

HIGHLAND GLEN OWNERS ASSOCIATION, INC.

RULES AND REGULATIONS

The Board of Directors publishes the rules and regulations set forth below for information and guidance of all residents.

Your cooperation in observing the rules listed below will ensure that our community continues to be a pleasant and attractive place to live. **OWNERS MUST INSTRUCT THEIR GUESTS AND TENANTS TO OBEY ALL RULES AND REGULATIONS OF THE HIGHLAND GLEN OWNERS' ASSOCIATION.**

Owners that rent or lease their home are responsible for the conduct of their tenants. Any infraction of the rules shall be directed to the owner of the unit. **TENANTS MUST BE FURNISHED A COPY OF THE RULES AND REGULATIONS.**

Non-payment of Association fees will result in the homeowner's amenity accessibility devices being disabled including, but not limited to, gate and amenity center access remotes. Additionally, use of the clubhouse by the homeowner will be suspended. This does not relinquish or otherwise relieve a homeowner from the financial obligations as set forth in the governing documents. Homeowners will be subject to all fees, terms and conditions as set forth in the Recorded Declaration, Articles of Incorporation, Bylaws and the rules and regulations.

No resident shall make any alteration, decoration, repair, replacement, change of paint, glass panes, or any other part of their home including their mailbox, common elements or any other component of their lot without prior written approval from the Architectural Review Board (ARB). The board will consider written requests specifying the color and material specifications including landscape plans for significant changes.

Rule Changes – The Board of Directors reserves the right to change, revoke, revise, or add to the existing Rules and Regulations.

SECTION 1: GENERAL

1. All owners/residents must complete and return to the Association Owner/ Resident Information Sheet. If any information changes, it is the owner/residents responsibility to notify the Association.
2. The operation of golf carts, ATV's and similar vehicles is strictly prohibited on all streets, roadways, conservation easements, common areas and sidewalks.
3. No articles shall be placed upon the common elements of community property.
4. The common elements of the community property shall not be obstructed in any manner and shall be kept free and clear of rubbish, debris, and other unsightly or unsanitary material.
5. No articles shall be hung or shaken from any lot or balcony onto the common elements of the community property. Clothes lines are not allowed.
6. No article shall be attached to, installed, or affixed to the exterior of a residence home, exterior doors, or roof of a resident's home or upon the other common elements of the community property unless approved by the Architectural Review Board and approved paperwork is on file.
7. Employees of the Association shall not be sent off the community property by any resident at any time for any purpose, nor shall any resident direct, supervise, or in any manner attempt to assert any control over the employees of the Association.
8. Resident's concerns regarding the maintenance and operation of the community shall be made in writing to the Board of Directors of the Association and supplied to the Property Manager to present at the next Board of Directors Meeting.
9. Children of guests shall at all times be supervised by an adult.

10. Those residents who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney's fee, in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles, and substances from the property, which were placed thereon in violation of these rules.
11. Each resident requesting to speak or comment on any specific item listed in the agenda for any meeting of the Association shall submit, in writing through the Property Manager, to the Board of Directors, at least twenty-four (24) hours prior to the opening of the meeting, the statement or comment he/she desires to make at the meeting. The speaker will be allowed a maximum of three (3) minutes for his/her comments.
12. Excessive noise and/or nuisance by owners, residents, their guests and workers are prohibited.
13. All residents are requested to control loudness of group gatherings, TV, radios, and/or stereos, especially during evening and night hours when windows are open, as sound carries. Wind chimes are not permitted outside the homes.
14. Feeding of alligators, snakes, squirrels, ducks or other wild animals is not permitted.
15. Skateboards are not permitted on roadway or sidewalks. Walkways are strictly for foot traffic.
16. NO FOR SALE, FOR RENT, OR FOR LEASE signs or any other sign shall be posted on the premises of any lot without the approval of the Board of Directors. During any election season residents are allowed to place one political sign in the front yard 2 weeks prior and 1 week after an election. Signs must be placed in the front yard between the house and the sidewalk. Signs are limited to 24 inches x 30 inches and must not be derogatory in nature. For houses without sidewalks signs must be 10 feet from the street.
17. Any request for Homeowner Association records must be in writing, with the agreement that the requestor will pay \$.50 per page, plus postage.
18. Eligibility for service on the Board of Directors is restricted to members of the Association only (except for developer representatives during the period when the Developer is in control of the Association).
19. The Fitness Center is open from 5 a.m. to 10 p.m.
20. Vehicular traffic shall obey all posted traffic signs while operating in Highland Glen. No traffic shall enter through the exit gate or leave through the entry gate.
21. The Association will sponsor two (2) community garage sales each year.
22. Individual garage sales, estate sales or other such events are prohibited
23. One (1) access code is assigned to each residence for entry to the community. Posting or publishing any access code is STRICTLY PROHIBITED.
24. The retention ponds are for storm water management only. No swimming, fishing, boating, kayaking, or floating in the ponds.

SECTION 2: POSTING OF MEETING DATES

All meeting notices will be placed in a common location.

SECTION 3: POOL RULES AND REGULATIONS

1. Every resident must know the pool rules and instruct their guests or renters accordingly. Safety is the first consideration.
2. The pool is open from dawn to dusk. No one is allowed in the pool or on the pool deck after dusk, unless the Board of Directors has authorized an association sponsored event.
3. Radios/ Electronics around the pool are forbidden, except when earphones are used.
4. Everyone must shower before entering pool. Suntan lotions and oils must be removed before entering the pool.
5. Children not toilet-trained must wear a swim diaper. No disposable diapers are to be worn in the pool. All persons wearing diapers must wear a protective covering to not allow spillage into the pool.
6. Conventional swimsuits must be worn in the pool. (NO CUT-OFF JEANS)
7. Glass containers are not allowed in pool area.
8. If chairs or lounges are moved, they must be put back before leaving the pool area.

9. No pets (except service animals) are allowed in the pool or on the pool deck.
10. No running or horse play.
11. No smoking or alcohol is allowed in the pool or on the pool deck.
12. Children under the age of 14 must be accompanied by an adult at all times.

SECTION 4: PARKING

1. Residents should advise their guests and tenants of the parking rules and regulations.
2. Garages are used for parking and not exclusively for storage and/or home gyms.
3. **NO OVERNIGHT PARKING OF THE FOLLOWING:** Trailers, commercial vehicles, motor homes or any vehicles which bear any markings visible from outside or any vehicle which carries commercial equipment, tools, ladders, paint cans, or supplies within the bed, with camper provisions for external hook-up and/or other living accommodations, any vehicle that extends beyond the boundaries of a parking space or overhangs the curb. Pick-up trucks that are used as personal transportation shall be permitted. Under no circumstances may a van or other vehicle be lived in overnight.
4. No vehicle which cannot operate on its own power or is wrecked shall remain on the community property/ homeowner's driveway for more than forty-eight (48) hours.
5. Also prohibited are: boats, water equipment, sails, canoes or rafts stored on or attached to parked cars unless parked in a garage, and vehicles with raised or lowered suspension that emit excessive noise, fluids or smoke. No non-operational, unlicensed vehicles or those with expired license may be parked for repair or restoration.
6. Vehicles in violation will be towed at the owner's expense.
7. All garage doors must be closed when not in use.
8. No parking is allowed on vacant lots.
9. Street parking
 - a. Street parking is allowed for up to 6 hours in front of other properties only if no parking is available in homeowner's driveway or in front of homeowner's property. It is preferred that each resident and their guests park only in front of their own residence.
 - b. No street parking is allowed from 12 a.m.-6 a.m.
 - c. Only parallel parking is allowed when parking on the street.
 - d. No parking in front of any home for sale.
10. Parking Violation Enforcement
 - a. At first violation, vehicle will be tagged and documented. Vehicle owner will be given 24 hours to comply.
 - b. Vehicle will be towed at owner's expense if still in violation after the 24 hours or if the parking violation occurs again.
 - c. Overnight parking at the Amenities Center is NOT allowed. Vehicles will be towed without notice after the fitness center is closed.
 - d. Parking Permits may be obtained through the property manager and must be placed on the left corner of the dashboard. Parking permits will spell out the dates exempt and a copy will be forwarded to the Covenant Enforcement Committee.
 - e. Exceptions can be made to these rules under special circumstance as determined and granted by the Board of Directors.

SECTION 5: TRASH/RECYCLE

1. All garbage and refuse should be contained in tightly tied plastic bags.
2. All boxes and cartons should be flattened by cutting the corners and folding, or thoroughly crushing to reduce bulk and should be placed in the recycle container.
3. Refuse and garbage shall be deposited in the trash container.
4. Please place garbage and recycle containers at the end of driveways no earlier than 6 p.m. the night before pick-up and remove containers from driveway no later than 6 p.m. the day of pick-up.

5. **Garbage and recycle containers must be stored in a concealed area or out of sight from the street and other lots.**
6. **Bulk items will be picked up on recycle days only. Place bulk items next to recycle container.**

SECTION 6: PETS

1. **Owners MUST ensure their pets do not interfere with other residents' enjoyment of the property.**
2. **Pets shall not be permitted to damage any areas of the property.**
3. **Owners must clean up after their pets, remove the waste from lots and common areas and dispose of properly every time without exception.**
4. **The owner will obey any and all use and health regulations concerning pets on the Property.**
5. **No pets (except service animals) shall be allowed in the pool or on the pool deck.**
6. **Whenever pets are off the resident's property, they must be on a secure leash. No pets shall be allowed to run free at anytime. Pets must be properly contained while outside on the resident's property, either by above ground fencing approved by the ARB, invisible fencing, or tied up.**
7. **No pets shall be permitted to behave in any fashion that could reasonably disturb the enjoyment of the property by other owners and their guests. Aggressiveness, biting or any behavior causing injury to any person shall be grounds for immediate removal of the pet from the property without the notice requirements below.**

THESE RULES AND REGULATIONS WILL BE STRICTLY ENFORCED.

In the case of any inconsistencies between the terms of the Declaration of Covenants, Conditions, Restrictions and Easements for Highland Glen and these rules and regulations, the terms of the more restrictive provisions shall control, unless such terms of these rules and regulations are prohibited by the Declaration of the Homeowners' Association and, in that event, the terms of the Declaration of the Homeowners' Association shall control.

Please contact the property manager with any question you may have.