

2023 Highland Square HOA Guidelines to Violation Notification revised 7/17/2023

The following items are listed and adopted by the HOA Board of Directors as items for Homeowners to monitor their properties. These guidelines are used to justify violation notices. If a Homeowner is in violation or not complying with these guidelines, they will receive notification via mail, email or both, with further instructions.

These guidelines in no way absolve or diminish the Declarations & Covenants set forth in our Community Bylaws. These guidelines are used to provide some additional expectations to the HOA Board for review and clarification, if needed.

Routine maintenance areas:

Yards - Must be mowed and edged regularly to prevent high grass situations. No excessive weeds will be permitted. Yards should have living grass covering at least 50% of the visible yard (outside any privacy fencing). All trees and shrubs should be maintained and trimmed as needed. Ensure that shrubs or trees do not block stop signs or other traffic control signs. Trees overhanging onto the roadways need to be trimmed. Yards should be free from debris being stored where it is visible from the street view. Trash cans should be stored on the side of the house or in the garage, protected from general view. Bulk waste or trash and recycling containers may not be placed curbside any earlier than the evening prior to pick-up and must be removed after trash pick-up. Landscape debris may be placed at the curb no earlier than 1 week prior to collection.

Mulch bags, landscaping items, and kids' toys (including bicycles), must be stored in a garage or behind a privacy fence. Random, discarded items must not be viewable from the street.

Fences - All fencing must be maintained and in good repair. Vinyl fencing requires pressure washing as needed. No mold or heavy dirt is permitted. Any Homeowner that owns a mutually shared fence shall be responsible for the cleaning of their side of the fence. Any Homeowner that has a fence that is not shared by a neighboring property shall be required to maintain all fencing facing the property and away from the property. Existing wooden fencing must be stained, painted or pressure washed as needed. Wooden fencing requiring more than 25% in repairs must be replaced with an approved fencing material.

Driveways - All driveways require routine pressure washing to prevent excessive mold buildup (blackened driveways). Driveways that are painted also need pressure washing and repainting when current paint is chipped or discolored. Excessive cracks will also need to be repaired.

House exteriors - Need to be free from mold, cracks, and faded paint. Pressure washing or repainting must be done when necessary. The roofs should be in good condition and repairs completed as needed. Roofs that are significantly discolored with mold or algae should be pressure washed or replaced. When a roof has become damaged, a tarp/sandbags may be temporarily used and notification of timely repairs must be made to the HOA via an ARB Form,

available on the community portal. Hurricane shutters/boards may be put up when a warning/watch is issued and must be removed no later than 3 weeks following the event, unless otherwise requested by the HOA, due to storm damage.

Mailboxes - Must be in good condition and upright. Mailboxes should be pressure washed or painted once they become weathered or mold is present. If your mailbox is leaning, won't close or broken, repairs are required.

Parking - At no time is parking of vehicles permitted on any grassy areas of the home or in any other non-driveway location. All vehicles must be parked on the driveway or side of the road as permitted by law. Vehicles that are improperly parked may receive a warning on their vehicle alerting them to the violation prior to an official violation. This applies to vehicles parked on the grass as well as vehicle parking that has been prohibited. No box trucks, tow trucks, campers, RVs, boats, buses, semi tractor trailers or utility vehicles/trailers or any other prohibited vehicles as stated in the bylaws may be parked in this community. Traditional work-related pick-up trucks and vans may be parked only on the driveway as long as they do not exceed 22 feet in length, 9 feet wide and 7 feet high. Commercial vehicles such as landscaping and home repair vehicles may be parked temporarily while work is being performed at a residence and may only be parked in the community from 6:00am - 10:00pm, while work is actively being conducted. Parking of these vehicle overnight, for any reason, is not permitted.

Holiday Lighting & Decorations- Christmas and or other holiday decor normally used at the end of the year may not go up any earlier than Nov 1st and must be taken down no later than January 15th. Halloween lighting and decor may be displayed no earlier than October 1st and removed by November 7th. All other decor and lighting used for specific holidays may not be on display for longer than 30 days.

Fencing types permitted:

Vinyl or Wrought Iron (when a privacy fence is not required). When a privacy fence is required, the only option is vinyl. **Wooden fences are no longer permitted for replacement or new fencing*** Approved vinyl colors are white and almond. No front yard fencing allowed. Chain link fencing is prohibited.

Roof types permitted:

Shingles that are complimentary to the home and are aesthetically pleasing in our neighborhood are permitted. Any roofing shingle requests that are not permitted, per these standards will be denied.

Exterior Painting/ Staining:

Houses - Only approved pallet colors that are in harmony with the surrounding community will be permitted. Bright colors, as well as pinks and purples, are not allowed. Extreme dark colors are not permitted as base house paint but upon approval may be allowable for trims. See color pallet found on the Highland Square website. Any questions or concerns about house paint

colors should be addressed prior to work commencement. As a reminder, any exterior changes to a home will require a completed ARB Form, available on our Community Portal, to be submitted for approval.

Community Paint Palette and approved Color samples:

<https://highlandsquarehomeownersassociation.managebuilding.com/Resident/api/public/files/download?fileId=17788777>

Driveways - When painted, driveways must be a neutral, solid color. Color choice must be approved, just as in the House Painting section, listed above. Routine maintenance plan acknowledged must be acknowledged with any paint requests.

Fencing - Existing wooden fences may be painted or stained in a neutral color.

PLEASE keep in mind that ANY architectural changes made to your home or property will require an ARB approval form for submission and approval. These can be located on our Community Portal: **<https://highlandsquarehomeownersassociation.managebuilding.com>**