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## I. Mission Statement

While each of us has located in Halteman Villas for varied personal reasons, most, if not all, share in the desire to live in an attractive, serene, and safe setting.

If we are to realize these objectives, rules and regulations are needed to govern our collective actions in the entire complex, including the limited common areas and those areas owned and maintained by the Association.

These published rules and regulations have been developed to provide flexibility for each of us without intruding on the rights of others.

We need to acknowledge that there may be times when our individual actions may be slightly curtailed, but this is a small price to pay for the benefit of all and for the beauty and serenity of our community. Our adherence to these *Rules and Regulations* is necessary if we are to realize the objectives set forth herein.

## II: Occupancy/Age Restrictions

- A. There must be at least one person that is fifty-five (55) years of age or older (age qualified) residing in each dwelling unit. (24 CFR Section 100.304) — Fair Housing Act (FHA).
- B. No person under the age of fourteen (14) may reside in a Halteman Villas dwelling unit.
- C. Each resident or guest(s) shall act in a manner that is considerate of others. Each resident shall avoid making or permitting any disturbing noises or activities that will impinge upon the rights, comforts or convenience of others.
- D. Caged birds, aquariums, and no more than two (2) domestic indoor house cats are permitted. NO DOGS ARE PERMITTED.
- E. Guests are not permitted to bring pets into the complex.
- F. Sales open to the public (e.g. garage sales, auctions, etc.) are not permitted on the premises.
- G. Kerosene heaters are prohibited anywhere within the complex.

## III: Common and Limited Common Areas

### A. Definitions:

1. **Common Areas and Facilities** refers to areas which all residents may make use of and the Association assumes the responsibility for, *i.e.* grassy (green) area north and east of the swimming pool, streets, the swimming pool, and the Community Room in Building 7A.
2. **Limited Common Areas and Facilities** refers to garages, parking spaces and adjacent yard areas, balconies, patios, and storage areas exclusively for the use of a particular condominium. Residents hosting guests who need overnight parking in

**Building 2 parking areas** must notify the building director. In the absence of the building director, please contact the Association Office. The parking area of Building 7A (west side) may be used for overnight parking for guest(s) if space is available.

- B. There shall be no changes to the common areas including, but not limited to, building alterations of any nature, installation of structures, landscaping, fences, or any other items such as awnings, patio enclosures, flag poles, etc., without the approval of the council of co-owners for the affected unit and the Board. Please contact the Association Office for the appropriate request forms to initiate a request for any alteration that requires approval.
- C. Residents who desire external alteration(s) shall first seek approval of the council of co-owners for the unit involved, complete the *Application for Alteration of Common Areas*, and submit the application to the Board for approval. Please contact the Association Office for this application.
- D. New construction and/or building repairs are permitted Monday-Saturday between the hours of 8:00 AM and 6:00 PM. No activity of this nature is allowed on Sundays or holidays. In the event of a dire emergency, approval to deviate from this regulation should be requested by contacting the Association Office.
- E. With the exception of the required building and condominium postal numbers, no sign, advertisement or other lettering shall be exhibited, inscribed, painted, or affixed on any part of the outside or the inside of the common areas of any building.
- F. Residents are not permitted to install or have installed an antenna of any type anywhere outside or on the roof of their building. Basketball hoops and other game equipment are prohibited in the common and limited common areas of the complex.
- G. Recreational activities are limited to the grassy (green) areas north and east of the swimming pool. Recreational equipment is not to be left in place overnight.

### H. Flower and Ornamentation

The purpose is provide continuity, while encouraging owners to use flowers and seasonal decorations to beautify our community.

Flowers:

1. All flowers, whether potted or in ground plants, are the responsibility of the owner to maintain.
2. Flowers should be planted in established beds only.
3. Temporary flower pots must be removed and stored during off season.
4. Hanging pots and planters are not to be suspended from window ledges or balcony railings.

#### Garden Ornamentation:

1. If you desire to place a garden ornament in your flower beds, please consult your unit director before doing so. Garden ornamentation is the responsibility of the owner.
2. There shall be no ornamentation in lawn areas.

#### Outside Holiday Decorations:

1. Christmas decorations: December 1 through January 7.
2. All other holiday decorations: Decorations may be displayed 7 days before and must be removed within 7 days after the holiday.
3. Fall (non-holiday) decorations like mums and pumpkins may be used through the October, November season.
4. All decorations must be in good condition and removed when damaged.
5. Colored light bulbs are not permitted in outdoor light fixtures, *i.e.* entry, patio, balcony, and garage.

#### Other considerations:

1. Bird (critter) feeders on balconies are prohibited.

#### Resolution of Disputes:

1. All flower and/or ornamentation issues are to be reported to the Grounds Chair by the unit director. If a satisfactory solution cannot be achieved the Grounds Chair will submit a written report to the Board of Directors for resolution.

## **IV: Hallways, Elevators, and Storage Areas**

A. Lobbies, halls, stairways, and elevators shall not be used as exercise/recreational areas. No one should use them in such a way as to interfere with other residents' convenience and safety.

B. Storage in the stairways and halls is not permitted.

C. Mops, cloths, brooms, and vacuum cleaner bags shall not be shaken from condominium windows, balconies, hallways, garages, or into trash chutes.

D. Bicycles are to be brought in and out of the buildings by garage entrances only and are to be stored in the stands where provided.

E. Residents shall not store combustible items of any type in their condominiums, hallways, stairs, storage rooms or garages.

F. Garage areas shared as Limited Common Areas are not to be utilized as storage for items other than bicycles and lawn and garden equipment unless agreed to by a simple majority of the building residents. A refrigerator or freezer is permitted in the garage area if approved by the building residents.

G. Storage areas in garages shall be maintained in a neat and orderly manner. They should present a good appearance and be free of fire hazards and should not impinge upon other's space or freedom of movement.

## **V: Windows, Balconies, and Patios**

A. Patios and balconies are Limited Common Areas and must not be used in any manner that disturbs residents or makes the building unattractive.

B. All window treatments visible from the outside must be white or off-white.

C. Grills may be used on **ground-level only** and positioned where the smoke or odors will not be bothersome to other residents.

D. To prevent water damage from rain or melted snow in multi-story buildings, residents are requested to close all windows and patio doors when leaving their condominium.

E. No items shall be suspended from balcony railings, walkway railings or window ledges

F. Awnings are permitted. Awning specifications are available in the Association Office.

## **VI: Vehicular Traffic, Parking, and Garages**

A. All vehicles must be registered in the Association Office and display the “Halteman Villas” decal on the lower left-hand corner of the windshield. If a registered vehicle is permanently removed from premises, the decal must be removed and destroyed.

B. Anyone driving automobiles, trucks, or motorized vehicles must have a valid operator’s license.

C. No vehicle shall be operated in a careless or inconsiderate manner. Maximum speed shall not exceed **eighteen (18) miles per hour**.

D. For reasons of both space and appearance, no boats, trucks over 3/4 tons, trucks with attached equipment, trailers, or any type of recreational vehicles (RVs) shall be permanently parked in any parking area or on the street. Parking of motor homes in parking areas and on the street is permitted on a temporary basis. No vehicles of any kind shall be parked overnight or on a regular basis in building parking areas except as agreed upon by the condominium owners in a given building. Personal vehicle overnight parking is permitted on driveways by the owner(s) and their guest(s)

E. Front driveways for Buildings 2 and 7A are for convenience in loading, unloading, and

for emergency vehicles. One lane must be allowed for passage of emergency vehicles. Owners should direct guest and contractors to use designated parking areas.

F. Streets are available for walking, jogging, cycling, skating, cross-country skiing, or other similar activities. No skateboarding is allowed. A resident is responsible for any guest participating.

G. There shall be no overnight parking on any street.

## **VII: Trash and Refuse**

A. All trash (including bottles and cans) shall be tightly wrapped and tied in substantial paper containers or plastic bags before being deposited in chutes, refuse dumpsters, or for curbside pick up.

B. To eliminate problems with animals, trash and refuse are to be placed at the curb on trash day only.

C. The use of garbage cans is prohibited.

D. The Muncie Mission picks up recyclable items on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. A detailed flyer is available through the Association office.

## **VIII: Swimming Pool**

A. There will be no lifeguard on duty at the pool. Residents and guests use the pool at their own risk.

B. Pool hours are 9:00 AM to 9:00 PM during the summer season.

C. A resident must accompany all guests and be responsible for their safety and conduct. Due to the size of the pool, residents are expected to be responsible in limiting the number of guests.

D. A resident 21 years of age or older must accompany children 16 years or younger in the pool at all times.

E. The pool is not available for resident parties, organizations or other groups.

F. Large flotation devices are not allowed when their use interferes with others.

G. Please do not enter the pool with an excessive amount of suntan lotion. If suntan lotion or oil, is used, please place a towel on chair or lounge before sitting.

H. Persons with exposed sub-epidermal tissue, open blisters, cuts, etc. are advised not to use the pool.

I. Restrooms are located in the Community Room. Please dry off before entering. The Community Room is not a dressing room and is not to be used to change into or out of swimming attire.

J. Wet swimming attire will not be permitted in or through the lobby of Building 7A.

***THE FOLLOWING POOL RULES AND REGULATIONS ARE UNDER THE JURISDICTION OF THE STATE AND COUNTY HEALTH DEPARTMENTS:***

1. A shower shall be taken before entering the pool. A shower is located in front of the pool house.

2. No diving.

3. All bathers must wear appropriate swimming attire. Street clothes shall not be allowed in the pool.

4. No running, boisterous or rough play.

5. No spitting, spouting of water, blowing nose and similar behavior in the swimming area.

**TELEPHONE, EMERGENCY FIRST AID KIT and BACK BOARD** are located in the equipment cabinet on the side of the pool house.

## **IX: Security**

A. Every effort will be made to maintain maximum security at all times. To attain this goal, residents must cooperate.

B. Any suspicious person or incident should be reported immediately to Security.

C. Residents must stop their vehicles when arriving at the gatehouse in order for Security to identify resident or to determine that there is a valid Halteman Villas” decal on the lower left-hand corner of windshield.

D. No guests or tradesmen will be permitted to pass the gate until Security has telephoned the resident or prior approval has been given.

E. Security will direct guests and tradesmen to the areas provided for their parking. When a resident expects a guest, advance notice should be given to Security. Before hosting a large event, a resident should provide Security with a list of those attending the event.

F. No solicitors of any type are permitted within the complex.

G. With prior approval, the resident’s condominium key will be provided to emergency personnel.

H. When some special circumstance makes it desirable for a non-resident to have access to a specific condominium (*i.e.* illness, vacation, etc.), the following procedures are to be

utilized:

1. The resident must have on file in the office a written authorization for such access, listing the individual's name, address, and relationship to the resident, *i.e.* family member, employee, friend, etc. The Office Manager will validate and deliver an *HVA Gate Pass* to Security.
2. The *HVA Gate Pass* will be valid for periods specified by the resident not to exceed six (6) months. Requests for renewals must be made through the Office Manager.
3. Halteman Villas Association has no responsibility for the supervision or the monitoring of activities of those admitted by the temporary *HVA Gate Pass*.
4. Any deviation from proper conduct will void the privilege of the *HVA Gate Pass*.
5. Under no circumstances will a "Halteman Villas" decal be issued to those admitted by the *HVA Gate Pass*.

## **X: Sales and "Open Houses"**

- A. The Declaration provides that a potential purchaser of a condominium must be approved by the Association preceding the purchase. This approval shall be based only upon valid legal reasons and shall not discriminate against a purchaser based on race, religion, ethnic origin, or sexual orientation.
- B. Owners must complete appropriate forms for the HVA Office relative to the selling of any condominium. Please contact the HVA Office for the appropriate form(s).
  1. *Notice of Proposed Sale of Condominium in Halteman Villas Association, Inc.*
  2. *Final Sale Checklist for Sale of Condominium in Halteman Villas*

C. It shall be the obligation of the selling agent to notify the potential purchaser of the financial obligations of the residents, such as the monthly maintenance fee, what is included in it, and the possibility of special assessments.

D. If an owner, Realtor, or auctioneer chooses to hold an "Open House," the owner, Realtor, auctioneer, or a designated person must be present at the condominium during the hours of the Open House.

E. The only signage permitted for selling a condominium is an "Open House" sign, and it must be removed at the conclusion of the public viewing. No other signs advertising the sale shall be placed anywhere in the complex.

F. Preceding the closing of a sale, the seller shall provide potential purchaser with copies of the Association's *Rules and Regulations, Association By-Laws, Declaration of Horizontal Property Ownership* for their particular condominium, and any other documents pertinent to ownership or occupation of a Halteman Villas condominium. Documents shall be presented to the potential purchaser at least two (2) weeks in advance of the finalization of the sale. If the purchaser accepts the stipulations of the documents, then arrangements will be made for an orientation meeting with representatives of the Halteman Villas Association prior to closing. At the conclusion of this required orientation, and prior to closing, the purchaser shall sign the "Acknowledgment" of the *Rules and Regulations*. The original will be kept in the HVA Office, and a copy will be given to the purchaser (see Item XVII).

## **XI: Moving and Deliveries**

A. Any movement of furniture or equipment in or out of a building will take place Monday through Saturday, no Sundays or holidays, 8:00 AM to 7:00 PM. Care should be exercised so as to protect the buildings, and the move should be accomplished with minimum disruption and inconvenience to other residents. Owners are responsible for repair of all damages.

B. Advance notice of at least three (3) days of any moving (in or out) must be given to the Association Office. Commercial and private movers will be denied admission by Security if such notice is not given.

C. Pads must be used whenever elevators are used for moving. The Association Office will arrange for pads to be installed when it receives notice of an intended move.

D. Any moving contractor or person assisting with a move must be informed by the incoming and outgoing residents that runners are to be placed over all carpeting in common areas for protection. Owners and movers are responsible for repair of all damages.

E. Specific rules governing moving procedures in or out of Buildings 2 and 7A are available in the Association Office.

F. Delivery vehicles are permitted to enter the complex Monday through Saturday from 8:00 A.M. to 6:00 P.M. except in cases of emergencies.

## XII: The Association Office

A. The Halteman Villas Association Office is located on the second floor of Building 7A and is open for transaction of business Monday through Friday from 8:00 AM to 12:30 PM. When the office is closed, Security should be contacted in an emergency. Messages may be left on the telephone answering machine in the office or dropped in the mail slot next to the office.

**B. For emergency use, residents must provide the Association Office with condominium keys.** All keys will be kept under lock by Security at the gatehouse. Keys may be inspected by the owner at any time. Any use of a key will be documented. **Owners are responsible for providing new keys if locks are changed.**

## XIII: General Procedures for Resolving Problems

If the rules and regulations herein are not being followed, the proper procedure to be used to correct the situation depends upon the offending party and the offense:

A. Problem with a resident(s) or guest(s) from the same building:

1. The building resident noting the violation should individually, or with the building director, try to reach a satisfactory solution.

a. If a satisfactory solution is reached, this information should be documented and maintained by the building director and the Association Office.

b. If no satisfactory solution can be reached by the parties, then the building director must become more involved. If the building director cannot resolve the situation within the building, a fully-documented report should be submitted to the Executive Committee who may choose to appoint a mediating committee for recommended action. The mediating committee shall consist of at least three owners who are neither directors nor residents of the building directly involved with the problem.

B. Problem with the building director:

1. If the resident noticing the rule violation or problem is comfortable speaking to the building director, the resident may try to resolve the problem. If that conversation does not resolve the problem, the resident may submit in writing to the Executive Committee who may choose to appoint a mediating committee for recommended action. The outcome of the committee's action shall be documented and kept in a separate file devoted to these matters and maintained in the Association Office. If the committee's solution is acceptable, using Association policies, the problem shall be considered solved. If no resolution is reached by the mediating committee, the matter will go before the Board.

C. Problem with other resident(s) or guest(s) not from the same building:

1. If the resident noticing the rule violation or problem is comfortable speaking to the offending party, the resident may try to resolve the problem. If that conversation does not resolve the problem, the resident may submit in writing to the Executive

Committee who may choose to appoint a mediating committee for recommended action. The outcome of the committee's action shall be documented and kept in a file devoted to these matters and maintained in the Association Office. If the committee's solution is acceptable, using Association policies, the problem shall be considered resolved. If no resolution is reached by the mediating committee, the matter will go before the Board.

2. If the resident noticing the rule violation or problem is not comfortable speaking to the offending party, the resident shall document the rule violation or problem and submit in writing to the Executive Committee.

## **XIV: Penalties**

A. Any non-compliance or violation by an owner or visitor of the policies of Halteman Villas Association, Inc., as set forth in the *Declaration of Horizontal Property Ownership*, the *Association By-laws*, or this document of *Rules and Regulations* will result in a penalty of \$25 for the first incident if the violation is not corrected within ten (10) calendar days following a written notice of the violation from the Association. Any violation that continues will be assessed a \$25 charge per day until the situation is corrected. Penalties shall be approved by the Board and administered through the Association Office. The responsible condominium owner will be kept apprised of the penalties on a continuing basis. If penalties are not paid, then a lien will be issued against the condominium. In addition, the Association shall be entitled to reimbursement of all of its reasonable expenses in collecting such penalties, including attorney fees and court costs.

B. Maintenance fees are due and payable on or before the 1st day of the month. They are considered delinquent after the 10th day of the month. Consistently late maintenance fees are subject to penalties detailed in Item A above. Any fee not paid by the 10th day of the month shall accrue interest at 8 percent per annum until paid in full.

C. Special assessments may be levied by either the Association or by any building's

council of co-owners (for that building's residents only). Late payment of special assessments is subject to penalties detailed in Item A above.

## **XV: The Community Room**

A. Booking Private Functions:

If a condominium owner wishes to have a private function in the Community Room, the Association Office must be contacted several days in advance to make the necessary reservation.

B. Room Capacity:

32 persons.

C. Deposit and Charges:

1. There will be a \$25 deposit, refundable if the room is left in an orderly condition. All food items and trash must be removed.

2. The condominium owner is responsible for any damages.

D. Community Room Policies:

1. All activities must be confined to the Community Room.

2. No swimming privileges will be granted for Community Room users who are non-residents. There will be no exceptions to this policy.

3. All Community Room furniture is to remain in the room. Furniture is not to be taken outdoors.

4. Loud music or noise is prohibited after 10:00 PM.

5. If a scheduled function is in progress, please respect its privacy by not entering the Community Room.



6. Parking for guests at events in the Community Room is available on the street in front of Building 7A and in the parking lot west of the building.

### **XVI: Amendments**

The Board may amend these *Rules and Regulations* at any time by a majority vote of the Board. A copy of any amendment(s) to these *Rules and Regulations* shall be provided to all owners. Residents may propose amendments to these *Rules and Regulations* by submitting them in writing to the Board for consideration.

*Regulations* of the Halteman Villas Association. It is my (our) intention and agreement to abide by the *Rules and Regulations*.

I (we) further acknowledge that no one, resident or staff, is authorized to deviate from these *Rules and Regulations* unless expressly given advance approval by the Association Board of Directors.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Association Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

Condominium # \_\_\_\_\_

### **XVII: Acknowledgment (Resident's Copy)**

As a present or prospective resident(s) of a condominium in Halteman Villas, I (we) acknowledge by my (our) signature(s) my (our) understanding of the *Rules and*

### **XVII: Acknowledgment (Association Office Copy)**

As a present or prospective resident(s) of a condominium in Halteman Villas, I (we) ac-

knowledge by my (our) signature(s) my (our) understanding of the *Rules and Regulations* of the Halteman Villas Association. It is my (our) intention and agreement to abide by the *Rules and Regulations*.

I (we) further acknowledge that no one, resident or staff, is authorized to deviate from these *Rules and Regulations* unless expressly given advance approval by the Association Board of Directors.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Association Representative

Date \_\_\_\_\_

Date \_\_\_\_\_

Condominium # \_\_\_\_\_

# **RULES AND REGULATIONS**

## **HALTEMAN VILLAS ASSOCIATION**

4501 N. Wheeling Avenue  
Muncie, Indiana 47304

Approved by  
The Board of Directors  
March 27, 2017