

HIGHGATE PARK PROPERTY OWNERS ASSOCIATION SINGLE FAMILY [COMMONS] RULES AND REGULATIONS

The following rules and regulations are designed to make living at Highgate Park pleasant and comfortable for each member of the Association. The cooperation and consideration of each member is vital. Fines may be imposed for violations of the rules and regulations.

1. MONTHLY ASSESSMENTS:

- Property owner assessment is due and payable on the first day of each month and delinquent after the last day of the month.
- A late fee of \$20.00 will be charged each month to any Property owner who is more than 30 days past-due.
- Any Property owner who is in arrears for one or more months will be subject to legal action and a lien/foreclosure/judgment administered by the Wake County Court System. All Legal/Court costs shall be the owner's responsibility.

2. ALTERATIONS:

- Prior to any exterior alterations, additions, or shutter/ door/ house color changes (such as fences, room additions, dog houses, or storage buildings) an architectural request for approval form must be submitted 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 after said request has been submitted.

3. YARDS:

- Property owners are required to keep their front and back yards in a neat and orderly appearance, free of clutter, debris, trash, limbs, yard waste, trash, toys, tall weeds/grass, and rubbish, etc.
- Any Property owner not keeping their yard in an orderly manner and/or not keeping it mowed to a height no higher than 8 inches will be subject to a \$100.00/day fine.

4. PARKING:

- Every effort should be made to park all vehicles in the driveway instead of on the street.
- Parking is not allowed in the grass, in medians or back yard.
- All vehicles parked within Highgate Park must be in operating condition both legally and mechanically, i.e. current license plates & inspection sticker, no flat tires, etc.
- Any vehicle not in operating condition will be towed at owner's expense after 10 days written notice.
- Commercial vehicles are not allowed on the property without written approval of the Board of Directors.
- Vehicles are not allowed to be parked on the grass/yard or to be left on jacks or blocks.
- Illegally parked vehicles may be towed at owner's expense.

Note: Recreation vehicles, commercial vehicles, all towed vehicles or equipment, vehicles with more than two axles or any vehicle of more than eighteen (18) feet are not allowed. This includes all campers, boats, and utility trailers.

5. SPEED LIMIT:

- Careful attention should be exercised when driving within the community to ensure the safety of all residents.
- For safety reasons, the speed limit in the parking lot shall be 7 miles per hour [mph]

6. AUTOMOBILE REPAIRS:

- Minor vehicle repairs (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 common area will be the sole responsibility of the Property owner.
- Vehicles are not allowed to be left on jacks or blocks.

7. INSURANCE:

- The Property Owners 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 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.

8. NOISE:

- Being considerate of one's neighbors is especially important in a community such as Highgate Park.
- 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 9:00pm and 9:00am. [Wake Forest Code of Ordinances, Chapter 14, under Environment, Article III, Section 14-66 thru 14-75]
- 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 contact the Wake Forest Police Department (556-9111).
- Notice of the incident should be made with Pindell-Wilson Property Management the next business day. (676-4008)

9. RENTERS:

- Renters should be properly informed by the owner of the unit and must comply with the rules, regulation, by-laws and Covenants of the Association.
- Property damage by a renter will be charged to the respective Property owners.

10. SIGNS:

- Only standard real estate "for sale" or "for rent" signs are allowed.
- Only one sign is allowed.
- Only one sign is allowed per unit. No other signs or devices are allowed, with the exception of the small, standard "Automatic Security System" sign.

11. PETS:

- Domestic pets are allowed, provided that they do not disturb or annoy residents or guests [Wake County Animal Control Section 2-3-8 Animals creating nuisances].
- Any inconvenience, damage, excrement or unpleasantness in the green spaces/park caused by any pet shall be the sole responsibility of its owner.
- All dogs and cats shall be kept under the DIRECT control of their owners at all times [Wake County Animal Control Ordinance 2-3-7 A :It is unlawful to allow an animal to be at large
Pet excrement shall be removed and disposed of properly. [Wake County Animal Control Ordinance 2-3-8 #6: Animals creating nuisances].
- No animals, livestock, or poultry of any kind shall be raised, bred, or kept for commercial purposes.
- Pets are not allowed to be chained, tied or restrained in any way in the front yards.

12. TOYS:

- Bicycles, skateboards, and so forth should not be left in the common areas & front porches

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 Highgate Park.

15. COMMON AREAS:

- Every Property owner should protect his/her 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.
- Property owners are not allowed to use the common areas for storage. A fine may be imposed for violators.

16. EXTERIOR ANTENNAS/ SATELLITE DISHES:

- Satellite dishes are not allowed in the common areas.
 - The mini-satellite dishes are allowed, however, the dish should be installed in the back yard or the back of the house or roof and out of sight from the street if at all possible.
17. LOITERING:
- The Highgate Property owners Association does not allow loitering (to stand idly about, to linger aimlessly or to proceed slowly with many stops or to delay or dawdle) within the common areas.
18. YARD SALES:
- Yard sales are allowed on Saturday only.
 - The Board of Directors reserves the right to limit the number of yard sales allowed per year.
19. FRONT PORCHES:
- Front porches are not allowed for storage.
 - Indoor furniture is not allowed on the front porches.
20. CLOTHES DRYING:
- Outside clothes lines are permitted in the back yard out of sight of the street.
 - No drying of clothes over fences or porches.
21. TRASH COLLECTION:
- Trash collection is provided by the Town of Wake Forest.
 - Do not place curbside trash and/ or recycle cans out prior to the night before pickup.
 - Garbage and recyclables cans must be removed from curbside to the side or back yards within 24 hours of pickup.
 - Bulk Pick up: Bulk trash pickup can be scheduled by contacting the Town of Wake Forest (554-6120).
 - Placing any item into the Townhouse dumpster is a violation and will result in a fine equal to the amount of monies it will cost to have the items removed by a private bulk removal firm.
 - Violators or property owner of violator will be subject to a fine which is current market price for private bulk removal.
22. DWELLINGS:
- Each home shall be used for residential purposes only.
 - No part of the property shall be used for business, manufacturing, commercial or professional purposes.
 - It is the responsibility of the Property owners to maintain the dwelling and any other structures, parking area and landscaping consistent with the Community Standards and Declaration of Covenants.

Violators of these rules and regulations and/or the Declaration of Covenants, Conditions, and Restrictions for Highgate Park will be subject to a \$50.00 or \$100.00/day fine until the violation is abated/corrected. Owners of rental property will be fined for tenant violations.