

## Martins Farm Board of Directors Operating Policies

These policies are put in place to clarify repeat questions and to address any “grey” areas of the covenants. They may be added to and altered by the BOD as required. Reviewed by and agreed to by a Board majority every January.

- All committees are dissolved at the end of each calendar year and appointed for the upcoming year by the incoming BOD.
- Common area violations will be handled as noted below but not limited to these actions. The final decision will be made by the BOD based on the severity of the violation; it is possible to immediately suspend the gate key card if the BOD determines it’s in the best interest of the HOA. General guidelines are as follows:
  - First violation — friendly reminder/written warning;
  - Second violation — two week suspension of gate key card;
  - Third violation — suspension of gate key card for remainder of calendar year.
- When a violation is not corrected and fines become necessary, the usual method is:
  - \$25 / day until corrected for minor violations (on-street parking, etc.);
  - \$250 fine and \$10 / day until corrected (painting without approval, etc);
  - \$750 fine per tree for removing a tree without prior written approval.
- BOD members will suspend open meetings when appropriate, ie COVID outbreak, etc.
- Any request to store, build, expand, place, etc., any item in a resident’s backyard, must be accompanied by exact dimensions (elevation, width, depth, etc.) and exact location, including pictures when possible. Sheds may NOT exceed the size 12' x 12' x 12' and may be limited at the discretion of the ARC/BOD. The term “cannot be seen from the road” is not sufficient and does not address other neighbors’ right to enjoy their properties, and Board members may need to visit the site to see exactly what is desired. This is something that the Board will have to review and decided upon and cannot be decided by the ARC alone.
- Requests from neighbors that are not in accordance with the covenants / a variance from the covenants or policies and procedures MUST be reviewed by the BOD if the ARC chair feels it should be considered. If the ARC chair feels it’s not feasible, an immediate denial may be issued.
- Removing a tree” includes grinding out the stump wherever it might be located.
- Driveways may not be painted.
- Window cross bars must be consistent - all in or all out (except for picture windows).
- Projects that are bigger (replacing rotted wood, repainting a house) may be allowed more time BUT the resident may be required to produce a signed contract with a reasonable start date, preferably within four months.
- Estimated completion date must be submitted to the ARC along with modification request and all completion dates must be within the length of time of the approval letter. If additional time is required, the BOD must be notified within the approval letter timeframe and is subject to denial. If additional time is denied, the property must be returned to its original state at the homeowners’ expense.
- When dealing with violations caused by tenants, the homeowner will be contacted and be responsible for any consequences of the violation, including fines. Also, we have the “Three Strike Rule” which went into effect January 1, 2024, and applies to all rentals:
  - **THREE STRIKE RULE:** Homeowner(s) AND tenant(s) acknowledge that three violations of Martins Farm covenants within a 12 month period will serve as grounds for non-renewal of lease, OR the tenant leaving the property within 12 months of the third strike, whichever is shorter. Violations shall exclude items that

are the responsibility of the homeowner as agreed upon in their approved lease. More leasing information may be found under "forms and documents".