

CANTERBURY HOMEOWNER HANDBOOK

[updated June 2023]

I. INTRODUCTION

The governing documents for Canterbury Homeowners Association, Inc. (“the Association”) allow the Association’s Board of Directors (“the Board”) to adopt certain rules and regulations. This Handbook contains general information and rules and regulations adopted by the Board. In the event of a conflict between this Handbook and the governing documents, the governing documents shall control.

II. ADDITION TO BUILDINGS

1. Any addition to an existing building and surrounding grounds, any exterior alteration, modification, or change to an existing building must have the written approval of the Board BEFORE the work is undertaken.
2. Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the original design. Only the exterior materials existing on the parent structure or compatible with the architectural design character of the community will be approved. This includes Window replacement, Storm Door replacement, Patio Door replacement or paint color changes, and Front Door Replacement or paint color changes.
3. The homeowner can request an Architectural Change Request from the Managing Agent. The form is also available on the Association’s web site: canterburycondos.com

Complete the form and return it to the Managing Agent. The homeowner will receive a copy of the request if approved by the Board.

III. EXTERIOR UPKEEP BY OWNERS

The intent of these rules & regulations is to avoid unnecessary maintenance costs, to preserve continuity and integrity of the community, and to retain HIGH standards of appearance, thereby protecting the investment of each homeowner.

1. Balconies: Balconies must be kept neat and tidy. Flowers/plantings on balconies must be in pots made of a masonry material, cement, terra cotta composite material, or a varnished wood. Think of your neighbor below when watering. Outdoor furniture only is permitted. No articles are to be left hanging from the railings or buildings. No storage is allowed on the balconies.

2. Patios: Patios must be kept neat and tidy, and free of weeds and trash. No storage is allowed on the patios, or in the Common Areas. No articles are to be left hanging on the fences. Personal property and storage containers shall be adequately screened from public view, meaning that they shall not be maintained at a height taller than the adjacent patio fence.
3. Exterior Antennas: Exterior antennas are not permitted, unless application of this prohibition would conflict with the Federal Communications Commission's Over-the-Air Reception Devices Rule.
4. Awnings: Individual awnings / sunscreens are not permitted.
5. Trash Collection:
 - a. Each resident must provide a trash container, with lid (in good condition) identified with Unit number, for the storage of trash from their Unit until pick up day. This container is to be stored in the designated area for the Unit.
 - b. Each trash storage area **MUST** be cleared out each collection day. If you place any trash in that area (outside your trash container), it is your responsibility to see that all of your trash is placed at the curb for pick up. These storage areas must be kept clean.
 - c. Trash in our area is scheduled for pick up, by the Indianapolis Department of Public Works, on **Mondays**. No trash is to be placed at the curb before Sunday at 5:00 P.M. and the containers must be retrieved by Monday evening. See map for designated collection areas. Recycling and trash containers shall be kept from public view except during the foregoing collection times.
 - d. The following is taken from a Directive from the Indianapolis Department of Public Works, Solid Waste Division:
 - i. Plastic trash bags should have adequate room left above the closure to facilitate collection.
 - ii. A maximum of ten (10) containers will be collected each week from single family condominium units.
 - iii. Two (2) heavy trash items may be included once per month. Each item is counted as one "container."
 - iv. Heavy trash items such as furniture, household appliances, bicycles, etc., must be disassembled.
 - v. Refrigerators and air conditioners require special handling. Call the Department of Public Works for instructions.
 - vi. Corrugated containers, cardboard boxes, paper bags, plastic grocery bags or torn plastic bags are not acceptable and cannot be used as containers.
 - vii. Loose garbage or trash that is frozen to the ground will not be collected.

- viii. Acceptable trash items include food waste, paper bottles, metal cans, plastics, cloth, wood toys, Christmas trees, and accumulation of leaves, grass or shrubbery cuttings.
- ix. Shrubby cuttings must be placed in plastic bags or tied in three foot (3') bundles.
- x. Unacceptable trash items: discarded building materials, trees and/or tree stumps, explosives, pathological and biological waste, radioactive material, paint, ashes, sand, motor vehicles and/or motor vehicle parts.

6. Signage: Signs of a commercial nature or otherwise are not allowed in the windows or on the grounds, except for the sale of the Condominium Unit or a Sunday Open House. Security signs/stickers are permitted to be displayed on the interior of windows only.

IV. POOL

1. Pool Hours: Daily 7:00 A.M. to 9:00 P.M.
2. Please be considerate of other residents when inviting guests to use the amenities. No more than two (2) non-family member guests at one time should be invited and they must be accompanied by a resident of the community at all times.
3. No lifeguard will be on duty. Anyone using the pool does so at their OWN risk. Please keep the gate locked at all times.
4. Only proper swimwear is allowed in the pool (*i.e.*, no cut-off jeans).
5. Smoking in the pool area at any time is prohibited.
6. Children under 14 years of age must be accompanied by an adult.
7. Pets are NOT allowed in or around the pool area. Residents seeking any accommodation for their service dog or emotional support animal should direct their inquiry to the Managing Agent.
8. Please refrain from excessive boisterous and rough play, so that you do not disturb other residents (especially during evening hours).
9. The Association is not responsible for lost or stolen articles.
10. The Managing Agent will supply replacement keys for a nominal fee.
11. All personal belongings (*e.g.*, lawn chairs, pool toys, towels) are to be removed after

each daily visit. Items left at the pool area may be disposed of by the Association's agents each morning.

12. NO alcoholic beverages, food or glass items are permitted in the pool/clubhouse area.
13. NO grills are permitted in the pool area or Clubhouse area.

V. CLUBHOUSE RESERVATIONS

1. While the pool and restrooms CANNOT be reserved for your exclusive use, the Clubhouse CAN be reserved for private parties. Reservations will be scheduled in the order they are received.
2. Reservations will be taken on a first-come, first-served basis. Call the Managing Agent, Monday through Friday 9:00 - 5:00 to request use of the Clubhouse.
3. Deposit and Key: Each reservation will require a deposit and a rental fee (as established by the Board) per day for the use of the Clubhouse. This deposit should be mailed or hand-delivered to the Managing Agent. Your deposit must be postmarked or hand-delivered within five (5) working days after the reservation was made. Make all checks payable to the Association. The key can be picked up at the Managing Agent's office. At that time, the resident must sign the "clean-up agreement." Key pick up and agreement signing cannot be done earlier than 48 hours prior to the reservation date. Reservations falling on a weekend may be signed for and key picked up either Thursday or Friday.
4. REMEMBER THAT YOUR RESERVATION IS NOT CONFIRMED UNTIL YOUR DEPOSIT IS RECEIVED.
5. Only Canterbury Homeowners/Residents may reserve the use of the Clubhouse. The person reserving the Clubhouse is responsible for the actions of any guest and must attend the entire event. Any homeowner who is delinquent in their Association Assessments will not be allowed to reserve the Clubhouse.
6. Smoking in the Clubhouse at any time is prohibited.

VI. ASSOCIATION MEETINGS

1. Monthly Board Meetings: Board meetings are held once per month at the Clubhouse to discuss and carry out the business of the Association. Any member of the Association is welcome to come to these meetings to observe Board activity. Members may address the Board during the meeting at a designated time. The minutes of the Board Meeting may be mailed to you upon your request. The

minutes will be posted at the Clubhouse and also on our website at: canterburycondos.com

2. Annual Homeowner Meeting: Annually, a meeting is called to discuss the budget and elect officers. The By-Laws state that the meeting shall consist of these items. You will be notified in writing of the date of this meeting and its location no later than 10 days prior to the meeting. You are encouraged to attend, but if you are unable to do so, it is very important that you authorize someone to vote for you by completing a proxy form and mailing it to the Association.

VII. MISCELLANEOUS

1. Storage Lockers: Use of storage lockers is at the user's own risk. The Association is not responsible for lost or stolen possessions. Storage of flammable material is prohibited. There is a fee for each duplicate storage key. Extra storage lockers are available to rent for a monthly fee. Contact the Managing Agent for more information.
2. Window coverings: Interior window coverings seen from the outside shall be white or off white ONLY.
3. Pets: Only customary house pets are permitted in Canterbury, provided that such pet is not kept, bred or maintained for any commercial purpose, and does not create a nuisance. When pets are outside the Unit, they must be restrained on a leash and accompanied by the pet owner or family member/handler and the pet must NEVER be out of the sight of this person. Any damage or injury to property or person will be the financial responsibility of the owner of the animal. No pet shall be housed or chained outside any Unit. Owners are responsible for controlling the noise level of pets so that neighbors are not excessively annoyed. Pets are not allowed in the pool area or club house. Pet owners are responsible for cleaning up their pet's waste. Residents seeking any accommodation for their service dog or emotional support animal should direct their inquiry to the Managing Agent.
4. Motor Vehicles:
 - a. No boats, recreational vehicles, campers, trailers of any kind, buses, mobile homes, trucks, commercial vehicles, motorcycles, inoperable vehicles or any other vehicles of any description other than normal passenger vehicles shall be permitted to be parked or stored anywhere within the property unless the Board determines otherwise.
 - b. Motor vehicles must display current registration tags.
 - c. Vehicles shall not be parked in such a way that they will restrict other homeowners and emergency vehicles from entering or leaving their parking space.

- d. Parallel parking is prohibited.
 - e. Vehicles shall not be parked so as to hang over sidewalks. Parking motor vehicles on grassy or landscaped areas is prohibited. Damage to the grounds, landscaping, sod, irrigation, etc. caused by motor vehicles will be repaired at the owner's expense. This includes damage to streets and driveways resulting from automobile fluids leaking onto the asphalt and concrete.
 - f. Automobile repairing, maintenance, welding, construction, or painting or washing of vehicles shall not be permitted. Any parked vehicle impeding the removal of snow from community streets may be removed (with notice) at the owner's expense.
 - g. Vehicles shall not be parked within fifteen feet (15') of fire hydrants. Any vehicle parked within that distance will be towed at the owner's expense.
 - h. Reserved Accessible parking is identified. Please respect the signs. If you desire an accessible parking space, contact the Managing Agent with proof of Indiana Motor Vehicle Handicapped Parking Permit. The Board reserves the right to have a vehicle removed, at the owner's expense, due to the violation of any of the rules and regulations.
5. Landscaping: Planting areas in front of the Units are a part of the Common Areas and therefore any such plantings are considered voluntary, reimbursable "donations" to Canterbury. To create continuity, the Board has the right to regulate these planting areas:
- a. No bed retainers are allowed except those placed by the Association.
 - b. Planting of trees in patios requires written Board approval and must be maintained by the Owner.
 - c. Residents may plant annuals, perennials or spring bulbs in front of their Unit but must be maintained by them. These plantings must be placed as to not "hang over" on to the grass or the sidewalks. Any damage to private plantings done by the Association's vendors/contractors is not the responsibility of the Association.
 - d. Under no circumstances may an Owner or resident plant or replant outside their Limited Area (except as stated in subsection (c) above) without written Board approval.
 - e. Yard ornaments of any kind are not permitted in public view.
6. Activities:
- a. Owners are responsible for controlling the activities of their Unit's residents and guests so that neighbors are not unduly disturbed.
 - b. Residents and guests should not ride bicycles, mopeds, mini bikes, skateboards, rollerblades or go carts in those areas of the community where they cannot be clearly seen by oncoming motorists. Tricycles and other low profile vehicles are not easily noticed by motorists. Therefore, these vehicles should be ridden on the sidewalks only.

- c. Bicycles and other vehicles shall not be ridden on grassy or landscaped areas.
 - d. Playing is discouraged in the archways, basement stairways or 4-plex stairs for safety reasons and so as not to unduly disturb adjacent residents.
 - e. Any damage to the grounds caused by residents or guests is the financial responsibility of the Unit Owner.
7. Storage.
- a. All toys, bicycles, etc., shall be stored in the Unit or patio when not in use.
 - b. No storage is permitted on Common Areas or outside of lockers.
 - c. No device or ornament shall be placed upon the exterior walls or in or on a patio which is visible from the outside except as originally installed, unless authorized in writing by the Board.
 - d. No one shall place or store any property or furniture in a 4-plex entry or stair area.
8. Laundry Facilities: when using the various laundry facilities, please consider those residents whose units are in the area. Excessive noise can be disturbing.
9. Outdoor cooking devices. Charcoal burners and other open-flame cooking devices and liquefied-petroleum-gas-fueled cooking devices shall not be operated on balconies or within ten feet (10') of any building. *See* Sec. 308.3.1. and 308.3.1.1 of the 2008 Indiana Fire Code (675 IAC 22-2.4).

VIII. ENFORCEMENT

Enforcement of the governing documents is one of the most delicate problems which the Board handles. However, in the best interest of Canterbury as a whole, enforcement is a matter of necessity. Therefore, unless otherwise noted, violations of these rules and regulations generally will be treated as follows, though certain circumstances may warrant different action as determined in the Board's sole discretion:

1. Violators will be issued a written notice of the violation and be given the opportunity to correct the violation. In the case of a vehicle or item in which the ownership cannot be determined the particular item will be "tagged."
2. Should the violation continue, or be repeated, a second written notice will be issued.
3. The cost (including labor) of repairing damage to the grounds and buildings caused by cars, pets, children, or any other means is the sole responsibility of the homeowner and will be subject to the same rules of enforcement as would any other problem. The third written notice will indicate that a charge has been assessed if the violation has caused the Association to incur a remediation cost.
4. Notices pertaining to a continuous violation may be issued on a weekly basis.


Notices pertaining to repeated violations may be issued as the violation occurs with corresponding charges.

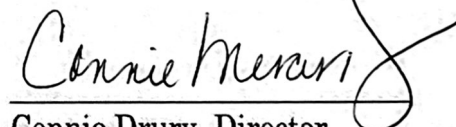
5. After a third notice without compliance, the Board may refer the matter to legal counsel for further enforcement action.


IX. CONTACTING THE MANAGING AGENT

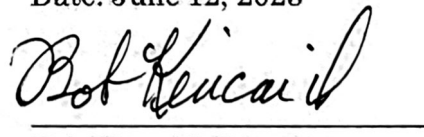
The Managing Agent is tasked with assisting the Board in the administration and maintenance of Canterbury's Common Areas. The Association Assessments collected are used to pay for common services (including maintenance of the buildings and grounds, hot/cold water, sewerage, amenities, snow removal, the Association's master insurance policy, repairs to the Common Areas, etc.) All questions or problems should be directed to the Managing Agent. All requests for the Board's approval must be made in writing and responses will be the same. Any financial questions or problems should be referred to the Managing Agent.


SO APPROVED EFFECTIVE JUNE 12, 2023 BY THE BOARD OF DIRECTORS OF CANTERBURY HOMEOWNERS ASSOCIATION, INC.

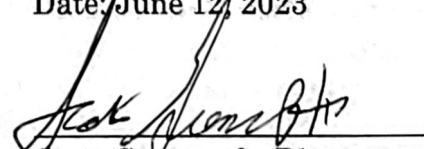

Susan Brandt, Director
Date: June 12, 2023

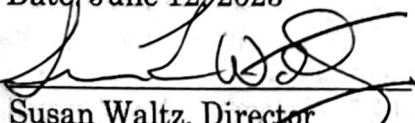

Connie Drury, Director
Date: June 12, 2023


David Swann, Director
Date: June 12, 2023


Bob Kincaid, Director
Date: June 12, 2023


Nancie Bair, Director
Date: June 12, 2023


Scott Greenwalt, Director
Date: June 12, 2023


Susan Waltz, Director
Date: June 12, 2023

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