

Board of Directors
Rules and Policies
Update 04/14/2020

BOD Meetings

1. BOD minutes to be posted on the Internet and bulletin boards at common areas each month. 6.7.07
2. BOD meetings shall be held on the 2nd Tuesday of each month at 6:30 PM. 8.23.07; amended 7.3.08, 12.18.08,2.9.10
3. In order to ensure comments and/or suggestions are conveyed accurately to the entire board, board members have the right to ask homeowners to put comments and suggestions on paper and place in reservations box. The board members will then consider the comments/suggestions at the next monthly board meeting. 4.13.10
4. When issues arise at HOA meetings and Monthly BOD meetings, Roberts Rules of Order will be the reference for which would be followed. 6-7-11

HOA Financial

1. Cap on reserve monies-\$75,000 (\$25,000 for each facility). 2.3.04
2. All HOA write-offs due to foreclosure, bankruptcy, etc., shall be recorded in the minutes of the meeting at which the write-off is authorized. The minutes shall reflect the property location, monetary amount, and the reason for the write-off. 2.21.08
3. There shall be attached with the annual financial report given to HOA members each year, a listing of all addresses in the Planters, which show delinquent dues, fines, or other assessments, as of the end of the preceding fiscal year. If the delinquency has been satisfied between the end of the fiscal year and the date of the report, the address shall not be listed. 2.21.08
4. Any and all HOA expenditures in or exceeding the amount of \$1000 shall be bid in a competitive market. With the exception of an emergency repair, the BOD shall approve all bid work as noted in the previous sentence. 3.20.08
5. Payments of regularly scheduled bills will be made online where possible to defer associated costs with check printing, signing, and mailing. 8.10.10

Delinquent Assessment Balances

1. Within seven business days after **July 31st** any and all homeowners in default on current dues payments shall be sent a letter advising of the 10% penalty added to their account. In addition, the homeowner shall be advised of the board's policy, which prohibits their use of all facilities, owned and maintained by the association. 3.8.11, 7.12.11
2. The homeowner will also be advised that on the first business day of **October**, a civil suit *and lien* will be filed on any properties in default of current dues payments. The homeowner will reimburse all fees. Homeowners with prior arrangements and who are current are excluded from having a civil suit *or lien* filed on their property. 7.14.09, amended 2.9.10, 5.11.10, 6.8.10, 3.8.11, 7.12.11

Keys

1. Limit the number of key replacements a homeowner may receive to 1 pool key and 1 fitness center key per year 4.13.10
2. Each family will be issued (2) pool keys and (2) Priory Club Fitness Center keys. A refundable fee of \$20 will be collected before keys are issued. A replacement fee of \$20 will be charged for any key(s) replaced due to loss, damage, etc., by the homeowner. 2.5.02, 7.26.07, 6.17.08, 7.14.09,6.8.10

Board Policy Regarding Electronic Key Cards Adopted by The Board of Directors, 04/14/2020

1. Every homeowner shall be provided with two (2) key cards to access common areas.
 - a. If a key card is lost, damaged, or stolen a replacement may be obtained by contacting the Resident Manager. A replacement charge of \$35.00 shall be paid to the Resident manager before a replacement key card is issued.
 - b. All key cards that are reported as lost, damaged, or stolen will be deactivated. No homeowner shall have more than two (2) active key cards at any given time.
2. Homeowners shall no allow anyone use to use their key cards, under any circumstances.
 - a. Homeowners who are not allowed to use the common areas shall not use the common areas as guest of another homeowner. Homeowners who allow prohibited homeowners to use the common areas shall be in violation of this policy.
3. No homeowner shall attempt to circumvent, bypass, or damage any locks at any of the common areas. The cost of repairs or replacement of any equipment shall be charged to the homeowner in question. These fees shall be payable immediately.
4. The Board shall have the authority to authorize the distribution of "master" key cards to any individual, company, or agency, at its discretion, for the purposes of incident review, repairs, maintenance, or any other reason deemed appropriate by the Board.
5. All computer, network, and internet infrastructure at the common areas are designated for the sole use of the electronic lock system, security systems, and other purposes deemed necessary by the Board. No homeowner, nor any other individual may use, or attempt to use the computer, network, and internet infrastructure at the common areas for personal use, or for any other purpose.

Signs

1. Sign holder at front entrance is only to be used by a Planters sponsored event. 4.11.06
2. No sign(s) shall be allowed at the front entrance, which the board of directors deems a nuisance. 9.21.06, 7.26.07

Common Areas

1. Heating and air temperatures shall be set as follows: 72 degrees in summer; 68 degrees in winter. 9.20.07
2. Random spot checks will be made at all pools to insure homeowners are using pools and not unauthorized non-residents. 6.26.08
3. Limit tennis games to one hour when others are waiting. Tennis lessons to be given to homeowners only. 8.5.03

4. While the pools are not in service, the phones will be inoperable. Everyone using common areas is encouraged to use their cell phones for communication. 11.16.06
5. Bicycle riding, skateboarding, roller blading, scooter riding, etc. is not permitted on porches or concrete aprons at facilities. 6.8.10
6. Clubhouse and common areas are to be used by Homeowners and their guests only. Guests must be accompanied by the Homeowner. Outside interests are restricted. 2.4.03,7.26.07
7. HOA approval required for 12 or more personal guests, with the exception that each resident ages 15-18 or in high school, may only have up to 3 guests at the pool. (Adopted by Board 07/16/2019)
8. A homeowner or resident of a home in the subdivision may not use any of the common areas in the HOA, if said home has delinquent dues. The homeowner and/or residents of a home that is delinquent on its dues cannot use a common area as a guest of another homeowner. (Adopted by The Board of Directors, 05/14/2019).

Guidelines for Pools:

- SWIM AT YOUR OWN RISK.
- Please shower before entering the pool.
- All infants must wear “Little Swimmer” diapers, with rubber pants, and a swimsuit, while in the pools (health department regulations require 24 hour closing for fecal contamination).
- No pets in pool area.
- No large floats, “boogie” boards, etc. other than small children personal floatation devices allowed in pools.
- No smoking in pool deck area or playgrounds. Only in designated areas with proper disposal of butts.
- No food or glass containers in pool area. Eat at picnic areas under covered porches only.
- Alcoholic beverages to be used with discretion (covered containers please). Proper disposal of empty containers.
- All trash and food to be properly disposed of.
- HOA approval required for 12 or more personal guests, **with the exception that each resident ages 15-18 and in high school, may only have up to 3 guests at the pool.** 10.27.17
- No display of inappropriate behavior in public areas.
- No one is allowed to play with pool safety equipment, climb on fences or swing on entry gates.
- Children (14 and under) must be accompanied by an adult (18 or older).
- Guests must be accompanied by Homeowner or Homeowner’s guest pass.
- Pool hours are 8:00am until 10:00pm (in deference to surrounding neighbors and to give pools time to “rest and clean themselves”).
- Extended hours at the clubhouse pool only will be 10:00pm until 12:00mn. This time is for adults (21 years or older). Property owners only. No children or teens. Quite please. No solo swimming.
- Pool gates must remain locked at all times.
- All other posted pool guidelines still in effect.

Definition of inappropriate behavior:

- Loud swearing (foul language)

- Public sexual behavior.
- Public intoxication

Above guidelines are adopted by the HOA for the safety of residents and care of facilities

Failure to comply may result in loss of pool privileges. 2.4.03; amended 8.5.03; 2.21.08; 4.14.09, 6.8.10

Fitness Center Guidelines:

1. An adult Planters homeowner must accompany anyone under the age of 18.
2. No children under the age of 14 are allowed in the Fitness Center with the exception of non-disruptive infants and/or toddlers in secured carriers or strollers.
3. Anyone in violation of the Fitness Center Guidelines is subject to loss of facility privileges. 4.21.05,6.8.10

Common Area Complaint Guidelines

1. Suggest the homeowner call 911 immediately- vandalism, theft, intoxication, etc.
2. For lesser offenses (teens cursing, skateboarding, trespassing, etc.):
3. We will send letter to homeowner on first offense explaining the offense.
4. If offenses continue to occur consistently within one family, common area privileges may be subject to revocation.6.8.10
5. Homeowner reporting offense must be willing to be witness (as in nuisance issues)
6. Manager and board may choose to, as a courtesy, visit the pools and check out the issue reported, but no action should be taken unless someone is willing to be a witness to the offense. 6.9.09, 3.9.10,

Reservations for Clubhouse, Pavilion, and Fitness Center Picnic Areas:

1. Limit reservations to 2 months in advance of use. 7.13.10
2. If reservation is not released 48 hours before reservation date, deposit will be held and resident will lose reservations privileges for (3) months, except in case of an emergency. 10.9.04
3. Each resident will receive (2) uses of clubhouse per year at no charge. Additional uses (2) will be \$25 fee per use. 2.4.03; amended 6.22.06; amended 9.20.07,6.8.10
4. Restriction of use of clubhouse- "no lot or building site shall at any time be used for any commercial, business, or professional purpose". No products or service sales meetings are to be held in the Clubhouse. This pertains to Common Areas and not residents who have "home" offices. 2.4.03, 7.26.07
5. Deposit for Clubhouse is \$100. Deposit for Pavilion/Fitness picnic area is \$50. Homeowners who have previously written a bad check may be required to pay a reservation deposit with cash or money order. 9.1.06, 6.22.06, 1.11.11
6. Homeowners who have had partial or full deposits withheld in past for violating contract guidelines will be required to give deposit of \$200 for future reservations. 1.11.11
7. Clubhouse and common areas will be checked before and after use, and if not cleaned will result in loss of deposit. This includes porches and tables outside covered area and proper disposal of trash. 6.8.10
8. In cases of extreme negligence related to following the reservation guidelines, homeowners may be prohibited from making a common area reservation for one year from the date of the incident. 8.10.10
9. No use of DJs at Pavilion.10.9.04

10. Team parties may be held at the Pavilion. All parties are limited to (30) guests for a time period of (2) hours, with only one party held at a time. 10.9.04
11. No taping of signs, posters, decorations, etc. on sheetrock walls.
12. Check doors between Clubhouse and restroom are locked. Outside entrance doors to restrooms are to be unlocked during pool open season. 2.4.03

Covenants/Violations

1. Any damaged mailboxes must be repaired or replaced. Page 20, Section 11. Maintenance
2. On any property on which there are delinquent dues, the owner(s), any resident, or guest of such owner or resident shall be prohibited from using any and all facilities owned and maintained by the Association. If found in violation of this prohibition, the person or persons will be considered trespassing. Page 15, Section 11. Effect of Delinquency on Class A Members
3. Article VII General Covenants, Conditions and Restrictions
Section 4. Nuisances
Except as otherwise noted in Section 4(b), all violations of this section shall be terminated and/or corrected immediately upon notice of violation. Page 18
Section 12. Solid Waste
Except as otherwise noted in Section 12(a), all violations of this section shall be terminated and/or corrected immediately upon notice of violation. Page 18

Clarification of Miscellaneous Covenants

1. Major alterations of landscaping-“all plans and specifications must be submitted and approved in writing by the Architectural Control Committee (ACC) prior to installation”. Page 19, Section 5. Landscaping
2. Temporary buildings and/or storage buildings- “no temporary structures shall be installed or maintained on any building site without specific written approval of the ACC”. A storage building will be allowed as long as it is in good condition, well maintained and attractive. It should match dwelling in color and materials. It must not adversely affect value of other lots in the subdivision. The building shall be located behind the dwelling within side and rear setback lines. Page 19, Section 6. Temporary Buildings
3. Recreational vehicles, trailers, work related vehicles, boats, motor homes, etc. are not permitted to be parked in driveways. Such vehicles are to be parked in garages or directly behind dwelling so as not to be in plain view from the street”. As corner lots are open to plain view from two streets, screening is required and subject to approval by the ACC. Page 21, Section 14. Recreational vehicles, Trailer, etc.
4. No rubbish or debris of any kind shall be permitted to accumulate on any portion of the owner’s lot to render the same unsanitary, unsightly or offensive. Areas under decks used as storage must be screened. Page 18, Section 4(b). Nuisances
5. No on-street parking is allowed with the exception of occasional entertainment overflow and construction site parking. Page 23, Section 17(f). Improvement of Lots
6. All houses, garages, and yards must be maintained. This includes landscaping, shrubbery and plants. Yards shall be mowed frequently and shrubbery trimmed presenting a neat kept appearance. Page 20, Section 11. Maintenance
7. All fences and its construction materials, along with location on the property, have to be approved in writing by the Architectural Control Committee (ACC) prior to installation. The maximum height of any fence or wall shall not exceed six feet above grade. All fences and walls shall include plantings as an integral component and shall not attract attention as distinctive architectural elements”. Page 20, Section 8. Fences

8. All exterior colors and materials of all structures shall be specified in the plans and specifications submitted to the ACC for approval and shall be subject to the color and material guidelines contained herein. Should a builder or homeowner wish to make changes in the scheduled colors, this may be done only by consulting with the ACC in order to achieve a well-coordinated color scheme throughout the subdivision. Page 25, Section 17(n). Improvement of Lots
9. No awnings, shades or window boxes shall be attached to, or hung or used on the front exterior of, any window or door of any house. Page 27, Section 20. Miscellaneous Fixtures
10. Pre-fabricated or factory built structures shall not be permitted within the Planters Subdivision, and such manufactured units shall not be employed as elements in the construction of residential structures affixed to real property within the subdivision except by express written consent of the ACC. Page 25, Section 17(p). Improvement of Lots
11. Recreational or playground equipment, i.e. Jungle gyms, playhouses, etc., have to be placed in the rear of the house. Page 21, Section 15. Recreational Equipment