



## Summary of Policies and Procedures June 6, 2014

The following are some of the most important and asked about policies and procedures at Briar Hills

**Floor Coverings:** Residents living in a flat located above another unit must have carpet/rugs and at least ¼ inch carpet padding covering **80%** of the floor area throughout the unit except for kitchens, bathrooms and closets. Therefore, 80% of the living room, dining room, hallways and bedrooms must be covered with carpet/rugs and carpet padding. If you need assistance determining the amount of coverage you need, please contact your building's board representative.

### **Noise:**

No unit owner or occupant may use or allow the use of a unit in any manner that creates noises between the hours set by the Board which can be heard by persons in another unit that interferes with the comfort or convenience of any other owner or occupant.

Noxious, destructive or offensive activity shall not be conducted within units. No unit owner or occupant may use or allow the use of any part of a unit at any time in a way which unreasonably annoys, disturbs or causes discomfort to other owners or occupants, or in such a way as to constitute a nuisance.

Quiet hours are after 10:00 pm on weeknights and after 11:30 pm on weekends. Please be respectful of your neighbors, particularly if you live above another unit. There is no sound insulation in these units and even small noises are easily heard from unit to unit.

**Parking:** Only two vehicles per unit may be parked on the property. One vehicle may be kept in your assigned covered space in the back of the community. If you have a second vehicle, it may be parked either in an available spot in the back parking area near the dumpster or on the driveway in the front of the property. Please note the rules for parking on the front driveway which state that only one vehicle per unit may be parked overnight in that area. Guests are asked to park on Briarwood Drive or Chalmette Drive in order to leave room for overnight resident parking. Your neighbors will appreciate your help on this.

**Basement/Storage:** Please use your designated storage closet for your personal storage needs. Common basements are for placement of your washer/dryer only and should not be used for storing personal items. This is for safety, liability and general appearance reasons. Any personal items found stored in the common basements will be tagged and then removed after notice is given. Please help us out by keeping your personal items in your storage closet or in your home.

**Dumpster:** The trash dumpster is conveniently located in the rear parking area and is to be used only for residential trash/garbage disposal. Please do not put any moving boxes, appliance, furniture, construction debris or Christmas trees in or beside the dumpster. If the dumpster is full, do not set items along the side of the dumpster as the driver does not get out and pick up these items. Please be considerate of your neighbors when using the dumpster.

**Pets:** Only cats, birds and fish are acceptable as pets at Briar Hills. Dogs are not permitted. Owners may keep no more than two housecats and two birds per unit. All pets must be kept indoors for the safety of the animals and out of respect for your neighbors. Please refer to condo docs for more details.

**Pest Control:** Pest control service is included in your monthly association fees. Our community is currently serviced the third Wednesday of every month. If you would like to have your home serviced, you will need to contact our property management company, and they will explain what you will need to do in order to be placed on the rotating schedule. You will be required to provide a working key to your home and remember that security alarms (if present) must be disarmed on the day the service is rendered.



**Central Heating, Ventilation and Air Conditioning Systems:** Although the majority of the homes have been retrofitted with central HVAC units over the years, there are some units that still operate on window units. If you elect to install, update or in any way alter what is currently present in regards to your HVAC system, you will need to get written approval from the association Board of Directors prior to any work commencing. An easement agreement must be executed and the Board will work with you on the placement of the compressor/components prior to any work being done. As we all live close to one another, it is important that the units be placed carefully so as not to infringe on the rights of your neighbors.

**Washer/Dryer:** Washers and dryers are to be placed in the common basements (if a flat owner) and should not be installed inside your unit. Any owner connecting to common element pipes, lines, conduits, etc, must first obtain written approval from the association board. All dryers must be connected to dryer vent boxes and kept full of water at all times. Trashcans are provided in each basement for disposal of dryer sheets, lint and detergent boxes/bottles and are not to be used for personal household trash.

**Roof Top:** Rooftops are not common areas and are not to be used by homeowners or workers.

**Building Access:** Homeowners wishing to have utilities turned on/off or to admit tradesmen for repairs are responsible for providing such individuals access to the front or back doors normally kept locked. The Association does not maintain an on-site manager for this purpose. (2.11.14)

**Workers on site:** Except for emergencies and moving in/out, workers conducting repairs, renovations, etc. are permitted only between the hours of 8 am and 6 pm. All waste material must be hauled away and not deposited in our dumpster. (2.11.14)

**Leasing/Renting:** The leasing or renting of units at Briar Hills is prohibited unless you fall into the “undue hardship” category (see condo docs for description). The Board will take hardship requests into consideration and if approved, the leasing of the unit must follow the provisions provided on page 20 of your documents. This provision is in effect to protect the value of your home and to assist you in future financing transactions.

**Realtor Rules:** Notices for units for sale can be posted on the board provided at the foot of the driveway. Open houses may only be held on the weekend. A sign may be placed at the foot of the driveway along with arrows leading to the designated open house unit. No signs are permitted within or outside of an individual unit.

**Board meetings:** Board meetings usually take place the second Thursday of every month at 7:00 pm and you are invited to attend. The meetings take place in the association’s office located on the property or a Board members home. Check with a board member to confirm meeting schedules and locations. Contact the property management company to be added to the agenda if you wish to address the Board. Each building is represented by a resident who serves on the Board of Directors. You can find the name and contact information for your building’s Board representative as well as monthly meeting minutes at HMS website (<https://hms.cincweb.com/uploaddocs/hms/website/template/login.asp> ). You can contact your board representative for interpretation of any policies that you are unclear on or if you have any issues that you would like to be discussed at the next board meeting. We also encourage you to let your board members know of any concerns or suggestions that you may have to help make Briar Hills an even better community to live in.