

**Park Lane Townhomes**  
**Rules and Regulations**  
5/28/2015

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**Park Lane Townhomes**  
**Rules and Regulations**  
**5/28/2015**

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## PARK LANE TOWNHOMES RULES AND REGULATIONS

***Use of any facilities of the Complex will be made in such a manner as to respect the rights and privileges of other Owners and Residents.***

Homeowners or Renters Insurance is strongly encouraged to cover damage to unit or for damage caused to other Units not covered by HOA Insurance. Personal or Renters Insurance may cover damages to vehicles by vandalism.

### 1.) General Rules

#### A. Compliance

- 1.) Failure to comply with Park Lane Townhomes Rules and Regulations can and will incur warnings, escalating fines and loss of use to facilities such as parking permits, outside water usage and pool access. Fines will be added to monthly dues and/or assessment schedule. Failure to pay for fines will result in late charges on dues and/or assessment. SEE ATTACHED “SCHEDULE FINES FOR RULES VIOLATIONS” Page 19).
- 2.) Any variance of these rules must be made by a majority of the Board of Directors and must be in writing. Owner must keep the written document and it will be subject to inspection. If Unit is sold the document must be transferred with unit title or variance is no longer valid. Modification is grandfathered until unit is sold. Unit will be required to be brought back to PLTH specifications when unit is sold if no waiver can be produced.
- 3.) PLTH occupancy is limited to 4 individuals may reside in a 3 bedroom unit, no more than 3 individuals in a 2 bedroom unit, and no more than 2 individuals in a 1 bedroom unit due to shared expense of water usage.
- 4.) Owner shall submit PLTH Form “Quarterly Interior Inspection Report” documenting interior condition of unit.

#### B. Conduct

- 1.) Damage to the General Common Elements or common personal property caused by an owner, resident, child of an owner/resident and/or guests, shall be repaired and or replaced at the expense of the owner.
- 2.) Owner and residents shall exercise reasonable care to avoid making, or permitting to be made, any loud, disturbing, or objectionable noise. The use of, playing of, or permitting the use of any musical instruments, radios, stereos, television sets, amplifiers or any other device in such a manner as may disturb or tend to disturb resident of others units is prohibited. PLTH complies with the City of Dallas, Chapter 30 - Noise Ordinance.

- 3.) There shall be no outside laundering or drying. The hanging of garments, rugs, or any other items from the windows, balconies over patio fences or any other parts of the buildings is prohibited. No exterior clotheslines will be erected.
- 4.) Washing of vehicle is not allowed on PLTH property.

### C. Property Addenda

- 1.) Only neutral brown colored patio umbrellas are allowed.
- 2.) All window treatments shall be white horizontal blinds. Interior sheetrock around window that is visible to outside of unit is to be painted white
- 3.) No decorations allowed in windows.
- 4.) American, Texas, and Armed Forces Service Flag may be displayed per H.B 680 amendment Section 202.011 of the Texas Property Code. (See Architectural Committee Rules and Guidelines).
- 5.) Exterior landscape pots, lighting, or decorations (except for holiday decorations) are not allowed.
- 6.) Removal or alteration of common element or current landscaping is strictly prohibited.
- 7.) No watering and cleaning of sidewalks or patio with water more than one (1) time a week.
- 8.) Holiday decorations are allowed.
  - a.) Must not attach decorations directly with invasive fastening nails, screws or similar items to fence, fascia or stucco outside or inside of patio. Only plastic non- penetrating items are to be affixed to Park Lane Townhomes structure.
  - b.) Any decorations installed other than in accordance with these rules, owner/resident will be subject to the cost of repair of the outside structure, paint and labor.
  - c.) Winter Holiday decorations are allowed from Thanksgiving to January 10th.
  - d.) Other holiday decorations may be set up to one week before and must be taken down one week after the holiday.
  - e.) Any violation of this rule will result in repairs by management which will be charged to Owner.
- 9.) Garage Sales or Yard Sales at PLTH are strictly prohibited.
- 10.) No "for sale, "for rent" signs or any type of solicitation signs are allowed.
- 11.) Commercial security warning signs are approved.
- 12.) All other notices or signs may be posted in PLTH Office and Mail Rooms with approval by Board of Directors or Management.
- 13.) Unit shall not be used for any reason rather than occupancy.
- 14.) Unit must have electricity at all times for utilities and lighting.

### D. Sanitation

- 1.) Dumpsters are provided by Park Lane Townhomes for Park Lane Townhomes resident only, and are to be used only for ordinary household trash and garbage. Appliances, construction materials, mattress, carpet, furniture or any other large item disposal is strictly prohibited outside or inside dumpsters. Residence is responsible for removal of any item other than ordinary household trash and garbage. You may contact the City of Dallas Sanitation for other disposal needs.

### City of Dallas – Sanitation

Northwest (Bachman) Transfer Station  
Monday - Saturday 7:30 a.m. - 5 p.m.  
9500 Harry Hines Blvd.  
214-670-6150 or  
214-243-2670 weekends

- 2.) Trash or articles of any kind will not be placed on or in any of the common area of elements.
- 3.) Trash disposed of on Park Lane Townhomes property must be placed in sealed plastic bags no larger than 15 gallons prior to being placed in dumpsters.
- 4.) Owner and residents must maintain their patios in a clean, sanitary manner, free from trash and debris.
- 5.) Owner and residents must maintain their patios, free of indoor furniture, appliances and any other item that is not designed for patio or outdoor use.
- 6.) Owner and residents must make arrangements for removal of furniture, appliances, and discarded items.

### E. Repairs/Alterations

- 1.) Owners or Residents shall not install on the exterior of any building, general common elements, or interior windows any antenna, wiring or other device except specified by Architectural Committee , Rules and Guidelines.
- 2.) No Owner or Resident shall alter or modify in any way the structure or appearance of any patio or balcony without approval of Board of Directors. Floor covering of patio concrete is allowed, provided it does not extend past gate.
- 3.) Owners or Residents shall not install on the exterior of any building, general common elements, or interior windows any antenna, wiring or other device except that which is determined acceptable by the Architectural Committee and must be installed following their Rules and Guideline Specifications. See Architectural Committee Rules and Guidelines.
- 4.) No owners or resident shall install wiring for any purpose other than residential use.
- 5.) Vehicle maintenance, power equipment, work shop equipment, except for specific repair or alteration of said unit will not be permitted.
- 6.) Unit repair construction area is limited to patio area.
- 7.) No air conditioner, fans or any other item may be placed in window or be visible from window, except interior A/C portable vents approved by Architectural Committee.
- 8.) There will be a seven day reporting limit of damages due to plumbing or roof leaks. If owner has not reported during this time limit there will be a determination by the Board of Directors if such repairs should be a responsibility of the HOA.
- 9.) Outside lighting cannot be altered unless specifically granted permission in writing by Architectural Committee.
- 10.) Exterior colored lights are not allowed.
- 11.) Additional lighting outside of unit fence is not allowed.

**F. Safety**

- 1.) Roller-skates, roller-blades, bikes, trikes, go-carts or any other wheeled items other than handicapped equipment may not be ridden or used on the sidewalks, parking lots, lawns, or other common areas of Park Lane Townhomes.
- 2.) Walking on roof and shingled areas is prohibited except for licensed repair or maintenance.
  
- 3.) Park Lane Townhomes shall inspect fire alarms and plumbing of unit annually.
  - a.) If owner/resident fails to give access for inspections then the fine schedule will be implemented
  - b.) If leaks are found a notice to repair such items will be issued to occupant/owner.
  - c.) Unit will be inspected again at a designated time.
  - d.) If the prior inspection problem has not been repaired then Park Lane Townhomes will repair problem with plumber of Park Lane Townhomes choosing. The owner will be fined and responsible for repair cost.
  - e.) If unrepaired leak is found to be causing damage to other unit(s), owner will be responsible for damages for those units.

**I have received and understand the *General Rules and Regulations***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## 2.) Parking Permits and Rules

*In order to secure and provide equitable parking for as many of our units as possible, the following rules are implemented.*

There are 189 condominiums at PLTH with 189 covered parking spaces. Each unit is assigned/guaranteed one covered parking space. There are 87 uncovered parking to accommodate any additional vehicles. Uncovered parking is available on “first come first serve basis” to permitted vehicles.

### A. Covered Parking

- 1.) Vehicles with covered parking stickers (designated with a specific color) must be parked in the assigned covered space **ONLY**. This rule is in effect 24 hours a day 7 days a week. Vehicle is subject to towing if parked in uncovered space.
- 2.) Only one (1) assigned covered parking permit per unit.

### B. Uncovered Parking

- 1.) If occupant has an additional vehicle that unit will be issued a secondary permit assigned to that specific vehicle. This permit is for uncovered parking only on first come first serve basis. Permit expires when occupant is no longer a resident of that unit.

### C. Compliance

- 1.) Parking Permits will not be issued until all information on the application and all required proof of residency and insurance is received by PLTH.
- 2.) If Owner does not live on property then they must provide official address other than PLTH address. email address is required along with correct telephone number(s).
- 3.) If occupant does not have Vehicle Insurance, then PLTH requires that resident have Homeowners or Renters Insurance to cover vehicle liability. The State of Texas requires all drivers be insured.
- 4.) Each resident must provide a legal form of identification with current PLTH address.
- 5.) If owner is leasing unit then they must submit the following current information annually to HOA or when a new Tenant is occupying the unit.
  - \*Current Lease agreement with all individual tenants and animals listed.
- 6.) Parking permit will only be issued after unit's Owner Of Record on file with the Dallas Central Appraisal District has been verified. (Discrepancies must be resolved with Dallas Central Appraisal District before a permanent permit can be issued).  
Contact: [www.dallascad.com](http://www.dallascad.com) phone number 214-631-0910.
- 7.) A parking permit must match the vehicle to which it was issued.
- 8.) Registration, sticker, license plate, and permit must match (SEE ATTACHMENT #1 Page 20)
- 9.) PLTH will issue a maximum of two (2) parking permits per unit
- 10.) Parking Rules are in effective 24 hours a day. Towing for all uncovered parking without permits start at 9:00 pm and end at 6:00 am daily.

- 11.) Each tenant must provide a legal form of address to receive permit.
- 12.) Owner is responsible for obtaining and updating all information including the collection of permits have to be returned to obtain new permit annually.
- 13.) If second permit is issued without return of original permit and PLTH discovers that it is a fraudulent action then then permit will be revoked.
- 14.) If vehicle has been stolen, vehicle can be presented a new permit when a police report is presented.
- 15.) Permits will be issued annually.
- 16.) Supporting documents and new Parking Permit Registration must be submitted each year.
- 17.) Each vehicle shall show vehicle registration with PLTH occupant and PLTH address complete with unit number.
- 18.) If resident does not own the vehicle, then written letter, lease or purchase agreement, or vendors lien, from the Owner of the vehicle will be required and will be verified through appropriate agencies and the Owner of the vehicle.
- 19.) Questionnaire shall be filled out in its entirety prior to issuance of parking permit or permit will not be issued. It is up to the Owner to obtain correct information. All forms will be made available to you before application is made.
- 20.) All appropriate registration, license and leasing documents will be submitted with application.
- 21.) If any information is falsified then permit may be revoked.
- 22.) If vehicle tags are out of date your vehicle will be towed.
  - a.) A 24 hour warning notice by the towing company will be issued with a sticker on your vehicle to correct. If not compliant, then vehicle will be towed.
  - b.) Owner has 30 days to bring your vehicle into compliance in accordance with Texas State rule.
- 23.) No vehicle shall be parked in such a manner as to restrict or prevent access to or from walkways, entrances, general common elements, and Fire Lanes.
- 24.) Designated drop off/pick areas on PLTH property are not provided. Please be courteous to your neighbor and restrict such activity. If absolutely necessary to park your vehicle then you must place on your vehicle a note stating your intentions with time frame needed, with your location on property or mobile phone number. Failure to do so could cause your vehicle to be towed and/or fine initiated.
- 25.) The use of a vehicle's horn is for emergency warning only, (violates City of Dallas Noise Ordinance). Other uses are prohibited.
- 26.) Trailer, boats, campers, mobile home, RV's limousines, commercial vehicles, and oversized vehicle are prohibited. Oversized vehicle is considered one that overlaps sidewalk and fire lane. Only passenger cars, pickup trucks, vans and motorcycles are permitted in parking space.
- 27.) All vehicles must be in good operating condition. Inoperable vehicles or vehicles with expired registration or license tags are prohibited and subject to towing.
- 28.) Owner must keep your assigned parking space clean from all vehicle liquids and trash. If not, then PLTH will hire a contractor to perform this duty and Owner will be responsible for incurred expense.
- 29.) No vehicles exceeding parking area space shall be permitted. No commercial vehicles are allowed except those which are used as personal vehicles also. Signs on vehicles are subject to HOA approval.

30.) Motorcycles must be parked in parking spaces and permit must be issued. Under no circumstances are they allowed in the patios, in the front of unit or in unit. No more than 1 permit per parking space will be allowed.

\*Permit must be affixed on motorcycle, not removable.

**I have received and understand the *Parking Rules and Regulations***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### 3.) ANIMAL RULES AND REGULATIONS

*PLTH has adopted the following rules to provide for the health, comfort, safety, and general welfare of the residents.*

PLTH adheres to the City of Dallas Animal Control Policy

**Important Website Address to the City of Dallas**

<http://www.dallasanimalservices.org/index.html>

[http://www.dallascityhall.com/code\\_compliance/Downloads/AnimalServices.pdf](http://www.dallascityhall.com/code_compliance/Downloads/AnimalServices.pdf)

**City of Dallas - Dallas 311 (phone app) to report violation**  
**Any resident may report any offense directly to the City of Dallas.**

#### A. Compliance

- 1.) Animal owner resident is to provide proof of homeowner or rental insurance or proof of financial responsibility.
  - a.) Insurance Policy is to list the specific breed and number of animals covered.
  - b.) In lieu of insurance proof of financial responsibility will be required
- 2.) If Resident is leasing the unit, then the animals must be listed on Lease Agreement.
- 3.) All animals are to be registered with PLTH and will be issued a tag that has been approved by the Board of Directors.
  - a.) Identification is to be displayed on animal.
  - b.) A \$7.00 registration fee will be charged.
  - c.) Picture ID of animal to be kept on file with PLTH.
  - d.) If Owner does not register animal with PLTH, then fine schedule will be imposed.
- 4.) Service Animals are exempt from PLTH animal policy.
  - a.) Documentation supporting request for this exemption will be needed from a physician and a certificate from a training organization that the animal possesses the training necessary to satisfy the requirements set forth in the physician's letter.
  - b.) Resident will be responsible for the animal's care and for any damages that the animal causes to common areas.
  - c.) If the animal poses a threat to any resident's health, safety, or enjoyment of the property, the animal's status may be subject to review and revocation.
- 5.) Companion animals are subject to all rules of PLTH and The City of Dallas.
- 6.) PLTH limits the number of animals to two (2) per unit. This includes all animals.

#### B. Licensing

- 1.) Resident must present current City of Dallas Registration showing that their animal has been registered with the City of Dallas. A 30 Day temporary PLTH registration can be issued to allow for City of Dallas Registration and insurance compliance.

### C. Owner Responsibilities

- 1.) No animal will be kept, bred, or maintained for a commercial purpose.
- 2.) No animal is permitted outside of a unit unless caged or on a leash and accompanied by its ADULT owner.
- 3.) No animal is permitted to be left on patio without accompanying ADULT directly on patio. Violation will result in notification to City of Dallas for immediate remediation and fine from PLTH.
- 4.) If "nuisance odor" is detected, then City of Dallas and Dallas County Health will be contacted immediately. Owner is subject to all fines by City, County, and PLTH.
- 5.) No animal access or "doggy doors" are allowed.
- 6.) All animal feces must be picked up immediately and disposed of properly.
- 7.) PLTH complies with the City of Dallas Exotic Animal Ordinance. Any violations will be immediately reported to the City of Dallas.
- 8.) A "grandfathered" animal is only specific to an individual animal and is non transferrable to any other animal.

### D. Animal Behavior

- 1.) If an animal has displayed behavior, such as excessive barking, that is determined by BOD to be a nuisance to person or property, but not otherwise considered a dangerous animal then PLTH will:
  - a.) Require that animal, at the animal owner's expense, implement a behavior modification action program.
  - b.) Provide proof of compliance of program. If problem is not remediated, the City of Dallas will be contacted. The animal will be subject to all rules under the City of Dallas Animal Control Ordinance and PLTH Fine Schedule.
- 2.) If PLTH BOD determines that a dog on property is considered a "dangerous dog" under the definition of City of Dallas Animal Ordinance then PLTH will contact The City of Dallas to investigate complaint. The owner or resident will be subject to all laws of The City of Dallas. PLTH will take any means necessary to protect residents of PLTH.
- 3.) Traps will be set for stray animals and will be taken to an animal shelter approved by the City of Dallas.
  - a.) If a registered animal has been caught, the owner will be contacted and animal returned for one event.
  - b.) Fine schedule will be initiated if animal is trapped in multiple events
  - c.) PLTH will follow the City of Dallas guidelines for trapping animals.
  - d.) Individuals who trap animals must follow City of Dallas humane guidelines.

**City of Dallas - Definitions for Animal Rules and Regulations**

BODILY INJURY means physical pain, illness, or any impairment of physical condition.

DANGEROUS DOG means a dog that:

- (A) Makes an unprovoked attack on a person that causes bodily injury and occurs in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own; or
- (B) Commits unprovoked acts in a place other than an enclosure in which the dog was being kept and that was reasonably certain to prevent the dog from leaving the enclosure on its own, and those acts cause a person to reasonably believe that the dog will attack and cause bodily injury to that person.

(4) UNPROVOKED means an action by a dog that is not:

- (A) in response to being tormented, abused, or assaulted by any person;
- (B) in response to pain or injury;
- (C) in protection of itself or its food, kennel, immediate territory, or nursing offspring; or
- (D) in response to an assault or attempted assault on a person. (Ord. Nos. 26024; 27250)

**Nuisance Odor**

A person commits an offense if he permits any yard, ground, premises, or structure belonging to, or controlled by him to become nauseating, offensive, or injurious to the public health or unpleasant and disagreeable to adjacent residents or persons due to the accumulation of animal excreta. (Ord. 26024)

**I have received and understand the *Animal Rules and Regulations***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## 4.) Pool Rules and Regulations

Please realize that PLTH pool is an amenity and is a privilege for residents. Any violation of these rules may result in revocation to use of facility.

### A. Identification

- 1.) Swimmers must wear a band issued by PLTH identifying them as registered Park Lane Townhome residents or guests.

### B. Conduct

- 1.) Abusive or profane language will not be permitted.
- 2.) The pool is a non-smoking facility. No tobacco products of any kind are permitted.
- 3.) Loitering is not permitted outside the pool area including the parking lot.
- 4.) No loud noises. Please be respectful of other residents in area.
- 5.) Poor behavior will result in pool being closed.
- 6.) Trespassers may be prosecuted to the full extent of the law.
- 7.) Swimming apparel is required; NO cut-off jeans or shorts allowed in the pool.

### C. Compliance.

- 1.) Visitors are limited to two (2) guests per unit.
- 2.) Any situation not covered by the above will be decided by the Association Board on an individual basis.
- 3.) Any HOA Board Member, Pool Committee Member or Management Representative has full authority to enforce rules or close pool.
- 4.) Residents who allow access to pool to individuals who are nonresidents of Park Lane Town Homes Will be subject to fines and loss of use of facilities.
- 5.) Persons who are not toilet trained are required to wear a swim diaper or rubber pants when in the pool.
- 6.) All visitors must be accompanied by owner or resident of HOA.

### D. Safety

- 1.) Life Preserver and Floating Rope are for emergency purposes and are not to be used as toys.
- 2.) No cooking inside pool area.

**E. Posted Pool Sign**

- 1.) No Running.
- 2.) No boisterous or rough play.
- 3.) No diving allowed.
- 4.) Children under the age of 13 are not to use the swimming pool without adult supervision.
- 5.) Adults should not swim alone.
- 6.) No person under the influence of alcohol or drugs should use the pool.
- 7.) No persons with skin, eye, ear or nasal infection allowed in pool.
- 8.) No person with communicable disease allowed in pool.
- 9.) No animals or pets allowed in the pool or on the deck.
- 10.) No glass allowed in the pool or on the deck.
- 11.) All persons using the pool do so at their own risk, owners and management are not responsible for accidents and injuries
- 12.) Pool is for private use, members and guest only.
- 13.) Management reserves the right to deny use of the pool to anyone at any time.
- 14.) This pool is open from 10:00 am to 10:00 pm.
- 15.) The maximum number of swimmers allowed in pool is 20.
- 16.) An emergency telephone is located at: Pool Area

**I have received and understand the *Pool Rules and Regulations***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## 5.) Architectural Rules & Regulations

Any variances of the following guidelines must be made in writing and approved by a majority of the BOD. Letter must be kept on file by Owner for review at any time.

Any alterations or additions to the exterior or visible from the exterior must be approved by Board. Alterations are not limited to doors and windows.

In all instances of replacement or repair Owner and HOA must make every effort to bring installation and equipment up to code and installed by a qualified, licensed technician.

### A.) Satellite Dish

Option 1 - **Non penetrating roof top mount** with plastic corners to protect roof (See Attachment #2- Page 21) These are to be placed in the **center of the upper roof** making them more difficult to see. They can be used on a 1 bedroom unit has a clear signal from the South-Southwest. If used on a 1 bedroom unit they are to be placed back **between the four AC condensers** against the mansard roof overhang. Satellite Roof wire placement (See Attachment #3 & 4 Pages 22 & 23)

Option 2 - Patio corner mount with tripod stand. Picture (See Attachment #5-Page 24). Recommended only to those units with a clear signal from South West. **Dish cannot be visible above the patio fence.**

### B.) Entry Door

PLTH allows two styles of metal entry doors.

\*6 panel metal door (See Attachment #6-Page 25)

\*Flat panel metal door (See Attachment #7 Page 26)

Exterior of doors to be painted by PLTH

### C.) Storm Door

Non-Operating full glass (See Attachment #8 – Page 27)

Operating glass door (See Attachment #9-Page 28)

### D.) Flag Pole Bracket

Flags should be 3'x 5'- standard bracket with aluminum pole attached to post of wood gate, next to gate opening. Flag is not to be mounted to brick façade. (See Attachment #10-Page 29).

**E.) Holiday Decorations**

No fastening nails, screws, staples or similar items to fence or any fascia or stucco outside or inside of patio. Only plastic non penetrating fasteners are allowed. No glue of any sort will be allowed.

**F.) Outside Lighting & Electrical Plugs**

Outside Lighting replacement must be similar in design (See Attachment #11-Page 30). Lighting may be equipped with motion detector and be installed in second recessed light position close to front door.

Electrical Plugs - owner is responsible for maintenance or repairs to outside electrical unless caused needed exterior repairs that HOA is responsible for (See Attachment #12 – Page 31).

**G.) Plumbing**

Owner is responsible for any plumbing that feeds individual unit only. HOA is responsible for the feeds up to where the plumbing separates into the individual adjoining units.

**H.) Sewage**

Owner is responsible for all clean outs inside their unit down to the exterior clean out. HOA is responsible from clean out to main line.

**I.) Windows**

All new windows replacement specifications must be submitted and approved by BOD prior to installation.

**City of Dallas now requires a permit to change out windows.**

**Please submit permit to PLTH prior to replacement.**

(See Attachment #1- Page 31)

Windows must meet current Texas Energy Code Guidelines

PLTH Window Specifications:

Clear Low E Thermal Windows

Bronze anodized frames

60/40 windows, no division bars

Tilt windows are recommended

**J.) Door Side Window**

Side lite at door must be safety glass as per code. No plexiglass.

Frame to match windows

(See Attachment #14 – Page 33)

**Potential Suppliers for Windows:**

Home Depot  
Don Young  
Lowe's  
Atrium Windows

**Installation Specification on Windows:**

Replacement window must be installed with fins intact.

Existing window has a narrower frame than the replacement therefore the interior perimeter will need to be modified (interior sheetrock) to accommodate new window width.

Tilt windows are recommended

**K.) Screens**

Screen mesh and metal frame must match color of window frame.

No full height screens are permitted.

Screens at 40 split only to match 60/40 split.

**L.) Caulking**

Caulking on new windows should be a butyl or a paintable 795 silicone.

**M.) Storm Windows (if applicable)**

60/14 split

Bronze Operable Frame

Clear Glass

**N.) Window Treatments**

All window treatments shall be white horizontal blinds. Interior perimeter of window wall to be painted white.

**O.) Exterior Patio Camera**

Patio camera to be mounted at the upper corner between the front door and side window. All wires must be concealed. (See Attachment #15- Page 34)

**P.) Exterior Roof Camera**

Cameras installed on roofs will be required to meet non penetrating mounting instructions when new roofs are installed. Must have permission from Architectural Committee prior to installation.

**Q.) Utilities**

A utility that feeds one unit only, the owner is responsible for repairs; if multiple units are affected then HOA is responsible to repair to original construction specifications. If utility is altered from original plan, then it will be the responsibility of the Owner.

If any utility causes any damages to any other unit then owner is responsible for any subsequent repairs.

**R.) Gate**

Gate repairs including hardware are to be repaired by PLTH only.  
Hydraulic door closer are allowed at owners expense.  
(See Attachments 16,17,18, & 19- Pages 34-38)

**S.) Patio Umbrella**

Umbrellas cannot be attached to fence, concrete, brick or stucco.  
Umbrella must be of neutral brown color.

**I have received and understand the Architectural *Rules and Regulations***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Fee Schedule is \$25.00 per day until violation is remediated**

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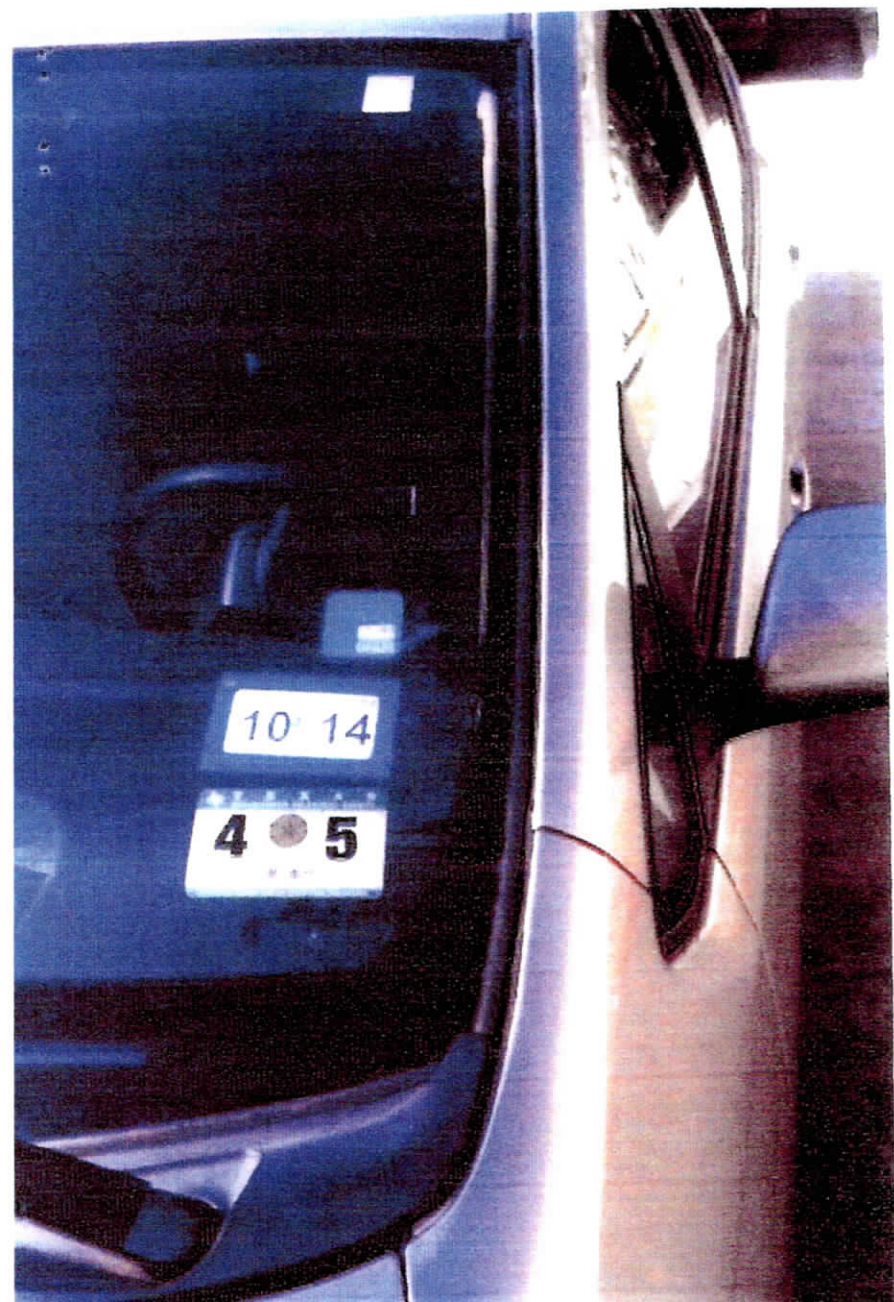
# PLTH -Schedule of Fines for Rules Violations

Please report violations to the current management company [parklanetownhomes@gmail.com](mailto:parklanetownhomes@gmail.com). All violation reports must be in writing stating the date, time, unit number/resident, and brief description of violation.

	First Offense	Second Offense (within 12 months)	Additional Offenses (within 12 months)
Excessive noise – 8am to 10pm	\$50	\$100	\$150
Excessive noise – 10pm to 8am	\$100	\$300	\$500
Animal unattended in patio area	\$50	\$100	\$150
Animal excrement in any common area	\$50	\$100	\$150
Animal unleashed or without adult supervision	\$50	\$100	\$150
Dogs excessive barking	\$50	\$100	\$150
Litter in any common area	\$50	\$100	\$150
Parking Violation	\$50	\$100	\$150
General Fine (non-specific)	\$25.00	\$50.00	\$75.00
Architectural rule violation	\$25 per day		
Lease Violation	Owner will be fined an amount equal to the monthly dues of the unit for each month of the violation		

Revised January, 2015

**PARK LANE TOWN HOMES  
RULES AND REGULATIONS**



Note: Permit # must match metal license and windshield Registration

**Attachment #1**

**Car Permit Display**

**Date: January 2015**

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Park Lane Town Homes  
Architectural Committee

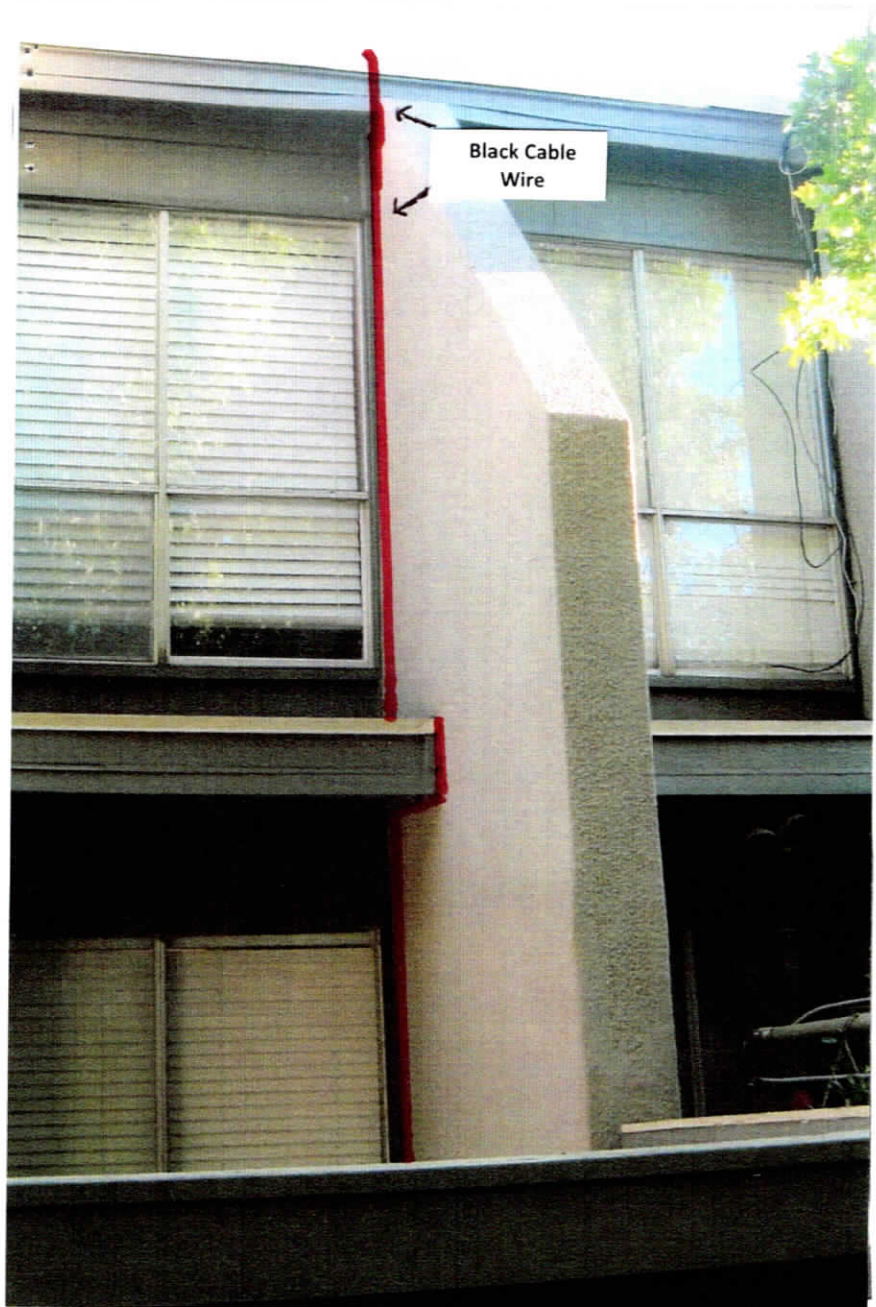


**Attachment #2**

**Roof Mount Satelite Dish**

**Date: January 2015**

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**Park Lane Townhomes  
Architectural Committee**

**Attachment #3**

**Satellite Wire Placement**

**Date: January 2015**

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**Park Lane Townhomes  
Architectural Committee**

**Attachment #4**

**Satellite Wire Placement**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



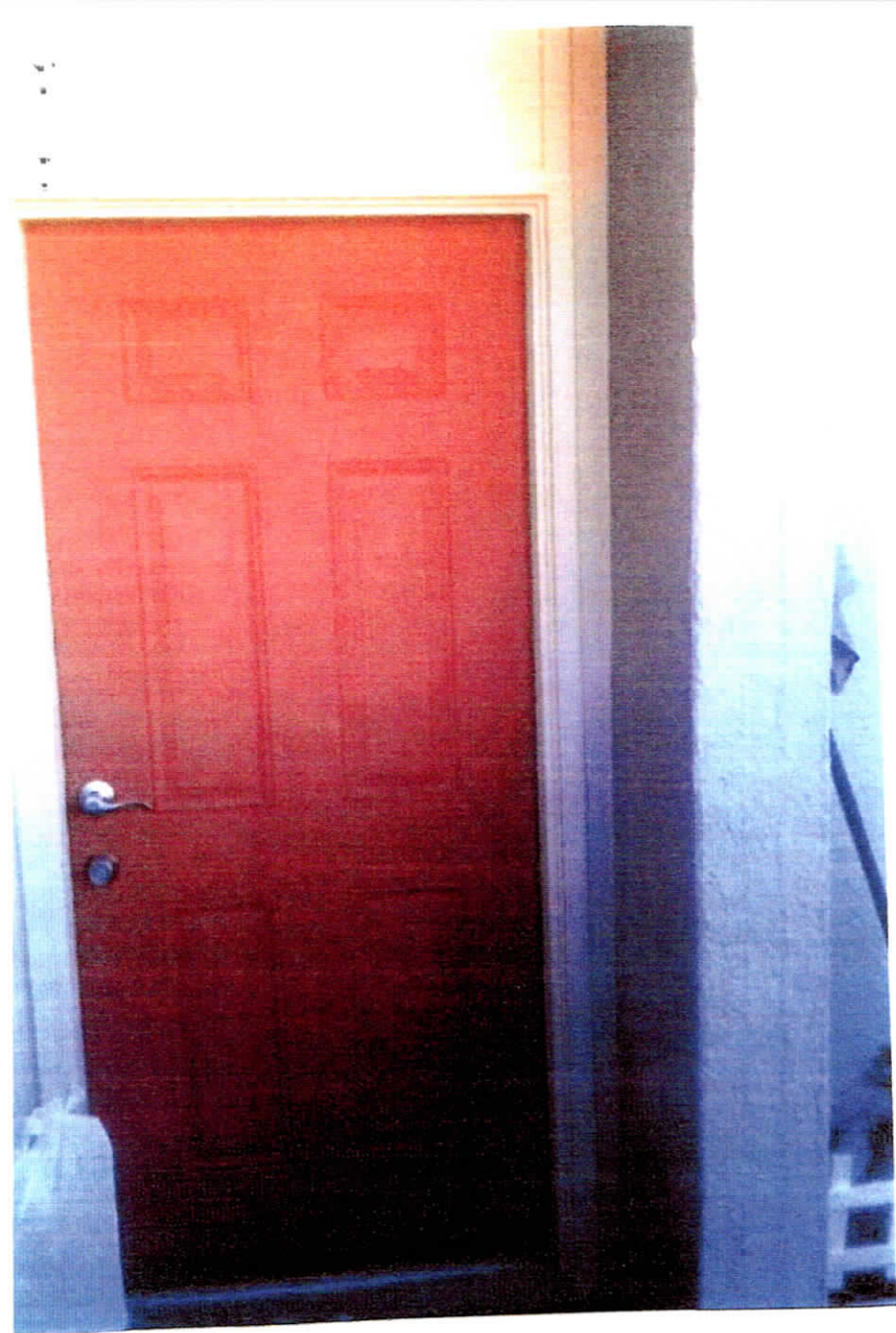
**Attachment #5**

**Satelite Dish Patio Corner Mount**

**Date: January 2015**

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Park Lane Town Homes  
Architectural Committee



Attachment #6

6 Panel Metal Door

Date: January 2015

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #7**

**Full Panel Metal Door**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #8**

**Non Operating Storm Door**

**Date: January 2015**

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Park Lane Town Homes  
Architectural Committee



**Attachment #9**

**Operating Storm Door**

**Date: January 2015**

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Architectural Committee



**Attachment #10**

**Flag Pole Bracket**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #11**

**Outside Lighting**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



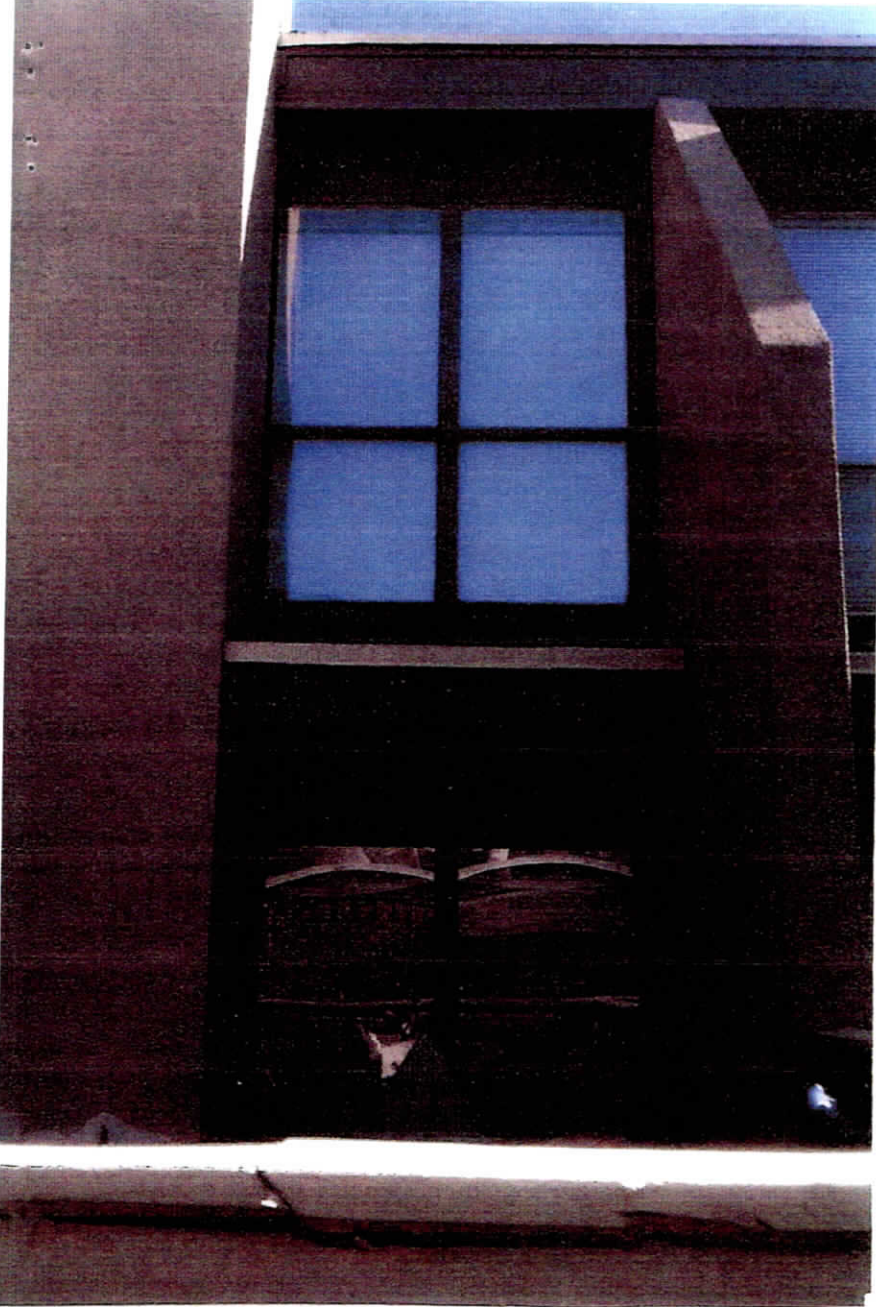
**Attachment #12**

**Electrical Plug**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #13**

**Windows**

**Date: January 2015**

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #14**

**Door Side Window**

**Date: January 2015**

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Architectural Committee



Attachment #15

Exterior Camera-Patio

Date: January 2015

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Architectural Committee



**Attachment #16**

**Hydraulic Door Closer**

**Date: January 2015**

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Park Lane Town Homes  
Architectural Committee



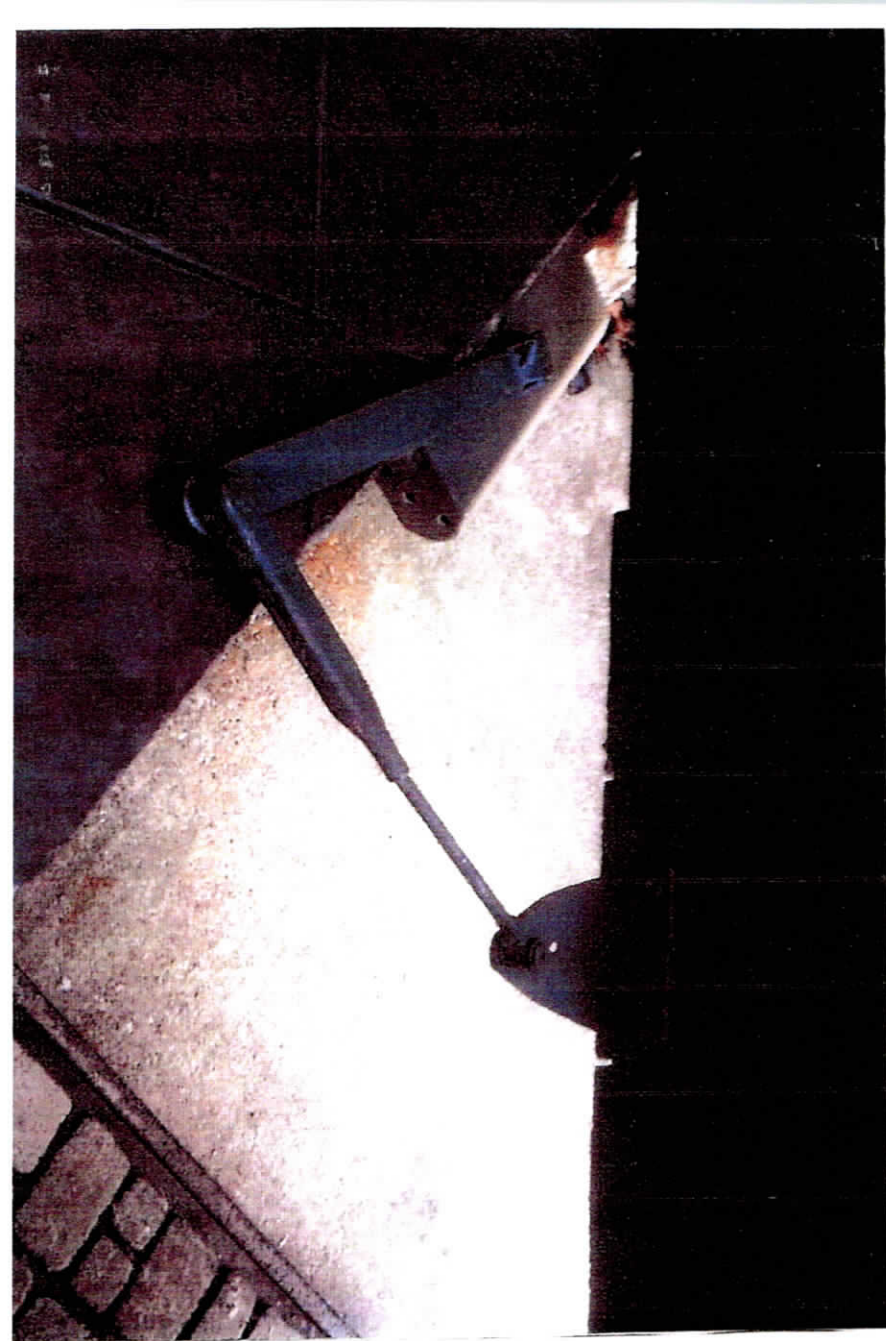
**Attachment #17**

**Hydraulic Door Closer**

**Date: January 2015**

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Park Lane Town Homes  
Architectural Committee



Attachment #18

Hydraulic Door Closer

Date: January 2015

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**Park Lane Town Homes  
Architectural Committee**



**Attachment #19**

**Hydraulic Door Closer**

**Date: January 2015**

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**Park Lane Town Homes  
Parking Permit Registration**

*(For Owner Occupied and Tenant Use)*

**Texas Uniform Condo Act (Sec 82.114 (e)) requires information to be provided**

If all information on Parking Permit Registration and Owner Information, is not filled out in full then Parking Permit request will be rejected until all information is received.

Parking Permit expires when vehicle registration expire.

Parking Permit Number relates to your cars License Plate and Sticker. When license plates are replaced then a new Permit must be renewed or risk being towed.

Unit #: \_\_\_\_\_ Parking Space #: \_\_\_\_\_ Owner Occupied: Y/N Occupant Information Form Attached? : Y/N

**Occupant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Mortgage: Y/N

Lien Holder: \_\_\_\_\_ (for Owner's Only) Address: \_\_\_\_\_

**Vehicle # 1 Information**

Address Verification Source: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ (verified by Registration Card)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Drivers License # \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Vin #: \_\_\_\_\_ Type of Insurance: Car \_\_\_\_\_ Homeowners \_\_\_\_\_ Rental \_\_\_\_\_

License Plate #: \_\_\_\_\_ Sticker # \_\_\_\_\_ (to be filled out by PLTH)

Email: \_\_\_\_\_

Inspection and Registration Current: \_\_\_\_\_ yes \_\_\_\_\_ no

**Vehicle # 2 Information**

Address Verification Source: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ (verified by Registration Card)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Vin #: \_\_\_\_\_ Type of Insurance: Car \_\_\_\_\_ Homeowners \_\_\_\_\_ Rental \_\_\_\_\_

License Plate #: \_\_\_\_\_ Sticker # \_\_\_\_\_ (to be filled out by PLTH)

Email: \_\_\_\_\_

Inspection and Registration Current: \_\_\_\_\_ yes \_\_\_\_\_ no

I verify that the above information is correct.

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

Signature

I have received a copy of all General, Animal, Architectural, Pool Regulations, and Parking Permit Rules.

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

Signature

**Park Lane Townhomes  
Owners With Tenant Registration**

**Texas Uniform Condo Act (Sec 82.114 (e)) requires information to be provided**  
**Note: If all information is not filled out in full then Parking Permit will be rejected until all information is received.**

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All Owners will be verified through Dallas Central Appraisal District

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Unit #: \_\_\_\_\_ Parking Space #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tenant Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Mortgage: Y/N

Lien Holder: \_\_\_\_\_ Address: \_\_\_\_\_

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**I verify that all information state above is true and correct.**

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date:

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**Documentation required from Owner for each unit.**

- Criminal Back Ground Check of all adult Tenants(s).
- Lease Agreement with list of each individual Tenant(s) to be updated annually.
- Lease Agreement listing all animals - to be updated annually (if applicable).

I have received a copy of all General, Animal, Architectural, Pool Regulations, and Parking Permit Rules.

\_\_\_\_\_  
(Printed Name )

\_\_\_\_\_  
Date: \_\_\_\_\_

Owner Signature

**Park Lane Town Homes  
Managing Agent**

**Texas Uniform Condo Act Sec 82.114 (e) requires information to be provided**

**Note: If all information is not filled out in full then Parking Permit will be rejected until all information is received.**

**All Owners will be verified through Dallas Central Appraisal District**

Unit #: \_\_\_\_\_ Parking Space #: \_\_\_\_\_

Owner's Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mortgage: Y/N

Lien Holder: \_\_\_\_\_ Address: \_\_\_\_\_

I hereby Authorize \_\_\_\_\_ to be my Managing Agent for this Unit thereby giving them full authority to make any decisions regarding Leasing, Repairs, Permits, and Registration. This Authorization does not extend to a voting proxy for meetings.

\_\_\_\_\_ Date: \_\_\_\_\_

**I verify that all information state above is true and correct.**

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Authorized Agent**

**Documentation required from Owner/Managing Agent for each unit.**

- Criminal Back Ground Check of all adult Tenants(s).
- Lease Agreement with list of each individual Tenant(s) with ages to be updated annually.
- Lease Agreement listing all animals - to be updated annually (If applicable).
- Managing Agent Form

I have received a copy of all General, Animal, Architectural, Pool Regulations, and Parking Permit Rules.

\_\_\_\_\_ (Printed Name )

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature Authorized Agent**

**PARK LANE TOWN HOME  
OCCUPANT INFORMATION**

**Texas Uniform Condo Act (Sec 82.114 (e)) requires information to be provided**

Unit #: \_\_\_\_\_ Bldg #: \_\_\_\_\_ Owner Occupied: \_\_\_\_\_

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**List of Occupants**

Name

1.) \_\_\_\_\_ Age: \_\_\_\_\_

2.) \_\_\_\_\_ Age: \_\_\_\_\_

3.) \_\_\_\_\_ Age: \_\_\_\_\_

4.) \_\_\_\_\_ Age: \_\_\_\_\_

5.) \_\_\_\_\_ Age: \_\_\_\_\_

6.) \_\_\_\_\_ Age: \_\_\_\_\_

I CERTIFY THAT ALL INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT

\_\_\_\_\_ Date: \_\_\_\_\_

Occupant of Unit

**Park Lane Town Home  
Animal Registration**

**Annual Registration is Required**

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**UNIT #:** \_\_\_\_\_

**Resident:** \_\_\_\_\_ **Unit Owner:** \_\_\_\_\_

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**Name of Insurance Carrier:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Date of Policy:** \_\_\_\_\_

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**Animal #1**

**City of Dallas Registration #:** \_\_\_\_\_ **Date of Registration:** \_\_\_\_\_

**Name of Animal:** \_\_\_\_\_

**Dominate Breed:** \_\_\_\_\_

**Approximate Weight and Height:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birth Year:** \_\_\_\_\_

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**Animal #2**

**City of Dallas Registration #:** \_\_\_\_\_ **Date of Registration:** \_\_\_\_\_

**Name of Animal:** \_\_\_\_\_

**Dominate Breed:** \_\_\_\_\_

**Approximate Weight and Height:** \_\_\_\_\_

**Color:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birth Year:** \_\_\_\_\_

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**Number of animals on property:** \_\_\_\_\_ **Fee paid:** \_\_\_\_\_ **\$7.00 per each animal**

**Collar distributed:** Y/N **Service Animal:** Y/N

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**NOTICE: YOUR ANIMAL MUST HAVE PARK LANE TOWN HOME IDENTIFICATION ON YOUR ANIMAL OR BE SUBJECT TO FINE SCHEDULE.**

**Any animal that has been trapped that does not have PLTH identification or a notched ear will be sent to City of Dallas Humane Society.**

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**I have been given and understand the Animal Rules and Regulations**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Adult Resident Signature**

**Animal Application filled out in full**  
**Copy of Home Owners, General Liability Insurance**  
**with Pet Policy coverage documented, animal specific**

**Pet Deposit**  
**Picture of Animal(s)**


**Park Lane Town Homes  
Pool Registration**

**Annual Registration is Required**

Notice: All Residents and Guest must have a bracelet inside pool fence area.

Unit #: \_\_\_\_\_ Name of Owner/Tenant \_\_\_\_\_

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Members in Household:

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

\_\_\_\_\_ age \_\_\_\_\_ Gender \_\_\_\_\_

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Verified by Lease Agreement Y/N

Number of bracelets issued: \_\_\_\_\_ @ \$5.00 deposit.

Deposit paid: \_\_\_\_\_

I have been given and understand the Pool Rules and Regulations

\_\_\_\_\_ Date: \_\_\_\_\_

OWNER OR ADULT RESIDENT

# Park Lane Townhomes

Administrative Resolution # \_\_\_\_\_

## Mold

The Board of Directors of Park Lane Townhomes (the "Association") hereby adopts the following administrative resolution pursuant to Article IV, 3, (c) of the By-Laws.

WHEREAS, the Association's unit owners have the responsibility to properly and consistently maintain their units to control and eliminate hazardous mold growth;

WHEREAS, the Board is concerned about the damage caused by water intrusion into units which results in mold growth hazardous to health;

WHEREAS, mold is detectable both by sight and smell and units owners are best positioned to observe water intrusion and mold growth; and

WHEREAS, it is essential that the Board be able to respond promptly to water intrusion originating from the common area into a unit to repair damage and eliminate the resulting mold;

NOW, THEREFORE, BE IT RESOLVED:

1. Each unit owner shall be responsible to maintain appropriate climate control, keep the unit reasonably clean.
2. Each unit owner shall be responsible to not block or cover any unit heating, ventilation or air conditioner ducts.
3. Unit owners shall be responsible that all unit vents are working properly including those serving bathroom, kitchens, and laundry and fireplace.
4. Unit owners shall report immediately in writing to the Board
  - (i) evidence of water intrusion or excessive moisture in the unit and/or common areas;
  - (ii) evidence of mold growth that cannot be removed with common household cleaner; and
  - (iii) malfunctioning, leaking or deficient common area doors or windows.
5. Each unit owner shall be responsible for remediation of mold within their unit.
6. Each unit owner shall be responsible for costs incurred by the Association to remove mold from the unit due to the unit owner's failure to properly and promptly remediate the same.
7. Each unit owner shall be responsible for injury to the unit owner and/or occupants resulting from the unit owner's failure to comply with these terms.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

\_\_\_\_\_  
Board President – Park Lane Townhomes