

SIENA ESTATES
PROPERTY OWNERS ASSOCIATION
RULES AND REGULATIONS

From your Board of Directors pursuant to the By-Laws and Amended and Restated Declaration of Restrictions, Covenants and Conditions of Siena Subdivision of Branson Hills.

SUMMARY OF KEY HOMEOWNER RESPONSIBILITIES

For clarification, this document summarizes key Owner responsibilities updated and compiled from the governing documents and the proceedings of the Association.

At closing, the new Owner, with the advice of their attorney, has full opportunity to perform due diligence on the community. This summary can acquaint new Owners with the community's basic Rules and Regulations and provide a useful guide for current Owners.

The full governing documents include the By-Laws and the Amended and Restated Declaration of Restrictions, Covenants and Conditions. If you require copies of these documents, please contact any Board Director.

Owners are responsible for understanding and fulfilling the terms of the Rules and Regulations of the community. The Board of Directors has fiduciary responsibility for safety and security in the community and for the common elements. It has the responsibility to enforce the rules. If a rule that is not related to safety and security is violated, the Board will generally give the Owner an opportunity to correct the situation before a fine is assessed. The best way to avoid a violation is to be informed of Association policies and rules, plan ahead, ask questions, attend meetings of the Board and talk with the Board and Committee members.

ANNUAL MEETING, DUES AND WEBSITE

An Annual Meeting of all Property Owners is held the first week of October each year. All Property Owners are encouraged to attend this meeting in which the financial reports and annual budget are distributed and reviewed, in addition to other important topics. Special Meetings of the Property Owners may be called by the Board as needed.

Annual POA dues are invoiced in December and due by January 1st to be received on time. Payment after January 15th is considered delinquent, and overdue accounts paid after January 30th are subject to a service charge of 1% per month.

Minutes from Meetings of the POA Board and POA Membership Meetings, Siena governing documents, recommended vendors and other information is available on the Siena Estates Website www.siena-estates-poa.com.

ARCHITECTURAL CHANGES

The Owner is responsible for submitting an Architectural Review Committee Alteration or Modification Application for approval before any change is made to the residence or the property surrounding it.

The Architecture Review Committee will have, among other rights, the right in its sole discretion to approve any and all plans and specifications.

MAINTENANCE RESPONSIBILITIES

No building structure, or fence of any kind shall be permitted to fall into disrepair, and each such building, structure or fence shall at all times be kept in good condition and repair and adequately painted or otherwise finished.

All Owners, at their own expense must properly furnish, perform and be responsible for all maintenance, repairs and replacements for their home. This includes painting and repair of all stucco finishes on the exterior of your homes.

LAWN MAINTENANCE AND IRRIGATION

Lawn Maintenance and Irrigation is paid for through our annual assessment and performed by our landscape contractor. Mowing, landscape maintenance, irrigation, and trimming of all shrubs three (3) times a year are paid by the Association. This does not cover pools or water features. Pets must be indoors for the safety of the animals and the workers. Owners will be informed of the day of the week that the landscaper will be on site in order to be sure that pets are indoors. Owners who do not want to have any part of their yards maintained by the landscape contractor must let the Board know in writing with your name and address.

LANDSCAPING

Any new landscaping added to existing landscaping requires the approval of the Architectural Review Committee.. This new landscaping shall not disturb existing surface grades in order to insure proper drainage. Landscaping within the fenced areas of a home is permitted, however, prior approval is required for these areas as well.

The Association may help Owners to select plants that do well in the area, and they must not interfere with the building or any fences. Bushes, trees, vines, or other items of landscaping should not touch the exterior of a home. It is the responsibility of the Owner to ensure that plants, shrubs, vines etc. do not cause damage, weaken or distort the Privacy Wall or Fences. If plants or vines are not maintained, the Association may remind the Owner to do the work. If problems continue, the Association may remove the offending plants and repair the wall or fencing at the cost of the Owner.

PARKING AND RECREATIONAL VEHICLES

The guest parking areas in the community are provided for the residents and their guests and are not intended to be used for long-term parking or storage of vehicles. Residents are normally expected to park their vehicles in the garage and/or driveway of their home. They are permitted to use the guest parking areas for temporary parking of their vehicles for occasional periods of up to 3 consecutive days to facilitate access to their units by contractors or service personnel, or for other reasons approved by the Board. Again, guests are permitted to park their vehicles in the guest parking areas when visiting residents. Parking by residents and their guests for periods longer than 7 days is not permitted without the express written permission of the Board. Vehicles parked for longer periods without permission may be towed at the Owner's expense. Vehicles such as 3 or 4 wheel "Off Road Terrain Vehicles" are not permitted to be driven on the sidewalks, streets or open areas in or around the Siena Estates community. Golf carts are permitted provided they are stored inside the Owner's garage.

Recreational Vehicles (i.e. campers, house trailers, motor homes) must not be parked overnight on the Common Areas without prior approval by the Board. Parking on the street is not permitted overnight.

OCCUPANCY OF YOUR RESIDENCE

Residential units must be occupied in accordance with the restrictions and limitations contained in the By-Laws and the Amended and Restated Declaration. Residential homes may be used by the Owners and occupants only for private, single family residential living.

PROHIBITION ON CERTAIN LEASING AND RENTALS

In accordance with Article VIII, section 8.2, of the Siena Declaration of Amended and Restated Declarations: No Owner may enter into any lease agreement on any lot, home, estate or improvement thereon for any period of time less than one (1) year. Subleases are strictly forbidden. No Owner may lease any part of their lot, home, estate or improvement with more than one (1) Lessee at a time. The Owner is required to provide to the Lessee a copy of all Siena Governing documents, including the Rules and Regulations. Furthermore, Siena Estates POA, Inc. reserves the right to enforce the Amended and Restated Declarations in all Governing documents against the Owner in the case of non-remedied violations by the Lessee. Additionally, if the Owner fails to pay the Annual Dues or Special Assessments, the POA Board shall have the right, by written notice, to have the Rents paid by the Lessee directly to the POA Board to cover the unpaid POA Dues or Special Assessments. Any overages will be reimbursed by the Owner.

PETS

When outside of your home, all pets must be leashed and kept within approximately 6 feet of their Owner (or professional walkers), and must not be left unattended. All solid waste must be immediately removed and disposed of in a sanitary manner. Waste may not be disposed of in sewers. Additionally, dogs are not to be tied up outside anywhere for any period of time, nor permitted in the

common areas of the community unattended. No Owner will keep or harbor a dog that habitually barks or cries so as to disturb the peace. Any animal prohibited by law is prohibited in any home in the community.

MAIL BOXES

Mail boxes are located at the front entrance to the property. Please contact previous Owner to acquire mailbox and key.

TRASH REMOVAL

Trash Removal is paid for through our annual assessments. Pickup is every Monday unless there is a holiday, and then, the trash is picked up the following day.

NOTIFICATION OF SALE

All Owners anticipating buying or selling a property must have their title company contact the Board of Directors in order to insure that all fees and outstanding assessments have been satisfied before a closing on any property takes place.

CARE OF COMMON AREAS

If any common areas or maintained improvements within the community are willfully or maliciously damaged or destroyed by an Owner or any of his guests, tenants, agents, or members of his family, the cost for the repairs shall be paid by the Owner.