

SOUTHFIELD HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS

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**SOUTHFIELD HOMEOWNERS ASSOCIATION, INC.
RULES AND REGULATIONS**

Listed below are rules and regulations which have been adopted by the Board of Directors which apply to all Southfield members. These rules supplement the Southfield Declaration and By-Laws. Please take time to read these regulations to ensure that you are in compliance. Everyone's cooperation is needed to keep our property looking attractive and to create a friendly environment among neighbors!

1. ARCHITECTURAL CONTROL

No exterior addition, modification or alteration (specifically including but not limited to landscaping) may be made on or to a Lot or other portion of the southfield property, or to the improvements located thereon, unless previously approved by the Board. Variance Requests can be obtained from Kenrick Corporation (424-1540) for your use in requesting approval to the exterior of your unit. This request form should be mailed to Kenrick Corporation. The owner will be notified, in writing, as soon as the Board meets and considers the request.

- * A master plan exists for owners who wish to add a deck to the rear of their unit. Variance requests must be approved.
- * No window air conditioners are permitted since this causes an unsightly alteration to the exterior appearance of the buildings.

2. PLANTINGS

The Association cares for shrubs located in the front planting beds of each townhouse. Members of the Association who wish to install any additional shrubs or trees must apply in writing, using a Variance request, and receive written permission from the Board prior to any such installation. Annual flowers will be permitted within reason without a variance request. Again, variance forms may be obtained by contacting Kenrick Corporation (424-1540).

If permission is granted for plantings by a member, such plantings must be maintained to a reasonable standard by the member. If deficient maintenance is obvious, such homeowner will be notified. If the deficiency is not remedied within 10 days, plantings will be maintained by the Association and the member will be billed for the expense.

3. CLOTHESLINES

No outdoor drying or airing of any clothing or bedding shall be permitted within the Property unless authorized by the Architectural Committee. No items (i.e., towels, personal clothing, etc.) may be hung on the exterior railings.

4. PET REGULATIONS

The Town of Webster requires that dogs be confined to the private property of their owner's) or restrained on a leash. The Southfield Homeowners Association Rules and Regulations stipulate that:

- * Each unit owner shall be limited to one dog (30 pound maximum weight) or one cat (as specified in Article X - Section 10.02 of the Southfield Offering Plan).
- * Pets may not be staked, chained or left unattended outside or in the common area at any time.
- * It shall be the obligation of all dog owners, day or night, to immediately scoop up the pet's droppings, place them in a bag and deposit them into a dumpster.
- * Cat litter must be emptied into properly sealed bags and put into the dumpster on a regular basis to prevent odors which could be disturbing to neighboring unit owners.
- * No dog shall be permitted to bark, howl or make other loud noises for such a time as to disturb neighbor's rest or peaceful enjoyment of their unit or the common elements. No pet shall cause damage or destruction to property or commit a nuisance upon the premises.
- * Pet owners are responsible for any property damage, injury and/or disturbances their pets may cause or inflict.
- * Unit owners who have visitors with pets are responsible to insure that they comply with all applicable pet rules and regulations.

5. PARKING REGULATIONS

There is one assigned parking space for each townhouse, homeowners must park in designated parking spaces only, not along the driveways. Owners must have their guests park in designated guest parking areas and not in front of the units. Homeowners and guests must park between the yellow lines. Since our parking spaces are at a premium, homeowners may not deliberately take two parking spaces for one vehicle. The speed limit throughout the property is 10 M.P.H.

6. PAYMENTS OF ASSESSMENTS

The monthly common charges are due on the first of each month. A fee of \$5.00 is charged for late payment of monthly charges. Late payment is defined as any payment received later than the 10th of the month.

7. RUBBISH REMOVAL

Dumpsters are located on the property for your use in depositing household garbage. Please do not place any items outside of the dumpsters for pick-up (i.e., large appliance cartons, tires, etc.). Please be considerate when depositing trash by ensuring that it is placed toward the back of the dumpster. Be sure to close doors securely to help eliminate odors and prevent rodents from entering.

Recycle boxes should be placed on the curb outside your front door for pick up. These boxes should be placed out no sooner than the evening before pick-up and retrieved no later than the night of pick-up. Recycle boxes are not to be stored outside the unit. Since recycling is now a County Law, residents who dispose of recyclable materials in the dumpster(s) shall be subject to applicable County Law(s).

8. SERVICE REQUESTS

The Association is responsible for care of the common areas, the exteriors of townhouse units-and for sewer back-up problems not caused by a resident. If you have a service request, or are not sure if the Association is responsible for a needed repair, call Kenrick Corporation during business hour (8:00 a.m. to 5:00 p.m.) at (424-1540). If you have an emergency at a time other than business hours, call the same number. Your call will be answered by Kenrick's answering service who have instructions for reaching repair personnel.

9. EMERGENCIES

Call 911 for the following:

If you detect a fire. Then, if possible, warn your neighbors of any threat to their townhouses.

If you detect a break-in or other vandalism, or you are bothered by excessive noise.

If you are in an emergency situation.

If you need an ambulance.

For any of the above emergencies, you should contact Kenrick as soon as it is convenient - but only after you have called 911.

10. LEASING OF UNITS

Any person leasing their townhome must provide the Association with the name and phone numbers of persons occupying the unit, the duration of the lease and confirmation that the lessee has reviewed the Association rules and regulation. No lease may be for a period of less than 6 months.

11. ENFORCEMENT

When a violation of the established rules or legal documents occurs the following action will be taken.

- * A letter will be sent to the alleged violator advising of the nature of the rules infraction and requesting compliance.
- * If a unit owner fails to comply after receipt of the first letter, the Board may vote to impose a fine upon the violator. A second notice will be sent advising of the amount and effective date of a fine and of the owner's right to be heard concerning the violation.
- * If the first two notices do not result in compliance, an invoice will be sent to the violator advising of the fine due. Fines will remain in effect until such time as the Board has been advised, in writing, that the violation has been corrected.