



## **Community Rules and Regulations**

Adopted October 22nd, 2009

In accordance with the Articles of Incorporation and the Declaration of Covenants and Restrictions of the Villages of Longmeadow Association, Inc, these Rules and Regulations are adopted to provide details for the residents of Longmeadow and the possible assessments for violations of these Rules and Regulations. Living in a Planned Unit Development is not like living in a typical residential neighborhood because you share common areas and facilities with other residents. Community Rules and Regulations are, therefore, not only worthwhile, but also absolutely essential for everyone's peace, comfort, and enjoyment. Enforcement of Community Rules and Regulations will not only help make Longmeadow a desirable place in which to live, it will protect and ultimately increase the financial investment homeowners have in their homes.

The objective of these Community Rules and Regulations is to promote and seek voluntary compliance by owners and tenants of the Covenants Conditions and Restrictions (CC&R's) for Longmeadow. It is imperative that each owner read and understands the Declarations and Covenants. To that end, the Longmeadow Homeowners Association has determined the following policies and adopted them by formal resolution of the Board of Directors.

### **1. Design Approval / Architectural Control**

Before beginning any construction of any structure or lot improvement, a completed application form including all necessary signatures and plans, must be submitted to and approved by the Architectural Review Committee (ARC). The rules, regulations, and guidelines for all Architectural Control are spelled out in a document entitled "Village of Longmeadow Architectural Standards and Guidelines" and may be downloaded from the Community Web Site [www.LongmeadowHOA.com](http://www.LongmeadowHOA.com).

### **2. Community Rules**

#### **A. Change of Occupancy**

- a. When an Owner elects to rent or lease his/her home, written notice shall be given to the Longmeadow Homeowners Association, via the Property Management Company, prior to listing the home for rent or lease.
- b. Owners must submit the final lease agreement, or a copy thereof, to the Property Management Company when renting or leasing a home. Owners will be held liable when renters or occupants are in violation of the CC&R's and By-Laws.
- c. The renters or lessees' names shall be given to the Property Management Company along with the total number of persons that will occupy the residence.

- d. Prior to moving into a home, either by lease or sale, the current owner is responsible for supplying the new resident with the following:
    - i. A copy of the CC&R's
    - ii. A copy of the "Village of Longmeadow Architectural Standards"
    - iii. A copy of this Community Rules and Regulations
- B. Vehicles and Parking
- a. Do not park your vehicle so as to block or deny other residents access to their homes.
  - b. Vehicles in a state of obvious disrepair, which are inoperable or non-functioning, or vehicles with expired registration and/or inspection decals, may not be parked or stored anywhere other than garages or back yards, so as not to be visible from the street or adjacent property. See the Architectural Standards and Guidelines for details.
  - c. Garages and driveways should be used as the primary parking area for vehicles.
  - d. No mechanical work on vehicles is allowed in the common areas or streets. See Article 9 in the Longmeadow Architecture Standards and Guidelines for vehicle work that may be performed in open view.
  - e. Parking in the Clubhouse parking lot is not permitted during the evening hours, generally between dusk and dawn.
  - f. No personal equipment may be stored on Clubhouse property, including the Clubhouse parking lot.
  - g. Loitering in vehicles in the Clubhouse parking lot is not permitted.
- C. Recreational Vehicles
- a. Parking of recreational vehicles, i.e. boats, trailers, motor homes, campers, utility trailers, motorcycles, etc. is not allowed in the common areas or in the streets. See the "Village of Longmeadow Architectural Standards and Guidelines" for allowable parking.
- D. Garage/Yard sales
- a. Individual garage or yard sales are allowed in Longmeadow. If one is held and signs are posted, the signs must be removed as soon as the sale is completed. Such signs may only be posted on self-supporting posts in the ground, and not on stop signs, street signs, streetlights, or community informational boards.
  - b. An annual community-wide yard sale may be organized and held with the approval of the Advisory Committee and/or Board of Directors.
- E. Pets
- a. Pets are allowed in the community, but are limited primarily to dogs, cats, and birds. Animals such as chickens, goats, sheep, etc., are not allowed.
  - b. Pets must be confined to an owner's property, unless being walked on leash and under positive control.
  - c. Pets that create a nuisance, i.e. bother, annoy, or disturb other residents by barking, whining, scratching, etc., or pose a threat of harm or danger to other residents will not be allowed to be kept in the community.
  - d. Residents are asked to notify Animal Control (748-1683) to pick up animals in the community who are allowed to roam unattended or are a nuisance.
  - e. It is the owner's responsibility to clean up after their pets immediately in any common areas of the community.
  - f. Any damage caused to the community by pets will be the sole liability of the pet owner.

- F. Disturbing Noises and Traffic
  - a. No person shall create any unreasonably loud or disturbing noise in the neighborhood. Noise of such character, intensity or duration as to unreasonably disturb or annoy the quiet, comfort or repose of any person is prohibited.
  - b. Traffic to and from your home must be within reason. When you entertain, be sure and keep any noise to a reasonable level as to not disturb your neighbors.
  - c. If your behavior or that of your guests disturbs or bothers other residents or interferes with their right to the quiet and peaceful enjoyment of their property, violators may be held liable via Section 14-26 of the County Code.
  - d. All noise issues shall be addressed between neighbors and if necessary the appropriate department of Chesterfield County.
- G. Fire Hazards
  - a. The use of fireworks or incendiary devices is strictly prohibited anywhere in Longmeadow and Chesterfield County. County and/or State fireworks ordinances will be strictly enforced.
- H. Smoking in Common Areas
  - a. Due to sensitivities to and harmful effects of second-hand smoke, smoking in the following areas is not permitted; inside the fenced in pool area, inside the clubhouse, and restricted to within 50 feet of the playground area.
- I. Insurance
  - a. The Homeowners Association has purchased and will continue to maintain insurance covering the common areas and facilities only. The HOA is in no way responsible for damage or loss to your personal home, property or contents kept or stored in your home. The HOA strongly suggests each homeowner purchase and maintain their own individual homeowner's insurance, and that renters carry renters insurance.
- J. Solicitation
  - a. Solicitation of any kind is subject to the Chesterfield County Code Section 15-161 thru 166. Notify the appropriate department in Chesterfield County immediately if you feel individuals soliciting within the community are not abiding by County Code. See Appendix A for County Code. Flyers in the newspaper slots are permitted. Solicitors must obtain a permit from the Chesterfield County Chief of Police to go legally door-to-door and they must carry the permit with them at all times when soliciting.
- K. Trash on Community Property
  - a. No trash or debris of any kind is allowed to be disposed of on Community Property or public streets.
- L. Skateboards, scooters, bicycles
  - a. Skateboarding is not allowed anywhere on or around the Clubhouse area, including decks, ramps, and parking lot.
  - b. Scooters and bicycles are allowed in the parking lot, but are not allowed on the decks or ramps of the clubhouse.
    - i. Scooters are defined as those used by small children that are self propelled.
- M. Clubhouse Playground Area and Equipment
  - a. Children of appropriate age only are allowed on playground equipment.
  - b. Loitering, by adults without children and teenagers on or around the playground is not permitted.

N. Clubhouse Rear Property

- a. This area is for general use by any resident in the community during daylight hours.

O. Changes to the Rules and Regulations

- a. According to the CC&R's, the Board of Directors may change, alter, amend, modify, replace, or repeal the Rules and Regulations from time-to-time. You will be given at least thirty (30) days prior written notice before any change to the Rules and Regulations becomes effective.

### 3. Clubhouse Rules

A. Reservations

- a. The clubhouse is available for use by owners, residents, and their invited guests only.
- b. Reservations can be made by calling the Property Manager, ACS West, at 804-282-7451.
- c. A reservation contract must be completed and returned to ACS West with the appropriate fee and deposit before a firm reservation is accepted.
  - i. The rental fee is \$125
  - ii. The deposit is \$125, returnable when the clubhouse is deemed in satisfactory shape after the event.
  - iii. The clubhouse is reserved for one day from the hours of 9 a.m. to 11 p.m.
- d. The clubhouse may be reserved up to one year in advance
- e. The alcohol policy on the contract must be strictly adhered to.
  - i. If alcohol is to be consumed in the clubhouse, the appropriate rules on the contract must be adhered to, and a copy of the Alcohol Beverage Commission Banquet license must be in the Property Manager's office, and the original displayed in plain view in the clubhouse during the event.
- f. Clubhouse users must thoroughly clean (including vacuuming) the clubhouse after each use. If the clubhouse is found to be dirty following your event, the reserving owner may lose the deposit and may be charged for a professional cleaning service.
- g. Cleaning supplies, toilet paper, paper towels, mop, broom, dustpan, trash bags, and vacuum cleaner are provided by the Association.
- h. All functions must end and guests must vacate the clubhouse by 10 p.m. Clean up must be completed by 11 p.m.
- i. The entrance key will be given to the renter within 24 hours of the starting time of the event, but will not open the door prior to 9 a.m. on the morning of the event. The key must be returned in the designated manner as stated by the clubhouse custodian.

B. General Use Rules:

- a. No children under the age of 18 are permitted in the clubhouse unless supervised by an adult resident at all times.
- b. No more than 75 people may be in the clubhouse at any time.
- c. A clubhouse reservation does not include the pool. A separate reservation and contract are required for a pool party.

- d. Music played in the clubhouse must be kept at a reasonable level so as not to disturb the neighbors.
- e. Alcohol is permitted only under special occasions, clearly laid out in the contract.
- f. Smoking and/or tobacco products are never allowed in the pool, clubhouse, or playground areas.
- g. The renting homeowner will be held financially responsible for repair or replacement of any damage to the facilities caused by any family members or any of their guests. Violation of these rules could result in disciplinary action including loss of privileges and possible fines. The renting homeowner is responsible for maintaining order during the event.
- h. If you have an emergency while using the clubhouse, please call 911.

#### **4. Pool Rules**

- A. The pool rules are posted on the fence inside the pool area as well as downloadable from the community web site. Each pool user is responsible for knowing the rules.
- B. There is no diving in the pool
- C. Lifeguards are in charge at all times. Disregarding lifeguard instructions may result in being prohibited for any period of time up to the remainder of the season, depending on the infraction.
- D. This is a private pool for resident use only. Any unauthorized access to the pool area will be considered trespassing and will be prosecuted to the full extent of the law, and may result in owner privileges being suspended for the remainder of the season.
- E. Pool hours are from 4 p.m. until 8 p.m. during spring before school lets out. The remainder of the season the hours are from 10 a.m. until 8 p.m.
- F. The pool is closed on Mondays for maintenance purposes, except for Memorial Day and Labor Day, and the Fourth of July if it falls on a Monday.
- G. Alcohol and smoking are prohibited in the pool area.
- H. Running, boisterous, obnoxious, unsafe, or rough play is not allowed.
- I. Spitting, blowing the nose, or discharging bodily wastes in the pool is strictly prohibited.
- J. No animals are allowed in the pool area, with the exception of service animals assisting handicapped individuals.
- K. No bikes, scooters or skateboards are allowed within the fenced in pool area. Bikes are to be kept in the bike stand outside the gate.
- L. Swimming attire should conform to conventional swimwear. No cut-offs allowed.
- M. Each homeowner will be held financially responsible for repair or replacement of any damage to the pool area caused by any family members or any of their guests.

#### **5. HOA Enforcement Procedures and Penalty Assessments.**

Violations of the Community Rules and Regulations, CC&R's, Architectural Rules and Regulations and By-Laws may result in any one or more of the penalties listed below:

- A. First Offense: Unless stated in the specific Rule, any violation of the Longmeadow Rules and Regulations will result in a warning notice with a timeframe for compliance.
- B. Second Offense: If the original violation is not corrected in the specified timeframe or if a similar violation occurs within six (6) months, a \$50.00 penalty assessment or a

recurring penalty of \$10.00 per day for up to 90 days will be levied against the homeowner.

- C. Third Offense: If the second violation is not corrected within the specified timeframe or if a similar offense occurs within twelve (12) months of the first violation, a \$50.00 penalty assessment will be levied against the homeowner.
- D. Repeat, Deliberate, Health/Safety Violations and/or Offenses Occurring More than Three times: In this situation, the Board of Directors may determine subsequent actions.
- E. Penalty Assessments will be added to the homeowners account, and interest may be added. Unpaid penalty assessments will be subject to the same collection procedures as dues.
- F. Homeowner voting rights for any matter to come before the Homeowners Association may be suspended if a dues assessment, penalty assessment, or fees incurred by the association due to Homeowner cause or negligence is more than sixty days delinquent.
- G. Clubhouse and Swimming pool use may be suspended for homeowner's failure to comply with Community Rules and Regulations, when a penalty has been assessed and becomes 60 days or more delinquent, or when dues are 60 or more days delinquent.
- H. Property owners will be given a reasonable period of time to correct the violation, depending on the violation.
- I. Property owners may appeal any warning notice or penalty assessments by requesting such, in writing, within 14 days of receiving the notice or assessment letter.
- J. The Association formally adopts Section 55-513 of the Virginia Property Owners Act - Adoption and enforcement of rules

ØA. Except as otherwise provided in this chapter, the board of directors shall have the power to establish, adopt, and enforce rules and regulations with respect to use of the common areas and with respect to such other areas of responsibility assigned to the association by the declaration, except where expressly reserved by the declaration to the members. Rules and regulations may be adopted by resolution and shall be reasonably published or distributed throughout the development. A majority of votes cast, in person or by proxy, at a meeting convened in accordance with the provisions of the association's bylaws and called for that purpose, shall repeal or amend any rule or regulation adopted by the board of directors. Rules and regulations may be enforced by any method normally available to the owner of private property in Virginia, including, but not limited to, application for injunctive relief or damages, during which the court may award to the association court costs and reasonable attorneys' fees.

B. The board of directors shall also have the power, to the extent the declaration or rules and regulations duly adopted pursuant thereto expressly so provide, to (i) suspend a member's right to use facilities or services, including utility services, provided directly through the association for nonpayment of assessments which are more than 60 days past due, to the extent that access to the lot through the common areas is not precluded and provided that such suspension shall not endanger the health, safety, or property of any owner, tenant, or occupant and (ii) assess charges against any member for any violation of the declaration or rules and regulations for which the member or his family members, tenants, guests, or other invitees are responsible.

Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least fourteen days prior to the hearing.

The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed 50 dollars for a single offense or 10 dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of § [55-516](#). However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days. After the date a lawsuit is filed challenging any such charges, no additional charges shall accrue. If the court rules in favor of the association, it shall be entitled to collect such charges from the date the action was filed as well as all other charges assessed pursuant to this section against the lot owner prior to the action.

The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association within seven days of the hearing.

- K. Attached is the complaint form for The Villages of Longmeadow Homeowners Association.

## Appendix A Chesterfield County Code on Solicitation

### ARTICLE VIII. SOLICITORS\*

\*State law references: Authority of county with respect to solicitors, Code of Virginia, § 15.2-913; solicitation of contributions generally, Code of Virginia, § 57-48 et seq.

#### Sec. 15-161. Definitions.

*Chief of police:* The Chesterfield County Police Chief or his designee.

*Solicitor:* A person who goes from door to door or location to location visiting residential premises for the purpose of selling or offering for sale any goods, wares, merchandise or services or accepting subscriptions or orders therefor.

(Code 1978, § 16.1-1; Ord. of 10-28-98, § 1)

Cross references: Definitions and rules of construction generally, § 1-2.

#### Sec. 15-162. Issuance of permit; renewal.

(a) No person shall enter into or upon a residential premises within the county for the purpose of soliciting, unless he has received a permit from the chief of police.

(b) Information required on the solicitor permit application shall include, but not be limited to, the following:

(1) The name, local and permanent addresses, age, date of birth, social security number, race, weight, height, hair and eye color and any other distinguishing characteristics of the applicant, which shall be verified by an automobile operator's license or other photo identification issued by a government agency.

(2) The nature or purpose for which solicitations will be made and the nature of the goods, wares, merchandise or services offered for sale.

(3) The name and permanent street address of the employer or organization represented.

(4) A photograph of the applicant and fingerprints of the applicant.

(5) A statement of whether the applicant has been convicted of any felony or misdemeanor and, if so, the nature of the offense, when and where the conviction occurred and the penalty or punishment assessed therefor.

(6) The make, model and license number of any vehicle to be used.

(7) The specific area or areas of the county where the solicitor will be working.

(8) Written authorization to conduct a background investigation of the applicant, including a criminal records check, and to investigate whether the information provided by the applicant is true.

(9) Written declaration, dated and signed by the applicant, certifying that the information contained in the application is true and correct.

(c) The applicant shall not be issued a permit if a county investigation or the information furnished in compliance with this article shows that the applicant has been convicted of a felony or a crime involving moral turpitude, had a prior permit revoked, or is not of good moral character. A permit issued under this article shall be good for 30 days from the date of issuance unless earlier revoked. Every solicitor shall carry his permit with him at all times while engaged in soliciting, and shall display such permit to any person who shall demand to see the permit while he is so engaged.

(d) A solicitor's permit which has expired may be renewed for an additional 11-month period, upon the execution of a renewal application setting forth one of the following: (i) a certification that the statements made in the original application are still true and accurate statements at the time the renewal application is filed, or (ii) all changes in the original application required by a change in facts since the date of filing the original application. Applications for renewal must be made within 15 days after the expiration of the original permit. Those applications for renewal made after this period shall be considered applications for a new permit.

(Code 1978, §§ 16.1-2, 16.1-3; Ord. of 10-28-98, § 1)

#### Sec. 15-163. Fees.

A fee of \$20.00 to cover the costs of investigation of the applicant and processing of the application shall be paid to the treasurer of the county when the application is filed.

(Code 1978, § 16.1-4)



Sec. 15-164. Unlawful acts and penalty.

- (a) It shall be unlawful for any person to act as a solicitor in the county without obtaining a permit as provided for in this article.
  - (b) It shall be unlawful for any permittee to:
    - (1) Enter into or upon residential premises in the county under false pretenses to solicit for any purpose, including soliciting orders for the sale of goods, wares, merchandise or services.
    - (2) Remain in or on any residential premises after the owner or occupant has requested any such person to leave.
    - (3) Enter upon any residential premises for soliciting, when the owner or occupant has displayed a "No Soliciting" sign or similar sign on such premises.
    - (4) Knowingly give false information or withhold information in obtaining a permit.
    - (5) Sell, distribute, or circulate literary materials, or canvass or solicit orders for literary materials, goods or merchandise from pedestrian or vehicular traffic on or adjacent to any streets within the limits of the county, in a manner that interferes with normal and usual use of such streets.
    - (6) Engage in solicitation at any time prior to 9:00 a.m. or after 9:00 p.m., local time, of any day.
    - (7) Fail to provide a written order or invoice, in duplicate, which (i) shows the name and address of the firm represented by the solicitor, (ii) is signed by the solicitor, and (iii) is signed by the purchaser, stating the terms and conditions of the sale, describing the goods, wares, or merchandise, the quantity and price thereof, the date of sale, or the date of delivery, and the amount paid in advance, if any. The duplicate of such order or invoice shall be given to the purchaser.
  - (c) Any person violating the provisions of this section shall, upon conviction, be guilty of a class 2 misdemeanor.
- (Code 1978, § 16.1-5)

Sec. 15-165. Revocation of permit.

- (a) Any permit issued under the provisions of this article may be revoked by the chief of police for: (i) any fraud, misrepresentation or false statement contained in the application; (ii) any failure to observe the conditions of the permit; (iii) a conviction of any felony or a misdemeanor involving moral turpitude after the permit was issued, or violation of this article.
  - (b) If the chief of police revokes a permit, he shall notify the permittee in writing of the revocation, the reasons for the revocation, and the permittee's right to request a hearing. To receive a hearing, the permittee must make a written hearing request which must be received by the chief of police within ten days of the notice of revocation. If a hearing request is not received within ten days of the revocation notice, the chief of police's decision shall be final. If a hearing is properly requested, it shall be held within ten days from receipt of the hearing request. The hearing shall be presided over by the chief of police or his designee. The permittee shall have the right to present evidence and argument or to have counsel do so. Within a reasonable time after the hearing, the chief of police shall render his decision which shall be final. The permittee must discontinue operation of its business when the decision to revoke its permit is final.
  - (c) When protection of public health, safety or welfare requires such action, the chief of police may direct immediate revocation of a solicitor's permit by giving written notice to the permittee. When action is taken pursuant to this paragraph, the permittee shall immediately discontinue those activities authorized by the permit and this article, but the permittee shall have the right to a hearing as described in subparagraph (b).
- (Code 1978, § 16.1-6)

Sec. 15-166. Exemptions from provisions of article.

The provisions of this article shall not apply to:

- (a) Persons who visit residential premises at the request or invitation of the owner or occupant thereof.
  - (b) Members of any nonprofit religious, civic or charitable organization who have means of identification provided by such organization.
  - (c) Newsboys soliciting subscriptions to any newspaper for home delivery within the county.
  - (d) Route deliverymen who make deliveries to regular customers and whose solicitation is only incidental to their regular deliveries.
  - (e) Persons selling fresh farm products.
  - (f) Persons licensed under the provisions of Code of Virginia, tit. 38.2.
  - (g) Persons engaged in canvassing for or on behalf of political candidates, or referenda.
  - (h) Persons 12 years of age or under.
  - (i) Persons collecting or attempting to collect a payment due from a purchaser if the collector and original seller are not the same.
  - (j) Persons licensed to do business in the county under chapter 6, except for peddlers, transients and junk dealers.
  - (k) Representatives of a museum which has registered with the commissioner of agriculture and consumer services as required by Code of Virginia, § 57-49, and which has been granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- (Code 1978, § 16.1-7; Ord. of 10-28-98, § 1)

Secs. 15-167--15-170. Reserved.

**LONGMEADOW HOMEOWNERS ASSOCIATION  
COMPLAINT FORM**

*Association Community Services West, Inc.  
1904 Byrd Avenue, Suite 100  
Richmond, VA 23230*

Pursuant to Section 55-530(E) of the Code of Virginia, 1950, as amended, the Board of Directors of your Association has established this complaint form for use by persons who wish to register written complaints with the Association.

Legibly describe your complaint in the area provided below. Please include references to the specific facts and circumstances at issue and the provisions of the Association's documents or governing law that support your complaint. If there is insufficient space, please attach a separate sheet of paper to this complaint form. Additionally, attach any supporting documents relevant to your complaint.

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If, after the Board's consideration and review of your complaint, the Board issues a final decision adverse to your complaint, please be aware that you have the right to give notice to the Common Interest Community Board (CICB) of any final adverse decision in accordance with the regulations promulgated by the CICB. The notice shall be filed within 30 days of the final adverse decision, shall be in writing on forms prescribed by the CICB, shall include copies of all records pertinent to the decision, and shall be accompanied by a \$25.00 filing fee paid by you. The CICB's contact information is:

*Office of the Common Interest Community Ombudsman  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-8500*

Sign, date and print your name and address below and submit this completed form to the Association at the P.O. Box address listed at the top of this form. Anonymous complaints will not be accepted

COMPLAINANT:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address