

**Fees and House Rules for the
Burlington Townhouses
Revised January 2022**

Fees

1. The monthly maintenance fee is due on the first day of each month and is considered late on the 15th. A \$35 fine will be levied on all accounts received after the 15th.
2. When a unit is sold, there is a Transfer Fee of \$400 which must be paid at the closing.

House Rules

Over the years, various rules have been adopted by the Board of Directors of the Homeowners Association. The rules are enforced by the following:

The Board at-large or any individual member of the Board may ask David Floyd to send a letter of warning to any violator of any house rule, future as well as present. If the situation is not corrected within a stated time frame, then a second letter will notify the violator of a \$100 fine. Each fine, thereafter, for the same offense will be doubled each month until paid. Failure to pay any fine will result in the matter possibly going to an attorney for enforcement as well as the Association's filing a lien against the property.

Grounds

1. If any homeowner burns wood in their fireplace, the owner of the townhouse must provide the property manager with an annual inspection certificate from a qualified professional, certifying that the fireplace and chimney have been inspected and are safe for such fires.
2. The area in the front of townhouses is common area and may not be altered or modified in any way without prior written approval of the Board. Nothing may be added to the front of townhouses without prior written approval from the Board. The Board may remove any modifications to the common area at the expense of the homeowner.
3. Garbage shall not be placed outside until after dark on the evening before pickup, and preferably early on the morning of pickup. Trash cans must be removed from the front of townhouses on the day of garbage pickup. Black garbage bags must be used.

Buildings

1. For the sake of uniformity, no more than two ornamentation items, preferably pots in which to grow flowers, may be placed at the front of townhouses.
2. All awnings (new and replacements) must be approved by the Board prior to installation. Awning guidelines are attached as a part of the House Rules.
3. No security or ornamental storm doors are allowed on the fronts of the buildings. Storm door guidelines are attached as a part of the House Rules. Security bars are allowed on the side and rear windows/doors only.

4. Seasonal banners are not allowed on the front or side of any townhouse. Flags—and only American flags—may be appropriately displayed, as on a flag pole. Flag pole holders may be installed only on the bricks, not on bay windows.
5. No decoration may be placed at the front of townhouses except at Christmas and Hanukkah. Decorations may go up the week of Thanksgiving and should be removed by the end of the first week in January.
6. No satellite dish or antenna of any kind may be attached to or hung from the exterior of the buildings, patios, and balconies or attached to the roof. (See By-Laws, Article V, Section 1.)

Estate Sale

1. No estate sale may be held on the premises.

Parking

1. Each townhouse has been assigned one parking space, which is reserved for that unit, indicated by painted numbers on the curb. Homeowners with more than one vehicle are asked to park in the “open” spaces closest to their assigned space. Any other “open” or undesignated parking spaces may be used by visitors. Please don’t allow guests or vendors to park in an assigned parking space.

Pets

1. Dogs must be on a leash when outside as per the Metro Ordinance.
2. Dog owners, when walking their animals, should not allow their pet to “poop” in the front of any townhouse, including the owner’s. Owners must remove dog poop from the grounds as per the Metro Ordinance.

Identification of Owners and Residents

1. The Management Company will get contact information from resident, buyer or renter.
2. A copy of every lease, signed by renter/s and owner must be given to the board within (4) four weeks of moving in. No townhouse may be rented for less than 12 months. No portion of a townhouse may be leased. (See Master Deed, Lease of Unit, Number 19.)

Other

1. There is to be no soliciting on the property.
2. Vehicles may not be washed or serviced, except in emergency situations, in the parking lot, including in the owner’s assigned parking space.