

POLICIES OF TOWNE VILLAS HOMEOWNERS ASSOCIATION

APPROVED ON MARCH 10, 1992

The following are policies approved by the Board of Directors of Towne Villas Association. Approval date 3-10-92.

The stated policies are based upon the Bylaws and Covenants of the Association.

The following policies are not all inclusive - but include specific policy statements made through the years by the Board of Directors in addressing problem issues and include clear and specific policy statements approved by the Board of Directors which are based on very general statements in the Covenant and Bylaws.

The Board of Directors hopes that these clear policy statements will be helpful to owners and renters and that all will willingly conform to make Towne Villas a great place to live.

The Board of Directors may make additional policies based on the Covenants and Bylaws as issues arise.

If owners do not comply with the policies the Board of Directors has the authority to limit use of properties by residents and to hire needed work done and to bill the appropriate resident.

VEHICLES

No inoperable, unlicensed or abandoned motor vehicle shall be parked or stored upon the properties (common areas & lots).

No portion of the properties may be used for the repairs, overhauling, painting or similar work for any motor vehicle.

Preventative maintenance only!

Do not park on black top portion of street.

Do not park a vehicle so it blocks the sidewalk.

No parking of recreational equipment; such as boats, trailers, campers, etc. in driveways or stored by dwelling. Please use the designated area for this equipment.

Oil buildup on driveways must be regularly removed (dry kitty litter works great!).

TRASH

All trash containers should be place at the front curb no earlier than the day prior to pick up and are to be removed the day of pickup.

No common areas are to be used for trash pickup. Trash should be place at front of each residence.

All garbage must be stored in covered containers out of public view unless such containers are set out for collection.

PETS

Residents are expected to maintain control of their pets at all times.

1. No pet or domestic animal shall be tied outside the residence.
2. No pet (cats included) shall be allowed to run loose.
3. Owners are not permitted to allow their dogs to bark constantly creating a disturbance to neighbors.
4. No pet shall use the common areas or front yards unless immediately picked up and disposed of by owner.

Note: Remember that Poquoson now has a rabies problem. All domestic animals are to be vaccinated.

BEHAVIOR - NOISE

Each lot shall be used exclusively for residential purposes.

No obnoxious or offensive activity shall be conducted on any property.

Radios, tape players, voices must be kept to a level which will not annoy the neighborhood.

Any loud noise is prohibited in the commons area after 9 p.m.

Any offensive or vandalism to property, persons or belongings in Towne Villas on common areas or lots shall be treated in a matter appropriate to the offense. The police department may be called and will respond to Towne Villas as required.

COMMON AREAS / RECREATIONAL FACILITY USE

The swimming pool shall be used only by Towne Villa owners or renters and their guests, when opened and properly guarded, and according to rules approved by the Board of Directors.

Tennis court is to be used only to play tennis by residents and their guests, and must be maintained by its users.

The basketball court is to be used only by residents and their guests. Maintenance of the court and hoop is the responsibility of the users.

The use of skateboards is limited to residents and 1 guest per resident. (14 years and younger). No ramps are permitted; no skateboarding is permitted in another resident's driveway unless prior permission by owner is given. Any damage must be paid for by the user.

The use of the common areas by youth including basketball and tennis courts is prohibited after 9 p.m.

All users of the commons area are responsible for any vandalism, litter and misuse of area.

School children should be monitored by parents while awaiting school buses. Children should wait away from Wythe Creek Road, at side of black top, and off landscape front area.

ARCHITECTURAL CONTROL / MAINTENANCE
OF RESIDENCE & LOT

Owners are responsible for maintaining the exterior of the residence and lot to conform to the general appearance of the surrounding buildings and in accordance with rules adopted by the Towne Villas Association.

No building, fence, wall or other structure shall be erected which changes the original design of the property unless first submitted to and approved in writing by the Board of Directors. (see suggested request format)

The color scheme of Towne Villas shall be that of Colonial Williamsburg-like colors. All residences are to conform. Prior to painting any residence the color choice must first be submitted to and approved in writing by the Board of Directors Architectural & Environmental (A & E) Committee. (see suggested request format) (see color chart)

The railings, shutters, gutters, fences, roof shingles of each residence must be maintained.

Owners are responsible for maintaining their lot to include the areas that serve as emergency access easements (back and sides) and to include storm drainage channels which cross your property.

Grounds on lots (and easements) must be maintained.

Grass must not exceed 6 inches in height. Hedges

and shrubs must be trimmed and shaped.

Tree limbs, hedges cannot extend over sidewalks as to impair public access to the sidewalk. Tree limbs shall be trimmed to allow a 6 feet clearance over public sidewalks and roads.

Dead trees must be safely cut down.

Lots or common areas shall not be used to store trash bags, rubbish, or unused items. These should be disposed of or stored inside buildings.

No rent/sale signs are to be posted in the middle of the entrance to Towne Villas on the landscaped area. They should be placed within 12 feet of Wythe Creek Road on the north side of the entrance to Towne Villas.

SAMPLE

TOWNE VILLA HOMEOWNER ASSOCIATION
BOX #60
POQUOSON, VA 23662

(DATE)

Dear _____

This letter is to advise you that your property at _____ West Wainwright Drive needs attention in the following checked area(s) in order to be kept up to Association standards.

We know that you are interested in maintaining the property value as well as the uniform appearance of our complex, and will take IMMEDIATE ACTION to correct the problems/deficiencies noted.

Thank you for your cooperation in keeping our neighborhood an attractive and better place in which to live.

Sincerely,

Towne Villa Board of Directors

PAINT:

___ shutters _____
___ wood trim _____
___ front/back door _____
___ front wood panels _____
___ utility shed trim _____
other _____

FENCE:

___ falling/repair 1
___ missing/replace with 6 stockade
other _____

GUTTERS:

___ falling
___ missing/replace
other _____

GROUNDS MAINTENANCE:

cut dead trees
cut grass
plant grass
remove leaves
trim hedges
remove stored items
___ remove/replace dead hedges
___ exterior wires/TV antenna in
improper location
other _____

VEHICLES:

___ car parked in improper location
___ untagged/expired tags
___ trailer, RV, boat parked in
improper location
other _____

If you have any questions, please call _____



SAMPLE FORMAT OF REQUEST BY RESIDENT TO BUILD ANY STRUCTURE THAT CHANGES THE ORIGINAL DESIGN OF THE PROPERTY (INCLUDING FENCES) OR TO PAINT OR CHANGE THE COLOR OF A RESIDENCE. ALL RESIDENCES MUST CONFORM TO COLONIAL WILLIAMSBURG-LIKE COLORS. (SEE COLOR CHART INCLUDED IN PACKET).

OWNERS MAY NOT BEGIN WORK UNTIL THEY RECEIVE APPROPRIATE APPROVAL FROM THE BOARD OF DIRECTORS.

TO: TOWNE VILLAS ASSOCIATION BOARD OF DIRECTORS

RE: REQUEST TO