



ASSOCIATION POLICIES & GUIDELINES

The information contained in this document is provided to answer general questions. It is in no way exhaustive and unit owners are encouraged to contact the Summer Place Association Manager with any questions or for clarification of the information listed below.

We ask that your guests be made aware of the Association's guidelines. We expect guests' behavior to be the ultimate responsibility of their host members.

Unit Owner's Insurance Policy (HO-6)

(Important information regarding HO-6 insurance is on the AppFolio portal on the "Shared Documents" tab.)

- **Insurance:** Unit owners should purchase an HO-6 Policy to cover their contents, increases in value due to upgrades to the unit from its original build, and any Association assessment for the master policy deductible. In the event of a loss, a unit owner may be responsible for a portion or the entire master policy deductible. Losses covered by the master policy require only that the unit be restored to its original build specifications. **Therefore, unit owners who make upgrades are encouraged to discuss those changes with their insurance carrier to make certain upgrades are covered.**
- **Process to Take if a Loss Occurs in Unit:**
 - Contact the Summer Place Association Manager immediately at the 24-hour emergency number at 573-302-1300.
 - Contact your HO-6 agent to report the loss.
 - The Association Manager will contact the Board of Directors, who will then contact the Association's insurance company.

Units in General

So that a uniform appearance is maintained, we expect all requests for changes be approved by the Board of Directors. This refers to condominium interiors, docks, garages, and **all limited common areas**. **Please submit your request in writing or through the AppFolio portal on the "Architectural Reviews" tab.**

- **Changes/Upgrades** – Approval for interior changes is needed by the Association Board prior to work beginning. This includes:
 - Changing cabinets
 - Changing/Moving walls
 - Installing new windows
 - Some carpeting (see below)
 - **Note:** Be sure to add all upgrades to your HO-6 Insurance Policy
- **Painting, Wallpapering, Lighting, & New Appliances** – Do not require Board approval.
- All window treatments facing the outside of the building must be **white in color** (*Declaration Section 9.5 Obstructions and Appearance*). Any other color will NOT be allowed to remain and the owners will be asked to replace that color with white at the owner's expense. This policy has been adopted in order to prevent our beautiful buildings from looking like a patchwork quilt.
- All deck ceiling fans are to be white in color.



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- **We feel that rentals are NOT in the best interest of our community. An amendment was voted on and passed last year that (for owners as of 10/23/2023) rentals must be for more than 90 days and only upon approval from the Board—for anyone purchasing after that date, rental is prohibited.**
- Each unit is encouraged to have a fire extinguisher in a convenient location, such as the kitchen or utility room. Also, a fire extinguisher should be in place in the outside closet or on the deck.
- **“For Sale”** signs are **prohibited** on grounds, docks, garages, and in windows.
- Gasoline and similar highly flammable liquids are prohibited in deck closets, condominium decks, inside units, or on the docks. Additionally, propane tanks are prohibited everywhere, including garages.
- **Procedures for Leaving Your Unit Unattended** – Shut the water off at the main valve in your unit, turn off or raise the arm on your ice dispenser, adjust the heat/air accordingly, turn off your water heater breaker, secure all doors and windows.
- **Winter Heating** – Unit owners are required to maintain heat at a minimum of 55 degrees during the winter to protect their unit from freezing. Change the battery in the thermostat annually.
- **Flooring** – Carpeting is required in the main living areas: living room, bedrooms, and decks. Hard surface flooring is allowed only in the kitchen, dining area, laundry room, utility room, and bathrooms. The *only exception* made is for the lowest level unit; subflooring is required for soundproofing.
- **Painted Exterior Doors** – Paint is available through Dugan’s in Osage Beach: Moore Glo Sof Gloss Classic Burgundy N0926. (See page 8 for details).
- **Deck Screens** – Maintenance of deck screens is the responsibility of the unit owner. (See page 8 for details).
- **Interior Electrical, Plumbing, Heating and Cooling** is the responsibility of the unit owner. (See page 8 for details).
- **Water Heater** – Ten years is the typical life of a water heater in a condominium unit that is not occupied full-time. Hot water heaters older than 10 years must be replaced. It is strongly recommended that, at the time of new installation, a drip pan and leak sensor be installed. (See page 8 for details).
- **Unit Windows** – Approved window vendors are Mark’s Mobile Glass and High Brothers. Notify the Board if you will be replacing your windows. (See page 8 for details).
- **Grills** – **All open flame grills are prohibited** on lakeside decks. This includes propane BBQ grills, Blackstone grills, pellet grills, charcoal grills, and all other open-flame or gas-fueled appliances. This does not allow for converting an existing grill to use a small canister—no open flames at all will be allowed. No propane tanks are allowed anywhere on Summer Place premises.
- **Lakeside Decks** – Tiki torches, propane heaters, fire pits, and other open flames or fueled appliances are prohibited based on insurance and Fire Marshal requirements. (Propane tanks are not allowed on Summer Place premises.)
- **Bird Feeders, Hanging Plants and Decorations** – Are not permitted outside of the screened deck. Small decorations outside entry doors are acceptable, based on Board review and discretion. Hummingbird feeders (and only hummingbird feeders) are permitted during the summer and must be in the open/grill area of the deck.
- **Flags** – One holder for a single flag on the lakeside of the buildings is allowed. NO other hanging objects are allowed on the lakeside of the buildings. See management prior to installation.



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- **Access to Your Unit** – Owners are to provide a key or code to the Association Manager to enter your unit in the event of an emergency. The key/code is maintained in a secure location available only to management. In the event of an emergency and access to your unit is required, if no key/code has been made available, the Association reserves the right to remove the door for entry and all associated costs will be the responsibility of the owner. (*Declaration Section 10.9: Paragraph D and E*).
- **Smoke Detectors** – Smoke detectors are the owners' responsibility. Replace the batteries in all detectors at the beginning of the spring and fall seasons. It is recommended that the detectors be replaced every 10 years as the sensors become less sensitive. Carbon monoxide detectors are strongly recommended. (*See page 8 for details*).
- **Pets** – Owners are responsible for cleaning up after their pet and those of their guests. Pet waste bags and disposal stations are located at the garage across from Building 712, end of the garage past Building 682, the bottom of the driveway before the garage building, between the garages across from Building 895, the lakeside corner of Building 68, and next to the retaining wall between Building 985 and Building 941. There are also stations located at each end of the nature walking trail. Immediate fines will be applied for pet waste violations—for both not picking up after your pet and for using grass areas (lakeside grass and the hill below the upper pool) not intended for pet relief.
 - Pet areas include:
 - Both sides of the entry road from the tennis courts to the stand-alone garages
 - All of the ground surrounding the stand-alone garages
 - The lakeside of the hill from the upper tier to the lower tier
 - The rocky area behind the lower tier garages
 - The rocky area along the walkway behind the lower tier buildings
 - 3 new pet relief areas: lakeside corner of Building 68, lakeside between Building 965 and 941, lower level garage level across from Building 895
 - The lakeside grass IS NOT an area for pet relief
 - The hill below the upper pool IS NOT an area for pet relief

No animals, reptiles, birds, rabbits, or livestock of any kind shall be kept, raised, or bred in any portion of the property, except one dog, cat, bird, or other household animal may be kept as a pet in the condominium unit. No structures for any animal outside of the condominium unit. **Only ONE pet per unit at any time. This includes visiting guests or family members that may have pets.**

Violations of the one pet rule will result in a \$100 fine for the first offense, \$200 for the second offense; fines will double upon each incident.

In addition, residents and their guests are strictly prohibited from sheltering or feeding any wild or domesticated animal or placing feed for the purpose of enticing any wild or domesticated animals to feed on any of the common areas, walkways, driveways, storage facilities, or exterior common elements of the development. Additionally:

- Pets are not to be left on the deck when the owner is not home.
- Dogs must be leashed at all times.
- Cats are not permitted to roam freely.



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Utility Services & Technology

- **TV & Internet** – Television and Internet services are provided by Wisper. Service issues and upgraded service should be handled through Wisper at 800.765.7772 ext. 4. A live feed of the channel listing for Summer Place is available on Channel 33.1.
- **Modems/Routers** – (*Effective September 15, 2017*) Only the Wisper Internet modem/router is permitted for use within the Summer Place complex. Personal routers, range extenders, Wi-Fi repeaters, and similar devices are prohibited. These devices congest and prevent others from getting the most from the Wisper internet service. A resident who is required to use a private router for business purposes must request approval in writing by the Board of Directors and Wisper Internet.
- **Vehicle Charging Outlets** – Upgrading the electrical infrastructure for the Association owned garages to accommodate electric vehicles has been studied. Based on the study, no electrical upgrades to the garages will be approved until a clear demand for vehicle charging is present. At this time, electric vehicles are not allowed to be charged in or near Association garages.

Summer Place Development in General

- The following items are **prohibited** anywhere on the grounds of Summer Place
 - Fireworks
 - Hunting or firearm display or discharging
 - Burning of trash
- **All trash and garbage** should be bagged and tied securely before placing in the dumpster. CardBoard boxes should be broken down.
 - Televisions and microwaves may be placed in the dumpster provided the lids can close. The following items are NOT allowed in the Dumpster:
 - Tires
 - Appliances (Except televisions and microwaves)
 - Furniture or large items
 - Yard waste
 - Chemicals or oil
 - Tile
 - Paint – For cans with paint still in them, the lid must be removed and kitty litter added for absorption of the paint which needs to dry completely before placing in the dumpster.
- **Common Areas** – Walkways, stairs, docks and lawns should not be cluttered with swimming or fishing gear, nor should trash be allowed to accumulate. Swimming Mats and Towable Boat Tubes/Toys are to be stored in a garage or in the crawl space of a building, not on the finger of a dock. Your assistance in keeping the grounds clean will be appreciated by all.

Parking

- No overnight parking for vehicles taking up more than (1) one parking space.
- No Boat/PWC trailers are allowed to be parked on the Summer Place property. Arrangements with a nearby facility should be made.



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Recreational Facilities

Clubhouse

- Owner Access Code – Contact the Association Manager for your access code. The code is required for entry to the clubhouse. Use of the clubhouse is restricted to owners and their guests.
- No smoking is allowed in the clubhouse and perimeter areas.
- Pets are not allowed in the clubhouse.
- Reservations for events are made through the Association Manager.
- A refundable \$50.00 deposit is required for rental by a unit owner.
- Unit owners are responsible for the care/cleaning of the clubhouse following use.

Pools

- Hours 9:00 AM – 10:00 PM
- Spring open date is May 1st – weather permitting
- Fall closing date is October 1st – weather permitting
- Pools are heated by a heat pump that is adjusted by management. The heat pump is NOT a heater. The pool water circulates through the pump and is heated to the set temperature. It is normal for the pool to cool overnight and re-warm the following morning.
- Smoking, pets, and glass are NOT allowed in the pool, on the pool deck or the perimeter.
- Swimming is at your own risk. There is no lifeguard on duty.
- Children under 12 are required to be supervised by an adult at all times.
- Owners are responsible for their guests.

Hot Tub

- Hours 9:00 AM – 10:00 PM
- Spring Open Date is May 1st – Weather Permitting
- Closing Date is December 31st – Weather Permitting
- Owners may NOT adjust the temperature.
- Smoking, Pets and GLASS are NOT allowed.
- Use is at your own risk.
- Children and adults with medical concerns may be at higher risk for use.

Tennis/Pickleball/Basketball Courts

- Play is limited to 1-hour when players are waiting for courts. Courts are intended for use by Summer Place homeowners and guests only. Homeowners shall have priority over guests.
- Basketball participants must provide their own basketball. Pickleball equipment is located in the storage building at the back of the tennis courts. There are (4) complete sets of pickleball nets and game equipment. Equipment must be put back into storage bags and returned to the storage building after each use. Extra pickleball paddles are also located in the storage building for owner and guest use. Unit owners are responsible for damage to or loss of equipment.
- Pets are NOT allowed on the court.



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Annual Meeting and Board of Directors Meetings

- Members must submit in writing any subject they wish to address. This must be in the hands of a Board member seven (7) days prior to the meeting date. Ten (10) minutes will be allowed for a member's presentation. If necessary, an additional ten (10) minutes will be allowed for membership discussion. The Board, keeping in mind the budget and general wellbeing of the Association, will consider the proposal at a closed meeting following the general meeting. The general membership will be notified of the Board's decision within fourteen (14) days following their meeting.
- Matters requiring emergency responses will be dealt with as the situation deems necessary.

Complaints & Enforcement

- Complaints are never pleasant. Complaints of a nature not covered by these guidelines will be the concern of the Manager or the Board of Directors. Infractions of these guidelines shall be referred to the Board of Directors for action. Regardless of the type of infraction, if it is determined that a violation has occurred, the following actions will be taken:
 - **First offense** – A written warning of infraction of the guidelines will be sent to the unit owner.
 - **Second offense** – If no fine is provided for elsewhere in these guidelines or bylaws, a written notice and \$50.00 fine will be issued to the owner of record for each infraction of the same guideline and/or bylaw.
 - **Third offense** – Following a third infraction of the same guideline and/or bylaw, the amount of the fine will be \$100.00.
 - **Fourth offense** – Any subsequent infraction thereafter is subject to the Board of Directors' review.
- For payment of fines, unit owners, when sending in assessment payments, should include payment plus the specified fine amount. If the unit owner chooses to pay partial payments, the fines, late fees, court judgements, maintenance charges, and all other incidental expenses will be deducted **before** assessments are reduced. This will result in the unit owner's assessments being incomplete. Incomplete assessments will incur the appropriate late fees and interest charges per the Association Declaration & Bylaws.

Miscellaneous

- **AppFolio Portal** – Contact the Association Manager for access to the portal and to update owner information. Important information is posted to the portal such as:
 - Minutes of Board and annual meetings
 - Financial statements
 - Homeowner printable directory
 - Newsletters
 - Emergency information
 - Association activities



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- Resident's information available on the portal
 - Online and printable address book
 - Dock and garage assignments
- Noise & Disturbances – Community living can be challenging at times. Owners are encouraged to first discuss noise concerns with their neighbors for a mutual resolution. **Please note that children and pets running, jumping, playing ball, and rough housing on the enclosed deck area can be especially difficult for residents living in adjacent units.**

Docks

- Please refer to the "Dock Policy" for the Association on the AppFolio portal in the "Shared Documents" tab.
- Any changes or revisions must be approved by the Board of Directors. Boat covers and curtains are no longer allowed. Existing covers and curtains will be removed upon the sale of a unit. Boat Lifts, Kayak and PaddleBoard Brackets may be installed after request and approval.

Changes & Conflict of Policies/Guidelines

Times change, things change and we change, so will these guidelines (by a majority of the Board). The Association's Declaration & Bylaws take precedence over these guidelines if a conflict occurs.



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Approved Vendors List

Deck Screens

- American Sun Control – 573.348.4594
- Hugh's Aluminum – 573.216.2108

Unit Windows

- Mark's Mobile Glass
- High Brothers

Paint

- Dugan's Paint & Decorating Center in Osage Beach
 - Exterior Doors – Moore Glo Sof Gloss Classic Burgundy N0926
 - Dock Lockers (listed under Summer Place Condos – Dock Locker Grey Match) – Base Color is PPG Breakthrough Gloss / White & Pastel Base V70-610
 - Door Jams or Fire Door – Moore Glo Sof Gloss Brilliant White N09601
 - PWC Platform – Rustoleum Restore 4x Color: Fieldstone; Must follow Manufacturer's stated application.

Deck Shades & Window Tinting

- American Sun Control – 573.348.4594
 - Roll Curtains for Deck (8' or 4') – 95 %, Grey or Sunbrella Cadet 4630 (Solid Panel)
 - Glass Tinting for all windows – Silver 60/R35 – SS50/N1050 – Slate 20, 30, or 40
 - Glass Tinting for Storm Doors – Silver 80/R20
- Lowes – 573.302.8808
 - Roll Shades – Coolaroo Exterior Sun Shades, Roller Style, OUTBACK Collection, Knitted High Density Polyethylene Fabric up to 90% UV Block, Color Choice: Montecito or Grey