

COLINDALE COURT
RULES & REGULATIONS
AMENDED FEBRUARY 2021

The following is a summary of the policies contained in the Colindale Court Homeowners Association Covenants and Bylaws. The Covenants are a legal and binding document that has been filed with the State of North Carolina. The purpose of this document is to assist you in understanding the Covenants.

PARKING & VEHICLES:

The following items are parking violations and are not permitted at Colindale Court and may result in towing:

1. Double parking
2. Parking in another unit's assigned parking space
3. Parking in a "no parking" zone
4. Parking or driving on the common area grass
5. Residents parking in visitor parking.

Visitor parking space usage is limited to 48 hours per visit.

The speed limit for the complex is 5 mph.

NO boats/trailers/recreational vehicles are allowed to be parked on the premises.

No aftermarket, high performance, or defective mufflers or exhaust systems are permitted.

At the discretion of the Board of Directors, vehicles that appear to fall under the following categories are also prohibited from parking at Colindale:

1. Vehicles requiring obvious mechanical maintenance
2. Vehicles requiring but not displaying a current NC inspection sticker
3. Stored vehicles – vehicles not moved within 7 days
4. Non-drivable or wrecked vehicles

Repair work and general maintenance on vehicles is prohibited in the parking lot. This does not include washing, waxing, or changing a flat tire.

Two spaces are allotted per unit. Do not use your neighbor's space unless they have given your permission. If those in your unit in Colindale own more than two vehicles, you must park them in additional spacing or on the street.

A ticket will be placed on the violating vehicle that will allow the owner 7 DAYS to remove the vehicle or make other arrangements to comply with the Parking Rules.

Please report vehicle violations to Keystone Property Management in writing. All reports are kept anonymous.

PETS:

1. You are required to clean up and “scoop the poop” after your pet. This is a Greenville City ordinance as well as an HOA rule. This applies to common areas and your back patio area.
2. Any dog that City animal control deems to be aggressive towards a person or another animal must be removed from Colindale Townhomes common area property.
3. Excessive barking is not allowed. This is also a Greenville City ordinance.
4. Pet owners must keep dogs on a leash at all times when outside per the City ordinance.
5. Only two dogs are allowed per unit.
6. No animals are allowed to be left unattended or tied in common grounds. If you wish to keep your pet outside, the pet must be enclosed inside your patio.
7. Dogs are not allowed to use front yards or corner lots as bathrooms. They are to be taken to the ends of the parking lots or behind your patio.
8. Dogs are not allowed to urinate on the bushes. Please be aware that urine can kill bushes.
9. Should any damage be caused by pets in the common areas or to patio fences, the owner of the unit where pet resides will be responsible for cost of repairs.
10. Cat owners are required to restrain their pets within the development and may not allow them to roam free. The “nuisance” section of City of Greenville Animal Control Ordinance # 2199 includes all animals and can be enforced by the Animal Control Officer.

Reported violations will be handled as outlined below:

- | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st notice | Warning Letter |
| 2 nd notice | Fine Hearing Notice for Fine(s) |
| 3 rd notice | All subsequent notices after the fine hearing will be notifying you of a \$100
The fine will be levied on your account every 7 days that the violation remains. |

Please also contact City of Greenville Animal Control regarding any ordinance violations. Animal control can be reached at (252) 329-4387. Animal control will cite for violations.

NOISE:

Measures must be taken to keep from disturbing the peace and tranquility to which you and your fellow neighbors are entitled. Radios, stereos, TVs, pets, or vehicles including mufflers should not be heard louder than normal conversational level in another unit with its doors and windows open. Patio usage should be monitored so that the noise is not above normal conversational level. **Loud noise should be avoided at all times, but especially between the hours of 10:00 pm and 8:00 am.**

Fireworks are not permitted to be used at any time within Colindale.

Reports of noise violations will be handled as outlined below:

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|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st notice | Warning Letter |
| 2 nd notice | Fine Hearing Notice for Fine(s) |
| 3 rd notice | All subsequent notices after the fine hearing will be notifying you of a \$100
The fine will be levied on your account every 7 days that the violation remains. |

Please also report noise violations to Greenville City Police, especially if it occurs outside of the management office’s operating hours of 9:00 am to 5:00 pm Monday through Friday.

SIGNAGE:

Please remember to place all For Sale/For Rent signage in the flowerbed/pine straw of the unit in question. Signage of any nature is prohibited on the common areas and entrances and will be removed. If you are interested in placing any other type of signage in the complex, it is required that you obtain written consent from the active Board of Directors. Only one sign per unit is allowed.

TRASH & DUMPSTERS:

All trash should be placed in the proper dumpster in closed bags. Residents must notify Public Works at **(252) 329-4522** to pick up large items. **DO NOT** place items beside dumpster until you have called for pick-up. **Items such as washing machines, dryers, stoves, refrigerators, other appliances, furniture, cabinets, wood, paint, and construction materials will NOT be picked up by the City. DO NOT place these items at the dumpster.** *If you leave these items at the dumpster and are reported, you will be assessed for the cost of removal.* Parking in front of the dumpsters is prohibited and vehicles are subject to towing at owner's expense.

VINES & PATIO PLANTS:

Vines and patio plants are not permitted to grow on the fence or building. If you are given a notice to remove the vines or plants, you must remove them within the allotted time or the association will have them removed and assess you for the cost of removal.

LITTERING IN COMMON AREAS & DEBRIS/PERSONAL ITEMS AROUND UNIT:

Littering on the common areas and around your unit is prohibited. All areas around your individual unit and all common areas must be kept clean of trash, debris, and personal items. Common areas include the front, back, and side yards around your unit, entrance areas, area around the mailbox, dumpster pads, and ditches.

No personal items may be stored in front of or behind the fence of your unit. Personal items must be kept inside your unit or inside your back patio.

Clothes-lines outside of your patio, and hanging or placing laundry on fences or shrubs is not permitted.

Reported violations will be handled as outlined below:

- | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 st notice | Warning Letter |
| 2 nd notice | Fine Hearing Notice for Fine(s) |
| 3 rd notice | All subsequent notices after the fine hearing will be notifying you of a \$100
The fine will be levied on your account every 7 days that the violation remains. |

SATELLITE DISH RULES:

1. Dishes are not permitted to be installed on the roof, exterior wall of your building, fences, or common areas including in the grass behind your unit. It is recommended that you have your dish provider install the dish on a pole inside your patio.
2. You must have written approval by the Board of Directors to place a satellite dish anywhere other than in your patio area before installation. Special requests will be considered on a case by case basis.
3. Dish must not be larger than 18 inches in diameter.
4. Dish must be securely mounted and professionally installed.
5. Any damages caused to the exterior property maintained by the HOA will be the homeowner's responsibility to correct. This includes damages caused during installation and removal of the dish due to improper placement.
6. You are liable for any injury or damage to persons or property caused by your dish.

HOMEOWNERS MAINTENANCE RESPONSIBILITIES:

Each homeowner is responsible for the interior maintenance of your property. The Board and the Association Board of Directors must approve any exterior modifications. This includes patio areas that may be visible from the exterior, antennas or dishes, landscaping alterations, storm windows, and storm doors.

WINDOWS, SCREENS, & BLINDS:

If you have exterior window screens and/or white horizontal blinds, they must remain on at all times in good working order and are the individual homeowners' responsibility. White blinds are required on all windows. Window AC units are not permitted.

If an owner receives notice of a missing or torn screen, or a notice of missing or damaged blinds, and fails to replace it within the given time frame, the Association may fine the homeowner \$100 per notice for non-compliance. The same fine applies for failure to remove window AC units when requested.

STORM DOORS:

The association requires that all units have storm doors and the storm doors must comply with the guidelines below:

1. The storm door must be white in color.
2. The storm door must be a full-view glass door.

Prior to installation of a new or different storm door, you are required to obtain approval from the Board of Directors by submitting a written request to install the storm door. Any damage caused as a result of the storm door, storm windows, addition, etc. is the responsibility of the individual homeowners and will not be repaired/painted/maintained by the Association.

ASSOCIATION MAINTENANCE RESPONSIBILITIES:

The Association has the responsibility of maintaining the day-to-day exterior repairs of the units, patio fences (unless otherwise noted in owner file), common areas, private roads, utility fixtures that comprise the Association.

LANDSCAPING:

The Landscape Company contracted for the Association is required to maintain the common areas. Should you have concerns with the landscaping of the Association, please put the information in writing and send to the Management Company.

No personal in-ground plantings are permitted. Any personal plants must be kept in planters.

CONCERN FORMS:

Concern forms are available through the Management Company; however, a written/typed note or email from the homeowner will suffice. Concern forms are used to document problems/suggestions that the individual homeowner may have with the items covered by the Association. The Management Company requires this be turned into their office in order for a concern to be addressed. This creates a "paper trail" for research and verification issues that may need to be addressed in the future.

MEETINGS:

The Association Board of Directors is comprised of volunteers who meet on a quarterly basis to discuss any pending business. Directors are elected on an annual basis as the terms expire. Community participation is encouraged.

The Association holds an Annual Meeting, which is open to all homeowners, once per year. Notification and an absentee proxy will be mailed 15-30 days prior to the scheduled date. The fiscal year begins January 1. The budget for the upcoming year is approved at the 4th quarter Board of Directors meeting. Homeowners who wish to have particular requests considered should contact a Board member or the management company with written explanation and justification a minimum of three months prior to the new budget becoming effective.

NOTE:

THE ASSOCIATION BOARD OF DIRECTORS HAS THE RIGHT TO AMEND THE AFOREMENTIONED RULES & REGULATIONS AT ANY TIME. NOTIFICATION OF AMENDMENTS WILL BE MAILED TO ALL HOMEOWNERS.

IT IS THE HOMEOWNERS RESPONSIBILITY TO PASS RULES ON TO THEIR TENANTS. IF THE TENANT VIOLATES THE RULES, THE OWNER WILL ULTIMATELY BE HELD RESPONSIBLE BY THE ASSOCIATION.