Rules and Regulations

Halteman Villas Association

Revised/Approved 12/2024

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Mission Statement

While each of us has chosen to live in Halteman Villas for various personal reasons, we all share a common desire to reside in an attractive, serene, and safe environment.

To achieve these objectives, it is essential to have rules and regulations that govern our collective actions throughout the entire complex, including the limited common areas and those maintained by the Association.

These rules and regulations have been developed to provide flexibility for everyone without infringing on the rights of others.

We must acknowledge that there may be times when our individual actions are slightly restricted, but this is a small price to pay for the benefit of all and the beauty and tranquility of our community. Adherence to these rules and regulations is necessary to achieve the objectives set forth herein.

Occupancy and Age Restrictions

The purpose of this section is to define the 55+ community requirements under the Fair Housing Act.

Occupancy and Age Restrictions**:** In accordance with the Fair Housing Act (FHA) and 24 CFR section 100.34, each dwelling unit must have at least one resident who is fifty-five (55) years of age or older. This ensures that our community remains age qualified and meets the standards set forth by the FHA. Additionally, no one under the age of fourteen (14) years old is permitted to reside in any dwelling unit within Halteman Villas.

Association Office

1. The Halteman Villas Association office is located on the second floor of Building 7A and is open for business transactions Monday through Friday from 8:30 AM to 12:30 PM. When the office is closed, Security should be contacted in case of an emergency. Messages can be left on the office's telephone answering machine.

HOA payments can be dropped off in the mail slot next to the office.

2. For emergency purposes, owners should provide the Association Office with condominium keys. All keys will be securely stored by Security at the gatehouse. Owners may inspect their keys at any time, and any use of the key will be documented. Owners are responsible for providing a new key if locks are changed.

Common and Limited Common Areas

Common and Limited Common Areas play a crucial role in defining the shared and exclusive spaces within a condominium community.

1. Common Areas and Facilities are those spaces that all owners have the right to use and for which the Association is responsible. These include areas such as the grassy regions north and east of the swimming pool, the streets, the swimming pool itself, and the Community Room in Building 7A.

   Limited Common Areas and facilities are designed for the exclusive use of a particular condominium owner. These include garages, parking spaces, adjacent yard areas, balconies, patios, and storage areas. Understanding the distinctions and regulations governing these areas is essential for maintaining harmony and ensuring the proper use and upkeep of the community's shared and private spaces.

   A. Alterations to Common Areas: No changes to the common areas are permitted, including and not limited to building alterations, installation of structures, landscaping, fences, or any other items such as awnings, patio enclosures, flag poles, etc.

   B. External Alterations: Owners who desire external alterations to their condominium must first seek approval from the council of co-owners for the unit involved, complete the Application for Alteration of Common Areas, and submit the application to the Board for approval. A copy of the Request for Alteration is at the end of this book, additional copies can be obtained from the Association office.

C. Construction and Repairs: New construction and/or building repairs are permitted Monday through Saturday between the hours of 8:00 AM and 6:00 PM. No activity of this nature is allowed on Sunday or holidays. In the event of a dire emergency, approval to deviate from this regulation should be requested by contacting the building director(s).

D. Signage: With the exception of required building and condominium postal numbers, no sign, advertisement, or other lettering shall be exhibited, inscribed, painted, or affixed on any part of the outside or inside of the common areas of any building.

E. Antennas and Satellite Dishes: Antennas and satellite dishes of any size, if installed, cannot be visible and cannot be located on a roof.
Basketball hoops and other game equipment are prohibited in the common and limited common areas of the complex.

F. Recreational Activities: Recreational activities are limited to the grassy (green) areas north and east of the swimming pool. Recreational equipment must not be left in place overnight.

Flowers and Ornamentation

To provide continuity while encouraging owners to use flowers and seasonal decorations to beautify our community.

A. Flowers:
   1. All flowers, whether potted or in-ground plants, are the responsibility of the owner to maintain.
   2. Flowers should be planted in established beds only.
   3. Temporary flower pots must be removed and stored during the off-season.

B. Garden Ornaments:
   1. If you wish to place garden ornamentation in your flower beds, please consult your building director before doing so. Garden ornamentation is the responsibility of the owner.

2. Please do not put ornamentation in lawn areas.

C. Outside Holiday Decorations:
   1. Religious/Holiday decorations may be displayed two (2) weeks before and (2) weeks after the holiday.
   2. Religious decorations may be displayed from Thanksgiving through the first week of January.
   3. Fall (non-holiday) decorations may be displayed throughout the fall.

Service and Emotional Support Animals and Pets

An owner or perspective owner of Halteman Villas that has or intends to have a Service/Emotional Support Animal should obtain the "Service/ Emotional Support Animal Registration" packet from the Halteman Villas Association (HVA) office. The owner or perspective owner requesting to house a Service/Emotional Animal on the premises of Halteman Villas must be a person that has a disability pursuant to applicable fair housing laws, including the Federal Fair Housing Act.

An owner or perspective owner should fill out the Service/Emotional Support Animal Packet in its entirety and return the completed forms to the HVA office, the Service/Emotional Support Animal Committee will schedule a meeting with the owner or perspective owner to discuss RULES and REGULATIONS pertaining to the Service/Emotional Support Animal.

Service/Emotional Support Animals are permitted to be kept in the owner or perspective owner's condo unit only as long as the disabled owner remains an occupant of the condo.

All forms pertaining to Service/Emotional Support Animals are available from the HVA office or a Service/Emotional Support Animal committee member.

Residents are allowed to keep caged birds, aquariums and up to two (2) domestic cats.

Hallways, Elevators, and Storage Areas

To ensure the safety, convenience, and aesthetic appeal of our shared living spaces, we have established the following guidelines for the use of hallways, elevators, and storage areas. These rules are designated to promote a harmonious living environment and prevent any activities or storage practices that could pose hazards or inconveniences to residents. Please review and adhere to these guidelines to help maintain a pleasant and safe community for everyone.

1. Lobbies, halls, stairways, and elevators shall not be used as exercise or recreational areas. They may not be used in a way that interferes with other owners' convenience and safety.

2. Storage in stairways and halls is not permitted.

3. Mops, cloths, brooms, and vacuum cleaner bags shall not be shaken from condominium windows, balconies, hallways, garages or into trash chutes (building 2 only).

4. Bicycles are to be brought in and out of buildings through garage entrances only. They can be stored in the garage or storage area of the respective condominium.

5. Owners shall not store combustible items of any type in their condominiums, hallways, stairs, storage rooms, or garages.

6. Garage areas shared as limited common areas are not to be utilized as storage for items other than bicycles and lawn/garden equipment unless agreed upon by a simple majority of the building owners. A refrigerator or freezer is permitted in the garage area if approved by the building owners.

7. Storage areas in garages shall be maintained in a neat and orderly manner. They should present a good appearance, be free of fire hazards, and not impinge upon others' space or freedom of movement.

Windows, Balconies, and Patios

To maintain the aesthetic appeal, safety, and harmony of our community, we have established the following guidelines for the use of patios, balconies, and window treatments. These rules are designed to ensure that all residents can enjoy their living spaces without inconvenience or disruption. Please review and adhere to these guidelines to help us preserve a pleasant and attractive environment for everyone.

1. Patios and balconies are Limited Common Areas and must not be used in any manner that disturbs other residents or detracts from the building's appearance.

2. All window treatments visible from the outside must be white or off-white.

3. Grills may be used only on ground-level patios and must be positioned so that smoke or odors do not bother other residents.

4. To prevent water damage from rain or melted snow in multi-story buildings, residents are requested to close all windows and patio doors when leaving their condominium. Additionally, if leaving windows or patio doors open is causing damage to other units, residents must close them immediately to prevent further issues. If damage occurs, the owner with the open windows or doors is responsible for damage done to other condominium units.

5. No items shall be suspended from balcony railings, walkway railings or window ledges, including flower pots and bird feeders.

6. Awnings are permitted with the following specifications:
    A. All awnings must be made of black canvas or a ripstop type of fabric.

    B. Retractable awnings are permitted.

Vehicular Traffic, Parking and Garages

To ensure a safe, orderly and pleasant living environment for all residents, we have established the following vehicle and parking regulations. Please take a moment to familiarize yourself with these rules to help maintain the community's standards and ensure everyone's comfort and safety.

1. Vehicle Registration and decals: All vehicles must be registered at the Association Office and display the "Halteman Villas" decal on the lower left-hand corner of the windshield. If a registered vehicle is permanently removed from the premises, the decal must be removed and destroyed.

IF YOUR VEHICLE IS PULLED TOO CLOSE TO THE GATE IT WILL NOT GO UP!

2. Operator's license requirement: Anyone driving automobiles, trucks, or motorized vehicles must possess a valid operator's license.

3. Safe Driving practice: Vehicles must not be operated in a careless or inconsiderate manner.
   THE MAXIMUM SPEED LIMIT IS 18 MILES PER HOUR

4. Parking restrictions: To maintain space and appearance, boats, trucks over 3/4 ton, trucks with attached equipment, trailers, or recreational vehicles (RVs) are not allowed to be permanently parked in any parking area or on the street. Motor homes may be parked temporarily (24 hours). No vehicles of any kind shall be parked overnight or regularly in building parking areas unless agreed upon by the condominium owners in a given building. Personal vehicle overnight parking is permitted on driveways by owners or their guests.

5. Front circle driveways: The front circle driveways for buildings 2 and 7A are designated for loading, unloading, and emergency vehicles. One lane must always be kept clear for emergency vehicle passage. Owners should direct guests and contractors to use designated parking areas.

6. Street usage: Streets are available for walking, jogging, cycling, skating, cross country skiing, and similar activities. Residents are responsible for any quests participating in these activities.

7. Overnight street parking: There shall be no overnight parking on any street.

Trash and Refuse

To maintain a clean and pleasant environment for all residents, we have established the following trash disposal guidelines. Please adhere to these rules to help keep our community tidy and free from pests.

1. Proper trash wrapping: All trash, including bottles and cans, must be tightly wrapped and tied in substantial paper containers or plastic bags before being deposited in chutes (building 2 only) refuse dumpsters, or set out for curbside pickup.

2. Curbside placement: To prevent issues with animals, trash and refuse should only be placed at the curb on Wednesday. Have trash to the curb by 10:00 am.

3. Garbage can prohibition: Use of garbage cans is prohibited.

4. Box disposal: Please break down boxes before placing them in trash bins.

5. NO FURNITURE OR RENOVATIONS MATERIALS ARE ALLOWED IN THE TRASH BINS.

6. Trash bin locations: Trash bins for building 7A are located in both the east and west parking lots. For building 2, trash bins are located in the garage area.

Swimming Pool

The pool is for the enjoyment of residents and their guests. It is your pool. Please help keep it nice and functioning properly by reporting any problems, concerns, or questions to a pool committee member.

1. NO LIFEGUARD IS ON DUTY. Residents and guests use the pool at their own risk.

2. Pool hours: The pool is open for swimming from 8:00 am to 9:00pm during the summer season. At 9:00pm, all gates will be locked except for the south gate (faces Building 7A). From 9:00pm to 10:00 pm, the pool deck is open for socializing, but no swimming is allowed. A committee member or resident will be responsible for locking the south gate upon leaving and posting the "CLOSED" sign on all gates. Pool hours or closures may be modified due to weather, maintenance, and other factors.

3. Guest policy: A resident must accompany all guests and is responsible for their safety and conduct. Due to the pool's size, residents should limit the number of guests. Children 14 years of age or younger must not be left unattended at the pool.

4. Pool availability: The pool is not available for resident parties, organizations or other groups.

5. Flotation devices: Large flotation devices are not allowed if they interfere with others.

6. Suntan lotion: Do not enter the pool with an excessive amount of suntan lotion.
    A. If using suntan lotion or oil, place a towel on the chair or lounge before sitting.

7. Restrooms: Restrooms are located in the Community Room. The community room is not to be used for changing in or out of swimming attire. Wet swimming attire is not permitted in or through the lobby of building 7A. Please dry off.

8. Clean up: Before leaving, please tidy up your area, collapse the umbrella, and remove all trash.

9. No animals are allowed within the fenced pool area.

10. No smoking: Smoking, vaping, or tobacco products are allowed within the fenced pool area.

11. No illicit drug use is allowed.

Additional Rules and Regulations (under the jurisdiction of the state and county health department).

1. Showering: A cleansing shower must be taken before entering the pool and another after using the toilet. A shower is located in front of the pool house.

2. Health conditions: Persons with exposed sub-dermal tissue, open blisters, cuts, etc., are advised not to use the pool.

3. Diarrhea: Persons who have or have had diarrhea in the past two (2) weeks shall not enter the pool.

4. No Diving: Diving is not allowed.

5. Appropriate Attire: All bathers must wear appropriate swimming attire. Street clothes are not allowed in the pool.

6. Behavior: No running, boisterous, or rough play within the pool area. Be respectful of others.

7. Hygiene: No spitting, spouting of water, blowing nose, and similar behavior in the swimming pool area.

8. No Glass or Chinaware: No glass or chinaware is allowed within the pool deck or pool. No food is allowed in the pool.

9. Trash Disposal: Place all refuse in the trash container by the pool house.

10. Diapered Children: Diapered children must be in swim diapers or plastic pants with elastic around the legs to enter the pool. Do not change diapers poolside.

11. Fecal or Vomit Incidents: If a human fecal or vomit incident occurs in the pool, clear the pool of swimmers and notify a pool committee member immediately.

12. Emergencies: In the event of an emergency, call 911 and start first aid/rescue efforts. The telephone is located in building 7A elevator for emergencies. Emergency first aid kit, pool rescue hook, backboard, and life ring body are located near and in the equipment closet on the east side of the pool house.

Swimming Pool revised/approved 3/25/2024

Security

For the safety and security of our community, all residents and guests are required to follow the security procedures outlined below. Your cooperation is essential in maintaining a secure and peaceful environment for everyone.

1. Guest Notification: Please notify the security gate if you are expecting guests or tradespeople.

2. Reporting Suspicious Activity: Any suspicious person or incident should be reported immediately to security.

3. Vehicle Identification: Owners must stop their vehicles at the gatehouse for security to identify the resident or verify the presence of a valid “Halteman Villas” decal on the lower left-hand corner of the windshield.

4. Unnotified Guests: If an owner has not notified the security gate, security will call the owner for permission to allow entrance of the guest or tradesperson.

5. Parking Directions: Security will direct guests and tradespeople to the designated parking areas. Before hosting a large event, residents should provide security with a list of attendees.

6. Special Access Circumstances: When special circumstances require a non-resident to have access to a specific condominium (e.g., illness, vacation), the following procedures must be followed.

    A. Authorization: The resident must have completed written authorization on file in the office, listing the individual's name, address and relationship to the resident (e.g., family member, employee, friend). The Office Manager will validate and deliver an HVA Gate Pass to Security.

    B. Validity Period: The HVA Gate Pass will be valid for periods specified by the resident, not to exceed six (6) months. Requests for renewals must be made through the Office Manager.

    C. Responsibility: Halteman Villas Association is not responsible for supervising or monitoring the activities of those admitted with a temporary HVA Gate Pass.

    D. Conduct: Any deviation from proper conduct will void the privilege of the HVA Gate Pass.

    E. Decal Issuance: Under no circumstances will a "Halteman Villas" decal be issued to those admitted with an HVA Gate Pass.

7. Pre-Approved Access: Residents can complete a card with the names of up to five (5) individuals who can have access to the community without calling security. All other vendors and deliveries must be called to the guard shack as normal.

Sales and "Open Houses"

The purpose of this section is to outline the requirements for the sale of a condominium within the Halteman Villas Association (HVA). The declaration states that a potential purchaser must be approved by the Association to the purchase. This approval shall be based solely on valid legal reasons and shall not discriminate against a purchaser based on race, religion, ethnic origin, or sexual orientation.

1. Required Forms:
    A. Owners must complete the appropriate forms for the HVA office related to the sale of any condominium. Please contact the HVA office for th necessary form(s). (A copy is included at the end of the book, with additional copies available in the office.)
        1. Notice of Proposed Sale of Condominium in Halteman Villas Association, Inc.
        2. Final Sale Checklist for Sale of Condominium in Halteman Villas

2. Financial Obligations:
    1. It is the responsibility of of the selling agent to inform the potential purchaser of the financial obligations of ownership, such as monthly maintenance fee, what it includes and the possibility of special assessments.

3. Open Houses:
    1. If an owner, realtor, or auctioneer chooses to hold an "Open House", they or a designated person must be present at the condominium during the hours of the "Open House".

4. Signage:
    1. The only signage permitted for selling a condominium is an "Open House" sign, which must be removed at the conclusion of the public viewing. No other signs advertising the sale are allowed anywhere in the complex.

5. Documentation:
    1. Before the closing of a sale, the seller must provide the potential purchaser with copies of the Association's Rules

and Regulations, Association by-laws, Declaration of Horizontal Property Ownership for their specific condominium, and any other documents pertinent to ownership of a Halteman Villas Condominium. These documents must be presented to the purchaser at least two (2) weeks before the finalization of the sale. If the purchaser accepts the stipulations of the documents, arrangements will be made for an orientation meeting with representative of the Halteman Villas Association prior to closing. The purchaser shall sign the "Acknowledgement" of the rules and regulation at orientation. The original will be kept in the HVA office, and a copy will be given to the purchaser. (See acknowledgement at the end of this book.)

6. Public Sales:
    A. Sales open to the public (e.g., garage sales, auctions, etc.) are not permitted on the premises.

Moving and Deliveries

To ensure a smooth and orderly process for moving furniture or equipment in and out of the Halteman Villas Association Buildings, the following guidelines must be adhered to by all residents and their moving contractors. These rules are designed to minimize disruption, protect the property, and ensure the safety and convenience of all residents.

1. Moving Schedule:
    A. Any movement of furniture or equipment in or out of the building must take place Monday through Saturday, between 8:00 am and 7:00 pm. Moving is not permitted on Sundays or holidays. Care should be taken to protect the buildings, and the move should be accomplished with minimal disruption and inconvenience to other owners. Owners are responsible for repairing any damages.

2. Advance notice:
    A. Advance notice of at least three (3) days must be given to the Association Office for any moving activities (in or out). Security will deny admission to commercial and private movers if such notice is not provided.

3. Elevator Pads:
    A. Pads must be used whenever elevators are utilized for moving. The Association Office will arrange for pads to be installed upon receiving notice of an intended move.

4. Carpet protection:
    A. Any moving contractor or person assisting with a move must be informed by the incoming and outgoing owners that runners are to be placed over all carpeting in common areas for protection. Owners and movers are responsible for repairing any damages.

5. Specific Rules:
    A. Specific rules governing moving procedures for buildings 2 and 7A are available in the Association Office.

General Procedures for Resolving Problems

To maintain a harmonious living environment within the Halteman Villas Association (HVA), it is essential to follow the established rules and regulations. When these rules are not adhered to, the appropriate procedure to correct the situation depends on the offending party and the nature of the offense. The following guidelines outline the steps to be taken in various scenarios.

1. Violations by residents or guests from the same building:
    A. Initial resolution
        1. The resident noting the violation should attempt to resolve the issue individually or with the assistance of the building director.
            + if a satisfactory solution is reached, the building director should document the resolution and inform the Association Office.

            + If no satisfactory solution is reached, the building director must become involved. If the issue remains unresolved within the building, a fully documented report should be submitted to the executive committee, which may appoint a

mediation committee for recommended action. The mediating committee shall consist of at least three (3) owners who are neither directors or owners of the building directly involved in the problem.

2. Violations involving the Building Director:
    A. Initial resolution:
        1. If the resident noticing the rule violation is comfortable speaking to the building director, they may attempt to resolve the issue directly. If this does not resolve the problem, the resident may submit a written complaint to the Executive Committee, which may appoint a mediation committee for recommendation action. The outcome of the committee's action shall be documented and kept in a separate file in the Association Office. If the committee's solution is acceptable, the problem shall be considered resolved. If no resolution is reached, the matter will go before the board.

3. Violations by residents or guests from different buildings:
    A. Initial Resolution:
        1. If the resident noticing the rule violation is comfortable speaking to the offending party, they may attempt to resolve the issue directly. If this does not resolve the problem, the resident may submit a written complaint to the Executive Committee, which may appoint a mediation committee for recommendation action. The outcome of the committee's action shall be documented and kept in a separate file in the Association Office. If the committee's solution is acceptable, the problem shall be considered resolved. If no resolution is reached, the matter will go before the board.
        2. If the resident is not comfortable speaking to the offending party, they should document the rule violation and submit a written complaint to the Executive Committee.

Penalties

To ensure compliance with the policies of the Halteman Villas Association (HVA), the following penalties are established for any violations. These penalties are designed to maintain order and fairness within the community, and to ensure that all residents adhere to the established rules and regulations.

1. Non-Compliance or Violation Penalties:
    A. Any non-compliance or violation by an owner or visitor of the policies set forth in the Declaration of Horizontal Property Ownership, the Association By-laws, or this document of Rules and Regulations will result in a penalty of $25.00 for the first incident if the violation is not corrected within ten (10) calendar days following written notice from the Association. Any violation that continues will incur a $25.00 charge per day until the situation is corrected. Penalties shall be approved by the board and administered through the Association office. The responsible condominium owner will be kept appraised of the penalties on a continuing basis. If penalties are not paid, a lien will be issued against the condominium. Additionally, the Association is entitled to reimbursement of all reasonable expenses in collecting such penalties, including attorney fees and court costs.

2. Maintenance Fees:
    1. Maintenance fees are due and payable on or before the 1st day of the month. They are considered delinquent after the 10th day of the month. Consistently late maintenance fees are subject to penalties detailed in item 1 above. Any fee not paid by the 10th of the month shall accrue interest at 8 percent per annum until paid in full.

3. Special Assessments:
    A. Special assessments may be levied by either the Association or by any building council of co-owners (for that building's owners only). Late payment of special assessments is subject to penalties detailed in item 1A above.

Community Room

If you're planning to host a private event in our community room, please review the following guidelines to ensure a smooth and enjoyable experience for everyone.

1. Booking Private Functions:
    A. Condominium owners wishing to book the community room for a private function must contact the association office several days in advance to make the necessary reservation.
2. Room Capacity:
    A. The community room can accommodate up to 32 people.
3. Community Room Policies:
    A. The condominium owner is responsible for any damages that occur.
    B. All activities must be confined to the community room.
    C. Non-owners using the community room will not have access to the swimming pool privileges. There are no exceptions to this rule.
    D. All community room furniture must remain inside the room and should not be taken outdoors.
    E. Loud music or noise is prohibited after 10:00 pm.
    F. If a scheduled function is in progress, please respect its privacy by not entering the community room.
    G. Parking for guests attending events in the community room is available on the street in front of building 7A and in the parking lot west of the building.

Amendments

The Board reserves the right to amend these rules and regulations at any time by a majority vote. Any amendments will be provided to all owners. Owners my propose amendments by submitting them in writing to the Board for consideration.