

**THE HIGHLANDS HOMEOWNERS' ASSOCIATION
RULES AND REGULATIONS**

Revised, updated, and Rules 24 added 7/17/2003

Rules 1, 2 and 17 revised 2/09/02

Revised, updated, and Rules 22 & 23 added 2/03/01

The following Rules and Regulations per Section 7 of the "Bylaws of the Highlands Homeowners' Association of Tallahassee, Inc." have been adopted by the Board of Directors at a meeting on 10/29/98 for the purpose of performing its duties under and enforcing the terms and conditions of the "Declaration of Covenants, Conditions, and Restrictions for the Highlands Subdivision." These Rules and Regulations supersede the "Architectural Committee Policies" adopted July 1, 1996.

Compliance with these Rules and Regulations in no way waives the responsibility of the homeowner to comply with Article VII-Architectural Control" of the Declaration and to submit plans, etc., to the Architectural Committee for approval prior to any construction or alteration.

Prospective purchase of property in the Highlands should be advised about these Rules and Regulations. Attach these Rules and Regulations to your copy of the Declaration.

1. A property alteration application form shall be submitted to the Architectural Committee describing the alteration requested. At a scheduled meeting of the Architectural Committee and the Board of Directors, a majority veto is required for approval. When alteration requested is urgent and routine, the Architectural Committee may agree to meet together or individually with the chairperson to consider the request between scheduled meetings with a unanimous vote required for approval. All Architectural Committee approvals will then be included in the minutes of the next scheduled meeting of the Board of Directors (revised 02/09/02).

2. A complaint may be made to the Manager and/or the Board of Directors by telephone or in writing regarding any suspected violations of the provisions of the Declaration and/or Rules and Regulations. Any subsequent action taken shall require the approval of a majority of the Board of Directors and/or the Architectural Committee at a scheduled meeting of the Board of Directors (revised 2/09/02).

3. Walkways constructed of paver blocks or randomly placed stepping stones along interior lot lines shall be placed 1 foot from the lot line. Homeowners may agree in writing to locate these blocks or stones along a common interior lot line for joint use provided a copy of the signed and dated written agreement is filed with the Architectural Committee.

4. Clotheslines or other apparatus used for the purpose of drying clothes or other materials shall not be permitted on any exterior property. No clothes, bedding, or other materials shall be allowed to hang or be draped upon any exterior portion of the house, including, patio or deck railings, fences, poles, furniture, etc.

5. Mail boxes shall be constructed of the materials used in the construction of the exterior of the house (brick or stucco) and finished in a matching color. Post mail boxes in place prior to 10/29/98 may remain until replacement is necessary. A placed mailbox is subject to Architectural Committee approval.

6. Driveway turn-around pads shall be constructed of the same material as the driveway and shall be located at least 15 feet from the curb and at least 5 feet from a prior lot line and shall be landscaped in a manner which screens the adverse visual aspects of a large amount of paving.

7. A backyard fence between properties may extend from the rear of the property lot line of the rear adjacent corner of the house which is nearer to the street. The fence shall not exceed 6 feet in height. Homeowners constructing a fence along a common inner lot shall execute a written signed and dated agreement, which shall be filed with the Architectural Committee. The homeowners of corner properties shall not construct a fence which would encroach of the city's utility easement and/or right-of-way area (usually 15 feet from the curb).

8. Houses with the main entrance facing an interior lot line may construct a private fence adjacent to the lot line. The privacy fence shall not exceed 8 feet in height. The privacy fence may extend from the rear corner of the subject house to the front adjacent corner of the house which is farther from the street.
9. Houses with a patio on the side facing an interior lot line may construct a private fence adjacent to the lot line. The privacy fence shall not exceed 8 feet in height. The privacy fence may extend from the rear corner of the subject house to 3 feet beyond the front corner of the patio.
10. All fences will be pressure-treated wood and must be constructed with the finished side out (also known as neighbor friendly).
11. Animal pens, dog houses, dog runs, tethering lines, and tethering posts shall be screened by fencing or landscaping in such a manner that they will not be visible from the street.
12. Homeowners shall exercise reasonable control of any pets. Animals which run loose in the neighborhood shall be considered a nuisance to the neighborhood.
13. Homeowners shall not place garbage containers, recycle containers, nor any trash in the street. After collection, remove any containers as soon as possible and place these containers in the garage, behind the house or alongside the house so as to not be visible from the street.
14. When placing a garbage container alongside the house, the container shall be hidden from view from the street by a fence or landscaping approved by the Architectural Committee.
15. The common area directly behind or adjacent to a homeowners' property shall not be used as an exclusive enclave such as a play area with swing sets, sand boxes, playground equipment, etc. placed thereon.
16. Any plan to improve the common area by clearing land, planting flowering bushes, etc., shall be submitted to the Architectural Committee for approval.
17. Lawn maintenance of a common area behind or adjacent to a homeowners' property shall be an acceptable practice provided the Maintenance Committee is notified and the Architectural Committee approves the procedure. (Revised 2/09/02)
18. For the safety of the public, homeowners shall avoid parking any vehicle in our narrow streets for long lengths of time. Overnight parking in the street is especially dangerous and shall be considered a nuisance to the neighborhood.
19. A garage shall not be converted into a living area, a workshop area, a gymnasium area, nor any other area which would prevent its use as a functional two-car garage.
20. Signs shall not be posted in the entrance areas nor in any common areas.
21. Rules for the installation of antennas in the Highlands Subdivision are contained in a separate document.
22. Sports and play equipment may be located in the front of the dwelling (e.g., in the driveway), provided that said equipment is removed from the front of the dwelling immediately after use. No

permanent equipment, such as a basketball goal, swing set, or any other playground equipment structure can be installed in the front of the dwelling or in any common area adjacent to or behind the dwelling.

23. Garage doors shall be kept closed except when entering, when exiting, or when actually working in the garage. If you take a break, close the door. You should understand that your treasurers may be an eyesore when viewed from the street.

24. STORAGE POLICY GUIDELINES (*Approved July 17, 2003*)

The Board of Directors does not want to encourage the construction of storage sheds at The Highlands but realizing that many homeowners may find the need to have a place to store lawn and garden tools, bicycles, kids toys and the likes and realizing that storing them inside of a unit may be more attractive than storing them in yard, the Board may consider out buildings that meeting the following criterion:

- 1) No commercial metal sheds will be considered or accepted.
- 2) Out buildings that are no longer than 10 feet by 10 feet and no taller than 8 feet at the peak of the roof will be considered.
- 3) Exteriors of any out buildings considered must be constructed of a material that is in harmony with the home to which it belongs. (For example, if the home is vinyl sided then the exterior of the out building must be vinyl. If the exterior of the building is Hardiboard then the exterior of the out building must be Hardiboard.)
- 4) Roofs of any out building considered must be constructed of the same material that is used on the home to which it belongs. (Thus, the roof must be shingled). In addition, the roof must have a reasonable slope.
- 5) In order to be considered, an out building must be located so that it does not negatively impact any neighbor either on the side or behind a unit and must not be visible from the street (They can be screened by a fence).

These guidelines are not to be construed to prohibit homeowners from placing relatively small one piece molded storage units inconspicuously in their backyards.

These are guidelines only and they are set out to aid homeowners more quickly in obtaining approval for an out building applied in writing from the Architectural Control Committee and no building should be started without receiving written approval.