



# *Restated Rules and Regulations Heritage of Hawk Ridge*

(Effective November 17, 2006)  
(Amended February 2017)

## **CONTENTS**

<b><u>DESCRIPTION</u></b>	<b><u>PAGE NO.</u></b>
<b>GENERAL</b>	<b>2 -4</b>
<b>TENANTS</b>	<b>4</b>
<b>PRIVATE USE OF THE CLUB FACILITIES</b>	<b>4 -5</b>
<b>ARCHITECTURAL CONTROL COMMITTEE PROCEDURES</b>	<b>5-8</b>
<b>Introduction</b>	
<b>Application Procedures</b>	
<b>General Rules</b>	
<b>Rules for Architectural Changes</b>	
<b>MISCELLANEOUS GUIDELINES AND RESTRICTIONS</b>	<b>8-10</b>

**Note:** To obtain an Architectural Request Application contact the Property Manager on site or download one from the [hhrlifestyle.org](http://hhrlifestyle.org) website under the forms tab.

# **WELCOME TO HERITAGE OF HAWK RIDGE**

**Congratulations on your purchase and may you have many years of enjoyment in your new home. As a homeowner in Heritage of Hawk Ridge, you are a resident of an active adult community where a variety of facilities and activities are available for your enjoyment.**

**To realize the many advantages of the community and to preserve the value of the investment that each homeowner has made in their property, it is necessary that certain procedures, rules and regulations be established to meet these needs and the well-being of each homeowner. A willingness on the part of each resident to adhere to these rules and regulations will make living in Heritage of Hawk Ridge a rewarding and enjoyable experience.**

**Your community Association asks for your cooperation in complying with the following procedures, rules and regulations. Please review these carefully and if you have any questions, please contact the Property Manager, Kelly Cobelens, for clarification. Her number is 636-561-7895.**

**Thank you in advance for your cooperation.**

# **RESTATED RULES AND REGULATIONS HERITAGE OF HAWK RIDGE COMMUNITY**

## **GENERAL**

1. The Club House facilities are for the enjoyment of the residents and their registered guests.
2. The ballroom and card room are available for private rental by residents only from time to time to help promote the Community at the discretion of the Events Director and the Board of Directors of the Heritage of Hawk Ridge Community Association.
3. Residents' guests must be accompanied by the resident when utilizing the Club facilities.
4. If a resident is going to have more than 4 guests at the pool, the Property Manager must be notified to insure there will not be a conflict.
5. Children who are not potty trained are required to wear the proper waterproof swimming attire. Diapers are prohibited.
6. Residents may make individual use of the arts and crafts facility and equipment provided they are proficient in the use of the equipment.
7. Smoking is not permitted in the Club House, pool area or on the tennis courts. The smoking policy includes the use of electronic cigarettes. Smoking is permitted at the "Smokers Outposts" located in the front of the Club House.
8. Proper attire is required at all times. Shoes and shirts are required when on Club House property, with the exception of the pool area.
9. Alcoholic beverages may be brought for consumption by the party bringing such beverages in to the Club House property during certain events. Each resident shall consume such beverages in a responsible manner and not become inebriated.
10. Participation in scheduled social events is for the benefit of Residents and Single Residents' guests. These events will be open to guests as space allows. The Events Director will determine if and when an event will be open to guests.
11. Participation in regularly scheduled social and sport activities is restricted to residents and their house guests though exceptions may be made by the Events Director if there is inadequate resident participation.

12. Except for unique exceptions as determined by the Board of Directors, usage of Club House property will not be granted for commercial, profit making, non-resident fund raising, religious or political functions. Usage of Club House property will not be granted for exclusionary organizations such as Elks, Kiwanis, American Legion, etc. With the exception of private parties, if and when permitted, all functions conducted on Club House property will be open to all residents, as space allows.

Any granted exception by the Board does not constitute a precedent for future applications as any and all exceptions are at the sole discretion of the Board.

13. Residents are responsible for the behavior of their guests.

14. Anyone renting or using the Club House facilities for a party or an event is responsible to clean up and restore these facilities to the original condition after the event. Cleaning and restoration are required on the same day of the event immediately following such event. Exceptions to this policy may be granted, but only if such an exception has been approved by the Event Director prior to the event. Under no circumstances will an extension for cleaning and restoration be granted beyond 10:00 AM the following day.

If cleaning and restoration does not occur within the required time limit, all deposits will be forfeited.

Cleaning of the Club House will be performed as stipulated in the Rental Agreement.

Anyone who violates this cleaning policy may be subject to additional deposits for future events. Continuous violators may be denied future access.

Please note that items that have not been removed from the premises by the required cleaning deadline may be thrown away.

## TENANTS

Individuals who are leasing a home in accordance with the documents may have use of the facilities the same as a member (resident homeowner).

## PRIVATE USE OF THE CLUB HOUSE FACILITIES

Any member (resident homeowner) may request use of the facilities for functions or social events.

Members desiring the use of a facility for a personal function must make a written request denoting full particulars of the function, number of people expected to attend, facility desired, time and date. Personal functions are those events such as showers, birthdays, anniversary celebrations of no more than 36 people for card room rentals, and no more than 160 people for multipurpose room rentals, given by or for the member and/or members of the immediate family. Approval for any

such use must be requested of and approved by Heritage of Hawk Ridge Community Association management. Approval for the use of a facility will be granted subject to time and space availability and the type of function. Smoking is prohibited. A maximum of 4 private parties will be allowed each month. No more than 2 parties may be on a Saturday or Sunday in any given month. Reservations will only be allowed twelve months in advance. Reservations are prohibited on Holidays and the Heritage of Hawk Ridge Community Association reserves the right to deny use of the facility for any dates at their sole discretion.

Private parties are limited to the use of certain rooms (multipurpose room, card room and adjacent kitchen). Times for private parties will be approved by the Events Director. Rents and security deposits will be set by the Board.

Anyone granted use of the facility is responsible to see that the facility is set for their needs and that the facility is returned to its normal condition after use. Persons reserving the room(s) are responsible for caterers and other contractors they may use. Any preparation in the Club House for a function or social event must occur the same day the event is to occur. Persons reserving the room(s) are responsible for the behavior of guests. Persons reserving the room(s) are responsible for clean-up of the facility. Smoking is prohibited. Reservation of the ballroom or card room will include use of the kitchen only. The movement of furniture into any room (This includes the fitness center) other than the room reserved is prohibited. The use of any room for storage is prohibited unless arrangements are made ahead of time for which additional rent and deposits may be required.

## **ARCHITECTURAL CONTROL COMMITTEE PROCEDURES**

**INTRODUCTION** – In accordance with the Heritage of Hawk Ridge Declaration of Covenants and Restrictions, an Architectural Control Committee (ARC) has been established, the purpose of which is to strive to maintain harmony in and the aesthetics of the community. As such, the ARC is responsible for monitoring and regulating the external appearance and use of the property and enforcing the provisions of the Declaration of Covenants and Restrictions. As part of this responsibility, the ARC monitors design changes, modifications or improvements and landscaping. The ARC, with approval from the Board of Directors, is to preserve the interests of the community by establishing and implementing standards and criteria for that purpose.

**APPLICATION PROCEDURES** – An application process has been established by which a resident can request approval for proposed changes to their home site or the exterior of their home. The application form is available at the Club House and on the HHR website under forms. Completed forms may be submitted in person to the clubhouse office or by email to [kcobelens@dniproperties.com](mailto:kcobelens@dniproperties.com). Applications are electronically reviewed on a timely basis. The resident will receive written notification of approval or rejection of the application once the

ARC completes its review. ALL CHANGES AND MODIFICATIONS REQUIRE THE EXPRESSED WRITTEN APPROVAL OF THE ARC.

It is the responsibility of each resident to familiarize themselves with the content of the Rules and Regulations, which are in effect at the time of application.

**GENERAL RULES** – No resident, homeowner, occupant or group thereof shall build, plant, or maintain any matter of thing (including, without limitation, any addition, alteration or improvement to any home) upon, in, over, or under, the property including common ground, without the written consent of the ARC, except as later provided herein.

**SPECIFIC RULES AND REGULATIONS ARE AS FOLLOWS:**

1. Removal of trees or plants from common ground is strictly prohibited. Trees shall not be removed from any resident's property without the prior written approval of the ARC.
2. Wetland/conservation areas may not be disturbed in any way.
3. Residents or homeowners shall not have the right to change the appearance of any portion of the exterior of their home without written approval from the ARC.
4. Approval by the ARC for any changes, additions or alterations does not preclude the need of residents to apply for any required building permit, etc., from the City of Lake St. Louis. A copy of any such required permit must be provided to the Association prior to any work being done.
5. A copy of your plot plan must accompany all applications for structural and/or landscape changes.
6. The plot plan submitted shall show the changes to be made with all necessary dimensions noted.
7. The burden rests with the applicant to demonstrate the acceptability of the proposed change. Any information deemed pertinent and supportive of the application, or which may be required by the Association, should be included in the application.
8. The homeowner will be held liable for any damage caused to cable service or utility lines resulting from landscaping or exterior modifications.
9. Each homeowner is advised that any alteration/addition, including landscaping that affects the grading and drainage pattern of the home site, will void the warranties, if any, relative to grading and drainage.
10. Any requested grading changes must not adversely affect neighboring properties.

## **RULES FOR ARCHITECTURAL CHANGES**

1. The homeowner must submit an application for any architectural change to the ARC at the Club House office.
2. The ARC reserves the right to disapprove any application item that is not provided for in these Rules and Regulations.
3. Any change or modification requires written approval of the ARC, even if the identical change or modification has been approved and/or installed elsewhere in the community. Each application is considered independent of another.
4. Following are the rules for room extensions, decks, and patios:
  - a) Rear yard setback requirements for room extensions or additions, decks and patios must meet City zoning codes. In no event may a room extension or addition encroach within 35 feet of the rear property line.
  - b) Decks and patios, if approved by the City of Lake St. Louis, may not encroach within fifteen feet of the rear property line.
  - c) The width of room extensions, patios or decks may not exceed the width of the home.
  - d) Impairment of easements is prohibited.
  - e) Any addition to roofing, siding, gutters, fascia, etc., must match those of the home in color, texture and material. If the same color, texture and material is not available, substitutions must be approved by the ARC.
  - f) The installation of a room air conditioner or heating unit in any window or wall of the home is prohibited.
  - g) Decks, elevated above the ground, are to be composed of wood or composites and have a railing that is in compliance with the City building codes. A full description of the railing must be submitted to the ARC which has the right to require changes.
  - h) Patios may be constructed, at ground level, of concrete, brick or stone.
  - i) Storm doors shall be one-lite (full glass) style, white or a matching color of the door jamb. Grills, bars, scallops, or ornamental decoration, etc. are not permitted.

## **5. LANDSCAPE CHANGES**

- a) Indicate the location of the proposed plantings on the plot plan, applying the scale to the plot plan. The dimensions and elevations of each ground cover area (bed) must be included.
- b) Landscape islands will be permitted as long as they do not impede mowing or block drainage patterns. All other landscape bed areas shall be attached to the building, deck, patio, driveway or walk. Individual trees may be planted outside of this area with an individual mulch bed.
- c) Fencing, perimeter and other, including hedges or other growing fence, is not permitted. With proper approval, invisible fences will be permitted.
- d) List the common name of plantings and indicate the plant height and expected maximum growth of proposed planting.
- e) Provide a description of the material to be used for ground cover, i.e. mulch, wood chips, etc. Flowers, trees, shrubbery or garden plants may be planted without approval of the ARC, provided that the plantings are within four feet of the foundation and a mulched bed is provided. Placement of artificial plants, shrubbery, flowers, trees etc. are prohibited.
- f) Fruit bearing trees and shrubs are prohibited.

## 6. MAILBOXES

- a) Only hanging flower pots may be placed on the mailbox or post.
- b) No modifications may be made to the mailbox or mailbox post. Replacement mailboxes or mailbox posts must be identical to that which are being replaced. Newspaper delivery boxes may be attached to the mailbox post.
- c) Numbers and/or names will not be placed on mailboxes unless required by the U.S. Postal Service.

## MISCELLANEOUS GUIDELINES AND RESTRICTIONS

### 1. PARKING/VEHICLES

- a) No vehicle may be parked within the property except on a paved parking surface, driveway or within a garage. Please note that residents or guests are not permitted to park vehicles on any unpaved or undeveloped property in the community and vehicles parked in violation of this policy may be towed at the owner's expense.
- b) Trucks, trailers or vehicles which are primarily used for commercial purposes may not be parked within the property beyond the time required to perform services.
- c) Boats, boat trailers, campers, travel trailers, mobile homes, recreational vehicles, and the like, and any vehicles not in operable condition or validly licensed, shall

be permitted to be kept within the property if such are kept inside a garage and concealed from public view.

- d) Only vehicles with the proper handicap license plates or appropriate display may park in handicapped parking spaces.
- e) Garage doors are to be maintained and kept closed as per Association Covenants.
- f) Golf carts are permitted on HHR streets. They shall be driven only by a licensed driver.

## 2. SIGNS

Signs are not permitted except as are allowed under Article XI, Section 12 (Signs) of the Heritage of Hawk Ridge Declaration of Covenants, Conditions and Restrictions, as well as the City of Lake St. Louis sign ordinance. Political signs may be up 2 weeks prior to the election and removed the day after.

One security sign will be allowed in front of a residence alerting people that the residence has a security system. It should be no larger than 8" by 8" on a standard black steel rod no taller than 30".

## 3. FLAGS/FLAG POLES

Freestanding, ground supported flagpoles are not permitted. One flagpole (not to exceed six feet in length) is permitted on the front of the house. The flagpole must be supported by a bracket which must be permanently attached to the home. The flagpole must be removed when the flag is not displayed.

## 4. OUTDOOR STORAGE

- a) Garbage pails, barrels, gardening equipment and supplies, lumber and other miscellaneous items shall not be stored or left outdoors. Such items must be kept within the home or garage. Firewood, stacked in a neat manner, may be stored outdoors, in the rear yard. Portable outdoor grills must be stored behind the home, so they are not visible from the front yard.
- b) Patio and deck furniture shall be removed from lawn areas when not in use. Water hoses may be stored on brackets that are mounted on the rear or on the side of a home as long as these hoses are kept in a neat and orderly fashion. Reels may also be utilized for storing water hoses as long as they are kept in a neat and orderly fashion and provided that they are located in either the side or rear yard.

5. DECORATIONS (ornaments, statues, sculptures, small welcome flags)

- a) Patio and lawn furniture is permitted provided they are located on the patio or in a mulched bed in the rear yard.
- b) Three decorations up to 18 inches in height will be permitted in a mulched area of the front yard.
- c) Three decorations (including bird houses, feeders, and baths) are permitted in a mulched area of the rear yard.
- d) Mobiles, pinwheels, wind socks, rotating weather vanes, or other moving objects are not permitted.
- e) Holiday and seasonal decorations are permitted on the exterior of the house on a temporary basis. Decorations may be installed not earlier than 21 days prior to the holiday and remove not later than 14 days following the holiday. As an exception, Christmas decorations may be installed during Thanksgiving weekend and removed by January 14.

6. GARAGE SALES

Per City of Lake St. Louis ordinance, each resident may have a maximum of 2 garage sales per year for a maximum of 3 days each. The Police Department must be notified as to the date, time, address and names of those holding the sale.

**THE RESTRICTIONS OUTLINED ABOVE ARE NOT INTENDED TO REPLACE OR CONFLICT WITH THOSE RESTRICTIONS WHICH APPEAR IN ARTICLE VIII (ARCHITECTURAL CONTROL) AND ARTICLE XI (USE RESTRICTIONS) OF THE HERITAGE OF HAWK RIDGE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS. IN THE CASE OF A CONFLICT BETWEEN THE DECLARATION AND THESE RULES, THE DECLARATION SHALL CONTROL.**

**THESE PROCEDURES, RULES AND REGULATIONS ARE SUBJECT TO CHANGE AT ANY TIME AT THE SOLE DISCRETION OF THE BOARD OF DIRECTORS.**