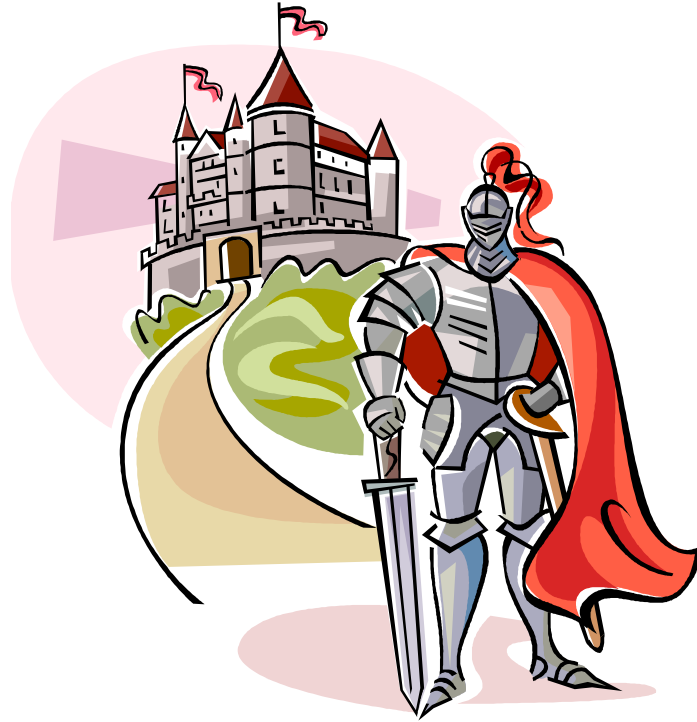


CAMELOT



TOWNHOMES

RESIDENTS

HANDBOOK

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WELCOME TO CAMELOT!

The purpose of this booklet is to familiarize you with some of the Rules and Regulations that govern Camelot.

We hope that this will help to make your experiences at Camelot more comfortable and pleasant!

Sincerely,

Camelot Town Homes Association - Board of Directors:

PresidentBarbara Lewis
Vice-PresidentWilliam (Bill) Maynard
Treasurer.....Rick Gleichauf
Secretary.....Jay Dea Brownfield
Director.....Bob Niland
Director.....Daniel Silva
Director.....Andi Agan

Time Warner Cable----- 1(800) 222-5355
AT &T----- 1(800) 288-2020
El Paso Police Department----- 915-832-4400 (non- emergency)
El Paso Fire Department----- 915-485-5600 (non-emergency)
Animal Control----- 915-842-1000

CONDOMINIUM LIVING

Condominium living is different from apartment rentals. In 1980, Camelot became a condominium property. The 203 units were sold to individuals who then became members of the Camelot Home Owner's Association. In this type of property each member owns interior surfaces declared by the Covenants.

CAMELOT BUILDING INFORMATION

Camelot is built on thirty-three (33) acres of land. The construction is made up of the following: Brick veneer exterior. The walls between the units are cinder block filled with sand. The floors between the units are cement. There are firewalls located at approximately every fourth (4th) unit. There are a total of two hundred three (203) units at Camelot that includes two hundred thirty-eight thousand, six hundred one (238, 601) square feet of building space and two hundred seventeen thousand, six hundred fourteen (217, 614) square feet of living area.

The Camelot Swimming Pool affords one of the best views of the City of El Paso! Capacity -73,773 gallons Surface Area -2,044 square feet Elevation -4,245 feet above sea level. There are mailboxes located outside of each unit. Please be sure to include your unit number on all address changes.

The Camelot Rules state that we must give twenty-four (24) hours notice in the event of a water cut-off, unless an emergency water leak or flood occurs. Please contact the on-site office so that we may distribute the appropriate notices to your neighbors. The water may not be cut off before 10:00 a.m. or on the weekend except in an emergency.

BOARD OF DIRECTORS

The Board of Directors is elected once a year at the annual meeting held in December. Any homeowner may be nominated or may nominate himself as long as the following criteria are met:

1.) All association dues and/or other fees are current. 2.) The homeowner must be available to attend meetings and must be willing to serve.

The 1984-1985 Board of Directors voted to have each Board of Directors carry over at least three (3) Board Members in order to give the board continuity. Each board

member serves a two (2) year term. Homeowners are encouraged to attend the monthly board meetings held the last Tuesday of each month in the Party Room. Board members may be contacted through the Camelot Office at 915-533-6297 or Cushman & Wakefield | PIREs Property Management office, 915-843-8888.

COMMON AREAS

The areas outside of all the units are referred to as “common areas”. The “common areas” belong to all the homeowners. These areas include the laundry rooms, stairwells, parks, pool, and tennis courts, etc. The common areas at Camelot are for all to enjoy. They should be kept clean and neat at all times. When you use any portion of these areas, be certain to leave them in good order. Also, any alterations to either the common areas or the limited common areas as described in the governing documents, must first be approved by the Board of Directors.

LANDSCAPING

A professional landscape contractor does the spraying and feeding. Our site maintenance crew handles the day-to-day work; therefore, no planting and no watering in the common areas by individual homeowners/residents is allowed.

MAINTENANCE

If you detect an exterior area in need of attention or repair, please report it to the Camelot Office at 915-533-6297 or Cushman & Wakefield | PIREs Property Management office at 915-843-8888.

SELLING OR LEASING / RENTING A UNIT

If you are selling, leasing or renting your condominium, please advise the Camelot Office. The Owner of a rental unit must turn in a copy of all current leases or rental agreements to the Camelot Management Office and show proof by signature of the Tenant that each Tenant received a copy of the Camelot Handbook that governs Camelot Townhomes within 30-days of the lease commencement date. Proof of insurance must be reported even if the unit is vacant.

Any Owner who leases/rents his unit relinquishes his rights and privileges and community amenities to the Tenant. The Owner must, at the time the unit is leased or rented, turn over his/her gate fob(s) and keycard(s) to the Tenant. The Camelot Office must receive a copy of the lease or rental agreement before a Camelot Townhomes sticker or any gate access is granted to the new resident. Lessees/Tenants are required to follow the same rules as Owner; they will be expected to share in the effort to keep Camelot a desirable community and to respect the rights of others.

LAUNDRY FACILITIES

Two laundry facilities are located at Camelot for your convenience, one at Round

Table Court and one next to the Camelot Office. All earned income from the use of the machines is paid back to the Camelot Association. The association pays the utility bills incurred by the use of the machines.

Our maintenance personnel clean them each weekday morning, but we ask for your assistance to keep them tidy during the day and on the weekends.

PLEASE:

- Clean up all spills such as detergent or softener, etc.
- Discard all trash and lint in the trash container provided.
- Use the recycling container for recyclable items.
- Clean the tops of the machines you use.
- Straighten, or put back, any books or magazines.
- Turn off the lights when you have finished your laundry.

Homeowners are responsible for the actions of their housekeepers and maids. The site manager is not responsible to provide change or give refunds.

OTHER INFORMATION

PARTY ROOM

The Party Room is available to homeowners on a reservation basis. Call the Camelot office for details and dates of availability. To reserve the party room, contact the office as early as possible to secure the date you prefer. A refundable deposit and user fee is required along with a signed Party Room Agreement, which can be obtained from the office.

RECREATIONAL AREAS

BASKETBALL

Basketball hoops and backboards are available at the park. Please be courteous of others while in this area.

SWIMMING POOL

The pool at Camelot is lovely and affords one of the finest views in the City of El Paso. It is a heated pool and is for the exclusive use of Camelot homeowners or their tenants and their guests. Two guests are allowed and homeowner/resident must be present. The heated pool must not exceed 82 degrees for proper chemical balance. Complete rules are posted in the pool area and a copy of the rules, in both English and Spanish, are included at the end of this handbook.

TENNIS COURTS

The tennis courts are for everyone's enjoyment. The following are a list of rules that

govern the use of the tennis courts:

- a.) Only tennis shoes with white soles are permitted.
- b.) Any guest must be accompanied by a homeowner/resident.
- c.) Children under the age of (14) years must be accompanied and supervised by an adult (18) years and older at all times.
- d.) Pets are restricted from the tennis courts enclosure.
- e.) No bicycles, skates, rollerblades, skateboards or other wheeled vehicles are allowed on the tennis courts.
- f.) During congested periods, play is limited to two (2) sets for singles and three (3) for doubles.
- g.) Courts close at 10:00 p.m. Please turn off the lights.
- h.) Courts may be used for tennis only.

ACCESS CARDS

Any Owner/Resident that allows access to the pool and/or any other access card controlled amenities (to include, but not limited to, the pool and laundry facilities) to anyone who does not have possession of their own access card, that Owner/Resident may have the use of their access card revoked for a period of 30-days. Any Owner/Resident that has gained access to any access card controlled amenities without an access card will not be allowed to obtain an access card for a period of 30-days from the last known infraction. This revocation and /or denial of an access card will be in addition to any fines levied as described in this Handbook. Replacement cards are \$50.00.

INSURANCE

The Camelot insurance covers the common areas and exterior of the buildings. **Each homeowner must purchase individual insurance and liability coverage to protect against interior damage to his own and neighboring units.**

MAIL & DELIVERIES

Mail is delivered to your individual mailbox. Please check your mailbox often to reduce mail damage of overcrowding deliveries. **Please be sure to give your Unit Number as part of your address so that you do not miss any important deliveries.**

LOCK-OUTS

Homeowners are responsible for their own lockouts. You may leave a key in the office if you like, for emergency access during business hours. There is a secure lock-box for keys in the office.

ASSOCIATION DUES

Monthly Association Dues (Maintenance Fees) are due on the first (1st) day of the month. A grace period of 10 days is given.

ADDITIONAL ASSESSMENTS

We can have anything we want at Camelot, but we must pay for it! If the bills, during or at the end of the year, mandate that more money is required to run Camelot, an Additional Special Assessment will be billed to each unit. The Camelot Board of Directors is empowered to call for and determine the amount of this Additional Special Assessment.

LATE PAYMENTS

The Camelot Board of Directors has authorized a late charge of \$50.00. The late fee will apply to any regular monthly association fees that have not been paid by the 10th day of the month. If your account is delinquent the following month an additional late fee will apply and will continue to apply as long as any monthly fees are due on the account. All checks or money orders should be made payable to Camelot. **CASH CAN NOT BE ACCEPTED.** The board has enacted a late fee policy for Annual Additional Special Assessments. Late fee of \$25.00 will be incurred if the required payments are not made as announced by the Board at the beginning of the calendar year. (For example: \$25.00 will be assessed to the account on April 1st if the Additional Special Assessment is not made by the first required payment date of March 31st.)

PLEASE PAY YOUR ASSOCIATION DUES ON TIME

Your cooperation will ensure an adequate cash flow to keep the Camelot Association running smoothly and without penalty from vendors, utility companies, etc. Any Owner 60-days delinquent may be notified to attend a hearing with the Board of Directors to explain the delinquency and may lose common area privileges including use of the swimming pool, laundry rooms, tennis courts and gate fob access. Delinquency in excess of 60 days may incur additional collective action and the delinquent owner will be assessed any and all fees incurred.

SPEED LIMIT

The posted speed limit at Camelot is 15 MPH throughout the community. The speed limit signs and stop signs have been posted for your safety and protection and must be observed by ALL homeowners and their guests. Pet walkers, children, joggers and elderly persons constitute hazards and deserve consideration.

PLEASE OBSERVE THE POSTED SPEED LIMIT!

VEHICLES

- Homeowners/Residents will be issued a gate fob and Camelot windshield stickers for their vehicles ONLY upon receipt of proof of ownership and current home and vehicle insurance. Residents will be put in the guest gate access keypad system upon turning in their contact information to the on-site office. On-site manager will provide gate instructions to owner upon receipt of required insurance. When Camelot is no longer going to be your address, Camelot vehicle stickers must be removed from your windshield and returned to the office. Owner will be billed for repairs if any owner, tenant, guest or contractor hired by owner/resident or guest, breaks the entrance or exit gate.

PARKING

Each homeowner/resident at Camelot has an assigned parking space that is numbered in accordance with their condominium. These spaces should not be used for other unauthorized vehicles. There are unnumbered parking spaces available for those with multiple vehicles and/or guests. Please Do Not park in Fire lanes. Do Not use handicap marked spaces without a handicap decal or tag. Yellow striped areas and along the curbs may only be used for loading and unloading. These are “Tow-Away” zones. Please do not block the stairs.

- Owners may be charged a clean-up fee if the condition of their vehicle causes an oil stain to the parking area.
- Homeowners/Residents cannot wash their vehicles anywhere on property.
- Motorcycles or any other vehicles must be parked in a parking space.
- No RV's, trailers or tractor-trailers.
- Moving trucks, moving trailers, PODS and towed vehicles may be parked at Camelot for forty-eight (48) hours to allow for unloading.
- Extensive vehicle repairs are not permitted on Camelot property.
- ALL VEHICLES MUST BE IN RUNNING CONDITION - NO WRECKS!! NO flat tires. All vehicles must have current registration and inspection stickers.
- Illegally parked vehicles will be ticketed and towed away at the owner's expense!!

SKATES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Skates, skateboards, non-street legal scooters and rollerblades are NOT ALLOWED on the Camelot property, for the safety of all residents.

GROUNDS AND SAFETY:

Do not flick cigarette butts, dispose of them properly. Do not leave burning candles unattended. Do not store personal items or hazardous chemicals in the water heater closets or on balconies, stairwells or landings. Pet owners must pick up after their pets immediately and sanitize areas (common and Limited Common) as needed.

BARBEQUE GRILLING AT CAMELOT

Please follow these guidelines when using grills:

If you are using any type of open flame cooking devices, you cannot use them on the balcony areas. NO EXCEPTIONS. Open flame cooking devices or charcoal burners can be operated within ten (10) feet away of the building wall. This is a fire code 3083.1 & 308.3.1.1 and will be enforced by the El Paso Fire Department. Violators could receive up to a \$2,000 fine. *No grilling is allowed on the balconies.*

PATIOS, BALCONIES, BACKYARDS AND ENTRY AREA

These areas are to be kept neat and clean at all times. Storage in these areas is not allowed. Only patio furniture, plants, or other outdoor patio accessories are permitted. Please place water catchers under your potted plants so the water does not run off the patio or balcony. Laundry, rugs, brooms, mops, towels, cleaning equipment, bicycles, exercise equipment, boxes, trash, pet equipment are some examples of non-acceptable items to be left outside. Please help keep Camelot a beautiful and inviting community.

TRASH AND RECYCLING DUMPSTERS

Dumpsters are placed in various locations throughout Camelot. As they are in full view of everyone, coming or going, you are asked to do your part in keeping the grounds as neat and clean as possible by observing the following guidelines:

- 1.) Trash should be secured in bags and tied.
- 2.) All cardboard containers must be flattened before they are deposited in the recycling dumpster.
- 3.) No trash of any type should be left outside the dumpster.
- 4.) Hired contractors must remove any construction debris from the community and not dispose of it in the Camelot dumpsters.
- 5.) Under no circumstance should oil cans, paint cans or any other type of

chemical or hazardous waste be disposed of on Camelot property or dumped in the dumpsters. Trash pick-up is done by El Paso Disposal.

SOLICITATIONS

No door-to-door solicitations are allowed at Camelot. No solicitors of any kind to include soliciting by homeowners, vendors, residents or their guests.

NOISE

Every resident of Camelot must be cognizant of his or her neighbor – which means not disturbing the quality of life of another person living close by. Please remember...

- 1.) All stereos, televisions and radios should be kept at a moderate volume.
- 2.) Keep your voice low in the entrances, stairwells, balconies and patios.
- 3.) Be aware of slamming doors. If you are being disturbed, please contact the onsite manager with the specific details. Anonymous calls will not be accepted.
- 4.) Noise must be kept to a minimum between 10:00 p.m. and 8:00 a.m.

PETS

There are many pets residing with their owners at Camelot. The Camelot policy regarding pets is as follows:

- 1.) One pet per unit unless the board has given written approval for a second pet. The member must submit a written request to the board and written approval must be given by the board prior to bringing a second pet into the household
- 2.) The declarations state that pets are prohibited from running loose anywhere on the community. This means all pets must be on a leash at all times in all allowed common areas of the property, this is enforced for the safety of residents and pets.
- 3.) Pet owners are responsible for cleaning up after their pets. Pooper Scoopers and trash-cans are located in the park area and throughout the community for your convenience.
- 4.) The pet (s) must be spayed or neutered with current vaccinations and proof must be submitted annually to the on-site management to keep on file.
- 5.) At no time are pets allowed in the pool area, the tennis courts, or the laundry rooms.

6.) Pets may not be walked in the shrubberies or allowed to urinate on the buildings.

7.) Owners are responsible for seeing that their pets do not create a nuisance; this includes prolonged barking and unkept patios or balconies.

These rules are for the protection of the health, comfort, and convenience of all homeowners. Your cooperation is appreciated.

PENALTY (FINE) POLICY FOR RULE/COVENANT VIOLATIONS

The Board of Directors of Camelot Townhomes Association, Inc. enacted a fine policy as of August 2006, the policy is in place to enforce the rules, regulations and covenants that govern the Camelot community. The penalty process is as follows:

1.) If a violation has been reported to the Board of Directors for any rule or covenant infraction, the owner or resident (if applies) will be notified of the infraction and ordered to discontinue the violation.

2.) If a second notice is given of the infraction, a hearing will be called by the Board of Directors with the owner(s) and/or resident(s) (if applies). At this hearing the Board will listen to the parties involved and determine if a fine will be assessed for the violation.

3.) The Owner of the unit found in violation will be responsible for all fines assessed and any other fees incurred to pursue the remedy of the violation.

ARCHITECTURAL CHANGES

Any changes to the exterior of your unit, including doors, balconies, patios, windows, installation of satellites, are subject to the approval of the Camelot Board of Directors. Your request for approval must be in writing and should be accompanied by an explanation of the change and a drawing and other pertinent material to define the change requested.

Interior remodeling of your condo is at the owner's discretion if no structural changes are being made. Any Washer/Dryer installations must be approved by the Board prior to installation and a detailed plan of plumbing and ventilation must accompany the request. Plumbing and wiring must be installed by licensed professionals and all appliances must be energy efficient.

Before you begin remodeling your new Camelot condo, please familiarize yourself with the guidelines. Please be considerate of your neighbors regarding sounds,

lighting, and appearance.

SOUND

Using hardwood and tile floors in upstairs units creates an increased noise downstairs. Please be courteous and use carpet, floor rugs, cork and mats to reduce sound.

CAMELOT ARCHITECTURAL STANDARDS

APPROVAL MUST BE OBTAINED BEFORE WORK CAN BEGIN.

No roof access is allowed without the prior consent of the on-site office.

WINDOWS AND SLIDING GLASS DOORS - Dark Bronze Color to match the brown color of the wood and brick. Check with the office about suppliers. Camelot has negotiated excellent prices and does group buys to reduce costs. The new windows are double pane, low-e glass and greatly enhance appearance, reduce noise, dust and cooling bills. By all means consider replacing your windows and doors.

AIR CONDITIONERS – REFRIGERATED – HVAC units are responsibility of the individual owner to maintain, repair or replace. 13 SEER or above rooftop package units are allowed. Evaporative units are NOT allowed. **Roof access for repairs/replacement must be scheduled with the on-site office.**

FRONT DOORS – Camelot antique finish with Resin opaque insert.

PATIOS-BALCONIES-BACKYARDS-ENTRY AREAS - Are Camelot limited common areas. Any changes to these areas such as landscaping or tiling must be submitted in writing with a plan to the Board of Directors for approval prior to making any changes. Drainage and water usage should be addressed. These areas must be kept clean and uncluttered and not used for storage of unwanted items. Indoor house furniture is not allowed. Examples: kitchen tables and chairs, sofas, futons.

SWIMMING POOL RULES

1. All persons entering the pool area do so at their own risk!

NO LIFE GUARD ON DUTY

2. Children under age 14 shall not be in the pool or pool area without being accompanied by an adult resident, age eighteen (18) years or older.

3. Homeowners are limited to two (2) guests at any one time, per household NO EXCEPTIONS!

4. All guests must be accompanied at the swimming pool, by an adult resident (18 years of age or older), who will be responsible for the conduct of their guests.

5. No scooters, bikes, rollerblades or skateboards are allowed in the pool area.

6. No pool parties are permitted. The perimeter area only may be used and courtesy toward the other residents using the area is appreciated.

7. NO FOOD and NO SMOKING in the pool area. NO GLASS OF ANY KIND.

8. Only swimwear allowed in the pool. No cut-offs, t-shirts, or diapers.

9. During heavy use times inflatable toys are not allowed.

10. Deposit all trash in trash containers.

11. NO RUNNING ALLOWED.

12. Noise must be kept at a low level so that the sound does not carry beyond the pool area.

13. NO PETS ALLOWED in the pool area at any time.

POOL HOURS: 9:00 a.m. to 10:00 p.m. daily

The pool is closed half-day on Monday for cleaning & 24-hours if pool requires additional chemicals-A notice will be posted on the gate.

REGLAS DE LA ALBERCA

- 1. Toda persona que entre la area de la alberca lo hace bajo su propio riesgo. NO HAY SALVAVIDAS.**
- 2. Los niños menores de 14 anos no deben de entrar a la alberca si no están acompañados por un residente adulto. Un adulto, de o mayor dieciocho (18) años.**
- 3. Los visitantes en la alberca estan limitados a dos (2), por hogar No hay excepciones!**
- 4. Todos los visitants deberan ser acompañados por un residente (adulto), el cual sera responsable por su conducta.**
- 5. Las patinetas, bicicletas o patines no están permitidos en el area de la alberca.**
- 6. No se permiten fiestas en la alberca. El perimetro exterior se puede usar para este fin.**
- 7. No se permiten alimentos en el area de la alberca. No se permiten recipientes de vidrio, solo vasos y envases de plástico.**
- 8. No Fumar**
- 9. Usar traje de baño únicamente, no usar camisetas o shorts, no panales.**
- 10. En horas de alta afluencia en la alberca, no deben usarse articulos inflables.**
- 11. Favor de depositar la basura en los contenedores.**
- 12. No se permite correr dentro del area de la alberca.**
- 13. Mantener el ruido lo más bajo posible, para que no se escuche fuera del area de la alberca.**
- 14. No se permiten animales domésticos en el área de la alberca.**

HORAS DE ALBERCA: 9:00 a.m. – 10:00 p.m. – DIARIAMENTE

CERRADO LOS LUNES – MEDIO DÍA

LA ALBERCA ESTARA CERRADA MEDIO DIA LOS DIAS LUNES PARA LIMPIEZA.

LA ALBERCA ESTARA CERRADA POR 24 HORAS EN CASO DE QUE SEA NECESARIO

AGREGAR MAS PRODUCTOS QUIMICOS AL AGUA.

SE COLOCARA UN AVISO CON ANTICIPACION EN LA PUERTA DE ENTRADA (CASETA DEL GUARDIA)

**Camelot Townhomes
Homeowner’s Check-list**

The homeowner’s check-list is intended as a helpful guide of required documentation. Please read the check-list to make sure you have all the required documentation to receive your amenity access card, Camelot decal for your vehicle, and meet the community standards for pet ownership. Remember to update your documents annually and with any tenant changes. If you need assistance from the site manager about the documents required, please call (915) 533-6297.

Document Requirements

(Check )

- Condominium Warranty Deed _____
- Homeowner’s Insurance Policy _____
- Vehicle Ownership/Registration _____
- Vehicle Insurance _____
- Pet Records -Veterinarian Health Report/Breed _____
- Current Pet Vaccinations _____
- Tenant/ Resident Lease Agreement _____

Documents to Complete at Camelot Office

- Owner/Resident Information _____
- Owner Portal Log In information _____
- Amenity Access Card _____

Your vehicle must be present for the on-site manager to place the Camelot decal on the interior windshield. The documents for the office require detail information to include phone numbers, email address, pet, work, and vehicle information and an emergency contact, such as a family member or friend. A valid identification card is shown to the site manager and documented on office files.