

**RULES AND REGULATIONS  
AND  
OTHER USEFUL INFORMATION**

Version: June 1, 2016

**1. OUTSIDE APPEARANCE OF HOMES**

- 1.1 To maintain the attractiveness of our community, any Owner wishing to make any exterior change to a building or its grounds (including landscaping), must first obtain written approval from the Board of Directors, with requests submitted in writing to our manager, Hallmark Rentals and Management. An alteration form has been designed to facilitate this and is available from Hallmark. "Exterior change" also includes anything related to a porch or deck, including the siding and door inside the porch or deck.
- 1.2 Owners are responsible for appropriately maintaining any changes they make. This will extend to any future owners. However, the Board may elect to have the Association continue maintenance, e.g. for a planting by an Owner in a front bed that is already maintained by the Association. Approved alteration forms will specify who is responsible for ongoing maintenance.
- 1.3 Owners are responsible for maintaining patios, decks, and screened porches at their own expense in a manner that meets Villa Glen standards.
  - Concrete patios are to be maintained in good condition with cracks filled with a matching sealant as needed.
  - Clear or matching sealants may be applied to extend the life of the patio.
  - Should the patio structurally break up, the Owner will be required to replace it.
  - Decks are to be maintained in good and safe condition. Periodic inspections are encouraged to ensure safety. Rotting wood or supports are to be replaced in a timely manner to both maintain a pleasing look and the integrity of the structure.
  - Wood deck posts, railings, spindles or balusters, and pergolas are to be painted Villa Glen yellow to maintain a consistent look. Periodic power washing is encouraged to remove mildew and maintain an attractive appearance. Paint is to be refreshed as needed to maintain an attractive look.
  - Wood flooring is to be stained with a natural wood or gray stain and may be sealed to extend its life. Stains are to be refreshed as needed to maintain an attractive appearance.
  - Deck posts, railings, spindles or balusters, and pergolas of decks constructed of materials other than wood are to be of a color that is compatible with Villa Glen yellow. Non-wood deck flooring is to be either a natural wood color or gray. As part of the approval process, the Board will approve the color selection.
  - Deck flooring is to be power washed periodically to maintain an attractive appearance.
  - Deteriorating or unsafe decks are to be repaired or replaced in a timely manner.

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- Screened porch posts and trim pieces that hold screens in place are to be painted Villa Glen yellow. Paint is to be maintained, cleaned and/or refreshed as needed to maintain an attractive appearance.
  - Screens are to be maintained and replaced when torn.
  - Rotting wood on screened porch structures is to be replaced in a timely manner to maintain an attractive appearance and integrity of the screened porch.
  - Screened porch flooring is to be maintained in an attractive manner with cracks filled as necessary.
  - Clear or matching sealants may be applied to the screened porch flooring to extend its life.
- 1.4 The Association performs some weeding, pruning and mulching along the front and side of each unit. Also, the Association removes and replaces dead shrubs and trees that were installed by the developer or the Association at its discretion. In some instances when plantings are overgrown, they may be removed but not replaced. The maintenance of other beds, shrubs, trees, and all flowers and ground covers is the full responsibility of the Owner.
- 1.5 If the Owner is unable to fulfill this responsibility, he/she should contact a member of the Board or Hallmark Rentals and Management, who will assist the Owner in making arrangements for the work to be completed by a service provider at the Owner's expense. In the event the unit is sold, it is the duty of the present Owner to inform the new owner of their maintenance responsibility, such as plantings and improvements that had been permitted.
- 1.6 Owners who wish to do any mulching on their own should use the same kind and color of hardwood mulch for uniformity.
- 1.7 Owners are responsible for ensuring that their yards and landscaping are adequately irrigated. Costs for repairing damage due to inadequate watering will be charged to the Owner unless City restrictions prevent watering.
- 1.8 All exterior painting must utilize the correct color for uniformity. The paint formula is available at Sherwin Williams under "Villa Glen." Fences and decks must comply with this same color standard.
- 1.9 No advertising signs are permitted, except for one "for sale" or one "for rent" sign of not more than five square feet on any lot. Additionally, small security system signs are permitted provided they are placed in the beds and/or on windows. Political signs may also be displayed beginning 30 days before and ending 5 days after the date of the election to which the sign relates. Such signs must be placed in the beds and not in the grass so that mowing can continue unimpeded. Additionally, signs are to be no larger than those commonly displayed during election campaigns and limited to a reasonable number in relationship to the size of the bed in which they are being placed.
- 1.10 Outdoor satellite dishes, radio or television antennas or other electronic receivers may be installed upon consultation with the Board of Directors as to the location, screening and landscaping for such components.

## **2. MAINTENANCE**

- 2.1 All deviations from the standard Winger/Stolberg plans are the responsibility of the homeowner, with the sole exception that a fully enclosed all-season room added at the time of construction of the home is considered part of the home.
- 2.2 While Owners are responsible for maintaining patios, decks, and screened porches at their own expense (see Section 1.3), the Association is responsible for repairs to (but not replacement of) original roofs over these structures, if any, and for maintaining gutters, downspouts, siding, standard trim, carriage light(s) associated with these structures, and the exterior door leading from the home. The owner is responsible for posts that hold up the roof, as well as the ceiling, and the trim for all covered porches or decks, and for everything else not mentioned here inside an enclosed or screened porch or deck. The Association is not responsible for uncovered porches, decks, and patios but is responsible for the standard exterior items (e.g., exterior door, carriage light, siding, trim, gutters, downspouts) and is not responsible for any damage the porch, deck, or patio may cause to the home.
- 2.3 Garage doors are maintained by the Association. However, powered garage door opener mechanisms are the Owner's responsibility.
- 2.4 Windows are the responsibility of the Owner, which includes glass, frames, screens and hardware.
- 2.5 Owners 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.
- 2.6 Owners are encouraged to have their furnace inspected prior to the winter months, 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.
- 2.7 Prior to the start of winter, remove all hoses from outdoor and garage spigots and have your irrigation system winterized.
- 2.8 If a home will be unoccupied for more than 2 weeks, the homeowner is encouraged to turn off the water to the home at the main.
- 2.9 The cleaning of dryer vents is highly recommended as this can present a fire hazard. Washing machine hoses should be inspected annually, and replaced as needed. Metal reinforced hoses are recommended.
- 2.10 The chimney should be inspected and cleaned as needed.
- 2.11 For those who have crawl spaces, you should open and close their vents at the appropriate times of year.
- 2.12 As part of its responsibilities for outside maintenance, the Association repairs the surface of foundation perimeter walls to the extent of sealing cracks, but is not responsible for foundations or slabs inside a home.

### **3. PARKING**

- 3.1 When having a number of guests, it is very important that they park on ONE side of the street only in order to leave passing room for emergency vehicles.
- 3.2 Vehicles of Owners are to be parked in the garage unless they have more than two, in which case any additional vehicles are to be parked in their driveway. Please see the Declaration for more information on types of vehicles permitted.
- 3.3 Owners and guests should refrain from parking on the grass as it can cause damage to irrigation systems.

### **4. PETS**

- 4.1 Pet dogs, seeing-eye dogs, cats and other customary household pets may be kept in the 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.

### **5. ASSOCIATION FEES**

- 5.1 All Association fees are due the first of the month. If any balance is not paid by the 15<sup>th</sup> of the month, a 10% late fee will be charged on the unpaid balance owed. Additionally, if the balance is not paid in any subsequent 30 day period, a 10% late fee will be charged. The 10% late fee policy will be applied in the same manner for any special assessments that are overdue.

### **6. SERVICES**

The association is responsible for the following services:

#### **Lawn Care**

- 6.1 Grass cutting, as needed and weather permitting, starting in the spring and ending in November.
- 6.2 Lawn chemical applications made in spring, summer and fall.
- 6.3 Weeding done in common area and front and side beds several times of year.
- 6.4 Trimming in the same locations twice a year.
- 6.5 Spraying of trees in all common areas, as needed.
- 6.6 Mulching of common areas and front and side beds, as needed and depending on budgetary constraints.

#### **Pond**

- 6.7 All operations and maintenance, including pump, waterfall, stream, and water treatment for algae

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and weed growth, all shared 50-50 with the Gables.

**Management**

- 6.8 Questions and problems regarding Villa Glen affairs should be directed to Hallmark Rentals and Management (334-8819) or a member of the Board of Directors.

**Snow removal**

- 6.9 Snow is removed by the Association from streets, driveways, and walks whenever snowfall exceeds 2 inches.

**Trash Pickup**

- 6.10 Trash pickup is scheduled every Thursday morning.
- 6.11 Recycling pickup is scheduled every other Wednesday morning.
- 6.12 Any yard waste should be placed into the regular trash barrel.
- 6.13 On weeks when a national holiday occurs on or before the day of scheduled pick-up, a delay of one day will occur.
- 6.14 Because pick-up can occur very early in the day, recycling and trash bins should be placed at the end of the driveway the night before. Owners are encouraged not to put them out earlier than the day before pick-up and to return them to the garage on or before the morning after pick-up. Leaving recycling bins and trash bins out for extended periods signals the Owner is away and may make the house a target for theft. Please arrange for a neighbor to assist you if you will be away.

**7. POND RULES**

- 7.1 The Pond belongs to all the residents of Villa Glen and the Gables, and is free for all to enjoy.
- 7.2 All visitors to the Pond, residents or guests of residents, are to keep away from the edge of the pond to avoid danger to the individual and erosion to the banks of the pond.
- 7.3 Children are not to be left unattended near the pond.
- 7.4 Swimming, fishing, boating and ice skating are not permitted.
- 7.5 Fish may be fed suitable fish food.

All questions concerning the meaning of these rules should be sent to the President of the Villa Glen 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.