

# MLHOA Rules and Regulations

Revised August 2022

## A. General

1. The units shall be used only for residential purposes and not for short term rentals (AirB&B or VRBO, etc.), nor for in-home businesses exceeding the definition of a “no impact” home business. Working from home is not included in this rule.
2. All personal property shall be kept inside the units. This includes, but is not limited to, garbage cans, recycle bins, toys, sporting goods, clothing and shoes, and gardening equipment. The sidewalks and entrances shall be used for access to and from the unit, and must not be obstructed. NOTE — Walks and driveways should be cleared of snow and ice when necessary. Do not expect the landscapers to move your items when they mow.
3. Sound Ordinance: Hampton Township Article I Sound Level Prohibitions
  - a. Unit Owner/Resident must comply with the Hampton Township Ordinances pertaining to Noise/Nuisance. Permitted: 7:00am – 10:00pm.
  - b. Quiet Time: 10:00pm – 7:00am. Please respect the quiet time as required by Hampton Township.
4. Nothing shall be placed on, in, or projected from the doors, windows, or window sills. Additions of awnings, aerials (satellite dishes), signs, air conditioners, security cameras, ventilators, (Radon mitigation systems) or fans shall be approved by the MLHOA Board prior to installation.
5. Nothing shall be done (such as causing noise or odors, etc.) which unreasonably disturbs or interferes with the rights, comforts, or convenience of other Residents of the building or the adjacent buildings.
6. Homeowners shall always maintain adequate insurance applicable to shared wall townhouse construction for their property. Please note, the Association does NOT carry worker’s compensation insurance unless the specific contract requires it. Therefore, Homeowners having work done on premises must carry their own worker’s compensation insurance as needed.
7. No Homeowner or Resident shall keep any explosive or flammable material or substance in the unit. An exception to this includes that extra propane tanks for grills must be stored in the garage. Chemicals such as Roundup and bug killer must also be kept in the unit.
8. Damage to any portion of the Homeowner’s property or common grounds, caused by Homeowners, Residents, invitees, visitors, agents, or licensees of a Homeowner, shall be repaired at the expense of the responsible Homeowner.
9. There is to be no fishing, swimming, wading in or skating or walking on the pond when frozen. Nor shall the Homeowners, Residents, Homeowner’s agents, invitees, visitors, or licensees of a Homeowner disturb the wildlife in and surrounding the pond.

10. The Board of Directors reserves the right to amend these Rules and Regulations as may be required from time to time. A community vote is not required.

### **B. Parking**

1. No occupant of any Unit shall abandon any automobile or other vehicle in any parking area or other part of the Common Elements or block the access to any Unit or parking spaces.
2. No unattended vehicles shall be left at any time in such a manner as to impede access to parking spaces, driveways, or to impede traffic.
3. Traffic regulations adopted by the HOA Board shall be strictly obeyed by the Unit Homeowners, their agents, servants, and employees.
4. All Unit Homeowners shall observe and abide by all parking and traffic regulations as posted by the HOA or by municipal authorities. Vehicles parking in violation of any such regulations may be towed away at the Unit Homeowner's sole risk and expense.
5. The parking pads are for the use of guests ONLY. If homeowners are having work completed by a contractor whose vehicle is too large to fit in their driveway while their car is there, Homeowners may temporarily park in the guest parking until the contractor leaves. At that time, the Homeowner must then move their vehicle back into their driveway at the time the contractor leaves.
6. The driveways and visitor parking pads may not be used for storage of any truck, tractor, mobile home, camper, boat, or any vehicle other than a passenger car unless special accommodations have been made with the HOA. All vehicles left in the parking areas must be licensed and in operating condition.
7. Only licensed motorized vehicles are allowed on Mallard Landing driveways and streets. Parking of automobiles in streets shall be permitted for visitors of Unit Owners ONLY if there are no more visitor parking spaces available, and only during the period of the visit. Homeowners may not use the parking pads to make it easier to shift cars around or to avoid shifting cars around. All Homeowner vehicles should be parked in their own driveway.

### **C. Garbage**

1. Garbage cans and recycle bins shall be covered with lids. Bags of garbage MUST be secured against breakage or leakage of the bags, and ONLY used in conjunction with (in addition to) regular garbage receptacles. If there is garbage loose, strewn around the neighborhood, it is the responsibility of the Homeowner to clean up the mess.
2. Garbage cans and recycle bins should be set out no earlier than 5:00 PM the night before garbage pick-up.
3. All trash receptacles must be stored inside the Homeowner's unit within 24 hours after pick-up. No garbage or recycle bins may be stored on decks, patios, or porches.
4. Any Unit Owner/Resident must comply with the Hampton Township Ordinances pertaining to trash removal and recycle containers. Exceptions: ie. cleaning out garage, moving, remodeling. Please obtain Board approval for the additional time if or when needed.

#### **D. Regular Maintenance**

1. Trees, shrubs, and other plantings on Homeowner 's property are the ultimate responsibility of the Homeowner . Beds and borders shall be maintained to enhance the neighborhood, and in keeping with the character of the neighborhood. MAJOR changes require the approval of the Board. Once spring clean-up has been performed (mulching and weed removal is completed), it is the Homeowner 's responsibility to maintain all beds including, but not limited to, weeding on a regular basis. If applicable, front walks and patio pavers must always be maintained by the Homeowner and kept free of weeds.
2. Likewise, driveways are the Homeowner 's responsibility and shall be properly maintained. Seal coating, every two years (odd years) is recommended (defer to your individual warranty if driveway is newly resurfaced or replaced). If the driveway has reached the end of its life span, resurfacing or replacement is highly encouraged.
3. Exterior items are the responsibility of the Homeowner . Periodic cleaning is recommended of exterior such as porches, decks, and patios. Painting of the front doors is required every 5 years. The HOA will be responsible for painting the white trim including garage doors every 5 years. Shutter painting and repair is solely the Homeowner 's responsibility.

PLEASE NOTE: At present, the Association has chosen to accumulate dues in anticipation of obtaining a contract for the trim of the entire plan to be painted in 2025.

4. Each of the unit exterior doors and the shutters within each building MUST be the same color. Homeowners in each building are expected to coordinate among themselves. Should there be an unresolved disagreement as to this requirement, the Board will make the decision and assess each Homeowner the cost of noncompliance.
5. Porches and decks shall be maintained by the Homeowners. The Association suggests staining or painting every two years (even years). If you use a higher quality stain, you may be able to skip a required year. If you are painting/staining the decks and porches, they must be a shade of brown including browns, tans, and brownish reds which should be more brown than red.
6. Gas streetlamps shall be always lit. It is the responsibility of the Homeowners/Residents to ensure that gas is flowing to the lamps.
  - a. The Association will manage the replacement of mantles. If you require a replacement of your mantles, please complete a maintenance request as found on the RJ Management website.
  - b. No flowers, plants, etc. are to be hung on the ladder crossbar as they are very fragile and can break very easily.

#### **D. PETS**

1. No animal, bird, or reptile shall be raised, kept, bred, or maintained for any commercial purpose.

2. All pets must be indoor pets. No outdoor pets (including dog houses, outdoor cats, permanent or temporary gates on porches, patios, or decks, etc.) temporary gates maybe used only if a resident of the unit is outside supervising their dog, and the gates must be stored inside when not in use.
3. Any pet causing or creating a nuisance or unreasonable disturbance/noise shall be permanently removed from the Property upon (3) three days' written notice from the Board.
4. In no event shall any pet be permitted on or in any portion of the Common Property unless on leash or carried with leash attached and Homeowner /resident holding on to the leash. Homeowners shall pick up after their pets immediately and dispose of pet waste in their own disposal cans.
5. Owners should ensure that their dogs are not using other Homeowners' gardens to do their daily business as dog urine can kill the majority of plants within the community. Please use common areas when you are taking your dog out to go to the bathroom.
6. Pet Homeowners shall compensate any person harmed by their pet(s) and shall not hold the Association liable for any claim resulting from any action of their pet(s).
7. No Homeowner may own more than 2 dogs. Those that do prior to when this document goes into effect, are grandfathered in to owning more than the mandated amount according to when this document goes into effect.
8. Dog runs: when not in use, the leash must be coiled and stored neatly on the porch or patio. The dog run can be no longer than the length of the Homeowner 's property.
  - a. Runs need to be staked into ground. NO pets can be tied to trees or decks.
  - b. Any damage to grass or grounds will be repaired at the owner's expense.
9. Pets shall not create unreasonable nuisance or disturbances, such as constant barking, digging, etc. According to Hampton Township Article II: Animal Nuisances
10. Any pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property
  - a. Upon 10 days written notice from the Managing Agent. It is considered a nuisance or unreasonable disturbance when:
  - b. The Owner's pet chases or attacks any person or other pet within the community.
  - c. Three written violations of the Pet Procedures have been documented.

#### **E. HOMEOWNERS ASSOCIATION BOARD ELECTIONS**

1. Designation. The principal officers of the Association shall be the President, the Vice President, and the Secretary all of whom shall be elected by the Board of Directors. The Board of Directors may appoint an assistant secretary, and such other officers as in its judgment may be necessary. The President and Vice President shall be selected from current members of the Board of Directors. Any other officers must be Parcel/Lot/Unit Owners but need not be members of the Board of Directors. An officer other than the President may hold more than one office.
2. Election of Officers. The officers of the Association shall be elected annually by the Board of Directors at the organizational meeting of each new Board and shall hold office at the pleasure of

the Board of Directors. Only one position will be up for election every 2 years. Individuals who decide to run for office must be current with their monthly HOA dues and ensure they submit the proper documentation by the deadline as defined by the Managing Agent if they would like to run for a position. The Managing Agent will send information prior to the Annual Community Board Meeting in November.

3. Execution of Documents. All agreements, contracts, deeds, leases, checks and other instruments of the Association for expenditures or obligations in excess of \$500.00 shall be executed by any two officers of the Association. All such instruments for expenditures or obligations of \$500.00 or less may be executed by any one officer of the Association.
4. Compensation of Officers. No officer who is also a member of the Board of Directors shall receive any compensation from the Association for acting as such officer but may be reimbursed for any out-of-pocket expenses incurred in performing his or her duties.

**Implementation:**

This document becomes effective on the *1<sup>st</sup> day of August 2022*

The Board of Directors may, from time to time, amend this as deemed appropriate, including, but not limited to, amendment of fines for specific violations. Any such amendments will be appropriately communicated to all residents of the Mallard Landing Homeowners Association.