

**POLICIES HANDBOOK FOR
PRINCETON WOOD & HUNT CLUB
RULES & REGULATIONS**

Contents

INTRODUCTION.....	3
GLOSSARY OF TERMS.....	4
ARTICLE 1. GENERAL POLICY.....	5
A. DAMAGES:.....	5
B. NOISE GUIDELINES:.....	5
C. SPEED LIMIT:.....	5
D. PARKING:.....	5
E. TOWING:.....	6
F. TRASH:.....	6
G. MISCELLANEOUS:.....	7
ARTICLE 2. GROUNDS POLICY.....	7
A. EXTERIOR IMPROVEMENTS (GENERAL)	7
B. A/C COMPRESSORS AND HEAT UNITS:	8
C. ATTACHMENTS:	8
D. CLOTHES LINES:.....	8
E. STREET LIGHTS AND FLOODLIGHTS:.....	8
F. FIREWOOD PLACEMENT:	8
G. FENCES & SHEDS:.....	9
H. PLANTINGS:	9
I. STORM/SCREEN DOORS & WINDOWS:	10
ARTICLE 3. PET POLICY	10
ARTICLE 4. BUSINESS POLICY	11
ARTICLE 5. RECREATIONAL FACILITIES POLICY	11
A. SWIMMING POOL:.....	11

INTRODUCTION

Living In A Townhouse Community

This revision of the Association's **POLICIES HANDBOOK** is offered in the spirit of making Princeton Wood & Hunt Club an even better place in which to live. The following rules and regulations have been approved by your Homeowners Association and were written based on comments suggestions and advice offered by you as owners and renters. These rules are designed to make a living in our community pleasant and comfortable. In living together, all of us not only have certain rights, but we also have obligations to all of our neighbors. You will find these rules are in no way designed to be unreasonably restrictive. In fact, these rules involve no more than what the laws of our state, city and county require or while we should naturally impose on ourselves as good neighbors. We live in a beautiful area and we all have decided to make this our home as well as a good investment. Your Association approved these rules so that all of us to continue to enjoy life at Princeton Wood and Hunt Club.

YOUR ASSOCIATION REQUESTS THAT YOU READ THESE RULES AND REGULATIONS CAREFULLY and ABIDE BY THEM.

What happens if there is a problem which markedly affects your enjoyment of living in the community? Several steps are suggested:

1. First, discuss the problem frankly and courteously with the parties involved.
2. If a reasonable compromise cannot be reached, contact the management company, who will in turn contact your Association Board members.
3. If a rule violation is involved, the violation procedure is as follows:
 - a. Owners and tenants will be given ten (10) days to respond to a violation.
 - b. After the 10 days, a second reminder will be sent to owners.
 - c. After 30 days, the violation will either be corrected by the Association and all costs will be charged to the unit owner or a fine, minimum of \$100 per occurrence, will be assessed to the unit owner.

If you feel that your violation has not been handled satisfactorily, you may attend the next scheduled Board meeting or Rules & Regulations Committee meeting to discuss your feelings and your suggestions.

Join your neighbors and making Princeton Wood & Hunt Club living a truly enjoyable and mutually supportive experience.

The association reserves the right to add, alter, or amend these rules as the need may arise.

GLOSSARY OF TERMS

ASSOCIATION:

The incorporated body of homeowners.

BOARD OF DIRECTORS:

The representative body of the Association consisting of nine (9) members.

COMMUNITY:

All persons residing within the association grounds and all properties/units contained within it.

HAZARD:

Any condition causing or potentially causing harm to any homeowner, tenant, guest or pet.

LIVESTOCK:

Any non-traditional pet or farm animal: (traditional pets – dog, cat, bird or non-breeding rabbit.)

MANAGEMENT:

The Real Estate company employed by the Association to oversee and direct all day-to-day operations of the community and execute the decisions made by the Board of Directors.

NOISE:

Any excessive sound which causes a disruption to the residents of the community.

OWNER:

The owner of the property or unit within the community.

PROPERTY or UNIT:

One of the 162 individual properties built within the community.

RESIDENT or TENANT:

Any person who occupies the unit but does not own the unit under a rental or lease agreement.

ARTICLE 1. GENERAL POLICY

A. **DAMAGES:**

Damage to any portion of the common area caused by whatever means, by a Unit Owner, renter or invitee of same, must be repaired at the expense of said unit owner, renter, or invitee of same immediately, and/or within the time span outlined in the Violations Procedures.

B. **NOISE GUIDELINES:**

1. Rules can provide no substitute for mutual consideration with respect to excessive noise. Nevertheless, residents are asked to respect the following quiet hours:
 - Sunday through Thursday from 10:00pm until 8:00am, and
 - Friday and Saturday from Midnight until 8:00am.
2. Residents planning evening social events are asked to extend the courtesy of informing their immediate neighbors, direct & monitor visitor parking to the appropriate areas, to end all outside activity and noise after the hours noted above, and at all times to conduct their events with due regard for the rights of others.

C. **SPEED LIMIT:**

The State speed limit is 25mph in residential areas and must be followed at all times.

D. **PARKING:**

1. There are two parking spaces allotted per unit with the exception of end units. End units have their garage and only one parking space out front. All other units have two spaces out front. Residents shall have the exclusive use of their spaces.
2. Neighbors parking spaces are not to be used by other owners, residents or their guests. It is the resident's responsibility to inform visitors of the parking policy.
3. No vehicle may be parked temporarily or permanently in designated areas of this property marked by yellow curbing and/or "No Parking" signs and/or any grass surface. Violators will be towed away at vehicle owner's expense.
4. The parking or storage of any vehicle other than an ordinary passenger vehicle, recreational van, or pick-up truck used primarily as a resident's means of personal transportation is prohibited. Trailers, boats and commercial and special purpose vehicles may not be parked or stowed on any part of this property.

5. Any vehicle parked or stored on this property without a valid registration will be considered to be abandoned and will be towed away at the owner's expense.
6. Disabled, unregistered or unused vehicles may not be parked within the community without securing written permission from the Board and agreeing to a reasonable repair and/or removal schedule.
7. No vehicle shall be parked or ridden on the sidewalks, grass, patios, parked in front of the dumpster areas or along the designated no parking areas marked in yellow.
8. Damage to any portion of this property caused by a vehicle belonging to a unit owner, renter or invitee of the same, shall be repaired at the expense of that individual.
9. ATV's (three or four wheelers), dirt bikes or other vehicles used for recreational purposes are not to be ridden within the community.
10. Vehicles must not be parked in a manner as to limit visibility at any street corner or intersection or impede normal traffic flow.

E. TOWING:

Residents shall report seemingly abandoned vehicles to the management company, which will arrange for their removal.

F. TRASH:

1. Littering of any portion of the grounds of this property is strictly prohibited.
2. All trash or garbage must be placed inside the dumpsters provided throughout this complex. No trash is to be piled on top of the dumpster or above the rim. Dumpsters are for daily household trash only. Move-in or move-out trash, construction materials and debris is not to be placed in or around the dumpsters. Owner's may order a special pick-up by calling the current trash collection company or management office. Violators will be fined and any vendor costs for the removal of the materials will be charged to the unit owner's account.
3. Garbage cans are not allowed on common property or exterior of units.

4. No toxic or flammable chemical, acid, motor oil or similar substance may be placed or disposed of in any drain or common element areas, including dumpsters.

G. MISCELLANEOUS:

1. No one is permitted to interfere or tamper with any common element wiring, plumbing or structure.
2. No object, clothing, laundry or any other material deemed unsightly by the Board or Management may be hung, draped or suspended over any portion of a patio or window area. All draperies, shades, and blinds must hang properly in windows.
3. No fires are permitted on any part of this proper except for the lighting of charcoal or gas grill in an elevated, safe, enclosed grill used in the open area of a patio. Gas grills are also acceptable with the same location restrictions.
4. Unit owners will be held responsible for any damages due to the storage of inflammable, combustible or explosive fluid, material, chemical or substance stored in, or near owner's unit.
5. All units and unit grounds must be kept in a state of good repair. Any damage not repaired within thirty (30) days, and after notice of said damage is delivered, will be remedied by the Association and at the owner's expense. A lien may be placed on the property to protect the interest of the community until the repair expenses are repaid.

ARTICLE 2. GROUNDS POLICY

A. EXTERIOR IMPROVEMENTS (GENERAL)

1. Requests for any exterior improvement or alterations shall be submitted to Management to be considered by the Board at the next monthly meeting. The requests should be submitted on the approved form (copy attached) and provide all possible specifics, e.g. dimensions, materials, and installation date. Management will inspect completed work in order to certify its compliance with existing rules and regulations.
2. The installation and maintenance costs of any approved exterior projects shall be the unit owner's responsibility.

3. All future maintenance of the improvement is the responsibility of the owner, as well as future unit owners. If the exterior improvement is not properly maintained, the Board, will at the unit owner's expense, reinstate the improvement to a uniform appearance.
4. If reasoning fails to effect a solution, unauthorized exterior improvements shall be removed by the Association at the expense of the unit owner. (Although cooperation is always to be preferred to legal action, the exterior appearance of Princeton Wood & Hunt Club must be kept reasonably consistent).

B. A/C COMPRESSORS AND HEAT UNITS:

1. The maintenance of compressors at the rear of the units is the responsibility of unit owners. If repainted, an approved color must be used to preserve uniform exterior appearance.
2. All thermostats must be kept at a minimum of 55 degrees at all times during winter months to avoid freezing pipes, etc., as required by County Code, for multiple unit buildings, unless water lines are winterized and inspected by the County.

C. ATTACHMENTS:

1. No additional radio or television apparatus such as antennae, receivers, amplifiers, or satellite dishes are to be placed on the exterior of any unit.
2. All notices, signs, advertisements or any other objects deemed unsightly by the Board are prohibited from being exposed, inscribed or displayed from or at any window, sliding glass doors, patio, or any other part of a building or unit.

D. CLOTHES LINES:

Clotheslines are permitted only in fully enclosed yards. The lines are not to be visible and are to be hung below the fence line.

E. STREET LIGHTS AND CLUBHOUSE FLOODLIGHTS:

Lights must not be tampered with and shall be left on at all times. A non-functioning light should be reported to Management at once.

F. FIREWOOD PLACEMENT:

All firewood must be neatly stacked in the rear of the units. Community regulations require that the wood be raised off the ground (e.g. on treated wood, brick or metal stackers/pallets) to prevent termites and other pests, and stack may not exceed one cord.

G. FENCES & SHEDS:

1. Only approved fences and other exterior improvements shall be allowed. (See Article 2.A for procedure).
2. Anything within the fences shall be at least one foot lower than the enclosure with the exception of an approved storage shed or table umbrella.
3. All units not presently having the standard rear fenced area shall be allowed to install a rear fence submitting an exterior improvements request and receiving approval from the Association.

The height and materials of the rear-facing portion of the fence shall match that of the side-facing dividers and each be a maximum of 6-foot in height. Regardless of the height of the fence, a gate is required to be installed to match the rear-facing portion of fencing and be at least 32” wide. It may be extended to the ground and must have three hinges to accommodate the length and weight.

4. Brick and/or wood decking may be laid on top of existing concrete patios with the understanding that damage to the existing concrete patio and/or units is the responsibility of the owner.
5. Exterior patio lighting shall be permitted, provided that the lighting shines only on the immediate patio area and does not interfere with neighbors.
6. Items that are permitted to be stored at the rear of the unit are as follows:
 - Patio and lawn furniture
 - Bicycles
 - Swing Sets
 - Neatly stored children’s toys
 - Properly placed firewood
 - Barbecue grills intended for private use
 - Kerosene in approved containers limited to a maximum of five (5) gallons
 - Potted plants

H. PLANTINGS:

NOTE: If landscape timbers are used in plantings, an airspace between the building and the timbers is required to discourage rot and termites.

1. Garden areas: Garden areas are permitted to the extent that they (a) conform to the procedures outlined in Article 2.A above, (b) conform to Article 2.G above and (c) do

not add appreciably to ground maintenance costs incumbent to the Association. Gardens may be extended no more than five (5) feet behind open patios only.

2. Lawn Seeding/Sodding: As the lawn is the responsibility of each unit owner, lawns may be seeded and/or sodded at the unit owner's expense. Any areas of each property that are designed to have grass or planted afterward should be properly maintained to conform to County and community standards.
3. Shrubbery: Additional approved shrubbery planting is permitted if it (a) conforms to the procedures outlined in Article 2.A above and (b) does not add appreciably to grounds maintenance costs incumbent on the Association.
4. Trees: Trees on the Association property may be planted in common areas provided:
 - (a) requests conform to the procedures outlined in Article 2.A above and;
 - (b) they are planted at least eight (8) feet from buildings, patios, and/or utility-sewer lines to avoid damage to and allow mower access and;
 - (c) Miss Utility is called prior to planting.

I. STORM/SCREEN DOORS & WINDOWS:

All storm/screen doors and windows must have a white finish.

J. ROOFING:

All roofing replacements should be of the same, complimentary or matching color to the existing siding color and roofing colors found within the community.

ARTICLE 3. PET POLICY

- A. In the event that your pet is consistently noisy, objectionable or the source of constant complaints and the owner refuses to obey these rules, notice may be given to the resident to remove the animal from the premises within a maximum of ten (10) days. Failure to do so will give rise to all legal remedies available.
- B. Swimming pool areas and recreational facilities are off limits to pets at all times.
- C. No dog or cat is to be turned loose at any time to roam at will on common property. Any loose pet shall be subject to impoundment by the State. All State, County and Municipal laws governing pets running at large will be enforced.

- D. No pet is to be tied outside at any time, night or day when a resident is not on the property and not inside a completely fenced yard.
- E. Only two (2) pets are permitted to be tied outside at any time. They may be tied to the patio and/or to a stake installed against the patio pad. The lead may not exceed ten (10) feet in length or a limit not to allow the pet to enter another unit's area.
- F. Owners will pay for any and all costs incurred in correcting or repairing damage caused by their pet(s).
- G. All Princeton Wood & Hunt Club pets – both “in-house” and “out of house” shall receive annual inoculations including shot for rabies and shall display appropriate tags. On request, the owner (s) must provide documentation for inoculations.
- H. An approved enclosure is considered a fenced yard. No dog runs, breeding pens, fishponds, or bird aviaries are permitted. No livestock is permitted at any time.

ARTICLE 4. BUSINESS POLICY

- A. No soliciting, distribution of handbills or religious material is permitted. Owners of said material will be responsible for cleanup or removal of said material if found littering the community.
- B. Business conducted out of homes must be strictly part-time, during normal business hours (9am to 5pm), limited to no more than five (5) cars at any one time (including your own vehicles) and are not permitted to have or display advertising material. Clients vehicles are subject to all parking rules and regulations. Violators are subject to all State, County and Municipal laws governing.

ARTICLE 5. RECREATIONAL FACILITIES POLICY

- A. **SWIMMING POOL:**
 - 1. No running, diving, climbing on or over fences, foul or abusive language or any other activities which disrupts or injures other residents or facilities.

2. No floatation devices in the pool area.
3. No food or glassware at Poolside. Picnic tables are provided for this purpose.
4. Children under the age of 12 must be accompanied by an adult at all times.
5. Children between the ages of 12 to 14 years of age must have a letter from their parents or guardians for permission to use the pool and pass a swimming test.
6. No after-hours use of pool.
7. Pool ID's must be shown at all times to enter the pool area.
8. Each household is entitled to two (2) guests. Guests must be accompanied by an adult household member. An adult is someone over the age of 18. Additional guests will be charged \$5.00 per day.
9. Anyone violating these rules will be asked to leave the pool. Second offenses will lose all pool privileges for one week. Third offense will result in a loss of privileges for the remainder of the summer pending review by the Board.
10. The lifeguard must be obeyed at all times. There is no exception to this or any rule.
11. The pool will be for adults (over the age of 18) and used only after 6:30 pm. The exclusions to this rule are:
 - a. No adults wish to use the pool during those hours,
 - b. Parents with children of an age who cannot be left unattended may bring them to the pool area.
12. Transfer, sale, or the lending of pool ID's will result in an immediate loss of pool privileges. Lost ID's will cost \$5.00 to replace and must be reported within 2 hours to management.
13. Any individual found damaging or defacing the pool facilities will be subject to arrest and will be responsible for any repair or replacement costs.