

Summary of General HOA Operating Information

This summary is a quick reference for information on the operating activities of the Association. Updating of information will be provided in newsletter and notices from the Association. If you have any questions or need additional information, please feel free contact one of the board members.

ALTERATIONS

All changes or additions to the exterior of the home must be submitted in writing and approved by the Architectural Control Committee. This includes but is not limited to BBQ grill islands, locking mailboxes, awnings, exterior lighting including landscape lighting, fences, landscaping, venting for radon and fireplaces, etc.

ANTENNAS AND DISHES

Refer to page 10, section 5.24 of the Declaration of Covenants and to Amendment Two page 3. This amendment reads, "All aerial mast, antennae and similar equipment is prohibited except with the written consent of the Architectural Control Committee. Satellite dishes will be allowed only if located or affixed in an unobtrusive manner approved by the Architectural Control Committee". In addition, the ACC requires that all visible dishes below the roofline be painted to match the house.

ASSOCIATION MEETINGS

The Association holds one annual meeting in the summer. Most of our part-time owners are in residence at this time of year. We encourage owners to attend for business purposes and to visit with the other homeowners. The meeting addresses the budget and the dues for the upcoming year as well as any other issues. Our budget year is January through December.

BOARD OF DIRECTORS MEETINGS

The time and date of Board meetings varies depending on the Board members' schedule. The schedule for upcoming Board meetings is posted in the Upcoming Events portion of the Courtyard website home page. Homeowners are invited to attend these meetings. If you desire to attend please contact a member of the board to be placed on the agenda and confirm the meeting time, date and location.

ANNUAL DUES ASSESSMENT

Dues are established by the budgetary projections for the year and future operating reserve requirements. The dues are billed on an advanced quarterly basis and are due on the first day of each quarter. Delinquent dues may incur an interest penalty and/or fines.

EXTERIOR LIGHTING

All exterior lighting installed on any Lot shall either be indirect or of such control, focus and intensity so as to not disturb the occupants of residences on nearby properties. Refer to Section 6.10, page 11 of Covenants.

MAINTENANCE REQUESTS

The Association has developed a Maintenance Request form. A form is included in the Maintenance & Repair Procedure section in this website. Please use the form to submit a written request, call or email the appropriate committee or a board member to inform of exterior maintenance or landscape issues, which are Association Responsibilities. It is important for the homeowner to go through the Association rather than contacting the contractor directly. Any work performed by a contractor contacted directly by the homeowner (except in an emergency) will be at the homeowner's expense.

WALLS AND FENCES

No wall, fence, coping or screening shall be used as a perimeter property line designation. Walls, copings, fences and screening not exceeding six feet in height (measured from the adjoining ground surface inside the wall) shall be allowed only with the approval of the Architectural Control Committee and only if for purposes of privacy and as an architectural component of the Dwelling Unit itself. No wall, coping, fences, hedges or plantings (other than grass) will be permitted on any street frontage beyond the setback line unless permission is granted by the Architectural Control Committee. Refer to Section 5.25, page 10 of Covenants.

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