

TWIN OAKS HOMEOWNERS ASSOCIATION
RULES & REGULATIONS
Revised July 2014

The following is a summary of the policies and rules contained in the Twin Oaks HOA Covenants and Bylaws.

PARKING

Parking is available in designated parking areas ONLY. Each unit is allotted two (2) numbers parking spaces. Additional parking is available in the unmarked spaces of D Court.

Please refer to the rules below for what will cause your vehicle to be towed with warning. A ticketing note will be placed on the violating vehicle that will allow the owner seven days to remove the vehicle, bring it into compliance, or make appropriate arrangements with the board or management company.

EFFECTIVE 10/16/23 The towing company used is Kings Towing (JK Towing)

Phone: (252) 758-5310 or 252-752-5451 Vehicles towed are at the vehicle owner's expense.

- All cars MUST have current license/inspection stickers.
- Vehicles requiring obvious mechanical maintenance, wrecked, or not-drivable vehicles are not permitted. This includes vehicles with flat tires.

NO NOTICE will be given to vehicles in violation as described below:

- Parked in someone else's assigned parking spot. If someone is in your assigned parking space without permission, call the tow company to have the vehicle towed.
- Double-parked
- Parked in an undesignated area. Parking in the parking lot anywhere other than in a parking space is a violation. This includes parking behind vehicles that are in parking spaces or parking in front of the dumpsters.
- Parked on the grass or common area

BOATS & TRAILERS

Boats, trailer, or recreational vehicles are only permitted to be parked in the additional, unmarked parking spaces of D Court. All vehicles rules listed above apply to boats and trailers.

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. Excessive barking is not allowed. This is also a Greenville City ordinance.
3. Pet owners must keep dogs on a leash at all times when outside per the City ordinance.
4. Only two dogs are allowed per unit.
5. 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.
6. 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.
7. Dogs are not allowed to urinate on the bushes. Please be aware that urine can kill bushes.
8. 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.
9. Vicious dogs are not allowed in the complex.
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.

SIGNAGE

For Sale/Rent signage is allowed in the flower bed of the unit only. Signage of any nature is prohibited on the common areas and entrances. The HOA reserves the right to remove signs in the common areas with no advanced notice to the homeowner.

REFUSE & RECYCLING

Regular and recyclable dumpsters are located throughout the complex. Residents should use the dumpster closest to your unit. Large items such as furniture, appliances, mattresses, etc., should be placed by the dumpster on the appropriate pickup day. Contact the City’s Public Works Department at (252) 329-4522 to request pickup.

Do not place wood, paint, carpet, or other construction materials in the dumpsters. The City will not remove these items and your HOA dues will be used to haul off those items. If you are found to be the one responsible for dumping items incorrectly, you will be assessed for the cost of removal.

PEST CONTROL

If you have a problem with pests, contact Russ Pest Control at (252) 746-8098 to schedule an appointment at your convenience. This service is included in your monthly fees. Termite inspections are also included. Termite inspections are completed on an annual basis. If you notice any termites or termite damage, contact Russ Pest Control immediately for treatment.

LANDSCAPING

The landscaping company contracted for the Association is required to mow/edge the common area every 7-10 days, prune bushes twice a year, and install pine straw. One bush paid for by the HOA is allotted per front lot. The HOA maintains the basic landscaping. Any additional plantings installed by the homeowner will be homeowner responsibility to maintain.

Should you have any concerns with the landscaping of the association, please place your concern in writing and send to the management company. It will be addressed promptly.

CONCERN FORMS

Concern forms are available through the management company; however, a written or typed note or email will suffice. Concern forms are used to document problems/suggestions that the homeowner may have with items covered by the association.

MEETINGS

The Association holds an Annual Meeting which is open to all homeowners once per year. Notification and a proxy will be mailed 15-30 days prior to the scheduled date.

The Board of Directors is a group of volunteers who meet on a quarterly basis to discuss any pending business. Directors are elected on an annual basis and must be a homeowner. If you are interested in attending a Board meeting, contact the management company. Community participation is encouraged.

ASSOCIATION MAINTENANCE RESPONSIBILITIES

The Association has the responsibility of maintaining the day-to-day, routine exterior repairs of the buildings, patio fences, common areas and parking lots. The Association will arrange for exterior repairs on a rotating, scheduled basis.

HOMEOWNER RESPONSIBILITIES

Each homeowner is responsible for the interior maintenance of your property, windows, screens, blinds, and storm doors. The Board must approve any exterior modifications prior to the work being done. This includes the patio areas that may be visible from the exterior.

STORM DOORS

Storm doors, if applicable, may be placed on the back of the unit without prior approval. The Board in accordance with the Declaration of Covenants must approve a storm door on the front

entrance. Note that all approved storm doors must be white in color and full view glass. Tint is not permitted. Doors must remain in good condition. At the discretion of the board, when requested an owner must repair or replace a door that is not in good repair.

WINDOWS, SCREENS, & BLINDS:

If you have exterior window screens and/or horizontal blinds, they must remain on at all times in good working order and are the individual homeowners' responsibility. Blinds are required on all windows.

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.

SATELLITE DISH RULES:

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 and flower beds in front of your unit. It is recommended that you have your dish provider install the dish on a pole inside your patio. The Association has the authority to remove ANY dishes in the common areas. Please see below for rules:

1. Dish must not be larger than 18 inches in diameter.
2. Dish must be securely mounted and professionally installed.
3. 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.
4. You are liable for any injury or damage to persons or property caused by your dish.
5. If no signal can be found within the parameters mentioned above, it is suggested that you look into options for cable. No exceptions will be made for dish placement.

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.

DEBRIS/PERSONAL ITEMS AROUND UNIT:

All areas around your individual unit must be kept clean of debris and personal items. If you receive a notice of debris around your unit and fail to clean it up within a given time frame, the Association may remove and assess you for the labor.

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. The Association has the authority to remove any items left in the common area.

POLICY FOR ENFORCING VIOLATIONS

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 at a minimum of every 15 days that the violation remains.

AMENDMENTS TO RULES AND REGULATIONS

The Board of Directors has the right to amend the aforementioned Rules & Regulations at any time. If amended, notification and a copy of the update Rules & Regulations will be sent to all homeowners.