

DRUMLINS II HOMEOWNERS ASSOCIATION



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DRUMLINS II BOARD OF DIRECTORS

PRESIDENT Kevin O'Connor

- Presides over meetings of Board of Directors (BOD) and of the Members, signs checks.
- Empowered to appoint subcommittees from Board and/or Members as deemed appropriate.

SECRETARY Deb Wahl

- Keep the minutes of all proceedings of the BOD and of the Members, signs checks.
- Ensures all Association governing documents are up to date and properly adhered to.
- Works with Property Management Company to ensure all records are maintained and notices served as required.

TREASURER Darryl Russell

- Approves all expenses prior to monies being paid, sign checks, prepares the annual budget, and oversees Reserve funding.
- Works with Property Management Company to ensure all financial records and assets are properly executed and maintained.

Landscape/Maintenance Bob Gruber

- Maintains annual Spring & Fall projects list, coordinates BOD walk-arounds, and meets with owners regarding variance requests.
- Works with homeowners and Property Manager to ensure all Maintenance Requests are handles in a timely manner.

Communications Bob Cole

- Communicate via email on matters affecting and/or of interest to the community
- Provides input in all matters before the Board, assumes special roles and assignments on behalf of the Board.

PROPERTY MANAGEMENT COMPANY – Crofton Perdue Associates, Inc. Rick Thomas

- Provide a comprehensive set of services to Association – including property care, monthly assessment fee collections, manage operating budget expenses and master insurance policy.
- Primary homeowner contact for concerns and issues related to property care and maintenance.
- Manage Variance Requests and Maintenance Requests.
- CONTACT: 248-3840 or <http://www.CroftonInc.com>

DRUMLINS II RULES AND REGULATIONS

October 1, 2021, rev 1 (4-6-22)

PURPOSE OF RULES AND REGULATIONS:

The Rules and Regulations are provided to allow homeowners full use and enjoyment of their homes without violating the rights and privileges of other homeowners. This document is updated periodically by the Board of Directors as stipulated in Article III of the HOA By-Laws. In the case of conflict between these Rules and Regulations and the HOA By-Laws or Declaration of Covenants, the governing documents shall take precedence. This document has been approved by the Board and supersedes all previous versions.

MEMBERS RESPONSIBILITIES:

Each member is expected to adhere to the Rules and Regulations contained herein and to follow the "Variance Process" in the event a homeowner wishes to request approval for something that differs from the expectations defined in this document. It is important to note that any such change must be approved in writing by the Property Manager and Board of Directors before the change is made. A description of the process for submitting a Variance Request is contained herein. It should also be noted that homeowners who rent their property to another party must inform the renters of these Rules and Regulations and are legally responsible for the actions and activities of their renting parties.

BOARD OF DIRECTOR RESPONSIBILITIES:

The responsibilities of the Board are defined in Article III of the By-Laws. In addition to adopting and enforcing Rules and Regulations for use of the Common Areas, they are also responsible to receive, consider and act upon any Variance Request application pertaining to alteration to any structure or landscape of property. In the case of violations, the Board will notify the owner in writing who then has 30 days to resolve the infraction. If the infraction is not resolved by that time the Board has the authority to (1) impose fines not to exceed 10% of the total annual common assessment, (2) arrange for a remedy and/or removal at the owner's expense and (3) enforce by legal means including placing a lien on the property.

BUILDER RESPONSIBILITIES:

Homeowners are reminded that there is no formal business or legal relationship between the Builder and the Association. This means that the HOA does not assume responsibility for any work contracted as part of the home purchase and warranty provided by the builder. Homeowners should address all home warranty issues directly with the builder.

1. Common Areas – Grounds

The use of the Common Areas is for the enjoyment of the owners and their guests.

Trees, shrubs, bushes, and all landscaping shall not be cut, tampered with, or harmed in any way.

The Common Area Pathways must not be obstructed or encumbered.

The Common Areas may not be used for conducting private business.

Access to Common Areas shall be by way of the common area and not through private lots.

2. Common Areas – Roadways & Parking

The designated parking spaces are common property for the use of owners and their guests. Extended parking by either owners or guests for more than 5 days is not allowed.

Driving or parking anywhere other than on the paved surfaces is not allowed.

3. Construction Areas & Equipment

Homeowners are reminded that all construction areas and equipment are private property not part of the Association. In addition to personal safety concerns, anyone found trespassing in these areas can be subjected to legal action by the builder and/or contractors.

4. Decks and Patios

The use of decks and patios is generally unrestricted; however, the rules regarding outdoor storage and lawn decorations apply and homeowners should store any items not regularly used in their garages or basements. Outdoor patio items should not be left on the adjoining lawns as it interferes with the lawn mowing and maintenance crews.

Any changes and/or additions to decks and patios are considered an exterior modification and require an approved Variance Request. Guidelines for Patio Enclosures and Awnings are provided in a separate section of this document.

5. Emergency Generators

All Emergency Backup Generator units are to be installed directly beside the existing Air Conditioning unit and as close to the structure as allowed by manufacturer specifications and building codes. An approved Variance Request with picture showing exterior of home and proposed location is required.

6. Exterior Lighting

Replacement of exterior fixtures attached to the unit and light bulbs are the responsibility of the homeowner. Replacement of exterior fixtures and adding any additional lighting requires an approved Variance Request. Downward aimed solar lighting installed in the mulched areas does not require a variance. All additional lighting is the responsibility of the homeowner and any damage to the lighting by the landscapers is the homeowner's responsibility. Lighting to illuminate the structure or freestanding lamp posts are not allowed.

7. Fences

No above ground fences, decorative or otherwise, are allowed in the subdivision. The only exception is for basement egress windows as required by building codes.

8. Flags

The installation of one support bracket attached to the wood frame around the garage door is allowed for the display of a flag. The flag may not exceed 6 ft. on any side. A Variance Request is not required.

9. Grounds, Planting and Landscape

The grounds, planting and landscape responsibilities belong to the Property Management Company and the subcontractor(s) responsible for those duties. Specific questions and concerns should be directed to the Property Manager who will contact the resident directly and attempt to address the situation. The following rules and guidelines apply:

- Homeowners are encouraged to plant annual flowers in the designated gardens. It is not the responsibility of the Property Management Company to maintain these plantings and they cannot accept responsibility for damages done as they work to comply with the terms and conditions of the landscape contract.
- Flower boxes should be free standing and not attached to the structure.
- Wind Chimes, Bells and Lawn Ornaments are not allowed.
- Bird houses, feeders and baths are allowed in the garden areas only, but it is the homeowner's responsibility to keep these areas clean and rodent free. If extermination services are required, it will be done at the homeowner's cost.
- Individual patios, sidewalks and flower beds should not protrude further than 8 ft from the foundation of the structure or the installed concrete patio slab. Changes to these areas require an approved Variance Request.
- If a resident wishes to add a tree or shrub, an approved Variance Request with attached sketch or drawing is required.

10. Garage Doors

Garage doors are generally not to be kept open for extended periods of time. Closed garage doors enhance the overall appearance of our neighborhood and reduce the opportunity for vandalism or theft. As an added security measure, homeowners are encouraged to leave their garage door lights on from dusk to dawn.

11. Grills

Grills are to be kept a safe distance from each dwelling and all combustible surfaces when in use. Residents should follow the manufacturer's specifications regarding the placement of an outside grill. Any exterior damage related to the misplacement of a grill will be repaired by the association at the homeowner's expense.

In addition, homeowners are advised that state and local fire codes may apply and are encouraged to contact the local Fire Marshall with any specific questions.

12. Home Business

An individual business within a homeowner's unit is allowed provided it does not infringe on the character of the neighborhood with signs, increased traffic, use of parking spaces, noisy employees and follows town zoning requirements.

13. Holiday Decorations

Temporary decorations for the holiday season may be displayed 45 days prior to and 45 days after the holiday season. Homeowners are encouraged to select decorations which are in good taste and do not distract from the overall appearance of the subdivision. Large and/or inflatable outdoor decorations are not allowed.

14. Insect and Pest Control

The Homeowner's Association is responsible for insect removal (bees, etc.) affecting contractors and pest damage to HOA maintained landscape and lawns. Individual homeowners are responsible for the control and/or removal of other insects and pests.

15. Laundry – Outdoor Drying

Outdoor drying or air-drying is not permitted. Installation of exterior clothes lines is not permitted.

16. Motor Vehicles, Boats, Trailers

All private passenger motorized vehicles will be parked and/or stored in garages and not on any other portion of the lot. Boats, trailers, and large vehicles shall be stored inside garages. Temporary driveway parking of such vehicles is permitted.

Extended storage of unlicensed vehicles in driveways or common area parking spaces is not allowed.

Motor vehicle repair is to be carried out in the garage.

17. Noise

Homeowners are expected to be considerate of their neighbors. Sustained loud or disturbing noises that can be easily heard from the common areas or adjacent homes are prohibited.

18. Painting

Exterior painting is the responsibility of the Homeowners Association and is normally done as part of a rotating maintenance schedule based on the age of the home. In the event painting is required, please contact the Property Management Company, and complete a Maintenance Request Form.

19. Patio Enclosures and Awnings

Permanent, non-retractable style awnings are not allowed on any windows or patios. Retractable type awnings on porch/patio openings are allowed with an approved Variance Request.

Permanent screen and/or glass patio enclosures are allowed with an approved Variance Request.

Detail drawings or illustrations showing the design, style, material, and color are required and **must be provided** with the Variance Request.

To maintain harmony with the exterior architectural design as required in the governing documents, the following guidelines have been established:

- Color of the trim must match exterior siding – a narrow band of white trim on window or door frame is acceptable.
- Screen color must be black or dark grey – white or aluminum color is not allowed.
- The enclosure must be designed to fit into the existing patio opening – excessively large or wide trim areas are not allowed.
- Building permit and/or adherence to code standards are the homeowner's responsibility. This could apply to upper patios where minimum railing heights apply.

20. Pets

No more than two common domestic pets are allowed per home. The Town of Victor has a leash law which stipulates that owners shall have their pets under leash at all times. Residents and guests are expected to promptly clean up after their pets. Nuisance animal behavior (barking, running etc.) that disturbs neighbors will not be allowed.

Exterior dog houses are not permitted. Placement of pet or any food outside the home that can attract nuisance pests is not allowed.

Invisible fencing or other electrical pet containment systems requires an approved Variance Request. If approved, the HOA will not be responsible for any damage to the system caused by HOA contractors.

21. Rental Property

The Board recognizes that a homeowner may elect to rent, loan, or lease their unit to other tenants. In this event the homeowner must comply with the following:

- Notify the Board and Property Management Company of their intent at least 30 days prior to new tenants moving in.
- Register the tenants with Board and Property Management Company within 10 days of occupancy.
- Ensure the tenants comply with all policies and directives of the Association.
- Pay all fines for violations caused by the tenant.
- Provide proof of insurance that covers the property in the event of fire or other catastrophe.
- Notify the Property Manager of their new address and contact information. They must also provide updates to their contact information for the duration of the property lease.
- Any tenant that violates the rights of the permanent resident will be ejected from the community by the unit owner. The tenant will be given 30 days to remove themselves and their possessions from the community or the Management Company will do so, and the homeowner will be charged for this work.

The Association requires that whenever a homeowner rents leases or loans property to a tenant, the owner places language in the lease, rental agreement or other document that requires the renting party to comply with all rules, regulations, and policies of the Association.

22. Satellite Dishes

Dish Antenna Receivers are allowed, but the size and location are strictly controlled by the Board to preserve the overall appearance of the subdivision.

A Satellite dish:

- May not be located on the roof as it will void the builder's warranty
- May not be located in any Common Area
- Is preferred to be near ground level in an unobtrusive and inconspicuous location
- Is preferred to be located near foundation at rear of home if possible
- Resident should contact the Town of Victor to see if Building Permit is required

A Variance Request is required and must include a picture with stake in ground showing home exterior and proposed dish location.

23. Signs

No signs are permitted on the properties, common areas or lots which are visible from the exterior of the home. There are three exceptions:

- A. When a unit is up for sale the listing broker may place an official For Sale sign in front of the residence under contract. Additionally, temporary open house signs are permitted only on the day of the open house.
- B. Building Permits may be placed in the front window per Town Code.
- C. Small home security signs are allowed provided they are located in good taste and do not interfere with regular lawn care maintenance activities.

24. Soliciting

Soliciting in the subdivision is strongly discouraged. Homeowners should politely ask solicitors to leave the premises.

25. Storage

Storage of equipment, supplies, and firewood shall be in garages only. Under Deck areas are not to be used for storage unless the items are out of sight from either the roadways or common areas.

26. Storm Doors

Front Entry screen/glass doors are allowed with an Approved Variance Request. The Doors must be full length and frame color should closely match color of the exterior trim. Rear screen/glass doors can be split style and do not require a variance request. The homeowner is responsible for any wood trim that requires painting following installation.

Color specifications can be obtained from the Property Management Company and paint can be procured from local hardware stores.

27. Trash Collection

Refuse and recycling items will be collected on a weekly basis from each driveway closest to the street. Trash containers are to be kept in the garage until the night before collection. Recycle bins should be covered and container lids secured if necessary to prevent loose items from being blown away. Proper removal of any hazardous waste is the responsibility of the homeowner.

28. Window Air Conditioners

Exterior window-style air conditioners are not allowed.

29. Window Treatments

Inside window treatments should appear from the outside to be professional, neat and in good taste. The color should be neutral and consistent with the exterior and that of surrounding units. Examples are curtains, drapes, vertical and horizontal blinds, shades. Items such as posters, sheets, blankets clothing and rugs are not allowed.

Drumlins II HOA Rules & Regulations

- Patio Additions -

1. Approved Variance Requests are required for all Patio additions.
2. Patios may not be wider than the adjoining porch opening and are not to extend more than 8' out from the foundation. In some instances, small Patios near exterior doors or egress windows are permissible.
3. Steps or walkways leading to/from the Patio additions are allowed but must be reviewed on a case-by-case basis.
4. Patios are to be at grade level. If additional topsoil is needed, it must be graded to blend into the existing lawn. All landscape changes must be made such that regular mowing and trimming by the service contractors is not impacted.
5. The variance request should include a detailed description of all proposed landscaping changes to the area surrounding the new patio.
6. Any changes to lawn grading or landscaping must consider the impact to water runoff. Care must be taken not to interfere with swales which are designed for this purpose.
7. Permanent structures or fixtures cannot be added to Patio additions. Examples include built-in fireplaces, BBQ grills etc.
8. The homeowner is responsible to locate all underground utilities and the Patio addition cannot restrict access for future maintenance and service to utilities.
9. Homeowners are required to check with the Town of Victor to see if a building permit is required and must follow all applicable codes and standards. If a building permit is obtained, a copy must be provided to the Board.
10. The homeowner must conduct a SITE REVIEW with a Board representative(s) to review the proposed addition. In some cases, it may be advisable to include the contractor in this review. The following items should be included:
 - Drawing plan to approximate scale showing Patio addition size and location
 - Detailed description and/or samples of building materials to be used
 - Detailed description of landscaping changes and plant/shrub type
 - Stake out showing approximate location of Patio and landscaping

Procedure for Variance Requests

- Variance Requests are required for any alteration to the structure or landscape of property. They are most commonly used for screen/storm doors, porch enclosures, landscape changes, patio changes, satellite dishes and emergency generators.
- Variance Requests must be approved in writing by the Board **before** any work can begin.
- Variance Requests are to be submitted to the Property Manager. Forms are attached herein or can be found on the Property Management Company website.
- Variance Requests should be submitted at least one week prior to an upcoming monthly Board meeting. This allows Board members time to review with homeowners prior to the meeting if necessary.
- Homeowners should attach a sketch or diagram with dimensions of proposed changes, a list of materials to be used, and indicate who will do the work and provide proof of insurance for the contractor.
- Depending on the work to be performed, a Building Permit from the Town may also be required. This is the Homeowners responsibility, and an approved Variance Request does not waive this requirement.
- Assuming a Variance Request has been properly submitted, the Board has 40 days to either approve or disapprove it. Should they fail to do so, it will be considered as approved.

HOA Responsibility

Administration	Roadways and Driveways
Accounting	Roadway/Driveway Sealing, if topcoated
Management (Crofton)	Roadway/Driveway - maintenance, repair, improvement
Legal	Driveway Repair (evaluate) if topcoated
Taxes on Common Area	Vent Covers Exterior (Replacement and Repair)
Summer Maintenance Landscaping	Dryer Vent (exterior) (not cleaning of vents)
Lawn Mowing & Chemical treatments	Bathroom Vents (exterior)
Tree and Shrub Pruning	Kitchen Vents (exterior)
Leaf Removal	Roofs
Mulch Replacement	Roof Vent Boots
Shrub Replacement (dead or diseased)	Roof Replacement
Maintenance of common areas	Roof (Maintenance & Repair)
Weed Control Planting Beds	Common Areas
Winter Maintenance	Lawns
Roadway/Driveway Snow Removal	Parking Areas
Shoveling Walk and Front of Garage	Shrubs and Trees
Roadway Salting (when deemed necessary)	Private Roads
Maintenance - Units	Insurance
Minor Siding & Shutter Maintenance	Structures and Common Areas Master Fire, and Liability
Gutters & Downspouts (cleaning, as needed)	Umbrella Policy
Install Front Entrance Concrete Step when required for safety	Officers and Directors Policy
Mailbox replacement	Pest Control
Trash	Insect removal (bees, etc.) affecting contractors
Trash/Recycling Collection (using trash container)	Pest damage to HOA maintained landscape and lawns
	Painting
	Paint / Stain/ Minor Repair - Exterior (includes decks, underside visible from road)

Revised 10/1/2021

Any damage done to a structure caused by the homeowner's action(s) such as nailing, painting and screwing will result in homeowner liability and it will be the owner's responsibility to repair the damage.

Drumlins II Variance Request Form

Per the Declaration & ByLaws of Drumlins II any changes or modifications to the exterior of your townhome (replacement of windows, exterior/storm doors & exterior light fixtures, painting/staining of decks, and installation of decks, patios, patio enclosures, satellite dishes & plantings) must be submitted in the form of a Variance Request to the Board of Directors.

Name *

First	Last
-------	------

Address *

Address Line 1		
Address Line 2		
City	State ▼	Zip Code

Phone *

Email *

I/We hereby request approval for the following exterior or common area modification/variance.

Description - Please be Explicit (Include dimensions, shapes, color, specific location, materials) *

Please Attach a Sketch, Drawing, Picture or Specs if Applicable

or drag files here.

Reason for Request *

Name of Contractor (A copy of the contractor's general liability & workers' compensation insurance certificates naming the homeowner and Drumlins II HOA as the certificate holder must be submitted to Crofton Perdue. *

Length of guarantee (if applicable)

Indicate future maintenance required of the HOA? *

Anticipated Starting and Completion Dates *

I understand that it is my responsibility to obtain any building permits that may be necessary for this work. If any damage is caused by the proposed changes I understand it will my responsibility to restore the property to its original condition. *

Yes No

Homeowner Signature (Electronic) *

Date Submitted *



BOARD OF DIRECTORS:

- Approved
- Approved with Conditions
- Not Approved

Comments: _____

Date: _____

Signature: _____

NOTE:

Preliminary approval will be provided within 40 days of receipt of this request. Final approval is contingent upon review of the completed work. IT IS THE HOMEOWNER'S RESPONSIBILITY TO PROVIDE WRITTEN NOTIFICATION OF COMPLETION OF THE PROJECT on or before the above anticipated completion date. Approved Variance is valid for 1 year.