

**RULES AND REGULATIONS,**

**Version: September 5, 2013**

**1. OUTSIDE APPEARANCE OF HOMES**

Anyone making any exterior changes to a building or grounds, must first get approval from the Board of Directors, with requests submitted in writing to Hallmark Rentals and Management.

The association will perform some weeding, pruning and mulching along the front of each unit from the driveway to the corner of the home by the air conditioner. However, it is a homeowner's responsibility to remove and replace any dead plantings in this area. The maintenance of other beds, and the areas that are adjacent to and on either side of the sidewalk, are the full responsibility of the homeowner, as are the installation and maintenance of drains leading away from downspouts. The maintenance of the strip area between the driveways is a shared responsibility of both neighbors.

If the homeowner is unable to fulfill this responsibility, he/she should contact a member of the board or Hallmark Rentals who will assist the homeowner in making arrangements for the work to be completed by a service provider. In the event the unit is sold, it is the duty of the present owner to transfer maintenance responsibility to the new owner, such as plantings, excluding trees and the common area, and improvements he/she was permitted to make.

If two homeowners in adjoining patio homes install awnings over the patio area, with Board approval as noted above, the awnings must be matching in style and color. It is suggested that, as a good neighbor, the first homeowner to install an awning confer with his or her neighbor as to the color selection.

Homeowners who wish to build an enclosed addition to the back of their homes should contact Hallmark Rentals and Management for policy and guidelines as a standard to follow before they submit their request to the Board.

Homeowners who wish to do any mulching on their own should use hardwood mulch for uniformity.

All exterior painting must utilize the correct color for human uniformity. The paint formula is available at Sherwin Williams under "Coppertree." Fences and decks must comply with this same colored standard.

**2. MAINTENANCE**

Garage doors are maintained by the Association. However, powered garage door openers are the homeowner's responsibility.

Broken window glass, screens and window fixtures are the responsibility of the homeowner.

Homeowners are encouraged to check their air conditioning unit periodically to make sure that it is level and centered on the concrete slab, as they tend to slide.

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Homeowners are also encouraged to have their furnace inspected prior to the winter months and request that the inspector provide a copy of his checklist e.g. oil, fan belt, replacement of filters, and have the heat exchanger checked for cracks. A cracked heat exchanger is a danger to the owner's health and a fire hazard to the owner's unit as well as the adjoining home.

Prior to the start of winter, remove all hoses from outdoor or garage spigots.

If a home will be unoccupied for more than 2 weeks, the homeowner is encouraged to turn off all water to the home at the main.

Toilet flappers should be replaced every couple of years to prevent continual water running.

The cleaning of dryer vents is highly recommended. Washing machine hoses should be inspected annually, and replaced as needed.

The chimney should be inspected and cleaned as needed.

### **3. PARKING**

The association routinely maintains parking areas. However, it is a responsibility of the homeowner to regularly seal their driveway. The Chairman of the Coppertree Buildings and Grounds Committee can help homeowners identify someone to do this work.

Guests should be advised to park in the designated parking areas. However, when having a number of guests, it is a very important that they park on ONE side of the street only in order to leave passing room for emergency vehicles. Caution: Parking that restricts passage of emergency vehicles could result in a city parking violation.

Parking lots are for the exclusive use of guests. Homeowners should avoid using parking lots other than for occasional and brief periods. Homeowners with more than 2 cars are to use their driveway for the extra vehicle.

Homeowners and guests should refrain from parking on the grass as it can cause damage to the irrigation system.

### **4. CHILDREN**

Children should not be left unattended by the pond.

### **5. PETS**

Small pet dogs, seeing-eye dogs, cats and other customary household pets may be kept in the patio homes. Pets allowed outside must be on a leash and under the supervision and control of the pet owner in accordance with the City of Bloomington ordinances. Owners are to clean up pet droppings immediately after they are made. Damage caused by pets is to be repaired or replanted by their owner at his/her expense. (See Coppertree By-Laws for the rule on size of dog permitted.)

### **6. INSURANCE**

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Homeowners should advise Hallmark Rentals and Management, and their insurance carrier, when they change, refinance or pay off their mortgage.

**7. ASSOCIATION FEES**

Association fees are due the first of the month and past due on the fifth. A 10% fee is charged if monthly dues are not paid by the end of the month. A late fee is cumulative for each month the fee remains unpaid.

**8. SERVICES**

***(THE ASSOCIATION IS RESPONSIBLE FOR THE FOLLOWING):***

**LAWN CARE**

Grass cutting , as needed and weather permitting, starting in the spring and ending in late November.

Sprinkler system operation from April through October, 3 times a week or as needed.

Lawn chemical applications made in spring, summer and fall.

Weeding done in common area and front and side beds several times of year. Trimming in the same locations twice a year.

Spraying of trees in all common areas.

Mulching of common areas and front and side beds as needed, and depending on budgetary constraints.

**POND**

Water treatment is done for algae and weed growth.

**MANAGEMENT**

Questions and problems regarding Coppertree affairs should be directed to Hallmark Rentals and Management. (334-8819).

***(THE CITY OF BLOOMINGTON PROVIDES THE FOLLOWING):***

**SNOW REMOVAL**

Snow is removed from streets by the city. Driveways and walks will be cleared by the association whenever snowfall exceeds 2 inches.

**TRASH PICKUP**

## *Coppertree Homeowners Association*

Trash pickup is scheduled early every Thursday morning. Trash is to be placed at the curb late on Wednesday evening with a yellow trash sticker attached. Stickers can be purchased at supermarkets and hardware stores.

Yard waste must be placed into special brown bags and tagged with the green sticker. Stickers can be purchased at supermarkets and hardware stores.

Recycling can be placed at the curb every other Wednesday evening for Thursday pick-up.

The department of public works (349–3410) sends out a brochure and a refrigerator magnet yearly containing all pertinent trash pickup information.

### 9. GAZEBO RULES

The Coppertree Gazebo belongs to all the residents of Coppertree, and is free for all to use communally. If someone is at the gazebo when you arrive, join the group. (Unless it has been reserved for a private party.)

Coppertree Residents may reserve the Gazebo for a period of up to 3 hours, and have exclusive use of the Gazebo for a gathering. Reservations must be made at least 2 days in advance. Instructions for reserving the gazebo will be provided to each resident .

All users of the Gazebo, residents or guests of residents, will abide by the following rules:

- a. Respect for and consideration of the other residents of Coppertree. This includes activities and noise levels to be kept to reasonable bounds and, of course, to reasonable times of the day and evening.
- b. No cooking and no fires are allowed at the Gazebo. If lights are needed, please bring battery driven camp lights or equivalents.
- c. Anyone using the gazebo will leave it in the same condition as when they arrived. So, basic rule is “pack in and then pack out” food, paper products, trash, etc. (There will not be a trash container at the gazebo, so be prepared to take your trash home when you leave.)
- d. Each resident using the gazebo is responsible for maintaining it and leaving it in good condition. If there is any damage to the structure or to the surrounding grounds, we expect the responsible individual to self-report to a member of the Board and to pay the costs of repair and maintenance.

All questions concerning the meaning of these rules, or concerning whether an activity planned for the gazebo satisfies both the intention and the language of these rules, should be sent to the President of the Coppertree Homeowners Association (or to one of the other officers). These questions will be considered and resolved by the Board, and a timely response provided to the resident.