

**CONIFER PLACE HOMEOWNERS' ASSOCIATION, INC. COMMUNITY
STANDARDS – April 2026**

Effective April 1, 2026, these Conifer Community Standards will be used to supplement the Conifer Property Owners Association Covenants which govern all lot owners in Conifer Place. These standards may be revised or amended at any time by the Conifer Place Property Owner Association Board of Governors. Interpretation of these Community Standards is governed by the Board. In no case shall a Community Standard take precedence over a Covenant or By-law of the Association, the laws and ordinances of Richmond County or the state of Georgia. All Bylaws, Covenants and Community Standards apply to each lot owner, his family, tenants, guests, invitees, and agents.

BUILDINGS STRUCTURES

USE: All the Lots shall be restricted exclusively to single-family residential use. The term "single family" shall include one or more related or unrelated adults, as well as the children of any such adult.

FIXTURES: Exterior lamps, air conditioning units and all other outdoor fixtures shall be kept clean and in good repair, rusted or corroded components shall be repaired or replaced. Air conditioning compressor units, pool equipment and filtration equipment must be obscured from view by plant material. Roof top solar panels are not allowed.

PAINT: Painted, stucco or vinyl-coated features shall be structurally sound, without noticeable decay or damage. The paint or coated surface shall be smooth, free of chips and not unduly weathered. Maintenance painting and coating colors shall exactly match existing colors unless Architectural Review Committee approval is obtained. Any surface not previously painted has to be approved by the Architectural Control Committee (ACC).

RAIN GUTTERS: Gutters and downspouts shall be kept in good repair, free of plant material and replaced or repainted as necessary to maintain appropriate appearance. Measures shall be taken to prevent washouts and erosion below downspouts.

ROOFS: Roofs shall be kept in good repair, to present a neat and attractive appearance. Missing shingles must be replaced with ones of the same

style and color. Accumulations of pine straw, branches and/or leaves are not acceptable must and be removed. Metal roofs are not allowed.

SHUTTERS AND TRIM: Exterior trim and fascia shall be kept in good repair and replaced if called for due to deterioration or weathering. Missing or deteriorated shutters shall be replaced with ones of like kind and color.

SIDING: Siding shall be cleaned as necessary to remove accumulations of dirt, mold and mildew, and kept in good repair. Missing or broken panels shall be fixed or replaced with panels of the existing style and color.

WINDOWS: Broken glass shall be replaced. Torn or damaged screens shall be repaired or replaced. Curtains, blinds or shades are not needed, but bed sheets, newspapers, reflective materials and other similar temporary window treatments are not allowed.

BUSINESS USE

The Covenants provide that no trade or business may be conducted in or from any lot or residence. Notwithstanding the foregoing, however, a member may submit a detailed request for a variance in writing to the Board of Directors for consideration. A trade or business that is conducted entirely within the residence and is not apparent or detectable from the exterior is the only business that will be considered for approval by the Board. This restriction prohibits increased foot, motor traffic or excessive normal household deliveries/mailings. There is no guaranty that said application/submission will be approved or a variance allowed. If a variance is approved, it is limited to one year. A renewal may be approved for each additional year if a written request is submitted to the Board of Directors and approved.

Door-to-door solicitation, hand-delivered flyers or use of the Conifer Resident Directory for commercial purposes are prohibited.

COMMERCIAL VISITOR, REALTOR AND CONTRACTOR RULES

The Wheeler Road Entrance/Exit is the only access into or out of Conifer Place for commercial visitors, realtors, contractors or personal visitors.

Entrance to Conifer Place is only for approved work on a designated project or delivery to a specific address. Entrance is not granted for other purposes, such as soliciting. Unauthorized entrants may be prosecuted for trespassing. No soliciting of any kind is allowed.

The speed limit is twenty miles per hour. This and other laws may be strictly enforced by the Richmond County Sheriff's Department and Georgia Highway Patrol.

Walking or driving around Conifer Place is prohibited. Drive directly to/from the job site. Drive directly to the Wheeler Road Entrance /Exit when work is completed.

Landscapers and yard maintenance contractors may work Monday through Saturday, from 8:00 A.M. to 5:00P.M., except holidays.

Contractor hours are from 8:00 A.M. to 5:00 P.M. Monday through Saturday, except holidays. No other exterior construction or renovation work is allowed on Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Work sites must be cleaned daily, including mud on driveways and streets, yard debris and waste, but nothing shall be deposited in storm drains.

Contractor equipment and vehicles at job sites must be parked on one side of the street only.

Portable toilets must be located away from the street and neighboring homes.

Silt fencing must be installed, if appropriate and/or mandated by Richmond County. Silt fencing is required to prevent debris from getting into the roadway, drains or the detention pond.

Any contractor or vendor who violates any rule can be banned from working in the Conifer neighborhood following reasonable warnings.

One (1) sign may be displayed (per residence) in front of a new home under construction while the contractor is working on the job, or the home is "FOR SALE". Said sign may not exceed for (4) square feet. Signs installed before or remaining after construction, or after a home is

sold/rented/leased, will be removed and discarded. No other contractor or political signs are allowed.

Realtors may add one (1) "topper" (5" high x 24" wide each maximum), to their one 24" x 24" sign. Additional signs, including but not limited to "virtual tour" signs, will be removed and discarded.

Realtors may erect an "OPEN HOUSE" sign on the lot and directional signs elsewhere, on Sundays only. Open House and other directional signs erected Monday through Saturday will be removed and discarded.

DISCHARGE OF FIREARMS

There shall be no unlawful discharge of firearms in Conifer Place.

DRAINAGE

Creeks and tributaries within Conifer Place are waters of the State and are controlled by government agencies. Altering creeks, tributaries and their water flow is prohibited. Natural and designed storm water drainage features (swales, trenches, underground piping systems, etc.) on residents' property, which are within a drainage easement, are essential to the neighborhood drainage systems. Residents must keep associated-underground piping inlets free of obstruction, including weeds and heavy silt and tree foliage. Altering water flow of these natural or designed drainage systems is prohibited without approval in writing by the Board of Directors. This includes grading, tree and shrub plantings, and construction of obstructions such as fences, etc.

Placing yard waste onto the street and into the storm water drainage systems that would otherwise block or impede storm water drainage, is prohibited.

DRIVEWAYS, PARKING AREAS AND WALKWAYS

All driveways, parking areas and walkways must be kept in an attractive appearance. Broken concrete or other paving material shall be repaired or replaced expeditiously. Asphalt shall be resealed, as necessary. Other

materials shall be maintained, as necessary to keep a high standard. The Architectural Control Committee must approve all driveway additions, repairs and changes to current driveway design. Gray concrete driveways are not allowed. There are driveway apron requirements as stated in the Covenants.

DUMPING

No dumping of any kind is allowed in Conifer Place.

EXTERIOR ADDITIONS, RENOVATIONS, ALTERATIONS, TREE REMOVAL

Additions, renovations and alterations to homes of any kind, including, but not limited to garages, outbuildings, porches, water wells, patios, fire pits, sidewalks, parking areas, landscaping, drainage or grading, fences and walls require Architectural Review Committee and /or the Tree Committee approval prior to work beginning.

FENCES

Paint is not required on fences, but home and lot owners shall apply fresh coats of paint or stain as necessary to maintain the appearance of any fence that has been previously painted, stained or treated with a wood preservative. No solid wood fencing may face any street.

Missing or broken boards and posts shall be replaced.

Gates shall be kept in good repair, and gate hardware shall be replaced as necessary to maintain proper operation.

Leaning fence posts and fence sections are not allowed and must be straightened.

Any additions, modifications or changes of any kind to fencing or walls requires approval of the Architectural Control Committee prior to work beginning.

FRONT AND SIDE YARDS and STRUCTURES

Front and side yards, outbuildings, detached garages, carports, porches, decks or similar structures in the front, rear or side yard shall be kept neat and orderly.

FLOWER BEDS, GROUND COVER, NATIVE AREAS, AND BUSHES

Trees and shrubbery shall be trimmed as necessary for streetlight and curb clearance. Dead, overgrown, or damaged plantings shall be pruned, removed and/ or replaced. All vegetation up to and below thirteen feet (13') in height must be trimmed behind the curbs. Ground cover must be kept on the property side of the curbs and gutters.

All areas shall be kept free of weeds, pinecones, branches, and limbs.

Natural mulch, pine straw or other ground cover shall be used as needed to control weeds, cover bare areas and keep ground moisture. Use of gravel, rock or stone must be approved in advance by the ACC.

Border materials shall be kept in good repair and/or replaced, as necessary.

Artificial plants and flowers are prohibited.

Disposing of yard waste in common areas is prohibited.

LAWNS

Grass may not exceed a height of Three (3") inches and be kept well groomed. Bare spots or sparse lawns must be seeded, sodded, sprigged, or covered with mulch or pine straw.

Lawns shall be mowed, edged, and free of any debris or weeds always.

Grass shall be edged along the curb to prevent overgrowth onto the street.

Grass shall be edged along any fence line, and around any flower beds, trees or posts contained within the lot.

Grass shall be trimmed along parking areas and driveways. The edges of the concrete, blacktop must be visible.

Grass clippings and other debris from yard maintenance shall be removed from driveways and road surfaces.

No dumping of any kind is allowed into the storm drain system or onto vacant lots.

TREES

Removal of any tree ten inches (10") or greater diameter requires the approval of the Conifer Tree Committee.

Branches shall be pruned as necessary for streetlight and curb clearance to a height of thirteen (13') above the roadbed.

Dead, damaged or diseased trees shall be replaced or removed only after having been approved by the Tree Committee. All remaining tree stumps must be removed at once and the area affected must be cleaned and made to match the adjacent ground.

Tree circles shall be kept free of weeds and properly edged. Mulch or other ground cover shall be used as needed to control weeds and retain ground moisture.

Tree circle borders shall be kept in good repair and/or replaced, as necessary.

LINE-OF-SIGHT, STREETLIGHT OR TRAFFIC OBSTRUCTIONS

To avoid obstructing drainage flow, visibility and/or clearance, residents must trim their trees, bushes, grass and/or ground cover to the inside edge of the curb and around streetlights.

MAILBOXES

Mailboxes must be maintained and properly installed. Installed mailboxes/ posts/ scrolls must be free of damage, corrosion or unsightliness. Leaning mailboxes and posts must be straightened. Three-inch-high brass address numbers are preferred. Numbers must be affixed on both sides of

the box or front if at the end of a cul-de-sac to aid emergency personnel in identifying your home.

Replacement mailboxes, posts, and scrolls must meet Conifer Place mailbox specifications. Mailbox height must meet USPS specifications.

Conifer Place mailbox specifications are available from the Property Manager, who can also supply a list of mailbox repair and replacement suppliers.

MOBILE HOMES, TRAVEL TRAILERS, BOATS AND RECREATIONAL VEHICLES

No mobile homes shall be parked or placed on any lot and used as a residence, either temporarily or permanently at any time. No motor homes, travel trailers or recreational vehicles shall be visible and must be placed in a closed garage or fenced area that is not visible from the street. No repair work can be done on any such vehicle within Conifer Place.

NEW HOME CONSTRUCTION, ADDITIONS OR EXTERIOR ALTERATIONS

Once a county building permit is issued and the Architectural Control Committee has approved a project in writing, one year is allowed for construction completion, unless in the opinion of the Committee more time is needed.

No Changes to approved plans may be undertaken without resubmission and written approval by the Architectural Control Committee.

OPEN BURNING

No open burning is allowed in Conifer Place for safety and nuisance reasons. NO poultry, swine, cows, goats, horses, mules or other farm animals or fowls or bait farms shall be maintained on any lot.

PETS

No more than a total of two (2) cats, dogs or similar domestic pets may be kept on any lot except with the written permission of the Board of Directors.

When not inside a residence, all dogs must be confined to the fenced back yard of the lot or be on a leash. Pets must be tagged and current with all vaccinations.

Dog walkers must immediately clean up after their pets and dispose of refuse upon return to their property. Refuse shall not be deposited in a trashcan on the curb belonging to another resident.

Residents are encouraged to call Richmond County Animal Control if they have not been able to Stop neighboring dogs' barking by communicating the nuisance to the dogs' owner. Animal Control should also be called for problems with wild animals.

PROHIBITED ITEMS

Dog runs, window or exterior wall HVAC units or fans.

Hammocks, lawn chairs, tables, patio furniture, soccer or other goals, sports equipment, bicycles, recreational equipment/nets, toys or items of like nature may not be located on any lot where such equipment would be visible from any street when not in use without the prior written approval of the Board of Directors.

PUBLIC GARAGE SALES, YARD SALES, AUCTIONS, ESTATE SALES

These and like activities are prohibited. Articles for sale may not be displayed on a lot, a residential yard, or vehicles at or near the residence.

RUBBISH AND OTHER DISCARDED MATERIALS

Loose trash, limbs, leaves and other rubbish shall not be allowed to accumulate anywhere on the lot, and, while awaiting removal, shall be enclosed in containers or bags sufficiently secure to keep them from being scattered by animals or the wind. Rubbish includes, but is not limited to,

tires, junk automobiles, automobile parts, furniture, mattresses, appliances, construction material not currently being used to upgrade the residence, or other objects of any sort that present a cluttered or trashy appearance.

TRASH & RECYCLABLE CONTAINERS, CLOTHESLINES, WOOD PILES

Trash cans and recyclable containers shall not be visible until the evening before the collection day and removed by the evening of pickup day. All trash containers and wood piles shall be screened from the view of the street or neighboring yards; except that trash containers may be placed curbside for trash pickup. No clotheslines or like objects may be used on the exterior of any home.

SATELLITE DISHES, ANTENNAS

No exterior satellite dishes shall be placed on any portion of a lot without prior written consent of the Board, unless completely contained within the dwelling so as not to be visible from outside the dwelling. If a satellite dish or antenna is permitted by the Board in writing, it must be screened from the view of adjacent lots and the road by an approved fence or other approved structure no more than six (6) feet in height.

SIGNS

Refer to the Commercial Visitor, Realtor & Contractor Rules section for information. Security Alarm signs are allowed when installed for residential crime deterrence but are not allowed if used for other purposes such as advertising.

STREET USE

Streets within Conifer Place are private roadways and are maintained by the Conifer Place Property Owners Association (CPPOA).

The speed limit is twenty miles per hour. This and other street enforcement laws are strictly enforced by the Richmond County Sheriff's Department and Georgia Highway Patrol.

Motorized two wheelers, motorized three-wheelers, motorized four-wheelers and motorized go-carts, etc. are banned by the CPPOA. Electric and Gasoline-powered golf carts are allowed.

No parking of commercial trucks, trailers, non-operational vehicles or mobile homes shall be allowed on the streets, lots or other portions of Conifer Place except during construction and, thereafter, except for delivery and pickup or remodeling and repairing of buildings on the subject property. Campers, motorcycles, motorbikes, motor homes, golf carts, recreational vehicles, vans, travel trailers, panel trucks, boats and boat trailers not over twenty-five (25) feet in length may be kept on a lot if parked in a closed garage or fenced area not visible at all times. It is a violation for trailers, boats, motor homes or other types of recreational vehicles to be parked in view except for temporary loading and unloading for a period not exceeding eight hours.

Motor vehicles (defined as any motorized conveyance allowed on public highways), may be parked on driveways or parking areas. Parking of motorized vehicles in yards is prohibited. No motor vehicles may be parked on the street between the hours of 10:00PM to 6:00AM. Overnight parking on Conifer Place streets is prohibited. This rule will be relaxed during the Masters Golf Tournament.

Residents are encouraged to instruct guests of large parties to park on one side of the street only, for safety reasons, so that firetrucks and other emergency equipment may maneuver safely through the neighborhood.

Vehicles are in violation if they obstruct the flow of traffic or block driveways. It is recommended that vehicles should be parked first in the garage with overflow of parking in the driveway. Garage doors should be closed when not in use.

PROHIBITED VEHICLES

No trailers of any kind, graders, backhoes, front loaders, boats, watercraft, tractors, campers, wagons, recreational vehicles, PODS containers,

dumpsters, storage containers or buses may be parked on or near any lot or fenced area more than twenty-four (24) hours without prior board approval.

TRUCKS

A "truck" includes any vehicle that exceeds 12,000 lbs. gross vehicle weight rating (GVWR), has more than two axles, has commercial plates, has commercial signage, has the appearance of a commercial vehicle, contains hazardous materials, is used for commercial purposes, or is banned from residential areas per Richmond County code. No such truck shall be parked on or near any lot except when in actual use, or in garage. No resident or Overnight visitor may leave such commercial vehicle visible in the neighborhood.

PRIVATE GOLF CART USE

Golf cart use on Conifer Place Streets must abide by Georgia state laws and local ordinances.

RULES AND ENFORCEMENT FINING AND SUSPENSION PROCEDURE

Notice: If any provision of the Protective Covenants, Bylaws, Association rule or Community Standard is violated, the Conifer Property Owner Association's management company shall send the violator written notice identifying the violation and or fine(s) being imposed and advising the violator of the right to request a hearing before the Board to contest the violation and or fine(s) or to request reconsideration of the fine(s). Fine(s) may be effective or begin upon the sending of such notice or such later date specified in such notice, notwithstanding the violator's right to request a hearing before the Board to challenge the fine(s). In case of a continuing violation, each day the violation continues or occurs again constitutes a separate offense, and fines may be imposed on a per diem basis without further notice to the violator. Notice may be hand-delivered or sent via U.S. Mail or by email.

Hearing: If a written request for hearing is received from the violator within ten (10) days of the date of the violation notice provided above, then the Board shall schedule and hold in executive session a hearing to afford the violator a reasonable opportunity to be heard. The minutes of the meeting shall have a written statement of the results of the hearing.

All hearings will be recorded and minutes taken to memorialize the discussion. The expected corrective action, including the date by which it must be completed, will also be recorded.

WINDOW AIR CONDITIONER/HEATER

NO air-conditioner shall be installed in any window of any building located on any lot, nor shall any air conditioner be installed in any building located on any lot so that the same protrudes through any exterior wall of such building, nor may any heat or air conditioner be visible from the street.

Conifer Place Property Owners Association

Fines Schedule – March 2026

BE IT RESOLVED that the following Schedule of Fines and Collection Policy shall be adopted and followed to ensure consistent and fair enforcement of the Conifer Homeowners Association Governing Documents.

The Board of Directors is authorized to enforce timely payment of assessments, compliance with the Governing Documents, and all duly adopted policies. Monetary penalties may be assessed against property owners for violations committed by the owner, their family members, guests, tenants, or occupants.

Property owners have the right and responsibility to request a meeting with the Board to discuss any fines or penalties assessed. Only the legal property owner(s) may attend such meetings. If the property is owned by an LLC, one authorized member or manager may attend on behalf of the LLC. Additional parties, including family members, tenants, or representatives, are not permitted to attend.

It is the responsibility of each property owner to ensure The Conifer Place Property Owners Association and its management company have current contact information, including email address, telephone number, and mailing address, for the purpose of receiving official communications and violation notices.

1. Annual POA Assessments

- Annual assessments are due on **January 1** of each year.
- A 10% late fee will be applied to any unpaid balance beginning **March 31st**.

- On the first day of each month thereafter, an additional 10% of the outstanding balance (including late fees) will be added until the account is paid in full.
- At 90 days delinquent, the account will be referred to collections, and late fees will continue to accrue.
- At 180 days delinquent, the Board may consider placing a lien on the property.

If payment is received before the account is referred to collections, delinquency notices and fines will be assessed as follows:

| 30-Day Delinquency Notice | 60-Day Delinquency Notice | 90-Day Final Notice |
|---|--|--|
| Issued thirty (30) days after the assessment due date, notifying the owner of the outstanding balance and assessment of a 10% late fee. | Issued sixty (60) days after the assessment due date, notifying the owner of continued delinquency and assessment of an additional 10% late fee. | Issued ninety (90) days after the assessment due date, notifying the owner of a third 10% late fee and advising that the account will be referred to a collection agency if payment is not received immediately. |

Collection Action

If the account remains unpaid ninety (90) days from the original due date, the delinquent balance, including all accrued fines and fees, will be referred to a collection agency for further action in accordance with the Association’s collection policy and applicable law.

The property owner shall be responsible for all costs incurred by the Association in the collection process.

Enforcement

The Conifer Place Property Owners Association reserves the right to file a lien against any property for unpaid assessments, fines, or related charges

and to initiate foreclosure proceedings as permitted under applicable state law to recover outstanding balances.

2. Architectural Review & Exterior Modifications

All exterior structural changes or modifications require prior approval from The Conifer Place Property Owners Association **Architectural Control Committee (ACC)**.

Certain improvements may also require approval from the **City of Augusta**. It is the sole responsibility of the property owner to obtain all required approvals before beginning any work.

Any exterior modification commenced without written ACC approval may result in:

- **Required removal of the unapproved improvement at the homeowner's expense**
- **Monetary fines**
- **Additional enforcement action as outlined below**

Failure of the ACC to respond does not constitute approval. If a property owner does not receive a response, it is the owner's responsibility to escalate the matter to the Board of Governors, providing documentation of the original submission to the ACC.

Schedule of Fines – Architectural Violations

Violation:

Any unapproved exterior change or structural modification.

Fine Per Occurrence:

| 1st Notice – Courtesy Notice | 15 Days After Courtesy Notice | Continued Non-Compliance |
|--|---|---|
| Property owner will receive written notification and have 15 days to respond | If unresolved, a \$250 fine will be assessed. | An additional \$500 fine will be assessed every 30 days thereafter until the violation is fully resolved. |

| | | |
|-------------------------------------|--|--|
| and/or submit proper documentation. | | |
|-------------------------------------|--|--|

If the property owner agrees in writing to a corrective action plan and timeline approved by the Board, additional fines may be suspended during compliance. Failure to meet the agreed timeline will result in reinstatement of all suspended fines.

Additional Enforcement Provisions

- All attorney fees, administrative costs, mail costs, and management fees incurred in enforcement will be charged to the homeowner's account.
- If resolution cannot be reached, the The Conifer Place Property Owners Board of Governors may pursue legal action through Association counsel.

Once the violation is resolved, collection of unpaid fines will proceed in accordance with the Association's adopted fine and collection policy.

3. Landscaping Modifications & Approval Requirements

All exterior landscaping modifications require prior written approval from The Conifer Place Property Owners Association **Landscape Committee**.

The property owner is responsible for submitting a request and receiving approval before beginning any landscaping work. This includes, but is not limited to:

- Installation or replacement of garden features (e.g., fountains, decorative structures, retaining elements, etc.)
- Any unapproved exterior modification to landscaping

Failure to obtain prior approval may result in:

- Required removal of the unapproved improvement at the homeowner's expense

- Monetary fines
- Additional enforcement action

Lack of response from the committee does **not** constitute approval. If no response is received, the property owner must escalate the matter to the HOA Board and provide documentation of the original submission.

Schedule of Fines – Landscaping Violations

Violation:

Any unapproved landscaping change or exterior landscape modification.

Fine Per Occurrence:

| 1st Notice – Courtesy Notice | 2nd Notice (15 Days After Courtesy Notice) | 2nd Notice (15 Days After Courtesy Notice) | Continued Non- Compliance |
|---|---|---|--|
| Written notification providing 15 days to respond and/or submit proper documentation. | If unresolved, a \$100 fine will be assessed. | An additional \$150 fine will be assessed. | An additional \$300 fine every 30 days thereafter until the violation is resolved. |

If the property owner agrees in writing to a corrective action plan and timeline approved by the Board, additional fines may be suspended during compliance. Failure to meet the agreed timeline will result in reinstatement of all suspended fines.

Additional Enforcement Provisions

- All attorney fees, administrative costs, mail costs, and management fees incurred in enforcement will be charged to the homeowner's account.
- If resolution cannot be reached, the The Conifer Place Property Owners Association Board of Governors may proceed with legal action through Association counsel.

- Once the violation is resolved, collection of unpaid fines will follow the The Conifer Place Property Owners Association’s adopted fine and collection policy.

-

Landscaping and Exterior Maintenance Policy

All property owners are responsible for maintaining their lots and exterior improvements in accordance with the The Conifer Place Property Owners Association Governing Documents.

Empty Lots: Empty lots without a structure must be maintained as follows:

| March 1 – November 30 (Growing Season) | December 1 – February 28 |
|---|--|
| Landscaping must be maintained weekly. | Landscaping must be maintained at least twice per month. |

Failure to maintain an empty lot will result in a **\$100 fine per violation**. Unpaid fines will be processed in accordance with the fine collection procedures outlined in Section 11 of this document.

4. Exterior Maintenance Requirements

All landscaping and exterior structures must be properly maintained. Violations include, but are not limited to:

- Mold or mildew on siding
- Overgrown landscaping
- Flower beds overgrown with weeds
- Fading or peeling paint
- Broken or damaged fences
- Other visible property maintenance issues

Schedule of Fines

| 1st Notice – Courtesy Notice | 2nd Notice (After 15 Days) | 15 Days After 2nd Notice | Ongoing Non- Compliance |
|--|---|-----------------------------|--|
| Homeowner will have 15 days to respond to the Board. | Formal notice that a fine will be imposed if the violation is not resolved or if no approved resolution plan is submitted within 15 days. | \$100 fine assessed. | An additional \$200 fine will be assessed every 30 days until the violation is resolved. |

If the homeowner agrees to a written schedule to resolve the violation, additional fines will be suspended provided the agreed timeline is met. If the issue is not resolved as agreed, all suspended fines will be reinstated to the homeowner's account.

Additional Enforcement Steps

- All attorney fees, mailing costs, and management fees related to enforcement will be charged to the homeowner's account.
- If a resolution cannot be reached, The Conifer Place Property Owners Association Board of Governors may proceed with legal action through association counsel.
- Once the violation is resolved, collection of unpaid fines will continue in accordance with the procedures outlined in Section 11.

5. Use of POA Common Areas

POA common areas are provided for the enjoyment of property owners for outdoor activities and gatherings.

Common areas may **not** be used for the following purposes without prior written consent from the Conifer Place Board of Governors, including but not limited to:

- Construction laydown or material storage
- Storage of personal property
- Dumping of yard waste or debris
- Vehicle parking
- Storage or use of commercial vehicles or equipment

Schedule of Fines – Improper Common Area Use

Violations include, but are not limited to:

- Inoperable vehicles
- Trailers
- Commercial vehicles or equipment
- RVs and boats
- Unauthorized parked vehicles

Fine Process

| 1st Notice – Courtesy Notice | 2nd Notice (After 15 Days) | 15 Days After 2nd Notice | Continued Non- Compliance |
|--|---|-------------------------------------|--|
| Homeowner will have 15 days to respond to the Board. | Formal notice that a fine will be imposed in 15 days if the violation is not resolved or if no approved resolution plan is submitted. | \$100 fine assessed. | An additional \$200 fine will be assessed every 30 days until the violation is resolved. |

If the property owner agrees to a written schedule to resolve the violation, additional fines will be suspended provided the timeline is

met. If the issue is not resolved as agreed, all suspended fines will be reinstated to the homeowner's account.

Additional Enforcement

- All attorney fees, mailing costs, and management fees associated with enforcement will be charged to the homeowner's account.
- If a resolution cannot be reached, the POA Board may proceed with legal action through association counsel.
- Once the violation is resolved, collection of unpaid fines will follow the fine collection procedures outlined in Section 11 of this document.

6. Private Property Restrictions

The Conifer Place Property Owners Association private property restrictions apply to all individual lots and improved properties. Properties may not be used for purposes including, but not limited to:

- Unsightly outdoor storage
- Inoperable vehicles
- Trailers
- Commercial vehicles or equipment
- Recreational vehicles (RVs) and boats
- Excessive or improperly stored sports equipment

The Board of Governors is responsible for reviewing properties that may not be in compliance with the Governing Documents. A majority vote of the Board is required to determine that a property is in violation.

Schedule of Fines – Improper Individual Lot Use

| 1st Notice – Courtesy Notice | 15 Days After Courtesy Notice | Continued Non-Compliance |
|--|---|--|
| Homeowner will have 15 days to respond to the Board. | If the violation is not resolved or if no approved resolution plan is submitted, a \$100 fine will be assessed. | An additional \$200 fine will be assessed every 30 days until the violation is resolved. |

If the property owner agrees to a written schedule to resolve the violation, additional fines will be suspended provided the timeline is met. If the issue is not resolved as agreed, all suspended fines will be reinstated to the homeowner's account.

Additional Enforcement

- All attorney fees, mailing costs, and management fees related to enforcement will be charged to the homeowner's account.
- If a resolution cannot be reached, the POA Board may proceed with legal action through association counsel.
- Once the violation is resolved, collection of unpaid fines will follow the fine collection procedures outlined in Section 11 of this document.

7. New Construction or Approved Home Additions

Property Owner Responsibility for Builder Compliance and Property Maintenance

In Conifer Place Property Owners Association, the property owner is responsible for ensuring that their contracted builder maintains a clean, safe, and orderly construction site consistent with the standards of the community.

Construction materials and debris must be neatly contained at all times. Trash must be removed from the site or placed in a dumpster daily. The property and surrounding areas must remain free of safety

hazards, including but not limited to nails, sharp objects, construction debris, and other unsafe conditions.

Weeds, grass, and landscaping must be maintained weekly during the growing season to prevent an unkempt appearance.

Mud, dirt, and debris tracked or washed onto sidewalks, alleys, streets, or neighboring properties must be cleaned daily and in all cases within three (3) business days of notice to prevent safety hazards and preserve community aesthetics.

The property owner is responsible for coordinating with their builder regarding the staging of building materials.

The property owner is ultimately responsible to the HOA for all construction-related compliance. Enforcement actions for noncompliance will be directed to the property owner.

• **Schedule of Fines – Construction-Related Violations**

1. Lack of Weekly Maintenance of Weeds, Grass, or Other Plants

| First Occurrence (Per Growing Season) | Second and Subsequent Occurrences During Same Growing Season |
|--|---|
| 1st Notice – Courtesy (7 days to respond to Board) | Immediate \$100 fine (consistent with empty lot enforcement) |

2. Mud and Debris Not Contained Within Property

| 1st Notice – Immediate Action Required |
|---|
| Due to safety concerns, resolution is required within three (3) business days. Failure to respond or correct the issue will result in a \$100 fine. |

3. Unapproved Location for Building Materials (Outside Owner’s Property)

| 1st Notice – Courtesy | 2nd Notice (After 15 Days) | 3rd Notice (After Additional 15 Days Without Resolution or Timeline Agreement) |
|----------------------------------|--|---|
| 15 days to respond to the Board. | Notification that a fine will occur in 15 days without | \$250 fine assessed every 15 days until resolved. |

| | | |
|--|---------------------------------|--|
| | resolution or an approved plan. | |
|--|---------------------------------|--|

If the property owner agrees to a written schedule to resolve the violation, additional fines will be suspended provided the timeline is met. Failure to comply with the agreed schedule will result in reinstatement of all suspended fines.

Additional Enforcement

All attorney fees, mailing costs, and management fees will be added to the homeowner’s account.

If resolution cannot be achieved, the POA Board may proceed with legal action through association counsel.

Once the violation is resolved, collection of unpaid fines will follow the procedures outlined in Section 11 of this document.

8. Collection of Unpaid Violation Fines

Unpaid violation fines are subject to collection. (This section does not apply to annual assessment collections, which are governed by Section 1 of this document.)

30-Day Delinquency Notice

Issued thirty (30) days after resolution of a violation if payment has not been received. The notice will reflect the outstanding balance and the assessment of an additional ten percent (10%) late fee on the unpaid fine balance.

60-Day Delinquency Notice

Issued sixty (60) days after resolution of a violation if payment has not been received. The notice will reflect continued delinquency and the assessment of an additional ten percent (10%) late fee on the unpaid balance.

90-Day Final Notice

**CONIFER PLACE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC)
EXTERIOR PAINT REQUEST FORM**

PROPERTY INFORMATION

Homeowner Name: _____

Property Address: _____

Phone: _____ **Email:** _____

Date Submitted: _____

PROJECT TYPE (Check One)

- Full Exterior Repaint
- Partial Repaint
- Trim Only
- Door Only
- Other: _____

PAINT DETAILS

Will colors change from existing? Yes No

Areas to be Painted:

Body Trim Doors Shutters Garage Door Other: _____

Manufacturer/Brand: _____

Color Name(s): _____

Color Code(s): _____

Finish (Flat, Satin, Semi-Gloss, etc.): _____

(Attach color samples or manufacturer color sheet.)

ESTIMATED SCHEDULE

Start Date: _____ **Completion Date:** _____

HOMEOWNER AGREEMENT

I understand that no work may begin until written ACC approval is received.

All work must comply with HOA guidelines. Any changes from approved colors must be resubmitted.

Homeowner Signature: _____

Date: _____

ACC USE ONLY

Date Received: _____

Approved **Approved with Conditions** **Denied**

Comments:

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____

CONIFER HOMEOWNERS ASSOCIATION

Architectural Control Committee (ACC)

Landscape Modification Request Form

Property Information

Owner Name(s): _____

Property Address: _____

Phone Number: _____

Email Address: _____

Submission Date: _____

Description of Proposed Landscape Changes

Please provide a detailed description of the proposed landscaping updates. Include size, location, materials, plant types, colors, and any structural elements.

Type of Landscape Modification (Check All That Apply)

- Tree Planting**
- Shrub Installation / Removal**
- Flower Bed Addition or Expansion**
- Sod Installation / Replacement**
- Irrigation System Installation or Modification**
- Decorative Rock / Mulch Changes**

- Retaining Wall
 - Landscape Lighting
 - Hardscaping (pavers, pathways, edging, etc.)
 - Other: _____
-

Materials & Specifications

Plant Types (if applicable):

Mulch / Rock Type & Color:

Edging Material (if applicable):

Hardscape Materials (if applicable):

Required Attachments

Please attach the following:

- Site Plan or Survey Showing Location of Changes
 - Photos of Current Area
 - Sketch or Drawing of Proposed Changes
 - Material Samples or Photos (if applicable)
 - Neighbor Acknowledgement (if required by governing documents)
-

Owner Acknowledgement

I understand that:

- **No work may begin until written ACC approval is received.**
- **Approval does not waive compliance with local codes or permits.**
- **I am responsible for ensuring work is completed according to approved plans.**
- **Any unapproved changes may require removal or restoration at my expense.**

Owner Signature: _____

Date: _____

For ACC Use Only

Date Received: _____

- Approved**
- Approved with Conditions**
- Denied**

Conditions / Comments:

ACC Representative Signature: _____

Date: _____

**CONIFER PLACE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC)
FENCE INSTALLATION / MODIFICATION REQUEST FORM**

PROPERTY INFORMATION

Homeowner Name: _____

Property Address: _____

Phone: _____ **Email:** _____

Date Submitted: _____

PROJECT TYPE (Check One)

- New Fence Installation**
- Fence Replacement**
- Fence Repair**
- Fence Extension**
- Change in Material/Style**
- Other:** _____

PROPOSED WORK DESCRIPTION

Briefly describe the proposed fencing project (include location on property):

FENCE SPECIFICATIONS

Fence Location (check all that apply):

- Rear Yard**
- Side Yard**
- Front Yard**

Pool Area

Other: _____

Fence Height: _____

Fence Length (approx.): _____

Material (e.g., wood, vinyl, aluminum, chain link):

Color/Finish: _____

Style (e.g., privacy, picket, shadow box, ornamental):

Gate(s) Included? Yes No

If yes, number and location: _____

REQUIRED ATTACHMENTS

Property survey showing fence location and property lines

Fence drawing or brochure/photo of style

Dimensions clearly marked

Contractor license/insurance (if applicable)

ESTIMATED SCHEDULE

Start Date: _____ Completion Date: _____

HOMEOWNER AGREEMENT

I understand that no work may begin until written ACC approval is received.

All work must comply with HOA guidelines, property line requirements, and local codes. The homeowner is responsible for verifying property boundaries and for any damage to common property.

Homeowner Signature: _____

Date: _____

ACC USE ONLY

Date Received: _____

Approved **Approved with Conditions** **Denied**

Comments:

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____

ACC Signature: _____ **Date:** _____

**CONIFER PLACE HOMEOWNERS' ASSOCIATION
ARCHITECTURAL CONTROL COMMITTEE (ACC)
DRIVEWAY IMPROVEMENT REQUEST FORM**

PROPERTY INFORMATION

Homeowner Name: _____

Property Address: _____

Phone: _____ **Email:** _____

Date Submitted: _____

PROJECT TYPE (Check One)

- Replace Existing Driveway**
- Extend Driveway**
- Resurface Driveway**
- Change Material**
- Other:** _____

PROPOSED WORK DESCRIPTION

Briefly describe the work to be completed (include size changes if applicable):

MATERIALS

Existing Material: _____

Proposed Material: _____

Color/Finish (if applicable): _____

Total Approximate Size (if changing): _____

ATTACHMENTS REQUIRED

- Sketch or survey showing driveway location and dimensions
- Material photo/sample (if changing material or color)
- Contractor license/insurance (if applicable)

ESTIMATED SCHEDULE

Start Date: _____ Completion Date: _____

HOMEOWNER AGREEMENT

I understand that no work may begin until written ACC approval is received.

All work must comply with HOA guidelines and local codes. The homeowner is responsible for any damage to common property.

Homeowner Signature: _____ Date:

ACC USE ONLY

Date Received: _____

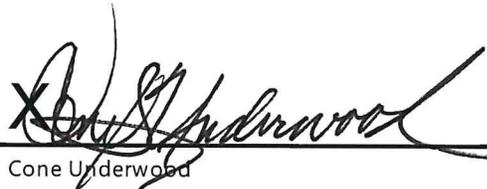
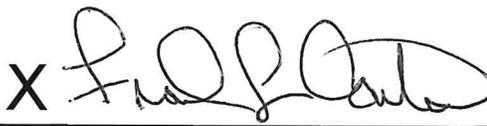
Approved Approved with Conditions Denied

Comments:

ACC Signature: _____ Date: _____

Adoption

BE IT FURTHER RESOLVED that a copy of this resolution shall be incorporated into The Conifer Place Property Owners Association's Governing Documents and published on the The Conifer Place Property Owners Association's official communication platforms. This resolution was adopted by The Conifer Place Property Owners Association Board of Governors on March 9th, 2026, and shall become effective April 1, 2026.

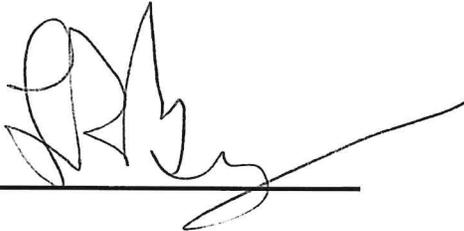
X  X 
Cone Underwood Frank Carter



3-16-2026
Jm as

X  X 
Vera Lynn Dent Ben McElreath

X  X 
Chris Sylvester Hugh Hamilton

X  X 
Reab Berry



3-16-2026

X *Walt Pipkin*

Walt Pipkin

X *Brettney Cameron*

Brettney Cameron
Association Manager

X *Jason McFadden*

Jason McFadden
Notary

