

GRANDVIEW FARM CONDOMINIUM

# Homeowner Association Rules

Revised July 2017

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## INTRODUCTION

Pursuant to the authority of the 2017 Restated Declaration and the Utah Condominium Association Act (the “Act”), the Management Committee has adopted the Association Rules contained herein. These rules replace and supersede the Management Memos that have been in effect for many years.

The reason for the name change from “management memos” to “rules” is simply to be consistent with the nomenclature in the 2017 Restated Declaration and in the Act.

Aside from an occasional tweak, it is not the intention of the Management Committee to make substantive changes as we move from management memos to rules. However, you will perhaps observe some formatting differences. For example, where issues covered in the Management Memos are now covered by various provisions of the 2017 Restated Declaration, we refer you to those provisions rather than reiterating them in these Rules. We have previously provided each unit owner with a copy of the 2017 Restated Declaration, but with these Rules we now provide you with a Table of Contents to that Declaration. We hope this makes it easier to access information within the Declaration.

We hope you will agree that these rules – which are the product of many years of experience here at Grandview Farm – are common sense, and strike a good balance between allowing individual expression and preserving reasonable conformity. But if not, take heart: by their nature, the Rules can be modified according to the wisdom of future Management Committees.

We trust you will find living in our community a pleasant experience. Your neighbors are friendly and are willing to help you – just ask!

# ASSOCIATION RULE

## No. 1

### Maintenance and Repair Responsibility of the Association Responsibility of Unit Owners Request for Maintenance and/or Repair Service Form

Many elements of Grandview Farm condominium units are maintained by the HOA. These are listed in the 2017 Restated Declaration in Article IV, Section 4.3. Others are the responsibility of the unit owners individually. See 2017 Restated Declaration in Article IV, Section 4.4.

Unit owners may request the HOA to perform maintenance or repairs to elements falling within the responsibility of the HOA by completing and submitting the following form. You may photocopy the form as it appears here, you may request blank forms from a member of the Management Committee, or you may pick up a form during any meeting of the Management Committee.

Grandview Farm Condominium, Inc.

#### Request for Maintenance and/or Repair Service

Please Circle:    *Common Area*    *Individual Unit*

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature and Location of Request:

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_

Reason for Non-Completion: \_\_\_\_\_

Date Owner Contacted: \_\_\_\_\_ By: \_\_\_\_\_

**ASSOCIATION RULE  
NO. 2  
Condominium Parking Policy**

Parking at Grandview Farm is governed by the 2017 Restated Declaration, Article IX, Section 9.22 "Vehicles and Parking." This section authorizes the Management Committee to adopt rules related to parking, and the following rules are in effect:

1. Red marked curbs are fire lanes and in accordance with the Provo City ordinance are not to be used for parking at any time. This is necessary so that large fire trucks and other emergency vehicles can maneuver down our driveways to respond to emergencies. However, briefly pausing at a red curb to unload a handicapped guest is approved in order to help them into the owner's condo. The vehicle must be moved immediately after the person is in the condo.
2. Guest parking spaces south of the Clubhouse are to be used only by individuals using the Clubhouse.
3. Parking on Cobblestone Drive is allowed for 72 hours after which vehicles must be moved according to Provo City parking law.
4. Recreation vehicles will be allowed to park for 24 hours in guest parking to load or unload, providing they do not interfere with traffic.
5. Owners, or their guest or caregiver, who need parking for more than 30 days in a guest area must use the following form to apply for a parking permit from the Management Committee and be assigned a parking stall.

**PARKING PERMIT APPLICATION**

Unit Owner's Name \_\_\_\_\_ Condo Number \_\_\_\_\_

Person requesting permit (name and capacity, e.g., caregiver, family member, etc.):  
\_\_\_\_\_

Description of the guest vehicle: Make \_\_\_\_\_ Color \_\_\_\_\_ License Number \_\_\_\_\_

After reading Association Rule No. 2 and the 2017 Restated Declaration, Article IX, Section 9.22 "Vehicles and Parking," I understand and agree to abide by them.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Signature of Owner of Guest Vehicle

**PARKING PERMIT**

This Parking Permit is valid for the dates of \_\_\_\_\_ through \_\_\_\_\_, using the following location: \_\_\_\_\_

\_\_\_\_\_  
Signature of Management Committee member

\_\_\_\_\_  
Date

# ASSOCIATION RULE

## No. 3

### Clubhouse Policy

The 2017 Restated Declaration, Article III, Section 7.8 "Clubhouse and Pool Area" authorizes the Management Committee to adopt rules and restrictions with respect to the clubhouse and pool area. The following rules are in effect:

1. The Clubhouse facility is available to residents for their needs so long as that use does not over-extend the capacity of the building or create more than normal wear and tear on the building or its furnishings. Reserving and using the Clubhouse represents an agreement to comply with all of the cleaning requirements attached. Failure to properly clean and maintain the facility could lead to the loss of the reservation privileges as well as having to pay the cost of cleaning and repair.
2. In general, reservations are made on a first-come basis and are recorded on the Condo master calendar. Any reservation already recorded for weekly or monthly events may be pre-empted for a one-time event by another Unit owner who gives at least a two week or more notice with Management Committee approval.
3. The following uses of the Clubhouse are not permitted:
  - Commercial activities such as sales meetings and seminars/parties promoting the sale of a product or service;
  - Overnight use;
  - Any use involving groups larger than the posted capacity of the building;
  - An activity for a friend or extended relative that is not planned by the resident;
  - Any use which would place an unusual strain on the building or its furnishings in the opinion of the Management Committee. [An illustration of "unusual strain" might be a square dance group on a monthly basis.]
4. In addition to family events, residents may schedule meetings and activities on a weekly or monthly basis for civic, social, political, and religious groups to which they belong. The resident is expected to be personally involved in such an activity.
5. No wet towels, clothing, shoes, or swimsuits are allowed in the upstairs of the clubhouse at any time.
6. No pets are allowed in the Clubhouse except for service dogs and scheduler has been made aware of the service dog.
7. A \$100.00 deposit is required for scheduled activities. This will be refunded after activity if the Clubhouse passes inspection.
8. The Management Committee may allow an exception to any of the above policies in an unusual circumstance.

9. The following notice will be posted in the Clubhouse, and following each use of the Clubhouse, the user is responsible to see that each item on the notice is completed:

### **Notice to All Clubhouse Users**

**PLEASE NOTE THE FOLLOWING CLUBHOUSE CLEANING LIST TO BE FOLLOWED UPON COMPLETION OF CLUBHOUSE USE**

**A. Kitchen**

1. All water pitchers & utensils washed and replaced.
2. Clean any spills in sink, counter tops, stove, oven, microwave and/or refrigerator if used.
3. Mop floor if needed (mop located in corner by refrigerator).

**B. Trash and Garbage**

1. All trash & garbage removed from premises.
2. New trash bags (found under sink or at bottom of trash can) placed in trash can.

**C. Restrooms**

1. Clean up any messes your group leaves.

**D. Main Room**

1. Chairs and tables returned to storage areas.
2. Carpets vacuumed.
3. Large oval table & padded chairs returned to position.
4. Other Oval tables stored & secured in kitchen
5. Overstuffed furniture & end tables returned to original places.

**E. Pool Table Room downstairs (if used)**

1. All pool playing equipment properly stored.

**F. Table Linens (kept in storage room in downstairs)**

1. Any used linens are to be laundered & returned no later than the next day. This includes any dish towels used from the kitchen. Please use dryer sheets to remove wrinkles from linens.

**G. Miscellaneous:**

1. Please return Clubhouse keys to scheduler.
2. Do not remove Clubhouse chairs from premises.

## **ASSOCIATION RULE NO. 4**

### **RV Parking Storage Shed**

The 2017 Restated Declaration, at Article III, Section 3.7, regulates the use of spaces within the RV Storage Area and authorizes the establishment of rules by the Management Committee. The following rules are in effect:

1. Storage in the RV parking area is for vehicles which belong to Unit owners and residents. There is a charge of \$20 per month per space, to be paid with your monthly dues.
2. If approved by the Management Committee, a visitor of a condominium resident may park a vehicle for up to 72 hours in the RV parking if there is space available (or longer if approved by the Management Committee).
3. The RV parking is available on a first come basis. If the capacity of the RV parking area is reached, a Unit owner with two or more vehicles will be asked to remove some of their vehicles.
4. Each owner or resident who uses the facility will be responsible for the insurance and security of their individual vehicle. All those who use the facility will be responsible for making certain the gate is locked after entering and leaving the area.
5. Reservations for a space and the issuing of keys will be handled by the designated member of the Management Committee, or an assigned individual. Keys are to be returned to the Management Committee as soon as your need to use the key is finished.
6. When the available spaces are filled, unit owners who desire a space will be placed on a waiting list in the order in which the request is received. If there is a waiting list, then in the reasonable judgment of the Management Committee, Unit owners who have had the use of the storage area for an extended period of time may be asked to yield to another Unit owner who has been waiting.
7. Every Management Committee member has a key to the RV parking.

### **Storage Shed**

The Storage Shed is for the exclusive use of the Association unless an exception is made. Any request must be given in writing and be approved by the Management Committee.

## **ASSOCIATION RULE NO. 5**

### **Signs Commercial Uses Garage Sales and Boutique Sales**

The 2017 Restated Declaration provides as follows in Article IX, Section 9.4 "Signs":

Except for a "No Soliciting" sign, no signs, notices or advertisements shall be displayed on or at any window or other part of the Unit or in the Common Areas, including the Clubhouse, without the written approval of the Management Committee or in accordance with the Rules established by the Management Committee.

Pursuant to the foregoing, the following Rule has been adopted and is in effect:

**FOR SALE SIGNS:** It shall be the policy of the Management Committee to routinely grant approval for signs which announce the sale of a Unit by the home owner or through an agent subject to the following conditions:

- A sign no larger than 300 square inches may be placed at the north and south entrances to the project
- One sign no larger than 450 square inches (excluding the name of the agent) may be placed at either the front or rear of the Unit.

The intent of this policy is to provide owners an adequate opportunity to give notice of a sale, but at the same time limit the number of signs and prevent the use of excessively large signs (such as the post with an extended arm).

### **Commercial Uses**

The 2017 Restated Declaration, Article IX, Section 9.7, regulates and restricts the commercial use of Units.

### **No Garage Sales and Boutique Sales**

Permission will not be granted to place a sign advertising a garage sale or boutique sale on any Unit or in any of the common areas of Grandview Farm. Such a sale may not be conducted on any of the common areas, including the driveways between the Units, or on the lawns in front of a Unit.

# ASSOCIATION RULE No. 6

## Snow Removal

The following rules are in effect pursuant to 2017 Restated Declaration provides as follows in Article 4.2, which states as follows:

The Association shall make reasonable and prudent efforts to contract with a third party for the removal of snow from sidewalks, driveways and other relevant Common Areas within the Project. The Association shall not be responsible or liable for said third party's discretion and removal of snow. Owners shall be responsible for removing snow from patio areas, and other applicable areas in accordance with Rules established by the Board.

**Please note that** Provo City has the responsibility for snow removal on Cobblestone Drive. This is considered a secondary road, as such it will not receive priority attention.

### **Section I: Sidewalks, Driveways and Entrances (Contractor)**

Our current snow removal contract includes the following parameters:

- Snow shall be removed from all sidewalks and front entrances as soon as possible after each snowstorm of one inch or more accumulation.
- Salt in lieu of ice melt shall be used as necessary to prevent buildup of ice on walkways and front entrances.
- All driveways shall be plowed after each snowstorm of 3 inches or more, again as soon as possible.
- Snow shall be removed from mail box areas so that access is available from the front and back.
- Snow shall be removed to the street at each curb area. After the street has been plowed by the town, snow shall be removed to provide sidewalk access as necessary.
- Snow shall be removed in back of garage doors.
- Snow shall be removed from around fire hydrants whenever snow limits visibility or access.
- Where practical guest parking areas shall be kept open.

### **Section II: General (Residents)**

- Physically able Unit owners should be cognizant of other owners who, for reasons of age or disability, cannot remove snow or ice themselves, and be willing and prepared to assist others when circumstances require.
- Unit owners should take proper precautions for the safety of visitors during and following snow storms.
- A caution to all that snow shoveling is a strenuous activity and should not be undertaken by those whose health or life may be endangered. Under such circumstances, owners should ask for assistance from others.

# ASSOCIATION RULE No. 7

## Swimming Pool

Use of the Condo pool is regulated by the 2017 Restated Declaration at Article III, Section 3.8 "Clubhouse and Pool Area," which authorizes the Management Committee to adopt appropriate rules. The following rules are in effect:

The Grandview Farm Condominium swimming pool is operated for the express benefit of condo resident, their families and guests. These policies and guidelines are intended to protect the health and safety of those who use the pool, and preserve the physical facility.

**Unit owners and residents are expected to ensure that their family members and guests understand the rules and comply with them.**

**Health Issues** (see Utah County Health Regulations Rule R392-302(7)(a-f))

1. **Do not enter the water** without showering, either at home or at the pool.
2. **Shower after returning from the rest room.** Showering should be a cleansing shower, not just sticking your head in and out.
3. **DO NOT USE THE POOL if you have a skin disease, open sore, inflamed eyes, cough, cold, nasal or ear infection.** You must wait at least two weeks after recovery from diarrhea or any communicable disease before entering the pool.
4. **Any child under three years or in training pants MUST wear water resistant swim diapers and water proof swim wear.** DO NOT CHANGE DIAPERS AT POOLSIDE or leave soiled diapers in the trash barrel.

**Safety Issues**

1. Never leave a child unattended in the pool even for a few moments.
2. Since there is no lifeguard on duty, members of your family and guests under 14 years of age must be accompanied by the resident or a responsible adult 18 years of age or older.
3. Except for entry and exit, **the gate to the pool must be closed at all times.** It automatically locks when closed.
4. The register must be signed, with key number, and the pool pass and key left on the board above the register for the entire period you are in the pool area. The key opens several facilities in the Condo area and should not be loaned to anyone or duplicated.
5. **Running, diving, and rough play are not allowed.** Maintenance and safety equipment should not be used as play apparatus.
6. Plugged-in electrical devices, like radios or hair dryers, are not allowed in the pool area.
7. Women and girls with long hair should put hair in a bun, braids, or a tight pony tail. The suction of the pool drain is powerful enough to hold a person under if the hair is pulled into the drain.

8. Swimming alone in the pool is neither safe nor recommended. Please try to have another person with you.

#### **Pool Policy and Maintenance Issues**

- Condo residents are responsible for the conduct of their guests and for any damages caused by them.
- The pool cannot be reserved for a group of any size. The number of guests should be kept to a “reasonable” figure. No class or team parties in the pool.
- **Use only WATERPROOF sun screen or other lotions.** DO NOT ENTER THE POOL if your sun screen is not labeled “WATER PROOF.” The use of non-waterproof sun screen causes a ring around the tile and affects the water quality
- Please be considerate of others when using large swim toys or water guns.
- **Tobacco, beverages, and food are prohibited in the pool area.** Unbreakable plastic water bottles are approved.
- **No pets are allowed in the pool area.**
- Season opening and closing and hours of operation are procedural matters to be reviewed and approved by the Management Committee.

# ASSOCIATION RULE No. 8

## Community Guidelines

I. The 2017 Restated Declaration contains provisions expressly dealing with, among others, the following topics of frequent interest to unit owners, and attention is invited to these provisions:

- Section 3.2: Exclusively Residential Use of Units
- Section 3.5: Modifications of Units
- Section 3.6: Ownership of Common Areas
- Section 4.6: Alteration of Exterior Appearance
- Section 9.13: Noxious or Offensive Activity
- Section 9.14: Hazardous Activity
- Section 9.15: No Unsightliness
- Section 9.16: No Annoying Lights; Holiday Lighting
- Section 9.17: No Annoying Sounds
- Section 9.18: Pets
- Section 9.24: No Exterior Antennas or Satellite Dishes
- Section 9.28: Exterior Decorations
- Section 9.29: Window Treatments
- Section 9.30: Exterior Paint, Name Plates

II. The 2017 Restated Declaration, Article VI, Section 6.10, authorizes the Management Committee to adopt rules governing various matters, including use of the common areas. The following rules have been adopted and are in effect:

1. The walkways in front of the Unit and entrance to the Units shall not be obstructed or used for any purpose other than ingress or egress from the Unit.
2. All garbage and refuse from the Units shall be deposited with care for Thursday pickup in plastic, heavy duty or double garbage bags provided by the owners and to be picked up by our service people. Wet garbage should be discharged in owner's garbage disposal whenever possible. Recycling is encouraged: a recycle station has been set up for newspapers, shredded paper, plastic, flattened cardboard boxes, aluminum cans. NO GLASS is to be disposed in the recycle station. ALL LARGE ITEMS should be disposed in the dumpster, but the dumpsters may NOT be used for construction debris. Landscape "greenwaste" should be deposited in a separate labeled bag for Thursday pickup.
3. No owner or any member of the family or guest of any owner will be allowed upon the roof of the Units, covered walkways, garages, Clubhouse, or any walls or fences.
4. Complaints regarding the management of Units and grounds, or regarding actions of other owners, shall be made in writing to the Management Committee.
5. Owners shall be responsible for the action of their children and their guests.



# ASSOCIATION RULE NO. 9

## Landscaping

### I. General Statement

The Utah Condominium Ownership Act provides that the “association of unit owners is responsible for the maintenance, repair, and replacement of common areas and facilities” (UCA 57-8-7), and that the “common areas” include “yards and gardens” (UCA 57-8-3). The purpose of this rule is to build upon the beauty and harmony of our campus, to maintain the park-like atmosphere throughout, and to preserve the values of the individual units.

### II. HOA Responsibilities

It is the overall responsibility of the HOA, acting through the elected Management Committee, to see that the principles in the above General Statement are followed. The Management Committee may delegate this responsibility to an HOA vice-president over landscaping, who may in turn form and preside over a committee to assist with this work. The Management Committee may also engage a landscape maintenance contractor to perform various functions related to this work.

### III. Duties of VP-Landscaping and the Landscape Committee

1. Recommend a pleasing and beautiful landscape for all to enjoy. Included in the recommendation would be removal, replacement, pruning, or thinning of plant materials as needed.
2. Develop a system to allow gardening opportunities for those who enjoy gardening, and to provide a maintenance-free landscape environment for others.
3. Prepare and update long range plans for the maintenance of the landscaping and sprinkler system.
4. Prepare and submit a landscape budget in November for the coming calendar year.

### IV. Landscape Maintenance Contractor

All contracts with landscape maintenance contractors must be in writing and signed by an authorized member of the Management Committee, and shall clearly state the scope of the contractor’s duties and responsibilities. A member of the Management Committee or the VP-Landscaping shall be the sole HOA representative to communicate with the contractor.

**V. Unit Owners**

1. Unit owners aware of landscape related problems should complete and submit to any member of the Management Committee a "Request for Maintenance and Repair Service" form.
2. Unit owners are responsible for any plantings in their courtyard areas.
3. As provided in the 2017 Restated Declaration, Article IV, Section 4.3 (n), the planting areas between the condo building walls and the sidewalks, and the back condo building walls and the driveways, are common areas, and are the responsibility of the HOA. However, unit owners may elect to garden such areas themselves, consistent with the General Statement above and as provided in Section 4.3(n).

**VI. Limitations and Planting Guidelines**

1. Plantings by a unit owner, whether in the courtyard or the planting areas described in V.3 above, which cause or may cause damage to buildings, walls, walkways, sprinkler systems or water lines will be removed at the expense of the unit owner.
2. No trees with edible fruit may be planted anywhere within the project.
3. Unit owners may purchase, plant, maintain and remove annuals in the planting areas described in V.3 above.

**ASSOCIATION RULE  
No. 10**

**Sunshine Fund**

The Grandview Farm community has developed the practice of expressing concern for those of our neighbors who experience adversity. To that end, we have established a separate fund ("The Sunshine Fund") to which all Unit owners are invited (but by no means obligated) to contribute annually in an amount that will be suggested from time to time by the Management Committee. From this fund (balance permitting), small tokens of affection may be purchased according to the following guidelines.

Resident hospitalized for three nights in hospital .....\$20.00

Resident with long term illness .....\$10-20.00  
Plant, book or candy

Funeral: Resident .....\$60-75.00  
Flowers

Death of Resident's parents, children or grandchildren.....\$10-15.00  
Plant or book

Sympathy Card  
When appropriate. Example: Death of resident's brother or sister

Get Well Card  
To resident

**ASSOCIATION RULE  
No. 11**

**Rental/Lease Restrictions  
See Sales or Rental Disclosure Form Attached**

The 2017 Restated Declaration, Article X, regulates and restricts the rental or leasing of Units. Section 10.5 of that article authorizes the Management Committee to adopt rules consistent with these regulations. The following three-part form has been developed by the Management Committee and is required to be used according to the instructions contained therein in connection with the sale or rental of any unit:

*See next pages for three-part Sales or Rental Disclosure Form*



**Part Two:**

Grandview Farm Condominium, Inc.  
New Owner/Resident or Renter Survey  
*Please return to Management Committee Secretary*

Name (s) \_\_\_\_\_ Condo Unit No. \_\_\_\_\_

Please list others who may be residing with you:

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Please list pet(s) you may have \_\_\_\_\_

- See Association Rule 8, par. 8; Declaration, Article ix 9.18 Livestock, Poultry and Pets.
- Ownership Act, Utah Code, Title 57, Chapter 8 effective 5/12/2015 in assessing fines.

➤ Please review Association Rule No. 2, Condominium Parking Policy

With a two car garage we expect your vehicles to be parked in the garage. If you have a visitor or a need for a temporary Guest Parking spot for longer than 30 days, you will need to comply with Association Rule 2 and complete the Guest Parking Request Form. A member of the Management Committee can give you the required form.

**Part Three**

**Information for Emergency List**  
*Please return to Management Committee Secretary*

Your Name \_\_\_\_\_ Current Phone(s) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

**In case of an emergency please contact:**

Name of Family Member \_\_\_\_\_ Phone No. \_\_\_\_\_  
Cell # \_\_\_\_\_

\_\_\_\_\_

Alternate Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Cell # \_\_\_\_\_