

PROPERTY RULES

The Covenants require that all properties shall be maintained at all times in such a manner as to prevent becoming unsightly, unsanitary or a hazard to health. If not maintained, HFCA has the right to correct the problem and charge the homeowner by adding the cost to the annual assessment.

Conditions which are regarded as unsightly include but are not limited to mildew and/or fungus on roofing or siding, structural disrepair, trash on property, and landscaping problems such as overgrown grass, weeds, overgrown shrubbery, and dead plants. To be of concern these conditions would be visible from the street, other property, or golf course.

When a condition is observed and in the reasonable judgement of the ARC the property appearance is beneath the maintenance standards required by the Covenants, the homeowner will be contacted and given reasonable opportunity to correct the problem. The homeowner may appeal to the ARC and/or the HFCA Board if he/she disagrees. If the appeal fails and the homeowner does not correct the problem within the time frame designated by the ARC, HFCA will take corrective action, charge the homeowner accordingly, and assess a fine of up to \$500 per incident upon approval of the HFCA Board.

STRUCTURAL CHANGES AND LANDSCAPING

Written approval from the Architectural Review Committee is required for all the following items: new home construction, remodeling, major landscaping changes, tree trimming or removal, any exterior changes, any painting or repainting, any changes of topography or vegetation, including removal, reduction, cutting or excavation. All requests for ARC approval must include a completed application providing a detailed description of the changes proposed. Applications and Architectural Review Guidelines are available in the Community Association office.

The ARC may require that the owner of the property return it to its previous condition if any construction, site work or landscaping is not approved in writing. All costs involved will be at the expense of the owner.

Failure to contact the Highlands Falls Community Association office for prior approval could result in fines up to \$500.00.

SECURITY

The security gatehouse operates 24 hours a day year-round.

Emergency: Please contact the gatehouse immediately after calling 911.

Utility Outages: Please contact your utility company, not HFCA Security. The utility providers need your personal information to locate the problem quickly.

Off-season Please inform the gatehouse when you will be on the property during the off-season. An updated roster allows HFCA to efficiently maintain the roads during inclement weather.

Visitors: The gatehouse must have authorization from the property owner before any visitor or worker may enter the grounds. You may provide this authorization in either of two ways:

1. Call the gatehouse to notify them of the visitor's name and arrival date.
2. Provide the gatehouse with a list of individuals who have authorization from you to enter at any time. This would include family members, frequent guests and regular employees. Be sure to include anyone who will check property or do repairs during the winter. Update your list regularly.

Guests/Lessees: Please complete an Owner Absent Lessee/Guest Registration Form for guests or lessees using your property when you are not here. The form must be completed before they check in at the gatehouse. Your guests will be given a handout with information about our community, including rules and regulations. The Security guard will issue a pass to be hung on the mirror of the guest's automobile. Passes cost \$5.00 to replace. You will be charged if passes for guests and lessees are not returned. Please make this HFCA handbook available to them.

Vehicle Decals: The gatehouse personnel issue new vehicle decals to owners each year. This decal is your identification for admission to the property. Please remove these decals when selling your vehicle

Safety: Security personnel are authorized to issue tickets as necessary.

AUTOMOBILES AND OTHER VEHICLES

Please obey speed limits and drive carefully. Trucks, trailers, campers, boats and recreational vehicles may not be parked on the property unless properly screened. The ARC must approve such screening. No motorcycles shall be operated on any portion of the property at any time.

Golf carts must be registered with Highlands Falls Country Club or with HFCA security. Only licensed drivers may operate golf carts on the roads. Golf carts must obey traffic rules, specifically observing all stop signs.

CONSTRUCTION/SERVICE PERSONNEL WORK HOURS *

Monday – Friday 8:00 AM – 6:00 PM

Saturday 8:00 AM – 4:00 PM

Sunday - None

*No construction or related activities allowed on Sundays or holidays.

GOLF COURSE, DRIVING RANGE, FISHING, SWIMMING POOL, TENNIS COURTS

These are operated by the Highlands Falls Country Club. For information about using these facilities, please contact the Country Club at 526-4118. Walking on the cart paths during golfing hours is not permitted.

PETS

Please keep dogs on leashes at all times. It is your responsibility to clean up after your dog. ID Tags are available at the Community Association office.

TRASH DISPOSAL

Trash pick-up is available to residents from independent contractors. Trash collection is not provided by HFCA. Trash, garbage and recyclable items may be taken to the county facility on Buck Creek Road.

BURNING of yard trash is not permitted. Burial of debris is not allowed in any location on the property.

WATER

HFCA is responsible for providing a safe water supply. Water is supplied by wells on HFCA property. HFCA's water is treated and tested to meet or exceed state standards for community water systems.

Please call Security to report any suspected water leaks. Each house has individual water turnoff valves located near the street, which are marked "HFCA water: Do Not Cover." HFCA's water pipe and flow responsibility extend only to the water valve.

WASTEWATER

HFCA owns and operates its own wastewater plant. HFCA is not responsible for sewer problems on individual properties. Please call the HFCA office if you have any questions pertaining to sewer matters.