

STANDING RULES
OF
BENT TREE PLACE ASSOCIATION, INC.

(ADOPTED 1996)

(AMENDED 1997)

(AMENDED 2007)

The Standing Rules of the Bent Tree Place Association, Inc are for the purpose of clarifying the Enabling Declaration and the By-laws of the Association. The word "Association" in this document means Bent Tree Place Association, Inc. The word "Board" in this document means Bent Tree Place Association Board of Directors. Other words used to describe other elements in the Association are found in the Enabling Declaration under the "Definitions" section.

I. TO ALL HOMEOWNERS

A. Procedures to follow when problems occur involving plumbing, electrical, outside maintenance, or anything to your home that is the Association's responsibility:

1. Call the Board President or Chair of the Buildings and Grounds and report the problem.
2. The Board will determine if it is the Association's responsibility and will make the proper repairs. If it is the owner's responsibility, then the owner will take care of the problem.
3. If a repairman is needed to determine who is responsible for the damage or repairs, then the appropriate parties will be responsible for the repairs and will bear the cost of the initial service call of the repairman.

B. Modifications to Condominium Building exteriors:

Any exterior modification, addition, or change to any condominium and the grounds around the condos by the owners without prior approval of the Board is prohibited. If approval is not obtained and changes are made to the exterior condo or surrounding grounds, then the owner will be subject to the expense of returning the structure or grounds to its original state prior to the modification, addition or change.

C. Approved paint colors that are to be used on the exterior of Bent Tree Place buildings:

D. All basketball goals, equipment, wheelbarrows, garbage cans, wood piles or storage piles shall be kept out of sight so as to conceal them from view of neighboring residences and

streets. Any decorative exterior lighting shall be limited to clear white lights. Colored lights for outdoor use shall be limited to the month of December (i.e. Christmas and or Holiday lighting).

E. Clarification of Homeowner and Association responsibilities:

Decks and Patios- All decks and patios are the responsibility of the Homeowner. Additionally, all second story decks and stairwells to the second deck will be the responsibility of the Homeowner.

Fences-All perimeter fences are the responsibility of the Association. All patio fences and arterial fences are the responsibility of the Homeowner.

II. COMPOSITION OF THE BENT TREE PLACE ASSOCIATION BOARD OF DIRECTORS.

- A. The total members of the Board shall be no more than nine (9), as described in the Association By-Laws under Article II, Sec. 1.
- B. The Board will consist of three (3) members who are owners of the patio homes and six (6) members who are owners of condominium units.

III. ASSOCIATION DUES

- A. Association dues shall be fixed by the Board.
- B. The Association dues are due on or before the first day of the month. A late fee will be added for any payment made after the fifth of the month.
- C. The late fee charge will be \$20.00 after the fifth of the month and will continue to remain due until the dues are paid.
- D. Dues unpaid over ninety (90) days will be reviewed by the Board for further corrective action and may be subject to attachment of lien to the property equal to the amount of the delinquency.
- E. A transfer fee of \$50.00 and a re-sale certificate fee of \$50.00 will be charged each time a home is sold. These fees will be collected by the title company handling the sale of said property from the Buyer at closing.

IV. SIGNS

Signs are not permitted in the owners' yard. Signs may be placed in the windows of any condominium or patio home.

V. SWIMMING POOL RULES

1. Dangerous play in or around the pool, such as running on the walk, pushing, ducking or diving is prohibited. Any accident or injury should be reported to the pool chairman.
2. No breakable containers or glass of any kind is allowed inside the fenced around.
3. All trash must be disposed of when you leave the pool area.
4. No child under the age of twelve (12) will be allowed in the pool unless accompanied by an adult. The adult must be in the pool area but does not have to be in the pool.
5. Proper bathing suits only are permitted in the pool since other types of clothing may cause damage to the pool equipment.
6. Only members and their guests are permitted in the pool and hot tub. Any guest must be accompanied by a member.
7. The Association will not assume any responsibility for the loss of any personal belongings during pool use.
8. Profanity or abusive language will not be tolerated. Offenders will be asked to leave the premises.
9. Loud music or shouting which could disturb other bathers or residents of the area will not be permitted.
10. Climbing the fence to gain entrance to the pool area is prohibited.
11. Normal pool hours are from 6:00 a.m. to 10:00 p.m.
12. Use of the pool may be denied anyone for infraction of these rules.
13. Use of the pool to the exclusion of other members is prohibited.
14. Restrooms inside the clubhouse may be used as dressing areas for swimmers.
15. Keys to pool entrance are for owners' use only and shall not be copied or given to non-residents.

VI. BENT TREE CLUBHOUSE RULES

The Clubhouse is available for use by members of the Bent Tree Place Homeowners' Association, subject to the following rules and regulations:

1. Reservations are required for any use of the Clubhouse, along with the rental fee.
2. The Clubhouse or swimming pool cannot be used for class lessons or any commercial activity without prior approval of the Board of Directors.
3. Reservations are to be made on the calendar located on the bulletin board in the pool area. Please furnish all information requested.
4. Reservations must include time for set-up and clean-up.
5. The rental fee is \$25.00 per use. If paid by check, make checks payable to Bent Tree Place and give it to the Clubhouse Chairman.
6. No payment is required if the reservation is cancelled.
7. The Clubhouse may be reserved anytime.

8. A member may reserve the Clubhouse for Thanksgiving, Christmas, New Years Eve or New Years Day, but not more than once in consecutive years. If such holiday is not reserved by another member prior to November 1st, the same member may repeat the reservation.
9. A homeowner who is delinquent in the payment of a monthly dues or assessment shall be denied the use of the Clubhouse and Pool until payment of such obligation has been made.
10. A member of the Association must be the host of, and be present at any party or function held at the Clubhouse.
11. Members using the Clubhouse are responsible for cleaning up after its use, turning off the lights and air conditioning, and locking all doors, windows and gates. The cleaning checklist located in the kitchen must be signed by the member using the Clubhouse after the cleaning has been completed.
12. Members reserving the Clubhouse must pay for any damages to the facility or for any property removed from the facility.
13. No one under the age of eighteen (18) years of age is allowed in the Clubhouse unless accompanied by an adult member.
14. No bicycles or pets are allowed inside the entrance gate to the pool area or in the Clubhouse.
15. All activities must cease in the Clubhouse by 12 midnight. Noise should be held to a minimum so as not to disturb any neighboring homes.
16. No smoking is allowed in the Clubhouse at any time.
17. The Chairman of the Clubhouse Committee is responsible for keeping the Clubhouse stocked with paper goods; check for cleanliness of the Clubhouse after use and periodically as required; report any violations of the Clubhouse rules to the violators; and coordinate with the Association Treasurer on Clubhouse usage.

VII. PARKING

- A. Parking in the Association area will be in the owners' driveway and/or garage. Other parking space(s) may be assigned for a unit owner's exclusive use by the Board as needed.
- B. Parking on the street at the curb overnight will be strictly prohibited.
- C. No commercial vehicles, trucks over $\frac{3}{4}$ ton, boats, travel trailers, or transport trailers will be allowed to park within the addition.

VIII. COMPLIANCE

Residents in non-compliance of the By Laws and/or Covenants, Conditions and Restrictions will receive a gentle written reminder from the Board of Directors. Owners will have thirty (30) days to comply with regulations. Failure to comply with By Laws and/or Covenants, Conditions and Restrictions will be subject to further Board action.