

Home Owner Association (HOA) Welcome Package



Revised Version VI Effective Date: October 1, 2009



Dun Huang Plaza Association, Inc.
Beltway Management Services, LLC
5855 Sovereign Dr., suite # B-1
Houston, TX 77036
Tel: 281-857-6938 Fax: 281-857-6839

WELCOME

Dear Owner/Tenant of Dun Huang Plaza,

Welcome to the Dun Huang Plaza. The Dun Huang Plaza Association has been assigned to manage the Plaza and provide service for all concerns and requests. We will follow a fair and excellent environment for all the tenants and hope that we can all work together for a better future. Thank you!

Including in this packages are:

- Important Contact Information
- Owner and/or Tenant Build Out Rules and Regulation
- Owner and/or Tenant Responsibilities, Limitations and Liabilities
- Trash Disposal
- Signage Rules and Regulations
- Owner and/or Tenant Data Sheet
- Various Forms
- Acknowledgement Sign off Sheet
- Attachment NWP Water Billing Method

Note: Person who provides the signature on the acknowledgement sheet will be responsible to “inform” all others who may have the ownership and/or renter about all the rules and regulations within this welcome package.

Sincerely yours,

Dun Huang Plaza Association



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Important Contact Information

Organization Name	Tel	Other Info
HOA Office	TEL:281-857-6938 FAX: 281-857-6839	Dunhuangrcoa@gmail.com
Police Office	911 or 281-584-4700	Address: 6500 De Moss Dr. Houston, TX 77036
Constable	281-463-6666	
City of Houston Water	713-371-1400	
U.S. Post Office	713-995-1441	
Allied Fire Protection	281-485-6803 - Laura	Fire Sprinkler System
NWP	1-800-845-6767 www.mynwpsc.com	Remote Sub Water Meter Water billing company
Roofer	832-248-8892 - David	Building D & E
Tara Energy-Electricity	713-830-1019	Building A,B,C
Reliant Energy	713-207-7777	Building D,E
Security Patrol	Emergency 832-238-1609	Manager: Alvin Ling
Justice Protective Service	Office: 832-660-5723	832-660-5723



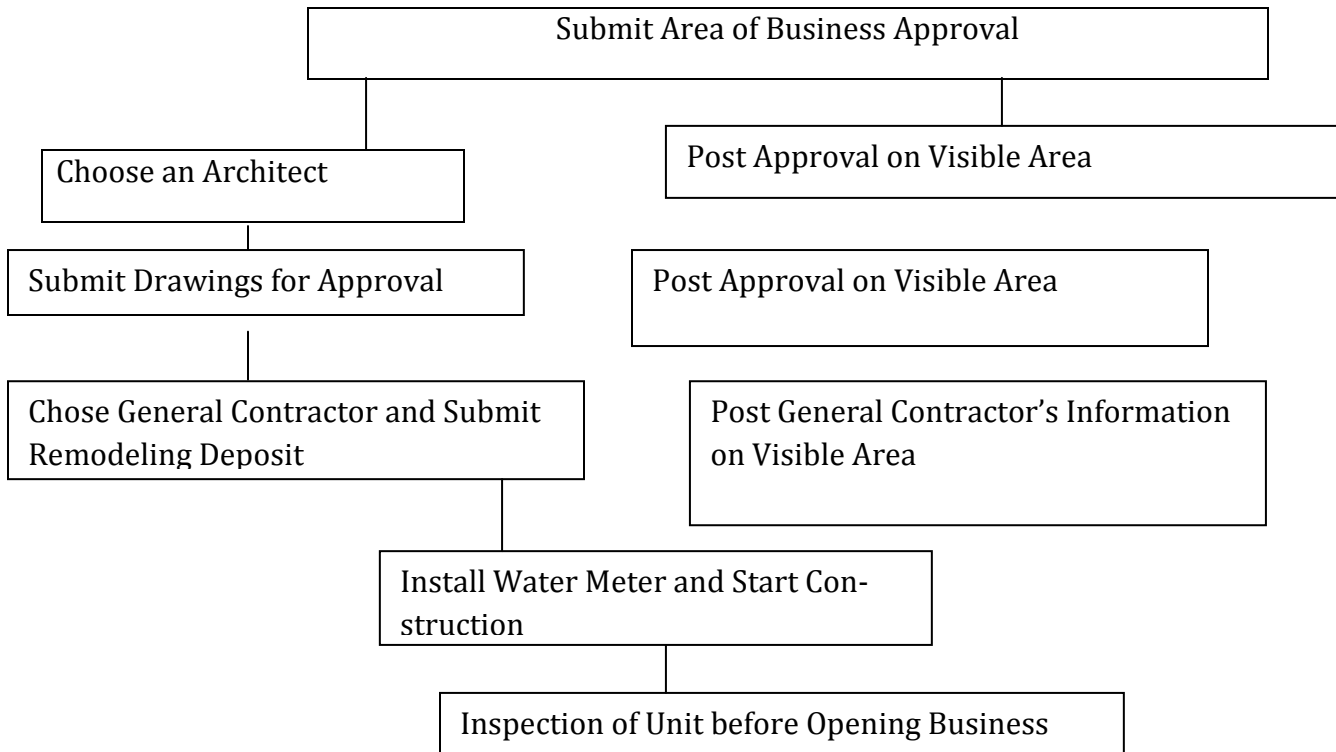
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Things to do after closing – Reference Guide

Tenant Build Out

1. Submission of area of business approval to board of directors
2. Post approval of area of business on visible area inside unit
3. Choose architect
4. Submission of drawing to construction community
5. Post approval of drawing forms inside unit
6. Choose general contractor and submit refundable remodeling deposit
7. Submit General Contractor (GC) and Sub GC's insurance. Certificate Holder naming Dun Hung LP & Custom Construction. "See Sample"
8. Post and submit to Dun Huang Plaza Association general contractor's important contact information & phone numbers
9. Install water meter and start construction after approval
10. Inspection by construction community before opening
11. Construction community member has right to enter unit at all times

Build-Out Schedule





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Owner Association Tenant Build-Out Rules and Regulation

Introduction

The following build-out regulations are established to govern interior design, fabrication and installation of the interior for the Dun Huang Shopping Center.

The purpose of these regulations is to insure the owner's interior build out meets industry standards, free of any intended or unintended structure damage and intrusion of any common area or other owners' territory (actual space).

General Contractor Submission Requirements

A copy of this "Submission Requirements" should be given to your chosen architect and your general contractor. Your chosen architect must be state licensed, and your general contractor and sub-contractor must carry a minimum of \$1,000,000.00 in liability insurance, workmen's compensation and builder's risk. An original Certificate of Insurance must be submitted to the owner Association showing such coverage prior to any construction. Designate Certificate Holder name as "Dun Hung LP & Custom Construction". "See Sample"

After approval, your architect must submit One (1) copies of the interior build out architectural plan to the Owner Association. This "plan" must include one or more section drawings as necessary to fully describe the methods of assembly, electrical components and attachment it the building fascia.

Responsibilities of Owner's Insurance

The owner's insurance shall include, but not limited to the following: the exterior glass surfaces, windows, window frames, casings and locks (including caulking of windows); all doors, doorways, door frames, and hardware that are part of the entry system of the Unit; all portions of the heating and air conditioning system, including the air conditioning compressor and fan coil serving the Unit; and all pipes, lines, ducts, conduits, or other apparatus which serve only the Units, whether located within or without a Units boundaries (including electricity, water, sewer, or air conditioning pipes, lines dust, conduits, or other apparatus serving the Units).



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Owners' and Tenants' Responsibilities, Limitations, Liabilities

All owners or owner's lessee must have a design that conforms to this exhibit. No construction may be started in the buildings property without first securing written approval of the owner association. All permits and/or approvals as required by local building, zoning or sign codes should be obtained by the owner or sign contractor. All costs for permitting, designing and construction of interior build out shall be borne by owners. The owner or owner's lessee and their contractor will be held liable for all costs required to remove and/or correct designs which do not conform to this criteria. Interior build out damage and damage to the building caused by GC or Sub GC during construction will be back charged from them immediately.

Working schedule for all contractors is 7 am to 5 pm Monday to Friday, 7 am to 2 pm Saturday. (If necessary other arrangements can be made by contacting DHP Association) All workers must observe safety regulation and wear hard hats at all times. No drinking of alcohol or use of illegal substances will be permitted; any workers caught will be removed from property and will not be allowed to work on premises.

Note: Roof Warranty

There is a 1 year warranty on the building roof. The Association requires that only Split A/C's are allowed to be installed and any roof cutting for installation of air conditioning or for any other reasons or purposes shall be done by the original roofing company in order to maintain and keep the warranty valid. ALL WORK ON THE ROOF IS STRICTLY CONTROLLED BY CUSTOM CONSTRUCTION WITH NO EXCEPTIONS. ROOFER

Water Meter and Gas Lines and Fire Sprinkler System

At the end of each month the NWP will remote pull data each water meter to determine the cost of water and a bill will then be issued. All Sub Water Meter MUST install by NWP so data can be pull remotely. Fire Sprinkler System must installed by Allied Fire Protection Co., they installed all system for the entire DH Plaza, we need to enforced all unit Owner / Tenant to have all the Original contractor to do the job. Tenants must also install their own gas lines if their business requires the need. The owner or owner's lessee is responsible to make sure each gas line is installed and mounted correctly. Owner will be liable if accidents occur from improper installation. **There is a \$1000 deposit for the water meter. Part of the deposit will be refundable depending on the actual cost of the water meter installation*



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Build Out Requirement Documentation

Dun Huang Plaza Association requires the following documentations and fees prior to any build out, alterations or modifications to any unit.

- Area of business approval.
- General contractor insurance & permit
- Plans and specifications (Ex. Floor Plans, Electrical Wiring Plans, etc.)
- City approved blueprint
- \$200 Non-Refundable funds pay to HOA for utilizing public electric outlet.

It is required for owners to submit these forms to us and get approved before they can start their construction. Remodel and construction file will be made to record those applications

Important Note: Please have all the requirements mail to 5855 Sovereign Dr., suite # B-1. Houston TX 77036



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Trash Disposal

Temporary Dumpsters - All GC's must provide their own temporary dumpsters, portable toilets, and clean up every day. No owner or his/her contractors is allowed to dispose build out trash in Public Dumpsters. **All unauthorized dumping will be charged a fine of \$500.**

Each unit is responsible for its surroundings, surrounding is defined but not limited to front parking lot, back door, sidewalk etc.

Dumpster - Every owner should make sure that when employees take out trash, they dispose of the trash inside the dumpsters not on the outside. **A fine of \$500 may be ticketed for this violation.**

Boxes should be broken before being disposed in dumpsters. This will leave more room in the dumpster for trash and avoid overloading the dumpsters before the trash gets picked up.

Dumpster designated for the Retail and Offices. No restaurant owners or occupants are allowed to use this type of dumpster in any location of the Condominium at anytime.

Grease Trap - Due to each different store's locations and easements, the location of each grease trap will be determined and approved by the association case by case.



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Signage Rules and Regulations

1. Association shall have the right to prohibit any signage by Occupant that, in the Association's opinion, tends to impair the reputation of the Plaza or its desirability as a location for business premises. Upon receipt of written notice from the Association, Occupant shall immediately refrain from or discontinue such usage. No signs, structure or object shall be erected on, the roof or exterior walls of the Plaza, or on the grounds, without, in each instance, the written consent of the Board. Any signs, structure or object so installed without such written consent shall be subject to removal without notice at any time. Occupant's signs must be kept clean and in good operating condition. Occupants are required to develop a maintenance program to assure that the sign will always appear inviting to Plaza customers and enhance the overall appearance of the Plaza.
2. Fascia Mounted Occupant Signs Policy:
 - a. The maximum overall length of a sign shall not exceed 80% of the store frontage (For example A 20' frontage can have a maximum sign length of 16'; a 40' frontage; a 32' sign, etc.) Use galvanized steel screws.
 - b. The maximum overall vertical height (including raceway) shall not exceed 3'4" of vertical height on the fascia or mounting surface for signs with the line of copy and 3'4" of vertical height for signs with two lines of copy. Make sure the raceway is sealed properly.
 - c. All signs shall be in the form of individual channel letters with preferably LED lighting, or neon light either block type of script or in any easily read style of letters is allowed. Interior illuminated box-type signs or panels with painted or cutout plastic, metal, or wood letter will NOT be permitted in the Condominium.
 - d. The letters to be 3/1 (1' Rohn & Haas #7328 White Plexiglas faced with 1" bronze jewelite or equal trim caps. No "Channelume" or equivalent will be permitted. The letter material will be constructed entirely of .040 (minimum) Risco or Peterson pre-finished in #313 dark bronze aluminum. Bronze letter sidewalls shall be weld or riveted fabrication 5" deep.
 - e. Interior of the letters shall be white.
 - f. Neon tubing to be 13mm, 6500 white powered by 30MA transformer. The number of rows of tubing shall be dependent upon face width (stroke) of the letters, in order to achieve even light distribution across the plastic letter face.

Owner / Tenant Data Sheet



Dun Huang Plaza Association, Inc.
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OWNER'S INFORMATION:		
Company Name:		
Owner/Manager:		
Current Address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
E-Mail Address:		

TAX ID:	
Federal Tax ID:	Social Security No:
Get 1099 Form? Yes or No, If Yes, Name to show on 1099 Form:	
If foreigner or no ID, please check here	

OWNERSHIP TO PROPERTY:	
Unit No.:	Closing Date:
Percentage of Ownership to Unit: %, (For Co-owner, please use separate data sheet)	

ATTACHMENTS:
Copy of Deed? If available, Yes or No
Copy of Closing Statement? If available. Yes or No



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Application Form – General Contractor

APPLICANT INFORMATION		
Company Name:		
Owner/Manager:	Phone:	Fax:
Current address:		
City:	State:	ZIP Code:

EMERGENCY CONTACT		
Name:		
Address:	Phone:	
City:	State:	ZIP Code:

REFERENCES		
Name	Address	Phone
1.		
2.		
3.		

SUBCONTRACTOR		
Company Name:		
Job Description:		
Owner/Manager	Phone:	Fax:
Current address:		



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SUBCONTRACTOR		
Company Name:		
Job Description:		
Owner/Manager	Phone:	Fax:
Current address:		
City:	State:	ZIP Code:

SUBCONTRACTOR		
Company Name:		
Job Description:		
Owner/Manager	Phone:	Fax:
Current address:		
City:	State:	ZIP Code:

SUBCONTRACTOR		
Company Name:		
Job Description:		
Owner/Manager	Phone:	Fax:
Current address:		
City:	State:	ZIP Code:



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SUBCONTRACTOR		
Company Name:		
Job Description:		
Owner/Manager	Phone:	Fax:
Current address:		
City:	State:	ZIP Code:

SIGNATURES	
<p>Your chosen architect must be state licensed, and your general contractor must carry a minimum of \$1,000,000.00 in liability insurance, workmen's compensation and builder's risk. An original Certificate of Insurance must be submitted to the owner Association showing such coverage prior to any construction.</p> <p>After approval, your architect must submit three (3) copies of the interior build out drawings to the Owner Association. Those drawing must show one or more section drawings as necessary to fully describe the methods of assembly, electrical components and attachment it the building fascia.</p> <p>I authorize the verification of the information provided on this form as to my credit and employment, I have received a copy of this application.</p>	
Signature of applicant:	Date:
Signature of spouse (only if for a joint membership)	Date:

THANK YOU !



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Change Of Address

APPLICANT INFORMATION		
Company Name:		Unit #:
Owner/Manager:		
Current address:		
City:	State:	Zip Code:
Phone:	Cell:	Fax:
APPLICANT INFORMATION:		
Unit #:		
Owner/Manager:	Phone:	Fax:
Old address:		
City:	State:	ZIP Code:

ADDRESS CHANGE TO:		
New Address:		
City:	State:	ZIP Code:

SIGNATURE:	
By providing above information, I authorize Dun Huang Plaza Association to change my address for future contact purposes. And the information is accurate.	
Signature of applicant:	Date:



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Area of Business Approval

OWNER'S INFORMATION:		
Company Name:		
Owner/Manager:		
Current address:		
City:	State:	ZIP Code:
Phone:	Cell:	Fax:
E-mail Address:		

PLEASE INDICATE YOUR AREA OF INDUSTRY					
Restaurant	Beauty salon	Education	Entertainment	Law firm	Medical
Tax Service	Gift shop	Wholesaler	Or other	Please specify:	
If restaurant please specify type of cuisine:					

OWNERSHIP TO PROPERTY:	
Unit No.:	Percentage of Ownership to Unit: %



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FACSIMILE TRANSMISSION	
To:	Percentage of Ownership to Unit: %
Company:	Total No. Of Pages Including Cover:
Fax Number:	
Phone Number:	Sender's Reference:
Re:	Your Reference:
Urgent For Review Please Comment Please Reply Please Recycle	



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Comment & Complaint

Dear owner:

In order to keep Dun Huang Plaza great for everyone, we would like to hear from you. Should you have any comments, complains or any suggestions, please fill out this form and fax or mail it back to us, your business is greatly appreciated.

Date: _____

Unit#: _____

Contact person: _____

Contact #: _____

Please write your comments below:



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Acknowledgement

I _____ (please sign) have acknowledged the rules and regulations of the Dun Huang Plaza Association and I have received all pages of closing documents, which included the following:

- Important contact information, Remodeling Requirements, Owners' Responsibilities, Limitations, and Liabilities, Parking Space Availability and Limitations, Trash Disposal Information, Association's Tenant Build-Out Rules and Regulations and Signage Rules and Regulations

I will fill out and return to the Association the following forms:

- Acknowledgement, Owner Data Sheet, General Contractor and

Parking Permit Application Forms, and Area of Business Approval. I will participate according to the HOA rules and regulations:

Signature of Acknowledgement

Date