

WELLINGTON POINTE TOWN HOME ASSOCIATION **RULES AND REGULATIONS**

- No one is allowed to make any changes to the exterior of the building or the surrounding property without written permission from the HOA management company. The permission form must also have a signature from a Board Member, after the Board has voted on the proposed changes. Personalization of the front porch is acceptable as long as it is done tastefully and consistent with the look and feel of the rest of the neighborhood.
- Snow removal on walkways in the front of a unit is the responsibility of the unit owner and should be removed within 24 hrs of the snow event.
- Only white storm doors can be added to the front door, but needs approval from Brass Key Property Management.
- Portable Window Mounted Air Conditioners are prohibited in any window facing the street. However, “duct only” air conditioners may be approved by the Association Board. Any window mounted air conditioners on rear or side windows should must be installed by the Property Management company.
- Yard equipment, hoses, bicycles, snow shovels, toys, etc. are not to be stored in the front yard for longer than 24 hours.
- All poly-carts must be stored inside your garage within 24 hours of trash pick-up.
- Garden hoses: Make sure garden hoses are disconnected (during the Winter) from outside water faucets, to avoid frozen pipes inside walls.
- Trash: Make sure trash and recyclables are put out on Thursday mornings. Keep trash from collecting around doors and fences.
- Garage doors: Keep garage doors closed for security and to keep pipes from freezing.
- Inoperable vehicles: Inoperable vehicles are not allowed to sit in driveways or on the city streets.

- No parking is allowed in any of the common areas, which are to be used for getting your vehicles from your garage to the street. Parking is only permitted in 3 areas:
 - 1) Inside your garage.
 - 2) In the driveway immediately in front of your garage door, 1 car only; 2 if you have a 2 car garage.
 - 3) On the street where you are not blocking any driveway entrances.
 We will, at the discretion of the HOA Board, enforce this by having the car towed at the owner's expense or by fining the owner of the car \$25.00.

- All owners (including owners with tenants) that have a trampoline in their unfenced backyard, or would like to have a trampoline in their unfenced backyard must submit a copy of their homeowner's insurance policy listing the Wellington Pointe Town Homes HOA as additionally insured under the policy.

- All cable/internet/satellite systems are to be installed in the enclosures in the front of the units or in your backyard. This may require coordination of homeowners if you live in a B, C or D unit; the cables run through the attics or basements in some cases. The HOA management company must be consulted first to avoid confusion.

- Landlords are responsible for directly communicating to their tenants and making sure they fully comply with all HOA covenants, rules, regulations, and policies. The Landlord will be responsible for paying all fines related to violations by their tenants. Landlord must furnish a copy of all governing documents to tenants upon execution of lease and/or a copy of all relevant association policies.

- All pet owners must immediately recover and remove pet waste outside fenced backyards. The Town of Wellington has a leash ordinance; all dogs are to be on a leash when outside. Leash enforcement should be handled through the Town of Wellington at 568-3381 ask for Steve (Code Enforcement Officer).

- No exterior modifications or repairs shall be made without prior authorization from the Wellington Pointe Town Homes Association Board of Directors, or appointed Property Manager. In the event that it is necessary to replace an exterior door (including garage doors, storm doors and screen doors) or window, a sample of the proposed door or window will need to be submitted to the Board of Directors or Property Manager for prior review and approval. If approved, said door or window must be installed by a licensed and insured professional approved by the Association Board or Property Manager. The Association Manager and/or Board of Directors will make a reasonable effort to review bids sought out by the

Association Member wishing to have said work completed. It is the Association's intention that any replaced door or window should be a replica of the door or window being removed. Please note that Brass Key Property Management can be contacted 24 hrs a day 7 Days a week in the event of an emergency at 970-488-1405. In the unlikely event that the Property Manager cannot be reached for prior approval and an opening must be immediately closed, the following contractors may be contacted: Michael Emanuele (310-5247) or Thunderpup Construction 970-224-9200.

- Association Members are required to refrain from activities that may present a noise nuisance to adjacent neighbors between the hours of 9 pm and 7 am.

In the event that a violation is noted, the HOA will issue a letter first to the homeowner informing them of any violations. Two weeks later the management company will follow-up with a phone call, the homeowner will then have 10 days to comply. If necessary we will issue a \$25 fine, 30 days later we will issue a \$75 fine, 30 days later we will issue a \$150 fine and if the homeowner still won't comply we will turn the matter over to our attorney.

Wellington Pointe Town Homes Delinquent Association Dues Collection Policy

*The following steps will be taken to attempt to collect outstanding Association Dues.

1. A notice will be sent to the homeowner notifying them of their delinquency when the homeowner is delinquent 2 months. Homeowner will be given the opportunity to work out a payment plan at this time, that is suitable to the board.
2. Association Legal Counsel will be contacted 2 weeks following the initial notification, if correspondence has been received, or as soon as any payment-plan obligation is not met.
3. Association Legal Counsel will send a demand letter to delinquent owner.
4. Association Legal Counsel will place a lien on the delinquent unit.
5. Association Legal Counsel will seek a judgment on behalf of the Association.
6. Association Legal Counsel will seek wage garnishment/foreclosure based upon circumstances.

All legal fees will be assessed to the delinquent owner for any and all legal action necessitated by delinquency.

Wellington Pointe Town Homes Owner's Association **Landscaping Policy**

* The following policies have been adopted the Wellington Pointe Town Home Owner's Association Board of Directors 1-25-10.

1. Landscaping within any unfenced area in the Association is the responsibility of the Association.
2. Landscaping within the interior of a fenced backyard is the sole responsibility of the Owner of said unit. Including, but not limited to lawn care, irrigation repairs, shrubs, trees, etc.
3. In the event that a fence is removed, the owner is responsible for returning the landscaping to its original state.
4. Exterior modifications of any kind are prohibited in any un-fenced area, without first obtaining Board permission.
5. Any damage or expense caused by landscaping modifications shall be the responsibility of present unit owner.
6. Utility locates should be done prior to any digging (Dial 811)
7. Trees planted within a fenced backyard should not be planted any closer than 15 ft from a structure. Tree varieties with a canopy not to exceed 15 ft should be chosen to ensure tree does not grow into structure.
8. Crawling vines must not be planted in any area where they could grow onto the structure or fence.
9. Shrubs should be planted no closer than 3 feet from the structure. Shrubs with crawling root structures should be avoided.