

Mission Ridge Townhome Owners' Handbook

Section 4.0 Rules, Regulations and Guidelines

The purpose of these Rules, Regulations and Guidelines is to insure a clean, safe, attractive and pleasant Community for all.

Authority for the Board of Directors to enforce these Rules by imposing fines and applying liens against the townhome units for failure to pay said fines and costs are found in Article IV Section 4.10(b) of the Declaration of Covenants and the By-Laws Article VII, Section 7.1(A).

Section 4.1 Fine Structure

Once an infraction of the rules is noted by the Board or reported to Management, a letter will be sent to that Homeowner and/or Resident, notifying Him/Her of the infraction. If the infraction continues, a second letter will be sent inviting the Owner to attend a Hearing on the infraction at the next regular Board Meeting. After Board deliberation on the matter, a \$50.00 fine may be levied. A third infraction shall be \$50.00, and fourth and subsequent infractions shall be \$100.00

Section 4.2 Communication Policy

Formal communications with the Association's Board and the Property Manager, such as suggestions and complaints, should be handled as follows:

The communication should:

1. Be put in writing, signed and dated or E-mailed or Faxed.
2. Be as specific as possible such as exactly where the suggestion applies or to what covenant section reference should be made. Include the address if a covenant violation is involved.
3. Be clear as to whether confidentiality is expected.
4. Mail, e-mail or fax the communication to the Property Manager.

The Board will acknowledge, in writing, each communication as soon as possible with an initial statement of disposition. The Board will respect requests for confidentiality.

Section 4.3 Architectural Changes

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The intent of the Covenants is to maintain high and uniform standards of exterior appearance in the Mission Ridge community. Any changes to exteriors, including storm doors, decks, fences, walls, lighting, antennae, flag pole, house number, landscaping and attachments to exteriors must be approved by the Architectural Control Committee (ACC). The form, Landscape/Architectural Design Modification included at the end of this handbook section, should be used to request changes of this committee. When completed, the form should be submitted to the Property Manager, who will then pass it to the ACC. Notification of approval or denial will occur within 30 days of receipt. No modification may be started until a written approval has been received. See Article VI in Covenants for more detail.

Section 4.4 Pet Policies

Domestic pets are an integral part of the Mission Ridge community. Their owners are responsible to see that pets do not create a nuisance for other residents. No animals may be kept for commercial purposes. Every owner of a pet shall maintain strict control over their pet and shall prohibit the pet from making loud, disturbing noises or any other objectionable behavior. When outside, pets will be leashed and attended at all times. Tethering of pets in the Common Areas is not allowed. Pet waste must be removed immediately. Owners are responsible for the immediate repair of any damage caused by their pets.

Section 4.5 External Antenna Installations

The intent of this policy is to make any installed antennas as unobtrusive and non-impacting as possible while complying with the letter and spirit of the Federal Communications Commission Regulations in this area. Information on the FCC Regulations is on file with the Property Management Company.

The installation of any external antenna must be approved by the Association's Architectural Control Committee. Approval will be obtained in advance of any sighting survey or other installation activity. The form for this purpose (Landscape/Architectural Design Modification) is included in this handbook and must be used to obtain approval. It should be forwarded to the Property Manager.

Any expense associated with selection, sighting, installation and maintenance, including alternatives suggested by the Architectural Control Committee, shall be borne by the requesting homeowner.

Attachment to roofs or stucco walls is to be avoided.

Any external antenna will be as small as possible and painted to blend with the exterior to which it is attached or its surroundings.

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Antennas will be located so as to be as unobtrusive as possible from the community streets or streets outside the community.

Owners and their installers will be held strictly accountable for any damage to a unit caused by location surveys, installation or repair activity. Of particular concern are roof tiles, stucco walls, gutters, chimneys and vents. Homeowners are likewise responsible for any secondary damage such as water leakage caused by an antenna installation.

Owners are strictly accountable for the adequacy and safety of any antenna installation and are strictly responsible for the return of the unit exterior to its original condition upon removal of an antenna.

Owners are responsible for these rules being observed by a tenant.

Section 4.6 Home-based Businesses

The intent of this policy is to make explicit the conditions which govern the operation of a home-based business within the Mission Ridge community.

The operation of any business from within the community must be approved in writing by the Association's Board. Failure to obtain written approval shall be considered a violation of the Association's covenants.

Any resident operating or considering a home-based business should request approval in writing from the Association's Board. The Board will act promptly on such requests.

Any business that generates significant vehicular or pedestrian traffic, noise, odor or other nuisance within the community will not be approved. Businesses involving distribution or manufacture from within the community are likewise unacceptable.

The Board's approval of a home-based business may be withdrawn if the original requirements for the business are violated. Written notice of such withdrawal will be provided the residents and the townhome owner; and upon withdrawal of Association approval for the business, the home-based operation of the business must cease. Failure to comply with such notice shall be considered a violation of the Association's covenants. Townhome owners are responsible for these rules being observed by any tenant.

Section 4.7 Clean and Orderly Appearance

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All parts of the community including homes, decks, patios, driveways and yards are to be kept in a clean, orderly and sanitary condition. No condition which is inconsistent with the design integrity of the community shall be permitted. The Association's Board reserves the right to determine acceptable conditions. No trash, litter, junk, debris, containers, etc. shall be exposed so as to be visible from the street or from another unit.

- a) Trash and recycling receptacles must be stored in the garage. No trash or recycling receptacles may be placed outside prior to the day of collection. Garbage in bags that may attract animals may not be placed outside until the morning of collection.
- b) Decks and patios may not be used for storage of personal property or other items inconsistent with the use of a patio or deck. Prohibited items include, but are not limited to, vehicles of any type, trash, appliances, and trellises. etc.
- c) Outside clotheslines are prohibited.

Section 4.8 Freeze-ups

Residents and owners are responsible for preventing frozen pipes. Residents should leave temperature settings so that freeze-ups will not occur as well as taking other steps such as opening cabinets, draining water pipes, etc. during winter absences.

Hoses must be detached from outside faucets during all periods of below freezing temperatures. Insurance companies may refuse claims in which the resident has not taken reasonable precautions to prevent freeze-ups and the Association shall not bear responsibility if any of the above conditions are not met.

Section 4.9 Garage Doors

In order to maintain the appearance of the community, residents should endeavor to keep overhead garage door closed as much as possible.

Section 4.10 Parking

- a) Parking is for residents and guests only.
- b) No house trailers, commercial vehicles, vehicles exceeding $\frac{3}{4}$ ton, boats, boat trailers, campers, snowmobiles, cars or other vehicles may be stored or abandoned on the streets or Common Elements. Inoperable vehicles and vehicles without valid or current registration are prohibited.
- c) Parking in fire lanes is prohibited.
- d) Vehicles may not be parked on any Community street except to load or unload and not longer than necessary to load and unload.

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- e) Vehicle maintenance and repair outside the garage is prohibited. Washing and polishing of vehicles is permitted.
- f) Vehicles belonging to guests may temporarily park on the street if off street parking is unavailable.
- g) Vehicles may not be stored outside of garages on community property. A vehicle is considered stored if it is parked outside of the garage, in the same place, for over 72 hours.

Section 4.11 Collection Policy

All Annual Assessments of Association Fees may be paid in monthly installments which are due on the first day of the month. Any assessment which is not paid within 30 days of its due date is delinquent and the Association will impose a late charge of \$15. Any assessment not paid by 30 days after it is due will also be charged interest from the due date of 18 % per annum.

All payments shall be applied to outstanding balances in the following order of priority:

(A) Interest, (B) Late charges, (C) Legal Fees and costs, fines, and (D) Assessments.

There shall be a \$25.00 handling charge, plus postage for all returned checks.

THE FOLLOWING SHALL APPLY TO ALL PAST DUE MEMBERS:

1. Pay or Lien Letter shall be sent by certified mail not less than THIRTY (30) days after due date (cost \$5.00 plus postage).
2. At SIXTY (60) days past due, the Association will place a Lien against the owner's property if the delinquent amount has not been paid (cost \$20.00) and Notice of Intent to Foreclose may be sent at the same time as the Lien is recorded (cost \$75.00 - \$200.00).
3. At NINETY (90) days the Association may choose to either Foreclose the Lien or File a Money Complaint for all assessments, costs, interest and legal fees (cost \$400.00 - \$1,200.00).
4. Prior to release of any Lien, all assessments, late charges, interest and costs must be paid in full to the Association (cost \$50.00).

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5. Voting rights will be denied until all moneys owed are paid in full. All costs associated with collection of delinquent Association Fees will be assessed against the lot.

Costs are estimates and may in fact be greater than those stated and are subject to change without notice.

Section 4.12 Plantings

Residents may plant flowers in existing planting beds, in patio pots, planters and wooden deck rail planters. The planting of trees/shrubs or the creation of new planting beds on any Common Element must have prior written approval by the Architectural Control Committee. Please use the Landscape/Architectural Design Modification form in the back of the handbook for this request. Vegetable gardens are prohibited. Exterior window planters are prohibited.

Each homeowner is responsible for maintaining all vegetation planted in a limited common area associated with his/her home, unless the Board deems it necessary to maintain it for the welfare of the common area.

Section 4.13 Extermination

The extermination of pests by the Association is determined by the type of pest. The following guidelines apply:

1. The Association will pay for the extermination of pests which are a danger to the physical property, such as termites, pine beetles and rodents.
2. The Board of Directors reserves the right to determine the type of pests to be exterminated at the Association's expense.
3. The Association will not pay for the extermination of interior or exterior pests that do not represent a danger to property or to the community, such as ants, wasps, roaches, fleas, spiders, etc.
4. The Association may pay for the extermination of some types of external pests at the direction of the Board of Directors. The Board reserves the right to determine the level of the Association's responsibility to pay for any extermination.
5. The Association is not responsible for extermination undertaken by a townhome owner or resident without its approval.

Section 4.14 Signs

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No advertising devices may be displayed on individual units, in windows, or on the Common Elements. However, owners may install For Sale or Rent signs under the following conditions:

Signs may be no larger than 24x24 inches. They must be professionally made and framed with a wrought iron frame standing no higher than 4 feet. They may be free standing or have two legs that can be put into the ground. There may be only one sign per townhome; and the sign must be installed in the yard near the driveway and perpendicular to the nearest side of the house.

One small sign in the front and one small sign in the rear of homes indicating they are protected by commercial security services are also permissible.

Section 4.15 Care of Roofs

While the tile roofs in the community are very durable, they are quite susceptible to damage from people walking on them. Under no circumstances should anyone not familiar with proper precautions be allowed on any roof in the community. Only workers and contractors cleared by the property manager should be allowed on roofs. Any damage attributable to a contractor hired by an owner or resident shall be the responsibility of the owner.

Section 4.16 Respect for Neighbors

All residents of Mission Ridge are entitled to "peaceful enjoyment" of their home. Therefore all residents must make every reasonable effort to respect the rights and needs of other residents. Unreasonable noises, uncontrolled pets and other objectionable behavior should be avoided.

Section 4.17 Responsibility for Lessees

Any homeowner has the right to lease his residence providing;

1. All leases shall be in writing.
2. All leases shall provide that the terms of the lease and the lessee's occupancy are subject, in all respects, to the provisions of the Covenants, Rules and Policies of the Association and shall include a signed copy of the lease addendum which can be obtained from the Property Manager. Any failure to comply by the lessee shall be a default under the lease.
3. Every owner is obligated to provide a copy of any lease to the Property Manager within ten days after signing such lease.
4. After a hearing by the Association's Board of Directors, the Board reserves the right to require an owner to evict a tenant for continued violations of the Covenants, Rules, Regulations and Guidelines of the

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Association. (See Article VII, Section 7.2 of the Declaration of Covenants, Conditions and Restrictions for more details.)