

JAMESTOWNE ASSOCIATION, INC.
4017-74 Cottage Hill Rd.
Mobile, AL 36609

Rules and Regulations (House Rules)

Delinquent Fee Policy

Association fees are due on the **1st of each month**. A **late fee of \$10** will be applied if payment is not received by the **10th**. If payment is still outstanding by the **20th**, an **additional \$10 late fee** will be assessed.

Jamestowne Association is a **non-profit organization**, and all fees are **mandatory**. As of this notice, the Association reserves the right to notify your **mortgage company, credit bureau**, and **employer** in cases of chronic late or non-payment. **Wage garnishment** may be pursued if necessary. Accounts with persistent delinquency will be referred to the Association's attorney, who may take **legal action** to recover outstanding fees. Homeowners are responsible for **all attorney fees and court costs** incurred due to delinquency.

Common Rules and Restrictions

- **Recreational Facilities:** Use is limited to residents and their invited guests. Association fees must be current to access these amenities.
- **Walkways and Landscaping:** Please use designated walkways and paved areas. Avoid shortcuts through landscaped areas to preserve appearance and prevent injury.
- **Decorations and Signage:**
 - Wreaths and flags are permitted.
 - Only **flags** may be affixed to buildings or displayed in yards.
 - **For Sale** signs are allowed to be posted in yards.
 - **For Rent** and other signs must be displayed **inside unit windows only**.
- **Exterior Modifications:**

Jamestowne Association maintains building exteriors and common areas, excluding:

- Doors and windows
- Exterior lighting
- Satellite and television cables
- Mailboxes and telephone cables

No exterior changes may be made without **prior written approval** from the Board. This includes painting, adding shutters or awnings, installing window boxes, air conditioning units, satellite dishes, etc.—even if the homeowner covers the cost.

- **Noise Ordinance:**

Excessive noise from music, vehicles, or other sources is prohibited. Unit owners are responsible for their guests and tenants. Violations may result in notification, fines, and involvement of **Mobile Police**.

Quiet hours are observed from **9:00 PM to 9:00 AM**.

- **Home Maintenance:**

Homeowners must maintain their units in a clean and pest-free condition. Surrounding areas should be kept free of litter and debris.

- **Garbage Disposal:**

- Household garbage must be placed in the dumpster.
- Flatten large boxes before disposal.
- Do not dispose of large household items (e.g., furniture, grills, rugs) or remodeling debris in the dumpster. These items must be taken to a landfill or dump. Violations will result in fines.

- **Yard and Garden Debris:**

Homeowners are responsible for disposing of debris from patio or garden areas. Debris must not be swept or blown into common areas. It should be broken down and placed in the dumpster. Large debris must be removed offsite.

- **Sidewalks and Driveways:**

Must be kept clear of hoses, vehicles, and other obstructions to prevent injury. Vehicles should not extend over sidewalks.

Parking Policy

- **Use of Parking Areas:** Parking areas are designated solely for vehicle ingress, egress, and parking.
 - **Prohibited Uses:** No parking space, driveway, or other area may be used for storage or for parking **PODs, boats, trailers, campers**, or any vehicle larger than **½ ton** without **prior written approval** from the Board. Approved exceptions will be granted only for a **specified temporary period**.
 - **Assigned Spaces:** Each unit is assigned **two (2) parking spaces**. Guest spaces may not be used in place of assigned spaces.
 - **Guest Parking:** Overnight parking in guest spaces is **not permitted**. If additional parking is needed, residents must use **designated overflow areas**. Vehicles of repeat offenders will be **towed at the owner's expense**.
 - **Parking Permits:** All residents must display a valid parking permit. Permits must be returned upon **transfer of ownership or lease termination**. Lost permits will incur a **\$10 replacement fee**. Vehicles without valid permits may be **towed at the owner's expense**.
 - **Guest Parking Duration:** Guest parking is for **temporary use only**. Overflow parking is available **parallel to Cottage Hill Road** at the front of the property and on the **island in the rear cul-de-sac**. Permits for overnight guests are available upon request.
 - **Emergency Zones:** Parking in areas designated for **emergency vehicles** is strictly prohibited. Violators may be **towed without notice** at the owner's expense.
 - **Policy Compliance:** All residents are required to comply with the **parking policy** attached to this document.
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Grounds and Property Maintenance

- **Landscaping by Residents:** Residents are encouraged to plant **flowers and small bushes** to enhance the property's appearance, provided they commit to maintaining them (watering, trimming, removal, etc.).
 - Trees and bushes must not obstruct sidewalks or buildings.
 - All vegetation must be trimmed at least **6 inches away from buildings**.
 - **Vines are strictly prohibited** on any building.

- **Damage to Common Property:** Any damage to common areas—including **front yards and back patios**—will be repaired at the **owner's expense**, as outlined in the Bylaws.
 - **Hose Usage:** Hoses are property of Jamestowne and must be returned to their reels after use. Ensure water is turned off and hoses do not obstruct walkways.
 - **Unit Identification:** Each unit must be clearly marked with a **highly visible number** on the front. This is essential for emergency responders such as **firefighters, police, and ambulance personnel**.
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Access and Emergency Entry

- **Emergency Access to Units:** Authorized personnel (contractors, inspectors, etc.) may enter units in the event of an emergency threatening the unit or building. Entry will be arranged with the owner unless the situation requires immediate access.
 - **Access to Patios:** Authorized personnel may enter **rear patios** to perform necessary maintenance or repairs. Entry will be coordinated with the unit owner in advance.
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Resident Responsibilities

- **Contact Information:** Owners must keep their **contact information current** with the Board and Property Management. Updates may be requested periodically and must be provided in accordance with the Bylaws.
 - **Hazardous Materials:** The use or storage of **flammable or hazardous materials** that pose a risk to residents or property is strictly prohibited.
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Communication with the Board

- **Complaints and Disputes:** All complaints must be submitted **in writing**, either via email or by placing them in the office mail slot. Complaints must include the names of parties involved and a clear, concise statement of the issue. Incomplete submissions may not be addressed. If a hearing is required, **five (5) days' notice** will be given to all parties involved. Hearings will be conducted informally.

- **Repair Requests and Damage Reports:** Requests for repairs or reports of damage that fall under Association responsibility must be submitted **in writing** via the office mail slot or through the **Property Management Portal**.

SWIMMING/WADING POOL RULES

1. **Pool Hours:** Open daily from **9:00 AM to 9:00 PM**. Entry outside of posted hours may result in **revocation of pool privileges** and/or **violation fines**.
2. The pool area may be **temporarily closed** for chemical treatments or other safety concerns. Closure notices will be **clearly posted**.
3. **Pool passes** must be always used. Lost passes may be replaced for **\$25**. Found passes should be placed in the **Clubhouse mail slot**. Passes must be returned or transferred during changes in ownership or tenancy.
4. All individuals must follow **posted pool rules** and maintain **cleanliness** in the pool area.
5. Each unit may host up to **four (4) guests**. **Guests must be accompanied by a resident**.
6. **Pool parties are not permitted**.
7. All trash must be **removed** upon departure.
8. **Personal items** should be taken with you when leaving the pool.
9. Please **lower umbrellas** and **return seating** to its original position before exiting.
10. Residents are responsible for the **behavior of their guests**. Guests must be informed of and comply with all pool rules. Violations may result in fines being assessed to the unit owner.

PLAYGROUND RULES

1. The playground is for **Jamestowne residents and their guests**.
2. Children under **10 years of age** must be **supervised by an adult**.
3. **Pets are not allowed** in the playground area.

4. All trash must be **removed** upon departure.
5. **Personal items** should be taken with you when leaving the playground.
6. Residents are responsible for the **conduct of their guests**. Please follow all posted rules.

CLUBHOUSE RULES

1. To reserve the Clubhouse for private events, contact the **Chairperson of the Clubhouse Committee**.
2. Rental fees:
 - **Owners:** \$30
 - **Tenants:** \$50
 - A **\$100 refundable deposit** (via certified check, cash, or money order) is required. Refunds are issued after inspection and return of the key.
3. All users must follow **posted Clubhouse rules**.
4. Maintain **cleanliness and order** during and after use.
5. The **homeowner must be present** during use and is responsible for cleanup, turning off utilities, and securing the facility. If a tenant is renting, the owner must either be present or sign a release accepting responsibility.
6. Clubhouse use is permitted until **midnight**.
7. **Noise levels** must be kept reasonable, especially after **9:00 PM**, in accordance with the Association's noise ordinance.
8. **Pool access is not included** with Clubhouse rental.
9. Guests should park in **designated guest or overflow parking areas**. Use of reserved spaces requires prior arrangement with the respective homeowners.

USE OF COMMON GROUNDS

(All areas outside your condo and patio gate)

1. Consumption of **alcoholic beverages** on common grounds is prohibited. Individuals will be asked to return to their units.
2. **Personal trash** must be properly disposed of and not left in common areas.
3. A **9:00 PM curfew** applies to residents under **18 years of age**. Residents are responsible for their children and guests.

PETS & ANIMALS

1. **Pet waste** must be cleaned up immediately.
2. Pets (e.g., cats and dogs) must be **always leashed**. Loose animals may be **impounded** by Mobile Animal Shelter without notice.
3. Pets may **not be fed** in common areas and are **not allowed** in the playground or pool areas.

AMENDMENT & ENFORCEMENT

1. The **Board of Directors** is responsible for updating the Community Rules and Regulations.
2. The Board and/or **authorized Property Management** enforce these rules.
3. Rules will **not conflict** with the Declaration of Condominium or By-laws.
4. Rules may be **amended** as deemed necessary by the Board.
5. The Board meets **monthly** at the Clubhouse. Meeting details are communicated **one week in advance**.
6. Concerns or requests must be **submitted in writing**, signed, dated, and placed in the office mail slot or emailed to **jamestowneassociation@gmail.com** at least **one day prior** to the meeting.
7. All owners are **encouraged to attend meetings**, join committees, and participate in the Association.
8. Unit owners are responsible for **compliance with Bylaws and House Rules**, including the actions of their tenants and guests.

9. It is **strongly recommended** that Bylaws and House Rules be included in all **rental/lease agreements**.
10. Violations will be communicated to owners and may result in **finest** being assessed to the unit.

COMMON TERMS & DEFINITIONS

- **House Rules:** Refers to all **Rules and Restrictions, Rules and Regulations, and Community Guidelines** governing resident conduct and property use.
- **Assessments:** Includes all payments due to the Association, such as:
 - **Monthly HOA Dues**
 - **Special Assessments**
 - **Violation Assessments**
- **Late Fee:** A **\$10 charge** applied for each late payment occurrence.
- **Violation Assessment:** A **\$100 fine** imposed for non-compliance with House Rules or Bylaws.
- **Fiscal Year:** Runs from **January 1 to December 31**.
- **Rental Cap:** Rental occupancy is limited to **20% of total units** (maximum of **15 units**).
- **Voting Rights:** Each homeowner is entitled to **one vote per unit owned**. Multiple units = multiple votes, but only **one vote per unit**.
- **Proxy:** A **signed authorization form** allowing another homeowner to vote on behalf of the unit owner. Must be submitted to the Board prior to voting.
- **Quorum:** The minimum number of **Board members, officers, and voting members** (in person or by proxy) required to conduct official Association business and reach a **majority vote**.
- **Majority:** Defined as **51% or more** of eligible votes.
- **Member:** A **homeowner of record** within Jamestowne Association.
- **Assessment of Common Expenses:** Refers to **monthly HOA fees** used to cover shared community costs.

- **Special Assessments:** Additional fees levied to cover:
 - **Emergency repairs**
 - **Unplanned contingencies**
 - **Board-approved improvement projects**
 - **Balancing the annual budget**
- **Association Members:** Homeowners of record who hold a **proportionate ownership interest** in the common elements of Jamestowne.

PARKING POLICY

1. Use of Parking Areas

Parking areas are designated for **vehicle ingress, egress, and parking only**. No space—including driveways or other common areas—may be used for **storage** or parking of **PODs, boats, trailers, campers, disabled vehicles**, or any vehicle **larger than ½ ton** without **prior written approval** from the Board. Approved exceptions will be granted for a **specified temporary period only**.

2. Assigned Parking

Each unit is assigned **two (2) parking spaces**. **Guest spaces may not be used** in place of assigned spaces. **Long-term parking** in guest spaces is strictly prohibited. If additional parking is needed, residents must use **designated overflow areas**.

3. Parking Permits

All residents must display a **valid Jamestowne parking permit**. Permits must be returned upon **transfer of ownership** or **lease expiration**.

- **Lost permits** will incur a **\$10 replacement fee**.
- Vehicles **not displaying a valid permit** may be **towed without prior notice** at the owner's expense.

4. Guest Parking

Guest parking is for **temporary use only**.

- Visitors may also park **parallel to Cottage Hill Road** at the front of the property, ensuring visibility is not obstructed for ingress/egress.
- **Temporary visitor permits** are available upon request for **overnight guests** and must be returned after use.

5. **Emergency Zones**

Parking in areas designated for **emergency vehicles** is strictly prohibited. Violators will be **towed without notice** at the owner's expense.

6. **Overflow Parking**

Overflow parking areas include:

- Spaces marked with **blue bumpers**
- The **island in the rear cul-de-sac**
- Along the **front of Jamestowne** between entrances (without blocking ingress/egress)
- **Parking near dumpsters** is prohibited to avoid obstructing **City Waste Management access**.

7. **Vehicle Registration**

All vehicles parked on the property must have **current registration and tags**.

8. **Guest Spaces**

Spaces marked in **yellow** are reserved for **visitors only**. Residents may not use guest spaces for **overnight or long-term parking**.

- **Day visitors** do not require a permit.

9. **Enforcement**

Vehicles found in violation of this policy will be **towed at the unit owner's expense, without prior notice**.