

## **Woodlands of Chatterton Village Rules and Regulations**

Adopted 03/27/13

***The rules and regulations outlined below were adopted by the Woodlands of Chatterton Village Board of Directors on 27 March 2013, per the authority described in the Woodlands of Chatterton Village By-laws.***

### **1. Application and Authority**

- a. These rules and regulations ("Rules") have been established to ensure the maximum enjoyment of the Woodlands of Chatterton Village (WOCV) by all residents, protect the investment of the Homeowner and make WOCV, as a whole, a place where residents take pride in the property.
- b. These Rules have been approved by the Board of Directors in accordance with the Association's By-laws and are subject to change with written notice to all owners and residents to their last known mailing address.
- c. These Rules are intended to supplement the Association's By-laws.
- d. A copy of the Rules shall be provided to or sent to all owners at their last known address. Owners are responsible for providing a copy to tenants.
- e. All owners, tenants, and guests are subject to these Rules. It is the responsibility of the owner(s) to notify tenants and guests of these rules, and the owner shall be held responsible by the Board of Directors for actions of the residents/guests in violation of these rules.
- f. In the event that these Rules conflict with the Association's By-laws or Master Deed, the By-laws or Master Deed shall control.

### **2. Quiet Enjoyment**

- a. No nuisance, noxious or offensive activity shall be carried on within any unit or in the Common Areas, nor shall anything be done thereon, either willfully or negligently, which may become an annoyance or nuisance to the Owners or occupants of WOCV.
- b. Quiet hours are from 10:00pm to 7:00am.
- c. Co-owners are responsible for the actions of their tenants and guests.
- d. This being a family oriented community, any person intoxicated or appearing to be intoxicated shall be barred access and use of all recreational facilities. The term "intoxicated" is not restricted to any legal definition and shall be extended to mean anyone who is abusive, physically or verbally offensive, and lewd or otherwise embarrassing to other owners, residents, or their guests.
- e. No soliciting is allowed without Board written permission. No advertising or signs on postal boxes. This is a government regulation.
- f. No business or professional activity for remuneration may be operated within the community. Professional instructors wishing to give instruction within the community must present the Board of Directors with appropriate credentials and insurances, and execute whatever else the Board may require.

### **3. Co-owner Information and Maintenance Requirements**

- a. Co-owners must provide the Association with contact information for co-owner and (if applicable) tenant and proof of condominium insurance on an annual basis. The Association will organize an annual information drive to collect this information.
- b. Co-owners must provide the Association with a copy of an executed lease within 30 days of the lease effective date.
- c. Co-owners must provide the Association with proof that the unit's dryer vent has been cleaned and the unit's water heater has been checked by a licensed professional at least once every three years.
- d. The standard warning and fee schedule will apply in instances of non-compliance.

### **4. Improvements**

#### **a. Landscaping Changes**

- (a) All landscaping changes must be approved in advance by the Woodlands of Chatterton Village Board, or designated individual or committee.
- (b) All landscaping changes are explicitly limited to existing flowerbed areas.

- (c) No vegetation, whether alive or dead, may be removed without permission from the Woodlands of Chatterton Village Board, or designated individual or committee.
- (d) Unit's that receive permission to implement landscaping changes within a flowerbed area(s) must maintain the vegetation. If not maintained at the standard of the rest of the subdivision, the Woodlands of Chatterton Village Board, or designated individual or committee, may require the unit to remove the vegetation, or to contract a vendor to do so at the unit's expense.

**b. Storm Doors**

- (a) All storm door installations must be approved in advance by the Woodlands of Chatterton Village Board, or designated individual or committee.
- (b) The storm door frame must match the color of the door (black) or the color of the building siding (beige). Hardware must be polished brass.
- (c) The storm door must be one of two designs: (1) full, single pane of glass or (2) H-design with two panes of glass.

**c. Windows, Exterior Doors, and Garage Doors**

- (a) All window, exterior door, and garage door installations must be approved in advance by the Woodlands of Chatterton Village Board, or designated individual or committee.

**d. Satellite Dish**

- (a) The Association shall regulate the placement, installation, and use of all outside aerials, antennas, and satellite dish antennas. Written approval by the Association shall be required prior to the placement or installation of any aerial, antenna, or satellite dish antenna upon any property governed by the Association.
- (b) All written requests for the placement and installation of any aerial, antenna, or satellite dish antenna upon any property governed by the Association shall include a detailed diagram of the dimensions of the aerial, antenna, or satellite dish antenna and the proposed location of the placement or installation of the aerial, antenna, or satellite dish antenna.
- (c) Approval by the Association of any proposed placement or installation shall be conditioned upon compliance with the following guidelines:
  - 1. All outside radio aerials/antennas, as well as satellite dish antennas greater than thirty-nine (39) inches in length or diameter, are prohibited.
  - 2. Satellite dish antennas may be located on exterior porch columns or on a ground-level pedestal. A dish may also be placed on a pole (maximum three feet tall) secured in the ground within three feet of the building.
  - 3. Aerials, antennas, or satellite dish antennas shall under no circumstances be mounted on brick or siding surfaces, roof, overhang of porch, or in the common lawn areas.
  - 4. Brightly colored aerials, antennas, or satellite dish antennas are prohibited; neutral gray colors and colors matching the buildings are permitted.
  - 5. Only flat wires are permitted to connect the satellite dish to the equipment inside the unit. No hole drilling is permitted. Wires must be hidden from view.

**5. Decorations**

**a. Holiday Decorations**

- (a) Residents who put up holiday decorations must take them down no later than 30 days after the holiday has passed.

**b. Flags**

- (a) National, state, and decorative flags may be secured, via a pole not exceeding five feet, to an exterior column. When not in use, the pole must be removed from the attaching hardware. National and state flags must be displayed in accordance with national standards.

**6. Pets**

- a. No animals, other than dogs, cats, caged birds, tanked fish, and other conventional small household pets, may be kept in any unit. Animals shall not be allowed to run at large.

Leashed animals are permitted within common areas. The person accompanying the animal must remove animal waste deposited on common areas.

- b. Dog tie-outs and runs are not permitted at any time.

#### **7. Vehicles & Parking**

- a. Co-owners and tenants are guaranteed two parking spots per unit: inside the co-owner's garage and immediately outside the co-owner's garage.
- b. Only one vehicle may park directly outside a unit's garage; double-parking vehicles immediately outside a garage is prohibited.
- c. Vehicles engines may not be idled while any part of the vehicle is parked within the garage space; this dramatically reduces the likelihood that carbon monoxide will be pulled into the unit(s).
- d. Motor vehicles of all types must be properly muffled, licensed, and maintained so as not to create any unnecessary disturbance in the community. All vehicles parked in common areas must be operable.
- e. No repair or maintenance work (including oil changes, antifreeze or any other liquid changes) may be performed on motor vehicles on common areas. Any damage caused to the road surface as a result of oil and/or cooling system leaks shall be remedied at the unit owner's expense. Failure to pay such expenses will result in legal action and/or lien on property.
- f. Vehicles believed to be parked in a shared community spot continuously (i.e., without being moved) for more than 72 hours will be tagged with a violation sticker. Vehicles are subject to being towed between 48 – 72 after the violation sticker is placed on the vehicle. Extended parking permits may be requested from the Board.
- g. No vehicles, motorcycles, or trailers of any kind may be stored in the clubhouse parking lot.
- h. No trailers of any kind may be parked in a shared, community parking spot; trailers must be parked in a garage.

#### **8. Window Coverings**

- a. All window coverings must have a white backing (side facing outside unit).
- b. Paper window coverings (e.g., paper faux blinds) are not permitted at any time.

#### **9. Garage Doors**

- a. Garage doors must be kept completely closed when unattended.

#### **10. Trash**

- a. All trash containers must be labeled with an approved WOCV trash container ID sticker. Recyclables containers issued by Canton Township must have a handwritten, visible address.
- b. Residents must place garbage at approved locations no earlier than 6:00pm the day before trash collection.
- c. Residents must remove all garbage, yard waste, and recyclables containers from sight by the end of the day on each garbage collection day.
- d. All waste containers must be kept out of sight from the street, and must be kept concealed in the garage. Keeping any of your trash, yard waste, or recyclables containers on the side of your house behind a shrub or plant of any kind is not permitted.
- e. Each time that trash containers are not removed from sight by the end of garbage day shall constitute a separate violation, and fines or other penalties may be imposed by the Board for such violations.
- f. Garbage must be secured in a tied trash bag within the trash container. All recycling contents must be secured.

#### **11. Porch Areas**

- a. Porch areas may not be used for storage personal items. Residents are permitted to place a (1) mat, (2) up to two outdoor chairs, (3) a small table, and (4) up to five potted plants within the porch area. All items in the porch area must be maintained. Pots with dead or dormant plants must be stored inside the unit (e.g., garage). Outdoor trash containers are not permitted.

#### **12. Renting**

- a. Lease terms may not fall below one year. Shorter-term leases of any kind are prohibited.

- b. A copy of the executed lease agreement must be sent to the management company. The lease must explicitly reflect that the unit is part of an Association and the tenant must abide by the Association's Bylaws and Rules and Regulations.
- c. Co-owners must provide the management company with updated contact information. All correspondence, including violations, will be sent to the co-owner of record.
- d. A copy of violations will also be sent to the tenant; co-owners will be charged \$5.00 per instance for costs associated with sending duplicate copies – one copy to the co-owner and one copy to the tenant. This fee may be reversed if the violation is overturned or retracted.

**13. Signs/Decals**

- a. No signs, billboards, or other advertising structure or device shall be displayed to the public view on any unit, except one sign not to exceed five square feet in area, may be placed in a single window to offer the property for sale or rent and one sign identifying a security company/system.
- b. Lawn signs of any kind are not permitted.
- c. The Board may require any sign placed in violation of this provision to be removed or destroyed.
- d. No decals shall be displayed on any window facing the street, with the exception of those identifying a security company/system. Security decals should be placed in either one of the bottom corners of the windows.

**14. Fire Pit / Fireworks**

- a. No fireworks of any kind are permitted on Woodlands of Chatterton Village property.
- b. No fire pits, regardless of size, are permitted on Woodlands of Chatterton Village property.

**15. Grills**

- a. Only gas grills (propane) are permitted. Grills must be stored in the garage space. When in use, grills must be placed in the unit's driveway, at least 10 feet away from any combustible structure.

**16. Garage Sales**

- a. The Woodlands of Chatterton Village organizes a single, community-wide garage sale, normally held in May. Independent garage sales are not permitted for any reason.

**17. Communication**

- a. Telephone Numbers and Email Addresses. All homeowners are required to provide current phone numbers and email addresses to the Board and/or management company. This information will be used only by the Board and/or management company for their own purposes. No phone numbers or email addresses will be given to or shared with any other party.

**18. WOCV Amenities**

- a. Rules and regulations governing the clubhouse, pool area, and basketball court are outlined in separate policy documents.

**19. Homeowner Complaints**

- a. Self Help First. If you are disturbed by the actions of other residents, you may wish to make a personal contact with the offending party to make them aware of the situation. Often a friendly reminder resolves the situation. If the grievance is not rectified after talking with the other party, you may submit a written formal complaint to the Board of Directors at the Woodlands of Chatterton Village website.
- b. Written Complaints. If you feel that one of more of the Association Rules have been violated, you may submit a written complaint to the Board of Directors. Complaints must be dated, identify the specific rule or rules suspected of being violated, and signed electronically by the party submitting the complaint.
- c. Board Response. As soon as is practicable, the Board will consider the complaint and make a determination as to whether any rules have been violated and if any further action is necessary to stop the violation. The Board will endeavor to inform the complainant of the Board's decision.