

Highland Estates

HOMEOWNERS ASSOCIATION

Summary of Rules and Regulations

NOISE: Everyone is asked to be mindful and keep noise to a minimum including music and other noisy activities that can be heard outside of an individual unit. Between the hours of 10:00pm and 7:00am loud or unnecessary noise is prohibited. Excessive noise is prohibited at all times. All owners and residents are to be polite to other owners, residents and their guests. Vandalism, theft, and mischief and all illegal activities, in any form are strictly forbidden.

SMOKING: There is to be NO SMOKING of tobacco, electronic cigarettes, vapors or any other substances on the Highland Estates property. No one is to dispose of cigarette butts on the grounds. Any other activity that causes odors, offensive to other owners or residents is prohibited.

PARKING: Only owners and residents of Highland Estates are allowed to park within the community. Visitors may park for a short time during the day and early evening, but after 9:00 pm ONLY authorized vehicles are allowed, anyone parked in visitor parking for extended amount of time will be towed at the owner's expense. No trailers or recreational vehicles allowed. Unauthorized vehicles or violation to rules will be fined and or towed.

PLAYGROUND: Playground equipment is for the use of residence and their guest. The HOA is not responsible for accident or injury that results from the use of the equipment. Toys are not to be left at the playground, toys left at the playground for extended periods will be disposed.

PETS AND ANIMALS: You must have a signed pet agreement in order to have any type of pet in your unit. Contact management to acquire one. Annual pet agreements are good through April of the next year and MUST be renewed by the board of directors.

ARCHITECTURAL REVIEW COMMITTEE: Any variances or changes to your landscaping or to your unit must be prior approved by the architectural review committee and approved by the board of directors.

RECYCLE BIN: Recycle bins are provided for the use of residents. Bins are only for approved recyclables. No trash is to be placed in bins. Recyclables items are to be placed in the bins only. No recyclables of any kind are to be placed around bins. Please break down recyclables so that we can be more efficient with recycling space.

TRASH: Residences are responsible for contracting, paying for and managing their own trash bins. No trash, unwanted items of any kind are to be placed around the bins. No littering allowed at any time.

ROOF AND SATELLITE DISHES: Satellite Dishes are allowed, however if you discontinue service or plan to move from your unit you must have the satellite dish removed from your roof, or obtain in writing that the new residences accept responsibility for the existing dish. There can be NOTHING attached to

the roof without prior approval by the board and anyone causing a leak in the roof will be liable for all costs to repair the roof plus resulting damages. Satellite dishes and cabling are to be installed in a professional manner. Residents are asked to use existing holes and mounts when possible. Do NOT attach satellite dishes to vinyl fencing.

RENTAL/LEASE CONTRACTS: If you rent or lease your unit out you must furnish the homeowners association a copy of your rental/lease agreement within 5 days of occupancy.

SNOW REMOVAL: The HOA will have the visitor parking lot plowed. Individuals are required to remove snow from between their vehicles and their sidewalks.

Fines will be assessed as follows:

1st Offence: 1 Written Warning

2nd Offence: \$25.00 Fine

All Offences there after \$50.00

All fines are due within 15 days and subject to 12% per annum interest thereafter.