

Amended 2/27/2023

Approved by the during the March 20, 2023 Board meeting.

1. INTRODUCTION

The purpose of these regulations is to establish standards which will enhance the quality of life at Williamsburg Manor and maintain the beauty and resale value of the properties. By purchasing a residence at Williamsburg Manor, the homeowner has agreed to abide by the Covenants and Bylaws of the Homeowners' Association. It must be assumed that every owner has read these documents and accepted them. It must also be assumed the owners will pass on copies of these documents to tenants or others living in their properties. **It is the responsibility of the owners to see that their tenants, if any, observe the rules and regulations. The Homeowners' Association will hold the respective owners responsible via fines or other sanctions for adherence to the terms of these documents, including those detailed in this document, Rules and Regulations.**

2. LATE PAYMENT OF DUES, ASSESSMENTS AND OTHER CHARGES

- a. The HOA dues are essential in order to maintain the community. Declaration of Covenants specifies that any assessment not paid within thirty (30) days after the due date (1st of each month) shall bear interest & late fees. Continued non-payment will result in a lien against the home.
- b. Aged accounts beyond the lien stage will be turned over to an attorney for collection and foreclosure could occur. The owner will be responsible for any legal fees as well as the other charges.

3. INSURANCE RESPONSIBILITY

The HOA carries property coverage for the restoration or replacement of a common area back to its original condition. This coverage typically only covers the exterior envelope of the buildings for damages from fire, lightning, wind, hail, explosion, falling objects, water from common area plumbing (common supply line only) overflows, and other common area events. The HOA also carries liability coverage for the common areas. *Excluded from this coverage are – wear and tear, damage done by insects or animals, and damage from long term leaking or seepage from appliances (water heaters, ice makers, etc.) or plumbing (slow leaks from toilets or pipes serving the individual unit). Coverage from Flood and Earthquakes are not included.*

4. OWNER RESPONSIBILITY

- a. The HOA provides insurance coverage for the buildings and general liability for the common areas only. The master policy provides no coverage for you as an individual. Your contents and personal liability coverage can only be provided by an individually purchased H06 condominium unit owner's policy. Contact your insurance agent for information regarding insurance for the contents of your unit. The language that is commonly used is referred to as an H06 policy.
- b. Unit owners would need an HO-6 Condominium Owners Policy. This is obtained through your personal insurance agent. It should provide insurance for all personal property inside the unit and any upgrade you have made in the cabinetry, flooring countertops etc.
- c. Personal liability should also be included within the HO-6. Water and sewer backup is also necessary to cover any claim that is due to your negligence regarding plumbing that creates a loss to the structure (clogged toilet or sink, etc.). Owner enhancements are also not covered. Unit owners would need to add the insurance for these items to their personal policies.
- d. HOA recommends H06 coverage to cover the master deductible.

5. Tenants:

All tenants must comply with the rules, regulations, and by-laws of the HOA and should be properly informed of these responsibilities by the owner of the unit.

6. ARCHITECTURAL CHANGE REVIEW:

- a. All exterior changes must be approved by the Board of Directors. This includes, but not limited to, buildings, fences, walls, plantings, or landscaping. Any request to change the exterior of a unit must include complete plans and specifications showing the nature, kind, shape, dimensions, material, and proposed location of alterations to be made.
- b. All such requests should be sent to the Property Manager for progression with the Architectural Control Committee. The "Architectural Review" document contains helpful information regarding the request process. The Architectural Committee's review and recommendations will be sent to the Williamsburg Manor Board for final approval. The Property Manager will notify the requester of the outcome. Daily fines could result for any unapproved structures installed.

7. PARKING RULES:

a. Number of Parking Spaces:

Consistent with the Williamsburg Manor Homeowners' Declaration of Covenants, each of the residences shall be designated ONE (1) parking space per unit and allow parking for no more than two vehicles. This restriction shall apply to all residents, whether occupied by the owner or renters. Under no circumstances are owners allowed to park on any soft surfaces or common areas. Violators will be charged for any damages to common areas caused by parking. Homeowners should exercise extreme care not to spill oil or grease on the pavement or common areas. **Homeowners are responsible to clean up oil spills and restore pavement to original condition.**

b. Type of Vehicles:

Consistent with the Covenants, the parking of commercial vehicles, storage containers (e.g., PODS), trailers, boats, motor homes and recreational vehicles is prohibited. This prohibition includes parking on the street. Commercial trucks may park only while making deliveries or providing services to residences. Under no circumstances shall motor vehicles be driven or parked upon lawns or natural areas except those vehicles used by grounds contractor. Violators will be held responsible for all damage to the property including lawns, trees, shrubbery, underground utilities, etc. **Commercial vehicles, storage containers (e.g., PODS), trailers, boats, motor homes and recreational vehicles in violation of the community rules and covenants may be TOWED WITHOUT A WARNING.**

- c. All vehicles must be operable and possessing a current DMV tag. Violators will be towed at owner's expense.

8. STORAGE:

- a. Improper Storage: trash, rubbish, stored materials, toys, wrecked or inoperable vehicles or similar unsightly items shall NOT be allowed to remain on any Lot or common area. Improper storage of such items may result in a daily fine imposed by the Association.
- b. There are six storage areas provided in each building. Every unit has one numbered area provided. Items are to be stored inside the storage area. The aisles are to remain clear of all objects at all times. The Board has approved bicycles to be stored in the area in the back of the storage room provided the area in front of the storage areas is clear.
- c. No hazardous materials shall be stored in any assigned common storage structures such as, paint, solvents, tanks or any other items that may cause a danger. These and any other excess items must be disposed of properly at the town dump.

9. COMMON AREA

Homeowners are responsible for damage they, their tenants or their guests cause to property of other residents or the common areas. The cost of repairing such damage will be passed on to the offending homeowner. Legal action will be taken if the cost for repair of the damages is not paid promptly. Homeowners are also responsible to ensure the visible appearances of their units from the outside. This includes but is not limited to broken blinds, window treatments, damaged storm doors, bent screens or broken windows. Homeowners are responsible for reporting any internal structural damages in a timely manner. Any delay in reporting such damage that requires structural repair will be the responsibility of the homeowner. If the damage is extensive as a result of negligent reporting from the homeowner, repairs will be made at homeowner's expense.

10. DOGS/ PETS:

All residents must observe the leash law of Wake County and the Town of Cary. This means that no dog/cat is to be allowed off its owner's property unless it is on a leash. Homeowners and residents violating the leash law will be reported to the Animal Control Office of the Town, which will either fine the owner or remove the offending pet, or both. In addition, every dog owner is responsible for picking up and removing the feces the pet drops anywhere within the Williamsburg Manor property. This includes the lawns of all residence, the grassy areas near the streets in the common areas, the sidewalks, and streets. Homeowners whose residents do not pick up animal litter will be assessed cleanup costs. No animals may be left unattended and /or tethered in any area within Williamsburg Manor.

11. SATELLITE DISHES:

Unit numbers should be placed on satellite dishes. The unit numbers need to be clear and legible and visible from the ground if dish is mounted on the roof of the building. Satellite dishes can be placed in common areas after HOA approval—pre-approved and on record.

12. FENCES:

All existing fences are to be kept in good condition. Enclosed fences are the complete responsibility of the homeowners. Any new fencing must be approved by the HOA before installation. **Fences may not be attached to the HOA's side fence and must be installed on a 4in. x4in. posts.** Daily fines could result for any unapproved structures installed. The HOA landscaper will not enter within the fences.

13. DECKS/PATIOS

Decks shall be maintained in a neat and attractive manner. No unsightly items are to be left as storage on or near the patio decks. Prior approval will be needed before installation of any structures on patios.

14. LAWN CARE:

- a. Owner Responsibility: The owners will be responsible for the upkeep of the personal garden areas in front of their units. This includes the watering of the grass and plants. All personal gardens must not encroach beyond the individual plant plan of that unit. Ornaments or larger plants must have HOA approval.
- b. Plantings by Residents: All residents are allowed and encouraged to plant annuals and perennials around their houses. The planting of larger plants, such as shrubs and trees must have prior approval of the Williamsburg Manor Board. **Vegetables may not be planted in the front of units unless they are in a planter. Shrubs, trees, and vegetables are not allowed to be planted in any common areas and must be limited within the owner's plant plan only. Trellis are not permitted.**

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- c. Removal of Dead and Diseased Shrubs and Trees: Residents should inform the Property Manager when they see a dead or diseased shrub or tree in the common areas. If it was installed by the developer or the Homeowners' Association, it will be removed at the HOAs expense, unless the damage was caused by neglect or actions by the resident.
- d. The HOA maintains all common areas.

20. TRASH:

- a. Trash and Recycle Containers: Except on the day of trash pick-up, all trash containers shall be stored behind the unit. They may be placed on the curbside no earlier than 4:00 P.M. on the day before scheduled morning collection and should be removed from the curbs on the day they are emptied by 7:00 P.M. No large items should be left at curbside on non- pick up days.
- b. Trash bins must be in condition as to not attract rodents and prevents infestation of vermin.

16.CLUTTER IN THE YARDS:

- a. Homeowners are responsible for keeping their yard, porches and sidewalks free of all bottles and trash. Containers such as coolers should be kept out of view on the back decks or inside.

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- b. Residents are responsible for picking up newspapers delivered to them, whether the papers are subscribed or not. When newspapers are not picked up, the Homeowners' Association shall have them removed and bill the homeowner a fee.
- c. Toys, bicycles, skateboards, and the like should not be stored in common areas or left in the way of grounds maintenance, nor in front of the unit.
- d. No more than 5 decorative 12-inch round planters. Planters must contain living plants and that they must be contained in the immediate area of the planter.

17. STORM DOORS:

Maintenance and installation of storm doors are the responsibility of the homeowner. All new storm doors must be approved before installation to ensure consistency of style throughout the community. Storm door windows and screens must be maintained by owners to keep a pleasing appearance if damaged. **Approved Storm Door - LARSON Tradewinds White Full-view Retractable Screen White Aluminum Storm Door**

18. DOORS AND WINDOWS

These are also the responsibility of the homeowners. The Homeowners' Association does require prior approval of any replacements to ensure consistent styles and colors. (Ex: Front doors are six-paneled; windows are double hung six over six panes). The same rules apply for enhancements including daily fines for any unapproved enhancements.

19. CAMERAS:

Cameras are not permitted to be installed on the exterior of the building. Doorbell cameras are permitted to be installed over the existing doorbell. Doorbell cameras may not exceed 4.55 inches in length and 2 inches in width.

20. EXTERIOR LIGHTS:

ALL exterior lights must be approved before installation to ensure consistency of style throughout the community. Exterior lights must be maintained by owners to keep a pleasing appearance if damaged. Floodlights are not permitted.

20. RESIDENTIAL USE ONLY:

Williamsburg Manor townhomes are designed to be residences. No portion of the Property shall be used except for residential purposes and related incidental purposes. NO Soliciting.

21. CLOTHESLINES:

No Clotheslines (poles or in trees) may be placed on or over common ground.

22. SIGNS:

No signs of any kind, except those advertising an individual lot 'For Sale' or 'For Rent' or those excluded by law (security signs), shall be displayed for public view in or about the premises. Only realtor metal signs shall be allowed and these shall be placed on the property near to the street. No signs except for excluded by law (security signs) shall be attached to buildings.

23. NOISE AND OFFENSIVE ACTIVITIES:

Residents must respect the rights of neighbors. Noise from your property should never be so loud as to disturb neighbors. Per Cary ordinance the maximum decibels is 45 during night time and 50 during the day. Nighttime is defined as 11:01 P.M. to 6:59 A.M., Sunday -Thursday; 12 midnight to 6:59 A.M. on Friday and Saturday. While these are the Town's rules, Williamsburg Manor prefers that night restrictions begin to be honored at 9:01 P.M. to permit

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those who must get up early to go to work to obtain an adequate night's sleep. Residents are encouraged to politely request offenders to reduce the noise. When there is a no compliance residents should phone the police. After the police have received complaints on three (3) separate occasions, the Homeowners' Association may initiate legal action against the homeowner. It is strictly prohibited to discharge any firearm or weapon including pellet guns, bows, BB guns, air rifles, or fireworks.

Resolution Approved by the Board of Directors on (March 20, 2023)

Secretary to the Board

Williamsburg Manor Homeowners Association, Inc.