

# **SHEFFIELD SQUARE HOMEOWNERS' ASSOCIATION** **GROUNDS/Common Area Rules and Regulations**

*Approved by Sheffield Square Board of Directors on January 27, 2011\**

## **RULES AS AMENDED February 14, 2019**

If a homeowner wishes to make any changes to the exterior of his or her unit (doors, windows, flower beds) the owner must submit an ARC request form which is included in this package. This form must be submitted to the Management Company which in turn will submit the form to the Board of Managers for approval. Any changes made prior to approval may be rejected by the Board and the property will be returned to its original state at the owners expense.

### **1. Structural Changes:**

A. No unit owner or resident may paint or alter the exterior of a unit (including brick, siding, windows, doors, front entry areas, back patios, etc.) without the prior written permission of the Sheffield Square Board of Directors (hereafter referred to as "Board").

B. The addition of a fence surrounding a homeowner's patio must be approved in writing by the Board prior to being constructed. Requests will be decided on a case-by-case basis depending on the location, position and size of the yard of that unit. Owners will be responsible for the upkeep of their fence and the grass and area inside the fence.

**2.** All landscaping and shrubbery is the responsibility of the Sheffield Square Homeowners Association. With prior Board approval, a resident may plant flowers in the existing flowerbeds as long as they are well maintained by the owner and/or tenant. Any other alteration of existing landscaping and shrubbery must meet prior written approval from the Board.

**3.** Any resident must park his/her vehicles in the assigned front paved parking area. Each unit is permitted two vehicles on the premises of Sheffield Square and must be parked in their respective assigned spaces. Parking is strictly prohibited in the side and back common grassy areas. Vehicles larger than  $\frac{3}{4}$  ton trucks, inoperable vehicles, and unregistered vehicles may not be parked on site. Vehicles of any type may not be driven on the grounds or any common area other than paved areas. Vehicles parked on the sides of the street of Sheffield Square may not block traffic and is for temporary visitors only. Improperly parked vehicles shall be towed without notice at owner's expense.

**4.** A resident may not use the premises for open storage of any abandoned motor vehicle, icebox, refrigerator, stove, glass, building materials, building rubbish or similar items. It is the responsibility of the resident to keep the premises clean and remove all abandoned items. A vehicle is considered abandoned when it is in an obvious state of disrepair and is incapable of moving under its own power. Vehicles having flat tires, busted windows and/or no engines are considered inoperable, and must either be repaired or removed from the residential premises. Trailers, tents or other types of outbuildings are not permitted on the property.

**5.** Maintenance of automobiles is prohibited except in emergency situations such as a flat tire or dead battery. Residents ARE permitted to wash and/or vacuum their vehicles on the property.

6. All trash containers must be stored in the designated areas set by the Board. Trash containers may be put at the curb no sooner than 5:00 p.m. the evening before trash pick-up and should be put away by 8:00 p.m. the day of trash pick-up.

7. Back patios, front porches and fenced areas must be maintained in a clean, neat and appropriate manner. No household items such as furniture, mattresses, appliances, clothes, etc. may be stored anywhere outside the unit. No animals or pets are to be fed or watered on the front porch or back patio.

8. No unit owner may store personal property (bicycles, wagons, toys etc.) in common areas such as front and side grassy areas or the front porch.

9. Clothes lines are prohibited anywhere on the premises of any unit or common area. Drying clothes or shoes is prohibited on the front porch or back patio.

10. Firewood must be stored away from the units. No firewood may be placed against the side of a unit, on the porch or the patio. Firewood must be stacked and stored in a neat orderly manner.

11. No decorations, flags, lighting or signs of any kind are allowed in the common and limited common areas. Window or door decals are permissible for burglar alarms or other emergency notification purposes only with prior Board approval. Tasteful holiday or greeting decorations ARE permissible on the front entry of each unit.

12. Rule 12: All storm doors, both front and back, shall be a full glass door, black in color. Homeowners shall fill out the enclosed ARC form and submit it to the Management Company who will in turn submit it to the Board for approval. Any changes made prior to approval may be rejected by the Board and the property will be returned to its original state at the owner's expense.

13. Window fans and window air conditioning units may NOT be installed unless required to provide ventilation while the central air conditioner is being repaired or replaced. If fan or unit is necessary, please notify the Board or Management Company prior to the installation.

14. Window blinds must be uniform and in good repair. Owner and/or tenant must replace blinds with missing and broken slats immediately. All window coverings must be in good repair. Sheets and blankets will NOT be allowed as window coverings.

15. **Pets.** For the safety of all residents, animals must be maintained on a leash HELD BY A PERSON at all times when outside of their unit. Close supervision of an unleashed animal is NOT acceptable. A dog owner shall clean up and remove any excrement left by his or her dog(s). Residents shall not use stakes in the ground to tie their pets and allow them to be on the tie instead of a leash. Residents may not keep any animal, dog, bird or fowl, which, by causing frequent or loud continued noise, disturbs the comfort or repose of any person in the vicinity.

16. **Nuisances.** No nuisances shall be allowed on the condominium property nor any use or practice which is the source of annoyance to residents or which interferes with the peaceable possession and proper use of the property by its residents. All parts of the property shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate or any fire hazard allowed.

**17. Lawful Use. All illegal drugs are strictly prohibited on the condominium property.** No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part thereof; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed. The responsibility of meeting the requirements of governmental bodies that require maintenance, modification or repair of the condominium property shall be the same as the responsibility for maintenance repair of the property concerned.

*\*These Sheffield Square Grounds/Common Area Rules and Regulations were approved on January 27, 2011 and replace all prior versions. Sheffield Square Board of Directors will review the Grounds/Common Area Rules and Regulations on a regular basis.*