

Village Woods Retirement Community
Village Woods Residents Association, Inc.
Revised July 1, 2017

Rules and Regulations

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Section headings, outline numbers and letters are for convenience or reference only and shall not in any way limit or define the content or substance contained elsewhere in the Rules and Regulations. As used herein, the singular shall include the plural and the masculine shall include the feminine and neuter, as proper context requires.

Section A: **Rule Making for Operations and Administration of Village Woods Retirement Community**

1. Procedure for Making, Amending or Rescinding Rules:
 - a. Any board member may propose a rule at any meeting of the Board under “new business”.
 - b. After discussion of proposed rule, the Board may decide to propose the rule making by majority vote of members present and refer the proposed rule to the manager.
 - c. The manager must post the intent to make a rule on the official bulletin board by end of the next working day and include the same posting in the next issue of the SCAN. The notice of the intent must include the exact wording of the board’s motion and a reference to its placement or deletion in current rules and the location where comments may be received and the timeline for same.
 - d. At its next regular meeting the Board shall receive a report from the manager summarizing the comments and after consideration of same may accept the proposed rule, request further action or adopt the rule with an effective date by simple majority vote of board members present.
 - e. The adopted rule must be distributed to all unit owners and residents prior to the effective date.
2. Any Unit Owner who wishes to propose a rule may do so by submitting a written request for an agenda item under new business at a board meeting and may address the board by submitting a card before the meeting. (Agenda items for the Board meeting must be submitted to the office no later than 12 noon the preceding Friday.

3. Emergency Rule:

In a case where the rule requires immediate action in order to protect the health and safety of the unit owners or residents of the condominium property, the board may adopt a rule for a period of 60 calendar days during which time the full rule making process must begin according to sub-section 1 above.

Section B: **Board Administration (Board Operations)**

1. The Village Woods monthly board meeting shall include in its agenda an item titled “Budget & Finance Committee” that provides:
 - a. A detailed breakdown of the cash on hand.
 - b. Notable expenditures.
 - c. Other reports or financial matters that should be considered or acted upon.
2. Committee reports will be put in writing and submitted to the board to be attached to the board’s monthly meeting minutes and published in the SCAN.
3. The manager is authorized to spend up to \$500 for a single item without board approval. In emergencies that require an expenditure in excess of \$500 approval by the president must be obtained, or in the absence of the president, the approval of the vice-president.
4. The manager will furnish members of the Board copies of the project specifications to obtain bids for work a week in advance of submitting the specifications to vendor(s) in order to give the Board members an opportunity for input. Bids will be solicited for all work projects costing one thousand dollars (\$1,000.00) or more.
5. The board meeting minutes shall record the name of each member present and how each member voted when split votes are cast. When a member does not cast a vote, “abstain”, shall be used to indicate the member did not vote.
6. Subjects to be discussed under “old business and new business” shall be itemized on the published monthly Board meeting agenda. This would include business presented to the board by residents as well as business carried over from previous meetings.
7. Only members present may vote at board meetings. (No proxy voting)

8. Board members must submit all board meeting agenda items prior to 12 noon the Friday preceding the board meeting.
9. Board meeting decorum:
 - a. All residents are allowed to attend the board meetings, unless the Board goes into executive session.
 - b. If a resident wishes to address the Board, a letter identifying the subject to be discussed should be submitted to the manager prior to 12 noon the Friday preceding the board meeting.
 - c. Speaking (from audience) during board meetings is disallowed with the exception of:
 - i. The manager.
 - ii. Residents or owners in the audience who submitted a card to the secretary prior to the beginning of the board meeting indicating a wish to speak on a specific agenda item.
 - iii. Items that have not been included on the posted agenda that are brought up by the Board.
 - iv. Members when asked to respond to questions from board members.
 - d. Applause from the audience is disallowed during board meetings.
 - e. The Board shall not make a motion to “lay on the table” any request. Any request that cannot be definitively acted upon shall be “postponed” to a later date. When any request is postponed to a later date, a definite date must be included in the motion.
10. The office work hours for all Village Woods employees (full and/or part time) will be set by the Board of Directors.
11. Employees of the Association or any contract employee (i.e., lawn people) shall not be sent out of the Retirement Community by any Unit Owner or resident at any time for any purpose, and no Unit Owner or resident will direct, supervise, or in any manner attempt to assert control over the employees of the Association or any contract employees.

12. A key to each Unit must be retained by the office, and notice of any alteration to the lock must be given to the office, along with a new key.
13. Items costing more than \$500 with a life expectancy of five years or more are considered capital expenditures.
14. All unencumbered funds from the operational budget at the end of each fiscal year will be deposited into Reserves.
15. The Board has established the standing committees to make recommendations to the Board. Chairmen of the following committees are appointed by the President for one year terms:
 - a. Architectural Control and Maintenance
 - b. Bingo
 - c. Budget and Finance
 - d. Clubhouse, Guesthouse and K and V Buildings
 - e. Election Oversight Committee
 - f. Landscaping and Grounds
 - g. Library
 - h. Scan
 - i. Scrapbook
 - j. Social and Activities
 - k. Welcome
 - If you wish to join a committee you must sign up on the committee list sheet between June and July.
 - If you do not sign up and later wish to join the committee as a voting member, you must attend three consecutive committee meetings before being allowed to vote.
 - Newcomers are exempt from this process provided they sign up with a committee within sixty days of residency.

Ad Hoc committees as established by the Board shall be appointed by the President.

Section C: **Administrative (General)**

1. The Village Woods Retirement Community property (both unit property and common property) shall be used only for the purpose for which the property was designed, namely such that the development retains its character as a “retirement community”. Unit property shall be used for residential purposes only. Except as otherwise authorized by the Board of Directors, which shall at all times seek to generally preserve the character of the development as stated above, at least one (1) resident of each unit must be of age fifty (50) years or more and no permanent resident of any unit may be under the age of twenty-one (21) years.

From time to time some of us must employ a sitter or other temporary household help. Such employment does not and must not include any person other than the person employed.

2. The manager must be notified any time an owner intends to put his/her unit up for sale in order that the proper documents necessary prior to the sale are given to the prospective buyer. A signed document verifying that the prospective buyer has received the proper documents will be kept in the office file.
3. Assessments of each owner’s share of the common expenses will be due on the first (1st) day of each month and the provision for the payment of penalties after the fifth (5th) day of each month will be \$25.00 as provided in the Bylaws, Article VI, paragraph, 4.
4. For replacement items which are the responsibility of Village Woods, a resident may elect to upgrade the item which cannot be repaired. Costs associated with replacement exceeding the amount Village Woods would pay for replacement, shall be the responsibility of the Unit owner.
5. Copies of Village Woods checks with supporting documents attached are to be available at each Budget Committee meeting for viewing by anyone opting to do so at the end of the meeting.

6. Annual membership meetings of the Association requires a quorum (a quorum consist of at least 60 % of the total voting power) of all one hundred fifty (150) homeowners which is ninety (90) votes, present in person or by proxy.

A purpose of the annual membership meeting is to elect three members for the Village Woods Board of Directors. The three candidates receiving the most votes on the first ballot shall fill the three open seats. If there are more than three candidates and the first ballot results in a tie between candidates three and four, a second ballot will be held. The candidate receiving the most votes shall fill the remaining open seat. If the second ballot results are still a tie, the two candidates will draw from previously prepared slips of paper, numbered from one to ten. The candidate drawing the highest number shall fill the remaining open seat.

7. Complaints regarding the management of the Common Elements or regarding actions of other Unit Owners shall be made in writing to the Board of Directors.
8. When a letter of complaint has been received concerning the violation of a rule by a resident, said resident will be sent a letter notifying him/her of the complaint. A copy of this letter will be sent to the complainant.

After three (3) written complaints for the same rule violation, a resident will receive a written letter from the management indicating the minimum corrective action required to said rule. Failure to comply will result in a \$25.00 penalty per week consisting of seven calendar days until the corrective action has been satisfied.

Section D: **Upkeep/Usage of the Common Elements and the Limited Common Elements**

1. Each Unit Owner or resident shall maintain and keep in good order and repair his own Unit in accordance with the provisions of the Declaration establishing the Village Woods Retirement Community.
2. Each Unit Owner or resident shall keep his Unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown there from, or from the doors or windows thereof, any dirt, debris, or other substance.
3. No Unit Owner or resident shall allow any noxious or offensive activity to be carried on in any Unit or in the Common Areas (including the pool area). No unit owner or resident shall make or permit any disturbing noises in his individual Unit by himself, his family, servant employees, agents, visitors, tenants or licensees, nor do or permit anything by such persons that will interfere with the rights, comforts, or convenience of other residents.
4. No alterations or decorations to the unit property which may be visible from the exterior of the unit building may be made without the prior written consent of the Board of Directors.
5. The use of the property of the Village Woods Retirement Community shall be consistent with the laws of the State of Louisiana and the Declaration establishing same as they may be amended from time to time.
6. There shall be no obstruction of the Common Elements. Nothing shall be stored in or on the Common Elements without the prior written consent of the Board of Directors.
7. The common elements shall be kept free and clear of rubbish, debris and other unsightly materials.
8. Nothing shall be altered or constructed in, added to, or removed from the Common Elements, except upon written consent of the Board of Directors.

9. No "For Sale" sign or other displays of advertising shall be permitted on any part of the common element or outside any unit.
10. No "Storage Pods" or "18 Wheelers" are allowed on Village Woods property.
11. No trees may be planted or removed without the Board's written permission. No flower beds may be created or removed on common ground without the Board's written approval. Any unauthorized plantings will be removed.

The limited common flowerbeds and shrubbery shall be maintained consistent with approval by the Board of Directors.

12. The owner of any Unit that has a fenced area is responsible for keeping the grass maintained inside of the fenced in area. Violators will be sent one written notice and given thirty (30) days to correct the situation. After thirty (30) days Village Woods will remove the fence and maintain that area as part of the commons.
13. Streets and Parking Areas.
 - a. The speed limit in Village Woods is ten (10) miles per hour.
 - b. Residents must use their designated parking space(s) before using a guest space. If a resident has two (2) designated parking spaces and two (2) vehicles, the resident **must** use both of these spaces before using any guest spaces for personal vehicle parking. If a resident has two (2) vehicles and only one (1) designated parking space, the resident **must** use the guest parking space assigned by the manager for the second vehicle. Visitors, relatives, sitters, etc. can only park in spaces that are marked "Guest".
 - c. The "Loading Zone" space is not a parking space. It is provided for your convenience when loading and unloading your vehicle.
 - d. Pedestrians in Village Woods have the right-of-way.
 - e. A limit of seven days is allowed for RV parking with a charge of five (\$5.00) dollars per day. Permanent parking for RVs is not accepted.

- f. The Board may revoke parking privileges on Village Woods property at any time when violations occur.
- 14. Skates, skateboards and rollerblades are prohibited and only residents are allowed to ride bicycles in Village Woods.
- 15. Clubhouse Rules and Regulations:

The Clubhouse is the heartbeat of the Community where all business and social activities are held and is open during office hours. The following rules apply:

- a. Only residents/owners are allowed to rent the clubhouse.
 - 1. Birthday Parties, Anniversary Parties, Showers and Weddings are not allowed in the Village Woods clubhouse unless the resident is the honoree and there will be no charge to the resident.
 - 2. There will be no charge when a resident reserves the clubhouse for their family reunion or holiday events.
- b. A deposit is required at the time the rental is booked and the renter must sign the Rental Rules. This deposit is returned if the clubhouse is left in its original clean status. The deposit amount is established by the Board.
- c. No decorations are allowed that have to be attached to the walls and all decorations must be removed after the function.
- d. Kitchen, tables and floors must be cleaned and the tables and chairs must be placed where they were originally.
- e. All lights in the Clubhouse and restroom must be turned off; keys must be left in designated place prior to leaving the premise.
- f. All functions shall be held without loud music or boisterous activity.
- g. The resident is responsible for the conduct of their guests.
- h. All food and disposable items must be furnished by the renter. Table cloths may be used but must be returned cleaned to the clubhouse within 48 hours.
- i. Anyone renting the Clubhouse is responsible for all expenses incurred or any damage caused to the Clubhouse property by such renter or their guests.

- j. No animals are permitted in the Clubhouse.
- k. Food/drinks are not allowed in the television area of the Clubhouse.
- l. Smoking is not permitted in the Clubhouse.
- m. Clubhouse property is not to be removed from the Clubhouse.
- n. The Association is not responsible for loss of any kind by residents or guests.

16. Swimming Pool Rules and Regulations:

The pool is for the exclusive use of Village Woods residents and their guests. For everyone's safety and convenience, the following rules apply:

- a. Gates to the pool are locked from 10:00 p.m. to 5:00 a. m. because of insurance requirements.
- b. The pool will be closed for cleaning every Monday until 12 noon.
- c. There is no lifeguard on duty; swimming is at your own risk.
- d. Children 12 years old and younger may swim from 10:00 a.m. to 5:00 p. m. only and must at all times be accompanied by an adult capable of supervising and rescue. (No exceptions).
- e. No diving, running, horse playing or chewing gum is allowed in the pool area.
- f. Glass or any other breakable containers are not allowed inside the fenced in pool area.
- g. No pets are allowed in the fenced in pool area.
- h. No smoking within the fenced in pool area or restroom.
- i. Persons with communicable illnesses are prohibited from using the pool.
- j. In case of a disturbance at the pool, call or report the incident to the office or to a board member. Anyone who will not obey the rules will be given a warning and will be banned from the pool if the warning does not solve the problem.
- k. In case of life emergencies, Call 911.

17. Guesthouse Rules and Regulations:

There is one guesthouse room located on the premises that the resident can rent for up to a week for his/her family or guests. The rates are established by the Board. Call the managers' office for reservations. The following rules apply:

- a. The guest room is for the exclusive use of the residents' family or friends.
- b. Check-in time is 4:00 p.m. and check-out time is 10:00 a.m.
- c. All personal property must be removed by 10:00 a.m. on check out day.
- d. No pet is allowed in the guest room. If your family brings a pet it is required to stay in the resident's unit.
- e. No smoking is allowed in the guest room.

18. Flowerbeds and Shrubbery in Limited Common Elements

The flowerbeds and shrubbery next to the Unit shall be maintained consistent with the approval of the Board.

1. The individual flowerbeds must be kept free of offensive weeds.
2. The ground/mulch must be below the slab level and at least twelve (12) inches from the wall in order to prevent termites from getting access.
3. Shrubs located in the personal beds must be kept pruned and distanced to not touch the Unit wall.
4. In instances where an air conditioner condenser is located in the flowerbed, it is the resident/homeowner's responsibility to keep flowers, shrubs, weeds, etc. at least twelve (12) inches away from the AC unit.
5. Report to the Manager if you are no longer capable of maintaining your flowerbeds. Village Woods will make arrangements to take over the beds. The beds must be in weed free condition. Village Woods will determine whether ground cover or sod will be used to replace any area where plants are removed and the owner will be charged for the sod or ground cover. (This also applies to all prior requests.) No new individual unit beds may be established without prior written approval from the Manager. New residents are allowed to maintain existing beds against the home if they so choose.
6. Residents are prohibited from marking off areas and not allowing the lawn area to be maintained by our lawn service.
7. Residents with misting systems and sprinklers must purchase a timer and Village Woods maintenance staff will install.

Section E: **Replacement and Modification of Common Elements**

1. A Unit Owner proposing to make any addition, alteration or change to the common elements or limited common elements must submit a written request to the office. Changes to the units can only be done with the prior written consent of the Board of Directors.

The following process must be followed:

- a. A proposal shall be presented to the manager for inclusion at the next maintenance/grounds committee meeting and the owner must be present at that maintenance/grounds meeting to answer any questions. A form provided by the manager along with a sketch (with the exact dimensions) and cost proposal must be submitted. (Form may be obtained from the manager during office hours.)
 - b. All work shall be done by a properly licensed and insured contractor (certificate to be furnished to Village Woods prior to the start of the work) and the Unit Owner must assume all related cost and responsibility for problems that may develop as a result of the work.
 - c. The Unit Owner will provide a written statement that they will adhere to all additions, alterations, or changes consistent with Board standards at the Unit Owner's expense.
 - d. The owner must receive board approval in writing for proposed addition, alteration or changes prior to the beginning of any work.
 - e. All contractors must report to the office prior to the initiation of any type of work.
2. Village Woods will not repair, replace or maintain any work that has not been approved by this process, and may require the owner to correct any damage.

3. All maintenance or replacement of previous additions, alterations or changes that have been approved by the Board shall be at the Owner's expense except for those which an additional disproportionate assessment has been made under Exhibit C-3 of the Declaration.
4. Any Unit Owner may make alterations, additions, or improvements within his unit without the prior written approval of the Board, (see description of Unit Composition in the Declaration, Sec. 5 which would exclude any structural changes of any kind in addition to other things) but such Unit Owners shall be responsible for any damage to other units, the common elements, the condominium property, or any part thereof, resulting from such alterations, additions or improvements.
5. Carports and storerooms attached to carports are not maintained, repaired or replaced by the Association. Failure by the unit Owner to maintain any additions, alterations or changes consistent with Board standards may result in removal of same from common elements or limited common elements after authorization by the Board.

Owners Requirements for Submittal of Request
For Unit Changes and/or Additions:
Village Woods Standards

Owners proposing additions to the square footage of their units, or structural changes are required to furnish to the Board of Directors the following information:

1. Plans showing the interior or exterior location, dimensions and change applicable to the existing unit.
2. The type of materials proposed to be used.
3. Details of all structural, electrical and mechanical elements.
4. Details of roof design and materials.
5. Foundation and drainage elements.
6. Final plans and specifications must bear the seal of a Louisiana architect or civil engineer accompanied by a statement that these documents meet the standards for such construction which are required by the fire and building codes applicable to the parish of East Baton Rouge and the State of Louisiana.
7. All work must be done by a licensed and properly insured Louisiana contractor, electrician, plumber and all other craftsman. At the conclusion of construction and prior to occupancy, the owner must furnish to the Board of Directors a certificate of inspection signed by a Louisiana architect or civil engineer that the work has been completed in accordance with the approved plans.

Section F: **Miscellaneous**

1. The State Fire Marshall has ruled that the Village Woods Clubhouse capacity allows no more than eighty-four (84) people in the clubhouse at one time.
2. Village Woods allows the distribution of notices for estate sales (of units within Village Woods) to individual units provided that the notice is prepared and distributed by the person(s) conducting the sale or an ad may be placed in the SCAN. These sales are limited to Village Woods' residents only.
3. Residents borrowing Village Woods' tools must notify the office and sign the in and out sheet.
4. Pets must be kept inside the resident's unit unless accompanied and on a leash at all times while outside. A maximum of two pets per unit and the weight of each pet at adult stage shall not exceed twenty (20) pounds. Pet owners shall have sole responsibility for curbing their pets properly on the exterior perimeter of the property and discarding of any waste immediately.
5. Residents must not request maintenance personnel to do personal work during office hours. Maintenance personnel are not allowed to accept tipping for work done in line with their job.
6. Children twelve (12) years old and under are not allowed to roam the property unsupervised. When you have guests over, they are your responsibility not Village Woods.
7. The Association vehicle is not available for social trips.
8. No smoking is allowed in the interior hallways of the K and V building.

9. Village Woods Social/Activities Rules:

- a. An allowance (established by the Board) is given to the social committee for the monthly social activity. Expenditure receipts must be provided to the manager.
- b. Any resident who performs the service of preparing meals shall set the cost of the meal, be responsible for all food costs and preparations, and can retain any excess funds remaining after expenditures. Only non-food items can be purchased with the monthly social activity funds. Receipts for all non-food item purchases with these funds must be provided to the manager.
- c. Residents cannot reserve seats at Village Woods' social functions.