

The Woodlands Winding Brook Homeowners Association, Inc.

Rules and Regulations for Homeowners

Schedule A

Revision Date August 2024 ~ Supersedes all previous schedules

DEFINITIONS

Capitalized terms not otherwise defined herein shall have the meaning as defined in the CCRs.

CCRs = Declaration of Covenants, Conditions and Restrictions for the Woodlands recorded August 15, 1983 at Book 142, Page 190-215, in the office of the Recorder of Monroe County, Indiana.

By-Laws = By-laws of The Woodlands Homeowner's Association, Inc.

Board = The Woodlands Winding Brook Homeowner's Association, Inc. Board of Directors.

Manager = Property Manager.

HOA Admin = Administrative Team.

HOA = the Woodlands Winding Brook Homeowner's Association, Inc.

City / County = City of Bloomington / Monroe County.

Common Area = Defined as all real property owned as tenants in common by all of the Lot Owners for the common use and enjoyment of Lot Owners and described in the plat of The Woodlands as recorded in the office of the Recorder of Monroe County, Indiana, less numbered Lots and named, public dedicated streets.

Neighborhood or The Woodlands = All Lots, Units, and Common Area as shown on the Plats for The Woodlands recorded at Book 7, Page 121-122 (Phase I); Book 7, Page 129-130 (Phase II); Book 7, Page 152-153 (Phase III); and Book 7, Page 178-179 (Phase IV).

Resident = The occupant of a Unit within the Neighborhood

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Introduction

The Woodlands is a densely populated community making certain rules and regulations necessary. The authority to pass and enforce these Rules and Regulations is granted by the CCRs, §31(f). The Board has the authority to engage a Manager to enforce these Rules and Regulations. The following serve as rules for the Neighborhood for the Unit Owners and Residents to follow under the guidance of the HOA. This is done to ensure the governance of the Neighborhood will be kept consistent in its operations, the Neighborhood kept as safe as possible, and the property values protected.

It is recommended that the HOA review and update this document at the end of each calendar year, to keep the list of Units with approved updates and/or updated rules current.

Unit Owner/Resident Rules

1. Common Sidewalks & Entrances

The common sidewalk, driveway, entrance, and accessibility ramps shall not be obstructed or used by any Unit Owner/Resident for any purpose other than ingress or egress from the units.

2. Common Area

Only items owned by the HOA may be placed in the Common Area. The HOA assumes no liability for any loss or damage to articles left or stored in any Common Areas by Unit Owners or Residents. Adding plants, decorations or furniture to the Common Areas must be approved by the HOA by putting in an HOA Request on the website www.woodlandshoa.net. If Unit Owners or Residents place articles in the Common Area without prior approval, the Board reserves the right to ask the Unit Owners/Residents to remove the items and, if not removed, to have them removed at the Unit Owners' expense.

3. Damages to Common Areas and External Building Areas

Any damage to the Common Area, common HOA property or the exterior of buildings caused by a Unit Owner or Resident, including their family members, pets or any guests or employees, shall be repaired at the expense of that Unit Owner. This rule includes, but is not limited to, damage to downspouts, roofs, trees, limbs of trees, shrubbery, and the drainage basin area.

4. External Building Item: Personal Property Outside Units

Signs, lawn ornaments, and decorative items outside of units must be approved by the HOA. Approved signs must be no larger than a standard sized sign (approximately 24"X18"). Decorative items must not be so large or heavy that they impede the functionality of proper drainage or any other regular external building maintenance including, but not limited to mulch placement, weeding, planting native plants to combat

erosion, leaf blowing, wood chip trail maintenance, and mowing. Personal items placed outside a unit are there at their Owner's risk and the HOA has no obligation for the safe keeping of such items.

5. External Building Item: Maintenance by the HOA

§15(b) of the CCRs Covenants states that it is the HOA's duty to provide exterior maintenance upon each Lot. Unit Owners may not opt out of regular landscaping, drainage, or other maintenance items of need for the external property, as it is the HOA's duty to maintain this area in such a way that protects the buildings from harm. Even in the front/side/rear of the Unit where the land within a Lot belongs to the Unit Owner, as a planned unit development, the HOA must conduct regular and special maintenance. Unit Owners/Residents who have gardens, fences or other outdoor fixtures will be expected to relocate them in the event of regular / necessary maintenance or special project repairs in those areas. Every effort will be made to notify the Owners/Residents at least 48 hours in advance. If not relocated, the HOA will not be responsible for damage to the gardens, fences, or fixtures.

6. External Building Item: Update Aesthetics

It is the responsibility of the HOA to maintain an aesthetic befitting the Woodlands, as continuity helps keep property values higher and provides a more pleasing overall look of the Neighborhood. For this reason, the HOA requires Unit Owners to use wood or wood-like materials whenever possible. Any railing, deck, or fence staining shall match the dark stain of the large prominent deck situated at the drainage basin area.

There are 3 colors for outside doors on file with Sherwin Williams (2654 E 10th St · (812) 339-2010 under Woodlands Winding HOA) including tan, dark red and green. The HOA suggests, but does not require, you choose one of those options. The HOA also suggests, but does not require, replacement front doors and front door lights be of a compatible look to others in the neighborhood. Again, continuity in the look of the Neighborhood helps increase property values.

7. External Building Item: Updates

No change of any kind shall be made upon the exterior building walls or upon the Common Area by a Unit Owner, unless preapproved by the HOA. Past external approvals to Unit Owners have included erecting privacy fences in the rear of the Unit, extending and enclosing back decks, putting up railings in the fronts of Units, adding stairs to Units, adding sunrooms on the back of Units, adding electric car chargers to garages (that bill to the individual Unit) and other miscellaneous items. In order to gain approval for external work, the Unit Owner must submit an HOA Request on the Woodlands website www.woodlandshoa.net. This request must include details of the project and any required documentation (permits, schematics, pictures, contractor bid and other). The request must follow any relevant City/County guidelines or permits, including calling 811 before any project that requires digging. The HOA Board must vote on whether to approve such an item and the Unit Owner will be notified in writing of such vote.

Each separate change requires a separate request and vote by the HOA Board; there are no blanket approvals. Once an external item is approved for upgrade, the Unit Owner is solely responsible for the repair, maintenance, and liability of that item and any enclosed spaces therein. A yard enclosed by a fence will no longer receive landscaping by the HOA. Any general repairs, power washing/staining of external upgraded items (including, but not limited to decks) will be the responsibility of the Unit Owner. If updates are not being properly maintained, the HOA may choose to hire maintenance to repair them to ensure the safety of the adjoining buildings, at the expense of the Unit Owner.

Once an item has been approved by the HOA Board, no future HOA Board has the right to rescind that approval. Please note that even if a new Owner purchases a property, any approved updates made by previous Unit Owners will still be the responsibility of the new Owner.

If you are unsure what parts of your unit are your responsibility, see *Unit Updates for Reference* at the end of this document.

8. External Building Item: Wiring and Satellite Dishes

No Unit Owner or Resident shall install wiring for electrical or telephone installation or for any other purpose that protrudes through the walls or the roof of a Unit, except as may be expressly authorized by the HOA. Satellite dishes, fixed-point wi-fi antennas or TV antennas may only be attached on the deck or back balcony of a Unit (not the roof or siding). These satellite dishes will be the responsibility of the Unit owner to remove, at such time as when the HOA needs to conduct repairs/power washing/staining on original decks that haven't been upgraded. Unit Owner bears full liability for any damage caused to the exterior portion of the building during installation. **No repairs/updates will be done to the exterior utilities without first informing the Board and Manager through the HOA Request system.**

9. External Building Item: Balconies

The balconies, terraces, decks, and patios shall be used only for the purposes intended and shall not be used for hanging garments or other articles. Plants grown in pots that can be removed from the area for maintenance needs are acceptable. Any vines growing up the deck and side of the building must be removed, for the maintenance of the siding, deck, and external building areas.

10. External Building Item: Window Coverings

The use of coverings for windows other than blinds, curtains, shutters, and draperies specifically designed and intended for this purpose is prohibited.

11. External Building Item: Garage Doors

Residents shall keep garage doors closed when the garage is not in use or when no one is present.

12. Vehicles: Parking

No vehicle belonging to or under the control of a Unit Owner, Resident, guest, or employee of a Unit Owner/Resident shall be parked in such a manner as to impede or prevent ready access to any part of the Neighborhood. Vehicles may be parked in front of garages for loading purposes only. If a vehicle is parked in front of a garage for more than 1 hour, the HOA has the right to tow that vehicle. Vehicles shall be parked within designated parking areas. The HOA has assigned one designated parking space per Unit. Visitor spots are "first come first serve" for both Residents and their visitors to use. Visitor spots cannot be reserved. If a Resident needs a disability parking space in front of their Unit, they must submit an HOA Request. All valid requests will be approved, and the parking spot converted by the HOA. The HOA, through its Manager, has the authority to engage in a contract with a towing and storage agent to remove vehicles which violate these rules.

Any traffic flow markings and signs regulating traffic on these premises shall be strictly observed. The maximum speed limit shall be **10 miles per hour.**

Vehicles that are unlicensed and inoperable must be garaged. Unlicensed and inoperable vehicles that are not garaged will receive a warning notice, and then will be subject to towing from the Neighborhood. The HOA Manager's procedure is as follows. Once the warning notice has been given by the towing company, the vehicle owner will have 48 hours to respond to the notice. If they respond to the notice with a reasonable request for more time to be compliant, the HOA Manager will cancel the towing company's services for the subject vehicle. By the following quarter, if the parking violation has not been corrected, the HOA Manager will again procure a towing company and give a warning notice.

VEHICLES VIOLATING ANY OF THESE RULES WILL BE REMOVED AT THE VEHICLE OWNER'S SOLE RISK AND EXPENSE.

13. Vehicles: Maintenance

No repair or maintenance (such as, but not limited to oil changes, radiator flushing, etc.) on any type of motor vehicle shall be permitted unless said work can be totally done within the confines of the Unit Owner's garage and in a manner not offensive to any adjacent Resident. Vehicles which are leaking excessive amounts of fluid on the drives and parking areas of The Woodlands shall be issued a "Warning Notice" stating the vehicle is to be removed from the premises until repairs are performed to eliminate the leakage. Continued or repeat violations will result in the subject vehicle being towed from the Neighborhood. At the discretion of the HOA issuing the Warning Notice, vehicles leaking gasoline may be towed from the Neighborhood without prior warning due to safety concerns. In accordance with Article XI, Section 4 of the By-laws, the costs of repairs to

correct damage resulting from leaking vehicles will be assessed to the Unit Owner in which the owner of the leaking vehicle resides or is a guest.

Vehicles may not be washed commercially, for the purpose of earning money, within the Neighborhood.

VEHICLES VIOLATING ANY OF THESE RULES WILL BE REMOVED AT THE VEHICLE OWNER'S SOLE RISK AND EXPENSE.

14. Vehicles: Large

No boat, trailer, truck, van, or recreational vehicle, other than pick-up trucks, SUVs, and vans rated at $\frac{3}{4}$ ton or less, shall be parked overnight on the streets or driveways. Any of the above prohibited vehicles kept overnight shall be kept only in the Unit Owner's garage.

VEHICLES VIOLATING ANY OF THESE RULES WILL BE REMOVED AT THE VEHICLE OWNER'S SOLE RISK AND EXPENSE.

15. Vehicles: Small

Bicycles, scooters, and skateboards should only be ridden on the blacktop driveways and not on walks, grassy areas, or trails. Bicycles, scooters, skateboards, and children's toys should be stored on the rear patios. Two (2) wheel motorized vehicles should be parked in the assigned space for such Unit or the Unit Owner's garage.

16. Invasive Plants

Residents are prohibited from planting invasive plants around their Unit or in the Common Areas.

For an updated list of invasive plants, please consult the Indiana Invasive Species Council's list found at: <https://www.entm.purdue.edu/iisc/invasiveplants.html>. Residents are advised against planting any plant listed with an invasive Rank of "High" or the status of "prohibited invasive" or "noxious weed" or "federal noxious weed."

Contractors hired by the Manager conduct woody and herbaceous invasive management and will remove invasive plants seen anywhere in the Neighborhood. When in doubt, please do not plant.

17. Noise

Unit Owners or Residents, including their family members, pets or any guests or employees shall exercise reasonable care to avoid making or allowing loud disturbing or objectionable noises. This includes playing musical instruments, radios, phonographs, television sets, amplifiers, and any other instruments or devices in such a manner as may disturb Residents of other Units except for HOA approved functions. If a Resident is

experiencing continuing noise violations, they must call the Bloomington Police Department to enforce local noise ordinance violations.

18. Fireworks

Fireworks of any kind, whether explosive or non-explosive, shall not be stored, carried, or brought to or permitted on any part of The Woodlands, including within a Unit or garage, nor shall any fireworks be ignited, displayed or exploded on any part of The Woodlands.

19. Animals

No animals, birds, or reptiles of any kind shall be raised, bred, or kept for commercial purposes in the Neighborhood. No animals, except dogs, cats and other common domestic house pets may be kept in the Neighborhood, and no pets may be quartered out of doors. No pets may be put outside unattended. City ordinances require that dogs must be always confined on a leash and under the owner's control while outside the Resident's unit. Public nuisance laws prohibit dogs from barking excessively, acting in an aggressive manner, destroying other people's property, and defecating in Common Areas. When exercising pets in any Common Area, Unit Owners shall be responsible for clean up or be subject to a municipal fine of up to \$50 per offense (City of Bloomington, Title 7 of the Municipal Code). The HOA provides dog waste bags and disposal around the property. Dog owners please use these amenities and give neighborly reminders to pick up dog waste if you see a violation of this rule. If dog waste is left on an Owner/Resident's lot, it may be cleared at the Unit Owner's expense.

Animals may be declared vicious or dangerous according to the procedures outlined in City and County regulations (See Title 7 of the Municipal Code and Chapter 440 of the County Code). For dog bite situations, contact Animal Control at 812-349-3492.

20. Chimney Inspections

Pursuant to our external insurance policy, all Residents are required to allow the HOA to conduct yearly chimney inspections inside each Unit. This inspection is necessary to reduce the risk of fire from improperly maintained/cleaned chimneys. The annual inspection is usually conducted in October and is paid for by the HOA. If a chimney requires cleaning, it is usually conducted at the time of inspection and the cost of the cleaning is a Unit Owner expense. The charges are assessed to the Unit Owner's account. If any internal repairs are needed on a chimney, the inspector will attempt to let the Unit Owner know. It is the responsibility of the Unit Owner to schedule and pay for such repairs with a contractor of their choice. Proof of repair or remediation should be provided to the HOA within 90 days of receiving the repair notification. The Unit Owner should provide this documentation by submitting an HOA Request on the website.

The chimney inspection report is given to the HOA. The HOA will put this report on the confidential Homeowner Google Drive (HGD) for Unit Owners to view each year, which is viewable only by Unit Owners and professionals employed by the HOA. If a Unit Owner notices that a neighbor who shares a wall with them

has a chimney in need of repair and the yearly chimney inspection report continues to show that the chimney hasn't been repaired for over one year, the Unit Owner is encouraged to alert the HOA of this rule violation and fire safety risk.

The survey for scheduling a chimney inspection only needs to be filled out by the Unit Owner/Resident if they want to be present during the inspection. Otherwise, the Manager will temporarily give the contractor conducting the chimney inspections the keys to each Unit, so they can access the Unit for the required inspections.

21. Trash

All trash is to be placed inside a tightly secured plastic bag and thrown into a dumpster. This will help keep the dumpsters free of insects and animals. Furniture, appliances, and other large items are NOT to be put in dumpster areas. Residents are encouraged to recycle recyclable items in the relevant bins and should flatten large cardboard cartons and place them behind or between the bins. Whenever inappropriate items are thrown into the dumpster area, the responsible Unit Owner may be assessed the fee incurred by the HOA.

22. Prohibited Actions

Throwing of objects (i.e. rocks, limbs, debris, and trash) into the drainage basin area and within the Common Areas is prohibited. Climbing and playing on building and garage roofs and other structures is prohibited.

23. Group Sports

Group sports are restricted to the designated play area near our eastern boundary next to the basketball court.

24. Firewood

Firewood must be stored behind the Unit at ground level. It must be stored no closer than 18 inches from an exterior wall to prevent termite damage and risk of fire.

25. Grills and Fire Pits

In line with Indiana Fire Code, fire pits, charcoal grills, and other open flame cooking devices [Charcoal and LP-gas grills, barbecues, smoker (including pellet smokers), and similar appliances are considered open flame cooking devices] are prohibited on decks and within 10' of buildings. Electric grills are permitted.

26. Neighborhood Events

Any garage, rummage, yard, or group sale must have prior approval of the HOA.

27. Cold Weather

Unit Owners will be financially responsible for any and all damage caused to adjoining units and external walls by freezing pipes. During the cold months to prevent pipes from freezing, we suggest Unit Owners keep the heat to a minimum of at least 60 degrees.

28. Insurance Claims (external policy)

The HOA external insurance policy covers external property and Common Area events. In general, the HOA will self-insure for property claims below \$5,000. Whether the claim is filed with insurance, or the HOA self-insures, Unit Owners will be responsible for up to the equivalent of the \$5,000 deductible for claims on their Unit that would be covered under the external insurance policy. Unit Owners are advised to seek personal HO-6 Homeowners insurance to cover the deductible. Homeowners are required by the governing documents to carry homeowners' insurance, to cover their internal portion of their Unit.

29. Keys for Units

The HOA shall retain a key to each Unit, currently in the possession of the Manager. If the Unit Owner alters any lock or installs new locks on any door leading into the Unit, the Unit Owner shall provide a key to the Manager. If the Manager is unable to enter a Unit for emergency repair and damage occurs to any adjoining Unit or external wall due to a Unit Owner's failure to provide a working key, the Unit Owner will be responsible for the cost of repair. Additionally, any cost incurred from entering a Unit without a key will be the responsibility of the Unit Owner.

30. Access to Units for Maintenance, Repairs and Emergencies

The HOA shall have the irrevocable right, to be exercised by the Manager, to have access to each Unit during reasonable hours as may be necessary for maintenance, repair, or replacement of any Common Area in the Unit or accessible from the Unit. Such rights of access shall be immediate for making emergency repairs therein to prevent damage to the Common Area or to another Unit. Equipment, facilities, or fixtures within any Lot and serving or affecting other Lots shall be considered Common Area. All maintenance, repairs, and replacements of the Common Area, whether located inside or outside of Units (unless necessitated by the negligence, misuse, or tortious act of a Unit Owner, in which case such expense shall be charged to such Unit Owner), shall be the common expense of all the Owners.

31. Compliance with Rules

Unit Owners and Residents shall comply with Articles of Incorporation and By-Laws as well as the Rules and Regulations. Failure to comply with any of these items shall be grounds for action to recover sums due for damages or injunctive relief, or both, and for reimbursement of all attorney's fees incurred in connection to

those actions brought by the Board in the name of the HOA on behalf of the Unit Owners or, in a proper case, by an aggrieved Unit Owner or Resident.

32. Rule Violations Reporting

Because the HOA takes the safety of the Neighborhood and harmony of the community very seriously, the HOA welcomes reports of rule violations. Unit Owners/Residents who witness a rule violation may report it to the HOA by going to www.woodlandshoa.net and submitting an HOA Request.

Some rule violation enforcement is beyond the scope of responsibility of the HOA, other than to remind Unit Owners/Residents to follow the Woodlands' Rules and Regulations, as well as all laws. In the event a rule violation exceeds the HOA's authority for enforcement, Residents should contact the local police for assistance: <https://bloomington.in.gov/police>. Residents may upload photos or videos to the HOA via the HOA request form. If a Unit Owner/Resident takes any legal action, the HOA will provide copies of any official documentation submitted by that person through the HOA request page if requested. To request public records or police reports, visit this link: <https://bloomington.in.gov/public-safety/accident-reports>.

33. Updating Rules and Regulations

The foregoing Rules and Regulations are subject to further amendment and official announcement by the HOA Board and were last approved by the HOA Board on August 30, 2024.

Financial Rules

1. Delinquency Policy Resolution

The HOA Board adopted the Delinquency Policy Resolution in October 2022. To view this policy, please go to The Woodlands website www.woodlandshoa.net under 'governing documents.' The rules decided upon at this time are that Unit Owners receive a first official notice at 90 days of arrearages. A second official late notice is sent to the Unit Owner the following month if the Unit Owner has still not become current with their fees. After two late notices, the account is handed over to legal collections, and the Unit Owner becomes responsible for all associated legal processing fees incurred during this collection period. Arrearages that are three months late will be subject to 14% interest per annum starting at the 90-day late notice, calculated, and added to a Unit Owner's account by the legal collections team.

2. Payment Plans

Unit Owners who have received a second official notice may propose a payment plan directly to the legal collections team. The collections department communicates the payment plan to the HOA Board for consideration via majority vote. While the HOA isn't legally required to provide payment plans to Unit Owners,

it will review them on a case-by-case basis. A Unit Owner who defaults on an approved and signed payment plan will be subject to the legal terms in their payment plan agreement.

3. Monthly HOA Fees

Current HOA fees are due on the first of each month. Please check the [website](#) for the most recent monthly fees and any special assessments, as these may change each year.

4. External Insurance Payments

Unit owners pay the annual external insurance premium, which underwrites the cost of the umbrella policy the HOA purchases each year. This premium is based on the square footage of each unit and is therefore a variable cost to Unit Owners, depending on the size of their unit. Insurance bills are mailed to Unit Owners in December for the following year. The external insurance payment is **due in two installments, payable by January 31st, and June 30th each year.**

5. Fee Payment Methods

Information for paying fees can be found on The Woodlands website www.woowdlandshoa.net , under 'payment.' Unit Owners may pay their fees [online](#) or by check.

- Monthly HOA fees are due on the 1st of each month.
- External insurance premiums may be paid in two installments, by January 31st and June 30th.
- All fees have 90 days before interest, official notices, or legal collections occur.

Unit Owners working with the legal collections team for arrearages or payment plans should make their payments in the manner instructed by the legal collections team. For more detailed information, see the [Delinquency Policy Resolution document](#) on the website under the 'governing documents' section.

Enforcement of Rules

1. Property Management

A Property Management team will do a thorough, quarterly walk around the Neighborhood to assess any rule violations. If available, members of the HOA Board may go with the Property Management team for this walk around to assist the management team with clarification of rules or additional data. The Manager will send a rule violation notice to each Unit Owner with current rule violations. The Unit Owner will have 30 days to correct the rule violation. If not corrected, the Manager will hire a contractor to correct the rule violation and the Unit Owner will be sent a rule violation correction letter. This letter will be followed by a notice (with invoice) of the cost to correct the rule violation, which will be added to the Unit Owner's fees. It will be the responsibility of any Unit Owner to pass on the information and/or costs of rule violations to any lessee occupying their Unit. In addition, if the Manager is required to be at a Unit to ensure external maintenance and repairs are conducted without interference from a Unit Owner, the Unit Owner will also be responsible for that additional cost.

If any Unit Owner who has an unpaid balance owed to the HOA (including, but not limited to, any of the above-mentioned assessments) which is delinquent for more than 6 months, their vote won't be counted in any Unit Owner elections.

2. HOA Board of Directors

If a rule violation cannot be corrected and/or begins to cause harm or potential harm to the Residents, buildings or Common Area, the HOA may take legal action to correct the rule violation. This is done to keep all Residents safe and property values protected.

Unit Owner vs. HOA Responsibilities Chart Document for Reference:

1. Responsibility for Maintenance Repair and Replacements Document

**The Woodlands Winding Brook Homeowner’s Association, Inc.
Responsibility for Maintenance, Repair, and Replacements**

Updated August 8, 2024

Please refer to the chart below if your Unit requires maintenance or a repair/replacement. If you believe the HOA is responsible for the component, please put in an HOA request on the website at: www.woodlandshoa.net and the HOA Administrative team will respond where appropriate. Generally, the HOA is responsible for maintenance and operation of the Common Area.

A Unit owner can decide to do work normally undertaken by the HOA at their own expense. They MUST provide the HOA with detailed plans, permits and contractor information, BEFORE having the work done, for consideration by the HOA Board. Requests must be submitted in an HOA Request on the Woodlands website www.woodlandshoa.net. Liability and any future costs for any damages done to any external areas, Common Area or to adjoining Units during the work or afterwards will be the responsibility of the Unit Owner.

COMPONENT	RESPONSIBLE PARTY	AUTHORITY
Air conditioning (“equipment”, “fixtures”)	Owner	CCRs: 14(b) By-Laws: Article XI, 4(b)
Basement (“supporting walls”)	Owner	CCRs 14(a)
Basement leaks from a common water source	HOA	CCRs: 13(b)
Chimney flues	Owner (HOA conducts an annual inspection, but the Owner pays for any required cleaning or repair)	CCRs: 15(c)
Decks (“exterior improvements” / not “patios”)	HOA	CCRs: 15(b)
Doors (interior and exterior, including glass	Owner	CCRs: 14(a) & 15(b)

surfaces, screens and screen doors, door fixtures and other hardware) and door jambs		Bylaws: Article XI, 4(b) Board.
Electrical (external installations: "exterior improvements" serving more than one unit)	HOA	CCRs: 14(a) & 15(b)
Equipment and fixtures (internal installations)	Owner	CCRs: 14(b) By-Laws: Article XI, 4(b)
Floors	Owner	CCRs: 14(a)
Furnace ("equipment and fixtures")	Owner	CCRs: 14(a)
Garage doors, electrical (internal installations), and walls (see "doors", "electrical", and "walls")	Owner	CCRs: 14(a) By-Laws: Article XI, 4(b)
Garage roofs and exterior building surfaces	HOA	CCRs: 15(b)
Grounds (Common Area and Lots including trees, shrubs, grass, walks, and exterior improvements but excluding vegetable and flower gardens; excluding areas altered or landscaped by current or former Owner).	HOA	CCRs: 15(a) & (b)
Gutters and downspouts	HOA	CCRs: 15(b)
Light bulbs ("exterior improvements")	Owner. (HOA replaces bulbs in Common Area only)	CCRs: 14(a), & (b), 15(a) & (b)
Light fixtures ("exterior improvements")	HOA	CCRs: 15(a) & (b)
Light fixtures ("internal installations of....electrical fixtures).	Owner	By-Laws: XI, 4(b)
Parking areas and interior roads (maintenance and snow removal)	HOA	CCRs: 15(a)
Patios	Owner	CCRs: 15(b)
Roofs. Including gutters and downspouts (Skylights excepted: see "windows")	HOA	CCRs: 15(b)

Satellite dishes (can only be placed on balconies or decks, but must be moved for repairs by the owner)	Owner (Owner is also liable for any damages to exterior walls during installation)	Board
Decks (altered or expanded; screened or roofed after August 1, 2024)	Owner. (Board must be notified in advance and give approval; modifications must meet building code requirements.)	Board
Fences, railings and other external improvements installed by owner	Owner. (Board must be notified in advance and give approval; modifications must meet building code requirements.)	Board
Sewage, water, light, gas, power, sanitary installations, telephone (internal installations).	Owner	By-Laws: XI, 4(b)
Sidewalks	HOA	CCRs: 15(b)
Siding ("exterior building surfaces")	HOA	CCRs: 15(b)
Utilities (lines, pipes, wires, conduits, or systems serving more than one Unit).	HOA	CCRs: 14(a)
Walls (including supporting walls and materials such as plaster, gypsum dry wall, paneling, wallpaper, paint, wall and floor tile and flooring, which make up the finished surfaces of the perimeter walls, ceilings and floors, excluding siding)	Owner	CCRs: 14(a)
Windows (including skylights, glass surfaces, screens, window fixtures and other hardware)	Owner	CCRs: 14(a) & 15(b), By-Laws: XI, 4(b)

Requirements for Leasing of Units

Owners wishing to rent their unit are required to have a rental occupancy permit from the City of Bloomington (<https://bloomington.in.gov/housing/rental-occupancy>). All rental properties (with the exception of Indiana University) located within the City of Bloomington corporate limits must be registered with and inspected by the Department of Housing and Neighborhood Development (HAND). Maintaining an unregistered rental carries a fine of up to One Hundred Dollars (\$100) per day. Rental regulations are covered by the [Title 16](#) of the Municipal Code.) This protects other property owners in The Woodlands as well as the landlord.

Owners of rented units are required to provide the following information to the HOA Board by January 10th of each year:

- 1) Tenant's name(s), phone number and email address
- 2) Current Lease Agreement
- 3) Proof of Renters' Insurance
- 4) Proof of Registration with HAND

These documents should be submitted to the Board through the HOA Request Form.

Unit Owners are asked to share Newsletters, Announcements, and other communication from the HOA with their tenants in order to keep them informed of what is going on with the Unit and Neighborhood. In addition, a copy of the Rules and Regulations must be supplied to tenants. The most current Rules and Regulations document can be found on the HOA website www.woodlandshoa.net under Governing Documents. Any damage to the Common Area due to a rule violation by a tenant will be the financial responsibility of the Unit Owner.