

HILLSBORO OWNERS ASSOCIATION
RULES AND REGULATIONS

Hillsboro Owners Association

**Operational procedures, rules, regulations and guidance for
Hillsboro Owners Association (HOA) Board and management actions.**

Notes:

Original adoption March 15, 2006

Board positions and terms adopted September 17, 2008

Parking addition adopted February 20, 2018

Board roles and responsibilities addition adopted March, 20 2018

Hillsboro Owners Association

The Hillsboro Owners Association (HOA) is guided by its covenant implemented by a Board of Directors. These Rules and Regulations identify the core elements of the covenant and the roles and relationships of the members of the Board.

Association Responsibility¹

These listed actions are the responsibility of the HOA:

1. The exterior surface of the buildings excluding windows, doors, patios and decks,
2. The structural portion of the buildings,
3. The downspouts and foundations of the buildings,
4. Any common wall between residential structures,
5. Driveways and sidewalks to the front door,
6. Conduits, ducts, plumbing, wiring, pipes and other facilities within the attic or basement of a residential structure which are carrying any service to more than one unit,
7. The common area and all improvements thereon, including but not limited to the private storm and sanitary sewers, private water mains and storm water drainage and detention areas, and underground utilities,
8. The Association shall be responsible for the management and control of the Common Area which includes all improvements, and shall keep the common area in good, clean, attractive and sanitary condition, order and repair,
9. The yard surrounding the residential structure,
10. Mowing and maintenance of grass and common landscaped areas,
11. Removal of snow from driveways, sidewalks, and front service walks and stoops.

Homeowner Responsibility¹

These listed actions are the responsibility of the Homeowner:

1. Owners shall be responsible for the maintenance, repair and replacement of all windows in the Living Unit, the doors leading into the Living Unit, all decks and patios attached to or adjacent to Living Unit, all windows doors and interior surfaces of any garage, and any replacement of improvements. Owners shall also be responsible for heating and air condition systems and any partitions and interior walls.

2. In the event that the Owner causes the need for maintenance or repair of any Association Responsibility Element, the cost of maintenance or repair shall be the responsibility of the Owner.
3. All trash receptacles and garbage cans are to be stored in the garages. No unsightly accumulation of refuse is allowed.
4. Personal property shall be stored within the garage. Exceptions to this rule: outdoor cooking equipment and appropriate deck and patio furniture which is on the Owners personal deck/patio.
5. Garage doors shall be kept closed except times of access, for Owners safety.
6. Garage doors and mechanicals (including garage door openers) are the responsibility of the Owner.
7. No boat, snowmobile, recreational vehicle, commercial vehicle, trailer or other vehicle other than automobiles shall be stored or parked in any driveway or street.
8. No bicycles, toys or other private property shall be left unattended on driveways. Nor shall they be stored in the open alongside building walls or other locations of public view.

Architectural Control

The Association maintains Architectural Control of the buildings and grounds:

1. No exterior addition and/or changes are to be made on the common area without permission from the Association. All desired changes must be submitted to the Board in writing and approved in writing before changes can be made. Desired changes must be kept in harmony with the external design of the whole Association.
Note: Any change in the appearance or the color of any part of the exterior of a residence shall be considered a change; therefore, an approval from the Board (in writing) is needed.
2. Unapproved changes must be removed at the cost of the owner.
3. Nothing shall be planted, altered, constructed upon, or removed from the Common Area, except by prior written consent of the Association.
4. No fence (decorative or otherwise) shall be allowed on the common elements without written approval from the Board. Any fence approved shall be limited to privacy or decorative fences location around decks or patios of Owner's unit. This fencing is to be neat and maintained at all times.

5. No satellite dishes or radio antennae may be placed on the roof or attached to the building. Owner must sign waiver and provide proof of insurance on dish before installation. Failure will result in removal of dish at Owner's expense.

Landscaping Policy

The Association has the authority and control of landscaping:

Requests

1. The Board of Directors must approve all requests prior to any work being done.
2. All requests must be submitted to the Board, through the management company. This should be done by writing a detailed letter and drawing as to what will be planted, where it will be planted, and who will be doing such work.
3. The Board will review and consider any landscaping requests made by the Owners. Owners will be notified in writing results of consideration of all requests.

Association Responsibility

4. The Association will do replacement of the original shrubs and bushes in the rocked area in front of the units.
5. The Association will be responsible for mulching around common area trees.
6. The Association will be responsible for trimming of bushes and perennials in rocked area in front of units. If a Owner chooses to maintain their own area, a Landscaping Waiver must be signed and on file with the Board.

Common Areas

7. No plantings or ornamental borders or fences shall be placed around common area trees or bushes.
8. Lawn ornaments are prohibited in the common areas and around common area trees and shrubs, which must be mowed around.
9. Flower pots and flower boxes may be placed in the following areas: patio driveway, sidewalk (from front door to the driveway). No flower pots or boxes will be allowed in the common grass areas or city walks.

Fenced Areas

10. Flower boxes or heavy items will not be allowed to be placed or connected to patio fences. This will cause damage to fence, and cost of repairs will be assessed to Owner.
11. Any tree or vining plants around area by patio fence and the Townhome is prohibited.
12. No plantings will be allowed outside the patio fence and in the common areas.

13. Owner will be allowed to plant flowers and vegetables inside the patio fences areas.
Reminder: Any vining plant or vegetation running over into the common area may be mowed over. The Associations or contracted lawn care provider accepts no responsibility for mowing or lawn chemical damage to plantings.
14. Owner choosing to plant between patio and fence must maintain their plantings, weeds and grasses.

Front of Units

15. Flower pots and boxes will be allowed in the rocked areas in front of units. Lawn ornaments will be allowed in the rocked areas only.
16. No changes in rock surface will be allowed.
17. Any changes, including bushes, shrubs or plant material in front of units, must have prior written Board approval.
18. No pole mounted flags will be allowed to be placed in the front rocked areas or common areas.

Under Deck Areas

19. Any plantings, or changing of the ground surface area under decks must be submitted and have written Board approval.

Landscaping Waiver

20. The Board of Directors has adopted a landscaping waiver release (March 15, 2006). Please contact the management office for a copy to sign and return.
21. Signing of a Landscaping waiver does not release the liability of the Owner first obtaining written approval for any and all changes in landscaping from the Board of Directors. The Board reserves the right to rescind rights of the landscaping waiver if Owner is neglectful in maintenance.

Pets

1. Article XIII, Section 3: Owners shall have no more than one dog and one cat per living unit, or two cats per lining unit provided that no animal shall weigh no more than 25lbs at full growth.
2. Whenever a dog or cat is outside the unit, it shall be maintained on a leash and the Owner is responsible for cleaning up any waste or excrement from such pets on the properties. A fine of \$50.00 minimum and any other occurred cost shall be assessed to Owner of the unit.

3. Do not tie pets to trees or bushes. Pets are not allowed to be staked in the common mowing areas. Stakes are to be placed in such a way as the stake and leash will not cause damage to trees, bushes, grass, fence, unit structure and the irrigation system. Any damage caused by stake, leash, or pet will be assessed to the Owner.
4. No dog runs, fences of any kind, or a doghouse may be constructed. Failure to comply with these regulations in a responsible manner shall result in a fine or special assessment by the Association against a homeowner which includes the cost of removal.
5. All city pet ordinances are in effect on the Association property.

Parking

1. Any abandoned, disabled or non-operative vehicles will be towed away at Owner's expense.
2. No vehicle shall block or impede an Owner's access to their driveway, garage, or access to fire hydrant. Any vehicle improperly parked will be towed away at Owner's expense.
3. No vehicles shall be allowed to park on sidewalks, or grass in the common areas.
4. Noise from car horns is not permitted.
5. Vehicles are not to be parked in the common lanes during snow fall of 2 inches or more until the snow has been plowed/removed. Any vehicle parked in violation will be towed away at Owner's expense, without prior notice to Owner and/or a fine of \$50.00 minimum may be invoiced to the unit Owner. *(approved and adopted February 20, 2018)*
6. Board of Directors has the right to adopt rules and regulations concerning parking on private streets.

Fees

1. Association dues and any fines must be paid by the 15th of each month or a late fee of \$20.00 will be added. *(modification adopted "and any fines" on February 20, 2018)*
2. A non-sufficient funds charge will be billed to homeowner of \$20.00 for returned payment. Other charges may apply.
3. All violations to the Declaration of Covenants and the Rules and Regulations will be subject to the following penalties: 1st Violation- written warning, 2nd Violation - \$25.00 fine, 3rd Violation - \$50.00 fine, and any subsequent violation of the same.

These Rules and Regulations amplify and clarify the Association's Covenants. Rules and Regulations are enforceable.

AMENDMENT TO HILLSBORO COVENANT/BYLAWS

Adopted September 17, 2008 by member vote at Annual Meeting.

Bylaws Section III, 2:

At the Annual Member's meeting and each meeting thereafter, the chosen number of Directors shall be elected, 2(two) for a one-year term, and 3(three) or a two-year term. The term of a member of the Board of Directors shall expire upon the election of a successor at an annual meeting of the Members. A Director shall hold office until he shall resign and his resignation shall have become effective, and a qualified successor has been appointed by the current Board of Directors, or he or she is removed in the manner as elsewhere provided.

The candidates receiving the first (1) second (2) and third (3) highest number of votes shall have been elected to the two-year terms and the candidates receiving the fourth (4) and fifth (5) highest number of votes shall have been elected to one-year terms.

Hillsboro Owners Association

Board of Directors

The board consists of the board officers and the Director of Property Management (Property Manager)

Job Descriptions for Board Members of Hillsboro Townhome Association

President

The board president, who is also called the board chair, is the head of the Association Board and of the Hillsboro Townhome Association. The president partners with the board members to promote the Association campus. The president calls and conducts meetings of the board as necessary to carry out the duties of the Association, and ensures that the board's directives are implemented and monitored.

The President creates committees and appoints committee chairs and serves as an ex officio member of any committee. The president collaborates with the Property Manager to carry out the association's mission and ensures the accomplishment of goals. The president reviews reports and records of the Association, and directs members in their roles.

Vice President

The vice president of the board, who may also be called the vice chair, is prepared, at all times, to assume the role of board president, if necessary, and when the president is not available. The vice president, whose knowledge and commitment mirrors that of the president, may serve in the president's place for board activities and in the spokesperson capacity. The president may delegate special assignments to the vice president such as projects, research, planning and/or service contracts. The vice president works closely with the board to carry out the board president's vision and directives.

Secretary

The secretary takes minutes at board meetings, or designates a person for the task, and reviews and distributes the minutes (with disclaimer that the minutes to be approved at the next meeting) to the members of the Association within 10 days of the board and/or special meetings. The

secretary prepares and maintains board records, such as minutes and committee reports, and ensures the accuracy and security of the records. The secretary is prepared to assume the leadership role when the president and vice president are unavailable.

Treasurer

The treasurer serves as the financial officer. The treasurer applies his knowledge of accounting to monitor finances, while reviewing the preparation of financial reports and summarizing the reports for the board. The treasurer works with other board officers and the Property Manager to develop financial plans and prepare the association's budget. The treasurer reviews the annual financial committee review and tax forms, and presents the financial material along with any recommendations for change to the board. Annual fiscal reports are produced by the Treasurer for the residents at Annual Membership Meeting. The Treasurer is so designated at the banks and other financial institutions holding Association assets. The Treasurer works with the President to identify experts for regular Fiscal Reviews of Association Books and Accounts.

Board Member At Large

The board member at large will work with the other board members to attain an efficient, well maintained association campus by assisting on the board and serving on committees, planning, and observation in the campus to promote a desirable environment for all members to enjoy. The At Large member leads Board committees for activities such as the Annual Meeting and the Ice Cream Social. The At Large member will step into other Board roles when absences occur.