

## ADDITIONAL RULES AND REGULATIONS - BOARD APPROVED

### BUILDING REPS ATTENDANCE FOR BOARD MEETINGS

Building reps are encouraged to attend board meetings for the months of March, September and December. (Board established year 2006)

### SERVICE FEES

When the Fiscal Officer is requested to fill out forms for mortgage or real estate brokers a fee of \$25.00 - \$50.00 will be required, depending on the complexity of the form. (Adopted by the board September 4, 2007)

### FARMHOUSE RENTAL POLICY

When a resident's spouse dies and a request is made to rent the Farmhouse for friends and family to meet, there will be no charge to the family. (Approved by board November 5, 2007)

### TREE FUND POLICY

When a resident of Tower Lakes expires, a donation of \$50 will be taken from the Memorial Fund and given to the Tree Fund in their memory. (Adopted by board September 4, 2002, Revised November 25, 2014)

### MAINTENANCE

Your Board of Trustees is responsible for the enforcement of the Declaration of Covenants & Restrictions. When a unit owner is in violation of this document a notice of such violation will be sent to the owner. If after 30 days such violation has not been taken care of the Board will contract the needed maintenance and the charges will be taken from the building account. All unit owners in such building will be notified of such action. (Adopted August 6, 2008)

### SHUTTERS

New shutters, Raised Panel in Forest Green, can be purchased through the Hunsinger Construction. Repainting shutters can be done in Hunter Green color from Glidden paint at Pittsburg Paints PAE (Revised August 21, 2018)

### GUIDELINES FOR PAYMENT OF REGULAR MONTHLY FEES (revised March 18, 2015)

All HOA fees are due on the first of the month and considered delinquent after the 10th of the month. If an account is not paid by the 11th of the month the Fiscal Officer will contact the

owner as a friendly reminder of the late payment and explain the late fee policy. If payment is not received after **30 days** a late fee of \$50.00 will be charged. If payment and late fee is not received after **60 days** there will be contact from the fiscal officer and an additional \$50.00 late fee will be charged. If payment is not received after **90 days** collection proceedings shall be initiated by the Board of Trustees. A \$50 late fee will continue to be added to the original delinquent HOA fee for each calendar month until payment is received. Collection costs shall include, but not limited to, postage, legal filing fees, attorney fees and all late fees. NOTE: In the event of a proven financial hardship, whereby mercy is granted by the Board of Trustees for good cause, negotiations may be implemented but this shall be done on a case by case basis and at the discretion of the Board of Trustees. (Fiscal Policy 2014-02 approved February 12, 2014, revised March 18, 2015 is on file in the Board office and available for review by Tower Lakes residents upon request.)

Revisions were reviewed and approved by the board: August 21, 2018

Authority: Paul Holtberg President, Board of Trustees