

## **POLICIES AND PARTICULARS**

### **(Amended Fine Policy - 2017)**

**Fine Policy** - Upon violation of any of the Woodwind Lakes Dedicatory instruments, the Board may give the violating Owner written notice describing the violation and the amount of fine to be imposed, if any. The Board shall give the Owner a reasonable period of time to cure the violation and avoid the fine, unless the Owner has been given written notice and opportunity to cure a similar violation within the previous six months or unless the Owner has initiated Exterior Improvement without approval.

The Board shall inform the Owner that the Owner may request in writing a hearing before the Board, or designate, on or before the 30<sup>th</sup> day after the date the Owner receives the notice. The Board shall advise the Owner that if the hearing is held before a designated committee, that the Owner will have a right to appeal the decision of that committee to the Board upon written notice to the Board.

If a hearing is requested by the Owner, the Board shall hold a hearing within 30 days from the date of the receipt of the Owner's request for a hearing. The Board will notify the Owner of the date, time and place of the hearing not later than the 10<sup>th</sup> day before the hearing. If a postponement of the hearing is requested by either the Board or the Owner, such postponement must be granted for a period of not more than 10 days. Any additional postponements may be granted by agreement of the parties. After an affirmative decision by the Board, or after the expiration of the written notice, the Association, through the Board, is hereby authorized to impose fines according to the following schedule for violations of any provision of the Woodwind laded Dedicatory Instruments:

#### **FINES FOR VIOLATIONS OF THE DEDICATORY INSTRUMENTS NOT AFFECTING THE USE AND ENJOYMENT OF UNIT OWNERS**

First Violation	\$50.00
Second Violation	\$100.00
Subsequent Violations	\$200.00

#### **FINES FOR VIOLATION OF DEDICATORY INSTRUMENTS AFFECTING THE USE AND ENJOYMENT OF UNIT OWNERS**

For violation of the Woodwind Lades Dedicatory Instruments affecting the use and enjoyment of Owners, the Board of Directors may reasonably set the amount of the fine as it reasonably relates to the violation of the dedicatory instruments and the number of Owners affected by the violation.

#### **FINES FOR INITIATING EXTERIOR IMPROVEMENT WITHOUT SUBMISSION AND/OR APPROVAL OF EXTERIOR IMPROVEMENT FORM**

First Violation	\$500.00 and cease and desist letter
Failure to cease and desist or failure to submit Exterior Improvement Form Within 10 days	\$500.00
Each subsequent failure to cease and desist or failure to submit Exterior Improvement Form Within 10 days	\$500.00

#### **FINES FOR TREE VIOLATIONS: NO TREE MAY BE REMOVED WITH PRIOR APPROVAL FROM THE ACC. A TREE REMOVAL APPLICATION MUST BE SUBMITTED TO STERLING ASI**

First Violation	<b>\$300.00</b>
Second Violation	<b>\$400.00</b>
Subsequent Violations	<b>\$500.00</b>

**Driveway Gates** - Ornamental iron driveway gates not to exceed eight feet in height may be approved on homes that have garages located to the rear of the residence. Detailed drawings of the design of the gate including the direction of gate swing must be submitted along with the ACC application and survey documents with location details. All gates shall be painted black. It is preferred that the gate opens away from the street. In no case shall the gate post be located closer to the street than the front corner of the house closest to the driveway. The gate or gate swing shall not extend into the building line setback (marked BL on the plat) at any time whether it is in the open or closed position. If the gate has to open toward the street, the gate must be setback a minimum of twenty feet plus the length of the gate swing from the inboard side of the sidewalk (this is to allow a vehicle to enter the driveway while the gate is opening without blocking the sidewalk or the street). Dual gates (saloon style) reduce the gate swing by half.

**Wooden Fences** - All wooden fences shall be constructed using No.2 or better Western Red Cedar pickets. The pickets may be left unstained or you may stain the pickets. Behr #DP533 Cedar Natural Tone, Behr wood finish #501 cedar natural tone and Olympic #716, Cedar Natural Tone have been approved by the Board of Directors as acceptable stains. Wooden fence pickets must conform to the surrounding/connecting fences, e.g., treated pine may be used for fence structural frame, but not for pickets. All pickets shall face to the outside except in areas where the fences constitutes the property line with another WWL resident. In this case a good neighbor fence (picket panels alternate direction of facing) shall be used.

**Wrought Iron Fences** - Wrought iron appearing fences on residential lots along the perimeter of lakes must be maintained or replaced with same material. Wrought iron fences must be **Black**. The height, location and spacing of the bars of all wrought iron fences must be approved in writing by the MC. **Chain Link and Wire Fences** - Chain link and wire fences are not permitted, except to enclose a dog kennel and only if the chain link or wire fence is not visible from ground level of any lot or street. All installations of chain link or wire fences must be approved by the MC prior to installation.

**Roofing - Sections 1,2 or 3** - The roof of each home located in Sections 1,2 or 3 shall be covered with high definition asphalt or composition shingles equal to or better than GAF/Timberline Natural Shadows or HD. The color used shall be Weathered Wood or approved equal listed below. All roof vents and jacks must be painted to match the shingles. Homeowners must submit a roofing request, with a sample of both the old and replacement shingles, to the MC. Approval must be secured before the work may begin. Other approved manufacturers are Certainteed Landmark in Weathered Wood, Owens-Corning Duration in Driftwood or Tamko Classic Heritage in Weathered Wood.

**Section 4** - The roof of each home located in Sections 4 shall be covered with asphalt or composition shingles equal to or better than GAF Royal Sovereign. The color used shall be Weathered Gray or approved equal listed below. All roof vents and jacks must be painted to match the shingles. Homeowners must submit a roofing request, with a sample of both the old and replacement shingles, to the MC. Approval must be secured before the

work may begin.

Other approved manufacturers are Certainteed XT 25 in Weathered Wood, Owens-Corning Supreme AR in Weathered Wood or Tamko Elite Gass Shield in Weathered Wood. Owners are also allowed to install any of the shingles listed for Sections 1, 2 or 3.

### **The role of Sterling Association Services in your community**

Your community association has contracted with Sterling Association Services, Inc. to provide certain services to the residents of the community. Our company has two very important responsibilities:

- 1) Implementation of decisions and policies of the Board of Directors of your Association
- 2) Oversight of the daily operations of the Association

The Board of Directors are elected volunteers to serve the association, and they make the decisions and approve policies for operation. Sterling A.S.I is hired to implement the policies and decisions made by the Board. Sterling A.S.I has no decision making ability for our community.

### **Sterling Association Services personnel**

- Are trained to deal with conflict, and if a deed restriction is being violated, Sterling will become involved in accordance with the deed restriction policies. Sterling will not get involved in quarrels between neighbors.
- Are advisors to the Board, not members of the Board
- Are responsible for monitoring contractor performance, but not for supervising the contractor.
- Are responsible for monthly inspections of your community. Inspections are done from a vehicle, from the street. Please do not ask the community association manager to come onto your property. If you are concerned about a particular property, please feel free to report it and it will be inspected on the next inspection.
- Are the coordinators of request from residents to the Board. If you disagree with a policy or rule, please email or mail a letter requesting a meeting with the Board.

### **REPORTING HOMEOWNER VIOLATIONS AND COMMON AREA CONCERNS**

Our property management company, Sterling Association Services performs routine inspections in Woodwind Lakes for the purpose of making sure that our guidelines are being enforced. We are all concerned with the appearance and safety of our neighborhood. In the meantime, you are encouraged to report any homeowner violations and/or any common area issues that are of concern to you.

The process is simple please email Sterling ASI the address/location and the information regarding your concern. Any digital photos you can provide will greatly expedite this process. If you do not receive a reply within 3 business days, please resend the email. Violations and pictures can be emailed to [servicedesk@sterlingasi.com](mailto:servicedesk@sterlingasi.com)