Hunters Trace Condominiums Owners Association

Sellersburg, IN 47172

August 7, 2012

Rules,
Regulations,
And Information

Introduction

The Rules and Regulations of Hunters Trace Condominiums Owners Association are contained in this booklet. This booklet must be given to all residents of our community, whether they are current owners, new owners, or tenants.

We also advise that you read the By-Laws and Landscape Policies to acquaint yourself with the information found therein.

It is the purpose of the Board of Directors to maintain, protect and enhance the value of your home at Hunters Trace. It is also the purpose of the Board of Directors to uphold these rules while maintaining their allegiance to all residents of the community. It is mandatory that they be adhered to so that the integrity and overall appearance, safety and security of Hunters Trace may be maintained.

Please read these Rules, Regulations and Information carefully. Remember, you are one of forty-eight owners of this community. It is important that rules and regulations be established and followed, as everything that you display or do outside of your unit or in a common area affects the other forty-seven owners. Please be considerate of your neighbors and help us to make this a pleasant and safe community for all of us.

General Rules

1. Satellite TV receptors are not to be installed in the front of the condominium property. Those that are attached to the roof, please be aware that the homeowner is responsible for repairs of damage resulting from such attachment.
2. No structures, such as storage sheds or fences shall be erected on condominium property without the approval of the Association.
3. No substantial changes to the "footprint" of the original construction (for example, enlarging a patio area) shall be made without the approval of the Association.
4. For any structural changes, the owner must complete and submit a written, detailed request for permission and obtain the approval of the Association prior to making any changes.
5. No resident may confront or accost any contractor or employee of the Association. Any and all complaints or concerns with such must be brought to the Board's attention immediately.
6. No sign, awning, canopy, shutter or antenna may be affixed to or placed on the exterior walls, roof or any part of a building without approval of the Board of Directors.
7. No signs are to be posted anywhere on the condominium property. This includes windows, porches, patios or anywhere that they may be visible, with the exception of "For Sale" signs if the unit is for sale, security signs for any unit with professional security , a no soliciting sign, the Association's yard sale, or the Association's annual meeting announcement.
8. We are a community of "No Soliciting".
9. No trees can be planted without the approval of the Board.
10. Owners and tenants shall keep yards and gardens clean and attractive. This includes responsibility for plants and yard ornaments the owner has put out. The owner shall be responsible for removing dead plants, broken garden ornaments or those in disrepair, empty pots, overgrown plants and any other items deemed unsightly or unsafe.

11. All complaints regarding animals shall be in writing and submitted to the Board. The complaint should include all information including date, circumstances and pet owner's name.

Building Exteriors

1. Common areas and limited common areas must be kept clean. Residents are responsible for picking up trash, paper, etc. in such areas. Cigarette butts must be disposed of properly rather than thrown out and left in common areas.
2. No signs or notices shall be posted on doors, mailboxes or any area except those posted or approved by the Board.
3. Trim, garage doors and exterior colors shall be of a common, uniform color original to the condominium project. Doors, windows and window blinds, shall be of uniform style and color throughout the project.

Parking and Parking Areas

1. Visitors must park in common area parking spaces or the driveway of the resident they are visiting.
2. Inoperative or wrecked vehicles, including vehicles with expired tags, may not be parked on condominium property unless such vehicle is parked in a resident's garage. Such vehicles will be considered abandoned and will be towed at the owner's expense.
3. Certain vehicles are prohibited from parking in driveways, guest parking areas or the street. The vehicles include any RV, camper, boat, trailer or commercial truck rated one ton or larger. In the rare event that it is necessary for one of these vehicles to be parked in the development, the duration shall be no longer than 12 hours.

4. Motorcycles, mini-bikes, bicycles, skateboards, roller blades and roller skates are permitted but should be used in street areas only. If damage occurs due to use or abuse of these vehicles, the owner of the unit using such or hosting the person using such will be responsible for the cost of repairing the damage.
5. When possible, residents are asked to avoid parking on the street.

Unit Owner Responsibility Regarding Assessments

Monthly assessments are due by the first day of each month. If unpaid by the 5th day, a fee of $20.00 will be charged. If assessments are in arrears after a period of three months, the Board may place a lien against the unit.

Owners have the option of setting up an automatic payment system for payment of assessments. This can be done by contacting the Treasurer.

Any dishonored check will be treated as an unpaid assessment and will be subject to the same late charge, plus a $25.00 handling fee.

Leased Units

1. It is the unit owner's responsibility to maintain payment of the Association fees as well as property insurance.
2. Tenants are bound by these rules and regulations in the same manner and to the same degree as the owner of the unit.
3. Unit owners must inform the Board, in writing and **prior** to renting, of the intent to lease the unit.
4. Leases shall be in writing, and include a copy of the "Hunters Trace Rules and Regulations".

5. Unit owners must file copies of the lease and tenant information with the Board within ten (10) days of the initial application (bylaw 8.06)

6. The owner is responsible for providing a copy of the by-laws and rules and regulations to the tenant and obtaining a Receipt of Acknowledgement, which the owner gives to the Association Secretary to keep on file.
7. To prevent unauthorized access to units, unit owners are responsible for the retrieval of all keys from their tenants upon the tenant's departure. The unit owner is solely responsible for any damage or injuries resulting from the owner's failure to retrieve the keys.
8. Tenants must abide by all Association Rules and regulations. Unit owners, along with the tenant, will be notified of any violation(s) and the unit owner will be held responsible for his/her tenant's violation, including any fines and damages that might apply.
9. No unit owner, or any first mortgagor, shall lease less than an entire unit.
10. A tenant shall not sub-lease a unit.
11. No units shall be rented for transient or hotel purposes.
12. More than one family may not occupy leased units.

General Information

1. No part of the condominium property, including units and garages, is to be used for anything other than residential purposes.
2. Nothing shall be done to any unit, common area or limited common area which would structurally change any building or would impair or change the structural integrity of any building.
3. No clothes, sheets, blankets, rugs or laundry of any kind may be hung out or exposed on any part of the condominium property. (bylaw 8.05c)
4. No offensive activity of any kind, including excessive noise from musical instruments, televisions, radios, amplifiers or loud talking that may disturb others, may be carried out in any unit or in the common areas, either intentionally, recklessly or negligently. The term "offensive activity" includes any activity that is an annoyance and/or nuisance to other residents.

5. No owner, resident or tenant shall install wiring for electrical or telephone installation, television antennae, machines or air conditioning units, etc. on the exterior of the building which protrude through the wall or the roof of the project unless authorized by the Association. (bylaw 8,05f)
6. The total number of persons living in any one unit may not exceed five (5) persons. (bylaw 8.03a)
7. At the April 13th, 2009 Association meeting, residents agreed to purchase and install dusk to dawn sensors for their garage lights. This would be an attractive addition to the overall appearance after dark, with safety and security an added benefit for the residents.

Pets

(Bylaw 8.05g)

1. The number of pets shall be limited to two (2) pets per unit.
2. All pets shall be controlled as to not create a nuisance (barking smell, water, etc.)
3. Pet owners are required to immediately dispose of the waste created by their pets by collecting it in a bag and properly disposing of it. Waste shall not be left on any common or limited common area.
4. All pets must be on hand-held leashes when outside the residence and to be under control of the person accompanying the pet.
5. Pets may not be staked or tied in any common area or limited common area.
6. Property damage from animals (such as digging or urine spots that kill the grass, urinating on shrubs and trees, etc.) is a violation of these rules. Pet owners will be held responsible for cost of replacement or repair of such damage.

7. No animals of any kind will be bred on any part of the condominium property.
8. No exotic animals shall be kept on any part of the condominium property and/or its facilities. These animals include, but are not limited to, snakes, lizards, and monkeys and such.

9. Doghouses and other pet structures may not be constructed, placed or maintained on any part of the condominium property, including common or limited common areas.

Unit Owner Responsibilities (Repairs and Maintenance)

1. Interiors of home including, but not limited to: Windows (cracked or broken {unless done by mowing crews, then contact board member} seals), doors, (interior, exterior and storm) patio doors, fireplaces, faucets (inside and outside), electric receptacles (inside and outside), furnace, air conditioner, water heater, and appliances.
2. Unit door locks.
3. Interior plumbing fixtures and lines servicing a particular unit.
4. Garage doors.
5. Bathroom and dryer vents.
6. Insurance for interiors, patio enclosure, personal property, contents and liability coverage.
7. Repairs of all damage to any part of common or limited common areas and facilities (including roofs) caused by a resident, tenant, guest, family member, pet or vehicle.
8. Patios, porches, sun rooms, patio fan and light.

Association Maintenance and Repair Responsibilities

Using monthly assessment monies include:

1. Lawn service
2. Snow removal (3 or more inches)
3. Trimming and replacement of Association shrubs and trees
4. Painting of exterior trim of buildings

5. Maintenance of exterior of buildings
6. Insurance on building structure and common areas
7. Maintenance of common parking areas
8. Replacement reserve account for capital expenditures
9. Utility expenses for common areas