

**RULES AND REGULATIONS
AS APPROVED BY THE BOARD OF ADMINISTRATORS
WILLOW CREEK I HOMEOWNERS ASSOCIATION
VIOLATIONS & ASSOCIATED FINES**

WHEN YOU SELL OR TRANSFER TITLE

Owners are required to obtain a CLEARANCE LETTER from the Board/Management before any transfer of title or Closing on the Sale/Title transfer of a Unit. Dues and Assessments must be paid before or at the time of Closing.

NON-COMPLIANCE FINE⁽¹⁾: \$500.

OWNER'S MUST KEEP MANAGEMENT INFORMED

1) Owner(s) must keep the Board/Management apprised of the name in which they hold title, contact name, mailing address, phone number and email address (and any subsequent changes to same), as well as (if applicable) tenant/occupant(s), information.

2) Owners are required to keep the Board/Management informed of Tenant occupancy.

NON-COMPLIANCE FINE⁽¹⁾: \$250 and \$50 per week until full compliance.

OWNER-LANDLORDS

1) Owner/Landlords are required to certify to the Board/Management that their proposed tenant has not been convicted of a felony and obtain Board/Management clearance of their tenant prior to leasing the unit.

WARNING LETTER ⁽²⁾: 10 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 and 100 per week thereafter

2) THE BOARD/MANAGEMENT MUST BE ABLE TO CONTACT YOUR TENANT DIRECTLY IN THE CASE OF AN EMERGENCY.

Owners are required to keep the Board/Management apprised of the name, phone number and email address (complete contact information) for all tenants/occupants and any other information requested by the Board/Management.

WARNING LETTER ⁽²⁾: 10 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 per violation and \$100 per week until compliance.

3) Owner is responsible for all actions, compliance or non-compliance of their tenants and any/all fines adherent thereto.

TRASH

1) Leaving cigarette butts, trash, food or other objects in the common areas, parking areas, or throwing same from balconies or out of windows.

WARNING LETTER ⁽²⁾: 1st NON-COMPLIANCE.

NON-COMPLIANCE FINE ⁽¹⁾: Additional NON-COMPLIANCE \$100 per violation

2) Throwing trash on the grounds or common areas or next to or on top of the lid to the trash containers. All trash must be disposed of in proper trash receptacles.

NON-COMPLIANCE FINE ⁽¹⁾: \$50 per violation

3) Vandalism or malicious mischief of or on Association Property.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 per violation

PETS / ANIMALS

Medically necessary service animals are permitted with the approval of the Board.

1) All dogs and/or cats must be registered with Management and approved by the Board.

WARNING LETTER ⁽²⁾: 10 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 per pet, \$100 per pet, per week until compliance.

2) Dogs must be under the control of their owner by the use of a leash, when on all Association property and in Limited Common Areas (Hallways and Walkways).

NON-COMPLIANCE FINE ⁽¹⁾: \$50 first occurrence, \$100 each additional occurrence.

3) No aggressive pets of any kind shall be allowed on Association Property. Whether your pet is "aggressive" or not shall be determined by the animals response to other owners/tenants, not the opinion of the owner.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 and \$100 per week until proof that the animal is no longer being kept in a Willow Creek residential Unit.

4) 30 POUND WEIGHT LIMIT. Pets/animals, that exceed the 30 pound weight limit maximum allowed in the Association's founding documents, are not allowed to be harbored in any Unit or permitted on Association property.

WARNING LETTER ⁽²⁾: 1st NON-COMPLIANCE.

NON-COMPLIANCE FINE ⁽¹⁾: 2nd NON-COMPLIANCE, \$500 per pet and \$100 per week until compliance.

5) Failure to clean up after the dog when "walking" the dog.

NON-COMPLIANCE FINE ⁽¹⁾: \$50 per NON-COMPLIANCE.

BALCONIES, PATIOS, HALLWAYS, ENTRYWAYS, STAIRWAYS

All/any items: such as, but not limited to, junk, trash, clothing of any kind in the *hallways, entryways or stairways* OR NON-FENCED PATIO AREAS is not permitted.

Exempt: Patio furniture, benches and chairs made for exterior use, exterior planters that are being maintained. Exterior wall decorations or wall hangings are permitted; however, will not be allowed to "clutter" the area. Seasonal/holiday decorations are permitted; however, they must be removed after the holiday.

NON-COMPLIANCE ⁽¹⁾: Items will be disposed of WITHOUT NOTICE to the Unit owner.

WARNING LETTER ⁽²⁾ NON-FENCED PATIO AREAS: 5 days to abate.

NON-COMPLIANCE FINE ⁽¹⁾ NON-FENCED PATIO AREAS: \$50 and \$50 per week until abated.

- 1) Permanent or temporary storage of motor vehicles or bicycles on the balconies, patios, stairway areas or entryways. Trash storage is not allowed.
- 2) Laundry, towels or any other items in or on the stairways, balconies or patios is prohibited.
- 3) No items may be stored on balconies or patios except for proper patio furniture designed for such use.

WARNING LETTER ⁽²⁾: 5 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$50 and \$50 per week until compliance.

GRILLING OR COOKING OUTSIDE

Grilling or cooking on patios, balconies, entries or within 10' of any building or structure. (Also a Tulsa Fire Department violation and fine.)

NON-COMPLIANCE FINE ⁽¹⁾: \$500 per occurrence.

PLEASE DO NOT DISTURB YOUR NEIGHBORS

WARNING LETTER ⁽²⁾: 1st NON-COMPLIANCE.

NON-COMPLIANCE FINE ⁽¹⁾: Additional NON-COMPLIANCE \$50 for 2nd and \$100 3rd, \$500 all subsequent violations.

WINDOWS, COVERINGS, AS VIEWED FROM THE STREET

1) All window treatments/coverings, when viewed from the exterior of the building, must meet the standards set forth by the Association of neutral colored material specifically designed for window treatments, **NO** blankets, sheets, beach towels, newspaper, paper of any kind, foil of any kind, metal, aluminum, fans, air conditioners, etc.

WARNING LETTER ⁽²⁾: 10 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$25 and \$25 per week until compliance.

2) Broken or damaged windows.

WARNING LETTER ⁽²⁾: 10 DAYS TO ABATE.

NON-COMPLIANCE FINE ⁽¹⁾: \$50 and \$35 per week until compliance.

VIOLATION OF POOL RULES

Violation of pool rules, unauthorized access when the pool is closed, or illegal entry.

NON-COMPLIANCE FINE ⁽¹⁾: \$100 AND revocation of pool use privileges, up to denial of pool use for one year.

REAL PROPERTY AND PERSONAL PROPERTY INSURANCE

REAL PROPERTY AND PERSONAL PROPERTY OF AN OWNER AND/OR A TENANT IS NOT INSURED BY THE ASSOCIATION.

Unit Owners are highly advised to obtain individual homeowner's insurance on their Unit(s) and contents.

Tenants are strongly urged to purchase a "RENTERS POLICY" to insure their personal property.

SINGLE-FAMILY RESIDENTIAL UNITS

All Willow Creek Units are single-family residential Units and as such, no daycare or other commercial use is permitted.

Hotel style accommodations, overnight, or by the hour rental, is not permitted.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 1st NON-COMPLIANCE and \$100 per additional NON-COMPLIANCE.

DAMAGE TO THE AN ADJACENT UNIT

Any time a failure occurs, within a Unit, that causes damage to an adjoining Unit, it is the responsibility of the Owner of the Unit that caused the event to assume legal responsibility for the damage. *(The Board recommends consulting with an attorney, as we are not attorneys and are not offering legal advice.)* Cooperation between Unit Owners is highly encouraged.

MODIFICATION OF ASSOCIATION PROPERTY

1) Owners may not change, modify, improve, or in any way make any changes to the common areas of the Association.

NON-COMPLIANCE FINE ⁽¹⁾: \$100 and any and all remediation costs.

2) Constructing a structure or devise in the common area.

NON-COMPLIANCE FINE ⁽¹⁾: \$500 and \$100 per week until abated.

SMOKING, VAPING, MARIJUANA

In any breezeway, stairwell or limited common area, the smoking of cigarettes, cigar, pipe or marijuana or vaping is not allowed. Growing of marijuana is not allowed anywhere on Association property or in any Units/residences.

WARNING LETTER ⁽²⁾: 1st NON-COMPLIANCE.

NON-COMPLIANCE FINE ⁽¹⁾: \$75 2nd and each subsequent NON-COMPLIANCE

FOOTNOTES:

NON-COMPLIANCE FINE ⁽¹⁾

ALL FINES ARE POSTED TO THE OWNER'S DUES LEDGER AND ARE IMMEDIATELY PAYABLE . UNPAID FINES WILL RESULT IN A LIEN BEING PLACED AGAINST THE REAL PROPERTY AND, IF UNPAID, WILL RESULT IN THE PROPERTY BEING FORECLOSED.

WARNING LETTER ⁽²⁾

A LETTER WILL BE MAILED VIA USPS TO THE ADDRESS OF THE OWNER(S) AS RECORDED IN THE RECORDS OF THE ASSOCIATION. REMEMBER: IF YOU HAVE NOT NOTIFIED THE BOARD/MANAGEMENT OF CHANGES OF ADDRESS YOU MAY NOT RECEIVE THE LETTER. THE BOARD/MANAGEMENT WILL MAIL THE LETTER; HOWEVER, WE CANNOT GUARANTEE THAT YOU WILL RECEIVE THE LETTER. AN " I DID NOT GET THE LETTER" EXCUSE WILL NOT BE ACCEPTED.