

## **POINTE RETREATS HOMEOWNERS ASSOCIATION**

**MANAGING AGENT:** Pegasus Properties  
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**INSURANCE AGENCY:** First Insurance  
  
Phone: 812.331.3230  
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### **PHONE NUMBERS:**

FIRE: 812.824.6077 (Perry Fire Department)

EMERGENCY: 911

POINTE SECURITY: 812.824.8940

POISON CONTROL: 800.382.9097

Eagle Pointe Lodge: 812.824.4040

## **POINTE RETREATS COMMUNITY LIVING**

Welcome to Pointe Retreats! As a homeowner or guest, this handbook will assist you to make your stay an enjoyable one. The rules at Pointe Retreats are designed to illustrate and define courteous and neighborly living. Your cooperation and participation regarding these rules will enhance the beauty and maintain the quality which enables Pointe Retreats to be a community we can all be proud of. All owners of rental units are obligated to insure that renters receive a copy of this Handbook.

### **I. COMMUNITY RULES**

#### **A. APPEARANCE**

1. Except for original construction, no building, fence, sidewalk, drive, walk or other structure shall be erected, installed, placed, altered or maintained, nor shall any exterior addition to or change (including change of color by painting or decorating of the exterior) or alteration be made in any building without prior written approval as provided for in the condominium documents.

2. No entrance, stairway or any other portions of the common areas shall be decorated by any owner or occupant without prior written consent of the Board of Directors.

3. No article shall be placed in the entrance or stairways nor shall anything be hung or shaken from the balconies or placed upon the windowsills of the buildings. No clothing or other article, including bathing suits or towels, shall be hung in common areas or in private patios.

4. Each owner shall keep such owner's condominium unit in good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, decks or windows thereof, any dirt or other substances. However, the owners shall keep all decks and private walkways clean.

5. No exterior shades, awnings, window guards, ventilators, fans or air conditioning devices shall be used in or about the buildings, common areas, balconies or private patios except such as shall have been approved by the Board of Directors.

6. No radio, television antenna, or satellite TV dishes shall be placed on the grounds, attached to or hung from the exterior of the buildings without prior written approval of the Board of Directors. The only location allowed for such devices is attached to rear deck rails. Any other area is subject to a \$1,500.00 fine. This is strictly enforced. Such devices will be removed and disposed of, and fine will be attached to homeowners association fees for collection.

7. Firewood shall be stored on the rear decks and shall be limited to no more than one (1) rick. No firewood shall be placed in entrances, stairways, street side decks or common areas.

8. No owner shall interfere in any manner with any portion of the common lighting on the exterior of buildings or grounds.

9. No sign of any kind shall be displayed to the public view from any unit or from the common areas and facilities, including for sale or for lease signs.

## **B. PARKING AND STORAGE**

1. There is no parking allowed in the marked "No Parking" areas in front of walkways to buildings as this denies access to both residents and emergency vehicles.
2. No golf carts, bicycles, scooters, baby carriages, or similar vehicles, toys or other personal articles shall be allowed to stand in the entrances, stairways, street side decks, or common greens of the buildings, such shall be placed on the rear decks, in storage areas or inside the unit.
3. No vehicle shall be parked in such a manner as to impede or prevent ready access to any walkway. Owners and guests must obey any posted parking regulations, and any other traffic regulations published in the future for the safety, comfort, and convenience of the owners.
4. No boats, campers, motorcycles, travel trailers and boat trailers, mini bikes, or other such items shall be parked or stored in automobile parking areas or any other part of the property.
5. No parking on the streets proper because it impedes the movement of traffic, including the possibility of emergency vehicles.
6. There is a limitation that boats, large RVs, campers, trailers, and like vehicles cannot be parked on the premises except in cases of arrival or departure and then, the time should be limited to two hours.
7. All vehicles must be registered with Pointe Security and display appropriate sticker or tag.
8. Violators may towed at owner's expense. No prior warning will be given.

## **C. DISTURBANCES**

1. No owner shall make or permit any noises that will disturb or annoy the occupants of the buildings or anything to be done which will interfere with the rights, comfort, or convenience of other owners.
2. Report disturbances to Pointe Security at 812-824-8940. After Security is called to a unit the second time, a written notice will be sent to owner of said unit aka Step 1 of the Rules Enforcement Process. If Security is called to the unit a third time the owner of said unit will be fined aka Step 2 of the Rules Enforcement Process. Any subsequent visit from security will continue the Rules Enforcement process.
3. No hunting or discharge of firearms shall be permitted.
4. No fireworks are allowed.
5. No noxious or offensive activity shall be carried on in any unit, or in the common areas and facilities.
6. Nothing shall be altered, constructed, or removed from the common areas and facilities except upon written consent of the Board of Directors.
7. No alcohol shall be consumed in common areas.

#### **D. TRASH REMOVAL AND GRILLS**

1. All garbage and trash shall be deposited in the dumpsters. All garbage shall be in sealed trash bags and placed in in receptacle. No large items such as furniture or appliances shall be left in the dumpster areas.

2. No open flame grills shall be used on any deck, balcony, or wood walkway area adjacent to any building. Electric grills may be operated on rear decks.

#### **E. ANIMAL POLICY**

1. **Pets are not allowed in rental units.**

2. All pets must be attended and kept on a leash at all times when outside.

3. Pets may not be tied or chained outside at any time, nor confined to back decks.

4. Animal deposits should be removed so that others may enjoy a clean environment.

5. Owners shall be responsible for the actions of their pets (including barking) and of guest's pets. Pets shall not impact the quiet enjoyment of other units.

6. The number of pets is limited to two (2) per unit.

#### **F. RENTERS AND GUESTS POLICIES**

1. It is the owner's responsibility to provide these rules to their rental agent, and it is the owner's responsibility to see that their renters and guests are made aware of the rules.

2. Occupancy of rental units shall be limited to two persons per bedroom.

3. Rental units cannot be used for large parties, business meetings or other large gatherings.

4. If renters or guests fail to follow these rules, the managing agent and/or Pointe Security, acting on the Board's behalf, has the right to pursue the action necessary to cause the offending renters or guests to leave or relocate.

#### **G. GENERAL**

1. Owners shall be held responsible for the actions of their family, their guests, and their pets.

2. Complaints regarding the service of buildings and grounds or regarding actions of other owners shall be made in writing to the Board of Directors or to the managing agent.

3. These Homeowners Association rules may be added to, or repealed, at any time by the Board of Directors.

4. The condominium property shall be used for single family residential purposes and for no other purpose.

#### **H. RULE ENFORCEMENT PROCESS**

Step 1. A written notice shall be provided to the owner of the unit, stating the violation(s) as well as a deadline for rules compliance, allowing the owner the opportunity to correct the violation.

Step 2. If violation persists or is repeated, a second written notice shall be issued and such notice shall carry with it a fifty dollar (\$50) special assessment.

Step 3. If violation persists or is repeated, a third such notice shall carry with it a one hundred dollar (\$100) special assessment.

Step 4. If violation persists or is repeated, any and all successive notices shall carry with it a two hundred and fifty dollar (\$250) special assessment and the association attorney shall be notified.

The only exception is for improper satellite dish location, which will immediately result in a \$1,500.00 fine.

## **II. HOMEOWNERS RESPONSIBILITIES TO BUILDING MAINTENANCE AND REPAIR**

### **A. EXTERIOR BUILDING MAINTENANCE AND REPAIR**

1. Notify the managing agent in writing of any needed building repairs. No owner shall make exterior repairs without written permission of the Board of Directors.

2. The board will not authorize payment for repairs unless they have approved the repair in writing.

### **B. INTERIOR MAINTENANCE AND REPAIR**

1. Each owner shall maintain, repair, and replace at his expense all portions of his unit and the limited common areas including the heating and air conditioning system, back deck, windows and doors.

2. All companies or individuals doing maintenance on limited common areas must have liability and work comp insurance.

3. Each unit owner shall be responsible for all damages to other units or common areas due to owners failure to properly maintain the owner's own unit.

4. The owner has the responsibility to furnish Pointe Security with a current key to your unit. In the event of an emergency, the Board, managing agent, or authorities have the right to gain access to units as needed, by any means necessary. Any resulting damage due to no available key is the owner's responsibility.

## **III. WINTER PROCEDURES**

1. If temperatures fall into the single digits (or below), let your faucets drip to keep water moving.

2. Open sink cabinets in kitchen and bathrooms to let heat in around pipes.

3. Open the door to the utility area.

4. Set thermostat to no lower than 60 degrees Fahrenheit.

5. If you plan on being away from your condominium for an extended period, shut off your water before leaving.

6. As for outside, we provide ice melt to aid in your clearing of the walkways, landings and steps when ice is present. The contractor is expected to remove snow from parking lots including the areas in front of the walkways.

