

Taylor Terrace Homeowner's Association Expectations and Rules Summary

January 25, 2018

Dear Neighborhood Friends:

It's a pleasure to live near you and be part of this special community. As we, the HOA Board, look ahead to 2018, we thought it prudent to revisit, recraft, and distribute a set of expectations and rules that help to keep harmony – in a community that depends on neighborliness, respect, tidiness, and consistency to preserve the beauty of our neighborhood, as well as property values.

First, what you can expect from the Board – as we make a good faith effort to be good stewards of the HOA fees and how they are applied to maintaining our properties:

What you can expect:

1. The Association routinely provides:
 - a) General snow removal on driveways and sidewalks – currently, our contract specifies that plowing occur when at least 1.5 inches of snow is on the ground.
 - b) General lawn care. Homeowners may have certain expectations of lawn care and the HOA Board will make every effort to contract with lawn service professionals who are able to maintain the following standard: Lawns should be green during growing months—meaning, sprinkler system should be in good operation to keep lawns green during summer months. Lawns should be trimmed/mowed weekly by a lawn service company. That said, owners should keep lawns free from objects that clutter the landscape or keep mowers from doing their job. If mowers need to move hoses, chairs, toys, pet waste, etc. in order to do their job, they may assess an additional fee that will be passed along to the homeowner (see below).
 - c) Minimum maintenance as required for safety of unimproved areas
 - d) Routine maintenance of driveways—including occasional sealing, and asphalt replacement using HOA fees and special assessments, when needed.
 - e) Touch-up and, when appropriate, complete exterior painting of the homes as funds permit.
2. The occupant is responsible for spot watering if needed, to maintain a healthy-looking lawn, and for more complete removal of snow when necessary to access places that the plow cannot access, and to maintain safety on our driveways and sidewalks.
3. Trees/shrubs/garden beds: As you can see, many trees/shrubs have become overgrown. For the foreseeable future, we suggest the following guidelines:
 - a) Owners are responsible for pruning the shrubs and flowers, including weeding, directly surrounding their homes (10 foot border out from foundation of home). A Spring and Fall "friendly request" may be sent by the board to the owners suggesting what tasks could be done within that boundary to keep the landscape looking tidy and consistent in appearance.
 - b) HOA is responsible for making a good-faith effort, within the parameters of a Board-approved annual budget, to keeping shrubs/beds tidy and weed-free beyond 10 foot radius from homes. Because there is a lot of pruning/tree removal to address, this will be a longer-term roadmap and we appreciate your patience as we prioritize and move ahead. We will strongly consider the following two principles as we make decisions on tree/shrub maintenance:

- c) Trees are meant to beautify – but trees that block important mountain / valley views, or trees that grow too large / tall for safety or potential root damage – may be taken down by the HOA, or by a homeowner with prior written Board approval. This includes all trees / shrubs, regardless of where they are located on the common property.
 - d) Also, trees that detract from the visual aesthetic of the community may be removed by the HOA, as well as tree varieties that are considered "sucker" or "junk" trees that may re-seed, or that, when full-grown, present a risk of breaking limbs or falling. Again, this includes all trees/shrubs, regardless of where they are located on the common property.
4. The CC&Rs indicate that the two parking spaces outside each unit's garage are meant to be parking for owners and guests - it's parking specific to each unit. Visitor parking is not intended to be permanent parking for any owner. We encourage owners and guests to avoid parking in visitor parking overnight, or for any extended period of time. This allows all visitors to have access to those spots. Additionally, during the winter, plowed snow must be moved to those spots - during these times we ask you to be sensitive and not park in the visitor spots so that snow can be plowed there.

Second, a set of rules designed to preserve harmony and consistency across the community. We request your help in considering the intent of these rules – and in supporting them. We believe each is intuitive and adds to the well-being of the community when adhered to:

1. No commercial/promotional/business signs shall be displayed or viewable from common property. Additionally, any business conducted, in accordance with Provo City zoning ordinances, shall not produce a noise problem, take up visitor parking, or otherwise disrupt traffic or parking on the properties. One normal-sized real estate sign (no larger than 2 feet by 4 feet) is permissible for each unit.
2. Pets may not be kept/dwell outside the home (e.g. in kennels, etc.). Any pets temporarily outside of the home and on common property must be on a leash. Homeowners must "clean up" after their pets—any violation is subject to a fine, per occurrence. Homeowners should be respectful of neighbors—care in not letting animals cause inordinate noise (barking), relieving themselves on areas of common property that are frequented by other neighbors, or running up unwelcomed to neighbors and visitors. Violations of these common-sense guidelines are subject to reporting to local animal control, pursuant to Provo City guidelines on pets.
3. Each dwelling unit is restricted to a family occupancy. However, when age or health requirements exist, a "live-in-help" person, couple or family group is authorized as long as city ordinances allow the arrangement.
4. Dumpsters, trailers, camp trailers, campers, sportsmen trailers, trucks larger than three-quarter ton capacity, and any other vehicles of such type or kind shall not be permitted to park anywhere within the boundaries of the properties. Any exception must be approved by the Board in writing. Homeowners with cars or trailers parked more than 3 days without being used will be sent a letter of compliance. Homeowners will be fined per day, per vehicle on the second offense and each offense thereafter. *
5. No building, fence or wall or other structure shall be commenced, erected or maintained, nor shall there be any exterior addition to or change or alteration made to any dwelling unit until plans and specifications are approved, in writing, by the Board. The placing of any device or fixture upon the front or side yards, or parking areas requires written approval of the Board. Both external and internal alterations must comply with city building codes and go through the proper city permit process.
6. All members and users of the properties shall adhere to all safety regulations which may be established by the Board.

7. No change to the external decor or color may be made until and unless approved by the Board in writing. Any proposed changes to doors, windows, shutters, railings, patios, porches, balconies, roofs, siding, paint color, garage doors, lawn, driveways, etc. require prior written approval. Contact the Board if you would like to install landscaping that could impact sprinklers or mowing.
8. Children shall be the direct responsibility of their parents and such parents shall be liable for any damage caused by such children.
9. No alcoholic beverages may be consumed in the common areas of the properties except upon written permission granted by the Board.
10. No owner, or occupant of any dwelling unit shall rent or sublease such unit to students. Taylor Terrace is strictly for single family dwellings.
11. For the purpose solely of performing the exterior maintenance which may be required on a living unit, the Association, through its duly authorized agents or employees shall have the right, after reasonable written notice, of access to such living unit at reasonable hours on any day except Sunday.
12. Occupant is responsible to report any irrigation leaks, broken sprinklers, or hazardous conditions to the Board. **
13. Disturbance of the peace (as defined by Provo City ordinance). The owner has the responsibility of solving the disturbance problem on the first offense when the police are called. On the second offense and each offense thereafter, the home owner will be fined per occurrence that the police come to the home to solve the disturbance problem.
14. Light poles. The Association is responsible for the maintenance, replacement, or removal of light poles. In the interest of safety and security, home owners that have functional light pole wiring connected to their units must ensure that the power is turned on from sunset to sunrise.
15. Garage doors. The Board recommends that homeowners keep their garage doors closed as much as possible for safety and appearance.
16. Clutter. Homeowners with clutter or trash in driveways and outside garages will be sent a letter from the Board if a chronic problem exists. Homeowners will be fined each day until the area is cleaned after receiving a letter and not resolving in 14 days. *
17. Renter Responsibility. Owners will be responsible for their renter's actions in all the matters discussed above.
18. Debris / clutter on lawns. Lawn service professionals require full access to lawns in order to trim and mow. If homeowners have personal items, clutter, toys, equipment, etc. on the lawn during the regularly scheduled service day preventing the lawn company from doing its work, the lawn company may charge the HOA at an hourly rate of \$50/hour (30 minutes minimum) to move or remove such items. The HOA will then pass the cost along to the homeowner.
19. Any owner wishing to rent his unit must first obtain a background check for any prospective tenant prior to entering a lease agreement. Such owner shall not be required to provide a copy of the prospective tenant's background to the Board, but shall be required to certify that a background check has been performed. This policy shall not be construed as a requirement to obtain Association approval of any prospective tenant.

Fine Schedule

	1st Offense	2nd Offense	Each Additional
Rule 2: Pet Violations	Warning	\$50	\$75
Rule 4: Dumpsters, etc.	Warning	\$50	\$75
Rule 13: Disturbance	Warning	\$50	\$75
Rule 16: Clutter	Warning	\$50	\$75
Rule 18: Lawn Debris	Cost of removal		

The Board reserves the right to enforce fines for other violations. This fine schedule reflects the penalty cost for the corresponding violation. Fines reflected in this schedule do not include costs of repairs, costs of replacement, late fees, reasonable legal fees, or any additional fees that may accrue from such violation. Payments of fines are the responsibility of the Owner. The Board reserves the right to collect any and all fees associated with any violation as set forth in the Rules.

** If fine is not paid, the Association will attach a lien on the home, properly recorded with the appropriate government agencies.*

**** Board Members:**

*Brian Rennick, John Clayton, Marianne Richardson, Richard Fung,
Mark Doyle, Tricia Wilkinson, and Cameron Darby*