



BRIER CREEK COTTAGES CONDOMINIUM OWNERS ASSOCIATION, INC.

Welcome to the Brier Creek Cottages!

On behalf of Brier Creek Cottages HOA Executive Board and the other homeowners of the Cottages, we welcome you to our community. The Board is responsible for overseeing the daily functions of the Association and for maintaining member's compliance with the established rules and guidelines. Moving into a community governed by an HOA can be a challenging experience, we would like your experience here to be a positive and enjoyable one. To help we have created this brief document to touch upon some of the key areas of interest for all new homeowners.

-The Brier Creek Cottages Executive Board

Helpful Community Information:

Parking- Please register your vehicles. Registration is limited to homeowners and tenants. If your vehicle is not registered it may be towed. No vehicle, whether registered or not, may park in a no-parking zone. Vehicles not registered (normally guests) are allowed to park in a space no more than two consecutive nights. Parking on Bruckhaus and Alms streets is available for parking that exceeds two consecutive nights. All owners and residents are encouraged to park in their garage, leaving the parking spaces for guests. Parking is not allowed in the motor court except for the temporary loading and unloading of vehicles. Cars parked in the motor court are subject to be towed.

Fitness Center- The Fitness Center is located inside the clubhouse. Owners and residents are responsible for the upkeep of the Fitness Center. Please wipe down all equipment after use, bring down the elevation on the treadmills, and turn off the TV's and lights before leaving. Please also be courteous of others in the Fitness Center by taking phone calls outside and using headphones. Entrance to the fitness center is gained by the use of a key fob.

Access & Use of Common Areas- Access to the fitness center and pool is gained by use of a key fob/card/mobile app. If you lease your unit, you transfer all rights to the fitness center and the pool to your tenant. As such, during the term of a lease, only tenants have the right to use the fitness center and pool, not the owner or the owner's guests.

Pool- The pool is private and is for the sole benefit of homeowners and tenants. Homeowners and tenants are allowed no more than two guests who must be accompanied by the homeowner or the tenant. Anyone using the pool without authorization is subject to arrest for trespassing. The pool is open from dawn until dusk during the summer months. Owners and residents are responsible for the upkeep of the pool and furniture. Please throw away any trash you see. Please put down umbrellas and return the furniture to their original spot after use. All glass is prohibited on the pool deck or in the pool. For a complete list of Pool Rules, please visit <https://briercreekcottages.connectresident.com>.

Grill/Fire Pit- The community grill and fire pit are for the use of Cottages owners, residents, and their guests. Owners and residents are responsible for the upkeep of all of the amenities. Be sure to remove any trash and clean the grill after use. For a complete list of Grill and Fire Pit Rules, please visit <https://briercreekcottages.connectresident.com>.

Exterior Modifications- No changes can be made to the exterior of your home or landscaping without prior written approval from the Board. This includes balconies and rooftop patios/decks. If you'd like to make any changes to the exterior of your home or landscaping, please fill out the Exterior Modification Form found online at <https://briercreekcottages.connectresident.com>. The purpose of this review is to protect our scenic environment and maintain the value of our homes. If work is started without prior written approval, the homeowner may be required to alter or remove the changes.

Pets- Pets are limited to 2 dogs, or 2 cats, or 1 dog and 1 cat per home. Pets must be leashed when outside at all times. It is against the law for dogs and cats to run unrestrained. Pet stations are available throughout the community and you must pick up waste immediately. Diluting the urine of your four legged friends will also help us keep a healthy green lawn.

Unit Inspections - Annually several inspections of your unit are required and entrance to the unit must be permitted. Inspections include fire suppression sprinklers within the unit and termite inspection within the garage. Notices will be mailed to the owners and posted in the weekly communication.

Be a Good Neighbor-Show your neighbors you care by monitoring your noise level both inside and outside of your home. Children must be supervised when outside.

This Welcome Letter is in no way intended to cover all of the rules and important information that apply to owners, residents and guests of the Cottages. Everyone is expected to comply with the Governing Documents for the Brier Creek Cottages. Please be sure to familiarize yourself with the community guidelines. The governing documents were provided at closing and can be found at <https://briercreekcottages.connectresident.com>.

FAQ's

Q. What day is trash day?

A. Trash day is every Wednesday. Trash cans and recycling bins may be placed out Tuesday evening and must be returned to the garage by Wednesday evening. Trash cans may not be stored in the motor court.

Q. What is my mailbox number and where do I get mailbox keys?

A. If the mailbox number and keys were not provided at closing, you'll have to contact the US Postal Service at (800) 275-8777. To get a new mailbox key, you have to physically go to the Raleigh Post Office, located at 1 Floretta Place. You'll be required to show them your ID and tell them you'd like a new key. They will take down your info, schedule a lock replacement, then call you when the keys are ready. You will go back to pick them up and pay \$15 for three new keys.

Q. Where do I get a key fob to access the fitness center and pool?

A. If a key fob was not provided at closing, please send a \$50 check made out to the Brier Creek Cottages to the address below to get a new fob(s). Please include a letter with the check that states how many fobs you want (they are \$50 a piece so be sure to include the correct amount on the check) and the address you'd like the fob(s) sent. Please send the

letter and check to Brier Creek Cottages, c/o FirstService Residential, 5970 Fairview Rd, Suite 710, Charlotte, NC, 28210.

Q. Where do I send my quarterly HOA payments?

A. The quarterly payments are due January 1, April 1, July 1 and October 1. You can make your quarterly HOA payments online at www.fsresidential.com or mail a check made out to the Brier Creek Cottages to Brier Creek Cottages, c/o FirstService Residential, PO Box 93297, Las Vegas, NV, 89193-3297.

Q. How can I be added to the email distribution list for community updates and information?

A. Please send an email to the Community Manager, Jenna Smith, at jenna.smith@fsresidential.com and we'll add you to the list.

Q. Who do I contact with any questions?

A. Please reach out to your Building Captain or the Community Manager, Jenna Smith, at jenna.smith@fsresidential.com or 855.5.4MYHOA.

Building Captain	
Name:	_____
Contact Info:	_____

Last Revised: January 11, 2023