. Pool

The pool is for use by only owners, tenants and their guests.

There is no lifeguard on duty.

Owners, tenants and their guests swim at their own risk.

Pool Hours are 8:00 AM to 10:00 PM only.

The Rules are as follows:

- No children under 16 without adult supervision.
- No pets or other animals inside the fenced area.
- No glass or breakable items allowed.
- No horseplay, running or diving.
- No loud noise, or offensive language or activities.
- No smoking allowed in the pool area.
- Pool gate must remain closed and locked at all times. Climbing over the fence or gate is prohibited.

These Rules shall be subject to change at any time by the Board and shall be effective when the same are posted at the Pool.



7. Insurance  
All owners shall carry full owner=s insurance on their townhomes as set out in the Second Revised Insurance Amendment.

8. Holiday Decorations  
With the exception of the Supplemental ACC Rule ADisplay of Religious Items@ filed at Harris County Clerk=s File No. 20120016051, Residents may display holiday decorations on the exterior of their townhomes not more than 48 hours prior to the actual holiday, and all such decorations must be removed within 48 hours after the actual holiday. Except that winter holiday decorations may be displayed from December 1<sup>st</sup> until January 2<sup>nd</sup> by which time all such decorations must be removed. The Board may impose fines on any owner if the decorations on owner=s townhome are in violation of this section.

9. Garage Sales  
Garages sales are not permitted on the Stratford Townhome property.

10. Right of First Refusal  
According to the Declaration, Stratford Townhomes has the Right of First Refusal for all sales and leases. A copy of the proposed sale or lease contract must be submitted to the property manager as set out in the Declaration prior to any sale or lease or that sale or lease will be void.

B. Construction, Decoration, Maintenance, Alteration and Repair

The exterior portion of the townhomes is subject to the provisions of the Declaration as amended (**particularly by the Third Amendment**) and these Rules and Regulations. Owners and tenants must receive prior from approval the Board and/or ACC before making any repairs, modifications, or improvements to the exterior portion of the townhome that is visible from the ground level of any other townhome or the common area. Contact the property manager before beginning any projects.

1. Exterior Appearance  
Owners are to keep their townhomes, which shall include their garages, patios, doors and any roofs or other coverings of their front porches, in good order and repair. Owners have a duty to promptly report to the Association any problems or damages or suspected problems or damages to parts of the townhome property or townhomes that the Association is responsible for. A full description of the items that the owners are responsible for is set out in the Third Amendment to the Declaration.

RP 092-19-0073

2. Exterior Construction, Decoration, Maintenance, Alteration and Repair

No owner shall have the right to modify, alter, paint, repair, improve or otherwise change the appearance or nature of the exterior portion of a townhome, without the prior written approval of the Association through its Architectural Control Committee (AACC@) which will serve at the request of the Board.

(a) Architectural Control Committee To aid the ACC in making its determination, owners will cooperate with the ACC and will submit in writing all information, forms, plans, specifications, drawing and other information requested by the ACC and on the forms promulgated by the ACC from time to time. Failure or refusal of the ACC to approve or disapprove the request within 20 days after submission of all information requested by the ACC will be deemed to be disapproved. An Owner may request a hearing before the Board to contest a determination of the ACC, not later than the 30<sup>th</sup> day after the date of disapproval and the determination of the Board will be final. The Association may remove any alteration, replacement or modification which is not approved by the Association at the Owner=s expense.

(b) Landscaping, Decoration, Redecoration, Change in Appearance No owner shall have the right to modify, alter, landscape, decorate, redecorate, improve or otherwise change the appearance or nature of grounds and common areas, which include the flower beds, and the front porches of the units without the prior written approval of the Association through a Landscaping Committee, if any, which will serve at the request of the Board. The Association may remove any landscaping, decoration, redecoration or change in appearance which is not approved by the Association at the Owner=s expense.

(c) Obligations of Association and Owners Obligations for all repair, maintenance and replacement related to the townhome will be at the expense of the Owner except as set out in the Declaration.

(d) Patios No fences, patio covers or exterior walls, visible from the ground level common areas may be erected or maintained except such as are installed in accordance with the initial construction or with prior written approval of the ACC.

(e) Maintenance and Drainage Owners are to maintain patio drainage so that water flows away from the foundation of the home and garage and into the storm sewer drain from all four surrounding sides. Spigots and hose couplings in the patio area and interior plumbing in the townhome must be kept in good repair and free from leaks. Failure to keep them in good repair and free from leaks could result in foundations problems.

PP 092-19-0874



(f) Front Porch The pavers of the front porches are part of the Common Areas and will be maintained by the Association, except that Owners may at their expense, place plants in decorative pots on the pavers subject to these rules and regulations and any rules of the Landscaping Committee. All plants must be in decorative pots which shall include molded decorative plastic, ceramic, clay, or concrete. Approved pots do not include most plastic or rubber containers in which plants are routinely sold to the public.

(g) Patio Landscaping by Owners No owner or tenant may plant anything other than in their patio area. An owner or tenant may place and maintain potted plants on their front stoop; even though the pavers of the front stoop are included in Common Areas and the Association will have no responsibility for any such plants and shall only be responsible for maintaining the pavers. Any damaged pots or dead plants must be removed promptly by owner. The Association reserves the right to request removal of excessive or unsightly plants or to remove same at owner=s expense. Plantings in the patio area may not exceed the height of the wall surrounding the patio without prior approval of the Board.

(h) Front Doors Front doors must be in good condition at all times and must be paneled and made of smooth wood, metal or fiberglass. Decorative windows are only permitted in the top 1/5 of the door. Storm doors may only be a full door of clear glass with white metal framing. Owner must obtain written ACC approval prior to any repair, painting, replacement or alterations of the existing doors or the addition of a storm door.

(i) Front Light Fixtures Owners must maintain, repair and keep in working order, the outside light fixture(s) located adjacent to their front door(s). The front light fixture(s) shall be made of the same metal as the hardware on the front door. Any replacement or alterations must be approved by prior written consent of the ACC.

(j) Front Exterior Hardware All hardware on the front door or at the front exterior of the front door, including the front light fixture, must be of the same material and color. Any replacement or alterations must be approved by prior written consent of the ACC. All numbers for the Townhome unit will be placed on the door as approved by the ACC.

(k) Exterior Garage Light Fixtures and Numbers The Association will be responsible for the maintenance and replacement of all unit numbers above the garages, the light fixtures on the exterior wall adjacent to the garage door and the lights bulbs for such light fixtures.

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(l) Garage Doors and Framing Garage doors are to be kept in good repair at all times. Garage doors must be replaced with the same type of paneled doors consistent with those on the property. Owner must obtain written ACC approval prior to any repair, painting, replacement or alterations of the existing garage doors and the framing.

(m) Garbage Doors and Framing Garbage closet doors are to be kept in good repair at all times. Garbage doors and door knobs must be replaced with the same type of smooth door consistent with those on the property. Owner must obtain written ACC approval prior to any repair, painting, replacement or alterations of the existing garbage doors, framing or door hardware.

(n) Roofs Owners must maintain and repair their roofs, including metal roofs, in compliance of the standards and specifications set by the set by the Board and administered by the ACC. Owner must obtain written ACC approval prior to the replacement of any roof.

(o) Windows No broken or cracked windows are permitted and must be replaced promptly. ACC approval is required prior to the replacement of any window(s). All requests must be submitted in writing on forms promulgated by the ACC with specific details as to appearance, configuration, color, size, design, type of glass, solar coating and identification of the company performing the replacement. A window which is in the front door is governed by the rules and regulations related to front doors. Owners will have discretion over the windows and window screens on the backs of their units which are not visible from ground level of any other unit or common area. Any windows visible from ground level will be subject to the regulations noted above.

(p) Window Screens All window screens must be kept in good repair. Damaged or torn screens must be replaced or removed promptly. If any window screen is removed, all window screens must be removed on either the front or back of the unit as applicable. All window screens on the front of the unit must be the same size and may be either half screens or full screens. Owner must obtain written ACC approval prior to the replacement.

(q) Blinds and Window Treatments Only, white mini-blinds, blinds or shutters are permissible on windows on the fronts of the units and all windows on the backs of the units which are visible from ground level; and all draperies on those windows shall have white linings in order to maintain a uniform exterior appearance. The only exception will be on the interior patio windows not visible from ground level. (The windows on the patio decks of units 49-60 are considered exterior patio windows visible from ground level and must comply with this section.) Window

RP 092-19-0076



coverings such as bed sheets, towels or those which adhere to the interior of the window, such as foil or adhesive paper, are prohibited. Torn, broken, bent or otherwise damaged window coverings must be replaced or repaired promptly.

(r) Foundation Maintenance and repair of the foundation of the townhomes and the cost of same will be governed by the provisions of the Third Amendment. Each owner and tenant has the responsibility of reporting any foundation concerns for their unit to the management company for further investigation.

(s) Installation of Electronic Receivers and Wiring Regarding the placement of satellite dishes and antennas and other devices and the wiring required for their installation:

(i) If possible, satellite dishes and antennas should be mounted on the back section of the roof of the unit, so as not to be seen from the front or side of the building.

(ii) Satellite dishes, antennas and any other receiver apparatus may not be installed on the firewalls of units and may not otherwise create a safety hazard.

(iii) Wiring to or from any device may not be visible along the exterior walls of a townhome of the building containing the unit.

(iv) All distant television signals, radio and amateur radio and internet service installations must be approved in writing by the Board prior to installation if it is visible from the front or side of the building.

(v) The Association reserves the right to request removal of excessive or unsightly wiring or installations in violation of this rule.

### 3. Imposition of Fines

The Board may impose on the owners of any townhome, fines for the failure of owners, their tenants, or other occupants of the owners= townhome, or guests to comply with these Rules and Regulations in the following amounts:

(a) Failure to follow the Rules and Regulations after written notification of any violation (except for parking violations and owner=s failure to provide any tenants or other occupants of owner=s townhome with copies of the Rules and Regulations) will result in a \$50.00 fine for each violation.

(b) Once a fine is assessed, the owner may request a hearing before the Board to contest the fine not later than the 30<sup>th</sup> day after the date of the written notice.

ACCORDING TO THE TEXAS RESIDENTIAL PROPERTY OWNERS PROTECTION ACT, YOU MAY REQUEST A HEARING ON OR BEFORE THE 30<sup>TH</sup> DAY AFTER THE DATE YOU RECEIVE THIS NOTICE. IN ORDER TO HAVE THIS HEARING, YOU MUST SUBMIT A WRITTEN REQUEST TO STRATFORD TOWNHOMES ASSOCIATION %PROPERTY MASTERS, INC., 11311 RICHMOND, SUITE L-103, HOUSTON, TX 77082. THE BOARD OF DIRECTORS OR A COMMITTEE APPOINTED BY THEM WILL HOLD A HEARING NOT LATER THAN THE 30<sup>TH</sup> DAY AFTER THE BOARD RECEIVES YOUR WRITTEN REQUEST. YOU WILL BE NOTIFIED OF THE DATE, TIME, AND PLACE OF THE HEARING NOT LATER THAN THE 10<sup>TH</sup> DAY BEFORE THE DATE OF THE HEARING. IF THE DATE SELECTED IS NOT CONVENIENT FOR YOU, YOU ARE ENTITLED TO ONE POSTPONEMENT OF NO MORE THAN TEN DAYS FROM THE ORIGINAL HEARING DATE. EITHER PARTY MAY MAKE AN AUDIO RECORDING OF THIS HEARING.

(c) Fines related to parking violations are shown on Exhibit AA@ to these Rules and Regulations.

(d) Any changes in the amount or conditions or acts resulting in the imposition of fines will be effective 15 days after notice of same has been mailed to owners at their last known addresses by regular mail.

#### 4. Notice

(a) Any notice to owners will be mailed to owners at their last known addresses. Owners are required to provide the Association with their current addresses if different from their townhome addresses. Unless and until the Association has received written notice of any change of address, the townhome address will be deemed to such owner's last known address.

(b) Notice of these amended Rules and Regulations and any future changes in the amounts, conditions or actions related to fines set forth in these Rules and Regulations will be mailed to owners at their last known addresses and to tenants at the townhome address by regular mail within 14 days after the effective date.

RP 092-19-0878



STRATFORD TOWNHOME ASSOCIATION

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BY: *Anne E. Hoskin*, PRESIDENT  
Anne E. Hoskin

STATE OF TEXAS  
COUNTY OF HARRIS

The foregoing instrument was acknowledged before me on this the 2<sup>nd</sup> day of July, 2014 by Anne E. Hoskin as President of STRATFORD TOWNHOME ASSOCIATION, on behalf of said Association

*Lesha Englishbee*  
NOTARY PUBLIC STATE OF TEXAS



Kathy Ann Terry  
Attorney at Law  
PO Box 690141  
Houston, TX 77269

*✓*

RP 092-19-0879

RP 092-19-0880

FILED FOR RECORD  
8:00 AM

JUL 18 2014

*Stan Stewart*  
County Clerk, Harris County, Texas

ANY PROVISION HEREIN WHICH RESTRICTS THE SALE, RENTAL, OR USE OF THE DESCRIBED REAL  
PROPERTY BECAUSE OF COLOR OR RACE IS INVALID AND UNENFORCEABLE 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 herein by me, and was duly RECORDED, in the Official Public Records of Real Property of Harris  
County, Texas

JUL 18 2014



*Stan Stewart*  
COUNTY CLERK  
HARRIS COUNTY, TEXAS