

WOODLAND HILLS

HOMEOWNERS' ASSOCIATION

REFERENCE MANUAL

2026

Towne Properties Asset Management Co.
Managing Agent for Woodland Hills Homeowners' Association

2792 Circle Port Drive, Erlanger KY 41018

WELCOME TO WOODLAND HILLS

Dear New Resident:

We would like to welcome you as our new resident here at Woodland Hills.

You are invited to attend our monthly Board meetings which are held on the 4th Thursday of every month at the Clubhouse at 3.00 pm. Evening meetings at 6.00 pm are held quarterly. There are no Board meetings held in the months of July and December.

We also distribute a quarterly newsletter, *The Communicator*, which will be placed in the plastic file folders in your building's entryway. This contains the latest information regarding our community as well as other interesting items.

A copy of the Master Deed should have been given to you by the previous owner, along with a pool card. A vehicle sticker is required and can be picked up during office hours of the onsite coordinator. If you do not have these, contact the site coordinator who is the representative from our management company.

Telephone numbers of Management appear in *The Communicator*.

Again, we welcome you to Woodland Hills—we are glad to have you!

WHAT IS A CONDOMINIUM ASSOCIATION?

When developers first started building Condominiums, everyone agreed that having property shared by all owners was a good idea. But one question remained, “who is going to take care of it?”

Local government was not responsible because the land was privately owned. The developer would eventually sell all homes and go on to build another project. He would not want to be responsible. That left the residents. The concept of an Association was created.

A Condominium Association is an organization of residents. A buyer automatically becomes a member with the purchase of a home within the development. As a member, he/she has a voice and vote in the associations’ affairs. These votes are cast during annual or special meetings of the general membership.

The automatic membership in a homeowners’ association is incorporated, non-profit organization operating under recorded land agreement through which each landowner in a described area is automatically a member. Each member is subject to a charge for a proportionate share of expenses for maintenance of common property and support of other necessary activities of the organization.

The major responsibility of the association is protecting your investment and enhances the value of the property owned by the members. This is done by providing for the physical maintenance and operation of the shared property.

The Association has other responsibilities too, such as, enforcing the master regulations and architectural controls, and setting up an effective communications system among members.

To assure the homeowner of a well-run organization, a professional management firm has been retained as an integral part of the operation of the association. Professional management will ensure that the association functions, as a viable business organization, protecting the homeowners’ valuable investment. The management staff will coordinate and supervise the maintenance, financial and architectural facets of the association.

PURPOSE OF THE BOARD OF DIRECTORS

The purpose of the Board of Directors is to allow elected representatives of all owner/members to set forth and administer policies and procedures, and to make managerial decisions affecting the operation and maintenance of association business and to commonly held real property.

The members of the Board of Directors, being duly appointed and/or elected, are recognized by the State of Kentucky as officers of the Corporation and have the authority to enter into contractual obligations, carry out and enforce all provisions of the Declaration, Articles of Incorporation and By-Laws, and may assign such responsibilities as deemed appropriate to the Managing Agent.

SOME OF THE RESPONSIBILITIES OF YOUR BOARD OF DIRECTORS INCLUDE:

- Adhere to the policies and regulations that govern the Association.
- Approve the operating budget and all expenditures made by the Association.
- Set the amount of the lot assessments (association dues)
- Enforce architectural control.
- Maintain the common areas and structures located on common property.
- Keep a complete record of corporate affairs and report to the homeowners.

RESERVES

WHY DO WE HAVE THEM?"

The Reserve Account is Association's way of setting aside money for future repairs and replacements. Each year, a certain portion of your association fee is set aside to plan for the replacement and repair of the common areas. This helps and preserves property values. This is naturally included in the overall budget for the Association.

Your ability to sell your home can be influenced by the adequacy of, non- existence reserves set aside by the Association. Primary lenders consider reserves for future needs a key part of a good financial policy and can consequently be more receptive to lending money in communities with a good established reserve account policy. Reserves do, therefore, directly affect the resale value in Associations.

SALE OR RENTAL OF YOUR HOME

When you decide to sell or rent your home either by owner or through a Realtor, you need to transfer, not only your property, but also the responsibilities of membership in the association. Please contact your management agent, as there are necessary forms you need to fill out regarding association dues.

If you sell, your buyer will become a member of the Association and be subject to the Covenants and By- Laws as you were when you purchased your home.

If you lease or rent your home, your tenant must be familiar with the Covenants and By-Laws of the Association in order for you to be protected against your tenants' inadvertent violation of the Covenants through ignorance. The owner, not the tenant, is held responsible to the Association for the tenant's behavior. Please review the attached rental requirements page

VACATION WINTERIZING OF YOUR CONDOMINIUM

It is important to take several precautions when leaving your home during freezing temperatures. Requesting a relative or neighbor check your home occasionally while you are gone is advisable. In addition, leave a phone number and address with the on – site office in case of emergency.

DUTIES OF OFFICERS

PRESIDENT

The President shall be the Chief Executive Officer of the Association. He/She shall preside at meetings of the members of the Association and shall preside at all meetings of the Board of Directors. Subject to the direction of the Board of Directors, the President shall have general executive supervision over the business and affairs of the Association. He/She may execute all authorized deeds, contracts and other obligations of the Association and shall have such other authority and shall perform such other duties as may be determined by the Board of Directors or otherwise provided for in the Declaration or in these By-Laws.

VICE-PRESIDENT

The Vice- President shall perform the duties of the President whenever the President is unable to and shall have other authority and perform such other duties as may be determined by the Board of Directors.

SECRETARY

The Secretary shall keep the minutes of all meetings of the Board of Directors. He/She shall keep such books and records as may be required by the Board of Directors and shall give notices of meetings to members of the Association and of the Board of Directors as required by law, or by the By-Laws or otherwise, shall perform such other duties as may be determined by the Board of Directors.

TREASURER

The Treasurer shall receive and have charge of all money, bills, notes, and similar property belonging to the Association, and shall do with the same as may be directed by the Board of Directors. He/She shall keep accurate financial accounts and hold the same open for the inspection and examination of the Directors and shall have the authority and shall perform such other duties as may be determined by the Board of Directors.

MEMBER AT LARGE

Member at Large (Additional Officer) – The Member-at-Large may assist or stand in for the Secretary or Treasurer as needed in case of absence. This individual may also be appointed or established and/ or head any special committees as is necessary or desirable. The Member-at-Large may also be an alternate signatory for the Association accounts.

The Board of Directors shall have the power to employ a Manager or Management Company, as they deem necessary to prescribe their duties.

WOODLAND HILLS CONDOMINIUM ASSOCIATION COLLECTION POLICY

FIRST NOTICE: Mailed to any owner that is ten (10) days delinquent. A late fee of \$30.00 will be applied for payments received after the tenth (10) day of each month.

SECOND NOTICE: Mailed to anyone that is (60) days delinquent. Full payment is due within ten (10) days from date of notice, or lien will be recorded with **NO FURTHER NOTICE.**

LEIN: When a owner is in default of payments of past due fees, and any other accrued fees for more than sixty (60) days, a lien will be prepared and recorded against the respective property by the Association's attorney. The homeowner will be responsible for all legal fees, court cost and collection expenses.

FORECLOSURE: Any lien remaining unpaid for a period of over thirty (30) days, the Board of Directors, by resolution, may request the Association's attorney, to enforce action as provided for in the Woodland Hills Council of Co-Owners Master Deed.

RETURNED CHECKS: In the event the bank returns your check (i.e. insufficient funds, etc.) you will be charged bank fees at cost, plus an additional \$50.00 processing fee. **The owner, not the Association, will be responsible for these charges.**

INSURANCE COVERAGE

The Association homeowner should have an individual homeowner insurance policy. This policy should cover all personal contents, carpeting and any changes and/or upgrades that have been made to the interior or exterior. The Association carries insurance coverage on the common areas and easements only. The Associations also carries directors and officers omissions insurance coverage for the Board of Directors. Ask your personal agent about an H06 policy. If you lease your unit ask about an H04 policy.

PETS

Please be courteous to your neighbors when considering pets. Dogs, cats, and other household pets are permitted at Woodland Hills provided they are not kept for commercial purpose.

- All pet owners are responsible for cleaning up after their pets.
- No animal may be a nuisance by barking, howling, or making loud noise so as to disturb neighbor's peaceful enjoyment of their home.
- No Pit Bulls or Pit Bull mixes are allowed.
- Dogs must be under leash control at all times on common property.

24 HOUR EMERGENCY CONTACT

In the event you have an emergency when Management offices are closed the Management Company provides a 24 hour emergency contact service seven days a week, including holidays call Towne Properties at 859-291-5858 5.

ANNUAL ASSESSMENT

Payment of dues is essential to the maintenance of the Association. Your Association provides a payment coupon/statement which indicates the amount and due date. Reminders and late notices are sent to homeowners who do not pay in a timely manner. If after all steps have been taken to collect delinquent dues, account being still in arrears, **liens will be filed and foreclosure actions will be taken no later than three(3) months from the date the dues are in arrears.**

Fees are collected monthly due the 1st day of each month. After the 10th you will be charged a \$30.00 late fee. Homeowners will be notified on or before December 1st of each year of the fee the following year.

SPECIAL ASSESSMENTS

Occasionally a community may have special needs for maintenance, repairs, or projects which were unforeseeable during the budgeting process. If this occurs and if there are insufficient contingency funds in the operating budget or reserve fund to cover the unexpected expenses, the Board of Directors has the authority to approve special assessments in addition to your yearly fees, in order to cover such expenses. Great care is given to avoid special assessments by carefully planning the community's budget and reserve funding requirements. In the unlikely event that a special assessment becomes necessary, homeowners will be fully informed. Your documents explain this topic more fully and control of the circumstances in which special assessments may be made.

ACTION REQUEST FORM

Community: _____

Name: _____ Address: _____

Phone: _____

Specific request or complaint (Supply name and address of any other party involved.)

Name: _____ Address: _____

Specify Action/Request:

(Make attachment if additional space is needed.)

Steps you have taken towards a solution:

Your suggestions to solve this problem:

If the Board of Directors would seek legal remedies in this matter, would you be willing to testify in Court? (Please initial if answer is yes.) _____

The following information to be supplied to the Board of Directors:

Received By: _____

Date: _____

Action Taken: _____ Date: _____

ARCHITECTURAL CONTROL GUIDELINES

Architectural Control Application- The Association has been charged with the responsibility of maintaining the aesthetic and architectural character of the Community Condominium Association.

Any owner desiring to make any exterior change, improvement, or addition (including change of color) must obtain approval for the change or improvement from the Association through its Board of Directors and/or Modification Architectural Committee. All applications will be considered on an individual basis and all reasons presented for the improvements will be weighed and evaluated, based on the following considerations:

1. The harmony of external design and location in relating to surrounding buildings in the community.
2. The recognition of future maintenance problems or expenditures the installation might cause the Association.
3. Adherence to Guidelines and Use Restrictions established in the Declaration of Covenants, By-laws, etc.

The Procedures for this are as follows:

1. Submit to Woodland Hills a complete description of the improvement with a drawing, photograph or catalog picture specification as necessary. Attach a plot plan of the lot indicating where improvement or modification will be located on the lot. Attach to a completed Improvement Application.
2. The Board of Directors and/or designed Committee will review at the next scheduled meeting, and the applications will be *approved, disapproved or additional or alternative recommendations for the improvement modification will be suggested*. The owner will receive a copy and a notice of the decision within several days from the date of the meeting.
3. Any change, modification, improvement made by an owner is the responsibility of the owner for maintenance, repair and/or replacement.
4. Unauthorized changes, modifications, or improvements must be removed or restored to original condition at the discretion of the Association, through its Board of Directors and will be at the expense of the owner.

The purpose of the Architectural Control approval is not to discourage improvement, but to control the nature of improvements to those that enhance the value and conform to the overall aesthetic appearance of the Association. This control should be looked upon as a protection of your investment. The Board of Directors is in favor of improvements and encourage owners who desire to personalize their homes within the limitations of the Declaration of Covenants, Conditions and Deed Restriction and By-laws.

IMPROVEMENT APPLICATION

Community _____

When do you file an improvement application? An application form must be submitted for any construction, modification, or addition to the exterior of your building or grounds. If in doubt about your particular project, contact Management. Return this form, with specifications, to:

**Woodland Hills Association
1 Woodland Hills Drive
Southgate, KY 41071**

What is the object of this form? The object of requiring an owner to file an improvement application with the Board of Trustees is two-fold:

1. To ensure that your planned improvement conforms to the Association's Declaration, enhances the beauty of the Community, maintains the architectural harmony of the Community and in no way inconveniences your fellow owners.
2. To enable the Association to determine what information and assistance it can give in order to expedite completion of your planned improvement and/or modification.

Name: _____ Address: _____

Date: _____ Day Phone: _____

Owner: _____ Tenant: _____

Type/Nature of requested improvement: _____

Color _____ Location _____

Dimensions _____ Construction Material _____

Contractor _____

Supplies _____ Approximate Cost: _____

A scale drawing of all improvements must be submitted and attached to this application to show the exact location and dimension.

I understand the rules concerning the proposed improvement. This improvement in no way encroaches on a neighbor's limited common area or common ground. I agree to abide by the rules established by the Association and will be solely liable for any upkeep required by the construction of this improvement. I further agree to obtain all licenses and/or building permits and meet all legal requirements for building codes.

Date: _____ Signature _____

Condominium Rules

Since many of our residents are living in a condominium for the very first time, we have prepared this section of your Residents Handbook to help you understand how you can fully enjoy the convenient and carefree lifestyle of your new home.

First, and most important, read the Master Deed and By-Laws of your condo association. They are legal documents through which your association has been formed and establish the rules and regulations for owners, residents, and guests. A copy should be included with the Title Insurance Policy provided at your closing.

To help you better understand your Association and its services we have prepared the following list of answers to frequently asked questions:

1. What controls the Association control?

The Association controls the exterior of all units, as well as all driveways, streets, lawns, landscaping, lawn/street lighting, the entrance improvements. Basically, you control the inside of your condo and the association maintains and manages everything else.

2. Who Controls the Association?

Once a certain number of units were sold and closed the Condominium Association was transferred to the unit owners. Refer to your condominium documents for specific details. At that time, a meeting of all owners was held to elect a five-member board of Directors. The elected board determines community policies and procedures and monitor finances in accordance with the Condominium Master Deed and By-Laws. The board is responsible for selecting contracted vendors, cost, and services, and the Managing Agent acts in accordance with their decisions. The board is also responsible for establishing annual budgets, condominium fees, and any special assessments. Board meetings are held at least quarterly, or more often if determined necessary by the board. An annual Meeting of the Membership is held each year May. At this time all owners are invited to attend an “Annual Meeting”, during which at least two of the five board terms are up for election. Your Board of Directors is made up of unit owners whose purpose is to protect and maintain the value of your community. The board may ask for owners to assist by serving on committees such as, Budget and board may ask for owners to assist by serving on committees such as, Budget and Finance, Building Maintenance, Landscape and Grounds, and Social. Your participation on the board, a committee, or in other positive community affairs will enhance the value and enjoyment of your property.

3. What are the services provided by the Association?

- a) Lawn maintenance includes grass cutting, weed control, fertilization, mulching, edging, pruning, seasonal flowers and selected tree/shrub replacements.
- b) Snow removal for driveways and sidewalks.
- c) Lighting of the entry and grounds.
- d) Insurance of the structures.
- e) Maintenance of the exterior of your condominium.
- f) Professional management of the Association.

4. **Who determines the amount of Condo Fees?**

Condo fees are determined by the Board of Directors each year.

5. **Should my monthly fees increase substantially during any one year in the near future?**

The condo fees should increase by a percent, somewhat close to the annual rate of inflation.

6. **What am I allowed to change on the outside of my Condominium?**

Nothing! NO change may be made to the building's exterior structure or common area surrounding your home without the prior written approval of the Association including the display of decorative items, additional landscaping, etc.

Most Associations will allow limited modifications, assuming they conform to specifications adopted by the Association. An example is additional landscaping.

Remember that in all such cases, any additions or modifications require advance approval in writing. Check with your Association or managing Agent for details.

7. **Whom do I consult regarding questions about the Condo Association?**

Feel free to contact the managing Agent or any of the members of the Board of Directors.

8. **May I park my boat, RV, or commercial vehicle in the driveway outside my residence?**

NO. They must be stored off the property.

9. **May I keep my trash containers on my patio or in the side yard of my home?**

No. Trash containers must be kept in the resident's unit at all times.

10. **Can I build or place a swing set or other structure in the lawn area beside my condo? What about lawn ornaments, such as ceramic animals, birdbaths, etc.?**

No addition is allowed in the common area without prior approval from the Association. Ornaments are not permitted without approval of the Association.

11. **How do I pay my fees?**

You will receive mailing envelopes and a payment booklet from Management Company after closing and yearly thereafter. Your monthly condo fees are due on the first of each month and should be mailed to the management office. Checks should be made payable to your Association.

12. **How do I volunteer to serve on a committee or Board of Directors for the Association?**

To serve on a committee, simply notify a Board Member or the Managing Agent of your interest. To serve on the Board, you must be nominated and elected by the owners at the annual meeting.

13. **How can I enjoy the common area with my pet?**

Condominium Rules specify that pets must be on a leash at all times in the common area. Owners are required to clean up pet waste immediately. All pet owner's cooperation is required.

14. **May I add landscaping, shrubs or trees?**

You may not add landscaping, shrubs, or trees without the prior written approval of the Association. Any additions must compliment the landscape design prepared for the total property. Additions require submission of a plan specifying your proposed additions to the Board for approval. Consult with your management company for details.

15. **May I decorate the exterior of my residence during the Christmas season?**

The Association will adopt a specific policy if deemed necessary: however, "tasteful decorating" done safely and without damage to the exterior of the unit is usually permitted. Decorations should be removed no later than the second week of January.

16. **What should owners do if they observe damaged items in the common area, resulting from snowplows, delivery trucks, vandalism, etc.?**

Report any damage to the managements Company.

Condominium Living

If condominium living is a new experience for you, please bear in mind that in order for this change in lifestyle to be pleasant, happy and successful, there are certain considerations that should be made. You are no longer living in a secluded, private residence so consideration of other residents is of primary importance. Some examples of these considerations are:

1. The entire Community is our home. **Please do not litter**. Each owner should bear the responsibility of keeping our surroundings clean and presentable by picking up carelessly thrown debris and policing others. There is no practical or financially feasible way we can make provisions for keeping litter cleaned up and still maintain an attractive neighborhood.
2. Respect the peace and tranquility of your neighbors. **Refrain from slamming, jumping, and heavy walking.**
3. Operate dishwashers, washing machines, dryer, vacuum cleaners, etc. between the hours of 7.00am to 10.00pm.
4. It is advisable to shut off any appliance if you vacate the Condominium for an extended period of time.
5. Turn off the main cold water shut- off valve located over the hot water heater if you plan to be gone several days. (It is also necessary to shut off the water heater.)
6. In the interest of your safety and your neighbors invest in a good fire extinguisher.
7. If you have and use a fireplace, be sure to have it cleaned each year before you use it. Store wood on the patio or deck no higher than 36 inches, with a sheet of plastic under the wood.
8. The building is security locked- do not admit entrance to anyone until they are properly identified: do not leave doors propped open unattended.
9. The emergency floor drain in the laundry room area contains a trap to prevent entry of sewer gas into the Condominium. This will evaporate over a period of time and water should be added to it(2 quarts each month)
10. In the event of power interruption in part of the unit, service can be restored generally by checking the circuit trip relays at the main fuse box and by checking the secondary red reset button located on the plug outlets in either bathrooms.
11. During the summer months you're a/c drain line under you're a/c unit can become clogged. It is recommended you pour a cup of bleach, or vinegar and a cup of water down the a/c drain line monthly to keep your line clear.

GENERAL RULES AND REGULATIONS

1. No part of the Condominium Property shall be used for other than housing and the common recreational purposes for which the property was designed. Each unit shall be used only for residential purposes.
2. For control purposes and to minimize damage to the amenity areas, the card key to the exercise room, pool, and tennis court can be purchased for a \$15.00 charge at the on-site office. It is to be used only by the Resident and not to be lent out or in the possession of any person other than the Resident.
3. Each Resident is responsible for their card key to the above areas. The issuance of a new card key will cost not less than \$50.00.
4. The Board of Directors has the right to suspend and may revoke the privilege to use the amenity areas from any Resident that abuses his/ her privileges or creates a safety hazard for others. That falls behind in their monthly fees. They may also levy fines and/or bill Residents for damages as needed.
5. No business, industry, occupation or profession of any kind, whether for profit or not for profit, may be conducted, maintained, or permitted on any part of the Condominium Property.
6. To the extent permitted by law, a Resident may use a portion of his/her residence for an office or studio {other than music or dance studio} provided that the activities conducted therein shall not interfere with the quiet enjoyment or comfort of any other residents; provided further that such activities do not increase the normal flow of traffic or individuals in and out of the Condominium Property in and out of said Resident's Unit.
7. There shall be no obstruction of the common area or facilities, nor shall anything be stored in the common areas or facilities.
8. Nothing shall be kept in, or done to, the common areas or facilities which would impair the structural integrity or structurally change any building or would increase the rate of insurance on any building.
9. No trash or rubbish shall be deposited in the common areas or facilities, except into approved trash receptacles. Dumpster{s} are for the use by residents for the unit trash **ONLY**. Furniture and large items are not to be placed in the dumpsters. They must be removed from the property. The Board of Directors has instituted a \$50.00 fine for those who fail to abide by the dumpster rules.

10. Residents shall not cause, permit anything to be hung or displayed on the outside of windows or placed on the outside walls of a building without prior written consent of the Board of Directors.
11. No sign, awning, canopy, shutter, radio or television antenna, or satellite dish, shall be affixed to or placed upon the exterior walls or roof on any part of the building thereof without approval of the Board of Directors.
12. No clothes, sheets, blankets, beach towels, laundry or any kind of other articles may be hung out or exposed on any part of the limited common areas, common areas and facilities.
13. No noxious or offensive activity shall be carried on in any Unit or in the common areas and facilities, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Residents.
14. Small For Sale/ or Rent signs must be placed inside of window or on bulletin board.
15. No other window display or advertising shall be maintained or permitted on any part of the Condominium Property. No other signs, which are visible from outside of Units, may be placed on any part of the Condominium Property except as expressly permitted by the Board of Directors. An {open house} sign may be displayed only for a period of 24 hours prior to, and including, the open house.
16. Every Unit Owner or Tenant must show proof of Homeowners Insurance. Please contact your insurance agent.
17. Fireplaces/ Dryer vents must be inspected and cleaned annually.
18. No charcoal grills, gas grills, tiki torches, or fire pits permitted.

PARKING AND PARKING AREAS

1. All residents and their guests are expected to comply with the speed limit signs and stop signs posted on the Associations' property.
2. It is the responsibility of the Resident to inform visitors of parking restrictions. Any violators will be towed away at the vehicle owner's expense.
3. All residents must have a parking sticker that can be obtained at the office. It's is recommended to adhere the sticker to the lower left passenger side of windshield.
4. Residents with more than one (1) automobile are required to park only one automobile on the building side, your other automobile on the dumpster side.
5. All trucks, vans, minivans and *full* size SUV'S must park on the dumpster side of the street. It is suggested medium size SUV's Park on the dumpster side as well.
6. Junk vehicles (such as wrecked or unsightly-as determined by the Board of Directors), inoperative vehicles, including vehicles with expired tag, may not be parked on the condominium property. Vehicles with expired tags will be considered abandoned and towed away at owner's expense.
7. Vehicles parked in the same spot for more than seven (7) days will be tagged with a warning sticker. At fourteen (14) days, the car will be towed at owner's expense. If you leave for vacation, and do not take your vehicle, be sure to park vehicle on the dumpster side of the lot, and advise management.
8. Parking of any trailer coaches, mobile homes, automobile trailers, recreational vehicles, campers, trucks over $\frac{3}{4}$ tons, boat trailers or any similar vehicles (collectively "special vehicles" is not permitted on the condominium property).
9. Extraordinary or extensive maintenance of automobiles / vehicle cannot be carried out in the parking lot. The extent of repairs will be at the Board of Director's discretion. Cars leaking oil will be tagged and charged for clean – up of area. No car washing.
10. All motor driven vehicles (including mini-bikes and motorcycles) are restricted to the street and driveways. Residents must comply with state and local laws. Under no circumstances shall any motor vehicle be ridden on any lot, common area, or limited common area.
11. Bicycles, Skateboards, Roller Blades and Roller Skates are permitted but restricted to the street and driveways. If damage is found due to the use or abuse, then this rule can be changed to prohibit on all of these items.
12. Loud noises emitting from cars such as music, turbo charged engines or a muffler in need of repair will not be tolerated.
13. Automobiles must not be parked in front of dumpsters or in any unmarked paved area. Motorcycles must park beside the dumpster, or in assigned parking (**not in a parking space**) area.
14. Vehicles parked in violation of any part of the declaration or in violation of any Rules and regulations shall be fined \$75.00. Further failure to comply with parking rules will be subject towing and stored at the owner's risk and expense. See Article 11, paragraph C- Declaration of Master Deed.

PETS

1. Pets should be walked on the dumpster side of the street on the Condominium Property. Use of the common areas immediately adjacent to housing units must be avoided. **REMEMBER, PET OWNERS MUST IMMEDIATELY DISPOSE OF THE WASTE CREATED BY THEIR PETS.**
2. Property damage [such as digging shrubs or urine spots which kill grass, shrubs, etc.] will not be tolerated. Pet owners will be held responsible for cost of replacement/repair or the pet can be permanently removed from the Condominium Property upon seven [7] days written notice from the Board of Directors of the Association.
3. Pets are not allowed to use patio areas to urinate or defecate and must be leashed under owner control at all times while on patios.
4. All pets shall be controlled so as not to create a nuisance [i.e., barking, smell, appearance, waste, etc.]
5. **PET OWNERS ARE REQUIRED TO IMMEDIATELY DISPOSE OF THE WASTECREATED BY THEIR PETS.**
6. Dogs and cats must be on a hand – held leash when outside of the residence and to be under complete control of the person walking the pet.
7. Pets MAY NOT be staked or tied out.
8. Pets are NOT allowed in the pool, clubhouse, tennis court, or basketball court for any reason.
9. Any pet causing repeated property damage or creating a nuisance or unreasonable disturbance shall be permanently removed from the Condominium Property upon seven days written notice from the Board of Directors of the Association.
10. No animals shall be bred in any Unit or common areas or facilities.
11. No Pitbull dogs or Pitbull mix dogs are allowed on property.
12. No exotic animals shall be kept in any Unit [including but not limited to snakes, lizards, monkeys etc.]
13. Pet fencing, dog houses or other structures used or intended for housing or keeping of animals MAY NOT be constructed, placed or maintained on any part of the common area facilities, including the limited common areas and facilities. This includes all patios and balconies.
14. All complaints relative to pets shall be in writing and shall be sent to the Management Company.

EXERCISE ROOM

The exercise room is open 24 hours for residents. The exercise room has security cameras in place, it is unsupervised and all persons using the Sauna and Exercise Equipment do so at their own risk and sole responsibility.

WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, INC., ITS EMPLOYEES AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY INJURIES INCURRED, NOR FOR ANY LOSS OR DAMAGE TO ANY PERSONAL PROEPRTY.

It is the responsibility of each homeowner to see that these rules are enforced in order to maintain a safe health spa for the use and recreation of all concerned. The Board of Directors has the obligation and the right to suspend the privileges of any homeowner who abuses his/her privileges or creates a safety hazard for others.

1. No guests are permitted.
2. No children under 18 years of age will be permitted in the exercise room without an adult.
3. No food, smoking or beverages are permitted in the exercise room.
4. The Association will not be responsible for loss of personal property.
5. No swimmers are permitted to use exercise equipment in swimsuits, only exercise clothes will be permitted.
6. No pets are permitted in the exercise room.
7. The following is recommended for the Sauna:

Pregnant women, heart patient with low or high blood pressure condition or suffering from any disease which has negative effect of sauna bath should first consult a physician regarding their physical condition and the length of period they can take sauna bath. It is always better to seek proper guidance from your physician before anyone is planning to try out a sauna bath for any reason. People who consume alcohol or are undergoing some medication should first consult their physician before they use the sauna.

TENNIS COURTS

HOURS – DAWN TO DARK

ALL PERSONS USING THE TENNIS COURT DO SO AT THEIR OWN RISK AND SOLE RESPONSIBILITY. THE ASSOCIATION WILL NOT BE RESPONSIBLE FOR ANY ACCIDENTS OR INJURY TO PERSONS OR PROPERTY IN CONNECTION WITH SAME.

WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, INC. ITS EMPLOYEES AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY INJURIES INCURRED ON THE PREMISES, NOR FOR ANY LOSS DAMAGE TO ANY PERSONAL PROPERTY.

1. Residents under the age of 12 years old must be accompanied by an adult.
2. Members must be present with their guests.
3. Limit playing time to one [1] hour if others are waiting.
4. Tennis shoes and proper attire must be worn at all times.
5. No glass containers are permitted inside the court area.
6. Absolutely no pets are permitted in the court area.
7. No bicycle riding, skateboarding, roller skating or other non – tennis use of the court is permitted.
8. Climbing fence is prohibited.
9. Abuse of equipment and surface will not be tolerated.
- 10. Keep gates closed and locked at all times. Do not prop open gates.**

Basketball, Volleyball, Hours – Dawn to Dark

ALL PERSONS USING THE PLAY AREA DO SO AT THEIR OWN RISK AND SOLE RESPONSIBILITY. THE ASSOCIATION WILL NOT BE RESPONSIBLE FOR ANY ACCIDENTS OR INJURY TO PERSONS OR PROPERTY IN CONNECTION WITH SAME.

WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, INC., ITS EMPLOYEES AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY INJURIES INCURRED ON THE PREMISES, NOR ANY LOSS OR DAMAGE TO ANY PERSONAL PROPERTY.

1. Members must be present with their guests.
2. Tennis shoes and proper attire must be worn at all times.
3. No glass containers are permitted inside court area.
4. Bicycle riding, skateboarding, roller-skating are permitted inside court area.
5. Abuse of equipment and surface will not be tolerated.
6. No pets are permitted in court area.
7. Climbing fence is prohibited, keep gates closed and locked at all times. **Do not prop open gate.**
8. Limit playing time to one [1] hour if others are waiting.

Woodland Hills Rental Requirements

These Rules and Regulations apply to all units not Unit occupied.

1. Unit owner must inform the Management Company, PRIOR TO RENTING, of intent to rent unit. **A criminal background check is highly recommended for your protection.**

2. Owner MUST PROVIDE the Management Company with the following information within (30 days) of date unit is leased.

Lease must be in writing and signed by tenant/owner leased for no less than (6) months and is subject to the Declaration, By-Laws, and Rules and Regulations of the community. Owner or any first mortgagee in possession shall not lease less than the entire unit. There shall be no sub-leasing of a unit by tenant.

Contact Information: phone numbers and emergency contacts (tenant/owner).

Note: Failure to do so will result in a \$60.00 fine charged monthly until all information has been submitted by owner, and the loss of access to common areas and facilities for both tenant and unit owner.

3. Unit owner must immediately provide the Management Company of tenant changes. Failure to do so will result in the loss of access to common areas and facilities for both the tenant and the unit owner.

4. Unit owner must provide the tenant with a copy of the current Association Rules and Regulations. Owner is to provide Woodland Hills with a SIGNED RECEIPT of said rules. Unit owner will be notified along with the tenant of any fines and damages that may apply.

5. To prevent unauthorized access to the building unit owner is responsible for the retrieval of ALL keys, from the tenant, upon the tenant's departure from unit.

6. If renter becomes a problem to the community, the unit owner will be notified of every warning and infraction. **Unit owner is subject to fines starting at \$60.00 for any rule infraction created by said tenant.**

7. Unit owner is to maintain insurance coverage on said unit.

Note: The Board of Directors recommends all units have water heater tubs, and water leak detectors for the second and third floor units.

Board approved revised Rental Guidelines March 26, 2015

CLUBHOUSE

1. The Clubhouse, Exercise Room and Swimming are for the private use of the Residents and their guests. Two guests per unit at the pool.
2. There shall be no use of any of the Clubhouse facilities by guests without the Resident being present at all times.
3. No one under the age of eighteen [18] shall be permitted to use **ANY** of the Clubhouse Facilities [including exercise room] unless accompanied by an adult. This includes both children of Residents and any guests.
4. The card key to the Exercise Room, Pool area, Tennis Court, Basketball court is not to be copied. It is to be used only by Residents and is not to be loaned or given to any other person.
5. Each Resident is responsible for their key to the above areas. The issuance of a replacement key will cost \$50.00.
6. The Board of Directors, or its authorized representative, may confiscate the card key from anyone who abuses any area of the Clubhouse, including the exercise room, pools, and surrounding area.
7. The number of people that may occupy the Clubhouse is restricted in accordance with the local and state fire codes. The room limit is permanently posted in the room.
8. The entire Clubhouse and Exercise Room is designated non – smoking area.
9. The Association does not have the resources to chaperon or monitor the Residents' use of the Clubhouse. Adequate security must be provided by the Resident and is the **SOLE RESPONSIBILITY** of the Unit Owner. The Resident must keep activities under reasonable control.
10. The Clubhouse and adjacent grounds may not be used in any dangerous activity or unlawful purpose. Noise must be kept to a minimum. This is a residential community. Boisterous behavior during activities or when arriving or departing the Clubhouse, should be minimized. The local police department may be called if excessive activity continues.

TO RENT THE CLUBHOUSE: *Contact the Clubhouse Coordinator for dates available.*

NEITHER THE ASSOCIATION NOR THE MANAGEMENT COMPANY IS RESPONSIBLE FOR INJURIES TO RESIDENT [S] AND/OR GUEST [S] WHILE USING ANY RECREATIONAL FACILITY. THE UNIT OWNER IS RESPONSIBLE FOR ANY DAMAGE CAUSED BY THE RESIDENT [S] OF THEIR UNIT AND/OR GUEST.

CLUBHOUSE RULES

The Clubhouse is available for use by residents of Woodland Hills of Southgate Council of Co- Owners, Inc. in accordance with these rules and regulations, which may be adopted from time to time by the Council of Co- Owners. Only residents of the units are permitted to use the Clubhouse and must be in attendance during the entire rental. Renters must obtain written permission from the owner of the unit in order to rent the Clubhouse.

The right to use the facilities by a resident and his guest shall automatically be suspended during any period when any unpaid assessment monies remain unpaid for 60 days. The Council, acting through the managing agent, may suspend the right to use such facility by a resident or any member of his family for any infraction of the published rules and regulations pertaining to said facilities.

Infraction of any of the following rules should be reported to the managing agent who has the authority to take appropriate steps.

1. The Clubhouse is for the use of all residents and their guests and is under the management of Council.
2. All residents will be responsible for the conduct of their families and invited guests at all times. All residents are responsible for any damage to the recreational area caused by negligence or mistreatment by the resident or their invited guests.
3. Residents desiring social functions utilizing the party room must reserve said facility. Reservations will be accepted on a first-come basis. Make reservations through the clubhouse coordinator. Reservations for the party room DO NOT include the use of the pool/or pool area or tennis courts. GUEST ARE RESTRICTED TO THE PORCH AREA ONLY.

[A]Procedures for reserving the Clubhouse for a Nonexclusive use such as funeral”:

- 1] Contact the Clubhouse Coordinator for a key
- 2] The Clubhouse will close at 11.00 p.m. for non – exclusive use
- 3] Clean up after use.

[B] Procedure for reserving the clubhouse for your exclusive use:

- 1] Make reservations through the clubhouse coordinator.
 - 2] Reservation must be made at least seven [7] days in advance and no reservation may be accepted more than six [6] months in advance. A unit may reserve the clubhouse a maximum of two [2] times during the calendar year. If a third time is needed, you may inquire on availability. **THE ONLY EXCEPTION TO THIS RULE IS THE SOCIAL & RECREATION COMMITTEE. THEY MAY RESERVE DATES ANYTIME DURING THE YEAR.**
 - 3] A non – refundable fee of \$85.00 and a deposit of \$150.00 must be paid when making the reservation. The deposit is refundable after the clubhouse coordinator makes an inspection.
 - 4] Complete and sign the application when receiving the key to the front door. The key must be returned to the clubhouse coordinator the following day unless prior arrangements have been made.
 - 5] The clubhouse must be cleaned and ready for reuse by 10.00 a.m. the following day of the rental.
 - 6] All garbage must be removed and taken to the closest dumpster.
 - 7] All parties must end by 1.00 a.m. and the clubhouse vacated. No one is permitted to stay overnight. The deposit will be forfeited if anyone is found staying all night.
4. Kitchen Facilities – The kitchen facilities are provided for the convenience of all residents. After utilization, a resident is required to perform the necessary cleanup activities which may include sweeping, mopping, cleaning the stove, oven, refrigerator, etc. No utensils should be left in the kitchen area.
 5. All residents are expected to consider each other in scheduling the use of the Clubhouse. No residents will be granted permission to reserve the Clubhouse on a permanent basis, except for Woodland Hills Community functions.
 6. No pets are permitted in the clubhouse or pool area at any time.
 7. No glassware is permitted outside of the clubhouse.
 8. All access doors must remain clear.
 9. No resident or invited guest shall commit any acts are illegal, immoral, or disrespectful to others.

10. No resident shall be permitted to use the building for any profit-making motives without the consent of Council.
11. No Grills or deep fryers.
12. No resident shall be permitted to use the building for any profit-making motives without the consent of the Council.
13. No resident shall attempt to adjust or change the heating or cooling system controls.
14. No resident or guest shall be permitted in the furnished area of the clubhouse when wearing a wet bathing suit.
15. It is requested that the resident last using the clubhouse at the end of the day make a special effort to see that all doors and entrances are securely locked. The lights must be turned off.
16. The Council of Woodland Hills of Southgate reserves the right to amend these rules as needed.
17. Failure to comply with any of the above-listed rules may result in the forfeiture of the security deposit.

WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, INC., ITS EMPLOYEES, AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY INJURIES INCURRED ON THE PREMISES, NOR FOR ANY LOSS OR DAMAGE TO ANY PERSONAL PROPERTY.

Revised 1/2026

SWIMMING POOL RULES

POOL HOURS: 9:00 A.M. – 9.00 P.M., Monday through Sunday

It is the responsibility of each resident to see that these rules are enforced in order to maintain a safe pool area for the use and recreation of all concerned. The Board of Directors has the obligation and the right to suspend the membership and pool privileges of any member who abuses his privilege or creates a safety hazard for others. The pool rules are there for your safety.

WOODLAND HILLS OF SOUTHGATE COUNCIL OF CO – OWNERS, INC., ITS EMPLOYEES, AND ITS AGENTS SHALL NOT BE RESPONSIBLE FOR ANY INJURIES INCURRED ON THE PREMISES, NOR FOR ANY LOSS OR DAMAGE TO ANY PERSONAL PROPERTY.

1. Admittance to the pool area will be with MEMBERSHIP CARDS ONLY. They are the only way you can gain access to pool.
2. Checking will be done for Membership Card. Anyone without a Membership Card will be refused at the entrance to the pool area [NO EXCEPTIONS].
3. Due to the nature of the pool and pool area and the demands placed upon the pool during the swimming season, the Managing Agent will not accept reservations for the exclusive use of this facility by members and their guests.
4. Limit of four [4] guests per day, per household during weekdays. Only two (2) guests per day per household on weekends. The two guests per household on weekends is subject to change if overcrowding becomes a problem. Only the **occupants of the unit and their guests are permitted to use the pool**. A member must be present whenever he or she has guests.
5. Please move to another pool if the pool you are at becomes too crowded.
6. There will be no fee for guests at this time; this may be changed, if necessary, to avoid overcrowding as the need arises.
7. No smoking, drinks of any kind, is allowed in the pool.
8. No running, ball playing, or horseplay is allowed on the pool deck area.
9. No bouncing on, standing on, or pulling the dividing pool rope at pool #1. This rope is a Kentucky state requirement. Breaking the rope can cause pool closure. Homeowners will be responsible for the replacement cost of the rope.
10. Pets are not permitted in the pool area.
11. Diving mask lenses, suntan lotion bottles, food and beverage containers and similar articles must be of plastic or non-breakable material.
12. GLASS CONTAINERS: any kind are not permitted inside the pool area (**this is a Kentucky State Requirement**) **If you bring glass bottles/containers it is automatic suspension for the entire season.**
13. All accidents and injuries which occur in the pool area must be reported immediately to the Managing Agent or Pool Attendant.
14. Appropriate attire must be worn when using the pool. Members and guest are requested to wear suitable attire going to and from the pool area, I.E. cover – ups, shirts, and shoes.
15. No lifeguard on Duty: Anyone seventeen years of age or under cannot enter the pool facility area without a responsible adult. (This is a **Kentucky State Requirement.**)

16. Children with diapers are permitted in the pool provide they wear swimmers. (This is a **Kentucky State Requirement.**)
17. Use of rafts and other flotation lounges is contingent on the number of people using the pool at that time.
18. Radios are to be played at a low tone only, use earphones whenever possible.
19. No furniture to be placed within three feet of pool edge. Return all furniture back to the place you found it. Collapse umbrellas when finished.
20. Place all trash in the bins provided.
20. No skateboards, scooters, or bikes on sidewalks or in pool area.
21. **Foul language, horseplay and other behavior** which serves to detract from a responsible and pleasant atmosphere is strictly forbidden.
23. Illegal drug use of any kind is strictly prohibited.
22. Pool #1 is now a non-smoking pool. A bench and cigarette receptacle are provided outside of the pool if you wish to smoke. Pool #2 still allows you to smoke.
23. Manager and / or Board Member will issue one [1] warning to violators of established rules.
Subsequent violations will be as follows:
 - a) 2nd Warning Violator is suspended from pool for ten [10] days.
 - b) 3rd Warning Violator is suspended from pool for the rest of the season.
24. These rules are to be enforced by the Managing Agent in accordance with regulations of the Board of Health and such other rules and regulations as may be adopted by the Association.
25. The Council of Woodland Hills of Southgate reserves the right to amend these rules as needed.
26. No person may enter the facility area alone or swim alone. (This is a **Kentucky State Requirement.**)

It is the responsibility of the resident to inform guests of the rules. These rules are for your safety and swimming pleasure. Let's cooperate and make the swimming season a safe one.

Revised 1/2026.

**Insurance Coverage
Recommendations to unit owners of
Woodland Hills of Southgate Council of Co-owners, INC.**

Note: the unit owner responsibilities listed below are extracted from Article 7A of the By-Laws for Woodland Hills of Southgate Council of Co-owners, INC. in accordance with the Master Deed.

UNIT OWNER – LIVING IN UNIT

Each Homeowner should have an individual Homeowner insurance policy which is called a Condominium Unit Owner's policy. This policy should cover all personal contents, loss assessments and personal liability including but not limited to the following types of property:

1. The decorated surfaces, including paint, lacquer, varnish, wallpaper, tile, carpet and any other finishing material applied to the interior and perimeter walls, ceilings and floors.
2. All personal property, clothing, furniture and furnishings, etc.
3. Personal Liability and Medical payments_ the Association's policy does not provide Personal Liability coverages for unit owners.
4. Loss Assessment coverage is an optional coverage; please contact your insurance agent to determine the amount of coverage needed.

UNIT RENTER

If you are renting a unit, you should request an Ho4, Tenant's policy. Again, you are responsible for insuring:

1. Personal Property
2. Personal Liability and Medical Payments (inside unit)

Unless you are under contract by the owner, loss assessment coverage is not necessary for the tenant.

(1 of 2)

UNIT OWNER – RENTING OR LEASING UNIT

If you own a unit and are renting or leasing the unit, you should:

1. Have building coverages as indicated in ‘Unit Owner – Living in Unit’ section of this document:
2. Have your personal liability extended from primary residence:
3. Be aware of Loss of Rents or fair Rental Value coverage. This type of coverage can protect your rental income if a covered loss should occur:
4. Protect any of your personal property left in the unit:
5. You may require your tenant to maintain their own policy to protect possible liability claims that could arise and purchase “Tenant’s Improvements and Betterments’ coverage if necessary.

Regardless of your situation, be certain to give your insurance agent a copy of the insurance requirements that are in your documents.

The material presented herein has been abbreviated to give you a clear broad understanding of coverage. This summary is not all – inclusive nor does it alter or waive provisions of the actual insurance contract.

At the time you purchased your home, you should have been provided with a set of documents consisting of the Declaration and by-laws. Please read these documents carefully since they are clearly established your rights as a Homeowner. They also help define the areas that are restricted for the purpose of maintaining the integrity of the community. If you don’t have the Declaration or by-laws, you can purchase a copy from the Managing Agent at a nominal cost.

All rules and regulations are set up to help maintain the community and good relations between neighbors.

(2 of 2)

GUIDELINES FOR MAINTENANCE AND REPAIR

HOMEOWNERS ASSOCIATION WILL MAINTAIN:

1. Main Water lines that serve multiple units
2. Exterior painting.
3. Brick, Wood Siding, and wood trim.
4. Roof, Gutters, and Downspouts.
5. Sidewalks, Parking Lots, and Driveways.
6. Snow moving
7. Pool repairs.
8. Trash removal.
9. Dryer vent {exterior covers only}.
10. Front stoops and front step repair.
11. Lawn care maintenance and tree/shrub replacement.
12. Street signs.
13. Maintenance of exterior light fixtures and streetlights.
14. Exterior water faucets.
15. Common area electric.
16. Insurance: Structural and Liability.
17. Patios, balconies, and railings.
18. Pest control services for termites and carpenter ants – wood destroying pests only.

INDIVIDUAL HOMEOWNER WILL MAINTAIN:

1. Window and screen maintenance or replacement.
2. Electrical wiring from the units individual meter thru the entire unit
3. Water lines from the main line thru the entire unit
2. Air conditioner, furnace, water heater, and household appliances.
3. Chimney screens and chimney cleaning.
4. Entrance door, molding, and trim {repair or replacement}.
5. Mailbox lock and keys.
6. All glass surfaces on unit.
7. Dryer vents.
8. Interior maintenance: lighting fixtures, Formica tops, plumbing fixtures, service piping, drains, and electrical wiring.
9. Insurance: Homeowner will carry interior insurance known as a HO6 policy.

This is a general guideline for Homeowner and Association responsibilities. As situations develop which are not mentioned above, the Board of Directors will determine responsibility.

GUIDELINES FOR PATIOS, DECKS AND LAWNS

The Board of Directors is given authority under the By-Laws, Articles V11 Section 1. (a), to “adopt and publish rules and regulations governing the use of the Common Areas”. The Board has put together a list of items **that are permitted** on the patios, decks, and lawn to help prevent future misunderstandings. **If it is not listed then assume item is not permitted.** The Association has a duty to protect your investment and enhance the property value by enforcing the rules and regulations.

1. Outdoor Patio furniture only, patio storage box 3x2x2 size, & (table umbrella only) is permitted.
2. Hanging baskets are permitted on patios/decks that have a roof only. Three (3) hanging baskets per unit. **(nothing can be attached to building, soffit, and gutter, (no artificial plants)**
3. Flower planters/pots are permitted on patios /decks (3) only. **(all dead flowers must be removed)**
4. Planter boxes are permitted on patio/deck rail (2) only. **(no artificial flowers/plants permitted)**
5. Bikes can be stored, no more than two permitted. (covered neatly with brown or black tarp)
6. Firewood no more than 4ft high stacked neatly next to the brick wall.
7. Seasonal decorations are permitted but can only be displayed 14 days prior to the holiday and must be removed no later than 7 days after the holiday. Christmas decorations, however, are permitted from November 30 to January 15th.
8. Hummingbird feeders only (2) are permitted.
9. Satellite dish (1) per unit permitted on a patio/deck area mounted to tripod.
10. **Electric grills only** are permitted. (Subject to change) Charcoal, Gas and smoker grills are prohibited.
11. Lawn Ornaments: maximum (2) will be permitted in the Limited Common area (patio/deck) not to exceed 2ft In height.

12. American Flag (only) is permitted: The Flag size may not exceed 3'x 5'.

Woodland Hills Dr. Flag Specifications are:

- a. You are permitted to attach Flag bracket to the brick (with brick anchor's).
- b. You can install Flag bracket at the open end of your deck, above and in line of deck rail only.
- c. Flag bracket cannot be removed once attached.
- d. Flag must be maintained in good condition at all times.

View Terrace DR. Flag Specifications are:

- a. You are permitted to attach Flag bracket to the patio post at the open end of your deck. (Call the office for Flag Specifications if needed)

13. Wind chimes: maximum (1) 18 inches in length will be permitted on patio/ deck area as long as it does not become a nuisance to surrounding neighbors. (subject to change)

Unit owners are responsible for restoring the building to its original condition when something attached to the building is removed (flagpole, hanging baskets, etc.)

Note: Nothing is permitted in the common area without Board approval, this includes flowers.

Approved: Woodland Hills Board of Directors -January 22, 2026

GUIDELINES FOR WINDOWS, PATIO DOORS, AND FRONT UNIT –DOOR

WE ARE EXPERIENCING PROBLEMS WITH HOMEOWNERS MAKING CHANGES TO THE EXTERIOR OF THEIR UNITS WITHOUT OBTAINING PRIOR APPROVAL THROUGH THE BOARD OF DIRECTORS. ANY CHANGE SUCH AS SATELLITE, LANDSCAPING, PATIO DOORS, CHANGING COLOR OF A DOOR, ON EXTERIOR OF BUILDING ETC., IS A CHANGE IN THE EXTERIOR AND MUST FIRST BE SUBMITTED TO THE BOARD OF DIRECTORS FOR APPROVAL.

Doors/Windows/Screens: Homeowners are responsible for their windows / screens/ patio doors/ and unit door repairs, or replacements.

Window Blinds/ Curtains: All units must have a blind or curtains at each window. They must be kept in good repair and with a white or cream lining that faces the outside.

Window / Door Glass: All glass must be kept clean and in good repair. If fogged, they need to be replaced.

Window/Patio Door frames: Replacements must be brown in color showing on the outside of the window/door, and the same style as the current doors /windows.

Window/Patio Door Screens: All screens must be clean and kept in good repair. If replacement is needed the frames must be brown facing the outside.

Unit Entrance Door: If door replacements are needed it must be in the same style as existing door, and brown in color. Door must be installed by qualified installer and must be approved by Board prior to installation.

(Seasonal Wreaths are permitted to be displayed on unit entrance doors maximum size 24inch)

Approved: Woodland Hills Board of Directors –March 26-2015

WOODLAND HILLS
FREQUENTLY CALLED NUMBERS

EMERGENCY – Police, Fire, or Life Squad	911
CITY BUILDING	441-0075
SOUTHGATE POLICE	441-0927
CAMPBELL COUNTY POLICE	
NON – EMERGENCY – DISPATCH	292-3622
FIRE ADMINISTRATION	441-1422

TOWNE PROPERTIES MANAGEMENT **859-291-5858**
PROPERTY MANAGER
Pam Schweiss

ON-SITE COORDINATOR **859-441-0831**
Angela Eger
Office Hours Monday through Thursday
8.30am to 5:00pm
Email: MicheleZeh@TowneProperties.com

ON-SITE MAINTENANCE **859-441-0831**
Hours Monday through Friday
8.00am to 4.00pm
Maintenance work orders may be reported by filling out a Maintenance/Request form, email, or leaving a message at the on-site office.

TOWNE PROPERTIES **859-291-5858**
Answering Service is on duty for
Emergency calls between 5:00 p.m. to 8:00 a.m.
7 days per week