

RULES AND REGULATIONS OF  
PARKWOOD VILLAS

**(A) General**

(1) ParkWood Villas Council of Co-Owners, Inc. (the "council"), acting through its board of directors on behalf of all of the unit owners of ParkWood Villas, has adopted the following rules and regulations (the "regulations") to govern, in part, the operation of ParkWood Villas, the master deed for which is of record in deed book 8325, page 310 in the office of the County Clerk of Jefferson County, Kentucky (certain terms used in these regulations without definition have the meanings set forth for them in the master deed). These regulations may be amended from time to time or repealed by resolution of the board of directors enacted in accordance with the bylaws of the council.

(2) Wherever in these regulations reference is made to "unit owners," such term shall apply to the owner of any unit within ParkWood Villas, to such unit owner's family, servants, employees, agents, visitors and to any guests, invitees, or licensees of such unit owner or his family. Wherever in these regulations reference is made to the council, such reference shall include the council and any managing agent for ParkWood Villas when the managing agent is acting on behalf of the council.

(3) The unit owners shall comply with all the regulations hereinafter set forth governing the units, buildings, drives, recreational areas, grounds, parking areas, and any other common elements appurtenant to the condominium project.

**(B) Restrictions on use**

(1) No unit owner or agent of the unit owner shall enter upon the roofs of any of the buildings, nor can anything be placed under the shingles.

(2) Nothing shall be done or kept in any of the common elements, which will increase the rate of insurance for the buildings or contents thereof. No unit owner shall permit anything to be done or kept in the unit or on the common elements which will result in the cancellation of insurance on the buildings or contents thereof or which would be in violation of any public law, ordinance, or regulation. No gasoline, propane or other explosive or inflammable material may be kept in any unit or storage area as per Kentucky fire regulations.

(3) All garbage and trash must be placed in the proper receptacles designated for refuse collection and no garbage or trash shall be placed elsewhere. All trash receptacles must be kept in garages except on the day of collection. Receptacles may be put out for collection the evening prior to pick up day.

(4) No baby carriages, bicycles, playpens, wagons toys, benches, chairs, or other articles of personal property may be left unattended in common areas, parking areas, sidewalks, or lawns or elsewhere on or within the common elements.

(5) Nothing shall be done to or in any unit or to or in the common elements (whether general or limited) which shall impair or would be likely to impair or change the structural integrity of any of the buildings, nor shall anything be altered or constructed on or separated from the common elements.

(6) No improper, unlawful, noxious, or offensive activity shall be conducted in any unit or on the common elements, nor shall anything be done therein which may be or become unreasonably annoying or a nuisance to the other unit owners or occupants of the units. No unit owner shall make or permit any unreasonably loud or disturbing noises in any building or do or permit anything to be done which will unreasonably interfere with the rights, comforts, or convenience of other unit owners. All unit owners shall keep the volume of any radio, television, musical instrument, or other sound-producing device in their units sufficiently reduced at all times so as not to disturb other unit owners.

(7) No sign or other window displays or advertising shall be maintained or permitted on any part of the condominium project or in any unit, except that unit owners, the declarant, the board of directors, or the managing agent, and any mortgagee who may become the owner of any unit, may place "for sale," signs on units for the purpose of selling the same, but in no event will any such sign be larger than three feet by two feet nor shall it contain any material considered offensive by the board of directors in its discretion (and any sign in violation hereof shall be forthwith removed upon notice from the board of directors). Exceptions to the rule include medical alert signs, security signs and neighborhood block watch decals. For Sale signs installed in the common area away from the For Sale units are not allowed.

(8) Except for the "for sale," signs permitted by these regulations, no unit owner shall cause or permit anything to be hung, displayed, or exposed on the exterior of a unit or the common elements appurtenant thereto, whether through or upon the windows, door, or masonry of such unit. The prohibition herein includes, without limitation, laundry, clothing, rugs, awnings, canopies, shutters, radio or television antennas, or any other items. Under no circumstances shall any exhaust fan, air conditioning apparatus, television or radio antennas, or other items be installed by the unit owner beyond the boundaries of the unit. No clothesline, clothes rack, or any other device may not be used to hang any items on any window, nor may such devices be used anywhere on the common elements. Christmas decorations may not be installed on unit roofs and may not be installed in anyway that damages any common element. Homeowners are responsible for any damages to common element caused by installation.

(9) See Appendix A for landscaping rules.

(10) Solicitors are not permitted. Any unit owner who is contacted by a solicitor on the property is requested to identify the solicitor then notify the managing agent.

(11) No unit shall be used for any unlawful purpose, and no unit owner shall do or permit any unlawful act in or upon a unit.

(12) All window treatments shall have a white backing or be such that the view from outside of the unit is white. Highly reflective window tinting is not permitted.

(13) All Christmas decorations shall be removed from the exterior no later than the 10<sup>th</sup> day of January.

(C) Pet rules

(1) No animals of any kind shall be raised, bred, or kept in any unit or on the common elements, except that pets (not to exceed two per unit without the prior approval of the board of directors) may be kept in a unit, subject to compliance with these regulations.

(2) No pet may be maintained in a unit if it becomes a nuisance. Actions which will constitute a nuisance include, but are not limited to, an attack by the pet on a person, or more than one unprovoked attack on other animals. Abnormal or unreasonable crying, barking, or scratching, or fleas or other vermin infesting the pet if not eradicated promptly after the discovery of such infestation, and repeated defecation in common areas

(3) All pets must be registered and inoculated as required by law.

(4) Pet owners are fully responsible for personal injuries and/or property damage caused by their pets, and shall (and do hereby) indemnify the council and all other unit owners for all loss, cost, claim, and expense, including, without limitation, reasonable attorney fees, caused by such pets.

(5) Pets must be leashed or carried as required by law. Leashes may not exceed a length, which will not permit close control of the pet.

(6) Owners of pets walked upon the common elements must immediately clean up their pet's droppings in all common areas.

(7) No feeding of non-pets, wild or stray animals, is permitted in ParkWood Villas.

(8) Any violations will result in disciplinary action and possible fines.

#### **D) Parking and storage**

(1) No personal property may be stored in or on the common elements. All personal property placed in any portion of the buildings or any place appurtenant thereto, shall be at the sole risk of the unit owner and the council shall in no event be liable for the loss, destruction, theft or damage to such property.

(2) See Appendix D concerning parking.

(3) All unit owners shall observe and abide by all parking and traffic regulations posted by the council or by governmental authorities. Vehicles parked in violation of any such regulations maybe towed away at the unit owner's sole risk and expense.

#### **(E) Recreational and common facilities**

(1) All persons using any of the recreational or common facilities, which are part of the common elements, do so at their own risk and sole responsibility. The council does not assume responsibility for any occurrence, accident, or injury in connection with such use. Each unit owner waives any right to make any claim against the council, its servants, agents, or employees, for or on account of any loss or damage to life, limb, or property sustained as a result of or in connection with any such use of any of the recreational or common facilities. Each unit owner shall hold the council harmless from any and all liabilities and any action of whatsoever nature by any tenants, guests, invitees, or licensees of such unit owner arising out of the use of the recreational or common facilities, except where such loss, injury, or damage can be clearly proved to have resulted from and been proximately caused by the direct willful action or gross negligence of the council or its agents, servants, or employees in the operation, care, or maintenance of such facilities.

(2) Any damage to the buildings, recreational facilities, or other common elements or equipment caused by a unit owner, unit owner's guest or such unit owner's pet(s) shall be repaired, at the expense of the unit owner promptly upon request from the council or any managing agent.

#### **(F) Suspension of right to use recreational facilities**

In addition to all other rights which the board of directors has for nonpayment of monthly maintenance fees, special assessments, or other charges, the board of directors shall have the right to bar the use by a unit owner from any of the recreational facilities for failure to make payment of any assessments or fees due as provided for in the condominium documents.

**(G) Moving**

Move-ins and move-outs are restricted to the hours between 8:00 a.m. and 9:00 p.m. Each unit owner is responsible for the proper removal of trash, debris, crating, or boxes relating to that unit owner's move-in or move-out.

**(H) Council**

(1) Charges and assessments imposed by the council are due and payable on the first day of each month, unless otherwise specified. Payment shall be made at the managing agent's office by check or money order, payable to the order of the council or otherwise as the board of directors may direct. Cash will not be accepted.

(2) Complaints regarding the management of the condominium project or regarding actions of other unit owners shall be made in writing or e-mail to the managing agent or to the board of directors. No unit owner shall direct, supervise, or in any manner attempt to assert control over or request favors of any employee of the managing agent or the council.

**(I) Entry into units**

The agents of the board of directors or the managing agent, and any contractor or workman authorized by the board of directors or the managing agent, may enter any room or unit in the buildings with notice at any time reasonably convenient to the unit owner (except in case of emergency in which case entry may be immediate and without notice) for the purpose of exercising and discharging their proper respective responsibilities, including, without limitation for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.

## Appendix A (Landscape)

1. The planting of plants, flowers, trees, shrubbery of any type is prohibited anywhere on the common elements without the prior written consent of the board of directors. The only exception is that annual or perennial flowers may be planted in the flowerbeds around the exterior of each unit and must be maintained by unit owner and not interfere with the maintenance of the common elements. Landscapers are not responsible for damage to these plants. The flowers must not be higher than the windowsills. Edible crops or vegetables are not permitted in flower beds but are permitted in designated garden area located at the rear property.
2. No fences may be erected around or on the common elements.
3. It shall be the responsibility of the Board to determine when lawns should be watered in the common elements. On occasion, the board may ask homeowners to water common element lawns. The board will provide a watering schedule.
4. Mowing of lawns shall be the sole responsibility of the Board. Homeowners are not permitted to mow or treat common elements.
5. Yard sales may be held on Friday and Saturday between 8:00 a.m. and 2:00 p.m. Your neighbors should be notified.
6. When not in use, garden hoses must be stored out of normal sight.
7. When mulching by landscapers is scheduled, unit owner is responsible for removing any items placed in the areas to be mulched. The Board will notify residents of mulching schedule. The landscaper is not responsible for any damage to items not removed.

## Appendix B (Clubhouse)

1. The Clubhouse is for the sole use of residents of Park Wood Villas. If it is a reserved event, the reserving resident must remain at the Clubhouse during the entire function.
2. Community events have priority over other events or rentals which are on a first come first serve basis.
3. If an even is not a scheduled community even it is considered a rental. If you want to bring more than 4 non-residents, it becomes a rental.
4. Rental fee is \$50.00 with a \$150.00 damage deposit; this needs to be two checks. See reservation form for further instructions. Please contact clubhouse chair-person to schedule.
5. The pool is not included in the rentals and is not available for rental.

## Appendix C (Architecture)

1. There shall be no obstruction of the common elements. Common elements include any portion of the common area outside of the masonry walls of the units. Nothing shall be stored on the common elements without the prior consent of the board of directors except as expressly permitted under the terms of the condominium documents. No portion of the common elements shall be decorated or furnished by any unit owner in any manner.
2. No antennas, satellite dishes, or other devices for transmitting or receiving electronic, microwave, or similar signals or any other structure, equipment, or other similar items may be placed on any roof or in any portion of the common elements. Satellite dishes must be placed in the landscaping. Removal is the sole responsibility of the unit homeowner.
3. Permanent curbing in the common elements must be approved by the board and neighbors on both side of the unit. Curbing may not be more than 4" high and 6" wide. Color must match brick on unit.
4. Christmas lights may be installed prior to the holiday, but may not be illuminated until after Thanksgiving. They must be removed by January 10<sup>th</sup>.



## Appendix D (Parking)

1. All vehicles owned or operated by a unit owner, and any member of such unit owner's family should be parked inside the garage assigned to their unit. Overflow parking is located at the Clubhouse and at the community entrance.
2. Any vehicle parked in the additional parking areas for more than 48 hours must have a visitor's ID displayed. This should include the resident's name and address. Vehicles not displaying this information will be towed at the owner's expense.
3. Parking in a manner, which blocks sidewalks or driveways, is not permitted. Parking in the streets is not permitted.
4. Vehicle repairs other than: (a) emergency maintenance, (b) ordinary light maintenance (excluding fluid changes and other operations which might soil the common elements), and (c) normal cleaning, are not permitted on the common elements.

## Appendix E

### ALPHA INDEX

Annual Flowers—May be planted only in flowerbeds, planters or hanging baskets. Maintained by unit owner and can not interfere with common area maintenance.

Clubhouse—Sole use of Parkwood residents. See Appendix B for other information.

Community Events—Have priority over rentals.

Crops—Not allowed except in designated area.

Derelict/Junk Vehicles—Vehicles without current registration plates—not allowed.

Fences—Not Allowed.

Lawn Mowing—Common Area—Is the responsibility of HOA. See Appendix A5 for other information.

Lawn Watering— See Appendix A4 for other information.

Parking—All vehicles should park inside the assigned garages.

Perennial Flowers-- May be planted only in flowerbeds. Maintained by unit owner and not interfere with common element maintenance.

Permanent Curbing—In the common area must match the unit brick color and have board approval.

Planting—Common Area—Example: Trees, shrubs or flowers. Not allowed

Roofs—Antennas, satellite dishes, microwave antennas or holiday lighting—Not allowed.

Satellite Dishes, Antennas, or Microwave antennas—not allowed on any roof or in the common area.

Trailers, Campers, Recreational vehicles, boats, or other large vehicles—Overnight parking not allowed.

Vehicle Repairs—Limited to emergency maintenance, light maintenance or cleaning.

Visitor Parking—Over 48 hours must display "Guest" parking permit. Vehicles without this form will be towed at owner's expense.

Yard Sales—Neighbors must be notified. See Appendix A9 for other information.

# It's Pool Time

## Parkwood Villa Pool Rules

The Parkwood Villas community pool belongs to every resident of this community, and each of you is encouraged to enjoy it during these hot summer days. This flyer is to remind those who use the pool that there are rules and regulations that must be followed so the pool can be enjoyed by everyone and we, as a community, stay in compliance with the laws of the health dept. (Most items below are health department rules, that if violated could result in a fine or closure of our pool). A few items are ParkWood Villas' policies and by-laws. These rules are not intended to infringe on anyone's enjoyment while using the pool, but are only common sense precautions that should insure the health and safety of all residents and guests.

- Pool Hours are 10 AM until 9 PM.
- If safety equipment is not out (hanging on the fence) the pool is **NOT** open.
- No one is permitted to swim alone. If you are by yourself and no one else is at the pool you **CANNOT** be in the water.
- A ParkWood Villas resident **MUST** be with their guest at all times while at the pool, and residents are responsible for the actions of their guest(s).
- Only 5 people can be in the water at any one time.
- No food or glass** is allowed inside the fenced area around the pool.
- Any child that is not "potty trained" must have on appropriate swimming pull-ups in order to be in the pool. Absolutely no babies wearing a diaper in the pool.
- A sign-in book is provided for residents and guests when visiting the pool.
- Pool furniture is to remain in the fenced pool area at all times. Please do not move any furniture outside the fence.
- Please make sure you are relatively dry when using the restrooms. Tile floors become slick when wet.
- Do not enter the clubhouse while wet.

Your ParkWood Villas Pool Committee