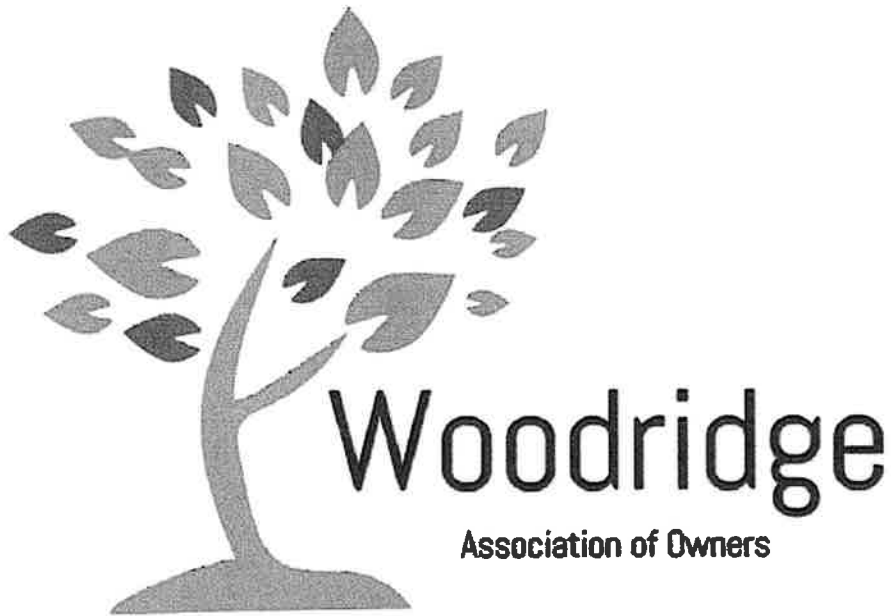




Woodridge Association of Owners, Inc.
Handbook
(October 2025)

Woodridge Website: www.woodridgeassn.com

Woodridge Association of Owners, Inc.

PO Box 623, Ellettsville, IN 47429

Sandra Hulse, President (Signature/Date): Sandra Hulse 10/1/25

Tricia Roehby, VP/Secretary (Signature/Date): Tricia Roehby 10/1/25

Linda Roll, Treasurer (Signature/Date): Linda Roll 10/1/25

Brianna Reed, Member at Large (Signature/Date): Brianna Reed 10/1/25

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FINANCIAL AND MAINTENANCE MANAGEMENT:

Mackie Properties
1800 W. 17th Street
Bloomington, IN 47404
Phone: 812-287-8036
Payments made through www.appfolio.com
Login through the Resident Portal Login option.

WOODRIDGE INSURANCE AGENT:

Gredy Insurance Agency
Agent: Caylan Evans
3939 S Walnut St #1
Bloomington, IN 47401
Phone: 812-337-3333

IMPORTANT PHONE NUMBERS:

Emergency: 911

Fire: 812-824-6077

Monroe County Sheriff: 812-349-2780

Indiana State Police: 812-332-4411

Poison Control: 800-382-9097

IU Bloomington Hospital Emergency Room: 812-353-9515

Monroe County Hospital Emergency Room: 812-825-1111

Eagle Pointe Lodge (Golf and Dining): 812-824-4040

WOODRIDGE COMMUNITY LIVING

Welcome to Woodridge! This handbook is a summary of the code of bylaws and regulation of Woodridge Association of Owners, Inc. It has been created to answer some of your questions about living in Woodridge.

The purpose of the Woodridge Handbook is to help you enjoy your stay at Eagle Pointe.

Condominium living is different from owning or renting private property. The “common area property” means that we own and are responsible for everything Woodridge except the insides of the condo and even there, your board of directors has some rights and responsibilities.

The intent of these regulations is to avoid unnecessary maintenance cost, to preserve the continuity and integrity of the community and to retain a HIGH standard of appearance, thereby protecting the investment of each homeowner. For example, our declaration prohibits all from running a business out of our condos, doing anything that would impair the safety or value of any building, entranceway or deck. **Woodridge Declarations section 11/a states the condominium property shall only be used for single family residential purposes and common recreation purposes auxiliary there to and for no other purposes. Effective 07/2025.**

Woodridge assessments are collected quarterly and are used to pay for common services including maintenance and repairs for building exterior, grounds and recreation facilities, trash collection, snow removal, the association master insurance policy, etc.

I. HOMEOWNER MEETINGS

1. Monthly Woodridge board meetings are held every third Monday of each month at 6:30pm. Meetings will be held at the Eagle Pointe Club House within a conference room. All homeowners are invited to attend.
2. The annual Woodridge Annual meeting early in the year, held in the Eagles Nest at Eagle Pointe. At the annual meeting, homeowner attendance must meet the majority (a quorum) for any voting to occur. All homeowners are encouraged to attend

II. INSURANCE

One of the many functions of the board of directors is the purchase of an insurance policy to cover the buildings and common liability of our association. It is the intent of the board to provide the coverage that would restore your unit to its original condition in the event of a loss. For example, if sometime after the purchase you have wallpapered where it was painted the extra coverage necessary for wallpapering is your responsibility. Some unit-owners may have spent several thousand dollars on improvements of this nature.

1. Any reference to "Tenant" shall also mean the "Owner" of the unit or lessee of the unit if owner does not reside in the unit.
2. Tenants are required to carry insurance on their unit in an amount equal to the value of the unit. Tenants are responsible for inside walls coverage, which includes wiring and plumbing in the walls, ceiling and floor, windows and doors along with unit contents.
3. Tenants will also add Woodridge Association of Owners, Inc as an Additional Insured to their policy and will provide a copy of the endorsement to Woodridge Association of Owners at each year's renewal.
4. Tenants should also protect their personal property by securing insurance in case of loss.
5. **IMPORTANT INSURANCE REMINDER:** You are entitled to and should request a Certificate of Liability Insurance from any handyman, repairman, technician; and any non-licensed professional that performs any work on your unit.

The Woodridge insurance policy covers the property and building exterior. Homeowners are responsible for carrying coverage for their individual unit.

III. COMMON AND LIMITED COMMON AREA

A. Common Areas

The board of directors shall be responsible for the repair and maintenance of all common areas; the cost and expense of which shall be assessed against all owners as part of the association's common expenses.

B. Limited Common Areas

1. Each unit-owner shall clean, maintain, repair and replace at his or her sole cost and expenses all limited common areas appertaining to his or her unit. Each unit owner is responsible for the repair and maintenance of each limited common area to which the unit owner enjoys the right of exclusive use. If two or more unit-owners jointly enjoy the right to exclusive use of a limited common area, they shall be jointly and severally responsible for the repair and maintenance of the common area.

Example of Limited Common Areas:

- a. Patios, balconies, decks, exterior door/windows and door/window frames.
 - b. Chimneys, including ductwork and flues, fireplace box assembly.
 - c. Storage rooms in front or back of unit.
 - d. Glass and screen in doors and windows
 - e. All heating and air conditioning units.
 - f. All gas lines, valves and meter.
 - g. All electrical lines, boxes and switches between the individual meters.
 - h. All plumbing lines, valves and equipment and service unit, dryer vent ducting, exterior vent cover.
2. When the board learns of a limited common area in need of repair or maintenance, the board shall notify the unit-owner responsible in writing and demand that the repair or maintenance be completed at the unit-owner's expense. If after thirty (30) days of written demand from the board, the unit - owner still failed to make the repairs to the limited common area requested by the board, the area may be repaired by the board and the costs incurred will be assessed to the unit owner responsible.
 3. Because limited common areas are owned collectively by all unit -owners, as are all common areas, the board may, in proper situations, assume some or all the cost of maintaining or repairing a limited common area. **The board is not obligated to assume any such cost.**
 4. In the case of decks and balconies, the board has decided that the association will be responsible for the maintenance of the load bearing joists, posts and beams. The unit-owner will be responsible for the decking, railing, and spindles.
 5. No unit-owner shall perform maintenance or repair work which unreasonably disturbs the rights of other owners or jeopardizes the safety of the condominium, diminishes the aesthetics of the condominium or reduces the value of the condominium. The board shall order the unit owner to immediately correct the problem. No repairs or maintenance will be allowed without the written consent of the board.

IV. COMMUNITY RULES

A. APPEARANCE OF COMMUNITY

1. Except for original construction, no building, fence, sidewalk, drive, walk or other structure shall be erected, installed, placed, altered or maintained, nor shall any exterior addition be made to any building without prior approval by the Board of Directors after an Architectural Change Request Form has been submitted by the owner. The form is found on our website (www.woodridgeassn.com). Include detailed drawing with dimensions, materials and estimated time of completion.
2. No owner or resident may place anything on the front deck, a side deck visible from the street, a stairwell or entrance that impedes free ingress or egress from any unit or that is inconsistent with community standards as determined by the Board in its sole discretion. To assist you in understanding conditions which this Board, at this time, considers inconsistent with community standards, we provide a few examples:
 - a. A **limited** number of ornamental plants in attractive containers are permissible so long as they don't impede travel. The growing of vegetables and fruits is not allowed.

- b. A small table with chairs or other patio furniture in limited quantity immediately outside the owner's unit and not in the path of travel is permissible. Large pieces of furniture, or excessive quantities of furniture are not permitted.
3. No changes to exterior colors will be approved. In general, only those areas that are painted will be repainted; only those areas stained will be stained; unpainted surfaced and unstained areas shall remain unpainted and unstained. Only the board has the right to determine when, what, and who shall paint or stain an exterior surface within the village.
4. Each owner shall keep such owner's condominium unit in a good state of preservation and cleanliness.
5. No exterior shades, awnings, window guards, or air conditioning devices shall be used in or around the buildings, common areas, balconies or private patios except such as shall have been approved by the Board of Directors after an Architectural Change Request Form has been submitted by the owner.
6. **No exterior antenna or satellite dishes are allowed.**
7. **Bug lights/Zapper may not** be affixed to the exterior of the building.
8. Patio /Deck covering (turf, carpeting) cannot be installed by the homeowner on the front or rear concrete pad or deck.
9. Rugs cannot be permanently attached to decks or balconies and must be removed during the winter months. The homeowner will be responsible for all associated costs to replace all affected wood involved.
10. Storage of anything under the elevated decks on the cove-side building is prohibited.
11. Bicycles shall not be stored or parked in common areas, walkways, grounds or chained to building railings. A bicycle rack has been provided outside of the pool fence. All bicycles stored in bicycle rack need to be in working order.
12. Firewood shall be stored on the lakeside or golf course side and shall be limited to one (1) rick. No firewood shall be placed in entrances, stairways, street-side decks or common areas. Wood shall be stored off the ground in a metal rack or box and should not contact the building or deck directly.
13. No sign of any kind shall be displayed to the public view from any unit or from the common areas and facilities, including for sale or for lease signs.

B. PARKING AND STORAGE

1. **No parking in the grass or landscaped areas, violators will be towed at owners' expense.**
2. No parking on the streets or in fire lanes because it impedes the movement of traffic, including the possibility of emergency vehicles. Violators will be towed at the owner's expense.
3. Only Woodridge homeowners/guests are allowed to park in a Woodridge parking area.
4. Each unit is limited to two (2) vehicles per Woodridge bylaws. If additional vehicles are required, contact the property manager for the board to review.
5. All cars, trucks, motorcycles, golf carts' owners', and renters must display a Woodridge parking sticker or risk being towed.
6. The new Woodridge decals replaced the "Yellow and Blue" Eagle Pointe window decals. The new Woodridge decal must be visible on the left side (drivers' side) in the front windshield. Any vehicle without the new decal present will be subject to a warning and can be removed at the owner's expense. Decals can be requested through the property manager.
7. Both owners and renters are responsible for retaining the Woodridge decal when selling/changing a vehicle.
8. **Refrain from parking in the front row of a building for which you do not live/stay in.**
9. **There is no assigned or reserved parking of any kind in Woodridge, and "saving" a spot for your guest is strictly prohibited, and a finable event.** Parking spaces are first come, first serve. If there is a

- vehicle with no Woodridge identification decal present in the windshield, contact the property manager.
10. Homeowners should be respectful of each other and only park one vehicle in the front row closest to the building for which you live. Additional vehicles are to be parked, at a minimum, in the second row away from the front side of a building.
 11. No boats, trailers (of any kind), campers, mobile homes, commercial vehicles, minibikes, ATVs or other such items shall be parked or stored in automobile parking areas or any other part of the property. Violators will be towed at the owner's expense.
 12. **Motor vehicles cannot be repaired or worked on while on Woodridge property.**
 13. Vehicles exhibiting expired or no license plates, flat tire(s), broken windshields, lights or in undriveable condition cannot be parked/stored on Woodridge property and will be tagged and towed at owner's expense.
 14. No hand carts, bicycles, scooters, baby carriages, or similar vehicles, toys, tools or other personal articles shall be allowed to stand in the entrances, stairways, street-side decks, or common greens of the buildings, or the parking lots. Such items shall be placed on the lakeside/golf course side decks, storage areas (if applicable) or inside the unit.

C. DISTURBANCES

1. No owner or renter shall make or permit any noise that will disturb or annoy the occupants of other units. Nor shall they do or permit anything to be done which will interfere with the rights, comfort, or convenience of other owners.
2. Report disturbances to, Monroe County Sheriff (911 – emergency, 349-2780 – non-emergency).
3. No hunting or discharge of firearms shall be permitted.
4. No noxious or offensive activity shall be carried out in any unit, or in the common area, limited common areas, and facilities.
5. Nothing shall be altered, constructed, or removed from the common areas and facilities except upon written consent of the Board of Directors.
6. All Fireworks are forbidden.

D. TRASH REMOVAL AND GRILLS

1. All garbage and trash shall be placed in tightly wrapped plastic bags and deposited inside the dumpsters.
2. At no time can garbage be placed at the front door, front deck, back deck or in a storage closet near front and back doors.
3. Charcoal grills, gas grills, electric grills, propane tanks, fire pits or open flame devices are banned from Woodridge property. **Special Note:** *At the annual meeting held May 19, 2012, homeowners and the board voted and passed unanimously to increase the fine for having charcoal grills, gas grills, propane tanks, fire pits or open flame devices on Woodridge Property from \$100.00 to \$1,000.00.*
4. Cigarette butts should be disposed of properly. Never through butts over the decks or on the ground.
5. The following items are not accepted by our trash vendor and cannot be placed in the dumpsters: gasoline, antifreeze, motor oil, oil filters, tires, pesticides, auto parts, car batteries, paint, electronics (TVs, computers, monitors, computer parts, etc.), construction trash or debris (toilets, plumbing sinks, cabinets, etc.) and lumber. These items must be taken to local solid waste facilities, or recycling centers, by homeowner, or your contractor.

E. RECREATIONAL AREA

1. Only Woodridge and Eastbay homeowners may use the pool and tennis court areas. Each homeowner is responsible for anyone using their pool fob entering the pool.
2. All persons entering the pool or tennis court area are doing so at their own risk. The Association is not responsible for personal injury.
3. Replacement of lost fobs will result in a \$75.00 replacement fee. Only one fob per unit is allowed. Contact the Property Manager to request a new one. The lost fob will be deactivated.
4. Tennis Court open from 7:00 AM to 10:00 PM.
5. Pool and pool deck will be open starting the week prior to Memorial Day (upon Board of Health approval) through Labor Day.
6. Pool is open from 8:00 AM to 10:00 PM.
7. Children under 14 years of age must always be accompanied by an adult.
8. No boom boxes are allowed. Only personal listening devices with earphones or ear buds are permitted in the recreational area.
9. No pets are allowed with the gates to the Tennis Court and Pool area.
10. No alcoholic beverages or glass containers are allowed in the recreational area.
11. No smoking is permitted in the recreational area.
12. Each person is responsible for keeping the recreational area clean. Use the receptacles provided.
13. The recreational area may not be reserved for personal use at any time.
14. Additional rules are posted in the recreational area and are there for your safety and enjoyment. The Association has complete authority to expel or deny admittance to any person violating the rules or who is guilty of improper conduct.
15. Pool Specific Rules-
 - a. Proper swimming attire is required in the pool (no cut-off jeans). Running, horseplay, dunking or undue splashing is prohibited.
 - b. A safety rope with floats attached will demarcate the deep end of the pool. It must not be used to sit-on, swing-on or interfere with at any time. The safety rope shall not be disconnected for any reason.
 - c. Spitting or blowing one's nose is not permitted in the pool. Any person who has a cold or other communicable disease should not use the pool.
16. Court Specific Rules –
 - a. Play on the courts is limited to 1 hour when others are waiting.
 - b. No activity other than tennis, basketball or pickle ball is permitted on the court surface. No bikes, rollerblades, skates, skateboards, scooters, etc. are allowed on the courts.

F. ANIMAL POLICY

1. **Pets are not allowed in rental units.**
2. Unit owners are allowed, two customary house pet per unit.
3. Per Monroe County ordinance, all pets must be kept on a leash at all times when outside.
4. Owners are responsible for seeing that all vaccinations required by law are up to date.
5. Pets may not be tied or chained outside at any time or left in a confined area on a deck.
6. Animal waste must be removed so that others may enjoy a clean environment.
7. Owners shall be responsible for the actions of their pets (including barking) and of guests' pets.

Pets shall not impact the quiet environment of other units.

8. No pets may be kept unsupervised on any decks.
9. Owners are responsible for all damage to people or property caused by their pet.
10. Pets are not permitted inside the fence of the tennis court or swimming pool.
11. The board of directors reserves the right to seek removal of any pet that becomes a community nuisance due to the chronic disregard of the rules and regulations.
12. **Birdfeeders are prohibited in Woodridge**
13. Feeding of deer, cats or other wildlife is prohibited in Woodridge. Homeowners will be liable for any required animal removal (raccoon, bird or squirrel) or building damage sustained by wildlife due to providing a food source. **Effective 07/2025**

G. RENTAL RULES AND REGULATIONS - Effective 10/2025

For condo units purchased after December 31, 2025, the term of the lease must be a minimum of 12 months (1 year) per Amendment VIII of the declarations which states the condominium property shall only be used for single family residential purposes.

1. Homeowners with existing renters including short-term rentals, prior to January 1, 2026, must contact the HOA if they wish to continue renting for periods shorter than the new minimum requirements of 12 months. After the new regulation takes effect, the violation of this rule may result in fines. Once units have had a title change, the new owner must obey the rental policy implemented on January 1, 2026.
2. All owners who will be renting their units must first complete the following at the beginning each new lease or lease renewal.
 - a. **Woodridge Rental Registration** (found within Woodridge AppFolio account)
 - b. **Woodridge Residential Lease Addendum** (sent by a board of directors)
 - c. Owners must upload into their AppFolio account proof of insurance for both homeowners and renters.
 - 1) Homeowners must show proof of comprehensive personal liability insurance in the minimum amount of \$300,000
 - 2) Renter must show proof of liability in the minimum amount of \$100,000.

Steps within AppFolio for owner and renter requirements for rentals

- Log into Woodridge AppFolio account
- Go to Property Details
- Scroll down to Renter Information
- Check the box "Unit is occupied by renter" and fill out all the boxes in this section.
- Within Add Documents, attach the following
 - o Copy of the lease
 - o Copy of homeowner Insurance Declaration or Certificate of Insurance
 - o Copy of renters Insurance Declaration or Certificate of Insurance
- Save once all information has been inputted

3. A \$200 annual rental registration fee (per calendar year) will be assessed in the subsequent dues statement. Failure to register a rental is subject to violation.

4. It is the unit owner's responsibility to communicate and enforce the following rules and regulations of the Woodridge village to their tenants directly or indirectly through their rental management company. Also, a copy of the Woodridge Handbook shall be made available (by homeowner) in the rental unit; a current copy of the Handbook can be found on the Woodridge website at www.woodridgeassn.com. Any violation will result in a special assessment to the owner.
 - Occupancy of all rental units is limited to two people per bedroom.
 - Pets are strictly prohibited in any rental unit.
 - **Charcoal grills, gas grills, electric grills, propane tanks, fire pits, as well as any open flame devices, are prohibited anywhere in the village.**
 - No boats, campers, or trailers may be parked in the village.
 - Renters' vehicle must be registered with property manager and display a Woodridge parking decal per section IV/B of handbook.
 - No more than two cars per rental unit and must follow the same parking regulation for all homeowners/tenants.
 - Rental units cannot be used for large parties, business meetings or other large gatherings.
 - No noise is allowed, that will disturb other occupants.
 - No hunting or discharging of firearms or fireworks is permitted.
 - Towels, trash, bicycles and other personal items are not permitted to be stored on the front decks of the condo, or any side deck visible from the road.
 - All trash must be placed inside the dumpsters, and it is not permitted to be stored on the front, back or side decks of the units.
5. At no time can a rental unit be sub-leased.
6. A rental unit that is leased to a corporation or individual cannot be occupied by various tenants, which would give the appearance of an overnight, weekend or weekly rental.
7. The owner and the management company agree to indemnify and hold harmless the Woodridge Association of Owner Board of Administrators from third-party claims arising from the tenant's violation of the terms, rules, regulations and conduct defined herein and/or any claims arising from the breach of the Lease Addendum.
8. The Woodridge Board of Administrators reserves the authority to strictly enforce the terms of the rules and regulations contained herein in the event of a violation by the tenant.

H. GENERAL

1. Owners shall be held responsible for the actions of their family, their guests, their tenants, and their pets.
2. Woodridge is not liable for any bicycle accidents that occur on the property. Be cautious when cycling around vehicles in parking lots and roadways.
3. Riding bicycles in a fire lane is prohibited.
4. Children that do not have a valid driver's license cannot drive golf carts, mopeds or any motorized vehicles on Woodridge property
5. Complaints regarding the service of buildings and grounds shall be made using a Maintenance Request Form (MRF) found on our website (www.woodridgeassn.com).
6. Complaints regarding the actions of other owners shall be made to the property manager.
7. The homeowner's association rules may be added to or repealed at any time by the Board of Directors.
8. The condominium property shall be used for single family residential purposes and for no other purpose. See page 3 for reference to the Woodridge Association of Owners, Declaration.

9. Members, their guests, and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at board members, agents, employees, or vendors.
10. Sale of Unit: In addition to providing the unit key during the transfer of ownership, it is also the responsibility of the former owner to provide the Woodridge Pool fob.

V. HOMEOWNERS' RESPONSIBILITIES TO BUILDING MAINTENANCE AND REPAIR

A. EXTERIOR BUILDING MAINTENANCE AND REPAIR

1. Notify Woodridge via the Maintenance Request Form (MRF) on the website (www.woodridgeassn.com) of all building repairs that are the responsibility of the association. No owner shall make exterior repairs without the written permission of the Board of Directors.
2. The Board of Directors will not authorize payment for repairs unless they have approved the repair in writing.

B. INTERIOR AND PRIVATE AREA MAINTENANCE AND REPAIR

1. Each unit owner shall maintain, repair, and replace at his sole cost and expense all portions of his unit which may become in need. Changes to existing building design are not allowed without documented board approval through an Architectural Change Request, included but not limited to doors and windows. No change can be made to window and doors size or color (front entry doors can be painted).
2. Each unit owner shall keep front, side and rear decks/balconies clean from debris.
3. Each unit owner shall be responsible for all damage to any and all other units and/or common areas and facilities that his failure to maintain, repair and replace may engender.
4. Each unit owner shall maintain, repair and replace windows, doors and private decking. Replacement windows and doors cannot change from the existing design without prior approval by the Board of Directors after an Architectural Change Request Form has been submitted by the owner. The form is found on our website (www.woodridgeassn.com). Include detailed drawing with dimensions, materials and estimated time of completion.
5. Smoke Detectors: Smoke detectors are required in each unit and should be located inside and outside of sleeping areas and in the kitchen. It is also suggested for upper units place one just inside the attic due to lighting strikes around the lake and the golf course. Ensure they are inspected annually.
6. Fireplace: Wood burning fireplaces and chimneys will be inspected by an approved Woodridge vendor. Woodridge will pay for the inspection only. If during the inspection a chimney must be cleaned, the cleaning fee will be billed to the homeowner. You will be notified when the cleaning will occur and a method of entry into your unit must be obtained.
7. You, the owner, have a responsibility to furnish Woodridge Property Management with a method of entry (also when a new lock/code is installed). If an emergency arises that requires entry and they are unable to, the homeowner will be responsible for damage to their unit but also damages to association property harmed because of delayed entry.

VI. LANDSCAPING

1. The addition or removal of shrubs or trees must be approved by the board.
2. Residents are permitted to plant flowers and other decoration vegetation in areas where existing mulch beds border the home or patio. Vegetable gardens are not permitted in these mulch beds.
3. Potted plants are permitted and encouraged; however, permanent soil filled area on patios or deck for the purpose of growing vegetables is prohibited.
4. Ivy or other such invasive ground cover is prohibited.
5. Application of fertilizer or chemicals to grounds by homeowners is prohibited.
6. Lawn decorations, such as statues, stonework, or other ornamentation must be agreed upon by unit neighbors. The board has the right to request removal.

VII. WINTERIZATION PROCEDURES FOR WATER/PLUMBING

Before you leave your unit for any extended period, please take the actions below in the order listed. Owners must ensure that a temperature of at least 60 degrees Fahrenheit be maintained in their unit throughout the cold season to prevent freezing of pipes. (Remember, when you leave, turn the thermostat to 'heat' and the temperature to 60F). Homeowners will be responsible for any damage due to water lines freezing.

- a. Turn off your electric water heater at the electric panel.
- b. Turn off the water at the main valve in your condo.
- c. Flush the toilets.
- d. Set your thermostat to 'Heat' and set it at no less than 60 degrees Fahrenheit.
- e. Open all under-sink cabinet doors, and doors to the laundry room and baths.
- f. Close all exterior windows.
- g. Close the fireplace damper.
- h. Optional: consider turning off your ice maker to avoid wear and tear.

VIII. WINTER PROCEDURE FOR DECORATIONS AND SNOW REMOVAL

1. Fall holiday lights and decorations will be allowed if they are not hung in excess. Lights cannot be attached to the exterior of the building but can be placed in trees and bushes. All decorations should be removed by the first Saturday of January. If these guidelines are not followed the decorations will be immediately removed at the owner's expense.
2. The approved board of directors' snow removal contractor will plow Woodridge roads, parking lots and fire lanes.
3. Snow removal will not occur until two (2) inches of snow has accumulated. At that time the following factors will be considered concerning the removal; time of day, how much additional snow is expected, how hard the wind is for drifting and the contractor's schedule.
4. Sand buckets and snow shovels will be placed at each entry way.
5. The snow removal contractor will not come back once any cars have left the parking lots and are only expected to remove snow and not ice. They will treat dangerous areas.
6. **Salt will damage concrete, asphalt, wood and vegetation.**

IX. COLLECTION POLICY AND DELINQUENT FEES – Effective 12/16/2013

1. As a homeowner, you are obligated to pay an “annual association assessment” which represents your share of the association’s common expenses.
2. The bylaws provide the ability that assessments can be paid within monthly, quarterly, semi-annually or annually. At this present time the Board of Directors has the fee to be paid on the first day of the quarter (January 1, April 1, July 1 and October 1).
3. Quarterly billing will be emailed to owners through AppFolio.
4. The by-laws of the Woodridge Association of Owners empower the Board of Directors to take whatever legal action is necessary to collect these past due fees and recover all other expenses incurred, including legal fees. **Note:** legal action may result in acceleration of fees, garnishment of wages, and a lien upon the property and foreclosure.
5. Delinquency is any unpaid quarterly payment after the first day of January, April, July and October.
6. **If the total account balance is not paid in full by the 15th of the month billed, a \$50.00 late fee will be assessed for the current month and each month thereafter until the total account balance is paid in full. Any unpaid balance is subject to an interest rate of 18% ARP. Please allow 7-10 days for mail delivery.**
7. If quarterly billing (including fines and late fees) is not paid in full by the first day of the following quarter, a letter of final notice will be sent indicating that final payment is to be made in full within 10 days of the final notice date.
8. If the account balance is not paid in full according to the final letter, the account will be forwarded to the Woodridge Association of Owners, Inc. Attorney for collections.
9. Use of all recreational facilities of Woodridge Homeowner’s Association will be denied to a unit owner who is delinquent in any payment due the association until the delinquency is cleared. Fobs will be re-activated within 5 business days after the Board has been notified by the Management Company that the owner’s delinquent account has been satisfied.

X. ENFORCEMENT OF REGULATIONS

Enforcement of the regulations is one of the most delicate problems which the community must handle. However, in the interest of the community, enforcement becomes a matter of necessity. Therefore, unless otherwise noted above, violations of the rules and regulations will be treated as follows:

1. Owners will be issued a notice of the violation and be given the opportunity to correct the situation. In the case of a vehicle or item in which the ownership cannot be determined, the particular item will be marked. Owners who rent their property bear the same responsibility as those ‘in residence’ owners.
2. Should the violation continue or be repeated, a second notice will be issued. Such notice will carry with it a hundred dollar (\$100) special assessment, and access to the recreational area of Woodridge will be denied until the violation has been resolved. Fobs will be reactivated within 5 business days after the Board has been notified by the Management Company that the owner has resolved the violation.
3. A third such notice will carry with it a two hundred dollar (\$200) special assessment.
4. Any and all successive notices will carry with it a five hundred dollar (\$500) special assessment and the Association attorney will be notified, and legal action shall be taken if required.
5. Special assessments levied by the Association for violation(s) of established rules and regulations shall be a charge on the land and shall be a continuing lien against the property against which each assessment is made.

6. The cost of repairing damage to the grounds or other units caused by vehicles, bicycles, pets, children, guests, or any other means is the sole responsibility of the owner and will be subjected to the same rules of enforcement as would any other problem.



WOODRIDGE ASSOCIATION OF OWNERS, INC.
P.O. Box 623
Ellettsville, IN 47429

ARCHITECTURAL CHANGE REQUEST FORM

Date of Request:	
Unit Number:	
Unit Address:	
Owners Name:	
Home Phone Number:	
Cell Phone:	
Email Address:	
Description of Project:	
Specifications:	
Vendor Hired for Project:	
Vendor Certificate of Insurance?	
Please provide pictures or technical drawing of desired change.	