

It is the responsibility of the Breakers of Galveston's manager to enforce rules and regulations and all policies adopted by the Board of Directors. This manual states all current rules & regulations and all policies currently in place at The Breakers of Galveston.

Rules & Regulations

Deliveries & Move In/Move Outs

- a) The office must be notified in advance of all deliveries and move in/move outs in order to prepare the elevator.
- b) No deliveries or move in/move outs are allowed on weekends, holidays or after 5:00 pm.

Pets

- a) Owners may maintain one pet (cat or dog) within a unit.
- b) Tenants and guests are not allowed to have pets on property.
- c) All pets must weigh less than twenty (20) pounds.
- d) Board approval is required for birds and fish aquariums.
- e) No animal may be raised or bred for commercial purposes in any unit.
- f) All animals must be kept within an enclosure or leash being held by a person capable of controlling the animal while in any of the property's common areas.
- g) All pet owners will be liable for any damages to person or property caused by their animal.

Balconies

- a) No fires of any kind are permitted on balconies.
- b) No clothing or fabric shall be hung dried or aired on any balcony railing.

- c) No fences or netting may be attached to any balcony railing.

Parking

- a) All units at the Breakers are assigned one covered parking place in the rear parking lot.
- b) Guest parking under the carports has a time limit of 24 hours.
- c) The contractor parking places in the rear parking lot are for contractors only.
- d) No boats, trailers, commercial, recreational or inoperable vehicles may be parked or stored within the property.
- e) The loading zone is for loading and unloading only; please do not leave cars parked there.
- f) Do not block the wheel chair ramp for any reason.
- g) The handicap parking spaces in the rear parking lot have a two hour time limit.

General Rules

- a) Each condominium unit shall be used for residential purposes only.
- b) No loud noises, noxious odors or offensive activity is permitted on Breakers property.
- c) Garbage must be placed in tied and sealed bags and placed into the proper garbage receptacles. Please make arrangements with the management office for disposal of large or unusual items.

Common Areas

- a) The property's common areas are for use by owners, tenants, guests and employees only.

- b) No signs of any kind may be displayed in public view on or from any unit or common area.
- c) Nothing may be altered, constructed or removed from the property's common areas.
- d) Alterations of any common element (including, but not limited to walls and floors separating and located between two or more units) requires written consent of the Board of Directors.
- e) No items may be stored in any of the property's common areas.
- f) All common areas are smoke free. Please extinguish all tobacco products before entering.
- g) All amenities are open from 10:00 am until 10:00 pm unless otherwise posted.

Contractors

- a) All contractors must sign in at the office upon arrival and pick up a copy of The Breakers contractor guideline & information sheet.
- b) Contractor working hours are from 8:00 am until 5:00 pm, Monday through Friday.

A/C Installation

- a) All replacement units must be approved by The Breakers management before installation.
- b) All units must be placed on a concrete slab during the installation and properly tied down by the installer.
- c) Newly installed units should be no larger than 30 in long x 30 in wide x 42 in high, including the slab.
- d) The installer should for no reason drill any holes into the breezeway floor.

Leases

- a) All leases must be approved by the Association.
- b) All leases must be in writing and shall incorporate the provisions of the Declaration & By-Laws.
- c) All leases must be a minimum of six (6) months.

Policies & Procedures

Fire Alarm Procedures (fire alarm magnets are available in the office)

- a) If a false fire alarm is set off inside your unit do not try to silence the alarm. All smoke detectors are on a central system and must be reset in the office.
- b) Call the office at 409-740-0588, during and after hours, and leave a message indicating what unit you are in and the cause of the alarm.
- c) A \$50.00 fine will be assessed for any unit who has more than two (2) false fire alarms in a twelve (12) month period. This policy will apply twenty four (24) hours a day.

Hurricane Procedures (Full copies of The Breakers Hurricane procedures are available in the office)

- a) The Breakers staff is responsible for securing the building and the common areas once a Hurricane watch is issued.
- b) If a mandatory evacuation is called for by city officials the staff will begin securing the building twenty four (24) hours prior to the time of the evacuation.
- c) Residents are responsible for removing all items from their balconies, closing & locking their storm blinds, turning off their electrical breakers & the water to their hot water heaters, removing all food from their refrigerators & freezers and locking their doors & windows.
- d) If you need assistance preparing your unit please contact the office

at least seventy two (72) hours in advance to see if help will be available. (Any resident who receives staff assistance will be responsible for payment to that staff member).

Leak Procedures

- a) If a leak occurs in your unit stop the water flow if possible and contact the office at 409-740-0588 immediately and report the situation. If the leak occurs after hours call Oleg at 409-789-1511 or Dennis at 409-795-7197.
- b) If the leak is not coming from your unit, maintenance will go to the surrounding units to investigate the cause of the leak.
- c) After the leak has been identified and the water flow stopped maintenance will check all of the surrounding units for damage and report their findings to the office.
- d) The office will notify each owner of their damage and give them the contact information of the unit owner who is responsible.
- e) Once the leak has been stopped and the affected owners have been notified all clean up and repairs are the responsibility of the owner.
- f) The office does report all leaks to the Breakers insurance for information only.

Freeze Procedures

- a) In the event that the outside temperature drops below twenty five (25) degrees, the water to the building will be turned off and drained to prevent pipe damage.
- b) If the temperature starts to drop rapidly into the low 30's management will start making announcements and posting notices.
- c) All residents should fill their tubs with water and turn off the breaker to their hot water heaters once an announcement is made.
- d) When the temperature is above freezing the water will be turned back on and an announcement will be made.
- e) Some leaks may occur in the valves and may take several hours to

detect. Residents should contact the office if they see evidence of leaks after the water has been turned back on.

Rule Enforcement Procedures

- a) When an owner violates The Breakers Declaration, By-Laws or Rules & Regulations a phone call from the Property Manager will be made to the owner confirming the violation and discussing steps to remedy the situation.
- b) If the violation continues after the phone call, the Property Manager will send a friendly letter stating the violation, reminding the owner of the phone conversation and asking the owner to follow the rules in the future.
- c) If there is no response from the owner and the violation continues the Property Manager will send a final letter offering a hearing with the Board and stating that if the violation continues to take place a possible fine of \$50 will be assessed for each day the violation continues and the matter will be handed over to the Association's attorney in thirty days.
- d) If there is still no response from the owner the matter will be handed over to the Association's attorney.
- e) If a tenant violates The Breakers Declaration, By-Laws or Rules & Regulations they will be sent a letter from the Property Manager. After three violation letters the unit owner will be asked to evict the tenant.

Homeowner Insurance Requirements

- a) All owners are required to carry an insurance policy on their unit with at least \$300,000 in liability coverage.
- b) The office must be provided with an up to date copy of this policy.
- c) If an owner fails or refuses to obtain and maintain the policy the Association will purchase the policy and bill all costs back to the unit owner.

Access Device Policy

- a) The office will only issue new access devices to owners unless otherwise instructed by the unit owner.
- b) New sensor cards are \$25 each and replacement cards are \$10 each (if the old card is returned).
- c) The limit on sensor cards is four (4) per unit.
- d) The refund on sensor cards in useable condition is \$15
- e) New gate clickers are \$35 each and used gate clickers (if available) are \$25 each.
- f) The refund on gate clickers in usable condition is \$15.

Pool Guidelines

- a) Hours of Operation:
Tuesday- Sunday -10:00 am until 10:00 pm
Monday- 12 noon until 10:00pm
- b) No glass containers or pets allowed in pool area.
- c) Children under fourteen (14) years of age must be accompanied by an adult.
- d) There must be no more than 3 children poolside for each accompanying adult.
- e) There must be no more than ten (10) guests per unit at the pool at one time. If the clubroom is rented for a party the limit is fifteen (15) guests per unit.

Package Delivery Policy

- a) FedEx, UPS and DHL notices are posted on the board next to the mailboxes and USPS notices are placed in the mailboxes.

- b) All packages must be picked up from the Management Office no more than three days after delivery.
- c) All oversized boxes should be picked up as soon as possible in order to free up space in the office.
- d) When leaving a package for pick-up the resident is responsible for arranging the pick-up and returning the package to the office.
- e) Please do not bring any return packages to the office more than two days before it will be picked up.

Policy on After Hours Worked Performed by Breakers Employees

- a) Employees of The Breakers may be hired by individual residents to do work in their units after working hours and on their days off.
- b) Arrangements for payment must be made between the resident and the employee performing the job.
- c) The Breakers will not be responsible for damages or problems that may occur as a result of the work performed and The Breakers insurance does not cover its employee's actions while off duty.

After Hours Lock Outs

- a) If you are locked out of your unit after hours, call Oleg at 409-789-1511 or Dennis at 409-795-7197.
- b) The lock out fee is \$25 and is payable to the responding employee.

Annual Homeowners Meeting Procedures

- a) The Breakers of Galveston Annual Homeowners meeting is held on the first Saturday in June of each year at 10:00 a.m. The location of this meeting is selected by the Board of Directors.
- b) A quorum of 51% of the ownership must be present in person or by proxy in order for the meeting to be held.

c) Nominations for Board of Directors election are announced at the March Board meeting by a non-Board member of the nominating committee. Nominations may also be made from the floor at the Annual meeting

Homeowners may propose motions from the floor if they give the Board sixty (60) days written notice. Action will not be taken on an item at the Annual meeting that is not on the agenda that is published prior to the meeting.