

COMMENTS ON REVISED DELIMON TOWNHOUSE ASSOCIATION RULES

Note: Items in blue, underline, and bold are links to websites

The Board's expectation is that all owners and residents will read and appreciate the sentiments contained in the PREAMBLE to the newly revised Rules on page 2.

As to the revised Rules, owners and residents should be aware of the following:

RECEIPT OF RULES AND OTHER GOVERNING DOCUMENTS:

Rules should have been provided to the new townhouse owner at their Act of Sale and to the lessee of a townhouse at the signing of the lease. In addition, these Rules are available in the President's "Welcome E-mail", on the DeLimonPlace.com website, in the DeLimon Directory, and a summary should be provided to the owner/resident when welcomed by the Board's Welcoming Committee.

All owners/residents are presumed to know the Rules.

WHEN TO NOTIFY THE BOARD (email to DeLimonPlace@gmail.com):

Any time any change is contemplated (leasing, renovation, landscaping, etc.) or any activity that would inconvenience your neighbors (moving, estate sale, etc.) you must contact the Board for approval, which will not be unreasonably delayed. Also, if you wish to file a written complaint, send it to the Board. If you are in doubt, be safe, not sorry, and notify the Board.

THE MOST FREQUENT VIOLATIONS:

The Board has resolved to be strict in the application of the Rules relating to:

- Animal control (leashing, removal of waste, and control of animals),
- Townhouse exterior maintenance (failure to maintain landscape or repair townhouses),
- Failure to obtain **Prior Board Approval** where required by the Rules i.e., changes to exterior of townhouse,
- Failure to allow termite inspection and treatment,
- Parking of vehicles (maintenance of garages for 2-car parking),
- Garbage and recycle bins (times and days to put curbside and remove),
- Parking on grass between street curb and sidewalk (damage to irrigation lines), and
- Parking too close to garage driveway entrances/exits and street intersections.

These issues give rise to most of the complaints and impact neighbors adversely; therefore, the Board has determined that sanctions will be appropriate for owners and residents whose inconsiderate actions so warrant.

BOARD ENFORCEMENT OF THE RULES:

These revised Rules contain enforcement provisions which explain the process adopted by the Board, and further, the Board will not hesitate to refer serious violations to the authorities of Jefferson Parish for disposition if deemed appropriate and necessary. Additionally, rules that require "**Prior Board Approval**" and/or are considered "**Special Violations**" are so noted throughout the document in bold letters. These violations carry a significantly higher fine (see **Sanctions Schedule of Fines** posted at delimonplace.com/rules-regs/)

WHAT YOU CAN DO:

If you have a complaint, consider talking to the offending owner or resident first, and, if that does not resolve the issue, then submit a written complaint to the Board (e-mail to DeLimonPlace@gmail.com is acceptable).

DELIMON TOWNHOUSE ASSOCIATION RULES

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PREAMBLE

DeLimon Townhouse Association represents a densely populated, **restricted** townhouse community. Townhouses are not the same as detached, single- family houses. Neighbors live in close proximity to each other, and, therefore, what one neighbor does affects other neighbors. For this reason, and in conformity with the governing documents of the DeLimon Townhouse Association, Inc., the Board of Directors has adopted the following Rules that govern the day-to-day operations of the Association with the goals of maintaining the quality and aesthetic integrity of the neighborhood, a peaceful and pleasant place to live.

DEFINITIONS

COMMON AREAS are those properties owned or otherwise maintained, repaired, or administered by the Association for the benefit, use, and enjoyment of its members, i.e., the entrance area adjacent to DeLimon Blvd. from Metairie Road to the first townhouses, the lot at the Focis Street exit, common garage driveways, fountains, the Clubhouse, the Clubhouse patio and pool grounds, and all perimeter wooden fences and brick walls. Additionally, those areas between the sidewalks and the street curbs are considered public areas but are maintained by the Association.

ORDINANCES are the **Jefferson Parish (“Parish”) ordinances** and regulations, and also include applicable laws of the State of Louisiana. (Go to www.jeffparish.net, hover over “Government” dropdown arrow, and see Code of Ordinances on the right-hand side.)

RESTRICTIONS are the provisions of the Declaration of Servitudes, Conditions and Restrictions of DeLimon Townhouses, and include the provisions of the Articles of Incorporation and the Amended and Restated By-Laws of DeLimon Townhouse Association, Inc. These documents can be found on the Association’s website at <https://delimonplace.com> in the Rules & Regs tab (a password is not required to access this section.)

ANIMALS

The Association follows the Parish ordinances that govern animals (**Article II – Animal Control and Welfare**). Residents must be aware of the following specific rules:

LEASHES: Dogs and cats are subject to parish leash ordinances and must be leashed and controlled when outside of a townhouse. Pet owners shall control their pets while leashed so they cannot menace or physically contact other pedestrians, pets or property. Pets are not allowed in the Clubhouse, in the pool, or the pool areas. Pets are allowed unleashed in the Clubhouse fountain patio with **Prior Board Approval** which may be revoked at any time. Animals must be leashed in the common area lot adjacent to the Focis Street gate.

WASTE: Pet owners are responsible for cleaning up after their animals. Scoopers or plastic bags are recommended for removal. The waste must be disposed of properly, not thrown into a storm drain or another resident’s garbage or recycle bin. As a matter of courtesy and respect for the property of others, residents shall not allow their pets to use the front yards, gardens, and lawns of other residents for pet waste elimination, i.e., the private property space between the sidewalk and a townhouse.

COMPLAINTS

Any complaints of violations of the Rules or covenants are to be submitted to the Board of Directors in writing or by electronic communication. See **PROCEDURES, pg. 11**.

DRIVEWAYS

Large trucks (e.g., moving vans) and large service vehicles are forbidden in all common driveways as they may damage the driveways or other property and severely restrict passage.

Storage pods, storage units, and dumpsters are not permitted without **Prior Board Approval**. If approval is granted, such pod or storage unit must remain in the front of the owner's townhouse for loading or unloading, and it must be removed from the subdivision by 6:00 PM on the day of delivery. Such units shall not remain overnight without specific **Prior Board Approval**.

No vans, cars, trucks, vehicles bearing commercial type license plates, boats and trailers, or recreational vehicles shall encroach upon any driveway entrance when parked on the street or be parked in the rear access driveways, the drives of "front loaders" (townhouses with garages facing the street), or on the streets of DeLimon Townhouse Association between the hours of 6:00 PM and 8:00 AM.

Residents shall not park unattended vehicles parallel to the garage doors. Attended vehicles shall not impede traffic when so parked. Residents are responsible for the violation of this rule by their contractors and vendors.

ESTATE AND GARAGE SALES

Garage Sales are **not allowed** in DeLimon Place. The Parish ordinances are silent with regard to Estate Sales. However, DeLimon allows Estate Sales but must follow the Jefferson Parish ordinances relative to "Garage Sales" (**Sec. 30.1 - Garage, rummage, yard, craft, and boutique sales**), which require a permit from the Parish. The permit must be posted in front of the townhouse at all times during the sale. The sale must be between 8:00 AM and 5:00 PM and can last a maximum of two consecutive days. Signs may not be posted other than on the owner's property. Signs are also not allowed elsewhere in public areas of the DeLimon Townhouse Subdivision. Residents must provide notice of the intent to conduct an estate sale to the Board and adjoining property owners at least one (1) week **in advance** of the sale to allow for Board notification to all residents. The entrance and exit for the sale must be through the front door of the townhouse.

GARBAGE AND RECYCLING

Garbage and recycling services follow the Jefferson Parish ordinances (**Article II, Chapter 16.**). Normally, household garbage is collected in DeLimon Townhouse area on Mondays and Thursdays, and household recyclable material is collected on Mondays.

Holidays on which garbage **WILL NOT BE COLLECTED** include:

- New Year's Day, January 1st
- Martin Luther King Day - the third Monday of January
- Mardi Gras Day (Tuesday)
- Independence Day, July 4th
- Labor Day - the first Monday of September
- Thanksgiving Day - the fourth Thursday of November
- Christmas Day, December 25th.

Garbage, debris, and recyclable material shall not be stored or placed in front of a resident's townhouse or in sight of the street prior to 4:00 PM on the day preceding the regular collection day. Residents shall place garbage curbside directly in front of their own townhouse or on the street side at the end of garage exits.

DeLimon Townhouse Association is exempt from the Parish's semi-automated garbage collection system, in which a specific container for garbage is provided by the Parish; therefore, garbage should be containerized in garbage cans (with lids) or in sealed plastic bags. Residents are encouraged to use sturdy plastic bags rather than garbage cans. If cans are used, garbage should be placed in sealed plastic bags first and then in the garbage cans to prevent spillage due to wind or animals.

Garbage cans and bins for recyclable material shall be removed and stored out of sight as soon as possible after collections have been made, but no later than 8:00 PM on the day of the collection.

GENERATORS

Permanent, whole-house, natural gas or propane generators are prohibited at this time due to noise and vibration concerns. However, the Board will continue to evaluate new generator technology which addresses these issues.

Temporary portable generators designed for use during **times of emergency are permitted**. Any generator which is fueled by either gasoline or diesel must comply with the requirements found in [National Fire Protection Association \(NFPA 30\)](#) for the storage and use of flammable and combustible liquids. Local Parish rules and advisories related to gasoline or diesel generators must be followed to prevent danger to owners and their neighbors (see Jefferson Parish website at www.jeffparish.net, [Ordinances Sec. 8-4-119.14](#))

LANDSCAPING AND MAINTENANCE OF COMMON AREAS

The Association is responsible for and will incur the cost of maintenance of the common areas. This includes cutting and edging the grass, trimming shrubs, weeding, fertilizing, and general clean-up.

While the Association will cut the grass and edge in front of each property, owners are responsible for the maintenance of their property including trimming of trees, and replacement of dead grass, shrubbery, lawns, and trees. If an owner fails to do so, the Board may order it done at the owner's expense.

Any significant changes in planting or landscaping in front of a townhouse, including trimming or removal of trees, shall require written or e-mail **Prior Board Approval**. Violations of these provisions are subject to sanction by the Board.

DeLimon Townhouse Association is within the Jefferson Parish [Metairie Ridge Tree Preservation District](#). As such, we are subject to the ordinances of the District. Trees of the following species that are eight (8) inches in diameter at breast height (approximately 4.5 feet above the ground) are protected:

- (1) All Oaks (Live, Water, Willow, Red, Nuttall, etc.)
- (2) All Elms (American, Winged, Chinese, Drake)
- (3) Bald Cypress
- (4) Pecan
- (5) Magnolia (Southern, Japanese)
- (6) Sycamore

A property owner shall preserve protected trees. Prior to any construction activity, including but not limited to tree removal only, a property owner or his agent shall submit a Metairie Ridge Tree Preservation District permit application to the Department of Inspection and Code Enforcement. Further details can be found in [Article X.5 of Chapter 40](#) of the Jefferson Parish Code of Ordinances.

A list of acceptable trees to plant is available upon request from the Board or on the Association's website, delimonplace.com/delimon-place-trees/.

Any yard work for which the townhouse owner is responsible may be performed by a gardener/contractor of the owner's choice. If the Association's contractor is chosen, the owner shall make the arrangements directly with that contractor and pay directly for the work done.

No vines, climbing plants, trees, shrubs or flowerpots are allowed above the Association's perimeter brick or wood fences, or above owners' walls separating properties in the patio areas.

Flowerpots or similar containers placed next to any garage may not extend more than 14" beyond the garage wall or extension of the party wall.

No plants, trees or tree canopy, shrubbery, or flowerpots may protrude upon the sidewalks to impede passage.

LATE CHARGE POLICY AMENDED MARCH 21, 2023

Dues payments required under the Association's governing documents for assessments are billed quarterly, and payment is due on the 1st day of the 1st month of the quarter (January 1, April 1, July 1 and October 1) and late if received after the 25th day of the 1st month of each quarter (January 25, April 25, July 25 and October 25). If a member does not pay in full any quarterly payment (including late charges, fines and special assessments) due to the Association by its due date, the payment will be deemed delinquent.

If the Association does not receive payment for any expense due by the date required, the delinquent member shall pay a **\$25.00** (or other) late fee for each month of delinquency of that particular quarterly payment, with a maximum assessment of **\$75.00** per quarterly assessment as damages to reimburse the Association for its time, inconvenience, and overhead in collecting the payment.

In addition to late fees, for each check from a member that a bank returns for any reason, the member must pay a penalty of **\$25.00**, as well as all bank charges assessed against the Association.

If a member becomes more than six (6) months delinquent or has an unpaid balance of \$1,000.00 or greater, the member will receive a 10-day notice of the Association's intent to suspend voting privileges and the right to use Association amenities and common area facilities, including the Club House and swimming pool. If the Association receives payment in full before the 10-day notice period expires, the privileges will not be suspended. A violation of any suspension will result in an additional fine of **\$100.00** per occurrence. The Association may also refer the member's account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the member in accordance with the By-Laws.

The authority of the Board to adopt this policy is set forth in the Declaration of Servitudes, Conditions and Restrictions of DeLimon Townhouses Article VII(6)(a) which states that "all unpaid assessments and fees shall be subject to a late charge for non-payment as may be determined from time to time by the Board".

RENTAL OF UNITS

Owners may lease townhouses subject to the conditions set forth in the Restrictions, and **a copy of the lease must be submitted to the Board upon its execution.** All leases must contain a provision requiring the lessees' strict adherence to the Restrictions and Rules. Any such lease shall be for a minimum term of 12 months unless a shorter term is with **Prior Board Approval.** Short-term rentals or swaps (e.g., VRBO, AIRBNB, HOMEAWAY, HOMETOGO, HOMEEXCHANGE, etc.) are prohibited.

SATELLITE DISHES AND ANTENNAS

The Association is subject to the Federal Communications Commission's [Rule 47 C.F.R. Sec. 1.4000 of the 1996 Telecommunications Act \(Sec. 207\)](#). While installation of outside radio and TV antennas is not allowed, the installation and placement of satellite dishes is allowed with **Prior Board Approval.** Owners who wish to install a satellite dish must provide a written request to the Board with, at a minimum, a hand-drawn picture of the requested area for placement and a picture of the model to be installed. Dishes over thirty-six (36) inches will not be approved. Satellite dishes are not allowed on parapet walls, in gardens, facing streets, in patios visible to neighbors, or on adjoining walls.

SEASONAL DISPLAYS

Outdoor seasonal displays (including flags attached to a townhouse, e.g., Mardi Gras,) for recognized holidays shall not be installed earlier than four weeks prior to the holiday. Excessive pageantry and illumination of displays are prohibited. Decorations shall be removed no later than two weeks after the holiday.

SERVITUDE AREAS – REAR DRIVEWAYS

The driveways in the rear of townhouses are subject to access and utility servitudes and must remain clear of obstructions to the use and maintenance of those servitudes. As stated in **LANDSCAPING AND MAINTENANCE OF COMMON AREAS**, flowerpots, or similar containers placed next to any garage may not extend more than 14" beyond the garage wall or extension of the party wall.

Permanent recreation or sports equipment shall not be placed within the servitude area with the exception of basketball goals, which are permissible with **Prior Board Approval** and only if mounted on the garage at a height which will not interfere with access by other owners, residents, or necessary service vehicles. Free-standing basketball goals are prohibited.

SIGNS

All political signs are prohibited including flags, banners, or equivalent items. No signs (including political signs of any kind) shall be erected, posted, visible or displayed upon, in, or about any of the properties including the public areas, with the following exceptions:

- Alarm monitoring signs are permitted but may not exceed one (1) square foot in area. The sign shall be erected immediately adjacent to the townhouse.
- A single real estate sign is permitted but may not exceed four (4) square feet in area. The sign may be erected upon townhouse property placed on the market for sale or lease and shall be removed promptly following the sale or lease of such townhouse.
- Temporary Estate Sale signs not exceeding four (4) square feet in area. The sign may be erected upon the estate property at which the sale is located no sooner than one (1) week prior to the sale. The sign must be removed at the end of the sale. No signs are to be placed on the common areas.
- Building permits required by law to be posted are allowed.

SOLAR ENERGY

Solar or energy savings films, coatings on windows, doors, side-panels, or patio enclosures that would be reflective or create a mirror-like appearance are prohibited.

Owners who wish to install solar panels on their roofs or property must obtain **Prior Board Approval** with, at a minimum, a hand-drawn picture of desired size and placement and a picture of the model to be installed. Solar panels must not be visible from the front of other townhouse owners' front doors or visible from the street unless the panels are facing the garage driveways. Solar panels may be connected to batteries which must be located inside the owner's garage.

SPRINKLER (IRRIGATION) SYSTEM

The Association is responsible for periodic watering of frontage gardens using the underground irrigation system and for the routine maintenance of the irrigation system. However, damages caused by owners, residents, or their contract employees are at the owner's expense. Owners or their contractors are not permitted to modify the Association's irrigation system without **Prior Board Approval**. The addition of additional sprinkler heads or drip lines as extensions of the system is prohibited due to loss of system pressure. Personal systems unconnected to the Association's system may be installed with **Prior Board Approval**.

Some of the Association's irrigation feeder lines run underground in the areas between the street curb and the sidewalk. **Driving or parking on these areas is strictly prohibited** as it may cause damage to those lines.

TERMITES AND PEST CONTROL

The Association is responsible for the oversight of the termite contract which includes one annual inspection, periodic external spraying for termites, and maintenance of the termite baiting system. If termites are found and damage to the townhouse has occurred, the repairs to the townhouse are at the owner's expense. Subject to the terms of the Association's termite contract, and at the owner's option, the Association's termite contractor will do the re-treatment.

Owners must permit access to townhouses for the annual inspection by the Association's contractor, and **failure to permit access for the annual treatment is a Special Violation subject to sanction** by the Board.

Owners should periodically check the outside of the townhouse slab for mud tunnels around the slab or in the grout of the bricks, from the ground to the first brick level. If a tunnel is found, please contact the Association's termite contractor immediately (See Directory or web site for contacts). Owners should also check for tunnels coming from a brick or a wooden fence to the townhouse. In accordance with the Association's contract, the Association's termite contractor will treat the immediate area where termites are visible at no charge.

TOWNHOUSE APPEARANCE AND MAINTENANCE

Each owner is responsible for the maintenance, repair, and replacement of their townhouse and townhouse exterior. (See www.delimonplace.com, the Rules & Regs tab, **DECLARATION OF SERVITUDES, CONDITIONS AND RESTRICTIONS OF DELIMON TOWNHOUSES, pg. 21, Article VIII, Sec. (2) Maintenance of Townhouses**). As required by applicable Parish ordinances, building permits must be obtained and displayed.

Owners shall not change or alter any townhouse exterior without **Prior Board Approval**. (See [Restrictions, pg. 7, Article IV, Sec. \(3\) Prohibitions](#)). Exterior changes or additions include, by example only, different color paint on walls, doors and/or trim, windows or shutters, handrails, walkway leading to porch, color of roof tiles, lighting of front porch or side of house, or additions of awnings, satellite dishes, solar panels, hurricane shutters, gas meters or water purification systems. This list is not exhaustive. All changes must be approved first by the Board. The Board will be as responsive and timely as possible and will respectfully balance the desires of the owner with the aesthetic integrity of the community.

Owners who want to make exterior changes and/or additions shall submit a letter to the Board **in advance** outlining the changes desired with, at a minimum, a hand drawing of the change, sample of colors requested, picture of the fixture or handrail, etc and obtain **Prior Board Approval**. Owners should provide as much information as possible to the Board so a timely and informed decision can be made.

Failure to obtain **Prior Board Approval** for which approval is required under this section shall be deemed a “**Special Violation**” subject to an immediate initial assessment of \$1,000. If unapproved work is discovered prior to its completion, the Board or its designee is authorized to order that the work be stopped until required Board approval is obtained. If unapproved work has been completed prior to its discovery, the Board is authorized to require the owner to remove the work that would not have been approved had it been submitted **in advance**. Any work on a Sunday is subject to the same preceding provisions unless it is emergency work, i.e., work that is required immediately in order to prevent danger or further damage.

In the event of community emergencies, e.g., hurricane, flood, tornado, or similar events, owners/residents are authorized to proceed with interim or permanent damage repair during all weekdays and weekends (including Sundays) until the waiver is ended by the Board.

All construction materials and equipment must be removed from the property at day’s end or stored out of sight. Some external work may require material, supplies, machinery, and/or a dumpster immediately adjacent to the townhouse that is being worked on or on the street adjacent to the work. Arrangements for these circumstances should always be submitted to the Board **in advance** for approval for these otherwise prohibited activities. Portable toilets should be placed adjacent to the owner’s garage and situated so as not to block any entrances or exits.

In the event that a contractor begins work on a Sunday and the owner is not available to prevent the work, the Board or its designated representative is specifically authorized to advise the contractor that work is not permitted on Sunday, and they should cease work immediately.

All exterior changes to a townhouse to which the old Rules (pre-2017) applied and Board approval was not obtained are “grandfathered”, i.e., no longer are subject to complaint.

Painting of house numbers at the street curb is prohibited.

The Association follows the Parish ordinances that govern noise ([Sec. 20-102. - Noise](#).) Due to townhouses being contiguous, work by commercial contractors on interior or exterior maintenance, remodeling, or repair work, including painting shall be performed on Mondays through Saturdays between 8:00 AM and 6:00 PM. **Sunday commercial exterior or interior work is not permitted**; however, owners/residents may perform exterior or interior work on Sundays as long as it is between the hours of 10:00 AM and 5:00 PM and not a disturbance to neighbors.

VEHICLES, PARKING, AND GARAGES

USE YOUR GARAGE FOR PARKING! Each townhouse has a two-car garage which **must be used for off-street parking**, and the garages **must** remain for that purpose. Because of the narrow streets in DeLimon Townhouses, owners or residents who own three (3) or more vehicles **must** park two (2) in their garages, and for "front loaders" the additional vehicle(s) must be parked in the driveway for that townhouse. Owners and residents who fail to maintain their garage for the parking of two (2) vehicles shall be subject to Board sanctions.

External garage light bulbs will be maintained by the Association to assist in providing security to residents. External light fixtures and photocells that control the external garage lights are the owner's property and the owner's responsibility and must be replaced if not functioning to help maintain security.

Each townhouse, except for "front loaders," has one (1) parking space available within its street frontage, which frontage is defined as the extension of each townhouse's property lines into the street. Corner townhouses have frontages on two streets, and the side frontages should be used for non-resident parking.

As a matter of courtesy, owners and residents should refrain from parking in the frontage space of a neighbor's townhouse without the owner's permission, whether or not the neighbor is in residence or absent. Additionally, owners and residents are responsible for notification to and the adherence of their visitors, employees, contractors, or service personnel to the applicable parking restrictions so as not to inconvenience their neighbors.

Street parking in DeLimon Townhouses is governed by parish ordinances that make it unlawful to park a vehicle on any street for longer than 48 hours, on the grass areas between the street curb and sidewalk, too close to driveway entrances/exits, or too close to intersections. Violators of any parking ordinance are subject to having their vehicles ticketed or removed and impounded by the Sheriff.

No repairs, except those of an emergency nature, may be made to any vehicle while parked on the streets or access driveways of DeLimon Townhouses. Vehicles may not be washed on the streets of DeLimon Townhouses.

DeLimon Townhouse Association identification decals shall be placed on the driver's side of the front and rear bumpers of all vehicles of owners and/or residents to assist with the Association's security protocols.

The legal posted speed limit in DeLimon is **20 mph** which is subject to enforcement by Jefferson Parish Sheriff's Deputies, and all drivers must observe this limit, as well as parking regulations, throughout the area.

USE OF THE CLUBHOUSE AND PATIO

The Clubhouse (and patio by extension) are for the sole use and enjoyment of DeLimon Townhouse Association owners, residents, and their invited guests, and access to the Clubhouse for informal social gatherings is at the discretion of the Board subject to such requirements as the Board may deem necessary.

The Clubhouse may not be used for any political functions. Additionally, it may not be used for commercial purposes (i.e., sale of goods or services, fundraisers of any kind, classes initiated by a non-resident/owner, etc.) However, classes which are initiated by a resident/owner for the benefit of the residents/owners and/or friends and family are acceptable subject to **Prior Board Approval** or by the designated representative of the Board. The resident/owner must be in attendance. Examples of this may be yoga/pilates, exercise, art, or bridge classes for the benefit of residents/owners.

The Clubhouse may be reserved for use only by owners and residents for special events with **Prior Board Approval** or by the designated representative of the Board and subject to availability. A copy of any written invitation must be submitted to the Board **in advance**, and events to which invitations might be extended to the general public are specifically prohibited. The sponsoring of events by owners or residents for outside entities is prohibited.

Through its designated representative, the Board will authorize exclusive use by an owner/resident of the clubhouse and patio for social events at which no more than fifty (50) persons will be present. A notice will be placed on the clubhouse bulletin board announcing when a group will be using it at a particular time and date. The owner/resident requesting such use must be present with their guests and be responsible for their conduct, for cleanup, and for any damages. A special key, obtainable from the designated representative, is required to access the clubhouse and must be promptly returned.

Owners or residents requesting the use of the Clubhouse for a special event must sign a waiver of liability and indemnification agreement in such form as approved by the Board.

The event must begin and conclude at the time provided when reserving the Clubhouse.

To save money while not in use, the Clubhouse thermostats are set at 76 degrees in summer and 70 degrees in winter. When a special function is scheduled, the thermostats may be adjusted. Otherwise, please do not adjust the thermostats. Please turn off all lights and return the thermostats to the setting above if you are the last to leave the clubhouse.

Owners and residents are responsible for clean-up and removal of trash, as well as any equipment brought onto the property as a result of the event. The Clubhouse must be left in "AS FOUND" condition and all lights turned off or a \$250.00 fee will be charged for clean-up.

SMOKING OR VAPING IS NOT ALLOWED in the Clubhouse at any time.

NO PETS are allowed inside the Clubhouse. Pets are allowed in the patio area with **Prior Board Approval**.

Children must be supervised **AT ALL TIMES**.

The kitchen utensils, equipment and all supplies in the Clubhouse are for normal use and maintenance of that facility, and, if any special items are needed, the owners or residents should bring and then remove them after the event.

The interior door between the kitchen area and the pool restroom is to remain double locked when people leave.

The Clubhouse key must be returned to a Board member as soon as possible after the event. Duplication of the key is prohibited as the Board must retain control of access to the facility.

SWIMMING POOL

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| (1) NOTE - There is no lifeguard on duty. Swim at your own risk. |
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- (2) Pool hours are from 8:00 AM until 10:00 PM daily. Any deviation from these hours shall require **Prior Board Approval**.
 - (3) The pool is for the exclusive use by owners, residents, and their guests. It is privately owned by the DeLimon Townhouse Association. **Please do not share the pool gate key with others.**

- (4) Guests must be accompanied by owners or residents. Non-resident relatives of owners and residents are considered “guests.”
- (5) Children 12 years of age and under must be accompanied by an adult when in the pool area.
- (6) No running or “horseplay” is allowed in the pool area. Please respect other people in the pool and avoid excessive splashing and noise, including loud music.
- (7) Proper swimming attire is required in the pool. Attire such as cut-offs, jogging shorts, etc. are not allowed.
- (8) Only non-breakable containers are allowed in the swimming pool area. Food is allowed but the area must be kept clean, and all trash removed. There is a garbage can in the pool restroom.
- (9) Toys appropriate for pool play are allowed. However, after their use, all toys and inflatable items must be removed. Toys, clothing, and other personal items left behind will be donated or thrown away.
- (10) **Pets are not allowed within the swimming pool fenced area.**
- (11) The ring mounted on the clubhouse wall is a lifesaving device and shall not be used for pool play.
- (12) Recoil and hang up hoses after use.
- (13) Due to the trees surrounding the pool area, leaves, berries and bugs will require using the skimmer for removal. Please return the skimmer to the side of the Clubhouse after use.
- (14) If chairs or chaise lounges are moved, please return them to their original space. Do not block the gate or restroom door with chairs or chaise lounges. To allow for safe passing, no items should be placed aside of the Clubhouse wall.
- (15) Leave all lounge mats on the lounge chairs and hang them over the top of the chair to drain and prevent mildewing. To prevent excess wear, mats should not be laid on the concrete ground.
- (16) After use, close all umbrellas and secure them with the strap or bungee cord to prevent the wind from ripping the umbrellas, blowing them over the fence, or turning over the tables.
- (17) The Clubhouse restroom closest to the swimming pool may be accessed directly from the pool area. The same key used to open the pool gate will open the door to the pool restroom. The restroom door must remain closed (to maintain A/C or heating), and the pool gate closed to enable it to automatically lock to provide for safety. The restroom fan and lights must be turned off after use or by the last person to leave the area.
- (18) **Prior Board Approval** is required only when there will be more than five (5) guests per owner or resident. No authorization will be granted for the exclusive use of the pool. The owner/resident must accompany their guests in the swimming pool area and is responsible for their conduct, for cleanup, and for any damages.
- (19) Smoking or vaping is not allowed in the pool area at any time.

- (20) Parking is not allowed in the Clubhouse drive except to pick up mail and to load/discharge passengers and party supplies.

The pool and Clubhouse belong to you, the DeLimon Townhouse owners and residents. Please help maintain it in good condition, keep it clean, and encourage courteous and proper behavior.

PROCEDURES FOR APPLYING THE PROVISIONS OF THE GOVERNING DOCUMENTS

The Board has the right to take immediate action as to obvious violations of the DECLARATION OF SERVICITUDES, CONDITIONS AND RESTRICTIONS OF DELIMON TOWNHOUSES, the BY-LAWS, or the RULES of the DeLimon Townhouse Association, Inc.

Any complaints by Association Members of violations of the Rules or covenants are to be submitted to the Board of Directors in writing or by electronic communication. (Board membership may be found on the Association's website - www.delimonplace.com)

The name of the complainant must accompany the complaint to the Board, along with any available evidence, e.g., photographs. However, if requested, the Board will not reveal the complainant's name unless the complainant is the only witness to the violation and no other evidence is available.

Upon receipt of any complaint the Board will review and determine the appropriate resolution- e.g.:

- Responding that the complaint does not state a violation and reject the complaint.
- Asking the complainant to talk directly with the alleged violator.
- Assisting the complainant with filing a complaint with the Jefferson Parish authorities; or,
- Initiating a formal Notification to the alleged violator from the Board.

The Board may choose to take immediate action or ask the complainant to contact the appropriate Parish department directly.

Upon determination that a formal Notification is appropriate, the Board will forward the complaint to the alleged violator with a request for response to the Board within seven (7) calendar days of receipt. Absent unusual circumstances, failure to respond in the prescribed time will result in a determination that the complaint was established as valid and require the Board to move to the penalty phase.

If any disputed complaints are pending, the parties involved in a complaint will be invited to attend the next monthly Board meeting and offer additional testimony or other new evidence. After the party who attends has presented their position, they will be asked to excuse themselves from the meeting in order for the Board to deliberate. The parties will be advised in writing of the Board's decision within five (5) business days.

The Board may take the following action(s):

- Issue a letter to the parties rejecting the complaint or,
- Issue a letter to the party whom the Board judged to be in violation of a Rule and state the penalty imposed, and should it be appropriate, require that the action which violated the rule be changed, e.g., exterior alteration of their townhouse without **Prior Board Approval**. The complainant will be notified also of the decision of the Board.

Failure to satisfy penalties imposed and/or subsequent violations by an Association member may require recourse to litigation or other remedies that may be reserved to the Association by the governing provisions of the “Restrictions”- [Declaration of Servitudes, Conditions, and Restrictions of DeLimon Townhouses, the By-Laws, or the Rules of the Association](#). In such circumstances, above and beyond the specific penalty involved, compensatory financial penalties may be assessed.

ADOPTED: November 14, 2017

1st Amendment: May 14 and May 24, 2019

2nd Amendment: December 14, 2021

3rd Amendment: March 8, 2022

4th Amendment: January 17, 2023

5th Amendment: March 21, 2023