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## RULES AND REGULATIONS

- 1. GENERAL:** In accordance with Article V, Section 9(b) 7 of the Bylaws, the Board of Directors has established the following Rules and Regulations which are designed to make ownership at Williamsburg Commons pleasant and comfortable for each association member. The restrictions, which the Board imposes on the members, are for the mutual benefit of all. The cooperation of each member is vital. General questions and concerns should be reported to Pindell-Wilson Management Company during the hours of 8:30AM – 5:00 PM Monday through Friday. Emergencies should be reported immediately to Pindell Wilson Management Company at 919-676-4008.
- 2. MONTHLY ASSESSMENTS:** Monthly owner assessments are due on the 1<sup>st</sup> of each month and considered late if not received by the 30th of each month. Any owner who is in arrears is subject to a monetary judgment and a \$20 per month late fee. A lien and foreclosure action may also be sought through the Wake County court system in concordance with the Declaration and the controlling North Carolina law.
- 3. ALTERATIONS:** No exterior alterations, additions, or change of any type to any building or common areas is permitted without prior written consent of the board of directors. (See Declaration - Article XVI (A) and (B) and the Bylaws V (9)(b)(2)). A request must be made in writing to the Board for approval. A written reply will be made within thirty days of the requests. Should any unauthorized alteration be made, the Board may restore the property to its previous status (if possible) and subsequent costs will be assessed to the owners account. Should the owner fail to pay these costs, they are subject to a lien as well as foreclosure action.
- 4. COMMON AREAS:** Please do not abuse these areas by littering or restricting the enjoyment of these areas in any way. Common areas should be used by office complex residents and their guests only. Any unit owner found to have abused these areas may be subject to an assessment to their account. Please promptly report any concerns with the common areas to Pindell-Wilson.
- 5. DAMAGE:** Any damage to the exterior of any building or common property by the owner/tenant shall be assessed to the owner's account in the amount that is in excess of the insurance coverage for that incident.
- 6. INSURANCE:** The Association does not provide insurance for the office units. Fire and hazard insurance to cover the office is the owner's responsibility. The Association does provide casualty insurance covering the buildings and all improvements on the land and upon personal property owned by the Association. Please consult with your insurance professional should you have any questions about the coverage.

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**7. VEHICLE PARKING:** The office parking lot is to be used for vehicles while visiting or conducting business in the complex. Parking of recreational vehicles, trailers, or any non-passenger vehicle is not permitted at any time and vehicles may not be stored in the parking lot. Towing is enforced.

**8. TRASH & GARBAGE:** Dumpsters are for general office trash. Objects or bags of trash are not to be left around the dumpster if it is full. Furniture, building materials, tires, and the like are not too be left around the dumpster. Batteries and other chemical waste must not be placed in or around the dumpster per State Law. Should the Association have to pay to remove objects left around the dumpster the cost of removal may be charged to the offending owner.

**9. SIGNS:** Only standard size “For Sale” or “For Rent” signs are allowed on the property and only one sign per office is permitted. Should you need an adjustment to the office directory sign please contact Pindell-Wilson. The Association does not maintain the business signage on the individual offices.

### **GENERAL MAINTENANCE RESPONSIBILITIES**

***THE ASSOCIATION IS RESPONSIBLE FOR THE FOLLOWING:***

Exterior building surface maintenance	Entrance & directory sign	Storm drains in lot
Roof repairs and replacements	Lawn seeding and fertilization	Dumpster service
Gutters and downspouts	Grass cutting and edging	Parking area paving and striping
Water lines behind the meter	Common area plantings	Common area light fixtures and bulbs
Sidewalks & paths	Shrub and tree trimming and removal	
Maintenance of exterior doors (scheduled painting/cleaning only)		

***THE UNIT OWNER IS RESPONSIBLE FOR THE FOLLOWING:***

Interior plumbing and wiring	Water lines from meter to unit	All electrical components
Interior pest control and termite warranty		
Interior structures and surfaces	Water Heaters	Exterior doors, frames and hardware
AC units and the pads they sit on	Interior doors	Exterior light fixtures and bulbs
Individual unit signs	Window repair and replacement	Door locks and keys

***THE CITY OF RALEIGH IS RESPONSIBLE FOR:***

Police and Fire services

Water and sewer lines inside the City of Raleigh right of way

Animal Control

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\*The division of responsibilities list is general in nature and is intended to guide the owner and the Association in determining procedure. Owner, Association, and City responsibilities are not necessarily limited to the items on this list. Complete versions of Association documents are available on [www.pwraleigh.com](http://www.pwraleigh.com)