



Community Rules and Regulations
For
The Stephen's Glen Community

Youngsville, NC
Adopted October 2021

By The Board of Directors for
The Stephen's Glen
Homeowners Association

INTRODUCTION

Your Homeowners Association (HOA) is designed to maintain the standard of living in the neighborhood. In a planned community as nice as Stephen's Glen, having rules that govern the community benefits everyone. In fact, one of the primary reasons for the existence of this Rules document is to inform residents of these policies.

The board of directors, by power of Article 3; Section C of the Stephens Glen Homeowners' Association, Inc, Bylaws, give the board the powers and duties necessary for the administration of the Association's affairs which include making and amending use Rules and Regulations in accordance with the Declaration. The rules and regulations contained in this document are based on the Covenants, Conditions and Restrictions for the Stephens Glen subdivision and are in keeping with the local laws and ordinances. This overview does NOT contain the entire contents of the CC&R. If you are not sure about a particular issue, please consult your copy of the covenants, local ordinances, or call Towne Properties.

Owners are requested to review these rules with their children, guests and tenants and encourage their cooperation and support.

Members are responsible for all damage done by themselves, their families, and their guests. Any person caught stealing or vandalizing Association property will have his or her Association privileges suspended, be responsible for the repair of the damaged area which will be charged to their unit account and could be held accountable to the police.

The Stephens Glen Homeowners Association is not responsible for loss or damage to personal belongings or vehicles on the property.

STEPHENS GLEN RULES

These rules in no way include all the rules that community members should abide by and may be generalized.

ALL items on your property are expected to be maintained by you, the property owner.

ARC-Refers to the Architectural Review Committee.

Animals Habitats and Structures

- Dog pens and dog runs are not permitted.
- Dog houses are discouraged within Stephen's Glen and will be considered for approval by the ARC on a case-by-case basis.
- Unattended dogs shall not be left chained or tethered for over 2 hours in a 24-hour period.

Antennas and Satellite Dishes

- Dishes are encouraged to be placed at the rear of the home so as not to be seen from the street.
- If reception is not available when the dish is placed out of view from the street, the homeowner must contact the ARC and propose an acceptable location and screening to soften the visual impact.
- Locations for satellite dishes and other electronic devices and wires must be approved by the ARC.
- Satellite dishes must be maintained and removed when no longer in use.

Basketball Goals

- Basketball goals shall not be mounted on the house.
- Permanent basketball goals must be installed on the rear third of the driveway or parking pad.
- The goal shall be placed so that the street is not the intended playing surface.
- All goals must be mounted on a single pole painted black and backboards must be clear.
- Only one goal per house is permitted. Locations for basketball goals shall be approved by the ARC.
- Goals must be maintained and repaired as needed.

Cats, Dogs or other pets

- Must be always on a leash when outside a contained area.
- No Breeding allowed.
- No pets for commercial purposes.
- No pets of any kind are allowed inside the pool gates or inside the clubhouse.
- Must not be allowed to make noise for a long period of time so that it disturbs your neighbors.
- All pet owners, out of respect for their neighbors (and to follow municipal laws), shall be responsible to pick up their pet's waste and walk their pet on a leash when off their property.

Commercial/Special Vehicles

- For the purpose of this document a commercial/special vehicle can be, but is not limited to, the following:
 - Vehicle used to transport products
 - A branded vocational vehicle
 - Vehicle having a GCWR of over 10,000 pounds
 - Designed to transport more than 8 passengers including the driver
 - Is used for a fee or compensation
 - Is used to transport hazardous materials
 - Is owned by a company
 - Has lettering or advertising on the vehicle

- Has specialty items on the vehicle such as a ladder rack, equipment stored on it, lifts or other items not found on a typical vehicle.
- Commercial/special vehicles, except those present on short term business, shall not be parked anywhere on the property except concealed in a garage with the door fully closed.
- Exceptions **may** be considered by the Board if any of the following criteria is met.
 - The vehicle is your only means of transportation and it does not fit in your garage.
 - The company you work for does not allow company vehicles to be stored offsite and it must remain at your home when not in use. It also must not fit in the garage. (note from the company must be provided)
- A written request must be sent to the management company, and it will be presented to your board for review.
 - If approved, the commercial/special vehicle can remain at your property but will require the vehicle to be fully covered at all times with a professional, black vehicle cover that covers the entire vehicle.
 - Other specifications may be required and will be listed in the approval letter, if approved.
 - If denied, you will have to have the vehicle removed from the property or stored in your garage or offsite.

Debris

- Common areas shall be kept free of debris, rubbish and unsightly materials. Owners dumping such items in the common areas, including the streets can be brought to due process and fined.
- All lots shall be kept free of debris, rubbish and unsightly materials.
- All trash, garbage or other rubbish must be deposited only in covered sanitary containers as stated in:
Trash Receptacles

Decks & Patios

Deck and Patio must be maintained in a neat and orderly fashion. Repairs must be made in a timely fashion and any changes, including change in height, size or color must be approved by the ARC.

Decorations

- Flags- See **Flagpoles and Flags**
- Nothing shall be hung or displayed on the inside or outside of windows,
- Nothing shall be hung or displayed on the dwelling unit doors except one decorative or season-appropriate wreath
- Nothing shall be hung or displayed on the exterior walls of a building
- Signs- **See Signs**
- ARC approval needed for Awnings, canopy, shutters, antenna or anything that will be placed on the exterior walls or roof or any part of the building except one decorative or season-appropriate wreath.

Driveway or Parking Pad

- Must be maintained and kept free of weeds and large cracks.
- Must remain a natural concrete color. Change in color would require ARC approval.

Exterior Lighting

- Must have ARC approval
- Must be maintained

Exterior Painting

- All exterior painting projects that include a change from existing colors require approval from the committee.
- Exterior paint on the home must be maintained and kept free of debris or dirt/mold.

Fences/Retaining Walls/Hardscape Borders

- Only wood privacy fences are allowed and shall meet the specifications contained in the Architectural Guidelines for fences.
- Chain Link and vinyl fencing are not permitted.
- Shrubbery around fence must be maintained.
- Fences/ Retaining walls/ Hardscape Borders must be maintained regularly and replaced as necessary.

Fires

- Open fires shall be permitted but are limited to a charcoal grill or other similar cooking devices, and portable outdoor fireplaces/fire pits. Permanent fire pits will require ARC approval.
- Portable outdoor fireplaces/fire pits are defined by the North Carolina Fire Prevention Code as a portable, outdoor, solid-fuel-burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design or may be equipped with a small hearth opening and a short chimney or chimney opening in the top.
- Fire pits are limited to a 3-foot diameter.
- Fire pits must be 15 feet from any flammable structure including fences, sheds, and your home.
- All fire type items must be at least 10 feet from the property line.
- The only acceptable burning material is seasoned, clean, dry, and split firewood, gas, or charcoal. No burning of brush, yard waste or trash such as household trash, paper, cardboard, magazines, and similar items.
- All cooking devices and fire pits must conform with local government rules and regulations.
- Owners must always monitor the area and fully extinguish once not in use.
- Cooking devices or portable/permanent fireplaces/fire pits must not emit excessive smoke as to become a nuisance to your neighbors or the neighborhood.

Flagpoles and Flags

- Flags, not to exceed approximately 2' x 4' in size and not to exceed one in number per house, are allowed only when flown from holders attached to the front of the house.
- Free standing flagpoles either alone or part of a monument are not allowed anywhere on the property.
- Lawn flags are allowed but may not exceed 2' and must be appropriate to their surroundings.
- Under no circumstances are flags with obscene or inappropriate wording or images allowed.
- Flags displayed must be maintained and worn flags shall be disposed of properly.

Garage Doors

- Homeowners are discouraged from having doors open for long periods of time for safety and aesthetic considerations.
- Garage doors must be maintained,

Grading

Major changes to the topography of your lot, including but not limited to: lot clearing, tree removal, addition or removal of fill, etc. require approval prior to being started. Neither the Board nor the ARC accepts any liability for any damaged caused by such grading action, whether approved by the ARC or not.

Holiday Decorations

- Consideration of neighbors should be exercised when decorating for any occasion.
- All holiday lighting is temporary and shall not be installed prior to (45) forty-five days before the holiday and must be removed within 14 days after the holiday.
- Decorations with sound must be turned off by 9:00 PM and must not be so loud as to disturb your neighbors.

Lamp Posts

- Lamp posts must be approved by the ARC.
- Lamp posts must be maintained and repaired or replaced as needed.

Landscaping

- Landscape must be maintained. This includes trimming bushes and trees; weeding and maintaining flower beds and gardens; All landscaping must be of a neat appearance.
- Dead items shall be removed from the property. Tree removal does require ARC approval.
- Only natural colors are permitted for mulch or small rocks placed in lieu of mulch (i.e. brown or black dyed mulch is acceptable, but unnatural colors are not). If in doubt, please submit an ARC application.
- Refer to ARC Guidelines for more details.
- Gardens must be well maintained. Vegetable gardens must be confined to the rear of the home.
- Homeowners shall use Bermuda grasses for their front yards (and side yards on corner lots) as it fits the current style of the community.
- Sod must be used if doing a replacement of the entire front yard. A “from seed” replacement of your entire front yard grass is not allowed.
- Significant changes to the existing landscape scheme such as building of mulch beds, retaining walls, etc. require ARC approval.

Laundry

- No clothes, sheets, blankets or laundry of any kind or other articles shall be hung out or exposed on any part of the common areas or any lot.

Lawn

- Front, side and back yards must be cut on a regular basis and not be allowed to grow above approximately 3 inches.
- Lawns must be weeded on a regular basis.
- Bare spots must be filled in.
- Debris is not allowed on the lawn.

Lawn Art (Water Features, etc.)

- Permanent (or semi-permanent – “lasting longer than 30 days”) yard features must be submitted for ARC approval.
- Lawn art/Water Features must be maintained and repaired as needed.

Leasing (or Renting)

- No more than 10% of units can be leased at any one time.
- Each owner shall obtain approval of the board prior to leasing or renting the unit to ensure that the 10% restriction has not been met.
- The following conditions shall also be met:
 1. Not less than the entire unit is rented or leased.
 2. The lease term is not less than 6 months
 3. Unit is not being rented for transient or hotel purposes, which is defined as a rental for a period of less than 30 days.
 4. Copies of all leases must be in writing and turned in to Towne Properties promptly after execution of the lease.
 5. All leases must provide a provision that the tenant(s) are subject to all the provisions of the Declaration, the Bylaws, and the Rules and Regulations and that any failure to comply shall constitute a default under the lease.

Mailboxes

- Homeowner is to maintain the integrity of the mailbox and structure and paint, repair or clean as needed.
- No alteration in the exterior appearance of any mailbox shall be made without written approval of the ARC.

Noise

- Profanity, screaming or any offensive or dangerous conduct is not permitted on the streets or in the common areas. Please also be respectful of your neighbors.
- Excessive noise is not permitted. This includes from your property and including your vehicles driving through the community.

Nuisances

- No Noxious or offensive activities shall be carried on in any dwelling or lot.
- Nothing shall be done that may be or become an annoyance or nuisance to the other lot owners or occupants.

Parking

- Adequate off-street parking is provided for each home. When at all possible, do not park on the street as the street width makes this very dangerous to oncoming vehicles and the children playing in the neighborhood.
- Boats, trailers, coaches, house trailers, mobile homes, auto trailers, motorcycles, camp cars, recreational vehicles of all kind, campers, trucks that exceed ¾ ton, boat trailers, specialty vehicles or any vehicle with letters or other marking that are over 4" tall or wide shall be parked in the garage with the garage fully closed.
- Commercial Vehicles: See **Commercial/Special Vehicles**
- Any one lot may not have more than 4 operative vehicles parked in the garage and driveway.
- Inoperative vehicles (Some examples are: expired tags, flat tire, wrecked, poor condition, etc.) are not allowed to be parked in the subdivision or at any lot unless parked in a garage with the door completely closed.
- No Auto maintenance or repairs shall be performed in the subdivision or at any lot unless performed inside of the garage.
- Vehicles breaking these rules, regardless if they belong to the unit owner, can be fined and/or towed at the owner's expense.
- The HOA is not obligated to determine who the owner of the vehicle in violation belongs to before towing.

Parking Lot at Pool

- There shall be no parking of any vehicle at the clubhouse and pool parking lot unless one of the following conditions apply:
 1. A Lot Owner is actively using the clubhouse or pool facilities
 2. A Lot Owner has received written temporary permission from the management company or the Board of Directors. Temporary permission may be granted at the discretion of the management company or the Board of Directors and shall be in writing for a finite express period.
- 'Lot Owner' shall be defined and construed in the same manner as defined and construed in the Covenants.
- Violations of this Rule and Regulation may be subject to fines and/or having the vehicle(s) towed without warning at the vehicle owner's expense.

Patio, Porches, and Decks

- Are to only be used for their intended purpose.
- There shall be no storage or parking of any items that are not intended for this area.
- Areas shall be kept neat, clean, orderly and in good repair.

Play Equipment

- All stationary play equipment (i.e., swing sets, play structures, playhouses, sandboxes, trampolines, etc.) must be submitted for approval by the ARC.
- Such items shall be in the rear yard behind the house and at least 5 feet from any neighbor's property line.
- Metal play structures or structures of bright or fluorescent colors are prohibited.
- All play equipment must be kept in good condition or must be removed.
- All wooden play structures shall be stained with a tinted sealant to preserve the appearance/finish and to minimize the visual prominence of the structure.
- Permanent skateboard, bike, and other types of recreational ramps are not allowed

Prohibited Activities

- No business, trade, industry, occupation, or profession of any kind, whether for profit or not, shall be conducted, maintained or permitted on any part of the subdivision.
- For Sale or For Rent sign can be placed in the window of the unit, are limited to one and must be standard industry size.
- No signs, except for sale or for rent can be visible for the outside of the dwelling. Board shall have the right to immediately have any sign not in compliance removed from the exterior of the unit.
- A lot owner may obtain permission from the Board of Directors for a sign that is not typical size or displays other advertising unless prohibited in the legal documents.

Rain Barrels

- Rain barrels must be black, brown, gray, or dark green in color, and made of plastic or wood (no metal containers permitted).
- Rain Barrels are to be located at the rear of a dwelling or along the side of a dwelling with minimal visibility from the street.
- Rain Barrels must be maintained or removed.

Sheds/Storage Buildings/Enclosed Structures

- Sheds and storage enclosures are permitted provided they are not in direct sight of the street and only with written permission from the ARC.

Signs

Except as may be required by legal proceedings or noted below by exception, no sign shall be erected or maintained on any property without prior approval by the ARC.

Approved exceptions:

- A single real Estate "For Sale" or "For Rent" sign of not more than 6 Square feet. Artificial lighting or illumination of the sign is not permitted.
- "Open House" signs are permitted only during the hours that the premises are open. This includes all such signs anywhere within the borders of Stephen's Glen, its entrances and streets, but not located on the property of another homeowner without his or her permission.
- A "Political sign", meaning a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot. One (1) sign with the maximum dimensions of 24 inches by 24 inches. The political signs shall be placed earlier than 30 days before the day of the election and must be removed no later than two days after the final day of voting concludes.

Solar Collectors

- ARC approval is required prior to installation.
- Solar collectors must be installed to be as inconspicuous as possible.
- Collectors must be placed on the rear of the home or on the side which has the least public exposure and may not be visible from the front of the home (may not rise above the roof peak).
- Collectors must be attached only to the roof, not free standing, or ground mounted.
- Every effort must be taken to camouflage the plumbing and supports for the collectors.

Solicitation

Stephen's Glen is a no solicitation community.

Street Right of Way Obstructions

- Both Stephen's Glen and the NC-DOT prohibit placement of any obstructions in the street right-of-way. Such barriers include posts and/or chain/rope, blocks, stones, fences, or hedges of any kind, any form of large shrub/tree planting or bed, construction materials, dirt piles, construction debris.
- Construction equipment, materials, mulch, pavers, etc. should be delivered and placed entirely within the borders of your property and not stored on the street during your project.

Swimming Pool Rules

- Found each pool season on the website: www.stephenglenhoa.com

Swimming Pools, Spas, and Hot Tubs

- Above ground swimming pools are not permitted.
- In ground swimming pools and Hot Tubs shall be considered on a case-by-case basis according to the guidelines established by the ARC.
- Pools shall comply with all local and state safety codes and requirements.
- Pumps and motors for pools and related equipment shall be screened and located inside the fence.
- Must be maintained and kept in good repair.

Temporary Marking Flags

- flags must be removed within 90 days

Temporary Structures

- May be used for parties or one day events.
- Must not be placed more than 48 hours before and removed within 48 hours after the event.

Trash Receptacles

- All garbage cans and recycle bins shall be stored in a way that maintains a clean look on the property.
- May be stored on the side of the home if there is not a buildup of trash around them.
- Collection bins should be placed at the end of the owner's driveway the evening prior to collection day and removed to their storage location by the end of collection day.

Under Porch or Deck Spaces

When visible from the street, the space under porches or decks shall not be considered as storage areas. Lawn mowers, trash and recycling containers, garden equipment, and any other large items shall be stored in a home's crawl space or garage. The aim is to eliminate the possibility of runaway outdoor storage which could create a visual and aesthetic eyesore for the community.

If there is no possibility to avoid storing items under a porch or deck, then suitable screening will be required, however, the addition of screening and type of screening shall be approved by the ARC in advance. Examples include lattice or the use of shielding plant material.

Enforcement of the Rules

1. Generally, enforcement starts with a letter to the owner explaining the problem and asking the owner to rectify the problem.
2. If this is not sufficient to elicit compliance, a follow-up letter may be sent.
3. The Board of Directors and Towne Properties will schedule a Due process hearing to give the owner the opportunity to be heard before any fines are charged to your account.
4. NC Statute 47F that governs HOA's does not require any prior notice be sent before an owner is brought to a Due Process. So, Number 1 and 2 do not have to be sent for you to be called to a Due Process hearing.
5. A decision on your violation will be made at this hearing even if you do not attend.
6. Your decision of the hearing will be mailed to you within 14 days of the hearing.
7. ALL Violations require you to contact Towne Properties in writing (email is acceptable) once you comply as Towne Properties is only at the property once per month.
8. The board has the authority to charge up to \$100 per day for violations.
9. The association may also enter onto your property upon which a violation exists to remove any violation, perform maintenance, or make repairs which are the responsibility of a lot owner who has failed to remove such violations after:
 - Giving at least a 10-day prior notice
 - No notice needs to be given in the event of an emergency.
 - The owner will be responsible for the cost to perform the maintenance or repair which costs shall be due and payable for the owner within 10 days of getting the invoice.
 - The Association may charge an additional 8% fee for such services to be added to the invoice.
 - Non-payment of the invoice shall be subject to collections according to the legal documents.

What to do if residents have a problem

- If you, the resident, have a problem within the community that you would like the Board of Directors to consider:
 - please contact Towne Properties in writing (email is acceptable) so this can be presented to the board at the next meeting.
 - Ask to be added to the agenda for the next meeting.
 - If your concern is a general concern and not a personal one you can attend the next board meeting and present during the open forum section of the meeting.