

# **Rules and Regulations Applewood Park Villas**

Welcome to the Applewood Park Villa Condominium Neighborhood. Our reasons for locating here are varied as our numbers; however, we believe our objectives are the same to live in an attractive, safe, friendly and well-maintained neighborhood. In order to meet these objectives, we need to establish Rules and Regulations that will govern our activities, actions, financial health, and appearance in the entire neighborhood including the limited common areas and common areas owned by the Association.

These published Rules and Regulations are intended to supplement the existing Declaration and By-Laws of record. Some of the listed Rules and Regulations are duplications, and/or expansions of what is in the Declaration and By-Laws, however, none are in conflict.

We need to recognize that at times our individual actions or desires may be in conflict with the Rules and Regulations herein, however, this is a condensed living area wherein each Unit owner's activities can adversely affect others. Our adherence to these Rules and Regulations is necessary if we are to realize our objectives.

## **Obligations of the Unit Owners**

1. A Special Assessment of \$1,000.00 will be levied on new Unit owners upon sale and deed transfer of an existing Unit, and shall be deposited into the Capital Fund for future Capital expenditures.
2. It is the owner's responsibility to maintain, upgrade, repair and decorate the inside of their respective Units. This responsibility includes, but is not limited to:
  - a. Floors, carpet, tile, wood and linoleum
  - b. Fireplaces, fireplace mantels, water heaters, furnaces and air conditioning equipment
  - c. Interior walls, all interior electrical and plumbing fixtures and enclosures, tubs, sinks and commodes
  - d. Interior utility installations, (windows and window screens [amended October 2024]), storm doors and the automatic garage door operating mechanism

(Please note interior walls may not be removed or altered until the Unit is inspected by a certified building inspector and approved by the Board of Directors)
3. Each resident is responsible for their guest(s) and their actions.
4. All residents must use the trash containers as provided by the City Sanitation Department. All trash and refuse must be placed in trash bags before being placed into the trash containers. Trash containers must be placed at least 18" apart on the outside curb. The use of the blue recycling containers is optional, but encouraged. Free recycling containers may be obtained by calling (765) 747-4742. All trash containers must be removed from the curb side and placed in the garage at the end of the trash pick-up day. Trash is picked-up early Friday morning. Trash containers must be kept clean and free of offensive odors.

Updated 6/2025

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5. Effective January 1, 2003, one small domestic pet, excluding farm or exotic animals, of less than 35 pounds is permitted per Unit. Pets must be leashed at all times when outside of the Unit, but not tethered to any object on the common grounds. No outside pens or doghouses are allowed. Excessive barking must be controlled by the owner so as not to disturb others in the neighborhood. The owner will be responsible for the immediate removal and disposal of pet waste occurring on the common or limited common areas.
6. Mini-Satellite dishes are allowed with prior Board approval and in accordance with the established APV policy. They cannot be mounted to the roof, chimney or building walls. They are restricted to the patio area, below the fence line so they are not visible. This restriction may make them ineffective in some areas. The wiring must be underground, then run up the wall to the attic at an inside corner to minimize the visibility of the wire.
7. The maximum speed limit with this development is 15 mph at all times.
8. The use of "For Sale" signs are restricted. The Unit Owner may place one "For Sale" sign in the window while the unit is on the real estate market. If no window is visible to the main drive, you may seek permission from the board to place a sign outside. Also, up to three additional signs shall be permitted between 8 A.M. Friday and 5 P.M. Sunday. One of the three signs are permitted in the grassy area at the entrance, one at the driveway intersection, and one at the patio area.
9. No fireworks are allowed in Applewood Park Villas at any time.

### **Parking**

Parking rules and restrictions are necessary due to the limited surfaced parking areas available within this development. Safety, security and courtesy must prevail in establishing these rules and regulations.

1. No parking will be allowed on the street at any time.
2. Parking is not allowed on any non-surfaced area.
3. Parking at the Clubhouse for a short duration of time for people attending functions at the Clubhouse, and using the pool area is allowed, and is restricted to the number of spaces provided. Overnight parking at the Clubhouse is allowed only with prior approval from the Board of Directors. Parking at the Clubhouse during the holidays must be approved by the Board due to heavy Clubhouse use.
4. Overnight parking for residents and guests is allowed in the limited common area in front of each Unit's garage door. No extended or overnight parking in the common area of the driveways is allowed without prior approval of the affected neighbors.

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5. When snow is predicted (2 inches or more), no parking will be allowed on all surfaced areas (driveways, garage door aprons, Clubhouse or the street). This is to ensure that the snow plows have full access to the paved areas for all the residents to clean and push the snow through the ends of each drive, and out of the way. Failure to remove vehicle(s) or other items on a timely basis to allow the snow to be removed will result in the Unit owner at fault being fined for the extra costs involved in removing the snow.
6. Parking permits are to be displayed in the windows of vehicles parked at the clubhouse if not for an event or pool use. Permits are available on the front of the slot box in the clubhouse.

### **Insurance – Unit Owner**

1. It is the responsibility of the Unit Owners to purchase and maintain appropriate insurance coverage for their own personal property.
2. Each Unit Owner will be required to purchase and maintain not less than \$1,000,000 of public liability insurance. (Increase to 1 mil passed by vote on 9.8.2022. Everyone is to have this in place by 12.31.2023) Proof of such coverage must be forwarded to the Applewood office to be maintained on file at all times.
3. There will be a \$25.00 fee for any proof of insurance not provided within 30 days of purchase or date of expiration. An additional \$25.00 fee will be assessed for each 30-day period proof of insurance is not received.
4. Each Unit Owner will be responsible to pay for all damages up to the Association's deductible amount if it is determined that the loss or damages was caused by negligence of the Unit Owner, family member or guest.
5. The Association needs to be listed as an additional or 3<sup>rd</sup> party by the insurance carrier of each Unit owner. Current copies of all policies will be maintained by the Association. This is to provide proof of liability.

### **Insurance – Association**

1. The Association will purchase and maintain insurance coverage according to the Indiana Horizontal Property Laws that provides for the full replacement value of the buildings, common areas and facilities (e.g., basic building and units with no upgrades)
2. All Unit Owners will be notified by the Association of the insurance coverage that is in effect, the Association deductible amounts and any changes that may affect the Unit Owners.

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### General

1. No public sales, garage sales, auctions or rummage sales will be allowed whether or not such sales are sponsored by a Unit owner or a group of Unit owners.
2. Offensive Activities – No inappropriate or offensive activity shall be allowed on any common grounds, limited common area or within any Unit that may cause damage, endanger the health or unreasonably disturb the residents and guests.
3. Clubhouse – The Clubhouse is for the exclusive use of the Unit Owners and their guests. Rental to any outside organizations and/or individual(s) is prohibited. Unit Owner(s) must sponsor any event held in the Clubhouse, be responsible for the deposit as established by the Board of Directors, make the appropriate reservation, and attend the scheduled function. Reservations must be made for specific date(s) and times. The Unit Owner is responsible to clean the Clubhouse immediately after the scheduled event, or will be charged a \$120 clean-up fee by the Association. All fees associated with the Clubhouse use will be established by the Board of Directors.
4. Swimming Pool – The swimming pool is for the exclusive use of the Unit Owners, family and their guests. Exclusive use of the pool area is not permitted at any time. Unit Owners or their family member must accompany their guests. No children under age 16 will be allowed in the pool or pool area without a responsible adult. The Rules governing the pool and its use will be posted at the pool and may be changed from time to time depending on need.
5. Fire bowls or fire pits that burn wood or fire logs are not permitted.
6. Effective January 1, 2003, storm doors must be approved by the Association. In order to maintain the architectural integrity, storm doors must be plain white framed with full glass.
7. Effective September 13, 2013, no one is allowed to lease their Unit if it was purchased after September 12, 2013.
8. Monthly Association fees are due each month and may be placed in the clubhouse slot box inside the clubhouse lobby, mailed to 2201 N Tillotson Ave., Muncie, IN 47304 or paid through Zelle to [send2applewoodpv@gmail.com](mailto:send2applewoodpv@gmail.com). Applewood Park Villas Association homeowner's dues are due before the 10th day of each month. Any dues not paid by the 10th day of the following month in which they were due will incur a late fee of \$25 for each month they are past due.  
(This policy was adopted at the March 24, 2021 board meeting and will take effect June 1, 2021.)
9. The red unit notebook contains the Applewood declaration, bylaw changes and policies. This stays with the unit and is passed on to the new owner. **Replacement cost is \$30.** These documents are also available on our website at <https://applewoodcondos.com>

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10. Additional policies for satellite dishes and window air conditioners are included in the red notebook.

### **Landscaping/Architecture**

1. The Association provides for basic landscaping abutting the Units between the Unit and the sidewalk, along the exterior walls of the patios and the exterior walls of the Units. Additional-annual plantings are permitted in these areas, and are the sole responsibility of the Unit Owners to maintain. Plantings, potted plants, and decorations within the confines of the fenced in patios are the sole responsibility of the Unit Owners. Unit Owners are encouraged to water and weed their lawns and planted areas whenever possible to keep these areas attractive. Unit Owners may from time to time be requested to remove unsightly weeds or growths within the confines of their patio. If not corrected, the Unit Owner may be assessed the cost to have the work done.
2. Expanding the landscaping, planting of trees or shrubs, or otherwise altering the appearance of the common or limited common areas requires prior approval from the Board of Directors, and shall be maintained by the Unit Owner. Upon the sale of any Unit with expanded landscaped areas, these areas must be returned to their original condition, or the new Unit Owners must agree to maintain the areas, and provide written proof of this consent.
3. Nothing shall be attached to any exterior wall of any building, patio, roof without prior written approval from the Board of Directors. All exterior painting will be provided by the Association, or if approved may be done by Unit Owners with the paint being supplied by the Association.

The guidelines established in the Declaration, By-Laws, and these Rules and Regulations are intended to benefit all residents, and the preservation of the Association property. If these guidelines are violated by Unit Owners, family member, or guests, and are not corrected after notification by the Board of Directors, a minimum fine of \$25.00 per day may be assessed to the Unit Owner in violation.