



## Association Dues

1. Association dues are payable on a quarterly basis. Dues must be paid on or before January 1, April 1, July 1, and October 1 of each year.
2. Any homeowner who fails to pay the quarterly dues on time will be subject to a \$25.00 late fee. When a homeowner is habitually late in paying dues or when a homeowner fails to pay dues for a quarter, the HOA will put a lien on the homeowner's property. The Board can also require the homeowner to pay the remainder of the year's dues in advance in this situation.
3. Do not post-date checks for dues. When a dues check is received, it will be deposited immediately in the bank; it will **not** be held until the post-dated date on the check. 4. Reminders for dues will only be sent out to those homeowners who have provided emails. The homeowner is responsible for notifying the HOA of any email address changes.

## Architectural Standards

1. Homeowners are responsible for maintaining the approved architectural standards for the community. If a homeowner wishes to make changes (modifications, additions, alterations) to their home or lot, such changes **MUST BE** approved by the Board of Directors or Architectural Review Committee.
2. Architectural Modification Review Request Forms are available via the Web Site at [www.gatewaygardenshoa.com](http://www.gatewaygardenshoa.com). Fees should be submitted with application accordingly.
3. The Board of Directors may put a homeowner on notice for any of the following situations:
  - a. house needs painting or cleaning
  - b. roof needs to be cleaned
  - c. roof needs to be repaired or replaced
  - d. shutters need replaced, repaired, or painted
  - e. any other architectural standards with which the homeowner is not in compliance.

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4. Once put on notice, the homeowner must develop a plan to correct the problem and complete the plan within a reasonable time frame to avoid a monetary fine for noncompliance.

## Landscaping Standards

1. Homeowners are responsible for the trimming of trees (palm fronds) on their lots. Coconuts must be removed, when mature, prior to hurricane season.
2. Homeowners are responsible for the shaping of shrubs by pruning or hedge clipping. Hedges cannot be taller than 4 feet on the front of your house.
3. Homeowners are responsible for fertilizing trees, shrubs, and grass.
4. Homeowners are responsible for mulching of flower/garden beds and removing weeds from flower/garden, driveways, and sidewalks.
5. Seasonal/Holiday decoration and lighting policy established that set stringent guidelines for when lights and decorations may be displayed.
6. No sod, topsoil, trees, or shrubbery can be removed from the Property or a homeowner's lot without prior written consent of the Board/ARC Committee.
7. Landscape rocks in lieu of mulch must be approved before using. White marble rock is prohibited.
8. No artificial grass, plants or other vegetation is permitted on the exterior of a homeowner's lot without the consent of the Board.
9. Yard debris is to be placed at the curb on Tuesday after 3pm for pick up on WEDNESDAY mornings. Homeowners who do their own landscaping must place the debris on the side of their home until 3pm on Tuesday. Homeowners who pay someone to do landscaping work of any kind must have them haul the debris away the same day the work is done. They may not put it on the homeowners' side yard.
10. The Board of Directors may put a homeowner on notice for landscaping violations. Once put on notice, the homeowner must develop a plan to correct the problem and complete the plan within a reasonable time frame to avoid a monetary fine for noncompliance.

## Prohibited Activities

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1. Nothing shall be done on or in any lot or home which may be or may become an annoyance to other homeowners.
2. No portion of the Property shall be used for any commercial activity. No commercial vehicles owned or operated by any resident are permitted in plain sight of other residents; They may not be parked on the street or in the driveway.
3. No antennae or aerials are permitted on the front one-third or rear one-third of any lot. Satellite dishes may be installed after having been approved by the Board.
4. Garbage/trash must be kept in closed containers and not put out for pick up after 3 pm on the regular pick-up times on WEDNESDAY and SATURDAYS. Recycle bins are picked up on SATURDAYS. Garbage cans must be concealed from view of the streets and neighbors at all other times.
5. No tents, trailers, RVs, or other temporary building can be built or kept on the property.
6. No signs of any kind can be displayed in public view on any lot or home except those pre-approved by the Board. A “For Sale” sign must be blue with white letters and measure 4 inches by 6 inches in size and may indicate a phone number, price, etc. An “Open House” sign may measure 2 feet by 3 feet in size and may show the real estate company name and number. All other signs are subject to approval by the Board.
7. Each homeowner may have no more than 2 common household pets. Homeowners are responsible for cleaning up after their pets and shall not permit pets to **use the common areas or others’ lots to do their business.**
8. No dirt bikes or ATVs are permitted.
9. Portable basketball hoops are permitted but must be concealed from view when not in use. Basketball hoops may only be used in the owner’s driveway and may not be used in the streets.
10. Aluminum panel hurricane shutters may not be left up except during a hurricane threat.
11. No overnight parking on the street.
12. No vehicles should be parked on any grass areas whether it is common or homeowner property as to not damage the irrigation system.
13. All Motor Vehicles operated on any roadway or parking area of this Community must be properly licensed, registered and insured. All drivers of any Motor Vehicle operated in the Community must possess a current and valid driver’s license. For the purposes of this Rule, a

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“Motor Vehicle” is defined as any motorized device capable of transporting a person or persons. Golf carts, motorized scooters, children’s “ride-on” vehicles, and all such similar devices are also considered to be Motor Vehicles and are subject to the above regulations.

14. All drivers will operate their Motor Vehicles in a safe and courteous manner on Association roadways; including – but not limited to – adhering to the posted 20 MPH speed limit; coming to a complete stop at all stop signs; using turn signals when turning; using headlights when appropriate during hours of darkness and adverse weather conditions; and never operating a vehicle while under the influence of alcohol or drugs.
15. No tailgating through the Haverhill gates.
16. Pool water should never be drained into the lakes.

### What Your Quarterly Dues Cover

1. Mowing, blowing, and edging of lawns and common areas 42 times per calendar year, maintenance, and replanting of common areas as necessary.
2. Basic Comcast cable service.
3. Lawn sprinkler system maintenance and repair.
4. Community pool and playground maintenance, repair, and replacement.
5. Lake and fountain maintenance and repair.
6. Liability insurance.
7. Office and maintenance supplies.
8. CPA and legal fees as necessary.
9. HOA Gates and Fences.
10. Maintenance and replacement of tennis court.

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Notify the Board of Directors When:

1. You sell your home giving the new owner's name. Give the new owner your copy of the Rules and By-laws and gate keys.
2. You obtain a new phone number and/or e-mail address.
3. You rent your home giving the name of the renters – make sure the renters have a copy of the rules, by-laws and regulations. Please see **tenant policy**.
4. You want to make architectural changes to your home and/or property.
5. You want to make changes in your landscape.
6. You have an unforeseen emergency and cannot pay your dues on time.

Disclaimer

This summary of the rules of Gateway Palms is in no way a substitute for the full Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation and Bylaws of the Gateway Gardens Homeowners Association. For a complete understanding of all rules and regulations, read these documents.

Homeowner Signature

Date

Homeowner Signature

Date

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