

WATERFORD @ Cary Park

Condominium Homeowners Association, Inc.

C/O Elite Management Professionals, Inc.

4112 Blue Ridge Rd Suite 100 Raleigh NC 27612

Office (919) 233-7660 | Fax (919) 233-7661

www.elite-mgmt.com

Dear Waterford I at Cary Park Tenant:

Welcome to Waterford at Cary Park! We hope you enjoy living in this great community! You will need to review the Association's rules and become familiar with them. They are on pages 2-4 of this document. The rules are also posted at the bulletin board located at the entrance to your building along with other important information as needed.

We will also send any important/pertinent information via email to all Owners/Residents. So that you do not miss any important information, please complete the Tenant & Resident Information Sheet attached to this document.

The Owner of the unit should have a recycling key which they can share with you. If they do not have a key, please have them contact Elite Management to receive one.

The Association randomly and periodically patrols the parking lot and tows vehicles without a valid parking decal or parking pass. Please complete the Parking Decal Form on the last page of this document and return to Elite Management as soon as possible after moving in. Please note that your vehicle must still display valid tags and can be towed even while displaying a valid parking decal sticker. Please be sure to keep your vehicles registration up to date at all times while parked in the community.

Except for the two forms included in this document, for emergencies such as flood, fire, or severe property damage, Tenant(s) should forward all questions, comments, and requests to your property management group or to the Owner of your unit. They should reach out to Elite Management with any requests directly.

On behalf of the Board of Directors of Waterford I at Cary Park Condominium Homeowners Association, Inc.,

Andrea 'Drea' Paulk
Community Manager
WCP1@elite-mgmt.com, ext 245

Sydney Steward
Assistant Community Manager
WCP1@elite-mgmt.com, ext 224

WATERFORD @ CARY PARK RULES AND REGULATIONS

1. Dogs must be on a leash when in the common area and residents must pick up and properly dispose of waste from their dogs, per Town of Cary ordinances.
2. The location of satellite dishes must be approved by the Board in advance, before installation. Satellite dishes must be installed in the individual unit, or exclusive limited common space (e.g., balcony or porch), and are not allowed in the common area of the community (e.g, on side of building or grounds surrounding the building).
3. Smoking is not allowed in building hallways or at building entrances/exits. Please show courtesy to your neighbors and prevent fires by properly disposing of cigarette butts and ashes and extinguishing smoking material.
4. No Unit Owner, tenant, or guest shall engage in any noxious or offensive activity within a Unit, Common Area, or Limited Common Area that produces odors detectable by another person in a different Unit, Limited Common Area, or upon the Common Area. This includes, but is not limited to, the smoking of tobacco, marijuana, or any other substances.
5. Unit Owners, tenants, and guests must comply with all applicable federal, state, and local laws regarding the use and possession of substances, including those related to smoking.
6. All trash must be bagged and disposed of in the trash compactor. **If the compactor is full, please do not leave your trash outside the compactor. The trash maintenance company will not pick it up.**
7. Cardboard boxes and large household and bulky items must be disposed of at a Town of Cary convenience center (not placed in our trash compactor or adjacent to our compactor.) Call 919- 469-4090 for the location of the nearest convenience center for your items.
8. Quiet hours are between 9 PM to 7 AM.
9. Propane tanks greater than 2.5 pounds are not allowed to be stored on balconies/porches, per the North Carolina fire code. No charcoal grills or turkey fryers are allowed on balconies/porches.
10. Unit owners are required to provide access to their unit and storage room annually for inspection and must provide immediate access to their unit in emergencies.
11. Motorcycles, motorized scooters, campers, trailers, or trucks larger than 2 tons are not allowed to be parked on the property.
12. All vehicles must be operable, have current tags, current inspection, insurance, a Waterford @ Cary Park parking decal, and be owned and operated by a Waterford @ Cary Park resident in order to park within the community on an ongoing basis. All residents should keep their automobile records current with the Elite office on an annual basis to avoid violations and mistaken towing. Violators will be towed at the owner's expense.
13. Repairing or washing vehicles is not allowed on the property.
14. All personal property must be stored in your unit or assigned storage area. No personal property is allowed in the common area, such as hallways, stairwells and stairwell landings or garage spaces, per the North Carolina fire code.
15. No signs, flags or posters may be posted outside of the unit.
16. Unit owners are required to provide tenants with copies of the community governing documents and rules and regulations

17. PODS and other storage units are allowed on the grounds for a period of five (5) days, but to preserve parking spaces for residents, they must be placed in the parking spaces across from the building. A fine will be assessed if PODS/storage units are placed in the parking spaces in front of a building or on the grounds.
18. No more than two (2) persons over the age of eighteen (18) unrelated by blood or marriage can reside in a unit for more than 30 days in one consecutive year.
19. Violation of any of the above rules may result in a fine of up to \$100 per occurrence.

If you have any questions, please contact your building representative or Elite Management at 919-233-7660 ext. 245 or 224. For after-hours emergencies, please contact 919-634-4545.

Updated 01.27.25

WATERFORD @ CARY PARK PARKING AND TOWING POLICY

1. Owners and renters with cars parked on Waterford at Cary Park property are required to be registered with Elite Management Professionals.
2. Cars registered with Elite Management Professionals will be provided decals to be displayed on the bottom left corner of the driver's side window in such a way to be easily visible.
3. Each unit will be provided one guest pass. Guests staying greater than 48 hours are required to display the guest pass on the driver's side dashboard. Guests staying greater than 14 days will be required to register their car with Elite Management.
4. All parking areas on Waterford at Cary Park property will be routinely inspected. Parked cars without a decal or guest pass will be towed at the owner's expense.
5. Parked cars without a properly displayed decal or guest pass will receive a citation affixed to their windshield and information will be provided to Elite Management Professionals. If the car is not removed or the owner fails to contact Elite Management Professionals by 4:00pm the next business day, it will be towed.
6. Towing will be suspended over weekends until Monday at 4:00 pm to allow for out-of-town guests

Cars may be retrieved by calling: Cary Towing 919-469-8888.



RECYCLING 101 @ WATERFORD CONDOS

Our recycling facility, located at the Nantucket buildings on the lake, will receive newspaper, white paper, phonebooks, plastic bottles and containers, glass bottles, cardboard (free of food). Below are helpful guidelines:

Plastic

- Plastic items are recyclable if there are numbers 1-5 on the container (normally found on the base)
- Please be sure containers are EMPTY as much as possible.

Glass

- Any color glass is acceptable

Paper Products

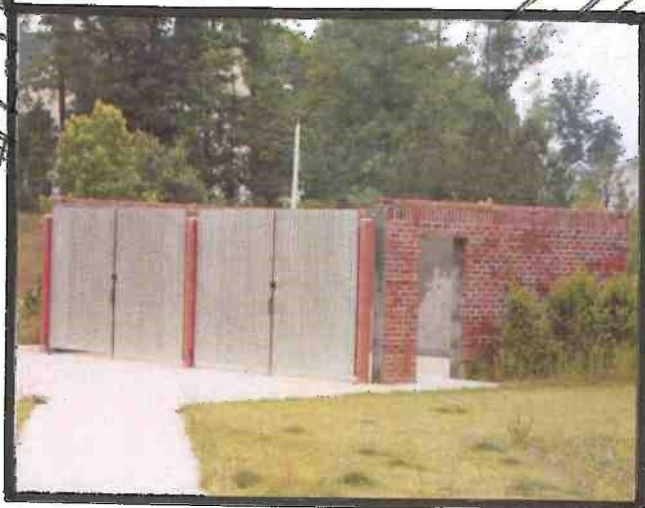
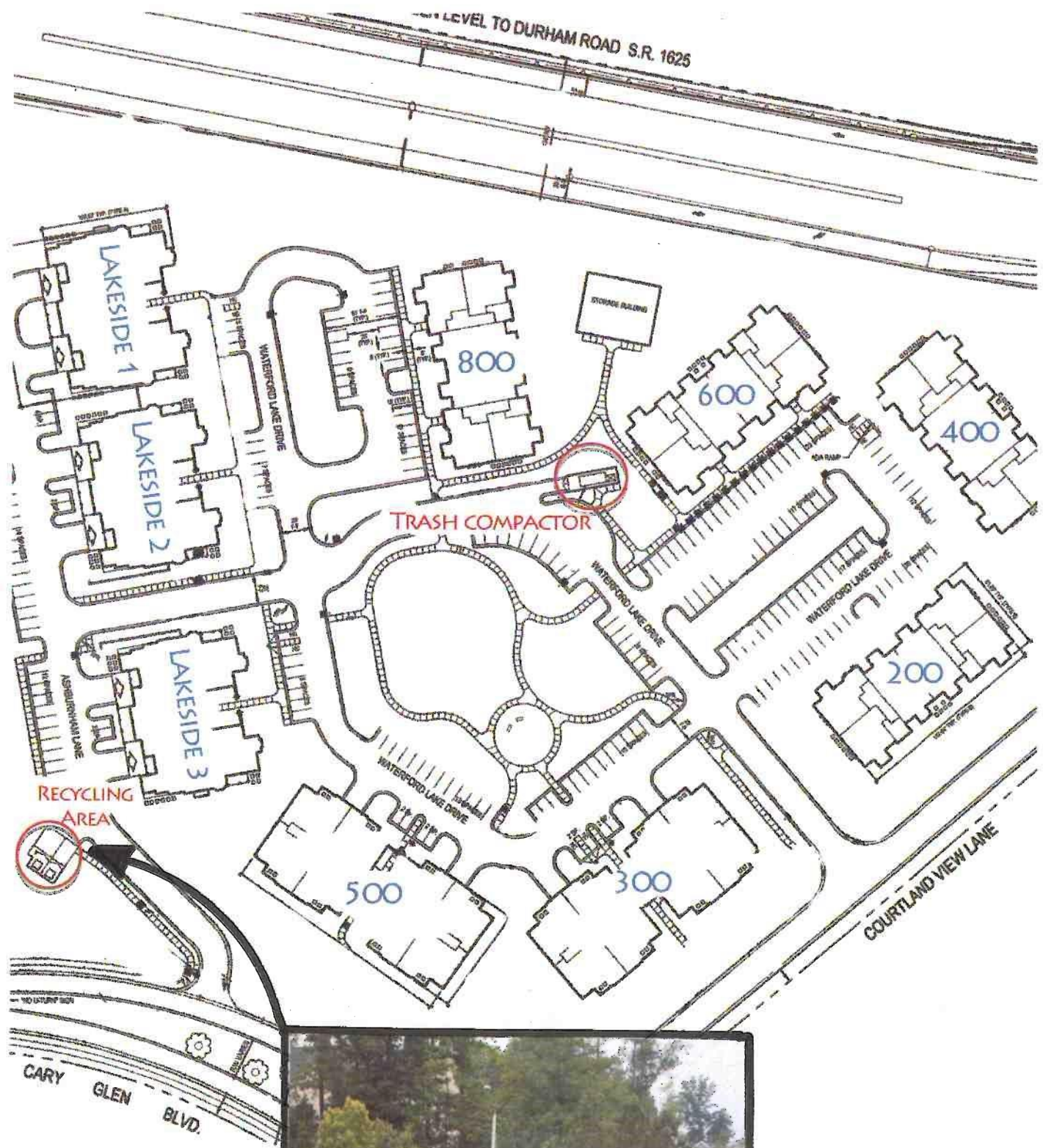
- All white/colored paper with any color ink
 - Computer paper, blueprints, phone books
 - Copy paper, any color
 - Sticky Notes, Index cards
 - Envelopes (if it has a clear window, the clear material must be removed)
 - Fax paper
 - Cereal box type paper
 - Notebook paper, personal stationary, posters
 - Pamphlets and brochures (ok if glossy)
 - Paperback books, magazines with glue or stapled binding
 - Construction paper, brown craft paper or envelopes
 - Newspaper & newspaper insert ads
 - Paper plates, paper towels, napkins which are TOTALLY CLEAN
- *NOT recyclable: facial tissues, photographs, photography paper, copy paper wrappings from reams, or any paper coated with a waxy material

Aluminum

- Aluminum cans
- *NOT recyclable: recycle paper clips, staples, foil paper, and foil wrappers

Please do not place 'bagged' recycles in the container (items tied up in a plastic bag).

Computers and electronics equipment must be taken to the [South Wake Multi-Material Recycling Facility](#) located at 6130 Old Smithfield Rd, Apex NC 27502



TENANT/RESIDENT INFORMATION SHEET

If the Owner does not reside in the unit, this form must be submitted within 15 days of the tenant(s)/resident(s) moving in. The form may be submitted by the Owner or by the tenant(s)/resident(s).

Per the Waterford I at Cary Park Condominium Declaration of Condominium,

Article 12. Use of Building:

"Any lease or rental agreements involving the units shall be in writing and shall be subject to the requirements of the Association documents and Association rules and regulations governing the same."

Policy Resolution 2009-2. Lease Agreements and Move-In Fees:

"...the Waterford @ Cary Park Condominium Homeowners Association will require Owners provide a copy of the Lease Agreement for the Associations files are stated in the Declaration, paragraph 12. Owners are required to provide a copy of the rules and regulations for their tenants. Additionally, Owners will be required to pay a \$150 Move-in fee to offset the costs for setting up phone numbers in the entry system, paint touch up and carpet cleaning in the hallways, and management time."

Property Address:

End Date of Rental:

Name(s) of Tenant(s):

Best Contact Number(s):

Email Address(es):

Emergency Contact Name and Number:

Please send completed forms to:
Waterford I at Cary Park Condominium Homeowners Association, Inc.
C/O Elite Management Professionals
4112 Blue Ridge Road, Suite 100
Raleigh, NC 27612
Or Fax: (919) 233-7661
Or Email: WCP1@elite-mgmt.com

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INTERCOM DIRECTORY CHANGE REQUEST FORM

Please complete the form below if:

***You would like to have your name listed in the directory at the front door intercom. This is used for delivery personnel and guests.**

***You would like to update your 4 digit-code programmed into the access panel for keyless entry into the building.**

***To provide a phone number for guest entry. When a visitor puts in # and then your unit number in the access panel, the phone number that is programmed into the panel will be called and you can press 6 to open the front door for them to enter.**

Unit # _____

If you wish for your name to be listed in the directory at the front door intercom, please print how you wish for it to appear: _____

4-digit code: _____

Phone Number for Guest Entry: _____

Please send completed forms to:

Waterford I at Cary Park Condominium Homeowners Association, Inc.

C/O Elite Management Professionals

4112 Blue Ridge Road, Suite 100

Raleigh, NC 27612

Or Fax: (919) 233-7661

Or Email: WCP1@elite-mgmt.com

Waterford I at Cary Park Condominium Association

Homeowner Vehicle Parking Decal Form

Per the Rules and Regulations of Waterford I at Cary Park Condominium Association, "all cars must be operable, have current tags, inspection, and insurance, and be owned and operated by a resident to park within the community on an ongoing basis." In order to enforce this rule more efficiently, the Board of Directors has instituted parking decals. These will be provided to registered vehicles only. Those vehicles not registered will be considered illegally parked if they are on the premises for more than five days. Vehicles without parking decals may be towed at the Owner's expense. PLACE THE DECAL ON THE LOWER CORNER OF THE FRONT WINDSHIELD as soon as you receive it in the mail.

If you have a visitor that is parking their vehicle in the community for more than two days, they should display the yellow visitor's card in the windshield of their vehicle. You will receive one visitor card with your parking decals.

PLEASE COMPLETE THE INFORMATION BELOW FOR EACH VEHICLE YOU HAVE ON-SITE.

Unit #: _____ License Plate #: _____ State: _____

Name on Registration: _____

Make: _____ Model: _____ Color: _____

Unit #: _____ License Plate #: _____ State: _____

Name on Registration: _____

Make: _____ Model: _____ Color: _____

Choose One: I am a legal owner of the unit _____ I am a tenant _____

Name: _____ Date: _____

Please submit the completed form

Via email: wcp1@elite-mgmt.com

Via fax: 919-233-7661

Via mail: Elite Management Professionals, 4112 Blue Ridge Rd, Ste 100, Raleigh, NC 27612