

Goodland Crossing

*Post Office Box 1615
Landover, Maryland 20785*

Homeowners Association, Inc.

Homeowner Handbook

Issued By

Board Of Directors

August 2005

GOODLAND CROSSING HOMEOWNER ASSOCIATION, INC.
Homeowner Handbook * Rules And Regulations

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GOODLAND CROSSING HOMEOWNER ASSOCIATION, INC.

RULES, REGULATIONS
AND
ARCHITECTURAL CONTROL STANDARDS

AUGUST 2005

INTRODUCTION

The following Rules, Regulations and Architectural Control Standards have been adopted by the Board of Directors of the Goodland Crossing Homeowners Association, Inc., in accordance with the Covenants and By-Laws to not only protect the architectural integrity and harmony of the Development, but also to promote the safety and welfare of residents and to maintain an acceptable quality of life.

The rules, regulations and standards shall apply to all property owners, their resident family members, tenants, occupants, agents, visitors, employees, guests and shall be enforced by the Board of Directors in accordance with applicable Covenants and By-Laws.

In establishing and maintaining rules, regulations or standards, the Board shall make every effort to ensure that they do not affect homeowners' rights to the enjoyment of reasonable, unrestricted use of their property or privileges of ownership. The rules, regulations and standards may be modified, repealed or amended at any time by resolution of the Board of Directors when deemed necessary in the best interest of homeowners/residents and the community.

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PART I * CONDUCT

A. GENERAL.

1. No owner shall permit anything to be done or kept in or on his/her or common property which would be in violation of any law, or which would result in the cancellation of insurance on his/her or common property.
2. No inflammable, combustible or explosive fluid, material, chemical or substance, except for normal household use, should be brought into or kept on private or common property. Fuel for use in lawn maintenance equipment may be stored in proper containers in rear or side yards.
3. No industry, business, trade, occupation or profession of any kind, commercial, religious, educational or other activity for profit or altruism shall be conducted, maintained or permitted on private or common property.
4. Residents are encouraged to keep their home in a good state of repair and cleanliness, including taking care to prevent and control pests (termites, roaches, rodents, and the like).
5. Residents should keep in mind the rights and comfort of others when engaging in or allowing any activity which creates or produces noise of a disturbing nature in or on their home or common property, including noises caused by domestic pets. Also, see Part I, Section 3, Paragraph 3. Residents are encouraged to alert their neighbors before performing or having any work done which might cause a disturbance. Except in emergency, the conduct of such activities should be limited to reasonable daytime hours. Complaints received as a result of such activity can subject the violator to a warning letter, and a fine of \$50.00 per day, if the violation persists.
6. Residents are responsible for the conduct of their guests; and when such interferes with the rights, safety, and comfort of other residents, the Association reserves the right to limit the number of guests of residents.
7. Homeowners/residents shall not use their home for any unlawful purpose or permit any unlawful act in or upon their property.

B. USE OF COMMON PROPERTY/RECREATIONAL FACILITIES.

1. To prevent destruction or damage to common property no horseback riding is permitted.
2. No open fires for cooking or other activities shall be permitted on common property, except when and where authorized by the Board. Violators will be subject to a fine of \$10.00.
3. Any damage to common property or recreational facilities, resulting from defacement, misuse or neglect, including moving in or out of furniture, large appliances construction materials or similar items, shall be repaired or replaced at the expense of those responsible for the damage.

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4. Unless specifically designated, no portion of common property is to be used for the storage or placement of furniture or any other article; including, but not limited to: plants, boxes, bicycles, toys, appliances, dog houses, garden equipment or the like. Violators will be issued a warning letter and be given fifteen (15) days to remove the subject property before it is removed by the Association at the owners risk and expense.

5. All persons using common property or recreational facilities do so at their own risk and sole responsibility. The Association does not assume responsibility for any accident or injury in connection with the use of common property or recreational facilities.

a. No one shall make claim against the Association, its agents and/or employees for or on account of any loss or damage to limb or property sustained as a result of or in connection with the use of recreational facilities or on common property.

b. Homeowners/residents agree to hold the Association harmless from any and all liabilities, and any action of whatsoever nature by anyone which resulted from the use recreational facilities or on common property.

c. Exception to the aforementioned shall be in those cases where loss, injury or damage can be clearly proven to have resulted from and have been proximately caused by the direct negligence of the Association or its agents or employees in the operation, care or maintenance of such facilities or property.

6. Except in designated recreational or other areas designated by the Board, no playing (including ball playing) or lounging shall be permitted. Violators may be subject to a fine of \$50.00.

7. Use of common property and recreational facilities shall be subject to other rules and regulations as may be posted from time to time by the Board.

8. In addition to the penalties specified in this section, the Board shall have the right to suspend the voting rights and the right to use the recreational facilities by homeowners/residents up to ninety (90) days, their family members, and guests for misconduct, misuse, or for any infraction of the rules and regulations.

C. ANIMALS/PETS.

1. No reptile or other animal shall be raised or bred on any private or common property. Violators shall be issued a warning letter and be given twenty-four (24) hours to remove the violation. Thereafter, if the violation still exists the Association shall exercise its right to remove.

2. Dogs, cats and other reasonable domestic pets may be kept by residents provided that they are not kept, bred or maintained for any commercial purpose, and provided that they do not cause or create a nuisance or unreasonable disturbance or noise. Pet owners in violation of this regulation shall be issued a warning letter. If there is no measurable and progressive change in the pet, it shall be permanently removed

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from the property upon three (3) days written notice from the Board and a fine of \$50.00 per day will be imposed.

3. All pets shall be kept under the control of their owner at all times, and shall not be allowed to run free or unleashed or to otherwise interfere with the rights, comfort or convenience of other residents.

4. No owner shall keep or maintain his/her pet on common property. Violators will be subject to the penalty contained in Section C.I., Part I. In addition, repeated violations, which did not result in removal of pet, will result in a fine of \$100.00.

5. No owner shall allow his/her pet to urinate or defecate on the private property of others.

6. Pets may be walked on common property; however the owner is responsible for removing any droppings placed by his/her pet. A fine of \$50.00 will be assessed for violation.

7. Pets must be vaccinated and kept in accordance with County Health Department laws and regulations. Contact the Prince George's County Animal Control (301) 449-8300 or Health Department (301) 883-7834 for information.

8. Owners shall be responsible for damages caused by their pets to common property and the property of others.

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PART II
MOTOR VEHICLE OPERATION, PARKING AND REPAIR

Residents are expected to observe and obey all parking and traffic regulations posted by the Board and local authorities, as well as those promulgated by the Board for their safety, comfort and convenience.

A. OPERATION.

1. The speed limit is 15 miles per hour or as otherwise posted. No vehicle shall be operated in a dangerous or reckless manner.

2. Except in emergency, residents are encouraged to restrict blowing the horn of any vehicle.

B. PARKING.

1. Each home is entitled to parking as provided in the Detailed site Plan. The Detailed Site Plan provides for a garage in each home for parking. The driveway permits the parking of one vehicle. No vehicle is permitted to block the driveway entranceway or to block passage on the sidewalk. Parking by homeowner on roadway in front of home is prohibited. This is reserved for short-term parking of guests of homeowners.

2. No inoperable vehicle or vehicle without current license plates shall be allowed to park. Vehicles in violation of this regulation and parked for a period exceeding forty-eight (48) hours shall be towed away at the owners expense and risk without prior notice and with no liability on the part of the Association or its management.

3. Double parking, except in case of emergency, and parking which blocks sidewalks and approaches shall not be permitted.

4. Parking shall not be permitted on any property other than the parking areas.

5. Unless otherwise authorized by the Board, the parking areas may not be used for any purpose other than to park privately owned vehicles (i.e. automobiles, motorcycles, etc.)

6. The parking of trucks, commercial vehicles, boats, trailers and campers is prohibited without written consent of the Board of Directors. The storing of any junk or derelict automobiles or vehicles of whatever nature shall be strictly prohibited. Any automobile without current license tags shall be considered junk storage. Any such vehicle stored or placed on any portion of the property for a period exceeding forty-eight (48) hours shall be towed away at the owner's expense without prior written notice to the owner with no liability on the part of the Association.

7. Violation of any of the above sections will subject the violator to a fine of \$50.00 per day for each day the violation persists.

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8. Except moving in or out of the Development, or for the delivery or removal of large or bulky items, no vehicle shall be driven on common property. In either case, the homeowner/resident responsible shall be assessed for the cost of any damages incurred.

C. REPAIRS.

1. No extensive vehicle repair work (e.g. engine, radiator, transmission and other major parts removal, replacement or repair, etc.) shall be permitted. Violators shall be subject to a fine of \$75.00.

2. Although not considered a major repair but which causes costly damage to parking areas, owners shall take proper precautions against spills in removing and replacing oil and gas fluids. Oil shall be changed in accordance with County law and disposed of at designated recycling centers. Any owner who spills or whose vehicle leaks excessive oil or gas is responsible for its clean up. Owners shall be subject to a fine of \$100.00 per day plus costs of cleanup for spills or excessive oil and fuel leaks which result in damage to parking areas.

D. PENALTIES/ENFORCEMENT.

1. Unless otherwise specified, vehicles in violation of regulations under Part II may be towed at the owners risk and expense.

2. A list of tag numbers of vehicles owned by residents shall be maintained by the Grounds and Maintenance Committee for the purpose of facilitating the enforcement of motor vehicle violations and complaints.

E. LIABILITY. Those who illegally park or abandon any vehicle shall hold the Association harmless for any and all damages or losses that may ensue; and waives any and all rights and notices in connection therewith that he/she may have under the provisions of state, county, or city laws and ordinances.

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PART III
ARCHITECTURAL/MAINTENANCE CONTROL STANDARDS

A. POLICY.

1. The architectural covenant imposes a legal requirement on the Association to approve or disapprove construction of new structures, exterior additions and changes or alterations to the original design and all subsequent changes thereto BEFORE they are started by the homeowner. The Board of Directors has delegated to the Architectural Control Committee the task of reviewing applications and to make recommendations to the Board for their approval or disapproval.

2. It should be noted that approval of any project does not preclude subsequent adoption of more restrictive or liberal standards where deemed necessary to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendments.

3. Any project or exterior modification which was completed prior to the issuance of these regulations which would normally require Board approval prior to initiation, shall not be construed as setting a precedent, but will require Board approval before any major repairs, changes, and/or additions are made to the improvement.

4. Before making any exterior changes or initiating any project which might be contrary to the architectural/maintenance standards, homeowners are reminded that nonapproved changes can not only be offensive to their neighbors aesthetically, but also can decrease the value of all homes.

5. Any project, exterior modification or other act in violation of these standards is subject to a citation by the Board and may require corrective action to bring the violation into immediate or future compliance with these standards.

B. EXTERIOR MODIFICATIONS. All exterior modifications, including: structural, landscaping, window and door style changes or color, fencing, walls and other structures, must be submitted to the Board of Directors for approval through the Architectural Control Committee BEFORE the work is done. The Architectural Control Committee shall review all proposals and shall have the right to inspect projects both during construction and after completion for adherence to the approved plan.

C. EXTERIOR MAINTENANCE.

1. Maintenance of the home, lot and all improvements are the responsibility of each homeowner.

2. In the event any homeowner fails to maintain his/her property and improvements in a manner satisfactory to the Board; the Association, with Board approval, shall have the right to repair, maintain and restore the lot and exterior of the property and improvements. The cost of such shall be added to and become part of the assessment to which the lot is subject. (See Article VIII: of the Exterior Maintenance covenant.)

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D. FENCING AND DECKS.

1. No fence shall be erected beyond the recorded property line and the end units shall have no fence erected on the side yard beyond the front line of the face of the building. Violators shall be assessed a fine of \$100.00 and removal costs.
2. No fence types other than board-on-board, similar to that installed by the builder, shall be installed.
3. Fences shall be six (6) feet in height with no more than one (1) foot step from adjacent fences.
4. No fence shall be installed in the front yard of any home.
5. Board-on-board fences shall be used to enclose side and back yards.
6. Fences shall not obstruct sight lines for vehicular traffic.
7. Decks and fences should be constructed of pressure treated wood.
8. Common Area acoustical fence shall be erected as shown on the Detailed Site Plan.
9. The color of fences and decks shall be in harmony with those in the Development. Should the homeowner desire, decks and fences may be stained or may be left to weather naturally. The stain must be a light to medium bodied brown or redwood. Paint is not to be used on decks and fences as it requires excessive maintenance.
10. Extensions, materials. All new and replacement decks, fences, and deck including staircases and ladders, must match, in similar structures as originally installed by the builder. The design need not be identical, but must be similar in architectural feeling to those installed by the builder.
11. The size, the construction and the permitting of decks shall be governed by County building codes.
12. Low-level, deck-type structures where the floor does not extend eighteen (18) inches above the ground are considered to be patios and will be treated under Section H, Part III.

E. ANTENNAS AND OTHER ROOF STRUCTURES.

1. No external free-standing antennas or satellite dishes shall be permitted.
2. No exterior television, radio, amateur radio, citizen band radio, satellite dish or other antenna shall be installed on the exterior roof of any home. Exceptions shall be antennas that consist of an inconspicuous single, straight strand of wire; and shall be

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consideration on a case-by-case basis. Attic fans, exhaust pipes, skylights, and chimney flues submitted for approval. Except for the clear portion of skylights these structures painted to match the color of the roof.

F. STORM/SCREEN DOORS AND WINDOWS.

1. Storm and screen doors or windows shall not be bare aluminum or aluminum color.
2. Storm and screen window design shall match the style and color of the window it covers and shall be similar to the home erected on Block Y Lot 5.
3. Storm and screen doors shall be aesthetically coordinated to match the paint of the door behind it and shall be white color.
4. Storm and screen doors and windows which meet the above standards do not have to be submitted for approval.

G. DOOR AND WINDOW REPLACEMENTS. Replacement doors and windows shall be of the same design and color as that originally installed by builder. All other replacements which do not meet this standard must be submitted for approval.

H. TOOL SHEDS AND SIMILAR STRUCTURES.

1. All structures constructed in the back yard of any house must be submitted for approval. Generally, any structure placed in a backyard should not affect the neighbors view or severely affect the light they receive in their yard.
2. Tool sheds or other structures should be built against walls or fences and may not extend above the height of privacy fencing.
3. Sheds built beneath decks shall not extend beyond the perimeter of the deck.
4. The color, materials, and design of any shed or similar structure should blend aesthetically. White is recommended or the color of the adjacent wall or fence.
5. No shed or similar structure shall be allowed in the front yard.

I. PERMANENT YARD ACCESSORIES.

1. No statuary or permanent yard accessories will be permitted in the front yard.
2. No permanent or free-standing structures such as basketball backboards or flag poles shall be permitted.
3. Only black, colonial-type lampposts shall be permitted.

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J. PAINING, BRICKWORK, SIDING, TRIM AND GARAGE DOORS.

1. Trim, gutters, and downspouts (leaders) shall be repainted only in the original color similar to that installed by the builder. Repainting in the original color does not need to be submitted for approval.

2. All changes in original exterior painting and/or brickwork of dwellings and improvements, i.e., staining fencing, decks, painting doors, etc.) must be submitted for approval.

3. External chimneys must be covered with brickwork or siding the same color as the adjacent wall, or shall be covered with the same material and color as originally installed by the builder.

4. Brickwork and siding shall not be painted.

5. Garage Doors to dwelling units shall be kept closed at all times except as may periodically be required to permit necessary passage.

K. TRASH AND LITTER.

1. No trash container shall be placed outside of any home before 6:00 p.m. the day proceeding the scheduled day of pick up and shall be removed by 6:00 p.m. the day of pick up.

2. Arrangements for removal of bulky items such as furniture, mattresses, appliances or construction materials, etc., must be made with the County Bulky Trash Pickup (301) 952-7610 Service and shall not be placed out earlier than the day before the scheduled pick up.

3. All garbage and trash must be placed in appropriate can or bag containers for pick up.

4. All trash must be stored in a closed container and in an inconspicuous manner.

5. Residents are responsible for picking up any trash spilled or scattered.

6. No burning of any trash and no unreasonable or unsightly or accumulation or storage of liter, new or used building trash or trash of any kind shall not be permitted on the property and violators will be assessed a fine of \$100.00 and cost of removal.

7. Acts in violation of Section K.1.2.3.4 and Part III, will result in a warning letter from the Board and followed by a fine if the violation persists.

8. Dumping of trash and litter is prohibited. Violators will be assessed a fine of \$100.00 and cost of removal.

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L. GARDENS, LANDSCAPING AND RE-GRADING.

1. Vegetable gardens may not be cultivated in the front yard. Vegetable gardens planted in unfenced side or rear yards are discouraged.
2. Hedges in the front may not be more than four (4) feet in height.
3. Hedges in back and side yards may not be higher than the privacy fence.
4. Walls or structures, including patios, built in back or side yards must not affect adjacent property, either common or private, through alteration of grading or drainage.
5. Owner-modified storm drain outfalls shall terminate in such a fashion that will prevent erosion of common or private property.
6. At least 50% of the front yard shall be lawn or low growing ground cover. AstroTurf, concrete, mud holes, etc. are not allowed.
7. Natural plantings (flowers, shrubs, etc.) rather than artificial materials are to be used.
8. Any plans for terracing or major re-grading of lots must be submitted for approval.
9. Trees, hedges, and shrubs must not restrict sight lines for vehicular traffic.
10. Make garden border material aesthetically pleasing, but do not plant to affect adjacent property. Brick and landscape timbers will be acceptable.
11. Approval for planting trees, shrubbery and flowers is generally not required as long as it meets these standards.

M. PATIOS. Patios shall not be located in the front yard. All plans for patios must be submitted for approval.

N. MISCELLANEOUS.

1. Nothing shall be done to any home which may impair its structural integrity or that of its adjacent homes or structures.
2. No window awnings or porches shall be allowed.
3. Unless in places specifically designated, no notices, posters or signs, except "For Sale" signs, may be posted on any private or common property. "For Sale" signs size shall be no larger than 18" x 24". Violations shall be assessed a fine of \$20.00.
4. Storage of large items in the front yard is prohibited. Except for lawn/patio furniture, storage of large items in back and side yards is discouraged.

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5. Installation of security grill work, except for rear, first floor and basement doors and windows, is not encouraged. Any proposed exterior grillwork must be as unobtrusive as possible and compatible in color and design with the existing architecture. Installation of any security grill work should allow for evacuation in case of emergency. As to color and style, all grill work shall be the color white and style shall be similar to Block Y, Lot 5. See F. Par. 3.
6. Exterior lighting shall not be directed in such a manner that it annoys neighbors. Only white or amber lights are to be used for exterior lighting (except for holiday decorations). Electrical bug lights are allowed.
7. Christmas Holiday lighting and decorations may only be displayed between Thanksgiving and January 31st. Decorations for all other holidays shall not be displayed more than thirty (30) days in advance of the holiday and shall be removed within one (1) week following the holiday.
8. Window air conditioners are prohibited.
9. Hanging of any article (e.g. clothes, rugs, mops, tools, etc.) on or over fences or decks is prohibited and violators will be assessed a fine of \$50.00 and costs of removal.
10. Firewood may be stored along the rear lot line in quantities not to exceed one-half (1/2) cord. Firewood shall be stacked neatly and shall be elevated from the ground at least six (6) inches and shall not be stacked more than four (4) feet above the ground. Due to possible exposure to termites, stacked firewood shall be no closer than 12 feet from the rear of the building.
11. All baby carriages, play pens, bicycles, wagons, toys, benches, chairs or other similar items shall be kept inside the dwelling unit when not in use and no such items shall be placed or left in the common area.
12. Solicitation of any type is forbidden.
13. Any exterior alteration which has not been specifically covered in the covenants or in this document must be brought before the Committee for consideration.

O. PROCEDURES FOR APPROVAL OF APPLICATIONS.

1. HOMEOWNER:

- a. It is suggested that before homeowners apply for consideration of major projects, they alert their neighbors to the design of the planned project if those projects might affect their neighbors (i.e. effects such as changes in drainage, visibility or scenic views).

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b. The standards shall be the criteria by which homeowners shall use in considering and applying architectural modifications, additions, or other exterior changes. In order to help in the understanding of the standards, some examples have been given but should not be construed as inclusive.

c. A letter of application must be submitted to the Architectural Control Committee and the project must be approved by the Board BEFORE it is started. Any officer of the Committee or Board can accept such applications. The names and addresses of the Board and Committee officers will be furnished through Association newsletters and other notices published or authorized periodically by the Board.

d. The letter of application must contain a description of the proposed change, schematic diagram with dimensions, and, if applicable, color samples.

e. The applicant is responsible for accuracy of dimensions of proposed projects as submitted with the application.

f. Complete applications shall be submitted at least thirty (30) days prior to a regular Committee meeting. The regular Committee meeting will be set to occur before each regular Board meeting.

g. The homeowner is responsible for obtaining the necessary County or other permits and approvals. Approval of any project by the Board does not waive the necessity of obtaining required local permits. Obtaining a local permit does not waive the need for Board approval. The Board will not knowingly approve a project which violates local building or zoning codes.

h. Any approved request must be initiated within six (6) months. If not it must be resubmitted.

i. Once initiated, projects must be completed within six (6) months.

2. COMMITTEE:

a. In applying the standards, the Committee will consider each application individually to determine its acceptability "as to harmony of exterior design and location in relation to surrounding structures and topography" in accordance with the Architectural Control covenant.

b. The interpretation of standards to determine appropriate application is the responsibility of the Committee. It is the intention of the Board that the recommendations of the Committee stand. However, the Committee is directed to resolve, whenever possible, questions concerning the application of standards in favor of the homeowner.

c. Upon request, the Committee will notify an applicant when their application will be considered.

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d. The Committee will forward all recommendations to the Board for approval at the next regular meeting of the Board.

e. The Committee reserves the right to inspect a project both during construction and after completion for adherence to the approved plan.

3. APPEALS:

a. In the event an application is denied in whole or in part, or conditionally approved, the applicant will have the right to appeal. All appeals shall be submitted in writing to the Board. Appeals shall be submitted within twenty-one (21) days of notification of the Board's decision.

b. The appeal will be heard by the Board at the next regular meeting following receipt of the written notice of appeal. The homeowner will be notified of that meeting and may appear in person.

c. Appeals reviewed by the Board involving a standard shall be considered on the basis of whether or not the Standard was applied in accordance with the established provisions.

P. COMPLIANCE (DOES NOT APPLY TO SECTION K, PART III).

1. Homeowners/residents in non-compliance of the standards of Part III shall be subject to a citation by the Board. A citation shall require that: EITHER corrective action is to be taken within sixty (60) days of notification or when otherwise specified by the Board on a case-by-case basis; OR a fine in an amount of \$100.00 to \$500.00 is assessed as determined by the Board on a case-by-case basis.

2. Violations which require corrective action within a specific period of time will usually involve those which: pose immediate danger to the safety or welfare of other homeowners/residents or the community; encroach upon common or private property; or those which are causing or may cause damage to common or private property.

3. Homeowners/residents who do not comply with the terms of a citation shall be subject to: a fine of \$50.00 per week until the violation is corrected or the terms of the citation fulfilled; suspension of voting rights or the right to use recreational facilities for up to ninety (90) days; legal action; or any combination of such as found appropriate by the Board.

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PART IV

ENFORCEMENT - GENERAL

A. COMPLAINTS. All complaints concerning violations of rules, regulations or standards must be submitted in writing to the Board or Architectural Control Committee as appropriate.

B. PENALTIES. Homeowners/residents in violation of any rule, regulation or standard may be subject to, but not limited to: warning letters, assessments, fines, suspension of voting rights and the right to use recreation facilities up to ninety (90) days, legal action or any combination of such as found appropriate by the Board.

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PART IV

ENFORCEMENT - GENERAL

A. COMPLAINTS. All complaints concerning violations of rules, regulations or standards must be submitted in writing to the Board or Architectural Control Committee as appropriate.

B. PENALTIES. Homeowners/residents in violation of any rule, regulation or standard may be subject to, but not limited to: warning letters, assessments, fines, suspension of voting rights and the right to use recreation facilities up to ninety (90) days, legal action or any combination of such as found appropriate by the Board.

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APPENDIX I

COMMITTEES, DUTIES AND RESPONSIBILITIES

The following committees have been established by the Board of Directors in accordance with the Declaration and By-Laws. Members who volunteer their services and are in good standing are appointed from the Association.

Currently, no limit has been set for the length of time any member may serve on a committee. However, for the sake of management and accountability, the number of members on some committees is limited. This should not be considered deterrence to those who wish to play an active role in Association activities as a number of committees need additional help from time to time on an ad hoc basis.

ARCHITECTURAL CONTROL/SECURITY. As required by the Architectural Control Covenant (Article VII), this committee is composed of three (3) or more members. The committee is responsible for maintaining the visual integrity of the Development by monitoring and enforcing the application of the Architectural Control Covenants and implementing Rules and Regulations. The committee is also responsible for developing and establishing guidelines/standards for homeowners pertaining to exterior improvements and other matters of an aesthetic nature. A vital duty of this committee involves reviewing homeowner applications for Board approval of exterior modifications. The committee meets once a month.

FINANCE/LEGAL. This committee works directly with the Board of Directors and property management to develop the annual budget, which you vote on each year. Although it is not limited to the committee, the committee is expected to make suggestions on fund raising ideas and other ways to reduce Association costs and enhance its revenues. The committee meets when necessary and when called by the Board.

COMMUNICATION. This committee is responsible for preparing, at least annually, if not quarterly, a community newsletter. Articles are obtained from homeowners/residents, other committees and the Board. The newsletter is cleared with the Board before publication. No limit has been set for committee membership which meets as often as necessary.

GROUNDS/MAINTENANCE. This committee is responsible for developing parking regulations and for enforcing parking violations. To facilitate this function, the committee maintains a register of license plate numbers of current homeowners/residents. The committee reports problems associated with trash, loitering, landscaping, etc., to the Architectural Control/Security Committee, the Board, or to the property management as appropriate. It recommends improvements and changes to common grounds including the recreational facilities such as pavement and parking lot cracks, new landscaping, etc. By virtue of the nature of these duties, the committee interfaces closely with the Architectural Control/Security Committee. Membership on this committee is limited to five persons who meet every other month.

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COMMITTEES, DUTIES AND RESPONSIBILITIES

NOMINATING. Membership on the Nominating Committee is regulated by the By-Laws. This committee is appointed prior to each annual meeting of the Association. It is comprised of a chairman, who must be a member of the Board of Directors, and two more members of the Association. Members are appointed at the annual Association meeting and serve for one year, until the next annual meeting. The committee makes nominations to fill vacancies on the Board of Directors.

PROGRAM/SOCIAL. This committee, along with the communications committee, may be considered the heart of the community. The program and social committee will plan and organize community events, programs, group social activities, welcome new homeowners/residents, recognize special days of homeowners/residents such as birthdays, anniversaries, etc. The committee will meet once a month, and because of the nature of its activities, no limit has been set for committee membership.

RULES/REGULATIONS. This committee's primary duty is to develop and recommend, based on input from the other committees, the Board and the Association membership at-large, proposed rules and regulations governing how the community functions and looks. This committee is made up of five members who meet at least twice a year or as needed to review and update, if required, current regulations and/or to propose new ones. This committee also has the responsibility, subject to approval by the Board, for setting fines and assessments for violations of the Association's rules and

Committee members are encouraged to attend various training seminars/workshop to broaden the knowledge of community affairs and know how, in order to serve the community to their best abilities. The committees are expected to inform the community of problems or any items of note by contributing articles to the newsletter.

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APPENDIX II

FINES/PENALTIES

The following list of fines and penalties is NOT inclusive, but is provided as a quick reference to the violations homeowners are likely to refer to often. Please refer to the page(s) indicated for further explanation.

<u>VIOLATION</u>	<u>FINE/PENALTY</u>	<u>PAGE</u>
<u>Animals/Pets</u>		
• Breeding	Removal	2
• Droppings, Failure to remove	\$50.00	3
• Maintenance on Common Property	\$50.00/Removal	3
• Nuisance (Noise)	\$50.00/Removal	3
<u>Architectural Standards.</u> Fines/penalties are determined normally on a case-by-case basis. The follow are examples of possible actions.		
• Exterior Modifications (Non-approved) Fencing, beyond property line	\$200.00-\$500.00 \$100.00 Per Day Until Corrected	6 7
• Hanging Laundry/Mops/Rugs	\$50.00 + Cost	11
• Posting Signs/Notices	\$20.00 Per Day Until Corrected	10
<u>General</u>		
• Ball Playing/Lounging (Except in designated areas)	\$50.00	2
• Noise, Disturbing Peace	\$50.00	1
• Open fires (cooking) on Common Property	\$10.00	1
• Unauthorized use of Common Property	\$10.00	2
<u>Motor Vehicles</u>		
• Major Repairs	\$75.00	5
• Oil, fuel spills	\$100.00	5
• Parked, Expired tags	Towed + Cost	4
• Parked, Inoperable	Towed + Cost	4
• Parked, Reserved space	Towed + Cost	4
<u>Trash</u>		
• Dumping	\$100.00 + Cost Of Removal	9
• Set out before day of pick up	\$20.00	9
• Storage, Improper containers	\$15.00	9

Any item that does not appear above may appear in the Index of the rules and regulations and shall be enforced as if it appears in this Appendix II.

