

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

The rules herein contained were formulated by members of the Board of Directors and the property manager. They include restatements of the Declaration of Condominium, Articles of Incorporation, and Bylaws. All rules listed apply to owners, renters and their guests.

1. **NOISE:** No noxious, offensive, unlawful, or improper activity shall be carried on in any unit, or in the common areas and facilities, nor shall anything be done therein which will be an annoyance or nuisance to other Unit Owners or occupants. If possible, excessive noise should be settled between neighbors; otherwise, call the Raleigh Police Department. The disturbance should also be reported to York Properties, Inc. at 821-1350. A fine of \$100.00 per occurrence may be issued to the unit owner. In addition, with specific reference to the pool area, owners and/or their renters/guests will be asked to leave the pool area and required to pay any fees incurred from York Security for the handling of such disturbance.
2. **ANIMALS:** No animals, livestock, or poultry of any kind shall be kept or maintained on the property or in any dwelling located thereon except that up to two (2) common household pets, weighing not more than fifty (50) pounds each, may be kept or maintained in each unit, provided they are not kept or maintained for commercial purposes. Being located within the City of Raleigh, The Reserve at Bishops Park Condominiums shall conform to all Raleigh ordinances pertaining to pets. Further, for the health, safety, welfare, comfort, and convenience of all residents the following rules shall be observed governing pets: a. All pets of homeowners, residents and/or their guests must be on a leash while on the Reserve's common or limited common areas. b. No animal may be leashed to any stationary object in or on the common areas. c. As per City Ordinance, the excrement of pets of homeowners, residents and/or guests must be removed from the Reserve's common or limited common areas. Fines of \$25.00 per occurrence may be issued by the Association for violations of any of the above pet rules.
3. **INSURANCE:** Nothing shall be done or kept in any unit or in the common areas and facilities which could increase the rate of insurance on the common areas and facilities or any other unit without the prior written consent of the Board of Directors. No unit Owner shall permit anything to be done or kept in his unit or in the common areas and facilities which could result in the cancellation of insurance on any unit or any part of the common areas and facilities, or which would be in violation of any law.

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

4. **GRILLS:** The use of open flame appliances (such as charcoal grills, hibachis, smokers, or any appliance that contain loose heat storage material such as lava rocks) is prohibited on porches or balconies at The Reserve. This rule complies with Section 504.8 of the Fire Prevention Code of the City of Raleigh which bans the use of open flame appliances in multifamily dwellings. Charcoal grills may be used by ground floor residents, in the area in front of their own unit, but must be at least 10 feet from the building when in use. This rule complies with Section 504.8 of the Fire Prevention Code of the City of Raleigh. It is the user's responsibility to return the grill to his/her porch once cooled after use. A unit owner will be held personally liable for all damage caused by fire that is a result of a violation of any portion of the above rule.

PROPANE GRILLS/PROPANE TANKS: Storage of propane tanks, or use or storage of grills equipped with propane tanks, on the property of The Reserve is strictly prohibited (see also Section 504.8 of the Fire Prevention Code of the City of Raleigh). A unit owner will be held personally liable for all damage caused by fire that is a result of a violation of the rule by a qualified contractor approved by the board.

5. **EXTERIOR DECORATIONS:** Homeowners are not allowed to attach any decorations, hanging plants, ceiling fans, flagpole holder or any other decoration resulting in a building's exterior being punctured by any type of fastener. Any puncture of the buildings' exteriors will violate the warranties of the newly installed siding, trim, and other exterior materials. A fine of \$100.00 per day may be issued to the unit owner until repair is complete in addition to repairing or replacing the damaged siding and any other related damage.
6. **BIRD FEEDERS:** Only one bird feeder is permitted on each patio or balcony. Bird feeders are not to be attached to any glass surfaces or mounted to any other part of the common area.
7. **FLAGS:** No flags, windsocks or banners shall be flown on or from any common area or facility.
8. **ADDITIONS, ALTERATIONS OR IMPROVEMENTS BY OWNERS:** No owner shall make any structural addition, alteration, or improvement in or to his Unit or to any Limited Common Element, or any change (See also Rule #17 "Satellite Dishes") in the exterior appearance

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

thereof, until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing by the Board of Directors. Making any unapproved change that results in a building's exterior siding, trim, and other materials being punctured by a nail, screw, or other fastener, or otherwise altered without approval, is not allowed. "Puncture" includes any penetration, perforation, or alteration that compromises the structural integrity or appearance of the siding, trim, or other exterior materials. Adhesive tape and adhesive hooks may be used, subject to reasonable use and removal guidelines. Violations may result in a fine of \$100.00 per day for as long as the violation exists, in addition to repairing or replacing the damaged siding and any other related damage by a qualified contractor approved by the board.

9. ADDITIONS, ALTERATIONS OR IMPROVEMENTS BY OWNERS: No owner shall make any structural addition, alteration, or improvement in or to his Unit or to any Limited Common Element, or any change (See also Rule #17 "Satellite Dishes") in the exterior appearance thereof, until the plans and specification showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing by the Board of Directors. Making any unapproved change that results in a building's exterior siding, trim and other materials being punctured by a nail, screw, or other fastener is not allowed. Violations will result in a fine of \$ 100.00 per day for as long as the violation exists in addition to repairing or replacing the damaged siding and any other related damage by a qualified contractor approved by the board.
10. ENTRIES/PORCHES/BALCONIES/STAIRWELLS: Entries, porches, balconies, and stairwells are a prominent part of the structure of the condominiums and therefore need to be aesthetically appealing. They should not be used for storage purposes. Well-maintained deck furniture and planters are appropriate on a unit's dedicated side porch. No garbage cans are allowed at front doors or on porches or balconies. No rugs, clothing, towels, and other household linens shall be draped over any open porch or balcony railing in any unit regardless of the length of time. No clothesline shall be visible on any open porch or balcony in any unit, regardless of the length of time. Only appropriate doormats are allowed at front doors and on porches. No carpet pieces should be used as doormats at front doors. Ceiling fans are not allowed to be installed on a unit's side porch. Ceiling coverings whether lattice or flat material are not allowed to be installed on a unit's side porch. Doorbell cameras may ONLY be installed on the front door or on the trim around the front door.

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

11. **WINDOWS & DOORS:** All exterior window screens, doors and storm doors shall be of a uniform style and color approved by the Board. See the attached storm door criteria.
12. **BALCONIES:** Liquids and/or solid wastes are not to be swept or caused to pass through to the units below. Violations occurring for the first time will result in a fine of \$25.00. All subsequent violations will be \$50.00. The Board of Directors suggests that indoor/outdoor carpet may help homeowners on the second and third floors to avoid potential violations.
13. **PARKING:** No owner or any employee, agent, or invitee of any owner, shall park, store or keep any vehicle on the property except wholly within the portions of the Common Elements designated as parking areas by the Association. No boat, boat trailer, utility trailer, motorhome, travel trailer, camper or other recreational vehicle may be stored overnight in the exterior parking areas on the property. Unlicensed vehicles, vehicles with expired license, and vehicles considered not "road worthy" (e.g., inoperable, with flat tires, excessive oil leaks), are not allowed in the Reserve's parking lots. Vehicles illegally parked in "Handicapped" or "No Parking" areas are subject to immediate towing, and all others are tagged and given 48 hours' notice before towing. If extenuating circumstances exist, please contact York Properties immediately after your vehicle has been tagged.
14. **TRASH DISPOSAL:** All trash shall be disposed of in the dumpsters in various locations on the property. No garbage/trash cans are allowed at front doors or on patios or decks. Any trash left outside of a unit will be picked up at the owner's expense. All recycling must be put in the recycling dumpster. Carboard boxes must be broken down. If the recycling dumpster is full, please take your items to the Jaycee Park located on Wade Avenue. All mattresses, construction material, furniture or other bulk items must be taken to the local dump. If items are left outside the dumpsters, they will be picked up at the owner's expense. Please do not place any items next to the trash or recycle dumpsters.
15. **SIGNS:** No signs or other advertising devices shall be displayed on or about the exterior of any Unit, or in the Common Elements, except for a nameplate or sign not exceeding twenty-four (24) square inches in area on the main door to each Unit. In addition, any Owner shall have the right to display a "For Sale" or "For Rent" sign, not in excess of 18" by 24" in size, in the window of his Unit.

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

16. **YARD SALES:** No use of common area for commercial purposes.
17. **FEES:** Assessments are due on the first day of each month. A late fee of the greater of twenty dollars (\$20.00) per month or ten percent (10%) of any assessment installment unpaid will be charged for dues received after the 10th of each month. There will be a charge of \$20.00 for any payment or draft returned NSF. Collection of past due assessment will follow the procedures described in the association's bylaws.
18. **SATELLITE DISHES:** The FCC, through the Telecommunications Act of 1996 (Telecom Act), ruled that a condominium unit owner is allowed to install a satellite dish, less than one meter in diameter, in any area within his/her exclusive use and control, defined as "limited common area." Here at The Reserve, with few exceptions, each unit owner's "limited common area" is his/her porch or balcony (including the railing and walls within the porch or balcony). The Telecom Act notes that pre-approval by a HOA before installation of a satellite dish within the limited common area is not required; however, your HOA Board of Directors does retain the right to require that a satellite dish be removed, relocated or adjusted should it not be installed and fully contained within the "limited common area" of your unit, as defined above. Although not required, sharing your plans with the HOA Board before installation is advised.

A unit owner is prohibited from installing a satellite dish in any "common area" of the property. "Common area" includes any area outside of the unit owner's "limited common area," and includes the siding and roof of the building. When a satellite dish is removed or relocated, it is the unit owner's responsibility to return the site to its preinstallation condition, or to reimburse the HOA for any cost it incurs to do so.

19. **PROVISION OF OWNER AND RESIDENT CONTACT INFORMATION:** All owners are required to complete the HOA's Contact Information form and submit it to the HOA's Property Manager or Board President within 30 days of receiving the request to do so. Owners are also required to provide updated information within 30 days of any changes to any of the information contained in the Contact Information form. Any failure to comply with the above requirement will result in a fine of between \$50 and \$100 for as long as the violation exists. (Effective April 1, 2014)

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

20. INSPECTION AND REPLACEMENT OF HOT WATER HEATERS: Owners are required to replace any hot water

heater that is ten years old or more. The Association shall cause a licensed plumber to inspect every unit and compile a list of date of installation of the hot water heater servicing every Unit in the condominium. The Board of Directors shall notify the Owner of each unit of the date his or her hot water heater was installed and the date by which replacement shall occur, which may be immediately in cases where existing water heaters are more than 10 years old. For all hot water heaters that are less than 10 years old at the time of this initial inspection, the Association will send notice to each owner 3 months in advance of the 10th anniversary of the installation of the hot water heater for the applicable Unit. Within 30 days of installation of any hot water heater, Owners are required to provide the Association with documentation of the replacement, including the style of water heater, the date of installation, and the dates of any applicable warranty period.

Additionally, Owners are required to check the base of the hot water heater for water seepage twice annually, by January 30 and July 30, and replace any hot water heater that exhibits signs of seepage. The Association may require certification of such inspection by the Owner.

In the event any Owner fails to replace a hot water heater as required herein, upon reasonable notice the Association may enter the unit pursuant to authority contained in the Declaration and Bylaws and replace the hot water heater, and the costs of the same shall become an assessment against the unit subject to collection in the same manner as those assessments set forth in Article VI of the Declaration. Such right of entry does not preclude enforcement of this rule by any other means allowed by law, including pursuant to provisions of the Condominium Act or the Declaration.

Each owner shall coordinate and cooperate with the Association's plumber to provide access to the unit for the purpose of completing the inspection and any necessary repairs.

20. BULLETIN BOARD RULE: The community bulletin boards are for the sole purpose of communication from the Board to the Association. No notices by homeowners or others are allowed to be posted without the express permission of the Board.

21. POOL RULES: The pool is for residents only. Owners who rent their units transfer their pool access to their tenant.

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

- 1) No running.
- 2) No boisterous or rough play.
- 3) Noise, music, and other activities will be kept at a reasonable volume level so as not to disturb other residents.
- 4) No diving allowed.
- 5) No children allowed without an adult.
- 6) Adults should not swim alone.
- 7) No person under the influence of alcohol or drugs should use the pool.
- 8) No person with skin, eye, ear or nasal infections allowed in the pool.
- 9) No person with communicable disease allowed in the pool.
- 10) No animals or pets allowed in the pool or on the deck.
- 11) No glass allowed in the pool or on the deck. Broken glass in the pool area requires the pool to be drained, professionally cleaned, and refilled at significant cost to the association.
- 12) All persons using pool do so at their own risk. Association is not responsible for accidents or injuries.
- 13) Pool is for private use of residents and guests only. No more than two (2) guests are allowed per resident. 14) Association reserves the right to deny use of the pool to anyone at anytime.
- 15) This pool is open from dawn to dusk.
- 16) Telephone is located between restrooms and *is for emergency use only*.

21. BICYCLE STORAGE – Bicycles not stored at private residences must be stored in the common area racks in the parking lot. Bicycles stored in the common area racks must be secured and labeled with the bicycle owner's name and condo building and unit number. Bicycles stored in the common area racks must be maintained and be in working condition. Bicycles that are no longer rideable may not be stored in the common area racks. Bicycles not meeting these requirements and left in the common area racks will be removed from the property.

23. MOVEABLE STORAGE CONTAINERS - A moveable storage container may be placed in either the Washington Street or Wirewood Drive parking lots, so long as it will fit into a parking space. The container shall not block any drive lane, create any obstruction for the trash and recycling services for the association or be placed so that it is adjacent to a sidewalk. The person who rents the moveable storage container must notify the association manager prior to placing it on the Association's property.

RULES AND REGULATIONS

Revised October 28, 2019

Revised July 27, 2021

Revised January 24, 2023

Revised September 17, 2024

24. INSPECTIONS AND MAINTENANCE: All inspections and maintenance arranged by the Reserve at Bishops Park are for the safety of the residents and community and are mandatory. Types of inspections/maintenance include but are not limited to, a chimney, water heater, dryer vent, termite, condensate line cleaning, and breezeway and community power washing. If required, you must be available to let the technician in and follow the instructions outlined in the email/notice. The Reserve at Bishops Park Homeowner Association or Vendor will not be responsible if items that were required to be removed are damaged. Homeowners will be responsible for paying additional fees if the Vendor needs to return because they were not home.

END OF RULES AND REGULATIONS DOCUMENT