Ridgeline Townhomes at Carrollton Owners' Association, Inc.

Rules and Regulations

Adopted March 2024

Managing Agent

Secure Association Management

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Attachment "I"

I. INTRODUCTION

The following Rules and Regulations and Architectural Control Standards have been adopted by the Board of Directors of Ridgeline Townhomes at Carrollton Owners' Association, Inc., in accordance with the Declarations and By-laws. The Rules and Regulations are not only to protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents, to comply with the Ordinances and Codes of appropriate governmental jurisdictions, and to maintain an acceptable quality of life.

It should be noted that the Rules and Regulations do not replace the Declaration or By-laws, which the Board of Directors uses as its primary governing documents. Both Documents are in force. In case of conflict between the wordings of these documents, the Declaration will prevail over the By-laws and By-laws will prevail over the Rules and Regulations.

The Rules and Regulations shall apply to all unit owners, their residents, family members, tenants, occupants, agents, visitors, employees, and guests; and shall he enforced by the Board of Directors or its Managing Agent i n accordance with the applicable Documents.

The Rules and Regulations and Architectural Control Standards may be modified, repealed, or amended at any time by resolution of the Board of Directors when deemed necessary and in the best interests of unit owners/residents and the community.

II. GENERAL INFORMATION

Ridgeline Townhomes are located at the northeast corner of Tarpley Road and Keller Springs Road in Carrollton, Texas.

Common property in the development is classified as, "General Common Elements" and "Limited Common Elements."

The streets, curbs, sidewalks, lawns and lawn areas, trees and shrubs, exterior lighting, carports, and parking areas, and pools comprise the GENERAL COMMON ELEMENTS. The Homeowners Association (HOA), along with its Managing Agent, are responsible for the operational management, oversight of maintenance, and improvement of these elements, which are for the exclusive use of the individual residents/ unit *owners* and/or guests.

The LIMITED COMMON ELEMENTS are patios and fenced areas. The unit owner/tenant has the responsibility for the upkeep of these elements.

Patios and Fences: 'Trees are not permitted on patios. Absolutely no items can be adhered to, attached to, or hung on the fence. All items must be kept one (1) fool away from the fence. No climbing on fencing, swinging on gates, or slamming of the gates is allowed. *Fences shall not be altered in any way.* No vegetation shall be planted next to the fence except in planters. Homeowners are responsible for any damage to the buildings or other Common Elements caused by vegetation on their patio. No propane heaters on patio. No hot tubs on patio. Nothing can show above the fence line of the patio.

The Board has the responsibility to ensure the patios are properly maintained. Representatives of the HOA have the authority to enter patios at any time for required maintenance or inspection. Inspection of the patios may occur bi-annually or more frequently when deemed necessary. Repairs for any damages to fencing or patios caused by owner or tenant neglect will be directly assessed to the owner.

Owners are responsible for all water spigots attached to buildings including the water faucet and related piping. Maintained items that are the responsibility of the homeowner are listed in Section 3.7 (page 18) of the Declarations and Restrictions.

The owner shall maintain all lighting that is attached to the unit with the exception of HOA security and courtyard lighting. All windows, doors, and screens are the responsibility of the owner. The Board or the Board's Representatives must approve all lighting, door, screen, and window changes. The request can be made to the Managing Agent or addressed to the Board and placed in the mail drop at the clubhouse.

III. GENERAL RULES AND REGULATIONS

Any damage to buildings, grounds, equipment, or other Common Elements by any owner, tenant, guest, family member, or pet shall be repaired at the expense of the unit owner. This cost will be assessed in addition to a fine.

1. Common Elements: The lawns and walkways shall not be *used* for storage or parking and must not be obstructed in any way. No bicycles, toys, trashcans, or other personal property shall be stored in the Common Elements. No Malibu lights.

2. Garage Sales: Garage Sales are not allowed.

3. Signs: No signs may be affixed to or posted on any HOA property, its General Common Elements, or Limited Common Elements. No signs may be posted inside a window unit except a realtor's sign, rental sign, or security sign. Signs must face the courtyard. Any signs posted in violation of this rule will be destroyed, and the unit owner may be fined. No open houses, units must be shown by appointment only.

4. Postings on Doors: No flyers or other notices (except those needed for water cut-off or other notices required under the Rules and Regulations) may be placed on unit doors or in any Common Element.

5. Unlawful and Disturbing Noises/Practices: No unit owner or resident shall make or permit any unreasonable noise, which will disturb or annoy other residents, or permit anything to be done which will interfere with the rights, comfort, and convenience of other resident, All residents must comply with the City of Carrollton regulations to reduce noise levels between 10:00 PM - 6:00 AM, so as not to disturb the residents. At no time are musical instruments, stereos, radios, television sets, or other devices to be *so* loud as to become a nuisance.

6. Trash. Refuse. and Garbage: No one shall place trash or other refuse in the Common Elements except in containers or designated depositories. Trash cannot be stored by the front door or on the patio for more than 30 minutes. Arrangements for the removal of bulky items, such as mattresses, furniture, appliances, electronics, construction materials, chemicals, etc., must be made by the resident, and these items shall not be placed outside or in the dumpster. Any such fine will be assessed against the unit owner. Nothing can be left next to the dumpsters. If dumpsters are full, trash must be taken to another dumpster.

7. Window A/C Units: No window air conditioning units are allowed.

8. Window Treatments: All window treatments, FACI NG THE EXTERIOR must be white to off-white. This includes blinds and all other window treatments. All window treatments shall be kept in good repair.

9. Play Areas: Recognizing the need to maintain a safe environment for our children, as well as the need to maintain the General Common Elements of the complex, types and locations of play must be limited. Play must not be of a nature that is unsafe, and play must not be of a nature that is destructive, or potentially destructive, to any property. Because there is no place suitable as a designated play area in the Common Elements; it is important that children be appropriately supervised by an adult at all times to prevent risky activities such as playing in the driveways and parking areas, skateboarding, and riding scooters, bicycles, and other mobile toys. Activities such as riding mobile toys and ball playing that disturb and damage flower beds, lawns, carports, parked and moving cars, and all General Common Elements are forbidden. Climbing on the carports, buildings, and trees is forbidden. Acts deemed to be vandalism will be turned over to the Carrollton Pollice Department for appropriate action, regardless of the residential status of the child. Any and all damages caused by children shall be fully repaired at the expense of the unit owner with which they are associated.

10. Defacing of Property The Board has the responsibility to control the visual attractiveness of the property, including, without limitations, the right to require owners to eliminate objects which are visible from Common Elements and which, detract from the visual attractiveness of the property. No excessive watering in common areas.

11. Vandalisr11: Unit owners and their families, tenants, and guests shall not deface, remove, destroy, or permit the defacing, removal, or destruction of any portion of the Common Elements. Any vandalism will be reported to the local authorities. The cost associated with any vandalism shall be assessed to the unit owner.

12. Rental Property: All unit owners who rent to a tenant shall adhere to the following:
a. Notify the Managing Agent in writing that the unit is tenant-occupied, and provide the name(s), address and phone number of the occupants.
b. No lease shall be less than twelve (12) months. The unit owner must provide a copy of the lease agreement or lease renewal to the Managing Agent within thirty (30) days of the effective date.
c. Provide the tenant with a copy of the HOA Documents, and Rules and Regulations.
d. Include in the lease agreement a provision that the tenant has been given said Documents, has read and understood them, and agrees to abide by these documents. The unit owner is always responsible for the enforcement of the established Rules and Regulations.
e. *Provide* to the Managing Agent the name of any agent retained by the unit owner to manage the unit.

13. December Decorations: Decorations are allowed from December 1st to January 5th. Nothing can be placed in the common areas.

14. Clotheslines and/or Hanging of Clothes: No clotheslines or other materials shall be hung from the windows, placed on window sills, or hung/draped on fences. Nothing shall be placed in such a way as to be visible to the Common Elements.

15. Water Cut-off: The Managing Agent must be notified by the owner/tenant prior to any water cut-off and grant permission for the cut-off. The owner/tenant of the unit where the work is to be performed must obtain from the Managing Agent a list of all units affected by the water shut-off. A written notice must be placed on the door of each of these units twenty-four (24) hours in advance of the shut-off. Notice must also be emailed by managing company. This notice must contain:

a. The unit number where the work is to be performed.

b. Contact information for the owner or tenant.

c. The planned time of the water shut-off.

The period for non-emergency repairs is from 10:00 AM - 5:00 PM, for a period not to exceed four (4) hours.

For emergencies, the owner/tenant and/or the plumber must speak to the Managing Agent. The owner/tenant will be responsible for keeping the water cut-off to an absolute minimum amount of time.

IV. RESIDENTIAL USE

1. All units shall be used for residential purposes only.

2. No noxious or offensive trade or activity shall be carried on within any unit, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or other owners. There shall be no use or activity in any unit or Common Element that shall be in violation of any governmental law, ordinance, rule, or regulation.

V. INSURANCE

1. The HOA is required by law to carry insurance. There will be no activity in the Common Elements or in any unit, which will increase rates or result in cancellation of the HOA's insurance policy.

2. Water damage due to plumbing issues is not covered by the HOA policy. Owners are encouraged to purchase insurance for the liability due to water damage to/from adjoining units.

3. Owners are encouraged to maintain an individual contents' policy.

VI. ANIMALS AND PETS

1. All pets shall be kept leashed and under the control of their owner when they are outside the unit (including the patio). Pets shall not be allowed to run free or unleashed at any time. All City of Carrollton pet ordinances, including leash laws must be followed. Owners are responsible for all damages caused by their pets to the Common Elements and unit owner's property.

2. Dogs may not be walked on grassy areas in the Common Elements. Any defecation by a pet on the common area shall be immediately picked up and properly disposed. Pet waste stations are located by the back pool and the recycle bin, not in the courtyard.

3. Pets must be vaccinated and kept in accordance with the city/county health department laws and regulations. Contact the city/county animal control or health department for more information.

4. No animal shall be left unattended or chained in limited Common Elements (patio or lawn area). Nor may pet houses, kennels, food, litter, or other pet-related items be left on patios. Pets may not be left overnight on patios.

5. No animal waste is permitted within the patio area.

6. Excessive barking of animals is not allowed. See Article 2.9, Section (5), page 12 of the Declaration and Restrictions.

7. No vicious or dangerous animals may be kept at any time upon the premises. No exotic animals may be kept in violation of any applicable laws or ordinances.

VII. MOTOR VEHICLE OPERATION AND PARKING RULES

1. Vehicles are prohibited from parking upon the Common Elements except in designated parking spaces.

2. Each unit shall have an assigned covered parking space near the unit. Each unit is allowed two (2) free parking stickers, upon board approval. Both vehicle owners must live on property. A third sticker may be purchased for $125 per year. Third parking sticker must be approved by the board. No more than three (3) vehicles are allowed per unit under any circumstances. The Welcoming Committee or Managing Agent will provide a registration form and issue the HOA sticker at the time of acquiring the unit. The sticker is specific to each vehicle and may not be interchanged. Any vehicle parked on the property without an HOA parking sticker may be towed at the owner's expense.

3. The Managing Agent MUST be immediately notified of the addition, loss, or replacement of any vehicle, AND of any change in License Tag identification or vehicle ownership.

4. Only mobile and operable motor vehicles with current and valid registrations, license plates, and inspection stickers may occupy any parking areas within the Common Elements. No junk vehicle, canvas-covered vehicle, or other unused vehicle may be stored on the property. No trailer, truck, camper, house trailer, or boat may be kept on the Common Elements.

4. Each unit has one assigned covered parking space. Residents are required to use their assigned parking space prior to utilizing any uncovered space.

5. No vehicle shall be left in a guest space for longer than two (2) days without displaying a visitor permit. These can be obtained from the Managing Agent.

6. No washing or repair of vehicles is allowed on property with the exception of changing a flat tire or replacing a battery.

7. No vehicle shall impede the free passage of any vehicle through the Common Elements.

9. No vehicle shall impede any maintenance operations.

10. Repair costs for damages to Common Elements caused by vehicles (i.e., leaking fluids in parking spaces, damages to landscaping or buildings) shall be assessed to the owner of the unit associated with the vehicle causing the damages.

11. Motorcycles are required to utilize "kick-stand plates" to prevent damage to the pavement.

12. Motorcycles are considered a vehicle and must be parked in a designated parking space.

13. No motorcycles or other motorized vehicle may be parked or kept on the patio.

14. Off-road and recreational vehicles (i.e., dirt bikes, ATV's etc.) are prohibited.

15. No motorized vehicle may be operated on the property by a non-licensed driver.

16. No commercial vehicles shall be parked on the property. Commercial vehicles are defined to possess one or more of the following:
a. More than two (2) axels or four (4) wheels.
b. Open stake body.
c. Length in excess of eighteen (18) feet.
d. Racks of ladders or racks for holding ladders.
e. Display of lettering or advertising, such as company name, services, or contact information.

17. All parking shall be in marked spaces only.

18. No stopping or parking is allowed in fire lanes.

19. No stopping or parking is allowed in front of dumpsters.

20 NO STOPPING OR PARKING IS ALLOWED IN FRONT OF THE MAILBOXES.

21. No parking is allowed in designated mailbox spaces except to retrieve mail.

22. Designated handicapped parking spaces may only be used by vehicles displaying handicap license plates, place cards, or by vehicles stopped to pick up or drop-off persons with a handicap or disability.

23. The speed limit for all vehicles within the community is 10 (ten) MPH and is strictly enforced.

Enforcement of Vehicle and Parking Rules:
If a vehicle is in violation of the stated rules, the Managing Agent or Board will place a dated notice on the vehicle

1. The Board may elect to seek legal and court-enforced assistance in an effort to resolve a violation of these rules. All costs and liabilities associated with ensuring compliance shall be assessed against the owner of the unit.

2. Failure by any owner who has received notice of violation of the aforementioned rules to pay an assessed penalty within thirty (30) days could result in the following: late payment fees, legal fees, property liens, court fees, and all responsibility for any cost associated with the collection of said assessed penalty.

VIII. ARCHITECTURAL MAINTENANCE AND CONTROL

1. Any structural alteration (construction, addition, renovation, or removal) of any unit or Common Element shall be commenced or conducted only in strict accordance with the provisions of Article 3.8 of the Declaration and must be specifically approved by the Board. (This includes items such as storm doors, windows, screens, exterior lighting fixtures, etc.)

   a. Outdoor lights (front and patio) must be kept in good repair. Replacements must be brass, bronze, or black and of a style approved by the Board.
   h. Any storm door installed must be dark bronze/dark brown in color and of a style approved by the Board. All windows must be dark brown and replacement windows must be same as original window. The door trim color needs to match the tan color of the siding.

2. Sidewalks and/or entrances cannot be used for any purpose other than ingress or egress. NO PLANTS, MOPS, PAILS, TRASH, CONTAINERS, CHARCOAL SACKS, ETC. may be placed in the Common Elements. The HOA may, without liability or notice, remove any property located in these Elements which are in violation of this rule

The architectural integrity of Ridgeline Townhomes is the responsibility of the Board. Protective restrictions are in effect to maintain the appearance and property values.

The Board has the authority to approve or reject any change to the exterior of any unit (referred to as all General and Limited Common Elements) as provided for in the Declaration.

Enforcement of the guidelines for Architectural Maintenance and Control may be effected by the Board or its Managing Agent.

IX. SATELLITE DISHES AND ANTENNA

1, Ridgeline's rules regarding the installation of satellite dishes and antennas are based on the Federal Communications Commission's Telecommunications Act of 1996 and subsequent amendments.

2. Satellite dishes and antennas are allowed; however, if the unit is sold, the dish/antenna and associated wiring must be removed, and any apparent damage where the item was located must be repaired before a resale certificate will be issued.

3. The HOA will not cover personal and/or community damage caused by penetration of the roof deck from mounting plates, hardware, etc,

4. The Board is not obligated to provide a place for installation. The rules regarding unreasonable delay or expense do not apply to condominium Common Elements where the owner/resident does not have exclusive use.

5. A free standing tower (not exceeding the height of the fence) placed on the patio is preferred, however if that does not provide proper reception, the sides of the chimney may be used. If placed elsewhere, the owner is responsible for all damages.

6. Satellite dishes and antennas cannot be attached to the fence for any reason.

7. Only ONE dish is allowed per unit.

IX.POOL RULES

1. Ridgeline pools are private property and are for the exclusive use of Ridgeline owners, residents, and their guests. Guests (children and adults) must be accompanied by the inviting resident when using the pool facilities.

2. All persons using the pool do so at their own risk. Ridgeline Townhomes Owners' Association Inc. and its Managing Agent are not responsible for accidents or injuries.

3. Management reserves the right to deny the use of the pool to anyone at any time.

4. Only two (2) guests at a time per unit are permitted, except by written consent of the Board for a pool party at which time all pool rules still apply.

5. The pool is open from 8:00 AM - 10:00 PM. Use of the pool is not permitted outside of these hours.

6. All children fourteen (14) years of age or younger must be accompanied by an adult resident at all times.

7. Horseplay of any type or causing an undue disturbance in or about the pool area will not be tolerated.

8. All litter must be disposed of in proper containers.

9. Only plastic containers are allowed in the pool area.

10. No cooking or grilling in the pool area.

11. No smoking is allowed in the pool area.

12. Alcohol and other drugs are not permitted in the pool area.

13. No pets are allowed in the pool area.

14. For the protection of all concerned, persons with skin rashes, skin ailments, nasal or ear discharges, colds, or any communicable disease are forbidden to enter the pool.

15. Only proper swimming attire can be worn in the pool.

16. Babies who are not toilet trained are not allowed in the pool unless in swimmer diapers.

17. All individuals must have valid identification proving their Ridgeline residency in their possession in the pool area. Lack of this identification can be cause for removal from the pool area.

18. For the safety and enjoyment of all, Management and Agents of the HOA have full authority to ask disruptive or unruly guests to leave the pool area.

19. The pool may be closed at any time.

XI. RIDGELINE TOWNHOMES OF CARROLLTON OWNERS' HOA, INC. FEES

After the budget is adopted, each owner's individual fee is determined by his or her proportional interest in the Common Elements. The fees are assessed against each unit on an annual basis but are billed in twelve (12) monthly installments due on the first of each month. If an owner becomes delinquent and if it becomes necessary to pursue legal remedies, the Board reserves the right to declare the full year's assessment due and payable, and to proceed with collections which could include additional late fees, legal fees, liens, and foreclosure.

The Assessments cover such costs as:

- Insurance of the Common Elements (owners should insure contents)
- Water charges (including unit water usage)
- Landscaping and maintenance of the Common Elements
- Pool care and maintenance
- Garbage collection
- Common Area lighting
- Accounting and legal fees
- Management Fees
- Other operating costs and expenses