

RULES AND REGULATIONS

Article VI, Section 6.2(a) of the Bylaws specifies that the Board of Trustees is authorized to *“Adopt and publish rules and regulations governing the use of the Common Area, including any improvements and amenities located thereon, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof.”*

Article II, Section 3 (Limited Common Area) states: *A Lot Owner is entitled to the exclusive use of the Limited Common Area adjacent and appurtenance thereto, if any. The Association, through its Trustees, may adopt rules and regulations concerning use of the Limited Common Area.”*

Article II, Section 5 (Rules) states: *“The Trustees shall have the authority to promulgate rules and regulations for the governance of the Properties, and persons within the Properties. These rules of the Association shall be compiled and copies shall be made available for inspection and copying by the Trustees.”*

This section contains Rules and Regulations, and other information, which will help ensure that the purpose and integrity of the Temple Shadows community is maintained. The entries may not cover all questions, but they address the more common matters, and may be modified as appropriate. While answers to the more common questions will be found in this section, the homeowner/resident has the responsibility of being familiar with the other provisions of the CC&Rs and Bylaws. If any person has any question he/she should contact the TSHOA Board of Trustees.

These Rules and Regulations are intended to be consistent and in agreement with the other governing documents. In some cases, as authorized by the governing documents, the Board of Trustees has provided more specificity to reflect the current needs and situation within Temple Shadows.

If any information is in conflict with the CC&Rs (including Amendments), or the Bylaws, those documents take precedence, unless otherwise indicated.

These rules and regulations take precedence over any representation which may have been made by a previous owner/resident.

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DEFINITION OF TERMS

- **Common Area** means that portion of Property owned by the Association, shown on the Plat as dedicated to the common use and enjoyment of the owners/residents.
- **Limited Common Area** means that portion of the Property owned by the Association, shown on the Plat as dedicated to the exclusive use and enjoyment of the Owner of the Lot to which such Limited Common Area is adjacent and/or appurtenant. Limited common Area is subject to rights of the Association as set forth in the CC&Rs
- **Lot** means a separately numbered and individually described plot of land shown on the Plat designated for private ownership, but specifically excludes the Common and Limited Common Areas.
- **Home** means a single family dwelling situated on a Lot located within the boundaries of the Property.
- **Owner** means the entity or person(s), owning a Lot within the Property.
- **Association** means Temple Shadows Homes, Inc., which is a non-profit Utah corporation.
- **Member** means every person or entity who holds membership in the Association. Every Member is an Owner, and every Owner is a Member. Residency does not in and of itself constitute membership.
- **Trustees** means the governing body of the Association. The trustees have the responsibility and authority to maintain the values of the Property owners, and the application and enforcement of the governing documents.

Reference: CC&Rs – Article I (Definitions).

ANIMALS AND PETS

Please be considerate of your neighbors and help keep the complex clean. Pets should be an enjoyment to their Owners and not a nuisance to others around them. If any violation persists, Cedar Hills Animal control may be called. Please be mindful of these rules as they pertain to every pet. Any infraction of these rules will result in the appropriate fines.

- Pets are limited to two or fewer per household.
- Pets may not be left unattended when outside.
- Pets may not be tethered or leashed to trees, doorknobs, grills, attached or detached to furniture or patios without proper supervision.
- Common areas cannot be used to house or restrain pets. Pets must be housed inside the home.
- The Owner of the pet(s) shall have the responsibility to pay for property repair from damage caused by the pet(s), including damage to any landscaping, sod, etc.
- Any owner of a dog or cat shall have the animal vaccinated by a legally authorized person, attaching the rabies tag to the collar, which must be worn at all times.
- It is unlawful for pets to run “at large” with no leash attached, even if the owner of the pet is right beside them. Pets must be on a leash at all times. If any animal is running loose and the owner cannot be located or does not comply, notify the Cedar Hills Animal Control at (801) 785-9668. .
- Excrement deposited by the pet on any common property must be removed immediately by the owner.
- It is unlawful to keep any dog that by habitual barking causes a serious annoyance to a neighbor.
- If you believe an animal is “running free” or is neglected or abused, please contact Animal Control at (801) 785-9668. .
- Please contact the Board of Trustees for infractions or rules to be enforced.

Reference: CC&Rs - Article VIII, Section 5 (Animals).

ARCHITECTURAL STANDARDS

- No structure, building, fence, wall, or addition, extension or expansion of any of the foregoing shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition or change or alteration to any Lot or Homes be made until the plans and specifications showing the nature, kind, shape, height, materials, colors and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Trustees.
- Each Owner shall be responsible for maintenance to the exterior of the Home owned. In the default of the Owner to perform needed maintenance, the Trustees, after ten days written notice, are authorized to provide the exterior maintenance upon the home and Lot as deemed required by the Association. The cost of such maintenance shall be assessed against the Lot or Home.
- Any owner desiring to enhance, replace, or otherwise modify the exterior of the unit or limited common area (including patios, decks, driveways, exterior shutters, decorative curbing, awnings, canopies, fences) must first submit plans in writing to the Board. **INSTRUCTIONS AND NECESSARY FORMS CAN BE OBTAINED FROM A MEMBER OF THE BOARD OF TRUSTEES.** Any such work done without written approval of the Board may result in fines, and/or costs of replacement or repairs to reestablish the visual appearance in accordance with the CC&Rs. All repairs and reform to the affected area will be done so at the cost and responsibility of the Owner to return the exterior to the original state.
- Copies of the rules and regulations, and the application forms, for planting and gardening, fences, patio covers, exterior shutters, sunscreens, and concrete curbing are available from the Board.
- The following will help ensure consistency and unity in the visual appearance and proper maintenance of all common areas, limited common areas, decks and the exterior surfaces of the units in Temple Shadows.
 - No exterior radio or other antennas, except one television antenna, which shall not exceed four feet in height, shall be placed without prior written approval of the Trustees. Any placement of such should not be visible from the street or directly in front of the Unit.
 - Proper window coverings must be in place. Blankets, flags, silver reflective coverings or coating, aluminum foil, sheets, cardboard and/or newspapers are not appropriate.
 - Exterior patio shades, blinds, and/or awnings are prohibited unless approved in writing by the Board.
 - Outdoor umbrellas and other such shade devices that are not attached to the Unit are acceptable.
 - Unit addresses may not be adjusted or changed.
 - Exterior porch light fixtures may not be altered without prior permission from the Board.
 - Replacement of the exterior porch bulbs is the responsibility of the Owner/Resident. All bulbs must be white or yellow only.
 - Permanent fixtures, decorative items, shelves, etc., may not be affixed or installed in any fashion to the outside facing walls.
 - Any deck or fence color must be approved by the Board.
 - Evaporative cooling units, "Swamp Coolers", are not permitted. No window mount, roof mount, or door mounted cooling device shall be installed.
 - Driveways, unit entrances, rear patios and/or decks (or underneath decks), are not to be used as storage areas. Rear patios or decks are limited common areas and must be kept in a clean, safe, and sanitary condition. Clothing, rugs, or other similar items may NOT be hung from windows, decks, or other outside area of the unit.
 - No chicken wire, or other fencing materials, is allowed, other than what is in accordance with the CC&Rs.
 - Toys are to be put away at the end of the day. Any toys found neglected or forgotten after ample time, as decided by the Board, will be collected and stored for 30 days, after which they will be donated.

Reference: CC&Rs - Article V1 (Architectural Control Committee); CC&Rs - Article VII (Exterior Maintenance) ; CC&Rs - Article VIII, Section 9 (External Apparatus); CC&Rs - Article VIII, Section 10 (Exterior Television or Other Antennas).

CHANGES TO RULES AND REGULATIONS

- The Board of Trustees has the power to adopt and publish rules and regulations governing the use of the Common Area, including any improvements and amenities located thereon, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof.
- The Board of Trustees has the authority to promulgate rules and regulations for the governance of the Properties, and persons within the Properties.

Reference: Bylaws - Article VI, Section 6.2 (Specific Powers); CC&Rs –Article II, Section 5 (Rules).

CLUBHOUSE

- Every Owner has a right of use and enjoyment to the Common Areas, which includes the Clubhouse, subject to the Rules and Regulations specified below. These Rules and Regulations are for the mutual benefit of all Owners and are necessary for the protection of all Owners/residents (CC&Rs, Article VIII, Section 6). All other Rules and Regulations related to the Common Areas also apply to the Clubhouse.
- Use of the Clubhouse must be scheduled through the clubhouse scheduler(s) at which time a clubhouse checklist, including rules of usage, will be provided. The checklist should be completed and returned to the scheduler(s).
- While using the Clubhouse a resident adult must be present at all times.
- All persons/groups using the Clubhouse are subject to the Rules of usage, and also to the Rules and Regulations which apply to use of Common property areas generally, including such things as parking, noise, etc.
- The conditions, use, and any remuneration will be worked out with the clubhouse scheduler(s), depending on the request and board approved guidelines.
- The owner/resident is responsible for the cleaning of the clubhouse prior to and after usage, as outlined in the clubhouse checklist provided by the scheduler(s).
- Use of the Clubhouse does not include the use of the swimming pool, the spa/hot tub, or the pool area. Access to the restrooms is permitted.
- Qualifications for the availability and use of the Clubhouse.
 - It will not be made available to any person or group outside of Temple Shadows.
 - It will not be used for any commercial purposes, nor will there be any charge as a condition for entrance/admission.
 - Owners/residents who are current in the assessments may request approval to use the Clubhouse, using the following as guidelines for approval.
 - If the proposed use is for the owners/residents of TS collectively, and is promoted as such, there will be no charge for the facilities. A limited number of guests may be invited by an owner/resident, but the invitations must be extended to individuals specifically and not extended to groups outside the HOA. The rules of usage will apply.
 - If the proposed use is for family gatherings, which may include a limited number of other guests, the standard use fee and conditions of use will apply.
 - If the proposed use is for an activity specific to the interests and needs of an individual owner/resident the standard use fee and conditions of use will apply. Examples of such activities may include receptions and open houses.
 - If an Owner/resident needs to occasionally schedule a small group or committee meeting, which may include individuals outside of the Temple Shadows community, the Clubhouse may be used if available and approved by the Clubhouse scheduler(s). Such requests are not to be ongoing and the exception will be the rule. The conditions, use, and any remuneration will be worked out with the clubhouse scheduler(s), depending on the request. The standard conditions of use will apply. No food will be served. The preference is that such meetings be held within the home of the owner/resident.

- The above guidelines hopefully will help determine the proper and acceptable usage of the Clubhouse. Any questions should be addressed to the Clubhouse scheduler(s), and if necessary to the Board for consideration.
 - The Board has the right to grant exceptions on a case by case basis.
- Rights of the Association (CC&Rs, Article II, Section 2).
 - The right to charge reasonable admission, use, service and other fees for the use of any service or recreational amenity, or parking facility situated upon the common area.
 - The right to limit the number of guests using the Common Area.
 - The right to suspend voting rights of any owner for any period where any assessment or portion thereof remains unpaid, or for any unpaid fines for infractions of the Rules and Regulations.
 - The right to enter into agreements or leases which provide for use of the Common Areas and facilities.

COMMERCIAL ACTIVITIES

- No commercial activities of any kind shall be conducted in any building or on any portion of the property.

Reference: CC&Rs -Article VIII, Section 3 (Signs: Commercial Activity).

COMMON AREAS AND GROUNDS

- Owners rights: Every owner has the right of use and enjoyment of the Common areas, subject to the following:
 - The right of the Association to charge reasonable admission, use, service and other fees for the use of any service or recreational amenity, or parking facility situated upon the Common Area.
 - The right of the Association to limit the number of guests using the Common Area.
 - The right of the Association to suspend the voting rights and/or common utility service of an owner for any period during which any assessment or portion thereof against his/her lot is unpaid, or for an infraction of its published rules and regulations.
 - The right of the Association to enter into agreements or leases which provide for use of the Common Areas and facilities.
 - The right of the Association, through its Trustees, to adopt rules and regulations concerning use of the Common Area.
- Limited Common Area: An owner of a Lot is entitled to the exclusive use of the Limited Common Area adjacent to the home. The Association, through its Trustees, may adopt rules and regulations concerning use of the Limited Common Area. Limited common areas are subject to the rights of the Association.
- Delegation of use: An Owner may delegate his/her right of enjoyment to the Common Area and facilities to the members of his/her family, or approved tenant, who reside on the Property. No one who is a non-resident shall have any such delegable right or enjoyment privileges.
- Common courtesies: While the common areas are available for the use and enjoyment of all owners/residents, common courtesies should be maintained. There should not be an undue intrusion into the common area immediately in proximity of a neighbor's home. In the event of a family gathering, common courtesy would suggest discussing the upcoming event with the neighbors.

Reference: CC&Rs – Article II (Property Rights).

CONCRETE CURBING

Before undertaking any work to install concrete curbing a written application must be submitted to the Board of Trustees. Instructions and forms are available from a member of the Board of Trustees.

DUES/ASSESSMENTS

- **Annual Dues/Assessments**
 - Each owner by acceptance of a deed agrees to pay to the Association (a) annual assessments or charges; (b) special assessments for capital improvements, such assessments to be fixed, established, and collected from time to time; (c) any other amount or assessment levied or charged by the Association or Trustees, and (d) interest, costs of collection and reasonable attorney's fees.
 - Assessments shall be used (a) for the purpose of promoting the recreation, health, safety, and welfare of the residents, and (b) for the improvement and maintenance of properties, services, and facilities devoted to this purpose.
 - Assessments must provide for such things as payment of taxes and insurance; costs of repairing, replacing, maintaining and constructing or acquiring additions to the Common Areas; the payment of administrative expenses of the Association; the establishment of a reserve account; and other amounts necessary to meet the primary purposes of the Association.
 - Each Owner will individually be responsible for the payment of home utility charges.
 - The annual assessment may be increased each year by a maximum of 5% above the assessment for the previous year, without a vote of the Membership.
 - The annual assessments are payable in equal monthly payments. Payments can be made through the following options:
 - Check or Money Order, payable to the Property Management Company employed by the TSHOA, either hand delivered or appropriately mailed.
 - Electronic withdraw payment
 - It is permissible to pay in advance.
 - The following actions may be taken for delinquent accounts:
 - HOA fees are due the 1st of the month and late after the 15th. A late charge in the amount of \$10.00 will be assessed to the Owner who fails to meet the deadline of the 15th. Payments must be received by the 15th of the month to avoid the late fee.
 - A Lien will be placed on units for the amount owing plus accruing interest, fines, and any other amounts incurred from such delinquencies after 3 months late. All fees associated with the placement of the Lien will also be the responsibility of the Owner.
 - Delinquent accounts will be sent to collections after 6 months late. All collection fees will be the responsibility of the Owner.
- Special Assessments: The Association may levy in any assessment year a special assessment. Special assessments may only be levied to defray the cost of construction, reconstruction, repair or replacement of Common or Limited Common Area structures, and fixtures.
- Additional Assessments: The Association may levy additional assessments as necessary for the purpose of repairing and restoring damage or disruption resulting to streets or other Common or Limited Common Areas of the City of Cedar Hills in maintaining, repairing or replacing the City's utility lines and facilities thereon.

Reference: (CC&Rs: Article IV – Finances and Operations)

EXTERIOR MAINTENANCE

Each Owner shall be responsible for maintenance to the exterior of the Home owned.

Reference: CC&Rs – Article VII, Section 1 (Exterior Maintenance by Owner).

EXTERIOR SHUTTERS

Before undertaking any work to install exterior shutters a written application must be submitted to the Board of Trustees. Instructions and forms are available from a member of the Board of Trustees.

FENCING

Before undertaking any work to install any fencing a written application must be submitted to the Board of Trustees. Instructions and forms are available from a member of the Board of Trustees.

GATES

(Entrances to and from Temple Shadows)

- Gate manager: The member(s) of the HOA serving as gate manager(s) may change from time to time. The name of the current gate manager can be obtained by contacting a member of the Board of Trustees, or from the monthly Newsletter (Board Corner), which identifies the specific assignments of TS volunteers.
- Number of gates: There are two gates for entering or exiting Temple Shadows, as follows:
 - Main gate on northeast side of TS. Upon exiting this gate is activated when approached by a vehicle.
 - The service gate is located on the west side of TS. It is only used when there is a problem with the main gate, or in cases of emergency. It is usually locked with a padlock. Every resident should have a key so this gate can be used to exit or enter TS in case the main gate is not functioning, or in the case of an emergency. Periodically each resident should test the key to make sure this alternative access to Temple Shadows is available. The key to the clubhouse should also open the padlock on the service gate. If a key is needed contact the President of the HOA.
- Opening of gate
 - The gate will normally be open daily from 6:00 a.m. to 6:00 p.m. These times are subject to change. Residents will be notified if a change in hours is anticipated.
 - Owners/residents can arrange for the gate to be open for special occasions. Contact the gate manager to make arrangements. **If possible, the request should be made several days prior to the requested time. Be respectful of the schedule of the gate manager.** If necessary any member of the Board can help.
- Electronic signals to the gate
 - Each resident can have his/her garage door opener programmed to open the gate.
 - On some vehicles the electronic signal can be initiated from the vehicle
 - If a guest uses the call box/console at the gate to notify a resident that they are waiting at the gate, the gate can be opened by the resident by pushing a “9” on their phone.
 - If help is needed contact the gate manager.
- Access code:
 - Each resident is provided an access code which can be provided to family or to others whom you know and trust. This code can be changed at the discretion of the Board.
 - The owner/resident can request a change in the code by contacting the gate manager.
 - **CAUTION:** The access code should not be given to everyone. It should be restricted in order to respect the privacy of other residents in TS.
- Suggested procedure for guests to follow in obtaining entrance to TS. (Follow the procedures which are identified on the call box.)
 - Locate the name of the resident being visited on the call box.
 - Push the “call” button and the telephone will ring in the home of the resident.
 - The resident will then push “9” on their phone to open the gate.
 - If the entrance code is known to the guest, they can simply push “#” and then the code.
 - It is important when pushing the buttons that this done firmly, deliberately, and slowly.

- If a guest calls a resident using a cell phone, the resident can open the gate using the remote they have been given. This is not the preferable procedure because of the distance from the call box to the home.

INSURANCE POLICIES/CLAIMS

- The Trustees keep all insurable improvements and fixtures of the Common Area insured against loss or damage by fire for the full insurance replacement cost.
- In the event of damage or destruction of any part of the Common Areas, the Association shall repair or replace the same from the insurance proceeds available. If the insurance proceeds are insufficient to cover the costs of repair or replacement of the property damaged or destroyed, the Association may make a reconstruction assessment against all Lot Owners to cover the additional cost of repair.
- The Trustees maintain a policy of public liability insurance covering all of the Common and Limited Common Area for at least \$1,000,000 per occurrence for personal or bodily injury and property damage that results from the operation, maintenance or use of the Common Areas.
- The Trustees maintain fidelity coverage against dishonest acts on the part of managers, Trustees, officers, employees, volunteers, management agents or others responsible for handling funds and collected for the benefit of the owners or Members.
- All insurance policies are reviewed at least annually by the Trustees or the Property Manager.
- If an Owner/resident has questions about the current insurance policies, they may contact the Board, or the Property Manager.
- Owners are not permitted to file claims on the Association's policies. All claims must be filed through the Board or their designee.
- Owners are responsible for their own insurance policy on their home and the contents.

Reference: CC&Rs – Article V (Insurance).

INTERIOR UTILITIES

- All utilities, fixtures and equipment installed within a Lot, commencing at a point where the utility lines, pipes, wires, conduits or systems enter the boundaries of a Lot, shall be maintained and kept in repair by the owner.
- An owner may not act or allow any condition to exist which will adversely affect the other lots or owners.

Reference: CC&Rs - Article VIII, Section 13 (Interior Utilities).

LANDSCAPING AND SPRINKLING RESPONSIBILITIES OF THE HOA

- Oversee performance of landscaping services provided by the contracted entity at the time. The services provided includes lawn maintenance, weed control, fertilization, and trimming of shrubs. The pruning of trees is a service contracted for independent of the Property Services on an as needed basis. Essentially this frees the home owner from routine landscaping. [Note: If the homeowner desires to be involved in limited planting and gardening within designated common areas they must enter into an agreement with the HOA to do so. This agreement is granted annually and the terms of the agreement are outlined in a document available from the Secretary of the Board.]
- Make sure that the sprinkler system is providing water efficiently to the Common Areas (Note: this does not include the sprinkler/drip system immediately around the house).

- Replace trees and shrubs in common areas, including those trees and shrubs beyond the immediate area around the house. Any shrubs, trees, etc. in the planting beds immediately around the house are the responsibility of the home owner. Any new or replacement plantings around the home must be approved by the Board to ensure that the appearance and integrity of the Temple Shadows community is maintained.
- Maintain all of the berms adjacent to the interior roadways.
- Provide bark for the perimeter of Temple Shadows and Common Areas as financially possible.

Reference: Board Memorandum, Number 1-2009

LANDSCAPING AND SPRINKLING RESPONSIBILITIES OF THE INDIVIDUAL HOME OWNERS/RESIDENTS

Each homeowner is responsible for their home, for all services directly attached to their home, and for the area immediately around their house. Landscaping and home related issues include the following:

- Check out and maintain the sprinkler (drip) system immediately surrounding their home which provides water to the plantings. If advice or help is needed to test the system or correct a problem, contact one of the Board members.
- Maintain rain gutters, down pipes and drainage lines to ensure that all water is discharged safely away from the homeowner's residence and from those of adjoining neighbors.
- Provide and maintain the bark coverage around the home.
- Supplement the soil level around the home in the event settling has occurred. [settling may contribute to water getting into the basement]
- Maintain any rose bushes within your home area regardless of whether they are immediately adjacent to the home or back against the perimeter fence (maintenance includes pruning, fertilizing, pest control, etc.). Landscape contractors exclude such maintenance of roses from their contracts.
- Replace shrubs as needed around the home. Any new or replacement plants should be cleared with the HOA Board. Plants must be environmentally friendly, and consistent with the other plantings in Temple Shadows. If replacement or enhancement is consistent with the Temple Shadows environment and has been approved by the board, the contracted landscaper will assume responsibility for trimming the new bushes, unless the homeowner chooses to take responsibility for all plantings around the home.
- A list of acceptable shrubs is available from the Board, or can be found in Board Memorandum Number 2-2009, Dated November 10, 2009 (see section titled "Memoranda & Letters").
- If desired, do (or arrange for) hard edging between the turf and planting area. [Some homeowners have opted to install curbing which prohibits the encroachment of the turf into the planting area. Any curbing installation requires a contract with the HOA which defines scope, type/shape of the curbing and continuing maintenance obligations – see Secretary to the Board for contract]

Reference: Board Memorandum, Number 1-2009

MAINTENANCE OF COMMON AREAS

- The Common Areas will be maintained by the HOA, under the direction of the Board.
- The Limited Common Area which is within the fenced area of the home is the responsibility of the owner/resident. This also includes sidewalks and driveways.
- **FOR A MORE DETAILED IDENTIFICATION OF THE LANDSCAPING AND SPRINKLING RESPONSIBILITIES OF THE HOA AND THE INDIVIDUAL HOMEOWNERS/RESIDENTS, REFER TO THE SECTIONS DEALING WITH THESE RESPONSIBILITIES**

MANAGEMENT AND ADMINISTRATION

(Board of Trustees, Officers, Subcommittees, Property Management Company)

- **Board of Trustees** (Bylaws: Article III, Article IV, Article VI)
 - The affairs of the HOA will be governed by a Board of Trustees composed of five elected members.
 - Each member of the Board of Trustees must be an owner or co-owner of a Lot.
 - The terms of the members of the Board of Trustees will be staggered.
 - The election of Board members to fill vacant positions will be held in connection to the Annual Meeting.
 - There shall be no limit on the number of terms an Owner may serve as a member of the Board of Trustees.
- **Officers** (Bylaws: Article VII)
 - After the annual meeting when the Board of Trustees is fully constituted, the Board will elect officers.
 - There will be five officers, as follows:
 - President
 - Vice-president (#1)
 - Vice-president (#2)
 - Secretary
 - Treasurer
- **Special appointments** (Bylaws: Article VII, Section 7.1 (d))
 - The Board of Trustees may appoint other officers as the affairs of the Association may require, each of whom shall hold office for such period, have such authority and perform such duties as the Board of Trustees may determine. Such appointed persons need not be homeowners, but could be residents.
 - Examples of committees or special assignments appointed by the Board
 - Social Committee
 - Repair, Replacement, Improvement Committee (RRI)
 - Clubhouse managers
 - Gate manager
 - Newsletter Editor
 - Pool and Spa/Hot Tub manager
 - Tennis court manager
- **Contact information for the above indicated management personnel.** Volunteers filling the above reference persons is reported in the Newsletter (Board Corner). If unknown, owners/residents can contact a member of the Board of Trustees.
- **Property Management Company**
The TSHOA employs a Property Management Company to assist in the management of the HOA. Contact information for the current Property Management Company is available from any member of the Board of Trustees.

MEETINGS OF BOARD OF TRUSTEES AND HOMEOWNERS

- **Board of Trustees:** The Board of Trustees meets monthly on the first Thursday at 1:30 p.m. in the Clubhouse. Members are invited to attend. If a member wishes to have an item placed on the agenda he/she may request the Board President to do so.
- **Annual Meeting of the Home Owners Association.**
 - The annual meeting of the Members will be held on the second Tuesday of each November at 7:00 p.m. The agenda for this meeting will include reports of officers, reports of committees as appropriate, and the election of members to the Board of Trustees to fill vacancies.
 - Residents who are not owners are invited to the meeting to be aware of matters of interest to the HOA, although they will not have a vote.

Reference: Bylaws: Article II

NOISE & QUIET ENJOYMENT

- No noxious or offensive activity shall be carried on upon any part of the complex nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood, or which shall in any way interfere with the quiet enjoyment of each of the owner/residents or which shall in any way increase the rate of insurance.
- Please be courteous when having a party. Notify your neighbors when possible if you are having a party and believe noise may be an issue.
- Firearms may NOT be fired or discharged at any time or anywhere on the community premises except for reasons of self-defense.
- Fireworks may NOT be discharged at any time or anywhere on the premises except as follows: (1) In accordance with the local city, county, and state rules, guidelines, and laws. (2) On authorized dates, fireworks may be discharged from the street, and done so using the most caution possible by the user. Some fireworks can damage the asphalt.

Reference: CC&Rs - Article VIII, Section 4 (Quiet Enjoyment).

PARKING AND VEHICLE REPAIR

- No motor vehicle which is inoperable shall be allowed within Temple Shadows.
- Any motor vehicle which remains parked over 72 hours shall be subject to removal by the Association.
- Parking within Temple Shadows is restricted to motor vehicles used by the owner/resident or immediate family or guests.
- Vehicles used for commercial use are not permitted.
- Recreation vehicles, boats, travel trailers and similar property may not be parked within the TS Property.
- Owner's/resident's vehicles are to be parked in the garage or driveways.
- Additional parking for guests is available at the recreational center.
- Parking on the streets, sidewalks, or between buildings is not permitted.
- Parking (and driving) on any portion of grass is not permitted
- Limited exceptions to these rules MAY be granted by the Board of Trustees upon a written request with detailed justification.
- Vehicles in violation of these rules MAY be towed (or booted) at the owner's expense.
- Automobile repairs, oil changes, and other auto servicing may not be made on common property. Please conduct these activities within the unit owners/residents garage.

Reference: CC&Rs - Article VIII, Section 7 (Parking).

PATIO COVERS

Installation of Patio Covers must be approved by the Board of Trustees. Instructions and forms are available from a member of the Board of Trustees.

PATIO SUNSREENS

Installation of Sunscreens must be approved by the Board of Trustees. Instructions and forms are available from a member of the Board of Trustees.

PLANTING AND GARDENING GARDENING IN COMMON AREAS

- No planting or gardening shall be done, and no fences, hedges or walls shall be erected or maintained upon any Property except in the approved footage in the rear of the home as approved by the Trustees for each lot.

- Before gardening approval must be obtained from the Board of Trustees. Instructions and guidelines can be obtained from a member of the Board of Trustees.

Reference: CC&Rs - Article VIII, Section 8 (Planting and Gardening).

PROPERTY MANAGEMENT COMPANY

The Temple Shadows HOA retains a Property Management Company to assist in the management of the HOA. Functions include:

- Collecting and accounting for monthly/annual assessments.
- Enforcing rules and regulations, including the collection of fees associated with infractions of Rules and Regulations.
- Ensuring that the HOA meets all local and state legal requirements.
- Ensuring that the HOA obtains appropriate insurance coverage.
- Attending all meetings and advises on matters of concern, using his/her experience and knowledge to ensure that the TSHOA is current with requirements and trends.
- Obtaining bids and estimates to address current and long term community needs.
- Contact information for the current Property Management Company is available from any member of the Board of Trustees.
- The Board of Trustees can change the Property Management Company if deemed appropriate.

RENTALS AND LEASES

Specific provisions dealing with Rentals and Leases are contained within an Amendment to the CC&Rs. This Amendment was recorded with the Utah Country Recorder May 1, 2009, and is included as one of the governing documents contained herein. If contemplating renting or leasing property within TS the Amendment must be read, understood, and all requirements followed. Failure to do so may result in a fine of \$100.00. Questions may be directed to the President of the Board of Trustees.

Reference: Amendment to the CC&Rs, Recorded May 1, 2009, Utah Country Recorder

RESPONSIBILITIES OF HOMEOWNER FOR THEIR OWN HOME

- Maintain the exterior (including the roof) of the residence (CC&Rs, Article VII, Section 1)
- Maintain the fence and fenced in area of the patio (CC&Rs, Article VII, Section 2)
- Maintain all utilities, fixtures and equipment, lines, pipes, wires, conduits, etc. within the boundaries of the original lot (CC&Rs, Article. VIII, Section 13).
- Maintain exclusive limited common areas adjacent to the homeowners residence such as patios, driveways, and steps and sidewalks leading from the residence to the driveway.
- Maintain all structures, additions, applications, alterations and other improvements including, but not limited to those applicable to fencing, patio covers, gardening, planting area curbing, shutters, sunscreens, etc.

SAFETY AND TRAFFIC

- There are a number of young children residing within Temple Shadows. On special days, including family gatherings, the number of children may be larger than normal. Residents and visitors must remember that the streets are in effect public streets with heavy traffic.
- The speed limit within Temple Shadows is 15 miles per hour (mph), and drivers should be constantly vigilant in watching out for children, as they innocently may dart out of driveways, and other places without pausing or looking for on-coming traffic.
- Owners/residents are requested to train and alert their children, and the children of guests, as to safety concerns.

SIGNS

- One “For Sale” sign of not more than two (2) square feet is permitted.
- No advertising signs, billboards, objects of unsightly appearances, or nuisances shall be erected, placed, or permitted on any Lot, or any portion of the TS properties.

Reference: CC&Rs - Article VIII, Section 3 (Signs: Commercial Activity)

SNOW REMOVAL

- Snow from the streets will be removed by a contractor according to a schedule approved by HOA Board. A judgment is made at the time of a snow fall whether to have the snow pushed, and whether to apply snow melt.
- Residents are responsible for removing snow from their driveways, the sidewalks leading to the entrance to the home, the sidewalks next to the streets, and from around the mailboxes.
- If residents have questions they can contact the Board member responsible for managing the snow removal.
- The HOA owns a snow-blower and it is available. Contact a member of the Board of Trustees for use of the snow-blower.
- During cold periods all need to remain aware of potentially icy conditions. The HOA cannot control such conditions.

SPRINKLERS AND LAWN WATERING

- Owners/residents must not change the watering schedule by adjusting the timers or manually using the valve boxes for extra watering. When the watering times and schedules are changed it is not possible to determine the true watering needs of the grass areas.
- Owners/residents may use their own faucets and hoses if they feel that extra watering needs to be done.
- Water tampering costs all owners extra money and in most cases is only a waste of water.
- If an owner/resident feels that a different watering schedule is needed a member of the Board should be contacted.
- Each home has a “ball valve”, or in some cases two “ball valves” which can be used to turn off the irrigation water to the property in case of an emergency. A “turn off key” has been provided each home, and this key should remain with the home. In an emergency, using the “key”, turn the valve(s) ¼ turn clockwise. The water can be turned on again by turning the ball valve ¼ turn counterclockwise. In some cases a single valve controls the water to more than one house. Courtesy would suggest that other residents relying on that valve be notified of the problem which required the shut off, and when the anticipated time water will be restored.

SWIMMING POOL AND SPA (HOT TUB)

- All adult (18 years old and older) owners /residents of TSHOA are pool monitors and must enforce the rules
- Access to the pool requires the use of a key. A replacement key can be obtained from the Board of Trustees at a non-refundable cost of \$25.00
- There are no paid life-guards on duty so swimming is at your own risk.
- An owner or adult resident must be present in the pool area when family members or personal guests are in the pool or spa/hot tub.
- Pool hours are as follows (subject to change):
 - 7:00 am to 10:00 am daily (Monday through Saturday) – Aerobics, Therapy.
 - 10:00 am to 9:30 pm daily (Monday through Saturday) –Open swim for residents, their children and grandchildren and guests.
 - 9:30 pm to 11:00 pm (Monday through Saturday) – Aerobics, Therapy.
 - Trespassing or swimming during off-hours will not be permitted.

- Pool gates are to be closed and locked at all times.
- The pool/spa is not available for private parties, including church and civic events.
- Any access to the clubhouse while using the pool or spa is prohibited. Pool chemicals are damaging to floors, furniture and carpet.
- No non-swim related items such as skates, skateboards, rollerblades, bikes, recreation equipment or toys are permitted in or around the pool/spa area.
- Food or drink is not allowed in the pool/spa area. A plastic water bottle for hydration is permissible. Chewing gum must not be used while you are in the pool.
- Adjusting pool/spa equipment or tampering in any way, including temperature adjustment is not permitted. Violations should be reported to the pool manager or to a member of the Board.
- No non-resident family member or guest may be in the pool area without an adult resident present poolside.
- No child under five years of age is allowed in the spa/hot tub at any time. The temperature of the spa water is too hot for the well-being of children.
- Children not toilet trained must use waterproof swim diapers and waterproof swim pants (see State Health rules), while in the pool. Please have these necessary items in your home.
- No running, diving or rough play is allowed in the pool area. Swimming takes priority over floats, rafts, or water games.
- No food, glass or pets are allowed in the pool area. Violations may result in the pool closure until such matters are addressed,
- Should the Utah County Health Department issue a fine as the result of an owner or resident's violation of the rules, the owner will be responsible for the payment of the fines.
- No family or individual may dominate the use of the pool/spa.
- Please remove bobby pins, clips or rubber bands from hair before entering the pool or spa; these cause damage to the filter system. Please keep other small objects such as rocks or pennies, etc. out of the pool area.
- Only approved swimwear will be allowed and proper swimming attire must be worn at all times. Absolutely NO jeans or cutoffs.
- The restrooms at the pool are the responsibility of each resident/monitor at the pool. Please check and clean them after you or your family and guests use the pool. Please remove your own rubbish from the restrooms.
- The Utah State Health Code for pools or spas prohibits entering the pool without first showering at poolside. Spitting, spouting water, blowing the nose, or discharging bodily wastes is not permitted.
- Using the pool/spa is a privilege and the reasonable requests of the Board of Trustees or Pool Monitors must be honored.
- Owners/residents who are not current in their monthly dues, or abuse the use of their key, will forfeit their pool/spa privilege.
- Management reserves the right to refuse admittance to, or to eject from the pool premises, any person failing to comply to the above rules and regulations.

TRASH AND LITTER

- Owners/residents must remove furniture, appliances, car batteries, paint cans, mattresses, tires, oil, all hazardous materials, or other similar uncollectible items from the community. Any questions regarding what is considered hazardous or not hazardous material, and whether it can be placed in the garbage cans should be directed to the Managing Agent, or the Utah County Health Department. All parts of the TS community will be kept in a clean and sanitary condition, and no rubbish, refuse, litter, trash, or garbage be allowed to accumulate nor any fire hazard to exist.
- Garbage cans must be stored in fenced-in back yards OR garages. Garbage cans may NOT be stored in any area visible from the street, or on the outside of the backyard or visible across common areas.
- Garbage cans may not be placed for pick up any earlier than the evening prior to the specified day for pick up.
- Garbage cans should not be left on the street beyond the normal collection day.

- Garbage pick up is normally Monday and containers are to be placed curb side early in the morning or late Sunday night.
- Recycling is an optional program at a modest additional cost to the homeowner. Details about this program can be obtained from the Cedar Hills City Offices. Pickup is every other week on Monday. The blue receptacle is also placed on the curb along side the green garbage receptacle (allow for 3 – 4 feet between them).

Reference: CC&Rs – Article VIII, Section 11 (Garbage Removal)

ENFORCEMENT PROCEDURES

- The over-riding purpose of the governing documents is to maintain a safe and harmonious living environment.
- The enforcement procedures contained herein may be in addition to other provisions outlined in the Rules or the CC&Rs.
- The Association may at any time choose legal remedy or seek assistance from enforcement agencies.
- The Board reserves the right to determine action on a case-by-case basis and to take other actions as it may deem necessary and appropriate.
- The Association has the right to enforce all Rules and Regulations, the CC&Rs now or hereafter imposed, and the Bylaws. Fines may be levied as necessary.
- The Association has the right to suspend voting rights during the period of delinquency.
- Every owner has the right to be notified in writing of any alleged violation of the Rules.
- Owners/residents may contact the Board in writing for any special considerations outside the established rules and the CC&Rs. The Board will make a determination on the special request. The Board reserves the right to issue special exceptions on a case-by-case basis.

SCHEDULE OF FINES, AND RULES, REGULATIONS AND PROCEDURES GOVERNING THE LEVY AND COLLECTION OF FINES

- On July 13, 2007 the Board of Trustees adopted a Resolution addressing a Schedule of fines, and identified the Rules, Regulations, and Procedures governing the levy and collection of Fines. This resolution remains in effect.
- The letter of transmittal to the owners and residents was dated 16 July 2007.
- This document, and the transmittal letter, follows and is endorsed by the current board.
- **Addition to the Schedule of Fines, as follows:**
 - **Failure to submit a proposed lease agreement to the board prior to the occupancy of the lessee -- \$100.00**