

HIGHLAND OAKS GUIDELINES

These policies are offered as a means of acquainting you with the availability and use of your facilities. They also serve to establish certain minimum regulatory policies with the goal of achieving acceptable standards of living in order to maintain a pleasant environment. It is recommended that you keep these policies in a convenient place for ready reference.

The Highland Oaks Association operates primarily to provide owner comfort and service plus the protection and maintenance of our community. The success of the Association is contingent, to a large extent, the cooperation of everyone involved with Highland Oaks. Condominium living is *community* living, and an attractive, satisfying environment can result when it is based on mutual respect for individuals and property. With that in mind, please note the following:

GENERAL GUIDELINES

1. Posted Signs: See policies in the Declaration of Restrictions and Covenants. These should be adhered to at all times.
2. Parking:
 - a. Residents are requested to park only in authorized areas. Residents must go to management if parking for vehicles other than automobiles is needed.
 - b. Residents are responsible for ensuring that their guests park in appropriate places.
3. Control of Children: Owners are reminded that we live in a fairly small area and control of children is necessary to avoid disturbing others.
 - a. Walkways and grounds should be kept free of toys or anything obstructing the normal use or appearance of these areas.
 - b. Riding bicycles, skateboards, rollerblades, etc. on the sidewalks is prohibited.
4. Disturbances: Owners and occupants shall use extreme care at all times to avoid disturbances from loud parties, overly loud radios, stereos, televisions, musical instruments or other causes.
5. Grievance Guidelines: Any complaints from homeowners must be submitted in writing to the Board of Directors. This committee will process all bonafide complaints.
6. Guests: Full responsibility of all guests/tenants shall be upon the owners. Remember that you must accompany your guests when they are using the facilities at Highland Oaks.

CONVENIENCES AND SERVICES

1. Trash and Garbage: Trash is picked up on Mondays and Thursdays.
2. Home Association Dues: This is payable on the 15th of the month. Make check payable to: "Highland Oaks Association." Late payment will result in penalty.
4. Maintenance Requests: Please report any burned out bulbs in the entrance, carports and security lights along with other exterior maintenance requests to the Property Management Company or the Board of Directors.

EXTERIOR AREAS

All common ground and facilities should be regarded, used, and cared for as an extension of your own individual homes.

1. Bedded Areas: If an owner wished to plant flowers or flowering shrubs, ground cover, or any other extra plantings in the bedded area of their home, then that owner must accept maintenance of the entire bedded area. Written notification that such action is planned is required.
2. Appearance: Entrance porches, patios and other visible areas should be tidy at all times. Please refrain from using them to store any objects which detract from the aesthetics of our community.

PETS

In the interest of all concerned, it is requested that the following guidelines concerning pets be adhered to at all times.

1. Pets should not be allowed to disturb owners by prolonged barking or howling. Pet refuse must not be allowed to accumulate in the condominium areas.
2. Pets must be on a leash and accompanied by owner at all times. Pets should always be walked along perimeter of the property. ~~Refuse~~ ^{Remnants} deposited by an animal in the common area should be removed by the owner.
3. Pets are not allowed within the fenced pool area.

SWIMMING POOL - USE AND CONDUCT

The swimming pool is solely for the use of the owners and their guests/tenants. The use of the pool must be controlled to maintain liability insurance costs within reason and to ensure that the facilities are safe, fun areas. Keep the pool area clean and quiet, as you would wish it if it were your private property. Note: Abuse of the pool by either owner or guest can result in loss of the privilege to use the facility.

1. Hours: The pool is generally open 24 hours a day. A "Pool Closed" sign will indicate that the pool is closed for chemical treatment or repairs. The pool and pool area may not be reserved for private parties.
2. Guests: As stated above, guests are welcome to use the pool only when accompanied by a resident. Guest children under the age of 10 years must be accompanied by a resident over the age of 18 years old.
3. Small babies: Small babies (diaper age) are not to be taken into the pool at any times. Proper flotation devices are to be used at all times.
4. Personal Conduct:
 - a. The indulgence of splash horseplay, dunking of others, running and jumping, throwing towels, etc. at the pool area will not be tolerated.
 - b. If poor conduct is noted at the pool site, owners are urged to exercise their adult judgement and try to control it. If such attempt is ignored, please contact a member of the Board of Directors or Property Management.
5. Diving: No diving is allowed from chairs, tables or any other device. Diving is not recommended in any form.
6. Glass Containers: No glass containers of any kind are to be taken into the pool area.
7. Apparel: All bathers must wear swim apparel. No other type of clothing is permitted to be worn in the pool. For example, cut-offs shorts damage the pump and filter equipment.
8. Stereo: Volume should be kept at a level low enough that your neighbors are not disturbed.
9. Safety: Lifeguards are not employed at the pool at any time. All users of the pool are strongly advised not to swim alone. Use of the pool by children under 10 years of age is permitted only when they are accompanied by an adult over the age of 18. SWIM AT YOUR OWN RISK.
10. Area Neatness: the pool area is not monitored on a regular basis. Please remove any trash you bring into the area and deposit it in the trash can. Please keep the pool area clean.

SELLING YOUR HOME

1. Refer to Declarations of Restrictions and Covenants. All maintenance fees and assessments must be paid in full.
2. Please provide new owner with your copy of Policy Brochure and the Declaration of Restrictions and Covenants. The new owner is bound by these rules when the act of sale is passed and should be made aware of the rules under which they will live.

LEASING OF HIGHLAND OAKS HOMES

Should you have occasion to lease your home, there are several items which should be considered before you sign your lease.

1. The owner will continue to be responsible for adherence to the Declaration of Restrictions and Covenants and the policy of the Home Association.
2. It is suggested that you include in your lease a statement a copy of these rules and regulations along with a written agreement stating that your tenant fully understands and will abide by them. Owners are responsible for the actions of tenants, guests, hired help or contractors.