



PROVIDENCE SQUARE COMMUNITY RULES, REGULATIONS & ARCHITECTURAL GUIDELINES

WELCOME

These guidelines are presented to the homeowners of Providence Square for use in keeping the community in compliance with the Condominium Restrictions and all insurance policies associated with it. This document is reviewed and modified bi-yearly to keep the premises orderly and to present curb appeal that is pleasant to homeowners, their guests, real estate agents/brokers, and prospective home buyers. It is important to keep the property value in good standing, not only for creating a beautiful outdoor atmosphere for all homeowners but for homeowners that wish to get the best price for their homes. We are all neighbors and want to foster mutual respect.

MISSION STATEMENT

The Homeowners' Association ("HOA") is for all homeowners that are part of the "membership" of the Providence Square community. The Board of Directors ("BoD") are nominated to oversee the maintenance, contracts, and property management of the community. Our mission to all homeowners is to be as transparent as possible, within our legal guidelines. The BoD will be fair and will enforce these rules and regulations. We promise to have a bona fide maintenance schedule for all of the buildings and to adhere to quality of work when repaired, not just to get the job done and recorded in paperwork. We promise due diligence in management of monies and not defer to special interests of any board member or homeowner. Through prudent fiscal management the BoD promises to keep the dues at a reasonable monthly assessment fee for all homeowners.

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Purpose:

These Rules and Regulations are derived from the documents that were filed when the Providence Square Association was formed, the Covenants, By-Laws and Articles of Incorporation. This document is meant to be a summation of them, and is intended to increase homeowners', as well as renters', awareness, and understanding of how our community is governed. Please read these Rules and Regulations carefully. Lastly, please be aware that the Architectural Guidelines are for residents desiring to make external additions or improvements to their homes. **External improvements are not allowed unless and until approved by the BoD.**

These standards are enforced and violators will be fined. The intent is to maintain a pleasant, clean, homogeneous appearance that helps to preserve our property value, and to promote harmony within our Community.

Dues:

Monthly dues are **currently (2024) \$256**, payable on the 1st of each month. A late fee of \$25.00 is charged after the 30th. Dues are to be sent to:

Mailbox Pedestal Locations:

- 1) Located in front of building 8331 (NW corner) and services buildings 8341, 8331, 8321, 8311.
- 2) Located between buildings 8310 and 8300 and services 8301, 8300, 8310, and 8320.
- 3) Located between 8251 and 8241 and services buildings 8260, 8261, 8251, 8241, and 8231.
- 4) Located on the island in front of 8201 and services buildings 8200, 8201, 8211 and 8221.

Bulletin Board Locations:

- 1) Located on the island in front of building 8310
- 2) Located between 8251 and 8241 near the mailbox pedestals
- 3) Located on the island in front of 8201 near the mailbox pedestals

Parking:

Amended Parking Regulations Effective January 1, 2018

To maintain and preserve property values, personal safety, emergency vehicle access and the convenience of entry and exit to residents and their guests, no more than two (2) vehicles per unit are permitted to be kept on the property. You must use your garage and/or parking pad for such vehicles, as street parking is not permitted for any resident. Residents with more than two (2) vehicles must make arrangements for off-site parking.

The following guidelines will become effective January 1, 2018 :

- The two (2) vehicles per unit regulation will be strictly enforced. A maximum of two (2) parking decals will be distributed to the registered owner of each unit (homeowner) and duly recorded by the property association management company, (NAME). These decals are to be easily visible and affixed to the bottom right back glass of each registered vehicle. Any vehicle which belongs to a homeowner within Providence Square that does not display the HOA parking decal will be towed without notice after 48 hours.
- A vehicle registration letter will be distributed by (NAME) to each homeowner requiring the current license plate number and the make, model, and vehicle color of each vehicle which encompasses the two (2) vehicle requirement.
- Vehicles with expired motor vehicle license plates parked within the community will be towed without notice at vehicle owner's expense by the companies contracted and identified within the signage at the entrance and exit of the community.
- Guest parking is only allowed in the marked visitor spaces.
- Vehicles that are blocking access to a resident's parking pad / driveway are subject to immediate towing at vehicle owner's expense.
- Residents may not park boats, trailers, motor homes, commercial vehicles or vehicles with external commercial equipment within Providence Square. Temporary parking of such vehicles may be granted by the BoD.
- Motorcycles, mopeds, scooters and bicycles must be stored within the garage at all times.
- The BoD will permit emergency vehicle(s) assigned to residents to park along the street where parking is allowed.
- Any vehicle parked around a traffic circle will be towed without warning at the vehicle owner's expense.

Car Maintenance:

All vehicles on premises must have a current license tag/vehicle registration. If your vehicle is leaking oil or gas, please have it serviced immediately. These chemicals will erode the asphalt sealant. Do not pour any of these chemicals in the dumpsters or down a storm drain.

Major automotive repairs (anything requiring 2 hours or more of labor) are not allowed in Providence Square. Proper disposal and cleanup of oil and other fluids is the vehicle owner's responsibility.

Building Maintenance:

If your unit needs repair, please go to your portal to fill out a service request.

Emergency repairs, such as roof leaks, take precedence over routine maintenance and will be attended to immediately.

Windows and Doors:

The homeowner is responsible for maintaining, repairing and replacing the windows, screens and doors except for the exterior finished surface (painting) of the front entry door, which shall be maintained by the Association. This includes the door and windows in the garage. Garage door replacements must be reviewed and approved by the Architectural Review Committee ("ARC").

No awnings, shades, screens or other items shall be attached to the exterior of any window or door without the prior written consent of the BoD.

- **All shades, draperies or other window treatments** visible from the exterior of a unit must be white, off-white or neutral.
- **Windows and door replacements** must be reviewed and approved by the ARC. All street-facing windows and doors need to meet existing architectural design in order to preserve exterior uniformity. Doors must be painted cranberry red.
- **Storm Doors:** Storm doors no longer need to be approved by the ARC. These are the specifications that need to be followed for storm doors: **Storm doors must have white frame (32" front door or 36" back door), gold handle/finish, full or split framed glass/ screen (no pet doors or decorative finishes).**

Decks, Patios, and Grills:

The HOA is responsible for all repairs to decks and patios. **Exclusion:** Screen enclosures that have been added by homeowners to their porches are to be maintained in good condition by the homeowner.

Homeowners are responsible for keeping decks, patios, terraces, porches, and steps adjacent to their unit in a neat and clean condition and free of trash or unsightly objects.

When decks are repaired, the sealant is the responsibility of the HOA. No clothing, rugs, or other items may be hung on any railing or fence. No clotheslines are permitted on any portion of the property.

In accordance with State and Wake County Fire Ordinances, and our master insurance policy, **no grill of any kind is allowed on wood decks**. The HOA does monitor decks and violators will be fined \$250.00. You must place grills in the grassy areas, ten (10) feet from the building or deck structure.

Fines will be issued for the following: improper use of gas grills, i.e, cooking under decks, too close to the building, in garages, or on covered decks. Fines will also be issued for nuisances, dog feces, and garbage/recycle cans. The homeowners will be scheduled for a hearing before the BoD before fines are enforced.

Bicycles, toys, ornamentation, recycle cans, hose caddies, and furniture:

Outdoor furniture, bicycles, toys (mobile or stationery), ornamentations, recycle boxes, and other such items are not permitted to be stored at the front/side yards or common areas unless in use. Hose caddies may not be stored on the front steps or stoops and if possible, hidden from view of the street, i.e. behind shrubbery.

Skylights:

Due to the fact that the HOA is responsible for roofs and roof leaks, Skylights are not permitted.

Window Air Conditioning Units:

Requests for Window A/C units must be submitted to the BoD for consideration. Absolutely no A/C units are permitted in the front of the building, only the back windows.

Electric Vehicle Charging Stations: Pending. Must be approved by Architectural Committee.

Satellite Dishes:

In accordance with Federal and State laws, satellite dishes are allowed at Providence Square. However, they should be mounted to the best extent possible to not be visible from the front of the building. Dishes should, if possible, be pole-mounted or attached to railings in the rear of each unit. They should NOT be attached to the sides of buildings. If you need tree limbs trimmed back, please contact the manager.

Chimneys:

Exterior maintenance of chimneys is the responsibility of the HOA. Interior cleaning/maintenance is the responsibility of each homeowner. It is highly recommended that chimneys of wood-burning fireplaces that are heavily used be cleaned at least each year to protect your home, and that of your neighbors, from fire.

Termite Inspections and Pest Control:

The HOA arranges an annual Termite Inspection. Homeowners are responsible to decide for access to their exterior property such as the garage and crawl space so that the inspection can be done. This is the only way to maintain the contractual termite coverage on your dwelling. ***If your unit is not inspected and termites are found later, then the homeowner will be responsible for all repairs and treatments.*** The HOA has contracted with **Home Team Pest Defense (HTPD)**. The homeowner is responsible for notification of pest issues directly to **HTPD: 919-303-0513**. The homeowner is responsible for insect inspections and spraying for the interior of their unit.

Firewood:

Wood for fireplaces must be stacked in a neat and orderly manner in the rear of the residence away from the exterior of the homes. Stacked wood is a huge termite hazard, so proper storage precautions are a must. If

you only use small amounts of firewood purchased at the grocery store, you can acquire a plastic storage tub with a snap lid to keep this stored in the garage.

Garbage and Recycling Pick Up:

Trash pickup is on Tuesday of every week. All trash must be placed inside the container (not next to containers) to be collected. Blue recycling cans are collected bi-monthly. Trash/recycling cans may be placed at the curb Monday evening, and the cans must be returned to your garage no later than noon on Wednesday. Fines will be issued if the containers are not returned to the garage by noon on Wednesday.

It is strictly forbidden to leave trash and/or trash bags or containers outside in front of homes. This practice does not convey a proper image of our community to those driving through that are interested in purchasing homes here. Repeated violations will result in the homeowner being fined \$50 per violation. A hearing before the BoD is required before fines are applied. Junk left on the curb with a "free" sign is not allowed. It needs to be removed in a timely manner. *Please let the manager know if someone has been called to pick up the items.*

If you need a smaller trash can, a recycle bin or a printed schedule, please contact the City or **Raleigh Waste Management at 919-996-6890**. You may also view collection schedules and other information at the following site on the Internet: <http://www.raleighnc.org/sws/curbside.htm>.

Architectural Modifications:

Article 10, Section 10.1 of the Providence Square Declaration of Covenants dated June 13, 1988, states that, "no construction, painting or other changes of any nature whatsoever shall be commenced" until approved in writing by the BoD. See attached application form to be completed and submitted to the BoD for approval.

Any structural modifications to the exterior of residences, or changes to landscaping, must be approved by the BoD in writing prior to the start of any construction. Include with your request a sketch showing location, dimensions, and materials/plants to be used.

Growing illegal or dangerous plants in the Providence Square Community is prohibited. Any such planting found shall be removed after consulting with the appropriate homeowner.

WARNING! Construction of unauthorized structures or making unauthorized modifications or landscape alterations is strictly prohibited and may result in the demolition of the structures and/or reversal of the modifications and/or landscape modifications at the homeowner's expense.

Gardening:

Homeowners may plant flowers within the borders adjacent to their condominium at their own expense. The flowers must not exceed the height of existing shrubbery.

Homeowners must complete the architectural application form and submit it to the ARC prior to planting anything in front of buildings or otherwise making modifications to the areas outside the existing landscaped borders. Details of what is proposed to be planted must be included in the architectural application. The homeowner releases the HOA and any workers contracted by the HOA of any responsibility for any damage to the gardens during the course of normal or exceptional maintenance of the buildings or common area. The homeowner who planted the garden is responsible for maintaining the garden in a neat and aesthetically

pleasing condition at their own expense and for removing the garden and restoring the common area to its original condition should the BoD determine that the garden needs to be removed.

Trees are not permitted except on a case-by-case basis. Trees are to be maintained by the homeowner who planted them, which includes trimming, pruning, limb care, raking leaves and removing stumps from the ground if the tree dies. Any damage to Condominiums or HOA property that results from the vegetation planted by the homeowner will be repaired at the expense of the homeowner who planted the vegetation. This includes damage to roof by branches and damage to sidewalks, plumbing lines or foundations by roots etc.

Outside Decorations (Front of Residence):

In general, the BoD controls outside decorations in the front of residences. Therefore, formal requests should be made as stated above before making decorative changes except for the following:

Holiday Decorations and Lights:

During the holidays (Thanksgiving, Halloween and all December Holidays), Providence Square residents are permitted to place decorations on their front porch within reason. Holiday Decorations must be removed by January 31st.

Flags and Windsocks:

Flags and Windsocks are permitted but must be kept in good condition.

Flowerpots:

Residents are allowed to place flowerpots on their front step or sidewalk as long as they are properly maintained and do not hinder or harm landscape maintenance or cause damage to the decks or stairs. Please dispose of any dead or unsightly plants and/or broken pots. Flowerpots are allowed only to enhance the appearance of home fronts.

Sundries (outside objects):

Outside objects such as beach chairs, empty planting pots, soil/fertilizer bags need to be stored in an organized manner either in your garage or under your deck.

Old Junk: discarded items and old window screens need to be disposed of. Any item such as this can be placed in your trash can for removal. If it's in the trash can, the city will dispose of it.

Pets:

Dogs are to always be on a leash. Pet droppings are not fertilizer, and pet owners must collect them immediately. Pet owners must collect feces and dispose of them in their trash can. Under someone's bush or steps is not acceptable. Pet enclosures are not permitted in the common area, but homeowners may construct enclosures on their decks with the prior written permission of the BoD. A "nuisance animal" is described by the City of Raleigh's Animal Control as one that is: found repeatedly running at large, damaging property, fouling the air with odors, habitually making loud noises or barking, and/or is vicious, offensive or dangerous to public health by virtue of number or type.

Residents can contact **Animal Control at (919) 831-6311** for additional information. Animal Control Officers will fine repeat offenders. Please refer to Article 10, Section 10.5 of the Covenants states that "the Board of Directors may conclusively determine, at its sole and absolute discretion, whether, for the purposes of this

Section 10.5, a particular pet is permitted or such pet is a nuisance and shall have the right to require the Owner of the particular pet to remove such pet from the Condominium, if such pet is found to be a nuisance or to be in violation of these restrictions." No more than two (2) household pets, including those that would have to be walked at any time on the common areas, should be kept in any unit.

Signage:

Yard Sale Signs:

Up to two (2) sales signs may be posted at the entrances to Providence Square. The signs may not be posted prior to 6:00 PM the day prior to the sale and must be removed by the end of the day of the sale.

Real Estate Signs on Premises:

Only one (1) "For Sale" or "For Rent" sign not to exceed six (6) square feet may be placed on your property. This includes weekends when an open house is being held. An "Open House" sign may be posted instead of a "For Sale" sign, but only one sign of any type is allowed at any given time. The sign should be in the yard between the unit and the sidewalk, preferably close to the unit. ***Realtor "for sale" signs must be removed no later than three weeks after the condominium has been sold.*** No signs (including directional signs) may be placed along the streets or at the entrances to the property. No signs may be attached directly to the outside wall of the building.

Open House Signs:

Up to, but no more than two (2), common-area open house signs may be posted on weekends when a home is for sale or rent. Signs may not be placed before 8:00 AM on Saturday and must be removed by 8:00 PM the day of the open house.

Occupancy Rules:

All Units are restricted exclusively to residential use, and the occupancy thereof shall be subject to such restrictions as the BoD may establish pursuant to the Rules and Regulations of the HOA. **SUGGESTED OCCUPANCY OF TWO (2) PEOPLE PER BEDROOM.**

From Restrictive Covenants 10.14 Sale or Leasing: The following provisions shall apply to sales or leases of Condominium units.

10.14.1 No owner may Lease his Condominium Unit for transient or hotel purposes. All leases shall be in writing on a standard lease form prescribed by the Board (enclosed). Any Lease shall be subject in all respects to the provisions of the Condominium Instruments and the Rules and Regulations of the Association; any failure by the lessee to comply with the terms of such Condominium Instruments shall be a default under the Lease, and any Lease shall so provide. In the event of non-compliance by any tenant of a Condominium Unit with the terms of the Condominium Instruments, the Board of Directors shall have the right to require the Owner or lessee of such Condominium Unit to terminate such Lease because of such default and to levy a charge or fine against the Owner of such Condominium Unit for such non-compliance.

Community Meetings:

The HOA will hold an Annual Meeting in December for all residents. Only homeowners are allowed to vote. (Removed sentence inviting interested parties) Additionally, quarterly meetings will be held by the BoD, it is requested that all concerns be written on paper and delivered to a board member prior to the meeting.

Homeowners will be invited to attend announced open meetings. Tenants (renters) can request to attend meetings, but with only a special invitation this will be granted. The HOA BoD will listen to recommendations from renters but are not required in any way to act on them.

Noise Ordinance:

The City of Raleigh and Wake County have specific ordinances governing excessive noise in Communities such as Providence Square. **Noise levels are to be maintained at respectful levels during the hours between 11 PM and 7 AM.** Please be considerate of your neighbors. It is polite and customary to inform direct neighbors at least a week in advance before having a party or gathering that may produce excessive noise. The Raleigh City Police should be contacted for violations of noise ordinances. Furthermore, the HOA reserves the right to levy fines as well.

Emergency Contact:

Residents are strongly encouraged to get an adjacent neighbor to watch their home when away. Neighbors watching homes should be able to quickly contact the resident and/or owner and should be able to get into the home. In case of a dire emergency, such as a fire, any resident is authorized to obtain access to a home by any means necessary to ensure public safety.

Water Leaks:

In case of a water leak, the water meters in front of each group of residences should be checked. A spinning, red indicator will show where the leak is. Once determined, the water to the home can be turned off by turning the stopcockvalve located directly in front of the meter (away from the home) 90 degrees using a pair of pliers or vice grips.

Gas Leaks:

In case of a gas leak, DO NOT ENTER THE RESIDENCE. Evacuate all homes in the block and call 911 immediately.

Quiet Enjoyment:

Article 10, Section 10.9 of the Providence Square Declaration of Covenants states that, "no nuisance shall be permitted to exist or operate upon any portion of the Property so as to be offensive or detrimental to persons using or occupying other portions of the Property."

Enforcement:

Article 11, Section 11.5 of the Providence Square Declaration of Covenants states that, "Each owner shall comply strictly with the provisions of the Condominium Instruments and rules and regulations of the Association. In the event of a breach the Association or any aggrieved Owner shall have the right to proceed at law or in equity to compel compliance therewith or to prevent a threatened violation or breach thereof."

All costs incurred in such enforcement shall be paid by the violating homeowner. Means for enforcement of rules and regulations shall include "reasonable fines" (not to exceed \$100 for violation of each rule), towing of vehicles, and other actions deemed appropriate and necessary. Based on the Article referenced above, residents are encouraged to attempt to resolve disputes with other Community neighbors themselves in a

mature nonthreatening manner. However, a resident may refer the matter to the BoD using the Conflict Resolution procedure outlined below.

Conflict Resolution:

Violations of any of the Rules can be dealt with by emailing complaints to jdail@camsmgt.com.

Please note that anonymous complaints will not be acknowledged.

The person sending out these photocopied pages from the Rules and Regulations 2010 guide, with highlighted sections, (usually pertaining to number of cars a household has and where they should be parking them) needs to know that these issues will not be addressed unless the person goes through the correct channels. Homeowners and tenants should ignore these letters as they are not generated by the BoD, management, police or fire officials. We will identify all correspondence from the HOA BoD by a return of address on the envelope. No towing is allowed of any vehicles unless by management or the BoD.

Community Manager Contact Information:

Jason Dail
CAMS / 7780 Brier Creek Pkwy / Suite 310 / Raleigh, NC 27617
(919) 587-1845
[Email: jdail@camsmgt.com](mailto:jdail@camsmgt.com)

Modification History:

Date	Author	Changes
Jan 2006	BoD	Original document created using the Covenants, By-Laws, and other previous Rules and Regulations, as well as State, local, and Federal laws.
Apr 2007	Manager	Proposed changes to parking, pets, occupancy and modify the satellite dish rule.
Jul 2010	Manager and BoD	Changes include Updating of Table of Contents, purpose, contact information, dues, parking, building maintenance including decks, satellite dishes, window A/C, termites and pests, garbage, gardening, outside decorations, pets, occupancy, community meetings, conflict resolution.
Jul 2012	President	Changes include Updating management information, dues, payment details and address, website information.

Date	Author	Changes
Aug 2012	BoD	Changes include Updating management emergency information, parking violations, towing, sundries, satellite dishes, architectural guidelines on storm doors, windows and door (owner's responsibilities), homeowner meetings, junk disposal, mailbox and bulletin board locations, car storage on roads.
March 2017	BoD	Changes made to the parking rules.