

**Druid Hill Townhomes Association
Consolidated Rules and Regulations**

Amended July 28, 2024

This document includes the Rules and Regulations as of April 16, 2024, plus policies on maintenance and changes to the exterior of units and adjacent landscaping.

General

1. Association's Insurance
 - i. Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance for the Property without the written consent of the Board.
 - ii. No Unit Owner shall permit anything to be done or kept in his/her Unit or in any Common Element which will result in the cancellation of insurance on any Unit or any part of the Common Elements, or which will be in violation of the law.
 - iii. Restricted items include but are not limited to: flammable or combustible material or liquids, materials identified with a hazardous label, or compressed gas. Grill propane tanks may be stored in the garage.
 - iv. Unit Owners are responsible for any damage to buildings, equipment or any of the Common Elements caused by the Unit Owner(s) or their guest(s). Such damage is not covered by the Association's insurance
2. Signs
 - i. No sign, flag (except the American flag) or display of any kind shall be displayed to the public view on or from any Unit or the Common Elements without prior written approval from the Board. Temporary signs displayed for "Game" days are allowed but must be removed within 1 day of the event.
 - ii. One "For Sale" sign may be posted in the yard of the Unit but not anyway else on the Association's property, which includes property by the roadside at the Fleur and Druid Hill gates. One "Open House" sign may be posted on the day of an open house at the unit and one at each of the Fleur and Druid Hill gates, but they must be removed on the same day. The "For Sale" sign must be removed as soon as a sale closes.
 - iii. It is the Unit Owner's responsibility to see that their realtor observes these rules.
3. Offensive Activities. No noxious or offensive activity shall be carried on in any Unit or on the Common Elements nor anything be done therein which may be or become an annoyance to the other Unit Owners
4. Changes to Units and Common Elements
 - i. Nothing shall be altered or constructed, planted in or on, or removed from, the Common Elements, except upon prior written consent of the Board. Online forms to apply for permission to change the external appearance of a Unit or to change its adjacent landscaping are available from the Property Manager on request. Paper forms are attached as Exhibits 1 and 2 below.
 - ii. No structure of a temporary nature, trailer, tent, shack, garage, barn or other outbuildings shall be permitted. However, a temporary structure(s) may be erected in connection with the construction, repair, rebuilding or improvement of the Buildings, for the duration of such work, but must be removed completely on its completion.

5. Maintenance of Units

The Druid Hill Homeowners' Association is responsible for the following elements:

- i. Roofs, gutters, downspouts, and exterior building surfaces (whether brick, EFIS, or siding) of units including painting;
- ii. Driveways, sidewalks and steps leading to front entrances but not including stoops;
- iii. Private streets (including outside parking areas) and street lights;
- iv. Gates, gatehouse and adjacent fountain, wetland adjacent to Druid Hill Drive date;
- v. Trees, shrubs and landscaping (including rock walls), and improvements to landscaping adjacent to units when such improvements have been approved by the Association and paid for by the unit owner;
- vi. All installations for central services, including the irrigation system;
- vii. Deck structures at rear of units but excluding floor boards and railings, see Item xiii.

Individual unit owners are responsible for the following elements:

- viii. All interior items from the drywall inwards, including doors, windows, garage doors and openers, interior surfaces of garage;
 - ix. All wiring, including phone and cable wiring;
 - x. All pipes, sump pump, water and sewer lines, ducts serving only one unit whether inside or outside, door-bell;
 - xi. Water shut-off, water line from the main to the unit;
 - xii. Gas line to the unit (unless maintained by Mid-American Energy);
 - xiii. Floor boards and railings of rear deck structures (see Item vii);
 - xiv. Patio, exterior lights, storm doors, fireplace and chimney, dryer vent, outside water faucets & fixtures;
 - xv. Insulation whether in the walls or attic of the unit;
 - xvi. All appliances and any pest control issues within the unit.
 - xvii. Cleaning of concrete driveways and sidewalks leading to Units
6. Unit Owners are responsible for any damage to the buildings, equipment or any Common Element caused by the Owners or their Guests.
 7. Personal Property shall not be left unattended in any Common Element and is not covered by the Association's insurance.
 8. All trash containers must be stored in the garage of the Unit. They may be put out the night before collection and must be returned to the garage after collection
 9. There is no swimming, boating or fishing allowed in or on the wetland and creek; no pets are permitted there.

Parking

10. No RV'S, motor homes, trailers, boats, snowmobiles or commercial vehicles shall be parked in the driveways of the Units or in the Common Area parking without prior written approval by the Board.
12. Owner parking is limited to the garage of the Unit and the driveway. During snow events, the driveways and streets must be free of all vehicles for the contractor to remove the snow from the driveway. If a driveway is not clear, the snow will not be removed.
13. Motorcycles, motorbikes and motor scooters and other similar vehicles shall not be operated within the Property except for the purpose of transportation from a garage to a point outside the Property and from a point outside the Property to a garage.

14. Parking areas in Common Elements is limited to parking by short-term guests (8 days or less). Long-term guests should use the driveway or garage of the Unit Owner. Owners may use the guest parking for short period of time (less than 4hrs) should the need arise.
15. Vehicles in the Common Element parking must be operable and licensed. Any vehicle parked longer than 8 days shall be deemed abandoned and subject to towing
16. There is no parking allowed on the streets except for service vehicles and deliveries. Owners hosting events that will include multiple cars should contact the management for approval to use the street for parking. Management will promptly notify all Owners of the approved request.

Pets

17. Pets are permitted with the following restrictions:
 - i. The maximum number of pets allowed per household is four (4). There is no weight limit per dog or cat.
 - ii. All dogs must be on a leash when outside the Unit unless contained by a wireless fence. Approval for the installation of a wireless fence is required from the Board. Such electronic fence must be directly contiguous to the Owner's Unit and must create a boundary that does not encroach upon the Common Elements associated with any other Unit.
 - iii. All dog waste must be picked up and disposed of in a timely manner.
 - iv. Any Owner whose pet becomes a nuisance (aggressive behavior, barking, etc.) shall be given written notice to correct such behavior within three days of such notice. If the owner fails to do so the Association may take appropriate legal action. All reasonable legal fees and costs shall be paid by the owner.

18. Rentals

- i. Homeowners are allowed to rent their home. The leasing of the unit does not relieve the Owner of any responsibility to the Association. All leases should be for a period of one year or more. Shorter term leases are not allowed.
- ii. Owners are required to submit to the Board, prior to occupancy by the renter, a copy of the complete lease, a Lease Occupancy Certificate (from the city), vehicle identification(s) of the renter's car and their email address(es) and cell phone number(s).
- iii. The Owner is responsible for the actions of their renters. The Owner shall make renters aware of all the Association's policies, rules and regulations and shall ensure that the renters abide by them.

19. Snow Removal

- i. The Association assumes snow removal responsibility for stoops, sidewalks, driveways and the streets. There is no removal from patios or decks.
- ii. Snow removal begins when snow depths reach 2 or more inches. Snow removal crews cannot remove snow from portions of your driveway if a vehicle is parked there. Crews will not go near vehicles in the driveway.
- iii. Streets which have inclines are sanded when snow is forecast. The HOA does not regularly salt or sand driveways. Homeowners are encouraged to have ice melt on hand for sidewalks and driveways.

Seasonal Decorations

20. Exterior Holiday decorations may be erected.
- i. Winter Holiday decorations are permitted to be installed after November 1 with lights on after Thanksgiving Day. Lights should be turned off after New Year's Day and decorations should be removed as soon as possible but no later than 30 days after the holiday.
 - ii. For all other Holidays, Owners may install decorations no sooner than two weeks prior to the Holiday. Lights must be turned off the day after the Holiday and all decorations removed within one week after the Holiday.

21. Enforcement of these Rules and Regulations

- i. The Property Manager is responsible for enforcement.
- ii. On being notified of a potential violation, the Manager will contact the Owner concerned and determine whether the violation exists. If it does, he/she will discuss with the Owner how to abate it and give the Owner 14 days to do so.
- iii. If the violation continues, the Owner will be fined \$25 per month until abatement occurs. Fines will accrue to the Owner's account.
- iv. The Owner may appeal to the Board if so desired.

Exhibit 1 Request to modify external appearance of a unit

The Association Board has the responsibility to ensure that the physical appearance of our community, including the landscaping, remains attractive and consistent. The Board reviews any requests for modification and decides on whether to approve it.

1. **Date of request:** Click or tap to enter a date.
2. **Name of requester:** Click or tap here to enter text.
3. **Unit number:** Click or tap here to enter text.
4. **E-mail:** Click or tap here to enter text.
5. **Phone number:** Click or tap here to enter text.
6. **Description of planned work** (space will expand as you type):
Click or tap here to enter text.
7. **Please attach a diagram to this form**, showing the scale and appearance of the completed project.
8. **Name of contractor, if applicable:** Click or tap here to enter text.
9. **Likely start date:** Click or tap to enter a date.
10. **Likely end date:** Click or tap to enter a date.
11. **Other comments:** Click or tap here to enter text.

Please save the completed form as a Word file, attach it and the diagram to an email and send to the HOA President. If preferred, please print the blank form, complete it by hand, attach the requested diagram, and send to the HOA President.

The Board meets once a month, but when needed, a request can be dealt with more quickly via email.

The Association's vendors will perform subsequent maintenance as part of its normal operations.

Exhibit 2 Request to change landscaping immediately adjacent to a unit

The Association Board has the responsibility to ensure that the physical appearance of our community, including the landscaping, remains attractive and consistent. The Board has asked the Grounds Committee to review requests by homeowners to make landscaping changes. The Committee will then make a recommendation to the Board.

1. **Date of request:** Click or tap to enter a date.
2. **Name of requester:** Click or tap here to enter text.
3. **Unit number:** Click or tap here to enter text.
4. **E-mail:** Click or tap here to enter text.
5. **Phone number:** Click or tap here to enter text.
6. **Description of planned work** (space will expand as you type):
Click or tap here to enter text.
7. **Please attach a diagram to this form**, showing the scale and appearance of the completed project. If you are adding plant material, please list on the diagram.
8. **Name of contractor, if applicable:** Click or tap here to enter text.
9. **Likely start date:** Click or tap to enter a date.
10. **Likely end date:** Click or tap to enter a date.
11. **Other comments:** Click or tap here to enter text.

Please save the completed form as a Word file, attach it and the diagram to an email and send to the Chair of the Grounds Committee. If preferred, please print the blank form, complete by hand, attach the requested diagram, and send to the Grounds Committee Chair.

The Grounds Committee and the Board each meet once a month, but when needed, a request can be dealt with more quickly via email.

The Association's vendors will perform subsequent maintenance of landscaping as part of its normal operations.