

Willow Creek III

2020 Rules and Regulations

Sales and Leasing

All Owners must complete all necessary forms provided at Closing per (Governing Document) – Should First Commercial not receive these documents within 5 days of Closing a fine of \$100 will be placed on the Unit ledger.

Contact Information, including telephone number and email, must be kept current for Owners and Tenants, as communication is vital. If contact information is found to be outdated a fine of \$100 will be placed on the Unit ledger.

When a Unit is leased, all appropriate documentation must be completed, including the name and contact information of any management company that will be leasing or managing the unit prior to the Tenant taking residence. Failure to do so will result in a \$100 fine placed on the Unit ledger.

Owner to provide Tenant with all Bylaws and any Board approved Rules and Regulations prior to tenant occupancy. Failure to do so will result in a \$100 fine placed on the Unit ledger.

Buildings

Single family residence only; no short term lease less than 3 months (No Airbnb, VRBO etc,) a warning will be issued and any further offense will result in a \$300 fine placed on the Unit ledger.

Occupancy of each unit must be within Tulsa City code: 70 sq ft per person in each bedroom. For example, a 2 bedroom unit could house a maximum of 5 people. A warning will be issued and any further offense will result in a \$100 fine placed on the Unit ledger.

At no time shall a unit or any portion thereof be used for business, professional or commercial purposes (Declaration Article 18). A warning will be issued, and refusal to cease business within 30 days will result in a \$300 fine placed on the Unit ledger.

Owners are responsible for the actions of their Tenants, guests or visitors, invited or uninvited, to their unit and property. Any fines or repair cost caused by visitors will be the sole responsibility of the Unit Owner.

It shall be prohibited to install, erect, attach, apply, glue, nail, screw or otherwise attach items to the building exteriors. The only exception is one seasonally appropriate item on front door (B XV 4). A fine of \$100 will be placed on the Unit ledger, and all repair cost will be the sole responsibility of the unit Owner.

No alterations may be made to the common area exterior in any way for any purpose. A fine of \$100 will be placed on the Unit ledger and all repair cost will be the sole responsibility of the unit Owner.

No for sale or lease signs, notices, lost or found pet, or advertisement of any kind can be posted on property. ONE for sale or lease sign may be placed inside a window (B XV 1a). A warning will be issued and any further offense will result in a \$100 fine placed on the Unit ledger.

All drapes/curtains/blinds must be in good condition and a light neutral color as seen from the street. No foil, cardboard or paper window coverings may be placed in the window at any time. A warning will be issued and correction to be made within 7 days. Any further offense will result in a \$100 fine placed on the Unit ledger.

Any broken windows must be repaired within 7 days of damage occurring. A warning will be issued and correction to be made within 7 days. Any further offense will result in a \$100 fine placed on the Unit ledger.

No aerial antenna or satellite may be adhered to ANY portion of ANY structure and must have board approval PRIOR to install so that instructions can be given to installer (B XV 1i). A fine of \$100 will be placed on the Unit ledger and all repair cost will be the sole responsibility of the unit Owner.

No security cameras may be mounted to any common area without prior written authorization from the Board. If a security camera is found to be mounted to the exterior without Board approval it will immediately be removed and a fine of \$100 will be placed on the Unit ledger. All repair cost will be the sole responsibility of the unit Owner.

No temporary structure or outside building, such as trailer, tent, shack, shed or other small buildings, shall be on property at any time (B XV1j). A warning will be issued and correction to be made within 7 days. Any further offense will result in a \$100 fine placed on the Unit ledger.

Any new or replaced fence must be approved by the Board PRIOR to the build taking place. Owner must submit a drawing with proposed dimensions and the proposed materials. Failure to notify the Board will result in a \$300 fine placed on the Unit ledger.

Any fence that is erected at the unit, and all vegetation within, is the sole responsibility of the unit Owner and must be maintained in good condition at all times. A warning will be given, and the Owner will have 7 days to make corrections. Failure will result in an outside contractor being hired to perform the maintenance or remove the fence at the Owner's expense as well as a \$100 fine added to the Unit ledger.

Any flower bed designated by a metal edge, railroad tie, monkey grass or any other defining edge is the sole responsibility of the unit Owner and must be maintained at all times. A warning will be given, and the Owner will have 7 days to make corrections. At that time outside contractors will be hired to perform the maintenance or remove the bed at the Owner's expense as well as a \$100 fine added to the Unit ledger.

Residents MUST notify Management whenever roof access is needed. Anyone allowing roof access without prior notification will be responsible for all repairs to the roof and applicable fines. Failure to inform management will result in a \$300 fine and the full cost of any necessary repairs.

Residents must notify Management any time water is to be shut off at least 4 hours in advance, and preferably 24 hours in advance, to give neighbors time to plan for the outage. If it is an emergency, and water is flooding a unit, water may be shut off and management is to be notified immediately. Failure to inform management will result in a \$100 fine placed on the Unit ledger, and the full cost of any necessary repairs will be the sole responsibility of the Owner.

Resident Actions

All residents will limit disturbance to neighbors by keeping noise to a reasonable limit – Neighborhood quiet hours are 10:00 p.m. to 7:30 a.m. (B XV1d and B XV1g) A warning will be issued and any further offense will result in a \$100 fine placed on the Unit ledger.

No obnoxious or offensive activity is permitted by any Owner, Tenant, Guest, Invitee, Visitor either invited or not (D 18 4). A warning will be issued, any further offense will result in a \$100 fine placed on Unit ledger.

No loud or offensive speech shall be permitted upon, about or in any of the units or common elements. Request by a neighboring unit, security, management, police or other agent shall be immediately complied with by Owner or Tenant. (B XV 1G) A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

No smoking, vaping, marijuana use, etc. in breezeway or on staircases. A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

Fireworks, even on the 4th of July, are STRICTLY PROHIBITED. A fine of \$500 will be immediately placed on the Owners ledger for any violation by the Owner, Tenant, guest, invitee or visitor of the unit responsible (Board resolution July 2020).

Each unit owner and tenant must carry insurance for the protection of the interior and personal belongings.

Trash must be carefully placed and properly disposed of in the dumpsters provided at all times and may not be placed in the breezeway, balcony, patio or any common areas (B XV 1h). A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

Bulk waste, and especially construction materials, are to be removed from property, not set at dumpsters. A fine of \$150 will be immediately placed on the Owners ledger for any violation by the Owner, property manager or hired workers of the unit responsible.

No cooking or open flame of any kind (tiki torches, chiminea, grill, welder, torch, etc) is permitted within 10 feet of the building or any combustible material. Violation of this rule is also a Tulsa Fire Code violation and full enforcement will be pursued. A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

Any and all damage done to a unit by cause of another unit is the sole responsibility of the offending unit to make full repair at their own cost. The association and management will not be the mediator in these cases, and unit Owners must work together to resolve the issue (Board Resolution July 2020).

Any vandalism caused by a Resident, guest or visitor on association property is the sole responsibility of the unit Owner. Any offense will result in a \$300 fine placed on the Unit ledger and the full cost of any necessary repairs.

Pest control is the sole responsibility of the unit Owner. Please perform regular pest control in your unit. If an infestation of bugs can be traced to an individual unit the charge to eradicate those bugs in surrounding units will be the responsibility of the offending unit.

Pets

All pets must be registered with the Board PRIOR to bringing the pet to the unit and city requirements of current rabies vaccine. A warning will be issued, any further offense will result in a \$100 fine placed on the Unit ledger.

(B XV 1c)

All pets are to be contained within the unit and kept from obnoxious behavior such as barking. A warning will be issued and any further offense will result in a \$100 fine placed on the Unit ledger.

No pets are to be on property at any time owned by someone other than the Resident; no pet sitting, no pet visitors, etc. A warning will be issued and any further offense will result in a \$100 fine placed on Unit ledger.

Dogs must always be leashed when outside the unit. A warning will be issued and any further offense will result in a \$100 fine placed on Unit ledger.

Owners are responsible for cleaning up after the pet each and every time the pet defecates. A warning will be issued and any further offense will result in a \$100 fine placed on Unit ledger.

Pets are to be kept off other residents' porch, flower bed or other limited common space. A warning will be issued, and any further offense will result in a \$100 fine placed on Unit ledger.

Any damage done by a pet will be the Owners sole financial responsibility.

Emotional support and service animals will need to be fully vetted and certified. A warning will be issued and any further offense will result in a \$100 fine placed on Unit ledger.

Balconies, Patios, Walkways

No garments, rugs, or other objects may be hung from window, balcony, etc. (B XV1b). A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

No items may be stored on balcony, patio, entrance, breezeway, etc. such as household items, firewood, or trash. A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

No items shall obstruct the passageway at any time (B XV 1g). A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

Only furniture designated for outdoor use is to be on the balcony and patio. A warning will be issued, and any further offense will result in a \$100 fine placed on the Unit ledger.

Parking

Any vehicle violation will result in a 24 hour tow warning and will then be towed if arrangements are not made.

All resident vehicles must be registered and display the proper neighborhood sticker at all times.

Any guest vehicle staying more than 3 days must be registered.

There shall be no vehicle storage on site.

All vehicles parked on property in an assigned space or visitor space must be in good working order and body condition; no broken windows, no flat tires, no extreme body damage, etc.

All vehicles on property in an assigned space or visitor space must display current tags.

Only two cars per unit are allowed to park on property at any time. Any additional vehicles must be parked in overflow parking along Richmond.

Vehicles parked in any area not designated for parking (along curbs, in grassy areas, etc.) are subject to IMMEDIATE tow with NO warning).

Vehicles parked in a reserved space not belonging to them are subject to IMMEDIATE tow with NO warning.

Vehicles that have damaged VIN numbers will be subject to IMMEDIATE tow with NO warning.

No trailer, camper, RV or Commercial Vehicle may be parked overnight and is subject to IMMEDIATE tow with NO warning.

Only passenger vehicles with no more than 4 tires are allowed to park on site from 7:00 pm to 7:00 am.

No vehicle repair may take place on site that involves more than 2 hours of work. ANY kind of fluid drainage is strictly prohibited, and the use of a jack is only allowed for changing a tire.

Pool

Pool will be open Memorial Day to Labor Day unless weather indicates a shortened or extended season.

Pool hours are 10:00 am – 10:00 pm Tuesday – Sunday. Closed Monday's for cleaning.

Pool codes and fobs are sold to Residents with no outstanding balance for \$30.

Pool privileges may be denied or revoked when a Unit has an unpaid balance.

Full list of pool rules posted at pool must be followed at all times. Violations of these rules may cause loss of pool privileges or be subject to fines.

When appropriate a warning notice will be given for a violation. If the violation is not resolved, fines will then occur. If any fine is placed on the unit account for violation of rules and regulations as stated above that amount is due and payable immediately. These fines will be collectable and follow the same legal action as any past due balance. Fines and past due balances are paid first before dues and Special Assessments are applied.