**PHEASANT RUN RULES**

**Updated May 2022**

**DUES**

1. Monthly dues are due on the 1st of each month and considered delinquent if postmarked after the 10th.
2. Dues that are received after the 10th or postmarked after the 10th are subject to a $25 late fee the first month and a $50 late fee for each month thereafter. Failure to respond to notices of late payments after 60 days will result in a lien being placed on the property, with an Administration and Filing Fee of $242 charged to the owner. Properties that are behind in dues payments are not allowed to use the pool or tennis court until the dues are caught up.
3. Dues should be sent to the below address, or by setting up payment through your personal bank.

Pheasant Run Homeowners Association

 PO Box 4484

 Topeka, Kansas 66604

**PARKING**

1. Each unit in a 4plex is allowed two parking spaces, with only one parking space per unit directly in front of the building. Some units have carports included in ownership, for which an extra fee is charged. Carports are considered one of the owner’s 2 allotted parking spaces. Only carport owners are permitted to park in carports.
2. Duplex parking is located in the driveway and directly in front of your unit.
3. Please do not block mailboxes, drives, or park directly next to a dumpster.
4. Guests may park in your space (if you have an extra space available) in front of your 4plex or duplex. Otherwise, guests may park in front of the cabana and tennis court, on 22nd Terr, and in 1 guest spot south of 5849. Guests should not park in carports or in other resident parking spaces. It is the owner’s responsibility to inform guests of parking areas and rules.
5. No parking or driving on grass is permitted. The Association may assess violators for any resulting damage.

**PETS**

1. Household pets may be kept in the units. In the event that a household pet creates a nuisance or an unreasonable disturbance, the owner shall remove the pet upon thirty (30) days written notice.
2. Pets (i.e., cats and dogs) will not be allowed to run loose in the complex. Owners will be given one warning before Animal Control is called.
3. Absolutely no pets in the pool or tennis court areas.
4. Owners must immediately clean up after pets anywhere in the complex.

**ENTRYWAYS**

1. Owners are responsible for cleaning their entryways and for keeping all areas clear of trash.
2. Towels and clothes are prohibited from being hung on patios or decks.
3. No personal property (including toys, bicycles, etc) may be stored, maintained, or left out on any of the common areas (including sidewalks and porches), or facilities without written consent of the Board of Directors. Items must be stored in your unit, on your back patio or deck, or in your garage when not in use.

**FIREPLACES**

1. Per Section 14.4 of the Declarations, maintenance and repair of the fireplace and associated insulated duct work is the responsibility of the individual owner. The Board encourages owners with wood burning fireplaces to err on the side of caution with regard to proper maintenance. This is especially true in 4plexes as any fire would quickly spread as there are no firewalls.
2. Firewood shall be stacked on each owner’s patio or deck and may not be stacked in the common areas, including carports.
3. Trucks delivering wood are not allowed on the lawn.

**GROUNDS & LANDSCAPING**

1. All trash must be placed in plastic bags and tied shut when placed in the trash receptacles. Do not place trash outside the dumpster. It raises safety and health issues and is an extra charge to the Association from the waste management company.
2. Do not litter around the complex.
3. The HOA maintains landscaping in the common area, and in designated mulch beds generally in front of, and on the street side of all 4plexes. Owners are encouraged to volunteer in helping to maintain this landscaping by assisting with watering as needed. Most buildings have one outside spigot. Other than small garden flags by the entryway, decorative items are not permitted in the landscape areas maintained by the HOA. Personal lawn décor should be displayed on your private patio. Landscaping around patios must be approved by the Board.
4. The HOA maintains the landscaping of the common areas around the duplexes. Duplex owners maintain Board approved landscaping within close proximity to the back patios and decks. Duplex owners may opt to maintain landscaping in close proximity to the front of their units as well, but the landscaping must be approved by the Board.

**SWIMMING POOL AND TENNIS COURT**

1. The swimming pool and tennis court areas are only available for use by owners of Pheasant Run and their guests. An owner must always be present with their guests; and a maximum of ONLY 4 guests are allowed at any one time. If the owner has more guests, the owner must book a party on the calendar inside the cabana and only 3 parties a year are allowed. Owners must NEVER give out their pool or tennis court keys and the door/gates must always be locked at all times. Violation of these rules may result in loss of pool/tennis court privileges. Also, owners pool and tennis court privileges are suspended if you are not current on Homeowners HOA Dues.
2. Swimming pool rules are posted in the Cabana and on the web site. Tennis court rules are posted on the court entrance and the web site.
3. Owners with past due balances are not permitted to use the pool or tennis court.
4. Tennis court equipment should be locked in the cabinet, and the gate should be locked when leaving.
5. Any abuse should be reported to the Board of Directors or managing agent.

(Please see Pool & Tennis Court Rules)

**GENERAL**

1. Units are for single-family occupancy and may not be rented or leased.
2. Only two adults over the age of 18 may occupy a unit. Only two children under the age of 18 may occupy a unit with an adult, or adults, over the age of 18. No one under the age of 18 may reside in a unit without an adult over the age of 18.
3. Owners are responsible for notifying the Board of Directors or managing agent if a unit is going to be placed for sale. Approval for the sale of a property must be submitted to the Board of Directors for approval 20 days prior to closing.
4. For Sale signs may not be placed in the common areas and should be placed in the window of the unit for sale.
5. Owners must request permission from the Board to install permanent awning covers over patios, under decks, or to enclose their patio with a fence. Requests must be made in writing and approval must occur before work may begin.
6. Owners are not allowed to attach anything to the exterior of the building, such as awnings, signs, radio and/or television antennas, cables or other mechanical or decorative material without the prior written consent of the Board of Directors. Satellite dishes may be mounted only on the owner’s deck or patio. They may not be mounted on posts located in the common area. Some units will not have access to the southern sky for satellite reception. All buildings have access to cable tv, and or land lines for AT&T U-verse.
7. No noxious, nuisance or other offensive activity shall be carried on in any unit or the common area properties.
8. Nothing shall be done in any individual unit or in, on or to the common areas which will impair the structural integrity of the building.
9. Owners may not park, store or locate any boat, trailer, camper, camper top, non-street vehicle or inoperable motor vehicle in or upon any of the common areas.
10. No vehicle shall remain inoperable condition for more than two weeks. Vehicles will be towed at the owner’s expense.
11. Stereos, radios, etc. should not be heard in the common area after 10 p.m.
12. The speed limit throughout the complex is 15 mph.
13. Roller skating and skate boarding are not permitted in the Pheasant Run community. This is a safety and insurance issue. It is also to protect from any potential damage to surfaces and retaining walls.

**INSURANCE**

1. Pheasant Run has exterior hazard insurance provided by Farm Bureau. Our agent is Kirk Bath.
2. All owners must obtain interior HO-1 insurance (specifically for condominiums) with a suggested minimum coverage of 50% of homes market value. In addition, the policy should include coverage for any damage caused by your unit to another unit. For example, water leak in an upstairs unit causing damage to a downstairs unit. In most cases, the damaged unit’s insurance covers the repairs, and then seeks recovery from the damaging unit’s insurance company, if negligence is involved. You should also have adequate coverage to replace all the contents of your unit and carry Assessment coverage ($10,000 or more is recommended) to cover any Community loss assessments.
3. New owners should provide the Association with a copy of their insurance policy or proof of coverage within 20 days of occupying a unit.