

**NORMANDY VILLAGE HOMES ASSOCIATION, INC.**

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**RULES AND REGULATIONS**

Normandy Village Homes Association Inc. is governed by the Board of Directors under the provisions of the Condominium Declaration, the Association By-Laws, and the Articles of Incorporation. Bound copies of these documents are available at the office for a modest fee to offset the cost of reproduction. These documents are also public record and can be obtained from the Caddo Parish Clerk's office, recorded July 17, 1978, Register # 761644, Conveyance Book #1673, Page #219. They may also be printed at no cost from our website at [www.normandyvillagecondos.com/info](http://www.normandyvillagecondos.com/info).

The Board is composed of six unit owners, elected by the membership at the annual meeting, which is usually held in February of each year. The Board employs a resident unit owner to manage the day-to-day operation of the Association.

The annual assessment is levied on each Unit by the Board and approved by the membership as a whole. The assessment is for the operation of the common elements of the condominium complex and is based upon the square footage of each unit as a percent of the total 135 units. It is an annual assessment, payable in 12 equal installments, due the 1<sup>st</sup> day of each month. Within the cost of the operation of the complex, the monthly utility bills (natural gas, water/sewerage, electricity) for the entire complex are included. LATE FEES: Payments received after the 10<sup>th</sup> of the month will incur a \$25.00 late fee.

The Common Elements are defined as any part of the property not within the walls of a unit. This includes, but is not limited to, exteriors of buildings, roofs, swimming pools, laundry rooms, patios, grounds, landscape, hallways, breezeways, stairways, storage closets, all parking areas, doors to hallways, club room, and windows, and buildings used in the administration of the complex.

The following rules and regulations are hereby promulgated by the Board of Directors and are effective immediately. Additional subjects may be covered in the future.

**COMMON ELEMENT – Any Area Outside the Unit Doors**

1. Signs are not permitted anywhere on the common area or upon the common elements of the complex except for those placed or specifically authorized by the Board of Directors.
2. External additions, replacements and structural changes are permitted only with prior approval by the Board.
3. Internal alterations which affect load bearing walls, which make changes in plumbing or electrical service, doors to hallways or windows; or which remove/replace the flooring in second floor units require Board approval.
  - a. Specific approval is required for installation or replacement of washers and/or dryers. There is a surcharge on the monthly assessment for those units with these appliances. These appliances must be maintained in good working order; the use of the machines cannot interfere with the privacy of the adjoining units.
  - b. Occupants and owners are reminded that patios, breezeways, and foyers are part of the common area and all construction or landscape therein requires approval of the Board. No personal items are to be placed in same without written Board approval. No Smoking in the enclosed common elements.
  - c. Awnings (New or Replacements) are specifically designated to be exterior additions, subject to these provisions.
  - d. Fences enclosing patios may be repaired or adjusted by maintenance department. Replacements are the responsibility of the unit owner who has the exclusive use of the enclosed space. The patios must be maintained so as not to cause damage or become unsightly.
4. The Association will do all landscaping of the common elements. Enclosed patios are an exception. The Association's maintenance employees must be allowed access at all times.
5. Hallways and closets therein are part of the common elements, and are for the use of all occupants of any given building. Therefore, padlocks are not permitted without permission of the Board, and all occupants of a building are entitled to keys.

6. The swimming pools, grill, clubhouse, laundry rooms, and garbage pick-ups are part of the Common Elements, and have their own rules and regulations.
7. All Common Element décor must be done by the Association. When occupants move in or out, particular care must be taken that no damage is done to hallways or entries. Damage will be repaired and billed to the unit owner concerned. Under no circumstances will an owner or anyone employed by said owner make repairs or do painting without written permission from the Board of Directors. The expense of renovating/refurbishing foyers is shared by the Association and the unit owners of the building, when funds are available. Written approval is required; cost is determined by bids for proposed work.
8. All minor children must be accompanied by an adult guardian while in or on the common element.

#### PARKING

All parking to include assigned covered parking is a part of the common element. Residents are to use this space for parking their vehicle. Second vehicles or guests' vehicles should be parked in the designated guest parking areas or off premises. Limited curbside parking is available within the complex and should be open for short-term visitor parking and service vehicles.

1. Parking is not permitted on bridges and other areas designated as Fire Lanes (Red Curbs) by the Shreveport Fire Department. Large emergency vehicles must have access to the entire property.
2. No recreational vehicles, including but not limited to, boats, vans, mobile homes, motor homes, or oversized vehicles of any kind may be parked long-term in the common areas, the streets or grounds. Any occupant having one of the above vehicles must park it off premises. Bicycles should be stored within the owner's unit.
3. All vehicles must be in running order, licensed and inspected, in accordance with Shreveport City Ordinance. Violators will be towed at owner's expense. Major maintenance is not allowed on site. Major oil leaks are subject to fines.
4. Residents/Owners are responsible for their guests' compliance with the parking regulations, which are necessary for the safety and convenience of all concerned.
5. No Parking is allowed in front of the Association office. These spaces are reserved for those conducting business with the Association.
6. The manager has the authority to request compliance with the foregoing regulations by unit occupants or their guests parked in violation. If this fails to secure compliance, the Manager is authorized to take such other steps as are necessary, including having the violating vehicles towed, at the owner's expense. ANYONE PARKED IN A FIRE LANE WILL BE TICKETED AND/OR TOWED AT OWNER'S EXPENSE WITHOUT WARNING.

#### OWNERS' ENGAGEMENT OF CONTRACTORS

1. Contractors, herein defined to mean anyone employed by unit owner or tenant occupant to make repairs to the interior of a unit or to appliances therein, must be identified to the management. Contractors who do not abide by the rules of the Condominium Association or who abuse the property will be denied access, and the Owner/Occupant will be notified. This clearance will not be unreasonably withheld.
2. All contractors, plumbers, electricians, carpenters, painters, etc. MUST clean up after their work is completed and all trash must be removed from the property. THIS MUST BE DONE EACH DAY. The dumpster cannot be used for construction materials due to extra dumping fees charged.
3. Any contractor needing to go on the roof of any building must notify the manager in advance and secure permission. (See Page 9 for detailed instructions.)
4. Contractors must park on Dudley or on the streets of the Condominium complex. They must not park in the parking areas or in the red fire lanes. ANY CONTRACTOR PARKED IN A FIRE LANE WILL BE TICKETED AND/OR TOWED AT CONTRACTOR'S EXPENSE WITHOUT WARNING.

#### PETS

1. Extremely large animals are not allowed on the property.
2. Pets MUST be kept under control at all times when outside the unit. Dogs MUST be on a leash any time they are outside of the unit. Residents MUST use some method of disposal of dog waste when walking dogs. This is a dense community and all

dog droppings must be picked up immediately. This is only common courtesy when you consider that staff, residents, guests, and contractors often walk in the grassy areas of the property.

3. If a pet causes odor or health problems, its owner may be requested not to keep the animal on the premises.
4. Excess noise or barking will be treated as the foregoing paragraph.
5. Pets must be housed within the condominium units, not on the patios as this could cause health and odor problems. The Association assumes no responsibility for the safety of pets.
6. Pets must not be brought into the pool areas or into the clubhouse.

#### Fines for Pet Policy Violations

The following policy and procedures have been adopted for the processing of violations of Rule No. 2 of the Normandy Village Rules and Regulations (hereinafter, "Rules"):

1. PET CLEAN-UP PROVISIONS: Item No. 2 of the Rules contains provisions requiring homeowners and their agents to immediately clean up pet waste while walking their pet. Violations of any such provisions will result in the following action against the homeowner:

First Violation	\$200.00
Second Violation	\$200.00
Third Violation	\$200.00 plus mandatory removal of the animal from the community
Subsequent Violations	\$200.00 per incident until animal is removed from the community

#### PAYMENT DUE DATE / FAILURE TO PAY FINE

All fines and assessments, plus costs and interest imposed, are due upon receipt of a notice of a violation and must be paid within thirty (30) days from the date of notification. Failure to pay cumulative assessments, plus imposed costs, within the stipulated period will be cause for the Board of Directors, Property Manager or Legal Counsel, to take appropriate courts to recover the assessments, interest and costs. All collection-related expenses, such as court costs, Property Manager fees, legal fees and the like, will be additionally charged to the homeowner.

#### HOMEOWNERS BEAR ALL RESPONSIBILITY

Attention Resident Homeowners: You, the owner, are responsible for your own actions as well as the actions of your guests and the actions of any other persons residing in your home, whether those persons be family members, friends, paying roommates or paying tenants. Fines for violation of this policy will be imposed on the homeowner.

Attention Non-Resident Homeowners: You, the homeowner, are responsible for the actions of any persons residing in your unit as well as the actions of their guests. Fines for violation of this policy will be imposed on the homeowner.

#### TRASH AND TRASH COLLECTION

Trash collection service is provided Monday, Wednesday, and Friday. There is no trash collection service on Tuesday, Thursday, weekends or holidays. Prior to each holiday that is observed by staff, a notice is posted on building doors to remind residents of the trash collection schedule for that holiday.

Paper bags are not acceptable for household garbage. Sturdy plastic bags must be used and secured at the top. Cat Litter, human and/or medical waste disposal is the responsibility of the resident and must be delivered to the dumpster by the resident. Boxes are picked up ONLY on Wednesdays and must be broken down.

NON-WORKING APPLIANCES, DISCARDED FURNITURE AND OTHER LARGE ITEMS ARE NOT ACCEPTABLE IN THE DUMPSTER AREA. MAKE ARRANGEMENTS TO HAVE THESE REMOVED FROM THE PROPERTY.

Monday, Wednesday, and Friday, trash should be placed outside for collection no earlier than 5:00 A.M. and no later than 10:30 A.M.

Trash must be placed outside of building at ground level. Residents of buildings that face Fairfield or Dudley must place trash in back of building. Residents in other buildings may place trash either in front or in back of building. Trash may not be placed at side entrance of any building.

1. Place trash out for pickup ONLY between 5:00 A.M. and 10:30 A.M.
2. Do not place trash out for pickup any other time of day or night.
3. Do not place trash out for pickup on weekends or holidays.
4. Do not place trash inside foyers or anywhere inside buildings.
5. Do not place trash on upstairs, exterior landings. Bring it to ground level.
6. Do not place trash at side entrances of buildings.
7. Weekend and Holiday Options:
  - a. Retain waste inside your unit. Do not place in foyers, on stairs or landings, laundry rooms or in any common area.
  - b. Carry your properly bagged waste to the dumpster located at the Southwest corner of the property. (Note that the inside gate to the dumpsters is locked from 7 A.M to 3 P.M. every Monday through Friday for safety during the time dumpster truck pick-up is scheduled.)

Trash Policy Violations will result in the following actions against the homeowner:

First Violation	Written Warning Posted on Unit Door and Mailed to Owner
Second Violation	\$200.00
Subsequent Violations	\$200.00 per Incident

#### PAYMENT DUE DATE / FAILURE TO PAY FINE:

All fines and assessments, plus costs and interest imposed, are due upon receipt of a notice of a violation and must be paid within thirty (30) days from the date of notification. Failure to pay cumulative assessments, plus imposed costs, within the stipulated period will be cause for the Board of Directors, Property Manager or Legal Counsel, to take appropriate action before the appropriate courts to recover the assessments, interest and costs. All collection-related expenses, such as court costs, Property Management fees, legal fees and the like, will be additionally charged to the homeowner.

#### POOLS AND CLUBHOUSE

The basic rules are posted at the pools. These rules will supersede posted rules as necessary.

1. Pools close at 10:30 PM.
2. Minors must be accompanied by an adult resident at all times. Guests are limited to two per unit and must be accompanied by an adult resident to enter the pool area.
3. Pets are not permitted in the pool areas.
4. The pool behind the office is for adults only.
5. Clubhouse reservations are on a first come, first served basis. Use of the clubhouse does not include exclusive use of the pool.
6. A \$75.00 refundable cleaning and damage deposit is required for the use of the clubhouse and grill.
7. Proper swimming attire is required.
8. Safety equipment is for emergency use only.

### ABSENTEE OWNERS

Unit owners are responsible for their units and the actions of their tenants. The owner is responsible for obtaining copies of any pertinent documents and for advising the occupants of their responsibilities to the Association and other residents/owners.

A unit in Normandy Village will require an initial minimum 6-month lease agreement. A fine of \$200 per occurrence will be levied for violations. Failure to provide a Resident Profile form for any property (owner or tenant occupied) is subject to a \$200 fine each month until such documentation is provided.

### WATER SHUT-OFF FOR SCHEDULED MAINTENANCE

Because Normandy Village was designed with a central water system, it is sometimes necessary to shut off the water for scheduled maintenance if there are no stops installed in the unit. We recommend that the valves be added when plumbing work is done to make shut-off of the main water unnecessary for future jobs. Work is always scheduled between 1:00 p.m. and 3:00 p.m. Tuesday through Thursday but these times will always be precluded by emergencies. We send a notice via e-mail when time allows. We have no control over emergency shut-offs by the City of Shreveport which could come at any time.

### SATELLITE TV DISHES ARE PROHIBITED ON ROOFS EFFECTIVE APRIL 1, 2016

Existing service may remain until disconnected but no new installations will be allowed. Satellite dishes may be installed ONLY out of sight on patios and scheduled with maintenance department.

### ROOF ACCESS for AIR CONDITIONING SERVICE/REPAIR

Anyone accessing the roofs for any reason must:

1. Call the office 24 hours in advance
2. Schedule service to be completed before 3:00 p.m. Mon-Thu

In case of emergency air conditioning repair, call 868-5374, stay on the line to speak with an operator and state that it is an emergency.

### APPROVED WINDOW TREATMENTS

To assure a uniform appearance for the complex, approved window treatments include blinds, plantation shutters, shades or drapes in neutral colors. Covering with aluminum foil or painting of windows in dark or exotic colors is strictly prohibited. It is recommended that plants, toys, flags, signs, and other collectibles be displayed inside the window covering for the personal enjoyment of the occupant.

### RESPONSIBILITIES OF RESIDENTS

As owners or renters of Normandy Village Homes Association, Inc., we live in a complex where each individually owned unit is connected, either directly or indirectly to other units. Each resident has the responsibility of maintaining his unit according to the Rules and Regulations for the common good of all residents of Normandy Village.

The fifty-year-old property requires regular maintenance. Replacing roofs and soffits is an on-going endeavor. Problems with plumbing/drainage may occur. In buildings where the upper and lower units are directly connected, cooperation of all the building's residents is necessary if common drains become clogged. Precautions should be taken to be sure the drains (plumbing and air conditioning) remain open and drain freely to the outside. Any water damage in a unit that is due to a problem in another unit shall be the financial responsibility of the unit at fault. Proper maintenance of the plumbing fixtures, drains, and air conditioners within each unit will preserve the property value of each unit and the total complex.

## ERRORS AND APPEALS

Written Appeals - Should any unit owner or tenant of record be convinced that an error has been made concerning a Violation(s) Notice he or she has received, he or she may address any objections by filing a written appeal with the Property Manager within ten (10) days from the date of the Violation(s) Notice. If an appeal is not filed within 10 days, then the Violation(s) Notice, including any fine or other actions imposed, shall be deemed admitted, un-appealable, and final. Appeals timely received will be reviewed by the Association's Board of Directors, who will issue a written Appeal Determination.

Appeal Reconsideration Hearings - Any homeowner or tenant of record who makes a written appeal, and who is convinced that the Board's Appeal Determination is in error, may request a hearing on the matter by making a written request to the Property Manager within ten (10) days from the date of the written Determination. If a hearing request is not filed within 10 days, then the Appeal Determination, including any fine or other actions imposed, shall be deemed admitted, un-appealable, and final. When a hearing request is timely received, a hearing date and time shall be set, at which time the requesting homeowner or tenant may present his or her reasons, including supporting evidence, for the belief that the Appeal Determination is in error. Following the hearing, the Association's Board of Directors shall issue a Final Determination in the matter.