

Walnut Creek HOA

RULES AND REGULATIONS HANDBOOK



WalnutCreekNC.Nextdoor.com

Amended May 8, 2017

Handbook for Residents

PREFACE

This handbook provides information about practices and policies at Walnut Creek Condos. Each homeowner and/or Resident is requested to become thoroughly familiar with this Handbook. The Declaration of Covenants, Conditions and Restrictions (DCC&R's) and the By-Laws for the Association. This Homeowner's Handbook, DCC&R's and By-Laws contain information regarding ownership, elections and general rules that are detailed within. Copies of each of these legal documents should be furnished to the new Residents as part of the purchase process. If you sell your home, please forward a copy of these to the new Residents.

RENTAL UNITS:

If you are leasing your Home, it is your responsibility to ensure that your Residents have a copy of these Rules and Regulations as you will be held liable for any violations. In addition, per the DCCR's, any lease agreement must provide that it shall be subject to the provisions of this Declaration, and that any failure by the lessee to comply with the terms hereof shall be a default under the lease, and shall be in writing. (Section 12.a. Use Restrictions).

Adherence to the policies in this Handbook, combined with a spirit of consideration and willingness to work together, will ensure the kind of community in which all residents are happy to live.

INTRODUCTION

Because homeowner association living may be a new experience for many of us, this set of Rules and Regulations has been adopted by the Board of Directors to enhance the enjoyment of the homeowner association way of life for the Residents. The use and maintenance of all Common Property by the Owner or Owners of all Condominium Units, and all other parties authorized to use the same, shall be subject to such rules and regulations and may be prescribed and established by the Association.

The facilities of the condominiums are for the exclusive use of the Association's members, lessees, resident's houseguests, or visitors accompanied by an Association Member. No guest or relative of any resident will be permitted to use any of the common areas unless accompanied by a member. The common areas regarding this section are defined as: the pool and pool building and surrounding areas and the entrance.

These Rules and Regulations will be reviewed as required by the Board of Directors and appropriate amendments may be made.

WHO WE ARE

Your community is comprised of several components:

1. Owners – who elect the Board of Directors
2. Committee Members – who are comprised of Residents and are appointed by the Board
3. Board of Directors – create policy and make decisions
4. Management Company – hired by the Board and implements the policies and decision made by the Board.

CONTACT INFORMATION

Board of Directors: email WalnutCreekBOD@gmail.com

Management Company:

Kuester Management Group

130 Ben Casey Dr. Suite 100

Ft. Mill, SC 29708

Phone: (803) 802-0004

Email: support@kuester.com

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RULES AND REGULATIONS
FOR
WALNUT CREEK CONDOMINIUMS

The Board of Directors of the Walnut Creek Condo Association, Inc., establishes Rules & Regulations in accordance with the DCC&R's of Walnut Creek Condominiums, Residents are responsible for compliance with these Rules and Regulations including their residents, guests and family. As an Owner, you agreed to comply with the Rules and Regulations when you purchased your Home by agreeing to comply with the Declarations of Covenants, Conditions and Restrictions of Walnut Creek HOA. **It is the Owner's responsibility to ensure that your Home occupants and their guests comply with these provisions. Please provide your Lessee's a copy of these Rules and Regulations – See Rental Units above.** Hereinafter, the term "Resident" shall be defined as: A person, 18 years or over, whom is either the "Owner of Record" or "Lessees". The Board of Directors asks for support of all Owners and Residents in the enforcement of these Rules & Regulations. Violations should be reported in writing to Walnut Creek Condos, care of Kuester Management Group via email to support@kuester.com or (803) 802-0004. The Board of Directors will review reports of violations, and appropriate action will be taken.

I. USE RESTRICTIONS

No immoral, improper, offensive or unlawful use shall be made of any Condominium Unit or of the Common Property, and all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction of the Condominium shall be observed. No Owner of any Condo Unit shall permit anything to be done or kept in his Condominium Unit, or on the Common Property, which will increase the rate of the insurance on the Condominium, or which will interfere with the rights of other occupants of the Condominium or annoy them by unreasonable noises, nor shall any Owner undertake any use which shall constitute a nuisance to any other Owner of a Condominium Unit, or which interferes with the peaceful possession and proper use of any other Condominium Unit or the Common Property.

II. NOISE DISTURBANCES

1. **Disturbing Noises from Dwellings/Common Areas:** No Owner, resident, or guest shall make or permit any disturbing noises in any dwelling or upon the Common Areas, not permit any conduct by such persons that interferes with the rights, comforts, or quiet enjoyment of other residents. This includes but is not limited to, playing or permitting to be played any musical instrument, audio-video systems in such a manner as to disturb the quiet enjoyment of other residents including but not limited to barking dogs. **Minimum volumes of all sounds and sound producing equipment shall be enforced between the hours of 9:00 PM and 9:00 AM.** If you feel this rule is being violated, please notify the HOA and or/call the Police. Per the Char-Meck noise ordinance anything above 55db registering inside a unit is too loud, after 9:00 p.m. that lowers to 50db.
2. **Disturbing Loud Music/Noise from Vehicle:** Loud music from vehicle audio systems heard outside the vehicle is not permitted at any time. **REDUCE THE VOLUME OF YOUR CAR STEREO WHEN ENTERING AND EXITING THE PROPERTY.** Other loud noises from vehicles such as engine, muffler, horn or tires are also violations of the noise regulation. Using a horn in a non-emergency situation is a violation.
3. **Disturbing Noise from Repairs:** Repairs *inside the home* involving noise must be done between the hours of **8:00 A.M. and 6:00 P.M., Monday through Saturday and 10:00 a.m. to 4:00 p.m. on Sunday.**

III. POLICE RESPONSES:

1. **Police Response:** Police responses to situations in the community involving a breach of any regulation or law constitute a violation separate and apart from any other violation of the Rules and Regulations and may result in a fine of up to \$100.00 per response.

IV. RESIDENT ACTIVITIES

1. **Quiet Enjoyment:** No noxious or offensive behavior or activity shall be carried on upon the property, nor shall anything be done which may be or may become a nuisance of annoyance to the neighborhood.
2. **Loitering in Common Areas:** Residents, guests, and children shall not loiter in any common areas.

3. **Business Operations from a Dwelling:** Businesses that are operated out of a dwelling that substantially increase the flow of traffic or parking are strictly prohibited per the DCCR's.
4. **Firearms:** The discharge of any firearm, pellet gun, paint gun or BB gun on the property is prohibited.

v. **COMMON AREAS**

1. **Obstructions in Common Areas:** The Sidewalks, entrances, roadways, and areas of the Common Area such as hallways, shall not be obstructed or used for any purpose other than for the ingress and egress to and from the Homes; nor shall any carts, bicycles, carriages, chairs, tables or any other items be stored thereon. These are subject to removal without notice as they pose a hazard in the event of an emergency.
2. **Storage of Personal Property:** Personal property of Home Residents shall be stored inside their Homes and Garage and not in the common area hallways.
3. **Littering:** Littering in the Common Areas is a violation of these Rules and Regulations. Littering shall include, but not be limited to: discarding cigarette butts, beverage containers, animal feces, trash of any type, other items that would cause waste on the property. Please discard cigarette butts in appropriate containers as they might cause a fire.
4. **Personal Property in Common Areas:** Any personal items found to be in the Common Areas such as but not limited to bicycles, tricycles, toys and other play items, screens and grills will be removed without prior notice, without notice after the fact, and without a holding period and will be discarded.

vi. **FLAMMABLE MATERIALS/CHEMICALS AND FIREWORKS**

1. No flammable, combustible, hazardous, or explosive fluids, chemicals, or substances shall be kept in any Home, deck, patio, or in the Common Areas.
2. **Fireworks:** No fireworks or any form of pyrotechnic devices shall be used on the property at any time.
3. **Grilling Near Buildings:** All grilling must be done at least 15 feet from any building in order to avoid any possible damage. **This is in compliance with North Carolina Fire Code Section 308.3.1.** Repairs for any damage done to the Homes for violations of this Rule will be assessed to the Resident's Homeowner account.
4. **Fire Pits & Charcoal Grills:** Are banned from this property only Gas BBQ Grills are permitted. Per the Fire Marshall this is due to resident's improper disposal of used charcoal on this property this has forced the HOA to ban all charcoal grills. Also per the Fire Marshall fire pits are not permitted to be stored on patios.

vii. **BUILDING EXTERIORS / DECKS / PATIOS**

1. **Exterior Modifications:** No exterior changes to the buildings or *common areas* can be made without prior approval of the Architectural Control Committee. Any changes to the landscaping in front or behind the Homes must be requested and approved by the Architectural Control Committee. If a resident makes changes without prior approval, the Association reserves the right to put the area back to its original condition and bill the owner.
2. **Decks/Patios:** Decks and patios shall be maintained in a neat and clean condition. Outdoor *patio* furniture is the only acceptable furniture to be used on decks or patios. Furniture designed for interior use such as upholstered chairs or couches shall not be kept on any *porch*, patio or deck. *If a Resident stores any other items on their deck/patio, the Association will send a notice of violation, if after two (2) weeks, the items can be removed without further notice to the Resident after the fact, without a holding period, will be discarded and the owner will be charged for the disposal.* Homeowners are responsible for proper maintenance of their decks and patios, this includes but not limited to repair/replace broken or missing spindles, warped boards and proper maintenance of the deck to prevent the wood from rotting. *"The Owner of a Condominium Unit who has exclusive use of any Limited Common Area shall maintain such at his own expense."* (Section 16)
3. **Trash around Building:** it is the Residents responsibility to ensure that their driveway is free of trash and debris.
4. **Satellite Antennas:** Please refer to the attached rules regarding Satellite Dishes.

5. **Signs:** Only one (1) "For Sale" or "For Rent" sign placed in front window is permitted to be displayed. Information boxes are prohibited. Signs can be placed in the Common Area alongside your driveway for a period not to exceed 30 days. *Any sign in the Common Area for longer than 30 days will be considered a violation of the Rules and Regulations. A notice of violation will be sent, if not removed after two (2) weeks the sign will be removed and discarded without further notice to the Resident.* One (1) small security sign is allowed to be displayed in the pine straw in front of the home. If the sign is found lying in the common area or damaged it will be removed and discarded.
6. **Yard Sales:** Private yard sales are not permitted within the community as the community parking and streets cannot accommodate additional vehicles. It also violates the rule of signs in the common areas.

viii. **WINDOWS / DOORS / WINDOW COVERINGS**

1. **Window Coverings:** All window coverings facing the front of a Home shall be white in color.
2. **Window Glass and Screens:** Glass and screens for windows shall be kept in good condition. Torn screens are to be repaired or replaced at the Resident's expense. All glass in the windows and doors are the responsibility of the Residents. Broken glass (including the pressurized gas between the panes) must be repaired in a timely manner. If the resident does not maintain their window screens, the association will send a notice of violation and after two (2) weeks, the Association will repair/replace the screen and bill the owner.
3. **Door Screens:** if screens are used with doors, the screens shall be kept in good condition. Damaged door screens must be replaced. If the resident does not maintain their door screens, the association will send a notice of violation and after two (2) weeks, the Association will repair/replace the screen and bill the owner.

ix. **AUTOMOTIVE VEHICLES**

1. **Condition of Vehicles:** All vehicles on the property must be operable, in good repair, have a current registration sticker displayed on the license plate. If you have applied for your registration and have not received it and your sticker on your plate is out of date, it is your responsibility to move the vehicle to your driveway or garage until you have received a current registration sticker.
2. **Speed and Traffic Signs:** Vehicles shall not exceed 15 MPH within the property limits. Traffic signs must be strictly observed.
3. **Washing & Repair:** Car washing, maintenance (oil changing etc.), or repair of vehicles on the property including inside the garage is prohibited, no outside companies may wash vehicles on the property.

x. **PARKING - PERMITS AND TOWING / Amended May 2017***

1. **Type of Vehicle Allowed on Property:** No vehicles other than private personal passenger vehicles shall be parked on the property. Work trucks with ladders and tool boxes, boats, boat trailers, campers, recreational vehicles, travel trailers, trailers are prohibited from being parked on the property. Vehicles are defined as any motor vehicle that must be registered with the DMV. Vehicles that advertise a company are strictly prohibited from being parked in the parking lot overnight this includes magnetic signs on vehicles, remove when parked in the lot.
2. **Motorcycles:** Motorcycles must be parked in your garage or designated motorcycle parking spaces only. No parking on patios per CMFD.
3. **Parking Permits:** : *If you lease your home, you must contact the management company immediately to obtain two parking (2) permits prior to your renters moving in.*
4. All Residents and their Guests who park in the parking lot must have a Walnut Creek Resident parking permit clearly displayed in the front right windshield of their vehicle after June 1, 2017.
 - a. Only two (2) permits will be issued per unit and will be registered to that unit.
 - b. Each unit is allocated two (2) parking spaces: garage and their driveway only. Parking in the lot is for visitors and overflow, parking is first come first serve only.

- c. Permits are for Private Passenger Vehicles ONLY, no commercial vehicle or work type trucks may display a WC permit.
 - d. If parked in a visitor space the vehicle must display a Walnut Creek Permit in the front window and must be moved every 24 hours.
 - e. If you lose your permit the cost to replace them is \$100.00. You will be required to surrender your remaining original permit and will be issued two new permits and the old ones will be considered null and void.
 - f. Permits must be displayed clearly in the front window by using the suction cup to attach to windshield. If the towing company cannot clearly see the permit you run the risk of being towed.
 - g. No permit may be displayed in a Commercial vehicle, work truck, U-Haul, etc., if you do the vehicle will be towed without warning. (See Commercial vehicles #7.)
 - h. Any vehicle in the parking lot not displaying a permit will be towed without warning or notice.
5. **Visitor Parking:** Visitors are requested to park in designated “Visitor” parking spaces in the parking lot; all visitors must display a parking permit in the front window to avoid being towed.
- a. If parked in a visitor space, vehicle must be moved every 24 hours out of visitors.
 - b. *Time limits on visitor spaces has been removed, however, if the Board feels that the residents are abusing the spaces and not moving vehicles every 24 hours the time limits will return permanently.*
6. **Prohibited and No Parking Areas for Vehicles:** No parking on grass, sidewalks, landscaped areas, patios or streets for any reason. Buildings must be kept clear at all times per CMFD Fire Code.
7. **Commercial Vehicles:** No Commercial vehicle may be parked on the common areas or anywhere in the Walnut Creek Community overnight. A vehicle shall be deemed a commercial vehicle if the vehicle meets at least three (3) of the following characteristics; the vehicle:
- a. Weighs over 6,001 pounds (2,722 kg)
 - b. Has ladder or other equipment racks
 - c. Has commercial signage
 - d. Has dual axels
 - e. Pulls a trailer
 - f. Has a trailer attached
 - g. Has a lift gate
 - h. Has a lift bucket
 - i. Has a plow attachment
 - j. Is owned by a company or corporation
 - k. Has a commercial license plate
 - l. Any truck or vehicle with tonnage of one (1) ton that may or may not have advertising signage;
 - m. Any vehicle used for the purpose of transporting persons for hire;
 - n. Any vehicle designated used or maintained primarily for the transportation of property incident to a business; or
 - o. Any vehicle used for providing services to another person or entity for a fee or profit;

Handicapped accessible and law enforcement vehicles are not considered commercial vehicles for purpose of these declarations.

- 8. **Towing of Vehicles:** Vehicles not in compliance with Section VIII and IX **will be towed** at the Resident’s expense with no further notice. Vehicles will not be tagged and Residents will not be notified prior to towing for violations of these Rules and Regulations. The sign indicating the contact information for the towing company is located at the entrance of each street within the community.
- 9. We have residents who are taking up space in the parking lot and not utilizing their garage and driveway. Please be considerate of others by not taking up space in the parking lot when you have

an empty driveway or garage, the board has deemed this a violation and will fine anyone that is not utilizing their driveway in order to park a vehicle in the parking lot.

10. **Vehicle Size:** Due to the small sized parking spaces, oversized vehicles must park in the driveway only.
11. **Driveway Parking:** If you double park your vehicles in the driveway, no part of the second vehicle can extend in any way into the right of way and prohibit normal traffic flow, nor can it extend over a sidewalk forcing pedestrians to walk in the street. Any vehicle deemed to be violating this rule will be tagged and or towed if the vehicle completely blocks oncoming traffic and or pedestrian travel.

xI. **PETS**

1. **Pet Leash Law:** Pets shall be on a leash and under the Resident's control at all times when outside a Home and in the common areas. No Pets may be permitted to run loose upon the Common Areas and facilities. (Section 12 paragraph F of the DCCR's.)
2. **Unattended Pets:** Pets shall not be tethered or left unattended on a townhome patio, deck or in the Common Areas at any time. Dog tethers are not permitted at ANY TIME.
3. **Damage to Property:** No pet Resident shall allow their pet to urinate or defecate on the landscaping or shrubs in the Common Areas without picking up afterward. This causes damage to the property. Residents of pets are liable for damages and costs to repair. Please utilize the "doggie stations". Please remember, not cleaning up after your pet can cause disease to be spread. *Any violations to these rules will result in a hearing and fine of up to \$100.00 per day per occurrence. Dispose of pet waste inside the dumpster. The property is under video surveillance and fines are strongly enforced.*
4. **Pet Registration:** All Dogs must be registered with the Home Owners Association there are no exceptions. Any dog not registered with the HOA will result in a fine of \$100 per pet. Please Complete the Pet Registration Form included in this handbook and send back to support@kuester.com immediately.
5. **Damage or Injury by Pet:** Any pet causing personal injury or property damage should be reported to animal control by calling 311.

THE BOARD OF DIRECTORS MAY ADOPT SUCH OTHER AND FURTHER RULES CONCERNING PETS AS IT DEEMS APPROPRIATE.

xII. **POOL**

The pool is for the EXCLUSIVE use of the Walnut Creek homeowners, residents and Guests ONLY. Unauthorized persons entering the pool will be prosecuted to the fullest extent of the law. Please be prepared to show your pool fob to any authorized representative of the Homeowners Association (Board Members, Committee Members and or Police Dept). Persons at the pool, who do not have a pool fob, have been seen jumping the pool fence or violate any of the pool rules below will be asked to leave by a Board Member, fined or banned from the pool for the entire pool season and or arrested for trespassing. Fobs will be activated at the beginning of pool season for all owners who are current on HOA Dues, if your fob does not work please contact your Landlord, if you rent, or Kuester Management Group, if you own, to get it straightened out.

1. **Pool Area:** The pool area shall be defined as the "Gated Pool Area". It's surrounding periphery, and adjoining parking lot.
2. **Pool Access:** Pools are accessed by using a grey plastic fob at the card reader located at each pool gate. All fobs are registered to the unit and will access both pools during pool hours only. Pool hours are 9:00 a.m. to 9:00 p.m. and are posted on the gate.
3. **Pool Hours:** Are strictly enforced and are subject to change without notice.
4. **Illegal Access:** If your fob does not work do NOT put your child over the fence to open the gate; **both pools have video cameras** and you will be asked to leave the pool area, banned for the season, and/or fined.
5. **Guests of Residents:** Guests may not be at the pool without the accompaniment of a Resident and are the sole responsibility of the Resident at all times. Residents are not to have more than 4 guests at the pool without prior approval of the HOA.
6. **Overdue Assessments or fines:** Residents who are not current on all HOA Assessments or have unpaid fines will not be allowed the use of the pool until these balances are paid in full.
7. **Food & Drink:** Any food consumed or brought to the pool must be cleaned up and put in trash cans provided before the Resident leaves the pool area. No glass is permitted inside the gated area at all times.

8. **Umbrellas:** If you use a pool umbrella please close the umbrella before leaving the pool area any damage to the umbrellas due to vandalism will result in all umbrellas being removed for the season.
9. **Music:** Music is to be kept at a low level as to not disturb other patrons or Residents in the vicinity. **NO VULGAR OR OBSCENE MUSIC IS PERMITTED.**
10. **Children:** Persons under the age of 16 will not be allowed in the "Pool Area" without the accompaniment of an adult or guardian over the age of 18. Children under the age of 16 are not to be left unattended at any time.
11. **Safety Equipment:** The safety equipment is for emergency use only; it is a violation of the Health Department to play with life safety equipment. Anyone caught playing with the life ring will lose their pool privileges for the summer.
12. **Parties:** Parties at the pool may be held with prior approval of the HOA through the Association's Management Company.
13. **Roughhousing/Obnoxious behavior:** Running, rough housing, obnoxious behavior, or other wild activity will not be tolerated.
14. **Smoking:** Cigarette butts must be disposed of in appropriate safe containers, failure to do so will result in smoking being banned in the pool area.
15. **Pool Attire:** Only "standard" swim wear is allowed to be worn in the pool. No jeans, jean shorts, gym shorts, jogging pants or basketball shorts are allowed to be worn in the pool at any time. Diapers are not allowed in the pool at any time. *Reason for this rule is that non-pool attire changes the chemicals in the pool water. Mecklenburg County requires the pool chemical levels to be at a specific level at all times and could result in the pool being shut down.*
16. **Showering:** All guests must shower before entering the pool by using the shower provided in the pool area.
17. **Lost Fob:** The cost for a replacement fob is \$50.00. Please contact Kuester Management Group immediately to report a lost fob so it can be turned off.
18. **Pets:** Absolutely NO pets are permitted at either pool at any time; this is a health code violation.

xiii. **TRASH / GARBAGE**

1. **Trash:** There are three large dumpster containers located in the community. One in the first phase on Mallard Park Drive and two in Phase 2 on Park Place drive and one on Park Creek Drive. Please place trash inside trash bags and tie them closed. Park Place drive dumpster tends to be overused and fills up quickly; please try to utilize the Dumpster on Park Creek Drive when Park Place is full. *There are cameras located at each dumpster, if you put your garbage anywhere but inside the container you will be subject to fines upwards of \$100.00 per day or per occurrence.*
2. **Bulky item Disposal:** Bulky item pickup must be scheduled through 311, please do not place items at the dumpster until the night before the scheduled date. If it can fit inside the dumpster, please place it inside the dumpster and Republic will take it.
3. **Large Boxes:** Please break down all large boxes so that they fit inside the dumpster without taking up too much room.
4. **Construction Debris:** If you have a vendor doing work on your unit, they are not permitted to place any construction debris, (carpets, tile, wood, drywall etc.,) into the dumpsters on the property; your vendor must remove those items at their expense. These are not construction dumpsters and they will not be picked up by Republic Waste. If this happens homeowners will be responsible for the cost of removing the debris from the property which will be applied to your account.

xiv. **VANDALISM/DAMAGES TO PROPERTY**

1. **Vandalism:** Incidents of vandalism should be reported to the Charlotte Police Department and will be investigated.
2. **Damages to Property:** Damage to property is considered a violation of the Declaration of Covenants, Conditions and Restrictions. The cost of the property damage, fines/assessments, court cost, and lawyers' fees resulting from acts of vandalism and property damage shall be assessed to the Home committing such acts.

xv.

NOXIOUS ODORS

1. **Noxious Odors in Homes:** Noxious or unusual odors shall not be generated such that they permeate to other Homes or the Common Areas and become annoyances or become obnoxious to other Residents. Such odors may originate from any number of sources including pets. Normal cooking odors, normally and reasonably generated, shall not be deemed violations of this regulation.
2. **Pet Odors:** Odors originating from pets shall also be considered a violation of the pet restrictions.

xvi. **LEASING YOUR HOME**

It is the responsibility of every owner who leases their Home to provide the following – prior to the lessee moving in – to the management company:

1. The Owner’s offsite address
2. The Owners phone number
3. The Owner’s email address
4. The Lessee’s name
5. The Lessee’s phone number
6. The Lessee’s email address
7. Vehicles driven by all residents in your unit.
8. Property Management Company (if applicable)
9. Property Management Contact (if applicable)
10. Property Management Phone number (if applicable)

It is the Owner’s responsibility to ensure that your Home occupants and their guests comply with all provisions in this handbook. Neither the Board nor the Management Company will communicate with a lessee on an incoming issue for any reason (complaints, parking, noise issues, towing etc.). All communication must be initiated by the Homeowner ONLY. It is your responsibility to instruct your lessee to contact you if they have any issues within the community.

xvii. **ASSESSMENTS**

Resident Assessments for Common Area – “Each Resident shall pay all costs to repair or replace all portions of the Common Areas that may become damaged or destroyed as a result of their intentional acts or the intentional acts of any occupant or guest of his Home. Such payment shall be submitted by the Resident upon demand when requested by the Association.”

Resident Assessments for Limited Common Area Damage – “Any Common Area expense associated with the maintenance, repair, or replacement, of a Limited Common Area shall be assessed against the Home, or in equal shares to the Homes, to which such Limited Common Area was allocated at the time the expense was incurred.”

PROCEDURES FOR ENFORCEMENT OF THE RULES AND REGULATIONS

STEP ONE: A Notice of Violation will be sent to the owner of record where the violation exists. Again, if the Owner lives offsite, it is their responsibility to ensure that their Resident is abiding by the Rules and Regulations. *You as a homeowner, should inspect your property (or have it inspected by your Property Management Company) at least once a month to ensure your lessees are not violating the covenants – for which you are financially liable.*

STEP TWO: If the violation is not corrected within 10 days the homeowner will be invited to a Hearing of the Board of Directors. At this time, the homeowner has the opportunity to state their side of the situation. The Homeowner will be dismissed from the Hearing; the Board will discuss the case and then will notify the homeowner of the results of the Hearing. The Board has the authority to fine the homeowner an Administrative Fine of up to \$100.00 including but not limited to a fine of \$100.00 per day or per occurrence of the future violations of the Rules and Regulations and/or *resolve the situation and assess the owner for the costs.* If the homeowner does not appear at the Hearing, a Default Hearing will take place. Not appearing at the Hearing does not cancel the Hearing; the Resident is waiving their right to let their side be heard.

CONDO ASSOCIATION MAINTENANCE RESPONSIBILITIES:

1. Exterior maintenance of the building:
 - a. Repair, replace and care for the roofs
 - b. Repair, replace and care for the exterior building surfaces
 - c. Repair, replace and care for the exterior lights
2. Landscaping of the common area:
 - a. Trees
 - b. Shrubs
 - c. Grass
3. Sewer and water lines external to the home
4. Repair, replace and care for sidewalks and paving
5. Repair, replace and care for mailboxes (*not to include the hinges, locks or locking device – if replaced by the owner must be stainless steel*) this can be found at your local hardware store.

RESIDENT MAINTENANCE RESPONSIBILITIES:

1. Outside entry doors including opening and locking hardware, frames and weather seals.
2. Outside windows including opening and locking hardware, glass, sash frames and weather seals.
3. Electrical problems with all metered circuits within the Homes and light fixtures attached to the Home.
4. Heating and air conditioning systems.
5. Exhaust and ventilation systems
6. Vermin and pest control including wasps, ants, spiders, roaches, mice and other insects.
7. All interior surface maintenance to the Home.
8. Plumbing problems within the Home, including in the garage.

SATELLITE SPECIFICATIONS:

1. If possible all dishes must be installed on your deck, if this is not possible, you must receive Architectural Approval from the HOA before having a dish installed anywhere in the common area.
2. Only 1 dish per home is permitted.
3. The dish cannot be painted; it must maintain the manufacturers original color
4. If the dish is no longer being used it must be removed by the Homeowner.
5. **All wires must be hidden or buried so that they do not become a trip hazard or cut by the landscaping equipment.**
6. No dishes can be installed to the roof of any building.

In the event a Resident in the property shall make unauthorized changes to the premises and the improvements situated in a manner unsatisfactory to the said Board of Directors or the Architectural Control Committee, said Board of Directors or the Architectural Control Committee shall have the right, through its agents or employees to enter upon said property to repair, maintain and restore the property and the exterior of the building and any other improvements erected thereon. **The costs of such exterior maintenance and any other costs or attorney's fees incurred in the enforcement of the rights under these provisions shall be added to and become part of the assessments to which such property is subject.** Any approval by the said Board of Directors or the Architectural Control Committee shall be in accordance with the requirements set forth.

The Board of Directors also retains the right to follow the above **PROCEDURES FOR ENFORCEMENT OF THE RULES AND REGULATIONS** in order to resolve violations of this Covenant.

EMERGENCY CONTACT INFORMATION AND PHONE NUMBERS

| | |
|--|----------------|
| Ambulance, Fire, Police | 911 |
| City/County information / Bulk Trash Pick Up | 311 |
| Animal Control (violations of nuisance barking, the Leash Law and failure to pick up after your pet) | 311 |
| Duke Power (Power outages) | 1-800-POWERON |
| Piedmont Natural Gas | (704) 525-3882 |
| Spectrum Cable – currently the only cable company in the community | (704) 545-0136 |
| Google Fiber | TBD |
| DirecTV | (800) 531-5000 |
| Kuester Management Group | (803) 802-0004 |
| Skyline Towing – Towing Company | (704) 509-0014 |
| After Hours Emergency Maintenance Issues – Kuester Mgt. | (803) 802-0004 |

DOG REGISTRATION FORM

Unit Address: _____

Homeowner:

Homeowner Name: _____

Email : _____

Phone: _____

If home is leased please also provide Renter contact information below:

Renter:

Renter Name: _____

Email: _____

Phone: _____

I certify that the following pet(s) currently reside in the above mentioned unit. I also certify that I have read the rules and regulations concerning pets, in addition understand that any violation of the Rules and Regulations will result in a hearing, fine and possible removal of my pet.

Breed: _____

Age of Pet: _____

Name of Pet: _____

Breed: _____

Age of Pet: _____

Name of Pet: _____

No more than two (2) pets are permitted per unit without prior written approval of the Board of Directors.