

Woods of Parkside Homeowners Association

APPROVED POLICIES AND PROCEDURES MANUAL

RULES AND REGULATIONS

1. With the exception of one commercially printed "For Sale" sign in front of a townhome unit, no sign, advertisement, notice, or other lettering shall be exhibited by any homeowner either inside or outside the townhome. No signs may be placed upon the common areas without advance written permission of the Board of Directors except that yard sale signs are permitted for up to 48 hours on common properties, and must be removed by the resident who placed the sign. Signs are subject to compliance with the town of Knightdale sign ordinance.
2. Awnings or other projections shall not be attached to the outside or other parts of the building, nor shall the homeowner install or use any radio aerial or television antenna.
3. Only curtains with a white backing are allowed to be installed and viewed from the outside.
4. Laundry or other articles shall not be hung for any purpose from the outside of the townhome. Outside shall include all patios, porches, railings and sidewalks. Clothes lines shall not be erected.
5. All patios, porches and sidewalks are to be kept clean and free of trash. There is to be no household furniture, ceramic figures, bird baths, garbage, etc. on the patios, porches, sidewalks or common areas. Recycle Bins are to be stored on the BACK PATIO, and are to be placed there at the end of the collection day.
6. Planters, benches, small tables, etc. are not to be placed in common areas.
7. Hoses, hose reels and other non-decorative items are not to be stored on front porches.
8. Automotive repairs are not allowed to be performed inside the area known as Woods of Parkside.
9. Garbage and other waste shall be removed in a clean and safe manner and all such matter shall be placed in receptacles provided. Items such as discarded hot water heaters, appliances and furniture shall not be stored in the trash receptacle areas or on porches or patios. The homeowner is responsible for the removal of such item from the Woods of Parkside area.
10. No burning, no planting of illegal substances, no dumping of trash or debris, no spraying of chemicals, and no parking of cars, boats, trailers or other vehicles are allowed on common areas. The cost of removal or repair will be assessed to the homeowner for the previously mentioned items.
11. Homeowners and their guests are to conduct themselves in such a manner that other homeowners' peaceful and quiet enjoyment of the premises is not disturbed and to assure that actions are not offensive, noisy, dangerous, or disruptive to the rights, privileges and welfare of other homeowners and persons.
12. Fences, enclosures, doghouses, utility sheds, storage buildings, or other structures of any kind shall not be erected or placed upon the common grounds.
13. No animals, livestock or poultry of any kind shall be kept or maintained on any lot or in any living unit for commercial purposes. Dogs, cats, and other household pets may be kept provided they are not maintained for commercial purposes.

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14. All dogs, cats and other household pets when outside, shall be on a leash and in the presence of the owner. Pets shall not be left outside unattended or allowed to run loose.
15. Chains, chain (dog) runners, or stakes are not permitted for pet control.
16. Plantings of large hedges or rows of bushes which could eventually grow large enough or thick enough to become a privacy fence are not permitted. For example, a line of red-tipped photineas planted at the end or back of a unit could grow 6-8 feet tall and thick enough to hide a unit.
17. The lights installed by the front and back doors may be replaced, at the owner's expense with prior written approval.
18. In order to maintain continuity of Woods of Parkside architecture, a full view storm door with a beige finish may be installed on the front of a townhome unit. A self-storing storm / screen door with a beige finish may be installed on the back of a townhome unit. These doors are to have an appearance like the majority of the storm doors already existing in Woods of Parkside. Two manufacturers are approved by the Board of Directors – Bennings and West.
 - Bennings doors may be ordered and purchased through Guy C. Lee Company, Apex, NC, 919-362-1444, salesman is Alan Tyner. Front: Bennings Deluxe Full-View Storm Door – beige finish. Back: Bennings Deluxe Self-Storing Storm Door – beige finish.
 - West doors may be purchased through D&S Glass, 919-881-9385, salesman is Steve Johnson. Front: #58 Almond finish. Back: #50 Almond finish.

Homeowners must maintain any additions, such as storm doors, in good repair so as not to become unsightly and a nuisance. Any costs incurred in maintaining additions or in repairing damage to the original structure resulting from construction or installation will be the exclusive responsibility of the homeowner. All exterior changes must have prior written approval from the Board of Directors.

19. Yard sales are permitted with prior written approval from the Board of Directors.

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ARCHITECTURAL REVIEW POLICY

Architectural Control was established by the Declaration of Covenants, Conditions and Restrictions for the Woods of Parkside community to protect the value and desirability of each lot and home in the community.

The homeowners association, through its Board of Directors, designated Grounds and Architectural Control Committees or Managing Agent, shall have the power to assure that the landscaping and Architectural Control is maintained according to the Declaration of Covenants, Conditions and Restrictions of Woods of Parkside.

The unit owner must fill out a Request for Architectural Approval form (enclosed in packet) for any proposed modification to the exterior of their unit, regardless of whether the house is occupied by the owner or tenant. The owner must have approval for the modifications before any work begins. The owner takes full responsibility for any modifications made on their property.

General examples of modifications which require Architectural Committee approval include, but are not limited to, the items listed: Any exterior modification, installation of pull-down attic stairway, installation of flooring in the attic, skylights, chimney / fireplace or basketball hoops. The absence of any item from this list in no way implies that it is exempt from the Architectural Committee approval or that it will be approved. When a homeowner wants to make a modification similar to a modification previously made by another homeowner, he / she must still obtain approval from the Architectural Committee.

When the Committee reviews a request, the following will take place.

1. The Committee will examine the written request, and if appropriate, investigate reputation / reliability of contractor.
2. The Committee may contact the neighbors and / or property owners who would reasonably view the proposed modification from their property, to obtain their viewpoint on the matter. In addition, other Woods of Parkside Homeowners Association members have the right to comment and present their views about the proposed modification.
3. The Committee will discuss the request and determine any action to be taken, such as:
 - Approved as submitted
 - Approved subject to conditions
 - Disapproved because of an incomplete request
 - Disapproved
 - Disapproved pending a site visit
4. The Committee has 30 days after receipt of a complete written request to make a decision on the request. The homeowner will be informed of the Committee's decision in writing. If the Committee requests further information regarding the proposed modifications, it has 30 days to consider the request after the additional information is submitted. The additional information must be submitted at least 10 days before a Committee meeting.
5. Should the Architectural Committee deny the homeowner's request, he / she may appeal the decision in writing or in person to the Board of Directors.

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PARKING POLICY

Resolution regulating parking on common property at the Woods of Parkside Homeowners Association:

WHEREAS, Article II, Section 1.d of the DECLARATION OF COVENANTS, CONDITIONS and RESTRICTIONS for the WOODS OF PARKSIDE grants the BOARD OF DIRECTORS the power to formulate, publish and enforce reasonable rules and regulations concerning the use of the limited common area; AND

WHEREAS, Article VII, Section 8 of the DECLARATION OF COVENANTS, CONDITIONS and RESTRICTIONS gives the owners of each lot the right to parking spaces for vehicles which are in running condition and bearing valid license plate and inspections sticker; AND

WHEREAS, Article VII, Section 8 of the DECLARATION OF COVENANTS, CONDITIONS and RESTRICTIONS states that no boats, trailers, campers or recreational vehicles shall be parked within the Woods of Parkside without prior written approval of the Association;

NOW THEREFORE, BE IT RESOLVED THAT the following parking regulations be adopted by the Board as of July 25, 1996.

Each townhome shall be assigned the exclusive use of two parking spaces which shall be marked with an identifying number. All residents shall park **ONLY** in the assigned spaces. **Residents may not use the spaces marked for visitors.**

- All vehicles must be legally registered, currently inspected and operable.
- Visitors must park **ONLY** in marked visitor spaces, unless using a space assigned to the unit he or she is visiting.
- Visitor parking is limited to ninety-six (96) hours per visit, unless notification is given to the Management Company and approval is granted for an extension of time beyond the 96 hours.
- Visitors parking overnight must display the number of the townhome unit of their host and the expected departure date on the front dash of their vehicle where it is visible from outside the vehicle.
- Parking is allowed only in designated spaces and is **NOT** allowed around the medians or on any lawn, grassy or natural areas.
- Parking in a manner which will obstruct entrance or exit from marked spaces is not permitted.
- Any vehicle parking in violation of this policy will be subject to towing at the owner's expense.

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PARKING SPACE ASSIGNMENTS

Townhome Unit #	Parking Space #'s	Townhome Unit #	Parking Space #'s	Townhome Unit #	Parking Space #'s
101	11, 12	601	67, 68	1001	33, 34
102	9, 10	602	56, 66	1002	28, 32
103	7, 8	603	55, 65	1003	27, 31
104	5, 6	604	54, 64	1004	29, 30
201	91, 92	605	62, 63	1101	19, 20
202	89, 90	701	53, 61	1102	21, 22
203	87, 88	702	59, 60	1103	23, 24
301	97, 98	703	57, 58	1104	25, 26
302	95, 96	801	51, 52	1201	17, 18
303	93, 94	802	49, 50	1202	15, 16
401	85, 86	803	47, 48	1203	13, 14
402	81, 82	804	42, 46		
403	79, 80	805	44, 45		
404	77, 78	901	43, 40		
405	75, 76	902	39, 41		
501	74, 83	903	36, 38		
502	73, 84	904	35, 37		
503	72, 71				
504	69, 70				

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COLLECTION POLICY & PROCEDURES

ADOPTED JUNE 5, 2008

Assessments are due on the 1st of each month. Assessments will be considered delinquent at the end of the month and a \$10.00 late fee per month will be applied until the assessment is paid in full.

The following process will be followed for general assessments that are late:

- The first delinquency notice will be sent at the end of the month in which the account becomes delinquent.
- If full payment is still not received, a final delinquency notice (15 day demand letter) will be sent 30 days after the first delinquency notice.
- Fifteen days after the final delinquency notice is sent, any outstanding accounts will be turned over to the Association's attorney and the attorney should send a demand letter to the delinquent homeowner no later than 10 days after the attorney referral. The letter should conform to both the Federal and North Carolina Fair Debt Collections Act. The letter should provide the total balance owed, including applicable interest, attorney fees and late fees and provide a date by which the account should be paid to avoid the imposition of additional attorney fees and the filing of a lien.
- No later than 14 days from the mailing of the demand letter, the Association's attorney should file a lien on the property securing all amounts owed, including any additional assessments, attorney fees, interest, or other fees that subsequently accrue.
- Prior to filing foreclosure, and in accordance with controlling North Carolina law, the Association's attorney will mail an "intent to foreclose" letter. The letter will provide a pay-off balance, including all applicable principal, interest, late fees and attorney fees, as well as a daily interest per diem on the unpaid balance. The letter shall state that the delinquent homeowner has ten (10) days to pay the balance in full, or to otherwise negotiate acceptable payment arrangements, or the attorney will file a foreclosure action.
- The homeowner is responsible for all attorney fees and other costs associated with collection efforts.