

Basic Rules with Fee and Fine Structure for Elk Run at Pinebrook IV HOA

These rules supersede any and all prior versions. Failure to comply with association rules and policies will result in the assessment of fees and fines. See page four of this document for fee and fine structure:

LEASING UNITS: An owner may not lease less than an entire unit; duplex arrangements are not permitted. Leases must provide that all provisions of the CC&Rs, Bylaws and other rules of the Association must be adhered to by all tenants; failure to do so will constitute default under the lease. The unit cannot be leased for transient or hotel purposes and cannot be leased for less than a 30-day term. Leases must state that the unit may not be used for any purpose other than a private single-family residence. All vehicles per unit address must be storable in the garage. Leases and tenant contact information must be submitted to the HOA each time there is a tenant change. Contact information includes: number of people living in the unit, names, email addresses, phone numbers and vehicle descriptions (make, model, color, and year) with license plate information of all cars.

USE OF GARAGES: Garages are intended for the parking of vehicles. Garages are not to be used for the storage of household items or other goods to the extent that one or more vehicles must stay outside.

COMMON AREA (DRIVEWAYS) PARKING AND STORAGE: All driveways in Phase 4 are deemed common areas. Parking of boats, trailers, sports & playground equipment, moving trucks or containers, old cars, trucks & toppers, RV's, commercial vehicles or inoperable vehicles may not be parked in or upon the common driveways within the complex. The parking of such items for five days per month or less is allowable, with Board approval, provided other owners are not obstructed. The parking or driving of vehicles on the grass at any time is not permitted. If there is a vehicle parked over 5 days in the street, please call the County Sheriff's Department, 435.615.3500/dispatch 3600; as this is not under HOA purview.

SUMMER COMMON AREA PARKING: All unit vehicles must be parked in the garage overnight. Guest parking in driveways up to 5 days per month is acceptable provided you supply the Board with a written request, including vehicle description with license plate number (either via email or hard copy). Additionally, you must provide written statement (via email or hard copy) from all parties (owners and tenants) that share in the use of the common driveway indicating that it will be acceptable for you to park the vehicle for the stated length of time. The Board can grant or reject permission at its discretion.

SATELLITE AND INTERNET DISH/ANTENNA:

Any owner or tenant wanting to install a new satellite dish or antenna must complete the application, submit to the Board and wait for approval prior to any action being taken. See separate document: Satellite and

Internet Dish/Antenna Policy.

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RESIDENTS OF UNITS WITH A RISER ROOM IN THEIR GARAGE:

As requested by the Summit County Fire Department, the HOA's insurance company, and stated in the HOA legal documentation, all riser rooms must be clear and accessible at all times. The riser room door and the garage pedestrian entry cannot be blocked from opening. There is no personal storage of any kind in the riser rooms. The lock/key to the pedestrian door of garages with riser rooms must not be changed without notifying the board and providing key copies. The board keeps a copy to perform regular riser room inspections and maintenance with the fire sprinkler system contractor and water company, and the exterior lock box holds a copy for the fire department to access the unit's riser room in case of emergency.

TRASH CANS: Residents are expected to store their trash cans inside their garages at all times except when necessary to place it at the curb for the weekly collection. Trash cans can go out as early as Sunday and must be garaged by Tuesday.

EXTERIOR ALTERATIONS TO GROUNDS & BUILDINGS: Exterior damage and deterioration detracts from the overall appearance of the Association and devalues all properties. Homeowners have certain responsibilities with regard to property appearance and maintenance. If homeowners fail to maintain items for which they are responsible the association can perform the necessary maintenance and bill the homeowner for all costs and applicable fines. Please refer to the Maintenance Responsibility Policy. Any changes or additions to exterior structures, cosmetics or fixtures of any unit, grounds or common area adjacent to a unit cannot be made without Board approval. Detailed request must be submitted in writing, at least 15 days in advance, have board involvement and approval before any work can start. Absolutely nothing can be mounted to the building siding or roofs without Board involvement.

EXTERIOR LIGHTS:

Garage/driveway level exterior lights and their bulbs have been provided and installed by the HOA and should not be replaced with any other style or type or they will be replaced by the HOA at the homeowners expense. Request for replacement or additional deck/porch lights must be in writing and approved by the Board. All fixtures must be dark brown, dark bronze, or black; no spot or flood lights nor any other style which directs glare outward are permitted.

To minimize excessive light glare, homeowners have the option for the HOA to install motion sensors or astrological timers at the garage level. Please be considerate of light pollution and refer to “Good Neighbor Guidelines”.

TREE PLANTING:

Planting or removal of trees in your yard without Board involvement is not permitted. With permission, cost of plantings & maintenance thereof is entirely homeowner responsibility. The concerns are sprinkler line breakage, sprinkler head blockage, snow removal, and lawn maintenance.

CENTRAL AIR-CONDITIONING UNITS:

Installation of an air-conditioning is not permitted without Board approval. Units must be placed in a visually non obtrusive area; preferably under decks and as close to the driveway as possible. It is the homeowners’ responsibility for planting necessary landscape screening of the unit and any necessary grass sprinkler head addition or relocation.

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EXTERIOR DOORS:

Garage, pedestrian and screen doors must be the existing dark brown color used by the HOA. All must adhere to existing exterior architectural style and applicable codes.

GUTTERS:

Gutter additions must be approved by the HOA and be dark brown. The homeowner is responsible for maintenance of any gutters not part of the original developers’ installation.

FENCE ADDITIONS:

All fences are non-original construction and therefore their painting and maintenance are homeowner responsibility. Plans for fence construction must be approved by the HOA before work can begin. See separate document: Fence Installation Policy

WINDOW CHANGES AND ADDITIONS:

See separate document Window Replacement or Additions Policy. Any owner wishing to replace or add

windows must submit a detailed window schedule for Board approval before construction begins.

HEAT TAPE AND ICE DAMAGE:

The Board strongly recommends installation of heat tape on any roof area where ice could build up, especially North-facing aspects. The HOA is not responsible for roof or wall damage resulting from unprotected roof lines. See separate document: Heat Tape and Ice Damage Policy

DECK CHANGES, ADDITIONS, RAILINGS:

All requests for additions or changes must be submitted with detailed drawings for Board approval before construction begins. See separate documents: Deck Extension and Customization Policy and Maintenance Responsibility Policy

ANIMALS:

Occupants are expected to comply with all Summit County animal control regulations. Placement of doghouses is not permitted on the properties. Leashing of dogs outside of fenced-in areas is not permitted. Landscaping damages caused by pets is the responsibility of the homeowner. In the event of damage to landscaping the association will repair the damage and the homeowner will be billed for all costs. Pet owners are responsible for cleaning up all pet droppings and are encouraged to use the pet waste stations. If a neighbor has a barking dog, call Summit County Animal Control; 435.615.3985. The HOA has no purview of this issue.

NOISE & OTHER DISTURBANCES:

All residents are requested to be considerate of their neighbors. If you experience a problem in this regard, we ask that you please amicably talk with the neighbor first before calling the applicable authorities (e.g., the Summit County Sheriff's Dept., Health Dept., Animal Control, etc.) as the HOA has no purview over these issues. Please refer to the "Good Neighbor Guidelines".

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Failure to comply with association rules and policies will result in the assessment of fees and fines. Below is the fee and fine structure:

\$250 New Owner Opening Book Fees, added to first quarters HOA billing, one time charge

\$250 Demand Letter from HOA \$\$\$ Demand Letter from Attorney, charges set by HOA legal firm, plus additional collection fees

\$250 Late Payment Fee, imposed on payments made after due date

\$250 Outstanding Balance Due, imposed each month on outstanding balance due
9% Annual Interest, imposed monthly on outstanding balance due

\$100 Account Statement Request, one given complementary per calendar year

\$75 Bounced Check Fee, imposed for each offense

\$50 No Proxy: Failure to submit a proxy if not attending Annual Members Meeting.

\$250 No Lease: Failure to submit a lease and tenant information. See Basic Rules, Leasing Units.

\$50 Night lighting noncompliance

\$50 Holiday decorations still up 30 days after the holiday has passed

\$100 Violation of animal regulations: See Basic Rules \$250 Changing the key to the pedestrian door of a unit with riser room: See Basic Rules

\$250 Blocking the actual riser room door itself from opening: See Basic Rules

\$250 Blocking the pedestrian door into a garage with a riser room: See Basic Rules

\$250 Storage of personal items in riser room \$50 Trash Can storage violation: See Basic Rules

\$1000 Exterior change or addition without board approval including AC units: See Basic Rules

\$1500 Deck modifications without board approval: See Deck Extension and Customization Policy

\$1500 Fence installation or modification without board approval: See Fence Installation Policy

\$1000 Window replacement or additions without board approval: See Window Replacement or Additions Policy

\$250 Common area parking or storage violation: See Basic Rules

\$250 Satellite or internet dish violation: See Satellite Dish and Internet/Antenna Policy

\$250 Snowplow company callback: causing snowplow to be called back for service

Fines will be reassessed for the same offense every 10 days until the offense is resolved

The Basic Rules with the fees and fines have been created by legal counsel with Board input and is legally defensible.

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