

BROOKS AT MAYBROOK HOMEOWNERS ASSOCIATION (TH) RULES AND REGULATIONS

1. **GENERAL:** The following rules and regulations are designed to make living at the Brooks at Maybrook pleasant and comfortable for each member of the Association. The restrictions which the Board imposes upon the members are for the mutual benefit of all. The cooperation and consideration of each member is vital. Fines may be imposed for violations of the rules and regulations.
2. **MONTHLY ASSESSMENTS:** Homeowner Assessments are due and payable on the 1st of each month and are considered late after the 30th of each month. Any homeowner who is in arrears for one or more months will be subject to a \$20 monthly late fee and legal action and a judgment administered by the Wake County Court System. All reasonable Legal/Court costs shall be the owner's responsibility. The HOA will file a lien and foreclose on unpaid assessments.
3. **ALTERATIONS:** Prior to any exterior alterations or additions to the buildings or grounds, a request must be submitted in writing to the Board of Directors for approval. The Board, at its sole discretion, may or may not approve any changes. A written reply to any request will be made within thirty (30) days.
4. **PARKING:** Parking is permitted only within marked parking spaces. Parking is not allowed on the grass, in medians, or along throughways for safety reasons. Please advise visitors to park only in designated parking spaces. Illegally parked vehicles will be towed at the vehicle owner's expense. Recreation vehicles, commercial vehicles, campers, boats, all towed vehicles or equipment, vehicles with more than two axles or any vehicle of more than eighteen (18) feet are not allowed. All vehicles parked on the Brooks at Maybrook property must be in operating condition both legally and mechanically, i.e. current license plates and inspection sticker, no flat tires, etc. **All violators are subject to towing at any time at the owner's expense.**
5. **AUTOMOBILE REPAIRS:** Minor vehicle repairs (oil changing, tire changing, etc.) are allowed; however, major repairs (engine overhaul, transmission repair, brake replacement, rear end repairs, etc.) are not allowed. Any damage, including oil spills, to the parking lot or any common area will be the sole responsibility of the homeowner. Vehicles are not allowed to be left on jacks or blocks.
6. **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 locks, windows, window casings, screens, patios, decks, fences on the owners lot, outside hose faucets, etc., is the responsibility of the homeowner and must be repaired promptly.
7. **INSURANCE:** The Homeowners Association does not provide insurance for the residential units. It is recommended that each owner, at his expense, secure and maintain in full force and effect one or more insurance policies insuring his lot and the improvements thereon for the full replacement value thereof against loss or damage from all hazards and other risks normally covered by a standard Extended Coverage insurance policy, including fire and lightning, vandalism and malicious mischief. It is also suggested that the owner, at his 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 lot. **Any exterior damage caused by hurricane, wind, tornado, and forces of nature will not be covered by the HOA.**
8. **NOISE:** Being considerate of one's neighbors is especially important in a community such as the Brooks at Maybrook. Loud voices or noises from televisions, stereo equipment, musical instruments, pets, and other disturbances should be avoided at all times, especially between the hours of 11:00pm and 8:00am. If a homeowner is disturbed, first attempt to notify and resolve with the disturbing party. If the disturbing party is uncooperative and the problem is severe, then please contact the City of Raleigh Police.
9. **RENTERS:** Renters should be properly informed by the owner of the unit and must comply with the rules, regulation, and documents of the Association. The owners will be notified of any issues concerning renters in the community. Property damage by a renter will be charged to the respective owner's account.
10. **SIGNS:** Only one standard real estate "for sale" or "for rent" sign is allowed. One political sign is allowed per unit but it must be taken down within 1 week following the election. No other sign advertisement is allowed.
11. **TOYS:** Bicycles, skateboards, toys, lawn chairs, and so forth should not be left in the common areas, in front of the homes, or in the way of grounds maintenance.

12. **PETS:** Domestic pets are allowed, provided that they do not disturb or annoy residents or guests. Any inconvenience, damage, excrement or unpleasantness caused by any pet shall be the sole responsibility of its owner. The City of Raleigh requires a pooper scooper to remove and dispose of pet excrement properly. All dogs and cats shall be kept under the 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. These requirements are in accord with the Raleigh Leash Ordinance.

13. **MAILBOXES:** Federal Law prohibits any unauthorized entry of mailboxes. Any person in violation will be reported to the Federal Postal authorities.

14. **HAZARDS:** The discharge of firearms, fireworks, or any other noise making device is not permitted at any time within the boundaries of the Brooks at Maybrook without approval from the board.

15. **COMMON AREAS:** Every homeowner should protect his interest in the common areas. Please do not abuse these areas or allow visitors and guests to abuse these areas by way of littering or in any way restricting the enjoyment of these areas. **NO LOITERING ALLOWED IN VACANT LOT OR COMMON AREA. PLEASE CALL THE POLICE IF NEEDED.**

16. **PLANTING:** The area within your rear patio may be planted and designed at the owner's discretion so long as it is not unsightly or damaging to the property value. Plantings and other design changes outside of the rear patio area is not permitted without prior approval of the Board of Directors. Requests must be submitted in writing.

17. **PATIO AREAS:** Patio areas must be kept neat and clean at all times. Garden hoses are not allowed to be kept in the front of the homes.

18. **CLOTHES DRYING:** Outside clothes lines of any type are not allowed.

19. **EXTERIOR ANTENNAS:** Only small satellite dishes are allowed. These must be placed on the back of the property and are not allowed in the common areas. If attached to the back of the building or roof, any damage, leakage, etc., will be the homeowner's responsibility.

20. **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. Sheets are not allowed.

21. **GARBAGE COLLECTION:** Trash collection is provided by the City of Raleigh. The City will provide each townhome with a rolling garbage can. Each garbage can should be neatly stored in the patio area in the rear of the home or in the assigned trash enclosure area between the buildings. All garbage for each unit shall be placed in that unit's can and rolled to the curb on the day designated by the City as garbage pickup day. Once the garbage has been picked up, owners must return their individual cans to the rear patio area within 24 hours after the garbage has been picked up. If there are any problems with trash/garbage or recycling please call the City of Raleigh - 831-6890. **Recycling:** The City of Raleigh provides recycle bins and pick up service for recyclable items (glass, newspapers, plastic containers, etc.) Recycling bins should be kept inside, on the back patio, or in the rear storage room.

RECYCLING BINS AND TRASH CANS ARE NOT PERMITTED TO BE LEFT IN THE FRONT OF THE UNITS OR IN THE PARKING LOT AS THEY ARE UNSIGHTLY. ALL TRASHCANS MUST BE NUMBERED WITH THE CORRECT PROPERTY ADDRESS VISIBLY DISPLAYED.

****TRASH ENCLOSURE AREAS- ANY "CLEAN OUTS" OR "LARGE ITEM" PICK-UPS DUE TO GARBAGE LEFT IN THE ENCLOSURES WILL BE EQUALLY CHARGED TO ALL OWNERS WHO ARE ASSIGNED TO THAT ENCLOSURE. PLEASE ENSURE YOU AND YOUR NEIGHBORS KEEP THIS AREA CLEAN.**

****IF YOUR TRASHCAN IS LEFT OUT IN THE STREET OR FRONT OF THE HOMES BEYOND THE ALLOWED 24 HOUR TIME PERIOD A FINE WILL BE ASSESSED TO THE OWNERS ACCOUNT AT THE FOLLOWING RATE:**

FIRST OFFENSE-\$25 FINE

SECOND OFFENSE-\$50 FINE

THIRD AND ALL SUBSEQUENT OFFENSES-\$100 FINE

Revised 9/1/2011