



The Gates Homeowners Association Rules and Regulations

Revised January 2020

By purchasing a townhouse in The Gates, you have become a member of The Gates Homeowners Association (HOA) and Treetops General Homeowners Association. Ownership of a townhouse is subject to certain easements, restrictions, covenants, and conditions, which are for the purpose of protecting the value and desirability of the community and are binding on all homeowners. Each of the two homeowners associations of which you are a member has its own set of *Restrictive Covenants and Bylaws* that are legal documents recorded at the Pitt County Register of Deeds Office and are referenced in the deed to your property.

All homeowners are encouraged to read the entire Restrictive Covenants and Bylaws of The Gates Homeowners Association (recorded in Book 128 Pages 462-492 in the Pitt County Register of Deeds Office), and Treetops General Homeowners Association (recorded in Book 135 Pages 348-366), and to consult an attorney, if needed, for assistance in understanding them. Sellers are advised to provide potential buyers with a copy of the Restrictive Covenants and Bylaws and also a copy of the following Rules and Regulations before entering into a contract to sell their property.

The aforementioned documents as well as the following Rules and Regulations can be reviewed and downloaded on our Management Company's website, www.hoamgtcompany.com.

To follow are The Gates Homeowners Association Rules and Regulations (listed as bulleted items) and excerpts from The Gates Homeowners Association Restrictive Covenants (typed in italics). These Rules and Regulations revised and adopted by The Gates Homeowners Association Board of Directors on January 21, 2020 shall become effective March 1, 2020, and replace all previous versions of the Rules and Regulations for The Gates. The Gates HOA Board has the right to amend the Rules and Regulations at any time. Notification of amendments will be mailed to all homeowners.

Article VI EXTERIOR MAINTENANCE

Section 1: Types of Maintenance. *In addition to maintenance upon the Common Area, the Association shall provide exterior maintenance upon each Townhouse lot which is subject to assessment hereunder, as follows: paint, repair, replace and care of roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, walks, and other exterior improvements. Such exterior maintenance shall not include glass surfaces, including windows, doors or storm doors, exterior doors and garage doors which shall be the responsibility of the townhouse unit owners. . . .*

- The following chart lists the exterior improvements that are painted, repaired, replaced, and/or maintained by the Association.
- Any damage caused as a result of an unapproved architectural change made by a resident or homeowner will be repaired by the Association and charged to the homeowner.
- In addition, any damage to building surfaces caused as a result of mounting or attaching items to the building will be repaired by the Association and charged to the homeowner.

	Paint	Repair	Replace
Roofs	----	Yes	Yes
Window glass	----	No	No
Window screens	----	No	No
Window brick molding	Yes	Yes	Yes
Window sills and nosing	Yes	Yes*	Yes*
Window sashes	Yes	Yes*	No*
Entrance doors	Yes	No	No
Door brick molding	Yes	Yes	Yes
Door jambs	Yes	No*	No*
Door thresholds	Yes	No*	No*
Storm doors	----	No	No
Garage doors	Yes	No	No
Garage brick molding	Yes	Yes	Yes
Garage door jambs	Yes	Yes	Yes
Exterior siding and trim	Yes	Yes	Yes
Porch railings	Yes	Yes	Yes
Patios	----	No	No
Decks	----	As Funds Allow	As Funds Allow
Fences and gates	----	As Funds Allow	As Funds Allow
Gutters/downspouts	----	See Below+	See Below+
Exterior faucets, underground utilities	----	No	No
Exterior light fixtures	----	No	No
Streets/parking spaces	----	Yes	Yes
Sidewalks	----	Yes^	Yes^
Driveways	----	No	No
Mailboxes (not locks or keys)	----	Yes	Yes
Street signs, entrance/exit signs	Yes	Yes	Yes
Street lights/island lights	----	Yes	Yes

* The HOA does not replace window unit assemblies or door unit assemblies. Replacement windows and doors must be pre-approved by The Gates HOA Board of Directors.

+ All front gutters/downspouts originally installed by the builder have been replaced by the HOA and are under warranty. Additional gutters/downspouts installed by homeowners are the responsibility of the homeowner. New or replacement gutters/downspouts must have prior written approval by The Gates HOA Board of Directors. Refer to Gutter Specifications on web site.

^ Historically, sidewalk maintenance has been done only when uneven sections present a trip hazard.

Article VII ARCHITECTURAL CONTROL

Section I: General. *No building, fence, wall, or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structure and topography by the Board of Directors of the Association . . .*

The Gates HOA Board of Directors must give written approval before any exterior modifications are made. This includes exterior modifications within patio areas that may be visible from the exterior, landscaping alterations, satellite dishes, and other items attached to the exterior.

Unauthorized exterior changes or alterations must be removed. Fines may apply.

Replacement FRONT DOORS, STORM DOORS, PATIO DOORS, and WINDOWS MUST have PRIOR WRITTEN APPROVAL from The Gates HOA Board of Directors.

- Replacement **storm doors** at front entrances must be full-view glass doors with no cross bars or retractable screens.
- Replacement **patio doors** must be French doors with grids; sliding doors are not allowed.
- Residents are not to **paint or stain** doors, fences, decks, railings, building exteriors, etc., without the prior approval of The Gates HOA Board of Directors. Refer to web site for Fence and Deck Wood Sealer Policy and Request Form.
- **Pressure washing** must be done with low pressure; any damage to paint or building surfaces from residents' use of high pressure will be repainted or repaired by the HOA and the cost charged to the homeowner.
- **Window screens** are to be kept in good repair with no holes or patched areas. Replacement screens are the responsibility of the homeowner and must match the original screens in color and design. Screens must be in all windows or no windows, with the exception of garage windows.
- **Window grids (muntins)** are to remain in the windows at all times and are to be painted white. Though they are on the interior of the structure, they maintain the exterior architectural aesthetic integrity of the townhouses. Broken or missing grids must be replaced by the homeowner. (Contact the Manager or refer to Window Maintenance Resources on web site for information on how to obtain replacement grids and clips).
- **Window air conditioners, awnings, or solar collectors** are not allowed to be attached to or erected on any townhouse. Skylights and solar tubes must have prior written approval.
- Replacement **exterior light fixtures** should be in the style and finish as the original fixtures; that is, coach-style black fixtures.
- **Outdoor and landscape lighting** may be placed in existing plant beds, at the base of trees, or on porches, patios or decks with prior approval of The Gates HOA Board of Directors. No lights are to be placed on lawns, in trees, or attached to buildings, fences or decks. White non-blinking lights are the only approved outdoor and landscape lighting in The Gates. Lights must be kept in good repair or must be removed. Lighting that invades adjacent townhouses to the point that it is a nuisance to the residents must be re-positioned, removed, or the wattage reduced so that it no longer causes a nuisance.
- New or replacement **gutters/downspouts** must have prior written approval of The Gates HOA Board. Refer to Gutter Specifications on web site.

- One decorative **flag** is permitted with prior Board approval, as long as it is mounted on an approved location on the front of the townhouse with an appropriate flag holder and not attached to free-standing flag poles or trees. Flags deemed by the Board of Directors to be in poor condition or inappropriate will not be permitted and must be removed.
- Residents are not to use **nails, screws, hooks, or brackets** to attach or secure anything to the exteriors of the buildings or railings, including **hose racks, window boxes, planters, hanging pots, décor items, etc.**, other than one flag holder.
- **Wreaths, Christmas wreaths, etc.** must be attached using non-invasive attachment methods such as suction cups or “Command” hooks. **Christmas decorations** may be displayed after November 15 and must be removed by January 15.

LANDSCAPING/GROUNDS

- Homeowners must obtain written approval of The Gates HOA Board of Directors PRIOR to **adding/removing trees, shrubs, or potted plants**. New trees, shrubs, and/or potted plants must be in keeping with the look of the established landscaping, and must be sized appropriately for their location when mature.
- To maintain a consistent landscaping look, the only approved mulch is pine straw. Landscape edging materials such as bricks, pavers, stones, rocks, wood, decorative wire, plastic edging, etc. are not permitted around plant beds or natural areas. However, low black or brown edging may be used at plant beds where they abut sidewalks or driveways to contain erosion.
- Residents are not to extend the size of existing plant beds or add additional plant beds without prior written approval of The Gates HOA Board of Directors.
- All plants must be kept pruned so that they do not touch building surfaces or interfere with maintenance of the building. **Ivy and other climbing vines** must not be allowed to grow on any building surface, including brick. **Window boxes** are not allowed, due to the potential for damage to siding and window sills.
- Dead plants, clippings and other vegetative debris may be put at the yard waste collection site on Winding Branches. Leaves must be loose, not bagged. Leaves and branches, etc. must be placed in two separate piles since they are picked up by different sanitation trucks (vacuum truck for leaves and claw arm truck for branches). Do not put potted plants, flower pots, pumpkins, or other discarded items at the curb or on yard waste collection sites. The City will not pick up these items; put them inside your trash can.
- The landscapers have requested that residents not put **rocks, pebbles, or stones** anywhere on the grounds; they may travel into areas where they could be picked up by lawnmowers and propelled onto nearby buildings or vehicles.
- No **yard maintenance equipment, grills, bikes, strollers, play equipment, etc.** are to be left or stored outside in normal sight or outside fences, in alleys, or under decks.
- **Lawn furniture, chairs, benches, décor items, pots, etc. are not permitted to be placed on common areas or grass, as they interfere with landscaping maintenance.**
- **Basketball goals, bike or skating ramps**, or other outdoor sports or play equipment are prohibited from being erected on the property or on common property.

Section 2: Patio Area. *The patio area adjoining each townhouse unit shall be considered to be a part of the unit and shall be under the exclusive control and supervision of the unit owner. The Association shall not be obligated for maintenance or repair in this area except for exterior maintenance as hereinabove described.*

- Each homeowner is responsible for maintaining the trees, bushes, and plants growing inside his/her fenced patio or deck so that they do not compromise the integrity of the building or fence. The Association will notify homeowners prior to pruning tree limbs.

Article VIII USE RESTRICTIONS

Section 1: Land Use and Building Type. *No lot shall be used except for residential purposes.*

Section 2: Nuisance. *No noxious or offensive activity shall be conducted upon any lot nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.*

- Residents and their guests are not to cause or permit unusual or objectionable noises that disturb others. "Objectionable" is defined as frequent or continuous noise, loud noise, or noise that occurs during normal sleeping hours.
- Lighting that invades adjacent townhouses to the point that it causes a nuisance, must be repositioned, removed, or the wattage lowered, so that it no longer causes a nuisance.
- Playing outside with airborne objects, such as balls, kites, Frisbees, or model airplanes is prohibited, due to the close proximity of the townhouses.
- Door-to-door soliciting is prohibited in Treetops.

Section 3: Animals. *No animals, livestock or poultry of any kind shall be kept or maintained on any lot or in any dwelling except that dogs, cats or other household pets, **not to exceed a total of two (2), only one of which may be a dog,** . . . Dogs must be leashed and accompanied by the owner while in the common areas. Owners of such pets shall remove same from the premises immediately when such emits excessive noise (i.e. barking, howling) or becomes a nuisance (i.e. scattering trash, disturbing trash cans or physical attacks on persons). Each owner is responsible for removing waste made by his or her pet as well as for damages caused by said pets.*

- Only house pets are allowed in The Gates.
- The Gates HOA Restrictive Covenants prohibit more than one dog per household.
- No pet is to be kept outside the building in a cage, pen, patio, deck, fence, or on a tether.
- Pets are not allowed inside the fenced pool area. Please keep dogs off landscaped beds.
- Dogs *and cats* must be on a leash when outside and accompanied by the owner or by the owner's representative. This is for the pet's safety as well as the safety of persons and property. Note that the Treetops General HOA Restrictive Covenants which also govern The Gates and are recorded in Book 135 Page 363 state, "**7. No pets, dogs, domestic cats, etc., shall be permitted on the property except under leash . . .**"
- Pet owners are responsible for removing and properly disposing of their pets' waste wherever it is deposited, including deposits on the pet owner's property. Plastic bags containing the waste are not to be left outside on the ground, in or behind bushes, in open containers outside, or at front porches or garage entrances.

Section 4: Outside Antennae. *No outside radio or television antennae shall be erected on any Townhouse or Townhouse lot unless and until permission for the same has been granted by the Board of Directors of the Association or its architectural control committee.*

- One satellite dish per townhouse is allowed, provided it does not exceed 21" in diameter, and is to be installed only at the rear of the townhouse, not attached to the roof or chimney, and only with PRIOR written approval of The Gates HOA Board of Directors.
- Radio and TV antennae are not allowed.

Section 5: Garages. *Garage doors must remain closed at all times except as is necessary to store or remove the personal property of the lot owner.*

Section 6: Boats and Trailers and Vehicles. *No boats or trailers shall be parked or stored on any lot or on any street, parking lot or other common areas of the properties. No vehicles shall be stored on the premises if inoperable and/or they do not display valid state license tags.*

- Only passenger vehicles are permitted to be parked within The Gates. Boats, trailers, motor homes, and recreational vehicles are not allowed. However, service people are allowed to park their trucks and trailers in The Gates while they are performing maintenance services for Gates homeowners.
- Vehicles must be operable and display valid state license tags when parked in The Gates.
- The Gates streets (Gates Dr., Nantucket Ct., and Georgetown Ct.) are private streets owned and maintained by The Gates HOA.
- Parking on Gates streets is prohibited, except for large delivery trucks or other service trucks and trailers that cannot fit into visitor spaces or driveways.
- Parking on unpaved surfaces is prohibited. All tires must be on pavement.
- Residents are to use their garages and driveways for vehicle parking. Additional parking for residents is available on Winding Branches Dr. and Pine Branches Cl.
- Parking two vehicles side-by-side on a single-car driveway is prohibited.
- Parking perpendicular on driveways is prohibited.
- There are eleven (11) designated visitor parking spaces for guests. Gates residents are not to use visitor spaces for parking their vehicles; however a resident may move his vehicle **temporarily** to a visitor space in special circumstances, e. g. to clear the driveway for an appliance delivery. When the special circumstance is over, the resident must **promptly** remove his vehicle from the visitor space.
- Visitor parking is for short-term parking only (visitors staying one week or less).
- Gates residents and their visitors are not to use the parking spaces on Persimmon Pl.; these spaces belong to the Treetops Townes HOA and are for their residents' use only.
- Vehicles parked in unauthorized areas are subject to be towed at the owner's expense.
- Performing maintenance to vehicles such as changing oil, brake pads, etc., is prohibited.
- Please observe the posted speed limit of 25 mph in Treetops.
- Enter and exit The Gates on the right side of the island to avoid potential collisions.
- Homeowners are responsible for making sure their family members, guests, tenants, and service people are aware of and adhere to the parking rules.

Section 7: Signs. *No signs (including "for rent", "for sale", and other similar signs) or property identification signs shall be erected or maintained on any unit or any lot or common area and facilities except with prior written permission of the Board of Directors of the Homeowners' Association.*

- No signs are allowed to be displayed on Gates properties, either in windows or outside, except that one home security sign may be displayed in the plant bed directly adjacent to the front entrance, with prior written permission of the Board of Directors.
- Outdoor sales, such as, but not limited to, garage sales, are not permitted in The Gates, due to limited parking and signage restrictions.
- Realtor open houses are not permitted, per Board policy, due to limited parking and signage restrictions.

Article X GENERAL PROVISIONS

Section 1: Enforcement. *The Association, or any Owner, shall have the right to enforce, by any proceeding at law or in equity, all restrictions, conditions, covenants, reservations, liens and charges now or hereafter imposed by the provisions of this Declaration. Failure by the Association or by an Owner to enforce any covenant or restriction herein contained shall in no event be deemed a waiver of the right to do so thereafter.*

- Homeowners are accountable for the actions of their family members, guests, & tenants.
- Homeowners who are in violation of the Restrictive Covenants or Rules and Regulations will be notified in writing by the Management Company.
- The Association has the authority to levy fines if the homeowner fails to correct the violation within a reasonable period of time after notification, or after repeated violations.

FINES FOR VIOLATIONS:

- First Offense: Warning Letter
- Second Offense: Fine Warning
- Third Offense: Hearing

A fine of up to \$100 per day may be imposed against the property owner for each day the violation exists after the date given in the fine warning letter. The Association's Board of Directors will determine the actual amount of the fine after a hearing has been held. At the hearing the homeowner may provide a reason, if any, why a fine would not be levied. Failure to appear at hearing may result in a fine for the violation if the issue has not been resolved.

ADDITIONAL INFORMATION

Trash/Recycling

- Trash collection day is Thursday. Go to www.greenvillenc.gov for the holiday schedule.
- Trash and recyclables must be placed inside City-approved containers with lids and **placed at the curb no earlier than the evening before service. All trash and recycling containers must be stored out of sight inside garages, storage bldgs., or fenced areas no later than daybreak of the day following service.** Trash bags are not to be put at the curb for pickup in lieu of using a trash can; squirrels and other animals can scatter trash.
- Do not put carpet, carpet padding, or other renovation debris at the curb; the City will not pick it up. For information on disposal of these items go to www.greenvillenc.gov.
- Bulky items and white goods cannot be placed at the curb for collection more than two days prior to the service day. Homeowners should call the Sanitation Department at 329-4522 to schedule a pickup of these items and also pickup of live Christmas trees.
- For information on disposal of landscape debris, refer to page 4.
- The dumpsters located in the Treetops Condos parking lot were purchased by the owners of 110-523 Hidden Branches Close and are for their use only. Anyone observed using the dumpsters who is not a resident of 110-523 Hidden Branches Close will be fined \$100.

Street Lights

The six street lights within The Gates are owned and maintained by the Association and GUC. If you notice that a street light is out, please notify the Management Company in writing.

Fire Safety

The use of charcoal grills, Tiki torches, outdoor fireplaces, etc., is prohibited within 10 feet of any combustible surface, including buildings, decks, fencing, pine straw, and leaves. This is a fire safety regulation of the City of Greenville. Please do not empty charcoal grills onto the ground.

Pest Control

The Gates Homeowners Association dues cover pest control on demand and termite treatment. Homeowners who need pest control services should call Otho's Pest Management at 252-227-4005 to schedule an appointment at their convenience. Termite inspections are conducted annually during the early fall. Notices will be mailed or emailed two weeks prior to the start of inspections. Homeowners are responsible for scheduling their own termite inspections and will be fined if the inspections are not completed prior to November 1. Completion of this annual inspection is required to maintain termite coverage.

- No wood is to be stored outside on the bare ground, on or under decks, or in crawl spaces. Firewood must be stacked on a metal frame, inside patio fences, one log deep.

Pool

The Treetops pool opens in May and closes in September. The Gates homeowners' dues cover pool membership for Gates homeowners and their guests. Each spring Pool Committee volunteers distribute newsletters which include pool opening and closing dates, pool hours, pool rules, and information on how to obtain a pool card.

- Homeowners' account balances must be paid up-to-date in order to use the pool. Article II Section 1(b) of The Gates HOA Restrictive Covenants gives the Association the right to suspend the homeowner's use of the recreational facilities for up to 60 days if the account balances are not kept paid up-to-date.

Dues

Homeowners association dues are due on the first of the month and incur a \$20 late fee if the account balance is not paid in full by the 20th. Monthly notices are sent only to delinquent accounts. Liens will be filed on accounts that are 2 months in arrears and the attorney's fees charged to the homeowner. Foreclosure proceedings may be initiated at the discretion of the Board of Directors. If a unit sells and the closing attorney does not contact the Management Company to research dues owed, the balance owed (if any) will be assumed by the new owner.

Website

Bookmark **www.hoamgtcompany.com** and refer to the "Treetops The Gates" page to:

- Look up contact information for HOA Management Company
- Submit a maintenance request
- Review your account statement; make a payment by credit card
- Review the Restrictive Covenants and Bylaws
- Review the Rules and Regulations, policies
- Download a draft form, pet registration form, vehicle information form, parking map, etc.
- Access policies, guidelines, resources, and newsletters

Concerns

Should you have concerns or questions regarding the Association, please forward them to the Management Company by mail or email. Maintenance requests should be submitted in writing, or via www.hoamgtcompany.com. Emergencies such as roof leaks should be reported immediately to the Management Company by phone and followed up in writing.

Meetings

The Association Board of Directors meets on a quarterly basis to discuss any pending business. If you are interested in attending a meeting, please contact the Management Company for the dates and request a place on the agenda. The Association holds an annual meeting, which is open to all homeowners, once per year. Notification and an absentee proxy will be mailed at least 15 days prior to the scheduled date.