

LEESVILLE TOWNS HOMEOWNERS ASSOCIATION RULES AND REGULATIONS

Endorsed and enacted by the Leesville Towns community by majority vote on 4 November 2020.

EXTERIOR APPEARANCE: To keep our community as uniform and maintained as possible, please keep your **front entrance/porch** tidy and minimal. **Holiday decorations** and lighting are acceptable and are to be displayed no earlier than 1 month prior and are to be removed no later than 2 weeks after each holiday. No other **non-decorative or decorative items** are allowed except one non-holiday wreath on the front door and one door mat. Front porches can have up to 4 planted **flower pots** on the steps (no hanging pots) which must be maintained by the homeowner. **Planting in the common areas** is not permitted and will be removed. **Furniture and grills** are to be placed on back decks and are not permitted in front of the townhomes. No **flags** are allowed to be displayed and no free standing or affixed flag mounting hardware is allowed on the exterior of any unit, building, or porch. The placement of **satellite dishes** requires Board approval (through an Architectural Change Request Form). **External antennas** are not permitted. Requirements for outside **clothes drying** are delineated in the covenants document. **Window air conditioners** of any type are not allowed on the front of the building. **Doorbell cameras** are allowed after approval by the Board (through an Architectural Change Request Form). **Window coverings** must be drapes and/or blinds and white/neutral in color and other materials (e.g. bed sheets) are not allowed to be used as window coverings. Neutral window films can be used on sidelights. Boxes and other **delivered items** are to be removed the day of delivery. **Items on decks** should be out of the view of neighbors as much as possible. Only professional standard size (no more than 6 square feet) "For Sale" or "For Rent" **signs** are allowed on the property. No other indoor or outdoor signs are allowed to be displayed. **THIS DOCUMENT REGULATES OR PROHIBITS THE DISPLAY OF THE FLAG OF THE UNITED STATES OF AMERICA OR THE STATE OF NORTH CAROLINA. THIS DOCUMENT REGULATES OR PROHIBITS THE DISPLAY OF POLITICAL SIGNS.**

EXTERIOR ALTERATIONS AND ADDITIONS: Per the Covenants, no exterior alterations or additions to any buildings, grounds, landscaping, or deck may be made without written approval of the Board. A request for approval must be submitted in writing to the Board of Directors via Pindell-Wilson Management Company. The Board, at its sole discretion, may approve or deny any application for changes. A written reply to any request will be made within thirty (30) days after the request. Any homeowner who makes exterior alterations or additions without approval may be subject to the cost for correction, fines and/or legal-action, after notification of non-compliance and a reasonable period for correction has passed.

PARKING: Each townhome is assigned one reserved parking space that is as close as feasible to the front door of the respective townhome. Once the assigned space is occupied, one additional car and any visitors can park in any non-reserved spaces on a first come first serve basis. The HOA reserves the right to tow unregistered or abandoned vehicles at the owner's expense. A notice will be placed on the windshield of the offending vehicle followed by a green tow sticker after 5 business days. If resolution is not reached within 10 business days, the vehicle will be towed. If you observe any issues please contact Pindell Wilson.

AUTOMOBILE REPAIRS: Only emergency type (flat tire, dead battery, etc.) automobile repairs are allowed on the property. Vehicles are not allowed to be placed on or left on jacks or blocks.

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 casings, door knobs and locks, windows, window casings, screens, decks, outside hose faucets, door lights, electrical outlets, etc., on the owner's lot are the responsibility of the homeowner and are not covered by the association.

NOISE: Loud voices or noises from televisions, stereo equipment, musical instruments, pets, parties, and other disturbances should be avoided at all times, especially between the hours of 11:00 p.m. and 7:00 a.m. If a homeowner is disturbed by loud and/or excessive noise, the first step should be to notify the disturbing party and attempt to resolve with the situation. If the disturbing party is uncooperative and the problem is severe, Homeowners should contact the Raleigh Police Department non-emergency number, 919-831-6311, for noise violations. The City Code (see Sec. 12-5007(c).Sec 12-5008) gives specific details of the noise-related laws in Raleigh and Section 13-3017 outlines the laws regarding nuisance parties. The Raleigh PD can be consulted for more information on guidelines. If necessary, noise complaints shall be reported to the HOA management company the next business day.

VISITORS: If you will be having multiple visitors for an event, please make your neighbors aware as a courtesy.

RENTAL PROPERTIES: Rental of the properties is allowed and the property owner must inform the contracted tenants, who must comply with, the rules, regulations, and documents of the Association. Owners are held responsible for the actions of their tenants so all HOA rules, guidelines, and expectations shall be properly communicated to them in writing at the time of lease signing. Property damage caused by, or fines imposed upon, a person renting a property will be charged to the respective property owner.

TOYS & SPORTING EQUIPMENT: Bicycles, balls, jump-ropes, skateboards, and so forth should be stored inside the home or in the rear of the property on decks when not in use and should never be left in the common areas or in the way of grounds maintenance. Any items left in the common area may be disposed of. Basketball goals are not allowed.

PETS: Any inconvenience, damage, excrement or unpleasantness caused by any pet shall be the sole responsibility of its owner. Pet owners must immediately remove and dispose of pet excrement. All dogs and cats shall be kept under the restrained, DIRECT control of their owners at all times and shall not be allowed to run free or otherwise interfere with the comfort and convenience of any resident or guest. Neighbors should report any issues with nuisance pets or other animals to Raleigh Animal Control at 919-831-6311.

HAZARDS: The recreational discharge of firearms, fireworks, or any other noise making device is not permitted at any time.

COMMON AREAS: Every homeowner should protect interest in the common areas and not abuse, or allow visitors and guests to abuse, these areas by way of littering or in any way restricting the enjoyment of these areas. Homeowners are not allowed to use the common areas, including under decks, for storage.

TRASH & DUMPSTERS: Owners & tenants are responsible for their own disposal of waste. Items that are prohibited from, or are too large to be placed in the dumpster shall be stored inside the townhome until it can be properly disposed of. Items such as food, pizza boxes, old furniture, boxes, signs, carpet, construction waste, trash bags, old electronics, grills, etc. shall be properly disposed of and not left on the porches, grounds, or outside of the building for any period of time. Please keep the dumpster area as clean as possible and do not leave large items such as furniture or mattresses at the dumpster and do not place any trash or recycling items on the ground in or around the dumpster area. If a large item is left at the dumpster site, the cost of removing that item may be charged back to the home owner. Many of these items can be taken to Wake County Convenience Sites or please call a private hauling company.

SNOW REMOVAL: Snow removal is the responsibility of the homeowner. Adding salt to the walkways is not advised as damage can result.

MONTHLY ASSESSMENTS: Homeowner Assessments are due and payable on the 1st of each month and considered late if not received by the 30th of each month. Payments may be made online, by check, or bank draft. Any homeowner who is in arrears will be subject to a \$20 per month late fee and may be subject to legal action and a judgment administered by the Wake County Court System. All associated legal fees and court costs shall be the owner's responsibility.

COMPLIANCE: Depending on the severity of the violation, owners, or their rental management company, may initially be contacted by the HOA management company by phone or email in an attempt to quickly resolve an issue. For more serious violations, owners shall be notified in writing of the violation along with a time period within which the violation must be corrected. Failure to comply may result in the association initiating the fining process against the offending owner. Per NC law, fines may be levied at an amount not to exceed \$100 per day that the violation exists. Fines levied against an owner become part of the assessment due to The Leesville Towns Home Owners Association and will be subject to collections action if not paid within 30 days.

MAINTENANCE: A delineation of the maintenance responsibilities can be found as an addendum. If a problem is detected on the property and the management company is contacted by the homeowner, and if the item has potential to be the responsibility of the Homeowner's Association (HOA) as determined by the property manager and/or the Board, any fees for investigation that are incurred will initially be paid for by the HOA. If the defect is determined to be the responsibility of the HOA, the HOA will pay this fee and the associated repair costs. However, if the responsibility for the defect is determined to be the homeowner's, the homeowner will be responsible to reimburse the HOA for the cost of the investigation fee and cover the cost of the associated repair.

PINDELL-WILSON MANAGEMENT: Any and all homeowner and/or tenant questions should be directed to the assigned property manager at Pindell-Wilson by calling (919) 676-4008. Pindell-Wilson maintains an after-hours service to answer the phone and to handle emergencies. If your problem or concern is not an emergency please call during normal business hours (M-Th, 9am-5pm and 9am-3pm on Fridays).