

OWNER INFORMATION BOOKLET

Association Managed by:
Rapp Management Co., Inc. AAMC
1703 Broadway
Galveston, TX 77550-4910
409-763-4323
Fax 832-553-7264
Emergency 409-943-6936
www.rappmanagement.com
peggy@rappmanagement.com

Port Aux Princes Council of Co-Owners, Inc.

c/o RAPP MANAGEMENT CO., INC. AAMC

1703 Broadway

Galveston, TX 77550-4910

409-763-4323

Fax 832-553-7264

e-mail peggy@rappmanagement.com

Dear Port Aux Princes Owner:

On behalf of the Board of Directors and the staff of Rapp Management Co., Inc., we would like to welcome you as new owner of Port Aux Princes in Galveston.

The complex consists of 148 individually owned units in 10 buildings on the east end of Galveston Island. There are 148 assigned covered parking spaces and 148 uncovered open spaces.

The pool is located on the east end of the complex and is open every day from 10:00 am until 10:00 pm. **Please be advised that there is no pool guard on duty and that you will be swimming at your own risk.** A pool key will be mailed to you when we receive the completed Owners Information Form.

The Board of Directors meets quarterly – the meeting schedules are posted online at www.portauxprinces.com. If you would like to attend a meeting or would like to be placed on the agenda, please give me a call to confirm the time and place.

Officer Michael Gray of the Galveston Police Department resides at Port Aux Princes and is contracted with the Association to provide Courtesy Patrol. If you need his assistance, please call him at the number listed below.

Again, we welcome you to Port Aux Princes and look forward to seeing you on the property.

Sincerely,

Peggy Rapp

Peggy Rapp, PCAM
Association Manager

Important Phone Numbers:	Cecil Grisham- Maintenance	409-762-7311
	Maintenance Emergency	409-763-4323
	Officer Michael Gray	409-256-9170

RULES AND REGULATIONS

- The greens and walkways around the buildings and the entrances, elevators and stairways of the buildings and hallways and entrances to the Residence Units shall not be obstructed or used for any purpose other than ingress to and egress from the Residence Units.
- No articles (including, by example, bicycles, baby carriages, barbecue grills, etc.) shall be placed or allowed to remain in the entrances, hallways or stairways of the Buildings or on the walkways or greens around the Buildings, nor shall anything be hung or shaken from the balconies, patios or windows. No clothing or other articles shall be hung in or from the balconies, patios, windows, fences or the Common elements.
- Children shall not be allowed to play in the entrances, stairways, hallways, or parking lot of the Buildings.
- No Owners shall produce or permit to be made any noises or noxious odors that will disturb or annoy the occupants of the Residence Units or do or permit anything to be done therein which will interfere with the rights, comfort or convenience or other Owners.
- No Owner shall do or permit anything to be done or keep or permit to be kept in his Residence Unit or on the Common Elements anything that will increase the rate of insurance on the Condominium Project.
- No Owner shall do any act or place any object in his Residence Unit, which would create a structural hazard or endanger the structure of the Building, or adjacent Residence Units.
- No entrances, balconies or patios may be decorated without prior written consent of the Board.
- No shades, awnings, reflective window film, window guards, ventilators, fans or air conditioning devices shall be installed unless approved by the Board.
- No signs, notices, advertisement or decoration shall be inscribed or imposed on or projected from any window, door or other part of the Buildings, except such that have been approved in writing by the Board.
- Exterior radio and/or television aerials are not allowed.
- All garbage shall be placed in the dumpsters.
- Each resident shall keep his Residence in a good state of preservation and cleanliness. Toilet inner-workings, hot water heaters, and interior pipes under the sinks shall be checked by the Owner for leakage and, if necessary, repaired immediately. Any damage resulting from any water closet or other apparatus shall be paid for by the Owner in whose Residence Unit it shall have been caused.
- Water closets (toilets) and other water apparatus in the Residence Units shall not be used for any purposes other than those for which they were constructed nor shall any sweepings, rubbish, rags, paper, ashes, or any other article be thrown into the same. Any damage resulting from misuse of any water closet or other apparatus shall be paid for by the Owner in whose Residence Unit it shall have been caused.
- Close all exterior windows or sliding doors when necessary to avoid possible loss from storms or the elements.

- Owners are reminded that alteration and repair of the exterior of the Buildings, balconies and Common Elements is the responsibility of the Board. No Owner shall do any painting or decorating of the exterior of the Buildings or make any alterations or construct any improvements to the exterior of the Buildings or any of the Common Elements.
- All damage to the Building or Common Elements caused by moving or carrying of any article therein shall be paid for by the Owner responsible for the presence of such article.
- Water shall not be left running for an unreasonable or unnecessary length of time. This includes toilets that run continually.
- No Owner shall interfere in any manner with any portion of the plumbing, heating, air conditioning or lighting apparatus, which is part of the Common Elements and not part of the Owner's Residence Unit.
- No Owner shall use or permit to be brought into or stored in the buildings any inflammable oils or fluids such as gasoline, kerosene, naphtha, benzene, or other explosives or articles deemed extra-hazardous to life, limb, or property within each case obtaining written consent of the Board of Manager.
- An Owner shall not use, nor shall he permit his family, guests, or invitees to use parking spaces of other Owners. Owners' cars shall not be parked in parking spaces designated for guests. The Board and the Manager shall have the right to remove such vehicles parking in violation of this rule at the expense of the respective owners, thereof, or take other appropriate means to see that such wrongful parking is not repeated.
- No vehicles shall be left in a parking space in a non-operative condition. No parking space shall be concerted for living, recreational or business purposes nor shall anything be stored in any parking space so as to prevent the parking of a vehicle herein.
- No automobile belonging to an Owner, or to a member of an Owner's family, or employee or guests of an Owner shall be parked in such manner as to impede or to prevent ready access to the parking areas. The Owners, their employees, servants, agents, visitors, licensees and the Owner's family shall obey the parking regulations posted in the parking areas and any other traffic regulations published in the future for the safety, comfort and convenience of the Owners. [Boats, boat trailers, trailers, mobile homes, and any other vehicle which protrudes from the parking space are not allowed.](#)
- No signs or other advertising devices which are visible from the exterior of any Residence Unit or upon the Common Elements shall be displayed, including "For Sale" signs, without written permission from the Board.
- No animals shall be kept except dogs, cats, fish and/or birds. Such pets may not be kept or bred for any commercial purpose and shall have such care and restraint so as not to be obnoxious or offensive on account of noise, odor or unsanitary conditions. No savage or dangerous animal shall be kept. No pet shall weigh more than twenty-five (25) pounds nor shall more than one (1) household pet be kept without written permission of the Board of Directors of the Council. No pets may be permitted in any portion of the Common Elements unless carried or on a leash. Each Owner who keeps a pet in the Building shall indemnify and hold all other Owners harmless against any loss or liability of any kind or character whatsoever arising from or as a result of having such pet in the Building regardless of whether or not the Council has given its permission therefore. If a pet disturbs other Owners by barking or biting or in other ways becoming obnoxious, the Board or the Manager will give notice to the Owner of such pet to cause such annoyance to be discontinued and if such annoyance is not

discontinued and corrected, the Board may revoke its permission to keep the pet in the Building and the pet shall be removed from the Building.

- No Owner shall engage any employee of the Board or Manager for any private business of the Owner without prior written consent of the Board.
- The Board and the Manager may retain a passkey to each Residence Unit which key may be used only for entry to the Residence Unit in the manner provided in the Declaration. No Owner shall alter any lock on any door leading into his Residence Unit without the prior consent of the Board. If such
- consent is given, the Owner shall provide the Board with a key for the Board's or Manager's use.
- The swimming pool and other available recreational facilities and public area may be used by Owners and their guests. The Owners and their guests must abide by the rules for recreational facilities and public areas as posted in the recreational and public areas or hereafter published by the Board.
- Owners shall be responsible for the action of their children, employees, agents, invitees, servants, and their guests.
- Any consent or approval given under these Community Rules by the Board shall be revocable at any time.
- Complaints regarding the service of the buildings, grounds, or regarding the actions of other Owners shall be made in writing to the Board and/or Manager.
- These Rules and Regulations may be added to, amended, or repealed at any time by the Board of Directors.
- None of the Rules contained herein shall prohibit the establishment of a sales office, sales models and other commercial activity, or signs, or billboards, if any, of Developer during the initial sales period of these Residence Units and any other Residence Units which may be built in the future pursuant to the provisions of the Declaration.
- If vacating the unit for a period of more than 24 hours, the water supply shall be turned off in the unit and drained. The water supply is a valve located at the top of the hot water heater. Turn and then open the faucet in the kitchen sink. After a few minutes, the water lines will be drained.

Please keep these Rules and Regulations handy.

EMERGENCIES

FIRE: call the Fire Department-911

Then, call Rapp Management Co., Inc..

POLICE: call the Police Department-911

Then, call Officer Michael Gray (Courtesy Patrol): 409-256-9170

FLOOD OR SEWER BACKUP: call Rapp Management Co., Inc..

(409) 763-4323 FAX (409) 763-2009 sue@rappmanagement.com

PORT AUX PRINCES COUNCIL OF CO-OWNERS, INC.

IT'S POOL TIME

In general, our pool rules are designed for the safety and enjoyment of all pool users. We would like to remind you that the pool is for residents and guests only, and ask you **not to give your key to non-residents, or allow your guests to use the pool without accompanying them.**

Statistics show that most drowning victims are under age 4, and the most frequent site of drowning is a private pool; to prevent any such accident at Port Aux Princes-particularly in light of the number of toddlers in our neighborhood-you are asked to **keep the pool gates locked at all times**, even when you're in the pool area.

It will contribute greatly to everyone's enjoyment if, in addition to following the rules posted poolside, you'd see to it that-

- No bicycles or tricycles are ridden in the pool area.
- Safety equipment is not used as pool toys (or taken away...).
- There's no unnecessary screaming or splashing.
- Trash (including cigarette butts) is thrown into the trashcan provided (and not left on the ground).
- Pool tables and chairs that have been moved are put back into place before you leave.
- One further reminder: if you'd like to have a pool party-for up to 15 guests-you are asked to notify Rapp Management Co., Inc., and pay a \$25 damage deposit. This will be refunded if no cleanup is required.

**SWIM AT YOUR OWN RISK
NO LIFEGUARD ON DUTY**

Thanks for your help in making our pool a really cool place this summer!

POOL HOURS

10:00 AM – 10:00 PM

A SUMMERTIME LANDSCAPE

FIRST THE PERENNIALS...; residents are reminded that:

The air conditioner filter should be changed at least every month, and the condensate drain line (the tube that protrudes from the ceiling above the bathtub) should be checked by a professional each spring.

Hot water heater connectors should be checked regularly for corrosion at the connectors and at the bottom for rust. If you are leaving town for more than a day, please turn off the water supply to your hot water heater altogether (located at the wall near the top of the hot water heater)

The smoke detector should be checked periodically, and a fire extinguisher kept handy.

THEN, THE ANNUALS...

No owner or resident shall make any changes in, or additions to any structures, any furnishings, or any landscaping of the common elements – except as authorized in writing by the Board of Directors.

No car maintenance (change or motor oil, transmission fluid, etc.) on the premises. Cars may be washed alongside Building B - the hose there is the most easily accessible, a storm drain is close by, and it is the spot least likely to inconvenience your neighbors.

Boats and trailers are not allowed in the parking area.

Mattresses, appliances, furniture, and similar large trash items should be hauled to the city dump, not placed in or near the dumpsters.

While on common areas of the property, **dogs must be on leash (or carried) at all times.**

Only hanging plants should be hung on patios or balconies or from railings or fences. No laundry should be hung outside to dry, and no bicycles, tricycles, motor scooters, etc. should be kept on patios or balconies or in passageways or stairwells.

Even though the Association pays the water bills, you are asked not to let the water run for long periods of time (e.g., watering your outdoor plants overnight...).

Maintenance and lawn care is provided by **Cecil Grisham: (409) 762-7311**. You are reminded that a very expensive sprinkler system has been embedded in our lawns, and are asked not to drive cars, trucks, golf carts, motorcycles, motor scooters, or other heavy vehicles on the grass!

If you are planning to move in or out, please notify **Cecil Grisham** so that he can open the gates near the dumpsters. There have been problems in the past with moving vans damaging the carports and this will limit your liability to the Association.

A STORM ADVISORY

As you are well aware, hurricane season began June 1; here are the procedures that will go into effect if a storm visits our area.

Before the Storm

Make sure that you have insurance on your personal property. The Association carries insurance on the buildings and common areas, but this does not cover personal items such as furniture, clothes, etc.

Please make your own arrangements for boarding and securing your property: it is not the responsibility of your Association or Management Company to provide this service.

When advised of a hurricane warning, protect your windows and patio doors, and remove all items from your patio or balcony, including furniture, plants and hanging baskets, firewood, etc. Unplug all electrical appliances, remove frozen foods and perishables from your refrigerator, and fill your bathtub with water

We strongly recommend that you evacuate the Island when so advised by municipal authorities.

After the Storm

Management representatives will survey the damage as soon as the City of Galveston allows. All damage will be photographed and videotaped.

If you determine that you need emergency repairs-an exposed roof, broken windows, etc.- please call the Management office at (409) 763-4323. and we will process the Work Order as soon as possible. You will also have to fill out a Storm Damage Report and bring it into the office within 24 hours of your call.

If you have damage but it is not an emergency, please take pictures of your damage and fill out a Storm Damage Report; we will then begin processing an insurance claim.

If you have damage, we will have to have access to your unit, so please provide us with a key when you fill out the Storm Damage Report.

You should not haul off any damaged carpet. The insurance company will not allow for a replacement if the carpet has been discarded. If you have to remove the carpet from your unit, please take photographs first. Also, please do not throw the carpet on the lawn - just put it on your patio or balcony.

If you happen to be present when the insurance claims adjuster arrives, please allow a Management representative to handle the discussions. Unqualified comments made by an owner or tenant may invalidate a claim.

Please be patient with your Management Company, your Association Board of Directors, and the insurance representatives. We are fully aware that storms cause great inconvenience, but we can assure you that we will be working long hours to get your life back to normal.

Thank you in advance for your cooperation.

It is our experience that anything can be fixed, repaired, or replaced, except for human life. Please take precautions to keep yourself and your loved ones safe. Of course, it is our hope that we will all enjoy a quiet storm season, and not have to put into operation any of the procedures described above!

EMERGENCY PHONE NUMBERS

RAPP MANAGEMENT CO., INC. AAMC
409-763-4323
409-943-6936 (AFTER HOURS)
DONNA@RAPPMANAGEMENT.COM

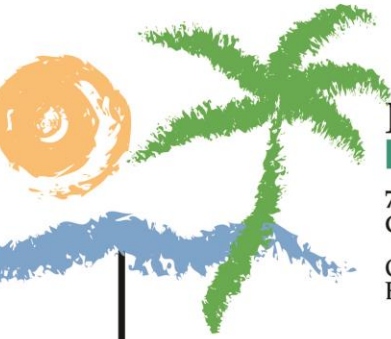
CECIL GRISHAM – MAINTENANCE
409-762-7311

SGT. MICHAEL GRAY
COURTESY PATROL
409-256-9170

POLICIES WRITTEN THROUGH:
LINDA COLEMAN
GALVESTON INSURANCE AGENCY
61ST & HEARDS LANE
GALVESTON, TX 77551
409-740-1251

**GALVESTON INSURANCE CAN PROVIDE YOU WITH PROPERTY, WIND, FLOOD, AND
GENERAL LIABILITY FOR THE INTERIOR OF YOUR UNIT.**

(Our thanks to previous owner Jane Smith, Playne Jane Graphics & Design for volunteering to provide the design of the layout of Port Aux Princes)



**PORT AUX PRINCES
CONDOMINIUMS**

7000 NORTH HOLIDAY DRIVE
GALVESTON, TEXAS 77550

ODD NUMBERED UNITS ARE LOWER
EVEN NUMBERED UNITS ARE UPPER



7108	7110
7107	7109
7106	7112
7105	7111
7104	7114
7103	7113
7102	7116
7101	7115

BUILDING H

BUILDING J

7134	7148
7133	7147
7136	7146
7135	7145
7138	7144
7137	7143
7140	7142
7139	7141

BUILDING F

7080	7082
7079	7081
7078	7084
7077	7083

BUILDING G

7092	7094
7091	7093
7090	7096
7089	7095
7088	7098
7087	7097
7086	7100
7085	7099

BUILDING I

7132	7130	7128	7126
7131	7129	7127	7125
7018	7120	7122	7124
7017	7119	7121	7123

BUILDING E

7002
7001
7004
7003
7006
7005
7008
7007

**STORAGE
AREA**

PARKING AREA

PARKING AREA

PARKING AREA

**TRASH
CONTAINERS**

BUILDING B

7060	7058	7056	7054
7059	7057	7055	7053
7046	7048	7050	7052
7045	7047	7049	7051

BUILDING A

7062	7076
7061	7075
7064	7074
7063	7073
7066	7072
7065	7071
7068	7070
7067	7069

BUILDING C

7044	7042	7040	7038	7036
7043	7041	7039	7037	7035
7026	7028	7030	7032	7034
7025	7027	7029	7031	7033



PARKING AREA
PARKING AREA
PARKING AREA

BUILDING D

7010	7024
7009	7023
7012	7022
7011	7021
7014	7020
7013	7019
7016	7018
7015	7017

ALBACORE

MARINE DRIVE



THE YACHT CLUB

Guard Shack



PORT AUX PRINCES COUNCIL OF CO-OWNERS, INC.
INSURANCE ADDENDUM

Port Aux Princes insurance is written through Galveston Insurance Agency. The account rep is Linda Bassett @ 409-740-1251. The Association carries the following insurance policies:

Wind and Hail
Flood
Property
Liability
Directors and Officers Liability
Workers Compensation

Most of the questions that arise for condominium owners have to do with what is covered in the event of a storm, flood, or fire.

WIND: The building coverage covers interior and exterior damage. **IT DOES NOT INCLUDE WIND-DRIVEN RAIN** nor any personal items such as clothing or furniture.

FLOOD: The building must have sustained damage due to a flood.

FIRE: The building and your unit covers interior and exterior damage.

(PLEASE NOTE THAT NONE OF THE INSURANCE COVERS PERSONAL PROPERTY.)

Port Aux Princes Council of Co-Owners, Inc. and Rapp Management Co., Inc. **STRONGLY** recommends purchasing insurance to cover any uninsured losses or any gaps in coverage for your own protection. General Liability Insurance coverage is also highly recommended.

Please speak with your individual agent regarding the additional types of insurance that you will need. Some of these may be added to your homeowner's policy for a small fee. Or, if you would like a local agent, please feel free to call **Linda Coleman or Sandra Stout, Galveston Insurance Associates, 409-740-1251** or fax 409-740-0513. We understand that Galveston Insurance Associates has a market for the condo supplemental insurance that includes wind and flood, in addition to property and liability coverage.

This disclosure is made to inform you about the types of insurance that is in place.

RECEIVED: _____

DATE: _____

Certificates of Insurance are always posted online at www.portauxprinces.com for your convenience. Login and go to Documents, then Insurance.