



Rules and Regulations
Brittany Woods Homeowners Association
Single Family and Townhome

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Brittany Woods Rules and Regulations

(Single Family and Townhome combined)

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COMMUNITY RULES AND REGULATIONS

I. BUILDING AND GROUNDS REGULATIONS

The following regulations concerning use of buildings and grounds were adapted under the authority granted by the Declaration of Covenants.

The following Rules and Regulations are applicable for both Single Family and Townhome sections of Brittany Woods unless noted. Only applicable Townhome Rules and Regulations are noted differently, usually by “**TH Only**” or “**Townhome only**”.

A. Occupancy of Units (TH Only)

The owner(s) and his or her family may occupy each unit, or the entire unit may be leased to a maximum of four (4) unrelated individuals whose names are recorded on a single lease.

Units may not be remodeled to create separate apartments with private entrances.

All absentee homeowners must provide their tenants a copy of the Declaration of Covenants, By-Laws, and rules and Regulations for Brittany Woods Homeowners Association. Tenants must abide by these documents at all times. If the tenants do not abide by these rules, the homeowner is ultimately responsible to pay all fees. It is their duty to collect from their tenants.

Homeowners are responsible for ensuring that all residents and guests comply with all regulations, By-laws, Covenants, Declarations of the Association and will comply with all City and State ordinances and laws.

B. Noise

In accordance with the City of Raleigh Code 12-5007, the following are prohibited:

- Sounding of horn or any other device on any vehicle except as a danger signal.
- Operating any motor vehicle without a properly functioning muffler or other noise diminishing device that will effectively prevent loud or explosive noise.
- Playing of any musical instrument, radio, television, or stereo in a manner that disturbs the quiet or comfort of any person(s) in any unit.
- Firing or discharging firearms and fireworks.
- Keeping any animal that makes noise that disturbs the quiet or comfort of any person(s).

C. Firewood Storage

- Firewood must be neatly stacked in the rear of the townhome without it touching the structure or foundation of the townhome, shed or deck, as it is conducive to termite infestations and also detracts from the appearance of the property.
- Any firewood found by the Management Company not to be stored properly or to be decaying and/or to contain insects must be removed immediately. Failure to remove the wood within seven (7) days of Management’s request will result in the firewood being removed at the homeowner’s expense.
- Firewood must be unloaded from delivery vehicles from the street and/or designated parking area. Driving on the grass to access rear yards is prohibited and the owner will be responsible for all damages.
- Storage of all lumber is prohibited (see A).
- Residents are responsible for the cost of repairs for damages caused by their firewood or debris.
- Yearly chimney inspection is highly recommended.

D. Fireworks and Firearms

The discharge of fireworks within Brittany Woods is **prohibited**. In accordance with Section 13-2010 of the Raleigh City Code, no persons may shoot or discharge within the city any air rifle, gun, pistol or any type of spring gun or similar devise, which impels with force any shot or pellet of any kind.

E. Play, Special Event and Recreational Activities

A Playground with permanent equipment suitable for small children is provided in the public area across from the Tennis Courts (on the corner of Tetbury Drive and Norwich Drive). Pets shall be restrained from using this area.

Organized activities on the association owned streets, common areas, and parking areas of Brittany Woods are prohibited, except for association pre-approved activities. Planning for any such activities shall include timely notice to and permission from the Management Company so that notice can be given to the affected residents. There are specific rules for any such events and request should be made allowing time for obtaining and adhering to these rules. These restricted events are, but not limited to, yard sales, pool events, block parties, and food truck events.

F. Soliciting

Prior to July 1, 2015, door to door solicitors were required to obtain a City of Raleigh business license and carry a copy with them. However, with the elimination of the ability of North Carolina municipalities to collect a business license tax, this is no longer the case. It is still recommended that solicitors carry visible identification with them.

Sometimes burglars will knock on a door, to see if someone is home, prior to breaking in. Be alert and aware of who you are opening your door to. Consider only opening an interior door while keeping an exterior glass door locked, if you have one, when talking to solicitors. You are not required to open your door to people you do not know. If you do not wish for solicitors to knock on your door, you may consider buying a no soliciting sign or a no trespassing sign. Please continue to call 911 for individuals that are behaving suspiciously in your neighborhoods as we partner together to decrease crime.

G. Signs

- One (1) acceptable temporary sign is permitted on the owner's deeded property and must be contained in the surveyed portion of each individually owned home with uses limited to sale or rent of property, political campaign or open house.
- For **townhouses** one (1) temporary sign is permitted per each homeowner's unit and must be contained inside a unit window, with use limited to For Sale or For Rent of property, Open House or Political Signs.
- A sign must be removed immediately after its use has been satisfied. Realty signs must be moved no later than seven (7) calendar days after the house has been sold or rented.
- The acceptable size of a professional sign (real estate) shall not exceed thirty-six (36) inches in height, measured from the ground up and shall not exceed twenty-five (25) inches in width.
- Acceptable "Non-Professional" or "home-made" signs must have approval of the Board.
- Freestanding signs in common areas (real estate signs, "open-house", etc.) are allowed from Thursday evening through Sunday only. Signs present any other time during the week are subject to be discarded. Informational signs, such as Brittany Wood's public meeting notices, may be placed at other time, but removed after 2 days.

H. Storm Doors and Storm Windows

With the additional or replacement of any storm doors and windows, the installation and maintenance

shall be at the expense of the homeowner and must be in keeping with the exterior design of the townhome. Storm and screen doors front and back, must be painted to match the other exterior doors of the unit. Homeowners are responsible for damage to paint, door frames, etc. caused by storm/screen doors.

I. Excess Structures

- Clothesline, dog runs, dog houses, lawn/garden ornaments, exterior antennas, window air conditioner units, window fans, sandboxes, swing sets, basketball hoops, debris and other similar equipment are prohibited and owner is subject to fines and removal. Brittany Woods' Board of Directors shall define all debris.
- Temporary Basketball nets are allowed in the driveway of the resident, not in the streets or on the sidewalk. (Single Family)
- Play equipment may be allowed with an ARC application. This includes, but not limited to: trampolines, and swing sets. They must be kept in the back of the home in the yard. (Single Family)
- Wading pools are allowed on the surveyed portion of the rear yard only. None shall be allowed on the common property. However, if grass is killed or damaged by such pools (even on surveyed portion of rear yard), or if the pool is found on common property, the homeowner involved will be assessed the cost of repairing the damage and removing the pool.
- No tiki torches or fire pits allowed on common property or near the buildings.

Satellite Dishes and Antennas

It is strongly recommended that any antenna be placed on the rear of the townhome units or in the rear of single-family homes. Any damage caused by said antenna shall be the responsibility of the homeowner. Brittany Woods will follow all FCC guidelines.

Note: As directed by Congress in the Telecommunications Act of 1996, the Federal Communications Commission has adopted rules concerning restrictions on viewers' ability to receive video programming signals from direct broadcast satellites (DBS), multichannel multipoint distribution (wireless cable) providers (MMDS), and television broadcast stations (TVBS). The new rule prohibits restrictions that impair the installation, maintenance or use of antennas used to receive video programming. These antennas include DBS satellite dishes that are less than one meter (39") in diameter (larger in Alaska), TV antennas, and antennas used to receive MMDS. The rule prohibits most restrictions that: (1) unreasonably delay or prevent installation, maintenance or use, (2) unreasonably increase the cost of installation, maintenance or use, or (3) preclude reception of an acceptable quality signal. This rule means that, in most circumstances, viewers will be able to install, use and maintain an antenna on their property if they directly own the property on which the antenna will be located. The HOA can only ask that they be notified if an antenna is being installed to verify it is less than 1 meter.

[Http://www.ccfj.net/FCClaw.htm#:~:text=The%20new%20rule%20prohibits%20restrictions,antennas%20used%20to%20receive%20MMDS](http://www.ccfj.net/FCClaw.htm#:~:text=The%20new%20rule%20prohibits%20restrictions,antennas%20used%20to%20receive%20MMDS).

J. Landscaping and Planting (Townhomes)

- The owner shall not plant any large vegetation in the front yard without written approval from the Architectural Committee and/or Board of Directors. Written approval is not required for planting of annual flowers and plants in the flower beds. The homeowner is responsible for the maintenance of any plantings that they plant, including weeding, trimming and proper removal and disposal of dead vegetation.
- No homeowner shall plant or alter the common areas of Brittany Woods Townhomes without written

approval from the Architectural Committee and or Board of Directors.

- Planting of vegetables is limited to mulched beds on the owner's property in the area of the home.

Residents are responsible for all costs of repairs for any damage caused by their plantings.

K. Window A/C Units

Window a/c units are not allowed to be installed on the front of the unit unless they do not protrude outside of the window and are covered by a window screen. (see 3/26/13 amendment attached).

II. PARKING RULES AND REGULATIONS

A. Vehicles - Parking Rules and Regulations

The following is a list of parking regulations for Brittany Woods. Non-resident homeowners will be responsible for their tenant's compliance with these regulations. Any special requests regarding parking must be approved by the Board in writing.

All vehicles must be maintained with current tags and be in running condition. At no time whatsoever should a vehicle be on blocks or in dilapidated condition.

(TH) Parking spaces are marked in the townhouse sections. Parking spaces are not assigned. There are enough for 2 or more vehicles per unit. Residents should instruct their guest to respect your neighbors and not park directly in front of a unit entry's if avoidable. The Management Company shall be notified of any temporary use of spaces for such items such as storage units, trash containers or temporary utility vehicles. Your neighbors should also be notified.

It is assumed that most residents will park as close to their entry as possible. Therefore, when parking away from your unit it is expected residents and their guest will take into consideration not to encroach on others "space". Being that parking spaces are not assigned; this is very important and the neighborly thing to do. If left with no other option but to encroach on a neighbor's "space", a friendly knock on the door and a request for indulgence will work wonders.

Parking of boats, trailer, campers, self-contained RV's or other similar recreational vehicles is always prohibited in the street. Truck caps, bicycle racks, or other such vehicle accessories are to be stored in the garage or back of the home and not in the front parking areas.

Violations by residents and tenants who knowingly disregard these rules are subject to penalties as stated in this document.

- Parking is not permitted in the following areas:
 - Within 10 feet of a stop sign.
 - Within 10 feet of a fire hydrant.
 - Within 20 feet of a mailbox.
 - Any common area not designated for parking-please refer to XI - D below.
 - No blocking of driveways, streets or individual vehicles.
 - Any grassy area.
 - Any area marked with NO PARKING sign.
 - No street Parking (All streets are common Association property). Includes the cart way in townhome areas.

Brittany Woods Homeowners Association (BWHOA) will make every attempt to notify the owner of the vehicle prior to towing. BWHOA reserves the right to tow any vehicle without notice to owner's expense.

B. Parking by Non-Residents

Parking by non-residents is permitted only while visiting resident.

Non-residents may not park in front of a town home unit, unless making use of the parking space allotted to the resident being visited.

Resident must either direct non-resident guest to parking in an area not directly in front of a town home unit or make space available by moving their vehicle.

Residents are responsible for ensuring that guests adhere to regulations.

Please note: any vehicle(s) parked in these prohibited areas are subject to towing without notice at the owner's expense.

C. Truck/Car Accessories:

Parking of Recreational Vehicles (RVs), Commercial Vehicles, Oversized Vehicles and

Parking of boats, trailer, campers, self-contained RV's or other similar recreational vehicles is prohibited at all times within the townhome section of Brittany Woods. Please note Brittany Woods Homeowner Association (BWHOA) will make every attempt to notify the owner of the vehicle owner prior to towing. BWHOA reserves the right to tow any vehicle without notice to owner at the owner's expense.

Oversized vehicles that weight more than 10,000 pounds and/or measure more than eight (8) feet wide or fifteen (15) feet long are prohibited from parking in the townhome and pool/tennis court section.

D. Commercial Vehicles:

Larger than a full-size van will not be permitted overnight parking within Brittany Woods.

No truck caps, truck cabs, bicycle racks or other such vehicle accessories are permitted on the grounds or in the parking areas. Violators are subject to fines stated in this document (see Penalties).

E. Tennis and Pool Parking Lot:

The parking area for the pool and tennis court may be used for overflow parking and temporary parking. Overnight parking is permitted under special circumstances and requires permission from Management Company. Boats, trailers, campers, RVs or similar vehicles are prohibited from parking in or around the tennis and parking lot.

G. Parking of Oversized Vehicles:

Vehicles that weight more than 10,000 pounds and/or measure more than eight (8) feet wide or fifteen (15) feet long are prohibited from overnight parking Brittany Woods.

H. Tennis Court Rules and Regulations

Failure to comply with any of the Rules and Regulations may result in the violator being barred from the use of the recreational facilities. As a member of the Homeowners Association, every homeowner has the right to request anyone not abiding by the Rules and Regulations to leave the recreational facilities. All homeowners should take responsibility for the compliance by all residents, tenants and guests to all Rules and Regulations. All persons using the tennis courts do so at their own risk.

- Only smooth soled tennis shoes are permitted on the courts.
- Players are requested to wear appropriate tennis attire.
- Non-playing persons are not permitted inside the courts.
- No recreational vehicle (bicycle, tricycles, mopeds, etc.) are allowed inside the courts.

- No pets or animals are allowed inside the tennis courts at any time.
- Only homeowners and guests may use the courts.
- Please do not leave any debris within the fenced area.
- The gate should be locked when the last person leaves the court.
- If others are waiting to use the courts, please limit play to one hour for singles or one and one-half hours for doubles. One tennis court per household if others are waiting.
- After 5:00pm and weekends, adults 18 and over have priority.

I. Swimming Pool Rules and Regulations

Failure to comply with any of the Rules and Regulations may result in the violator being barred from the use of the recreational facilities. As a member of the Homeowner Association, every homeowner has the right to request that anyone not abiding by the Rules and Regulations leave the recreational facilities. All homeowners should take responsibility for the compliance by all residents, tenants and guests to all Rules and Regulations.

The pool and pool area are for the exclusive use of Brittany Woods's homeowners, residents and their guests (only 4 guests per unit). Homeowners will be responsible for all actions and conduct of their guests. Guests must be accompanied at all times by the homeowners, family members or occupants of the unit. Young adults 14 to 16 years old are allowed only one guest unless they are accompanied by a parent or guardian.

The Homeowners Association assumes no liability of risk for any bodily injuries, deaths or loss or damage to any personal property to anyone using the recreational facilities. All persons using the pool and pool area do so at their own risk. There is no lifeguard on duty at the swimming pool. (These rules also apply to guests.)

- Pool hours are from dawn-dusk.
- Anyone under the age of 16 years will not be permitted in the pool area unless accompanied by someone 18 year and older.
- No animals are allowed inside the pool or tennis area.
- No abusive or profane language, running, wrestling, pushing, or horseplay is allowed in the pool or pool area.
- No rafts or floating chairs are allowed in the pool when it is occupied by ten or more persons.
- Bathing suits must be worn. No diapers or cut-off clothes are permitted in the pool.
- No food is allowed in the pool area. Beverages are allowed in cans, paper or plastic containers only. These and other items are to be disposed of properly. Glass containers are not allowed within the pool area.
- Repair, replacement and clean-up cost of any property damaged will be charged to the responsible homeowner.
- Any individual bringing a radio to the pool is required to keep the volume down to be considerate of others around the pool.
- No wheeled vehicles are allowed in the pool area or tennis courts. This includes bicycles, tricycles, skateboards, mopeds, etc.
- No one with infectious disease, inflamed eyes, nasal or ear infections, open wound or bandages will be allowed in the swimming pool.
- Any persons in the pool area after 9:00 pm will be considered trespassing and the proper authorities will be called.
- From 6:30am to 9:00am and 7:00pm to 9:00pm, two lanes will be blocked off for those who wish to

swim laps.

- There will be no smoking inside the pool fence.
- Furniture should not be thrown into the pool or used as floating or jumping devices.

J. Garbage Rules and Regulations

- Do not place garbage in plastic bags, cardboard boxes and/or paper bags beside the container or instead of a container. Plastic bags, which are an eyesore and a health hazard, will not withstand the ravages of animals or the weather.
- Recycling is presently scheduled on Tuesday every other week, in Brittany Woods. Glass, cans, newspapers and plastic bottles are currently being collected. A green container for recycling is provided for each homeowner free of charge. It is to remain with the home should you move from Brittany Woods. Additional containers may be purchased from the city by calling 831-6522 or 831-6890. Please do not store these containers on front porches or in the front of the units. Enclosures can be built to hide these containers with ARC approval.
- Yard waste, such as grass clippings, brush, small tree limbs and other similar items, is picked up from the curbside, except during weeks in which a holiday occurs. There will be no curbside pick-up during holiday weeks. Please visit www.raleighnc.gov for information on how to prep yard waste and for day of pick up.
- The same rules apply for curbside placement of recycling, garbage and yard waste containers. Containers may be placed at the curb after 6:00 p.m. on the day before scheduled pick-up and should be removed by 8:00 p.m. on the day of scheduled pick-up. Do not leave items out over the weekend or overnight.
- The City of Raleigh sponsors at least two Household Hazardous Waste Collections each year. Please save your household hazardous waste materials such as oil, paints, cleaning fluids, liquid fertilizer and insecticides for these special collection days. Do not place them in your trash for regular pick-up service. Notices will be sent by the City concerning the location and time for the collection of hazardous waste.

III. PET REGULATIONS

In accordance with the City Leash Law, pets must not be allowed to run freely in any area. Please do not allow your pet to soil your neighbor's yard or our private streets. The pet owner will be responsible for cleanup of pet waste. If the homeowner does not comply, the Association will clean up the waste and charge a fee to the homeowner in violation.

The cost of repairing any damage caused by an animal is the responsibility of the homeowner with which the animal resides or is visiting.

Animals may not be left outside only unattended and for long hours of the day.

All other laws, ordinances, rules and regulations pertaining to dogs, cats and other domesticated animals adopted by the State of North Carolina, the County of Wake and the City of Raleigh are adopted as Rules and Regulations of the Brittany Woods Association and are incorporated by reference.

Animal Control Regulations (Section 12-3006 (6), 3008 (a), and 3009 (c), 3012 and 3021) must be adhered to, including the following:

A. Rabies Law:

Every dog and cat over the age of four (4) months must be inoculated against rabies. All dogs and cats must wear valid rabies tag at all times.

B. Animal Bites:

All animal bites must be reported to the Wake County Health Department at 755- 0761. Animal bites should also be reported to the Animal Control Unit. The owner of any animal that has bitten a person must confine the animal for a period of ten (10) days as required by the local Health Department.

C. City Tags:

All dogs and cat four months of age or older are required to wear a city tag. Tags are valid from January 1st through December 31st of each year and may be purchased in the Collections Office, room 118 at the Raleigh Municipal Building located on 222 West Hargett Street, or at any local veterinarian office. For more information about city tags, call 890-3200.

D. Leash Law:

The Animal Control Ordinance states that, “It shall be unlawful for the owner of any domesticated animal to allow such animal to be at large within the corporate limits of the City of Raleigh or any city property”. Owners must confine their animals to their own property or have the animal on a leash when off their property. Visit www.raleighnc.gov to review the laws.

E. Stray Animals:

All stray animals should be reported to the Animal Control Unit by calling 755- 6311 or 911.

F. Miscellaneous Regulations

- No animals of any kind shall be raised, bred or kept on any lot, with the following exception. Dogs, cats or other household pets may be kept, provided that they are not bred or maintained for any commercial purpose. City regulations apply.
- Impoundment (City Animal Control)
- An animal may be impounded if it is lost, stray, unwanted or not under proper restraint (not within the owner’s real property limits or secured by a leash).

G. Nuisance Animals

The City of Raleigh Animal Control Ordinance provides for the handling of nuisance animals. Public nuisance animals are prohibited. A public nuisance animal is described as one that is:

- Found repeatedly running at large
- Damaging property, including plants, of anyone other than the owner
- Fouling the air with odors
- Habitually making loud noises or barking
- Diseased, vicious or otherwise dangerous to the public’s health
- Causes unsanitary conditions of enclosures or surroundings

The Animal Control Ordinance provides for civil penalties for any violation of the ordinance. Failure to pay these fines may result in additional penalties and court costs or criminal prosecution.

IV. PENALTY FOR VIOLATION OF ANY SINGLE RULE OR REGULATION

PLEASE NOTE THAT ALL ITEMS DISCUSSED IN THE ABOVE DOCUMENTS ARE SUBJECT TO WAIVER AND OR CHANGE, AND EACH CASE WILL BE EXAMINED AND EVALUATED ON AN INDIVIDUAL BASIS.

V. ASSESSMENT GUIDELINES AND POLICY

In a single-family Association, all homeowners share responsibility for common items such as grounds, streets, utility lines and recreation areas. To ensure the maintenance and improvement of the common areas in the community, the Association must pay for daily operation expenses, repairs, utilities, management company fees and insurance premiums. In addition, the Association must accumulate reserves for the replacement of streets and recreation areas. Each homeowner bears equal responsibility for the types of expenses mentioned in the above paragraph. Therefore, monthly assessments are recalculated accordingly on an annual basis and allocated in equal shares to homeowners. Special assessments are also necessary at times to take care of unusual problems or emergencies.

The monthly assessment is a lien and owners of units are personally obligated to pay the Association and annual charge or special assessment.

VI. LATE FEE POLICY

- Association fees or special assessments are due on the first day of the calendar month (townhomes) and the first of month for each quarter (single family).
- The unit owner is responsible for the full and timely payments of all assessments.
- A late fee of \$20.00 per month will be applied to all assessments that are paid more than thirty (30) days after the due date, plus interest.
- Procedure for notification of homeowners concerning overdue assessments:
 - 30 days past due: A reminder letter is sent by the management company to the homeowner.
 - 45 days past due: A second notice is sent by the management company.
 - 60 days past due: A third notice is mailed to the homeowner.
 - 75 days past due: A letter stating if the account is not paid, it will be given to counsel for collection.
- If not paid with a demand letter from the Attorney's office, a lien is placed on the property.
- If questions that are not addressed in this document arise, the homeowner should feel free to contact Towne Properties Raleigh
 - Towne Properties Raleigh
PO Box 99149, Raleigh, NC 27624
919-878-8787 or 376-8800 Fax

VII. NO STREET PARKING AS OF JANUARY 1, 2002.

- Fines are per house – not per car and penalties are cumulative for the term of residence. Towne Properties Raleigh will track the number of offenses per household.
- Upon the time of the violation, a ticket will be place on the vehicle and a letter will be sent to the owner of the residence.
- If a resident would like to appeal the violation, they may contact Towne Properties Raleigh or schedule a time to appear before the Brittany Woods Board of Directors within thirty (30) days of violation.
- Who can report resident/owners in violation of parking rules?
 - Residents of Brittany Woods.
 - A City of Raleigh authority or and EMS representative
- To report violators, please call Towne Properties Raleigh. Please have the address of violation, make and color of car, vehicle license plate number, date and time of violation.
- All residents are responsible for communicating parking rules to their guests.
- Alternative Parking:
 - City of Raleigh Streets (i.e., Glendower Road)
 - Brittany Woods Pool and Tennis Parking Lot
 - Private Driveways
- Single Family homeowners who would like to widen their driveways must complete an Architectural Request and submit it to Towne Properties Raleigh.
- These rules and regulations have been implemented to comply with the City of Raleigh and Fire Marshall Codes, safety reasons, and better upkeep of our newly paved roads.

Vehicles in violation are subject to the following penalties:

Penalties for Parking Rules Violation

First Offense:	Warning Notice
Second Offense:	\$25.00
Third Offense and after:	\$50.00 fine will continue monthly until violation is corrected.

VIII. PENALTIES FOR VIOLATIONS – TOWNHOME

A. Assessment Guidelines and Policy

In a townhome association, all homeowners share the responsibility for common items such as grounds, building exteriors, streets, roofs, etc. To ensure the maintenance and improvement of the common areas and the homes in the community, the Association must pay for daily operating expenses, repairs, utilities, management company fees, insurance premiums, etc. In addition, the Association must accumulate reserve funds for the replacement of streets, roads, painting decks, etc.

Each homeowner bears equal responsibility for the types of expenses mentioned in the above paragraph. Therefore, monthly assessments are recalculated accordingly on an annual basis and allocated in equal

shares to homeowners. Special assessments are also necessary at times to take care of the unusual problems and emergencies.

The monthly assessment is a lien, and owners of units are personally obligated to pay Brittany Woods Homeowner's Association the monthly assessments as well as any special assessments.

B. Penalty for Violation of any Townhome Rule or Regulation

First Offense:	Warning Notice
Second Offense:	\$50.00 fine
Third Offense:	\$100.00 fine
Fourth Offense:	As deemed reasonable by the Board of Directors All fines will continue monthly until the violation is corrected

WEB SITE AND EMAIL ADDRESS

Our website address is **www.brittanywoods-hoa.com**. Login information is required to access the site. If you cannot locate the information mailed to you from Towne Properties Raleigh, contact your Community Service Administrator.

D. Brittany Woods Parking Rules and Regulations (Single Family)

- No street parking on roads within Brittany Woods
- NO STREET PARKING AS OF JANUARY 1, 2002. Fines are per house – not per car – and penalties are cumulative for the term of residence. Towne Properties Raleigh will track the number of offenses per household.
- Upon the time of the violation, a ticket will be place on the vehicle and a letter will be sent to the owner of the residence. If a resident would like to appeal the violation, they may contact Towne Properties Raleigh or schedule a time to appear before the Brittany Woods Board of Directors within thirty (30) days of violation.
- The following persons or entities may report resident/owners in violation of parking rules:
- Residents of Brittany Woods.
- A City of Raleigh authority or and EMS representative.
- To report violators, please call The Management Company. Please have the address of violation, make and color of car, vehicle license plate number, date and time of violation.
- All residents are responsible for communicating parking rules to their guests.
- Alternative Parking:
- City of Raleigh Streets (i.e., Glendower Road)
- Private Driveways
- Pool Parking lot on a limited basis.
- Single Family homeowners who would like to widen their driveways must complete an Architectural Request and submit it to Towne Properties Raleigh.
- These rules and regulations have been implemented to comply with the City of Raleigh and Fire Marshall codes, safety reasons, and better upkeep of our newly paved roads.

E. Maintenance of Townhomes

The following is a list of maintenance regulations for Brittany Woods Townhomes. All residents are expected to understand and know their responsibility concerning the following rules. Please contact Towne Properties Raleigh if you have any questions.

Please be advised that each homeowner should carry **homeowner's insurance** that includes natural disasters (hurricanes, floods, etc.). Damage to the townhome is the responsibility of each townhome owner.

Questions and problems concerning exterior maintenance must be submitted in writing to Towne Properties Raleigh. To report an emergency, telephone Towne Properties Raleigh.

Exterior Maintenance – Homeowners Responsibilities

Example – Townhome owners are responsible for the following maintenance:

- Window glass (broken glass must be replaced by the townhome owner immediately; any related damage to wood, putty or paint will also be repaired by the homeowner)
- Window screens
- Window frames
- Exterior Doors (repair or replacement including crawlspace doors)
- Storm windows and storm doors (if applicable)
- Weather-stripping
- Door buzzers, bells, knobs, locks and outdoor light fixtures
- Attic exhaust fans
- Exterior hose faucets, pipes and leakage problems from unit to water meter
- Sewage pipes from unit to junction with Association water lines
- Crawlspace vents and drainage systems (If applicable)
- Removal of water under unit
- Exterior air conditioner and concrete pad
- Trash/garbage cans
- Any additions or improvements made by previous owners, present owners and/or developer
- Rain gutters (does not apply to homes on Epping Forest Drive) must be cleaned and maintained. Any and all damage resulting from rain gutters not properly installed or cleaned will be the responsibility of the homeowner.
- Area underneath deck and crawl space kept clear of debris, weed growth and saplings. (Some units might be subject to citation from City of Raleigh Fire Marshal as well as fines imposed by Brittany Woods under routine inspection.)
- Deck floors and porches kept clean and clear of debris to avoid mildew and rot
- Any damage to property (and joined property) by termites entering or thriving in areas conducive to infestation by reason or the presence of excessive moisture and/or debris, as noted in the annual termite inspection.
- If termites are found due to any of the above conditions or termites are present because of actions of the owner (or tenants), the owner will be responsible for all charges to rid structure(s) of infestation.
- Exterior Maintenance - Association Responsibilities
- Decks, lattice work installed by builder and storage rooms
- Steps and stoops
- Foundations

Example – BWHOA is responsible for the following:

- Wood and wood-like siding and trim
- Brick and mortar siding
- Air vents under eaves
- Roofing shingles
- Painted exterior door surfaces and door thresholds (except all damage caused by storm/screen door)
- Handrails
- House numbers
- Annual termite inspection of all units (Inspection only. No services are included).