

2220 Canton Lofts Homeowners Association

Rules and Regulations

Last Revised February 2009

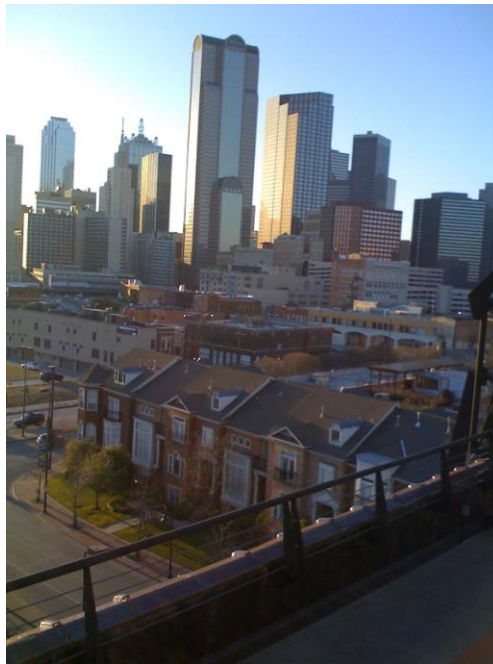


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Welcome to 2220 Canton Lofts!

Condominium/Loft living combines two major lifestyle values – private ownership and control of real property. An individual whom enjoys a degree of autonomy owns each unit. At the same time, we live in a high-density community that depends upon the cooperation and civility of its residents.

You have chosen to live in one of the most prestigious lofts in Dallas, housing a diverse population who includes every lifestyle and economic distribution. One of the hallmarks of condominium ownership is that the owner relinquishes a degree of individual freedom to be a part of a residential neighborhood in which decisions are made by an organization – the HOA (Home Owners Association) Board of Directors (BOD).

The following rules and regulations have been established and approved by your HOA Board. The residents of 2220 Canton include owners and renters, both of whom are valued members of our community. Although our renters contract privately with the unit owner, they are subject to the same rules and regulations. Many of these rules are included to bring the building up to code in terms of city regulations for commercial properties.

We expect every rule and policy to be revered by the 2220 Canton community. With that, it is expected everyone to observe the rules set forth in this book, respecting that the intent is to preserve the community and property as a whole. The *Rules and Regulations and By Laws of 2220 Canton Lofts* are for the protection of all. Should any owner believe any rule is unfair or unjust, remedy lies with discussing concerns with the HOA Board, which is the governing board of the *Rules and Regulations and By Laws of 2220 Canton Lofts*.

Special care has been taken to ensure complete compliance with the Texas Uniform Condominium Act of 1994 and 1998 and the Declaration and By-Laws of 2220 Canton Homeowner Association. 2220 Canton's attorney has determined that these *Rules and Regulations* are legal and enforceable.

The management of 2220 Canton is solely responsible for rule enforcement. You are encouraged to visit with the management and the concierge staff should you require any additional information or clarification.

History

Stemming from the roaring 1920's, the history of 2220 Canton began when The Olive & Meyers Company constructed the building in 1925. Formerly known as The Olive & Meyers Building, 2220 Canton served as a manufacturing plant until 1958, when it was sold to clothiers Leroy McMullin and Ray Stockton. With this transaction, The Olive & Meyers Company ceased to exist, thus categorically symbolizing an end to the manufacturing era in Dallas and the beginning of the service industry boom.

The Olive & Meyers Building played a significant role in contributing to Dallas' vast history and has instilled cultural influences throughout the community. Because of these things, 2220 Canton has been designated as a City of Dallas landmark.

Westdale purchased the building in 1992 with the intent of creating one of the first lofts in Dallas. Although several other developers have constructed new lofts, few compare to the charm of 2220 Canton.

Historically, the building was originally solely renters; however, the building is now primarily owner-occupied and in the process of creating its own identity.



General Rules and Regulations

Abbreviations

BOD = Board of Directors
MGT = Management
HOA = Home Owners Association

Assessment fees

Monthly assessment fees are due on or before the first of each month. By state regulations, a 10 day grace period is honored. Once the grace period has passed, the dues are deemed delinquent. Once a homeowner is delinquent on their dues, a \$100 fine per month will be assessed.

Should the homeowner assess any fines for violating the rules and regulations, those will be added to the homeowner dues. Fines not paid will be considered a delinquency and are subject to delinquency fines.

Words Fee and Fine are used in this document and both are interchangeable.

The procedure for collecting delinquent accounts is as follows:

- In 30 days, a follow-up letter is sent to the homeowner
- In 60 days, a second letter is sent which warns the homeowner that foreclosure proceedings are imminent
- After 90 days, foreclosure proceedings are initiated at the owner's expense, including any and all attorney's fees

Assessment of Fines

The Board has a schedule of fines. The purpose of the fines is not to raise revenue, but to ensure compliance with the rules and regulations. The *Rules and Regulations* provide for an appeal to the Board, which has the authority to rescind, decrease, or increase the fine. Homeowners and renters who wish to register a complaint or report a violation of the rules should notify a member of the Board of Directors. It is the responsibility of the BOD to determine the nature of the complaint and take appropriate action to resolve the issue. Should the remedy not satisfy the complainant, please report the complaint to the president of the Board. If the complainant is not satisfied with the ruling, then an appeal to the entire Board should be made in the form of a written report to the Board of Directors (BOD).

If a fine is levied and the complainant refuses to pay, the Board can attach the fine as part of the normal assessments.

All fines assessed will be the responsibility of the unit owner. Should a lessee cause an infraction and refuse to pay, all fines levied will be the responsibility of the unit owner with no questions asked.

Balconies

Balconies are a "limited common element" as described in the Condominium Declaration. They are not to be painted, modified, or equipped with fixtures without expressed consent of the Board.

Anything, which detracts from the general appearance of the building, is not allowed, as determined by the BOD.

The balcony shall not be used as a storage area for boxes, appliances, etc. Any items NOT considered balcony furnishings or decorative plantings are strictly prohibited.

Specific with respect to balconies:

- Nothing can be hung, thrown or swept over railings, including cigarettes (please use a vacuum) as it may pose a threat to those below, and accumulate around the building.
- No bird feeders, bird houses, wind chimes, and awnings
- An American flag may be hung if done appropriately, with the blue field in the upper left corner
- Window boxes are allowed on the balcony railings, but cannot be attached to the building itself in any way.
- One litter box is allowable, granted that it is cleaned regularly
- Carpeting may not be installed
- Any damage arising from an object or fluid falling from ones balcony will be the responsibility of the owner/renter
- Grilling on the balconies is against Dallas City Ordinance. Violators are subject to fines and, should fire occur, are responsible for all damages.

Fine: \$250 per occurrence

Bicycles

Bicycles must be registered with the front desk personnel. They are to be parked ONLY in the designated areas in the garage. Bicycles are not permitted in the passenger elevators, in the hallways, or on balconies.

Fine: After second warning, \$50 per occurrence.

Board of Directors (BOD)

The Annual Association Meeting is held in the 3rd quarter of each year. (The BOD consists of at least 4 members, each elected to a 2 year term (President, Vice-President, Treasurer, and Secretary). The Board may elect to add additional positions as well. If any member of the Board ceases to be a homeowner or voluntarily resigns from the Board, the remaining members will select a replacement to serve the remainder of that member's term. Furthermore, a Board member must be a resident of 2220 Canton. The exception to this rule would be Westdale's representative. The Board operates by majority rule however the President has the ability to make decisions concerning the daily business of the building.

The BOD may appoint committees to help with projects at any time; however all decisions must be approved by the Board. All decisions made by the BOD are final.

Board Meetings

Board meetings are held at the discretion of the BOD (typically monthly). Any homeowner who desires to be included has the option of attending the meetings. The Board would prefer an agenda, in advance of the meetings. This request can be either delivered to the President directly or via e-mail to a member of the Board. Reasonable time will be allotted for discussion. All homeowners are encouraged to attend.

Closed sessions conclude each meeting and non-Board members must excuse themselves from this portion of the meeting.

Bulletin Board

Located in the gym, at the mailboxes, and at the passenger elevator.

Locked boards are for the sole use of the HOA.

To utilize the bulletin board in the gym:

- Postings shall not be larger than 8 ½ x 11 in. (letter size)
- One posting per unit/ business entity
- Submittals must be dated and signed or otherwise identified. The bulletin will be cleared every month and removed postings will be filed for one week at the front desk and destroyed thereafter.
- Postings not adhering to the above criteria will be removed

All HOA related material must have Board approval.

Carts

There are several designated grocery carts, which are stored in the basement, specifically designed for carrying light loads, such as groceries, etc. Due to the limited availability, please return carts to the basement immediately after use.

Please refrain from leaving the carts in the hallway, the elevator or in your unit.

For heavier loads, a service dolly is available from the front desk, and it, too, must be returned within 24 hours.

Should you choose to purchase your own small cart, they are available at stores such as Container Store and Bed Bath and Beyond.

Periodically, the concierge will conduct a unit-to-unit search to seek missing carts. As these are community property, it is the responsibility of the management company to occasionally enter your unit for this occurrence. Should a unit be utilizing a cart for personal use, a letter of warning, then a fine will ensue.

Fine: After second warning, \$50 for failing to return carts to proper holding area

Children

A parent, guardian, or relative must accompany children under 14 yrs of age at all times in hallways, lobbies, and public places. Rooftop is strictly prohibited without parental supervision for all children under 18. No toys or vehicles are to be left in the hallways. Children are the responsibility of the respective condominium owner; they are not the responsibility of the HOA or Management.

Neither 2220 Canton HOA nor the management will be responsible for any injury to children.

Communications with Homeowners (flyers)

For the sake of privacy of all residents, the placement of communications under the door of an individual resident or residents is strictly forbidden unless approved by the BOD. Agents of the Board or the Association may place communications on or under doors. If you have a specific piece of correspondence you would like to distribute, give it to the front desk, and they will distribute it for you.

Should any flyers be distributed within the elevators by the Board of Directors, unauthorized removal or desecration of these flyers are strictly prohibited.

Elevators

The elevators are 80 years old and are serviced regularly. However, with old equipment, certain care must be taken.

The north elevator, i.e. the passenger elevator, must not be utilized for anything other than a human passenger, This includes bicycles, furniture, plants or any other inanimate object, as well as pets. As the entryway to our building for guests and realtors, it is important to keep it immaculate.

During the summer season, swimmers must use the freight elevator.

Passengers are limited to a maximum of eight (8) average sized individuals. Should a tenant or resident violate these rules a \$250 fine will be enforced.

Pets are to be in the south or freight elevator only. Should your pet have an accident, it is the responsibility of the owner to clean up the mess immediately.

During any industrial freight use, the elevator must be reserved. The key is with the concierge and will be relinquished with a \$250 deposit.

The freight elevator will hold up to 10 average sized passengers.

Should either elevator break or need service due to negligence, resident will be responsible for all charges incurred,

Emergencies

Although emergencies are rare, we must be prepared. If you experience an inoperable or “stuck” elevator, utilize the emergency phone located within the elevator. This will notify the front desk on which floor the elevator has stopped. Remain calm. Help will arrive shortly. As a note, the passenger elevator is generally the one which jams, and usually because of overloading.

A fire extinguisher is located behind the front desk in the stairwell. The building is fitted with a sprinkler system, and there is a fire alarm system.

If there is a fire on your floor:

- Call 911 immediately, then
- Contact the front desk at 214-748-7035

All units must have an operable smoke detector. Violation of this rule shall result in a fine or lawsuit for injunctive relief requiring the installation of a smoke detector.

Should an emergency occur, the concierge or member of the Board, shall enter your unit to rectify the situation. All units must have a key on file with the management.

Enforcement of the Rules

The rules and regulations defined in this handbook have been established by the Board to ensure a safe and pleasant environment for all homeowners and residents. All homeowners and residents are bound and subject to the rules at the time of purchase or lease. By purchasing or leasing a unit, you agree to comply with the rules and regulations and any changes to them authorized by the BOD in the future.

To ensure compliance with the rules and regulations, a schedule of fines has been established for infractions of any and all *Rules and Regulations*. For most rules, \$50 per occurrence per day is the standard, until the problem is corrected. Fines other than \$50 per occurrence per day are stated with the specific rule to which they apply.

Homeowners and residents are responsible ensuring that their family members, tenants, roommates, visitors, guests, housekeepers, contractors and construction crews and other service providers comply with all rules and regulations. Homeowners and residents will be fined for infractions committed by such persons. The Management will enforce all rules as follows:

- In most instances, the management will issue a warning to a homeowner or resident when a rule is first broken as observed by the staff or front desk personnel, or reported by other owners or residents. When infraction endangers those living in the building or creates a severe disturbance, a fine will be issued immediately. After the warning, fines will be issued for each infraction of a rule or for each day that the infraction continues.
- Roof infractions, such as glass on the roof, are immediate fines due to the severe hazard to other individuals in the building
- Fines are doubled after the 2nd infraction
- Management will report non-compliance of a rule or regulation to the Board. When all attempts to gain compliance or otherwise resolve the situation have failed, the homeowner must initiate resolution of the offense with the Board.
- Should another tenant witness violations of the rules and regulations, they have the right to report the incident a member of the Board or the management company and the violator will be subject to the appropriate fine schedule

When a homeowner has a serious concern or a suggestion not covered by the existing rules and regulations, or which would require modification or extension of existing rules and regulations, he or she will submit a written recommendation to the Board.

Please notify the management or the staff on duty of any problems or disturbances. The Management will investigate the problem and notify the offending homeowners/ residents immediately. Management and, when necessary, the Board will work with the offending homeowner or resident to resolve any problems.

To encourage good relations among residents and to mitigate the escalation of any problems, the staff, management, and Board will not disclose who has made the complaint to an offending homeowner or resident. If disclosure becomes necessary in the course of mediation or legal action, individuals will be notified that the disclosure was made.

Fire Drills

2220 Canton is equipped with an integrated fire alarm system. A fire drill may be conducted yearly on an appointed day in an effort to familiarize residents with proper evacuation procedures. ***In the event of the fire alarm sounding, please assume that it is indeed a real emergency. Residents are urged to take the stairwells and exit the building to the street level as soon as possible.*** In the event of false alarm, desk personnel, if present, will reset the fire alarm; otherwise, the fire department will locate the area in question and extinguish any fire present. It is against city ordinance to tamper with or disable your fire detector within your unit, resulting in a severe fine. Please ensure that your fire detector(s) is/are working properly as the entire building depends upon each unit's system functioning properly.

Freight Elevator and Deliveries

The freight elevator must be used for all move-ins/outs and one-time deliveries between 9 AM until 5 PM, Monday – Friday only. Weekend, holiday or evening moves are not allowed. There is a \$50/hr charge for scheduled moves after 5PM to account for the overtime involved from our concierge staff.

Contractors and workers must use the freight elevator only. Under no circumstance should contractors or their construction crews use the main elevator.

The freight elevator must be reserved in advance through the front desk for ALL move-ins/outs. In order to reserve the elevator, a refundable deposit of \$250 is required at the time reservations are made. One-time deliveries do not require a deposit, but residents are required to verify in advance through the front desk that the elevator is available during the scheduled delivery.

It is the responsibility of the owner to make sure that these moving rules are directed to their lessee. Violation will result in the owner receiving the \$500 fine.

When not reserved, the elevator is to be used for paper deliveries, swimmers, joggers, people walking dogs, grocery carts, and delivery of oversized objects. Please be respectful of neighbors by cleaning any spills, debris or waste incurred.

Any damages to the elevator or the hallways will result in result in loss of deposit and any additional charges thereof. This includes but is not limited to breakdown, loss of keys, floor damage and wall damage.

Fine: Any unauthorized moves will result in a \$500 fine.

Gym

Hours of use are 7:00 AM – 10:00PM.

The gym and it equipment are for the use of residents, their personal trainer, and guests. Personal trainers must be registered with the front desk. Use of the equipment in the gym is at YOUR OWN RISK. Neither 2220 Canton HOA nor the management will be responsible for any injury, lost or stolen property which occurs as the result of use of the exercise room.

No eating, drinking of alcoholic beverages, or smoking is allowed in the exercise area. Children under the age of 14 are not allowed in the gym unless accompanied by an adult. No personal equipment may be stored in the gym without the expressed permission of the Board.

Please make an effort to wipe down the equipment and keep the area clean.

Fine: After a second warning of infringements by the management, \$50 fine per occurrence.

Hallways

Hallways must be kept clear at all times. No items are to be left or stored in the hallways.

Shopping carts must not be left in the hallways at any time. They are a hazard in emergency situations. See section 16-10-102 of the City of Dallas Fire Ordinance. If the fire inspector makes an inspection and finds obstruction in the hallway, HOA will be subject to a severe fine. Responsible party will reimburse the HOA.

The Management will remove newspapers after 48 hours.

Pets are not allowed to run freely in hallways. They must be on a hand held leash or carried. Accidents happen; clean up of pet waste are the sole responsibility of the owner. Failure is subjected to fine.

These rules are to be strictly enforced for health and safety reasons.

Fine: After first warning, \$50 per occurrence.

Heating and Air-Conditioning (HVAC)

Heating and A/C in our building is provided by a central water source heat pump system. The temperature in Texas can vary greatly from day to day. As a result there may be short periods when the internal temperature within the building is less than ideal and the temperature in your unit may not reach the temperature set by your thermostats.

Utilities represent the second largest single expenditure in the condominium budget, behind security staff. Thermostats should be set for comfort, but unnecessary waste should be avoided, as it stresses the entire system. Doors and windows should be kept closed during extreme temperatures. All residents should be prudent in the use of hot water and electricity.

Thermostats in the hallways and gym are preset and not to be adjusted. If you suspect a problem with one of the common area HVAC, please notify the front desk.

As for problems affecting your AC, the HOA will not be held responsible for its maintenance and care. We recommend changing your unit's HVAC air filters *monthly*. There is an independent serviceman available who can change them for you for a small fee; contact the front desk for details.

If your AC is not working properly, first check to see if is on, and if so, then contact the front desk to determine if there is a system-wide problem. If none, then the front desk can arrange a repairman at your expense. All individual units are the responsibility of the owners. HOA is not responsible for any part of your individual A/C, heating or HVAC unit.

Holiday Decorations

For fire safety, no live door wreaths are allowed. Artificial decorations may be used on doors and lights may be used on balconies, subject to disapproval by the Board if it determines items unacceptable. All holiday decorations must be removed by January 15th.

Fine: After a second warning, \$50 per day until removed.

Insurance

We strongly recommend that you obtain your own homeowner's insurance. 2220 Canton Lofts HOA or its homeowners will not assume liability for the loss, destruction, disappearance, theft or damage to your property. As with most commercial buildings, 2220 Canton is insured for fire and general liability, but the coverage does not extend to the interior of the homeowner's units.

HOA is not responsible for damage, theft or towing of vehicles. This is the sole responsibility of the vehicle owner.

Property in storage units is the sole responsibility of the individual.

Maids

Maids and/or housekeepers must register at the front desk upon arrival. If you have a maid, please notify the front desk which days and times they are allowed access to your unit. **DO NOT GIVE A MAID A KEY TO YOUR UNIT.**

When a maid enters the building, he or she must sign in. They should use the freight elevator only. When leaving the building, they are to sign out with the front desk as well.

Management

Westdale was historically the Association's managing agent until 3/15/02. The Board recently contracted with Majestic Realty as the managing agent. At the direction of the BOD, Majestic Realty and their hired agents maintain, repairs, and operate the property.

It is not the duty or the responsibility of the Management to maintain or repair any portion of, or malfunction in, the *interior* of any private residence.

Your condominium residence is identical to a single-family dwelling. Interior repairs and malfunctions are the full responsibility of the homeowner. The front desk, however, will have numbers of technicians, plumbers, etc. who you can call in the event of an emergency and can do so for you.

The Management does have personnel on its staff that may be engaged by residents to resolve various interior repairs and should be contacted for arrangements of services and fees.

Moving In

The Management requires the following documentation prior to scheduling the freight elevator:

- Of an owner: a copy of the deed proving title of owner.
- Of a lessee/resident: a copy of an executed lease that has been previously approved by the Board. The lease must state that the lessee/resident will abide by the *Rules and Regulations* and *By-Laws* of 2220 Canton Homeowners Association.

Prior to moving in, the new resident shall have completed the following:

- Read and sign receipt of the *Rules and Regulations* and *By-laws*
- Register all vehicles
- Acknowledge assigned parking space(s)
- Received one garage card and front door access clicker

- Signed an affidavit to follow *Rules and Regulations* and *By-Laws* of 2220 Canton Lofts HOA
- Put up a \$250 refundable deposit for freight elevator
- Completed all paperwork required by the Management concerning new tenancy
- Completed registration of a pet, if applicable

Moving Company

- All movers/moving companies must protect the floors of both the first floor and the subsequent move floor with cardboard or some other protective surface. Any floor damage is the responsibility of the owner/lessee.
- All movers/moving company must register with the management company prior to move in.
- Any damage is the sole responsibility of the owner/lessee.

No move in/out on weekends or holidays.

All moves must occur on Monday through Friday between 9AM and 5 PM. Any other times must be preapproved by the board and will be subject to fees associated with concierge service. All moves require a \$250 deposit prior to move, and will be refunded after inspection. Any damages will be assessed and charged accordingly.

Moving Out

Please reserve the freight elevator for move-ins/outs. There is a required refundable security deposit required during registration (\$250). Please note that **ONLY** the freight elevator may be used for move-ins/outs.

In the move-out situation, the security (in the case of renters) and elevator deposits (everyone) will be returned when:

- It is determined that neither the freight elevator nor the building proper has been damaged during your move-out
- All fees due to the HOA have been paid in full
- All issued items returned, including garage gate cards, electronic clicker to the front door and back gate, No deposits will be returned unless card keys and door clickers are returned to the front desk personnel. At that time door codes will also be surrendered.

All move-ins and move-outs that have not been completed by 5pm shall require additional services of courtesy personnel. This service shall be at an additional hourly cost. In this case, advanced notice is requested so extra (after hours) desk personnel can be arranged.

There will be no move-ins or outs on weekends, holidays or after hours. Failure to comply will result in a \$500 fine.

Noise

In a complex of this size, everyone must be concerned with the amount of noise they make and with the time when it takes place.

TVs, stereos, and computers must be kept at a volume that cannot be heard in other units. Parties and arguments have the potential to create disturbing levels of noise. Please monitor and control them.

Dallas City Ordinance states that undue loud noise after 10:30 pm can be reported to the police as a disturbance of the peace. Homeowners and residences can address it with the offending homeowner and resident. In most cases, a warning will be given for the first infraction; thereafter,

a fine of \$50 per occurrence will be issued. If the source of the disturbance cannot be located or if the offending homeowner, resident may call the police to investigate. Reports of excessive noise should be made directly to the Dallas Police Department via 911.

Fine: The need to call the police about noise is considered an infraction and will result in a fine of \$50.

The following special rules apply to noise control and reduction:

- No unit may be used for a party or gathering by any other person than the resident. Residents may not rent or lend their unit to another person for party type functions.
- Parties for 20 or more guests must be coordinated with the front desk. A list of invited guests will be required to be on file prior to the planned function. Open admission and pay at the door parties are strictly forbidden.
- Parties in individual units must end by 2:00 a.m. The City of Dallas noise ordinance will be enforced after 10:30 p.m. as necessary.
- Frequent, loud, or continual noise from pets is prohibited. Please see the “Pets” section for rules, regulations, and associated fines.
- Provisions for remodeling and construction time are made under the Construction section. It is the responsibility of each homeowner to ensure compliance with the 2220 Canton noise guidelines. It is recommended that when remodeling a unit, to double sheetrock adjacent walls to minimize sounds between neighboring units.

Fines of \$100, \$250, and \$500 shall be assessed should the preceding special rules are not adhered to.

Parking

Given the small number of parking spaces at 2220 Canton parking will always be an issue. Parking space(s) are considered for the exclusive use of the Owner of each unit. Each unit's parking designation is under the purchase of the unit, and is assigned at purchase. Towing will occur if resident is parked in another owner's assigned parking space. Written documentation of utilizing another space must be on file with the property management company in order to park in any space other than one purchased with your unit. There is no open parking.

Should unauthorized parking continue without written consent, the vehicle will be towed at the vehicle owner's expense,

Should questions arise on which unit is assigned each space, Majestic Realty, the front desk personnel or a member of the Board can inform you of parking assignments.

Guests may not park in either the garage or the back lot. These are reserved solely for the tenants. Guests must park along west side of the building.

Parking problems or disputes must be put in writing and submitted to management, which will review the matter with the Board at their next scheduled meeting. Please note that 2220 Canton will not be held responsible for any accident that may occur while entering/exiting the garage.

The side of the building is reserved for guest parking.

Parking regulations:

- No commercial vehicles may be parked on the property except for specific service calls
- Vehicles parked inappropriately for more than a week will be towed.

- No boats, trailers, campers, motor-homes, RVs and the like will be parked on the property
- All vehicles must be currently licensed, inspected, and in operating condition
- No vehicle can be stored (on blocks) on the property
- Noisy or smoky vehicles will not be allowed on the property
- Motorcycles without mufflers are not permitted on the property
- No space will be converted for living, recreational, or business purposes
- Storage bins are provided for each spot; however, the space MAY NOT be used for general storage (visible items will be confiscated and the owner subject to fine after initial warning)
- Electronic cards have been provided for each unit. They must be passed within 28" of the electronic reader board to activate the garage door. Please wait until the door is fully open before entering or exiting the garage. The door has an approximate wait time of 8 seconds before opening.
- When entering or exiting the garage, the vehicle on the ramp DOES NOT have the right of way. Please look both ways before exiting the garage.
- When entering or exiting the garage, do not tailgate. Stop and use your card.
- If the door is malfunctioning for some reason, please notify the front desk.
- If you do not know an individual trying to follow you into the garage or back lot, stop on other side of the gate and wait for it to close.

Any violation of these rules will result in your vehicle being towed.

Fine: After first warning, \$50 per occurrence; \$250 for repeat offenders

Parties

Please be courteous to your neighbors when excessive guests or parties occur in your unit or on the rooftop. The following guidelines are put in place for the benefit of all residents of 2220 Canton and apply to both in-unit and rooftop parties.

- All parties of 25 or more, whether in-unit or rooftop must have prior board approval. Please submit in writing to front desk personnel 45 days prior to event
- All rooftop parties must place a deposit with certified funds
- All parties must have a guest list, regardless of size. No open or fee based parties will be allowed
- No tenant or owner can have more than 2 parties in excess of 25 guests per year
- No parties or functions for units with past due assessments
- Additional security is required for all parties of 25 or more. 2 security personnel must be on site for parties of 35. Additional security is required per additional 10 persons after 40
- Valet parking is required for all parties of more than 25 due to the limited amount of parking available on-site.
- Any fundraising or marketing events must have prior board approval. Any commercial venues after 5PM with guests are required to pay a per hour fee as established by the HOA subject to the nature of the event. All fees go to the HOA. All other noise ordinances apply. Security must be placed.
- Only 8 persons per elevator. Any charges incurred for elevator jams will be charged back to the resident
- Please plan for alternative parking. Spaces in the back lot and garage are reserved for residents only. Parking on the side of the building is for guests of other residents, not for parties
- Resident must be present during entire event
- Resident is responsible for any damage caused by guests
- Be respectful of neighbors

- Door codes are for the exclusive use of the resident and is not to be given out to guests
- All rooftop rules apply

Parties can be forfeited or shut down by any member of the board or the management company should the resident misrepresent or not comply with any or all of the following:

- Failure of deposit
- Failure to provide an accurate count/guest list
- Failure to act in accordance with security restrictions, if required
- Failure to provide valet parking, if required
- Failure to observe the rules and regulations of 2220 Canton Lofts
- Glass of any kind on the roof will not be tolerated

Fines: All applicable fines will apply

Personal Exercise Equipment

Personal exercise equipment is allowed in each unit, given that it makes very little noise. Those homeowners wishing to donate their equipment to the gym must have it approved by the Board. Disposition of personal equipment in the gym area, without approval, will result in confiscation of the equipment and fines levied by the Board.

Pets

All pets must be registered with the HOA and must wear current vaccination tags. Acquisition of a new domestic animal is limited to those not exceeding 18” at the shoulder and 50 pounds in weight when full grown. It is the responsibility of the resident to ensure his or her pet complies with the noise regulations.

Specific pet rules are as follows:

- Dogs should be limited to 2 per unit. Pets are not allowed in the lobby; they should enter and exit the building via the back parking lot
- Pets are not allowed in the passenger elevator
- Pets are not allowed in the gym
- Pets must not be left on balconies
- No pets on the roof. No exceptions.
- ALL SOLID ANIMAL WASTE MUST BE PICKED UP AND DISCARDED IN CONTAINERS PROVIDED BY CITY ORDINANCE
- Please note there are waste bag dispensers in the back parking lot. Please use these bags for your dog waste, then dispose of it properly.
- Dog waste in the elevators, stairwells and all common areas is considered a health hazard. Should your pet have an accident, please pick up after it immediately.
- The southeast corner of back parking lot have been reserved as a dog walk area. Please take care to clean up after your pet, as this a shared area
- For renters, a \$300 refundable deposit is required for each new dog resident. This will be returned upon move-out and successful checkout with management and landlord personnel.
- A \$100 deposit is required for visiting pets

Fine: \$100 per occurrence for refusal to pick up dog waste, \$50 per occurrence for dogs not on a leash; \$250 per occurrence for pets on the roof or in the gym

Recycling

A recycling container is located in the back lot. Please use it freely as it is cleared out regularly.

Rooftop

The roof is available for private functions, but must be reserved 45 days in advance; all are subject to board approval. July 4, as well as other holidays are not available, as these tend to be a “community” event.

All functions must conclude by 12:00 Midnight.

Deposit and Inspection:

- An initial deposit of \$250 in certified funds is required to reserve the rooftop for private functions. For parties of 15 or less, your deposit is refundable.
 - When guest list reaches 25, one security person is required. All parties in excess of 35 require a non-refundable deposit of \$500 in certifiable funds.
 - Valet parking is required for all parties over 25.
 - Should the number of guests exceed 35, 2 courtesy (security) attendants are required. Additional security is required for every 10 persons over 40. Arrangements can be made at the desk for our personnel, or you may arrange your own coverage through a private agency. Typically rates run \$20-25/hr.
- Before and after each function, a walk-through will be performed. If the rooftop is not in impeccable condition by 10:30 the next morning, deposits of parties of 15 or less will be forfeited. The security deposit may be refunded in full, if the rooftop upon inspection, is clean and restored to its prior condition for parties

Clean-up

- All clean up shall be completed by 10:30 a.m. the day following the function. If this is not done, all clean up charges will be charged to the resident.
- Excessive cleanup needs and/or permanent damage resulting from functions on the roof will be the responsibility of the owner or tenant throwing the function. Should the tenant refuse to pay, all cleanup fees and fines will be the responsibility of the unit owner.

Attendance

- The resident host must be in attendance during the entire function
- The host is responsible for all guests' conduct or damage resulting from a function elsewhere in the building
- A list of guests must be submitted to the front desk one week prior to any rooftop function.

Functions with an open or fee based admittance are not permitted.

Elevators

- Limit the number of persons allowed in the elevator to 8 at any time. In the event of an elevator jam caused by an individual's event or party, regardless of size, property management or member of the board will contact the elevator company (and the fire department in the event of emergency); the tenant will be responsible for fees resulting from elevator jam caused by elevator overcrowding. Should a lessee refuse to pay charges, the owner is responsible for the owner of the unit.

Parking

- Parking for rooftop functions must be coordinated with the front desk and must not occupy guest parking spaces along the west side of the building. These spaces are reserved for guests of all residents on a first-come first-served basis. Parking is available on side streets around the area and use of a valet service is strongly recommended.

Sound Systems

- Use of amplified sounds systems is restricted to moderate volume levels and not permitted past 10:30 p.m.

Commercial Use

- Commercial use of the rooftop is subject to a per hour fee as established by the HOA subject to the nature of the use

Other

- **No glass of any kind is allowed on the rooftop.** This includes but is not limited to: wine or champagne bottles; glasses; liquor bottles; wine glasses; beer bottles; coffee cups; glass votive holders or vases. Should glass be brought on the roof illegally and break, all glass removal is the responsibility of that tenant and charges for removal including but not limited to pool drainage and cleaning will assessed. Fines will be assessed for any and all glass on the rooftop, as this is a serious violation and will not be tolerated.
- Rooftop constitutes the entire area above the 5th floor. That means that the restrictions to the rooftop also include the track area, cabana area and pool area.
- Cameras have been placed on the roof for the protection of the guests and residents of 2220 Canton Lofts and should not be tampered with for any reason
- Beautification of the roof is for the enjoyment of all residents and guests of 2220 Canton. Please refrain from using flowerpots for ashtrays. It is the responsibility of the user to remove cigarette butts from rooftop ashtrays after use.
- Damage to plants or pots will be the responsibility of offending unit, and are subject to replacement costs
- No pets on the roof. Fines will be assessed immediately.
- Any injury sustained on the rooftop is the responsibility of the individual and neither the Property Management Company nor the 2220 Canton HOA is liable.
- All rules and regulations that pertain to the roof adhere to the guests of the individual units and must be complied.

Fine: Excessive noise on the roof will not be tolerated. Should the police need to be called, a fine of \$250 will be assessed. Excessive noise after 10:30 p.m. is restricted by City Ordinance and will be reported to authorities. All fines will be doubled after 10:30.

Glass infractions are \$250/per occurrence with no warnings.

Swimming Pool and Hot Tub

The pool and hot tub hours are 6:00 am to 2:00 a.m. The pool and hot tub are for the exclusive use of 2220 Canton residents and guests. An adult must accompany children of 18 years of age or younger at all times. A resident host must accompany all guests at all times.

No lifeguard is on duty and thus, you swim at your own risk. Neither 2220 Canton HOA nor the Management will be held responsible for any personal injury or lost or stolen articles arising from use of the swimming pool or hot tub.

Please use the freight elevator when going to and from the pool area. Residents and guests must wear shoes and cover-up garment over their swimsuit while going to and from the pool area. Please dry off as much as possible before re-entering the building.

- Glass containers are prohibited by law and are not allowed in the pool area
- No pets
- Please do not move (or remove) the pool furniture in the pool area
- Please use towels with the pool cushions to keep them clean.
- Please pickup any waste (e.g., cigarette butts) in your immediate area before leaving
- The pool area is not to be used as a storage area for pool equipment, sports equipment, etc. Items will be confiscated and the owner potentially fined in the case of repeated acts

Complete rules and regulations of pool area are posted on the roof in the pool and hot tub area.

All rooftop fines will be assessed when violations occur. Fines will be assessed accordingly per infraction.

Safety

Safety is the responsibility of each resident. Please ensure that all doors are closed and locked when entering or exiting the building. While every effort is made to maintain a secure environment for residents, neither the Management nor the Board is legally responsible for ensuring your personal safety in the building or on the building property.

Keys

The front desk will have a duplicate set of keys for each unit to be used in the event of emergency or lockout.

Do not give keys to trades people or guests. Contractors, work crews, maids, etc. can be readily admitted if you notify the front desk in advance. All guests shall be announced by the Front desk, and will not be admitted to the building until the courtesy personnel have notified you by phone and received your permission to allow a guest entrance.

Should you be locked out of your unit, please notify the front desk. Should this occur afterhours, notify a member of the board to allow you access to your unit. Any lookouts after 10:30 pm must have a professional locksmith to allow entry into your unit.

Find a neighbor as a "key buddy" to assist you with lockouts.

Cards

Upon move-in you will receive one magnetic card and a gray clicker that opens the front door and back gate. Additional cards can be leased for \$25 each, clickers \$50 each. These access devices are the property of the HOA Board and must be returned upon move-out. Failure to do so will result in a deduction from the move-out or other deposits in escrow with the HOA.

Do not open doors for any unknown person; refer them to the desk personnel. If someone appears at your door that you cannot identify, do not open the door until you have called the desk for identification. Please understand that if a front desk person questions a visitor, it is for the protection of all. Anytime a question arises which could result in a misunderstanding, please notify the front desk at once.

After hours please make sure you do not allow access to anyone you are not familiar with into the building. This is for everyone's safety.

Door Codes

Each resident will receive a code for entering the building and back gate. This is for the use of the resident only. Should you choose to have guests or delivery, please have them use the keypad at the front door for building access.

Door codes are changed periodically. Please keep a note when door codes are changed. This is for your safety.

Codes will be relinquished upon move-out. After move out, you and/or your guests will be considered trespassing without a current resident validation.

The resident will not give out door codes for parties or events. Failure to comply can result in immediate shutdown and fines.

Fine: A fine of \$50 per occurrence will be assessed after a warning.

Smoking

The common elements of 2220 Canton are non-smoking with the exception of the Roof.

Please be courteous and remove your cigarette butts from the area. Those individuals found guilty of leaving cigarette butts in common areas will be subject to fines of \$50 per occurrence.

Storage Bins

There are a limited number of storage rooms available to resident homeowners on a first-come, first-served basis. Please check with the Management or front desk for availability.

- One storage space per unit with a signed rental contract to be effective so long as the owner lives in the building; Abandoned property left following move-out becomes the property of the HOA and subject to sale or disposal.
- Storage spaces will be leased on a yearly basis at a contract rate determined by the Board and cannot be subleased
- Neither substances that are explosive (such as cleaning fluids, gasoline, etc.) or hazardous chemicals or poisonous materials may be stored. Violation of these rules will result in a fine and/or confiscation or destruction of said materials

Trash

Trash chutes are located on every floor, with the exception of the garage. Strict rules govern their use:

- All trash should be in garbage bags
- No items should be forced down the chute; this oftentimes results in clogging the chute and creating problems building-wide
- No explosive or poisonous materials
- No hazardous chemicals
- Contractors and workmen must dispose of their own trash

The trash bin in the back lot is reserved for larger items, such as boxes, crates, trash, etc. Please transport your trash via the freight elevator.

Waterbeds

Waterbeds are not permitted.

Fine: After first warning, \$50 if in use after 3 days. Thereafter \$50/day until removed.

Windows

Professional cleaners wash the exterior windows of the building twice a year. Damage to window seals should be reported to the management. In general, damage to the exterior of the building will be covered via the HOA whereas the interior is the responsibility of the homeowner.

Due to the nature of the historical exemption, no windows can be replaced. Individual windowpanes, should they break because of natural disaster, are the responsibility of the HOA. Should a windowpane break due to negligence, the onus is on the owner of the unit.

Window Treatments (Blinds)

To keep the nature of the building consistent, keep blinds and window coverings a neutral color. Where several units may still have the original blinds, the HOA is not responsible for window coverings, whether original or not.

No window tinting will be allowed unless approved by the Board, ensuring that the color, light transmission, and light reflectivity fall within guidelines.

Failure to abide by this rule will be met by 2 written warnings. After seven days a fine of \$50 per day will be enforced.

Construction Section

Construction, Remodeling, and Redecorating

Prior to commencing any construction, remodeling, refurbishment, or redecorating, the owner must receive written approval of the Board or Management. This applies to projects done by the homeowner or residents as well as projects done by contractors, workmen or other professionals. The management will not allow work to proceed until all paperwork has been received. Construction standards shall be in accordance with the City of Dallas building codes.

In order to receive approval, the owner must submit plans and specifications for the proposed work, which contains a description of all materials to be used. Samples of materials, particularly flooring, may be required. Plans and materials must comply with all construction, building integrity, and noise control rules and regulations. It should be noted that the following specific rules apply to all projects:

- No gas or diesel-operated hand tools or generators in units
- No flammable solvents stored in units unattended
- All tile work or demolition in bathrooms will require coverings of drains involved
- Any demolition of walls involving water lines in those walls requires prior approval from the Board
- No dumping of construction waste down the trash chutes. Trash must be hauled to the dumpster in the back lot via the freight elevator only
- No modification of the exterior building is permitted without the expressed permission of the Board

Construction hours

Construction, remodeling, and redecorating work may only be done during the regular work week. This type of work creates a great deal of noise and inconvenience for others. Workmen will be given access to the building between 9am and 5pm, M-F, except holidays and weekends. Workmen will be permitted to work after 5pm only with the expressed permission of the Board (usually only in case of emergencies). Working after 5pm represents a security risk to the building and will not be tolerated. ALL WORKMEN MUST REGISTER WITH THE FRONT DESK each day upon entering and exiting.

Fine: A fine of \$50 per occurrence will be assessed after a warning if the workmen do not leave by 5pm.

Construction, remodeling, and redecorating work done by homeowners and residents can only be done between 9am and 5pm, M-F. Homeowners and residents are not permitted to do construction or remodeling work that creates noise, requires removal of debris, or requires bringing in materials after 5pm, or on weekends or holidays. The front desk staff will stop any work outside of these times and have the power to fine those found breaking the rules.

Fine: After first warning, a fine of \$50 per occurrence will be issued.

The hauling of materials MUST be done via the freight elevator. Use of the passenger elevator is strictly forbidden. The use of the freight elevator must be done around scheduled move-ins or move-outs.

All clean-up of construction materials is the responsibility of the unit owner.

Construction material

Construction and remodeling materials may affect the safety, building integrity and noise control. All materials must be approved by the Board when registering the project and prior to use or installation. The owner must receive the approval from the Board prior to transporting the materials into the building. This applies to homeowners and residents as well for do-it-yourself projects as well as materials brought in by contractors and workmen. Materials which do not comply with all regulations will not be allowed into the building.

Fine: After the first warning, a fine of \$50 per occurrence will be issued

Should any work be completed with non-compliant materials or without required materials, a fine of \$100 per day will be issued until compliance is achieved.

Electrical, Plumbing, and Fire Sprinkler Work

Electrical and plumbing work may affect the integrity and safety of the building and must comply with city and fire regulations. Therefore, licensed workmen must do all such work. The front desk carries a list of several workmen who are familiar with, and have worked in the building in the past. Homeowners and residents are prohibited from doing such work unless they provide the Management with proof of licensing. No warning will be given. A fine of \$100 per day will be issued and will continue until compliance is achieved.

A bonded professional must perform all sprinkler work. The entire building sprinkler system may need to be shut-off for a brief period of time, and this should be coordinated with the front desk staff.

Wood, tile and flooring

No solvents or combustible substances are to be stored in the unit under construction. Fumes created by the application of flooring materials should be dispersed with the windows open and a seal in place beneath the hallway door to minimize fumes in the hallways.

Fine: After first warning, a \$100 per occurrence

Insurance Requirements

All contractors must have liability insurance and present an original Certificate of Insurance certifying coverage clearly reflected under the name they are invoicing, which must reflect 2220 Canton Homeowners Association as a Certificate Holder.

- Policy expiration date required and must be valid
- Minimum coverage
 1. General liability and Workmen's Compensation of \$500,000
 2. Bodily injury and statutory of \$500,000 per occurrence

Because of the great number of contractors that come into the building on a regular basis, we must rely on each individual or firm to provide current insurance coverage at all times and each policy anniversary date. If an insurance certificate expires, it is the responsibility of the contractor to provide us with a current proof.

Fines: Failure to meet these requirements will result in \$100 per day fine to the unit owner

Tax Exemptions

2220 Canton has been designated as an historic landmark. As such, homeowners are entitled to a discount on their property taxes. The enclosed form is copied for your review. This form must be submitted between January 1 and May 1. You may request a form by calling 214-631-1342 or mail a request to the following address:

Dallas Central Appraisal District
P.O. Box 560328
Dallas, TX 75356-0328



DALLAS CENTRAL APPRAISAL DISTRICT
2949 N. Stemmons Freeway, Dallas
Direct Mailing Address:
PO Box 560328 Dallas, Texas 75356-0328
(214) 631-1342

EXEMPTION APPLICATION FOR HISTORIC OR ARCHEOLOGICAL SITE FOR 2002

Account No.: 00C23700000000509
GILDEN RICHARD HEATH
2220 CANTON ST APT 509
DALLAS TX 75201-5929

Property Location:
2220 CANTON ST A 509



This application covers property you owned on January 1 of this year. You must file the completed application after January 1 and before May 1 of this year. Attach any additional documents requested. You must apply for this exemption every year as it will not be automatically renewed.

Please answer the following:

Owner is: Individual Association Corporation Non-profit corporation LLP

List below the taxing units that have granted an exemption on the property and state the amount or percentage:

Taxing Unit	Exemption Amount or %
Dallas County	70% exemption of 2001 assessed valuation 1994
	100% exemption of any increase over 84 valuation
Dallas City	100% exemption on contributory structures (1844s)
	100% on the LWD (10 yrs.)

Attach a copy of the order(s) granting the exemption. (Renewal) OF DEPARTMENT

Yes No Has the Texas Historical Commission designated this property as a recorded Texas historical landmark or state archeological landmark?

Yes No Has each taxing unit listed above designated this property as a recorded Texas historical landmark or an historic or archeological site in need of tax relief? Attach a copy of the order.

By signing this application, you certify that this information is true and correct to the best of your knowledge and belief.

Authorized Signature: [Signature] Title: [Signature] Date: 1/25/02
Name of Organization: [Signature] Phone No.: (214) 752-2104

Under Section 37.10, Texas Penal Code, if you make a false statement on this application, you could receive a jail term of up to 1 year and a fine of up to \$3,000, or community correctional facility confinement of up to 1 year, or a prison term of 2 to 10 years and a fine of up to \$10,000.

Helpful Info

Front desk- (214) 748-7035
Management Majestic Realty)- (214) 692-8891
Property Manager Joshua Semar – josua@majesticrealty.com
Website- Under Construction. Group on Facebook

2220 Canton Board Members

Chris Chung – 403
Rob Rowntree – 409
Jerry McPhail – 105
Bridgette Rodgers – 202
Stephanie Hawkins- 209

Notes