

Woodstone Rules

[Modified by Woodstone Board of Administration 20091214]

- 1 Any damages, accidents or disturbances at Woodstone are to be reported to the Property Manager and/or Johnson City police. [See note #1, below]
- 2 Woodstone has a restricted rental policy. **A homeowner must contact the Property Manager before renting/leasing a unit.** All unit leases must be for a minimum of one year. A signed copy of a lease must be on file with the Property Manager before the unit is occupied by tenants. Homeowners are responsible for behavior of tenants or guests and for any fines or penalties imposed for a guest or tenant who violates Woodstone rules, regulations or policies.
- 3 Any homeowner who wishes to sell or lease a unit shall give to the Property Manager fourteen (14) days written notice of intention to sell or lease. The Property Manager will notify all Woodstone co-owners of a pending lease or sale.
- 4 Fees are due on the first day of each month and are late after the tenth. When homeowner fees are thirty days delinquent the Property Manager will proceed to disconnect all services provided by Woodstone to a unit and, in accordance with Woodstone Master Deed and Bylaws, while in arrears the homeowner will be ineligible to vote, either in person or by proxy, in any Woodstone election.
[See note #2, below]
- 5 All residents of Woodstone must register their name, address, and telephone number with the Woodstone Property Manager.
- 6 Each homeowner is provided parking for a maximum of two (2) vehicles, which must be operable and display a valid and current license plate. [See note #3, below]
- 7 Neither washing nor repair of vehicles is permitted on Woodstone premises.
- 8 All residents and guests must obey traffic signs and observe the 24 MPH speed limit posted throughout Woodstone. Vehicles must always yield to pedestrians.
- 9 Please do not litter. All garbage must be placed in trash collection dumpsters. Boxes should be broken down.
- 10 Playing is prohibited in parking lot areas and streets. No skateboards or roller blades are allowed on the streets or parking areas.
- 11 No guns or projectiles of any type are to be discharged on the premises.
- 12 The pool opens on Memorial Day weekend and closes on Labor Day weekend. Anyone using the pool must be accompanied by a homeowner with a valid pool pass. Anyone who does not have a pool pass will be asked to leave. Neither pets nor glass of any type are allowed in the pool area.

- 13 Volatile and flammable substances should not be stored in or around units.
- 14 Outside water faucets and yard hydrants are used for unit and grounds maintenance only.
- 15 Decks, patios, and porches are to be used for seasonal furniture, not for general storage. Firewood must be neatly stacked on a log rack at least 4 inches away from the wall and 4-6 inches off the deck to protect the unit against damage. [See note #4, below]
- 16 No laundry or pool towels are allowed to be hung outside units or draped over railings.
- 17 All toys, bicycles, tools, etc. must be stored inside a unit.
- 18 When outside, a pet must be on leash and attended to at all times by its owner. Animals cannot be fastened or chained in any manner outside a unit. Neither may animals be fed outside nor left on decks, patios or porches for extended periods of time or while the owner is away. Such areas are common property; any damage done by animals will be charged to the unit owner.
- 19 Any landscaping around a unit must be approved in advance by the Board of Administration. All landscaping must conform to the master deed and bylaws of Woodstone. No trees or shrubs may be cut or trimmed without Board approval.
- 20 Decks, patios, porches and landscaped areas are common property; homeowners must get approval from the Board of Administration prior to making any alteration to common areas. Birdfeeders are not permitted since they encourage vermin to nest in units. [See note #5, below]
- 21 Except for small postings of real estate transactions, no signs or notices are allowed on the exterior of units. Seasonal decorations, such as Christmas or Halloween, are allowed, but only for the duration of the holiday season.
- 22 Residents are expected to be good neighbors. Excessive noise or nuisance activities will not be tolerated.

Please read the Woodstone Bylaws and Pool Rules for further information, posted at <http://www.woodstonehomeowners.org/policies.html>

Fees:

- a. **Woodstone Association monthly unit fee** (includes city water and sewerage, building/grounds insurance, repair and maintenance), \$ 250.00 [See notes #6 & #7, below]
- b. **Member Entrance Fee** (initial gate programming), \$ 50.00
- c. **Gate remotes**, \$ 60.00 each
- d. **Gate cards**, \$ 20.00 (first two, \$10 each additional)

Fines:

- a. **Late Payment Penalty**, \$ 20.00 each month late (accrues)
- b. **Returned check charge**, \$ 25.00
- c. **Lien placed on/off a unit**, \$ 25.00 per violation
- d. **Violation of Bylaws, rules or regulations**, \$ 50.00 per occurrence *
- e. **14-day advance notice of sale requirement**, \$ 250.00 **
- f. **Violation of restricted rental policy**, \$1,000.00 **
- g. **Parking in fire zone**, \$ 300.00 per occurrence
- h. **Violation of the prohibition against cutting, trimming or otherwise modifying trees without Board approval**, \$1000.00 [See note #8, below]**

* Fines will double for each subsequent violation of the same offense within a six-month period from the date of the first violation.

** Fines will double for each subsequent violation of either the prohibition against unapproved cutting or trimming of trees or the requirement for 14-day advance notice and minimum one-year lease policy.

Any appeal of a fine must be made in writing to the Board of Administration within ten (10) days of receiving the fine. A copy of the written appeal must be delivered to the Woodstone Property Manager for processing. The Board of Administration has the power to levy additional fines under extenuating circumstances.

Notes:

- 1 Complaints and service requests are to be directed to Woodstone Property Management, Wise & Associates, at 423-926-7373 or by email to wspm@woodstonehomeowners.org Appeals of Property Management or Board of Administration actions should be directed by email to board@woodstonehomeowners.org . Current email addresses and phone numbers for property management and for the Woodstone Board of Administration can be found on the Woodstone web site at <http://www.woodstonehomeowners.org/office.html> and <http://www.woodstonehomeowners.org/board.html> .

The Property Manager will provide new residents a *Welcome Pack* comprising copies of rules and bylaws, as well as information regarding gate cards or remotes and how to access the Woodstone web site.

- 2 An accruing \$20.00 per month late charge will be assessed on late payments. A \$25.00 charge will be assessed for any returned check.
- 3 Residents of Woodstone should not park vehicles in 'VISITOR' spaces, which are provided in each neighborhood for convenience of visitors (owners of vehicles not domiciled at Woodstone). All overflow parking is confined to designated areas near the Woodstone pool and across from the tennis courts. Parking is prohibited on any grassed or landscaped ground and in fire lanes adjacent to buildings or other unmarked paved areas. Boats, campers, jet skis, ATVs and other recreational vehicles, commercial vehicles, etc., cannot be parked or stored on premises. Only street-licensed vehicles may be operated on Woodstone property.
- 4 The exterminator will spray inside units (if the homeowner wishes) and around building exteriors according to a quarterly schedule available from the Property Manager.
- 5 Garbage left on decks, patios, porches, will be removed and the owner of the unit will be charged \$50.00 per occurrence. If the offending unit is rented, it will be the responsibility of the owner to collect from the tenant; fines will be charged to the owner.
- 6 Annual meetings of all homeowners, the *Council of Woodstone Homeowners*, are held in March of each year to elect members to fill Board vacancies, to report the state of the Association and to plan for the future.
- 7 Woodstone insurance covers grounds, building structures and exteriors; homeowners should obtain "condo" insurance for their unit interiors and contents.

Notes, continued:

- 8 Woodstone practices for tree trimming incorporate basic policies to maintain the natural beauty of all Woodstone grounds. Woodstone does NOT condone the practice of "topping" hardwood trees, which creates abnormal, unsightly and unnatural growth patterns that weaken and make trees vulnerable to pest infestation and damage by natural elements.

All trees are common property of all Woodstone homeowners. Any modification, cutting or trimming must be approved by and supervised by the Woodstone Board of Administration and Property Manager.

A homeowner may request specific trees to be trimmed or cut, at the owner's expense, by submitting, via the Property Manager, to the Board of Administration a specific and detailed written request identifying the trees and justifying the actions requested. Limbs may be removed, but no more than twenty percent of the total volume of the tree may be affected. Problematic trees will not be topped, but may be cut down and removed, leaving stumps flush with the ground.

All work will be done under supervision of Woodstone Property Management, not the homeowner. In cases of approved requests, estimates will be selected by the Board from among several vendors. The requesting homeowner must pay Woodstone prior to work being actually performed and Woodstone will subsequently pay the vendor upon satisfactory completion.

A substantial fine (see Fines, above) will be levied against any homeowner violating Board policy regarding trees.