



SpringMill Townhomes Association

**Rules
Regulations
Policies
Procedures**

Effective February 2007

The Board of Directors of Spring Mill Townhomes Association may amend these rules and regulations from time to time. Rule amendments will be communicated to Unit Owners and Residents as changes are made.

SpringMill Townhomes Association

Rules, Regulations, Policies and Procedures

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**SPRING MILL TOWNHOMES ASSOCIATION
RULES AND REGULATIONS
EFFECTIVE SEPTEMBER, 2001**

1. Applicability:

The ultimate responsibility for infractions of the stated rules shall rest with the Unit Owner(s). Unit Owners shall be responsible for the actions of all members of the household, tenants, guests, and all visitors. Any violation by a visitor is the responsibility of the unit owner.

Ignorance of the rules shall not be an excuse for which a fine may be dismissed. It is the Unit Owner's responsibility to know the rules, and to communicate the rules to family members, tenants, guests, and all visitors. Non-resident Unit Owners must provide a copy of these rules to their tenants.

2. Authority:

The Board and its designees are empowered by the Association's Declarations and ByLaws to establish and enforce the rules by which all Unit Owners, tenants, guests and visitors must abide. Further, it is the Association's obligation and privilege to levy and collect fines to ensure the continued safety and welfare of all residents. In the case of a non-owner-occupied unit, both non-resident Owner, and tenant, shall receive notification of a violation.

A. Enforcement Procedures:

Any Unit Owner or Tenant may cite a violation by phone to the management agent. **The complaint must also be submitted in writing** (faxes are considered written) within 5 days of the violation. In the case of a vehicle violation, the license plate number, make and model, color, and approximate year of the offending vehicle must be provided. Any other identification points are also helpful.

B. Fines for Violations:

A fine of \$35 per first occurrence, \$50.00 for a second violation will be assessed. A third violation or more within the SMTA fiscal year, April 1 - March 31 will be assessed at \$100.00 per occurrence. Unpaid violations will be forwarded to legal collections and the homeowner will be responsible for all legal fees.

1st violations – \$35 per occurrence –

2nd violation -- \$50 per occurrence

3rd and additional violations - \$100.00 per occurrence

In addition to the above fines, the Association may impose per-diem fines at the rate of \$10.00 to \$35.00 per day, or an amount determined by the Board as a result of a Unit Owner or Tenant's blatant disregard for the Association's rules.

Fine amounts are subject to revision in the future. Special fines may apply to certain infractions, and if this is the case, they will be specified in following sections.

3. Appeals:

Upon receipt of a violation notice for an infraction, a Unit Owner or Tenant may appeal in person at the next regularly scheduled Board Meeting (the date will appear on the notice). Appeals may also be submitted in writing as long as they are received prior to the date required to appear. Written appeals may be submitted either by mail or by fax. Failure to appear in person, or to submit a written appeal to request an alternate date, shall be grounds for the Association to uphold the fine.

If a Unit Owner or Tenant feels that they are not guilty of said infraction, they would invoke the above-outlined appeal process.

4. Assessments

Monthly assessments are due the first of the month and no later than the 15th of the month. Late fees are \$25.00 per month. All accounts reflecting non-payment after 60 days will be turned over to legal for collection. Owners are responsible for all legal fees and collection fees and costs.

6. Unit Sales / Transfer of ownership

The Association must be informed of intent to sell. Closing documents will be provided after inspection of the unit. Any architectural violations previously issued must be corrected and any current architectural violations / deviations can delay closing documents. It is the responsibility of the owner to insure the unit meets all Association standards.

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Parking tags may not be transferred at time of sale. New Parking Tags will be given to new owner when all closing documents are provided to the management company. Unit owners must return pool passes to the Association. A fee will be charged for non-compliance.

7. General Conduct:

(1) Any Unit Owner, Tenant, Guest or Visitor creating a nuisance of any sort, as interpreted by the Association, will not be tolerated. Further, if such nuisance results in property damage, the Unit Owner shall be liable for replacement and repair cost of said property damage and fines will be levied.

(2) Loud music, television or other household noise that interferes with the quality of life of neighboring units or can be heard in common areas will not be tolerated. Violations and fines will be assessed to unit owners.

3) Parents/unit owners are responsible for the safety and actions of their children and children of guests. Any child creating a nuisance on Association property may cause a fine to be assessed to their parents/unit owner.

Children should be instructed to observe traffic within the Association. Children obstructing traffic, damaging cars, buildings or landscape, damaging garage doors and other property with bicycles, toys or other objects will result in a fine to the parent/unit owner of guests. Children may play in the grassy common areas as long as they do not infringe on the private property of unit owners, or cause damage to the common areas. BIKE RIDING ON GRASSY AREAS IS STRICTLY PROHIBITED, and all bike riders must observe all traffic and "Rules of the Road" at all times while on SpringMill streets and parking lots. Ball playing within courtyard parking areas is prohibited.

CHILDREN MAY NOT PLAY IN THE RETENTION POND AREA WITHOUT AN ADULT SUPERVISOR PRESENT.

4) Operation of gas or charcoal grills is limited to back yards, decks, and patios.

OUTDOOR COOKING IS STRICTLY PROHIBITED INSIDE OF GARAGES, OR FRONT OF GARAGES, AND IN THE COURTYARDS.

8. Trash:

(1) Unit Owners and Tenants placing trash outside their unit for regularly scheduled pickup (currently Wednesday mornings) may not set trash out prior to 7:00 p.m. on the evening before trash pick-up (Tuesday evening). In the event a legal holiday falls within the week, trash pick-up will be on Thursday. The Village of Hoffman Estates can provide a list of the legal holidays.

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- (2) All trash must be placed in plastic bags with the Village pick-up sticker attached. All recycling items must be placed in the Village-approved recycling bins. Garbage cans of any type are not permitted in SMTA. All trash must be neatly piled and secured.
- (3) Plastic recycling bins may not be left out overnight at the end of the trash collection day.
- (4) Unit owners removing landscape debris must follow Village ordinances and purchase appropriate refuse bags and stickers. Unit owners placing landscape debris on common areas will receive a violation, an Association fine and responsible for the amount charged by the landscaping company for pickup.
- (5) The accumulation of debris around the exterior of a unit is unsightly, may promote possible health and safety hazards, and will not be tolerated.
- (6) Residents must contact a scavenger service to remove large items such as water heaters, sofas, dishwashers, etc. Contact the Village or refer to the information on garbage stickers for pick up rules. If any items are not picked up on the scheduled day, items must be removed from exterior until scheduled pick up. Violation fees will apply per day for items left in front of units.
- (7) Residents are responsible for stopping newspaper deliveries. Fines will be issued for newspapers or other debris accumulated in the front of units, in and around garden areas and under porches.

8. Pets:

Responsibility for pets and their actions must be in strict accordance with local ordinances for licensing, leash laws, number, species, etc. Pets causing any type of nuisance will not be tolerated. Pet litter must be removed immediately by the pet owner from SMTA Property. The Association may exercise its right to notify the Animal Control Officer and Nuisance Officer of Hoffman Estates if this rule is violated more than four (4) times in a twelve (12) month period.

Excessive pet noise will not be tolerated at any time. All four-legged pets must be registered with the Association. Any pet which may be considered dangerous to the residents of the Association will be reported to the Animal Control Officer of Hoffman Estates for appropriate action.

9. Noise

Loud music from homes, garages, cars, and television and other household noise (yelling, banging, etc.) that interferes with the quality of life of neighboring units or can be heard in common areas will not be tolerated. Violations and fines will be assessed to unit owners.

Construction Noise (both interior and exterior) hours are as follows: Weekdays (Monday - Friday): construction noises prior to 8:00 a.m. and after 8:00 p.m. will not be permitted.

Weekends (Saturday - Sunday): construction noises prior to 9:00 a.m. and after 9:00 p.m. will not be permitted.

10. Architectural Rules

Scope: These regulations shall govern all exterior areas of each townhome including landscaping in the front and rear of each unit.

Standards: Standards have been established and are on file in the Association office or with the management agent, which cover all aspects of the exterior surfaces and structure of each unit. Standards may be changed from time to time, as provided in the Declarations and Bylaws of the Association

It is the Unit Owner's responsibility to obtain standards prior to effecting a change to their unit including windows, doors, paint, landscape, concrete, porches, etc. Village Permits in compliance with Village Ordinances are the responsibility of the Unit Owner.

Units must meet all Association requirements before a unit can be sold.

Architectural Fines:

Fines for architectural violations per day may be imposed by the Association, after due consideration on a case-by-case basis.

Any Unit Owner seeking approval for construction plans, and inspection for approval of completed construction projects, will be entitled to two inspections per item stated at no cost. Upon third and subsequent inspection for the same item for approval, there will be a \$32 charge per inspection.

11. Architectural Repairs, Replacements, Improvements

- A Unit Owner must contact the Association or its authorized agent to obtain prior written approval for any architectural improvement or repairs planned to the unit exterior (wood, concrete or brick) and any landscape changes. A copy of the permit and plans must be sent to the Association or its agent. Staining or painting of decks requires the Unit Owner to obtain prior Association approval. Do not proceed with any changes until you have been notified.
- These requirements apply, even if the improvement and/or repairs do not reflect a change in appearance to the unit exterior.
- Improvements and/or repairs made without prior written approval will not be permitted, and may have to be changed or removed at the Unit Owner's expense.
- All improvements and/or repairs must be completed within 30 days after the work has begun.

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- Variances to the 30-day requirement may be granted by the Association, upon receipt of a specific written request.
- Upon completion of the improvement and/or repair, the Unit Owner must contact the Association or its management agent for final inspection. The Management Company or Architectural Chairperson, or his/her designee shall inspect the improvement and/or repair for adherence to Association standards.
- Upon approval, the Unit Owner will receive written notification. A copy of notification will be included in the Unit Owner's file.
- Any maintenance or architectural violation that is sent to the Unit Owner, and is not corrected within the specified time frame, will be handled by the Association and billed back to the Unit Owner.
- All exterior fixtures including mailboxes, front and rear porch lights, door and building numbers must meet Association standards.

12. Unit Exterior Restrictions

- Door and building numbers must meet Association standards. Adhesive numbers on front doors and other stickers are not permitted.
- Rugs, astro turf and similar materials are not permitted.
- Barbecue grills must be placed on flat, approved surfaces if kept outside overnight.
- Exterior furniture must be kept in good condition and stored on a flat, approved decking areas, not on grassy areas, which prohibits landscaping access.
- Picnic tables are not permitted on grass areas
- Bicycles cannot be stored outside of the unit, i.e. chained to fences, in front or rear garden areas (excepting areas under decks, which have approved latticed fencing installed to conceal storage).
- Banners are not permitted, however flags are permitted for the duration of a National holiday or other specific event. Treatment of American flags must follow national protocol.
- Furniture of any type is not permitted in front of units.
- Exterior patio furniture must be kept clean and in good condition. Upholstered furniture and other furniture not designed for exterior use is not permitted.
- Lawn ornaments, signs, or other fixtures are not permitted.
- Unapproved fences of any type are not permitted.
- All landscape trim must be approved.
- Decorative rock, brick or stone is not permitted.
- Residents may not affix a clothesline to any portion of the unit's building or fences.
- Hanging of clothes, rugs, etc., over deck rails is not permitted.
- Windows may not be covered with sheets, paper, plastic, blankets and blinds must be kept in good condition.
- Landscape lights are not permitted in the front of units, deck lights must meet Association standards and holiday lights are permitted 30 days before and after the holiday.

13. Landscape Maintenance

Landscape Maintenance is provided by the Association to include the front and rear of the units. Access must be unrestricted unless approved architectural fixtures such as decks and privacy fences have been installed. The Association will replace front area landscape and dirt from time to time or as deemed necessary.

- The Association maintains front garden areas and plantings, including perennials are not permitted without prior approval from the Board.
- Planting on common property is not permitted without approval from the Board.
- Removal of trees, bushes and other permanent landscape is not permitted. Ornaments, fountains, impermanent fixtures are not permitted without approval from the Board
- Annual plantings are permitted in approved beds.
- One pot / container is permitted.
- Vegetables, herbs, etc. are not permitted in front areas and must be in approved planting beds if placed in the rear of the unit.
- Exterior garden areas must meet Association standards at time of sale. This means removal of any vegetable garden beds, perennial beds. Inspection by the Association is required before closing documents are provided.
- Trim around front areas must meet Association standards
- Trim around trees is not permitted unless approved by the Association
- Wire fencing is not permitted
- Weeds must be removed near air conditioning units in areas surrounding Oak Tree Ct., Willow Tree Court and SpringMill Drive from the North area to the entrance of Willow Tree Court.
- Wire to hold vegetation cannot be affixed to Association fences
- Any area containing planting beds is the responsibility of the homeowner. This includes the removal of weeds from these areas.
- Storage of bicycles and any other property is not permitted outside of the unit

14. Suspected Gang-Related Activities:

**THIS IS A SPECIAL SECTION OF THE RULES AND REGULATIONS;
THEREFORE, FINES FOR VIOLATIONS OUTLINED IN PRIOR SECTIONS OF THE
RULES DO NOT APPLY TO THIS SECTION. ANY SUSPECTED GANG-RELATED
ACTIVITY MUST BE REPORTED TO THE POLICE. THE FOLLOWING FINES ARE
IMPOSED FOR GANG-RELATED VIOLATIONS:**

- (1) Any resident, visitor or guest of SMTA that is caught spraying or otherwise causing graffiti in any area of the Association, will be charged for the cost of removal of the graffiti, plus \$350.
- (2) No large group of people will be allowed to congregate on common areas

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of SMTA. When this violation occurs, a \$50 first-time fine will be assessed. Any other subsequent violations will be \$100 per incident.

(3) Any Resident, Tenant or Guest at SMTA that causes damage to the common areas will be charged replacement cost plus \$200.

15. **Signs:**

1. One "For Sale" or "For Rent" sign may be displayed in one of the upper windows of a unit. No other signs may be posted.
2. Commercial business and garage sale signs are not permitted.

16. **Clubhouse:**

(1) Clubhouse Rentals

Unit Owners and Tenants may rent the clubhouse by calling the Managing Agent and reserving the time slot and date. A \$250 security deposit will be required for the rental of the clubhouse and the rental fee. The deposit will be returned after the post-party inspection is completed; the return is conditional upon the renter having caused no damage for property loss, rule violation, or need for additional cleaning.

(2) Rental of the clubhouse is available to residents only. Checks submitted for payment must reflect the unit owner / tenant name and address and signature of contracts must be provided by the unit owner. Valid photo ID is required.

(3) Rental fee for the clubhouse is currently \$125.00, subject to future price revision. The pool is not available for rental or party guests.

(4) UNITS WITH OUTSTANDING FINES OR ASSESSMENTS MAY NOT USE OR RENT THE POOL OR CLUBHOUSE UNTIL THE OPEN BALANCE IS PAID IN FULL WITH CERTIFIED FUNDS.

(5) **Clubhouse Rules and Regulations:**

No illegal drugs will be permitted. Alcoholic beverages shall not be served to or consumed by persons under the age of 21 years. Village curfew ordinances must be observed:

Weekdays: 11:00 p.m.

Weekends: 12:00 midnight

No admittance fees will be charged for any parties at SMTA. Advertisements or fliers for parties at SMTA are prohibited. The capacity of the clubhouse shall not exceed 75 persons. Parties attended by persons under the age of 18 are required to have one adult chaperon present per 10 youths. All furniture must be returned to its original location at the conclusion of the party. All areas of the clubhouse must be cleaned, and all trash must be

removed from the property, after the party, by the renter. The Association is not responsible for lost or stolen personal property. Any Unit Owner or Tenant that rents the clubhouse and violates the above rules or causes damage to pool, clubhouse, and/or contents, may lose their rental privileges for one year and will be fined and charged for repairs. At the end of the year, Unit Owner or Tenant must petition the Association to restore rental privileges.

17. Pool

- (a) Proper swimming attire must be worn in the pool at all times. Street clothes are not permitted in the pool.
- (b) No street shoes are permitted in the pool area.
- (c) Children under 16 must be accompanied by an adult 16 years or older
- (d) A unit owner must be present when bringing guests to the pool.
- (e) A maximum of 5 guests is permitted, however this is subject to change depending on pool attendance.
- (f) Registration is required each year and passes are required. The unit owner must sign for passes, which requires a valid picture ID.
- (g) All food and garbage must be removed from the area. The unit owner will be fined for any food or debris left on the pool deck or surrounding area.
- (h) The pool is staffed with pool attendants. Swimming is at own risk.
- (i) Detailed rules are available from the pool attendant or the Management Company.

18. Feeding of Birds and Animals; Bird Feeders and Houses:

Residents are permitted to place bird feeders and houses on their property only. In order to prevent the presence of rodents, wild animals, and other vermin, including possums, skunks and rats. (Residents are not permitted to place bread or other food on the ground for feeding purposes. Residents should also refrain from placing animal food on their decks, as food leavings may fall between deck boards and invite infestation of animals and insects below a resident's deck.

If bird feeders or houses cause a nuisance, the Association reserves the right to cause removal of same, and possible fine to the offending unit.

19. Satellite Dishes

Association approval is required for the installation of all satellite dishes. In an effort to protect our roofs, certain installation methods and areas of installation must be presented when submitting architectural variation forms.

20. Holiday Decorations

- Christmas lights and decorations are permitted 30 days before and after December 31st and removed within 30 days following.
- Other holiday decorations, i.e. Halloween, etc., may be displayed in unit windows only, seven days before the holiday and removed within 5 days after the holiday.

21. Motor Vehicle/Parking Rules and Regulations

Overview: Due to the limited amount of parking available in Spring Mill, the following rules and regulations shall apply to all vehicles parked, stored or garaged within the subject property; or entering, traveling over or leaving the subject property.

Every car parking within the Spring Mill designated parking spaces, WITH THE EXCEPTION OF DRIVEWAYS AND GARAGES, will be required to have a current hanging parking permit tag displayed on the front (rearview) mirror. Parking permits will be in the form of plastic tags, which must be CLEARLY displayed on the rearview mirror of vehicles parked on Spring Mill property. (Some vehicles may require the use of small piece of string to properly suspend and display the tag.)

Signs indicating Permit Requirements will be posted throughout the complex. Vehicles parked in garages or in driveways do not require a permit, however all cars must be registered with the Association.

VEHICLES FAILING TO DISPLAY REQUIRED PARKING PERMITS WILL BE TOWED AT THE OWNER'S EXPENSE.

PRIVATE PROPERTY ENFORCEMENT AGREEMENT with the Hoffman Estates Police Department is in effect.

COURTYARD PARKING

Tags for courtyard areas and designated spaces within the entrance of some courts will require a **RED Permit** after 5:00 PM Monday – Sunday. All Courtyard parking spaces are for residents only, displaying a valid, current **RED** Spring Mill Parking Permit. Towing will be enforced at the owner's expense.

OVERFLOW (VISITOR) PARKING

Overflow Lots, previously described as "visitor", will require a current **GREEN** tag after 10:00 PM. Guests and visitors must park off of the premises, or in designated parking areas which require a current **GREEN** hanging permit from 10:00 PM to 7:00 AM, with the exception of vehicles providing required services to a unit or to the Association.

Towing will be enforced at the owner's expense.

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1. Unit owners are required to register all vehicles with the Association.
2. For each unit, one vehicle must be stored in the garage, with the door shut, and a maximum of one vehicle per unit may be parked either in the center courtyard, or in an overflow parking area. Residents of Spring Mill Drive may **NOT** park in the center courtyards or in areas where a **RED** permit is required.
3. All Spring Mill Units are issued either one or two Permit Tags, depending on the number of dedicated parking spaces available at their unit. Garages and front driveways are considered dedicated available parking spaces. Parking permit tags are not required for cars kept in garages or in driveways.
4. **Distribution of Tags.** Garage spaces and driveways are considered dedicated parking spaces. If the unit has two dedicated parking spaces, a garage and a driveway, the owner will receive one **GREEN** permit tag. If the unit has one dedicated garage space, the unit owner will receive two tags, one **GREEN** permit tag and one **RED** permit tag. Visitors are expected to park in the driveway.
 - a. Residents of **Spring Mill Drive** will be issued one (1) Green permit tag.
 - b. Residents of **Juniper Tree Court**, which all have two (2) interior parking spaces (garage) will be issued one (1) **RED** permit tag for parking within the courtyard and one (1) **GREEN** permit tag for parking in the overflow parking spaces.
 - c. Residents of **Oak Tree Court, Cedar Tree Court and Willow Tree Court** will be issued two (2) parking permit tags, one (1) **RED** courtyard permit and one (1) **GREEN** permit tag.
5. **PARKING PERMIT/DESIGNATED AREA DESCRIPTION**
 - a. **RED COURT TAG 2007:** Vehicles displaying these parking permit tags may legally park in the following areas, subject to vehicle type and location restrictions.
 - I. Their own center courtyard (example, "RED" COURTYARD tags are valid for COURTYARD) designated parking.
 - II. Courtyard areas requiring RED tag permits will include some parking spaces that were previously described as "overflow". A RED permit is now required as indicated by signage near the parking stalls. Cars parked in this area without the designated permit tag will be towed at the owner's expense. Courtyard towing will be in effect from 5:00 PM to 6:00 AM seven days per week. Red Tags will be valid unit otherwise notified by the Board. Vehicles may park in OVERFLOW areas with RED permits.
 - b. **OVERFLOW TAGS 2007:** Vehicles displaying GREEN parking permit tags may legally park in designated Overflow parking areas, indicated with

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signage above the parking stalls. This includes the parking areas on Spring Mill Drive, some parking spaces at the entrance of Cedar Tree Court, Oak Tree Court and Willow Tree Court as identified with signs. Visitor lots include the spaces at the South entrance to Juniper Tree Court.

6. Vehicles which do not display a valid Spring Mill Parking Permit tag must be either inside of garage space at all times, in their unit driveway (Spring Mill Drive only), in the "recessed" area in front of their garage (Juniper Tree Only), or must be parked off of Spring Mill property. Vehicles parked anywhere in Spring Mill, outside of garage space, or off driveways without a parking permit tag displayed are subject to immediate tow from the property.
7. **ISSUANCE OF TAGS:** Enrollment dates will be announced. All vehicles registered to the unit must be registered in the Association. A valid driver's license and proof of unit ownership will be required before all permit tags are issued. All tags reflect a unique number that is registered to the owner of the unit. Previously issued tags should be destroyed. The "old" tag numbers will become void, and will be reported as invalid to both the management and the towing company. Vehicles that display these tag numbers in the future will be subject to immediate tow from the property.
8. **REPLACEMENT TAGS:** Any loss or theft of tags must be reported IMMEDIATELY to the Management Agent: If one tag only is lost, stolen or missing, the remaining tag must be surrendered, as applicable, and a new numbered series will be issued for your unit. One replacement tag will be issued at a cost of \$50.00. A second replacement tag will be issued at a cost of \$100.00.

NOTE - ANYONE DUPLICATING TAGS WILL BE ISSUED A FINE OF \$100.00 PER DAY FOR FALSIFYING THE DOCUMENT, REFERRED TO THE ASSOCIATION'S ATTORNEY, AND PAY FOR ALL TOWING AND LEGAL COSTS.

9. **PARKING TAGS ARE NOT TO BE TRANSFERRED WITH THE SALE OF A UNIT.**
The previous owner's tags will be voided immediately upon closing and new tags will be issued to the new unit owner.
10. All vehicles registered with the Association must also be:
 - a. Legally Licensed pursuant to the laws of the State of Illinois
 - b. Legally registered pursuant to the laws of Hoffman Estates; and
 - c. Maintained in good working order. Disabled vehicles will be towed within 72 hours and non-licensed vehicles will be towed immediately.
 - d. Towing of disabled vehicles to any parking areas of the complex is prohibited.
11. **Parking in Center Courtyards:**
 - a. The following vehicles are specifically prohibited from parking in the center courtyards at any time:
 - Windowless Mini Vans
 - Pick-up trucks with caps on the back

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- Commercial or occupational vehicles, except those in service to a unit or the Association
- Motorcycles
- Trailer of any type.

Permitted vehicles may park in a center courtyard, as long as it displays a valid Spring Mill RED Permit Tag that is valid for courtyard parking spaces. Permitted vehicles are defined as follows:

Passenger-type automobiles in fully drivable and operable condition, specifically excluding limousines, hearses, and taxi cabs, whether or not used for personal purposes; or, light weight recreational motor vehicles, excluding campers. Permitted vehicles shall have no more than (4) wheels, shall have a curb weight of less than eight thousand pounds (8,000 lbs), shall have an overall length of less than twenty feet (20 ft) and shall have an overall width of less than seven feet (7 ft.).

- (b) Parking is strictly limited to marked spaces in the courtyards, marked spaces in the overflow lots, and the individual unit driveways along Spring Mill Drive. Cars parked on the corners of courtyard parking areas and in front of garages will be towed.
- (c) Any vehicle blocking access to another unit will be towed immediately.
- (d) Parking in front of individual garages in the courtyards is strictly prohibited, with the following exceptions:
 - a. Loading or unloading a vehicle with the hazard lights on
 - b. Washing/waxing a vehicle (owner in attendance at all times)
- (e) Owners of units with recessed (set-back) garages, on Juniper Tree Court only, may park in front of their garages as long as they do not block access to any other unit or fire lane. Commercial vehicles are prohibited from parking in front of set-back garages.

12. Parking will not be permitted in any fire lane, which includes all corners of the courtyard parking areas. Vehicles parked in non-stripped areas of the Courtyards will be towed.

13. No vehicle may be parked in the same outside parking space for more than 72 consecutive hours.

- The following exception for one vehicle for each unit may apply:
Prior to a vacation, or for a duration in excess of 72 hours, the Unit Owner or Tenant must notify the Association Management Company in writing as to the reason for a parking time extension. Special exceptions are available for 2-week intervals only. The notification shall include the year, make, model, color and license plate number of the vehicle, as well as the name of the vehicle owner, and

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the length of time the vehicle will be parked in that spot. Email and Fax correspondence is acceptable.

The Association will consider requests for exceptions, such as issuance of additional tags, temporary tags, etc. when extenuating circumstances exist. Requests must be submitted to the Board in writing, and will be considered on a case by case basis.

14. The parking or storage of motorcycles, boats, campers, recreational vehicles, snowmobiles, trailers, and any other similar vehicles, outside of a garage anywhere on Spring Mill property, is strictly prohibited.
15. All vehicles must be moved immediately upon request for the purpose of performing maintenance on Spring Mill property.
16. No motorized vehicles may be operated on asphalt walkways or in designated fire lanes. This includes small electronic children's vehicles, electronic scooter and motorcycles. Motorcycles entering the area must be shut off immediately and parked within the garage.
17. No excessive motor vehicle noise will be permitted on Spring Mill property, to include but not limited to: motorcycles, glass packs and other custom exhaust systems, stereo or sound reproduction equipment, etc.
18. Commercial vehicles parked on Spring Mill property (except those in service to a unit or to the Association) may not carry occupational equipment which extends beyond the length, height or width of the vehicle. This includes, but is not limited to: ladders, toolboxes, plow blades, etc.
19. No vehicle shall be operated in excess of 5 mph anywhere in Spring Mill. Unit owners will be fined for the actions of their guests.
20. There shall be no horn blowing anywhere within Spring Mill. Unit owners will be fined if guests are non-compliant.
21. Vehicles in service to the Association or a unit are excluded from the rules, but their operators shall attempt to comply with the rules whenever compliance does not hinder performance of the operator's task. Association Board Member or their designees shall be exempt from these rules while performing Association business.
22. Unlicensed or abandoned vehicles, or vehicles parked on Spring Mill Property without displaying a current Spring Mill Parking Permit will be towed without notice.
23. Vehicles blocking efficient snow removal in the complex will be towed without notice. All vehicles should observe activities of snow removal efforts and move vehicles so that parking stalls can be cleaned.
24. No automobile repairs, greasing, or oil changes are allowed in parking areas or other common elements. Emergency repairs such as changing of flat tires, jumping dead batteries, and changing of headlights, wiper blades, etc. will be permitted. Any damage caused to the common elements or driveways by owner, guest, tenant, family member, or invitee shall be paid for by the unit owner responsible.

Printed: August 2007

Amended: February, 2007