

Galveston Telephone Building Condominium Association Rules and Regulations

Revised June 21, 2019

These Rules and Regulations, adopted by the Board of Directors (BOD) of the Galveston Telephone Building Condominium Association (GTBCA), apply to the condominium units and common areas of the Galveston Telephone Building Condominium (the Condominium). All unit owners, their guests, invitees, and lessees shall strictly comply with these Rules and Regulations, as well as the obligations of owners and residents provided in the Declaration and Bylaws of the Condominium. In the event of a conflict between these Rules and Regulations and the Bylaws or Declaration, the Bylaws or Declaration control.

I. Conduct

- A. Unit owners, their guests, invitees, tenants, and lessees shall not engage in any illegal, unsafe, or prohibited activity on the property. Furthermore, unit owners, their guests, invitees, tenants, and lessees shall hold harmless and indemnify the Association and the individual owners if any such activity directly or indirectly results in an accident, injury, liability, or claim of any kind.
- B. All unit owners, their guests, invitees, tenants, and lessees shall avoid excessive noise, playing loud music, producing offensive odors, or other acts that may disturb other residents. See Bylaws at Article V, §8(c).
- C. Smoking is not allowed in any unit or in any of the common areas of the condominium building. Smoking is permitted on the property outside the building, as long as it takes place at least 10 feet away from any doorway. Smokers may not dispose of smoking refuse on the ground.
- D. Residents keeping animals on the property must abide by City and County sanitation and pet regulations. See Bylaws at Article V, §8(c). Owners may keep no more than two pets in their unit, and may not keep exotic pets or dangerous dog breeds. All animals must be leashed and in control while in the common areas and on the grounds of the property. All pet feces, urine, or other waste must be picked up or mopped up immediately and disposed of properly.

plants, satellite dishes, signs, banners. Hanging, cleaning, throwing or beating garments, rugs, etc. from or on the windows, terraces or facades of the building is prohibited.

- B. Signage for Units 1 and 2 must abide by the current City of Galveston Sign ordinances. If a variance is requested or if a sign is to be attached to the exterior of the building, the BOD must approve the request before applying to the City of Galveston. Units 3-10 are prohibited from having any sign or banner that is visible from the street or any area outside of the building. All units are prohibited from having signs or banners visible from the street or outside the building pertaining to the sale, lease, or rental of units, or political campaigning or team sports affiliation.
- C. Any unit for sale or lease may display a maximum 11"x14" sign, of written text and photographs on white paper, adhered to the inside, bottom section of glass on one of the front doors in the lobby. These signs may be attached by clear spray adhesive or clear double-sided tape used within the confines of the sign. The unit's owner is responsible for maintaining the sign, to assure its current status and to clean the glass once removed. Units 1 and 2 may use this same format on each of their exterior doors, as well as the front doors in the lobby.
- D. There will be no unauthorized access to the roof of the condominium building. Only authorized personnel engaged in maintenance, facility inspections, and emergency operations are permitted on the roof of the premises, and they must sign in and out on the log attached to the door to the roof.
- E. No owner, resident, or lessee will install wiring for any electrical or telephone installation, television antenna, satellite dish, air conditioning unit, or machine of any kind, on the exterior of the property except as authorized by the BOD.

IV. Condominium Units

- A. A \$500 transfer fee will be charged to any new owner of a unit in the building. This will cover the cost of new key fobs, gate openers, loss of energy during move-in, damage to the building from the move, and time spent by the BOD to acquaint the new owner with the building.

necessary, review will take place in 30 days or less. If structural changes are proposed, review will be completed in 90 days or less. The BOD may be able to assist in making the construction simpler or easier because of their knowledge of the building.

- C. Contractor access may be handled with a specific code for the exterior doors, and a key in the box for each unit located in the Electrical Room.
- D. Changes that are visible from the outside of the building are expressly prohibited without prior approval of the BOD. Any owner proceeding with work without approval will be expected to change — at their expense — anything that is inconsistent with the character of the building or this document or the Bylaws.
- E. Owners and contractors working in the building must leave all public areas clean at all times. Work may not be performed in the public areas, or parking lot, nor may those areas be a transition space for construction in the unit. If there is not enough room in the unit, the work must be done off-site. The cost of cleaning construction dirt from the public areas will be assessed to the unit owner.
- F. Fire alarms are dust sensitive and may require replacement if exposed to construction dirt. Replacement costs will be assessed against the owner of the unit where construction is taking place if alarm replacement is necessary due to construction. The alarm company can be alerted ahead of construction to safeguard against this damage.
- G. All utility connections must be made in accordance with service already provided to the units and may not be modified without BOD permission. The electrical room is organized for the origination of electrical, phone, water connections and extra keys for each unit. Each unit has a water cutoff and separate electrical meter.
- H. Roof access for air conditioning condensers is not available to the public. If unit owners are not using the regular GTBCA service contractors, new contractors must contact the BOD in advance of service to gain access. Because the top step of the stairs to the roof is very small, large equipment must be placed on the roof with a crane. If contractors cause damage to the roof or trash and equipment are left behind, the cost of repair and clean-up will be assessed to the unit owner who hired the

- C. Non-resident owners must keep the Secretary of the GTBCA advised of the address where they receive their personal business mail. In addition, they must keep the Secretary advised of the address and phone numbers of agents who manage their unit.

VII. Enforcement Policies

- A. Any complaint alleging a violation of the GTBCA's Declaration, Bylaws or Rules and Regulations must be made in writing and addressed to the BOD.
- B. If an owner, their guest, invitees, tenants, lessees, or contractors violates or is otherwise liable for a violation of any of the provisions of the Declaration, Bylaws, and/or Rules and Regulations of the GTBCA, the BOD shall give the Owner in violation of these documents a written notice:
 - (1) describing the violation,
 - (2) stating the amount of the proposed fine,
 - (3) advising the Owner that, not later than the 30th day after the date of the notice, a hearing before the BOD may be requested in writing to contest the fine, and
 - (4) allowing the Owner a specified reasonable time within which to cure the violation and avoid the fine unless the Owner has previously been given notice and a reasonable opportunity to cure a similar violation within the preceding twelve months.
- C. If a request for a hearing to contest a fine is received within the specified time, a hearing shall be scheduled on a date and time set by the BOD.
- D. After the hearing or if the Owner fails to timely request a hearing, the GTBCA, acting through its BOD, is authorized to levy fines as follows.

Amendments
to the
First Amended Declaration
Of
The Galveston Telephone Building Condominiums

The following amendments are made on Friday, June 21, 2019 to the First Amended Declaration of The Galveston Telephone Building Condominiums filed and recorded on September 22, 2006 in the Official Public Records of Real Property of Galveston County, TX under County Clerk's File Number 2006064894:

Section 18 is amended in its entirety to read: Insurance. The GTBCA, or its manager or management agent, will obtain and maintain blanket property insurance in form and amounts required by law. Other coverages may be obtained and maintained as determined by the Board of Directors. Insurance premiums for any blanket insurance coverage will be a common expense to be paid from monthly assessments levied by the GTBCA. Additionally, each unit owner will maintain property insurance with minimum liability coverage of \$300,000.

Section 20 is amended in its entirety to read: Receipt of service of process. In any actions that may be brought or proceedings that may be instituted by the Board of Directors acting on behalf of two or more unit owners, the GTBCA may be served with process by serving the Secretary of the GTBCA, at 525 22nd Street #11, Galveston, TX 77550.

These Amendments to the First Amended Declaration Amended were approved by a vote of 67% or more of the ownership interest (as identified in paragraph 7 of the First Amended Declaration) at a meeting on June 21, 2019.

By: Stacy Craft
President, GTBCA

Signed and sworn to on June 21, 2019 by Jeffrey Beck

Attest: C. Char

Secretary, GTBCA

Signed and sworn to on June 29, 2019 by Jeffrey Beck

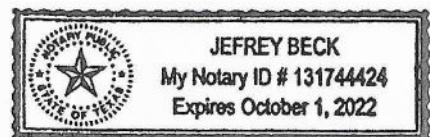
STATE OF Texas
COUNTY OF Galveston

Sworn to (or affirmed) and subscribed before me
this 29 day of June, 2019, by Jeffrey Beck

Jeffrey Beck
Notary Public's Signature

Personally Known 1 OR

Type of Identification Produced ID



Galveston Telephone Building Condominium Association

Highlights of significant GTB Rules and Regulations:

- 1) GTB HOA does not allow short-term rentals in the building, which includes VRBO, Airbnb, and similar services. No rentals less than one year are permitted. No partial portion of a unit may be rented.
- 2) GTB HOA has a two-pet policy per unit and exotic pets or dangerous dog breeds are not allowed.
- 3) GTB HOA is a self-managed association and GTB owners hold board office and participate in the ongoing management of the building.
- 4) GTB is a non-smoking building and smoking is not allowed in any unit or any of the common areas in the building.
- 5) GTB roof access is only permitted for maintenance, facility inspections and emergency operations. No recreational use is permitted on the roof to maintain the integrity of the waterproof barrier.
- 6) Planned work descriptions, including drawings if necessary, must be submitted to the HOA Board of Directors to provide notice of upcoming plans before beginning construction. This action will allow the BOD to assess for compliance of the Bylaws and Rules and Regulations. If no structural changes are necessary, review will take place in 30 days or less. If structural changes are proposed, review will be completed in 90 days or less. The BOD may be able to assist in making the construction simpler or easier because of their knowledge of the building.
- 7) GTB residents must maintain appropriate property insurance with at least \$300,000 in liability coverage.