

GENTRY QUARTERS HOMEOWNERS ASSOCIATION, INC.

COMMUNITY HANDBOOK

This handbook outlines the basic rules and responsibilities for residents, owners, renters, and guests. It is intended to support safe, respectful, and well-maintained community living.

Gentry Quarters governing documents may be found online at:

<https://www.capitalrealtygroupinc.com/gentry>

CONTACT INFORMATION

Gentry Quarters Homeowners Association, Inc.

c/o **Capital Realty Group, Inc.**

323 E. Winslow Rd., Ste. 100

Bloomington, IN 47401

Phone: (812) 331-9095

Email: gentryquartershoa@yahoo.com

After - Hours Emergencies:

Please use the number above for urgent, non-life-threatening issues requiring immediate attention. For medical emergencies, please call 911.

1. GENERAL COMMUNITY RESPONSIBILITIES

Gentry Quarters is a shared living community, and all residents are expected to respect their neighbors and help maintain a safe, quiet, and well-maintained community.

- Residents are responsible for the behavior of their guests, tenants, family members, and visitors. Violations of community rules may result in enforcement action.
- Renters must contact their unit owner for all interior maintenance or repair issues. Owners are responsible for arranging and paying for all work inside their units.
- If a problem is caused by another unit, residents should contact that unit's owner directly to resolve the issue.
- Common area issues, including exterior building problems, landscaping, lighting, parking areas, or shared facilities, must be reported to the managing agent using the contact information above.

- After-hours emergencies should be reported using the number above and should include your name, address, phone number, and a description of the issue.
 - Emergency situations include sewer backups, major leaks, fallen trees, structural hazards, or blocked access routes.
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2. COMMUNITY PROPERTY, COMMON AND LIMITED COMMON AREAS

- Exterior changes of any kind must be approved by the HOA before work begins. This includes painting, structural changes, additions, or visible exterior modifications.
 - Signs of any kind, including “For Sale” or “For Rent” signs, are not allowed to be displayed.
 - No items may be attached to the exterior of the buildings, garages, decks, or porches, other than building numbers and lettering.
 - Entrance doors must not be propped open.
 - Garage doors must remain closed when not in use.
 - Common lighting fixtures may not be altered, removed, or tampered with.
 - Patios, porches, balconies, decks, and walkways must remain free of items that block emergency access routes.
 - All common areas, including hallways, entries, stairwells, walkways, fire escapes, parking areas, grass areas, and the pool area, may not be used for storage and must remain clear of personal items such as bicycles, scooters, strollers, and toys.
 - Decks and porches are for the use and enjoyment of residents. Only outdoor furniture and other items intended for exterior use are permitted. Residents must not create a nuisance or disturbance for adjacent residents or residents below by allowing anything to fall through or over the deck boards, including bird seed, plant debris, or water from watering plants.
 - Bird feeders are allowed only if waste is properly contained. Feeding wildlife is not permitted.
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3. PARKING, VEHICLES & GARAGES

- Parking is only allowed in designated areas. Vehicles may not block driveways, garages, or access routes, and may not use another resident’s assigned space.

- Guest parking is for temporary use only. Vehicles may not remain in the same guest space for more than 72 hours and may be towed at the owner's expense if left longer.
- All vehicles must be operational, registered, and properly maintained. Vehicles that appear abandoned, have expired plates, have flat tires, or are inoperable may be removed without notice.
- Boats, RVs, campers, trailers, and similar vehicles may not be stored on the property except briefly for loading or unloading.
- Garage access areas must remain clear at all times so all residents can safely access their garage spaces.
- Residents may store items within their designated garage space. Items may not be stored in another resident's space. Improperly stored items may be removed.
- Electric vehicle charging using garage outlets is monitored through HOA utility billing and may result in additional charges.

4. NOISE & COMMUNITY CONDUCT

- Excessive or disruptive noise is not permitted. This includes loud music, televisions, parties, or other sounds that disturb neighboring residents.
 - Outdoor speakers or amplified sound on patios, balconies, porches, or decks are not allowed when they may disturb others.
 - Units may not be used for parties, business meetings, or large gatherings that create excessive noise or disruption.
 - Residents are responsible for the behavior of their guests, tenants, family members, and visitors. Violations of community rules may result in enforcement action.
 - **City of Bloomington Noise Ordinance:** Quiet hours are from **9:00 PM to 7:00 AM**. During quiet hours, noise heard from outside the premises is considered a violation if it continues for at least 15 minutes and disturbs others. **City fines for noise violations range from \$50 for a first offense to \$500 for subsequent offenses within a 12-month period.**
 - For noise or other non-emergency police assistance, contact the **Bloomington Police Department non-emergency number at (812) 339-4477**. **For emergencies, call 911.**
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5. TRASH & CLEANLINESS

- All trash must be bagged and placed inside designated dumpsters.
 - Trash may not be left beside dumpsters or stored in hallways, patios, decks, or outside unit doors at any time.
 - If one dumpster is full, please use the other dumpster.
 - Items are never to be left outside the dumpsters for pick-up.
 - Dumpsters are for general trash collection. Furniture, mattresses, appliances, and mechanical equipment are not permitted to be placed in the dumpsters or left beside them.
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6. PETS

- Pets must be kept on a leash at all times when outside.
 - Owners are responsible for immediately cleaning up pet waste. Failure to do so may result in a **\$50 fine per occurrence**.
 - Pets may not be left unattended on patios or tied outside for long periods of time.
 - Excessive barking or other pet-related disturbances are not allowed.
 - Owners are responsible for any damage caused by their pets.
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7. SAFETY & FIRE PREVENTION

- Grills **are not permitted** anywhere within the community.
 - Fire pits and chimineas **are not permitted** within the community.
 - Fire escapes are for emergency use only and must remain clear at all times.
 - Patios, porches, balconies, decks, and walkways must remain free of any items that block emergency access routes.
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8. SWIMMING POOL RULES

- Pool use is limited to residents and approved guests.
- No lifeguard is on duty. All swimming is at your own risk.
- Children under 14 must be supervised by an adult at all times.

- Pets, glass containers, smoking, and loud stereos are not allowed in the pool area.
 - Running, horseplay, dunking, or excessive splashing is prohibited.
 - Personal belongings may not be left in the pool area.
 - The pool closes at **10:00 PM**.
 - Unauthorized use may result in fines or enforcement action.
 - The HOA may deny access to anyone violating pool rules or engaging in improper conduct.
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9. RENTALS, GUESTS & OCCUPANCY

- Units must be used in a manner consistent with residential living and community standards.
 - Occupancy is limited to **two persons per bedroom, with a maximum of four persons per unit**.
 - Short-term rentals of less than 30 consecutive days are strictly prohibited, including listings on platforms such as Airbnb or Vrbo.
 - Owners are fully responsible for the behavior of their tenants and guests, and violations may result in fines or enforcement action.
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10. WINTER WEATHER GUIDELINES

- During freezing temperatures, residents should allow faucets to drip and open cabinet doors to help protect pipes.
 - When away during cold weather, thermostats should be set to at least **60°F**, and water should be shut off if possible.
 - Changing the settings on the gas heaters in the garages is prohibited.
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11. OWNER RESPONSIBILITIES & INSURANCE

- Owners are responsible for all maintenance and repairs inside their units.
- Owners are responsible for any damage to other units or garages caused by an issue originating in their unit.

- Owners are also responsible for any damage caused by neglect or failure to properly maintain their unit.
- “Walls-in” insurance coverage is required, and proof must be provided to the HOA.
- Owners must keep all contact, ownership, and rental information current with management.
- Failure to provide certificates of insurance or contact information will result in fines.

12. ASSESSMENTS & COLLECTIONS

- HOA assessments are due quarterly on **January 30, April 30, July 30, and October 30**.
- Late payments accrue interest at an annual rate of **21%**.
- Accounts that are **90 days past due** may be sent to collections. Accounts that reach **120 days past due** may be subject to legal action, including small claims court or foreclosure.
- Owners are responsible for all costs associated with collections, including attorney fees, court costs, filing fees, lien fees, and collection expenses.
- Certified mail notices carry a **\$25 fee**.
- All notices are sent to the owner’s contact information on file, and it is the owner’s responsibility to keep information current with management.
- The governing documents authorize the Gentry Quarters Homeowners Association to take all necessary legal action to collect unpaid assessments and recover associated costs, including foreclosure proceedings.