

## HIDDEN PINES HOMEOWNERS ASSOCIATION

### Summary of Rules and Regulations

Revised October 2011

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#### HOMEOWNER AREAS OF RESPONSIBILITY

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- A. The owner of each housing unit shall bear the responsibility of repair work within each unit and exterior repair to windows (excluding builder installed skylights), screens, all exterior doors (including garage doors), sliding glass doors, all A/C including compressors and heating equipment and all flooring regardless of location.
- B. The owner is not responsible for the painting of any exterior portion of the building, whether it be walls, doors or garage doors, or any modifications to the original structure unless approved by the Board of Directors.
- C. The owner of each housing unit shall notify the Association of any needed repairs for which the Association is responsible. All requests to be considered must be on the Hidden Pines Homeowners Repair Request Form. Forms are available at the clubhouse.
- D. The owner of each housing unit shall pay all assessments in full and on time. Monthly maintenance assessments are due on the first of every month and are considered delinquent after ten days. A late penalty of 1.5% (18% per annum) of the unpaid balance of the monthly assessment will be added after the 10<sup>th</sup> day of each month.
- E. Homeowners are responsible for taking care of islands between driveways. If these islands are in grass, the association will maintain by cutting and edging.
- F. The association will mow and trim all lawn areas, but residents are required to keep lawn areas clear of all lawn equipment, furniture or any other object that will interfere with the lawn service doing their job. Example: If you leave your water hose on the lawn, or place lawn furniture on the lawn, the lawn service will not move these items in order to mow. Lawn areas not accessible to lawn service will become the responsibility of the resident to keep mowed and trimmed. If a homeowner does not maintain his/her unit properly, a registered letter will be sent reminding the owner of his/her obligations and if after 30 days has passed and no action is taken, the Association reserves the right to correct the situation and bill the owner for work performed. This includes engaging a landscaping service to maintain the islands between units.
- G. No modifications to the exterior of the building, including walkway and driveway areas, may be made without review and recommendation by the architectural standards committee and board approval. If the proposed modifications are approved and completed, the owner is responsible for the maintenance of the alteration except for painting as noted in point B. Installing a

storm/screen door at the front entrance is a modification that no longer requires board approval. The storm/screen door must be brown on the wood buildings and white on the stucco buildings. Replacement of exterior light fixtures is also a modification that does not require board approval. Fixtures must be brown or black on wood buildings and white on stucco buildings to match gutters and shutter trim.

- H. **Hurricane Shutter Standards.** Hurricane shutters can be pull-down or pull-together style. They should be white, cream or light gray in color. The boxes they are contained in should match the trim color of the buildings. Also allowed are the corrugated metal shutters with tracks attached to the building above and below the windows, the trim to match the color of the building. For stationary second-floor windows clear, bullet-proof plastic window coverings with vinyl wrap, painted the color of the building, are permissible. All work is to be done by a licensed, bonded and insured contractor and all necessary permits must be obtained and posted. Any problem arising from the use of coverings on the fixed second-floor windows is the owner's responsibility.
- I. No modifications to common ground areas may be made without review and recommendation by the architectural standards committee and board approval. If the requested modifications have been approved and the work completed, the owner is responsible for maintenance of the alteration.
- J. Nothing may be stored or kept in the common area without prior consent of the association.
- K. No recreational activity is permitted in the retention ponds except fishing from shore by residents and guests. These ponds are chemically treated. Do not eat the fish.
- L. An annual community garage sale may be held without Board approval. No other garage sale may be held without Board approval.
- M. If a unit owner plans to be away for any period of time, all unattached objects outside the unit must be removed and/or secured.

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#### USE OF THE UNIT

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- A. Each unit will be used for single family purposes only and no trade or business of any kind shall be carried on within except by written consent of the Association.
- B. Units for rent are to be provided a current copy of the Association's Rules and Regulations. Owners and/or Rental Agencies are responsible for providing Homeowner's Association with name, address and phone numbers of all new renters. Owner or Rental Agent must certify to Board that renter has received and read Rules and Regulations.
- C. Barbecue grills are to be used outside, in open areas and at a safe distance from all buildings. This is not only common sense, but also suggested by local fire departments. After use, they are to be stored in the garage or back porch.

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## PARKING

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- A. No parking is permitted off the roadway on any grass area, including all common ground and privately owned lots, at anytime.
- B. Overnight parking is prohibited in the streets of the Hidden Pines Community.
- C. Driveway/garage parking is limited to four vehicles.
- D. Automobiles, motorcycles and trucks not exceeding ½ ton capacity may be parked in driveways overnight. Commercial trucks, commercial vans, boats and/or trailers are not permitted.
- E. Guest/visitor vehicles may use parking facilities adjacent to the clubhouse, tennis courts or Candlewood and Windhaven Lanes for overnight parking. These spaces were never intended for regular resident parking. When using this parking, identification showing the unit where guest is visiting must be visible from the outside of the vehicle.
- F. No owner, family member, guest or invitee shall repair or restore any vehicle, boat, trailer or RV anywhere upon the property, except in an enclosed garage.
- G. There shall be no storage in the common area, for a period longer than three (3) days, of boats, trailers, campers, RV's and other like articles.
- H. For safety, no skateboards, roller skates, etc. may be used in parking areas.

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## GENERAL RULES AND REGULATIONS

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### A. **Antennas**

- 1. No television or radio masts, towers, poles, antennas, dishes, aerials, wires or appurtenances thereto, shall be erected, constructed, or maintained on any lot without review and recommendation by the architectural standards committee and the approval of the Board of Directors.
- 2. All television antennas shall be erected and maintained completely inside the structure on each lot and shall be of an "attic type" or such other type as may, from time to time, be permitted under the association's rules and regulations.

### B. **Garage Doors**

- 1. Garage doors shall not be left open in such a manner that the interior of the garage will be exposed to the general public or to other owners. Garage screens are permitted to be down with the garage door in the open position.

2. Since garages contain washers and dryers, it is sometimes necessary, because of humidity problems, to have the garage door open a foot or two for circulation of fresh air. If a resident is working on some project or hobby in the garage, it is permissible to have the door open for the sake of ventilation. At no time shall the garage door be left open when the resident is away from the premises.
3. Installing a roll-up (Skeeter Beater) garage door screen is a modification that does not require Board approval. However, the screen must be brown on the wood buildings and white on the stucco buildings.

C. **Clotheslines.** Clotheslines are prohibited on any common area.

D. **Signs.** No sign of any kind shall be displayed to the public view on any lot or the common area without the prior written consent of the association, except customary name and address signs. "For Sale" signs (not exceeding 216 square inches, square or rectangular in shape) have approval of the board; rental signs are prohibited. "For Sale" signs may only be displayed and must not exceed 30" above the ground at the top of the sign.

E. **Pets**

1. No animal, livestock, or poultry of any kind shall be raised, bred, or kept on any of the property. Cats and dogs are permitted but are limited to forty (40) pounds with no exceptions. Maximum of two pets allowed per unit.
2. All animals outside of a housing unit are required to be on a leash at all times.
3. Owners are responsible for cleaning up after their own animals while walking them. City Ordinance No. 26.00 requires that you must pick up after your dog.
4. Owners must insure that their pets are not left outside for long periods of time, making noise that will disturb neighbors. Pets are not allowed to run free at any time.
5. The association may prohibit the keeping of any pet anywhere within the complex which the association reasonably determines may constitute a threat to the safety or health or well being of other residents and/or guests, or if the pet is a nuisance.

F. **Mailboxes.** Mailboxes shall be placed only in designated areas.

G. **Trash Collection**

1. Trash containers may be placed at the curb after 6:00 pm on the evening before the pickup. Empty trash receptacles must be placed back inside the unit by 8:00 pm the day of the trash pickup.

2. Trash containers for the disposal of yard clippings (separate pickup day) may be placed at the curb after 6:00 pm on the evening before the pickup. Empty trash containers must be placed back into storage by 8:00 pm the day of the trash pickup.
3. Large household items: Contact Public Works at 424-2212 to schedule pickup of large household items. These items should be placed at the end of the driveway no earlier than 6:00 pm the night before the day of the scheduled pickup.
4. Questions about recycling can be directed to Southards at 426-8858.

H. **Bicycles.** Bike riding on streets only. Safety gear recommended.

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### CLUBHOUSE RULES AND REGULATIONS

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- A. Each Hidden Pines Association member is entitled to a key code to the restroom access door of the clubhouse. A locksmith fee (\$30) will be charged to each new homeowner and to the owner of a rental unit (for each new renter). When fee is processed, a clubhouse/pool code (unique to unit) will be assigned. Homeowners and renters, houseguests of owners and renters, and workers with proper identification are the only individuals authorized to use codes.
- B. The clubhouse shall remain locked and its facilities turned off until an association member or renter uses his/her key code to gain admittance, and it is their responsibility to lock all doors upon leaving.
- C. No children under 16 years of age are permitted in the clubhouse unless supervised by an adult.
- D. Exterior timed lights shall be set to be on from dusk till dawn. Cupola lights will be turned on at dusk and turned off at 10:00 pm.
- E. The office within the clubhouse is off-limits to all except Association Board Members or their assignees.
- F. The Hidden Pines Homeowners Association Clubhouse Committee will submit on a monthly basis (the last week of each month) the calendar for the upcoming month to the Board Secretary. Homeowner Association usage takes precedence over private use.
- G. Any homeowner or renter in good standing may reserve the clubhouse for private use on a first-come first-serve basis under the following conditions:
  1. Any member of the Hidden Pines community, homeowner or renter, being 21 years or older may, upon giving 2 weeks notice to the Clubhouse Committee and signing a lease agreement, reserve the clubhouse. Recurring meetings of outside organizations may not be scheduled. The clubhouse may not be used for fundraising activities open to the public.

2. Any use of the clubhouse requires the homeowner or renter who makes the reservation to be present for the total time reserved.
  3. The homeowner or renter will be required to give a \$200 security deposit and a \$50 usage fee and to sign a form acknowledging their liability for any damage done to the facility. If there is no damage, and the facility is clean upon the inspection by a Clubhouse Committee member, the \$200 deposit will be returned. The inspection of the facilities must be completed by 10:00 am the following day or earlier at the discretion of a board member.
- H. A homeowner who rents his/her unit loses his/her privilege to reserve the clubhouse as his/her right is passed on to the renter.
- I. Reservation of the clubhouse does not include use of the pool.
- J. Wet bathing suits are not allowed in the recreation room of the clubhouse.
- K. Smoking is not allowed in the clubhouse.
- L. Clubhouse tables and/or chairs, etc. may be borrowed by a Hidden Pines resident but may not leave the Hidden Pines community. Approval of a board member is required.
- M. Amenities should not be used during inclement weather, especially storms because of lightning danger. This applies to the pool, whirlpool, tennis and shuffleboard courts.

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## **SWIMMING POOL/WHIRLPOOL**

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### **A. Pool Tags and Pool Access**

1. Admittance to the pool area by all over the age of twelve (12) will be allowed only by a Hidden Pines Homeowner using key code.
2. Each homeowner will be presented with two (2) Homeowner Badges and two (2) Guest Badges.
3. Badges must be available to be shown upon request.
4. Resident children under 12 are not required to have badges, but must be accompanied by an adult resident or adult guest. Letters received from homeowners and/or renters requesting a waiver of this rule will not be accepted.
5. Failure to produce a badge will result in the loss of pool privileges for the homeowner or renter until a badge is presented.
6. Homeowners who rent their units lose their pool privileges and should pass their badges on to their renters who are entitled to all homeowner privileges.

7. The pool area may not be reserved for private parties.

## **B. Pool Area Rules**

1. Child flotation devices (swimming aids) are permitted in the pool but their use must be supervised by an adult.
2. Single-person air mattresses are permitted as long as they do not interfere with swimmers.
3. Children using an air mattress must be supervised by an adult.
4. Food is not allowed in the fenced-in area of the pool. Drinks must be in metal or plastic containers. Glass containers are prohibited.
5. Skateboards, running, ball games are not permitted on the pool deck. Games played in the swimming pool must not interfere with other swimmers.
6. There will be no loud playing of radios, cd's or the like. Anyone abusing this will be asked to lower the sound or leave the area.
7. No diving. No running. No jumping into the pool.
8. No pets allowed in the pool area.
9. Residents and guests using the pool area in the evening are expected to turn on the pool side lights for safety reasons, and lights are to be turned off by the last person leaving the pool area.
10. Pool deck umbrellas need to be left in the down position once users are ready to leave. This is necessary to prevent damage. If you put up an umbrella, you are responsible for putting it down when you are done.
11. Infants with diapers must wear protective plastic pants. Soiled diapers must not be disposed of in the pool area or the clubhouse.
12. The swimming pool is open from 7:00 A.M. to 10:00 P.M.

## **WHIRLPOOL**

### **A. Tags and Access**

1. Pool tag restrictions listed above apply to whirlpool use.
2. Children under 12 are not allowed in the whirlpool for any reason whatsoever as it is not a children's swimming pool and could be hazardous to their health. Children over 12 are allowed in the whirlpool if accompanied by an adult resident or guest with the appropriate pool tags.

3. Children wearing diapers are never permitted.
4. The whirlpool is open from 7:00 A.M. to 10:00 P.M.

**B. Rules and Regulations**

1. No floats are permitted.
2. All safety and health rules as well as hours posted at the whirlpool must be observed by all homeowners, renters and guests.
3. No diving or jumping into whirlpool.

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**TENNIS COURTS AND SHUFFLEBOARD COURTS**

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**TENNIS COURTS**

**A. Keys and Access**

1. Tennis courts are for the use of all Hidden Pines residents and their guests on a first-come first-serve basis. Play is limited to 1 hour for doubles and  $\frac{3}{4}$  of an hour for singles if others are waiting.
2. Tennis court gate should be kept closed.

**B. Rules and Regulations**

1. No skateboards, roller skates, bicycles, etc., may be used on the tennis courts.
2. All posted rules and regulations at the tennis courts must be followed by homeowners and their guests.

**SHUFFLEBOARD COURTS**

- A. All residents and their guests may use the courts.
- B. Playing sticks and disks are available in a special cabinet in the nearby mailbox shelter. The combination to the lock can be obtained by asking a member of the Board.
- C. No skateboards, roller blades, roller skates, bicycles, etc., may be used on the courts.

## NONCOMPLIANCE WITH RULES AND REGULATIONS

Rules and regulations have been agreed upon for the common good of homeowners and for the continued maintenance and appearance of the Hidden Pines community. Noncompliance of rules by members, tenants, guests or invitees using common areas will have consequences. Those consequences will include, but not be limited to, the following:

- A. First offense may result in a letter of warning from the Board of Directors or their representative.
- B. Rights of a member to use common areas may be suspended for a period of time to be determined by the Board of Directors.
- C. A fine, not to exceed \$100 per day, may be levied by the Board of Directors, not to exceed \$1,000 in aggregate.
- D. A fine or suspension may not be imposed without a notice of at least 14 days and an opportunity for a hearing before a committee of three members appointed by the board. These three cannot be board members or employees or relatives of the individual who did not abide by the rules. In the case of a criminal action, privileges may be revoked immediately.
- E. Past-due fines will be subject to legal action.