

Maple Court Guidelines October 2022

Living in a condominium association is very different from living in your own home on your own property. In order to preserve the quality of the area and to respect the privacy of your neighbors, there are restrictions and requirements included in the Lakewood Estates bylaws and each court's bylaws (as amended). In addition, the owners of the condos in Lakewood Estates and the courts have adopted guidelines that are to be observed.

The guidelines of Maple Court as described below are in addition to the restrictions and requirements in the bylaws and in the Lakewood Estates guidelines. These guidelines will be reviewed annually and may be revised by a majority vote at meeting of the Maple Court owners.

Guidelines on the use of the pool, hub, fishing dock, shop trash dumpsters, recycling, shop or hub parking, or any other use of the Lakewood Estates amenities or common area are included in the Lakewood Estates guidelines. A recycling and trash schedule, and a maintenance and watering schedule are also available from the hub office and on the website at BransonLakewoodEstates.com.

Maple Court Guidelines as of October 2022

- **Restrictions in the bylaws**
 - Renting or leasing in Maple Court is limited to no less than 1 year terms.

- No "For Sale" signs are allowed on the property (in the yard or in a window).
- Annual inspection of the condition of each unit will be conducted by the Board of Managers with an owner present (if possible), and a report prepared with the findings. This inspection is limited to the exterior of the unit and the crawl space.
- Repairs or remodeling
 - All structural repairs outside the unit, external remodeling, changes to the driveway or approach to the street must have the approval by the Board of Managers before work commences, except for minor repairs and maintenance that is performed or paid for by the owner and doesn't change the unit structurally.
 - Inside additions, structural changes, electrical changes may need Board of Managers and/or trustee approval; owners should check with the Board of Managers as to whether approval is required before commencing work.
 - Owners must obtain approval from Board of Managers before installing a satellite dish or anything else on the roof.
 - Window repair is typically the responsibility of both the court association and the owner and costs are split equally.
 - Crawl space leak repairs are the responsibility of the owner.
 - Repairs to an add-on (e.g., an Ozark room) follow the same responsibility for repair as the original structure.

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- **Request for repairs**

- All requests for repairs or maintenance must be submitted in writing to the Board of Managers for their review and approval.
- If the work can be performed by Lakewood Estates maintenance crew, one of the Board of Managers will submit the request and obtain an approximate timeframe for completion.
- If the work will be done by repair company or an independent contractor, one of the Board of Managers will solicit estimates and engage the company for the work to be completed.
- Only a member of the Board of Managers can engage an outside company for any repairs or maintenance, including tree trimming (unless an emergency and none of the Board members are available).
- Instructions or requests cannot be made of the maintenance workers by a unit owner as all requests must be submitted via a work order through the Board of Managers.

- **Common Areas of the Court**

- Any owner that wishes to donate services such as decorating the common area or maintaining plants, shrubs, or trees on the Court must present their request at a court meeting to be voted on. Once approved, these services can continue without additional

approval until such time the owner wishes to stop providing such services or another owner wishes to participate.

- All donations to the court must be presented at a court meeting to be voted on. Donations include money or decorations, plants, furniture, or other items that are to be placed in a common area. Any item that is donated becomes the property of Maple Court.
- RVs or large vehicles are not to be parked in circles except for loading and unloading; they can be parked on the north side of the Hub parking lot for a period of no longer than 48 hours.
- All residents and their guests should be respectful of their neighbors and their privacy and not walk in someone's yard and/or near their windows, carport, or patio without the owner's knowledgeable or permission.
- **Maintaining the Outdoor Space**
 - An owner may elect to add plantings or decorative landscaping to the area adjacent to the unit, down the driveway and around the mailbox. Rocks or other small items should be avoided without a containment border as they can be thrown by the lawn mower. No plants or decorative materials can touch the walls of the unit and at least 3" of foundation should be exposed. Maintenance for this section is the responsibility of the owner and is essential for termite control and exterior wall and foundation maintenance.

- No chain link, wire, wood, pipe or any other type of fence can be constructed in any yard or common area.
 - Care should be taken to ensure that the lawn maintenance crews are not impeded in their work. No ornamental figures or statues or other items can be placed on the lawn.
 - Yard lights must be kept on all night. The switch inside the unit must stay on so that the light will come on at dusk. If the light doesn't work properly, a work order for repair should be requested. Maintenance of the light is the responsibility of the Court.
 - Only acceptable outdoor items are allowed on the carport and patio space. Examples include BBQ grills, bicycles, flower pots, outdoor furniture, and outdoor decorations. All items should be reasonable and appropriate to the space.
- **Pets**
 - The bylaws allow for one pet per unit unless an exception has been granted by the Board of Managers.
 - Pets are to be on a leash and/or under the owner's control at all times as required by the City of Branson statutes.
 - All solid waste must be picked up by the owner and properly disposed.
 - Pet owners should be respectful of their neighbors and their privacy while walking their dogs.