

The Commons at Beech Hill Owners, Inc. Rules and Regulations

Adopted May 2015

**Prepared By:
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PO Box 3250
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THE COMMONS AT BEECH HILL, INC.

Rules and Regulations

Pursuant to Article IV, Section 4 of The Commons at Beech Hill Inc., (The Commons) Declaration of Covenants, the following rules and regulations have been formulated by the The Commons Board of Directors for the protection and general welfare of the community. These rules supplement the contents of the Declaration of Covenants, Conditions and Restrictions of the Association.

THE BOARD WISHES TO FOSTER A COMMUNITY OF FRIENDLY NEIGHBORS WHO RESPECT THE RIGHTS OF OTHERS. COMPLIANCE WITH CERTAIN RULES AND REGULATIONS IS NECESSARY TO ACCOMPLISH THIS IN THE CLOSE COMMUNITY IN WHICH WE LIVE. NO OWNER, RESIDENT OR GUEST WILL BE ALLOWED TO INFRINGE ON THE RIGHTS OF HIS/HER NEIGHBOR. IT IS THE RESPONSIBILITY OF THE BOARD TO ENFORCE COMPLIANCE WITH THESE RULES IN AN EQUITABLE MANNER BUT NOT HARASS THOSE THAT MAY OCCASIONALLY SLIP.

Violations of these rules and regulations should be reported by phone and followed up in writing to a member of the Board of Directors or the management company.

These rules and regulations became effective June 1, 2015.

MONTHLY MAINTENANCE FEE:

Our only source of operating income is from our monthly maintenance fees. It is the obligation of every OWNER to pay the monthly maintenance fee on time. Fees are due on the first day of the month without notice and are considered late if not paid by the end of the month. Late payments will be assessed a \$20.00 penalty, for each month the dues are not paid. Fees should be paid to The Commons at Beech Hill Owners, Inc, and mailed to the management company as follows:

<u>BY MAIL</u>	OR	<u>IN PERSON</u>
Allenton Management		Allenton Management
P.O. Box 3250		3500 Westgate Drive, Suite 800
Durham, N.C. 27715		Durham, N.C. 27707

Automatic bank draft service is available through Allenton Management.

ARCHITECTURAL CONTROL- BUILDING AND LANDSCAPE CHANGES:

1. Owners are not permitted to make any additions or changes to any part of the exterior of the building unless submitted to the Board and approved in writing as per Article Six (VI) of the THE COMMONS Declaration of Covenants, Conditions and Restrictions. Under no circumstance will a verbal request be considered. Such changes shall include, but not be limited to, room additions, and replacement or repainting of siding, windows and doors in a style or color that differs from the original. An architectural review form is included at the end of this document.
2. All common area landscaping is to be left undisturbed. Requests for additions or changes to the Owner's landscaping must be submitted to the Board, through the management company, in writing. No verbal request will be considered.

3. The Board has the right to remove and/or repair any unauthorized changes to the grounds that an Owner refuses to correct after being notified of such. The cost of the removal and/or repair will be billed to the Owner.

BUILDING EXTERIORS and TRASH DISPOSAL:

1. No sign shall be erected on the common grounds or outside of any home, except "for sale" or "for lease" signs, and signs such as those for home security systems or "invisible fences", without the express written permission of the Board. Each unit Owner may erect one "for sale" or "for lease" sign directly in front of their home only.
2. Yard sales, including but not limited to estate sales and tag sales, are prohibited.
3. One political sign may be placed directly in front of your home three (3) weeks prior to an election or primary and must be removed immediately after the election.
4. All barbecue grills, bicycles or other personal items shall not be visible from the front of the home.
5. The Association has curbside trash and recycling pick-up that is provided by the City of Durham as part of your property taxes. Trash is picked-up on Tuesday of every week and recycling is picked-up on Tuesday every other week unless the normal day is a holiday. **Trash and recycling bins are the property of the City of Durham and should be out only on the scheduled pick-up day. Cans must be stored on the side or in the rear of the home so as not to be visible from the front of the home at all other times.** In the event that the terrain of the property prohibits storing cans on the side or in the rear of the home, an enclosure may be built in the front, provided the plans are submitted to the management company and approved by the Board of Directors in writing prior to the start of construction. If you are scheduled to be out of town on the regularly scheduled pick-up day, please ask a neighbor to remove these containers so they are not visible from the street. All trash must be placed inside the container furnished by the City of Durham.
6. The City provides one other curbside service for bulky household items. You can find a listing of these items at (<http://durhamnc.gov/ich/op/swmd/Pages/Bulky-Item.aspx> or by calling **Durham One Call at 9149-560-1200**). Bulky items should be placed by the curb on the day of trash pick-up and will be picked-up on the following day.
7. Exterior decorations such as seasonal or holiday decorations shall be limited, modest and unobtrusive and must be removed after the holiday season.

VEHICLES AND PARKING:

1. No unlicensed vehicle, truck of more than one and one half (1 ½) tons gross weight, boat, RV, or trailer is to be operated or stored in The Commons. No inoperable vehicle is to be stored in The Commons.
2. The posted speed limit shall be observed throughout the development. Be alert for walkers, joggers, small children, older individuals, dog walkers and wildlife.

3. Car repairs, including but not limited to oil changes, are prohibited.
4. Temporary storage containers (PODS) that are used when moving or for repairs and renovations are permitted for not more than thirty (30) days, without special permission from the Board of Directors. The container must be placed and fit on the Owners personal parking pad.

PETS:

KEEPING TYPICAL DOMESTIC PETS IS PERMITTED WHEN THE FOLLOWING RULES ARE OBSERVED. ALL ANIMALS MUST BE VACCINATED AND PROPERLY LICENSED WITH THE PROPER GOVERNMENT AGENCY. THE BOARD SHALL HAVE THE RIGHT TO ORDER ANY PERSON WITH A PET THAT IS A DANGER, NUISANCE OR DOES NOT COMPLY WITH THE FOLLOWING RULES TO REMOVE SUCH PET FROM THE PREMISES.

Violations of any of these regulations may be reported to Animal Control Services Office of the Durham County Sheriff's office at 919-560-0630 from 8am to 5pm, Monday – Friday and to the Emergency Communications Center at 919-560-0900 at all other times.

DOGS:

1. Dogs are to be walked on leashes. Owners **MUST** clean up immediately after their pets in all areas and dispose of the bagged waste in appropriate containers.
2. **DOGS MAY NOT BE LEFT OUTSIDE AND UNATTENDED AT ANY TIME.**
3. Any dog running loose without identification shall be considered a stray.
4. A pet is considered a stray when it is off the property of its owner and not under restraint by means of a leash. **Voice command is not recognized as adequate restraint.**
5. A dog is considered a nuisance when it habitually and continuously barks, whines or howls in an excessive manner one or more times per minute during a ten (10) minute period or between 10:00 PM and 7:00 AM, displays aggression towards people or other animals (whether on or off a leash) or damages property.

CATS:

1. For their own safety and for the well being of the neighborhood, it is strongly recommended that cats should be kept indoors only.
2. Cats must have a collar, rabies tag and identification tag with owner's name, address and phone number or they may be deemed as strays if they are off the Owner's property.
3. According to the City of Durham ordinances, a cat is considered a nuisance if it gets into or turns over trash containers, walks or sleeps on vehicles other than that of its Owner, damages gardens

other foliage or other real or personal property, is maintained in an unsanitary condition so as to be offensive to sight or smell and is not confined indoors while in estrus.

GENERAL:

1. Suspicious activity should be reported immediately to the Durham Police by calling 911.
2. All recreational facilities are governed by the Board of Directors of the Owners of Colony Hill.
3. All personnel hired by the Board shall be the responsibility of the Board or management company. All concerns should be directed to the management company or to a member of the Board.

The Commons at Beech Hill Homeowners Association **EXTERIOR MAINTENANCE RESPONSIBILITIES**

The purpose of this document is to clarify the Commons at Beech Hill governing documents concerning exterior maintenance responsibilities and to insure compliance, as applicable, to changes you may make to the exterior of your home. As an example, while the Owner is responsible for replacement of doors, windows and exterior light fixtures, you must have approval from the Homeowners Association in writing prior to having the work done. In fact, it is a good idea to submit any change or modification to the exterior of your home and get approval prior to starting any work. This may prevent you having to remove it unnecessarily.

The Commons at Beech Hill Homeowners Association is responsible for:

1. Cleaning gutters and downspouts twice a year in May and November.
2. Repairing or replacing all retaining walls installed by developer that are on common property
3. Repairing and/or replacing all street and entrance lighting.
4. Grass will be mowed, edged, seeded, fertilized and aerated and natural areas visible from the street (except wooded areas) will be weeded and mulched annually.
5. Shrubbery will be pruned and sprayed for disease when necessary.
6. One pine straw application is distributed annually in March.
7. Trees on common property will be pruned from buildings, walkways and other surfaces.
8. Dead, diseased and dying trees on common property will be removed as needed.

The Commons at Beech Hill Owner is responsible for:

1. Repairing and/or replacing rotted siding, trim, and fascia.
2. Repairing and/or replacing decks, handrails and railings that were originally installed by the builder or Owner.
3. Repairing or replacing parking pads and sidewalks.
4. Repairing and/or replacing all exterior doors, including storm and storage room doors, windows and screens.
5. Repairing and/or replacing water, sewer and storm drain lines.
6. Repairing and/or replacing porches, patios and steps.
7. Repairing and/or replacing exterior water faucets, whether attached to the home or otherwise.
8. Repairing and/or replacing exterior light bulbs and fixtures.
9. Shrubbery and plant material replacement. (Association will remove dead shrubbery)
10. All pest control and termite contracts.
11. All structural, foundation and brick repairs, including but not limited to damages caused by settlement.
12. Repairing/replacing roof, flashing, ridge vents, dryer vents and plumbing vent boots.
13. Pressure washing and painting of home. Homes are to be repainted the color currently specified by the Board, the "formula" for which may be obtained from the management company.
14. Repairing and/or replacing mailboxes in the style consistent with the existing mailboxes and supports.

THE COMMONS AT BEECH HILL ASSOCIATION
Architectural Control Committee or Board of Directors

REQUEST FOR ARCHITECTURAL APPROVAL

NAME: _____

ADDRESS: _____

PHONE: Work: _____

Home: _____

Mobile: _____

EMAIL: _____

Type Of Modification: (Check One)

Addition Storm Door
 Deck/Patio Trash Enclosure

Other: _____

Landscape Modification (Describe) _____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS & MODIFICATIONS,
INCLUDING THE FOLLOWING, WHEN APPLICABLE:

- | | |
|---|--|
| 1. Location | 7. Plans/Drawing |
| 2. Size | 8. Roof Design |
| 3. Color | 9. Exterior Finish |
| 4. Material | 10. Dimensions |
| 5. Contractor | 11. Utilities |
| 6. Copy of Property
Survey, with proposed
Changes & additions shown | 12. Types of plants, quantities, addition or removal
existing or new planting bed, edge treatment |

Estimated Start Date: _____

Estimated Date Of Completion: _____

The Architectural Control Committee Reserves The Right To Request More Information For
Clarification And Requests For Multiple Changes Should Be Submitted Separately. Mail

Applications To: Allenton Management
C/O Arnold Spell
PO Box 3250
Durham, NC 27715-3250

Reviewed By Management: _____

Date: _____

Approved By ACC: _____

Date: _____

The Commons at Beech Hill Homeowners Association

RENTAL OF PROPERTY

The Commons is a residential community of private single-family homes. While renting for any reason is discouraged, the Board recognizes that personal circumstances do change and Owners may find themselves contemplating renting their homes for a period of time. Before making the decision to rent and certainly before having a rental agreement drawn up, Owners need to be aware of the following:

1. A copy of the rental information form furnished by the Commons property management firm must be submitted to the Board of Directors **BEFORE** the property is occupied.
2. The lease should address these matters of interest to the Homeowners Association:
 - a. The right of the Association to enforce the governing documents and more specifically the rules and regulations against both Owner and Tenant. The Owner is responsible for supplying Tenant with a copy of these prior to signing of the lease and the Tenant **MUST** execute a lease information form that the Commons Property Manager will provide.
 - b. The responsibility of both Owner and Tenant to maintain the grounds, common areas as well as private property, in keeping with the Association's Architectural and Grounds maintenance policies.
 - c. The liability of the Owner and Tenant for any damage to property and common areas owned by the Association.
 - d. The responsibility of Owner for all Homeowner dues and assessments, regardless of what arrangement Owner and Tenant may make between themselves for payment of these monies.
 - e. No more than three unrelated persons can occupy a home.

The Commons at Beech Hill Homeowners Association
Rental Information Form

For: Home Address # _____

Owner's Name _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Work) _____

(Mobile) _____

(Email) _____

Tenant's Name _____

Phone: (Home) _____ (Work) _____

(Mobile) _____

(Email) _____

Lease Terms: _____
(Month) (Day) (Year) to (Month) (Day) (Year)

Names Of Other Occupants: _____

Emergency Contact: (Name & Phone) _____

Vehicle #1:
License Plate: _____ Type Vehicle: _____

Vehicle #2:
License Plate: _____ Type Vehicle: _____

Management Company (If applicable) _____

Phone: (Work) _____ Facsimile: _____

COLONY HILL - POOL RULES

1. Colony Hill pool is private for use by residents and their invited guest only.
2. Access to or use of the pool by any means other than with a key issued by the Owners of Colony Hill will be considered trespassing.
3. Gates must be locked at all times and must not be propped open at any time.
4. All guests (except overnight house guests) must be accompanied by an owner or resident at all times when using the pool.
5. Shower before using pool.
6. Appropriate swimming attire must be worn at all times.
7. No running on pool deck and no boisterous or rough play.
8. No diving allowed.
9. Children should not use the pool without adult supervision and adults should not swim alone.
10. No person under the influence of alcohol or drugs should use the pool.
11. No person with skin, eye, ear or nasal infections is allowed in the pool.
12. No person with communicable disease is allowed in pool.
13. No animals or pets are allowed in the pool or pool fenced area.
14. No glass is allowed in the pool, deck or pool fenced area.
15. Radios, etc. should be kept at a low volume so as not to disturb others.
16. Smoking is prohibited in the pool and pool fenced area.
17. All persons using the pool do so at their own risk. Owners and management are not responsible for accidents or injuries.
18. Management reserves the right to deny use of the pool to anyone at anytime.
19. The pool is open from dawn till dusk daily.
20. The emergency phone is located in the clubhouse.

VALUABLE SAFETY TIPS FOR THE HOME

- DO NOT WARM UP YOUR CAR IN THE MORNING, UNLESS IT IS LOCKED.
- DO NOT LEAVE CAR OR HOUSE DOORS UNLOCKED FOR ANY REASON.
- DO NOT LEAVE VALUABLES IN YOUR CAR.
- TURN OFF YOUR WATER WHEN OUT OF TOWN. RUPTURED WATER HEATERS, TOILET LINES, ICE MAKERS AND WASHING MACHINE LINES CAN CAUSE THOUSANDS OF DOLLARS IN DAMAGES IN A SHORT PERIOD OF TIME.
- REPLACE THE RUBBER HOSES ON YOUR ICE MAKER AND WASHING MACHINE WITH THE BRAIDED STAINLESS STEEL TYPE TO PREVENT DAMAGE FROM RUPTURED PIPES. THESE CAN BE PURCHASED AT LOWE'S, HOME DEPOT OR ANY HARDWARE STORE.
- STOP YOUR NEWSPAPERS WHEN ON VACATION.
- IF AWAY FOR A FEW DAYS OR ON VACATION, ASK A NEIGHBOR TO PUT UP YOUR TRASH AND RECYCLING BINS AFTER PICK UP DAY.
- BUY SOME INEXPENSIVE TIMERS AND TURN LIGHTS AND RADIOS ON AND OFF AT DIFFERENT TIMES WHEN ON VACATION OR AWAY FROM YOUR HOME.
- DO NOT LEAVE A MESSAGE ON YOUR PHONE THAT YOU ARE OUT OF TOWN.
- CHECK ALL OUTSIDE LIGHTS AROUND YOUR HOME TO ENSURE PROPER WORKING ORDER. KEEP YOUR PROPERTY WELL LIT.
- TRIM ANY LARGE BUSHES OR FOLIAGE AROUND YOUR HOME
- REPORT ANY SUSPICIOUS ACTIVITY BY CALLING 911.