



Section II

COMMUNITY POLICY AND GUIDELINES

These guidelines have been set forth to expand upon and detail the information found in the Town and Country Villas Declaration and Bylaws. All residents are asked to support these guidelines so that the community will be a more attractive and harmonious place to live.

Personal Property

All personal property, such as benches, lawn chairs, bicycles, tables, etc., must be kept inside the patio, veranda, or the garage. Personal property maintained within the patio area may not be visible above the patio fence, with the exception of patio table umbrellas.

Nothing may be hung or displayed, nor may signs, awnings, canopies, shutters, antennae or satellite dishes or any other device or ornament be affixed to or placed upon the exterior of the building without prior written approval of the Board of Trustees.

Decorative Items

Display of the following decorative items is permitted:

- American Flag (standard size or smaller, in good condition)
- Wreaths on front door only
- Walkway safety lights (not taller than 12 inches)

Display of the following decorative items on the exterior of your home is *not* permitted:

- Bird feeders
- Birdbaths
- Garden hose hangers
- Landscape lights (flood lights)
- Stepping stones
- Wall plaques and pictures
- Windssocks and banners
- Wind chimes
- Decorative flags
- Yard or lawn ornaments
- Gazing balls
- Statues
- Statuettes
- Ornamental rocks and stones
- Yard signs (any type)
- Yard and lawn sports equipment
- Swing sets
- Mounted hose reels
- Laundry poles and clotheslines
- Gas and charcoal grills (behind fence on patio only)
- Patio furniture (behind fence on patio only)
- Chimnea (behind fence on patio only)

A. Holiday Decorations

Holiday lights and decorations are permitted to be placed in the limited common areas and/or on building exteriors provided the decorations do not damage limited common area, building, gutters or siding. They may not be displayed before Thanksgiving Day, and must be removed by no later than January 7th of the following year. Other holiday decorations are permitted under the same guidelines, and may not be displayed more than one week prior to or one week after the holiday.

Flowers/landscape Plants

A. Flowers

Flowers may be planted inside the patio fence but cannot exceed height of patio fence.

Annuals and perennials are permitted in resident's designated area to be planted in the ground, pots or planter boxes. Maintenance of these flowers is the responsibility of the resident. Resident must remove dead annuals and prune perennials at the end of each season.

Flowers are not permitted around any trees in common areas.

B. Landscape Plants

Planting of trees, shrubs, annuals, and perennials are prohibited in common areas of the community. Any homeowner changes to landscaping must be pre-approved, in writing, by the Board of Trustees..

Other Items

Laundry may not be hung over any patio fence (i.e. swim suits, towels, rugs, etc.)

Patio furniture, gas and charcoal grills must be stored in garage or inside patio fence when not in use.

Exterior Alterations

No alterations, additions, fences, walls, patios, decks, retainer walls in flower beds, etc., may be made to the exterior surface of the building or grounds, nor may any trees or shrubs be planted, transplanted or removed without prior written approval of the Board of Trustees.

A. Screened Veranda Enclosures

No changes to the screened verandas may be done.

B. Storm Doors

Storm doors have been approved to be installed at Town and Country Villas. The Board of Trustees must approve design models.

Windows and Window Coverings

All window coverings, whether draperies, blinds (vertical or horizontal) or valances must be white, off-white, light beige or light gray on the *exterior* side.

A. Professionally prepared "For Sale" and "For Rent" signs are permitted to be displayed in resident's window, which shall be limited in size to 3 sq. ft. Residents are limited to two signs which must be displayed on the inside of the window.

B. No real estate signs are permitted in any common area.

C. Small security decals are permitted in windows and small security signs are permitted in common area flowerbeds.

D. No lighted signs are permitted in windows.

E. No signs or decorations are permitted on the exterior of resident's garage door.

Garage Doors

Garage doors must be kept closed.

Animals

A. No more than two household domestic pets, not bred or maintained for commercial purposes, may be kept in anyone home.

B. All animals, when outdoors, shall be maintained on a leash not more than eight (8) feet in length. A responsible individual shall supervise them at all times. Such individuals shall be responsible for the immediate clean UP of all pet litter.

C. No pet shall be tethered outside in the lawn area; nor shall any pet be tied to any patio fence.

D. Pet owners may be fined for violation of these policies; the first offence will be a written notice. The Association will charge the resident in violation a \$25.00 charge for the second offense and \$25.00 for each additional offense. If pets become a nuisance, they may be ejected at the discretion of the Board of Trustees.

Parking Vehicles

A. No boats, trailers, motor homes, trucks (larger than a ton pickup), travel trailers, or any vehicle with commercial advertising may be parked on any driveway overnight. Other vehicles used for recreation (van conversions / RVs) not garage-able, will be permitted to park in a limited common area (i.e. in front of a garage) for forty-eight (48) hours to allow for loading and unloading. Such vehicles must not exceed twenty (20) feet in length and must not block normal access of other residents. Commercial moving vans, when conducting contract business, and commercial trucks when in the area to perform service or repair work are an authorized exception.

B. All parking by residents or guests *must be*: (a) within the garage, (b) public street, (c) in the limited common area in front of the garage door (one deep), or (d) in the parking spaces at the Clubhouse area (for Clubhouse use only).

PARKING IS PROHIBITED IN "THE- TURN-AROUND" AREAS AT THE END OF THE DRIVEWAY.

C. Parking in the Clubhouse parking area is reserved for those using the Clubhouse only. No overnight parking is permitted.

D. Vehicles displaying a "for sale" sign cannot be parked in the Clubhouse parking lot.

E. Inoperative vehicles (i.e. with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident, which are parked in any common or limited common area for more than twenty-four (24) consecutive hours may be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles in limited common areas except for short- term emergency work (i.e. flat tire, battery charge, etc.) No vehicle shall be parked in any manner, which blocks any street or driveway. Reckless operation, excessive speed, and parking or driving on the lawn is prohibited.

Solicitation

Solicitation by commercial enterprises is not authorized. However, solicitors that register with the city and obtain a permit are legally allowed solicitation. In these cases the homeowner is responsible for posting a No Solicitation sign.

Swimming Pool (More details in Section 5)

The pool is for the exclusive use of the residents and their guests. Any person who cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave the pool area. The pool rules are:

A. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.

B. All children under the age of sixteen (16) must be accompanied by an adult resident age sixteen (16) years or older.

C. Guests are limited to four (4) per household and must be accompanied by a resident at all times. Guests will be asked to leave if the resident is not present. Pool passes are required.

D. The following are prohibited in the pool area:

- Animals or pets
- Running, diving or disruptive behavior
- Excessive noise
- Splashing
- Private pool parties
- All rafts and body floats
- Electrical devices
- Glass and other breakable items

E. Swimming is permitted only in garments sold as swim wear. Infants must also wear swim diapers.

F. Lounge chairs or tables may not be reserved and must be repositioned in the order intended (orderly fashion, with umbrellas closed), after use.

G. The pool will be open daily during swimming season at the posted hours.

H. Swim wear is not permitted in the Clubhouse or lounge area. A cover up is required over swimwear when resident or guests are in the Clubhouse. No wet suits are permitted in the Clubhouse at anytime.

Clubhouse (See Section 5 for more details)

The Clubhouse is for the private use of the residents. No pets or animals are permitted in the Clubhouse.

It is available for rental to residents only for non-profit parties or meetings. The following policies apply:

A. A \$200.00 refundable deposit and a \$100.00 rental fee are required. Reservations are granted on a first request basis. The \$200.00 refundable deposit will be mailed back to resident if left clean and in original condition.

B. Children and teenage parties are prohibited.

C. The renting resident will have exclusive use of the great room only; the guests may not use the pool or exercise equipment, and the pool may not be reserved for any party. The Association will furnish no party items.

D. The renting resident is responsible for all clean up and trash removal. Clean-up must be done (completely) the day of the party.

E. Damages to the Clubhouse or equipment and any follow-up cleaning done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, the renting resident will be billed the difference.

F. The resident renting the Clubhouse must be present at all times.

G. The renting resident must agree to and sign a rental contract. ("Town and Country Villas Clubhouse Rules and Regulations").

H. No residents may make advanced reservations for use of the Clubhouse on a weekend (Friday, Saturday, or Sunday) more than (3) times during a calendar year.

Trash Collection

Trash collection regulations require that trash containers not be set out prior to 5:00PM the day preceding collection, and the containers must be picked up and stored inside garage by 9:00PM the day of collection. Only trash containers with lids are permitted for trash disposal.

Residents wishing to recycle must contact the homes Board of Trustees to request a recycle container, or if 62 years plus and not wish to recycle, fill our appropriate form.

Community events

Garage sales and tag sales are specifically prohibited, unless approved by the Board of Directors as a planned community activity.

Utilities

Residents are responsible for maintenance and payment of their own gas, electric, cable television, telephone. Residents are responsible for calling to initiate these services on the date of possession. The Association pays for water and sewage utilities.

Re-sales

Any owner who sells his or her home is responsible for the following:

A. Making certain the Board of Trustees is aware of Ownership changes at the time a closing date is established.

B. Making certain all Association dues and penalty fees are current prior to sale closing.

C. Making certain new owners receive current copies of the Declaration, Bylaws, Community Policies & Guidelines and pool passes.

Amendments

These policies and guidelines may be subject to change from time to time at the discretion, and by a majority vote of the Board of Trustees.