

COMMUNITY POLICIES AND GUIDELINES

ORIGINAL FILED BUT NOT COMPARED

OAKS AT
WILDWOOD

An Arden Community

OCT 11 2016

Nancy E. Ruter
County Clerk, Williamson Co., TX

These guidelines have been set forth to expand upon and detail the information found in the Condominium Declaration and Bylaws under which OAKS AT WILDWOOD CONDOMINIUM ASSOCIATION operates. All owners, residents and their guests are expected to adhere to these Guidelines while on the property in order for the community to be a more attractive and harmonious place to live.

1. Personal Property

- a) **All personal property**, such as lawn chairs, bicycles, tables, etc., must be kept inside the garage or inside the patio areas but not visible above the fence with the exception of patio furniture constructed and sold for outdoor use, patio umbrellas and grills. Only patio furniture and umbrellas in black and earth-tone colors are allowed to show above the fence.
- b) **Since existing satellite dish connections** allow for multiple users, the location of any additional satellite dish must be submitted for review to the Architectural Control Committee (ACC).

2. Decorative Items

- a) **Except for items specifically listed in this document as permissible, nothing may be hung, affixed to or displayed on exterior walls or the exterior side of fences or roofs.** Impermissible items include but are not limited to, signs, awnings, canopies, shutters, antennae or satellite dishes or any other device or ornament such as wall plaques, decorative flags, artwork, windsocks or wind chimes, and insignias.
- b) **Commonly accepted front door decorations** of less than 30" are permitted on Unit front doors.
- c) **Holiday Decorations**
 - i. **Christmas:** Temporary Christmas lights and decorations are allowed to be placed in the Unit limited common areas and/or on building exteriors provided the decorations do not damage limited common area, building, patio fencing, gate, gutters or siding. Decoration

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attachments must be temporary only and may not be left from year to year. Such temporary decorations may be displayed beginning the day after Thanksgiving Day, and must be removed no later than January 7th of the new year.

- ii. **Other Holidays:** Temporary decorations are permitted under the same guidelines as Christmas, and may be displayed beginning the week before the holiday until one week after the holiday not to exceed a total of 15 days. All such items are to be no larger than 30" in diameter.
 - iii. **The American Flag:** The American Flag may be flown or displayed at any time following normal flag protocol. A flag may be flown on a flag holder affixed to a patio fence post or a flag pole in the patio area, as long as it does not allow the flag to touch the ground or block a neighbor's view. Battered, torn or faded flags are to be retired. If flown at night, the American Flag must be lighted with a light that does not interfere with other Owners
- d) **Bird feeders:** A single bird feeder may be placed over a large mulched area but not in any area of grass. If a feeder becomes a problem for mowers and/or weed potential, the Owner may be asked to take it down.
 - e) **Stepping stones:** Stepping stones may be placed in mulched areas only but not in the grass.
 - f) **Garden hose hangers** may only be mounted on the fence inside a patio.

3. Flowers/Landscape Plants

- a) **Flowers:** Flowers may be planted inside the patio fence and under the veranda windows. Flowers are not permitted around any tree in the Common Area.
- b) **Landscape Plants:** Architectural standards have been established for landscape plantings and all replacement plants or new plants must be classified as water wise, Texas Native, native adaptive, drought resistant or drought adapted. Owners wanting to change a plant or add additional plants or trees must submit a request through the Architectural Control Committee and select from a listing of plants established by the Landscape Committee.

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ACC Request Forms are available from either the Oaks at Wildwood website or in the Clubhouse.

- c) **Perennials or Shrubs:** Any planting of new shrubs or perennial plants in the Limited Common Area outside the patio area must receive advance approval of the Architectural Control Committee. Shrubs and plantings may not be removed or transplanted without the approval of the ACC.
- d) **New plants** will become the property of the Condominium Association, which will provide future mulching, pruning and fertilization and care.
- e) **Planting Beds:** Requests for new beds must be submitted to the Architectural Control Committee for review and approval before construction. The size and shape of any new planting beds will be evaluated by the ACC. New beds must be mulched with matching hardwood or stone as indicated by the Condominium Association's landscape plan.

4. Lighting

- a) **Landscape Lighting:** Addition of low voltage or solar lights in the landscape area on the inside of the walk in the mulched bed between the sidewalk and the Unit is permitted. Additional information regarding landscape lights can be found in the community's Architectural Standards posted on the Oaks at Wildwood website and the Clubhouse bulletin board.
- b) **Exterior Security/Safety Lighting:** All exterior lighting at front entries and garages must be white lighting, except as allowed in Holiday Decorations above.
- c) **Additional Exterior Lighting:** The addition of any additional exterior lighting may not be made without approval of the Architectural Control Committee.

5. Other Prohibited Items

The following items are strictly prohibited in any exterior Common Area of the Community:

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- a) any type of yard sign, statue, statuette, yard or lawn ornament,
- b) artificial flowers, cypress mulch,
- c) swing sets,
- d) mounted hose reels except as provided above, laundry poles or clotheslines, or other such items.
- e) Laundry may not be hung over any patio fence or gate (swim suits, towels, rugs, etc., included).

6. Exterior Building Maintenance and Alterations

- a) Exterior maintenance will be done on a schedule or on a 'fix on fail' basis by the Condominium Association. No alterations, additions, fences, walls, patios, decks, etc., may be made to the exterior surface of the building without approval of the Architectural Control Committee. Submit an ACC Request Form that includes architectural plans to the Architectural Control Committee.
- b) Should a resident install doors or use any materials or paint colors not listed in the Association's Architectural Standards, the Association may make required changes or require compliance. All costs for repairs, changes, or alterations to bring the property into compliance will be assessed to the owner.
- c) If a Unit Owner, Guest or Tenant is responsible for damages to common elements whether due to negligence or not, the repair is the responsibility of the Unit Owner. If the Owner fails to repair the damage, the Association will repair it and bill the Owner for the full cost. To maintain the appearance of the community, repairs should be made as soon as possible but no later than 10 business days after the damage.

7. Doors, Garage Doors, Windows and Window Screens

Maintenance and repair of doors, storm doors, garage doors, windows and screens are the responsibility of the Condominium Owner. Owners are responsible for the door panels and weather stripping of the garage doors; as well as the automatic garage door opener or any of its supports, chains, or controls (wired or remote). The only exceptions are:

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- a) Front doors and garage doors will be painted when the Owner's building is painted as designated in the Association's paint maintenance schedule. Owners may, at their own expense, paint doors in the interim periods of the Association's building maintenance schedule provided the Owner notifies the Association Management Company. Only Community Standard Paint Colors listed in the Architectural Standards may be used.
- b) When the Association is responsible for repairs to the building exterior that also requires work on door or window frames to complete the repairs.

8. Patio Gates

Patio gates may be installed at the Owner's expense using only the approved design and specifications and after obtaining approval from the Architectural Control Committee. Copies of the design and specifications are in the Architectural Standards posted on the Oaks website and the Clubhouse bulletin board.

9. Storm Doors

Storm doors may be added at the Owner's expense using only the approved design and color specified in the community's Architectural Standards. Specific information about approved storm doors may be found in the Architectural Standards posted on the Oaks website and the Clubhouse bulletin board.

10. Interior Alterations to Your Unit

The Condominium Association does not perform interior 'wear and tear' maintenance on individual Units nor make interior repairs caused by normal building aging or soil movement. The following details responsibilities when making interior alterations to a Unit.

- a) Inside modifications to Owner's Unit do not require an Architectural Control Committee request. However, any work involving electrical, plumbing, gas, mechanicals and construction that falls under the City of Georgetown building codes must be accomplished under required City of Georgetown permits and with a certification that all required inspections were completed and all work approved by the inspector. Once work permits have been obtained, the Owner must contact the Association Management Company and supply them with the permit number.

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- b) In the event of a catastrophic event such as a fire, insurance investigators may look for proof that all construction was accomplished by licensed contractors according to established building codes before reimbursing for damages. If an insurance claim is denied because of faulty/non-permitted work, the homeowner will be liable for the costs of any repairs made by the Association to that Owner's Unit as well as any damage to any surrounding Unit or property.
- c) Flooring may be added in attic areas to provide for storage, but NO additional living space may be created.
- d) The roof is held in place with trussed-supports. Cutting away these supports for any reason is not permitted as it will cause the roof to collapse.
- e) Unit firewalls may not be breached for any reason
- f) Any modification to or breaching a Unit's exterior requires an ACC Request Form submitted to and approved by the Architectural Control Committee.

11. Windows and Window Coverings

All window coverings, draperies, blinds (vertical or horizontal) or valances must be white, off-white, light beige or light gray on the exterior side.

12. Signs

- a) **Political Signs:** One political sign advertising a specific candidate (or pair of candidates in the case of a presidential election) or ballot issue in an election for which a vote may be cast in the precinct in which the applicable property is located may be displayed on/ within the property of a resident, specifically defined as within a glass storm door or an interior unit window. Signs must be less than 240 square inches (approx. 12" x 18"). Signs which are in compliance with these guidelines may be displayed no earlier than 90 days before an election and must be removed before the 10th day after the election. Signs may not be displayed in any Common or Limited Common Area. As provided by Section 202.009 of the Texas Property Code, the Association is authorized to remove any sign displayed in violation of these guidelines.
- b) **Other Advertisements:** Advertising, 'For Sale' and 'For Rent/Lease' signs may NOT be hung or displayed at any location on the property, including inside

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windows. The authorized exceptions are:

- i. The "Condo for Sale" sign supplied by the Association at each entrance
- ii. One realtor supplied brochure box on the curb near the driveway entrance
- iii. A temporary directional Open House sign during open house hours

13. Animals

- a) No more than one household domestic pet may be kept in any one home. Pets shall be limited to dogs or cats. However, if an owner had more than one pet when he or she moved into the condominium; and, such pets comply with the requirements of the Condominium Association, up to two (2) pets may be kept by the owners. If one of the two pets expires, it may not be replaced.
- b) Units may not be used for breeding animals or maintaining them for commercial purposes (e.g. boarding, veterinary services).
- c) All animals, when outdoors, shall be maintained on a leash. They shall be supervised by a responsible individual at all times. Such individuals shall be responsible for the immediate clean-up of all pet litter inside and outside of the property fence.
- d) No pet shall be tethered outside in the lawn or common area; nor shall any pet be tied to the exterior of any patio fence.
- e) No pets are allowed in the Clubhouse, in the swimming pool or in the storm water collection basins (ponds). Service animals are allowed in the Clubhouse and at the pool deck.
- f) Should any pet become a nuisance the Owner/Resident may be directed to remove the pet from the community at the discretion of the Board of Directors.

14. Parking/Vehicles

- a) The main roadway inside the Oaks at Wildwood property is not sufficiently wide to allow for on-street parking and the deployment of emergency vehicles. Therefore, on-street parking is prohibited. Commercial moving vans, when conducting business, and commercial trucks when in the area to perform service or repair work are an authorized exception.

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- b) No utility trailers, trucks (larger than a ¾ ton pickup), or any vehicle with commercial advertising may be parked on any street or driveway overnight. Other vehicles used for recreation such as boats, motorhomes, and travel trailers will be permitted to park in limited common area (in front of garage) for forty-eight (48) hours to allow for loading and unloading. Such vehicles must not block normal access of other residents.
- c) All parking by residents or their guests must be within the Unit's garage or in the limited common area in front of the Unit's garage door.
- d) Short-term guests must park in the limited common area in front of the garage door, in the parking spaces at the Clubhouse, or on the Building's drive in such a manner so as not to block any emergency vehicle or other residents' access to the garage or street. **PARKING IS PROHIBITED IN THE "TURN-AROUND" AREAS AT THE END OF EACH DRIVEWAY** except for responding emergency vehicles.
- e) No vehicle may be parked in the Clubhouse parking areas for more than forty-eight (48) consecutive hours. Vehicles parked there for more than forty-eight (48) hours are subject to being towed at the vehicle owner's expense.
- f) Inoperable vehicles (with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident, which are parked in any common or limited common area for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles in limited common or common areas except for short-term emergency work (flat tire, battery charge, etc.).
- g) The speed limit within the community is 14 mph. Reckless operation, excessive speed, and parking or driving on the lawn areas are prohibited.

15. Swimming Pool

The pool is for the exclusive use of residents and their guests.

- a) Any person who cannot be identified as an Owner, or who is not traceable to an Owner present on the property, will be asked to leave the pool area. Owners are responsible for informing their guests of the rules and expected behavior.
- b) Owners will be responsible for any violation of rules by a Tenant or Guest.
- c) Reservations for the pool and pool deck may only be made for scheduled resident classes such as water aerobics. The pool may not be reserved for private parties.

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- d) All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.
- e) All children under the age of 16 should be supervised by a person 18 years of age or older.
- f) The following are *prohibited* in the pool area:
 - i. Animals or pets, except certified trained service animals
 - ii. Glass or other breakable items
 - iii. Running, diving or disruptive behavior
 - iv. Excessive noise, splashing
 - v. Private pool parties
 - vi. All rafts and air mattresses of any kind. Exceptions are water wings, noodles and similar small devices.
 - vii. Electrical Audio Devices of any kind (iPods, CD or DVD players, radios without headphones etc.) The Condominium Board of Directors may approve an exception in conjunction with a community class. A request for such an exception must be made to the Board in writing and include details of time period and duration. The Board of Directors can revoke this decision at any time.
- g) Swimming is permitted only in garments sold as swim wear. *No diapers or similar undergarments are permitted in the water unless expressly designed for use during swimming.*
- h) When leaving the pool area all users are responsible for returning lounge chairs and tables to an orderly arrangement. The last pool user is responsible for closing and fastening all umbrellas. When leaving the pool area, it is a courtesy to remind remaining users of these responsibilities.
- i) Lounge chairs or tables may not be reserved and must be repositioned in the order intended (orderly fashion), after use.

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- j) The pool will be open from dawn to dark and will be heated from March 15 to October 31. During other times of year the pool will be open daily from dawn to dark but will be unheated. People using the pool in the early morning or evening are encouraged to be quiet and considerate of those residents who live near the pool.
- k) Wet swim wear is not permitted in the Clubhouse lounge area.
- l) The gas grill is to be operated by adult residents only and cleaned up after use.

16. Clubhouse

a) Clubhouse Use:

- i. The Clubhouse is for the private use of the residents. It is important to remember that the Clubhouse is for community use and to be respectful of others who are also using the facility by keeping noise levels low and cleaning up after use.
- ii. Owners are responsible for the actions of their Guests and Tenants.
- iii. Any resident can use the Clubhouse rooms with their invited guests without rental as long as other residents are not excluded from using that room as well. Residents must be present with guests in the Clubhouse. Guests not accompanied by a resident will be asked to leave.
- iv. Any room with the exception of the exercise room may be reserved for a community sponsored event such as a social event, class or Association committee meeting.
- v. A guest may use the gym as long as the Owner is present in the Clubhouse.

b) Clubhouse Rental for Private Use of a Resident:

- i. The resident renting for a private party will have exclusive use of the lounge area and kitchen only; their guests may not use the pool or exercise equipment, and the pool may not be reserved for any party. No party items or cleaning supplies will be furnished by the Association.

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- ii. Private rentals are limited to parties such as family or social events, meetings or gatherings of non-profit organizations to which the resident belongs.
- iii. A \$125.00 refundable deposit and a \$25.00 rental fee are required. Reservations are granted on a first request basis.
- iv. The renting resident must post a sign on the Clubhouse doors that a private party or event is in progress.
- v. The renting resident is responsible for all clean-up and trash removal. Clean-up, including restrooms, must be done thoroughly and completely the day of the party or event.
- vi. Damage repair to the Clubhouse, Clubhouse furnishings or equipment or any follow-up cleaning done by the Association will be deducted from the deposit. If the deposit is an insufficient amount, the renting resident will be billed for the difference.
- vii. The Clubhouse may not be rented or reserved on the following holidays: New Year's Eve, New Year's Day, Christmas Eve, Christmas Day, Labor Day, Memorial Day, or the 4th of July or on any week day during the hours of 4:00 to 6:00 p.m. when residents gather socially.
- viii. Parking at the Clubhouse is limited to 10 vehicles (including 1 handicapped space). Guest vehicles exceeding that number may park on Verde Vista Road or in commercial parking on Williams Dr. Guests may not park on any Condominium Association maintained street. No guests may park in any internal drive or in any resident's driveway without the express consent of the resident.
- ix. The combination lock on the front door and exterior restroom doors will be changed from time to time. The new combination will be shared by email. If email is not received, one should contact any member of the Clubhouse Committee or HOA Board to learn the new combination.

17. Trash Collection

- a) Trash collection regulations require that trash containers not be set out prior to 5:00 p.m. the day preceding collection and the containers must be picked up and put away by 9:00 p.m. the day of collection.

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- b) Only City of Georgetown provided trash containers with lids are permitted for trash disposal. No trash bags will be allowed outside of the container. Exceptions are leaf disposal bags approved by the City of Georgetown.
- c) All trash for collection must be set out at the end of your Unit driveway or in an area approved by the waste disposal company. Trash containers, when not set out for collection, must be kept inside the garage. Residents will be responsible for clean-up of trash spillage from the containers.
- d) Trash containers of varying sizes may be obtained by calling the waste removal company.

18. Prohibited Activities

- a) A business may be operated FROM your Unit but not IN your Unit. This means that you may keep records, books, appointments, make telephone calls, and conduct other business-related activities. Customers MAY NOT come to your Unit for a product or service and no advertising signs may be posted.
- b) Solicitation by charitable or commercial enterprises is not authorized within the community. This includes religious communities seeking donations or recruiting to their membership.
- c) Garage sales and tag sales are specifically prohibited, unless approved by the Condominium Association Board as a planned community activity.

19. Utilities

- a) Residents are responsible for maintenance and payment of their own gas, electric, cable or satellite television, internet services, telephone, and security services.
- b) The resident is responsible for calling to initiate service on the date of possession.
- c) Residents are responsible for garbage pickup and storm water payments and for their Unit's annual property taxes.

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- d) Water and sewage utilities are paid for by the Condominium Association from HOA monthly fees.

20. Condominium Sales

- a) The Owner must inform the Condominium Association management company in writing of the closing date at such time as that date is established but no less than seven (7) days prior to closing.
- b) The seller must inform their realtor of the policy regarding placement of realtor signs.
- c) The seller's realtor must be notified of the requirement for a Private Transfer Obligation of two months fees to be paid to the Association by the purchaser upon property transfer. This requirement will also be listed on the Certificate of Resale.
- d) In addition to providing the names of all new residents, the Owner of the Unit must provide evidence of the following to the Condominium Association Management Company within five days after an interest in the Unit has been transferred to another Person.
- e) At least one of the residents is age 55 or older and no resident is under the age of 19.
- f) All condominium dues and assessments are current.

21. Condominium Leasing

- a) An Owner retains all responsibility to the Condominium Association for compliance to the Declarations, By-Laws and Community Policies and Guidelines. This includes the Tenant's or the Tenant's guest's compliance. However, the Condominium Association has the right to initiate eviction proceedings if the Tenant fails to abide by the Declarations, By-Laws and Community Policies and Guidelines.
- b) A lease must be for the whole Unit, must be in writing and must be for not less than one year.

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- c) The Owner must provide the following information to the Condominium Association management company within seven (7) days of the execution of the lease:
 - i. A copy of the executed lease.
 - ii. A list of all tenants who will occupy the property including full names and ages. Proof of age of residents may be required.
 - iii. A signed Notice of Lease form indicating that the tenants have a copy of and have read and will abide by the Community Policies and Guidelines. Forms are available from the Association Management Company or in the Clubhouse.
 - iv. The Owner's most current address, telephone number and e-mail address.

22. Age Restrictions

The Oaks at Wildwood Condominiums are intended to provide housing primarily for persons 55 years of age or older, The Condominium shall be operated as an age restricted community in compliance with all applicable state and federal laws. No person under 19 years of age shall stay overnight in any Dwelling Unit for more than 90 days in a calendar year. Subject to the rights reserved, each Dwelling Unit, if occupied, shall be occupied by at least one Person 55 years of age or older; provided, however, that once a Dwelling Unit is occupied by an Age Qualified Occupant, other Qualified Occupants of that Dwelling Unit may continue to occupy the Dwelling Unit, regardless of the termination of the Age Qualified Occupant's occupancy. Notwithstanding the above, at all times, at least 80% of the Dwelling Units within the Properties shall be occupied by at least one person 55 years of age or older. **Residents agree to provide verification of their age at the time they commence residing in a unit and at the request of the Condominium Board of Directors thereafter.**

23. Enforcement of these Rules and Regulations

The Condominium Association Board of Directors shall impose on the owner a fine of \$25 for each day in which an Owner or resident of the unit is in violation of any of these community policies. Fines of greater amounts and or other actions may be taken for continuing infractions of these or other policies or practices defined in the Association's governing documents.

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Amendments: These policies and guidelines may be subject to change from time to time at the discretion, and by a majority vote of the Board of Directors.

References:

Oaks at Wildwood Declarations executed October 4, 2011
Texas Property Code, Chapter 82, 1994 and 2011

Adopted on: October 6, 2016

Board President: Michael Barnes
Michael Barnes

State of Texas

County of Williamson

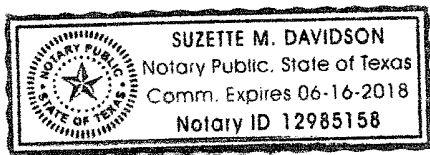
This instrument was acknowledged before me on the 6th day of October, 2016, by

Michael Barnes, the President

of Oaks at Wildwood Condominium Association, a Texas non-profit corporation, on
behalf of said corporation.

Suzette M. Davidson

Notary Public, State of Texas



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Version Control Table

Date of Change	Guideline Number	Change
September 26, 2016	2, c, ii	Modification / Clarification: Language included to specify timeframe for Other Holiday Decorations.
	3, b	Modification / Clarification: "Native adaptive" added.
	4, b	Addition: Exterior Security / Safety Lighting" guideline added.
	4, c	Addition: "Additional Exterior Lighting" guideline added.
	5	Modification / Clarification: "Exterior" added.
	5, b	Modification / Clarification: "Ornamental rocks or stones" removed.
	12, a	Addition: "Political Signs" guideline added
	15, e	Modification / Clarification: Ages added to existing guideline.
	17, a, iii	Modification / Clarification: Resident responsibilities added.
	17, b, ii	Modification / Clarification: Language restricting parties for teenagers and children removed.
	17, b, iii	Modification / Clarification: Deposit amount reduced to \$175.00.
	18, d	Modification / Clarification: Language adjusted to reflect the availability of bins of "varying sizes."
	N/A	Addition: Version Control Table added
	Throughout	General formatting, punctuation, numbering and grammar changes made.
October 5, 2016	12, a	Modification / Clarification: Political Sign restriction verbiage changed per direction of association attorney.
	N/A	Addition: Notary of Public information added.
	Throughout	General formatting, punctuation, numbering and grammar changes made.