

RULES & REGULATIONS OF WILLOWBROOK HILL CONDOMINIUMS

1600 Woodland Dr.
Provo, UT 84604
801-373-8191
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Willowbrook Hill is a Condominium Community with covenants, conditions, and restrictions that are intended to provide a safe and enjoyable living environment. These rules and regulations are the result of many hours of thoughtful discussion, months of refinement, and years of practical experience at Willowbrook. They constitute an automatic agreement between all Willowbrook residents for their mutual benefit. Owners who choose to rent their unit, have the obligation of making sure their guests are familiar with these rules. Residents are held responsible for the actions of their guests.

OCCUPANCY

Each of the condominium units is intended to be used for single family residential housing and is subject to the requirements of local, state, and federal laws. There are no restrictions based on *race, color, national origin, religions, sex, familial status (families with children under 18), or disability*. Provo City zoning ordinances currently limit occupancy to **one family or three related / unrelated single persons per unit**.

PARKING / VEHICLES

Each condominium unit has an assigned parking space and some units have two or more assigned spaces. **Residents are required to park in deeded parking spaces.** Each parking space is limited to one vehicle, however, one car and one motorcycle / moped may share a single parking space as long as the motorcycle / moped is parked at the head of the space and the car does not protrude into the driveway. Additional vehicles must be parked outside the complex or in a space leased by the Association.

Approximately forty guest spaces are located at various areas throughout the complex. Unless an accommodation has been requested and approved by management, and except for temporary parking, **Residents are not allowed to park in guest parking.** Temporary parking is defined as parking for no more than 15 minutes for the purpose of loading / unloading only. These guest spaces are available for periodic, short-term guest use, not to exceed ten (10) days during and three (3) month period. Guests must leave a note in their vehicle in plain view on the driver's side dashboard which identifies the guest by name and phone number and includes the name, unit number, and building number of the resident the guest is visiting.

Oversized vehicles, trailers, motorhomes and recreational vehicles are not allowed in resident or guest parking spaces. Spaces for these vehicles may be available for lease from the manager. Moving trailers / trucks are allowed on a temporary basis (not to exceed 24 hours) while residents / tenants move in / out.

Vehicles parked in violation of these rules are subject to being towed at the owner's expense, without notice, 24 hours a day.

SMOKING

The Utah Condominium Act 78-38-1 (nuisance provisions) provides that a nuisance may include tobacco smoke if it drifts into any residential unit a person rents, leases or owns from another residential unit, and

the smoke (a) drifts in more than once in each of two or more consecutive seven day periods; and (b) creates a condition which is injurious to health, offensive to the senses, and interferes with the comfortable enjoyment of life or property. Willowbrook Condominiums were not designed to allow adequate ventilation between units. Smoking inside a unit could result in legal action by your neighbors and / or a fine by the Homeowner's Association. Smoking on all Willowbrook Hill grounds (inside and outside the fence), balconies, parking lots, parking spaces, storage sheds, facilities and any and all related areas is prohibited.

PETS

Considering the limited open area and the close proximity of residents to each other, keeping pets is strongly discouraged. Residents who choose to be pet owners are required to abide by the following rules:

No animals of any kind shall be raised, bred, or kept in any Unit or in Common Areas, except that only two (2) small house pets with a combined weight not exceeding twenty (20) pounds are allowed per unit. No large pets (weighing more than 20 pounds) are allowed. Pets must be kept inside the unit and may not be kept on the balcony or any other outside area at any time. Feeding pets, or storing pet food on the unit balcony/patio is prohibited. Whenever pets are taken outside they must be under leash and in the possession and control of the owner at all times. Barking and other disturbing behavior by pets is not allowed. Pets are not allowed in the clubhouse or inside the fenced recreation area. Pets must not be allowed to defecate or urinate anywhere on the complex except in the designated pet area located at the Northeast corner of the complex. Pets, pet messes, and damage caused by pets are the responsibility of the pet owner or unit owner. Pet owners who fail to abide by these rules should be reported in writing to the manager or management committee. All complaints will remain confidential. Violation of these rules may result in the assessment of a fine against the pet owner or unit owner.

BALCONIES AND CARPORTS

Certain exterior portions of the complex, including but not limited to, patios, balconies, carports, parking spaces, and storage structures are considered limited common areas. Each resident shall keep the limited common areas designed for use with his unit in a clean and attractive condition at all times.

Items that are considered acceptable on unit patios and balconies are patio furniture designed for outdoor use, outdoor carpets / floor coverings, up to five live and artificial potted plants that are well maintained, propane grills that are kept clean and in working condition, bicycles kept in working order, as long as there is no more than one bicycle per person occupying the unit and they are not leaning against or locked to any portion of the building including all railings and stairs. Approved flooring must be kept neat, clean, trimmed and cannot exceed the boundary of a given balcony (i.e. cannot extend into the stairwell). Large children's toys are allowed provided they are kept neatly so as not to clutter the area. Small toys should be kept inside the unit.

Specific items not allowed on patios and balconies are flammable liquids, gas cans, batteries, car parts, tools, weight sets and exercise equipment, indoor furniture, garbage containers, clotheslines, appliances and charcoal grills. Garden plants (i.e. tomato, corn, bean, etc.) are not allowed. Installing carpet, rugs or other flooring on the balconies is not permitted without prior approval from the Management Committee. Attaching anything to the balcony walls is not permitted. Attaching anything to the outside of a building, including satellite dishes or antennas of any sort is not allowed. Changing balcony light fixtures to something other than the current uniform light fixture is not permitted. The Management Committee reserves the right to determine what articles can be stored on balconies and management may require residents to remove unacceptable items. Failure to respond may result in fines or confiscation of unacceptable items with applicable return fees and storage fees being charged to unresponsive residents or unit owners. Please remember that the appearance of your balcony affects the

appearance of your neighbors' homes as well as your own. Clean, uncluttered balconies are appreciated by everyone.

Maintenance and cleanliness of the front door to a unit is the owner's responsibility. Doors may only be painted one of the HOA approved colors.

Holiday Decorations - Decorations may be put up no earlier than 30 days prior to a holiday and must be removed no later than 2 weeks after the holiday. Decorations must be safe and cannot pose a fire hazard.

For the purpose of keeping rain, snow and debris off a bottom level patio/balcony, a solid piece of clear plexiglass may be installed. Plexiglass must be installed neatly and cannot be screwed into the existing structure. Plexiglass shall cover the full width of the outward facing railing. No other type of material may be used and no patio/balcony on any other level may have any covering.

Window coverings of any and all units shall consist of wood shutters, mini-blinds, drapes, woven wood covering, curtains or other customary coverings. Under no circumstance shall any cardboard or tinfoil be used as window coverings.

Window air conditioning units are not allowed.

RECREATIONAL FACILITIES

Certain portions of the complex, including but not limited to, the clubhouse, pool, play area, basketball and tennis courts are considered common areas and are for use by residents and their accompanied guests. **No one under eighteen (18) years of age is permitted access to any of the facilities without parental supervision.** No adult resident may accompany more than four (4) minor guests or resident children in the facilities without additional parental supervision. Children are not allowed "free" roam of the clubhouse. Children must remain with their parents / guardian at all times. Children are not allowed in the pool area or Jacuzzi without a parent / guardian with them. Please be considerate of other residents by reasonably limiting the number of guests you invite to use the facilities.

To provide for safety, and to limit the use of these areas to residents and guests, access is controlled by a system of locks, automatic door closers, and a key card for electronic entry. Doors and gates to these areas must not be propped open or obstructed in any way. Do not unlock doors or gates for others. Residents will have the proper key card to open the lock.

There is a \$60.00 key card deposit of which \$50.00 is refundable. The deposit is to discourage the lending of keys and to encourage the return of keys when residents move. **If a key card is lost, the deposit will be forfeited. Keys loaned to others or in possession of minors will be confiscated.** Keys transferred between residents and keys without identification will also be confiscated. The first offense will result in a \$50.00 fine. The second offense will result in a \$50.00 fine, a thirty (30) day suspension of privileges, and appearance before the management committee. The third offense will result in a \$50.00 fine, appearance before the management committee, a suspension of privileges for up to one year, and additional penalties at the discretion of the management committee.

To use the facilities, residents must obtain the proper access key card, receive orientation and a copy of current rules, agree to abide by all written and posted rules, and be current in the payment of monthly association dues. **Failure to pay monthly association dues, or violation of the rules may result in fines and / or loss of the privilege to use the facilities.**

Exercise equipment located in the clubhouse is for use by residents and their accompanied guests only. Residents under the age of 18 are not allowed to use the exercise equipment. **Use this equipment at your own risk!** Check all equipment before using to ensure it is functioning properly - report any faulty

equipment to the management immediately. Do not use equipment if it appears to be faulty. Before using any exercise equipment or starting any exercise program, you should consult your physician.

The top floor of the clubhouse is the only facility area available for reservation and must be reserved through the manager. A deposit may be required and specific rules apply. Activities in 'non-reserved' facilities which exclude normal use by other residents, such as large organized dances, meetings, gatherings or parties are not permitted. No food or drinks are allowed on the third floor of the clubhouse without permission and without first posting a deposit as required by the manager. Smoking, alcoholic beverages, loud music, disruptive noise, and obnoxious behavior are not permitted in the clubhouse or recreation complex. The facilities are open daily from 8:00 a.m. to 10:45 p.m.

Showers and areas for changing clothes are located in the restrooms on the lower floor of the clubhouse. Individuals wearing wet clothing are not allowed on the upper floor of the clubhouse or on any exercise equipment. Any individual observed climbing the fences, carports, or clubhouse structure will be considered a trespasser and will be prosecuted.

Shower before entering the pool or Jacuzzi, especially after using the sauna or racquetball courts. Exercise extreme care in the Jacuzzi and sauna. Prolonged exposure to high temperatures may be hazardous to health, especially for pregnant women and small children. Infants and toddlers must be dressed in proper diaper protection such as "Little Swimmers" in addition to proper swim wear. Enter the pool or Jacuzzi at your own risk: THERE IS NO LIFEGUARD ON DUTY! Running, jumping, and splashing are not allowed in the Jacuzzi or pool area. Glass containers and other glass objects are not allowed. Throwing objects is not allowed. Exercise caution when using the barbecue grills. Shut off the propane at the tank after each use and leave the grills clean for the next use. Basketball, racquetball, and tennis courts are available on a first come first served basis, with playing time limited to one (1) hour if other residents desire playing time.

BICYCLES, SCOOTERS, SKATEBOARDS, TOYS, ETC.

THE USE OF MOTORIZED SCOOTERS, SKATEBOARDS, GO-CARTS, TOYS, ETC THAT ARE NOT LEGALLY REGISTERED AS WELL AS REGULAR SKATEBOARDS AT WILLOWBROOK IS PROHIBITED

Children riding bicycles, scooters and the like pose a unique hazard at Willowbrook. Extreme caution must be exercised by parents when allowing children to use these items. Please talk with your children about traffic, cars backing out, etc., so that they are safe while playing outside. Willowbrook does not have an area that is separate from traffic for the use of these items.

Bicycles, scooters, toys, etc., must be stored after use. Items found in the common areas (not immediately being used) will be removed by the management and taken to the area next to the dumpster located in the Southwest corner of the property. Willowbrook will not be responsible for any item(s) stolen or damaged.

Bicycles, scooters and the like are not allowed in any of the facilities!

GENERAL BEHAVIOR

Residents are responsible for their own actions and the actions of their guests. Parents / guardians are responsible for the actions of their children. Climbing in / on dumpsters, trees, fences, storage sheds,

parking structures or any other structure is not permitted. Littering, to include cigarette butts, is not allowed. Throwing or moving rocks from any landscaped area is prohibited. Harassing any of the staff or impeding any staff member from the performance of their duties is not permitted. Discarding appliances, furniture, tires, batteries or dangerous chemicals into the dumpsters or anywhere on Willowbrook property is not permitted.

Condominium living provides many positive features unavailable to those living in single-family neighborhoods. However, the close proximity of living arrangements and the shared nature of community assets including grounds, balconies, parking and amenities, require thoughtfulness and consideration from every resident. Remember that your floor may be someone's ceiling and that many of your neighbors are just a few feet away. Maintain considerate volume levels when listening to music, watching television, or participating in other activities. Keep noise and disturbances associated with household chores to a minimum. Observe quiet hours from 10:00 p.m. to 8:00 a.m. Refrain from using your washer, dryer and vacuum cleaner during quiet hours. No loud parties after 10:00 p.m.

FINES

Random inspection by the management or members of the HOA will take place as necessary.

As set forth by the Condominium Ownership Act, Section 57-8-37,

All rule infractions are subject to fines by the Management Committee. Unless otherwise noted herein, the management committee shall give notice to the unit owner of the violation and inform the owner that a fine will be imposed if the violation is not cured within 48 hours.

Fines will be a minimum of \$50 for the first infraction and \$100 for repeat infractions.

All fines will accrue interest and late fees at the same rate as association fees and fees for common expenses as set forth in the Declaration.

Cumulative fines for a continuing violation may not exceed \$500 per month.

A unit owner who is assessed a fine may request an informal hearing to protest or dispute the fine within 30 days from the date the fine is assessed. The hearing shall be held in conjunction with a normally scheduled monthly HOA meeting. No interest or late fees may accrue until after the hearing has been conducted and a final decision has been rendered.

A unit owner may appeal a fine issued by initiating a civil action within 180 days after:

1. A hearing has been held and a final decision has been rendered by the management committee; or
2. The time to request an informal hearing has expired without the unit owner making such a request.

A fine assessed which remains unpaid after the time for appeal has expired becomes a lien against the unit owner's interest in the property in accordance with the same standards as a lien for the nonpayment of annual assessments.

Please contribute to our unique condominium community in a positive manner by following neighborhood rules. If you have questions or concerns, you may call the Willowbrook office at 801-373-8191.

Additional rules are posted in specific areas in the complex and are subject to the same provisions as set forth herein.

PLEASE BE A CONSIDERATE NEIGHBOR!