

Rules and Regulations

**Royal Highlands Village
Neighborhood Association, Inc.
P. O. Box 550832
Dallas, Texas 75355-0832**

October 2019

RHVNA

Rules and Regulations

Following are the current Rules and Regulations of Royal Highlands Village Neighborhood Association (the “Association”), based upon the Restrictive Covenants, Bylaws, and decisions of the Association’s Board of Directors. Members of the Association (herein called “Owners”) and their lessees or tenants (herein called “Renters”) are expected to follow and abide by the Rules and Regulations. The Association’s Board of Directors from time to time may review and amend the Rules and Regulations based on the recommendations of Association Committees and input from Owners. The Rules and Regulations have been promulgated to protect Owners, Renters and their guests, to protect Association property, and to assist in maintaining order and harmony within the community.

1. General Information

A. Clubhouse Rental

- The clubhouse holds up to 45 people comfortably.
- The pool area can be used for private events but **cannot be reserved exclusively**.
- Reservations for the clubhouse may be made through the Chairman of the Clubhouse Committee. Keys to the clubhouse and a checklist governing use and cleanup of the clubhouse may be picked up from the Chairman of the Clubhouse Committee by calling to arrange a time.
- Separate checks for the deposit and rent are required. The deposit check will be returned or destroyed after the event, unless clubhouse rules are violated or the clubhouse is not properly cleaned after the event, in which case the deposit will be forfeited in full.
- Following are current rent and deposit amounts for clubhouse use:

# of Attendees	Rent	Deposit
Up to 20	\$25	\$50
21-45	\$45	\$50
Over 45	\$65	\$100

- Owners, Renters and their guests must adhere to the following rules when using the clubhouse and pool area:
 - Smoking/vaping is not allowed in the clubhouse or pool area.
 - Guns, tasers and other weapons are not allowed in the clubhouse or pool area.
 - Both FRONT and BACK doors of the clubhouse must be unlocked during events to comply with City of Dallas Fire Code. Lock both doors when leaving.
 - Leave all tables, countertops, furniture and appliances in clean condition.
 - Return all furniture to its original arrangement.
 - Remove all food, beverages, trash, dishes, etc., by 10:00 AM the day following the event.
 - Bag all trash and deposit in the gray trash bin near the pool. Place recyclables in the blue bin near the pool. If either bin is filled to capacity, haul away all excess. Large and small trash bags are provided.
 - After the event, set the thermostat to 65 degrees in the winter or 78 degrees in the summer. Leave the fan on the “Auto” setting.

- Turn off the oven and stove after use.
- Sweep or mop floors as needed.
- Turn off all lights, including kitchen and bathroom lights.
- Report any burned out lights or appliances needing repair to the Chairman of the Clubhouse Committee.
- Cleanup and return keys no later than 10:00 AM the day following the event.

B. Pool Use

- Pool hours are 8:00 AM to 10:00 PM.
- Pool keys are issued by the Chairman of the Pool Committee and will open the north and south gates and the restrooms. The keys are proprietary and cannot be duplicated. One key per Unit is provided upon request at a cost of \$10.00. Lost keys may be replaced at a cost of \$30.00.
- There is **NO** lifeguard on duty.
- Children under the age of 12 must be accompanied by an adult/parent at all times.
- Guests must be accompanied by an Owner or Renter at all times.
- Gates and bathroom doors must be locked at all times.
- Eating in the pool is not allowed.
- The safety rope must always be attached to comply with Dallas Code.
- The Association is not responsible for towels, toys, and other personal items left in the pool area.
- A red call box is provided for use in the event of an emergency. The call box is located on the exterior clubhouse wall next to the women's restroom.
- Pool emergency equipment should be used only in the case of an emergency.
- Lotions and oils should be wiped clean from furniture after use.
- Garbage should be placed in trash cans.
- The pool is available to Owners, Renters and their guests only. The pool may not be reserved at any time.

THE FOLLOWING ARE PROHIBITED WITHIN THE POOL AREA:

- Glass containers
- Pets
- Diving
- Running
- Foul language
- Loud music
- Smoking/vaping
- Guns, tasers and any other weapons

2. Responsibilities of Owners and Renters

A. Garbage and Recyclables: All garbage and recyclables must be placed in the containers provided by the City (gray for garbage and blue for recyclables). New containers may be ordered by calling 311. Pickup is currently on Tuesdays. Containers may be placed on the sidewalk Monday evening and must be removed from the sidewalk and stored out of sight by Wednesday at daybreak. Owners and Renters who leave their containers out past that time will be subject to a \$5 fine. The Sanitation Department recommends separating bins 2 to 3 feet to accommodate the mechanical arm used for pickup.

B. Bulk Trash: Bulk trash is picked up once a month (currently the 4th week of the month). A sign will be placed near the Royal Lane entrance as a reminder prior to bulk trash week. Place materials on the curb in front of your home. Do not place in front of utility poles, traffic signs, utility meters or hydrants. Do not allow your bulky items or brush to block the sidewalk or protrude into the street. No new construction, no appliances with FREON, no loose trash, tires, electronics, glass or car parts are accepted and separate brush from bulk waste

C. Parking: No campers, motor homes, travel trailers, commercial vehicles, or vehicles with out of date registrations may be stored or parked on any Lot except while parked in a closed garage, nor parked on any street in the Property except while engaged in loading or unloading or transporting to or from a Lot in the Property, nor may any boats of any kind nor any type of vehicle, powered or un-powered, while it is being repaired, be stored or parked on any Lot except while parked in a closed garage. Unattended garage doors and gates are to be closed. Parking is not allowed on any sidewalk. Violators will be subject to a fine of \$10.00, added to the Unit Owner's monthly assessments statement.

D. Driveways and Front Lawns: Driveways should be kept clean of oil. Parking and driving is prohibited on the grass. Any sprinkler heads damaged due to parking or driving on the grass will be replaced by the Association at a cost of \$25.00 each, added to the Unit Owner's monthly assessments statement.

E. Changes or Renovations to Exterior of Residence: Any exterior change to property that is visible from the street requires advance approval of the Architectural Committee. Plans for any changes should be submitted to the Chairman of the Architectural Committee. Any exterior renovations must conform to the Architectural Guidelines attached hereto as Exhibit A.

F. Paint Touchup: Owners are responsible for exterior touchup painting. The paint color codes are set forth in the Architectural Guidelines attached hereto as Exhibit A. Paint for small touchups may be obtained from the Chairman of the Paint Committee.

G. Yard Signs: Signs may not be placed in front yards except for the following: (1) a for sale or for lease sign while a property is for sale or lease; (2) school spirit signs, which must be placed in flower/shrub beds in a manner that will not interfere with lawn mowing and trimming; (3) contractor signs (such as roofing signs) while work is in progress; and (4) political signs during an election period. Please note that Texas law provides that political signs may be placed in the yard no earlier than 90 days before an election and must be removed within 10 days after the election. Signs must be ground-mounted, and only one sign for each candidate or ballot item is allowed.

H. Outdoor Security Lights: For security purposes, each Owner/Renter must keep a front exterior light burning at night. Each Owner/Renter is responsible for replacing burned out light bulbs and non-working sensors. An Owner/Renter will be notified if their front light is burned out and will be given one week to replace the bulb. After one week, the bulb will be replaced by the Association at a cost of \$10.00, added to the Unit Owner's monthly assessments statement.

I. Shrubs Outside of Gates: Owners and Renters are asked to supplement watering of the shrubs outside their front gates during the hot summer months.

J. Pets: All Owners and Renters must follow Dallas City ordinances regarding pets. Dogs must be leashed when outside. Dog owners must attempt to control/minimize barking. Pet owners are responsible for all actions of their pets. Anyone walking a dog must pick up its waste. Violators will be subject to a fine of \$10.00 for each occurrence, added to the Unit Owner's monthly assessments statement.

K. Fireplaces: Owners and Renters are warned that, due to the configuration of the chimney caps installed in Royal Highlands Village, water has likely penetrated the chimney inserts and caused rust, which may make operating our fireplaces a fire hazard. Owners and Renters are asked **NOT** to use a fireplace unless it has been inspected and found to be functioning correctly. Any Owner or Renter who uses a fireplace must have regular chimney inspections performed. Duraflame and other artificial logs are strictly prohibited.

L. Leased Units: An Owner of a leased Unit must provide the names of his or her Renters to the Association Treasurer. An Owner is ultimately responsible for his Renter's actions and must keep Renters updated on these Rules and Regulations.

M. HOA Assessments: Annual Assessments are currently \$1,800.00 per year per unit. Assessments must be paid at least monthly (due on the 1st of each month) but may be paid in advance or for example quarterly (January 1, April 1, July 1, and October 1), semi-annually (January 1 and July 1) or annually (January 1). Assessments are due on the first day of the month and are late after the fifth day of the month. Any assessments paid late are subject to late charges and interest as provided in the Restrictive Covenants. Assessments should be mailed to RHVNA, P.O. Box 550832, Dallas, TX 75355-0832. A charge of \$40 will be levied for each returned check.

N. Restrictions on Lots: No Unit may be used for any purpose other than single-family residential dwelling. No Unit may be used as an apartment house, flat, lodging house, vacation rental, hotel, or short-term rental.

O. Unoccupied Units: No Owner may use or allow the use of his or her Lot or any building or structure thereon for any purpose which will be noxious, offensive or detrimental to the use of any other Lot or which will create or emit any objectionable, offensive or noxious odor, dust, gases, fumes or other such material or which will in any manner violate any zoning or other regulations or laws of the City of Dallas, the State of Texas, or the United States. Each resident is asked to make arrangements for collection of mail, flyers, newspapers, etc., while on vacation or otherwise away from home for an extended period. No Unit may be left unoccupied for more than 90 days unless actively for sale or lease or the subject of a legal proceeding such a probate.

P. Homeowners Insurance: Each Owner is required to purchase and maintain homeowners insurance on his or her Unit and provide proof of insurance, upon each renewal, to the Chairman of the Insurance Committee. Any Owner who fails to comply will be sent a reminder and given ten (10) days to remedy and thereafter will be subject to a fine of \$50 per month for each month outstanding, added to the Owner's monthly assessments statement.

Q. Satellite Dishes and Antennas: No satellite dish or antenna may be installed in such a way that it is visible from the front of any unit or from the street.

R. Maintenance and Repairs: Each Owner, at his or her own expense, shall keep all buildings, structures and other improvements on his Lot in good repair and condition. Owners are responsible for the following:

- Shrubs, trees, bushes, lawns, patios and walkways within fenced or walled courtyards, entries, patios and backyards shall be maintained to not encroach on any fence or wall.
- Garage door maintenance, repair and replacement including touch-up painting
- Outside lights and related light sensors attached to an individual Unit (both front and back)
- Roof repair and replacement
- Repairs to any external part of a Unit, such as exterior bricks, siding, chimney, wooden fences between Lots, and the like
- Interior repairs and maintenance
- Driveways
- Sidewalks (cost may be shared 50/50 with the City of Dallas)
- Gutters
- Remediation of water drainage from an Owner's Lot which affects neighboring Lots

S. No Dumping: No Owner may dispose of landscape or other waste onto adjoining property, including City property, common areas, or a neighboring Lot. Any violation of this rule may result in a fine of \$20.00 for each occurrence, added to the Owner's monthly assessments statement.

3. Association Responsibilities

A. Landscaping: The Association is responsible for maintaining landscaping in common areas and front yards. No Owner or Renter may alter lawns, trees or shrubs situated in his or her front yard or in any common area without approval of the Association's Board of Directors (see Article III, Section 3.4 of the Restrictive Covenants of the Association).

B. Maintenance and Repairs of Common Areas: The Association is responsible for maintaining and repairing the following:

- Swimming pool and pool furniture
- Clubhouse building, furniture and fixtures
- Painting of total complex as required (excludes individual touchup painting)
- Sprinkler system for common areas and front yards

- Perimeter fences
- Front gates and brick walls
- Any general improvements to the common areas that have been approved by the Association's Board of Directors

C. Perimeter Fences: No Owner or Renter may alter a perimeter fence in any way. Please contact the Chairman of the Fences, Gates and Walls Committee regarding any issues, concerns or questions regarding a perimeter fence.

D. RHVNA Directory: The Board will periodically publish and distribute a directory containing names of Owners, Renters, Directors, Officers and Committee members to all Owners and Renters. Individuals may request that their information not be published by contacting a Board member.

E. Socials: The Social Committee periodically plans social events. All Owners and Renters are invited and encouraged to attend social events sponsored by the Association. Notices are distributed prior to all social events.

F. The Piper Newsletter: The Association publishes a quarterly newsletter, The Piper, to provide news and information about the Association, the neighborhood, and RHVNA residents. All residents are encouraged to submit to the editor news items such as special events, travel, birth, or other human-interest items. The Association's Board of Directors may also communicate important information through The Piper.

Exhibit A

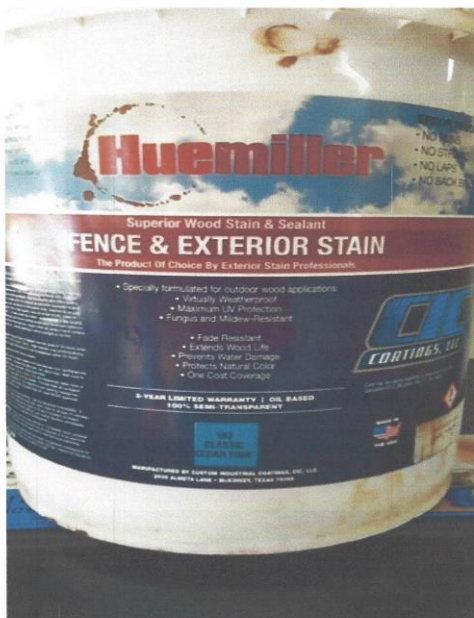
Architectural Guidelines

Listed are the most important guidelines:

Roofing shingles: TruDefinition Duration Shingles and the color is Driftwood.

Approved stain for the fences (homeowners only):

(#193 Classic Cedar Tone manufactured by Custom Industrial Coatings distributed by Huemiller)
(Available from DFW Fence Co or Fence, Gates & Walls Committee)

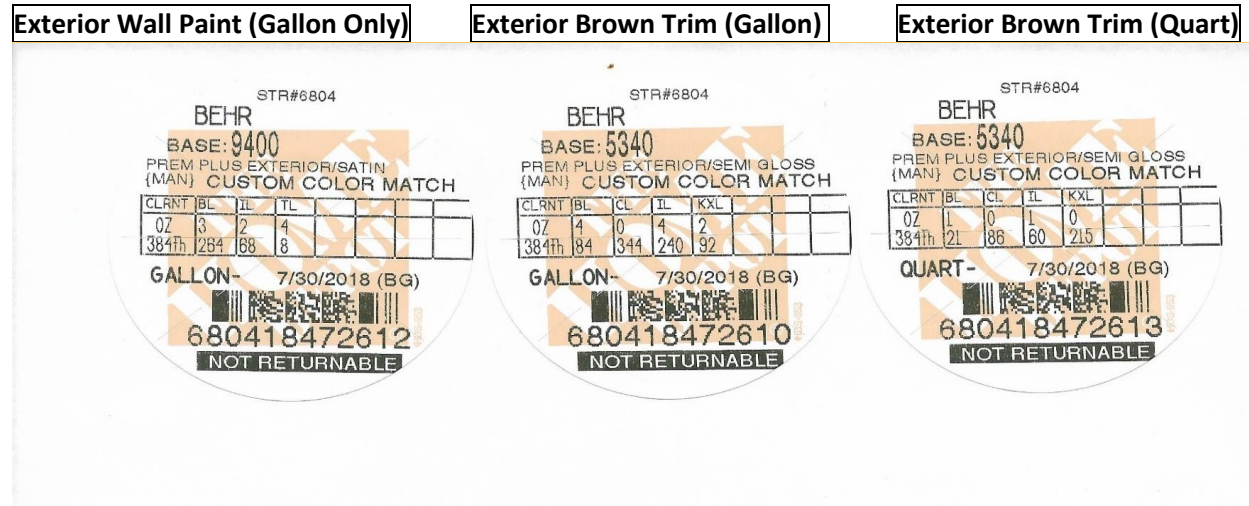


Approved Pet window for fences: Must contact the fence committee



Exhibit A (continued)

Approved Paint colors:



All Paint is to be purchased from Home Depot

Exterior Wall Paint can be purchase in Gallons only

Exterior Brown Trim Paint can be purchased in Gallons or Quarts.

Jimmy Blazek has a small amount of both colors for touch up only. If you desire more than a ouch up amount you will need to purchase from Home Depot.

Jimmy can b reached by phone at 214-926-7118 or by email at megabaaaa@gmail.com.

DO NOT TAKE PAINT SAMPLES TO COLOR MATCH. PLEASE TAKE THIS SHEET WHICH INCLUDES ALL THE INFORMATION THAT HOME DEPOT NEEDS TO MIX RHVNA APPROVED PAINT FOR YOU.

1. Windows must match closely with the outside wall paint color
2. Garage Doors are four panels with 8 decorative squares across.
3. Driveways must be preapproved by the architectural committee. Any damage done to the water lines, cable, electric, grass must be fixed by the homeowner.
4. Any exceptions to these guidelines must go through the architectural committee.

Exhibit B

Current Board Members & Committee Members

Jimmy Blazek
RHVNA 9527 HVD
At Large Board Member

(214) 926-7118 Mobile
megabaaaa@gmail.com

Jimmy Blazek
130 Blazek Rd
Ennis, Texas 75119-0819

Leslie Stephens
RHVNA 9718 HVD
At Large Board Member

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lstephens@live.com

Leslie Stephens
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Nancy Hartley
RHVNA 9517 HVD
Board Secretary

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Nancy Hartley
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Dallas, Texas 75238

Sandor Korponai
RHVNA 9722 HVD
Board Treasurer

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Sandor Korponai
2020 Cullen Ave.
Dallas, Texas 75206

Shirley Aven
RHVNA 9629 HVD
At Large Board Member

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Shirley Aven
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Dallas, Texas 75238

Susan deLarios
RHVNA 9519 HVD
Board President

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Susan deLarios
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Terri Guy
RHVNA 9538 HVD
Board Vice President

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Terri Guy
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Dallas, Texas 75238

RHVNA 2020 Board Meeting Schedule

Annual Meeting the 3rd Tuesday of January

@ 7:00 PM

January 21, 2020

3rd Monday @ 6:30 PM

February 17, 2020

March 16, 2020

April 20, 2020

May 18, 2020

June 15, 2020

July 20, 2020

August 17, 2020

September 21, 2020

October 19, 2020

November 16, 2020,

December 21, 2020

Exhibit B (continued)

RHVNA 2019 Committees by Task Force

<u>Architectural Task Force</u>		<i>Liaison: Terri Guy</i>
Committees	Members	Chairs
Architecture	Lloyd & Sue Dalton	Camille Carrell
Fences, Gates & Walls	Janice Blazek, Kristi Spikes	Jimmy Blazek
Paint	Janice Blazek, Kristi Spikes	Jimmy Blazek
<u>Common Grounds Task Force</u>		<i>Liaison: Shirley Aven</i>
Committees	Members	Chairs
Landscape & Irrigation	Alex Ash, Mary Kay Jackman	Mary Gill
Clubhouse	Sabrina Combs, Susan deLarios	Mary White
Pool	Leslie Stephens	Paul Hartley
Security	James Barclay	David Koepf
<u>Neighborhood Relationship Task Force</u>		<i>Liaison: Leslie Stephens</i>
Committees	Members	Chairs
Newsletter	Everyone, Helen Carnegis, Jim Haynes	Leslie Stephens
Social	Dorothy Nash, Mary White, Pat Law, Peggy Stephens, Katherine Tiery	
Welcoming	Brenda Sholeen Spikes	Cyndie Gawain
<u>Fiduciary Task Force</u>		<i>Liaison: Sandor Korponai</i>
Committees	Members	Chairs
Insurance		Pat Law
Audit	Carolyn Hill, Helen Carnegis	Pat Law
Nomination		Pat Law

Exhibit C

Violations

ROYAL HIGHLANDS VILLAGE NEIGHBORHOOD
ASSOCIATION

Rules & Regulations Violations

A violation is checked below. Date_____

- Trash Cans Left Out (\$5) Pets off leash (\$10)
 Parking (\$10) Pick up after Pets (\$10)
 Sprinkler Heads (\$25)
 Yard signs (\$10)
 Proof of Insurance (\$50/month)

 Outside Security lights (\$10)
 Leaving yard trash outside
(\$20) Outside Security lights (\$10)

Address:

Description_____

If need help with an issue, please notify a board member.

RHVNA BOARD OF DIRECTORS

This fine indicated will appear on your next monthly statement