

THE COMMONS AT CANTERBURY
RULES AND REGULATIONS
JANUARY 1, 2017

HISTORY: The Commons is comprised of 94 privately owned townhomes (**not condos**) that were built in four phases. Phases 1, 2, and 3 were built between 1982 and 1984. Phase 4 was built between 1994 and 1995.

MAILBOX/ADDRESS: The Commons' address is 2408 W. Quantico St., Broken Arrow, OK 74011. The mailbox is located on the driveway on the north side of the street next to the large, grassy common area.

WEBSITE: Our website address is the www.commonsatcanterbury.org. Copies of the covenants, rules, and newsletters are found there.

THE BOARD: The Board is charged with the responsibility of ensuring the By-Laws, Covenants, and Rules and Regulations are followed. These are in place to protect the appearance of our neighborhood so it will be a desirable place to live, thereby protecting our property values. If you need a copy of any of these document either place a note in our mailbox or email us at theboard@thecommonsatcanterbury.org or visit our website for printable copies.

Please keep in mind that we do not have a business office or paid employees handling the Association business. Board members are homeowners who volunteer their time.

BOARD MEETINGS: The Board of The Commons Homeowners Association meets monthly at 6:30 p.m. at the South Broken Arrow Public Library, located at the corner of 101* and Chestnut. A schedule of meetings is issued yearly. Homeowners are encouraged to attend these meetings in order to have a say in and stay informed of decisions that are made that affect our neighborhood. An annual homeowners' meeting is held each fall. Advance notice is given of the meeting.

DUES: Homeowners are responsible for the payment of their monthly dues. Dues may change annually. To obtain information on the current dues, please mail us or email us at dues@thecommonsatcanterbury.org.

Checks or money orders are to be made payable to The Commons Homeowners Association and either mailed or placed in our mailbox. Some homeowners have found utilizing the Bill Pay option through their financial institution to be more convenient.

The dues are compiled and used to pay for lawn care (weed control, fertilization, mowing, edging, shrub trimming, tree maintenance), repair of the exterior of the townhouses (siding, painting, roofing, guttering), maintaining the fence that surrounds the property, and insurance on the common areas and the Board.

Dues that are 30 days late will be charged interest at the rate of 6% per annum (.00500 per month). Homeowners with a past due balance may have a lien filed against their property. We also reserve the right to file a lawsuit to collect outstanding dues.

Homeowners are responsible for all costs associated with filing/releasing the lien and lawsuit expenses incurred by the Association.

Questions on financial matters or dues issues may be mailed to us or emailed to us at dues@thecommonsatcanterbury.org.

FINES: Homeowners who violate any of the Rules and Regulations will be subject to a fine. Upon notification by the Board of a non-compliance issue, homeowners will have a reasonable amount of time, determined by the Board, to remedy the situation. If the homeowner remains non-compliant a fine set by the Board will be imposed and a lien filed against the property. The fine will continue to accrue at a rate determined by the Board until the violation is remedied. The homeowner will be responsible for all fees

and court costs.

ARCHITECTURAL CONTROL: No building, wall, or other structure shall be erected or maintained upon the properties, nor shall any exterior addition or change or alternation be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography, by The Board of Directors of the Association.

FENCES: The Board will no longer approve requests for fences. Homeowners grandfathered in will be charged an additional \$5.00 a month for their existing fence.

Homeowners who have a fence are responsible for keeping it in good condition — replacing broken or missing slats and properly painting the fence. Please contact the Board for the paint color. If a fence is not properly repaired and maintained, upon notification by the Board, the homeowner will have a reasonable amount of time to bring the fence into compliance. Otherwise, they will be subject to a fine and a lien filed against the property. See "Fines."

INSURANCE: Homeowners are required to carry insurance on their townhome. Please note that is not a condo development. The appropriate insurance is a single family homeowner's insurance policy, which insures the roof, the exterior, and interior contents. Storm damage, vandalism, fire, flood, etc. are not covered by your dues.

GENERAL INFORMATION

- Homeowners whose townhome is used as rental property are responsible for providing their renters with a copy of the Rules and Regulations. The homeowner will be held liable (fined) for any violations by their tenants.
- Homeowners are required to keep the Board informed of their current address.
- All interior window coverings must be white or off-white.
- No aluminum foil or other unsightly window coverings are permitted.
- The frames of replacement windows and storm doors must be white or bronze/black.
- Firewood may be stacked on the porch as long as it does not touch the siding. It is not to be stacked on the lawn.
- Skateboarding is not permitted anywhere on the property.
- Motorized vehicles are not allowed on the sidewalks or grassy areas.
- Basketball or other recreational equipment is prohibited.
- Parents are responsible for supervising their children.
- All residents are asked to be respectful of the rules and their neighbors.
- Please report any unusual activity or suspicious behavior to the Broken Arrow Police Department by calling **911** for urgent issues or the non-emergency number of **918.259.8400**.

REQUEST FOR REPAIRS: A request for repairs may be emailed to **theboard@thecommonsatcanterbury.org** or a note placed in our mailbox. Please be specific as to the type of repair, exact location on the building, your name, address, and phone number. The Board must approve and arrange for repairs to the exterior of the buildings. The dues do not cover repairs made by or arranged for by the homeowner.

REPAIR OF BUILDINGS: The Association is responsible for the exterior care and painting of the buildings for issues that are not covered by your homeowner's insurance. This includes the white trim, gray siding, and blackboard (the board under the siding). This excludes damage done by the homeowner, family member or guests, or replacement of doors, garage doors, windows, or any structural damage to the building or foundation.

If our contractor finds damage beyond the blackboard, a representative of the Board will contact you. You may either hire our contractor or your own to complete that part of the repairs at your own expense. Once the repairs are completed and the Board notified of such, our contractor will be rescheduled to complete

the Association's part of the repair.

ROOF: The Association is responsible for repair and replacement of the roof. This includes the flashing and shingles. This does not include damage due to wind, storms, hail, etc.

In the event of damage to your roof due to a storm, please contact your insurance agent to arrange for repair/replacement of your roof. Please provide the Association with documentation of the repair/replacement for our records.

SATELLITE DISHES: Due to the damage caused by installing a dish on the building or roof, satellite dishes are to be mounted on a pole in your yard. You will be responsible for repairing the damage caused by satellite dishes being installed elsewhere.

CONTRACTORS: Our contractors receive their work orders from the Board. If you have an issue regarding their work orders or the quality of their work, please either email us at theboard@thecommonsatcanterbury.org or place a note in our mailbox. We will address the issues with the contractor on your behalf.

DOWN/FLOWER BEDS/SHRUBS TREES: Each homeowner is responsible for watering their lawn, flower beds, shrubs and trees. Weather permitting, the lawns are mowed once a week, on Wednesday, during the growing season. Please be sure hoses and other items are picked up off the lawn.

Shrubs and flowers need to be planted several feet away from the building and are not to touch the siding. The lawn crew has instructions to trim everything away from the building. This is to protect and extend the life of the siding.

To contact the Board regarding grounds issues, either place a note in our mailbox or email us at grounds@thecommonsatcanterbury.org.

INSECTS/RODENTS: Homeowners are responsible for treating any insect or rodent infestations in their townhome.

TERMITES: Treatment of a termite infestation is the homeowner's responsibility. The homeowner will be notified if our contractor finds evidence of termites in their townhouse. The homeowner will then have 30 days to have their property professionally inspected and treated if an infestation is present. If the property is not treated in that timeframe, the Association will not be responsible for repairs that would normally come under the Association's guidelines due to the homeowner's neglect.

The homeowner is required to provide the Board with documentation from the exterminator stating the inspection and treatment have been completed. Repairs that fall under the Association's responsibility will then be resumed and completed.

GARAGES: Garages are not to be converted into living spaces or workshop areas. Using the garage solely for storage is discouraged due to the limited parking available. Homeowners should park at least one car in their garage. Automobile repairs are not to be done in the driveways or parking spaces. Unsightly, miscellaneous materials or debris are not to be kept on the property.

PARKING: Due to the limited space in the common driveways, parking is not permitted behind garages or in the common driveways or on the grass. Parking is first come first served — there are no assigned parking spaces. If a parking space is not available, then you will need to park on the street.

TRASH PICK-UP: The Commons' trash days are Tuesday and Friday. Please place your trash at the curb no earlier than the evening before.

are allowed outside the garage or at the curb.

When a holiday occurs on a Monday, trash pick-up for Tuesday will be on Wednesday. When a holiday occurs on any regularly schedule pick up day except Monday, trash pick-up for that day will not occur and will be picked up on the next normally scheduled day for your route.

PETS: The City of Broken Arrow has a leash law, which includes dogs and cats. The City also requires pet owners to clean up their animal's feces. Lawn service will be denied to properties who do not pick up after their animals.

Pets must be under their owners control when outside of their home. Please report loose animals and strays to the Animal Control Officer at 918.259.8311.

No animals or livestock being kept in cages outside the home will be allowed.

TO CONTACT THE BOARD:

Email:

Repairs/Miscellaneous Issues: theboard@thecommonsatcanterbury.org

Dues/Financial Issues: dues@thecommonsatcanterbury.org

Lawn/Trees/Shrubs: grounds@thecommonsatcanterbury.org

Or

Mail To:

The Commons Homeowners Association

2408 W. Quantico St.

Broken Arrow, OK 74011