

Villas of Wake Forest Condominium Owners Association, Inc.



Rules and Regulations

Villas of Wake Forest Condominium Owners Association, Inc.
Revised Rules and Regulations
Revisions 2019, 2022, 2023, 2025
Effective Date: January 15, 2025

Table of Contents

RULES AND REGULATIONS FOR THE VILLAS OF WAKE FOREST.....	3
Personal Property.....	5
Decorative Items.....	5
Holiday Decorations.....	6
American Flag.....	7
Landscape Plants/Plantings.....	7
Other Prohibited Items and Activities.....	8
Exterior Alterations and Modifications.....	9
Windows and Window Coverings.....	10
Hazardous Materials.....	10
Signs.....	10
Animals.....	11
Parking/Vehicles.....	12
Swimming Pool / Pool Area.....	13
Clubhouse.....	14
Trash and Recycling Collection.....	17
Solicitation and Garage Sales	17
Utilities.....	17
Condominium Unit Sales and Leases.....	17
Default in Payment of Assessments.....	18
Amendments.....	18

The Villas of Wake Forest Condominium Owners Association, Inc.

Rules and Regulations for The Villas of Wake Forest

These rules and regulations have been set forth to expand upon and detail the information found in the Condominium Declaration and Bylaws under which The Villas of Wake Forest Condominium Owners Association, Inc. operates. All residents are reminded their support of and adherence to these rules and regulations make the community a more attractive, safe, and harmonious place to live. Your Board of Directors (Board) welcomes the assistance of all Unit Owners in the enforcement of these rules and regulations. Accordingly, residents have both the right and responsibility to assist with enforcement of these rules and regulations by reporting violations in writing to the Property Management.

Definitions

Common Elements shall mean all portions of the Condominiums except the Units. All “Limited Common Elements” shall be part of the Common Elements.

Limited Common Elements shall mean those portions of the Common Elements allocated by the Declaration of the Units, including, but not limited to, any deck, porch, or patio appurtenant to a Unit, including the Unit’s mulched areas, and including the area between the sidewalk and the front exterior wall of each Unit. An area 18 feet by 18 feet located immediately in front of the garage for each Unit shall also be Limited Common Elements for the exclusive use of such Unit.

Unit shall mean a portion of the condominium designed for separate ownership or occupancy, whether or not contained solely or partially within a building.

Resident is an individual who lives in a Unit and may be the Unit owner or a lessee.

ARC – Architectural Change Request

LVR – Landscape Change Request

Background

This version of the rules and regulations has been revised by a Committee of Villas of Wake Forest Residents and was subsequently reviewed, edited, and approved by the resident-elected Board of Directors. It is recognized that many residents come from private, free-standing homes with few or no regulatory constraints which would allow for planting, displaying, and otherwise using their property as only they determined. Other residents come from communities/dwellings with active home/property owners' organizations having a myriad of rules and regulations. Residents must recognize that we live in a neighborhood with close proximity to each other. Consequently, our actions/preferences can have significant impact on our neighbor(s). Please be considerate of others.

No matter what our past residential situation, we know that each of us was attracted to this particular community in part by its overall "curb appeal," neatness, and well maintained "Common Elements." It was the Committee's and the Board's desire to create a set of rules and regulations that will protect and enhance property values by having a reasonably consistent appearance throughout, while at the same time allowing residents to create/display unique and attractive enhancements to their Unit's "Limited Common Elements" thereby giving the Unit "personality" and "uniqueness" but also protecting the safety and wellbeing of residents and guests. Residents whose Units have street-side frontage will have somewhat more responsibility to maintain the highest level of "curb appeal" since those Units are our community's "public face".

Knowing that all residents will never be 100% satisfied with every rule and regulation contained herein, the Committee and the Board hope and trust that all residents will appreciate the ultimate purpose of this effort and will make every reasonable good-faith effort to abide by them. The end goal is to continue to have The Villas of Wake Forest be a desirable community of well-maintained Condominium Units that are attractive and livable, inside and outside.

Note: Any damage caused by a resident's action which is prohibited by these rules and regulations, or any damage caused by an action for which prior written approval is required and no approval was obtained, must be repaired promptly by the resident; otherwise, the damage will be repaired and the damaged area returned to its original condition by the Association, and the cost will be billed to the resident.

1. Personal Property

- 1.1. All personal property, such as lawn chairs, benches, tables of any kind, etc., must be kept inside the patio or courtyard fence or the garage, not outside in the Limited Common Elements directly outside your garage doors. Personal property maintained within the patio or courtyard area may not be visible above the patio fence, with the exception of patio umbrellas and covered grills. Where there is no fence around the patio, properly maintained patio furniture is permitted, including a patio table, umbrella and chairs, consistent with the size of the patio and the architectural theme and colors of the neighborhood. The patio or courtyard area is not to be considered as a “storage” area.
- 1.2. Signs, awnings, canopies, pergolas, antennae, satellite dishes or any other device or ornament may not be affixed to or placed upon the exterior walls, retaining walls, doors, any fence, roof or concrete without the prior written approval of the Board of Directors. No stationary, fixed or metal awnings will be permitted.
- 1.3. Retractable fabric awnings, pergolas and canopies, are permitted under the following specifications. An ARC approved by the board is required before proceeding.
Fabric - Fade resistant Sunbrella or equivalent is required. **Size** - Dependent on approved models. Required to be sized within model/patio parameters. **Color** - Solid or striped to blend/match unit color. **Options** - Motorized/wind sensors recommended. Roof mounted installation are not allowed. **Retractable** awnings are required. **Mounted** no higher than eave. **Mounting** (stability) - Hard in concrete/soft with stabilization.

2. Decorative Items

- 2.1. Garden/lawn art is limited to two (2) statues or statuettes, no plastic, and no taller than 36” of natural “earth tone” may be in the Limited Common Elements mulched areas.
- 2.2. Display of the following item(s) is/are permitted:
 - 2.2.1 A wreath (front door). Decorative wreaths may be hung on the door only. All wreaths are to be no larger than 30” in diameter. Wreaths are prohibited on walls and on the outside of patio and courtyard fences, with exception at Christmas. A wreath should be seasonably appropriate and when holiday specific displayed one week before through one week at the holiday. Christmas wreaths may be displayed from Thanksgiving until January 7th of the following year. Use over the door “J” hangers or Command Hooks to display wreaths.
 - 2.2.2. Birdfeeders, Birdhouses, Birdbaths:
 - a) Birdfeeders (freestanding, hummingbird, seed or suet style) may be located in the Unit’s Limited Common Elements mulched area and hung from L-shaped or 6-foot shepherd’s hook. Birdfeeders are limited to three (3).
 - b) One (1) freestanding birdbath with moving water not exceeding 36” in height is allowed in the mulched area directly adjacent to the Unit.

2.2.3. Flower/plant pots or hanging plants: no more than five (5) in number in the Unit's Limited Common Elements mulched areas. No more than (2) flowerpots that are allowed may be hung on six-foot Shepherd hooks. Pots with no plants or dead plants must be removed.

2.2.4. Hoses will be neatly coiled in the bed or kept inside the reel when not in use (April 1-October 31) and put in storage any other time of the year. Reels or hoses may not be mounted or affixed in any manner to any exterior building surface or fencing.

2.2.5. Ground/Landscape lights (solar) emitting white light are permitted in planted Limited Common Elements mulched areas running along the sidewalk to the front door. The lights must be no more than 10", equally spaced, stand vertical, and kept well maintained. No lights are to be placed around trees. The total number of lights is not to exceed 12. Solar lights on the building for safety are permitted – ACR is required before placement.

2.2.6. Decorative garden or seasonal flags: a maximum of two per unit, up to 30" suspended from a garden flag stand and located in the Unit's Limited Common Elements mulched areas are permitted.

2.2.7. Wood or metal bench or pair of chairs: properly maintained that will fit within the entry way is permitted. With an approved ACR a bench may be allowed in the Limited Common Elements mulched area.

2.3 Holiday Decorations

Christmas lights and decorations are permitted to be placed in the Limited Common Elements and/or building exteriors provided the decorations do not damage the Limited Common Elements, building, gutters or siding. Lights are not permitted to be lit until Thanksgiving evening. Outdoor decorations may be put up Monday through Wednesday of Thanksgiving week and must be removed by no later than January 7th of the following year.

2.3.1 No holiday lights or decorations shall be permanently attached or placed on any tree or shrub. This includes trees and shrubs in the Common Elements mulched area and fencing. Holiday lights may, within the time frame specified above, be temporarily placed on fences, trees, bushes, or shrubs at the Unit or in the adjoining Common Elements mulched area. All holiday lights illuminated ground displays, and projection lights must be turned off nightly by 10:00 PM. All associated electric power cords shall be protected from landscaping crew activity and shall not be a trip hazard on sidewalks. Over-taping is recommended as needed.

2.3.2 There will be no inflatable decorations, or seasonal music outside of the Unit. All decorative lights and projection lights must be turned off by 10:00 PM. If there are spotlights in the mulched areas mark them with a red ribbon or flag for the landscapers.

2.4. The American Flag

2.4.1. A freestanding flagpole within the Owner's Limited Common Elements mulched area is a good permanent display method for the American flag at a residence. The flag may be displayed following normal flag protocol. The flagpole should be a maximum height of 10 feet to fly the flag, unrestricted by fence or foliage. An ARC must be completed for any flag mount which is mounted to the garage trim, wood columns, or permanently mounted in the ground with a 10-foot pole.

2.4.2. The American flag may be mounted on a standard display pole, using a white metal bracket securely fixed with stainless steel screws onto the vinyl around the garage door trim or from the wood columns, if applicable. The flag shall be unrestricted to wave in the wind above fences, shrubs, or other planted foliage. No flag shall be mounted on any window trim, or by inserting the stick between the gutter and downspouts.

2.4.3 Stick-mounted, parade type flags may be displayed on sticks that are long enough so that the flag does not touch the ground, vertical to the ground, and secure enough so as not to be blown over by the wind. These flags are limited to the Unit's Limited Common Elements mulched area.

2.4.4. Any American flag that is permanently displayed 24/7 shall be fully illuminated and unobstructed for visibility. Illumination by street lights is acceptable.

2.4.5. Worn, tattered or discolored American Flags, including small, stick flags, should be replaced and properly discarded.

3. Landscape Plants/Plantings

3.1. Annuals/Perennials

Annuals and perennials may be planted inside the patio fence or directly outside the patio fence or veranda in existing mulched areas. These do not need approval from the Landscape Committee. Annuals and perennials are not permitted around any tree. Annuals and perennials should not exceed the height of the patio or courtyard fence when mature. Residents who choose to plant annuals and perennials will be responsible for weeding and maintaining their own beds.

3.1.2. One Time Exception to 3.1

Residents whose units are on the southwest side of the Villas (buildings 19, 20, 22, 34, 35, 36) may plant on the berm according to the following guidelines:

- (1) Any and all plantings may go no farther into the berm than 4 feet from the grass line.
- (2) An LVR must be submitted to the Landscape Committee for approval before any tree planting is done. If it is not approved, it may be appealed to the Board.
- (3) Miss Patricia Holly trees are the only trees that may be planted on the berm 4 feet from

the grass line. They must be spaced 6 feet apart.

- (4) Any bulbs or annuals may be planted on the berm 4 feet from the grass line. An LVR is not required.

3.2. Trees and Shrubs

Planting of new shrubs or trees in existing mulch area requires a LVR filled out and approved by the Landscape Committee. No shrubs or trees can be planted, transplanted or removed without an approved LVR. LVR request forms are available from the and on the Villas website.

3.2.1. Additional landscape plants may be considered that will not exceed the height of patio or courtyard fence. Native plants are always the best choice.

3.2.2. Additional trees may be planted. An LVR is required. The planting must conform to the specifications approved by the Landscape Committee for planting trees, shall be in mulched areas, and be selected from the approved list.

3.2.3. New or additional mulch must match existing brown mulch. Borders between mulch areas and grass may be added. Borders may be stone, plastic, or rubber material, but may be no taller than three (3) inches above the ground. Colors may be black, brick, or natural stone.

3.2.4. Unit Owners may not mow or contract for mowing or any services in the Common Elements areas near their condominiums or anywhere in the Villas. Unit Owners may contract for services within the Limited Common Elements areas but must abide by the Villas Rules and Regulations for Limited Common Elements areas.

3.2.5. Owners may not make requests directly to the staff of the Landscaping company.

3.2.6. Planting on the berm is permitted up to 4' from the bottom.

3.3. Any landscaping problems or concerns should be directed to the Landscape Committee or the Villas board in the absence of a landscape committee.

4. **Other items**

4.1. Prohibited Items and Activities

4.1.1 The following items will be strictly prohibited in the Common Elements of the Condominium unless specific exceptions are made: any type of yard sign, yard or lawn ornament, artificial flowers, ornamental rocks or stones, swing sets, outdoor play equipment associated with children's activities, mounted hose reels, laundry poles or clotheslines, or other such items.

4.1.2. Laundry may not be hung over any patio fence (including, without limitation, swim suits, towels and rugs).

4.1.3. The following activities will be strictly prohibited in the Common Elements areas: playing basketball, softball, baseball, football, skating, skateboarding, or playing any audio device so as to be audible to any other Unit Owner.

4.1.4. Discarding cigarette butts or other littering in Common Elements areas, including Limited Common Elements areas, is strictly prohibited.

4.1.5. Chimineas and wood-burning fire pits are strictly prohibited anywhere in the community. Gas fire pits are permitted (an ACR is required) if it is connected to a dedicated gas line installed by the gas company or a qualified licensed and insured contractor/subcontractor. Propane gas fire pits are also permitted.

4.1.6. Expanding or reducing the size of any existing Limited Common Elements mulched area is not allowed without an approved ACR.

4.1.7. No golf carts are permitted.

4.2. Storage

No Unit Owner shall obstruct any of the common element nor shall any unit owner store anything upon any of the common element unless in areas specifically designated for storage by the Board of Directors. Any items reasonably found by the Board of Directors or the Property Manager to exist in violation of the foregoing may be removed without any notice required.

5. **Exterior Alterations**

No alterations, modifications or additions to fences, walls, patios, decks, walkways and entryways may be made to the unit exterior without an approved ACR.

5.1. Storm Doors

Storm doors may be added at the resident's expense when an ACR has been approved by the Board. Only white doors will be approved.

5.2. An ACR must be submitted for any exterior modification.

5.2.1. Patios shall be constructed in accordance with those plans and specifications of existing patios in the community for the type of unit for which the application is being made. Patio sizes may be restricted based on unit location and grade. Fences shall be installed in accordance with the plans and specifications of existing patios and follow the manufacturer's recommendations. Gates, as with existing units, are optional.

5.2.2. If there is a topographical slope involved in the patio site and it is the sole opinion of the Board, that a "retaining wall" is warranted the wall shall match existing specifications and be included in the drawings to be approved by the Board.

5.3. Satellite Dishes

Satellite dishes are permissible with an approved ACR.

5.3.1. Dish installation is permitted only in certain locations on each building; only on the fascia, not the roof. It is the homeowner's responsibility to make sure the contractor installing the dish follows the installation guidelines. Any installation that does not follow these guidelines shall result in a rules violation by the homeowner.

5.3.2. The homeowner is responsible for any injury or damage to persons or property caused by their satellite dish.

5.3.3. All installations must be performed in compliance with all applicable statutes, rules and regulations and in a quality, workmanlike manner as not to cause legitimate safety concerns, including danger of falling. It is the responsibility of the homeowner to secure any permits required by the local municipality.

5.3.4. No portion of this installation policy and guidelines may be waived or changed verbally, and any such change shall only be effective when in writing by the property management company.

5.4. Air conditioner or heater drainage buckets are permissible.

6. **Windows and Window Coverings**

All window coverings, whether draperies, blinds (vertical or horizontal) or valances must be white, off-white, light beige, light gray or brown stained wood on the exterior side.

7. **Hazardous Materials**

No potentially hazardous or toxic materials or substances shall be used or stored in any unit or common element other than normal household, lawn and garden products which shall be used by Owner in a manner not to permit spills or runoff of such materials onto the common element or, adjacent property, wetlands area, ponds or buffers. No activity shall be allowed which violates local, state or federal laws or regulations; however, the Board shall have no obligation to take enforcement action in the event of a violation. In the event of a violation, it will be handled by the Property Management Company.

8. **Signs**

No signs or other advertising devices shall be erected upon or displayed or otherwise exposed to view on any Common Elements, Limited Common Elements, or any Unit without the prior written consent of the Association, except for a professionally prepared security system decal or small sign in the Limited Common Elements. A two-pronged, in-the-ground, "For Sale" or "For Rent" sign not exceeding 24 x 28 inches may be placed in the Unit's Common Elements

area close to the unit, together with an information box. If the realtor places a For Sale sign with an inground post, the hole must be filled once the sign is removed. Open House signs (one at the entrance and no more than two at the home) must be removed when the event is over. This section shall not be construed in any way so as to regulate or prohibit the display of the flag of the United States of America or North Carolina pursuant to N.C.G.S. 47F-3-121. This document regulates or prohibits the display of political signs.

9. **Animals**

9.1.No animals of any kind, including livestock and poultry shall be raised, bred, or kept on any portion of the community, except that for each unit there shall be permitted up to a total of three (3) dogs or three (3) cats or a combination of dogs and cats not to exceed three (3) in total and shall not exceed 150 lbs. in combined weight. No more than three (3) birds, and a reasonable number, as determined by the Board, of other usual common household pets, subject to compliance with applicable laws. Notwithstanding the foregoing, Pit Bulls are expressly prohibited or any other breed the Board of Directors identifies and determines prohibited due to being deemed dangerous.

9.2.The Association shall have the right to prohibit or require the removal at the owner's expense of any animal which the Association, in its sole discretions, deems to be undesirable, a nuisance or a safety hazard or interferes with the peaceful enjoyment by other owners of the common element. In no event, however, shall monkeys, snakes, pigs, or ferrets be permitted in any dwelling unit. If the owner fails to honor such request, the Board may cause the pet to be removed at the owner's expense. The Board may adopt more restrictive pet occupancy limits than those set forth above based on the size and facilities of the unit and fair share use of the common area or neighborhood facilities; provided, however, any rule prohibiting the keeping of ordinary household pets shall apply prospectively only and shall not require the removal of any pet which was being kept in the community in compliance with the Rules in effect prior to the adoption of such rule. Nothing in this paragraph shall prevent the Association from requiring removal of any animal that presents an actual threat to the health or safety of residents or from requiring abatement of any nuisance or unreasonable source of annoyance. No pets shall be kept, bred, or maintained for any commercial purpose. It is each Owner's responsibility to comply with the Town of Wake Forest leash laws, as they may be amended from time to time.

9.3. All animals, when outdoors, shall be under a person's physical control and maintained on a leash not to exceed eight (8) feet in length. Pets shall be supervised by a responsible individual at all times. The person walking the pet must: maintain control at all times, shorten leashes to prevent interference with approaching residents, and observe all courtesies to prevent injury to persons or property. Such individuals shall be responsible for the immediate cleanup of all pet litter.

9.4. No pet shall be tethered, staked, penned, or caged outside in the Limited Common Elements or Common Elements nor shall any pet be tied to any patio fence.

9.5. All pets shall be registered and/or inoculated as required by law.

10. Parking/Vehicles

- 10.1. No boats, trailers, motor homes, trucks (larger than a ¾ ton pickup), travel trailers, or any vehicle with commercial advertising may be parked on any street or driveway except on an overnight basis (24 hours) for loading, unloading or providing service. Such vehicles must not exceed twenty (20) feet in length and must not block normal access of other residents. Other vehicles used for recreation (van conversions / RV's) will be permitted to park in Limited Common Elements area (in front of garage) for forty-eight (48) hours to allow for loading and unloading. Commercial moving vans when conducting business and commercial trucks when in the area to perform services or repair work are an authorized exception.
- 10.2. All parking by residents or guests must be: (a) within the garage (b) in the limited common element in front of the garage door, (c) in the parking spaces at the Clubhouse area. The preferred parking is in the garage or in the limited common area in front of the units' garage doors. Overnight parking in the street is prohibited. No vehicle may be parked in the clubhouse parking areas for more than forty-eight (48) consecutive hours. Vehicles parked there for more than forty-eight (48) hours are subject to being towed at the expense of the resident whether or not the towed vehicle is owned by the resident or the resident's invitee.

Whether you share a turnaround or have a separate one for your unit, in the interest of safety and respect for your neighbor's ability to back out of their garage with open access, the turnarounds are designated as NO PARKING ZONES at all hours. This applies to all vehicles, except for emergency vehicles and occasional service/maintenance vehicles. The garage is for your vehicles. If the garage is used for storage and will not accommodate your vehicles, you can park side by side in an 18x18 foot space located immediately in front of your garage doors. This is a Limited Common area for your exclusive use.

If there is a need for additional parking, vehicles should park in the Clubhouse parking at the back of the lot and shall display contact information for the owner. (Car owner & unit owner's name, address, and phone numbers).

- 10.3. Inoperable vehicles (with flat tires, expired license tags, etc.), or vehicles which cannot be identified as belonging to a resident or a resident's guest, which are parked in any Common Elements or Limited Common Elements for more than 48 consecutive hours may be towed off the premises at the vehicle owner's expense. No repair work is permitted on vehicles in limited common element or common element except for short-term emergency work (flat tire, battery charge, etc.)

- 10.4. No motorized vehicles, including, without limitation, motorcycles, mopeds, etc. may be driven or used upon the Common Elements (except for paved roads, parking areas and driveways) without the prior written consent of the Board of Directors. (Handicapped scooters or motorized wheelchairs are the exception.)
- 10.5. No vehicle shall be parked in any manner which blocks any street or driveway, or the ingress/egress to any garage other than the owner's garage. The Board may provide specific limited exceptions that do not hinder ingress\egress to any garage. The speed limit within the community is 20 mph. Reckless operation, excessive speed, and parking or driving on the lawn areas is prohibited.
- 10.6. When attending an event in the Clubhouse, parking in the Clubhouse lot is encouraged and preferred. If the handicapped slots are filled, parking on the street in front of the Clubhouse is permissible. Park only on the clubhouse side of the street in the direction of the traffic flow.

11. Swimming Pool / Pool area

The pool is for the exclusive use of the residents and their guests. Any person who cannot be identified as a resident, or who is not accompanied by a resident, will be asked to leave the pool area.

- 11.1. All persons using the pool and pool facilities do so at their own risk and sole responsibility. There is no lifeguard.
- 11.2. All persons without swimming skills must be accompanied by a person with swimming skills, regardless of age.
- 11.3. Generally, guests are limited to four (4) per household, and must be accompanied by a resident at all times. However, there are situations where adult children are staying with residents in the community for an extended period of time. Therefore, an exception can be made if the resident notifies the Board or Pool Chair of this situation. Guests will be asked to leave if the resident is not present. No one under the age of 18 can be permitted in the pool area without the resident being present. The four (4) guest-per-household limit will be enforced if the pool area becomes too crowded or disruptive for the enjoyment of residents. Resident and parents are responsible for children complying with all pool rules and regulations.

11.4. The following are prohibited in the pool area

- Animals or pets
- Glass, other breakable items, or electrical devices
- Running in pool area
- Diving or jumping into the pool or disruptive behavior
- Excessive noise, splashing or radios unless using headphones
- Private pool parties
- Large rafts/body floats/children's pools
- No smoking of tobacco products or vapes in the pool inside fence or in common area

11.5. Swimming is permitted in garments sold as swim wear. Infants must also wear swim suits. No diapers are permitted in the water except those designed for this use.

11.6. Lounge chairs or tables may not be reserved and must be repositioned in the order intended (orderly fashion) after use. Cover chairs with towels to protect them from tanning lotions. Close umbrellas after use and when leaving. Take with you what you brought or dispose of it in the trash receptacles.

11.7. The pool will be open daily during swimming season from dawn to dusk then it is closed to ALL persons. The county defines pool as everything within the fence, therefore the deck will be closed at dusk. The pool gate must remain locked when not in use. The last resident to leave is responsible for locking the gate.

11.8. Wet swim wear is not permitted in the Clubhouse, except in the restrooms. Enter and exit the restrooms using restroom exterior doors

11.9. If a resident or their guests cause the pool to be closed (glass breakage, etc.) drained, cleaned or refilled, the cost incurred will be charged to the person responsible.

12. Clubhouse

The Clubhouse facilities and grounds are intended for the exclusive use of all residents of the community in good standing and their guests but may be rented for private member hosted functions during available dates. New Year's Eve and Day, Christmas Eve and Day, Easter, Memorial Day, 4th of July, Labor Day, and Thanksgiving will not be available for individual rental. The Clubhouse may be rented by residents only. A \$50.00 rental fee and a \$175.00 refundable deposit is required required at time of rental. Forms are available on the Villas website and are to be given to the Clubhouse Chair.

12.1. Clubhouse Committee's responsibilities are described in the committee's charge on the Villas website.

12.2. When groups, organizations or service providers are invited by a resident to present programs to the community, the following guidelines must be observed:

- a) Information must benefit the entire community, i.e., problems addressing medical, safety, insurance, community issues, etc.

- b) Organizations may leave information following the presentation with the understanding that there will be no solicitation, no contacting of residents or any attempt to sell a service or product.
 - c) When outside groups, organizations or service providers are invited to present educational programs in the clubhouse, the presentations are for the exclusive benefit of the Villas residents and their guests, and not the community outside the Villas of Wake Forest.
 - d) Forms and details can be found on the Villas Website or by contacting a member of the Clubhouse Committee.
- 12.3. Guest(s) will be permitted to enter and use the Clubhouse only while personally accompanied by a resident. No one under the age of eighteen (18) is permitted in the Clubhouse or exercise room without an adult resident present. The key code shall not be given to any non-resident.
- 12.4. When the Clubhouse is rented for a private party, the hosting resident is responsible for supervising the function and, therefore, must be present at all times. Such resident accepts full responsibility for the building, furnishings, and equipment and for the conduct of the persons attending the function.
- 12.5. Children's and teenage parties will be prohibited.
- 12.6. The renting resident will have exclusive use of the party room only; the guests may not use the pool, exercise equipment, or the small meeting room. The pool may not be reserved for any party. No party items will be furnished by the Villas.
- 12.7. The total number of guests, which shall not exceed 49 (per fire code) will be submitted on the rental application. No entry or admittance fee may be charged for invited guests at the door.
- 12.8. The Clubhouse committee, or the Board of Directors, may deny any person or organization the right to use the Clubhouse when such refusal is considered to be in the best interest of the residents; and in granting use of the Clubhouse, the committee may require such additional conditions as it may deem appropriate. In no event shall the Clubhouse be rented by anyone other than a resident.
- 12.9. Persons abusing or damaging any furniture or equipment through improper use, carelessness, or neglect will be assessed for the cost of repair or replacement.
- 12.10. Community events will not have priority over private functions when booked in advance. Rentals will be placed on the calendar once a completed, signed application has been received and approved along with all applicable fees and deposit. Private reservations may be made up to 90 days in advance.
- 12.11. Residents renting the Clubhouse must assume all responsibilities for the event, including making arrangements for use of the facility, arranging for entry to the facility, being present throughout the event to maintain order and safety and to handle cleanup operations. These

responsibilities cannot be passed on to anyone else.

12.12. Residents renting the Clubhouse may not attach decorations, posters, pictures, etc., to the walls. Also, all tables and chairs are to be returned to their original locations.

12.13. Parking must be supervised by the host to prevent illegal parking by guests. For safety reasons, guests should park only on the Clubhouse side of the street. In the direction of travel. If the clubhouse is rented for a private function, the hosting member may be asked to have guests carpool. The rental application must specify the estimated attendance if the number of vehicles exceeds the clubhouse parking area and the limited space on the street front of the clubhouse.

12.14 Rental Inspections/deposit refund

12.14.1. Renting resident will participate in a pre-event inspection with a member of the Clubhouse Committee.

12.14.2. Renting resident is responsible to set up a post-rental inspection time and meet with the designated person at the appointed time. Failure to meet for the inspection will result in forfeiture of the deposit.

12.14.3. After inspection of the Clubhouse to verify that it has been returned to satisfactory condition and that any damages have been satisfied, the security deposit will be returned. If damage repair or cleanup result in costs beyond the deposit, the member shall reimburse the Association for these costs.

NOTE: A cover is available for the pool table, so that it may be used as extra serving space. If it is not used, the renting resident assumes full responsibility for any damages incurred to the pool table and equipment during the scheduled event.

12.15. The renting resident will be responsible for all cleanup and trash removal. Cleanup must be done (completely) the day of the party.

12.16. Cleanup is to include vacuuming all carpeted areas, wiping down counters and tables and damp mopping kitchen area. Vacuum cleaner, mop and broom are available in the storage room.

12.17. No smoking is allowed in the Clubhouse.

12.18. No pets are allowed in the Clubhouse.

12.19. Loud music, profanity, or offensive behavior is not permitted in the Clubhouse. Advise guests leaving private parties to respect residents by controlling noise.

12.20. Trash is to be disposed of in containers provided outside the Clubhouse. Please separate recyclables from trash. If containers are full, the renting resident is responsible for taking all the recyclables and trash with them for disposal.

13. Trash Collection

Roll-out trash collection and recycle carts are not to be set out prior to 4:30 pm the day preceding collection and must be put away as soon as practicable. Roll-out carts provided by the Town of Wake Forest must be used, and the trash must be bagged before being placed in the carts.

All trash for collection must be set out at the main street, next to the curb, away from the Driveway. When not out for collection, roll-out carts should be stored in the garage, if practicable; if not, then in a spot not visible from the street. If the placement of your unit does not allow for the out-of-sight option, then your carts must be placed along the side of the unit as close to the garage as possible. No storage of carts is permissible between the two garages.

14. Solicitation and Garage Sales

No solicitation of any kind is permitted in the Villas Community.

Garage sales are specifically prohibited, unless approved by the Board of Directors as a planned community activity.

15. Utilities

Residents are responsible for maintenance and payment of separately metered gas, electric, television, telephone, water, sewer, and for calling to initiate service on the date of possession.

16. Condominium Sales

Any owner who sells his or her Condominium is responsible for:

- Notifying the Association and the Property Management Company.

- Making certain all condominium dues are current.

- Making certain new owners receive the Condominium Declaration, Bylaws and Rules and Regulations.

- Insure that mailbox keys, pool keys, all house keys and patio key (if applicable) are given to the new owner.

17. Default in Payment of Assessments

If any owner defaults in the payment of any Common Expenses, as such terms are defined in the Declaration of The Villas of Wake Forest, a Condominium, or other sum against such unit owner or a unit and the default continues for a period on excess of ten (10) days, such unit owner shall pay interest on the amounts due at the rate of eighteen percent (18%) from the due date thereof until paid. In addition, the Common Expenses or other sums due shall be subject to a late fee, the larger amount of \$10 or the amount equal to five percent (5%) of the amount past due if not paid within ten (10) days after the due date thereof.

18. Amendments

These Rules and Regulations may be amended only by a majority vote of the Board of Directors.