

TIMBER CREEK CROSSING VILLAGE
HOMEOWNERS ASSOCIATION
RULES AND REGULATIONS

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I. General Rules

- A. Any homeowner who wishes to report a Rule violation must do so in writing to a Board member or the Property Manager. Writing may be via email, fax or letter.
- B. Residents may not leave any personal items in their yards and/or on their driveways. This includes but is not limited to the following: vehicles, children's play equipment, toys, gardening equipment, bikes, signs and garbage cans.
- C. The grounds are irrigated by an underground irrigation system. The irrigation heads from time-time may break and/or need adjustment. If you notice a head that is broken or in need of adjustment, please notify the Association's Property Manager.
- D. Garage doors shall be left closed when not in use.
- E. Owners may not act or carry on in any manner that potentially endangers or infringes upon another Owners "quiet enjoyment" of their Property.
- F. No signs of any sort may be displayed from a door or window of a Unit.
- G. Owners shall not intentionally do anything that results in their property and/or common element insurance to be cancelled.

II. Pet Rules

- A. The pet Owner is responsible for any personal injury or damage to property caused by their pet(s).
- B. Pets must be on a leash when outside the unit.
- C. The pet Owner is responsible for any damage to landscaping caused by their pet. Damages, includes, but is not limited to, the following; sod replacement, shrub replacement, filling of holes and landscape bed repairs.
- D. Exterior dog kennels, runs and pens are prohibited.
- E. Breeding of animals is prohibited.
- F. Pet owners agree to indemnify and hold harmless the Management Company and the Association against any loss or liability of any kind or character arising from having an animal on the Property.
- G. Pets shall not be allowed to bark, whine, cry or behave in any manner that causes an individuals safety and/or "quiet enjoyment of their Property" to be taken away and/or jeopardized.
- H. Pet owners shall clean up after their pets at all times regardless of the season. Pet droppings shall not be allowed to remain on the ground for more than twelve hours.
- I. Pet Owners are responsible to follow all city pet ordinances.

- J. All green space, landscaping and play areas are considered "Common Elements". Exclusive use or any limitation by fencing, invisible fencing or staking of a pet is prohibited.

III. Rental/Leasing Policy

- A. The Owner is responsible for providing their tenant with a complete set of the Governing Documents, including this Guidebook.
- B. The Owner must notify the Association of their alternate mailing address.
- C. The Owner must continue to pay all Association assessments and any fines associated with a violation by their tenant.

IV. Satellite Dish Policy

- A. Satellite dishes are permitted provided that they are less than 18" in diameter and are approved by the Association prior to installation.

V. Parking Regulations

- A. Parking and/or partially blocking mailboxes, fire hydrants, driveways and entrances are prohibited.
- B. Parking in the street is prohibited.
- C. Trailers are prohibited from being parked in the street, in parking stalls and in driveways. Trailers include, but are not limited to, the following; boats, snowmobiles, personal water craft, RV's and utility trailers. Trailers must be kept inside the unit Owners garage.
- D. Any vehicle parked in the street, in a parking stall or in a driveway during snow removal operations will be plowed around. The Association and the Contractor are not responsible for any damage that results from snowplows pushing snow against the vehicle. Furthermore, if a vehicle is in a driveway the driveway may not be plowed if the Contractor believes they cannot safely maneuver their equipment around the parked vehicle.
- E. Non-operable vehicles are prohibited from driveways, parking stalls and the street.
- F. Owners are responsible for all costs associated with the clean up of leaks and spills that result in stains and/or damage to the driveway or street.
- G. Owners are not allowed to drive and/or park vehicles and/or trailers on the landscaping. Landscaping includes turf and landscape beds. If a owner does drive/park on the landscaping they shall be responsible for the costs of all repairs including, but not limited to, the following; repairs to irrigation, turf, trees, bushes, shrubs, flowers and landscape beds.

VI. Rules Enforcement

A violation of the Rules & Regulations will result in the following actions:

- A. **First Violation Notice** - A violation letter will be sent to the homeowner. The letter will provide for the violation to be remedied within ten days to avoid further actions. If the homeowner disputes the violation they will be given the option to do so in writing to the Board of Directors.
- B. **Second Violation Notice** - If after ten days the violation is not remedied a second letter will be sent to the homeowner informing them of a \$25.00 fine. The letter will provide for the violation to be remedied within three days to avoid further actions. If the homeowner disputes the violation they will be given the option to do so in writing to the Board of Directors.
- C. **Third Violation Notice** - If after the first two violation notices the violation is still not remedied and the homeowner has not disputed the violation in writing, the Association will levy a fine as defined by the Association's Rules, Regulations, Policies or Procedures. If the Violation in question does not have a specific dollar charge defined then a fine of \$75.00 shall apply.
- D. Fines are levied against the homeowner in violation. Fines levied by the Association will be added to the homeowners account balance. If the fine is not paid within ten days the Association will attempt to collect the fine in accordance with the Association's Collections Policy. The Association will pursue collection of the fine in the same manner a delinquent assessment would be. This may include the following actions; late charges, administrative charges, attorney charges, liens and foreclosure actions.

VII. Violation Hearing

- A. A homeowner who has received a Violation Notice and chooses to dispute the Violation may do so. The Homeowner must make a written request to the Board disputing the Violation and requesting a Hearing in front of the Board. The request for a hearing must be sent to the Property Manager via email, fax or mail. The request for Hearing must be received by the deadline stipulated by the Violation Notice received by the Homeowner.
- B. The Hearing will be scheduled at a fair and reasonable time by the Board of Directors. If the Violation in question involves a fine and the Board elects to dismiss the Violation, the matter will be closed immediately with no fine levied. However, if the Board elects to confirm the Violation then all fines associated with the Violation shall be paid in full immediately following the Hearing.

VIII. EXTERIOR REPAIR/REPLACEMENT RESPONSIBILITIES CHART

As defined by the Association's Declaration of Covenants, the maintenance, repair and replacement of certain exterior items is the responsibility of the Association and all other items are the responsibility of the homeowner. The following chart was created to clearly identify those areas of responsibility.

ITEM	ASSOCIATION	HOMEOWNER
Air Conditioner		X
Drain Pipes	X	
Driveway Sealcoating	X	
Driveway Repair/Replacement	X	
Door – Exterior Side		X
Door – Hardware		X
Doors – Storm Doors		X
Dryer Vent – Exterior		X
Garage Door – The Door Itself		X
Garage Door – Hardware		X
Gutters	X	
Interior Items – All		X
Irrigation System	X	
Landscaping (grass, trees, shrubs)	X	
Lighting (Exterior)		X
Locks		X
Mailbox	X	
Patio		X
Pest Control		X
Plumbing & Sewer		X
Privacy Fence	X	
Roof - Shingles	X	
Roof Vents	X	
Siding – Exterior	X	
Sidewalk & Steps – Front	X	
Sump Pump Hose		X
Windows – Frames and Sash		X
Windows – Screens		X
Windows – Hardware		X
Windows – Glass		X
All Other Items Not On This List		X

All items that fall under Association responsibility are done at a scope and frequency determined at the sole discretion of the Association's Board of Directors. Additionally, if a homeowner intentionally or unintentionally damages their home in a manner that requires repair/replacement of an item under Association responsibility the homeowner will be responsible to pay for the repairs/replacement. For example, a homeowner installs a satellite dish, which causes the roof to leak; the homeowner would be financially responsible for the roof repairs. If you have a specific question about an item not identified on this list, please contact your Association's Property Manager.