

Rownetree Woods Homeowner's Association Rules, Regulations and Information Packet

Homeowner's Dues

Homeowner's dues are \$125.00 a month. If you are renting, the homeowner is responsible for paying these dues. Owners may pay dues monthly or several months at a time, for example quarterly, semi annually, annually, etc. Homeowner's dues are due on the first of each month and late after the 30th of that same month. If your dues are 30 days past due, there will be a \$20.00 late fee added to the balance for each month past due. If your dues become 90 days past due, a lien will be filed on your property. Any legal fees or costs to collect money will be added to your account. You will lose your voting rights, pool and tennis court privileges, if dues continue to not be paid. If you did not receive a copy of the By-Laws or Covenants when purchasing your unit, please contact HOA Management Company at (252) 565-4820. It is recommended that homeowners do a credit and background on all potential tenants.

Closings - Should a unit sell and the closing attorney does not contact the homeowners association to research the dues owed on the account, the balance owed (if any) will be assumed by the new owner.

Renting - Please notify the homeowners association with your tenant's info. Please fill out the Tenant Information Sheet and return to HOA Management Co. If you do not have one, please call HOA Management Co. at (252) 565-4820.

Homeowner's Responsibilities

Each homeowner is responsible for the interior maintenance of their property. The Rownetree Wood Board of Directors must approve any exterior modifications prior to these alterations being done. This includes patio areas that may be visible from the exterior, antennas, satellite dishes, and landscaping alterations. Please submit these plans in writing to HOA Management Company by mail: 3107-B S. Evans St. Greenville, NC 27834 or by email: manager@hoamgtcompany.com to be reviewed and approved by the Board.

Storm windows and doors must have the approval of the Board of Directors. A storm door is required for every unit.

Exterior window screens must remain on at all times and are the individual homeowner's responsibility. If any owner receives notice of a missing screen and fails to replace it within the given time frame, the association may replace and assess the owner for the charges.

Window treatments are mandatory to maintain the uniformity and integrity of the property. The association will notify the owner if window treatments are missing or in need of repair (grids, torn blinds, screens, etc.)

All areas around your individual unit must be kept clean of debris. No personal items are to be left out on the common areas of the property. Please store all personal items in your unit, deck or on the back patio. If you receive notice of debris around your unit and fail to clean it up within a given time frame, the association may remove and access you for the labor.

You are expected to keep the area around your unit clean. Please do not throw your cigarette butts on the ground or in the parking lot. Any unit that has excess trash or cigarette butts around their unit will be sent a letter of warning. If the area is not cleaned, then the association will pay someone to clean the area and the owner will be responsible for payment of these services.

Plumbing - Homeowners are responsible for ALL plumbing repairs to his/her unit. Plumbing problems include, but not limited to, broken or leaking water lines, faucets and sewage drainage and/or backup. In case of a plumbing problem, call a plumber. If the plumber determines that the problem is coming from your unit, the repair cost is your responsibility. Homeowner may also be responsible for water damage to a neighboring unit as of a result of problems, actions or misuse within his/her own unit. If the plumber determines that the problem is a Greenville Utilities problem, contact GUC immediately to make the repairs.

Electrical - Homeowner is responsible for ALL electrical repairs to his/her unit.

Association Maintenance Responsibilities

The association has the responsibility of maintaining the day to day exterior repairs of the units (excluding: fences, patios, decks, unit light fixtures, replacing/repairing wood rot on doors and windows, window screens, and all additions or modifications). The association will arrange for the exterior painting on a scheduled basis of 5 years or as needed. Buildings will be pressure washed annually, roof repairs as needed, siding repairs as needed, landscaping pool and tennis court maintenance and upkeep, parking lot, speed bumps, security lights, dumpsters, pest control, cable, etc...

Repairs - All repairs must be submitted in writing to HOA Management Co. from the homeowner allowing 30 days for a response. Please refer to your By-Laws and Covenants to assist you in what the association is liable for. Renters please contact the homeowner or your rental management company of your unit to inform them of the repair that's needed and they need to contact HOA Management Co. if it is something that is the association's responsibility.

Mail Room

The mail room is located on the north side behind the swimming pool for buildings 2901, 2903, 2905, 2907, 2909 and 2911. For building 2902, the mail boxes are located at the end of the building. The post office will need to give you your key and the mail box number, unless given to you by owner or rental management company. Please note that your box number will be different than your unit number. In the mail room, there is a bulletin board where information and flyers are posted. There is a trash can available in the mail room for unwanted mail.

Trash Dumpsters (Green)

Trash dumpsters are located between buildings 2909, 2911, across from 2907, 2905 and 2902. Rowntree Woods asks that you PLEASE do not place large items in front of the dumpsters. City of Greenville WILL NOT pick these items up when picking up the trash. Please take these items to the land field. If you have no way of getting these items to the land field, PLEASE contact the City of Greenville (329-4337) and put in a request for these items to be picked up and place them behind the back of the dumpster near that date. Continue to call until these items are gone. This should not be the responsibility of other homeowners. City of Greenville does not pick up construction material or vegetation. Also, if the dumpster that is convenient to you is FULL, PLEASE use the next available dumpster, so trash will not be visible. The trash is supposed to be picked up on Wednesdays. If for some reason they get full before that time, you can call the City of Greenville and request they come out and empty the dumpsters. Trash pick-up is a service for each unit that is paid through your dues. We all need to pull together and let's keep our grounds looking clean. On windy days, PLEASE close the lids on the dumpsters to avoid trash from blowing out. If you see trash on the grounds, please take time to pick it up to help keep our neighborhood clean.

Recycling Dumpster (Blue carts)

There is only one recycling area available and that is located between building 2901 and 2903. Please break down any boxes, so there will be room to accommodate the entire unit's recyclables. Please, only put in these containers, the items listed on the sign.

Cable

Rowntree Woods offers BASIC extended cable to every unit, which is included in the homeowner's dues. If you desire any upgrades, you will need to contact Suddenlink, which will be an additional charge at your cost.

Pest Control

The homeowner's dues cover pest control with Russ Pest Control. The contract is on an "On Call Basis" - (252) 746-8098. When calling, inform them that you are a Rownetree Woods resident, give them your unit number and the problem you are having. If you are having a severe, continuous problem with insects, ants, etc, then the residents in each unit might want to pull together and have them come out and spray the whole building at the same time, so insects will not run from unit to unit. Please keep firewood neatly stacked and six inches away from decks or the exterior surface of the building to prevent termites. Rownetree also has an annual termite contract, where they come out once a year to check for termites. The termite inspection is normally done in March of each year. The resident needs to set up an appointment for the inspector to come inside the locked gate area to do the inspection. Notices will be sent out prior to this to inform you of when to schedule.

Pet Rules

The only designated Pet Relief Area is located behind the fence area at the tennis courts. If for some reason your pet does not make it to the pet relief area, please be courteous to all of the homeowners and get it up. **THIS IS REQUIRED OF ALL HOMEOWNERS AND TENANTS. Please do not let your pet relieve themselves around the pool area or in front or back of someone's unit.** No one wants to smell urine or animal waste while enjoying a day at the pool or when they step out their front or back door. Please remember Greenville has a leash law. If it becomes a severe problem of animal waste, fines can be issued to violators. **PLEASE CLEAN UP BEHIND YOUR PET!** Residents are urged to write in or email the association with as much information as possible when seeing a dog owner not cleaning up pet waste. It is a Greenville City ordinance to leash and clean up after your pets.

Also, please do not let your pet urinate on the bushes. This leaves brown spots on the bushes. If someone violates this rule, please write or email the association stating the information and unit number of the resident.

A pet run is located at Rownetree Woods for the residents and their pet.

Swimming Pool

Everyone using the pool should have their pool pass and key visible, so other homeowners can see that you live at Rownetree Woods. You have the right to ask anyone do they live here, their age, are they a guest, etc. and you have the right to ask them to leave if they are not any of the above. Children must be accompanied by an adult (18 yrs or older), if they are under the age of 18. No more than two children are allowed per adult in the pool area. The association asks that you make sure the gate is locked securely behind you, so the next person that enters must have a key to get in. Please clean your trash up after using the pool. There is a trash can for

this purpose. **Absolutely no GLASS CONTAINERS** are allowed in the pool area. There is a designated trash can labeled for Aluminum cans only to be recycled. NO pets or animals are allowed inside the fence area. The pool hours and other rules are posted on the fence and on the side of the building facing the gate. Please follow the rules or YOU WILL lose your pool privileges for 60 days. When exiting the pool, please lock the gate securely behind you and turn off the lights. If you are having a pool party, please give a two week notice by contacting the management company. Private use cannot be guaranteed. Styrofoam floats are not allowed, due to clogging drains. **PLEASE USE OIL FREE LOTIONS TO PREVENT BUILD UP AROUND EDGES OF POOL.** If your key is lost, it will cost \$50.00 to get it replaced. Homeowners/Rental Agents are responsible for collecting these keys when the tenant leaves or giving them to the new homeowner when the unit is sold. Effective August 1, 2004, everyone will have to pay for a key, if they do not have one, to pay for expense of having to keep making copies.

Tennis Courts

Everyone using the tennis courts must have their key and pass visible, so other homeowners can see you live here. A child under the age of 14 must be accompanied by an adult (18 yrs or older). Please do not ride bicycles, roller blade or skate inside the fence, due to damaging the court surface. Please lock the gate securely behind you, so the next person will require a key to enter and turn off the lights. There are other rules listed on the sign at the gate. Anyone disobeying the rules could lose their privileges for 60 days. Some homeowners let their pets run inside the tennis courts. Please **DO NOT** let your pets relieve themselves anywhere inside the courts. Per the rules, pets are really not allowed inside the fenced area. If a key is lost, it will cost \$5.00 to get it replaced. Please share the basketball with the smaller kids.

Lawn Care Service

Little's Nursery is providing lawn service at this time for Rowntree Woods. Please be courteous and remove any items that could be in their path of doing their job (bicycles, water hoses, toys, etc.). If there are any complaints about the service, please contact HOA Management Co. Per contract, the grass will be cut every Thursday during peak months. Homeowners are responsible for maintaining any additional landscaping they have planted in the back of their units, inside their gates and if any additional items have been planted in the front. Behind the air condition units, they will spray to kill weeds, so if you have flowers, etc., please keep it clean, so it will be visible that there is something planted there. Again, if there are any complaints, please submit it in writing to HOA Management Co. or email to manager@hoamgtcompany.com.

Common Area/Grounds/Sidewalks

The board voted at the November 2010 meeting that only walking will be allowed on the sidewalks. No other activities will be allowed on the sidewalks, for example: bike riding, playing, scooters, skateboarding, etc. Please make sure the front and back of your units are kept clean. There will be no dumping of any foreign material on the grounds, examples: motor oil, solvent, paints, etc. No litter, including cigarette butts, by residents or their guests, is to be discarded on the common grounds. Children are not to play on neighbor's lawns, fences or decks. Homeowners are responsible for any damage to the buildings or common area caused by homeowners/residents children, pets and/or guests. Parents are responsible for making sure children know safety rules and abide by them. Use of sidewalk chalk is not allowed. No obnoxious or offensive activity that may become an annoyance or nuisance in the neighborhood is allowed. City of Greenville Ordinance # 05-109 addresses noise control. Alcohol consumption is not permitted on common grounds. Being respectful and thoughtful of one's neighbors is especially important. Measure must be taken to keep from disturbing the peace and tranquility to which you and your fellow neighbors are entitled. Radios, stereos, televisions and pets should be monitored, so that noise is not above normal conversations level. Loud noises should be avoided at all times, but especially between the hours of 11:00pm to 8:00am, according to the City of Greenville Noise Ordinance. If a resident should be disturbed, he/she should first attempt to notify the disturbing party or contact HOA Management Co. to notify the disturbing party. If it reoccurs, the POLICE should be called.

Parking

Each resident has two parking spaces. Each is labeled with the letter of your unit. Due to the design of the parking lot, buildings 2905, 2907 and 2909 have some units that have one parking space directly in front of their unit and the other is down further and some have two side by side. Visitor parking is available at the pool area, two are in front of 2905 A, three are on the island in front of 2909 A and four are along the curb beside unit 2903 G. The association asks that you DO NOT double park and DO NOT Park in the designated NO PARKING areas (trash dumpsters, curbs, main entrance, etc.). If you have a problem with someone parking in your space, please be neighborly and ask them to remove it. If it continues to be a problem, each resident has the right to have that vehicle towed at the owner of the vehicle's expense. Due to limited parking spaces, those having to park on the allowed curbs, please be courteous and park close enough to the curb allowing residents in their parking spaces room to back up. Any abandoned and/or inoperable vehicles will be towed at the owner's expense. Any vehicles that are being parked at Rowntree that DO NOT belong to any of the homeowners/tenants or their short term visiting guests will be towed if not removed within a reasonable amount of time. Let's all be courteous to our neighbors and use our own parking spaces and when we have visitors, direct them to the visitor designated areas to park. Please drive slowly, watch out for cars backing out, small children, and pets and please keep your music at a respectful level when

driving through the parking lot. When parking on an island, please have the vehicles going in the same direction.

Community Watch

The homeowners association began a Community Watch in July of 1996. Each unit should have a sticker in the front and back windows. We have 3 signs posted on the grounds, one at the entrance way, one across from 2902 and one across from 2903. If you would like to be a part of our community watch, please contact a board member or HOA Management Co. Each building has a designated unit captain that is responsible for attending the community watch meetings and relaying information to each unit. Being part of a Community Watch is not only protecting the area from crime, but keeping your community clean and also getting to know your neighbors. Each year we try to have a gathering for the Community Watch for all the residents.

Parents

As a SAFETY PRECAUTION, please ask your children to wait for the bus on the grass area and not in the street. Please remind them to keep the noise level down when outside, so residents will not be disturbed as some people work nights and sleep days. PARENTS, PLEASE SUPERVISE YOUR CHILDREN and do not let them run all over the neighborhood!! The Rownetree Woods Board of Directors has voted that all children under the age of 12, need to inside at dark. They need to be supervised at the pool and tennis courts at all times.

No Soliciting

Rownetree Woods does not condone door to door solicitation and we ask that you, as a resident, not encourage such solicitations. Solicitors are considered to be trespassers and should be asked to leave.

IT IS THE HOMEOWNER'S RESPONSIBILITY TO PASS THESE RULES ON TO THEIR TENANTS. IF THE TENANT VIOLATES THESE RULES, THE OWNER WILL ULTIMATELY BE HELD RESPONSIBLE BY THE ASSOCIATION.

THANK YOU! ROWNETREE WOODS HOMEOWNERS ASSOCIATION

2013/2014 Board of Directors

Roy Bedard - President

Joseph Gondrez - Vice President

Jim Brinson - Secretary

Kari Johnson - Treasurer

Sheneathia White

Angela Wallace

Susan Dupree

2013/2014 Community Watch

Angela Wallace

2901 -

2902 -

2903 -

2905 -

2907 -

2909 -

2911 -