

## WINDERMERE EAST CONDOMINIUM HOMEOWNERS' ASSOCIATION

### RULES GOVERNING THE ASSOCIATION

*The following rules are based on provisions of the Bylaws, Declaration of Horizontal Property Ownership, and agreed upon community practices.*

**PROPERTY MANAGEMENT PORTAL** When you become a new homeowner, the title company will alert Jamar who will in turn contact you via email and provide you with a link to set up an online portal. Through the portal you can make payments, set up automatic payments, and submit maintenance requests. Should you not receive this information from Jamar, contact Jamar (812.330.8655) to activate your online portal. You may also find it convenient to download the 'Online Portal by AppFolio' in the App Store on your cell phone. It allows you to make payments and submit maintenance requests from your cell phone.

**MONTHLY HOA FEES** All payments are due on the first of every month and will incur late fees if not paid promptly.

**PARKING** Covenanter Court is reserved for guest parking and for short periods of time by homeowners, who are normally expected to use their garages. Parking is not permitted at any time along the driveways from both Covenanter Drive and Rechter Road to allow access for emergency vehicles. Violators are subject to towing at their own expense, as well as Association fines.

**TRASH** Trash is collected on Wednesday morning. Containers should be placed outside the garage doors on Tuesday evening since pick-up is often early Wednesday morning. With the exception of packaged newspapers and non-edible materials in tied plastic bags, all trash should be placed in tightly covered containers.

**MAINTENANCE REQUESTS** Routine maintenance requests should be reported through your online portal. Alternatively, call Jamar at 812.330.8655, leaving a message if necessary or email your request to [jamarproperties@yahoo.com](mailto:jamarproperties@yahoo.com) See Maintenance Reporting Procedures document for more details and for instructions on how to report maintenance emergencies.

**PRE-APPROVAL OF MAINTENANCE** Requests for repairs which the homeowner believes to be the responsibility of the Association first must be submitted to Jamar for pre-approval. Jamar will conduct an inspection, and if work is warranted, obtain contractor bids (if necessary) and secure Board approval for the expenditure. Homeowners may not hire a contractor themselves and request reimbursement from the Association for maintenance or repairs that are the Association's responsibility.

**RENTAL & HOUSE SITTING** Since Windermere East is an owner-occupied community renting and long-term house-sitting are not allowed. The Board will consider truly exceptional circumstances, which must be approved in writing in advance, and City of Bloomington

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licensing and inspection regulations must be followed. There is a limit of two years during the homeowner's ownership of the condominium for approved rental or house-sitting or any combination thereof. Approval will only be granted for up to one year at a time; approval beyond one year must be requested in writing and is not guaranteed. Short-term rentals such as Airbnb are strictly prohibited.

**SALE OF PROPERTY** Before any property is placed for sale, The Board of Managers must be notified in writing.

**PLANTINGS** Any individual plans for planting or landscaping must be presented in writing to the Board of Managers and approved in writing before any work is undertaken, with the exception of flowers and small bushes (no trees) planted along the immediate front and sides of individual homes.

**PATIO/DECK MAINTENANCE** Owners are responsible for keeping limited common areas including their patios, decks and adjacent areas free of weeds, trash and debris.

**DRAINAGE** Only potted plants may be used near drainage systems on patios and adjacent spaces so that roots do not interfere with proper drainage. Also, no objects may be placed in drainage channels (e.g. between west and south building patios and garages) that would interfere with proper drainage.

**EXTERNAL ADDITIONS** There are to be no additions of any size to the outside of the buildings, including antennas, decks and other patio structures without prior written permission of the Board of Managers.

**OUTDOOR GRILLING** Gas and charcoal grills are permitted, but cannot be placed near siding or patio fences. Gas and charcoal grills are not permitted in units 2628, 2632, 2636 & 2640 because balconies are too narrow to safely accommodate outdoor grilling.

**OPEN PIT FIRE CONTAINERS** Owners may not use an open pit fire container. The burning of materials in an open pit container is a fire hazard in a condominium community with adjacent units and closely situated buildings. The burning of materials in an open pit container also pollutes the air by releasing smoke and other emissions directly into the air. This is in violation of the Indiana Department of Environmental Management regulations ([IC 13-17-9](#); [326 IAC 4-1](#)).

**ALTERATIONS TO EXTERIOR** Any alteration made to the exterior of individual homes, garages, or limited common areas that were not part of the original property must be pre-approved by the Board. Approved alterations become the responsibility of the Owner (and subsequent Owners of that home) to maintain and repair as needed. These include, but are not limited to, painting brick surfaces, building decks and other outdoor structures, and resurfacing existing patios.

**GARAGE DOORS** Garage doors should normally be kept closed.

**WINDOWS** All windows should have curtains, drapery linings or blinds that are neutral in color so that the exterior of the windows present a uniform effect.

**PAINTING** Painting front doors, shutters and other exterior trim is the responsibility of the Association. If individual homeowners wish to change colors (at their own expense) prior written approval of the Board must be obtained.

**PETS** Dogs are to be kept on leashes when in common areas of the property. Pet owners are responsible for cleaning up after their pets.

**OTHER ITEMS** If you have questions about Association policies and practices, which are not addressed in this document, please check with the Board.