



Hickory Villas

COMMUNITY POLICIES AND GUIDELINES FOR THE VILLAS AT HICKORY HILLS

Revised December, 2014

These guidelines have been set forth to expand upon and detail the information found in the Condominium Declaration and Bylaws under which The Villas at Hickory Hills Condominium Association operates. All residents are asked to support these Policies and Guidelines in order that the community will be a more attractive and harmonious place to live. No owner is exempt from any of these rules unless the board gives written permission.

By Common Elements, this means for Units in Phase I anything outside the interior walls of your unit and for Units in Phases II and beyond, anything beyond the exterior walls of your unit. Phase I Owners own the interior of their units and a percentage of the "common elements". Phase II and beyond Owners own the interior and exterior of their unit and a percentage of the "common elements".

1. **Personal Property.** All personal property, such as lawn chairs, bicycles, tables, etc., must be kept inside the patio or porch area or the garage. Personal property maintained within the patio area may not be visible above the patio fence, with the exception of patio furniture that was constructed and sold for outdoor use, patio umbrellas and grills.

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 walls, doors, fences or roof without prior written approval of the Declarant or Board. There is a separate policy for satellite dishes if you are interested in having one installed.

2. **Decorative Items.**

2.1. Without approval of Declarant or Board none of the following shall be allowed for those Units in Phase I: bird feeders or bird baths (tree-hanging or freestanding), garden hose hangers, ground/landscape lights or stepping stones, wall plaques, windsocks/wind chimes/decorative flags. Without approval of Declarant or Board none of the following shall be allowed for those Units in Phases II and beyond: bird feeders or bird baths (tree-hanging or freestanding), wall plaques, windsocks/wind chimes/decorative flags.

2.2. **Holiday Decorations.** Christmas lights and decorations are permitted to be placed in or on the Limited Common Elements and/or on building exteriors; provided, however, for Units in Phase I the decorations shall not damage the Limited Common Elements, building, gutters or siding and no decoration may be attached to the roof. The only approved attachment device for lights or decorations is a removable clip that is intended for hanging such decorations.

No decoration may be permanently attached to the building/unit in any fashion.

Christmas decorations may not be displayed before Thanksgiving Day, and must be removed by no later than January 15th of the following year. Other holiday decorations are permitted under the same guidelines, and may not be displayed more than one week before or one week after the holiday.

2.3. **The American Flag.** The American Flag may be flown or displayed at any time following normal flag protocol. Owners will be asked to replace worn, torn or frayed American Flags.

3. **Flowers; Landscape Plants.**

3.1. **Flowers.** Flowers may be planted inside the patio fence or directly outside the patio fence or screened porch in the existing mulched area. Flowers are not permitted around any tree. Only annuals which will not exceed the height of the patio fence shall be used. Maintenance of the flowers is the responsibility of the resident and dead annuals are to be removed at the end of the season. Annuals which are not maintained during the growing season may be removed by the grounds keepers and the cost for removal will be billed to the resident.

3.2. **Landscape Plants.** Any planting of new shrubs outside the patio area must receive advance approval. Additional landscape plants which may be considered will be of a species already in use in the community and which, at maturity, will be compatible with the existing plant material. Any new planting beds will be limited in size by the Declarant or Board. New beds must be mulched with matching hardwood. New plants will become the property of the Association, who will provide future mulching, pruning and fertilization. However, should any one of the plants die, the resident is responsible for replacement.

3.3 **Generally.** Any variation from the above policy shall be subject to the review and approval of the Board or Declarant.

4. **Prohibited Items.** Without the express written approval of the Board or the Declarant, the following items shall be strictly prohibited in any Common Elements of the Condominium Property: any type of yard sign, statue, statuette, yard or lawn ornament, artificial flowers, ornamental rocks or stones, cypress mulch, swing sets, laundry poles or clotheslines, or other such items. Laundry may not be hung over any patio fence (swim suits, towels, rugs, etc., included).

5. **Exterior Alterations.**

5.1. **Generally.** No alterations, additions, fences, walls, painting, patios, decks, etc., may be made to the exterior surface of the building, nor may any trees or shrubs be planted, transplanted or removed without prior written approval of the Declarant or Board.

5.2. **Patio Gates.** Patio gates may be installed at the resident's expense (i) using only the approved design and specifications and (ii) after obtaining approval from the Declarant or Board.

5.3. **Storm Doors.** Storm doors may be added at the resident's expense (i) using only the approved design and color and (ii) after obtaining approval from the Declarant or

Board. If you would like a storm door, requests should be in writing or emailed to the Declarant or Board.

6. **Windows and Window Coverings.** All window coverings, and any changes thereto, whether draperies, blinds (vertical or horizontal) or valances shall be subject to the written approval of the Declarant or the Board.

7. **Signs.** Nothing may be hung or displayed from inside the windows of any unit, or in the lawns, yard or Common Area, except professionally prepared "For Sale" and "For Rent" signs prepared by a professional Realtor or property management company. Professionally prepared Security system decals are allowable, which shall be limited in size and number.

8. **Animals.**

8.1. **Generally.** Pets shall be limited to dogs or cats and shall not be bred or maintained for commercial purposes.

8.2. All animals, when outdoors, shall be maintained on a leash not more than eight (8) feet in length. They shall be supervised by a responsible individual at all times. Such individuals shall be responsible for the immediate clean-up of all pet waste.

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

Pet owners may be fined for violation of these policies, at the rate of \$10.00 for the first offense and \$25.00 for each additional offense. If pets become a nuisance, they may be ejected at the discretion of the Declarant or Board.

9. **Parking: Vehicles.**

9.1. No boats, trailers, motor homes, trucks (larger than a 3/4 ton pickup), travel trailers, or any vehicle with commercial advertising may be parked on any street or driveway overnight. Other vehicles used for recreation (van conversions/RVs) not garage-able, will be permitted to park in Limited Common Elements (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.

9.2. All parking by residents or guests must be: (a) within the garage, (b) in the Limited Common Elements in front of the garage door, (c) in the parking spaces at the clubhouse area, or (d) on the side driveway in such a manner so as not to block any other residents access to the garage or street. You are responsible for informing your guests of our parking rules. No vehicle may be parked in the clubhouse parking areas for more than forty-eight (48) consecutive hours. Vehicles parked there for more than forty-eight (48) hours are subject to being towed.

9.3. Inoperable vehicles (with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident, which are parked in any Common Elements or Limited Common Elements for more than 48 consecutive hours may be towed off the

premises at the vehicle owner's expense. No repair work is permitted on vehicles in Limited Common Elements or Common Elements except for short-term emergency work (flat tire, battery charge, etc.).

9.4. No vehicle shall be parked in any manner which blocks any street or driveway, or the ingress/egress to any garage other than the owners. Parking is not allowed on either side of our road. You are responsible to inform guests of our parking rules. Parking on the street may be allowed during events in the Clubhouse when the parking lot becomes full. Cars may not block owner's driveways or block traffic on our road.

The speed limit within the community is fifteen (15) mph. Reckless operation, excessive speed, and parking or driving on the lawn areas is prohibited. Please obey our development speed limit and inform your guest of our speeding limit. This speed limit is to allow you to see other residents out walking and also for the resident time to get out of the way of a car. Excessive speeding will NOT be tolerated. No exceptions.

Owners may be fined for violation of these policies, at the rate of \$10.00 for the first offense and \$25.00 for each additional offense.

10. **Swimming Pool.** The pool is for the exclusive use of the residents and their limited 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.

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

10.2. All children under the age of 18 must be accompanied by an adult owner age 18 or older at all times.

10.3. The following are prohibited in the pool area:

- Animals or pets
- Glass or other breakable items
- Running, diving or disruptive behavior
- Excessive noise/splashing
- Electrical Devices and/or extension cords
- Smoking of any kind

Please consider other guests when talking on cell phones. The pool is for the residential enjoyment and excessive cell phone use is not acceptable. If you must have your cell phone with you please leave the pool area when talking on your phone.

10.4 The operation of radios, boom boxes or speaker/music equipment or devices without headphones above the level of a normal speaking voice shall be prohibited.

10.5. Swimming is permitted only in garments sold as swim wear. Infants must also wear swim suits and "swim diapers". The health and safety of residents is to be respected by all that use the swimming pool. Please refrain from pool usage if you are suffering from any type of infection, injury or illness that would affect other people using the swimming pool.

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

10.7. The pool will be open daily from dawn to 10:00 PM. Gate should always be pulled closed after exiting the pool area and locked.

10.8. Wet swim wear is not permitted in the Clubhouse. No one with wet suits or clothing should sit on any furniture in the Clubhouse.

10.9. The gas grill is to be operated by adult residents only and cleaned up after use.

10.10. ALL trash must be disposed of and the pool area straightened. Please help keep our pool area nice for all owners to enjoy.

11. Clubhouse Rules and Usage.

11.1 **General.** Hickory Villas Clubhouse is for the private use of the residents. It is available for rental to residents, owners and the Declarant or Board only. A group of owners who would like to use the Clubhouse party room for socializing will not be required to rent the Clubhouse. You will not have exclusive use of the party room unless you rent the room for exclusive usage. In general, whether you are using the clubhouse or renting it for a private event, please follow the rules:

11.2 **Doors:** The Clubhouse should remain locked at ALL TIMES. If you enter a door, please lock it behind you. When you exit the building, you must relock the door and check that it did in fact lock. If you have guests with you, you, as the owner are responsible for locking the doors. Do not assume your guests will lock the door, please check to be sure all doors are locked.

11.3. **Guests.** Guests of owners who come to the Clubhouse must be accompanied by an owner.

11.4. **Renting the Clubhouse/party room:** A \$175.00 refundable deposit and a \$25.00 rental fee per rental session is required. This will give you exclusive usage of the Hickory Villas party room (the big room). Reservations are granted on a first request basis. The owner must present their rental request to Declarant or Board. The calendar will be monitored by a representative of Declarant or Board, currently, this representative is Morelock-Ross Properties Management, Inc.

Note: Rental session and payment is required for more than 6 non-owner guests. (this would mean one owner (or owning couple) and 6 (or more) non-owner guests).

The Clubhouse is to be shared by residents for the enjoyment of friends and family.

Owners are responsible for informing their guests of the Hickory Villas rules and regulations. Any violation of these rules by a guest is the owner's responsibility and an owner may be subject to fines if their guests do not follow the Hickory Villas Rules.

11.5 Decorations: No party items will be furnished by the Association. Do not tape decorations to the walls, windows, window trim, furniture, etc. The use of candles is allowed

but all candles must be on a plate to collect melted wax. Putting a candle taper in a candle holder is not enough as the wax will run down the candle; holders of tapered candles should be placed on a plate or something to catch wax.

11.6. **Food:** If you are bring in food to the Clubhouse, please put hot dishes on a trivet or pad. Steam or chafing dishes maybe used: Please put the lighted gel cans on foil to avoid damage to granite. Keep children away from lighted gel cans. Keep candles away from gel cans.

11.7. **Clean-Up.** The renting resident is responsible for all cleanup and trash removal. Cleanup must be done (completely) after their rental session, on the day of their rental session. If furniture is moved, it must be moved back into its original location. The clubhouse needs to be in the condition that it was found or the deposit might be forfeited.

11.8 **Miscellaneous.** The renting resident will have exclusive use of the Clubhouse party room only. Items may never be left in the clubhouse. Food shall not be left in the refrigerator, on counters or cabinets. No item shall be removed from the Clubhouse. Damages to the community center 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 for the difference. When possible, the Clubhouse will be inspected after each rental session. The clubhouse facility is a non-smoking facility. Owners are responsible for their guests at all times. As a community extension to your private living room, the facilities should be treated with the same consideration as a person's own living room. No wet bathing suits are allowed in the clubhouse facility other than the Rest Rooms. No loud or boisterous behavior, running or yelling. No playing of excessively loud music or loud television. The kitchen, tables and other areas must be cleaned up after each use. No feet on the furniture. Children should not eat or drink on sofas or other upholstered furniture-other than dining room tables and chairs provided for this purpose. Please report any spills so that the Association or the Board or Declarant's representative can have the spill removed before the furniture or carpet becomes permanently stained. Tables are to be used for eating, playing cards or games. The Clubhouse and tables are NOT to be used for crafts of any kind that involve glue, paint, glitter, clay, etc; Tables are not to be used as a "work table" of any kind. Any damage to the furniture due to crafts will be deducted out of the deposit and the owner will be billed for additional cost to repair any furniture or damage to the carpet. All clubhouse equipment and furniture must remain inside the clubhouse.

11.9. **Fitness Room/Fitness Center.** No one under the age of fourteen (14) shall be permitted to use the Fitness room equipment without the direct supervision of a responsible adult who is an owner. Owner must stay with guest. In the event of an excess demand on the Fitness Room equipment, Owners with guests in the Fitness Room should ask their guests to make room for the Owner. Wipe down equipment if necessary for the next owner's use of equipment. Turn off all electrical switches (including the lights and television) at the conclusion of your workout. The Interior Fitness Room door should always be closed when the Fitness Room is operational. Any water or sports beverage must be in appropriate containers (no open containers of liquid). Plastic beverage bottles should be stored in the cup holders attached to the equipment.

11.10 **Clubhouse - General Usage.**

Television Usage: The TV is available for use by owners. Do not unplug or change settings on the equipment without prior approval.

Pool Table: No one under the age of 14 may use the pool table without an Owner present. Equipment must be used as intended. Balls may not be thrown. Owners are responsible for any damage to the pool table or by the pool accessories by their guests.

Persons exhibiting drunk, and/or disorderly behavior, using profanity, slurs, or other types of non-acceptable language, or exhibiting any form of threatening, aggressive, or abusive behavior may be asked to immediately leave the premises (by any Owner). Failure by the offending Owner or their guest to immediately and safely leave the premises may result in police action, and in the suspension of the Owners privileges to use the Clubhouse facilities, at the sole discretion of the Board.

12. **Other Development Rules.**

12.1. **Trash Collection:** Trash collection regulations require that trash containers may not be set out prior to 5:00 p.m. the day preceding collection, and the containers must be put into your garage by 9:00 p.m. the day of collection. Only trash containers with lids or securely tied plastic bags are permitted for trash disposal. All trash for collection must be set out at the main street, next to the curb at the end of the driveway. When trash containers are not set out for collection, they must be **kept inside the garage**. Residents are responsible for cleanup of trash spillage from their own containers.

12.2. **Solicitation and Garage Sales:** Solicitation by commercial enterprises is not authorized within the community. In a like manner and due to the restricted parking availability, garage sales and tag sales are specifically prohibited unless approved by the Association as a planned community event.

12.3. **Utilities:** Residents are responsible for maintenance and payment of their own gas, electric, cable TV and telephone. Residents are required to put utilities in their name and initiate service on the date of possession. Water and sewage are paid for by the Association.

12.4 **Grills:** In the City of Springfield, it is prohibited for residents living in a condominium building or apartment building with three or more units to operate a charcoal or LP gas open flame cooking device within 10' of combustible construction. Consequently, grills may only be operated on extended patios or in your driveway area. Refer to Springfield City Code Section 308.3.1 IFC. Violators will be fined \$100 by the Association and may receive a ticket by the City of Springfield.

12.5. **Condominium Sales:** Any Owner who sells his or her unit is responsible for:

12.5.1. Making certain the Association is aware of ownership changes at the time a closing date is established

12.5.2. Making certain all Assessments are current

12.5.3. Making certain new owners receive the Declaration, Bylaws and Community Policies and Guidelines

12.6. **Amendments:** These policies and guidelines may be subject to change from time to time at the discretion of the Declarant or Board.