

STAFFORDSHIRE HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

The following Rules and Regulations are designed to make living in Staffordshire pleasant and comfortable for each member of the community. The Restrictions, which are imposed on each member, are the mutual benefit and safety of all. The cooperation and consideration of each member is vital.

Per Staffordshire Declarations and Covenants, Section 6, any mention of "Townhome" from here forward refers to all attached townhome dwellings, including duplexes.

A. DUES

Dues for the year are actually due and payable in January but the association is permitted to allow members to pay monthly.

- 1) Monthly dues are due on the **FIRST** of each month and delinquent after the last day of the month.
- 2) A \$10.00 late fee will be added to delinquent accounts, and a late fee will also be charged for each subsequent month in which the owed assessment remains unpaid.
- 3) Repeated delinquencies are turned over the Associations' attorneys for collection.
- 4) Residents should notify the management company (Sentry Management) when they have sold their home and will no longer be responsible for monthly assessments.

B. PETS

- 1) All pets should be on a leash under the direct control of their owner, unless confined inside an approved fence, and shall not be allowed to run free or otherwise interfere with the comfort and convenience of residents or their guests.
- 2) Pets may not be tied in the common areas, nor may they be tethered so that their chains or leashes allow them to enter common areas.
- 3) Pet owners are responsible for cleaning up their pets' droppings or feces in common areas **as well as in their yards. (Wake County Law)**
- 4) Pets may not be left unattended for an extended period of time, nor may they be permitted to create a nuisance of noise disturbance.

If you witness a pet violation, please politely talk to the owner first, then contact Sentry Management if there is not effort to comply. Sentry Management will send ONE letter to the homeowner. It is then your responsibility to contact Wake County Animal Control if the owner does not respond to the previous two measures.

C. SPEED LIMIT

- 1) For safety throughout Staffordshire, **PLEASE OBSERVE THE POSTED SPEED LIMIT OF 20 MILES PER HOUR**, and be alert to the presence of children and other pedestrians on our streets.

D. TRASH AND GARBAGE PICK-UP

- 1) All homeowners must dispose of trash properly. Containers for garbage and recycling are provided by the Town of Wake Forest. All garbage containers should be stored indoors, or at the side or rear of the residence and **not visible from the street**.
- 2) Garbage containers may be moved to the street the evening before scheduled pick-up and must be removed following collection.
- 3) Contact the Town of Wake Forest Public Works department. Here are their guidelines: Anything that will fit in the trash container provided by the town will be picked up on Thursdays. Any items that will not fit in the container. **MUST BE CALLED IN TO THE TOWN BY 3:00 PM on Tuesday** and will be picked up on Wednesday. No hazardous materials will be picked up, except for paint **ONLY** if you put kitty litter on the can to dry it up. Please be considerate of your neighbors and call the Town at 919-544-6120 to schedule items that are too large so that trash and/or appliances don't sit on our streets for several weeks.

E. ANTENNAE / SATELLITE DISH

- 1) No radio or television transmission or reception towers, antennas, or dishes are permitted in Staffordshire, with the **EXCEPTION of a satellite dish 18 inches or less in diameter**.
- 2) ALL satellite dish requests should be submitted for Board approval, using an Architectural Request Form.

F. PROHIBITED ITEMS

- 1) Clotheslines, chain link or metal fences, front yard fencing, above ground pools.
- 2) Ornamentation such as birdbaths, gazing balls and statues in **FRONT** yards unless prior approval has been obtained via architectural request procedure. Townhomes will not receive approval for ornamentation in front yards due to shared grounds maintenance and the associated risk of damage.
- 3) One (1) flag, such as an American flag, decorative flag or team flag (NC State, UNC, etc.) may be displayed. Flags with offensive language or symbols are not permitted out of courtesy to other residents.
- 4) Toys, bicycles, sandboxes, plastic pools, swings, playsets, etc. are prohibited in **FRONT** yards. These items should be kept in back yards. Bikes should be stored in storage closets, garages or in back yards when not in use.
- 5) Items in front windows visible from the road and other than white blinds or shades (includes signs, sheets, ornaments, junk etc.)

G. PARKING

- 1) **ALL VEHICLES** in driveways, parking spaces and streets must be properly registered and licensed and be in operating condition. Owners shall not park, nor authorize others to park cars or other vehicles for storage in Staffordshire. Any vehicle in violation will be towed away at the owner's expense **ONE WEEK** after formal notice has been given. The Town of Wake Forest also reserves the right to tow non-running vehicles, untagged vehicles and vehicles with expired tags.
- 2) Vehicles may be parked only on portions of a lot improved for that purpose (i.e., concrete driveways, parking spaces, garages) and **NEVER** on lawns. Boats, campers, and trailers

are only permitted in personal driveways. Townhomes are limited to 2 vehicles per unit, a standard townhome and condo regulation in N.C.

- 3) Vehicle owners are responsible for clean up after repairs. Vehicles cannot be stored “up on blocks”, cinder blocks or otherwise. No automobiles or mechanical equipment may be dismantled or allowed to accumulate on any lot, driveways or street within Staffordshire.
- 4) Temporary of guest parking in the street should be in the direction of the traffic pattern. Please park cars in driveways whenever possible, to reduce congestion and give drivers, pedestrians and children better visibility.

H. NOISE

- 1) Loud noises from television, stereo equipment, musical instruments, pets and other disturbances should be avoided at all times. Wake County’s noise ordinance is in effect 24 hours.
- 3) If you are disturbed by noise, please attempt to notify and resolve the problem with the disturbing party first.
- 4) If the disturbing party is uncooperative and the problem is severe. Local law enforcement should be contacted. Sentry Management should be contacted the next business day.

I. SIGNS

- 1) No signs except for “For Sale” or “For Rent” signs are permitted in Staffordshire, except those specifically approved by the Board via written request.
- 2) Only **one** sign per yard is permitted.
- 3) “For Sale” or “For Rent” signs must be contained in the surveyed portion of each individually owned property and must be removed **WITHIN TWO DAYS** of the close of the transaction.

Please note: The Town of Wake Forest does not allow businesses to operate in residential communities and will enforce fines if passersby can tell a home houses a business (trucks, signs, etc.). Businesses such as tax preparation services confined to one room of a home are acceptable.

- 4) Political signs shall not be placed on a lot earlier than **60 DAYS** before an election and shall be removed **TWO DAYS** after.

J. HAZARD

- 1) The discharge of firearms, BB guns, air guns, firecrackers and similar items is prohibited.

K. RENTERS

- 1) Renters **MUST** be provided with copies of the Rules and Regulations and must abide by the same rules as owners.
- 2) Any violations or damage by tenants to common areas or townhome exteriors will be charged to the respective homeowner.
- 3) Owners renting their property must notify Sentry Management of current tenants and/or Rental Management Company if applicable.

L. VANDALISM

- 1) Vandalism in Staffordshire **will not be tolerated.**

Acts of vandalism to common areas will result in legal action. If there is not witness to the damage, we all pay for repairs via our dues. As a homeowner, it is your responsibility to report vandalism or suspicious activity to the police immediately and then the management company.

M. COMMON AREA

- 1) Private property installed or stored in the common areas by any individual without express written consent of the Boards is strictly prohibited.
- 2) Alterations of grades on projects undertaken on private property, which abuts common areas, shall be such that drainage patterns on common areas are not altered significantly.
- 3) Residents who destroy common areas are responsible to the Homeowners Association for the costs of restoring that area to its original condition.
- 4) No motor vehicles of any kind (RVs, motorcycles, minibikes, mopeds, etc.), except those for lawn maintenance, are allowed on the lawn areas at any time.

N. EXTERIOR MAINTENANCE AND APPEARANCE

- 1) Single Family and Townhome owners shall maintain their respective homes and ground in a neat and attractive manner at all times.
- 2) Owners should not make any exterior changes or additions to homes, including landscape additions, without submitting an Architectural Request Form for approval, following designated procedures below:

TOWNHOMES: If a townhome owner receives approval to add a fence, mowing inside that fence becomes the homeowner's responsibility as commercial mowers are required to maintain our grounds and common areas.

Townhomes and condominiums are traditionally landscaped in a low maintenance fashion with shrubs. If you receive approval to plant a flower bed, etc., weeding and maintenance of such an addition automatically becomes YOUR responsibility as would maintenance of a new fence or deck.

It is your responsibility to notify future owner of this should you sell your home.

O. FIREWOOD

- 1) Firewood must be stacked neatly at the rear of homes.

TOWNHOMES: In addition to above, firewood must be stored away from foundation walls, concrete slabs, or decks to prevent termite infestation.

ARCHITECTURAL REQUEST FORM PROCEDURES FOR ALL HOMEOWNERS (SINGLE FAMILY & TOWNHOME)

A. EXTERIOR MODIFICATIONS / ADDITIONS / REMOVALS / CHANGES

(Includes *any* modification, including but not limited to, painting, siding or windows, landscaping, tree removal, satellite dish proposals, etc.)

- 1) Each homeowner shall submit to the Board a **WRITTEN PROPOSAL** for exterior additions, changes, alterations, or improvements, using the designated Architectural Request Form. The proposal should contain a description of the project, including height, width, length, size, shape, color and location of the proposed project. Photographs or sketches must be included. Owner must be able to prove that proposed alterations, such as the addition of a fence, are within their property lines.
- 2) The Architectural Form must be mailed, emailed, faxed or delivered in person to Sentry Management.
- 3) The date received will be recorded on the request form, constituting the beginning of a 30-day review period.
- 4) Upon review, the Board will either approve or disapprove the request, and Sentry Management will send a letter to the applicant to advise of approval or reason(s) for disapproval.
- 5) If a proposal is rejected, the applicant may request re-consideration by presenting new or additional information, which might clarify the request or demonstrate its acceptability.
- 6) The Board will review requests as promptly as possible. If Sentry Management fails to reply to the applicant within **30 DAYS** of the date of receipt appearing on the approval form, then the request is considered to have been approved.
- 7) The association reserves the right to remove or repair additions, modifications or changes that are not submitted and approved. Sentry Management performs monthly inspections of the community and residents frequently report violations as well. A warning letter will be sent and 30 days will be allowed for the homeowner to either submit the Architectural Form for approval or correct the violation.
- 8) Owner agrees to properly maintain any additions or changes (ex: weeding flower beds regularly, sealing, repairing or replacing decks, fences, etc.) and agrees to communicate that responsibility of any future owner.

B. BUILDING PERMITS

- 1) Approval of any project by the Board does not waive the necessity of obtaining the required Town or County building permits.
- 2) Required Town or County permits do not waive the necessity of obtaining Board approval for the project.
- 3) The Board will not knowingly approve a request, which is in violation of applicable building codes, zoning ordinances, or other regulations.