

What to Know When Moving In

This is a short list of things to keep in mind as you settle into Summerplace. To get the complete picture, be sure to read the **Summerplace Owner's Manual**, included in your "Welcome Packet", which combines the By-Laws, CC&Rs¹ and Residential Design Review Manual.

Another useful resource is the **Policy & Procedures Manual**, which is available on our website and contains the written policies and procedures followed by the Board of Directors, Standing Committees, and HOA Administration.

Both the Owner's Manual and the Policy & Procedures Manual are always available at your fingertips, together with other useful information, on the Documents page of the Summerplace website. In addition, forms you may need are available on the Forms page. Please note, you must be a website member to access this material. As a Summerplace resident, you are welcome to join the website.

In the following list, references to the Owner's Manual (OM) and Policy & Procedures Manual (PPM) are quoted, together with other documents and website pages (e.g. our FAQ page). The list is in alphabetical order.

If you live in Glenwood or one of the Windsors, you are required to comply with the Summerplace OM and PPM, but please also check your condominium's ruling documents for any additional requirements specific to your condominium complex.

Architectural Review (ARC)

OM: page 41 onwards, **PPM:** BP 005.3

Before you make any changes to the exterior of your home (paint, siding, roof, windows, fencing, etc.) or to your yard (other than minor planting changes), be sure to submit a *Request for Architectural Change* form and receive approval from the ARC. Failure to do so can incur fines or even having to redo the work.

Brick Walls and Fences

Maintenance of brick walls, such as the ones that back up to San Rafael, is the responsibility of the homeowners adjacent to the wall. Fences that back up to greenways have height restrictions.

Clubhouse Access: Key Fob & Guests

PPM: BP 001.6 & BP 001.18

Only residents can access the clubhouse with their key fob (you may not lend it to a friend or relative). Guests must follow all policies and rules of Summerplace.

Clubhouse Hours

FAQ: Qu 1

The clubhouse is open from 5:30 am to 11:00 pm every day. Please do not enter or leave the building at any other time; if you do so, the alarm will sound.

Door to Door Solicitation

PPM: BP 001.10

Door to door solicitation is not desired. Please do not patronize or encourage solicitors.

Flag Display

OM: page 5, para 1.6; page 49, para 3.13

There are special rules for displaying the American flag. Seasonal flags must be taken down promptly after the event.

Garage Sales

PPM: BP 001.7

Private garage sales are not allowed. Estate sales or moving sales are allowed when moving out (register with the HOA office). You may wish to participate in the annual community garage sale, held the first Saturday in August, or in *SummerplaceXchange*, our "online" garage sale, held via a private Facebook group.

¹ CC&Rs – Covenants, Conditions and Restrictions

Garbage Collection

OM: page 5, para 1.6; page 49, para 3.12

Garbage collection is on Friday. Bins may be set out on the curb the night before, but at all other times they are to be placed out of sight from the street.

HOA Office Hours

FAQ: Qu 2

Check the website or the monthly Summerplace News for the office hours.

HOA Staff & Volunteers

PPM: BP 001.3

The HOA office is managed by the HOA Manager and assistant. It is run by a volunteer Board and volunteer committees. Because of this, we are able to have many amenities and activities while still keeping annual assessments extremely low. Board members are elected at our annual meeting in October. Please consider lending your talents and energy to your new community.

Mail Pickup

FAQ: Qu 8

There is an outgoing USPS mail receptacle by the clubhouse. Collection times can be found under FAQ's on the website.

Occupancy

OM: page 6, para 1.9; **PPM:** BP 001.11

Occupants who do not meet age or ownership qualifications and wish to reside with a proprietary resident must apply and be approved as an Associate Member. If a resident wills a property to a non-resident, the property must be sold if the non-resident does not meet age and HOA requirements. A caregiver residing with a Proprietary Member must become an Associate Member and will consequently receive clubhouse facility privileges.

Pets

OM: page 5, para 1.4

You are limited to 2 pets. Dogs must be leashed on walks, and cats are not allowed to run free.

Political Yard Signs

OM: page 5, para 1.5; page 50, para 3.18

Political yard signs are not permitted.

Swimming Pool

PPM: BP 004.1.4; **FAQ:** Qu 3

The swimming pool is typically open from the end of May through September. Guests over 18 must be accompanied by a resident (limit of 4 guests per resident). Children under 18 must be accompanied by a resident and be in the pool only during Open Swim Hours (posted on the pool and on the website), even if the pool is empty.

Temporary Visitation

OM: page 6, para 1.9.1

Visitation of a non-member is limited to 30 days in a 12-month period. A variance for an additional 30 days may be granted. After 60 days the person may apply for an Associate membership from the Board.

Vehicle Parking

OM: page 4, para 1.2; page 47, para 3.6; **PPM:** BP 004.8

A resident may only park one car in his/her driveway, and it cannot block access to sidewalks. RV's may only be parked in front of homes for loading and unloading. They may not be parked there overnight. Both long-term and short-term parking is available in the Storage Lot (contact the HOA Office).

Website Access

www.Summerplacehoa.com

Our website is divided into public and private spaces. Only residents may access the private spaces, which include items such as the Resident Directory, Clubhouse Calendar, Events, Activities, Photo Albums, etc.

Wildlife

Residents are cautioned against feeding wildlife, as it attracts vermin and potentially dangerous animals.