

# Linden Heights Rules and Regulations

## Legal Requirements

### Guidelines:

#### Insurance:

The Declarations require that all lot owners be continuously insured for the full replacement and liability cost against loss of damage to the property. Each member must also name Linden Heights Townhomes Association, P.O. Box 39362, St. Louis, Missouri 63139, as the “Additional Insured” with respect to the building (not its contents or owner’s loss of use) and with respect to liability on their policy.

#### Register:

The Article of Incorporation of Linden Heights Townhomes Association require that a new owner register their names and addresses with the Association Business Manager or Secretary. In the case of joint owners, there will be only one (1) voting member.

#### Assessments:

Make checks or money orders (not cash) should be made payable to Linden Heights Townhomes Association and mailed to P.O. Box 39362, St. Louis, Missouri 63139. You may also drop off your payment in the Business Manager’s mailbox currently, 3166 59th Street, St. Louis, Missouri 63139. Payments are due on the **1st of each month.** A late charge of \$ 25.00 will be added to your assessment on the **16th of the month if** payment has not been received.

#### Landlords:

- Linden Heights must receive a copy of the lease agreement **10 DAYS** prior to the tenants moving into the home. There is also an INFORMATION SHEET due at the same time listing owners new address info and/or all tenants info.
- All names of tenants and contact information must be provided to the Association.
- No more than two (2) adult persons may lease a residence, in accordance with the City of St. Louis’s single-family dwelling ordinance.
- Certificate of Inspection must be obtained from City of St. Louis and forwarded to the business managers office when a change of occupancy occurs. You may call (314) 622-3352 to obtain this certificate.
- Tenants are required to follow all the rules and regulations of Linden Heights Townhomes Association.
- Owners who lease their property, must provide the business office with an address phone number and email of where THEY (the owner) can be contacted.
- Owners will be liable for any rules/regulations that their tenants violate.

## ARCHITECTURAL RULES/REQUIREMENTS

The Declarations of Covenants, Conditions and Restrictions for Linden Heights prohibits any changes to external colors, building materials, architectural features and structures (including fences, patio enclosures, decks, and landscaping). Owners must submit an approval form to the board of directors that can be found on the website. Please allow up to thirty (30) days for a response. Only a prior written approval of any and all plans for projects are allowed. Approval helps assure harmony to surrounding structures and topography. (See Article VII, page 27-28 of the Covenants, Conditions and Restrictions.

The Board of Directors/Architectural Committee will conduct a walk around assessment throughout the complex at least once a year. Should any problems be found and need the attention of the homeowner, they will be submitted to the homeowner in writing and the homeowner will be given a time line to resolve the problems or findings. The Association is not responsible for any replacement of any materials or supplies to any home, including the roof, porches, decks, fences, doors, and windows. These replacements are the responsibility of the homeowner.

### **Guidelines:**

- 1) Siding – Vinyl siding must be replaced with the same color. If your vinyl siding needs repair but does not match the existing color, you may need to replace all the siding on your home.
- 2) Roof – Roof shingles – BLACK, GRAY, OR BROWN are allowed. ANY other color must be requested and approved by the Board of Directors. Roof eaves – vinyl or aluminum soffit coverings can be added to your home – white only. This will help increase the value of your home. Linden Heights will not pay for painting eaves or covering of the soffits.
- 3) Doors – Front doors may be painted white or black. Any other color must be submitted for approval to the Board of Directors. Front doors may also have glass inserts with approval of the board. Storm doors must be full view doors.
- 4) Windows and shutters – Block glass should be installed for the basement window. This is a security issue. Shutters may be added to windows and must be the same color as the front door.
- 5) Porches – All exposed wood trim of the homes must be painted with high gloss white paint only. The steps need to be painted in a beige color.
- 6) Decks – The deck will be painted with a solid stain of high gloss white for the handrails, spindle rails, front and side fascia boards. The color for the deck stain floor needs to be a beige color.

7) Fences – Any existing wooden fences need to be painted with a high gloss white paint. Future replacement of porches, decks, and fences – The Board of Directors encourages owners to replace their porches, decks, and fences to vinyl or material such as *Trex*, *Veranda* or other composite decking material. Color codes and styles of vinyl usage are as follows:

- Front porch must be white vinyl “colonial style” rails with caps or round knobs.
- Flooring must be a composite material in beige color.
- Decks must be white vinyl top and side railings with beige stained flooring.

8) Lights - Each home at Linden Heights is equipped with a porch light and rear flood lights. The porch lights need to be kept on from dusk to dawn. The flood lights in the rear of each home can either be dusk to dawn or sensor activated. The lights need to be kept in working order and bulbs replaced as needed. This is a security issue.

9) Satellite Dishes – Only one (1) satellite dish is allowed per roof. A request to install a satellite dish is required and needs approval from the Board of Directors for roof top location. Installation must be on the rear side of the home’s roof in the most inconspicuous area as possible. Installing a satellite dish on the deck floor or the side of your deck will not be allowed. Installation is never to be on “common ground” or property not under the control of the owner. No cable can run across common sidewalks or grassy areas it must be buried underground.

10) A request to install awnings must be approved in advance by the Board of Directors. The color and style must be complimentary to the color of the vinyl siding and front door color and again approved by the Board of Directors.

## ARCHITECTURAL PENALTIES

If an owner does not submit written plans or makes changes to the exterior of their property that is not acceptable or does not meet the guidelines, the homeowner will incur a fine set by the Board of Directors until the infraction/change is corrected or has obtained permission in writing from the Board for approval.

The Board of Directors will take the following actions:

- 1) The homeowner will be sent a letter explaining the infraction.
- 2) The homeowner will be given a time line to complete the corrective action. The owner may request a time extension and should state in writing the reasons for the requested extension. After review of the written request, the Board will grant a time extension or refuse any further delay in getting the infraction taken care of.
- 3) If the homeowner does not request a written extension, fails to meet the timeline set forth by the Board, or makes no contact with the Board, fines will be applied to the homeowners account.
- 4) The homeowner will have their voting rights and use of the pool suspended as specified in Article V, Section 1.B, until the corrections are made.
- 5) Upon exchange of ownership, any and all information regarding the home's current penalties and non-compliance fines with regards to Linden Heights Architectural Rules/Requirements will be conveyed to the Title Company and closing on the home will not be allowed until all fines have been paid to Linden Heights.

## LANDSCAPING

All beds in front or sides of the homes are the homeowner's responsibility to maintain. Maintenance means weeding flower beds, and care of any flowers/plants on your property. The Board will take care of any needed trimming of large bushes at the time they contract for the common ground to be trimmed unless the Board notifies the homeowners.

### **Guidelines:**

- 1) A homeowner cannot make any dramatic changes to the lot that will change the landscaping appearance without Board approval. Please submit the approval form on the website to the Board for approval prior to starting any changes to the landscape of your home.
- 2) There should be a substantial planting on each side of your home's front porch. The exception will be the homes with the extended porches. This planting should be present year long.
- 3) Dead bushes must be removed by the homeowner and replaced. Empty dirt beds are not allowed in the front of homes.
- 4) Original landscaping tie boards for the beds should eventually be replaced with landscaping stones or bricks. Owners will be cited and fined when the tie boards are eventually rotten and not replaced by stone or brick.
- 5) Any lawn ornaments will need Board approval. This includes fountains, statues, ponds, etc.
- 6) Common ground trees will be trimmed and removed as needed by the Association. Trees on owner's property are their responsibility to keep trimmed and remove as necessary. The owner will be notified of any trees that need to be either trimmed or removed and will be given a timeline to complete this request. If not, the Board will arrange for the work to be completed and the costs will be sent to the homeowner to reimburse the Association.

Homeowners will be notified in writing if their property fails to meet the basic standards of these rules and regulations. The Board will inspect once a year the outside of the homes including the landscaping to make sure that homeowners are complying with the Rules/Regulations. If your home is not in compliance, you will be given a timeline in which to take the appropriate action to be in compliance. If no action is taken in the appropriate amount of time, the Association has the right, through its agents and employees, to correct the problem and fine the homeowner. See Article VIII of the Declarations.

## ANIMALS

### **Guidelines:**

- There is a limit of two (2) cats and/or dogs per household.
- Pets may NOT be chained to the front porch of any home.
- All pets must be kept on a leash always throughout the complex. This is also a City of St. Louis ordinance and is subject to a fine if violated.
- Owners shall clean up after their own pets, dispose of the feces properly, and not hang the plastic bags on their front porches.
- Owners with pets are responsible for maintaining and replacing any grass or bushes that are destroyed by their pets urinating or digging on their front lawn or other homeowners' property.
- Owners are mandated by a City of St. Louis ordinance to prevent their pets from causing frequent or long continued noise or behaving in an aggressive manner that disturbs the comfort and peace of any person in the vicinity.
- Livestock or farm yard animals are not allowed.

### **Penalties:**

Should an owner have more than two (2) cat and/or dogs, the Board will notify the owner in writing that the cat/dog limit is exceeded, and a time limit will be given to correct the situation. An owner will be notified in writing that the damage to the their front lawn needs repair and a time limit will be given to correct the situation. If no action is taken in the appropriate amount of time, the Association has the right to correct the problem and add it's cost to the homeowners account. See Article VIII of the Declaration. The Board will always maintain the right to take legal action.

## PARKING REGULATIONS

### **Guidelines:**

Linden Heights Townhomes Association has the right to regulate the use of the easement areas for all roads, driveways, and parking areas. The right to use these areas must be done so as not to endanger others, impede the use of others, or create a nuisance for others.

### Residents:

Townhomes are single family dwellings with a two (2) car garage. All residents must park in their garages. Courtyard parking is temporary, short term parking for guests and delivery/maintenance workers. Residents may only use the courtyard parking for the occasional special circumstance that is temporary. Examples of temporary parking are garage door replacement or repairs, garage cleaning or remodeling of your home. Residents cannot use the courtyard as a permanent parking place. Any home with three (3) cars must keep two (2) in the garage with the 3rd car using the leased parking at Arsenal, LLC. or City of St. Louis streets.

### Restrictions:

NO parking permitted along the outer drive of the complex.

NO parking in the driveways of any courtyards.

Areas are marked "NO PARKING" because it impedes cars backing out of the garages and especially emergency vehicles.

Parking in garage apron is allowed only if it is parallel to your garage. This again is only for short periods and is NOT allowed for inside corner units.

Linden Heights Townhomes Association restricts the following vehicles:

Boats of any type and trailers, motor homes, campers, off road vehicles, and any personal business/work vehicles.

Moving storage containers such *PODS* require advance notice to the Board and Board approval.

Residents will be notified in writing of any recurrent violations. Failure to abide by these regulations will result in a fine for each violation assessed to the homeowner to be determined by the Board. This fine will also be imposed if a resident's guest repeatedly violates these rules.

If a vehicle is left for an extended period, and the owner cannot be found or identified, then it will be considered “a derelict vehicle” and the proper authorities will be called to remove it from Linden Height’s property.



## LINDEN HEIGHTS POOL RULES

The pool opens usually right before Memorial Day and closes a week or two after Labor Day. Notices are sent out each year with the dates for the opening and closing. The pool is for Linden Heights residents and their guests only. One (1) key for the pool gates will be issued to all owners in good standing with the Association. The key is also used to identify that you are a resident of Linden Heights. Replacement of a lost pool key is \$ 20.00. Any owner, or their guests who violate any of the pool rules may be asked to leave the pool and may be banned from use of the pool for the rest of the current season and the next season pending review by the Board.

### Rules:

- NO LIFEGUARD is on duty. Please put safety first.
- Each household may have up to four (4) guests all wearing proper swimwear.
- All children under the age of 12 MUST have an adult present or will be asked to leave the pool area.
- Diapers are not allowed in the pool unless they are swim diapers.
- Keep gates closed at all time. Do not prop open the gates at any time.
- Please do not open the gate for anyone who does not have their own key.
- NO GLASS beverage bottles or products are allowed in the pool area.
- Please keep all lotions/oils away from the pool edge to prevent spills. Excessive oils in the water will clog the filter.
- Any resident using the pool after 10:00 pm must keep the noise level to a minimum in consideration of the neighbors that have homes adjacent to the pool as the sound carries quite a bit.
- All toys need to be removed from the pool when you leave the pool area.
- All trash must be picked up before you leave and disposed in the trash can provided.
- If the trash bag is full, please remove the bag, take it to a brown dumpster, and replace with a new bag. Bags are in the bottom of the trash can.
- Umbrellas must be closed before you leave the pool area. If you are the last to be leaving the pool area, please lower any umbrellas that may still be up even if they are not yours.
- NO RUNNING in the pool area is allowed at any time. There is to be no rough play in the pool or pool area.
- ABSOLUTELY no tampering with the pool equipment will be allowed.
- If you remove the rope for swimming laps, please make sure you put the rope back before leaving the pool area.
- NO PETS are allowed in the pool or pool area.
- The pool is subject to closure due to unsafe water, hazardous conditions, or weather issues at the discretion of the Board and notice will be posted at each gate.

## Pool Parties:

The pool may be reserved for private parties by any Linden Heights owner on any non-holiday, Monday through Thursday for four (4) hours. No private parties are allowed on Friday, Saturdays, Sundays or holidays. There will be a \$ 100.00 fee for rental usage. A minimum of three (3) weeks advance notice and Board approval is required. Please contact the Business Manager, Rick Morris at 314.647.0512 for additional information regarding rules, fees, hours allowed for the party, and additional requirements.

## REFUSE COLLECTION

Refuse collection is provided by the City of St. Louis. There are six (6) trash dumpsters in the complex that are emptied twice a week. There is only one (1) yard waste dumpster for Linden Heights located on the Carrsville Court Drive. The yard waste dumpster is only emptied once a week from March to December and once a month during the winter. There are four (4) blue recycle dumpsters in the complex.

City of St. Louis Guidelines:

- 1) Place only yard waste (branches, leaves, weeds, etc.) in the green yard waste dumpster. Protruding limbs prohibit the container from being emptied. No Christmas trees can be put in the dumpsters or along side the dumpster area for disposal.
- 2) Place only household trash that has been bagged into the brown dumpsters. Break down all cardboard boxes and put in the blue recycle dumpsters. Do not fill the dumpsters beyond their capacity.
- 3) Dumpsters are not for bulk items such as furniture or appliances.
- 4) No flammable liquids, hazardous materials, paint cans, tires or items that protrude out of the dumpster are allowed.
- 5) There are signs with instructions at each dumpster enclosure on placing the bulk items for pick up.
- 6) If the dumpster is full, you must keep your trash in the garage until the dumpster has been emptied. Do not set bags or trash on the side of the enclosure.

Bulk pick up:

Beginning the 4<sup>th</sup> Monday of each month is the bulk pick up week. Large items will be picked up such as furniture, lumber, appliances, batteries and tires. Smaller items should be bundled together or placed in a container. No container may weigh over 100 lbs. or be over six (6) feet long. Do NOT place any items out for bulk pick up until the weekend before that begins the 4<sup>th</sup> Monday of the month or you will be required to remove them until that week.

**IN CLOSING, THE BOARD OF DIRECTORS OF LINDEN HEIGHTS TOWNHOMES ASSOCIATION WILL ALWAYS HAVE THE RIGHT TO TAKE LEGAL ACTION WHEN ANY RULES OR REGULATIONS HAVE BEEN VIOLATED.**

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