

Wildflower Townes HOA

House Rules

Supplemental Standards for Homeowners in Sub-Associations

Under the Covenants, the Board of Directors for sections of the Heritage Wake Forest Two community that are part of sub-associations may implement “*more restrictive Standards*” than those listed in Section II.A, pages 4-19 of the Heritage Wake Forest Two Property Standards and Architectural Guidelines, effective April 2017.

Wildflower Townes at Heritage South HOA, Inc., is a sub-association of Heritage Wake Forest Two community. In addition, our sub-division of 87 townhome was built and established on private streets which are the responsibility of the HOA as is all other common areas, including sidewalks and curbs.

Pindell-Wilson Property Management

Charleston Management is the property management company contracted by the Master Association, Heritage Wake Forest Two, however, Pindell-Wilson is the property management company for Wildflower Townes H.O.A., under separate contracts. Charleston Management handles all business matters for the Master Association and Pindell-Wilson handles all the business matters for Wildflower Townes (sub-association), which includes: Assisting the Board of Directors, not limited to billing and collection of HOA dues, architectural requests, the contracting of vendor services, monitoring properties, handling and filtering of complaints, enforcement of covenants, homeowner’s meetings and quarterly board meetings, annual budget and all other financial matters.

All requests, questions and concerns regarding HOA rules and regulations, must be made through your Property Manager. There will be times when your Manager will filter issues to your Board of Directors for approval/and or direction.

Please contact your Property Manager to insure you have access to the Wildflower Townes website, at Charlestonmanagement.com for Heritage Two Master Association and Pindell-Wilson at that your name and e-mail address is included for our E-Blast communications

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Charleston Management Corporation
Ph. 919 847-3003 Fax. 919 848-1548
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Wildflower Townes

House Rules

Adopted June 2014
Revised October 2021

House Rules and General Standards (in alphabetical order)

Alterations to Structure or Landscaping

Any alterations to the exterior structure of a residence or to the natural landscape on the owner's property must be approved **in advance** by the Architectural Committee before the alteration may begin. This includes alterations to screened porches, patios, storm doors, windows, etc. and may need Town of Wake Forest Building Permits. ALL APPROVAL MUST BE OBTAINED PRIOR TO WORK BEING DONE.

An architectural application must be submitted to the Property Manager.

Animals (Pets)

- a. An owner may have pets, provided they are not being kept for commercial purposes.
- b. Owners are responsible for ensuring that household pets are maintained in compliance with all laws and ordinances of the State of North Carolina, Wake County, the Town of Wake Forest, and the Standards and Guidelines of Heritage Two and Wildflower Townes. *This includes being kept on leashes and controlled at all times.*
- c. Damage or destruction of property by household pets will be considered a nuisance violation.
- d. All homeowners are required to pick up after their pets and to keep their yards free of offensive pet odors.
- e. Excessive dog noise will be treated as a noise ordinance violation and a nuisance.
- f. ALL PETS ARE TO BE LEASHED. ELECTRONIC LEASHES ARE NOT ACCEPTABLE BY NC LAW.

Antennas/Satellite Dishes

No exterior antennae or Satellite Dishes are allowed without prior written ARC approval.

****See Wildflower Townes ARC Guidelines Revised October 2021.**

Awnings (Retractable type)

Installation over a patio or deck in the rear of the home only, (and may be over windows or doors within that deck or patio area with same awning), may be installed with prior application and approval of the ARC.. Door or window awnings are **NOT** permitted.

The awning must be attached to the back of the dwelling. The fabric must be a solid, neutral color to blend with the color of the building. Color and size **MUST** be approved. The awning must be storm rated. Approval of attached neighbors on one, (if end unit), or both (if inside unit), are required. **A waiver must be signed by the homeowner releasing the HOA of any structure damage or leak responsibilities due to the installation or removal of the awning. Upon the sale of the unit, it is the responsibility of the seller to disclose and transfer responsibility, with or without the removal and repair of structure. ** Owners of Rental Units will assume the same responsibilities.**

Barbeque Equipment and Outdoor Cooking Equipment

- a. Barbecue equipment must be kept in good repair and *stored* in the rear of the home *when not in use*.
- b. No barbeque equipment may be placed outside the building envelope.

- c. It is recommended for safety purposes, for your home and your attached neighbor's home, to place your grill as far away from your home or privacy (PVC) fence as possible when in use, and that a propane tank not be stored within a garage, screened porch or dwelling.
- d. Since Wildflower Townes is an attached Townhome Community, outdoor grilling and cooking is limited to the back of the homes.

Grills and Outdoor Cooking Equipment are permitted, but may **NEVER** be used inside of Screened Porches or Garages. **For safety purposes, it is recommended that BBQ grills be a minimum of 10' from a structure, which includes PVC privacy partitions and grass/wood lines. Use of concrete patio blocks on grass as a base for a BBQ Grill is encouraged, and should provide a safe stone type base which extends approximately 12"-18" on all sides of the BBQ grill. (Some grasses are highly flammable especially when dry and brown).**

N.C. State code:

308.3.1 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:

One- and two-family dwellings.

Where buildings, balconies and decks are protected by an automatic sprinkler system.

Basketball nets/goals

- a. May **NOT** be attached to a structure/unit of attached town homes
- b. Free standing nets/goals may **NOT** be used

Bicycles/Toys

- a. Must be stored in the garage or the rear of the home.

Commercial vehicles

- a. May not be parked on driveways or in guest lots unless contractor is working on property, (see Heritage Two ARC Guidelines).

Clotheslines

Outdoor clotheslines are **prohibited** in Heritage Wake Forest Two.

Common Area & Damage (See Heritage Two ARC Guidelines)

Owners are liable to the association for damage to the Common Area, roadway medians, and/or landscaped rights-of-way, paved roads, and sidewalks/curbs that are caused by negligence or willful misconduct of the owner, the owner's family members, tenants or guests.

Compliance with Laws, Health Regulations, Police Requirements, Rules of the Associations

- a. Owners are required to comply with all governmental laws, regulations, ordinances, and other restrictions that pertain to residential property and use of the Common Area.
- b. Owners are required to comply with all governmental health and police requirements.
- c. Owners and residential occupants are obligated to abide by the Standards & Guidelines adopted by the Association.
- d. No owner shall permit anything to be done or have any items kept at the residence or in the Common Area which will result in the cancellation of or increase in cost of any insurance carried by the Association, or which would be in violation of any law or any rule or regulation established by the Association.

- e. Non-compliance with the Association's Standards & Guidelines may subject an owner to immediate action by the Association through its management Company. That action may include the application of all appropriate legal and equitable remedies, including fines and penalties.
- f. All motor vehicles within the community MUST be registered/insured and in operating condition or stored within an enclosed garage, (door closed). Failure to comply may result in towing.

Decks, Patios, Screened Porches, Sunrooms (see H2 Standards & Guidelines Page 8 17e)

- a. Any new construction of patios, screened porches or sunrooms **must be pre-approved by the Architectural Committee by written application prior to work commencing**, and may not extend past the side of the house and must be located in the rear of the property.
- b. Homeowners are responsible for obtaining any and all building permits from the Town of Wake Forest for any new construction or alterations to existing structure changes according to Code.
- c. Screened Porch conversions to sunrooms must conform to glass window enclosures and comply with the Town of Wake Forest Building Permit codes
- d. Eze-Breeze type enclosures of screened porches are now permitted with architectural approval.
- e. Screened porches, (Screens, wood framing and decks must be maintained by homeowners using stains and sealants only, (Not Paint). White stain (i.e. Valspar White Stain & Sealant), is recommended for uniformity and low maintenance. (see photo)



Driveways

- a. Driveways are the responsibility of the homeowner for any power washing.
- b. Repair or replacement must be paved with approved materials **by written Architectural application**.
- c. All vehicles belonging to residents must be parked on the driveway or in the garage. No vehicle may be parked on any other portion of the property, including grass areas and sidewalks and visitor parking lots.

Easements

- a. Each residential property includes an easement, which is reserved for the installation, maintenance, replacement, use, operation and removal of utilities, drainage facilities, and other impoundments by the Associations, government entities, and public utilities.
- b. Owners may not place a permanent obstruction in the easement.
- c. Owners have the responsibility to keep the easement clean, well-maintained, safe and in an attractive condition.

Exterior Maintenance

- a. The HOA is responsible for the maintenance of lawns and landscaping, the repairs and maintenance of the exterior of the buildings, including roofs and painting of siding and trim as scheduled.

- b. The HOA and the homeowners share the responsibility to maintain the property by removing litter and other unsightly materials.
- c. Homeowners are responsible for keeping their homes, yards and driveways free of clutter and debris, to maintain a neat and clean environment.
- d. The HOA does not provide power washing of the homes, except in preparation for the painting of buildings. Driveways, patios, and decks are the responsibility of the homeowner.
- e. Homeowners are responsible for periodic staining/sealant of decks and wooden porches to insure aesthetics and longevity, as well as replacement.
- f. Homeowners are responsible for watering lawns that have been aerated and seeded (Fescue lawns) or re-sodded (Bermuda lawns), in order for the grass to grow, in compliance with HOA written requests.
- g. (See Chart of Maintenance Responsibilities attached)

Fences

- a. Permanent fences are **NOT** permitted in Wildflower Townes around the front or rear yards.
- b. Single panel White (PVC) privacy fence is permitted between units or on the end of buildings strictly for privacy, (owner responsibility). **An Architectural application must be submitted to ensure proper size, design and placement. (see AR Guidelines for Wildflower Townes).**

Firearms

The discharge of firearms on property in Heritage Wake Forest Two is **prohibited**.

Fire Pits

****ARE NOT PERMITTED** in Wildflower Townes due to the close proximity of homes, size and absence of patios, limited homeowner property lines, proximity to PVC privacy partitions, grass/wood lines, and N.C. State Fires Codes, as recommended by Wake Fire Marshall and agreed upon by Heritage Two ARC, (see N.C. State Fire Code below).

(Please note: Natural gas lines/connections are also above ground in rear of homes in many instances).

N.C. Stae 202 Fire Prevention Code 307.4.3 Portable outdoor fireplaces. Portable outdoor fireplaces shall be used in accordance with the manufacturer's instructions and shall not be operated within 15 feet (3048 mm) of a structure or combustible material.

Exception: Portable outdoor fireplaces used at one- and two-family dwellings.

Fireworks

The lighting of fireworks is not permitted in all of Heritage Wake Forest Two.

Gardens/Flower Beds

- a. Wildflower Townes lawns and landscaping is maintained by a contracted landscaper, however, a homeowner is permitted to plant flowers and provide some minor landscape decorations that are not permanent.
- b. Removal of shrubs must be replaced by same or similar type shrub. Remove and replace does not need to be approved via ARC.
- c. An Architectural application must be made for any changes or additions to the landscape design, and must follow the guidelines of size and obstruction of view not limited to growth above window height.
- d. **The HOA is not responsible for replacing the grass, shrubs, trees and landscaping that was originally installed by the Developer, as per our DCCR Article XI Section 1.**
- e. All edging materials and landscape lighting must be kept clear of lawnmowers paths.

Hose caddies

Hose caddies may be attached to homes near the exterior water supply valves.

Illegal activities

Illegal activities conducted anywhere on the owner's property or in the Common Area by the owner, the family of the owner, or the owner's guests are prohibited. Wildflower Townes homeowners are encouraged to report any and all suspicious activity to the Wake Forest Police Department. We are participants of the Wake Forest Community Watch Program. (See Neighborhood Watch Program below).

Improvements

All proposed improvements, including additions to, or changes in the existing structure on a property, or changes in the grounds at an owner's residence, **must** be approved **in advance** by the Architectural Committee. **WHEN IN DOUBT PLEASE ASK!**

Landscaping

Landscape maintenance is provided under contract by the HOA and works on a flexible schedule. Any issues, concerns or comments regarding our Landscape service needs to be directed to our Property Manager at Pindell-Wilson, and **NOT** addressed directly to the workers.

Lawn Furniture & Children's play Items

- a. Lawn Furniture and children's toys must be removed from grassy areas prior to landscape service days, or your grass will *not* be cut.
- b. Landscape lighting must be **within** the flower beds and not in the grassy areas.
- c. The landscape Company will not be responsible for any damage to lawn furniture, children's play items or garden lighting left on grassy areas.

Lighting (outdoor)

- a. Outdoor lighting fixtures must be uniformed to the design of the rest of the community.
- b. Wired/electrical landscape lights **must be in writing and approved by the ARC committee.**
- c. Winter holiday lighting may be displayed only between Thanksgiving (week) and Jan. 10th.
- d. Other temporary holiday lights may be displayed (2) weeks prior to the holiday and removed no later than (2) weeks after the holiday.
- e. **Front Porch Fixtures** may be replaced with same color and type of original fixture (black flush lantern style) or a second choice of a hanging black lantern style, similar in appearance to existing fixtures.



- f. **Front Porch Ceiling Fans & Light Kit** may be installed on ample sized covered porches with pre-approval and **MUST** be weatherproof, color white, low profile ceiling hugger.

Litter and unsightly materials

- a. The owner is responsible for the prompt removal of all litter, trash, refuse waste on the property and any which also extends or blows into the common area or adjacent properties, including flyers, advertisements, newspapers, etc.
- b. No unsightly materials of any kind may be stored, regularly placed, or allowed to remain on any owner's property.

Mailboxes (kiosk)

- a. The maintenance of the mail kiosks are the responsibility of the HOA.
- b. Residents are to use community message boards (for residents of Wildflower Townes only,) and not tape or tack flyers, business cards or letters on the mailboxes.

Outside Solicitation is not permitted in our community.

Mobile Homes/Trailers

No mobile home or modular home or other similar structure shall be erected, placed or allowed to remain on a residential property.

Moving Pods

Moving Pods may be utilized during the moving process for a minimal period of time. The homeowners takes responsibility for any damage to the driveway, apron or road at the foot of the driveway caused by the delivery or removal of such pod. Please contact your property manager regarding time frame needed.

Neighborhood Watch Program

Wildflower Townes participates in the Wake Forest Neighborhood Watch Program. If you observe or hear and suspicious activity, PLEASE do not intervene. However, it is your responsibility to call the **Wake Forest Police Department at 919 554-9111 or 919 554-6150. IF IT IS AN EMERGENCY CALL 911.**

New Construction

Any construction/alterations/additions to existing homes need written pre-approval by the Architectural committee. **When in doubt ask first!**

Noise or Offensive Activity

Noxious or offensive activities which are, or may become, an annoyance or a nuisance to neighbors are prohibited. All residents are subject to the Wake Forest Noise Ordinance.

Parking

- a. **ALL AUTHORIZED VEHICLES BELONGING TO OWNERS AND/OR OTHERS OF THE RESIDENCE MUST BE PARKED ON THE DRIVEWAY OR IN THE GARAGE, WITHOUT EXCEPTIONS OTHER THAN A TEMPORARY PRE-APPROVAL IN WRITING.**
- b. **All units have relatively flat driveways and aprons, (no curbs), that can accommodate handicapped residents/occupants with appliances**
- c. **No vehicles may be "regularly" parked on the streets, including visitors.**
 1. **Clarification of the term "Regularly Parked":** The Board of Directors of HVT reserves the right to define the word "Regularly" as used in the term "Regularly Parked," on page 16 of the Heritage Wake Forest Two Property Standards & Architectural Guidelines, Effective 12/1/12, as follows:
Habitual, at regular times or fixed intervals, equal amounts of time has passed, i.e.: hourly, daily or weekly. For extended periods longer than deemed necessary, to use for purposes of, (in this case), pick up or drop off, of people or items, as well as delivery or service calls.

References Used: MacMillian Dictionary
The Free Dictionary
Merriam Webster Dictionary

2. Other (Not Parked)

“Standing”, with motor running, Flashers (caution lights) on and/or driver occupying vehicle, or within eye view of vehicle, for purpose of pick up or drop off of items or people, as opposed to “parked”, and vehicle left unattended with motor turned off.

- d. No vehicles may be parked on residential lawns, easements, sidewalks, or Common Areas.
- e. Parking on the sidewalks or that portion of the sidewalk that goes through a driveway, is prohibited.
- f. Parking for extended periods, or storage of house trailers, recreational vehicles, campers, water crafts, boats, and utility trailers and golf carts on the property is prohibited, unless fully enclosed in a closed garage.
- g. Short term temporary parking in the **driveway, not visitor parking lots**, of house trailers, recreational vehicles, campers, water craft, boats, and utility trailers is permitted for a period that *may not exceed twenty –four (24) hours*. This does not include golf carts.
- h. No unregistered/uninsured/inoperable vehicles may be parked in the driveway or on the property, (guest lots). They **MUST** be stored in a fully enclosed garage with the doors shut, or may face towing.
- i. Visitor/Guest parking lots are designed and designated for visitors/guests only for short term! Visitors are determined to be short term (duration not to exceed 1-2 weeks). Please notify our Property Manager if you are planning to have an extended visitor and supply the make, model/ color and tag number of the vehicle, and estimated dates of visit. If a longer term is requested in writing, the Board will determine if an extension will be granted, or if off premise alternatives would need to be arranged.

j. **HANDICAPPED PARKING IS PROVIDED IN GUEST LOTS FOR HANDICAPPED VISITORS ONLY.**

*****GUEST PARKING LOTS ARE TO BE UTILIZED BY GUESTS WHO ARE “ON THE PROPERTY VISITING”.**

DO NOT LEAVE GUEST VEHICLE(S) ON THE PROPERTY WITHOUT THE VISITORS PRESENT.

Recreational Vehicles

Storage of recreational vehicles (RVs), including, but not limited to RVs, all-terrain vehicles (ATVs), boats, campers, dirt bikes, jet skis, trailers, golf carts, is prohibited on any portion of the property, unless fully enclosed in a closed garage, and may not be driven throughout our community on our private streets.

Rentals/Rental Cap Protocol

a. Wildflower Townes has a **25% Rental Cap** which means any owner wishing to rent their unit must contact our property manager to request a rental application for approval. Any owner planning to sell their unit, **MUST** advise their RE broker or buyer that it **cannot** be purchased as an investment property. **“After”** the property has closed, the new owner may submit a Rental application, which will include a lease, to then be approved in advance, subject to availability within the 25% status. Failure to comply will result in a legal intervention. Rental applications cannot be considered more than 30 days in advance. Contact our Property manager with any questions in advance.

Once a rental property is sold or the owner moves into the dwelling it loses the rental status, opening another available slot under the 25% cap., it will no longer be a rental property and

b. Any lease agreement between an owner and a lessee shall include language that commits to the lessee to uphold the provisions of the Covenants, the Articles of Incorporation, and Bylaws of the Associations, the Standards & Guidelines, and the House Rules of Wildflower Townes. Failure by the lessee to comply with the terms of such documents shall be a default under the terms of the lease.

c. **It is the responsibility of the owner to provide the Property Manager with a copy of the lease and any renewals of leases, in a timely manner, failure to comply with the submission of lease renewals and new leases may forfeit the rental status.**

- d. The minimum lease agreement is six months.
- e. Wildflower Townes does not accept a month to month extension to any lease, at any time.

IT IS THE RESPONSIBILITY OF THE OWNER TO PROVIDE TENANTS WITH COPIES OF THE HOUSE RULES AND COVENANTS.

Repair

Owners are responsible for reporting to the Property Manager any need for external repairs to their homes. Homeowners are also responsible for any home repairs to the inside of their homes.

*****IMPORTANT - Please contact Pindell-Wilson if you are in need of HOA covered maintenance. Please be aware that if you contact a vendor on your own, you may be liable for the associated cost. In addition, if the HOA sends a vendor and there turns out to be no need for repairs, the homeowner will be liable for any service or trip fees resulting from the call.**

Satellite Dishes

ARC written application is now required prior to installing a Satellite Dish. Please see HT ARC Guidelines Revised July 2018.

- Is no more than 1 meter in diameter
- Never placed in front of home
- Not placed on side of home unless the installation company provides a letter confirming that a signal may not be obtained in any other location.
- May not be attached to the siding of a home
- May place the dish on the roof in the rear of the house, (ONLY IF RECEPTION IS NOT OBTAINABLE FROM THE GROUND AT THE REAR OF THE HOME, AND A LETTER STATING SUCH FROM THE DISH COMPANY IS SUBMITTED), however, a waiver must be signed by the homeowner releasing the HOA of any roof leak responsibilities due to the installation or removal of a dish. Upon the sale of the unit, it is the responsibility of the seller to disclose and transfer responsibility, with or without the removal and repair of the roof. ** Owners of Rental Units will assume the same responsibilities.
- No exposed wires/cables may run across or down the siding of the unit, or over the gutters.
- There may never be more than one dish on the roof or the property of the unit.
- Disconnected Satellite Dishes **MUST** be removed from property

Seasonal Decorations and Lights

Temporary seasonal outdoor lighting is permitted but may be displayed no sooner than (2) weeks before the holiday and must be removed no later than two (2) weeks after the holiday. Please be certain your landscape is clear of wiring that may interfere with landscape maintenance.

Signs See Heritage Two ARC Standards & Guidelines Pg. 17-67 a.-B

- a. For Sale or For Rent Signs must be Heritage Signs. Contact Charleston Management.
- b. Political Signs are **prohibited** in Wildflower Townes.

Smoke Detectors

Each home in Wildflower Townes was built to include Smoke Detectors. This is a State Building Code. It is the responsibility for each homeowner to ensure these detectors are in proper working condition and batteries are changed on an annual basis, (a good time to remind you, would be Daylight Savings time).

Homeowners who rent their units are encouraged to stress this as a stipulation in their leases, since the homes are attached, or take responsibility to change those batteries annually.

REMEMBER: SMOKE DETECTORS SAVE LIVES!!!

Soliciting

There is no soliciting permitted in Wildflower Townes. Please be cautious of anyone canvassing the area.

Storm Doors (Front & Rear)

Storm doors now need an ARC Application in writing, a front storm door must be white, full view glass (without split) and must conform to the make, model, and color of the door and hardware as stipulated in the Wildflower Townes Property Owner's Architectural Guidelines, Approval Process & Appearance Standards **Revised October 2021**. The rear storm door may have a split window, but must still conform to the written standards. **Please view the Wildflower Townes ARC Guidelines for make/color/model details.**

Storage of Materials

Storage of miscellaneous materials is permitted if kept in an enclosed area, such as a garage. Please do not store combustible items inside garages or structure for fire safety purposes.

Toys, Bikes etc.

Toys, bicycles etc. must be kept in the garage or in the rear of the residence when not in use, and may not be stored on front porches or driveways, or left on lawns.

Trash Receptacles and Recycling Bins

- a. Trash receptacles may be put out to the curb as early as the 5:00 the evening before pick up day, and must be taken in, no later than the evening of the pickup day. Pick up day is Tuesday.
- b. Trash receptacles **MUST** be kept inside the garage and not on the drive way, front porch or the side or back of the residence. Contact Town of Wake Forest for Trash Pail replacements.

Trees

- a. Removal of any tree at a residence needs prior written approval. The review process will be expedited in the case of a diseased or dead tree, and would be the financial responsibility of the homeowner if the tree is not on common area property. Diseased
- b. Planting of any trees, hedges or shrubs need prior written approval.

Vehicles (Inoperable) or without Tags or Insurance

No inoperable or unregistered/insured motor vehicles are allowed in visitor parking lots or allowed to remain at any residence property unless placed in an enclosed garage.

Vehicles, repair

No exterior portion of the residential property may be used for the repair of automobiles which cannot be completed with a forty-eight (48) hour period. No repairs can be made in the visitor parking lots.

Watering

Owners have the responsibility to ensure that their lawns, trees, and shrubs and flowers have sufficient water to maintain good health. Our community does not have an irrigation system.

****Our Landscapers work hard to maintain and manicure our property, however, we all need to assist "Mother Nature" in providing H2O which is essential for good health and growth!**