



GENERAL HOMEOWNER INFORMATION

These rules and regulations supersede any existing rules and regulations and general variances.

OBJECTIVE:

The purpose of rules and regulations is to promote and ensure the enjoyment and proper maintenance of the community and owners' property for the exclusive benefit of all association members and their authorized guests; to foster, encourage, and promote an enjoyable stimulating and dynamic community environment; and to protect and enhance the value of each members' property investment.

In addition to the ownership interest in the property, every unit owner should have a personal interest and investment in the environmental well being of his or her neighbors and the status of the property.

ADMINISTRATION OF THE ASSOCIATION:

Assessments, Dues and the Annual Budget

1. Unit owners are responsible for payment of monthly assessments or charges and any special assessments for capital improvements.
2. All dues and assessments are payable on the 1st of each month. Checks and money orders should be made payable to Bordeaux Retreat at Jamestown HOA.
3. A late fee of \$25 as well as interest at a rate of 10% per annum will automatically be assessed on the 16th day of each month. A late charge will be added each month that an outstanding balance remains on the Unit Owners Account.
4. The unit owner will be responsible for all charges and legal fees affiliated with delinquent accounts, NSF checks etc.
5. All dues should be made payable to and mailed to the address listed on the letterhead portion of this packet.

Leases, Tenants and Off Site Owners

1. Use of the unit is restricted to residential dwellings. Commercial enterprises are not permitted.
2. All unit owners who are absent from their unit for more than 2 weeks at a time, must provide the Management Company with an alternate address and phone number for emergency purposes.
3. If you lease your property, it has to be at least a one year lease and you must provide us with a copy of the lease. We will also need all the tenant emergency contact information, as well as, the make, model, color, and tag number of their vehicles. Please screen your applicants thoroughly to secure good tenants.



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HOMEOWNERS RESPONSIBILITIES:

General

1. All toys, bicycles, recreation, furniture etc. must be removed from the common areas, driveways and sidewalks by sunset daily and during landscape maintenance routines.
2. No activity is permitted on the property, which might cause damage to lawns, landscaping, buildings, pavement or other personal property. If damage is caused to any community area or another owner's property due to actions of a unit owner, a household pet, guest or occupant, the owner of the unit will be responsible for repair charges as determined by the Board of Directors and or the Management Company.
3. Unreasonable noises or actions (i.e.: loud music, barking dogs, wind chimes, etc) or any other nuisance or illegal activity will not be permitted. No physical or verbal abuse is permitted and is subject to civil charges filed by the complainant.
4. No addition, alterations or improvements shall be made to any unit exterior by an owner without prior written approval from the architectural control committee or the Management Company.
5. Each owner is responsible for keeping his/her unit and surrounding area clear of all rubbish, debris and other unsightly material.
6. All garbage and recyclable containers should be placed curbside the morning of the pick up day. Trash containers should not obstruct walkways, driveways, mailboxes, etc. Please remove trash containers from the curb by dusk the same day.
7. All trash containers should be stored in the rear of the unit or in the garage between service days.
8. No signage of any kind is to be displayed on the property without the written prior consent of the Board of Directors. All Rental signs are prohibited.
9. Holiday home decorations must be removed within 7 days following the observance of the holiday with the exception of Christmas. Christmas decorations must be removed no later than January 15.

DOORS, LOCKS, WINDOWS:

1. Peepholes or door knocks are permitted. The unit owner is responsible for maintenance and installation of locks, peepholes.
2. Storm doors are permitted using the following guidelines: Door must be full view glass; Door must be trimmed in black
 - a. Unit owner must obtain written approval before installing a storm door
 - b. Once the storm door is approved and installed, the upkeep and maintenance of the door will be the responsibility of the unit owner.

PETS:

1. Unit owners are required to abide by the laws and local ordinances with respect to licensing, caring for and controlling pets.
2. All pets must be leashed and attended to at all times while outside of the unit. Pet litter must be removed by

the owner or guest **immediately** regardless of weather conditions from the area surrounding their unit and from all other areas of the community. "Pooper-scoopers" and or shovels are available at your local pet or hardware store.

3. No animals other than dogs, cats, birds or other animals approved by the board, in its sole discretion, may be raised, board, kept anywhere in the community, nor shall any animals be kept, bred or maintained for commercial purpose.
4. No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage a community area or the property of any other resident. If a pet is deemed a nuisance by the Board, it will be removed from the property within three days of written demand.
5. Unit owners are responsible for the actions of their pet or the pet of anyone residing in or visiting their unit. The owners are responsible for the costs of repairing any damage to the community areas caused by such a pet, including but not limited to, the cost of replacing grass, bushes or other landscaped areas

LANDSCAPING:

1. There is no automatic irrigation system for private units. Watering of the lawns, shrubbery, private flowerbeds are the responsibility of the unit owners.
2. All garden hoses must be neatly rolled and placed near the water spigot when not in use. Storage of garden hoses must not interfere with the regular landscape maintenance.
3. Flowers may be planted in existing beds only. The unit owner is responsible for the maintenance and upkeep of these additional plantings. Planting of any vegetation in the front yard requires prior written approval.
4. No homeowner may change, alter or deviate from the original landscape plan without prior approval from the board of directors.

VEHICLES:

1. Vehicles shall be kept in operating condition with a valid license plate while parked in the community. Vehicles not in compliance may at the association's discretion, be removed from the property at the expense of the vehicle owner.
2. Each unit owner is allocated two parking spaces. If your unit has a garage the two spaces are limited to your garage and driveway. (See Covenants, Conditions and Restrictions for further clarification).
3. Vehicles may not block fire hydrants and/or mailboxes.
4. Residents must direct their guests to park in the allocated visitor parking areas.
5. After 2" of snowfall, all vehicles must be moved to facilitate snowplows.
6. No RV's, ATV's, or Commercial Trucks, Trailers, Boats, are allowed to be parked in the community. (See Covenants, Conditions and Restrictions for further clarification).
7. Since there are no posted speed limit signs, please use extreme caution when traveling through the community.



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SATELLITE DISHES AND FENCES:

1. No homeowner may install a fence or patio divider without prior approval from the Architectural Control Committee and the current managing agent.
2. Satellite dishes cannot be installed without prior written approval from the managing agent.

HOMEOWNER FEEDBACK:

1. We always appreciate and encourage homeowners' comments and suggestions. To report an incident or homeowner violation, please submit the attached violation complaint form to the property manager.
2. To report damage or repairs needed to your unit, please submit a detailed letter to the property manager.

PROCEDURES REGARDING RESALE OR LEASING OF UNITS:

In the event of any resale of a Unit, the following procedures should be followed:

1. A written notification should be sent to the managing agent when you intend to resale.
2. If you are no longer residing in the unit, an alternate address and phone number must be provided to the managing agent.
3. Units may be listed through an agent or broker, but keep in mind signs may only be displayed in an area as approved in advance by the Board of Directors.
4. If a paid assessment letter is needed, a minimum 14-day notice is required.
5. After your unit is sold, a copy of the closing statement must be sent to HOAM, Inc. for the name transfer on account.

Leasing of your unit:

1. Unit owners intending to lease their unit must provide HOAM, Inc. with an alternate address and phone number of the unit owner.
2. The name and phone number of the tenants residing in the unit and a copy of the lease must also be included.

RESPONSIBILITIES OF THE ASSOCIATION

Infrastructure and Common Area Maintenance Includes:

1. Insurance: The association has elected to maintain insurance coverage for the replacement of the building structure and the common areas. (Insurance coverage on internal contents, unit upgrades and any personal property is the responsibility of the unit owner). The Association may elect not to provide property insurance with a 90 day written notice to homeowners as set out in the Declaration.
2. Sewer lines external to the unit



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3. Water lines external to the units and on outside walls beyond drywall
4. Community streets, curbs and public walkways
5. Street lighting
6. All turf areas, trees and landscaping in common areas

External Building Maintenance Includes:

1. Wood and vinyl siding repairs as needed
2. Roof repairs including flashing
3. Chimney, chimney chase and outside vents
4. Rain gutter and downspout repairs or replacements (if applicable)

RESPONSIBILITIES OF THE UNIT OWNER

1. All interior maintenance including but not limited to:

- a) Plumbing problems within the unit as well as all outside faucets
- b) Basement leakage or flooding from the foundation footing drain tile, sunken patio drainage or sump pump failure (if applicable)
- c) Electrical problems with all metered circuits within the units
- d) Heating and air conditioning systems
- e) Exhaust and ventilation systems
- f) Television, radio or cable service connections (must submit for approval)
- g) Sump pumps and external discharge
- h) Vermin and pest control including wasps, ants, spiders, termites, roaches, mice, and other insects.
- i) All painting within the unit
- j) Costs to relocate or repair abused fire/smoke alarms or detectors

2. Certain exterior maintenance including:

- a) Outside entry doors including glass, frames and weather seals
- b) Outside windows including glass, sash frames and weather seals
- c) Garage door including panels, all mountings opening and locking hardware, weather stripping and automatic door openers (if applicable)
- d) Maintaining all owner installed items and options such as but not limited to optional end unit side patios, rear patio additions, window well covers, gas grills, storm doors, rear and side patio lights and fixtures, etc.
- e) Keeping the area surrounding the unit free from trash, paper and other debris.

3. Insurance on unit upgrades and personal content

4. Payment of real estate taxes assessed on the unit



SWIMMING POOL GUIDELINES

NO LIFEGUARD – SWIMMING AND USE OF THE POOL IS AT YOUR OWN RISK

- **Glass is prohibited** anywhere on pool property – this includes any type of beverage bottle
- *No Lifeguard – Swimming is at your own risk*
- Pool hours are from dawn to dusk
- Tire inner tubes and large rafts are not permitted in the pool
- Running on the pool deck is prohibited
- Food & drink should not be consumed while in the pool or around the pool edge
- No grills are allowed inside the pool area
- Bordeaux HOA and its Managing Agent are not responsible for valuables left behind
- Members are responsible for intentional or negligent damage to pool property
- Members must clean up any trash before they leave and use the furnished trashcans
- Please dispose of cigarette butts properly

GUESTS:

- *Members must remain on pool grounds with their guests at all times*
- Members are responsible for the conduct of their guests
- Guests are expected to abide by the same rules and policies as members of the HOA
- Members are limited to 2 guests per household. More than 2 guests constitute a party and require prior approval by the HOA. Contact: **Stephanie Turkett, HOA Manager at 387-0209**
- Nonresidents who are not guests may be escorted from the pool by resident members or law-enforcement may be called

CHILDREN:

- *Children 14 and under must be accompanied and supervised by an adult*
- An adult must accompany (in the pool) a child wearing a flotation device
- Diapers are prohibited in the pool. Swim diapers are permitted and must be used
- Proper swim attire must be worn at all times. No street clothes are allowed
- Skateboards, bikes, roller skates, roller blades are prohibited within the pool area

While there are professional pool maintenance personnel taking care of our pool, it is up to you, the members who use the pool, to help each other keep it looking nice by cleaning up after yourselves each and every time we are at the pool.