

SUNNYBROOK HOMEOWNERS ASSOCIATION

TOWNHOMES RULES AND REGULATIONS

1. **GENERAL:** The following rules and regulations have been revised in December 2020 and are designed to make living here pleasant, peaceful, and enjoyable for each member of the Association and are in agreement with the Declaration of Restrictive Covenants for Sunnybrook HOA. The cooperation and consideration of each member and their tenants or guests is vital to preserve, protect, and enhance the community.

2. **MONTHLY ASSESSMENTS:** Monthly Homeowner Assessments are due and payable on the first day of each month and are considered late if not paid by the last day of the month. Any homeowner who has not paid on time will be charged a \$20.00 late fee which will continue to be charged for each month that they are delinquent. The delinquent homeowner will be subject to a collection attorney, and a lien against the property. The Board of Directors, at its sole discretion, may decide to initiate property foreclosure on the lien for non-payment of Assessments.

3. **TENANTS:** Any owner who chooses to rent their unit must provide a written copy of these rules and regulations with their tenant(s) as a part of the lease or rental agreement. Owners must also provide tenant(s) contact information to staff@pwraleigh.com and be responsible for updating that information as tenant(s) change. Owners are ultimately responsible for the actions of their tenant(s) and violation of these rules and regulations or the restrictive covenants will result in a fine to the owners account.

4. **PARKING:** Every townhome without a driveway is entitled to two parking spaces which have been assigned to your address. Visitor parking spaces are to be left available for visitors and guests for temporary use only. People that live in the community should not park in the visitor spaces. If you have more than 2 vehicles at your residence you will need to legally park one of the vehicles on the public street, Sunbright Lane. The Association prohibits the parking of boats, trailers, recreational vehicles, jet-skis, and all similar equipment within the common area, individual lots, and all parking spaces. Vehicles with commercial license plates are not allowed to be parked anywhere within Sunnybrook Townhomes. No motor vehicles may be parked or stored while on jacks, while being repaired, or in inoperable condition. All vehicles parked within the Sunnybrook lots must be in operating condition both legally and mechanically, i.e. current license plates & registration, no flat tires, broken glass, heavy accident damage, etc. Minor vehicle repairs (oil changing, tire changing, spark plug replacement, etc.) are allowed; however, major repairs (engine overhaul, transmission repair, brake replacement, rear end repairs, etc.) are not allowed. Parking on the grass, on the front lawn or anywhere in the yard, or over the sidewalk is not allowed. **Vehicles in violation may be towed with or without warning to Ace Towing 1533 S Blount St, Raleigh, NC 27603 (919) 821-2121.**

***If an unauthorized vehicle is parked in your assigned space please call Ace Towing (919)-821- 2121. You will need to provide evidence such as a photo ID proving that you live at that address to which the space is assigned before they will tow the vehicle.**

5. **GARBAGE COLLECTION:** Trash collection is provided by the City of Raleigh and ONLY INCLUDES ITEMS INSIDE THE BIN. You may schedule a FREE bulk item pickup with the City by calling 919-996-3245 – Please do not put your bulk items on the street until the evening before or the morning of the scheduled pickup. The City will provide each home with a rolling garbage can & recycling bin. **Each trashcan must be stored in the rear of the home, out of sight from the street.** All garbage for each home shall be placed in the can and rolled to the curb on the day designated by the City as garbage pickup day (Friday). Once the garbage has been picked up, owners must return their individual cans to the rear area by *sunset the day after the garbage has been picked up*. Failure by a resident to return their garbage can to the rear of the home may result in a fine of up to \$100 per occurrence to the homeowner's account. Owners, please note that your account will be fined if your tenant is in violation of this or other rules. *Please note that fines may be issued without prior warning.*

Recycling: The City of Raleigh provides recycle bins and pick up service for recyclable items. Recycling bins should be kept inside, or in the back, out of sight from the street. THE CITY WILL NOT COLLECT RECYCLING BINS THAT ARE OVERFLOWING WITH TRASH, RECYCLABLE MATERIALS ONLY.

**If you are planning to leave town on Friday and choose to leave your trash bins out you must make arrangements with a neighbor, family member, or friend to move your bins. Being out of town is not an excuse to avoid fines.*

6. **NOISE:** Being thoughtful of one's neighbors is especially important in a community such as Sunnybrook. Loud noises from televisions, stereo equipment, musical instruments, annoying pets, and other disturbances should be avoided at all times, especially between the hours of 11pm and 8am. If a homeowner should be disturbed by a loud noise, he should first attempt to notify the disturbing party. If the disturbing party is uncooperative and the problem is severe, then the City of Raleigh Police should be contacted.

7. **STREETS:** Warm Springs and Sunny Cove are private streets are not part of the City of Raleigh road system. Any issues, such as repairing potholes, or towing disabled or illegally parked vehicles, shall be the responsibility of the HOA. Sunbright Lane, Stoney Springs, Eastern Branch, Diamond Springs, Muddy Creek, and all other streets in Sunnybrook are public City of Raleigh streets and the HOA has no control over them. Please contact the City or the Police for any parking or maintenance concerns you may have.
8. **TOYS:** Bicycles, skateboards, balls, and other children's toys should not be left out front of the townhomes or in the common areas. When not in use, please keep them inside or neatly stored in the rear patio area.
9. **PETS:** Dogs, cats, and other 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. All dogs and cats shall be kept under the DIRECT control (on a leash or harness) 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. No animals, livestock, or poultry of any kind shall be raised, bred, or kept for commercial purposes. **Problems with animals should be reported the Raleigh Animal Control 919-831-6311.**
10. **HAZARDS:** The discharge of firearms, fireworks, or any other noise making device is not permitted at any time within the boundaries of Sunnybrook. Should this occur, please immediately notify the City of Raleigh Police or 911.
11. **SIGNS:** Only standard size "For Sale or "For Rent" signs are allowed on the property and only one sign per home is permitted. Political signs are permitted but must be removed within 7 days of the end of the election. No sign should ever be placed in the common areas.
12. **POND:** There shall be no swimming, wading, fishing, boating of any kind, or remote control boats, or other vehicles/vessels allowed in or around the pond.
13. **COMMON AREAS:** Every homeowner should protect his interest in the common areas. Please do not abuse these areas by way of littering or in any way restricting the enjoyment of these areas. No Bicycles, scooters, motorized vehicles or any recreational vehicles shall be used in the Common Areas. Some of the common property and land is to be left "natural" and is not maintained by the HOA.
14. **SATELLITE DISHES:** Satellite dishes less than 1 meter in diameter are allowed, however it is recommended that they be placed in the back yard or on the back of the property if at all possible. Dishes should never be installed in the common area.
15. **WINDOW COVERINGS:** Window air conditioners are not allowed. All blinds, curtains, and window coverings in the front & side of the townhomes should be neutral in color. You can use whatever you'd like in the back windows as long as it is a proper window covering, curtain, or blind. Blinds should not be broken or damaged. Sheets & towels are not permitted to be used as curtains.
16. **ALTERATIONS:** Prior to any exterior alterations an [Architectural Change Request Form](#) must be submitted to the HOA for approval. The Board, at its' sole discretion, may or may not approve any change requests. A written reply to all requests will be made within thirty (30) days after said request has been received. Holiday decorations and lights do not require approval but must be taken down promptly after the holiday is over. Small yard decorations and such do not require approval.
17. **REAR PATIO FENCING:** The fencing that is approved for the rear of your yard is a six foot tall white vinyl fence that matches the style of the existing partitions. The fence must be placed on the side and rear property lines and should not enter into any HOA common area. The support structure for all fences must be on the inside. Neighbors should use the side fence as their side fence, rather than constructing two fences for one side. In order to determine where your property lines are, you may need to conduct a survey. A written request, with the proposed location of the fence drawn on a survey and the Architectural Request form must be submitted to the Board of Directors. If you fence in your rear yard, the landscapers will no longer maintain the enclosed area.
18. **MAILBOXES:** All mailboxes should be kept in good repair and if damage should occur must be replaced with similar style, material, and color. The HOA owns the mailbox stations but does not maintain the locks and keys of the individual mailboxes. You must contact the post office to get new or replacement locks and keys.
19. **SEWER & WATER LINES:** The individual sewer and water lines that run from your home to the main is the responsibility of the townhome owner. The HOA is responsible for any repairs needed at the main only.