

# **GLENEAGLES VILLAGE HOMEOWNERS HANDBOOK**

## **Of Rules, Regulations & Responsibilities**

Supersedes Gleneagles Village Architectural Guidelines & Notes Published on March 31, 1990, Site Restrictions & Maintenance Guidelines published on February 15, 1993, Site Restrictions & Maintenance Guidelines Published on February 1995, and the Gleneagles Village Homeowners Handbook originally published on June 26, 1998. Subsequently revised May 1999, July 2003, November 2003, February 2008, and August 2008.

**ADOPTED BY THE BOARD OF DIRECTORS & REVISED AUGUST 2008**

## **INTRODUCTION**

This handbook is intended to summarize several provisions of the Gleneagles Village Declarations as originally adopted and accepted by the homeowners at the time of their purchase.

The following acronyms are used throughout this document:

ARC	Architectural Review Committee
BOD	Board of Directors
GEV	Gleneagles Village
HOA	Homeowners Association
LSC	Landscape Committee

## **A. IMPROVEMENTS TO PROPERTY**

This is defined as the construction or installation of a fence or screen, patio, deck, roof over the patio, patio enclosure, room addition, hot tub, satellite dish or any other change to the exterior appearance of the dwelling. Any change to the exterior of a dwelling or the surrounding landscape must have approval from the applicable committee before work begins, except as noted below:

It is the goal of the following guidelines to maintain and preserve the aesthetic and architectural quality of Gleneagles Village. We want to ensure improvements to the property are made in harmony with, not detrimental to, the rest of the community. If you are contemplating an improvement to your property, you should obtain a copy of the "Gleneagles Village Architectural Review Committee Guidelines for Residential Modifications: available at the GEV Clubhouse. If a particular subject is not addressed within the GEV Declaration, the current Highlands Ranch Residential Improvement Guidelines and Site Restrictions will prevail.

1. **ACCESORY BUILDINGS:** Will not be approved.
2. **ADDITIONS:** A room addition or home expansion requires the submission of a detailed plan and specifications. If a licensed architect did not prepare a plan, the GEV/ARC will disapprove the plan until that step is taken by the homeowner. Materials and appearances must match the existing exterior of the residence.
3. **ADDRESS NUMBERS:** Must be located on both the front and the rear of the home. The house numbers style may be changed without approval.
4. **AIR CONDITIONING EQUIPMENT:** The unit and pad should be located between the houses. The selected location should not create an unreasonable noise level for adjacent property owners. For attached units, an exception will be given to place the air conditioner at the rear of the house without prior approval.

5. **ANTENNAE:** Exterior television, radio and other antennae are not permitted on the yard, roof or exterior walls of a dwelling. Antennae may be installed in the attic space or garage. If poor reception necessitates an exterior mount, please contact the ARC for assistance in determining the appropriate placement.

One small (39 inch or less) **satellite** dish may be installed and maintained by the homeowner for private use. The ARC must be consulted on where to locate the dish to preserve the aesthetic appearance of the dwelling.

6. **DECKS & PATIOS:** Must be wood or non-maintenance material. They should be stained painted or built of a material with color throughout. The deck must be of a suitable size to fit in the back yard. The construction should not extend more than sixteen (16) feet from the foundation or extend beyond the side foundation of the unit. Skirting, of solid material, is required to keep out debris and animals. Contact the ARC for complete guidelines and requirements.

**Awnings & Overhangs:** The canvas must be removable or retractable and the color must be compatible with the house paint. Maintenance is the homeowner's responsibility. Contact ARC for complete guidelines and requirements for adding a sunshade or solid roof.

**Hot Tubs:** They should be an integral part of the deck or patio at the rear of the unit. They should be screened from view. Contact ARC for specifications.

7. **DRIVEWAY EXPANSION:** A narrow expansion to accommodate a walkway or steps to the street is allowed. The homeowner is responsible for moving the water line and sprinklers. Paving part of the yard for more off-street parking is prohibited. Imprinting or resurfacing of the driveway requires ARC approval.
8. **GREENHOUSE WINDOWS:** The ARC approval will be based on the general aesthetics. It must be located on the side or rear of the unit and not obstruct the view from another unit.
9. **LIGHTS AND LIGHTING:** The GEV ARC must approve any change or addition to the exterior lighting. Lights must be directed toward the ground or house so the light remains with the property boundary and does not cause a glare for other homeowners.
10. **LANDSCAPING:** The original landscape was provided by the builder. Any addition or change must be submitted to the LSC for their approval, and the homeowner is responsible for the cost of installation and maintenance. A list of approved trees and "Landscape Modification" forms are available at the GEV clubhouse.

Homeowners are not authorized to modify anything in the common areas, including planting or modification of grade without obtaining prior approval of the LSC and the BOD. The normal application process must be followed.

11. **SKYLIGHT:** No approval is required if it is less than 3 feet by 5 feet. Leaks and resulting damage from this installation are the homeowner's responsibility,

**12. WINDOWS:**

- a. Tinting film used to tint windows must not have a mirror (reflective) quality. Approval is not required.
- b. Security bars are not permitted.
- c. Replacement windows must be fitted into the same space as the previous windows. Use of grid separators or light control between panels is optional and does not require approval. The ARC must be notified when windows are replaced.

13. **VENTS:** No approval is required. Any leaks and resulting damage from this installation are the homeowner's responsibility.

14. **APPLICATION FORMS:** Applications to change the exterior of your home (Architectural or Landscape) are available at the GEV clubhouse. When completed, they are to be left at the GEV clubhouse.

**B. MAINTENANCE GUIDELINES**

Pursuant to the FEV HOA Declarations and subsequent amendments, the following criteria have been established for homeowners and the HOA.

- 1. New homes carry both a building and landscape warranty from the builder. The GEV HOA is not responsible for warranty items. Homeowners must seek and obtain resolution directly from the builder. The HOA will not repair, replace or maintain items that are covered by the warranty.
- 2. Maintenance areas are defined in the Declarations and Amendments. The HOA is responsible for maintaining specified items as set out in the builder's basic home specifications. These include driveways, front walks, steps, front porches and entries, turf, shrubs, trees and rock beds.

The homeowner is responsible for the repair and maintenance of any addition, including options installed/erected by the builder. This includes, but is not limited to, cement rear porches, patios, patio roof extension, and iron railings.

- 3. Privacy fences on Mission Viejo units will be repaired, repainted or removed at HOA expense during the next scheduled painting cycle for that residence. All other railing

and privacy screens must be maintained at the homeowner's expense. Perimeter fences along property lines are not permitted.

4. Replacement garage doors now require GEV/ARC approval. In the event of an emergency need for replacement, the homeowner should contact any member of the ARC to obtain approval on an urgent basis. It is not necessary to paint replacement doors if approval is obtained from the ARC. However, if the homeowner wishes to leave a replacement door unpainted, the only other color choice is white, to match the trim. Alternatively, the homeowner may paint the door anytime at their expense. If painted, garage doors will be the same color as the siding. If the homeowner so desires, they may have the door painted by the contractor during the regular re-painting cycle. Where there are attached units, the homeowners must agree on a color choice so that all garage doors are the same color.
5. The HOA is responsible for the care and maintenance of the exterior surfaces of the unit as originally designed (not including changes to the basic unit whether constructed by the developer or other contractor.) Care and maintenance is defined as painting and replacement of roof shingles. Surfaces are defined as the surface of siding, trim boards, gutters, downspouts, flashing, garage door, front door, window and door frames, air vents, skylight frames, roofs, chimney siding and trim, stacks and originally installed Mission Viejo privacy fences.

The HOA will schedule painting for various sections of GEV as determined by the BOD. The homeowners in the applicable section will be notified of the scheduled painting. The homeowner will be provided information about the available paint colors and repairs they will be required to make at their own expense. The homeowner must make arrangements and will be responsible for the cost associated with painting any addition to the original unit.

6. Common sewer and water lines are the responsibility of the HOA. Care and maintenance is defined as repair as necessary to interface with the private lines serving the individual units.
7. After your warranty period, the HOA is responsible for the maintenance, repair or replacement of concrete within the Village, except for patios, walks, and porches at the rear of the unit. This includes the street sidewalks, entry walks, porches driveways, and areas subject to pedestrian traffic when cracks in the slab, or openings between unbroken slabs, exceed 1/2 inch in width or 1/2 inch in height. At the discretion of the BOD or ARC, smaller openings will be caulked.

Openings at the expansion joint between the driveway and garage floor are not subject to typical pedestrian traffic. Furthermore, contractors may pour the driveway lower than the garage floor to drain water. Repair and/or maintenance will not occur unless the vertical difference is approximately 2 inches or at ARC discretion.

Spalling of concrete surfaces (flaking) will only be repaired if the exposed surface is soft, at least 1/2 inch in depth, damage exceeds 25% of the surface area of any one panel and the ARC considers it a potential hazard.

## **C. GATES**

The front gate of GEV is equipped with an automated entry system. Please read these instructions carefully.

### **1. VISITORS:** (guests, repairmen, maid service, deliveries, etc.)

Instructions appear on the screen at our front gate advising the visitor to search for you name by pressing the # key. The visitor must enter the three-digit code that appears by your name to ring your home phone.

If you have identified the visitor and want to permit them entry, press “9” on your telephone and the gate will automatically open.

If you are on the phone, the visitor will receive a busy signal. This delay will block the front gate until you complete that call. If you are expecting a visitor, please keep other telephone conversations brief so you telephone line will be available to receive your visitors call from the front gate.

If you have call waiting, you can switch over to the visitor, let him/her in, and then return to the original call.

**NOTE:** The electronic system that controls the gate access operates on 4 impulses. If the visitor knows you 4 digit code, they should not use the # key – that would be 5 impulses and the system will not allow entry. If your visitor already knows you 3 digit number that activates the phone call from the system, they must use the # key so there will be 4 impulses. It would also be helpful for you to let visitors know that if they make a mistake the system takes about 30 seconds to reset before new input will be accepted.

### **2. PERSONAL CODES:**

Do not use the # key. Enter only the 4 digit personal code. If you provide this code to anyone else, please stress that they should not follow the screen’s instructions – they should **not** use the # key.

### **3. BACK GATE:**

The back gate entrance can only be opened with the remote control.

#### 4. **EXIT:**

You may exit the front or back gate automatically. There are sensors in the pavement to trigger the gate as a vehicle approaches.

#### 5. **CODE CHANGES:**

If you suspect your 4 digit code has become known to anyone who should not have free access to GEV, please inform the GEV Management Company immediately so that the code can be changed.

### **D. GENERAL**

#### 1. **ANIMALS:**

**Household Pets:** A reasonable number of dogs, cats, or other household pets may be kept on a residential site. They may not be kept, bred or maintained for commercial purpose, make objectionable noises or constitute a nuisance to other homeowners. They must be kept within an enclosure on the owner occupied residential site or on a leash held by a person capable of control. A responsible person must clean up after the pet. A “reasonable number” is defined for this purpose as no more than two (2) fur bearing pets per site.

**Dog Runs:** These are only permitted if incorporated into an extension of the deck railing or the privacy fences. Freestanding kennels are not permitted. Pets may be fed inside the run if the food dish/tray is promptly removed when the pet is finished.

**Bird Houses and Feeders:** Approval is not required for one feeder in the rear yard. The size is limited to two feet in length. Bird food should not contain millet as this attracts pigeons. It is recommended that cracked sunflower or sterilized thistle seed be used.

**Wildlife (including rabbits):** Except for a bird feeder, feeding of wildlife in any manner is not permitted.

2. **CLOTHESLINES:** No exterior clotheslines or devices for hanging clothing or household fabrics are permitted.

3. **FLAGS:** The American Flag can be flown in accordance with flag etiquette. State, seasonal and holiday flags may also be flown for a reasonable length of time. Displaying a flag for up to two weeks is considered reasonable.

4. **INSURANCE:** Insurance is a shared responsibility between the homeowner and the HOA. As the policy provisions and/or insurance agent may change from year to year the most current information is available at the GEV Club. There may be

variations from a standard HO6 policy and you should read the provisions carefully to assure adequate coverage.

5. **SIGNS:** Other than real estate, all signs require approval from the ARC. Approval is not required for real estate signs that satisfy the following: One sign per residence not to exceed 33 inches wide and 48 inches high; no more than 2 sides; and, placed at the front of the property facing the street at least 15 feet from the sidewalk, or at the edge of the rock bed, if less.
6. **TRASH:** All trash/garbage containers must be stored inside the dwelling/garage except for pick-up day. Containers with locking lids may be put out after 6:00 PM the day before pick up. All other containers, plastic bags, boxes, etc. must be put out on the sidewalk after 5:00 AM the day of pick up. Containers must be put back in the dwelling/garage by 8:00 PM the day of pick up.

#### 7. **VEHICLES:**

- a. No camper, boat, motor home, trailer, or other type of oversized vehicle (other than a Pick Up) may be stored or parked in a manner visible from any other property for longer than 72 hours in any seven day period, except as may be approved by the BOD.

Periodic movement of the vehicle for the purpose of circumventing this provision will not qualify for an exemption. Pick Up trucks may only be stored on the driveway or in the garage.

- b. Vehicles that appear to be inoperable will be considered abandoned and removed at the homeowner's expense.
- c. There is no overnight parking in the GEV Club house parking lot without approval from a member of the BOD. With approval, the vehicle may be parked in the lot after the GEV Club house is closed, but must be removed before 8:00 AM the following day.
- d. There is no overnight parking on the street during the winter months. Please refer to the fall edition of your Golden Eagle newsletter for applicable dates.
- e. Commercial vehicles are defined as, but are not limited to, a vehicle that has a business name or logo on it, has equipment attached to it, or is used for the purpose of providing services to an individual or corporation. They must be parked in the garage unless the homeowner obtains approval from a member of the BOD. With approval, it must be parked in the driveway or on the street in a manner that does not affect safety, street traffic, or pedestrians.

- f. An oversized vehicle is defined as a vehicle that cannot be parked in the garage. The homeowner must obtain approval from a member of the BOD to park an oversized vehicle in the street. It must be parked in a manner that does not affect safety, street traffic, or pedestrians.

## **E. HOMEOWNER'S RESPONSIBILITIES**

Article X. of the Association's Declarations set forth the responsibility of the homeowner to maintain the site and the dwelling unit. It is recommended that the unit owner read this article since it is quite comprehensive. In essence, excluding roofing paper and shingles, the unit owner is responsible for the repair and replacement of windows, glass, siding, trim boards, brick or stone wall and columns, doors, garage door, gutters and downspouts, and any other repairs to the unit considered to be part of the original structure and any additions. Section 10.2 has been amended to make the Association responsible for driveways and walks as set forth in this section. Decks, patios, porches and improvements installed at the rear of the unit are the responsibility of the unit owner to repair and maintain in a clean, attractive and sightly condition except for privacy fences installed on Mission units. The unit owner is also responsible to maintain the site so as to not impede the Association's ability to care for the "Maintenance Area."

## **F. FINES**

On June 25, 1998, the Board of Directors passed a resolution establishing the following fine schedule:

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| - First notice:  | Please correct the above violation immediately |
| - Second notice: | Pay \$50 with your Assessment Fee              |
| - Third notice:  | Pay \$100 with your Assessment Fee             |
| - Fourth notice: | Pay \$250 with your Assessment Fee             |

Failure to comply with the provisions contained herein may subject the homeowner to a fine as set forth above. Written notice will be mailed to the homeowner on any reported noncompliance. The homeowner shall have ten (10) days to correct the noncompliance. If corrective action is not taken within this ten (10) day period, a second notice will be mailed and the fine assessed. If action to comply is not taken after the second notice, subsequent notices and fines will be done s set forth in the Notice Letter sent by the Management Agent.