

WELCOME TO THE BAYFRONT CONDOMINIUMS

On behalf of the residents of The Bayfront Condominiums, we would like to welcome you to our community. It is a wonderful environment to live in and we hope you will enjoy it as much as we do.

There is a long history of keeping Bayfront a charming and peaceful place, amid lovely grounds, beautiful views and residents who take great pride in their homes here.

In order to keep up the standards and ambiance, which have been maintained for all these years, it is helpful for new residents to have a list of the guidelines and expectations of the community.

In that spirit we enclose for your perusal such a list. It also includes references to some of the By-Laws. (You may access the By Laws in their entirety on the new website at TOWNSQUARE: <https://app.townsq.10/associa/signup> using your acct ID and zip code.

We hope that you will find this informative and helpful as you make your home here.

Thank you and welcome to The Bayfront Condominiums.

The Board.

*Marilyn Smith
Cecilia Peterson
David White.*

The Bayfront Condominium Guidelines and Regulations

The following is a list of guidelines, compiled by residents of Bayfront and includes some Bayfront Bylaws, Board decision rules, and Nassau Bay City Ordinances. This compilation is meant to be a helpful tool to inform homeowners and renters of these items in order that Bayfront continues to present as the "first-class" property that it is, and so that all residents can enjoy the "homes" in which they live.

The best guideline is to have an attitude of consideration for the property and other residents.

Article VII (Page 8) of the Association Bylaws contains other obligations and regulations that affect owners and renters.

You will find several ordinances attached to these Guidelines.

Phone Numbers and emails for Reporting Problems

Kensington Property Management

Daytime number: 281 532 0920

After hours (5pm to 8am and 24 hours on weekends) 281 532 0920

Property Manager: Zar Wade-Gledhill

E-mail: bayfront@kensington.management

Nassau Bay Police:

Business Hours: 281-333-2212

Emergency and After Hours: 281-333-4200 or **911**.

For reporting trespassers: 281-333-4200.

Always be vigilant about strangers on the property. Do not hesitate to call Nassau Bay Police Department. They are here for us and ask that you call them, rather than confront a stranger.

Whenever you notice a problem on the property that needs maintenance please notify our Manager, Zar Wade-Gledhill. Details above.

For any issues you believe the Board needs to be aware of, please feel free to contact one of the Board Members. Do remember that the Board consists of homeowners who are volunteers.

Please report an elevator breakdown to the Management Company:
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We have elderly and/or disabled residents who cannot use the stairs.
If anyone is stuck in the elevator call 911 and get them to use the phone in the elevator which will bring the Fire Dept.

For trespassers or other crimes or City violations, call the Nassau Bay police. *Numbers listed above.*

Please report any exterior electrical outages to Kensington Property Management

Keep a copy of the first page with the numbers in a handy place.

General Guidelines & Information

- * The guest parking area is not to be used for storing automobiles, RV's, boats, trailers, etc. (Please see Bylaws, Article VII, Section 8, paragraph f, pg. 9) These parking spaces are also only for residents and their guests. If you see unauthorized cars parked on our property, please report the license number to the Management Company.

- * Open flame barbeques are not allowed on the balconies.
Electric grills only. Please refer to the Ordinance attached.

- * Do not stack garbage bags so that the bags and other loose items protrude over the top of the dumpsters. Make sure that the lids can be closed, and do not leave trash outside the dumpsters. The collectors will NOT pick up these items. The dumpsters are emptied twice a week on Mondays and Thursdays.

- * If you spill any trash while taking your waste items to the trash area, please clean up the spill.

- * Do not feed birds, ducks, or any wildlife, as any food dropped invites rodents onto our property, into our buildings, and increases bird droppings on balcony railings and the piers.

- * Do not hang clothing, towels, rugs, etc on your patio banisters nor on the fence and umbrellas at the pool area.

- * **PICK UP AFTER YOUR PETS..** The City of Nassau Bay requires that all dogs be on a leash in public places – this includes the private property at Bayfront. See the attached Nassau Bay Ordinances. The mailbox area has receptacles for unwanted mail – **Do not use them for dog waste. Pet waste bags must be kept in your condos until disposed of.**

- * Grocery carts have been provided for residents to take groceries etc. to their condos. Do not leave them in the elevator for someone else to put away or outside your condo door for a long time. Place them back under the staircases quickly to be available for other residents – especially our elderly and disabled. They are to be kept clean and hygienic and are not for use of trash or pet items.

* Garbage bags should not be left outside your door (and this includes pet waste bags) as this is unhygienic and affects the looks of our condo for other residents, guests and prospective buyers. It also invites animals to tear them open. (See By-Laws, Article VII, Section 8, paragraph (i)).

* "No unit shall . . . interfere with the enjoyment of occupants . . . nor shall any nuisance . . . be committed or permitted to occur in or on any unit or upon any part of the common elements of the Bayfront." (Please see Bylaws, Article VII, Section 8, paragraph (c). Whenever you or your guests use any of the grounds (gazebos, lawn, pool, pier, etc.) please do so with decorum and respect for your neighbors. These areas are for your use but are also the gardens of 73 other condos. Make sure that you and your guest's behavior does not disturb, embarrass, or in any other way cause a "nuisance" to other residents. Large loud parties and intoxication disturb the ambience of Bayfront.

* Be aware that disturbing **noises** from condos above and next door transfer easily to other condos. This is especially true when tile or hardwood flooring is installed. Use consideration and avoid annoyances to your neighbors.

* The installation of storage space in the third floor attic areas is not permitted nor is storage allowed in crawl spaces. (City of Nassau Bay Fire Ordinance)

* Do not put any pots on any carpeted area **without a leak proof saucer**, such as plastic. Water seeps through clay and will stain the carpet. Violators will be charged a cleaning fee.

* Maintenance of the front doors, windows, and sliding glass doors is the responsibility of the homeowner. (By-Laws – Art V11 – Para 2b) Residents are to keep their doors painted and clean. Doors mats should be replaced once they show signs of wear. The walkways and door entrances are part of the communal area and are to be kept up in the spirit of harmony and appearance of the property.

Making Renovations

* The Bayfront Condominium Architectural Guidelines.

Any modifications to the outside or inside of your condo, including adding a satellite dish, new windows, guttering, and doors require an application to the Board of Managers for approval. Also for any renovations that will affect the structure of the building or affect other owners in any way.

(The Architectural Guidelines are available from Houston Community Management Services and the Board)

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* The grocery carts are for **resident's use only** and that they must use their own transportation for their materials.

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* They must protect the walls and flooring of the elevators. If they do not comply you will be charged a cleaning fee.

* They must cover up their working areas, including the walkways and staircases. Clean up, and haul away any of their debris each day and after their job completion.

Clean up includes the walkways, stairwells and elevators.

They are not allowed to use our dumpsters for construction material or debris. This includes the mailbox area receptacle.

Again if this is not complied with cleaning fees will apply. A suggestion would be to get them to agree in writing to clean up.

Other Miscellaneous Information

- * A newsletter, the “Bayfront Breeze” is emailed out several times a year and extra copies are supplied in the receptacle above the mailboxes. Residents are invited and encouraged to send in items for inclusion the newsletter.
- * Upcoming events are posted on the bulletin boards above the mailboxes.
- * When deemed necessary Bayfront hires uniformed Police Officers to keep trespassers off our private property, and to help with parking during the Fourth of July and the Boat Parade events. See that your invited guests have your name and condo number to assure entrance to the property.
- * Homeowners can log on to houcomm.com to view and print the Declarations and By-Laws, by using your Account Number. This number can be found on your payment coupons or can be obtained from the Management Company. Renters/Lessees will have to get this information from the owner of the condo.
- * In the event of an evacuation of Bayfront Towers, e.g. for a hurricane: the City of Nassau Bay closes access to various streets throughout the city. Before departing you may choose to register with City Hall for a vehicle sticker for easy access back into the city.
- * It is recommended that you leave a key with the Management office, a neighbor or friend for use in the event of an emergency. Update your information with the Board and Management. This information is kept confidential. If your spare key is not available and entry to your condo has to be forced, you will be held responsible for the expense incurred.
- * If it is necessary to have the water turned off in your condo let our Management Co know. Each condo does not have its own water shut off valve. Water for the condo above and below you will have to be turned off at the same time. Each shut off valves shut off water for three condos in a stack eg: 101, 201, and 301. The residents above and below need to be informed either by you or the Management Co.

* The Association has the property appraised for insurance purposes. A copy of the coverage provided for each unit is available to the owner after the appraisal. The coverage is only for the replacement of the original quality of cabinets, flooring, fixtures etc. Owners should closely examine the replacement cost of items that they have upgraded and seek the advice of their insurance agent regarding supplemental insurance to avoid out of pocket expenses. The Association policy does not include non – installed contents (furniture, décor, personal items, etc.) Owners or renters are responsible for providing their own insurance for such items.

Owners who rent their condos are strongly advised to check with their insurance companies to see if they are adequately covered for a possible problem incurred by the renter.

They are also strongly advised to insist that their renter take out, and maintain renter's insurance for contents and liability. This can easily be obtained for approx. \$20 per month.

*If a renter does not have insurance the owner will be liable for any damage and will incur the cost of the deductible and higher insurance rates.

It is requested that owner's have their dryer vents cleaned on a regular basis as a clogged vent is a fire hazard.

It is requested that the owner's have their chimneys cleaned on a regular basis as these are also fire hazards.

NB: the condos may not be leased for transient or hotel purposes, nor any less than the entire unit. As per our Declaration. P.12 (h)Leases.

Exhibit C of our By-Laws – Art V11 - Page 9 states that no storage of any kind shall be permitted in the parking areas. This includes personal vehicles.

Pool Rules

These rules are posted at the entrance to the pool. Please familiarize yourself and your guests with these rules before entering the pool gate.

1. The Condo Association is NOT liable for accidents or stolen property.
2. Guests must be accompanied by a resident.
3. Children 14 or under must be supervised by an adult.
4. No pets allowed. (Inside the pool gate)
5. No glass objects allowed.
6. Please place litter in trash cans.
7. No horseplay or loud music.

Hours 8am – 10pm

No Trespassing

Please also be aware that our By-Laws state: **"The residents should be considerate of other homeowners when inviting guests, as the homeowners should be given first consideration as to the use of the pool. It is suggested that residents give careful thought before inviting many guests on Saturdays and Sundays when most of the owners will be at home."**

[Bylaws Amendment (p) (1) 1-15-81]

If strangers are using the pool please call the Nassau Bay police.

Common sense and courtesy are requested.

City Ordinances & Requirements

1. Charcoal burners and other open-flame cooking devices are not allowed on the balconies. These are a very dangerous fire hazard. Ref to the Nassau Bay Fire Marshall's correspondence attached stating the 2006 International Fire Code. ***Only electric grills are acceptable.***

Any infraction of this rule will be reported to the Fire Department.

2. Nassau Bay prohibits cats and dogs without a leash. All domestic owned animals **must be leashed when outside** - even on open private property such as Bay front Towers. (Ord. No. 81-276, Art. IX A of City of Nassau Bay)

3. Our Bylaws state that only two small dogs, cats or usual household pets may be kept in any unit. (Article V11, Section 8, paragraph (d) pg.8)
(definition of small dog see <http://www.dog-breed-facts.com/small-dogs.html>)

4. Residents of Bldg A. You have a wired fire alarm system which directly alerts the Nassau Bay Fire Department. ***(It can only be turned off by them.)*** This alarm is extremely sensitive. For example, the smoke from a burnt piece of toast, or remodeling dust can set it off. The alarm is wired so that when your fire alarm goes off, it goes off in everyone's unit in the entire Bldg. A. It also goes off in all the walkways on all three floors of Bldg. A. Please monitor your cooking, and use the stove ventilator so we do not have fires or false alarms. The City of Nassau Bay has incorporated **penalty fees** for false alarms.

5. Do not put flowerpots on the walkway straight ways or stairwells as they can hinder firemen and EMS from access to the units in an emergency. Plants can be placed in the corners by the elevators, corners at the ends of the walkways, and in the inset entrances to the units as long as they do not protrude into the straight ways. (Bylaws, Article VII, Section 8, paragraph (d) pg. 8)

Do not put any pots on any carpeted area without a leak proof saucer (such as plastic), as it will stain the carpet. Violators are liable for cleaning fees.



Nassau Bay Fire Marshal's Office

18100 Upper Bay Road

Nassau Bay, Texas 77058

OFC: (281) 333-4211 FAX: (281) 333-5012

July 6, 201

RE: Bayfront Towers – Open Flame Cooking Devices
351 & 401 Lakeside Drive
Nassau Bay, Texas 77058

Mrs. Smith,

Per your request I have listed the code requirements regarding Open Flame Cooking Devices as specified in the 2006 International Fire Code. Please distribute this to all tenants located at Bayfront Towers. If you have any questions in regard to this matter please contact me directly at 281.336.6291.

Respectfully,

A handwritten signature in black ink, appearing to read "C. Shannahan".

Christopher D. Shannahan
Deputy Fire Marshal
Nassau Bay Fire Marshal's Office

2006 International Fire Code

Section 308 – Open Flames

- **308.3.1 – Open-flame cooking devices.**
Charcoal burners and other open-flame cooking devices shall not be **operated** on combustible balconies or within 10 feet of combustible construction.

- **308.3.1.1 – Liquefied-petroleum-gas-fueled cooking devices.**
LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds [nominal 1 pound (0.454 kg) LP-gas capacity] shall not be **located** on combustible balconies or within 10 feet of combustible construction.

Nassau Bay Animal Ordinances.

Sec. 3-1 Nuisance - Ord. No 81-276, Art 1, Ord. No 91-406, of City of Nassau Bay

An animal shall be considered a nuisance if it damages, soils, defiles, or defecates on private property other than the owner's or on public walks and recreation areas unless such waste is immediately removed and properly disposed of by the owner; causes unsanitary, dangerous, or offensive conditions; causes a disturbance by excessive barking or other noisemaking; or chases vehicles, or molests, attacks, or interferes with persons or other domestic animals on public property, or on private property other than that of its owner.

Residents should be able to walk in the grounds without stepping into dogs waste, which should have been picked up by its owner. This waste should not be placed in the receptacle for discarded mail at our mailbox area.

Sec. 3-4 Animals at large – On private property. Ord. No. 81-276, Art 1X A of City Of Nassau Bay

It shall be unlawful for any person, firm, or corporation owning, or having control over, or having custody of any animal, to permit or allow such animal to be at large upon any private properties, residential or commercial, within the corporate limits of the city. Nothing herein should be construed to prohibit allowing an animal to be at large within a fenced area with the permission of the owner of the premises.

Nassau Bay prohibits cats and dogs without a leash. All domestic owned animals must be leashed when outside – even on private property such as Bayfront Towers.

Sec 3-9 Sanitary Requirements – Ord. No. 81-276 Art X1 of City of Nassau Bay.

It shall be unlawful for any person, firm, or corporation keeping or harboring any animal(s) to fail to keep the premises where such animal(s) are kept free from offensive odors to the extent that such odors are disturbing to the person(s) residing within reasonable proximity to the premises. It shall be unlawful for any person, firm, or corporation to allow premises where animals are kept to become unclean and a threat to the public health by failing to diligently and systematically remove all animal waste from the premises.

Sec. 3-11 Barking and howling dogs. Ord. No. 81-276, Art X111 of City of Nassau Bay

It shall be unlawful for any person, firm, or corporation to keep on his premises or under his control any dog, which by loud and frequent barking, howling, or baying disturbs the peace, rest, quietude, or comfort of any person of normal nervous sensibilities who may reside within reasonable proximity of the place where such dog is kept.

These violations can be reported to Nassau Bay Police: 281-333-2212
The police will first give a warning and thereafter, will start issuing citations.

Violations may also be reported to the Animal Control Officer Troy:
713-770-0702

The Bayfront Condominium Bylaws: Bayfront residents with dogs:

We would like to remind everyone of Article V11 – Item 8d of the Condominium Bylaws which specifically states:

No more than 2 **small** dogs, cats, or other usual small household pets may be kept in any unit, provided always that such household pets shall be allowed on the common areas only as may be specified under reasonable rules therefore promulgated by the Board of Manager. Except as hereinabove stated, no animal, livestock, birds or poultry shall be brought within the condominium or kept in or around any unit thereof. Notwithstanding the foregoing, no pets may be kept on the property which result in an annoyance or are obnoxious to other owners.

(For the definition of small dog see- <http://www.dog-breed-facts.com/small-dogs.html>)

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2. Nassau Bay prohibits cats and dogs without a leash. All domestic owned animals **must be leashed when outside** - even on open private property such as Bay front Towers. (Ord. No. 81-276, Art. IX A of City of Nassau Bay)

3. Our Bylaws state that only two small dogs, cats or usual household pets may be kept in any unit. (Article V11, Section 8, paragraph (d) pg.8) **(definition of small dog see <http://www.dog-breed-facts.com/small-dogs.html>)**

4. Residents of Bldg A. You have a wired fire alarm system which directly alerts the Nassau Bay Fire Department. ***(It can only be turned off by them.)*** This alarm is extremely sensitive. For example, the smoke from a burnt piece of toast, or remodeling dust can set it off. The alarm is wired so that when your fire alarm goes off, it goes off in everyone's unit in the entire Bldg. A. It also goes off in all the walkways on all three floors of Bldg. A. Please monitor your cooking, and use the stove ventilator so we do not have fires or false alarms. The City of Nassau Bay has incorporated **penalty fees** for false alarms.

5. Do not put flowerpots on the walkway straight ways or stairwells as they can hinder firemen and EMS from access to the units in an emergency. Plants can be placed in the corners by the elevators, corners at the ends of the walkways, and in the inset entrances to the units as long as they do not protrude into the straight ways. (Bylaws, Article VII, Section 8, paragraph (d) pg. 8)

Do not put any pots on any carpeted area without a leak proof saucer (such as plastic), as it will stain the carpet. Violators are liable for cleaning fees.



Nassau Bay Fire Marshal's Office

18100 Upper Bay Road

Nassau Bay, Texas 77058

OFC: (281) 333-4211 FAX: (281) 333-5012

July 6, 201

RE: Bayfront Towers – Open Flame Cooking Devices
351 & 401 Lakeside Drive
Nassau Bay, Texas 77058

Mrs. Smith,

Per your request I have listed the code requirements regarding Open Flame Cooking Devices as specified in the 2006 International Fire Code. Please distribute this to all tenants located at Bayfront Towers. If you have any questions in regard to this matter please contact me directly at 281.336.6291.

Respectfully,

A handwritten signature in black ink, appearing to read "C. Shannahan".

Christopher D. Shannahan
Deputy Fire Marshal
Nassau Bay Fire Marshal's Office

2006 International Fire Code

Section 308 – Open Flames

- **308.3.1 – Open-flame cooking devices.**
Charcoal burners and other open-flame cooking devices shall not be **operated** on combustible balconies or within 10 feet of combustible construction.
- **308.3.1.1 – Liquefied-petroleum-gas-fueled cooking devices.**
LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds [nominal 1 pound (0.454 kg) LP-gas capacity] shall not be **located** on combustible balconies or within 10 feet of combustible construction.

Nassau Bay Animal Ordinances.

Sec. 3-1 Nuisance - Ord. No 81-276, Art 1, Ord. No 91-406, of City of Nassau Bay

An animal shall be considered a nuisance if it damages, soils, defiles, or defecates on private property other than the owner's or on public walks and recreation areas unless such waste is immediately removed and properly disposed of by the owner; causes unsanitary, dangerous, or offensive conditions; causes a disturbance by excessive barking or other noisemaking; or chases vehicles, or molests, attacks, or interferes with persons or other domestic animals on public property, or on private property other than that of its owner.

Residents should be able to walk in the grounds without stepping into dogs waste, which should have been picked up by its owner. This waste should not be placed in the receptacle for discarded mail at our mailbox area.

Sec. 3-4 Animals at large – On private property. Ord. No. 81-276, Art 1X A of City Of Nassau Bay

It shall be unlawful for any person, firm, or corporation owning, or having control over, or having custody of any animal, to permit or allow such animal to be at large upon any private properties, residential or commercial, within the corporate limits of the city. Nothing herein should be construed to prohibit allowing an animal to be at large within a fenced area with the permission of the owner of the premises.

Nassau Bay prohibits cats and dogs without a leash. All domestic owned animals must be leashed when outside – even on private property such as Bayfront Towers.

Sec 3-9 Sanitary Requirements – Ord. No. 81-276 Art X1 of City of Nassau Bay.

It shall be unlawful for any person, firm, or corporation keeping or harboring any animal(s) to fail to keep the premises where such animal(s) are kept free from offensive odors to the extent that such odors are disturbing to the person(s) residing within reasonable proximity to the premises. It shall be unlawful for any person, firm, or corporation to allow premises where animals are kept to become unclean and a threat to the public health by failing to diligently and systematically remove all animal waste from the premises.

Sec. 3-11 Barking and howling dogs. Ord. No. 81-276, Art X111 of City of Nassau Bay

It shall be unlawful for any person, firm, or corporation to keep on his premises or under his control any dog, which by loud and frequent barking, howling, or baying disturbs the peace, rest, quietude, or comfort of any person of normal nervous sensibilities who may reside within reasonable proximity of the place where such dog is kept.

These violations can be reported to Nassau Bay Police: 281-333-2212
The police will first give a warning and thereafter, will start issuing citations.

Violations may also be reported to the Animal Control Officer Troy:
713-770-0702

The Bayfront Condominium Bylaws: Bayfront residents with dogs:

We would like to remind everyone of Article V11 – Item 8d of the Condominium Bylaws which specifically states:

No more than 2 **small** dogs, cats, or other usual small household pets may be kept in any unit, provided always that such household pets shall be allowed on the common areas only as may be specified under reasonable rules therefore promulgated by the Board of Manager. Except as hereinabove stated, no animal, livestock, birds or poultry shall be brought within the condominium or kept in or around any unit thereof. Notwithstanding the foregoing, no pets may be kept on the property which result in an annoyance or are obnoxious to other owners.

(For the definition of small dog see- <http://www.dog-breed-facts.com/small-dogs.html>)