

# CAPRI PARK HOMES RULES

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Please understand that, as a Capri homeowner, you are responsible for knowing these rules and abiding by them.

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File and keep for ready reference.

## Article A – Vehicles and Carports

1. Vehicles of any kind may not obstruct sidewalks, streets, and especially may not drive or park on lawn areas. No parking in red zones. Unattended vehicles will be towed at owners' expense.
2. Visitors may park along the street from 7:00 a.m. to 12:00 a.m. Overnight parking on streets is strictly prohibited.
3. "V" or "U" turns are prohibited in the streets at all times.
4. Parking on the street is not permitted during or after snow storms until streets are plowed and chemicals applied.
5. No one may park a vehicle in the visitor parking areas for long-term or permanent parking unless special permission is given in writing by the Management Committee or Board.
6. The speed limit is 15 mph and **VEHICLES MUST PARK IN THE DIRECTION OF TRAFFIC ONLY**. These rules are for safety reasons and they apply to all. Noises such as bad mufflers or motorcycles, etc. must be expeditiously repaired or replaced. Honking of horns, except for emergencies, is forbidden.
7. Washing of cars at Capri is prohibited.
8. Any type of repair, including changing of oil or greasing of vehicles may not be done on the premises. Oil leakage damages the asphalt so cars leaking oil must be repaired within 72 hours of notice.
9. **Backing into carports is prohibited**. Nothing should be stored in front of car stalls.
10. Sleeping in cars, on benches or grounds is prohibited.
11. No commercial vehicles will be allowed overnight.

## Article B – Units

1. Maintenance fees are due and payable to Capri HOA the first day of every month. Fees not paid by the 10<sup>th</sup> of the month in which they are due will be charged a delinquent penalty of \$25.00, which will apply each month thereafter until payment is totally current. An interest penalty will be charged. All bank charges, such as returned check fees, will be charged back to the writer.
2. Residents must keep their units clean and in good repair. Do not scatter paper or other refuse of any kind in the park. Nothing in the patio should be taller than the patio fence, with the exception of ornamental bushes or flowers that

can be no more than 6 - 8 inches above the fence. This avoids obstructing painting or repairs needed to the roof fascia or soffit. Hanging of clothes, rugs or other articles above or over patio fences is prohibited. Except for hummingbird feeders, bird feeders are not allowed, for they attract mice and rats. Patio umbrellas, wind chimes and other sorts of decorations are permitted as long as they do not bother neighbors.

3. Residents must not use or permit to be brought into the buildings or carports any hazardous or flammable fluids except in the tanks of approved vehicles or in approved containers that are commonly used for legal residential use.
4. Additions to the exterior of the unit such as shades, awnings, ventilators, fans and air conditioning devices, may not be installed without written permission from the Board.
5. TV antennas, satellite dishes, and other antennas are not allowed to be installed on roofs. The preferred method is on a pole on the ground. No cinder blocks allowed. **Contact the Board for the allowed location of dishes prior to installation.** A fine of \$200 will occur to the homeowner if permission is not received. Homeowners will be responsible for relocation fees of antennas, satellite dishes, etc.

**Permission must be obtained to go up on the roof, for repairs to skylights, etc., due to warranties being cancelled if damage occurs.**

6. Wet garbage and refuse must be bagged or wrapped in leak proof containers and deposited with care in garbage cans. All animal feces **MUST be double bagged** before depositing in the garbage cans. A \$200 fine for each violation. Cardboard boxes should be broken down flat and of a size to fit loosely in the cans. All weeds and trimmings from the garden must be bagged. Do not throw weeds on the lawn.  
NOTE: Garbage pickup is Monday, Wednesday and Friday.  
NOTE: Water shut off valves for units, in most cases, are found under the kitchen sink.

### **Article C - Remodeling and Maintenance of Units**

1. Painting and other maintenance of building exteriors will only be contracted by the Board. New patio covers (metal only), if approved by the Board after review of drawings, plans and permits, are one exception, provided the contractor is approved by the Board. The owner pays for the work and future repairs. Any damage to the building in the process is the responsibility of the unit owner. Everything in the small patios and large open patios, including built-in storage cabinets, is the owner's responsibility to maintain and repair. If this is not done, the Board will arrange for repairs and bill the owner for charges.
2. Fence lines or building exteriors and structures may not be altered in any way without written consent of the Board.

3. Any damage to carports or outside of buildings caused by the owner, residents, contractors and/or their guests, is the responsibility of the owner. The Board will arrange for repairs and bill the owner. Damage to anything not physically attached to the unit is the homeowner's responsibility. Capri Park has insurance to cover any structural damage to units, but homeowners' insurance should be carried by the owner to pay for the \$10,000 deductible.
4. If remodeling is planned, prepare a letter to the Board giving the details, which the Board will review.
5. Use a licensed, insured, bonded contractor. A permit must be obtained from Millcreek City for major construction, such as enclosing a patio.
6. For the owner's protection, have the contractor prepare a bid sheet, signed, dated and with a time table for completion. Upon job completion, obtain a lien waiver that includes all subcontractors.
7. Construction materials, carpeting, large appliance boxes, etc., may not be placed in the garbage cans. Contractors who perform jobs within the units such as replacing hot water tanks, carpets, etc., must remove old items and not leave anything on Capri property.
8. Any newly installed front door must be white and of the current approved style. It should be installed with prior approval from the Board. A name plate would be helpful in case community service crews need to find a resident in an emergency.
9. Hours of construction work are from 8:00 am to 5:00 pm.

#### **Article D - Grounds**

1. The grounds crew will trim roses, shrubs, and trees in the Spring and Fall. They will weed the flower beds two to three times during the year. Owners should trim their own roses and similar flowering plants during the summer. All trees trimmed 8-10" above fence.
2. Only two tomato plants (no other fruits or vegetables) may be planted in the flower beds around the unit. Owners may plant annual flowers at their expense. All tomato plants and flowers must be cleaned out by the owner in the Fall by the first freeze. If this is not done expeditiously, the Board will arrange for it and the owner will be billed.
3. Any other plants, decorative trim (including bushes, trees, bark, rock and edgings) must have a written work order submitted to the Board and be approved before any work is performed.
4. All edgings, blocks, stones and plants must be at least 6 inches from the edge of the grass.

5. No planting in common areas is permitted without Board approval.
6. When weeding, pruning or cleaning of flower beds, put all trimmings in a bag and place them in the garbage can. Do not put weeds, etc. on the grass.
7. No parking or driving is permitted on the grass as it breaks the sprinklers.

#### **Article E – Pets**

1. No animals or pets of any kind shall be kept in Capri Park Homes with the exception of a disabled person who requires a service or comfort animal. This must be certified by a doctor's prescription, a rabies shot record and a current city license. Specific rules for these circumstances must be followed or a fine will be levied. Guests may not bring animals on the grounds and must follow the rules as per residents. Homeowners are responsible for guests' animals.
2. Only one service or comfort animal per homeowner is permitted.
3. Leaving pets in a car is not recommended as their safety should be considered.

#### **Article F – Children and Visitors**

1. Children under 18 years of age cannot be residents of Capri Park Homes.
2. Residents may have a child under 18 years of age as a temporary visitor for a period not to exceed 21 days total in one year.
3. Residents who have visitors are responsible for them at all times and are responsible for any noise or any other disturbance they may cause or for any damage to Capri property.
4. All minor visitors must be accompanied by an adult while in the common areas.

#### **Article G – Miscellaneous**

1. Complaints regarding the servicing of buildings and grounds, reporting of problems or comments regarding the actions of other residents or their guests must be made in writing to the Board.
2. The quiet hours for Capri are 10:00 pm to 8:00 am. Please be considerate of neighbors.
3. Capri Park is a smoke free community as of December 17, 2007. All new and current owners must meet this requirement.
4. Neither estate sales or garage sales are allowed on Capri grounds.

5. The Capri Homes Board may add to or revise Capri Home Rules at any time.
6. Residents are invited to the Board meetings which are generally held on the third Monday of the month. Comments from owners are welcome but should be restricted to two or three minutes, unless a prior request is approved.

#### **Article H - Club House**

1. Owners can rent the club house for 10 or more guests. The club house must be reserved in advance and a deposit of \$100.00 paid for security deposit. If the club house is left in satisfactory condition after the party, the deposit will be returned. Otherwise, Capri will cash the check and pay someone to clean it.
2. All home owners and their guests are welcome to use the club house for their enjoyment, but please clean up after yourself.

#### **Article I - Swimming Pool**

1. The swimming pool is open from Memorial Day to Labor Day, seven days a week, including holidays, from 11:00 a.m. to 10:00 p.m. Capri homeowners will be allowed in the pool before 11:00 a.m. provided they do not interfere with the work of the pool attendants.
2. Residents will be permitted to have up to four guests in the pool any day of the week. Requests for more than four guests must be prearranged with the person appointed by the Board to oversee reservations. Their phone number is posted on the bulletin board at the pool. Up to 25 guests at one time will be allowed.
3. There will be no lifeguard or attendant on duty at the pool. All persons will be swimming at their own risk, and the resident homeowner must sign the release register before anyone in their party enters the pool. The Capri Park Homeowners Association is not responsible for accidents or lost items. Residents must accompany guests to the pool and remain with them as long as their guests are there. The homeowner is responsible for their guests and their actions while they are in the pool area.
4. The homeowner must sign their guests in and make sure they shower.
5. Owners are required to stay at the pool at all times with their guests.
6. The gate to the pool area must be locked at all times. A key has been issued to each unit in Capri. Keys cannot be duplicated. Keys must not be loaned and will be confiscated if in the hands of anyone other than the unit owner. The cost to replace a lost key is \$25.00.

7. Regular swimsuits are required. No cut-offs or grubby clothes are permitted. Children under three years of age are not allowed in the pool. No one in diapers of any kind is allowed in the pool. This includes children, juveniles and adults.
8. Any person having an apparent skin disease, open sore, inflamed eyes, cough, cold, nasal or ear discharge or communicable disease shall be prohibited from use of the pool.
9. The Board of Health regulations require a full shower using soap and water before entering the pool or entering the pool after sunning. This includes dangling feet while sunning on the edge of the pool. No glassware is allowed in the pool area. Food may be used at the tables. Put all debris in the garbage cans. Keep the pool area tidy by cleaning up any trash, crumbs, etc. and put the chairs back where they were originally.
10. Be considerate of others in the pool area. Mattresses, toys, balls, etc. are restricted to the shallow end of the pool and must be stored at the homeowner's residence. Running is prohibited in the pool area. Refrain from spitting. No diving or jumping into the pool is allowed. No horseplay, yelling or screaming is allowed.
11. Children 3 to 14 years of age, who are guests of a homeowner and are accompanied by a homeowner, will be allowed to use the pool each day from 1:00 am to 4:00pm, except Wednesday and Friday, when they will be allowed in the pool until 8:00 pm. No children under 14 years will be allowed into the pool unless accompanied by an adult.

#### **Article J – Security Gate**

1. The security gate will be open from 8:00 am until 8:00 pm daily. This will allow for guests and delivery vehicles to enter and exit during the day. The access key or code will be distributed.

#### **Article K – Winter Regulations**

1. During winter months all benches, chairs, pots, etc. must be removed from front entrances and porches so maintenance crews can adequately remove snow from walkways and around garbage cans.
2. No street parking during the winter months is allowed. Streets must be kept clear for snowplows. Vehicles in violation will be towed at owner's expense. Capri Park Homes will not be held responsible for damage by snowplows to vehicles left on the street. Loading and unloading is permitted.
3. Snow removal on the streets and sidewalks will take place as needed, usually early in the morning to remove snow that has fallen during the night. Be alert and cautious, for the traction on the sidewalks can be deceiving; they are often slick even salted.

4. Residents are expected to turn on heat tapes in the rain gutters when the temperature is below 32 degrees. Be sure to turn them off in the Spring once the threat of frost or ice buildup is over.
5. Disconnect all garden hoses and drain them before storing them.
6. Maintain adequate heat in the unit whether at home or away.
7. Check heat tapes in the rain gutters to make sure they are working by turning them on for an hour and then feeling the tape to see if it is warm. If not working, contact a member of the Board. Ice buildup due to a lack of heat from the heat tape will cause expensive damage to the roof and gutters. This is the home owner's responsibility and they will be billed for repairs.
8. Appliances and furnaces should be kept in top-notch condition, with regular filter changes, air ducts cleaned, and outside air intake vents kept clear. The area around the furnace should be clear of lint and flammable materials. The dryer vent discharge should be kept free of accumulated lint.

**Important Reminder:**

Each unit owner is responsible for having copies of the following documents:

1. Declarations of Covenants, Conditions and Restrictions
2. The By-Laws
3. Homeowner and Association Maintenance Obligations
4. Capri Park Homes Rules

Each owner should be familiar with the information contained therein. This information can be found on the Capri Park website: [capriparkhomes.com](http://capriparkhomes.com).

**When units are sold, the above documents, as well as unit keys, carport storage unit keys, and the swimming pool key are part of the unit and must be given to the new homeowner.**

When new units are completed, one parking space will be assigned for each unit.