



The Townhomes of Country Village Association, Inc.

RULES AND REGULATIONS

including

ARCHITECTURAL MODIFICATION GUIDELINES

Dear Homeowners,

When you purchased your property, you automatically became a member of the Townhomes of Country Village Association, Inc., which is a homeowner's association comprised of 191 units. The governing documents were established by the Developer and officially recorded in the Public Records of Miami-Dade County and are a part of the title to your property.

This document supplements restrictions contained within the governing documents of the Townhomes of Country Village Association Inc. and by no means constitutes a complete list of the items permitted or prohibited. Please refer to the official documents governing the Association for more information. Liability issues have been given due consideration in establishing these Guidelines and Rules and Regulations, which are for the benefit and protection of the entire community.

Please call Reliable Property Management Services, Inc. at (305) 364-8941 , if you have any questions regarding these Guidelines and Rules and Regulations.

ARCHITECTURAL MODIFICATION GUIDELINES

No part or portion of the existing structure shall be removed or enlarged. Any reconstruction due to damage must be in accordance with the original design of the structure.

Prior to **ANY** and **ALL** exterior modifications (replacement, repair or removal) the homeowner must submit a completed **Application For Architectural Modification form (Addendum A)** to the Association for approval.

All approvals are contingent upon owner obtaining a Miami-Dade County Permit. Failure to obtain prior approval may result in a lawsuit or a lien against your property and you will be held responsible for all resulting attorney's fees.

RULES AND REGULATIONS

A/C Units	Wall and window air conditioning units are prohibited.
Address Numbers	Only developer-issued style and size numbers are permitted. Numbers made of tile, brass or other material are prohibited. Numbers must be painted the proper color (see Paint Specs). Numbers must be in original location and clearly visible from the street. Homeowner must keep all shrubbery trimmed so that numbers are not obscured.
Antennas	Permitted in the rear of the unit only. Must be installed at the edge of the unit and not exceed a height of 20 feet above the ground. No unit shall have more than a combination of two antennas and/or satellite dishes.
Awnings	Permitted only over rear patio, with prior approval from the Association and subject to obtaining a Miami-Dade County Permit. All awnings must be in dark bronze anodized aluminum.
Basketball Hoops	Prohibited, as they are a nuisance to neighbors and a liability to the Association.
Boats	Permitted, but no gasoline motors. Must be kept within your personal property boundaries and must not exceed the height of the divider wall. Boats cannot be stored in your driveway, guest parking or the grass. Only homeowners who live on the lake are permitted to anchor a boat in the water, not along the perimeter or on the grass.
Boat Docks, Ramps, Swim Platforms	Prohibited.
Bulletin Boards	<p>The bulletin boards are for the exclusive use of the <i>homeowners</i>. Commercial advertising is prohibited, except by homeowners who own a business.</p> <p>All items (personal <i>and</i> commercial) must be dated and show the name and phone number of the homeowner posting it. Any item posted without the required information will be removed immediately. To avoid clutter, items will be removed periodically. Ads for illegal substances or abusive material are prohibited.</p> <p>Items must be secured on all four corners. Only push pins and thumb tacks are allowed to be used. Staples, scotch tape, nails, etc. <i>must not be used</i>, as they damage the cork. Anyone who causes damage to the bulletin boards will be held financially responsible. Homeowners are limited to one item, 8 2" x 11" maximum size.</p>

Businesses Prohibited.

Carports, Tents, Canopies Prohibited.

Car or Motorcycle Covers Prohibited.

Clothes Lines Prohibited.

Common Area Homeowners are not permitted to store personal items on the common area. Barbeque grills, picnic tables, lawn furniture, umbrellas, bicycles, kiddie pools, swing sets, etc. may be placed on the common area only while in use. No special equipment (water softeners, propane gas tanks, etc.) shall be placed or installed on common areas. These items interfere with lawn maintenance and are a liability to the Association. Any prohibited items left in the common area will be subject to removal by the Association at the homeowner's expense.

Homeowners must obtain pre-approval for use of the common area for a party or other gathering by submitting a completed **Common Area - Special Use Request Form**. Please refer to the complete **Special Use Request Form** (Addendum B).

Conduct at Meetings Homeowners are encouraged to attend the monthly Board of Directors Meetings. Notices are posted on the bulletin boards 48 hours prior to the meeting. Robert's Rules of Order are strictly adhered. Please refer to the complete **Meeting Conduct Policy** (Addendum C).

Doors

Front Doors
All front doors must be painted brown (see Paint Specs). Doors may contain a glass section no larger than one-fourth the size of the door.

Screen Doors
Permitted. Door must be painted black or brown (see Paint Specs) and the screen mesh must be dark bronze. The door must be properly maintained and kept closed at all times.

Garage
Must be painted the proper color (see Paint Specs) and maintained in good condition (no dents, etc.). No glass inserts permitted. Door cannot be left partially open.

French Doors
Prohibited, except in the rear of the unit and must be dark bronze in color, not white.

Driveways and Walkways

May be stained (**not** painted) according to the Paint Specifications. No modification will be permitted, including enlargement.

Driveways

Tile, pavers, stamping, etc., **not** permitted.

Walkways

Tile permitted, subject to approval of the color and design.

All driveways and walkways are the property of the Association, but must be kept clean by the homeowner.

EZ Go Carts and Recycling Bins

Carts may not be stored on common area and should not be visible from the street. Please refer to the complete ***EZ Go Cart and Recycling Bin Policy*** (Addendum D).

Fences

Fences must be painted in the standard brown color (see Paint Specs). They must be properly maintained and may not exceed the standard 6-foot height. Construction must be the wood shadowbox style, except for those homes on the lake, which are allowed fences made only of wrought iron or aluminum (black or brown). Chain link fences are not permitted. No personal items may be hung on or over the fence. Homeowners must not allow grass, weeds, shrubbery, etc. to protrude through the fence.

Flag Poles

Permitted, but must be attached to the unit. Flags must not be faded or torn.

Gates-Front

Permitted, but must be black wrought iron and similar to existing gates. Gate must be kept closed at all times.

Holiday Decorations

Holiday decorations are seasonal and should be removed within 30 days following the holiday.

Landscaping - Trees, Flower Beds

Restricted to within your personal property boundaries (courtyards, back yards and planters installed by the Developer). Exception: Additional landscaping is permitted on common areas, which includes the front lawns, *but prior approval must be obtained from the Association*. The cost of any damage to the sprinkler system during planting will be charged to the homeowner. It will be the homeowner's responsibility to properly maintain the additional landscaping or it will be removed at the homeowner's expense.

Lawns – Front

Homeowners are responsible for watering their front lawns. The sprinkler system installed by the Developer does not cover the area in front of the individual units.

Owner-installed sprinklers are permitted, with approval from the Association, but must be connected to the homeowner's water supply. They are not permitted to be connected to the Association's sprinkler system.

Lawn Decorations

Prohibited (including edging, statues, fountains, benches or other ornaments). These items interfere with lawn maintenance and are a liability, as the front lawns are part of the common area owned by the Association.

Lawn Furniture - Barbeque Grills

No personal items may be placed or stored on the common area unless in use and must be removed immediately after use.

Mailboxes

To maintain uniformity, replacement locks will be installed by the Association and the cost will be charged to the homeowner. Signs or ads are prohibited on the mailboxes. They are illegal and damage the paint.

Paint Specifications

Authorization is not required for painting. However, only the following colors are permitted:

Building and Garage Doors:

Benjamin Moore #920 Honey Harbor

Wood Trim, Front Door, House Numbers, Decorative Shutters, Metal Roof Flashings and Fences:

Benjamin Moore #1232 Fresh Brew

Garage Door Trim (for townhomes with garages only):

Benjamin Moore #918 White Rock (not white)

Driveway Stain / Paint Color (optional):

Behr New England Brick PFC-01 or Behr Pacific Fog PFC-62

Roof Tiles:

Tiles may also be stained using either of the below formulas:

Benjamin Moore:

548K, 3YL, 2YV, 2Y8M, 4T, 2P

Behr:

Roof Paint Spec No. 66 Deep Base (066) Gallon:

<u>Colorant</u>	<u>OZ</u>	<u>48</u>	<u>96</u>
C Yellow Oxide	3	2	0
F Red Oxide	1	22	1
KX White	0	39	1
L Raw Umber	8	7	1

In addition to Home Depot and Benjamin Moore, paint is also available at Total Paint (Miami Gardens Dr. & Red Road) and Pinturama (Red Road). This is not an endorsement, but is for general information purposes only.

Parking and Towing

ALL PARKING IN THE STREETS IS PROHIBITED and subject to immediate towing and/or a parking citation from the Miami-Dade Police Department.

Vehicles parked in the driveway cannot extend into the street as they interfere with traffic flow and are subject to immediate towing and/or a parking citation from the Miami-Dade Police Department.

Parking or driving on the grass is prohibited and subject to immediate towing.

Parallel parking across the driveway is prohibited and subject to towing.

Commercial vehicles are prohibited and are subject to immediate towing. Miami-Dade County ordinances prohibit the parking of commercial vehicles in residential areas. Only vehicles engaged in providing a commercial service or loading/unloading will be allowed to be parked on the property, including the driveways.

Refer to the complete **Parking and Towing Policy** (Addendum E).

Parties

If a homeowner desires to hold a party on the common area, they must contact the Management Company for a **Common Area - Special Use Request Form** (Addendum B). The Form must be submitted 14 days prior to the event for approval, along with a Certificate of Insurance naming Townhomes of Country Village Association, Inc. as co-insured. This protects the Association from liability in the event of an accident. The homeowner will be responsible for any damage to the common area where the function takes place. Reasonable hours and noise control shall be adhered to in accordance with Miami-Dade County nuisance codes.

Patios

Permitted within fenced area or within lot line for townhomes on the lake, with prior approval from the Association and subject to obtaining a Miami-Dade County Permit. No items may be stored on the patio that exceed the height of the divider walls (ladders, boats, etc.).

Pets

Only traditional household pets are permitted (dogs, cats, fish, caged birds, etc.). Animals shall not be a nuisance or annoyance to other owners or be allowed to remain on the common area without the owner present. Dogs must be kept on a leash. Fido Stations are located throughout the community and owners are required to clean up after their pets. No trash of any kind is to be put into the containers.

Roofs

Tiles

May be stained or painted (see Paint Specs).

Replacement roof tiles must be:

Entegra Canyon Clay: S-CACL-NN-Y-SM-15.

No other style or color will be accepted. They can be purchased through:

Entegra Roof Tile, 9845 NW 117 Way, Medley, FL 33178 - 305-863-0021

Flashing and Underskirt

Cannot exceed three inches in height and must be painted brown in accordance with the Paint Specs. Any underskirt/flap cannot go more than one inch below the top edge of the top row of tiles.

Gutters

Permitted, but color must correspond with the brown trim (see Paint Specs) or be dark bronze anodized aluminum. The down spouts may be the color of the wall (see Paint Specs). Gutters and down spouts must run parallel and perpendicular to the roof line or edge of the building.

Satellite Dishes

Permitted in the rear of the unit only. May be up to 40" in diameter and must not exceed a height of 20 feet above the ground. No dish shall be erected in the front of the unit or on the roof. No unit shall have more than a combination of two satellite dishes and/or antennas. Also see AWires-Exterior@.

Screened Enclosures

Permitted with prior approval from the Association, which is subject to homeowner obtaining a Miami-Dade County Permit. The support material must be dark bronze anodized aluminum. The screen mesh must be dark bronze in color and properly maintained.

Security Bars

Permitted with prior approval from the Association, which is subject to homeowner obtaining a Miami-Dade County Permit. Must be black in color.

Sheds

Permitted, but must not exceed the height of the divider wall. Homeowner must obtain a Miami-Dade County permit and shed must be anchored on a concrete slab.

Shopping Carts

Shopping carts are not permitted on the property. Carts are the personal property of the store and should not be removed from their parking lot.

Shutters

Shutters cannot be put up before a Hurricane Watch is issued and must be taken down within 14 days after the storm passes.

Hurricane –Permanent

Permitted with prior approval from the Association. Approval will be subject to homeowner obtaining a Miami-Dade County Permit. Permanent shutters and brackets must be similar in color to the unit.

Hurricane - Temporary (including plywood)

Permitted. All brackets permanently attached to the unit must be painted the same color as the unit.

Decorative

Replacement or additional shutters must be approved by the Association.

Signs	<p>Prohibited, except AFor Sale@ and AFor Rent@ signs, which must be limited to no larger than four square feet and must be preprinted (no handwritten signs). Signs are not allowed to be placed on any unit, including fences. They cannot be placed on the common area, except directly in front of the unit. It is the responsibility of the homeowner to properly maintain and remove signs in a timely manner. Miami-Dade County does not allow signs on the right-of-way on 67 Avenue.</p> <p>Signs or ads are prohibited on the mailboxes. They are illegal and damage the paint.</p>
Skateboard Ramps	Prohibited.
Sprinklers	Owner-installed sprinklers are permitted, <i>with approval from the Association</i> , but must be connected to the homeowner's water supply. They must not be connected to the Association's sprinkler system.
Storm Drains	Nothing is permitted to be poured or put into the storm drains.
Umbrellas-Patio	Permitted in back yard only. May not exceed 8 feet in diameter and must be closed when not in use
Vehicles	<p>All vehicles must display a current license tag and be in working condition. No vehicle repairs are permitted <i>anywhere</i> on the property.</p> <p>Motorized Scooters Prohibited, unless street legal and displays a current license tag.</p> <p>Recreational Vehicles Prohibited.</p> <p>Refer to the complete <i>Parking and Towing Policy</i> (Addendum E).</p>
Wires & Cables – Exterior	All exterior wires and cables (TV, satellite dish, telephone, etc.) must be secured to the wall along the roof line, the base of the wall or on the corner edge (not the middle). They can not enter the unit through a window. Wires and cables must be painted the same color as the unit.
Yard Sales	Permitted, but please be respectful to your neighbors. Do not post signs on trees and all signs must be removed the same day as the sale.

Addendum A

Application For Architectural Modification

Townhomes of Country Village Association, Inc.

Application must be approved by the Association prior to commencement of any work. Modifications or additions made without Association approval are subject to removal or correction at homeowner's expense. All approvals are contingent upon homeowner obtaining a Miami-Dade County permit.

Homeowner's Name			
Address			
Telephone - Day		Telephone - Evening	

Check Appropriate Box

<input type="checkbox"/>	Addition	<input type="checkbox"/>	Walkway - Tile
<input type="checkbox"/>	Hurricane Shutters	<input type="checkbox"/>	Utility Shed
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Reconstruction
<input type="checkbox"/>	Screened Enclosure	<input type="checkbox"/>	Other

Use this space to describe the modification(s) in detail. Please include colors, materials, dimensions and location. Also attach a sketch or professional drawing.

Contractor's Name:	Phone Number:
--------------------	---------------

Homeowner agrees to hold the Townhomes of Country Village Association, Inc. harmless from any and all claims, losses, damages, injuries, lawsuits and attorney's fees resulting from any and all modification(s).

_____ Date

Homeowner's Signature

DO NOT WRITE BELOW THIS LINE

Date: Received _____	Approved _____	Disapproved _____
Pending additional information _____	Date Notified _____	
Board of Director signature _____		
Additional comments _____		

Addendum B Common Area - Special Use Request Form

Townhomes of Country Village Association, Inc.

Must be submitted 14 days prior to event.

Must be approved prior to commencement of the event.

A **Certificate of Insurance** naming Townhomes of Country Village Association, Inc. as co-insured must accompany this request. This is to protect the Association from liability in the event of an accident.

Name			
Address			
Telephone	Day	Evening	
Date of Event		Number of Guests	
Start Time		End Time	

Please use this space to describe the event in detail, such as catering, tables, chairs, special equipment, etc.

I acknowledge that I am responsible for any damage to the common area (grass, sprinkler heads, etc.), which must be left in the same condition (no trash, etc.). Reasonable hours and noise control shall be adhered to in accordance with Miami-Dade County nuisance codes.

I agree to hold Townhomes of Country Village Association, Inc., harmless from any liability.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Date: Received _____ Approved _____ Disapproved _____

Board Member: _____

Pending additional information _____ Date Notified _____

Additional comments _____

Addendum C

CONDUCT POLICY FOR MEETINGS

Townhomes of Country Village Association, Inc.

The Board must conduct the business of the Association in an orderly and timely manner. Therefore, the following Conduct Policy has been established. This Policy will be *strictly* adhered to. Robert's Rules of Order will be followed insofar as they relate to Homeowner Association Meetings.

- Everyone, including Board members, must be recognized by the Chair to avoid more than one person speaking at the same time. If someone continually interrupts other speakers, they will be asked to leave.
- Comments from homeowners will be limited to three minutes or less, based on the number of people in attendance.
- After each Board member has spoken on a specific item, *as a courtesy*, homeowners may be permitted to speak. Homeowners may not "donate" their time to another homeowner. Only one member from each unit may speak. For example, a husband and wife may not both speak on the same item.
- Individual discussions between two or more people are not permitted while another person has the floor. This applies to both Board members and homeowners.
- If a homeowner wants the Board to consider an item for discussion, they should call Reliable Property Management, 305-364-8941, at least four days prior to the date of the meeting and request that it be placed on the agenda. This will allow the Board time to study and research the issue, in order to make an informed decision.
- Anyone disrupting the meeting will be asked to leave. No personal attacks, offensive conduct, shouting, or abusive language will be tolerated. Two violations will result in the suspension of the homeowner's right to attend the meetings.

Addendum D

EZ GO WASTE CART and RECYCLING BIN POLICY

Townhomes of Country Village Association, Inc.

In order to insure compliance with County regulations and for the safety and visual appearance of the community, the following rules shall regulate the use of the County-issued EZ Go waste carts (**Carts**) and recycling bins (**Bins**) on the Association's common area, which includes the driveways and individual front lawns.

Waste carts are available in three sizes: 35, 64 and 96 gallons. If you have difficulty storing a large cart, it can be exchanged for a smaller one. Contact Miami-Dade Waste Department at 305-594-1500 or their web site at www.miami-dade.gov/dswm.

- All trash and lawn debris must be placed **inside** the Cart, as required by the County, or it will not be picked up. Large, bulky items will be picked up by the County **only by special request** (305-594-1500).
- The Cart and Bins shall be used for their intended purpose only. When not in use for the purpose of transporting or containing refuse on specified days of pickup, all Carts and Bins must be stored within your personal property boundaries, which are the garage, the courtyard or in the back yard inside your fence. **They should not be visible from the street.** The grass, the front yard or the side of the building are not acceptable storage places.
- Carts and Bins shall not be placed in front of the property earlier than 6 PM the evening *before* trash pick-up day and must be removed by 6 AM the morning *after* trash pick-up day.
- The County requires that Carts be placed within three feet of the street, with the wheels facing your house. They must be placed on the driveway, **not in the street.**
- Carts and Bins must not be stored in any manner that is in violation of this Policy or any local ordinances and regulations. They shall be the responsibility of the individual homeowners, who shall be liable to the Association for any violation of these rules. All legal expenses incurred to enforce this Policy will be charged to the homeowner and shall be grounds for the Association to seek injunctive relief against future violations.

Addendum E

PARKING and TOWING POLICY

Townhomes of Country Village Association, Inc.

The policy for parking and towing of vehicles is as follows:

- ***ALL PARKING IN THE STREETS IS PROHIBITED.***
Any vehicle parked in the street is **subject to immediate towing and/or a parking citation** from the Miami-Dade Police Department.
- ***Vehicles parked in the driveway cannot extend into the street.***
This interferes with traffic flow. Vehicles will be subject to immediate towing and/or a parking citation from the Miami-Dade Police Department.
- ***Parking or driving on the grass is prohibited*** and subject to immediate towing.
- ***Parallel parking across the driveway is prohibited.***
Vehicles parked across driveways will be subject to immediate towing. The driveways are owned by the Association, but are for the exclusive use of the homeowner.
- ***Commercial vehicles are prohibited*** and are subject to immediate towing. Miami-Dade County ordinances prohibit the parking of commercial vehicles in residential areas. Only vehicles engaged in providing a commercial service or loading/unloading will be allowed to be parked on the property, including the driveways.
- Vehicles without a tag, or with an expired tag, are prohibited and subject to towing.
- Inoperable vehicles (flat tire, etc.) are prohibited and subject to towing.

The towing company is authorized to patrol the community on a random basis for parking violations. The Association shall be permitted to tow any vehicle that is in violation of these Rules and Regulations or any other provision contained in the Association's Governing Documents, as same may be amended from time to time. Towing will be at the Owner's expense.

PAINT SPECIFICATIONS

Townhomes of Country Village Association, Inc.

Authorization is not required for painting. However, only the following colors are permitted:

Building and Garage Doors:

Benjamin Moore #920 Honey Harbor

Wood Trim, Front Door, House Numbers, Decorative Shutters, Metal Roof Flashings and Fences:

Benjamin Moore #1232 Fresh Brew

Garage Door Trim (for townhomes with garages only):

Benjamin Moore #918 White Rock (not white)

Driveway Stain / Paint Color (optional):

Behr New England Brick PFC-01 or Behr Pacific Fog PFC-62

Roof Tiles:

Tiles may also be stained using either of the below formulas:

Benjamin Moore:

548K, 3YL, 2YV, 2Y8M, 4T, 2P

Behr:

Roof Paint Spec No. 66 Deep Base (066) Gallon:

<u>Colorant</u>	<u>OZ</u>	<u>48</u>	<u>96</u>
C Yellow Oxide	3	2	0
F Red Oxide	1	22	1
KX White	0	39	1
L Raw Umber	8	7	1

In addition to Home Depot and Benjamin Moore, paint is also available at Total Paint (Miami Gardens Dr. & Red Road) and Pinturama (Red Road). This is not an endorsement, but is for general information purposes only.