

Georgetown North Homeowners' Association Rules and Regulations

1. Legal Documents: The purchase of a condominium requires membership in the Homeowners' Association. The activities of the Homeowners' Association are controlled by three legal documents which were recorded at the Wake County Court House. Georgetown North Homeowners' Association, Ltd., is a nonprofit North Carolina Corporation. The Articles of Incorporation are recorded in Book 2808, pages 922 through 928. The Declaration of Condominiums are recorded in Book 2808, pages 894 through 912. We also have a Supplemental Declaration and two Amendments to the Declaration recorded in Book 2855, pages 98 through 100; Book 2969, pages 581 through 585; Book 3070, pages 3 through 6. Bylaws of the Association are recorded in the Book 2808, pages 913 through 921. All of the above are in accordance of Chapter 55a of the North Carolina General Statutes, commonly called the Unit Ownership Act. Each condominium owner should have received a copy of the Articles, the Declaration, and the By-Laws at closing. If you did not receive a copy and would like them now, you may purchase them at the Wake County Register of Deeds office or from the Property Management Company.

2. Board of Directors: The Bylaws of the Association requires the election of seven property owners to serve on the Board of Directors. The Board of Directors has the responsibility of administering and monitoring the activities of the Association. Directors are elected at the Annual Meeting of the Association for two years terms. Three Directors are elected one year, and four are elected the next year.

The Board of Directors is authorized by the legal documents to make certain decisions regarding the operation of the Association. Certain other decisions must be made by the majority vote of the membership of the Association. The Board of Directors establishes the assessments and authorizes expenditures, awards contracts, prepares and enforces rules and regulations for the benefit of the Association.

3. Officers: The officers of the Association are elected annually by the majority vote of the Board of Directors. The officers are President, Vice-President, Secretary, and Treasurer.

4. Meetings: The Annual Meeting of the Association is held on the first Tuesday in March. All homeowners are advised of the time and the place of the Annual Meeting. The Annual Meeting includes reports of the officers, old and new business, property manager's report, review of the budget, and election of new Directors. The Board of Directors' meetings are held on the second Monday of each month at 6:30 P.M. at the offices of the property management company (264 West Millbrook Road.). At the beginning of the each monthly meeting there is a homeowners' forum. This is one place for the homeowner to voice request and concerns.

5. Management: In view of the number of routine as well as special needs which arise from the day to day operations of the Association, the Board retains the services of a professional property management agency. The management agent handles the collection of assessments, payment of accounts, and maintains the financial records of the Association. In addition the management agent receives and processes service requests, supervises the work of contractors for maintenance, repairs, painting, grounds and pool. The management agent does not make policy for the Association but

does serve in an advisory capacity with the Board of Directors. Pindell-Wilson is the property management company. Pindell-Wilson is located at 264 West Millbrook Road, and their phone number is 919-676-4008. The primary email address is Cheryl@pindell-wilson.com, but in case you need a backup, the general office email address is staff@pindell-wilson.com.

6. Maintenance: Certain responsibilities for the maintenance, primarily exterior, lie with the Association and are handled by the Board and the management agent. Interior maintenance is largely the responsibility of the individual owner. Your monthly assessment provides, in part, the financial resources to pay the Homeowners' Association's maintenance costs. To report maintenance problems which are the responsibility of the Association, you should call or write the property management agency. Questions or comments may also be addressed to the Board.

7. Grounds Maintenance: The importance of proper grounds maintenance is obvious. The Association prepares specifications, solicits bids, and awards a contract annually for professional ground maintenance. Grounds improvements, including replacement or repairs, are considered by the Board as necessary. To facilitate grounds maintenance procedures you should not place personal items in the common areas. In order to avoid damage to the grounds, all motorized vehicles must be kept on paved areas. Nothing is to be planted in the common areas without prior written permission from the Board. **Bird feeders are prohibited in the community.**

8. Building Maintenance: As a general rule the association is responsible for maintaining the exterior of each condominium, and the individual owner is responsible for maintenance of the interior. All glass surfaces are the responsibility of the owner. A roof leak will be taken care of by the Association, but the interior damage is the responsibility of the owner. The goal of the Association is to keep all buildings in good condition at all times. The budget provides certain funds for the general maintenance and repairs as well as a capital reserve for long range replacement of roof, siding, paving, and pool. It should be mentioned that the decisions regarding maintenance and repairs are made by the Board of Directors with assistance of the Property Manager.

9. Pool Maintenance: Maintenance of the pool and surrounding facilities is handled by contract. Daily inspections are made in compliance with the Health Department Regulations. Pool Rules have been enacted by the Board of Directors to insure safe enjoyment of the pool by all residents (see #28 below). Violations of these rules may result in denial of pool privileges. Use of pool is limited to owners and their guests.

10. Architectural Control: The Board of Directors exercises strict control over all exterior modifications including any change, alteration or addition. This includes storm doors, windows, sheds, fences, paint, colors, chimneys, and patios. No exterior change of any type may be made without the **prior** written approval of the Board of Directors. Any modifications made without approval must be corrected at the individual owner's expense. Requests for approval of modifications should be addressed in writing to the Board. (See #11.)

11. Request Forms: A request form has been made up for homeowners to request maintenance, repairs, landscaping, and architectural changes. The form is available from the property management company (676-4008).

12. Assessment: The legal documents provide for income to the Association from the collection of assessments levied against each condominium owner. The income is used to pay the operating expenses of the Association, including gas for heating, water and hot water, as well as the funds for the capital reserve account. Within the limitations in legal documents the Board of Directors establishes the annual budget and sets the assessments. All monthly assessments are **due on the first of each month.** They are considered delinquent if not received in the management company office by the tenth day of the month. If a homeowner is thirty days overdue a fine of \$20.00 will be added to that homeowner's account, and an additional \$20.00 for each month that payment is overdue/until it is paid. If an owner becomes 60 days delinquent various penalties may be imposed including

suspension of voting rights and use of the pool. In addition, the association is empowered to take legal action against a homeowner to effect collection plus interest and legal fees later than 60 days. Further, we are required to notify any mortgage holder of the delinquency. Checks for the monthly assessment should be made payable to Georgetown North Homeowners Association and mailed to Pindell-Wilson, P.O. Box 20969, Raleigh, NC 27619. You can also have your checking account drafted each month. To set up a monthly draft, send a written request to Pindell-Wilson including your bank's name, branch, account number, and a voided check in your letter giving GTN permission to draft your checking account. A form is also provided in the HOA dues "coupon book" to facilitate the automatic drafting process.

13. Garage/ Yard Sales: Garage Sales and Yard Sales are not allowed on Georgetown North common Property. This includes patios, front porches, and all other common areas.

14. Garbage and Trash: All garbage, debris and recycling should be secured in containers according to the City of Raleigh Solid Waste Services Department and placed curbside for pick-up on their regular schedule, Wednesday morning. Trash should be placed at the curb after 6:00 p.m. Tuesday, for pick-up on Wednesday. If it is not picked up, but was at the curb by 7:00 a.m. and was not marked with an education tag explaining why it was not picked up, call the City at 831-6890 and report the missed collection. Trash and recycling bins should be retrieved from the curb no later than 9:00 a.m. Thursday morning. If your garbage is not properly secured and becomes scattered, it may be cleaned up by the Association at the expense of the owner from whose condominium it originates. Violations should be reported to Pindell-Wilson at 919-676-4008. Violators will be fined, and he/she will also have to pay for removal of the trash.

15. Leasing Condominiums: You may lease your condominium in accordance with the City of Raleigh Zoning Ordinances. Your condominium is restricted to single family residential use only. Renting individual rooms or a portion of your home as a utility apartment is not permitted. With notice to the Property Management Company, your rights to use the recreational facilities are transferred to your tenant. However, you remain responsible for the assessments and you must provide your tenant with a copy of the Rules and Regulations and ensure that they comply to the Rules and Regulations. Compliance includes all rules governing use of the common areas, recreational facilities and the parking areas. Any fines levied by the Board for violations are the obligations of the owner. Upon leasing your condominium you should immediately advise the Property Management Company of your unit and the tenant's name and contact information.

16. Motorcycles: The operation of any motorized two-wheeled vehicle is strictly prohibited on Georgetown North grounds, including lawns, parking lots, and entrances to parking lots. They must be operated on the public streets, and they may not be operated on any portion of the common areas.

17. Parking: Off-street parking is limited at Georgetown North. To avoid parking problems the cooperation of every resident is required. Each condominium is entitled to one reserved space only. Your reserved parking space is designated by your storage bin number painted on your parking bumper. Guest parking spaces are also identified, and they should be reserved for guests only. When additional parking is needed by an owner, there are public spaces along the curb of Computer Drive and Browning Place.

Recreational vehicles such as boats, trailers, and campers will not be allowed in the regular parking areas, nor may they be chained to these areas. No vehicles of any type will be allowed on the grass at any time.

Commercial vehicles can only be in Georgetown North parking lots while doing work on your unit. They may not be parked overnight. Passenger vehicles must have current license plates, inspections, and be operational. If they are not, they will be towed.

18. Pets: In accordance with Raleigh City leash laws, pets must not be allowed to run free in the common areas, nor may they be chained or penned in these areas. Also a law of the City, known as

the “Pooper Scooper” law, owners will be responsible for cleaning up after their pets. Homeowners (or tenants) who violate these rules will be fined. The homeowner is responsible for payment of the fine. Violators should be reported to the Animal Control division of the City of Raleigh, though you may also report the violations to Pindell-Wilson for the sake of record-keeping. Violations are City Ordinances and punishable by City fines, though Pindell-Wilson will right a warning letter to the offending homeowner if warranted.

19. Signs: Signs are not allowed on the grounds or in the parking areas. *For Sale* and *For Lease* signs must be displayed in the window of the condominium.

20. Taxes: There are no real property taxes assessed against the Association for the common areas. The value of this property is included proportionately in the value of each condominium. Individual homeowners are responsible for listing their property taxes with the Wake County Tax Supervisor and for paying their own taxes.

21. Termite Bond and Other Pests: The Board of Directors has elected to maintain in force a termite bond. This bond provides for annual inspections to detect active termite infestation and for the treatment of the same. If you discover termites contact the property management company.

The Homeowners’ Association similarly contracts with Terminix to visit the property monthly and treat any infestations of pests. Regular monthly visits are scheduled the first Friday of each month. If you need to request the exterminating service, please contact Pindell Wilson (676-4008) no later than the Wednesday prior to the regularly scheduled extermination service.

22. Insurance: The Association carries a blanket fire and extended coverage policy on the buildings, as well as a liability policy for the common areas. The Association does not have contents coverage. Individual owners should have their own personal property and personal liability coverage. **The Association is not responsible for loss or damage to contents, regardless of cause.**

23. Laundry Facilities: Laundry facilities are located in the basements of the first and third buildings on Browning Place, and under 3761 Jamestown. Washers cost \$.50, and dryers cost \$.50. Part of the money you spend on washing and drying your clothes is paid to the Georgetown North Homeowners’ Association, and is included in our annual budget under income sources. Personal items may not be stored in the laundry rooms. Any personal items left in the laundry rooms will be taken to the dump at offending homeowners expense.

24. Front Porches: The only item allowed on the front porch is a Chippendale Planter. The planter must be painted soft beige to match the existing trim on the buildings. There are NO OTHER ITEMS ALLOWED ON THE FRONT PORCH OR DOORS.

25. Solicitations: No solicitations are allowed at Georgetown North. Solicitors should be reported to the police.

26. Responsibilities:

The Association is responsible for the following maintenance and repairs:

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| •exterior building surfaces and steps | •mailboxes |
| •street lights | •fencing |
| •roof repairs and replacement | •annual termite inspection |
| •lawn seeding | •water heaters |
| •gutters and downspouts | •pest control |
| •grass cutting and edging | •gas and water |
| •outside water and sewer lines | •pool maintenance |
| •common area plantings | •repair or replacement of concrete slabs on patios |
| •sidewalk | |
| •shrub and tree trimming and removal | |

The homeowner is responsible for the following maintenance and repairs:

- exterior front and back light fixtures and bulbs
- interior plumbing, wiring, and water
- electricity
- windows
- dorm jambs, exterior storm door, front door and rear patio door (sliding glass doors or French doors are the only options for the patio door)
- sewer clogs from house to clean out
- interior structures and surfaces
- cleaning and maintenance of individual patio areas
- heating and A/C units

The City of Raleigh is responsible for:

- Curbside garbage and recycling collection (Wednesday)
- police and fire services
- animal control

Absolutely no trash is to be put on the curb before Tuesday at 6:00 P.M.

This division of responsibilities is intended to guide the homeowner and the Homeowners' Association in determining procedure. Homeowner and City responsibilities are not necessarily limited to this list.

27. Pool Rules: The following pool rules and regulations are distributed for the mutual benefit of all homeowners and their guests within the Georgetown North community. Your cooperation and respect for the rights of others is necessary to insure continued enjoyment of these facilities.

- Pool hours are from 9:00 A.M. to 11:00 P.M.
- KEEP THE GATE LOCKED AT ALL TIMES.**
- No Lifeguard is on duty - **SWIM AT YOUR OWN RISK.**
- A homeowner's family may bring up to four (4) guests at any one time to the pool area. If you would like to bring more than four people at one time, the homeowner (not children of the homeowner) must first verbally clear it with a member of the board. Members are responsible for their guests' knowledge of all pool rules. Guests must be accompanied by a homeowner at all times.
- No person under the age of fifteen (15) will be allowed in the pool area unless accompanied by an adult (18 years or older) who assumes responsibility for that person.
- No cut offs allowed—strings clog the filters.
- No animals of any kind are allowed in the pool area.
- No one is to swim alone.
- No glass containers of any kind are allowed in the pool area.
- No bicycles, skateboards, toys, etc. allowed in the pool area.
- No inner-tubes or foam-filled preservers allowed.

- No running or horseplay in the pool area.
- No loud music or profane language allowed.
- No one with an infectious disease, inflamed eyes, nasal or ear discharge, an open wound or bandages will be allowed in the pool.
- NO LITTERING.** All paper and trash must be put in trash cans.
- Homeowners will be held responsible for the actions of their children and guest and the cost of any property damage will be charged to the responsible homeowner.
- The Homeowners' Association will not be responsible for the loss or damage of any personal property of any kind.
- The lawn furniture in the pool area is not to be moved outside the pool area at any time for any reason.

Failure to comply with any of the rules may result in the suspension of pool privileges. The pool facilities enhance the Georgetown Neighborhood. All residents should take responsibility for enforcing these rules. When infractions are spotted by a resident, he/she should point them out to the offender. If this does not help, he/she should report the incident to a member of the Board of Director. Also, please notify Cheryl Barker at Cheryl@pindell-wilson.com

The pool key cannot be duplicated and may only be obtained from Pindell-Wilson Property Management Co. There is a **\$50.00 Key Fee**. The key is the property of Georgetown North Homeowners' Association and can be recalled at any time by the Board of Directors. This has been done in the past because many people from the outside were using, vandalizing, and stealing our property. The pool is for the enjoyment of Georgetown North residents and their invited guests only. If you move from Georgetown North, you must return your key. After a certain number of keys have been lost, all keys will be recalled. Those not returning their key to exchange it for a new one when the pool lock is re-keyed will have to pay an additional Key Fee of \$50.

The pool phone is not a public phone and should be used **ONLY** for an **EMERGENCY**.

28. Storage Bins: Each condominium has one storage bin in the basement of one of three Buildings. The storage bins are damp, and the Homeowners' Association is not responsible for any damage to personal property. You may not change your bin assignment, or use other bins. You may not store personal property outside your bin. Any personal property stored outside your bin will be taken to the dump at the homeowner's expense. **You may not store chemicals, paint, paint thinner, or gasoline in the storage area.** Chemicals are a fire hazard.

The storage bins are located under the first and third buildings on Browning Place, and under 3761 Jamestown Circle. Each homeowner must gain access to their storage bin. If someone is using your storage bin, you must clean out your bin. You must not dump the items in the common area.

29. Fining Procedure: Violators of these rules and regulations and/or The Declaration of The Georgetown North Condominiums will be subject to a fine of up to \$50.00/day until the violation is corrected/rectified.

Storage Bin Assignments

Browning: Address, Bin #	Jamestown: Address, Bin #	Yorktown: Address, Bin #
3719 7	3711 8	3714 92
3721 13	3712 93	3716 86
3723 4	3713 1	3718 102
3725 6	3714 62	3720 87
3727 12	3715 9	3722 94
3729 5	3716 55	3724 78
3731 11	3717 2	3730 95
3733 14	3718 68	3731 72
3801 58	3719 3	3732 23
3803 51	3720 64	3733 97
3805 59	3721 10	3734 28
3807 52	3722 70	3735 104
3809 60	3723 69	3736 90
3811 53	3724 65	3737 98
3813 33	3725 15	3738 67
3815 40	3726 89	3739 105
3821 41	3731 79	3740 61
3823 34	3732 66	3741 99
3825 42	3733 80	3743 106
3827 35	3734 63	3745 100
3829 38	3735 18	3747 107
3831 36	3736 16	3749 101
3833 44	3737 25	3751 108
3835 37	3738 47	3753 88
3901 43	3739 19	3755 85
3903 73	3740 84	3757 91
3905 45	3741 26	
3907 83	3742 48	
3909 81	3743 20	
3911 75	3744 56	
3913 77	3745 27	
3915 76	3746 31	
3921 71	3747 21	
3923 103	3748 57	
3925 39	3749 29	
3927 82	3750 50	
3929 74	3751 24	
3931 46	3753 96	
3933 49	3755 22	
3935 54	3757 32	
3759 30		
3761 17		