

COMMUNITY POLICIES AND GUIDELINES

Courtyards at Golden Gateway

Dated: April 13, 2022

These Community Policies and Guidelines have been set forth to expand upon and detail the information found in the Declaration of Covenants, Conditions, and Restrictions and Bylaws (“Declaration”) under which Courtyards at Golden Gateway operates.

I. Personal Property

Except as provided in Section IX below, all personal property must be kept inside the garage.

Nothing may be hung or displayed, nor may signs, awnings, canopies, shutters, antennae or satellite dishes, or any other device or ornament be affixed to or placed upon the exterior walls, doors, fences, or roof without prior written approval of the Courtyards at Golden Gateway Board of Directors (“Board”).

II. Decorative Items

A. Holiday Decorations

Christmas lights and decorations are permitted to be placed on building exteriors provided the decorations do not damage the building, gutters, siding, or exterior doors. They may not be displayed before Thanksgiving Day, and must be removed by no later than January 7th of the following year. Decorations for other commonly recognized holidays are permitted under the same guidelines, and may not be displayed more than four weeks before, or one week after, the holiday. Flashing lights and music are not permitted.

B. Flag Display

Each home may one black two-position flag holder installed on the front porch post. The bottom of the base holder should be installed six feet from the concrete porch. If an alternate location is needed, the owner must submit an exterior improvement application for Board review and approval prior to installation.

Only one flag (American Flag or Collegiate Flag) may be displayed at a time. The flag must be in good condition. Flags that are torn or have tattered edges are not permitted.

The American Flag must be flown or displayed following normal flag protocol and in accordance with the Declaration.

C. Wreaths

Decorative wreaths may be hung on the front door only. All wreaths are to be no larger than 30" in diameter. Wreaths are prohibited on walls and on the outside of patio fences.

D. Prohibited Items

Until such time as the Board establishes alternative guidelines for decorative items, display of the following is prohibited outside the courtyard patio area:

1. Bird feeders or bird baths (tree-hanging or freestanding);
2. Garden hose containers;
3. Stepping stones;
4. Wall plaques; and
5. Windsocks, wind chimes, and decorative flags.

III. Flowers/Landscape Plants

A. Flowers

1. **Inside Courtyard patio Fence:** Annual and perennial flowers may be planted in existing mulched areas inside the courtyard patio fence. Only annuals and perennials that will not exceed the height of the courtyard patio fence shall be permitted.
2. **Outside Courtyard patio Fence:** Only annual flowers may be planted in existing mulched areas directly outside the courtyard patio fence. Maintenance of the annual flowers planted by an owner or resident is the responsibility of said owner. Dead annuals are to be removed at the end of the season by the owner. Annuals planted by an owner or resident that are not maintained by said owner or resident during the growing season will be removed by the groundskeepers and the cost for removal will be billed to the owner. Flowers are not permitted around any tree.
3. **Flower Pots:** Annuals and perennials may be planted in a maximum of three (3) flower pots on the concrete pad in front of each home's front door. Flower pots are permitted inside the courtyard patio area.

B. Landscape Plants

Any planting of new shrubs outside the courtyard patio area must receive advance written approval. Approval request forms are available from the property manager.

1. Additional landscape plants which may be considered will be of a species already in use in the Community and which, at maturity, will be compatible with the existing plant material.
2. Any new planting beds will be limited in size by the Board.
3. New beds must be mulched with hardwood that matches the existing mulch in the Community.
4. Courtyards at Golden Gateway, Inc. ("Association") will provide future mulching, pruning, and fertilization to new approved plants. However, should any one of the plants die, the owner is responsible for replacement.

C. Landscape Lights

Landscape lighting outside the courtyard patio area must receive prior written approval from the Board.

IV. Other Items

The following items are strictly prohibited in the home's lawn area or any common area of the Community: any type of yard sign, statue, statuette, yard or lawn ornament, artificial flowers, ornamental rocks or stones, cypress mulch, swing sets, mounted hose reels, laundry poles or clotheslines, or other such items. Laundry may not be hung over any courtyard patio fence (swimsuits, towels, rugs, etc., included).

V. Exterior Alterations

No alterations, additions, fences, walls, patios, decks, etc., may be made to the exterior surface of the building, nor may any trees or shrubs be planted, transplanted, or removed without prior written approval of the Board.

Storm doors may be added at the owner's expense (i) using only the approved design and color and (ii) after obtaining approval from the Board or its designee. Specific information about approved storm doors may be obtained from the property manager.

VI. Windows and Window Coverings

All window coverings, whether draperies, blinds (vertical or horizontal), or valances must be white, off-white, light beige, or light gray on the exterior side.

VII. Signs

Nothing may be hung or displayed from inside the windows except professionally prepared "For Sale" and "For Rent" signs or security system decals, which shall be limited in size and number. No real estate signs are permitted in the home's lawn area or in a common area. Security system signs are only permitted in the mulch beds.

VIII. Animals

- A. No more than two (2) household domestic pets may be kept in any one home. The pets shall not be bred or maintained for commercial purposes and shall be limited to dogs and cats. If an owner has more than two (2) pets when he or she moves into the Community and such pets comply with the requirements of the Declaration, up to three (3) pets may be kept by the owners. When the first of the three pets dies, the owner may not replace the deceased pet and thus the owner will thereafter only be permitted to have two (2) pets.
- B. All animals, when outdoors, shall be maintained on a leash not more than eight (8) feet in length. They shall be supervised by a responsible individual at all times. Such individuals shall immediately clean all pet litter.
- C. No pet shall be tethered outside in the lawn or common area or tied to any courtyard patio fence.
- D. Pet owners may be fined for violation of these policies at a rate determined by the Board. If pets become a nuisance, they may be ejected at the discretion of the Board.

IX. Courtyard Patio Area

The following rules, regulations, and restrictions shall apply to the home's enclosed courtyard patio area. All improvements herein that require the Board's approval must be obtained in writing using the form provided by the property manager.

- A. Personal property located within the courtyard patio shall not be visible above the fence with the exception of patio furniture constructed and sold for outdoor use, freestanding patio umbrellas and awnings, and grills. Well-maintained personal property designed for use on or within a patio that does not exceed the height of the fence or gate shall be permitted within the courtyard patio area.
- B. Nothing shall be affixed to, alter, or otherwise damage the fence, gate, or the neighboring home which encloses the owner's courtyard patio area. An owner shall not affix anything to, alter, or otherwise damage the exterior of their home.
- C. Grading shall not be altered within or outside the courtyard patio area so as to impact (i) the stormwater drainage within or outside the courtyard patio area or (ii) the utilities provided to any home or amenity within the Community.

- D. All music, video, and other activities that produce noise or sound within or around the courtyard patio area shall be kept at a reasonable volume so as not to unreasonably disturb other residents within the Community. The time and day of the activity shall be a factor when determining reasonableness.
- E. Firepits located within the courtyard patio area shall be operated in compliance with the building code and all federal, state, and local laws. This includes only burning clean and seasoned wood or use of propane or natural gas.
- F. Water features designed for outside use are permitted within the courtyard patio area; however, if the height of the water feature exceeds the height of the fence or gate, approval from the Board is required prior to installation.
- G. Generators designed for emergencies or temporary household use are permitted within the courtyard patio area; however, approval by the Board of the generator's model, size, exact placement, and sound-dampening enhancements are required prior to installation.
- H. Owners shall be responsible for the maintenance of all improvements, landscaping, and turf grass located within their respective courtyard patio area.
- I. Trees and landscaping that exceed the height of the fence or gate are prohibited from the courtyard patio area unless approved by the Board. No plant material, or its roots, may touch or damage the home or the neighboring home adjacent to the courtyard patio area including, but not limited to, uncontrolled ivy or ground cover.
- J. Any improvement to the courtyard patio area not expressly authorized herein must be approved by the Board.

X. Parking/Vehicles

No boats, trailers, motor homes, trucks (larger than a ¾ ton pickup), travel trailers, or any vehicle with commercial advertising may be parked on any street or driveway overnight. Other vehicles used for recreation (van conversions/RVs) not garage-able, will be permitted to park in the driveway for forty-eight (48) hours to allow for loading and unloading. Such vehicles must not exceed twenty (20) feet in length and must not block normal access of other residents. Commercial moving vans, when conducting business, and commercial trucks, when in the area to perform service or repair work, are authorized exceptions.

All parking by residents or guests must be: (a) within the garage, (b) in a home's driveway, (c) in the common parking spaces located outside the Community Center, or (d) on one of the Community's interior streets but only on the side of the street, and within a location, where explicitly permitted. Each resident, including the resident's guests, shall not park on one of the common parking spaces located outside the Community Center overnight more than four nights per month. Parking is prohibited on

the concrete apron of a driveway. No vehicle may be parked in the common parking areas for more than forty-eight (48) consecutive hours. Vehicles parked there for more than forty-eight (48) hours are subject to being towed.

Inoperable vehicles (with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to an owner or resident, which are parked in any common area, street, or driveway for more than forty-eight (48) consecutive hours may be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles in a driveway or common area except for short-term emergency work (flat tire, battery charge, etc.).

No vehicle shall be parked in any manner which blocks any street or driveway, or the ingress/egress to any garage other than the owner's garage. Reckless operation, excessive speed, and parking or driving on the lawn areas is prohibited.

XI. Swimming Pool

The pool is for the exclusive use of the residents and their guests. Any person who cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave the pool area. The pool rules are:

- A. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.
- B. All children under the age of 18 must be accompanied by an adult resident age 18 or older.
- C. Guests are limited to three (3) per household, and must be accompanied by a resident at all times. Guests will be asked to leave if the resident is not present. Pool passes may be required.
- D. The following are prohibited in the pool area:
 - 1. Animals or pets;
 - 2. Glass or other breakable items;
 - 3. Alcohol;
 - 4. Smoking (including electronic cigarettes);
 - 5. Persons under the influence of any intoxicant;
 - 6. Running, diving, or unreasonably disruptive behavior;
 - 7. Excessive noise, splashing, or radios without headphones;

8. Private pool parties; and
 9. All rafts and body floats.
- E. Swimming is permitted only in garments sold as swimwear. Infants must also wear swimsuits. No diapers are permitted in the water unless under a swimsuit and designed for swimming.
 - F. Lounge chairs or tables may not be reserved and must be repositioned in the order intended (orderly fashion), after use.
 - G. The pool will be open daily from dawn to dusk during the pool season as determined by the Board. The dates may vary from year-to-year.
 - H. Wet swimwear is not permitted in the Clubhouse lounge area.
 - I. The community gas grill located near the pool, if any, is to be operated by adult residents only and cleaned after each use.
 - J. Foreign objects are prohibited inside the pool (including towels, paper products, and beverages).
 - K. For safety reasons the pool area must be evacuated during electrical storms.
 - L. Owners are responsible for the acts and omissions of their guests, including the cost of the repair or replacement of damaged property.
 - M. Persons with open sores or communicable diseases are not permitted in the pool.
 - N. All posted notices are to be observed at all times.

XII. Community Center (Clubhouse)

The Community Center is for the private use of the residents. It is available for rental to residents only for non-profit parties or meetings during hours of operation established by the Board. The following policy applies:

- A. A \$200.00 refundable deposit and a \$50.00 rental fee are required. Reservations are granted on a first request basis. Reservations are made through the management company.
- B. Children and teenage parties are prohibited.
- C. The renting resident will have exclusive use of the party room only. Guests may not use the pool or the fitness center. The pool may not be reserved for any party. No party items will be furnished by the Association.

- D. The renting resident is responsible for all cleanup and trash removal. Cleanup must be done (completely) the day of the party.
- E. Damages to the Community Center or equipment and any follow-up cleaning done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, the renting resident or owner will be billed for the difference.
- F. Smoking, including electronic cigarettes, is prohibited within the Clubhouse.
- G. Proper attire (no bathing suits) shall be worn within the Clubhouse.
- H. Outside noise around the Community Center shall be limited after 10:00 P.M.
- I. Any lost keys for the Community Center shall be replaced at a cost of \$20.00 assessed to the owner's account.
- J. Pets are not permitted inside the Community Center.

XIII. Fitness Center

- A. The fitness center is open twenty-four (24) hours a day, seven (7) days a week.
- B. No person under the age of eighteen (18) shall be permitted to use the fitness equipment.
- C. Appropriate attire (no bathing suits) is required when operating the fitness equipment.
- D. Headphones are required when listening to music on a personal tablet, phone, or other personal device.
- E. Smoking, including electronic cigarettes, and alcohol are prohibited within the Fitness Center.
- F. All posted notices are to be observed at all times.
- G. The Fitness Center is to be used only by residents and their guests.
- H. Pets are not permitted in the Fitness Center.

XIV. Additional Community Amenities

The Board shall be permitted to create, modify, and enforce additional rules, regulations, and procedures related to the use, operation, and maintenance of the Community's common areas and common amenities.

XV. Trash and Recycling Collection

Trash and recycling containers shall not be set out prior to 5:00 p.m. the day preceding collection, and the containers must be picked up and put away by 9:00 p.m. the day of collection. Only trash containers with lids, or securely tied plastic bags are permitted for trash disposal.

All trash and recycling for collection must be set out at the main street, next to the curb at the end of the driveway. Trash and recycling containers, when not set out for collection, must be kept inside the garage. Residents will be responsible for clean-up of trash spillage from the containers.

Recycling pickup may or may not be offered at the Community; however, if it is available these procedures must be followed.

XVI. Solicitation and Garage Sales

Solicitation by commercial enterprises is not authorized within the Community. Due to restricted parking availability garage sales and tag sales are specifically prohibited, unless approved by the Board as a planned community activity.

XVII. Utilities

Unless directed otherwise in writing by the Board, owners are responsible for maintenance and payment of the utilities servicing their home and for calling to initiate service on the date of possession.

XVIII. Home Sales

Any owner who sells his or her home is responsible for:

- A. Notifying the property manager of the change in ownership at the time a closing date is established;
- B. Making certain all Association assessments are current; and
- C. Providing new owners with a copy of the Declaration and a current copy of these Community Policies & Guidelines.

XIX. Video Surveillance

The following restrictions shall apply to the installation and operation of front door (doorbell) video recording devices and surveillance cameras installed outside of the home or installed inside the home and directed to record a location outside of the home. Owner must submit to the Board a written application describing the requested recording device and surveillance camera's model type, color, material, and location within or outside the home. Owner must receive written approval from the Board prior to the installation of any such improvement. Recording devices must be operated in accordance with all applicable federal, state, and local laws.

A. Front Door (Doorbell) Recording Device:

1. The recording device should fit flat against the exterior surface of the trim where it is mounted. There shall be no gaps or voids between the device and the mounting surface. Any gaps must be filled with exterior grade caulk that is substantially similar to the home's adjacent trim. The recording device shall not be installed on the home's siding or stone/brick.
2. The color of the device must reasonably match either the adjacent trim or the front door's handle and coach light.
3. If the device is removed for any reason, and not promptly replaced, the area where the device was removed shall be restored to its substantially similar original condition before the installation of the device, including, but not limited to, reinstalling the original doorbell, or a substantially similar doorbell, if the original doorbell was removed.
4. The device shall not be installed so as to record any of the following areas: inside another owner's home or courtyard patio area; inside the Community Center or the swimming pool area; any common area so as to unreasonably interfere with the privacy, use, and enjoyment of said common area by the Community's residents.

B. Surveillance Cameras:

1. In the sole reasonable discretion of the Board, the color of the camera and its hardware must be substantially similar in tone and shade to the trim, and surrounding area, where the device is installed.
2. The camera must be installed within the front porch, courtyard patio area, or at the rear of the home and must be mounted to the trim so as not to damage the siding or stone/brick.
3. If the camera and its accompanying hardware is removed for any reason, and not promptly replaced, the area where the device was removed shall be promptly restored to its substantially similar original condition before its installation.
4. The camera shall not be installed so as to record any of the following areas: inside another owner's home or courtyard patio area; inside the Community Center or the swimming pool area; any common area so as to unreasonably interfere with the privacy, use, and enjoyment of said common area by a resident.

XX. Amendments

These Community Policies and Guidelines may be subject to change periodically at the discretion and by a majority vote of the Board.

XXI. Irrigation

Inground irrigation systems servicing an owner's lot will be installed at each home. Each owner must utilize such an inground irrigation system to irrigate the turfgrass of such owner's property to maintain a generally-acceptable looking yard during each of the spring, summer, and fall, as determined by the Board in its sole discretion.

XXII. POD Storage

If a resident wishes to utilize POD storage for moving or storage purposes, resident shall abide by the following conditions:

- A. The POD shall be placed on the home's driveway (not on the sidewalk or apron) using protective measures so as not to scratch or cause damage to the home, driveway, or grading and sod.
- B. The POD shall not be delivered until after the closing of the home's purchase.
- C. Owner is responsible for securing all personal property within the POD and shall bear all risk of damage, loss, and theft of said personal property.
- D. The POD shall be removed from the home's driveway within five calendar days after its delivery.
- E. Owner shall be liable for any damage caused to the home, driveway, street, grading and sod, or common area as a result of the delivery, use, and transportation of the POD.
- F. Prior to the delivery of the POD, the initial Owner of the home must receive confirmation in writing from the Community's construction superintendent (during development only) that the driveway has cured and thus can bear the weight of the POD without causing damage to the driveway. The POD will not be permitted until such time as the driveway is cured.

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