

# **The Sutherlands Homeowners' Association**

## **4099 Heather Court**

### **Knoxville, Tennessee 37919**

## **Property Rules & Regulations**

### **May 2011**

#### **PROPERTY MANAGEMENT**

The Sutherlands currently has two Property Managers: Liza Hook Association Vice President and Andrea Jones Association Treasurer. They may be reached at 865-384-4498 (Liza) or 865-386-8800 (Andrea.) The Association email is SutherlandsHOA@gmail.com.

#### **RESIDENT PARKING**

1. Each unit has two (2) assigned parking spaces. DO NOT PARK IN ANY OTHER RESIDENT'S PARKING SPACES.
2. No parking is allowed at the entrance of complex next to the sign or along the curbs.
3. No parking is allowed in any of the grassy areas.
4. No parking at the end caps on the upper level clearly marked in yellow.
5. Do not park in front of the garbage dumpster on Monday from 12:00 a.m. - 12:00 p.m. If you block the dumpster during these times your car will be towed at your expense.
6. Do not double-parking beside the dumpster at any time. Do not block unit 4019's parking near the dumpster at any time.
7. Do not block any other resident's assigned parking.
8. No parking is allowed behind any cars at any time. The Knoxville Police and Fire Departments have issued a warning that any car that is "double parked" behind a car in an assigned space is in violation of city code and will be ticketed and removed at owners expense.
9. Only two (2) cars per unit may be maintained on property. Additional cars must be parked off-site. Only guests may park in the designated guest spaces. If any resident maintains an additional car on the property, that car will be removed at owners expense.
10. Owners and residents are not allowed to tow vehicles. Please contact Liza Hook at 865-384-4498 Andrea Jones at 865-386-8800 or Paul Thurmond (Association President) at 865-384-3697 to remove a vehicle from your assigned spaces.

## **GUEST PARKING**

1. Guests may not park in any other resident's assigned spaces.
2. Guest parking is only allowed in designated areas. These are as follows:
  - A. Two spaces located in the alcove to the right of unit 4019 in the top right corner of the property. Please pull all the way forward so that both spaces may be utilized.
  - B. One space along the curb above the mailboxes (forward of the space assigned to unit 4037.) Only one car should be parked in this area.
  - C. One space in front of the dumpster. Remember, this space may not be used during the restricted times on Monday. Any cars parked during the restricted times will be towed without warning.

**Because of the limited space, parking at The Sutherlands is a continuing problem. In order to alleviate this situation as much as possible, we must all adhere to the parking regulations as set forth by the Board. If someone has parked in your assigned space, you must contact Liza Hook, Andrea Jones, or Paul Thurmond to arrange towing of the vehicle. You are not authorized to tow any vehicle. You must contact the Property Managers to remove the vehicle. All vehicles will be removed by Jim's Garage and Wrecker Service (865) 588-7338.**

## **EMERGENCY VEHICLES**

A clear path must be maintained at all times in case of an emergency. Emergency vehicles must be able to enter the property freely. Any vehicle restricting this access will be towed at the owner's expense. The Property Managers are authorized to remove any vehicle that in their opinion hinders access to the property for public safety.

## **WINDOWS**

1. No items may hang in the windows. This includes decorative hangings, posters, decals, etc. The only signage allowed is a "For Sale" or "For Rent" sign. This sign must not be any larger than 8.5" x 11" if placed in a window.
2. All blinds or curtains visible from the parking areas must be white or off-white. No colors are allowed.
3. Faux window panes are not allowed. If your windows still contain these ornaments, please remove them or ask the Property Managers to assist in removing them.
4. All window screens should be in place and secured. If your screens are damaged, please notify the Property Managers for assistance in replacing them. The cost of replacing damaged screens will be assessed to the unit owner.
5. Absolutely no wiring may be run from inside the unit through any window or screen.

## **SATELLITE DISHES**

1. Satellite dishes may be placed on rear decks but must be secured to a free-standing structure or support. They may not be attached to the deck or the building.
2. All wiring must be hidden from eye view.
3. No satellite dish may be located in front of any unit.
4. Do not attach satellite dish or any auxiliary equipment to the deck or building including the roof.

## **EXTERIOR DOORS**

1. Do not place any nails in the outside doors. You may hang a wreath, but please use a wreath hanger that will not damage the door. Hangers are available that hook over the top of the door and do not attach permanently.
2. Do not remove unit numbers or kick plates from the doors.
3. Do not replace outside hardware (door knobs, dead bolts, kick plates, etc.) without prior written approval from Property Manager(s) and the Board.
4. Do not paint outside doors. If your door needs attention, please notify a Property Manager.
5. Do not install any outside screen or glass doors.
6. Do not change any outside doors without prior written approval of the Board.
7. Do not hang signs or plaques on the doors.

## **TRASH REMOVAL**

1. Trash is currently collected once per week. We are scheduled for collection on Monday. Trash collection occurs between 12:00 a.m. and 12:00 p.m. Any cars parked blocking the dumpster during these times will be removed without further notice at owner's expense.
2. Do not place any trash outside of the dumpster. Please bag all trash and securely close it before placing it in the dumpster. If the dumpster is full, please store trash and place it in dumpster after the next scheduled collection. Nothing left outside of the dumpster will be removed. Units placing trash outside the dumpster will be assessed for the cost of removing it.
3. Do not place any furniture, appliances, mattresses, etc. in the dumpster. They will not be removed and the owner of any unit doing this will be assessed the cost of removal.
4. Do not place any construction debris in the dumpster. Contractors must remove all debris from the site. The owner of any unit placing construction debris in the dumpster will be assessed the cost of removing the debris.
5. Please keep the sliding doors of the dumpster closed.
6. Please break down any boxes placed in the dumpster.
7. The Board would like to encourage all residents to recycle whenever possible. The City of Knoxville maintains a recycle facility at Knox Plaza.

## **DECK AND EXTERIEOR BUILDING**

1. Do not attach any items to the deck, exterior doors, roof, or wood trim of any building.
2. Do not place any trash outside of the units, on the decks, or on the front steps.
3. Do not throw trash or garbage over the rails of the decks. The owner of any unit doing so will be assessed the cost of removal.
4. Do not store any items underneath the decks. The ground has been graded to guide water away from the foundations. Items stored under the decks can impede this and the owners of any units doing so will be assessed the cost of removal and re-grading.
5. No items may be attached to the exterior of any unit (brick, wood trim, roof, etc.) This includes satellite dishes, awnings, flagpoles, etc.
6. Do not hang any fabric, rugs, etc. over the railings of the decks and front steps.
7. No animals may be left on the decks.

## **LANDCAPED AREAS**

1. Do not plant any flowers or plants in the existing front beds without approval of the Property Manger.
2. No signage may be placed in the front beds or on the lawn adjacent to Sutherland Avenue. For Rent or For Sale signs are allowed provided they are of a reasonable size. The Property Manager has sole discretion in determining reasonable size.
3. No security system signage is allowed.
4. Do not leave any personal items on the front steps or in the landscaped beds in front of any unit nor on the lawn areas of the property. This includes lawn chairs, trash cans, tools, etc. Garden hoses should be stored on the hangers provided for each unit.

## **PETS**

1. All animals must be on a leash while on the common property.
2. All animals must be supervised and a resident must be with the animal while it is outside of a unit.
3. Animals should be “walked” in the grassy areas behind the units not on the lawns along Sutherland Avenue.
4. For sanitary reasons, please clean after your animals.
5. Do not allow pets to enter the landscaped beds on the property.
6. Owners will be assessed for any clean up or repair needed because of a resident's animal(s).

## **MASTER DEED, BY-LAWS, AND RULES AND REGULATIONS**

1. Each owner, by acceptance of a Deed of Conveyance, accepts all Covenants created or reserved by the Master Deed, By-Laws, and Rules.
2. The Board of Directors is authorized to adopt Rules and Regulations for the administration, management, operation, and use of the Property and Common Elements. In any conflict between the Rules and the Mater Deed, the latter controls.

## **MAINTENANCE FEES AND ASSESSMENTS**

1. Each OWNER is liable for the administration and operation of the Common Elements and for other expenses in accordance with the Master Deed and By-Laws. This only applies to renters if their lease requires them to pay the Maintenance Fee and Assessments.
2. Maintenance Fees and Assessments are used to pay Association expenses, and are based on the percentage of the owner's ownership in the Common Elements. Maintenance Fees, Assessments, and fines are due on the first of each month.
3. The monthly Maintenance Fee is currently \$110.00. Payment is due on the first of each month. Please remit to:

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4. A late fee of \$20.00 will be charged for payments received after the 15<sup>th</sup> of the month. All sums not paid on or before thirty (30) days after the due date shall be declared in default. Delinquent accounts are subject to legal action, at the Homeowner's expense. All payments on account shall first be applied to late charges and then to the fees first due. Any checks returned will result in an additional \$25.00 charge to the homeowner's account.
5. Any homeowner wishing to receive a monthly statement may ask for one. There is a charge of \$2.00 per month for this service.
6. The Association is required by the Master Deed to maintain a list containing the contact information for all unit owners and the name, address and account number for any lien holders on their units. Periodically we request this information from you. Please complete and return the update form when it is provided to you. Additionally, the Board requires non-resident owners to provide us with the names and contact information for any tenants they may have. Your cooperation in providing this information is appreciated.