



The Villas of Racine

Administrative Rules and Regulations

Date Adopted: August 29, 2025

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The Villas of Racine Board of Directors has the power to adopt and amend Rules and Regulations from time to time pursuant to the Bylaws. As such, the Board has adopted the following Rules and Regulations: administrative rules in addition to rules contained in the Declaration and By-Laws.

DEFINITIONS

The board defines the following terms when used in Villas of Racine Rules and Regulations:

- a. Vehicle is defined as anything on wheels or tracks propelled by a motor or an engine.
- b. Bicycle is defined as anything on wheels or tracks that is motorized, including scooters.
- c. Fixer-up Vehicle is defined as a vehicle that has any of the following conditions: It does not run or runs only sometimes. It has one or more flat tires, significant body damage, the body is falling apart and rusting out, or leaking fluids. Any part of the car sits on something other than its own wheels.
- d. Direct Family Member is defined as a spouse, fiancée, domestic or life partner, parent, grandparent, sibling, son, daughter, aunt, uncle, niece, nephew, grandson, granddaughter, first cousin, father in-law, mother in-law, brother in-law, sister in-law.
- e. Designee of the Board or Manager is defined as a person or contractor appointed, hired or contracted by the board or manager to conduct official Association business.

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RULE 1 – COLLECTION POLICY

1.	The regular monthly assessments are due on the first day of each month.
2.	Special assessments, as may be levied from time to time by the Board, and/or any installment thereof, shall be due on or before the date or dates stated in the Board's notice to the Unit Owners informing them of the special assessment.
3.	Any fines, penalties, or other charges assessed against a Unit Owner shall be due on or before the date or dates stated in the Board's notice to the Unit Owner, informing them of the fines, penalties, or other charges.
4.	All payments received will be applied to the oldest amounts due on record. Payments tendered for current amounts due will not be accepted by the Association if the instrument of payment is drafted with a future date (i.e., a postdated check).
5.	The actual date of the Association's receipt of a payment, as reflected on the ledger of the Association, shall control as to the date that payment was made.
6.	In the event a Unit Owner submits a payment which is thereafter returned for any reason (e.g. insufficient funds or account closed), the Unit Owner shall be automatically assessed \$50.00, or the actual costs incurred by the Association because of the return of the payment, whichever is greater.
7.	No statement of "payment in full," "accord and satisfaction," or other similar notation on or accompanying any payment shall be binding on the Association, unless the statement is written in "red," the check or payment instrument is mailed to the attention of the Board of Directors, and the reduced payment amount is accepted by motion of the Board of Directors. However, if the Unit Owner has knowledge that the account has been referred to legal counsel for collection, then the payment must be mailed to the Association's attorney pursuant to point 11 below.
8.	A late fee of \$50.00 shall be assessed against a Unit owner for any payment not received by the Association by the fifth (5 th) day after its due date. This late fee assessment shall be made upon each failure by the Unit Owner to remit good and timely payment of any assessment or installment thereof. In addition, unpaid assessments will incur interest at a rate of 1.5% per month (18% per annum) until paid.
9.	The basic collection system of the "board" shall be as follows: A. At 15 days past due, a board member or the property manager may call the delinquent owner; B. At 30 days past due, a past due notice may be sent; C. At 45 days past due, a second past due notice may be sent; and D. At 60 days past due, the matter may be referred to the attorney for collection; E. e. At 90 days' past due, the matter shall be referred to the attorney for collection.
10.	An administrative fee of \$100.00 shall be assessed against a Unit Owner when a matter is turned over to the Association's attorneys for collection. The Unit Owner is responsible for all costs and actual attorneys' fees incurred by the Association in connection with collecting the Unit Owner's past due balance.
11.	Once a Unit Owner is notified or becomes aware that its account has been referred to legal counsel, then all future payments, until the account is current, must be submitted to such legal counsel for

	proper application of same, unless the Association’s attorney directs the Unit Owner in writing to pay in some other manner. Unit Owners in collection will not receive further statements from the Association’s property manager, and their online access to their account balance will be suspended until their account is brought current. Unit owners are responsible for all legal fees charged for collection activities.
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RULE 2 – ENFORCEMENT AND GRIEVANCE PROCEDURE

1.	The following is a schedule of the fines that will be imposed for non-compliance with the Declaration, Bylaws, rules, regulations, covenants, conditions or restrictions (herein collectively “Condominium Documents”): A. A WRITTEN WARNING for a Unit Owner or resident’s first violation of the Condominium Documents. In addition, a member of the Board may attempt to contact the offending party to explain the violation and the need that all residents and Unit owners comply with the Condominium Documents. B. SEVENTY-FIVE DOLLARS (\$75.00) shall be assessed against a resident or Unit Owner for a second violation of the Condominium Documents (or for the violation that remains after the Unit Owner has received the warning letter discussed in 1.a). The second violation does not need to be the same violation as the first violation for the \$75 fine to be assessed. C. ONE HUNDRED-FIFTY DOLLARS (\$150.00) shall be assessed against a resident or Unit Owner for each successive violation of the Condominium Documents. D. Notwithstanding paragraphs (a-c) immediately above, FIVE HUNDRED DOLLARS (\$500.00) shall be assessed for each violation of the Condominium Documents, when in the sole opinion of the Board of Directors the violation meets one or more of the following criteria: • The violation is in direct defiance of a previous mandate from the Board of Directors. • The violation was malicious in its intent. • The violation is evidence of a pattern of the resident’s or Unit Owner’s noncompliance with the Condominium Documents. • The violation is of such that the violation cannot be corrected and/or that direct monetary restitution cannot be determined (<i>i.e. if alterations are made that cannot be restored to their original state</i>).
2.	Each day that a violation exists shall be a new violation subject to fine at the discretion of the Board.
3.	Attorney Fees A. The Board may also assess a unit owner who has violated the Condominium Documents for the actual attorney fees incurred associated with reviewing the facts and Condominium Documents and advising the Board. B. In the event that the Association retains an attorney to collect any funds due, enforce any rule within its governing documents, bring any claim against a unit owner or defend any claim or allegation by a unit owner, including any counterclaim, the Association shall, if it is the prevailing party in the claim or defense, be entitled to collect from the unit owner all of its costs and expenses, including reasonable attorney fees. If the Association retains an attorney to represent the Association’s interest in a suit filed by the unit owner’s mortgage company in which

	the Association is a named defendant, the Association shall be entitled to collect from the unit owner all its costs and expenses, including reasonable attorney fees. This Rule does not apply to owners' fair housing complaints, neither State nor Federal.
4.	Any Unit Owner or resident who has been accused of violating the Condominium Documents or been fined may demand that the matter be heard by the Grievance Committee. Such a demand must be in writing and provided to the Board of Directors within 14 calendar days of the notice of the violation or fine. If no demand is made within 14 calendar days, then the finding of a violation and/or fine shall be final and binding. If a demand is timely made, the matter shall be submitted to the Grievance Committee within seven (7) days.

RULE 3 – GRIEVANCE COMMITTEE RULES AND PROCEDURES

1.	The Grievance Committee shall consist of three (3) members at large of the Association who are chosen by the Board. The members at large shall not be officers or members of the Board of Directors of the Association.
2.	The Grievance Committee may either be a standing committee, with each member serving for one (1) year, or the committee may be ad hoc and appointed on an as-needed basis by the Board of Directors.
3.	For any grievance hearing, a majority vote of the Committee will determine the action and decisions of the Committee.
4.	Members serving on any Grievance Committee must not be directly involved in the specific dispute at hand.
5.	Upon receipt by the Grievance Committee of a grievance, the matter shall proceed as follows: A. A letter shall be sent by certified mail, return receipt requested, informing all parties: • Of the time, place, and date of a hearing before the Grievance Committee. • Of the right to counsel. • That evidence shall be received and a record made whether the party complained against attends. B. The hearing shall be divided into two (2) sections: The hearing, The determination and decision. C. The Hearing Section shall be open to only the Grievance Committee, the parties involved, their attorneys and witnesses. D. The Determination and Decision Section of the meeting shall be open only to the Grievance Committee, and possibly the attorney for the Association if requested by the Grievance Committee. E. The decision will be rendered in writing to all concerned parties within five (5) business days of the hearing. F. If the complainant, or their representative, fails to appear at the hearing without a valid excuse acceptable by the Grievance Committee, the grievance shall be dismissed without prejudice and reasonable and necessary costs incurred by the responding party assessed against the complaining party. G. If the alleged offender fails to appear, the complainant must prove his/her grievance and no presumption shall be made against the alleged offender for non-appearance.

	H. The burden of proof shall be on the complainant to prove the grievance by a preponderance of the evidence. I. The decision of the Grievance Committee is final and binding. There shall be no appeal of the decision absent evidence that: • The award was procured by corruption, fraud or undue means; • There was evident partiality or corruption on the part of the Grievance Committee, or any of them; • The member of the Grievance Committee was guilty of misconduct in refusing to postpone the hearing, upon sufficient cause shown, or in refusing to hear evidence pertinent and material to the controversy; or of any other misbehavior by which the rights of any party have been prejudiced; • The Grievance Committee exceeded its powers, or so imperfectly executed them that a mutual, final and definite award upon the subject matter submitted was not made.
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RULE 4 – BOARD MEMBER NOMINATION AND ELECTION PROCESS

1.	Eligibility for Candidacy Any homeowner in good standing with the Villas of Racine Condominium Association is eligible to run for a position on the Board of Directors.
2.	Nomination Methods Candidates may be nominated in one of the following ways: C. Advance Self-Nomination Homeowners may submit a completed Candidate Nomination Form by the deadline specified in the election notice (typically no later than 30 days prior to the Annual Meeting). The form must include the candidate's: • Full name and unit number • Why they wish to serve on the Board. • Any project, plans, policy ideas etc. they would like to put forth. • A summary of their qualifications, such as relevant experience, education, or community involvement. These candidates names will appear on the printed ballot distributed at the Annual Meeting. D. Floor Nomination at the Annual Meeting A floor nomination period will occur during the Annual Meeting, prior to the start of voting. During this time: • Any eligible homeowner who is physically present may nominate themselves or be nominated by another member. • Floor nominees must verbally accept the nomination at the time it is made. • Upon acceptance, the nominee must immediately provide a brief verbal statement including: ○ Why they wish to serve on the Board. ○ Any project, plans, policy ideas etc. they would like to put forth.

	○ A summary of their qualifications, such as relevant experience, education, or community involvement. E. Write-In Candidates Ballots may include space for write-in candidates. However: • Any write-in candidate must be physically present at the Annual Meeting. • If their name is written in, they will be called upon during the meeting to accept the nomination and provide a brief verbal statement of: ○ Why they wish to serve on the Board. ○ Any project, plans, policy ideas etc. they would like to put forth. ○ A summary of their qualifications, such as relevant experience, education, or community involvement. • Write-in candidates who are not present to accept their nomination in person will not be considered for the open Board position. Any votes toward that individual will not be counted.
3.	Attendance and Statement Requirement All floor nominees and write-in candidates must: • Be present in person at the Annual Meeting • Accept the nomination verbally • Provide a brief statement of interest and summary of qualifications A nominee or write-in candidate who fails to meet these requirements will not be considered for the open Board position.
4.	Voting Procedure Voting will occur after the close of nominations. Each unit may cast one vote per open Board position, in person or by valid proxy, according to the Association's governing documents.
5.	Election Results The candidates receiving the highest number of votes shall be elected to the open Board seats. In the event of a tie, a runoff vote will be held immediately during the same meeting.

RULE 5 – OWNER CONTACT INFORMATION AND EMERGENCY CONTACT FORM

1.	Unit owners shall submit a complete Owner Information and Emergency Contact form within 30-days of unit purchase. This includes a working phone number and email address. The Property Manager and Board must be able to contact owners in case of emergency. Additionally, the Property Manager and Board communicate most information to owners using email.
2.	Owners shall update this form as soon as changes are made to keep the contact information current.

RULE 6 – OWNER REPLACEMENT OF EXTERIOR FACING UNIT ELEMENTS

1.	Unit owners shall inform the Board in writing via the architectural change form, and have board approval, prior to making any changes to exterior facing unit elements (windows, balcony doors, exterior doors, garage doors, exterior light fixtures, balconies).
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2.	All installation work will be done at the owner's expense.
3.	The owner assumes all responsibility for the work necessary to install the element including but not limited to the workmanship of the installation, all local, state, and federal codes, and regulations. The Board and the Association have no responsibility and will be held harmless.
4.	The owner shall comply with standards where such exist. Failure to comply with a standard will result in the owner having to bring the element into compliance at the owner's expense.
5.	Screen Door – Menards carries the Larson, Lakeview full view screen door and Larson Lakeview full view split screen. Not the mid-view or the high-view version but full view. It should be white, and the handle can be whatever color you like. Front Doors – Menards carries the Mastercraft Six Panel door. They come with a top light or without. The top light is very nice for the lower units as they allow more light to come into the unit. The upper unit must have divided sidelights when replacing the entire door kit. The front door should be painted according to the color scheme of the building. The Association has paint in the back hallway of the clubhouse for owners to use. Windows and Patio Doors – Owners may choose their own brand and opening mechanism. The only standards are white with a screen, and they must follow the divided light scheme. Windows are six over six, the balcony is five rows of four, and the transom window is eight. Garage Doors – Owners can choose their own brand and installation company. The only standards are they must look like all the others and the color is sandstone. Balconies and Outdoor Lights – The deck boards, top rail and spindles on the balconies can be wood or a composite material. They just need to be a similar color to balcony paint. The deck board can be whatever composite color you like; no one will see it but you. The outdoor lights should be like the style currently there.

RULE 7 – SECURITY CAMERAS

1.	With respect to any and all Security Cameras placed by the Association on Common Elements, the following Rules shall apply: A. The Association's Board members and property manager are the only parties who control access to the security cameras' video footage. B. No homeowner is allowed to view the footage, except as noted below. C. Board members and the property manager are only allowed to view the footage at their discretion for the purpose of addressing security threats and assisting in the prosecution of criminal conduct and/or governing document violations. D. For homeowners, if an incident occurs involving them, the Board can, in its sole discretion, share the footage with the homeowner and/or the police/investigator.
2.	Homeowners are allowed to have security cameras that face common areas. Owners shall not have cameras that deliberately point into their neighbors' units. Any camera allowed to be installed must

	be used in an appropriate, professional, ethical and legal manner consistent with all existing applicable laws and Association policies. Cameras will be limited to situations that don't violate the reasonable expectation of privacy as defined by law.
3.	The function of surveillance cameras is to assist in protecting the safety and property of the Association, its members and guests. Accordingly, any camera used on the property is subject to the following: a) The primary use of surveillance cameras will be to record images for future identification of individuals in the event of legal or policy violations. b) Any images or recordings from cameras located on the exterior of any unit or which captures images outside of units shall be available to the Board on request; c) All images or recordings must be maintained by the unit owner or resident for a period of at least 7 days; d) If an incident occurs that is substantiated with surveillance camera data and a member, resident or guest (child or adult) is involved, either as a victim or suspect, the data shall be transmitted to the Board or the property manager by the unit owner or resident who owns or controls the camera. If/when installed cameras are removed, all costs to repair and restore damaged common element are the unit owner's responsibility

RULE 8 – CLUBHOUSE RENTAL

1.	All owners must be current on Association assessments to rent the clubhouse.
2.	All instructions on the clubhouse rental agreement form must be followed. This form is available on the owner portal.

RULE 9 – POOL, HOT TUB, AND WORKOUT ROOM USE

1.	Owners must be current on Association assessments to use the pool, hot tub, and workout room.
2.	All instructions on the access fob agreement form must be followed. This form is available on the owner portal.

RULE 10 – ANIMALS

1.	Animals shall not be kept, housed, caged, or left alone in any common or limited common areas (any area outside of the unit) or garage at any time.
2.	Animals are expressly prohibited from being in the pool area, the workout room and clubhouse.
3.	Animal waste bins are to be kept inside of the garage only.

4.	No more than two (2) animals shall be allowed in a Unit.
5.	An owner shall be required upon a written request by the Board to remove an animal from the owner's unit that has been determined to be an unreasonable nuisance. The Board and or its designees shall have the right to determine what constitutes an unreasonable nuisance.
6.	Animal waste shall be picked up immediately from the common and limited common areas.
7.	Animals shall be on a leash at all times in the common and limited common areas. The leash shall be no longer than 10 feet and the animal must be under complete control of the human companion at all times.
8.	Animals must not be left unattended on a tie out in the common area.
9.	The Village of Mount Pleasant has ordinances for the keeping of animals owners are to be review and comply with them.
10.	Examples of unreasonable nuisance behavior includes but is not limited to the following: • Animals whose unruly behavior causes personal injury or property damage. • Human companions repeatedly fail to pick up the animal's waste from the common area and limited common area. • Animals that make noise continuously and/or incessantly for a period of ten minutes or intermittently for one hour or more to the disturbance of any person at any time of day or night. • Animals which continuously cause foul odor problems for neighbors. • Animals that relieve themselves on walls or floors. • Animals in common areas that are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than 10 feet in length or in an animal carrier. • Animals that exhibit aggressive or other dangerous or potentially dangerous behavior. • Animals that are conspicuously unclean or parasite infested.

RULE 11 – STREETS AND PARKING

1.	Speed Limit on all streets is 15 miles per hour. All vehicles shall comply with all posted traffic signs. The only two-way traffic is on the approach to the cul-de-sacs on Stratford and Bedford Court, the rest of the streets are one-way traffic only.
2.	The only vehicles allowed to be driven on the Villas streets are those that are those with current license and registrations. Owners may not operate any motorized vehicle on the Villas lawns or ponds under any circumstances.
3.	Personal use vehicles (2-dr, 4dr, SUV, crossovers, vans, pick-up trucks) are allowed to be parked at the Villas without advanced board approval. Commercial vehicles, which is defined as a vehicle required to be registered; which is used or maintained for the transportation of people for hire, compensation, or profit or designed, used, or

	maintained primarily for the transportation of property; will need prior written approval from the Board to be parked at the Villas unless the vehicle can fit and is parked within the unit's garage with the door closed. These rules shall apply to any vehicle displaying a decal or advertisement for services The Board will, if approved, specify where the vehicle may be parked on the premises. Failure to obtain approval from the Board prior to parking a commercial vehicle may result in fines and/or pursuit of removal of the vehicle from the premises. Personal vehicles used for ride share/car share or rental vehicles can be parked at the Villas. All drop off/exchanges must be done off premises. Customers of ride share/car share or rental vehicles are prohibited from parking their vehicles on the Villas property.
4.	Owners and guests parking on the driveways/park pads may not block another's garage or park sideways. Park no further than the middle of the light fixture on the wall between the garages.
5.	If an owner needs to have a boat, trailer, moving pod, RVs, trailers, boats, campers, moving vans/trucks, moving pod, roll off dumpster, etc, parked at the Villas for a short time the owner must get written approval from the Board prior to parking at the Villas. They may not be kept on site for more than 7-days. The Board may grant additional time on a case-by-case basis.
6.	Vehicles shall not drip fluids on the parking pads or streets, owners are responsible for cleaning up any fluids from their vehicle. "Fixer up" vehicles are not permitted to be parked outside. See the definition of a fixer up vehicle in the definitions section.
7.	Guests parking is limited to 7 full days (24/7) parking in the guest parking spots. Should the need for more than 7 full days arise, the Board must approve the additional time in writing.
8.	Owner Parking Rules • Owners should be parking their garages or in the two spaces on the park-pad/driveway in front of their garages. • Owners can park in the guest parking areas. They may not park in those spots for more than 7 full days in a row. • Owners shall not park their vehicles in the clubhouse parking lot unless they are attending a meeting or have rented the clubhouse. The clubhouse parking lot is reserved for rentals and meetings only. The Board allows contractors to use the parking lot as to not take up space elsewhere on the site.

RULE 12 – USE OF COMMON AREAS

1.	Violators of this rule may be fined plus be responsible for the cost of repairing any damage.
2.	No gazebos, tents, stakes, poles or any structure may be erected on, or placed in the common grounds without prior written approval from the board. Bounce house(s) are prohibited.

3.	Owners may not prevent another owner from accessing the common areas or the common outdoor water faucet.
4.	Owners may not alter, mow, trim, the common areas without prior approval from the board.
5.	Owners may not throw, dispose of, dump, or clean anything in the ponds.
6.	All holiday decorations are allowed to be displayed no more than thirty (30) days before the holiday and must be removed within seven (7) days after the holiday is celebrated. (For holidays that are multiple days, this applies to the last day the holiday is celebrated). With holiday lights in the winter, unit owners shall have until January 31 st to turn off and take down lights. Large blow-up displays and bounce houses are prohibited, for any holiday or occasion.
7.	Owners may not use the ponds for recreation activities of any kind. As per the ByLaws, Article V Operation of the Property Subsection 5.11 Use of Property, f. Recreational Areas, Detention Ponds: “Notwithstanding anything to the contrary contained in the Declaration, the detention pond(s) on the Property is dedicated for the purpose of retention of storm water run-off and drainage of the Property. There shall be absolutely no recreational activity or use, including and not by way of limitation, boating, swimming, wading or fishing, on, in or about the detention pond(s). “

RULE 13 – SATELLITE DISHES AND OUTDOOR ANTENNAS

1.	The following rule applies to any owner who installs a satellite dish, C.B., television, or other antenna. The rule does not apply to the extent that it conflicts with applicable law: • Owners must notify the Board in advance of installing a satellite dish or antenna. • No satellite dishes or antennas may be placed in the common area or attached to the building. • If adequate reception quality cannot be achieved by installation on the unit’s balcony/patio/deck, application may be made to the Board of Directors with a proposed alternative placement for the Board’s review. • Satellite dishes shall be professionally installed and may not be larger than 3 feet in diameter. Wiring for the dish must be installed through the front or side of the unit and may not penetrate the building’s masonry exterior. All wires must go through part of the “unit” as defined in Association Documents (windows, doors, door frames, etc.). • Satellite dishes and wiring must be removed upon termination of service or sale of the unit, whichever occurs first, and any common or limited common area affected during removal must be returned to its original condition at owners’ expense within 30 days after removal. If the seller does not pay for the expense, the buyer (new unit owner) will be responsible for the cost.
2.	The location does not interfere with other utilities or Association operations.

RULE 14 – USE OF GRILLS AND FIREPITS

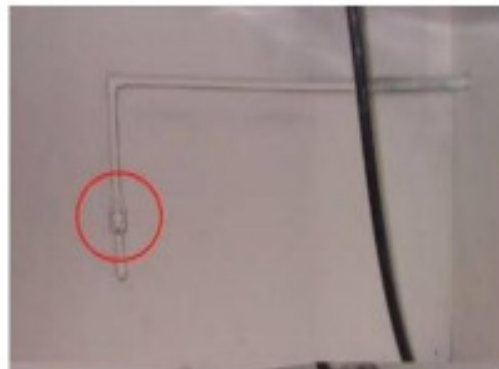
1.	Gas, electric grills or fire pits/rings cannot be used on balconies, patios or in garages. They must be put away immediately after they have completely cooled off and may not be stored in the common areas.
2.	The fire department recommends that gas, electric grills or fire pits/rings be used at least 20 feet from the building.
3.	Owners are responsible for any damage to the buildings, the grass, any other common element or to another unit caused by using their grill or fire pit/ring.
4.	Charcoal grills are prohibited for use at the Villas.

RULE 15 – OUTSIDE WATER FAUCETS

1.	Lower unit owners shall turn outside faucets off and drain outside tap by November 1st each year. Lower unit owners shall not turn outside faucets on earlier than April 1st in the year.
2.	Outside water faucets are a common utility and are available to any owner for use. No one shall attempt to prevent the use of the water faucet.
3.	Lower unit owners who leave their units unattended for the winter months, shall maintain their unit at no less than 50 degrees Fahrenheit and leave doors to furnace room open so that warm air is able to enter the furnace room and prevent water piping in the room from freezing. <u>(See photos that follow below).</u>



Outside Tap located near patio



Turn valve (circled in red below) for outside tap off in the winter and drain the water out from outside by turning the water on, on the outside faucet, then turn the water handle off after water is drained out.

RULE 16 – DRY SPACE INSTALLATION

1.	The Board has approved the use of the product commonly called “Dry Space” which may be installed under the balcony. See the photo below.
2.	Unit owners shall inform the Board in writing before they install the product on the deck. If the request is from the lower unit, they must first have permission from the upper unit as the balcony belongs to them.
3.	If the product is not properly installed, the Board reserves the right to require that it be taken down or corrected.
4.	The color shall match the color of the deck.
5.	The panels shall be taken down and cleaned at least once per year.
6.	If damage results to the deck or building because of installation or weather, the unit owner shall be responsible for repairs.



RULE 17 – BALCONY AWNING INSTALLATION

1.	Unit owner shall inform the Board in writing before they install an awning over the balcony doors.
2.	All work to install and remove the awning will be done at the owner’s expense.
3.	Awnings can be taupe or tan in color, can be manual or mechanical operational and must not overhang the balcony.

4.	Awnings are not designed to be left open 24/7. The awning should be used when you are at home and the weather is not too windy. Windy conditions can damage the awning and possibly the building.
5.	The owner assumes all responsibility for the work necessary to install the awning including but not limited to the workmanship of the installation, all local, state, and federal codes and regulations. The Board and the Association have no responsibility and will be held harmless.

RULE 18 – HOMEOWNER INFORMATION AND EMERGENCY CONTACT

1.	All homeowners are required to have an information form on file with the property manager. This form must have a working phone number, email address and an emergency contact who has access to the unit.
2.	The form must be submitted to the property manager within 30 days of ownership of the unit.
3.	The form must be updated within 30 days of a change of owner or emergency contact information.

RULE 19 – FIRE SAFETY

1.	Unit owners must keep unit smoke alarms in proper working condition. All units have smoke detectors that are hard wired and have a battery back-up. Homeowners should have them checked once per year to ensure the battery is still working. Smoke detectors will expire in 10 years. Homeowners should check the expiration date on the smoke detector to make sure it functions properly. Low batteries and an expired smoke detector will cause it to beep or alarm non-stop.
2.	Unit owners must have a minimum of one operational fire extinguisher in the unit. Fire extinguishers expire make sure you are checking the expiration date. Overtime fire extinguishers will lose pressure. Make sure you check the pressure gage every few months. If the pressure gets too low the extinguisher will not work properly.

RULE 20 – WATER LEAK DAMAGE MITIGATION

1.	Water is the most common form of damage at the Villas. There is one water shut off per building. It is in the lower unit that has the Star next to the address on the garage. There is one additional shut off that is in the lawn or asphalt. The caps of these shut offs are painted blue. Know where they are and learn how to operate them. There is a T-bar hanging on the back of the clubhouse to use for lawn and asphalt shut offs. Any plumber will know how to operate the shut offs as well. • All homeowners must install water alarms under each sink, by the laundry center, and in the utility room where the water heater, floor drain, and HVAC condensation line drain. • All homeowners must have a laundry closet water shut off access panel installed. • All homeowners must have the water heater drainage line plumbed to the floor drain.
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	All homeowners must have the HVAC condensation line zip tied to the water heater drain line to ensure it doesn't come out of the floor drain.
2.	Owners are required to report water leaks to the property manager within 48-hours of discovery of the leak.
3.	Upon discovery of a water leak the unit owner shall immediately contact the property manager, contact any neighbor that is affected, call a plumber, shut the water off, contact their insurance company.
4.	Whenever work involving water in the unit is being completed, the owner must let the property management company know of the work. Owners are responsible for informing their neighbors of work being done that requires the water to be shut off and to coordinate the water shut off with the unit owner that has the water shut off for the building.

Water Heater and HVAC Plumbed to Floor Drain

The water heater spigot and the HVAC condensation drain line must be plumbed to the floor drain in the utility closet. This is necessary due to the amount of damage a leaking water heater and HVAC condensation drain line can cause.

The floor drain should be just slightly above the floor. The water will not spill into the drain until it reaches the height of the drain. Other things you can do to minimize water damage are the use of water absorbent mats or have a water heater pan installed.



Water Shut Off Access Panel for Laundry Closet

Each unit must install a water shut off access panel for the laundry closet. This is the quickest and most effective way to shut off the water in case of an overflow. The access panels are easy to install and can be purchased at the hardware store or Amazon. They can be painted, or wall papered and are barely noticeable. If you are not handy contact Ogden and they will have someone, come out for a fee.

Cut out the drywall with the small saw where the water housing is. Go slowly, take your time. Some units have a pipe right behind the drywall. Zip tie the washer hose to the housing so it can't wiggle out.



RULE 21 – FLAG AND SIGN POLICY

1.	American Flags or those that Honor Armed Forces are the only flags that can be flown at the Villas. They need to be right side up and flown by a pole attached to the balcony or by the front door only. The flag can be a maximum of 3'x5'. No other flags may be flown or displayed at the Villas.
2.	Small 12"x24" Garden banners/decorations are allowed by the front door in the garden area. They need to be non-political and may not contain offensive or derogatory language.
3.	Balcony decorations like a banner or bolster may follow the American flag pattern but may not overhang the balcony by more than half. These types of decorations need to be non-political and may not contain any offensive or derogatory language.
4.	One 12"x24" political party affiliation, position or candidate support sign can be in the window. That sign can only be put up 90-days prior to the election and removed 7-days after the election.
5.	A sign celebrating a graduation, birthday, school term ending, anniversaries, new baby, wedding, or retirement may be put in the unit window for 7-days. The sign needs to be no larger than 12"x24" and there can only be one sign.

RULE 22 – HOMEOWNER NEGLIGENCE

1.	Owners are responsible for ensuring the ongoing maintenance and operation of all mechanical, electrical, plumbing, and appliances within their units.
2..	Owners are responsible for reporting to the property manager any defect causing damage to their units within 48-hours of discovery.
3.	Owners must cease use of any defective features causing damage to prevent further damage from occurring until such feature is fixed. For example, if there is a leaking shower within a unit that is causing damage to the common elements or other units, that shower must not be used until it is fixed and is no longer causing damage.
4.	Failure to properly maintain the unit, not reporting defective unit elements in a timely manner, and/or continuing to use a defective unit element, is negligence on the part of the owner. Any damage that is found to be caused by owner negligence will be the responsibility of the owner and not the Association.

RULE 23 – USE OF LICENSED CONTRACTORS FOR ELECTRICAL AND PLUMBING WORK

1.	Owners are responsible for using licenses, bonded and insured electrical and plumbing contractors for work done within their units.
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RULE 24 – CARE OF UNOCCUPIED UNITS -WINTERIZING THE UNIT

1.	Unit owners who leave their units unattended for any extended period (vacations, time-share, second homes, hospital or care facility stays, or are snowbirds, etc.) shall ensure their units are being looked after, maintained, and are winterized in the winter months. If a pipe freezes and bursts it damages not just your personal unit but impacts the entire building. Winterizing means the unit heat shall be kept on and set at a minimum of 55 degrees. Leave the pilot light on for the fireplace to allow some warm air to circulate. This is necessary for the lower units because of the water pipe that runs behind it. Leave the doors to the primary bedroom closet and furnace room open so that warm air can enter the furnace room and prevent water piping in the room from freezing. Turn off the water valves to the toilets and sinks and leave the sink cabinet doors open. The Villas Declaration, Article V General Provisions As To Unit and Common Elements, 5.12 Negligence of Owner, explains that causing damage to other units, is negligence and the responsibility of the owner causing the damage.
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RULE 25 – RENTAL OR LEASING OF UNITS

1.	The Villas ByLaws, section 5.11 Use of Property, point (m) Owner Occupancy of Units Required; Leasing Prohibited states: Units must be occupied by the title owner of the Unit, and no leasing or rental of Units is allowed (the “Owner Occupancy Requirement”). In line with the Owner Occupancy Requirement, leasing of units for any length of time, including short-term rentals, is strictly prohibited. Any unit found to be rented or leased for any length of time will be; Assed a fine equal to the rental fee plus \$500.00 per month until the unit is no longer leased.
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