

At a special meeting of the Board of Directors on October 21, 2009, the Board, by resolution, adopted the following Rules of Conduct and Regulations.

**SCOTLAND STREET HOMEOWNERS ASSOCIATION, INC.  
RULES OF CONDUCT AND REGULATIONS**

**A. Rules:**

1. Leases are required if Owners rent their property. Owners shall submit a signed copy of their current lease(s) to the Secretary of Scotland Street Homeowners Association (the "Association") postmarked within seven days of signing of the lease or tenant/guest occupancy, whichever occurs first, unless additional time is requested in writing and granted from the Board of Directors. A request for additional time may be made by email. The lease must contain all pertinent information including the full names and telephone numbers of each occupant and the license tag number of their vehicles along with the year, make, model, and color of the vehicle. Email communication shall be considered a written request and response.
2. **If properties are leased, it is the Owners responsibility and obligation to provide a copy of these Rules of Conduct and Regulations to their tenants, review them with their tenants and monitor for compliance by their tenants and guests. Each page of this document shall be initialed by Owner (or Owner's designee) and tenants, signed, and returned to the Association, postmarked within seven days of signing of the lease or tenants/guests occupancy, whichever occurs first, unless additional time is requested in writing and granted from the Board of Directors. A request for additional time may be made by email. All Owners shall provide a copy of the rules and regulations to their tenants at the same time that they present the Lease to their tenants.**
3. Noise disturbance is prohibited in accordance with the attached City of Williamsburg Noise Control Ordinance.

4. No Owner, tenant, and/or guest shall commit any act that will result in an increase in the rate of any policy of insurance maintained by the Association, or violate any provision in respect to any policy of hazard liability insurance.
5. No Owner, tenant, and/or guest shall post any advertisements or posters of any kind on the Association grounds except as authorized and approved by the Board of Directors for the Association.
6. Hanging of garments, towels, blankets, rugs, and the like from the patios, porches, balconies, windows, or exterior facades of the units is prohibited.
7. Recycling is collected on Wednesdays. **Recycling containers must be kept inside until the evening of the day prior to pick-up and removed from the curbside by the morning of the day after pick-up.** Recycling bins may be left outside on the Owner's Lot if they are screened from view. Screening that is similar to the fencing that is currently located on the side and in the back of each Lot is approved screening. Any other screening must be submitted to the Board for approval. Garbage collection is on Tuesday and Friday.
8. No Owner, tenant, and/or guest shall install electrical or telecommunication wiring, telephone installation, television antennae, cable, machines, air conditioning units, or the like on the exteriors of the building nor shall any Owner, tenant, and/or guest install any equipment that protrudes through the wall or roof of the building except as authorized by the Board of Directors.
9. The exterior of all units shall not be altered in any manner without the written approval of the Board of Directors as set forth more particularly in the Declaration, as amended. Provided, however, that the following changes do not require approval by the Board of Directors: (a) repainting the exterior trim work in the same color; and (b) repainting the front door or shutters in the same color.
10. All motorcycles must be parked only within the allotted parking space designated for each unit. Request for exceptions may be submitted in writing to the Board of Directors for approval.

11. No skateboarding, roller-skating, or roller blade skating is permitted on the property.

12. Vehicles.

- a. Motorized vehicles may only be operated on streets, driveways and in designated parking areas. Operators and owners of vehicles must obey all regulations posted on the property, including but not limited to, speed limits, parking assignments and rules. All vehicles must be parked so as not to impede traffic or damage vegetation. No parking on any landscaped area or lawn is permitted.
- b. Each Owner has the irrevocable and exclusive use of two designated parking spaces pursuant to the Assignment of Parking Spaces recorded in the Clerk's Office for the City of Williamsburg. The Owner may use such assigned parking spaces for themselves, their tenants or their guests. Owners, tenants and guests shall not use parking spaces that have been assigned to other Owners unless they have permission from the specific Owner.
- c. All vehicles parked or operated on the property shall display current registration plates, inspection stickers and current locality or state permits as required by the state of the vehicle owner's residence.
- d. The Association shall issue parking decals to Owners and tenants which shall be displayed in the vehicle's rear window. In order to receive a decal, each Owner and any tenant shall provide their full name, telephone numbers, email address, the license tag number of the vehicle along with the year, make, model, and color of the vehicle to the Association. Decals are used to identify the vehicle as one belonging to an Owner or tenant of Scotland Street and to deter persons who are not Owners or tenants from using the parking lot. The parking lot and drive aisles for Scotland Street are small and limit the number of vehicles that can be operated safely and easily with the small area. Caution must be exercised by Owners, tenants and guests so as not to

impede any required ingress and egress by an emergency vehicle. Owners and tenants shall encourage their guests to use alternative parking.

- e. No commercial vehicles, campers, boats, trailers, camper shells, jet skis, kayaks, canoes, windsurfers, recreational vehicles, dirt bikes, all terrain vehicles, or buses, shall be parked or stored anywhere on the Property. The owner or operator of any vehicle shall be responsible for any damage caused to the parking lot by their vehicle. "Commercial Vehicles" are vehicles that are not designated and used for customary, personal/family purposes. The absence of commercial lettering or graphics on a vehicle shall not be determinative of whether it is a commercial vehicle. The determination by the Board of Directors that a vehicle is a commercial vehicle shall be conclusive.
- f. Vehicles entering and exiting the property must not exceed a speed limit of 5 Miles Per Hour. Additionally, no vehicle shall be operated in such a manner to increase the engine noise level or race the engine that may cause a disturbance to other Owners/tenants.
- g. Any vehicle parked or stored in violation of these Rules and Regulations, the Assignment of Parking Spaces or the Governing Documents may be towed, booted or "wheel-locked" by the Association at the sole expense of the owner of the vehicle. Towing, booting or wheel-locking may take place immediately and without notice if (i) the vehicle is parked in a parking space that is assigned to another Owner and the tenant or Owner of the Lot to which the parking space is assigned requests that the vehicle be towed, booted or wheel-locked; or (ii) the vehicle is parked in other areas of the parking lot and impedes the flow of traffic and the owner of the vehicle is not available to move the vehicle. The Association shall not be liable to the owner or operator of the vehicle in any manner whatsoever, nor shall the Association be liable to an Owner, tenant or guests, in the event that a vehicle is towed, booted or wheel-locked as set forth herein.

- j. Owners or tenants who are moving in, moving out or need to make emergency repairs to their vehicle and anticipate needing more than their assigned parking spaces may notify the Association in advance and the Association will try and assist the Owner or tenant with their parking issue. Ingress and egress to the parking area is permitted by moving vans, contractors who are working on a Lot, persons picking up or dropping off Owners, tenants or guests, persons making deliveries, and other vehicles that are authorized by the Owner or tenant of a Lot to park in the parking space assigned to that Lot.
13. Each Owner, tenant, and/or guest shall maintain in a neat, presentable, and sanitary fashion all home sites and limited common areas under his or her control or designated for his or her use. No household items or cleaning supplies shall be placed outside of the units. The determination by the Board of Directors that the owner, tenant and/or guest is not in compliance is conclusive.
  14. Dusting or shaking out of rugs, towels, bathing suits, and the like from the windows, porches, or balconies, or by beating on the exterior part of a building, is prohibited.
  15. The Association shall have control of all planting and landscaping and watering. Planting in common and limited common areas shall be allowed with written approval from the Board provided that Owners and tenants adhere to the following rules and regulations.
    - a. No shrubs, bushes or trees may be planted. All bulbs, annuals, or perennials must be below twenty-four (24) inches in height and may only be planted in the mulched area adjacent to the buildings or in pots.
    - b. If planting pots are used, pots must be solid color, terra cotta, or otherwise natural, and shall not exceed sixteen (16) inches in diameter. Pots may not be placed in mowing areas or in such areas where they might present a safety hazard.

- c. Plantings may be watered by or irrigated through can, bucket, hose, or other similar method. All hoses must be stored out of sight.
  - d. Maintenance of all plantings shall be the responsibility of the Owner.
  - e. Maintenance will cover pruning of dead blossoms and foliage throughout the growing season as well as the removal of dead plants at season's end and the restoration of areas to their natural mulched condition.
  - f. Existing foundation plantings or landscaping (including stones) must not be disturbed.
  - g. Lawn ornaments of any kind are prohibited. Bird feeders shall be permitted, provided discretion is used as to placement and consideration is given to the associated mess and droppings.
  - h. Bird feeders neither may be displayed in frontal areas, common or limited common areas, nor hung in or from young and/or small trees and bushes.
  - i. Window or windowsill feeders or birdhouses of any kind are prohibited.
16. All sidewalks, entrances and stairways shall not be obstructed or used for any other purpose than ingress and egress.
17. The Association shall have the authority to prohibit or regulate the keeping of animals, domesticated or otherwise. No pets exceeding 40 pounds in body weight shall be kept or permitted in any unit or upon any common or limited common area by owner, tenant, and/or guests except when the owner of a unit and/or tenant of a unit is visually impaired, or otherwise impaired so as to require the pet as an aid for such impairment, and the pet is specifically trained for such impairment. All pets shall be tended and leashed, or carried when outside a unit. Pets shall not be permitted to make or cause noises so as to become a nuisance to owners or residents of other units. All pets must be licensed as required by

law. Residents shall be responsible for the cleanup of their pets' feces. Pets shall not be tied, leashed, or attached in any manner whatsoever to any part of the units exterior common elements, or the limited common elements. The limited common elements include but are not limited to porches, decks, walkthroughs, and patios. The Board of Directors shall have the right to adopt additional rules regulating the keeping of pets as may be necessary to preserve the value, appearance and tranquility of the buildings.

18. No Owner, tenant, and/or guest shall leave any belongings on or in any common area other than those expressly permitted by the Board of Directors or by the Association.
19. All draperies, blinds, curtains, or other window treatments visible from the exterior of each unit shall be white or off-white in color, and shall be properly maintained. No sheets, towels, or blankets may be used. Screens must be kept in good repair. No stickers, posters, hangings, or other items which may be seen from the exterior of the unit may be displayed on the windows.
20. The use and/or storage of charcoal grills, gas grills or open fires is prohibited on balconies or within ten (10) feet of any Unit.
21. The Board of Directors may enact Rules of Use and Conduct for the common areas and may adopt, by majority vote, additional rules and regulations to preserve the value, appearance and tranquility of the buildings.
22. Bicycles, chairs and/or outside furniture shall not be placed or stored on the front porch without the written permission from the Board of Directors.

**B. Enforcement:**

1. The Board of Directors has the power to (1) suspend a member's right to use facilities or services, including utility services, provided directly through the Association, for nonpayment of assessments which are more than sixty (60) days past due, to the extent that access to the Lot through the Common Area is not precluded and provided that such suspension shall not endanger the

health, safety, or property of any owner, tenant, or occupant, and (2) assess charges against any member for any violation of the Declaration or Rules and Regulations for which the member or his family members, tenants, guests, or other invitees are responsible.

2. Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by legal counsel before the Board of Directors. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association at least fourteen (14) days prior to the hearing.
3. The amount of any charges so assessed shall not be limited to the expense or damage to the Association caused by the violation, but shall not exceed fifty (\$50.00) dollars for a single offense or ten (\$10.00) dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of establishing, perfecting, and enforcing a lien. The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association within 7 days of the hearing.

*NOTE: The language above follows the Virginia Property Owner's Association Act, specifically, Va. Code Ann. § 55-513(B). This section also gives the power to establish rules and regulations to the Board of Directors. § 55-513(A) states in part: The board of directors of the association shall have the power to establish, adopt and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members.*



## SIGNATURE PAGE

The purpose of this page is to confirm receipt and review of the Scotland Street Home Owners Rules of Conduct and Regulations by and Owners and tenants.

### DIRECTIONS

Property owners or their designee are required to give a copy of the rules and regulations of your association to each and every tenant that signs a lease for any property. This provides tenants notice and makes owners responsible for any violation assessments that might occur as a result of the tenant(s) actions.

_____ Tenant #1 printed name	_____ date	_____ signature
_____ Tenant #2 printed name	_____ date	_____ signature
_____ Tenant #3 printed name	_____ date	_____ signature
_____ Owner printed name	_____ date	_____ signature
_____ Owner printed name	_____ date	_____ signature