

Treetops Condos Homeowners Association

Rules & Regulations

Revised January 2016

According to the Bylaws, Article (IV, Section 7 (d): "It shall be the duty of the Board of Directors to.... (7) adopt, amend, publish and enforce reasonable rules and regulations that it deems advisable and necessary for the proper administration, operation, maintenance, conservation, and beautification of the Property..." Rules & Regulations are thus amended as follows. Landlords and property management companies should incorporate these Rules & Regulations into all leases, and attach a copy as an addendum.

Residents may report violations of the Rules & Regulations OR restrictions contained within the Association Restrictive Covenants and Bylaws (posted on HOA Management Company's web site: www.hoamgtcompany.com) by putting them in writing and submitting by mail, email, fax or hand deliver to HOA Management Company, 3104-B S. Evans St., Greenville, NC 27834; manager@hoamgtcompany.com; (F) 252-355-4620. The first concern results in a notice being mailed to the violator. Future concerns of the same nature result in the owner of the violating unit being required to attend a hearing before the Board of Directors, which can result in a fine of up to \$150 per occurrence, in accordance with the North Carolina General Statutes regarding Condominium Associations.

NOISE

Respect your neighbors' peaceful enjoyment of their homes by keeping your voices, TV, and music volume at a level that cannot be heard outside your condo. Please refrain from vacuuming, washing clothes, and other noisy activities during normal sleeping hours (between 11 p.m. and 7 a.m.). If you are bothered by residents or visitors making excessive noise between the hours of 11 p.m. and 7 a.m. and you cannot resolve the problem on your own, please call the Greenville Police Department at 329-3937. Vehicles with loud motors/mufflers create a disturbance and may be prohibited from Treetops Condos.

TRASH

Do not leave bags of trash or trash cans at your entrance, on your patio, or on the balcony. Violators may be fined \$25 per occurrence. Trash and recyclables should be kept inside your condo until deposited in the dumpster. Place recyclables in the recycle carts. Do not put plastic bags in the recycle carts. Refer to posted signs for a list of acceptable recyclables. (Dumpsters and recycle carts are for the use of condo residents only. Non-condo residents observed using the dumpster sites should be reported to HOA Management Company and could be fined \$100 per occurrence if they live in another Treetops HOA).

Do not leave mattresses, furniture, or appliances at the dumpster sites or you will be fined \$25 per occurrence. Unwanted good/usable items may be donated (Habitat for Humanity and Salvation Army will pick up). All other unwanted bulky items should be taken to the landfill on Allen Road.

GROUNDS

Residents are not to place or display items of any kind on the grounds outside the fences, or in the plant beds, along the sidewalk, on the grass, between patio fences or anywhere else on the grounds. This includes, but is not limited to, decorative items such as flags, potted plants, rocks, statuary, etc., utilitarian items such as mops, buckets, pet food/water dishes, etc., toys, or any other personal property items.

SIGNAGE

No signs other than FOR SALE or FOR RENT signs are to be displayed at Treetops Condominiums by homeowners or their representatives. Signs must be mounted on a rigid framework and placed in the ground at the front of the buildings next to the unit number signs. No signs or decals are to be placed in windows, attached to buildings, fences, gates, balconies, doors, or placed anywhere on the grounds except in front of the buildings.

ARCHITECTURAL CONTROL

Individual condo owners own the interiors of their condos and have limited exclusive use of their patios and balconies. The building exteriors, roofs, stairwells, fences, plant beds, sidewalks, parking area, etc. are common property and fall under the Architectural Control of the Board of Directors.

BUILDING EXTERIORS: Condo owners/residents are not to attach anything to the exteriors of the buildings without PRIOR written approval from the Board. Nails, screws, cup hooks, brackets, tape, etc. are prohibited. However, residents may attach a maximum of two (2) cup hooks to the underside of the roof over the patio or balcony to suspend two (2) decorative items, such as hanging flower baskets or wind chimes.

EXTERIOR HVAC/GAS LINES to SECOND FLOOR CONDOS: Homeowners wishing to replace heat pumps or install gas appliances on second floor condos must get PRIOR written approval from the Board before attaching Freon lines, drain pipes, gas lines, wires, etc. to the exterior of the building. All lines, pipes, wires, etc. must be covered by a paintable plastic channel mounted on the wood siding at the inside corner of the building near the brick wall and then painted to match the siding.

LIGHT FIXTURES: The Association is responsible for the maintenance and replacement of all exterior light fixtures. Condo owners/residents should **NOT** replace light fixtures. The cost of removing unapproved fixtures and replacing them with Association-approved fixtures will be charged to the homeowner.

Residents are responsible for replacing burned out light bulbs with clear or white bulbs. Colored light bulbs are not allowed. Second floor residents are responsible for replacing burned out bulbs in stairwell fixtures.

ADDRESS NUMBERS: The Association is responsible for maintenance and replacement of all address numbers and signage. Address numbers or signs attached or displayed by residents are prohibited. Removal and repair costs will be charged to the homeowner.

FENCES and GATES: Residents are not to place or display items of any kind on fences or gates, including, but not limited to, rugs, towels, potted plants, shoes/clothing, or decorations. Residents are not to use nails, screws, cup hooks, brackets, wire, tape, or any other materials to attach or suspend items on fences or gates. Removal and repair costs will be charged to the homeowner.

BALCONIES: Residents are not to drape rugs, towels, laundry or other items over the balcony railings.

ENTRANCES/STAIRWELLS: Grills, bikes, toys, trash cans, pet food/water dishes, etc., must not be left at the front door entrances. No items are to be placed or stored in stairwells, per fire codes.

FRONT DOORS: Front doors and door knobs/deadbolts are the responsibility of the individual homeowners. Replacement of front doors must have PRIOR written approval by the Board.

STORAGE ROOM DOORS: Storage room doors are responsibility of the Association. Doorknobs are the responsibility of the individual homeowners. Residents are not to put nails or screws, etc. in the doors.

STORM DOORS: All storm doors must have dark brown trim and full view glass, and must have PRIOR written approval by the Board. Storm doors installed without prior written board approval may be subject to removal at the homeowner's expense.

PATIO DOORS: All replacement patio doors must be sliding doors with dark brown metal or vinyl trim and full view glass to match the existing patio doors. Patio doors installed without PRIOR written board approval may be subject to removal at the homeowner's expense.

BALCONY DOORS: Residents are not to attach anything to the balcony doors, including but not limited to, latches or chains, address numbers, security alarms, decorative plaques, wreaths, etc. The latticed balcony doors are easily damaged by nails, screws, wire, etc. The repair cost for damage caused by attaching items to the balcony doors will be charged to the homeowner.

WINDOWS: Windows are the responsibility of the individual homeowners. Fogged window glass can be replaced by a local glass company. Glass companies can also repair and replace window parts.

WINDOW SCREENS: Exterior window screens must remain on the windows at all times and are the individual homeowners' responsibility. If an owner receives notice of a missing or damaged screen and fails to replace it within the given time frame, the Association may replace it and assess the owner for the charges. Replacement window screen frames and wire must be the same color and design as the original screens for a consistent look.

SATELLITE DISHES: Residents wishing to install a satellite dish must first submit the request in writing to the Board for approval. (See Satellite Dish Request Form on Page 6). There is a \$75 up-front fee to cover removal of dish after it is no longer in use. Satellite dishes must be mounted on posts or attached to chimneys only, and are not to be attached to roofs, balconies, fences, or the sides of buildings. Unapproved dishes will be removed by the Association and the removal cost charged to the homeowner.

TERMITE INSPECTIONS: Annual termite inspections for ground floor condos and storage rooms are included in the Association's termite contract. Homeowners are responsible for scheduling their annual inspections with Russ Pest Control. Notices are mailed to homeowners prior to the annual inspection period.

FIREWOOD: Firewood should be stacked on a metal frame so the wood does not touch building surfaces, balconies or the ground, to comply with the terms of the termite contract. In patio areas, stacked wood should not exceed the height of the patio fence.

GRILLS and FIRE PITS

Fire pits are prohibited. Grills must not be stored or left at condo entrances or in stairwells, per fire codes. Grills may be stored inside patio fences or storage rooms, or may be stored on balconies provided they are free of charcoal, lava rock, and gas cylinders. The NC Fire Prevention Code Section 308.3.1.1 states that "LP gas burners with an LP gas container having a capacity greater than 2.5 pounds shall not be located on combustible balconies or within 10 feet of combustible construction." Section 308.3.1 states "Charcoal and other open flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction." Therefore, grills must be placed at least 10 feet from buildings or combustible material while in use. Cool charcoal briquettes completely before disposing in the dumpster; do not dump them on the ground. Questions should be directed to the Greenville Fire and Rescue Department at 329-4390.

PETS

Only ONE (1) dog or cat, etc. per condo is allowed in the Treetops Condos complex and it must be approved in writing by the Board BEFORE it can be allowed to occupy the condo; unapproved pets must be removed from Treetops Condos within thirty (30) days of written notice. (See Pet Approval Application Form on Page 5). Pets cannot weigh more than 35 lbs. at maturity. Only indoor pets are allowed. Per the covenants, dogs *and cats* must be on a leash when outside. Pets should not be tethered or left unattended on balconies or patios. Barking dogs must be taken inside immediately. Pet owners are responsible for cleaning up their pets' waste or will be fined \$100. Complaints about pets should be directed to the Management Company and if not resolved, should be reported to Animal Control at 329-4387.

TRAFFIC

Please keep to the right of the traffic island on Hidden Branches Close, both when entering and exiting the Treetops Condos parking lot.

BICYCLES, ROLLER SKATES, SKATE BOARDS, SCOOTERS, ETC.

Bicycling, skating, skateboarding, etc. in Treetops is to be done on streets and parking lots only and not on sidewalks, curbs, or unpaved areas. Bikes and other play equipment are not to be left or stored in stairwells or at condo entrances.

PARKING RULES

1. Only passenger vehicles (cars, vans, pickup trucks, and motorcycles) may be parked by residents and their guests in the Treetops Condos parking lot.

Boats/watercraft, trailers, campers, RVs, and other oversized vehicles of any kind are prohibited.

Exceptions: Moving trucks, trailers, and PODS are permitted only during the moving process. Moving trucks, trailers, and PODS must be parked in the parking lot; homeowners may be fined \$100 per occurrence if vehicles associated with their condo are parked in any location other than the parking lot.

2. All vehicles must park in the parking lot in designated parking spaces only.

Parking on unpaved areas, curbs, or sidewalks is prohibited. Homeowners whose tenants, guests, or service people violate this rule may be fined \$100 per occurrence. Parking on the street at Hidden Branches Close is prohibited (tow-away zone) except for stopping briefly to pick up mail.

3. One numbered parking space has been provided for every condo. The unnumbered spaces are for guests and for residents' second vehicles. If a condo's residents have a third vehicle, it must be parked around the center island.

If a vehicle is parked in a numbered space without the resident's permission or is blocking another resident's vehicle, and reasonable attempts to find the vehicle's owner are unsuccessful, the resident may contact HOA Management Company to request that the vehicle be towed.

4. All vehicles MUST display current and legal DMV license plates and stickers, and must be in proper running order including inflated tires.

With Board approval, a vehicle with expired tags, flat tires, is severely damaged, or inoperable will be tagged by HOA Management Company. The owner will then have 3 days to bring the vehicle into compliance. If the vehicle is not in compliance after 3 days, with Board approval, the vehicle will be towed at the owner's expense.

5. Performing maintenance on vehicles, for example, changing oil, brake pads, etc., is prohibited in Treetops Condos. Condo owners and residents who violate this rule will be sent warning letters for the first violation, and owners may be fined \$100 per occurrence for subsequent violations.

6. Residents are **not permitted to store vehicles** in the Treetops Condos parking lot. A "**stored vehicle**" is defined as a "**vehicle parked in the same space for 14 or more consecutive days without being moved or driven.**" With Board approval, stored vehicles will be tagged by HOA Management Company. The owner will then have 3 days to remove the vehicle. If the vehicle is not removed, with Board approval, the vehicle will be towed at the owner's expense.

NOTE: A vehicle that occupies a space for more than 14 days because the owner is traveling or unable to drive due to illness will be exempted provided they notify HOA Management Company.

PARKING RULES ENFORCEMENT: ANY resident may report violations in writing to HOA Management Company, noting the date and time of the occurrence and other pertinent information. Violations may result in a warning notice or fine, or the vehicle may be towed at the owner's expense.

Please make service people, repairmen, and guests aware of the parking rules BEFORE they arrive at your condo, and monitor where they have parked in order to avoid the embarrassment, inconvenience, and expense of finding their vehicle has been towed.

Treetops Condos Homeowners Association
Pet Approval Application Form

If you would like to bring a pet to live at your condo, please fill out the following and return this form to HOA Management Company for approval by the Treetops Condos Board of Directors.

Pet owners must receive written approval from the board PRIOR to allowing a pet to occupy their condo. Pets occupying a condo without prior approval from the Board must be removed within 30 days of written notice from the Management Company.

Resident's Name(s) – Print

Resident's Address - Print

- Type of pet (dog, cat, etc.) _____
- Description of pet (breed, color, age) _____
- Is this pet expected to weigh more than 35 lbs. at maturity? Yes _____ No _____

The Treetops Condominiums Restrictive Covenants as amended and recorded in the Pitt County Register of Deeds Office state in Book 55 Page 192 Paragraph 41:

“**PETS.** No pets, dogs, domestic cats, tropical fish, birds in cages, etc., shall be allowed to occupy the condominium units prior to approval, in writing, from the Board of Directors. Each condominium unit owner may have as an occupant one (1) dog or one (1) cat only, not to exceed thirty-five (35) pounds at maturity, and it shall be of such nature and disposition so that its female owner/occupant could carry the animal, if required to do so, in all interior common areas. It is understood and agreed the keeping of pets on the premises is a privilege, but not a right, and may be revoked by the Board of Directors upon thirty days’ written notice. All dogs and cats permitted on the premises shall be under leash when walked or exercised on the condominium grounds. No pet shall be permitted in the recreational areas. Owners shall immediately remove from the premises his or her pet animal when such emits excessive noise, such as in the case of barking or howling, or becomes a nuisance, such as by virtue of a physical attack on any person authorized access to the condominium property. Each condominium unit owner shall be responsible to remove any waste made by his or her pet animal, and shall be personally responsible for any costs incurred in the repair resulting from the pet’s damage. Upon the death or disposal of the first approved pet, any subsequent pet must first be approved in writing by the Board of Directors.”

By signing below, I signify that I have read and will abide by the pet restrictions cited above, and attest that the information provided on this form is accurate and that the Board can disapprove this application if it is determined that the information is not accurate or is misleading.

Signature of Pet Owner/Resident

Date

Signature of Pet Owner/Resident

Date

Treetops Condos HOA
Satellite Dish Policy and Request Form

The Treetops Condos HOA Board of Directors approved the following Satellite Dish Policy at the January 9, 2013 Treetops Condos HOA quarterly board meeting:

1. All requests to install a satellite dish must be submitted in writing to HOA Management Company by the homeowner (not the tenant) and must be approved in writing by the Treetops Condos HOA Board PRIOR to the installation. Please use the request form below. A copy will be given to you and the original placed in your file.
2. There is a \$75 up-front fee payable to Treetops Condos HOA to cover costs of removing the dish after it is no longer in use. This amount may increase as removal costs increase.
3. A Treetops Condos HOA Board Member must be on hand when the dish is being installed to make sure the dish and wiring are installed in an approved location.
4. Dishes installed without prior written permission from the Treetops Condos HOA Board will be removed immediately and the cost of removal and any repair costs to the building will be charged to the homeowner, per the Treetops Condos HOA Restrictive Covenants.
5. Any subsequent repairs to the exterior or interior of the building that can be traced back to improper installation of the dish will be repaired by the Treetops Condos HOA and the repair costs will be charged to the homeowner's account, per the Covenants.
6. Homeowners are responsible for making their tenants aware of this policy.

I understand the Treetops Condos HOA Satellite Dish Policy as stated above and agree to its terms. I am requesting permission to install a satellite dish.

Homeowner's Name (Please Print)

Condo Address #

Homeowner's Signature

Date

Approved By:

Treetops Condos HOA Board Member's Signature

Date