RESOLUTION OF THE BOARD OF DIRECTORS OF WESTWOOD TERRACE TOWNHOME ASSOCIATION, INC.

Adopting Community Rules and Design Standards

WHEREAS, the Declaration of Covenants and Restrictions for Westwood Terrace was recorded on January 18, 2005, in Deed Book 14100, Page 588 *et seq.*, of the Cobb County, Georgia land records (hereinafter, as may be amended and/or supplemented from time to time, the "Declaration"); and

WHEREAS, Westwood Terrace Townhome Association, Inc., a Georgia nonprofit corporation ("Association"), is organized under the Georgia Nonprofit Corporation Code to be the Association named in the Declaration to have the power and authority set forth therein; and

WHEREAS, the Board of Directors of the Association constitutes the body responsible for the administration of the Association and, as such, is granted certain authority pursuant to the Declaration and Bylaws of Westwood Terrace Townhome Association, Inc. (hereinafter, as may be amended and/or supplemented from time to time, the "Bylaws"); and

WHEREAS, pursuant to Article III, Section 2 of the Declaration, every owner of any Townhome shall have a non-exclusive right and easement of enjoyment and use in and to all portions of the Association Property, except for Easement Areas, Driveways, Porticos, Stoops and Patios (which shall be subject to an easement for the exclusive use of the owner of the Townhome to which the same are attached or annexed, as provided elsewhere in the Declaration), and such right and easement shall be appurtenant to, and shall pass with, the title to the Townhome(s) owned by such owner; such right and easement of enjoyment and use are and shall be subject to the easements which are described in Article III, Section 3 of the Declaration, to all other provisions of the Declaration relating to the use of the Association Property, and to the right of the Association, as provided in the Bylaws, to suspend the enjoyment rights of the owner of any Townhome during any period in which any assessment which is due to the Association from such owner remains unpaid, and such period as the Board of Directors may consider appropriate for any infraction of its published rules and regulations; no such suspension, however, shall prohibit the owner of any Townhome from using the Association Property to the extent necessary for such owner to have access to and from his Townhome; and

WHEREAS, the Board of Directors has determined that it is in the best interest of the community to adopt and/or revise rules and regulations and design standards for Westwood Terrace.

NOW, THEREFORE, the Board of Directors of the Association hereby adopts the following Community Rules and Design Standards ("Community Rules"), which are attached hereto as Exhibit "A." These Community Rules shall serve as supplemental governance over the community as provided in the Declaration, and they shall supersede and fully replace all previous versions thereof.

[SIGNATURES CONTAINED ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, the undersigned, being at least a majority if the directors of Westwood Terrace Townhome Association, Inc., have hereby consented to the foregoing resolution as of this <u>27</u> day of <u>October</u> 2024.

BOARD OF DIRECTORS:

Name		Position
Marla Basque Marla Basque (Oct 27, 2024 19:10 EDT)	27/10/24	President
Marla Basque		
Valerie Murray	27/10/24	Vice President
Valerie Murray		
Darrell L. Williams	27/10/24	Treasurer
Darrell Williams		
Elizabeth Reardon Elizabeth Reardon (Oct 27, 2024 15:39 EDT)	27/10/24	Secretary
Elizabeth Reardon		
Janger Ell (Oct 27, 2024 17:54 EDT)	27/10/24	Member at Large
James Ell		

Exhibit "A"

WESTWOOD TERRACE TOWNHOME ASSOCIATION, INC.

COMMUNITY RULES AND DESIGN STANDARDS

Effective as of <u>27October2024</u>

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1.0 Purpose

In accordance with Article III, Section 2 of the Declaration of Covenants and Restrictions for Westwood Terrace ("Declaration"), the Board of Directors ("Board") hereby adopts the following Community Rules and Design Standards ("Community Rules"). These Community Rules shall supersede and replace all prior written rules and regulations, and design standards promulgated by the Board of Directors. These Community Rules are legally binding on all owners and occupants, and they are being adopted to protect and promote property values, as well as to preserve the intended character of the Westwood Terrace community.

2.0 Definitions

Pool Area – shall mean all the recreational facilities enclosed by the fence surrounding the community pool, including the pool deck, pool house, and pool.

Pool – shall mean all the pool, but not the pool deck or pool house.

Social Gathering – shall mean a group of more than four (4) non-registered guests.

Guest - shall mean any person who does not reside full time within Westwood Terrace.

Violation – shall mean any nonconformance of the Declaration, Bylaws, or these Community Rules.

Tenant – shall mean the person listed on the lease agreement for a Townhome.

Homeowner – shall mean the record title owner(s) of a Townhome.

3.0 Community Rules

In addition to the specific provisions contained in the Declaration, all homeowners and tenants within the community shall also comply with the following (**Note:** interior alterations are not subject to these standards unless they are visible from the exterior of the Townhome):

3.1 Community Pool

The purpose of the pool rules is to promote safety, harmony, and good conduct as it relates to the use of the Westwood Terrace community pool facilities. Guests must be accompanied by a homeowner or the tenant on the lease for a Townhome. The maximum number of guests allowed per household is four (4).

3.1.1 Pool Hours

3.1.1.1 During pool season, the normal pool operation hours are from 7 a.m. to 10 p.m. (*daily, weather and pool conditions permitting*).

3.1.2 Safety Use and Restrictions

- 3.1.2.1 Large social gatherings (e.g., parties) of more than four (4) guests per household are not permitted without the approval of the Board of Directors. A formal request for a party should be submitted to the Association's property management company for approval by the Board of Directors.
- 3.1.2.2 **No Diving** is permitted at the pool.
- 3.1.2.3 No glass containers or open clearly marked alcohol containers are permitted in the pool or enclosed pool area.
- 3.1.2.4 No cooking is permitted in the enclosed Pool Area. No grills, BBQs or other cooking equipment is permitted in the enclosed Pool Area.
- 3.1.2.5 No smoking, vaping, use of illegal drugs, or use of e-cigarettes in the Pool Area.
- 3.1.2.6 Umbrellas should be closed after use, and all umbrellas should be closed at end of the day by the last person present at the pool. If you are the last person to leave the pool, please close any umbrellas which are not closed.
- 3.1.2.7 Chairs and tables should be cleaned after use, and the Pool Area should be free from clutter and debris during use.
- 3.1.2.8 Food is permitted on the pool deck but not in the pool.
- 3.1.2.9 Loud music is not permitted at any time and must not interfere with the enjoyment of others in the Pool Area or surrounding Townhomes.
- 3.1.2.10 **No** intoxicated people are permitted within the Pool Area.
- 3.1.2.11 No fighting, disorderly conduct, vandalism, horseplay, running, jumping, boisterous conduct, abusive or profane language, breach of the peace, or similar conduct is permitted on the Association Property.
 - 3.1.2.11.1 Personal conduct in the pool area and shower rooms must be such that the safety of anyone is not jeopardized.
 - 3.1.2.11.2 <u>Note:</u> Any violations of the safety use and restrictions noted above may result in pool privileges being suspended for a minimum of one pool season.

3.1.3 Health Restrictions

3.1.3.1 If the State or local government declares a public health state of emergency and/or mandates that certain portions of the common areas be closed (such as pools, gyms, or fitness rooms),

then the Association must comply. The mandate may be indirect (such as conditions of operation that the Association cannot comply with or language that may cover all community associations).

- 3.1.3.2 For the health, safety and welfare of children, no child under 12 years of age may enter the pool area without a parent or a responsible adult over the age of seventeen (17). The parent or adult in attendance must take full responsibility for the behavior and safety of these individuals.
- 3.1.3.3 Anyone using the pool must shower before entering the pool.
- 3.1.3.4 **NO ANIMALS** are permitted within the Pool Area.
- 3.1.3.5 Any persons suffering from a communicable disease, virus, or fungus that could spread or pass to others should not use the pool.
- 3.1.3.6 Infants and toddlers not potty trained are required to wear swim diapers which must fit snugly at the waist and legs. If there is any evidence of waste in the pool, the Pool Area will be closed until professionally cleaned.
- 3.1.3.7 All trash must be properly disposed of in designated waste receptacles.
- 3.1.3.8 <u>Note:</u> Any violations of the health restrictions noted above may result in pool privileges being revoked for a minimum of one pool season.

3.1.4 Enforcement of Pool Rules

- 3.1.4.1 Any violation of the foregoing pool rules may result in the Board taking enforcement action permitted under the Declaration and/or Georgia law including, but not limited to, suspension of a member's rights to use the pool.
- 3.1.4.2 In addition, homeowners who are delinquent in the payment of assessments, fines or other charges owed to the Association may have their pool privileges suspended until their accounts are no longer delinquent. Homeowners or tenants who access the Pool Area while privileges are suspended will be considered trespassers.
- 3.1.4.3 Entering the Pool Area while the pool is closed will result in the homeowner or tenant losing his/her pool rights for minimum of one pool season.

3.2 Driveways

- 3.2.1 All driveways must be kept free of oil stains and should be pressure washed routinely when dirty.
- 3.2.2 Failure to comply with these requirements may result in a fine if not corrected within the specified time.

3.3 Vehicles/Inoperable Vehicles

- 3.3.1 Inoperable vehicles, including those with flat tires, are not permitted in driveways, on the street, or in any of the Designated Community Spaces near the front entrance and pool. Any such vehicles should be stored in a garage until they are repaired.
- 3.3.2 Any inoperable vehicle, including those with flat tires, parked anywhere in the community will be treated as abandoned and towed as defined in the separate Rules and Regulations for Vehicle Operation and Parking.
- 3.3.3 Vehicle covers are not permitted within the community, except while vehicles are parked within garages.
- 3.3.4 Failure to comply with these requirements may also result in a fine if observed.

3.4 Garbage

- 3.4.1 Garbage containers and recycling bins should be stored in the garage and out of sight on non-pickup days. They shall not be stored on the side of the Townhome, by shrubs, or in the backyard.
- 3.4.2 Containers should not be visible from the street except for garbage pick-up days. Garbage containers should not be visible and placed outside for pickup no sooner than 5:00 p.m. the day before pickup and no later than 8:30 a.m. the day after pickup (Note: pickup days during the holidays may vary).
- 3.4.3 Garbage must always be placed in a garbage container (i.e., garbage bags alone are not allowed) to ensure animals and other pests are not able to get into the garbage.
- 3.4.4 Garbage containers left out beyond the times indicated above will result in a fine (see violation fine table in Section 7.4 Violations Fine Table). Homeowners and tenants should contact the Board of Directors if traveling on garbage day and if he/she cannot remove the garbage can from street.

3.5 Basketball Goals

3.5.1 Basketball goals are permitted within the community, provided they are removed from sight each day and stored in the garage overnight. They should not be stored on the side of Townhomes, by shrubs, or in the backyard.

- 3.5.2 Basketball goals should be in an area that is safe and does not impede traffic or present a safety risk.
- 3.5.3 Any basketball goals left in the front of properties overnight will result in a homeowner fine (see violation fine table in Section 7.4 **Violations Fine Table**).

3.6 Inflatable Pools

- 3.6.1 Adult inflatable pools are not allowed. Children pools for ages six (6) years and younger are permitted within the community, provided they are not placed in driveways and/or set up on the front portion of a Townhome.
- 3.6.2 All inflatable pools must be removed from public view overnight.
- 3.6.3 Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 **Violations Fine Table**).
- 3.6.4 **Note:** overuse of water may result in a special homeowner assessment to balance the increase in water usage billed to the Association.

3.7 Signs

- 3.7.1 One professionally lettered "For Sale" sign is permitted in front of a Townhome. No large wood signs that require using a post hole digger to install will be allowed. Once the Townhome is sold, the sign must be removed immediately.
- 3.7.2 No other signs are permitted within the community without prior written approval from the Board of Directors (*e.g.*, For Rent signs, business signs) See Article VII, Section 5 of the Declaration. Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 **Violations Fine Table**).

3.8 Satellite Dishes

- 3.8.1 Satellite dishes are permitted according to FCC rules for Over-the-Air-Reception Devices (OTARD).
- 3.8.2 Satellite dishes must be mounted and properly secured to a Townhome to ensure that they do not present a safety risk.

3.9 Flags

- 3.9.1 The U.S. Flag or any U.S. military flag may be flown from flagpoles in column-mounted brackets without restriction in accordance with federal law.
- 3.9.2 Other flags (*e.g.*, collegiate flags) are also permitted; however, flags promoting violence, and any other form of discrimination are prohibited.
- 3.9.3 Flags must be in good condition, not tattered or faded, and able to fit on a flagpole.

3.10 Portable Storage Units

- 3.10.1 Portable storage units for moving (*e.g.*, PODs) are permitted in a driveway for a maximum of five (5) days.
- 3.10.2 Traffic should not be blocked or impeded by the portable storage unit.
- 3.10.3 If the portable storage unit needs to be in the driveway for more than five (5) days, the Board of Directors must approve an extension request to avoid a violation and fine (see violation fine table in Section 7.4 **Violations Fine Table**).

3.11 Home Repairs/Service/Maintenance/Controls

- 3.11.1 Home repairs and any other similar maintenance/repairs scheduled by homeowners or tenants should not begin before 7:00 a.m. and should not extend past 9:00 p.m. (Sunday-Saturday).
- 3.11.2 Homeowners must also arrange contractor parking and trash pickup to be consistent with other community regulations to minimize disruptions to other residents. Large garbage dumpsters must be removed immediately upon cleanup and should not be located within the community for longer than five (5) days without written approval from the Board of Directors.
- 3.11.3 Homeowners must ensure compliance with the separate Rules and Regulations for Vehicle Operation and Parking for any home repairs, service, or maintenance.

3.12 Leasing Guidelines

- 3.12.1 Leasing in Westwood Terrace is professionally administered by its property management company. Please contact the Association's property management company regarding leasing questions or concerns.
- 3.12.2 It is the homeowner's responsibility to ensure tenants of leased properties comply with the rules of Westwood Terrace. All governing documents should be issued to tenants to ensure compliance.
- 3.12.3 The Board may refuse to issue and Leasing Permit or Hardship Leasing Permit if the owner is shown on the Association's books and records to be delinquent in any assessment or charge or if the owner is in violation of the Declaration, Bylaws or any Association rule or regulation as defined in the Second Amendment to the Declaration of Covenants and Restrictions for Westwood Terrace Section b Restrictions on Leasing of Townhomes (ii) Leasing Permits approved 19Jan2019.
- 3.12.4 Permits and Hardship Leasing Permits are automatically revoked upon the sale or transfer of the Townhome to a third party (excluding sales or transfers to an owner's spouse or former spouse). Leasing Permits and Hardship Permits also expire if the Townhome is not leased as provided herein within ninety (90) days of the issuance of the Leasing Permit or

Hardship Permit, or if the owner fails to maintain a lease for more than ninety (90) consecutive days at any point after a Permit is issued. Note: The Board also may revoke any Leasing Permit or Hardship Leasing Permit if the owner is shown on the Association's books and records to be more than thirty (30) days past due in any assessment or charge or if the owner and/or the Townhome occupant or any guest of the owner or occupant violates the Declaration, Bylaws, rules and regulations of the Association or any other applicable laws or ordinances as defined in Second Amendment to the Declaration of Covenants and Restrictions for Westwood Terrace Section b Restrictions on Leasing of Townhomes (iv) Expiration and Revocation of Permits and Grandfathering Status approved 19Jan2019.

3.13 Rules for Transferring Ownership of a Townhome

- 3.13.1 Any member of the Association who intends to sell their Townhome should give the new homeowner as much information as possible about the Association and/or refer them to the Association's property management company.
- 3.13.2 Homeowners should contact the Board of Directors to ensure that parking information is also passed along to the new homeowner.
- 3.13.3 Homeowners selling their Townhome should ensure that all transactions related to the property are current and no outstanding balances exist (*this can hold up the closing process*).

3.14 Collection Policies

- 3.14.1 Regular homeowner assessments are due on the 1st of each month.
- 3.14.2 Any payments made after the <u>10th</u> of each month will be considered late and will result in late fees and interest. Late fees and interest must be paid to avoid additional collection efforts.
- 3.14.3 Membership privileges, such as the right to vote or use the pool, may be suspended if a homeowner account is delinquent. In addition, the Association may shut off the Townhome's water in accordance with Article XI, Section 8 of the Declaration. Disconnect and reconnect charges will also be charged back to the homeowner.
- 3.14.4 Note: The Association is subject to the Georgia Property Owners' Association Act, O.C.G.A. § 44-3-220 et seq.

3.15 Noise Guidelines

- 3.15.1 All homeowners and tenants should be mindful of their noise levels within the community.
- 3.15.2 No loud music, loud conversations, lawn mowers, hammering, and sawing are permitted between 11:00 p.m. and 7:00 a.m., as this violates Article VII, Section 3 of the Declaration, and the Cobb County noise ordinances. Any

- noise violations during this time should be addressed by calling Cobb County police while the disturbance is occurring.
- 3.15.3 Failure to adhere to the noise guidelines may result in fines (see violation fine table in Section 7.4 **Violations Fine Table**).
- 3.15.4 If any homeowners or leasing tenants do not comply with these requirements, a detailed message regarding the complaint should be sent to Heritage.

4.0 Townhome Maintenance Standards

Townhome maintenance falls under Articles VII and VIII of the Declaration. **Note:** Interior alterations to Townhomes are not subject to the standards below unless they are visible from the exterior of the Townhome.

4.1 Exterior Paint

- 4.1.1 Homeowners are required to maintain the exterior of their Townhome in a reasonable manner that complements and is in line with the overall aesthetics of the community.
- 4.1.2 To ensure that the correct paint colors are chosen, an architectural control (ARC) request should be created online with the Association's property management company for prior written approval (Note: This requirement also applies to painting and/or installing siding, doors, shutters, trim, and other appurtenant items on the Townhome).
- 4.1.3 The original color schemes for each Townhome can be found by going to the "homeowner documents" section of the property management company's online portal. Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 Violations Fine Table).

4.2 Townhome Roof

- 4.2.1 Homeowners are required to maintain the roof of their Townhome in a manner that is consistent with its functional use (i.e., damage and repairs must be made in a reasonable time).
- 4.2.2 To ensure the correct roofing materials are chosen, an architectural control (ARC) request should be made online with the Association's property management company for prior written approval.
- 4.2.3 The approved shingle for each Townhome can be found by going to the "homeowner documents" section of the property management company's online portal. Note: due to the nature of the roofing business, original materials may no longer be available.

4.3 Decks and Privacy Screens

4.3.1 Decks

- 4.3.1.1 Homeowners are required to maintain the deck of their residence in a manner that is reasonable and complementary to the community.
- 4.3.1.2 Decks must be maintained and kept in satisfactory condition, which includes periodic staining/sealing to address normal wear and tear.
- 4.3.1.3 An architectural control (ARC) request should be created online with the Association's property management company for prior written approval. This also ensures that the correct specifications will be followed prior to project start. Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 Violations Fine Table).

4.3.2 Deck Privacy Screens

- 4.3.2.1 Homeowners are required to maintain the deck privacy screens of their Townhome in a manner that is reasonable and complementary to the community.
- 4.3.2.2 Deck privacy screens must be maintained and kept in satisfactory condition, which includes periodic staining/sealing to address normal wear and tear.
- 4.3.2.3 Additional wood privacy screens on the upper deck are permitted, provided they are professionally finished lattice or similar material, and are no higher than the top of the original privacy fence.
- 4.3.2.4 Privacy screens and outdoor ceiling fans must be of a neutral color or natural material and must be kept in good repair. Note: Dry-deck systems can also be installed after submitting an ARC request for approval.
- 4.3.2.5 An architectural control (ARC) request should be created online with the Association's property management company for prior written approval. This also ensures that the correct specifications will be followed prior to project start. Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 Violations Fine Table).
- 4.3.2.6 Note: Any Townhome with an outdoor ceiling fan must have an ARC request on file.

4.3.3 Privacy Fences

4.3.3.1 Installation Requests

- 4.3.3.1.1 Privacy fences are permitted, consistent with the preapproved design and stain colors.
- 4.3.3.1.2 To ensure the correct fence design and dimensions are chosen, an architectural control (ARC) request should be created online with the Association's property management company for prior written approval. Homeowners must use the approved fence details noted in the Approved Privacy Fence Dimensions section. In addition, homeowner should review the Plat Information Section to ensure proper fence dimensions to ensure the fence does not exceed homeowner property lines.
- 4.3.3.1.3 It is the homeowner's sole responsibility to ensure the fence is installed within the permitted easement area.
- 4.3.3.1.4 The fence must be professionally constructed of cedar or pressure treated wood.
- 4.3.3.1.5 Homeowners should make sure the easement lines are clearly marked for the fencing contractor prior to installation.
- 4.3.3.1.6 The privacy fence and deck stain colors should match one of the options in the Westwood Terrace (WWT) Subdivision Homeowners Association Exterior Product & Finish Specifications document located on the Heritage Homeowner's Portal under Homeowner Documents. Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 Violations Fine Table).

4.3.4 Fence Maintenance

4.3.4.1 All provisions of Section 4.0 above must be followed and consistent with the Association's design standards and overall aesthetics.

4.4 Plantings

- 4.4.1 Residents can plant reasonable and complementary bushes and flowers within their property boundaries. Residents may also apply their own mulch, pine straw or other ground cover.
- 4.4.2 Requests for tree planting, changes to garden borders or landscape should be made online with the Association's property management company for prior written approval.
- 4.4.3 Note: Before digging, homeowners should contact Georgia Power to ensure power lines and/or gas lines are not impacted.

4.5 Window Treatments

4.5.1 Window treatments should be unobtrusive (not attracting attention) from the outside of the Townhome.

4.6 Exterior Lights

- 4.6.1 Any exterior lighting bulb changes should be of similar or complementary style to the original filament.
- 4.6.2 An architectural control (ARC) request should be created online with the Association's property management company for prior written approval for any changes to exterior lighting fixtures.
- 4.6.3 All replacement lights should be similar in location and cast a similar light pattern as the original filament and surrounding Townhomes.
- 4.6.4 No exterior lighting should be directed towards another Townhome.
- 4.6.5 Spotlights/floodlights mounted on the rear side of the third floor of a Townhome are acceptable if directed on the common property only.
- 4.6.6 Front light bulbs should cast an approximate 3000K color. LED bulbs emitting the same number of lumens are acceptable.
- 4.6.7 Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 **Violations Fine Table**).

4.7 Doors

- 4.7.1 If a front entry door becomes damaged and/or needs to be replaced, a door of similar style must be chosen. Homeowners should submit an ARC request for verification and approval to ensure compliance with community requirements prior to installation.
- 4.7.2 A storm door without a decorative design may be added to the front entry door of the Townhome. However, the storm door color and style should match the existing front door. Homeowners should submit an ARC request for verification and approval to ensure compliance with community requirements prior to installation.
- 4.7.3 Other doors such as garage doors must be of a similar style. Homeowners should submit an ARC request for verification and approval to ensure compliance with community requirements prior to installation.
- 4.7.4 Not adhering to these requirements will result in a homeowner fine (see violation fine table in Section 7.4 **Violations Fine Table**).

4.8 Security Bars/Grill/Doors

4.8.1 Security doors, grills, and bars are not permitted in the community on any Townhome.

4.9 Window Air Conditioners

4.9.1 No window-mounted heating, ventilating, or air conditioning units are allowed.

4.10 Roof Vents

4.10.1 In the event metal items on a Townhome roof need to be replaced (such as vents), they must be painted black.

4.11 Rear Door Awnings

4.11.1 In the event there is a need to install an awning over rear doors to prevent rain damage, homeowners should submit an ARC request for verification and approval to ensure compliance with community requirements prior to installation.

5.0 Architectural Control Request Process

The purpose of the design standards is to preserve the property values in the Westwood Terrace community. These Standards are to ensure that any improvements, installations, constructions and/or alterations of any structure or landscape element on any lot shall be uniform. To ensure compliance, Architectural Control (ARC) requests are submitted online in the Property Management Portal Vantaca. The requests are reviewed and approved/declined by the Architectural Control Committee. **Note:** Interior alterations are not subject to these standards unless they are visible from the exterior of the Townhome.

6.0 Community Rules Compliance Enforcement

Neither the Association nor any officer or agent of the Association shall be liable to any person for any claim of damage or loss while ensuring compliance of the Declaration. The Board of Directors may consult with the Association's counsel to ensure that any decisions made by the Board do not present a conflict with the Declaration or other governing documents.

Notwithstanding anything to the contrary herein, the Board may elect to impose fines or use other available sanctions to ensure compliance with the Association's governing documents. All ARC requests submitted by homeowners should receive a response within ten (10) days of receiving a written ARC request. Signification changes affecting local law will be presented at the annual meeting or a special meeting called by the President of the Association.

7.0 Community Rules Compliance Enforcement Process

7.1 Community Walkthrough by the Board

7.1.1 Conducted on an annual basis.

- 7.1.1.1 If the Board observes a violation in the community, documentation of the violation will be sent to the Association's property management company.
- 7.1.1.2 Next, the Association's property manager will log the violation(s) with the respective homeowner's account in its software program.
- 7.1.1.3 Finally, a violation notice will be generated and sent to the homeowner regarding the violation(s). See Section 7.3 below.

7.2 Property Management Company Inspections

- 7.2.1 Conducted monthly.
 - 7.2.1.1 If the property management company inspector observes a violation in the community, documentation of the violation will be logged with the respective homeowner's account in the property management company's software.
 - 7.2.1.2 Finally, a violation notice will be generated and sent to the homeowner regarding the violation(s). See Section 7.3 below.
 - 7.2.1.3 Note: Inspectors will not inspect the back of Townhomes.

7.3 Violation Notices, Fining, and Additional Actions

- 7.3.1 Communication of Violations
 - 7.3.1.1 Violation notices are sent to homeowners in accordance with the procedures outlined in Sections 7.1 and 7.2 above, as well as the time and instructions for correcting violation(s) (sent via email and/or regular mail).
- 7.3.2 The Fining Process and Water Shutoff
 - 7.3.2.1 As provided in Article XI of the Declaration of Covenants.
- 7.3.3 Community Parking
 - 7.3.3.1 Please refer to the separate Rules and Regulations for Vehicle Operation and Parking.
 - 7.3.3.2 Note: There is a separate fining structure for violations of the Rules and Regulations for Vehicle Operation.
 - 7.3.3.3 The Association's property management company (Heritage Property Management) is not administering/enforcing the Rules and Regulations for Vehicle Operation. Homeowners and tenants should reach out to the Board of Directors for additional information.
- 7.3.4 Leasing

- 7.3.4.1 Reach out to the Association's property management company (Heritage Property Management) regarding leasing questions and to communicate any desire to lease a Townhome.
- 7.3.4.2 Each homeowner should review the leasing policy and determine if they are eligible to lease the property before initiating the transaction (e.g., the leasing cap has not been exceeded).
- 7.3.4.3 Not adhering to these requirements will result in a fine(s) as defined in the Second Amendment to the Declaration of Covenants and Restrictions for Westwood Terrace Section b Restrictions on Leasing of Townhomes (v) General Leasing Provisions approved 19Jan2019.

7.3.5 Homeowner Portal

- 7.3.5.1 All relative Association documents are stored on the online portal.
- 7.3.5.2 The online portal can also be used to update personal information.
 - 7.3.5.2.1 All current contact information must be up to date on the online portal.

7.3.6 Social Media

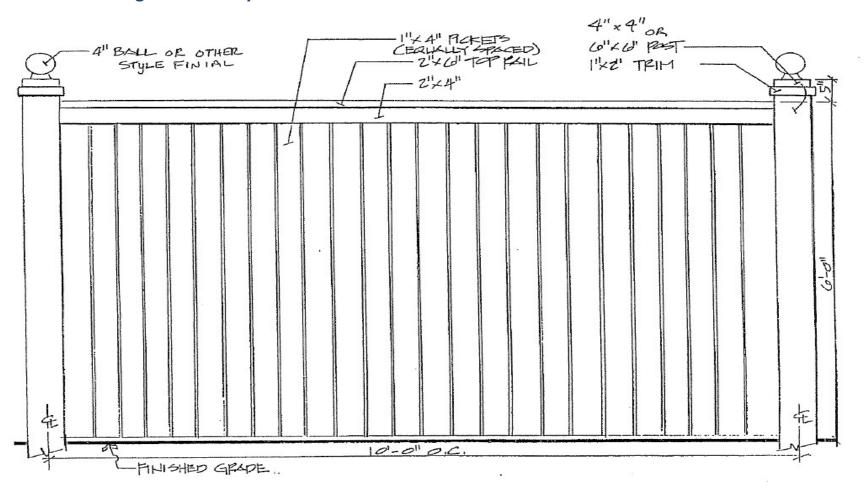
<u>Note:</u> The Board of Directors does not maintain or conduct official Association business on any social media platform (e.g., Facebook). Any discussions and/or responses on such platforms should be viewed as coming from an individual homeowner and not the Board or Association.

7.4 Violation Fines Table

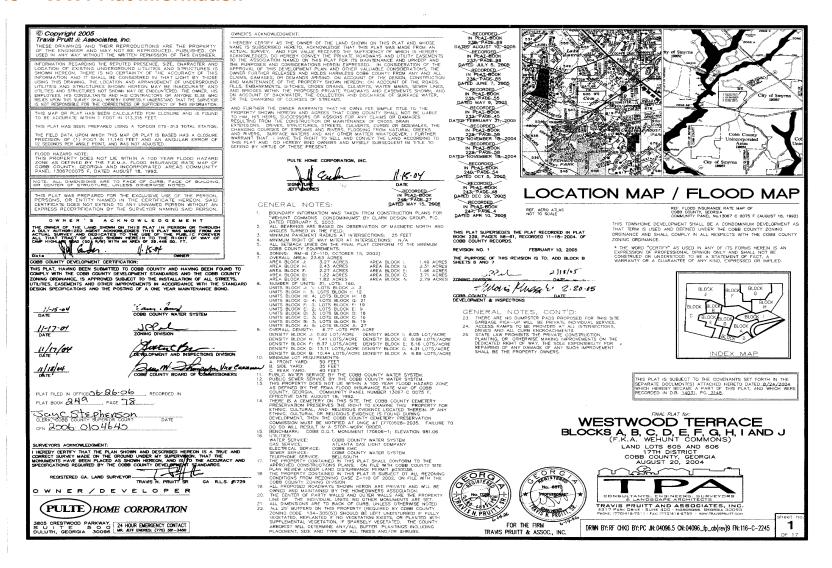
Violation	Fine Amount	Max # of Days to complete Noncompliance before Violation Fines start	Max Fine Amount before Attorney Collections
Deck/Privacy Fence Staining	\$25/day	30	\$2000
Wood Rot	\$25/day	45	\$2000
Front Rail or Stairs Repair	\$25/day	45	\$2000
Missing/Damaged Shutters	\$25/day	60	\$2000
Paint Front/Back Door/Garage Door	\$25/day	30	\$2000
Paint Front/Back/Trim of House	\$25/day	30	\$2000
Paint Metal Awning/Shutters/Portico/Columns	\$25/day	30	\$2000
Pressure Washing	\$25/day	10	\$2000
Windows with Broken Seals (Foggy/Hazy)	\$25/day	60	\$2000
Window AC Unit (not allowed)	\$25/day	10	\$2000
Dormers Repair	\$25/day	30	\$2000
Garage Door Damaged	\$25/day	30	\$2000
Damaged or Leaning Deck/Privacy Fence	\$25/day	30	\$2000
Gutter Cleaning	\$25/day	30	\$2000
House Number Font Wrong	\$25/day	10	\$2000
Remove Garbage from around house	\$25/day	10	\$2000
Garbage Can Removal from curb (after allotted pickup days/time)	\$25/day	5	\$2000
Vehicle parked in driveway with car cover	\$25/day	5	\$2000

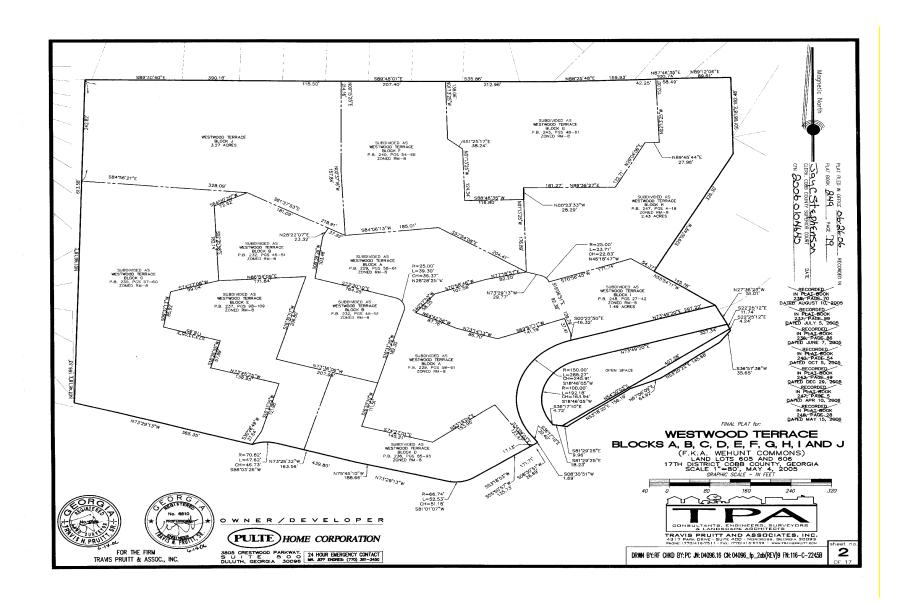
8.0 Approved Privacy Fence Dimensions

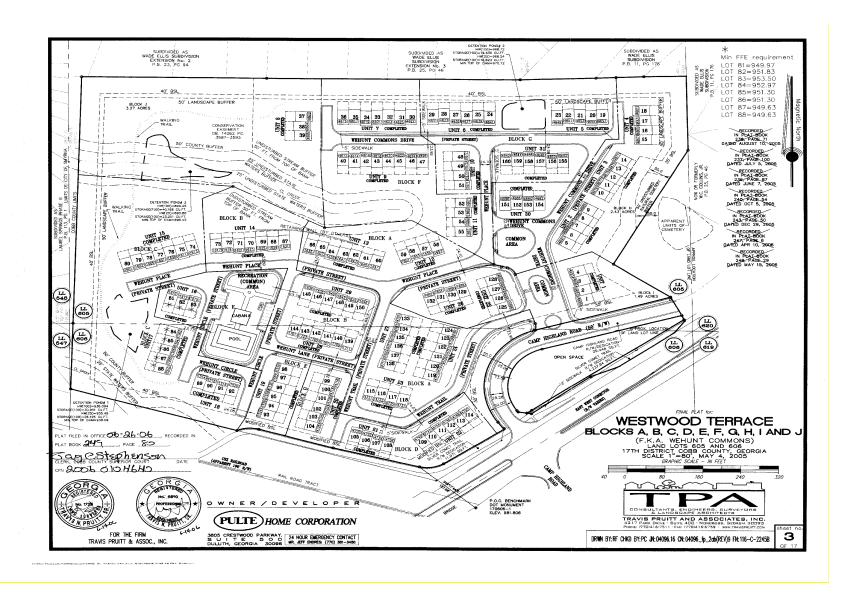
8.1 Figure 1: Privacy Fence Dimensions

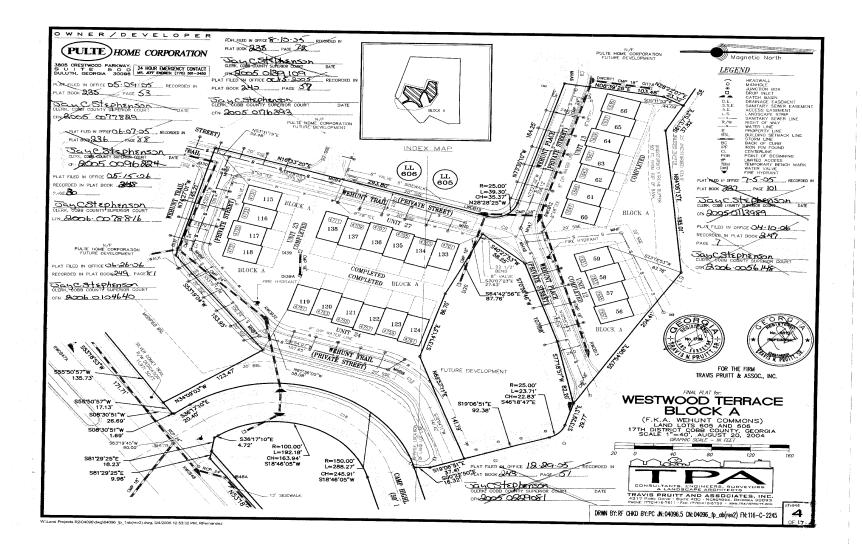


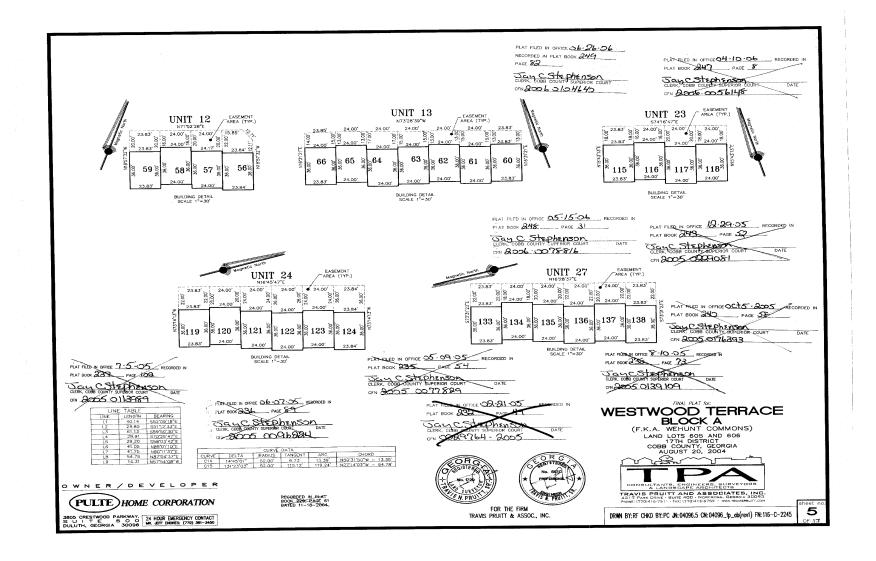
9.0 WWT Plat Information

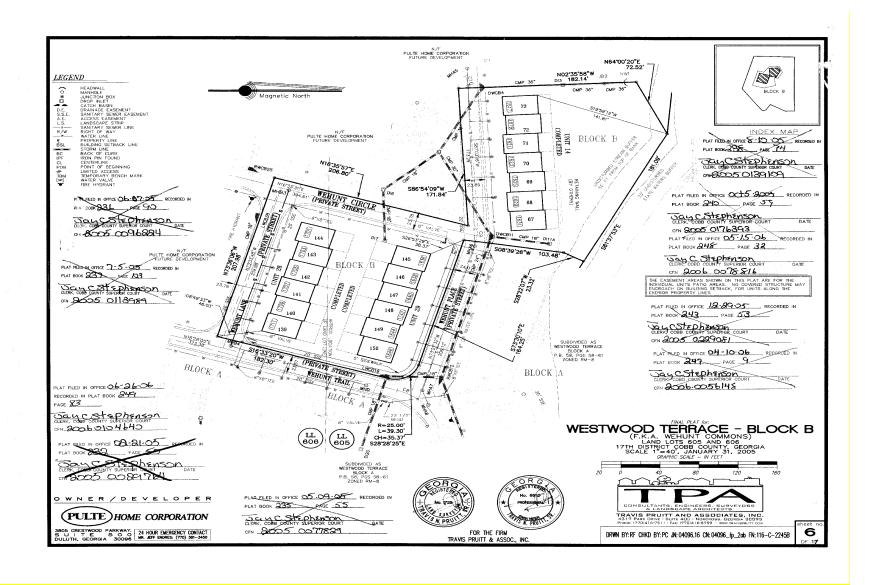


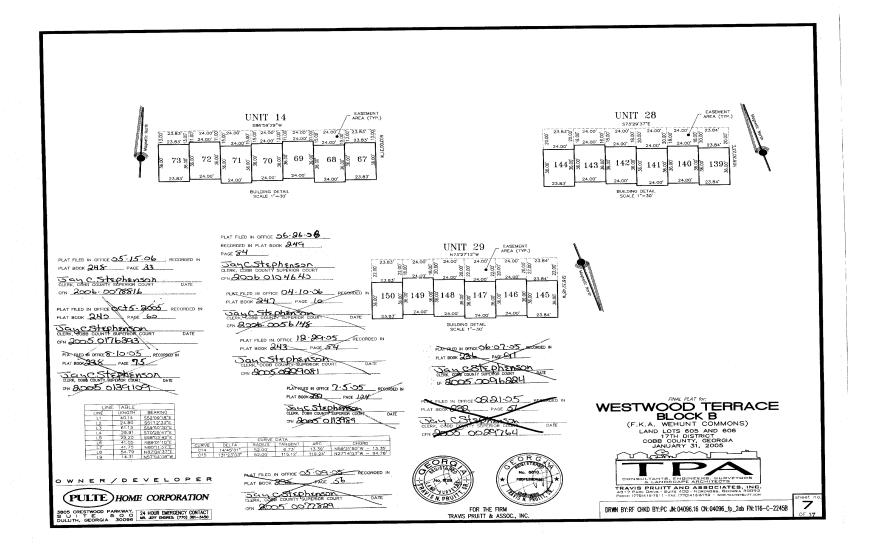


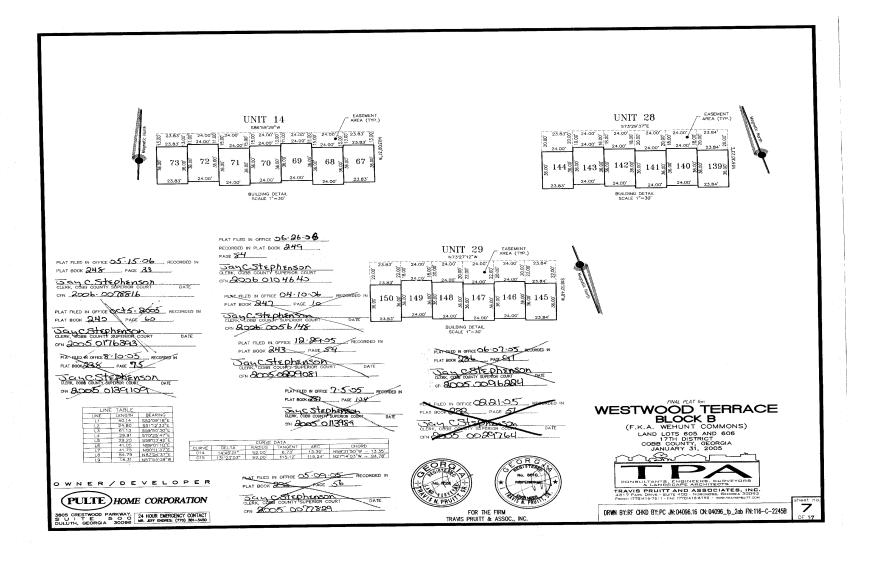


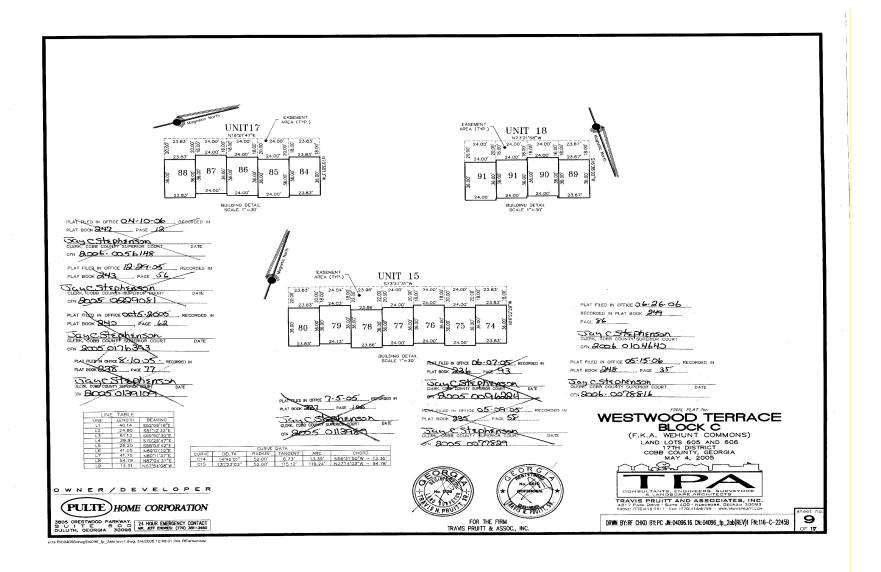


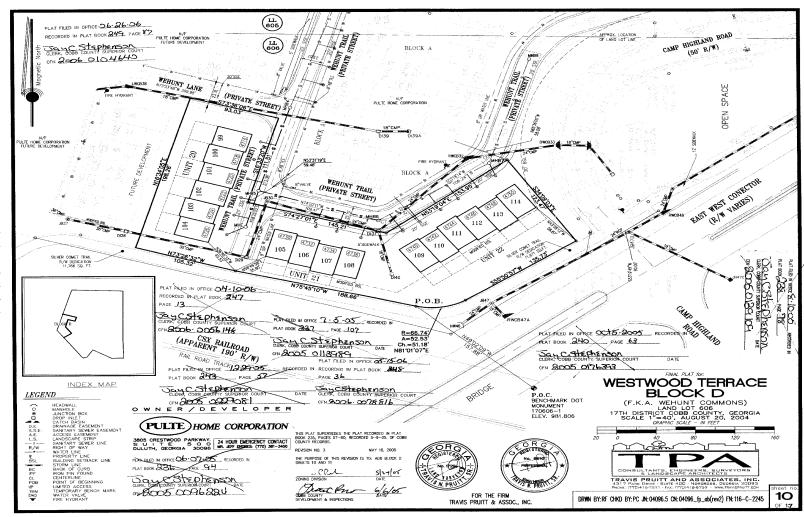




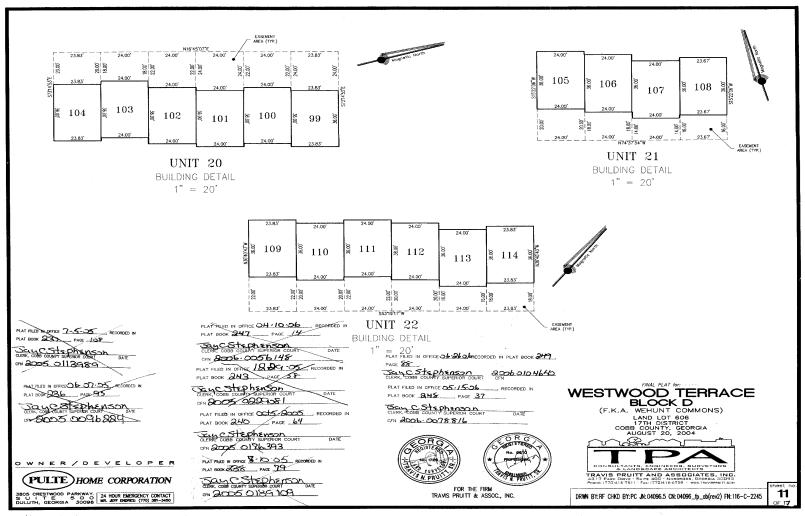




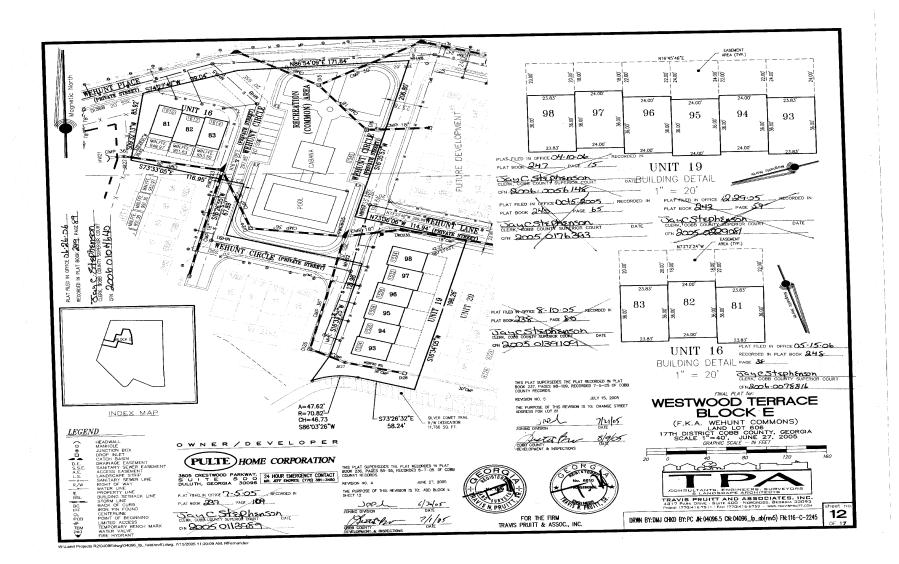


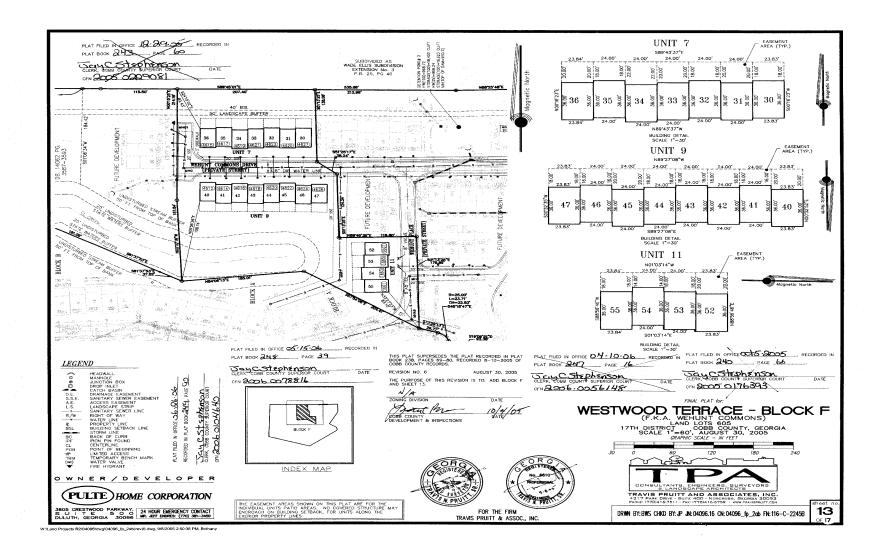


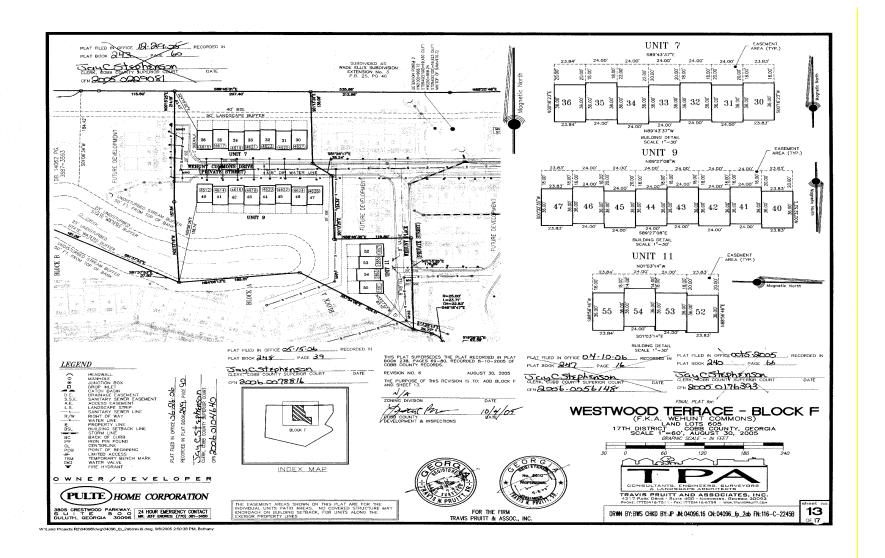
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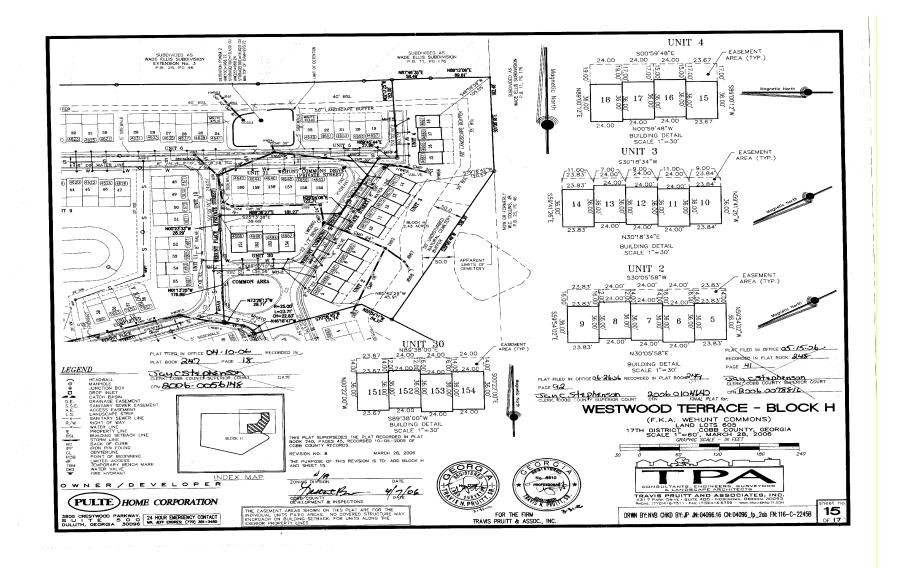


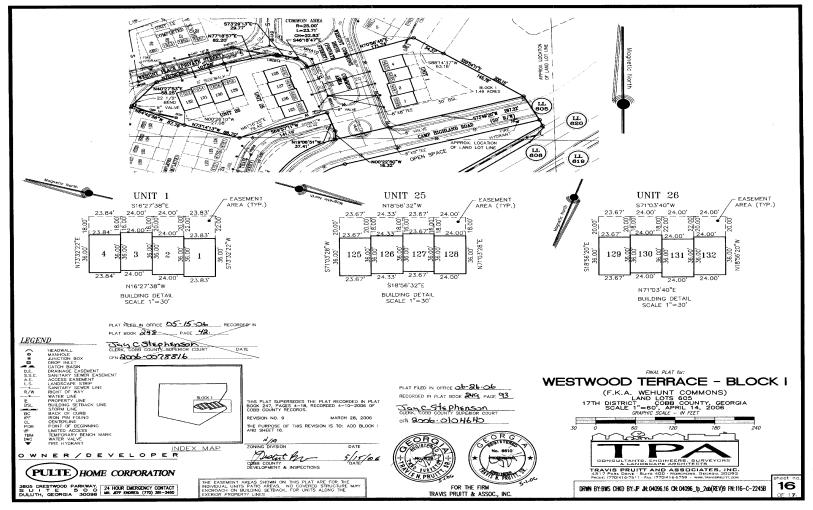
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