

MALLARD CROSSING HOMEOWNERS' ASSOCIATION

COMMUNITY RULES AND REGULATIONS

These Rules and Regulations have been created as a community-wide standard. These standards will help ensure that the neighborhood is attractive, well maintained, and that homes values are maintained.

The following are some areas that should be reviewed by homeowners and will be inspected by the property management company on a regular basis to ensure your home is in good repair.

House Maintenance

- **Exterior Paint and/or Stain:** Power washing and painting of your home should be done if there are any signs of discoloration and/or deterioration. Rotted trim or siding should be replaced prior to painting. Missing or damaged shutters should be repaired or replaced.
- **Fencing:** Fencing needs to be properly maintained to present a pleasing appearance. Replace damaged/missing boards promptly, and it is recommended to periodically power wash to remove any mold.
- **Detached Structures:** Sheds, playground equipment, etc. should be neat and clean in appearance. Sheds should be power washed and painted if there are signs or discoloration and/or deterioration. Play equipment should be functional, out of view from streets, and in good appearance.
- **Mailboxes:** All homes should have properly numbered mailboxes that are in good condition.

Landscaping

- **Lot Maintenance:** Standards require that the grass should be mowed on a regular schedule. Bushes, shrubs, and trees should be properly trimmed/pruned and natural areas in the front yard should be neatly maintained and free of weeds and natural debris. Yards should be raked in the fall/winter for leaves. Yard waste must be properly disposed of. Trash containers must be removed back to an area not visible from the street after pickup. Seasonal decorations should be removed from view after 1 month of the close of the season. Lots shall not be used as a dumping station for unwanted furniture, debris, or trash.
- **Trailers, Boats, Inoperable Vehicles:** There shall be no inoperable vehicles stored on lots. An inoperable vehicle is one with any or all of the following a) missing license plates/tags, b) flat tires, c) on blocks, d) broken glass, e) visibly wrecked and inoperable, and f) expired tags.
- **Parking of Vehicles:** Automobiles shall be parked in the driveway and or garage. If you are unable to park in the driveway or garage, due to lack of space versus number of vehicles registered to the property, the grass may not be damaged by vehicle parking. Any visible signs of damage to the grass or grounds will result in a violation and must be repaired. No cars may be parked in a manner which is deemed a nuisance such as blocking traffic or traffic signs, blocking a mailbox, or detracting from the overall aesthetics of the neighborhood. Your yard should not appear as if it is a parking lot. Parking in the front yard is strongly discouraged.

It is the primary responsibility of each homeowner to maintain his property in a way that does not detract from the overall beauty of the community and/or become a nuisance. It is hoped that each and every homeowner will take this responsibility seriously, as this can severely affect the value of all properties.

The Board of Directors and the management company (Elite Management Professionals) of the Association do periodic inspections of all properties noting any signs of deterioration and obvious needs for repair.

Compliance letters will be sent to the homeowner on the following schedule:

1st Letter – Courtesy Notification violation, make recommendations for improvement and provide 5-30 days (depending on violation) for compliance. In cases where the homeowner has a different mailing address, a copy of this letter will also be sent to the residence.

2nd Letter - Warning letter that initial time limit for compliance has expired. Compliance or contact to the manager of the Association must be completed within 5-15 days.

3rd Letter – Final Notice that if not remedied within 7 days, a Due Process Hearing will occur.

4th Letter - Due Process Hearing Invitation, letter will include a time/date for the due process hearing and all violations for the address. At the due process hearing, the Owner will have an opportunity to explain any circumstances regarding non-compliance and voice any concerns regarding the situation. If a homeowner is unable to attend the hearing they are encouraged to send their information in writing to the management company. The Board will then review the case and make a final decision. A follow-up letter to the Owner will be sent with the Board's decision and a final date for compliance within 15 days of the hearing.

Any violation not brought into compliance can be fined up to \$100.00 per day or per occurrence depending on the violation as per State law. Monthly invoices will be sent until all fines are paid in full.

Homeowners will have one opportunity to appeal Board decisions made after Due Process. It is at the Board's sole discretion to approve or deny any appeal. All decisions at this stage of due process are final. Appeals can be sent to the management company in writing or presented at the next scheduled Board meeting. Appeals presented at Board meetings must be scheduled with the management company.

If we all do our part, Mallard Crossing will remain a beautiful community to live in and we will be proud to call it our *home*.

Sincerely,

Your Board of Directors
Mallard Crossing Homeowners' Association