



THE GLEN:
at HILLSBOROUGH

THE GLEN HOMEOWNER'S ASSOCIATION
RULES AND REGULATIONS

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Introduction

Robert Fulghum recently wrote that he learned all he really needed to know in kindergarten. The common sense lessons he, and hopefully the rest of us, learned can be applied in everything we do, including living in the Glen.

The following are some of the lessons he learned:

Share everything.

Play fair.

Don't hit people.

Put things back where you found them.

Clean up your own mess.

Don't take things that aren't yours.

Say you are sorry when you hurt somebody.

Flush.

The rules that follow are mostly common sense. They are meant to enhance, clarify, and highlight various sections of the CC & R's. These rules, and the CC & R's should help make our homes and surrounding common areas safe, and enjoyable places to be.

General Rules

1. Children playing in common areas are the responsibilities of their parents at all times.
2. Sports activities or equipment that could cause potential damage to common or personal property is prohibited (i.e. handball, hockey, and soccer).
3. Bike riding, roller skating, and skateboarding on grass, curbs, or common sidewalk areas is prohibited.
4. Motorized vehicles are not allowed on common sidewalk areas.
5. Any damage to Association property either by accident, or as an act of malicious vandalism which is caused by a resident or a resident's guest will be the sole responsibility of the resident. Cost associated with reparations, or the amount of increased insurance premiums which result from a claim associated with the damage, will be paid by the responsible/supervising resident.
6. Excessive noise, odors, smoke, or other objectionable items emanating from a unit, patio, garage or common area, which disturb other homeowners will not be permitted.
7. All trash, debris, oil stains, or unsightly materials are to be cleaned or removed by the homeowner responsible for such unsightly items.
8. The speed limit in The Glen will be 20 miles per hour. Please use common sense, keeping in mind the safety of your neighbors and any children that may be playing.
9. Restoring and repairing of vehicles shall not be permitted, unless such repair work can be done within the owner's garage.
10. In order to maintain a good overall appearance, garage doors should not be left open and unattended for an extended period of time.

Pets

1. No pet will be permitted to run at large, or disturb the peace and comfort of any resident. Pets must be kept on a leash and controlled by a responsible party.
2. Pet droppings must be picked up by owners when walking their pets.
3. Excessive noise, such as barking, and objectionable odors from pets must be controlled by the owners.

Appearance

1. Windows are not to be covered with newspaper, aluminum foil or reflective material. Window covering should remain in good repair.
2. All window coverings are to be hung from inside in the building only.
3. Basketball backboards and hoops are prohibited in the common areas. Tennis, volleyball, or any other type of sports nets are also prohibited in the common areas.
4. All boxes, machinery, equipment, and other personal property should not be stored in outside patios unless completely out of view from the streets, common areas, and other residential units.
5. No clothes lines are to be hung outside any unit.
6. No type of antenna may be erected that would be in view from any of the streets, common areas, or other residential units. In addition, no antenna may be used that would interfere with normal TV or radio reception of the other units.
7. No objects are to be placed on ledges where their falling may cause injury, or property damage.
8. All garages and outside patios visible from an outside area should be kept clean.
9. Signs or billboards are prohibited with the exception of FOR SALE, FOR RENT or FOR LEASE signs. Such signs must comply with size standards promulgated by the Architecture Committee.
10. Four "OPEN HOUSE" signs and one "WELCOME" sign are permitted in common area for a 6 hour period.

Architecture Committee

1. Each owner must maintain the unit and patio in a clean, safe and attractive condition in compliance with local fire and health codes.
2. No laundry, clothing, rags, towels, and/or any similar material shall be hung or displayed upon the doors (including garage), windows, fencing, patios, or any portion of any building which faces upon or is visible from streets, walkways and roadways.
3. Damage caused by homeowner negligence to downspout, exterior plaster, outside faucets, fences and gates must be repaired at the homeowner's expense.
4. Nothing may be constructed, altered, changed or replaced on a unit which might impair the architectural integrity of the Glen without prior approval of the Architectural Committee. Requests for proposed construction, changes, etc., must be submitted in writing to the Architectural Committee. Requests must be submitted thirty (30) days before such construction, or alteration will commence.

NOTE: Any construction approval given by the Architectural Committee does not negate the necessity for obtaining required City building permits. Conversely, obtaining a City building permit does not imply automatic Architectural Committee approval.

Owners are also advised of the necessity of obtaining City permits for any electrical, plumbing or other inside alterations to a unit. Failure to obtain proper permits can result in significant "red tape" and delays in escrow closing when the unit is sold.

5. No exterior architectural changes or remodeling of windows and front doors is permitted without approval of the Architectural Committee. All proposed construction within the patio area, which is readily visible to the common areas, must be approved by the Architectural Committee.
6. Screen doors are approved by the Architectural Committee. They must be white in color and the design approved by the Board of Directors. Any other door alterations must be approved by the Architectural Committee prior to installation.
7. No decorative lighting other than UL approved outdoor Christmas lights are approved. All lights and other decorations must be removed by January 15th.

8. Exterior decorations such as planter, macrame, mobiles, wind chimes, etc., which are not excessive or offensive to neighbors may be suspended from the eaves only. Such items may not be suspended outside upper level windows or roof eaves and may not be attached in any fashion to the original fencing, stucco, or siding.
9. No wire screening, plastic, wood or other material may be placed on patio fences or gates for the retention of animals.
10. Curtains, drapes, shutters or blinds must be installed as interior window covers. No window is to be covered with sheets, aluminum foil, paper, reflective material (i.e., reflective window tinting), or similar materials.
11. Residents wishing to apply paint to buildings, patio fences, etc., must conform with Association approved colors.
12. No window-mounted air conditioners of any type are permitted.
13. Central air conditioning systems must be contained in the area architecturally provided. Roof-mounted units are prohibited.
14. No objects, poles, wires, etc. of any kind are permitted on the exterior or roof of the building, nor can said items protrude through the exterior of the building walls or roof without the approval of the Architectural Committee.

Parking

1. The CC&R's (Section 8.2) states, "The parking areas of the Property shall be used for packing authorized vehicles only and shall not be used for storage, living, recreational or business purposes. No Owner shall park, store or keep anywhere on the Property or on any public street abutting or visible from the property any large commercial-type vehicle (including, but not limited to, any dump truck, cement mixer truck, oil or gas truck or delivery truck)." Authorized vehicles shall be further defined as currently registered and in drivable condition. Parking lot areas are limited to 72 hours.
2. Each owner shall maintain his garage in a manner which ensures that it will accommodate at least one vehicle. Residents will park at least one vehicle in their garage.
3. Parking in driveways will be allowed ONLY in those circumstances where the vehicle is completely off the street. There will be no parallel or diagonal parking behind the garages, with the exception of temporary parking for deliveries and/or loading and unloading, or washing cars.
4. NO campers, trailers, recreational vehicles or boats shall be parked on the Association property for more than a 24 hour period. Although parking of campers, trailer, recreational vehicles or boats are prohibited under the Covenants, Conditions and Restrictions, time will be allowed to prepare these vehicles for use (i.e. loading and unloading, washing, etc.). The time frame allowed for these activities will be 24 hours.
5. Passenger vehicles of owners and guests may be parked in lined spaces only. Curbside parking will be permitted on Glengarry Drive and on Greystone, west of Glengarry Drive only. In order to allow the free flow of traffic and emergency vehicle access, there shall be no curbside packing on any of the interior streets or packing areas.
6. Pool area parking is for pool visitors only.

Parking Enforcement

Vehicles in violation of the above rules are subject to immediate removal at the owner's expense.

Ground

1. Residents may not add bushes, trees, or other items to common areas including outside their residences or patio enclosures.

2. Within deck and patio areas:

All vines must be on self-supporting trellises. Vines must be trimmed so that they do not grow on the fences or stucco work.

The height of vegetation growing on porches and patios may not be higher than the lowest portion of the roof or patio above.

3. Residents in "D" units may add flower pots or other plant containers to their front porches, provided that they are well maintained and not visually objectionable.

Residents experiencing problems with the landscaping or that have suggestion are asked to contact the Grounds Committee for assistance.

Pool and Spa

1. Children under 12 years of age are not allowed in the pool/spa area unless in the immediate company of an adult resident.
2. There are no lifeguards on duty, therefore persons using the pool/spa DO SO AT THEIR OWN RISK.
3. The use of the pool/spa area is limited to residents of the Glen and their guests.
4. Infants and young children wearing diapers must have plastic pants with snug-fitting leg openings over their diapers before entering the pool.
5. No glassware is permitted in the pool/spa area. Any garbage or other messes arising from a trip to the pool/spa area should be cleaned promptly.
6. Running, pushing and other horseplay are not allowed in the pool/spa area. No roller skating, skateboarding or bicycles are permitted in the pool area.
7. No pets are permitted in the pool/spa area at any time.
8. Life preservers, life saving hooks, etc. used in a manner for which they are not designed will not be tolerated. Any equipment damage or acts of vandalism shall be paid for by the responsible/supervising resident.
9. Please keep gates closed and locked at all times. Climbing on the gates or fences is prohibited.
10. Discretion regarding the level of noise in the pool/spa area should be maintained at all times. Please be considerate of your neighbors who live near the pool/spa areas.
11. Posted rules must be observed at all times. NO DIVING ALLOWED.
12. HOURS OF OPERATION: 6:00 A.M. TO 12:00 MIDNIGHT.

IMPORTANT MEDICAL INFORMATION:

According to our information, pregnant women and small children should not use the spa. Please consult your physician.

Enforcement

All owners, residents, and guests are required to abide by all established rules. Anyone not abiding by these rules may face corrective action by the Board of Directors. The Association's management company has been instructed by the Board of Directors to require the compliance of persons with all provisions of the Rules and Regulations, Design Guidelines, Bylaws, and CC&R's

If a Resident observes an infraction of the rules, the resident may inform management, in writing, of the facts. No such written notification shall be considered unless the person writing identified himself and signs the letter. Please email or mail correspondence to the management company.

The complaint will require at least the following:

- Name of the person filing the complaint (will be kept confidential)
- Description of complaint, including nature of complaint, and person/persons causing the problem
- Reference to the Rules, and/or CC&R's section(s) that apply

After researching the complaint, the Board of Directors may decide to do the following:

<u>First Offense:</u>	A written warning letter, which will generally notify the person of the complaint against them, and give a time frame for cessation of the action which caused the complaint.
<u>Second Offense:</u>	A fine, which will take the form of a special assessment of \$50.00
<u>Third Offense:</u>	A fine of \$100.00
<u>Fourth Offense:</u>	A fine of up to \$250.00 at the Board's discretion
<u>Life or Safety:</u>	A fine of up to \$500.00 at the Board's discretion for life and safety issues such as leaving the pool open or jumping the pool fence

After the fourth offense of the same ruling during a one year period, fines/penalties will be considered on a case-by-case basis by the Board of Directors. Non-payment of the fines or disregarded for the rules of The Glen HOA will result in legal action. The Board reserves the right to take individual owners to Small Claims to resolve these issues.

The Board of Directors will communicate the outcome of each complaint to the resident who lodged the complaint, and, of course to the person/persons who are the object of the complaint.