



## Living in an HOA Community

Homeowners Associations (HOAs) do wonderful things, like provide amenities, maintain common areas, and make sure the neighborhood looks its best. Certain neighborhoods have rules and restrictions that our residents and management company must abide by. It is also important to respond quickly to any violations received from an association, so fines are not imposed on the home. As a resident of an HOA, you get the benefits, but also have responsibilities. Here is everything you need to know about making the most of your time in your community.

### **Take Advantage of HOA Benefits**

Take time to understand and utilize all the HOA benefits and amenities available to you. If you see any issues the HOA should be addressing, please feel free to let them know, you are a part of the community, and the HOA works for you as well.

### **Understanding Community Guidelines & HOA approval process**

Be sure to review the Covenants, Conditions, and Restrictions (CC&Rs) for your HOA. CC&Rs give specific information about the rules of the community. By understanding and following the CC&Rs, you will avoid violations and fines.

In some cases, the HOA has its own resident approval process, which will occur in addition to Sylvan's resident review and approval process. In these cases, the Sylvan approval of your lease application will be subject to the HOA's approval. This may take up to 5 additional days to process, depending on the HOA, so please plan accordingly and contact us for more information.

### **If You Receive a Notification**

Typically, if there is a violation of HOA rules, HOAs will send a notification by mail or post it at your home. The notification may include:

- The nature of the violation
- When the violation occurred
- A deadline/date for correcting the issue

If you receive a notification, and it is determined that the violation is due to action or inaction on the part of someone in your home, any HOA Non-Compliance fines and/or charges from Field Services will be added to your account, payable with the following month's rent. If you receive a violation, you must notify us by sending a copy of the violation to [HOA@sylvanhs.com](mailto:HOA@sylvanhs.com).

## **Fines**

If a violation occurs, your HOA may impose a fine. The fine will typically range from \$25 to \$250 and will vary by community and the type of violation. Fines may be a one-time charge or may accrue on the violation and can increase with each additional violation. Be aware, fines can be issued daily for the same violation. That means that a simple fine can quickly end up costing hundreds of dollars.

If You Receive a Fine, quickly correcting the violation and paying the fine will help ensure the fine stays as low as possible. This will also prevent HOA from taking legal action to enforce compliance and payment, which will result in additional costs including Sylvan's attorney's fees to defend and resolve the issue.

If you have any questions about your HOA, please visit your HOA's website or contact us at HOA@sylvanhs.com.

## **Common HOA Violations**

### **Lawn**

Mow and edge the grass regularly and keep it free from weeds. Fertilize seasonally so the grass looks its best year-round. Keep the lawn watered and free from debris, leaves, and clutter.

### **Irrigation Systems**

Setting the clock, testing the system weekly for correct function, adjusting sprinkler heads, and replacing broken sprinkler heads, if needed. Repairs to the clock, electronics, pumps, and underground pipes.

### **Landscaping**

Keep all plants, from ground level to 8ft height, trimmed. Let us know right away if taller trees need trimming, so we can take care of that for you. Remove debris and keep the landscaped areas free from weeds. If you have an irrigation system, make sure it works properly so your yard receives enough water and meets the landscaping requirements of the HOA. Be sure to test the system weekly, adjust sprinkler heads as needed to ensure proper coverage and minimize overspray, and replace any broken sprinkler heads.

### **Parking**

Park only in the garage or driveway. Avoid parking in the street for more than a couple of hours. If you have guests staying with you, request temporary street parking from your HOA. Commercial vehicles such as large delivery vehicles, tractor trailers, RV's, and motor homes are typically not permitted. Please read your HOA documents for specific rules.

## **Improvements**

Most HOAs require written authorization before any improvements can be made to the property. If you want to make changes that involve paint, landscaping, or adding/removing anything that will be permanent or semi-permanent, please let us know first. Send your inquiry to [HOA@sylvanhs.com](mailto:HOA@sylvanhs.com)

## **Driveway Appearance**

Keep your driveway free from car fluid stains such as oil, transmission, coolant, and others. Avoid leaving your garage door open for extended periods of time.

## **Trash Bins**

Place trash bins out on trash collection day, assure the lids are secured, and move them out of sight after they have been emptied.

## **Recreational Equipment**

In general, any recreational equipment must be stored out of sight. The most common examples are basketball poles and hoops, soccer goals, trampolines, and above-ground swimming pools. This also references RVs, Motor homes, and other 4-wheel type vehicles.

As always, if you have any questions regarding specific HOA inquiries, refer to the copy of your HOA docs received with your lease or email us at [HOA@sylvanhs.com](mailto:HOA@sylvanhs.com).

## **HOA Amenities**

One of the best things about living in a Sylvan home is that many of our communities have Homeowners Associations (HOAs) that offer amazing amenities.

If you live in one of these HOA communities and have not yet gained access to the amenities, this will help guide you through the process.

### **Step 1 – Contact your HOA and Pay the Fee (if applicable)**

Some communities require a fee to use the amenities, which you will pay to the HOA directly.

### **Step 2 – Start Using the Amenities**

Once you receive an amenity pass or keycard from your HOA, you are free to start using the wonderful features in your community, barring of course any usage restrictions currently in place.

## **HOA Amenity FAQs**

**Once I pay the fee and gain access, is the amenity pass for one resident, or everyone living in the home?**

This varies by HOA. You can contact your HOA directly and they can give you the specifics for your community.

**Will I need to renew my amenity pass every year, or is the amenity pass valid for as long as I live in this HOA community?**

Once you have access, you should not need to renew or go through this process again unless you misplace the pass, which may require additional documentation and fees.

**Can I start the process to gain access to HOA amenities at any time?**

Yes, you are eligible to receive an amenity pass as soon as you move into the home, and we have registered you with the community.

