

MILL RIDGE TOWNHOMES & VILLAS OWNERS ASSOCIATION

Rules & Regulations

May 1, 2025

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SECTION I

VARIANCE REQUESTS

1. Any change to the exterior of the living unit or lot must be submitted for review by the Association.
2. Homeowners must complete the “Variance Request Form” available on the Homeowner portal. Completed requests must be submitted to HRC Association Management for review. Forms that are not submitted without the required materials will be denied.
3. Requests will be reviewed by the Property Manager for compliance with the covenants.
4. No improvements may begin prior to approval by the Association.
5. The Homeowner of the lot is responsible for understanding all easements and covenants associated with their lot.

SECTION II

ASSOCIATION COMMUNICATIONS

1. Association communications will be sent by the Property Management company either through email or USPS. All Homeowners and Residents are recommended to register their preferred email address with the Property Management company directly.
2. Homeowners are encouraged to register for access to, and familiarize themselves with the use of, any HOA specific Homeowner portal sponsored by the HOA or Property Management Company. This password protected portal will contain the HOA’s financial records, organizational documents, meeting minutes, and other Association information.

SECTION III

VENDOR CORRESPONDENCE

1. No Homeowner or Resident shall provide direct instruction to the Property Management Company, Property management staff, or Property management vendors. All concerns and requests for service should be made directly to the Property Management Company through the Homeowner portal.

2. Homeowners who send any correspondence deemed abusive, either written or verbal, directed towards Property management vendors or the Property management company may result in a fee of \$50.00 for each occurrence.

SECTION IV

COMPLAINTS, VIOLATIONS & SANCTIONS

1. Any Homeowner may file a formal complaint, whether regarding the Declaration, Bylaws, Articles of Incorporation, Rules and Regulations, or any person, action, or document, stating their belief that a violation has been committed. A formal complaint must be documented by completion of the "Violation Complaint Form" with a photograph, if applicable, and be submitted to the Property Manager through the Homeowner portal. Complaints and violations will be thoroughly investigated before action is taken. The Board may set fees, fines, and other consequences for habitual violation of the rules. All decisions, actions and penalties will be communicated to the Homeowner in writing by the Board, legal counsel retained by the HOA, and/or the Property Management Company. All formally filed complaints will be kept confidential within the Board, legal counsel retained by the HOA, and the Property Management Company and all designated representatives.
2. Warnings and fines may be imposed for non-compliance of any listed rule or regulation as per the Declaration, the Bylaws, or these House Rules. Homeowners (for themselves or on behalf of a tenant) have a right to contest the alleged violation and/or the imposed penalty by contacting the Property Management company within ten (10) business days of receipt of a warning or notice of a fine/penalty. Unless revised by the Association, the fine shall be paid within the time specified in the notice of violation.
3. Warnings and fines for violations are as follows:
 - a. 1st Citation
 - i. An email and attached letter notifying the Homeowner that the lot is in violation.
 - b. 2nd Citation
 - i. A written warning which will clearly state the violation, and the timeframe allowed to avoid the imposition of a fine. If the violator is a Tenant, the Homeowner will receive written notification.
 - c. 3rd Citation
 - i. If the violation has not been addressed or corrected within the allotted timeframe, a fine of \$50 will be imposed on the Homeowner and charged directly to the Homeowner's account. The Homeowner will have thirty (30) days to pay the fine in full. The Homeowner will be notified of the Third Citation in writing and will be provided with an additional timeframe to remedy the violation. Failure to resolve the violation following a Third Citation will result in a fine double the amount of the first violation. The consequences of a continued violation include additional fines and penalties at the discretion of the Board and/or all available legal recourse.
4. Any Homeowner making false claims of violation against another Homeowner is subject to a fine of \$50 per occurrence at the discretion of the Board.

SECTION V

PARKING & TOWING

1. Residents and their guests may park permitted vehicles on the driveway of a living unit so long as no portion of the vehicle is parked upon or overhanging any portion of a private street or alley maintained by the Association. Any vehicle that is stored incorrectly that interferes with the ingress or egress of the private street may be towed at the Homeowner's expense.
2. Any vehicle parked in a designated no-parking zone may be towed at the Homeowner's expense.
3. Parking is permitted on private streets and alleys so long as vehicles do not interfere with ingress or egress through the Association.

SECTION VI SNOW REMOVAL

1. The Association has authority to establish a "Trigger" for snow removal services which is the minimum amount of snow accumulation is required before snow removal services are provided. The snow removal trigger is set at **TWO (2)** inches of accumulation in a single event.
2. The Association recommends that residents remove any accumulation of snow from a single event that does not meet the trigger for snow removal services.
3. The snow removal vendor, nor the Association will provide snow removal services around a parked vehicle. Vehicles parked in any Association common area will be the responsibility of the vehicle owner to shovel around.
4. Any vehicle parked upon or over hanging any portion of a private street or alley maintained by the Association that interferes with snow removal activities may be towed at the owner's expense.