

# LaSalle's Woods Association of Owners

## General Rules and Regulations

*Adopted September 26, 2020*

### Introduction

These rules and regulations have been developed over the last forty years by various owners who have served on boards of directors and were implemented to ensure that living in LaSalle's Woods (LW) was a safe and pleasant experience for owners and guests.

Although we have tried to keep rules to a minimum, guidance is necessary for those unaccustomed to living in a condominium community in close proximity, sharing facilities and using common property. They also remind residents of existing state rules and regulations (e.g. swimming pools and open flame devices). Following these practices leads to neighborly living that helps prevent hard feelings and misunderstandings.

These rules may be revised by the board of directors to comply with changing local, state, and federal regulations, and to reflect new situations that arise and come to the attention of your board of directors. Changes become official when voted upon at an official board meeting and posted outside the LW office or emailed to owners. New regulations will be with quarterly communications.

Please contact Mackie Property Management at (812) 287-8036, or through the LaSalle Woods Website through AppFolio, via email at [lasalleswoods@gmail.com](mailto:lasalleswoods@gmail.com), or at our website ([www.lasalleswoods.com](http://www.lasalleswoods.com)) under Contact.

The LaSalle's Woods Board of Directors requests all residents of LW, which includes owners, lessees, renters, and guests, conform to the following common sense rules and keep the rules easily accessible in their units for reference.

## *I. ARCHITECTURAL INTEGRITY AND VILLAGE APPEARANCE*

All occupants must respect and show consideration of the rights of others in LW. Patios, porches, and decks should not detract from the general appearance of the building and should conform to the accepted standards.

1. Homeowners must have the consent of the Board of Directors prior to undertaking decorations of entrances, stairways, exteriors, and other portions of the common ground area.
2. Homeowners must refrain from (a) hanging clothing, beach towels, etc from decks windows and stairways and (b) shaking, throwing, or sweeping debris from decks and stairways if it affects nearby property.
3. Homeowners must keep the exterior of their condominium clean. Common areas shared by your building should be free of toys, recreational equipment, trash, and detracting objects.
4. Homeowners must have approval in writing from the Board of Directors, before adding exterior shades, awnings, window guards, ventilators, fans, or air-conditioning devices visible from the exterior or to common areas. (Please note there is a form to be filled out on the LW HOA Website)
5. No radio, television antenna, satellite dish, or electrical/ mechanical device shall be attached or hung from the exterior of a building without written approval from the Board of Directors. (Direct TV dishes have been installed in each LW building.)
6. Homeowners must not paint, decorate, or make alterations/ modifications to the exterior of buildings or common areas without written approval of the Board of Directors.
7. Homeowners may not erect, post, or display signs in or about any unit without the written approval of the Board of Directors.
8. Homeowners must not erect tents, shacks, barns, or temporary storage structures on any portion of the common or parking areas without written approval of the Board of Directors.
9. No sound hardwood trees measuring in excess of four (4) inches in DIAMETER and two (2) feet in height shall be removed from any common area without the written approval of the Board of Directors.

## II. RENTAL CONCERNS

Current restrictive lending practices by financial institutions make it difficult to obtain mortgages in condominium associations with short term rentals (less than 90 days). Eagle Pointe Security has stated that over 95% of complaints and instances involve individuals who are on our property for short term stays.

1. Homeowners who are currently utilizing the property as a rental, renting is permitted in LaSalle's Woods for no shorter than 90 days.
2. Owners of rental property must provide the Secretary of the Board with the names, emails, mailing address, telephone numbers, term of the lease, and vehicle information for ALL tenants before they remain overnight. Owners will be informed of adverse tenant behavior not in the best interest of LaSalle's Woods and assessed a security fee if behavior warrants intervention by Eagle Pointe Security.
3. The Board of Directors reserves the right to perform a criminal background check on anyone residing in LW.
4. Unit occupancy under rental conditions is limited to no more than 2 persons per bedroom, per unit.
5. Tenants are limited to two (2) vehicles per rental unit.

## III. PARKING, VEHICLES, GARAGES, AND CARPORTS

1. All vehicles operated by owners, renters, or guests **must** display either the permanent LaSalle's Woods owner decal or the temporary pass while on the property. Permits are obtained at the Eagle Pointe Security main gatehouse. Vehicles not displaying the permits may be towed at owner's expense if it is determined the vehicle has no right to be on LW property. All vehicles parked on LW property must be legally licensed and registered by state of origin.
2. Homeowners and guests must obey parking/ traffic rules. Maximum speed in LW is 25 mph with common sense telling us to slow down with people or animals in view.

3. Parking of owner, guest, or renter vehicles is limited to the garage space designated to each unit and open area parking space. Do **not** park on the grass, along our roadways, or in other unit owners' parking spaces.
4. There are to be no recreational vehicles, buses, boats/ trailers, golf carts, or vehicles of similar nature parked or stored in open common areas of LW except for brief (30 min) in/out privileges. Longer storage or parking of such boats, trailers or vehicles can be leased out across the street through the PSA.
5. Homeowners and guests may not repair automobiles or other motorized vehicles on LW property.
6. Floors and ceilings of the open garages are not to be used for storage space without the written approval of the Board of Directors. Firewood must be stacked away from garage walls and **never** on wooden decks or common areas.
7. Homeowners must keep common areas and open garages free of bicycles, scooters, skateboards, baby carriages, etc. as they should be stored in the unit storage area. Unit storage area doors should be kept closed when not in use. Bicycles may be hung from the ceiling joist.

#### IV. UTILITIES

1. Damage to the sewer system resulting from misuse of drains and toilets shall be paid for by the offending unit owners.
2. Homeowners must not modify any lighting fixture or fencing located in the common areas.
3. Owners are responsible for maintaining a minimum inside temperature of 60 degrees F in their condominiums throughout the heating season. (Damage due to frozen pipes where the heat was shut off is the responsibility of the offending unit (s') owner.)
4. **Homeowners and renters should never shut off the electrical power during any season.**
5. Homeowners must refrain from planting, digging, or placing objects on common areas which might damage or interfere with buried utilities or irrigation systems and/or obstruct water flow through any drainage system.

#### V. DISTURBANCES

1. Homeowners are responsible for the actions of their children, their guests, their pets, and their renters.

2. Homeowners and renters must not permit any noise or annoyance to disturb or interfere with the comfort or convenience of other owners. Renters will be asked to vacate a residence if they prove to be a nuisance to the community.
3. No hunting or discharging of firearms is permitted on LW property
4. Due to the extensive trees and wooden siding of LW, no fireworks or other explosive devices shall be kept or discharged on LW property.
5. Loud noises from radios, stereos, TVs, home theater systems, computers, or tools that can be heard outside a condominium, should be closely monitored and modified if found to be a disturbance to other condominium owners.
6. Loud noises emanating from any common areas in LW are strictly forbidden.

## VI. TRASH

1. Dumpsters/ totes are near all LW buildings. Trash and garbage contained in sealed plastic bags or boxes **MUST** be placed **IN** dumpsters.
2. Toxic materials (such as paint, petroleum based products, solvents, automotive products, mercury, fluorescent tubes, etc.) **MUST NOT** be placed in dumpsters, flushed down toilets, or spread on the ground. The Monroe County Solid Waste Management located on South Walnut St. accepts all these items typically with no charge.
3. Televisions, stereos, computers and monitors all contain trace toxic material and should never be placed in dumpsters. (The LW garbage company will not empty a dumpster if it contains toxic material.) TVs and the like **do** have a cost to recycle which should be assumed by the unit owner and not the Home Owner's Association.
4. Homeowners should use their disposal for waste food whenever possible and **never** cast the food on common areas for wild animals.
5. Trash **may not** be burned or accumulated anywhere on LW property.
6. No materials from remodeling or demolition shall be placed in the dumpsters.
7. Cardboard boxes **must** be broken down to conserve space, if not recycled.

## VII. PETS

Monroe County Code states: An owner shall not allow his dog(s) to roam or travel beyond their premises unless under restraint.

1. All dogs must be **leashed and under control** whenever outside of the owner's unit. Dogs may **not** be chained or staked in or on common areas.
2. LW has 4 stations for dog refuse bags. Owners are responsible for removal of dog feces and its disposal into dumpsters.
3. **No** pet is allowed in the swimming pool area or tennis court area.

4. Pet food attracts wildlife and should never be stored outside.
5. Homeowners may not use common areas for domestic animals (cattle, goats, etc).
6. If a pet becomes a regular nuisance, disturbs or threatens other owners or their pets, the Board of Directors will conduct an investigation which could require the offending owner to relocate the animal.

#### VIII. GRILLS AND PRIVATE DECKS

*Section 308 of the Indiana Fire Code states:*

308.3.1 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.

The National Fire Protection Codes reveal the same types of prohibition:

Electric grills/Smokers are the **only** acceptable device for outdoor cooking at LaSalle's Woods.

Tiki torches, open fire pits, and chimineas are **strictly forbidden** with the exception of the open fire pit near the tennis court. This fire pit may be used by any owner if they sign up for its usage, show proper fire control, and monitor the fire at all times. All fires should be extinguished with water before walking away from the fire pit. A charcoal grill is also available near the fire pit for owner usage. Again, all coals should be doused or moved to the pit prior to leaving the fire pit area.

Private decks are the property of the unit owners and should be maintained by them. Keeping them clean and free of snow will greatly prolong the life of the wood surface. Hot tubs are not permitted on wooden decks due to the weight load the tubs impart.

#### IX. RECREATIONAL FACILITIES

1. Homeowners and renters shall refrain from inviting large numbers of guests to use the pool or tennis court. Prior approval is required from a Board member for a one time usage by a large group (no more than 20). The Board recommends using the Eagle Pointe Clubhouse pool for large groups since that pool is much larger.
2. Homeowners are responsible for damages and conduct of their guests.

3. Please, be considerate of other owners' usage in the pool area or tennis court by limiting your time to one hour in the pool or on the court when facilities are crowded.
4. Please, follow posted rules and regulations as well as using signup sheets where needed.
5. Children under the age of 14 years of age should be monitored by an adult.
6. Homeowners will be required to use access cards to the pool. Access card usage is monitored and ~~loss~~ of the card will cost the owner \$40 for a replacement card.

#### POOL SAFETY AND OPERATING PROCEDURES

1. **Warning:** THERE IS NO LIFE GUARD ON DUTY
2. FOR EMERGENCIES, CALL 911, there is a 911 land line near the restrooms.
3. ANY DIVING FROM POOLSIDE IS STRICTLY FORBIDDEN.
4. Children of diaper age must wear approved swimwear and not diapers. Fecal accidents will close the pool until the water is certified safe for swimming.
5. Do not place furniture in the pool.
6. Glass of any kind is forbidden in the pool area.
7. Pets are forbidden in the pool area.
8. Pool operating hours are **8 am until 10 pm** daily in season.
9. Additional rules are found on the LW website.

#### *X. WINTERIZING YOUR CONDOMINIUM*

For non-resident owners and snowbirds:

1. Shut off your water at the meter outside or at the main shut off inside or both to protect your pipes from freezing should the facility lose electricity. Contact the property manager with any questions about this procedure.
2. Should you turn off the water, please, **remember** to shut off the water heater or set to vacation status when the water is off to prevent damage to the heater. Water heaters can cause significant damage should they burst.
3. Lower your thermostat to 60 degrees F to conserve energy. **DO NOT TURN OFF YOUR HEAT.** Broken pipes due to freezing are the responsibility of the unit owner.
4. Prop open the furnace room door and all open all room doors to allow even distribution of heat. The winter watchman thermostat (not the household thermostat) is likely in your furnace area.
5. The Board recommends a yearly test of the watchman thermostat to ensure it works properly. Set the watchman thermostat above the current indoor temperature and walk outside your unit looking for a lighted red or green light to see if it indicates a temperature discrepancy in the unit. If the light is on, your

Watchman is working properly. Then, return the watchman to a 55 degree F setting. If you want assistance with this procedure, contact the LW property manager.

6. Make sure you provide an emergency contact number with the Board of Directors and Pointe Security should your unit experience an emergency in your absence.
7. All homeowners are required to provide an entrance door key to Pointe Security in the event of an emergency at your unit.
8. Furnaces, air conditioners, and heat pumps should be serviced a minimum of once a year. Filters should be changed as prescribed by your HVAC manufacturer's recommendations. Cooling condensation drain lines should be cleaned yearly, if not monthly, during the summer.

## *XI. FIREPLACES*

1. FIREPLACES IN LASALLES WOODS ARE NOT CONSTRUCTED TO ACT AS PRIMARY SOURCES OF HEAT.
2. LaSalle's Woods has had building fires due to improper use of fireplaces. Overloading a fireplace, use of green wood, or use of evergreen wood will lead to creosote buildup and a potential flue fire. Please, do NOT use any of the aforementioned wood or overload you fireplace.
3. **Never** completely close fireplace glass doors with a fire in the fireplace as the door glass can overheat and shatter. Please, keep the fireplace screens closed when not tending the fire.
4. **Never** leave a fire in the fireplace unattended.
5. The Board of Directors must approve any alteration to the interior façade of a fireplace. Unapproved alterations or changes to a fireplace on the inside of the condominium could damage the firebox or flue requiring restoration of the fireplace at the owner's expense.

## *XII. ANNUAL INSPECTIONS*

Due to repeated, often preventable, fires and water damage over the years, for everyone's safety, the Board of Directors requires and conducts an annual inspection of all condominiums with a fireplace flue or dryer vent cleaning if deemed necessary. Advance notice of these inspections will be posted on owner's doors, mailed, emailed, and/ or phoned directly to the owner. Owners may schedule an appointment, inside normal business hours, for the inspection if they wish to be present. Inspections of flues and vents are free but cleaning costs will be put on the owner's subsequent quarterly dues.

The Board of Directors or a designated manager or inspector retains the right to enter any unit for the purpose of the inspection if they believe there is an inherent danger or for inspection if no contact has been initiated by the owner. Only the service provider contracted by LW Board is allowed to conduct the inspection and perform the cleaning thusly to protect the safety of all homeowners and ensure the units are being maintained.

Other items which ~~may be checked~~ are furnaces, the cold weather watchman system, fire extinguishers, smoke detectors, clothes washer hoses, and other safety related matters. A written report will be left inside the condo following inspection.

Please, keep your smoke detectors in good working order and check your fire extinguishers twice yearly. If you use your extinguisher for any reason, replace it immediately.

Remember to keep a key to your condominium at Pointe Security for emergencies and for the yearly inspections if you choose not to be home for the inspection.

#### Conclusion

Complaints regarding the condition of buildings and grounds, managers or contractors, or actions of other owners should be made in writing to the Board of Directors via mail or via our website (under Contact) [www.lasalleswoods.com](http://www.lasalleswoods.com) or to Mackie Property Management. Reports of any accident on the common property involving injury should be filed immediately with the Board. Reports of property damage or issues should be reported immediately. Feel free to contact the Board with any questions or comments regarding this document. The Board of Directors may revoke any consent or approval given under these community rules at any time.

Adopted by LaSalle's Woods Board of Directors, September 26, 2020.