

Dear Homeowners,

The purpose of our Regulations is to protect your property values and ensure a uniform and pleasing aesthetic here at Highland Colony. Please familiarize yourselves with them as well as our Association's Bylaws, which can be found at our website. You are responsible for knowing their content.

HOME APPEARANCE

Exteriors –

Any changes to the exterior of a building (such as paint color, sheds, fencing) should be first cleared by the Board of Directors (BOD). There is a Modification Form for this purpose on our website. Once completed, send the form to any Board member for review.

Although we contract to have our lawns mowed, we do not have employees to care for the area immediately surrounding your unit. This means residents are responsible for:

1. supplying and distributing mulch planting, trimming and tending shrubs
2. keeping porches and outdoor area clean
3. trimming foundation plantings far enough away from the buildings to allow for good air flow. This prevents mold on our clapboards.
4. being mindful not to plant in areas that will interfere with mowing and snow removal or on the leach fields
5. keeping outdoor propane tanks, barbecues, etc. as inconspicuously as possible
6. storing RVs, motorcycles, snowmobiles, bikes and similarly sized articles in either the owner's garage, the Clubhouse or a designated area at the Brush/Storage Area (see Common Area)
7. We do not permit signs.

If you discover any damage on the exterior of your unit, such as rot, complete a Maintenance Concern form, found on our website. Send the form to our Management Group (correct address and email is written at the bottom of the form).

PETS

Dogs should always be within sight of their owner and, if in the fields, should respond to their owner's command and come immediately. If dogs are not trained to come or when there are other people nearby, they need to be leashed. Clean up after your animals, no matter where they poop.

GARBAGE

Highland Colony contracts for refuse collection. We live amid forests, where many animals reside who have an interest in your garbage. Therefore, garbage needs to be in plastic bags and placed outside at the end of your driveway on the morning designated for pick-up. Put garbage in a sturdy container, as critter-proof as possible, because you'll be stuck cleaning up the mess if you don't! If you'll be away on the day of collection, you can put your garbage in the container beside the Clubhouse. Our contract includes recycling; boxes must be broken down.

Special arrangements can be made with the Property Manager to collect large items such as Christmas trees, old appliances, furniture. There will be a charge for this service.

SNOW REMOVAL

When it snows, your walk will be shoveled and driveway plowed. To accomplish this, if you don't have a garage, obviously you'll need to move your car. Please refer to the special parking and snow removal guidelines distributed to all the unit owners on your street. Follow these directions, for the plow will not return to clear any areas where parked cars have impeded plowing.

SEPTIC

The Association provides for the pumping of septic systems on a rotating basis. This amounts to each unit being cleaned every 3 years. If you aren't familiar with septic systems, they work as long as you don't flush ANYTHING other than your bodily waste and toilet paper. Repeat – ANYTHING! In the kitchen, coffee grounds, grease, paint and excessive use of a garbage disposal can cause trouble as well.

WATER USAGE

The water at Highland Colony is supplied via wells. Water is tested each year and homeowners are sent the results. There has almost always been an adequate supply, although recently we had an extremely dry summer; if this were to occur again, the BOD has the authority to require that you temper your use.

If you will be away from your unit for a long time, turn off the main valve to your water supply, unless you heat via circulating hot water. This will spare you the unpleasant surprise of a flood in your unit upon your return. Yes, it's happened.

HEAT

Each unit has its own thermostat. We get sub-zero nights here; to prevent freezing pipes, put your thermostat at 55 degrees if you will be away for an extended time.

COMMON AREA

Swimming Pool – The pool is intended for residents and their guests. If guests are local, residents are expected to accompany them. Rules for the swimming pool are posted at its gate and should be read before entering the pool area. Pool goers should park in the communal parking lot just beyond the tennis court.

Tennis Court – When on the court, footwear designed for tennis (rubber-soled) is required whether you're playing tennis or shooting hoops. It's very expensive to resurface a court!

Clubhouse - The Clubhouse basement may be used for storage of large items such as kayaks as well as smaller tools and household items that will be unaffected by humidity and temperature changes. Bikes can be stored on the main floor level. The major room in the Clubhouse can be used by owners for parties and other gatherings. Let the Management Company know your plans so there's no conflict for its use.

Parking – Only registered passenger cars and trucks owned by members may be parked in the Common parking areas for extended periods.

Fields – The Association has a community garden in the level field near the pool. Other planting in the Common area needs the approval of the Board.

Snowmobiles, ATVs and similar recreational vehicles are not allowed to be used on our property.

Brush/Storage Area - is meant for trimmings and debris from yardwork. Christmas trees and the plants that have failed you can also be put there. One part of this area is meant for oversized vehicles such as snowmobiles, boats, etc.

RENTALS

A unit may be leased by its owner without the approval of the BOD. If you are considering renting, you are required to:

- Abide by the By-Laws concerning rentals
- Use a standard lease supplied by the Association
- Communicate our Bylaws and Regulations to the leasee
- Occupancy under lease shall only be by the tenant and her/his family and guests (no more than 2 unrelated people).
- Units must be leased for at least 3 months.

INSURANCE

The Association maintains insurance for the property, but this does not include insurance of your personal property, the interior of your unit, or damage to or injury in the Common Areas due to an owner or a renter's behavior or negligence. We advise owners to carry individual insurance against such misfortune.

By-Law Article 7-100 permits reasonable access to a resident's property. We advise owners to provide a key to (ideally) the Property Manager or to a neighbor. If you choose a neighbor, the Property Manager must know this. In the event of an emergency, the appropriate person can then enter your unit if you are unavailable.

ENFORCEMENT

Our 5-person Board of Directors, elected by Association members, oversees our property. The Board is the final arbiter of issues that arise when homeowners ignore Association By-laws and Regulations. We on the Board believe Highland Colony is a unique condo association because of its proximity to acres of fields, woods and rolling hills. This little gem of a community is your community. Please help keep our grounds and our scattering of buildings tidy and in harmony with the beautiful outdoors surrounding us.