

GLENPARK
HOMEOWNERS ASSOCIATION RULES AND REGULATIONS—REVISED August 23, 2023

1. **GENERAL AUTHORITY:** The Glenpark Declaration of Covenants, Conditions and Restrictions (CCR's) and the By-Laws are the main authorities governing the use and enjoyment of the community. Working in conjunction, they give the Association (through its Board of Directors), among other things, the authority to develop, publish and enforce Rules and Regulations that detail the principles and conditions to further that use and enjoyment. These Rules and Regulations listed below are for the mutual benefit of all homeowners. Therefore, the cooperation and consideration of each member is essential. **NOTE:** Tenants are subject to the same rules as homeowners.

2. **MONTHLY ASSESSMENTS:** Homeowner Assessments are due and payable no later than the first (1st) of each month. Any homeowner who is in arrears for one or more months will be subject to late fees or legal action and a judgment administered by the Wake County Court System. All reasonable Legal/Court costs shall be the owners' responsibility. (Article 9 of CCR's)

3. **ALTERATIONS TO A HOMEOWNERS PROPERTY:** Prior to any exterior alterations or additions to a homeowner's property, a request **MUST** be submitted in writing to the Board of Directors/Architectural Control Committee (ACC) for approval. The Committee, at its sole discretion, may or may not approve any changes. A written reply to an appropriately submitted request will be made within thirty (30) days after its formal submittal. Any homeowner who makes exterior alterations to their property without ACC approval will be subject to fines/legal action. There are certain alterations to a homeowner's property that will require either a Town of Cary building permit(s) and/or more detailed information for the ACC in its review of a proposed project. For example, these would include (but are not necessarily limited to): 1) Town of Cary building permit(s) for the conversion of a back porch/screened-in area into a 3-season room; and removal of a structural column on a back porch; 2) More detailed information for the ACC: any patio construction or alteration; and backyard fencing. It is the responsibility of the homeowner who is requesting approval for an alteration to their property to obtain any necessary permits from the Town of Cary and to be in compliance with the fire safety code. Before any construction requiring a permit can begin, the applicant should have obtained approval from the Town of Cary since it would be in violation of the Town's ordinance to begin construction prior to such approval. **IN ADDITION, THE ACC WILL NEED TO HAVE A PLAT SUBMITTED WITH ANY REQUEST FOR PATIO CONSTRUCTION/ALTERATION AND FENCING SO THAT IT CAN ADEQUATELY REVIEW PROPOSED SET-BACKS AND MEASUREMENTS. FAILURE TO PROVIDE REQUIRED INFORMATION WILL BE CONSIDERED AS AN "INCOMPLETE" REQUEST, thus delaying the review period for approval/disapproval by the ACC.** (Article 7.07 and 7.13(a) and Article 13.01 and 13.08 of CCR's)

4. **PARKING:** Each home in the community has a driveway and a 2-car garage for parking which can accommodate up to 4 cars/household. Resident parking should generally to be limited to these areas since the community road is narrow. **IMPORTANT NOTICE: NO PARKING is allowed on the street throughway, on the grass; on sidewalks; or blocking driveways; and NO PARKING is allowed in the common area parking spaces located at the bottom of the street, except for their express designated use.** These common area parking spaces include: the Fifteen (15) Minute Mail Pickup Parking spaces; Visitor Parking spaces; Resident/Tenant Limited Use Parking spaces (which preclude parking overnight from 11PM-6AM and/or on a continual, habitual, or exclusive basis); and the Handicapped Parking space (which is reserved primarily for Visitor use but allows for temporary parking by residents/tenants for loading/unloading purposes only). Illegally parked vehicles: 1) shall be subject to sanctions, including monetary fines and suspension of voting and other rights within the community after notice and opportunity for a hearing; and/or 2) shall be towed at the owners expense after notice is given to an owner. If a resident has an unusual need to use any of the above-mentioned resident/tenant limited use spaces on an other than limited use basis (for example, furniture moving/delivery, work done by contractors, etc), the resident **must** obtain a parking pass from any member of the Board of Directors of the HOA. In addition, if a resident/tenant has a guest who will be staying in the Glenpark property for 24 hours or more, and they can NOT accommodate that guest in their driveway, that resident/tenant must obtain a

parking pass from a Board member for their guest's car. ALL VISITORS MUST PARK IN EITHER THE HOST'S DRIVEWAY OR IN A VISITOR PARKING SPACE. Recreational 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. All permitted vehicles parked on the Glenpark property must be in operating condition both legally and mechanically, (i.e. current license plate and inspection sticker, no flat tires, etc.). Any vehicle not in operating condition will be towed at the owners' expense after written notification. (Article 7.03 of CCR's)

5. **AUTOMOBILE REPAIRS/MAINTENANCE:** Minor vehicle repairs/maintenance (tire changing, washing/detailing, etc.) are allowed in a homeowner's driveway; however, major repairs (such as engine overhaul, transmission repair, brake replacement, rear end repairs, etc.) are not allowed. Any damage, including oil spills, to any common area will be the sole responsibility of the homeowner. Vehicles are not allowed to be left on jacks or blocks. (Article 7.03 of CCR's)
6. **SPEED LIMIT:** For safety reasons, the speed limit on any street within Glenpark shall not exceed 25 miles per hour. Careful attention should be exercised when driving within the community to ensure the safety of all residents. Playing in the street is not allowed.
7. **DAMAGE:** Any damage caused by a homeowner/tenant's neglect or misconduct to the exterior of any building, fence, parking lot, or any other common area property under the purview of the Association shall be charged to the responsible party. Repair/maintenance of exterior items, including glass, doors, door casings, door locks, windows, window casings, screens, patios, decks, fences on an owner's lot, outside hose faucets, driveways and walkways etc., is the responsibility of the homeowner. (Article 10 of CCR's)
8. **INSURANCE:** The Homeowners Association does not provide insurance for the residential units. The Glenpark CCR's require that each homeowner, at their own expense, secure and maintain in full force and effect one or more insurance policies insuring their 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. The CCR's also require that the homeowner, at their expense, secure and maintain in full force and effect, comprehensive general liability insurance at not less than \$300,000/occurrence for any damage or injury to person or property of others occurring on his lot. Any damage to any unit that would be covered under a standard "Extended Coverage" insurance policy, such as wind, hail, vandalism, malicious mischief, and lightning, etc., shall be the responsibility of the homeowner. (Article 10.02 of CCR's)
9. **NOISE:** Loud voices or noises from televisions, stereo equipment, musical instruments, pets, and other disturbances should be always avoided, especially between the hours of 11:00 pm and 8:00 am. 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 Cary Police. Notice of the incident should be made with Pindell-Wilson Property Management the next business day. (Article 7.10 CCR's)
10. **RENTING/LEASING OF UNITS WITHIN GLENPARK:** All renters should be properly informed by the owner of the unit of the rules and must comply with all rules, regulations, and documents of the Association. Property damage caused by a renter will be charged to the respective homeowner. **ONLY AN ENTIRE UNIT CAN BE RENTED OUT** (i.e.; no renting of rooms or portions of a unit), and not for less than 6 months at a time. All leases must be in writing and a copy of such agreement shall be promptly provided to the Association. (Article 4.04 (a-c) of CCR's)
11. **SIGNS:** Only standard real estate "For Sale" signs are allowed, as well as political signs that are in compliance with local ordinances. Only one sign is allowed per unit. A small security sign may be placed near the home's entrance. All other signs, including advertising or other signage on any part of a resident's vehicle, is prohibited. (Article 7.04 of CCR's)

12. **TOYS:** Bicycles, skateboards, tricycles, and other such items should not be left in an owner's yard, in common areas, or in the way of grounds maintenance. (Article 7.11 of CCR's)
13. **PETS:** Up to 3 domestic pets are allowed, provided 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 Town of Cary requires a pooper scooper to remove and dispose of pet excrement properly. All dogs and cats shall be always kept under the DIRECT control of their owners and shall not be allowed to run free or otherwise interfere with the comfort and convenience of any resident or guest. Pets are not allowed to be restrained in any common area with chains, ropes or runs, etc. Animal houses, cages, etc. are not allowed in the common area. If there is a problem with a pet running free, Wake County Animal Control should be contacted. (Article 7.08 of CCR's)
14. **HAZARDS:** The discharge of firearms, fireworks, or any other noise making device is not permitted at any time within the boundaries of Glenpark. (Article 7.10 of CCR's)
15. **ASSOCIATION 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 OBJECTS OR PLANTINGS SHALL BE PLACED IN ANY COMMON AREA (including both mulched and grassy areas). NO DOG WASTE IS TO BE THROWN INTO THESE AREAS.** (Article 4.02(f) of CCR's)
16. **ALTERATIONS TO A HOMEOWNER'S PROPERTY GROUNDS:** Any plantings/objects, whether located in the front or back of a homeowner's property, shall be generally limited to the mulched areas and must be approved by the ACC. Routine maintenance of a homeowner's existing landscaping/grounds are exceptions to this policy and can include: power washing/sealing an owner's driveway or back patio with a CLEAR sealant; replacing a tree or shrub with a "like" kind; and the replacing of mulch with mulch that is of the same color and texture. All dead plants in a homeowner's yard shall be promptly removed by the homeowner and replaced to maintain the overall aesthetic appearance of the neighborhood. Up to two (2) bird feeders are allowed in a homeowner's back yard mulched area so as to not interfere with lawn maintenance. No bird baths are allowed in a homeowner's front yard. **NO OBJECTS OR PLANTINGS ARE ALLOWED IN THE GRASSY AREAS OF A HOMEOWNER'S PROPERTY.** (Articles 7 and 13.01 of CCR's)
17. **PATIO AREAS:** Patio areas must be always kept neat and clean and are NOT allowed to be used for storage purposes. Indoor furniture is not allowed to be used on patios or front porches. (Article 7 CCR's)
18. **CLOTHES DRYING:** Outside clothes lines of any type/drying of clothes is not permitted. (Articles 7.12 and 13.01 of CCR's)
19. **EXTERIOR ANTENNAS:** Antennas are not allowed. A small 18" satellite dish is allowed but must be located in the back of a unit and not placed where it can be visible from the street. Any damage to the building/grounds because of the dish will be the sole responsibility of the owner. (Article 7.05 CCR's)
20. **WINDOW AIR CONDITIONERS & WINDOW COVERINGS:** Window air conditioners of any type are not allowed. No stickers/decals/signs of any kind shall be allowed on windows, doors or any of the building's exterior surfaces that may be seen from the exterior of the unit. (Article 7.13 CCR's)
21. **GARBAGE and RECYCLING COLLECTION:** The Town of Cary provides both trash/recycling containers. Each container shall be stored in the garage or placed where it can not be viewed. All trash/recycling containers shall be placed on the curb (not in the street) on the day designated by the Town as pickup day. Once the trash/recyclables have been picked up, owners must return their container(s) to their designated area by sunset that day. (Article 7.09 CCR's)

VIOLATORS OF THESE RULES AND REGULATIONS WILL BE SUBJECT TO A FINE/OTHER ACTIONS.

