

TOWNHOMES OF ANDOVER RULES AND REGULATIONS

Westwood Property Management
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The Board of Directors of the Town homes of Andover Homeowners Association, Inc. has adopted the following rules and regulations.

ANIMALS-PETS

All pets, when outside a Unit, must be restrained on a leash and be at the immediate command of their owner/custodian. All pets shall have current rabies shots. Animal dung must be picked up and sealed in plastic bags and disposed of properly. Resident's violating this rule will be warned once and if the resident does not heed the warning, a \$10.00 fine will be assessed. Continued abuse of this policy will result in The Association's attorney pursuing legal action. As a matter of courtesy, please do not allow your pet to relieve itself in another owner's yard.

CHILDREN PLAYING IN THE STREET

For safety reasons, children are prohibited from playing in the street. Parents are advised to supervise their children's play in the open grassy areas of Andover.

GARAGE DOORS

Since all garage doors are in the front, they must be kept closed at all times, except when being opened temporarily for vehicles to enter or exit or when the Unit's occupants are doing outside work and are readily available.

GARBAGE CANS

After garbage pickup, garbage cans are to be stored out of sight from streets and adjoining neighbors. Residents failing to store their cans will be assessed a \$20.00 fee for each occurrence.

LEASING/RENTALS

The Townhomes of Andover are designed as an owned, single family community. Units may be leased and or rented to families without a surcharge. A \$25.00 surcharge per month is assessed to all units with 1-2 unrelated individuals. A \$50.00 surcharge per month is assessed to all units with 3-4 unrelated individuals – the maximum number of unrelated individuals allowed. A copy of the lease on any unit rented and/or leased must be forwarded to Westwood Property Management (109 International Dr. Ste 220) The lease must include the names of all the occupants and phone numbers. The list must be kept current with any change of occupancy. NO short-term rentals are allowed in the HOA. The minimum time frame to rent/lease a unit is 6 months. Failure to comply with this policy will

result in the owner being responsible for all repairs to the unit and possible legal action.

COMMERCIAL USE OF CONDOS

The Townhomes of Andover are designed as an owned, single family community. Commercial use, i.e. AIR B&B, of a condo is strictly prohibited. Legal action and heavy fines will be taken for owners violating this policy.

PARKING

1. **NO parking is permitted on Huffine Manor at any time.** The Fire Marshall, City of Franklin, has designated Huffine Manor as a FIRE LANE. Vehicles parked on Huffine Manor Circle will be towed.
2. Units within Town homes of Andover community are allowed only two (2) parking spaces for resident's vehicles. The two parking spaces are: (1) in the garage and (2) in the driveway. Some units have enough space to park two vehicles in the driveway, which is permitted as long as the vehicle is not blocking the sidewalk. No parking is permitted on sidewalks or the grass. Vehicles violating this rule will be towed.
3. Extra parking spaces (spaces in front/side and in the circle) at Town homes of Andover are primarily for visitors/guests. However, the Board acknowledges the limited parking available at Andover and allows tenants to use these extra spaces on a first come- first serve basis. This parking is restricted to overnight parking and is not to be used to permanently park any vehicles. Extended parking of vehicles prevents other guests/visitors from utilizing these extra spaces. Vehicles violating this policy will be towed.
4. Overflow and extended parking is allowed on Stanwick Drive at any time.
5. Commercial vehicles, tractors, mobile homes, recreational vehicles, trailers, campers, camper trailers, boats and boat trailers or any watercraft shall not be parked or stored outside any unit.
6. Owners and operators of motor vehicles within Town homes of Andover shall comply with all the laws and regulations of the State of Tennessee and the City of Franklin and Williamson County Governments. Vehicles on the property shall be properly licensed, and maintained in condition for operation on the public streets.
The Board has instructed Westwood Property Management to tow vehicles

that violate or abuse any parking policy. If your vehicle is towed, please contact: **Harpeth Towing and Recovery, 1124 Murfreesboro Rd, Franklin, TN 37064, (615) 591-7445.** All towing and impound fees are the responsibility of the owner of the vehicle being towed.

SOLICITATIONS

Solicitations are prohibited in the Town homes of Andover.

YARD SALES

Yard sales are prohibited on any property without the prior approval of the Board of Directors. All requests must be made in writing to the Board. However, the Board does permit two "Community" yard sales – one in the spring and one in the fall. Please check with WestwoodProperty Management for details of this event.

POLITICAL SIGNS

Political signs (standard 2 foot by 2 foot) may be placed in a front window of a unit. Because of grass mowing, signs are not allowed in the common areas or in front of any unit. Owners may place a standard 2x2 sign in their flower bed.

ARCHITECTURAL STANDARDS

1. Changes to Existing Architecture and/or Improvements – Any changes to existing architecture, e.g. satellite dishes, deck addition or modification must be approved by the Board. The homeowner should complete a "Request for Change or Addition" form which can be found through Buildiums resident portal under "Files."
2. Storm Doors – Storm doors may be added to the exterior of a unit. The door must be "full view" glass and the frame of the door shall match the door or the framing around the door. Screen doors are prohibited.
3. Basketball Goals or Other Temporary Structures – Per the bi-laws of Andover, no temporary structures are allowed. Basketball goals may be used, but they must be stored in the garage and not left outside.
4. Statues – Any decorative statues must be less than 24" in height. The statues must be placed in the mulch area in front the unit and be a subdued color or stone. No statues or similar ornaments are to be placed in the common areas.
5. Edging – All decorative edging for mulched areas must either be brick, stone or wood of a subdued color. Landscape edging that is placed in the ground and level with the ground is also acceptable. Plastic, fiberglass or other manmade products are prohibited.
6. Plaques – Plaques (e.g. welcome, family name, etc.) should be no larger than 12" x 6" and affixed to the brick of the unit.
7. Flowers/Plants – Flowers or plants may be added to the mulch area in front of the unit. Flowers may also be added to the rear area but not extending into the common area. Flowers and plants are to be maintained and conform to the general appearance of the neighborhood. No window

- boxes or suspended planters/containers are allowed in the front of the unit.
8. Wreathes – Wreathes should be no larger than 24”.
 9. Holiday Decorations – Holiday decorations can be displayed within the mulch beds in front of the units or on the decks in back. Decorations can be displayed between Thanksgiving and the first weekend following the New Year.
 10. Stain for Decks – The following stains have been approved for decks and stairs: (1) Severe Weather House & Trim Protector Brand (natural cedar color); (2) CWF Brand (cedar). Should a homeowner desire another stain, they can submit the request to Westwood Management for the HOA Board approval.