# ADDISON RESERVE HOMEOWNERS ASSOCIATION
# RULES AND REGULATIONS
# Approved on 08/30/2018

**GENERAL:** The following rules and regulations are designed to make living at Addison Reserve pleasant and comfortable for each member, and their affiliates of the association. The restrictions which the Home Owners Association Board of Directors imposes upon the members, are for the mutual benefit of all residents, guest of those residents, as well as to maintain property value throughout the community. The cooperation and consideration of each member and their affiliates is vital. Though, the HOA Board does not want to administer financial loses, fines of up to $100 per day, may be imposed for violations of the Rules and Regulations and/or the Declaration of Covenants, Conditions and Restrictions.

1. **ALTERATIONS:** Prior to any exterior alterations or additions to the buildings or grounds, an Architectural Change Requests (ARC) request must be submitted in writing to the Home Owners Association Board of Directors for approval. An ARC request form can be found on the Addison Reserve Homeowners Association website. Any and all alterations must be in compliance with Addison Reserve's Rules and Regulations, as well as with the City of Raleigh ordinance. The Home Owners Association Board of Directors, at its sole discretion, may or may not approve any changes, with just cause. A written reply to any ARC request will be made within thirty (30) days after the next scheduled board meeting. **Any homeowner who makes exterior alterations without approval will be subject to a hearing, fines of up to $100 per day can be assessed.**

2. **REAR PATIO FENCING:** The only fencing that is approved for the rear patio is a six foot tall white vinyl fence that matches the existing white shadow box vinyl partition fence between the units. Due to materials not being available at local home improvement stores, a solid six foot white panel can be used, but the original shadow box panel must be replaced to match the new solid white panel. The fence must be placed on the side and rear property lines and is not allowed to encroach on the Homeowner Association Common Property. The support structure for all fences must be on the inside of the patio area or in a series with the lined fence. The fence must be on the homeowners property lines and not encroach on a neighbor's property. Neighbors must use the side fence as their side fence, rather than constructing two fences for one side. **In order to determine where your property lines are, the homeowner must have a survey completed with the proposed fence drawn on the survey.** An ARC request with the survey and a plotted location (map of survey) must be submitted to the Home Owners Association Board of Directors. **It will be the homeowners responsibility to maintain all mowing, weeding, edging and any other maintenance within the fenced in area.**

3. **DOORS:** Storm doors must be the full view type (no split screen and glass styles). They can have an interchangeable screen and must be trimmed in white or the same color of the

4. front door. The maintenance and repair of storm doors is the responsibility of the homeowner. Each homeowner is responsible for the upkeep, painting and replacement of all outside doors; this includes back doors, sliders, and storage room doors. Homeowners are to keep your outside doors in good working condition and appearance. Replacement front doors shall be the same style. A peephole may be added to your front door without prior approval.

5. **PARKING:** Each townhouse is entitled to two (2) parking spaces, which shall be near or convenient to said lot (property) as reasonably possible. Any extra vehicles may not be parked in front of the buildings. All visitors are asked **NOT** to park in front of buildings, as it takes the space of your neighbor.

   If a numbered parking space is provided, then the homeowner shall only park in their numbered spot(s). All other vehicles, including visitors, shall park in a labeled "visitor" parking space. Visitors should not be parking in front of a townhouse, unless they are parking in the spot marked of the person they are visiting.

   Parking is not allowed on the grass, in medians, or along throughways for safety reasons, as well as not to cause damage to property.

   All vehicles parked on the Addison Reserve Property must be in operating condition both legally and mechanically, i.e. current license plates and inspection sticker, no flat tires, not be wrecked or abandoned, etc. Addison Reserve will follow the City of Raleigh Public Nuisance Code, as well as fines up to $100 a day from Addison Reserve.

   Recreation vehicles, commercial vehicles, vehicles with more than two axels, or any vehicle of more than eighteen (18) feet long are not allowed. This includes campers, boats and utility trailers. Commercial vehicles that are provided to a homeowner or renter by their place of work is allowed. These vehicles must be the same size as a normal sedan or sport utility vehicle.

   Illegal vehicles or vehicles in violation of these rules and regulations are subject to fines or towing at the owner or property owners expense. Vehicles that are tagged or ticketed will be sent written notification. After the tenth (10) day of written notice, the vehicle will be towed at the owners expense.

6. **AUTOMOBILE REPAIRS:** Minor vehicle repairs, such as tire changing, battery replacement, etc. are allowed; however, major repairs such as engine overhaul, transmission repairs or swaps and oil changes are not allowed. Vehicles are not allowed to be left on jacks, blocks or any other supporting device.

7. **SPEED LIMITS:** The speed limit on any street within Addison Reserve shall be the responsibility of the City of Raleigh. All speed violations should be reported to the HOA management company **AND** the City of Raleigh.

8. **DAMAGE:** Any damage to the exterior of any building, fence, parking lot, or any common property shall be charged to the responsible party. Breakage and maintenance of exterior glass, doors, door casing, door locks, windows, window casings, screens, patios, decks, fences on owner's lot, outside hose faucets, etc. is the responsibility of the homeowner.

9. **INSURANCE:** The Addison Reserve Homeowners Association does not provide insurance for the residential units. The Declaration of Covenants, Article IX, Section 1 (f) states: By virtue of taking title to a Lot subject to the terms of the this Declaration, each owner covenants and agrees with all other owner's and with the Association that each owner shall carry blanket all-risk casualty insurance on the Lot(s) and structures constructed thereon.

   Each owner further covenants and agrees that in the event of a partial loss or damage resulting in less than total destruction of structures comprising his lot, the owner shall proceed promptly to repair or to reconstruct the damaged structure promptly to repair or to reconstruct the damaged structure in a manner consistent with the original construction or such other plans and specifications as are approved in accordance with this Declaration. The owner must clear the lot of all debris and restore it to a natural state within 45 days of the casualty or 45 days after local, state or federal law enforcement releases the property from any investigation.

   Any damage to the property that is caused by a catastrophic event and/or vandalism is the responsibility of the property owner.

   The property owner shall pay any costs to repair or reconstruction which is not covered by insurance proceeds. It is recommended that each owner, at his/her expense, secure and maintain in full force and effect one or more insurance policies insuring his/her lot and the improvements thereon for the full replacement value thereof against loss or damage from all hazards and risks normally covered by a standard extended coverage insurance policy, including fire, lighting, vandalism and malicious mischief. It is also suggested that the owner, at their expense, secure and maintain in full force and effect, comprehensive general liability insurance for damage or injury to person or property of others occurring on his/her lot.

10. **NOISE:** Being considerate of one's neighbors is important in Addison Reserve. Loud voices or noise from televisions, stereo equipment, musical instruments, pets, and any other disturbances should be avoided at all times. The discharge of firearms, fireworks, or any other noise making device (to include excessive noise from mufflers on motor vehicles) is also not permitted at any time within the boundaries of Addison Reserve. Addison Reserve homeowners and renters are asked to follow the City of Raleigh noise ordinance times,

which are set between the hours of sunset and 9:00am. The City of Raleigh noise ordinance code can be found under Chapter 5, Sec. 12-5001 thru 5010.

**All noise issues shall be reported to the City of Raleigh Police Department, as well as the Addison Reserve management company.**

11. **PUBLIC NUISANCE:** Addison Reserve and the City of Raleigh define a public nuisance as any condition occurring in an open place that is found to constitute a detriment, danger and hazard to the health, safety, morals and general welfare of the citizens or visitors to the city. The City of Raleigh describes common public nuisances as, tall weeds or grass that is over 8 inches in height, combustibles such as mattresses, boxes, paper, tires, trash, etc, building materials not suitable for construction, storage of refrigerators, appliances or household furniture, and the concentration of junk or litter

    Any homeowner or renter who has a condition that poses a safety issue will be asked in writing to correct said nuisance or safety issue. Addison Reserve will follow the City of Raleigh Public Nuisance Code, as well as fines up to $100 a day from Addison Reserve.

12. **RENTERS:** Renters should be properly informed by the property owner of the unit and must comply with all Rules and Regulations, as well as all other governed Documents of Addison Reserve. Violations and/or property damage by a renter will be charged to the respective homeowner.

13. **SIGNS:** One "For Sale" sign is allowed per unit; however, this sign must be from a registered real estate company. Political signs may only be installed 30 days prior to an election and must be removed 14 days after. Only one political sign is allowed. No other advertising signs or devices are allowed, with the exception of the small, standard home "Automatic Security System" device.

14. **TOYS:** Bicycles, skateboards, and so forth should not be left in the common areas or in the way of grounds maintenance. Basketball goals, field nets, and any other play equipment when not in use are not allowed to be kept in the front of the property. **All play equipment must be stored in the back of the property out of sight.**

15. **PETS:** Domestic pets are allowed, provided that they do not disturb another homeowner, renter or guest. Any inconvenience, damage, excrement (pet waste) or unpleasantness caused by any pet shall be the sole responsibility of its owner. Non-domestic animals such as livestock, poultry or any other non-domestic animal of any kind shall NOT be kept or maintained on any Lot or in any dwelling.

    The City of Raleigh has enacted the "Pooper Scooper Law," which requires all city residents to clean up after their pets. **ALL PET OWNERS ARE RESPONSIBLE FOR**

**CLEANING UP THEIR PET'S WASTE.** Please use pet waste stations in the community to properly clean up after your pet.

All dogs and cats **MUST** be kept under the direct control of their owner at all times and shall not be allowed to run free or otherwise interfere with the control and convenience of any homeowner or guest. **All pets must be leashed.** Pets are allowed to be securely tethered outside, but for no more than three (3) hours total in any twenty-four (24) hour period. These requirements are in accordance with the City of Raleigh leash ordinance.
Addison Reserve will follow the City of Raleigh Ordinance Code in regard to pets, as well as possible fines up to $100 per occurrence from Addison Reserve.

16. **MAILBOXES:** Federal Law prohibits any unauthorized entry of mailboxes. Any person in violation will be reported to the local police and/or federal postal authorities. Repair or replacement of locks on any community mailbox is the homeowners responsibility. All other aspects of the mailbox are to be repaired or replaced by the Homeowners Association.

17. **COMMON AREAS:** Every homeowner should protect their interest in the common areas. Please do not abuse these areas or allow visitors/guests to abuse these areas, by way of littering or in any way restricting the enjoyment of these areas. Common areas may not be used for basketball goals, toys, trampolines or any other types of play equipment. A fine may be imposed for violators.

18. **PLANTING and LANDSCAPING:** The areas within a homeowners rear patio may be planted at the owners discretion, so long as it is not unsightly or damaging to the property. Planting outside of the rear patio area (front and side) is not permitted without prior approval from the Board of Directors and an ARC request.

    Planting must be no more than 2-3 feet from the outside wall of the property. Only low growing and/or ground covering plants will be permitted. The planting of additional trees is permitted with tree type approval from the Board of Directors. An ARC request will not require a survey for planting within the scope of 2-3 feet from a property owners curtilage.

    Prior to any digging in the ground, a "call before you dig" request must be made. This request can be made online at **call811.com** or by calling 1-800-632-4949. Repairs to any disturbance to cable, internet, utility line, other underground wires or pipes, will be at the requesting property owner(s) expense if disturbed.

19. **TREE and SHRUB TRIMMING:** Addison Reserve will be responsible for the trimming, replacement, or removal of trees, bushes and shrubs, as deemed warranted. Addison Reserve will also be responsible for grass cutting and edging, but not responsible for the areas that are fenced in by the homeowner - i.e. fenced in backyards.

20. **PATIO AREAS:** Patio areas must be kept neat, clean and clear of debris and trash at all times. A small storage container which would house patio chair cushions or other like items is allowed. Indoor furniture is not allowed on the patios. If patios are not maintained, the Homeowners Association Board of Directors may authorize the patios to be cleaned at the owner's expense.

21. **GARDEN HOSES:** Garden hoses are not allowed to be kept in front of the homes. All properties with a garden hose connection shall keep them clear from all landscaping efforts (grass cutting, edging, etc.).

22. **CLOTHES DRYING:** Outside clothes lines of any type are not allowed. Laundry or other items may not the hung over fences.

23. **EXTERIOR ANTENNAS:** Satellite dishes are allowed; however, they must be placed on homeowners' property at Addison Reserve and **are not permitted to be installed in common areas.** Any damage caused by installation of dishes will be the responsibility of the owner.

24. **WINDOW AIR CONDITIONERS & WINDOW COVERINGS:** Window air conditioners of any type are not allowed. Window coverings (drapes/blinds, etc.) must be white backed for appearance and continuity. Homeowners with interior drapes or sheers that are not white backed must install white blinds. Only proper window treatments and blinds are allowed in the windows. Any broken, torn, or discolored blinds or screens must be repaired or replaced by the homeowner.

25. **EXTERIOR YARD ORNAMENTS AND FLAGS:** Yard ornaments (small statues no more than twenty-two (22) inches high, small reflective balls, small ornaments staked in the ground, and yard lights are allowed. However, all yard ornaments and lighting must be placed in the mulch areas of the property so as not to disturb landscaping efforts. All yard lights must be in working order at all times or the homeowner(s) will be asked to remove them. No more than two (2) yard ornaments items are allowed (not including yard lights).

    Exterior flag poles are allowed for standard sized 3x5 flags and must be attached to the front column (not the unit itself). Small yard flags on staked ground posts shall not be any larger than 12x15 inches. No other sizes are permitted. Only one flag is permitted.

26. **TRASH COLLECTION:** Trash collection and recycling is provided by the City of Raleigh. The city will provide each townhome with a rolling garbage and recycle can. Each receptacle shall be stored in the patio area, in the rear of the home. Trash and Recycling receptacles are **NOT** allowed to be stored on the front or on the side of the homes.

    On garbage day or the night before; all garbage for each unit shall be placed in that units receptacle and rolled to the curb. Garbage and Recycling receptacles are allowed to be

placed at the curbside no earlier than noon the day before your collection day, and no later than 7:00 am on collection day. Garbage and Recycling receptacles, as well as all "improperly prepared waste" (i.e. bulk pick up items, chairs, furniture, bagged trash, etc.) MUST be removed from the curb by 7:00 pm the day after collection.

The City of Raleigh offers **FREE BULK PICK UP** for items such as furniture, chairs, large items that do not fit in your garbage receptacle. To schedule a bulk pick up, please call 919-996-3245.

Addison Reserve will follow the City of Raleigh, Curbside Collection Rules and Regulations Ordinance, which imposes fines that start at $100 for the first offense. Homeowners who violate the Curbside Collection Rules and Regulations Ordinance may also be subject to fines up to $100 per day from Addison Reserve.

If repair or replacement of a trash or recycling receptacle is needed, contact the City of Raleigh with the phone number provided below.

Addison Reserve
Phone: (919) 741-5285
Email: CSR@CommunityAssociationManagement.com

City of Raleigh - Water and General Information
919-996-3000

Call Before You Dig - 811
1-800-632-4949
www.call811.com

Duke Energy - Electricity
Power outage: 1-800-419-6356
Customer SErvice: 1-800-452-2777

City of Raleigh Trash / Recycling Removal (Wednesday morning pick-up)
Customer Service: 919-996-3245
Free Bulk Trash Pick Up: 919-996-3245

City of Raleigh Recycling and Waste Disposal (Local Dump)
9024 Deponie Drive
Raleigh, NC 27614
Just 3 miles away
919-845-4540

PSNC Energy - Gas
Emergency: 911
Customer Service: 1-877-776-2427

Raleigh Police Department
Emergency: 911
Non-Emergency: 919-831-6311
General Questions: 919-996-3335

Raleigh Animal Control
919-831-6311

Raleigh Fire Department
Emergency: 911
Non-Emergency: 919-996-6115