



**REID HILL COMMONS
HOMEOWNER'S
HANDBOOK**

2025

*This Handbook supersedes all
previous editions*

2025 HOMEOWNER'S HANDBOOK 2025
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2025 HOMEOWNER'S HANDBOOK

PREFACE

This is the 2025 edition of the Reid Hill Commons Community Standards and Processes. This document supersedes all previous editions.

This Handbook is given to assist the Reid Hill Community in improving communications with each other, establishing consistency, and in aiding understanding of the "why and how" the community functions.

Reid Hill is governed by the Declaration of Covenants, Conditions, and Restrictions (CCRs) and our Bylaws of the Corporation. The Community is also subject to the provisions of this Handbook and all local and state laws and regulations.

The Board makes every effort to enforce these Community Standards consistently. However, it is every homeowner's responsibility to let the Board know if you feel something has been missed.

Understanding the Community Standards and Processes helps to prevent recurring issues and to clarify expectations. It is the Board's objective to answer all common questions residents may have.

WHAT IS REID HILL COMMONS?

Technically and legally speaking, Reid Hill is a Horizontal Property Regime with Private Elements, which under the Tennessee Horizontal Property Act, has traits of both condominiums and Planned Unit Developments.

With Common Elements being owned in common by all the owners, it has traits of a condominium.

But with Limited and Private Elements being defined as they are defined in the CCR's, coupled with maintenance obligations in the CCR's for Private Elements, Reid Hill has ownership traits of what is commonly known as a Planned Unit Development.

Therefore, Reid Hill Commons (as a subdivision) is a Horizontal Property Regime with private elements, but the individual units are themselves condominiums.

HOW WE OPERATE AS A PLANNED COMMUNITY

1. Our Property Management Company, Associa® Tennessee, and our Property Manager assist us with all issues that may arise as to repairs, accounts, insurance coverage, etc. Our Property Manager will communicate with our vendors, pay invoices, prepare monthly financials, and attend monthly, called, and annual Board Meetings.
2. As a planned community, RHC is operated and managed by a Homeowners Association through an elected Board of Directors for the benefit of its homeowners.
3. The Board is comprised of five unit owners elected by unit owners at the annual meeting.
4. Board members are elected for three-year terms, which are staggered so that one or more will expire each year.
5. The Board is required to elect officers consisting of a president, vice president, treasurer, secretary, and an at-large member.
6. The purpose of the Board is to conduct the business of the Association. The Board is to evaluate and plan for the long-term needs of the community and to act and manage the monies of the HOA according to the governing documents. The Board will establish and maintain community standards.
7. The Board meets on the fourth Tuesday of each month (except for November and December). If a Homeowner has a question or concern that they wish to present to the Board, or if they have an item that they would like placed on the meeting agenda for discussion, they should contact the Property Manager and the Board in writing at least one week prior to the current month's scheduled meeting. The Board will address the questions and inquiries at the next scheduled Board Meeting.
8. If a homeowner wishes to meet with the Board, they should contact the Property Manager in writing at least one week prior to the meeting date. Your request must include specific questions or concerns that you would like to discuss. Homeowners can meet with the Board during the first 15 minutes of the meeting, prior to the business session.

9. All submissions and enquiries to the Board must be signed by a current resident or residents of the community. Anonymous submissions will not be accepted.

10. The President or Property Manager may schedule or call a special meeting as needed.

11. Reid Hill Commons is a non-profit corporation established and governed by the provisions of the Tennessee Horizontal Property Act, Tennessee Code Annotated Title 66, Chapter 27 as amended; the Declaration of Covenants, Conditions, and Restrictions, recorded in Book 2552, Pages 543-576 in the Williamson County Register's Office; and the Bylaws of the Corporation, recorded in Book 2552, Pages 577-602 in the Register's Office.

12. For a complete legal description of these topics, please refer to the above documents, which are available on the TownSq site.

13. It is each owner's responsibility to understand and be familiar with the governing documents.

14. Residents are required to create a TownSq account with Associa, as this is the most timely and efficient way for homeowners to obtain communications, account documents, financial reports, insurance information, Board meeting minutes, and community rules and regulations. Your account can be activated by contacting the Associa Property Manager.

ANNUAL MEETINGS

Annual meetings are normally held each year on the first Monday in April. Homeowners will receive written notice as to the date, time, and location of the meeting. Each homeowner is entitled to one vote per unit on matters brought before the meeting. A quorum of 51% of unit representatives and/or proxies is required for business to be conducted.

BASIC RIGHTS AND RESPONSIBILITIES OF HOMEOWNERS

Homeowners have the right to:

1. A responsive and competent Homeowners Association that governs according to the governing documents.
2. Responses from the Board and Property Manager regarding emailed issues of concern.
3. Honest and impartial treatment by Board members.
4. Be an active, supportive member of the Association by attending the Annual Meeting, serving on committees and standing for election.
5. Access to Association books and records with the exception of any dealing with the privacy of individual members in accordance with state laws.
6. Live in a community where the property is maintained according to established Bylaws and CCR's.

Homeowners have the responsibility to:

1. Read and comply with the governing documents of the Association.
2. Participate in governing the Homeowners Association by attending the Annual Meeting, serving on committees and standing for election.
3. Honest, respectful and impartial treatment to Board members.
4. Pay Association dues and assessments on time.
5. Provide the Property Manager with up to date phone numbers and email addresses for communication.
6. Maintain their property according to established standards and community guidelines.
7. Ensure that those who reside in or visit their property, adhere to Association standards and guidelines.
8. Maintain property and liability insurance for your unit.

BASIC RIGHTS AND RESPONSIBILITIES OF THE HOA BOARD

Board members have the right to:

1. Respectful and honest treatment from residents.
2. Receive support and constructive input from residents.
3. Personal privacy at home.

Board Members have the responsibility to:

1. Fulfill their fiduciary duties to the Association and exercise discretion in a manner they believe to be in the best interest of the Association.
2. Conduct open and impartial elections.
3. Conduct business in a transparent manner with full disclosure, respecting the privacy of individual homeowners.
4. Keep residents informed about issues of importance to the community.
5. In association with and guidance from the Property Manager, the Board will manage the finances of the Association by creating an annual budget and preparing monthly financial statements.
6. In association with and guidance from the Property Manager, the Board will be responsible for long-range financial planning. The Board is to adjust and respond accordingly to any concerns that affect the financial health of the Association.
7. Maintain insurance coverage for the community and Association per our governing documents.
8. Maintain and repair Common Elements subject to Board policies.
9. Exercise sound business judgement and follow established business management practices to the fullest extent of their experience and abilities. To seek advice of specialists as needed.
10. Balance the needs and obligations of the Association with those of individual homeowners as directed by the governing documents.

11. Encourage input from residents on issues affecting them and the community.
12. Understand the Association's governing documents and become educated with respect to applicable State and local laws.
13. Allow homeowners access to Association records when requested with the exception of any dealing with the privacy of individual members.
14. Administer the affairs of the community and engage the services of a Property Manager to assist in the performance of this duty.
15. Investigate alleged infractions of the Rules and Regulations and, where justified, pursue the Association Fine Policy and any other legal remedies to bring about compliance.

UNIT OWNER COMMUNICATIONS

1. For issues regarding the policies of the Association, repairs, or landscaping issues, call or email our Property Manager at Associa and copy the Board.
2. It is the Homeowner's responsibility to keep the Property Manager up to date on phone numbers and email.
3. It is the Property Manager's responsibility to keep the Board informed of outstanding issues and see that unresolved issues are placed before the Board for its consideration.
4. TownSq provides the communities' most important source of communication, information, and HOA documents and guidelines.

GENERAL GUIDELINES

1. Our homes are to be occupied in a manner consistent with the Rules and Regulations of the Secretary of Housing and Urban Development for 55 or older housing per Housing for Older Persons Act of 1995.
2. No part of the Units or Common Elements may be used for purposes other than housing and related purposes for which the property was designed, and which are allowed by applicable municipal zoning laws. Understand each Unit is for residential purposes only.

3. No Unit or any portion thereof may be leased or rented for residential use or used for trade or business purposes.

4. No one may carry on any noxious or offensive activities in the Unit or elsewhere on the property, nor do anything to cause unreasonable noise or disturbances to others.

5. No one may damage the Common Elements or unreasonably interfere with their use, maintenance, or operation.

6. Each Unit owner must maintain their Unit's interior in good condition and in good order and repair, nor do or allow to be done anything that would increase the cost of, or cancellation of, insurance on other Units or Common Elements. Any Unit owner may make alterations, additions, or improvements within their Unit provided that the owner is responsible for any resulting damage to other Units, Common Elements, the Property, or any part thereof.

EXTERIOR GENERAL GUIDELINES

1. No sheets, blankets, laundry, or other types of articles (other than window coverings of a customary nature and appearance) shall be displayed, stored, hung, or used inside or outside of the Unit so as to be visible to others.

2. Outdoor furniture and limited decorative foliage are allowed on patios, porches. Street access to driveways is to be kept free of portable flower pots/plantings. Vegetable plantings are allowed in the rear of the unit only.

3. Articles of personal property such as tools, furniture, etc., may not be stored or kept in or on any part of the Common Elements.

4. No Unit owner may overload electrical wiring or operate any machines, appliances, accessories, radios, or equipment which might cause an unreasonable disturbance.

5. Current and future homeowners are responsible for damages and maintenance for any additions, alterations, or improvements that were approved by the Board of Directors.

6. All units must have their front door painted, using the approved paint colors listed under Exterior Painting. To maintain the integrity of RHC property, storm doors, as originally planned by the design architect, must cover front doors.

ARCHITECTURAL REVIEW COMMITTEE GUIDELINES

1. Reid Hill Commons is concerned with keeping the exterior of all units attractive, in good repair, and in conformity with the overall community appearance. Therefore, prior written approval must be received before any exterior additions or alterations are performed.

2. A request for approval from the Board should be submitted by means of a Board-approved Architectural Review Committee (ARC) form to be obtained from the Property Manager. A copy of the current ARC form is available on the TownSq portal.

3. An ARC form is required for any exterior painting, installing fencing, canopy awning, exterior screens, screened porch, or sunroom. Any additions also must conform to the guidelines and current codes of the City of Franklin. It is the homeowner's responsibility to obtain these documents and provide them to the Board and Association.

4. Additions to the yards except fence-enclosed property, such as plantings, shrubs, edgings, statues, and hanging items, require Board approval using the ARC approval form.

5. A satellite dish is not to exceed one meter in size and is to be located on the outside of the Unit, such as on a fence or pole. Never place it on the roof of the Unit.

6. All outside signage, with the exception of security system signs, is prohibited except for one 18"x 24" professionally produced "For Sale" sign. All "For Sale" signs, pointer signs, and Open House signage must comply with the sign ordinance of the City of Franklin.

7. Political or campaign posters or signs are allowed pursuant to the Effective January 1 , 2023, Page 1/14 provisions of the Tennessee Freedom of Speech Act (T.C.A. 2-7-143) for the sixty (60) days before an election and may remain for up to two (2)days after such election. The political or campaign poster or sign

shall be no larger than four (4) square feet and shall only be placed on a Unit's front porch or the planting bed in the front of the homeowner's unit.

8. Any alteration of any Common Elements, or any exterior addition or improvements, is not allowed without prior approval. No Unit owner may damage the Common Elements or unreasonably interfere with their use, maintenance, or operation.

9. No structure such as a tent, POD, outbuilding, or dumpster is permitted on the property at any time, either temporarily or permanently, without written Board approval.

10. No owner may paint, decorate, or adorn the outside of the Unit, install a canopy or awning, exterior screen or outside radio or TV antenna, or CB radio transmitter or other equipment of any kind without prior written Board approval.

11. No owner may display, hang, store, or use any sign except election and alarm company signage inside or outside of the Unit which may be visible from outside the Unit without prior written Board approval.

12. Invalidation of any part, or any one or more of these Guidelines by Judgement or Court Order shall in no way affect any of the other provisions which shall remain in full force and effect.

LANDSCAPING GUIDELINES

1. The Reid Hill Commons Homeowners Association arranges and pays for grass cutting, weeding, fertilization, mulching, and trimming during the growing season. Leaf removal occurs during the fall.

2. While the vendor contracted to do this work has personalized the work to Reid Hill Commons, it is personalized for the entire community and not on an individual unit basis. The Homeowners Association monitors the weeding, watering, and general care of the common areas, entrances, and median strip, the common plantings, walkways, and picnic area.

3. The plantings and maintenance of the plantings are a shared responsibility between the HOA and the unit owner. The HOA and unit owner must work together to maintain community standards.

4. Additions to the yards such as plantings, edgings, statues, hanging items, or changes made to the foundation plantings require board approval on the ARC approval form.
5. No beds, bed borders, planters, decorations, etc., that interfere with lawn maintenance will be permitted. Statues, fountains, planters, and furniture should not be placed in turf areas but grouped in a mulched bed or on the porch area.
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6. Decorative yard items, such as statues, yard flags, and whirligigs, may be placed in front flower beds or yards, but their placement is limited to four (4) decorative items per unit.
7. It is the homeowner's responsibility to keep water hoses off the ground and driveways. The landscaper will not be responsible for any damages.
8. Residents are responsible for watering their lawns and shrubs. Hoses are to be removed from the front yard when not in use. Should any shrubs or lawns deteriorate due to neglect, it is the homeowner's responsibility to replace them at the unit owner's expense.
9. New beds developed by a resident and approved by the Board must be limited to the rear or side of the unit and shall be size-appropriate to the area where the bed is being planted, not to exceed four feet in width.
10. No bed plants shall cover front windows and must be trimmed as necessary to prevent them from growing on or against the unit.
11. Areas within the privacy fence are unrestricted as to plantings and arrangements. Plantings in areas outside the privacy fence require written Board approval. Gates must be unlocked for mowing.
12. Residents are responsible for the removal and disposal of any outside debris.

NOTE: Please do not contact the landscaping team directly when they are working. If you have questions or concerns, please contact a member of the Board or our Property Manager via email.

WASTE REMOVAL

1. Trash, garbage, other waste, and recycled items must always be kept in sanitary containers and disposed of in a clean and sanitary manner. Trash containers must not be visible from the street except immediately before and after trash collection. At all other times, containers should be stored in the Unit's garage.
2. The City of Franklin will pick up trash, garbage, and other waste in the trash cans supplied by the City, currently each Tuesday. If a holiday changes this schedule, signs are posted at each entrance.
3. Blue bins are provided for recyclables, including plastic (categories 1 & 2 only), paper, cardboard, aluminum, and steel cans. Grass clippings, leaves, glass, Styrofoam, and plastic bags should not be placed in these bins. Glass may be recycled at the County Center on Carter's Creek Pike or Sneed Road. Grass clippings and leaves should be placed in disposable bags designed for this purpose.
4. No mattresses, appliances, or any item that is not subject to the weekly removal by the City of Franklin should be placed on the curb/street for longer than the scheduled day of pick-up. You must call ahead to arrange for these items to be picked up. (615-794-1516). No "free" labeled items may be placed curbside.

STREETS AND PARKING

Vehicles other than the Unit owner's personal passenger vehicles (including but not limited to trailers, boats and their trailers, motor homes, campers, etc.) may not be parked on any common street or overflow parking slot except for loading and unloading. Such vehicles and accessories may, however, be parked inside the owner's closed garage.

1. Unit residents are to park their vehicles in their garage. If the owner has more vehicles than the capacity of their garage, the owner should park the extra vehicle in the driveway clear of the sidewalk. Regular parking in the overflow parking areas is allowed with Board approval.

2. No overnight parking is allowed on Reid Hill Commons streets. Visitors may park in the driveway of a Unit owner or in the overflow parking areas provided for this purpose.

3. Temporary street parking should not block driveways, mailboxes, or fire hydrants.

4. All Unit residents and guests shall observe all posted speed limits, not to exceed 25 miles per hour. Owners are responsible for informing guests of the applicable speed limit.

PEST CONTROL

1. The cost for an annual inspection for termites is included in your monthly dues. Outside and inside spraying is available at the homeowner's expense.

PETS

1.No animals may be raised or bred in any Unit for commercial purposes. No more than two four-legged pets (cats or dogs) may be kept in a Unit. Pets must be kept in strict accordance with these guidelines, any applicable local governmental regulations and not be a nuisance to others. Franklin has a Leash Law that requires dogs to be on a leash at all times when outside an enclosed area, being walked, or in public areas.

2.Owners and owner's guests MUST pick up their dog's waste. Cat owners must keep their pets within the confines of their Unit.

FLAG POLES

1. Permanent U.S. flags may be flown from a standard attachment to the outside wall of the Unit only. No permanent flags may be flown in the mulch or grassy areas.

2. Temporary U.S. flags may be displayed 2-3 days prior to a Holiday (such as July 4th) and may be placed in mulch areas but not in the lawn or at the street and should be removed 2-3 days following the Holiday.

EXTERIOR PAINTING

1.Wooden fencing must be maintained by the Unit owner(s) and repaired, repainted or recycled in a timely manner to maintain our Community Standards.

(Board may determine when needed). If a new wood fence is to be installed it should be the standard 6' stockade design (finished side to the street or neighbor).

2. Approved colors for wooden fences are:

Cedar Natural Tone

Redwood Natural Tone

3. Wrought iron fencing must be no more than 5' in height, painted black and maintained by the Unit owner.

4. Front doors and shutters must be painted using the approved PPG paint colors. Siding/exterior trim should follow the same guidelines as columns, doors and shutters.

Door Colors:

Cloud White: 7153

White Ivory: 6824

Onyx: PPG 1011-7

Deep Hemlock: 6348

Candy Apple: PPG-13-10

Shutter Colors:

Cloud White: 7153

White Ivory: 6824

Onyx: PPG 1011-7

Deep Hemlock: 6348

Candy Apple: PPG-13-10

Column painting colors:

Cloud White: 7153

White Ivory: 6824

Tan: 949303000014800

5. Refer to the Architectural Review Committee Guidelines section of this Handbook for details.

ROOFS

Roof replacement and repair is the responsibility of the individual homeowner. For Warranty information about individual roofs, contact our Associa Property Manager.

GENERAL FINE POLICY

(Adopted December 2019)

1. This General Fine Policy is adopted by the Board of Directors ("Board" or "Directors") of Reid Hill Commons Townhouse Corporation ("Reid Hill" or "Association") to provide a fair, equitable and consistent policy and application of due process for the enforcement of existing and future Rules and Regulations which may be adopted by the Board from time to time; and, to the extent enforcement provisions do not already exist, for the enforcement of the Declaration of Covenants, Conditions and Restrictions for Reid Hill Commons ("Declaration") and the By-Laws of Reid Hill Commons Townhouse Corporation ("By-Laws") and any and all amendments thereto.

2. It is the intent of the Board of Directors that this General Fine Policy shall terminate, override and supersede any and all existing fine policies which may have been adopted by any previous Board.

3. All capitalized terms not otherwise defined herein shall have the meanings set forth in the Declaration and By-Laws.

4. All complaints regarding non-compliance with Rules and Regulations, the Declaration and/or By-Laws, shall be signed and submitted in writing to the Association management company. In addition to the provisions below, the Board may, at its discretion, suspend voting rights for so long as any non-compliance may continue.

5. General: Except as otherwise noted in the Rules and Regulations, the Declaration and/or By-Laws, violation of Rules and Regulations, the Declaration and/or By-Laws shall be enforced as follows:

- a. First Written Notice: Unit Owner will be mailed a written notice detailing the violation, action(s) which must be taken to resolve the infraction and that resolution of the violation shall be achieved within fourteen (14) calendar days of the date written on the first written notice.

- b. Second Written Notice: Unit Owner will be mailed a second written notice detailing the violation, action(s) which must be taken to resolve the infraction, that a fine of \$100.00 has been levied against the Unit Owner's account and that resolution of the violation shall be achieved within fourteen (14) calendar days of the date written on the second notice.
- c. Third Written Notice: If the violation remains unresolved after the fourteen (14) calendar days provided for resolution in the second written notice, the Unit Owner will be mailed a third written notice informing them that a fine of \$200.00 has been assessed to the Unit Owner's account and that if the violation is not resolved within fourteen (14) calendar days from the date of the third written notice, the violation will be referred to the Association attorney for enforcement.
- d. Referral to Attorney: The Board of Directors or its Managing Agent or Property Manager will contact the Association attorney after mailing the third written notice for counsel as to the most elective means of terminating the violation. As authorized by Paragraph 20 of the Declaration, all fines authorized by this General Fine Policy plus all costs and reasonable attorney's fees shall be a charge on the land and continuing lien against the Unit and all improvements located thereon, owned by the Unit Owner or occupied by the occupant thereto, and all such fines, costs and reasonable attorney's fees shall be the personal obligation of the Unit Owner of the Unit against which such fines, costs and reasonable attorney's fees have been secured.

CONTINUING VIOLATIONS

Any violation which is resolved but reoccurs at any time within sixty (60) calendar days from the date of resolution, shall be considered a continuation of the previous violation and will be enforced in accordance with the relevant next part of this General Fine Policy.

**REID HILL COMMONS HOA
MAINTENANCE RESPONSIBILITY OVERVIEW**

**Maintenance for the following items
are the responsibility of the Unit Owner:**

- Roof Repair and Replacement
- Interior Walls, floors and finishes
- Air Conditioner/Heat Source
- Added Patio Enclosures
- Cleaning of Exterior
- Doors & Windows
- Door Jams & Thresholds
- Inside and Outside Structural Defects
- Interior Electrical
- Exterior Front Door Lights
- Patio Lights
- Mail Boxes
- Sewer line from the unit to the street
- Water supply line from unit to meter
- Gutters & Downspouts
- Siding, Shutters & Exterior Trim
- House Numbers
- Front Porch
- Garage Door
- Fences
- Dryer Vent Repairs
- Pest Control
- Individual Plantings
- Watering Yard & Shrubs
- Patio (Concrete Surface)
- Column Painting & Maintenance
- Driveways (Concrete Surface)

**Maintenance for the following items
are the responsibility of the HOA:**

- Yard Pole Lights
- Dryer Vent Cleaning (Yearly)
- Common Grounds
- Common Trees & Shrubs
- Yearly Termite Inspection

- Irrigation (Common Elements)
- Lawncare
- Front Entrance Monument
- Community Insurance
- Retaining Walls
- Alleys
- Gazebo and walkway access
- Brick & Wood fence on the northside of Prince William

**Maintenance for the following items
are the responsibility of outside vendors:**

- Security Lights (Middle Tennessee Electric)
- Streets, Curbs & Sidewalks (City of Franklin Street Department)