



Home Owners Association Rules and Regulations

Adopted February 26, 2016

Effective April 18, 2016

E-mail: board@panthercreekhoa.org

Web: <http://panthercreekhoa.org>



Panther Creek HOA Rules and Regulations

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Panther Creek HOA Rules and Regulations

Rules and Regulations

Pursuant to Article IV, Section 3 of the Panther Creek Bylaws, the following rules and regulations have been formulated by the Panther Creek 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 (CC&Rs) 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 either by phone and followed up in writing to a member of the Board of Directors or the management company.

These rules and regulations become effective April 18, 2016.



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Homeowner Association Dues

Our only source of operating income is from our annual maintenance fees. It is the obligation of every home owner to pay the annual fee on time. Fees are due on the first day of the calendar year and you will be billed. Automatic draft service is available through the management company.

By Mail

Panther Creek HOA
Allenton Management
P.O. Box 3250
Durham, N.C. 27715

OR

In Person

Panther Creek HOA
Allenton Management
3500 Westgate Drive, Suite 800
Durham, N.C. 27707
Phone: 919-490-9050

Panther Creek 2016 HOA Board

| First Name | Last Name | Role | E-mail Addresses |
|--------------|-----------|----------------|--|
| Jordan | Babwah | Board Member | babwah@panthercreehoa.org |
| Alan Michael | Backus | Secretary | secretary@panthercreekhwa.org |
| Marissa | Bilsky | Board Member | bilsky@panthercreekhwa.org |
| Joe | Farmer | Treasurer | treasurer@panthercreekhwa.org |
| Trish | Montello | Vice President | vp@panthercreekhwa.org |
| Trent | Morrow | Board Member | tmorrow@panthercreekhwa.org |
| Charles | Streeter | President | president@panthercreekhwa.org |

Community documents and changes to the Panther Creek HOA Board of Directors can be found on the HOA website at <http://panthercreekhwa.org>



Panther Creek HOA Rules and Regulations

I. Architectural Control - Building and Landscape Changes

1. All architectural changes must be approved by the HOA Board. Homeowners must submit all desired changes in writing in advance.
2. 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 Two (II) of the Panther Creek Homeowners Association Covenants. Under no ***circumstance will a verbal request be considered. An architectural review form is included at the end of this document.***
3. *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.*
4. **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.
5. Architectural changes include but are not limited to: patios, sheds, fences, landscaping. You are encouraged to seek out advice and answers from the HOA Board or HOA Architectural Review Committee (ARC) if there is any ambiguity about what is or is not an architectural change.

II. Building Exterior

A. Decorations

Exterior decorations such as seasonal or holiday decorations shall be limited, modest and unobtrusive and must be removed after the holiday season (within 30 days after the date of the holiday).

B. House Numbers

Numbers on home **MUST** remain on the front of the column or the front door at all times, as designated by the builder.



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C. Exterior Mold and Mildew

Home owners are responsible for keeping the exterior of their homes free of mold and mildew. It is recommended that power washing be done at least once in each year in order to maintain a clean exterior.

D. Window Covering

1. All windows, sliding doors etc. shall be properly covered with appropriate window dressing.
2. Sheets, blankets, boards or other such items shall be specifically prohibited.
3. Window dressing shall be of a reasonable quality and shall compliment the property. Curtains, drapes blinds etc., are recommended.

E. Sheds

1. Sheds must be preapproved by the Board or ARC prior to installation.
2. Sheds must be painted to match the color of the homeowner's residence.
3. Sheds **MUST** be constructed of wood.
4. Sheds may not be larger than 10 feet by 12 feet (10' X 12').

F. Fences

1. Fence must stay within 6" of property line on all sides of perimeter of lot.
2. Fence can be no taller in any spot than 6'.
3. Fence must be made of wood, either 1/2" - 3/4" thick. No vinyl or wrought iron or chain link.
4. Fence may be painted or stained or varnished.
5. Fence may not extend past the sides of the home into the front of the yard out toward the sidewalk.
6. All plans must be drawn up and submitted to HOA board and should include plans in detail as to materials to be used and any painting to be done. Approval/denial may take up to 30 days and project cannot begin until approval is given.
7. Fences should be clean of mold, mildew, and undamaged.
8. Fence maintenance shall be the responsibility of the Owner and all damage shall be repaired within thirty (30) days of written notification by the Association. It shall be a violation of these Rules and Regulations to maintain any fence in such a manner as to allow:
 - a. any portion of a fence to lean so that the fence's axis is more than five (5) degrees out of a perpendicular alignment with its base, or
 - b. missing, loose, or damaged wood rails in the fence, or
 - c. symbols, writings, or other graffiti on the fence



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G. Gutters

Any exterior building components (i.e., siding, gutters and downspouts, roof shingles, windows and doors) which are missing, broken or otherwise in a state of disrepair, must be repaired. This includes but is not limited to; structural integrity, painting, staining and sealing.

H. Garage Doors

Any garage door and its components which are missing, broken, or otherwise in disrepair must be fixed or replaced. This includes but is not limited to structural integrity, painting, sealing, and windows.

Failure to comply with the rules in the Architectural Changes section will subject the homeowner to a hearing by the board of directors and penalty assessments up to \$100 for each day of non-compliance



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III. Vehicles and Parking

1. The following **may not** be operated or stored on the street or in any yard of the Panther Creek community:
 - a. any unlicensed vehicle
 - b. trucks of more than one and one half (1 ½) tons gross weight
 - c. boats
 - d. recreational vehicles (RV)
 - e. trailers
2. Inoperable vehicles cannot be stored in Panther Creek. This includes cars with flat tires.
3. The posted speed limit shall be observed throughout the development. Be alert for walkers, joggers, small children, older individuals, dog walkers and wildlife.
4. Car repairs, including but not limited to oil changes, are prohibited in yards, driveways, or streets.
5. 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.
6. Vehicles may not be parked on grass.
7. Vehicles may not be parked within **15 feet** of a corner or curve.
8. Vehicles may not be parked within **10 feet** of a hydrant.
9. Vehicles parked on the street must be parked in the **same direction** as the flow of traffic.
10. Semi-trailer or work trucks may not be parked overnight in the community.

IV. Noise

Owners and occupants shall exercise reasonable care to avoid making or permitting to be made loud, disturbing or objectionable noises and in using, playing or permitting to be used or played musical instruments, radios, phonographs, televisions, amplifiers and any other instruments or devices in such manners as may unreasonably disturb owners, tenants or occupants of other homes.

1. Homeowners are urged to exercise restraint in using noise - making tools and appliances between 11:00p.m. and 8:00a.m.
2. Barking dogs shall be controlled by the animal's owner. Complaints received by the Board of Directors regarding a barking dog could result in removal of the dog at owners' expense.
3. All noise must be kept to a minimum throughout the neighborhood.
4. City ordinances require that:
 - a. No nighttime (11:00 p.m.—8:00 a.m.) sound level shall exceed 50 dB(A);



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- b. No daytime or evening (after 8:00 a.m.—before 11:00 p.m.) sound level shall exceed 60 dB(A);

V. Disposal of Toxic Waste

No owner or occupant shall dispose of any toxic material on the complex in a manner which is inconsistent with local and federal law. The Board of Directors shall be empowered to levy a **severe fine** against the owner of the home whose occupants have been observed illegally disposing of any toxic material. Toxic materials include, but are not limited to, oil, antifreeze, solvents, gasoline, paint etc.

There will be no warning for disposal of toxic waste and any such activity must be stopped immediately. The homeowner will be fined the highest amount allowed by law plus any other amount for damages and restoration.

VI. Occupants/Non-owners

1. The occupancy in each home is limited based on federal, state, and city laws and ordinances. Any violation of said laws and ordinances will be reported to the proper authorities.
2. The home owner shall be responsible for keeping the management company informed of any change in occupancy. Owners shall provide the management company with the names of all authorized occupants, their telephone number and the license number, make and color of authorized vehicles.

VII. Rental of Property

Panther Creek 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. You are required to acknowledge in writing your tenant, lessee, or contract purchaser fully understands the CC&Rs, and has received a copy of the Rules and Regulations of the Homeowners Association.
2. You are required to further acknowledge you (as a member of record of the Homeowners Association) will be held responsible for the actions of your tenants, including any penalty assessments for violations of the Rules and Regulations of the Association, as well as any costs for repairing damage to the common area or, other property caused by your tenants.



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3. A copy of the rental information form furnished by Panther Creek management firm must be submitted to the Secretary of the Board of Directors at least **10 days BEFORE** the property is occupied.
4. Your 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 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.

VIII. 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.

Pet owners must immediately clean up and properly dispose of animal waste. Failure to do so will result in fines being assessed.

A. 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. Please report strays to Durham Animal Control Services.
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



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howls in an excessive manner two or more times per minute during a ten (10) minute period or between 10:00 p.m. and 7:00 a.m., displays aggression towards people or other animals (whether on or off a leash) or damages property.

B. 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.

C. Other Animals

Livestock including but not limited to cows, pigs, sheep, roosters, chicks, or chickens are not allowed in the community.

IX. Lawn, Yard, and Landscaping

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 UNLESS prior written permission is obtained by the HOA Board.
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. Broken lawn or patio furniture, yard decorations, playsets or yard toys cannot be visible.
6. Your lawn should be confined within the boundaries of your yard. For example, the lawn should not grow on the drive, sidewalk, curb, or street.

A. Grass, Weeds, and Mowing

1. Lawns with weeds or grass over six (6") inches must be cut immediately.
2. Weeds should be removed and dying grass reseeded.
3. Vehicles may not be parked on the grass of any lawn.
4. All driveways should be free of weeds.
5. All lawn clippings and leaves should be collected and disposed of properly in city containers or used for compose.



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6. Streets, driveways, and sidewalks should be free of grass clipping debris.

B. Landscaping

All landscaping must be approved by the HOA Board of Directors or Architectural Review Committee (ARC) *See Covenants*.

1. All hedges, trees, shrubs and tree stumps must be neatly trimmed and maintained and their size maintained in proportion to the lot and home through pruning.
2. Owners must trim trees and shrubs sufficiently to allow unobstructed pedestrian passage on all public walkways.
3. Landscaping includes any (Organic materials only) plants, trees, ornamental bark or rock or other organic additions to the yard, excluding any structures.
4. Landscaping can be effectively used to accent driveways, define space, create soft privacy screens, and reduce the visual impact of fences, sheds, etc.
5. Since landscaping is a design element, consideration should be given to the relationship to the home owner's house and adjacent houses.
 - Planting shall not block the sun of neighboring properties.
 - Generally, as long as there is no change to existing drainage, and consideration to neighboring views is considered, the homeowner can make any changes he/she feels would enhance their home.
 - Rear yards must be seeded/sodden or otherwise landscaped.
6. The area between the sidewalk and the street is to be maintained by the homeowner but **MAY NOT** be altered from grass. Failure to comply will result in fines until the homeowner brings the area in question up to code. This will be done at the homeowner's own expense.

C. Sidewalks and Parkways

1. All sidewalks may not be altered in any way and must remain free from any obstructions at all time
2. Parkway are the strip of land between the street and sidewalk and should be maintained (mowed and weeded) by the homeowner.
3. Parkway are owned by the city.
4. Parkway may not be altered under any circumstance. Under Article III, section 62.5 of Durham City Ordinance it states that:
 - No person shall remove any sand, dirt or any other street building material from any street or sidewalk without permission of the city.



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D. Potted Plants or Planters in the Front Yard or Driveway

1. Modest portable planters or tubs within six feet of the home or garage will be allowed without permission as long as the plants are maintained in "good health", pruned, non-obtrusive so as to not obstruct or intrude on a neighbor's view and in keeping with the architectural ambiance.
2. Planters and tubs must be free of weeds and debris.
3. Additional landscaping in the driveway or front yard by the homeowner which is officially the city easement is limited by approval by the landscaping and architectural control committees.

E. Newspapers

Newspapers should be collected from the yard or curbside on the same day of delivery. It is the homeowner's responsibility to make sure that newspapers do not litter the community. Fines will be assessed for untimely collection of newspapers and other such material left outside of the home.

F. Portable Basketball Hoops

1. Portable basketball hoops must be stored out of sight of the common area when not actively in use.
2. The Board discourages using the street as a court to play games.
3. At no time will any basketball hoop be placed on the sidewalk, for any reason.

G. Termites

Homeowners are responsible for the total treatment and repair of termites and termite damage

X. Common Areas

1. Common areas are owned by the HOA. These include but are not limited to:
 - the pond
 - open lot at the corner of Tulip Poplar Circle and Panther Creek
 - surrounding wooded areas
2. Individual homeowners may not alter these areas in any way.
3. Homeowners with property lines adjacent to a common area must stay within the boundaries of their deeded plot.



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XI. Waste/Recycling Collection

The Association has curbside trash and recycling pick-up that is provided by the City of Durham as part of your property taxes.

1. Trash is picked-up on **Wednesday of every week** unless the normal day is a holiday or follows a holiday earlier that same week.
 - a. Example: Monday is a holiday so trash will be picked up on Thursday instead of Wednesday.
2. Recycling is picked- up on **Wednesday every other week**.
3. Trash and recycling carts are the property of the City of Durham and should be out **only on the scheduled pick- up day**.
4. Carts 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.
5. In the event that the terrain of the property prohibits storing carts 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.
6. 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.
7. All trash must be placed inside the container furnished by the City of Durham.
8. 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.
9. Garbage and recycling carts should be removed from the curb no later than 9a.m. the day after collection.
10. All garbage must fit into the city supplied solid waste containers. Excessive trash cannot be stored outside.
11. Cart lids should be closed so that no trash escapes into the street or yard.

XII. Prohibited Activities

Noxious, offensive, or loud activities shall not be carried on upon any property. Each Owner shall refrain from any act or use which could reasonably cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. Each owner shall keep and maintain all portions of the property owned by said Owner in a neat, orderly, and well-kept manner and shall keep in place adequate measures for erosion, insect, reptile, rodent, and fire control.



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XIII. Rules Violations and Fines

Violators of these Rules and Regulations, any resolution of the Board of Directors, the Bylaws, and/or Covenants, Conditions, and Restrictions (**CC&R**) may result in the matter being turned over to the Association's attorney for resolution. This is an addition to any other remedies available, including commencing civil action.

A. Filing a Complaint

Community members wishing to file a complaint must do so in writing. Neighbors should complete the online form at panthercreekhoa.org and submit it or print the form off and send by postal mail.

B. Architectural Control Violations

Example: Unapproved changes to patio or construction of shed or fence. See **Architectural Changes**.

1. **Day 1:** First a warning letter is sent detailing the issue. The homeowner has 30 days to correct the issue and respond back to the Board.
2. **Day 31:** If the issue has not been corrected and the Board has not given an extension then a second letter will be sent requesting a hearing with the Board or an adjudication panel.

C. Non-Architectural Violations

1. **Day 1:** First a warning letter is sent detailing the issue. The homeowner has 7 days to correct the issue and respond back to the Board.
2. **Day 8:** If the issue has not been corrected and the Board has not given an extension then a second letter will be sent requesting a hearing with the Board or an adjudication panel.

D. Violation and Fine Assessment Hearing

1. The homeowner will be given an opportunity to present their case and may then be excused.
2. The hearing panel will confirm whether or not a violation has occurred and set a reasonable amount of the fine.
3. The fine levied may not exceed \$100 per day per violation.
4. The Owner will be notified of the decision of the hearing panel, the amount of the fine, the date that fining will commence, and the right of appeal to the Board if the hearing



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was held before an adjudicatory panel.

5. The Board will wait 5 days after the hearing before imposing the fine.
 - a. This time is afforded the homeowner as a last opportunity to remedy without a fine.
 - b. Thereafter, the homeowner will receive a monthly invoice for the fine.
6. Fines more than 45 days overdue will be sent for debt collection and lien or foreclosure.

The Board reserves the right to use its authority to have any issue fixed, at the homeowner's expense.

E. Legal Action Procedure

1. Before turning a matter over to the Association's attorney, a homeowner shall be given at least **15** days written notice of the Board's intention, along with a statement for why the action is being taken.
2. Any homeowner objecting to the procedure is entitled to file a written appeal to the Board within **4** days of the notice. Upon filing the appeal, the homeowner shall be entitled to be heard before the Board of Directors, either orally or in writing, not less than **3** days before the effective date of turning the matter over to the Association's attorney.
3. Following this hearing, the Board shall determine, at its discretion, whether or not to proceed. Written notice of the Board's decision shall be given to the homeowner not more than **48** hours following the hearing.
4. All notices, either to homeowners or the Board; given pursuant hereto shall be in writing and delivered personally or sent by first-class mail, postage prepaid. Notices to a homeowner shall be sent to the homeowner's last address of record as shown in the Association's files. Notices to the Board shall be sent to the Association's current management company with a duplicate copy of the notice to the current President of the Panther Creek Homeowners Association, at his or her home address. All notices shall be deemed effective upon receipt if delivered by hand or on the next business day if sent by mail.

XIV. Lien and Foreclosure Process

1. A notice of intent to file a lien is sent when an account is ninety (90) days past due.
2. The account has ten (10) days to respond; if there is no response, a letter is sent to the attorney requesting that a notice of an assessment lien be placed on the property.
3. The attorney verifies owner and home number by requesting legal vesting from Title Company.
4. The notice of an assessment lien is sent to the county recorder. Approximate length of time until a recorded lien is returned is seven to ten working days.
5. The attorney waits 20 days for response to lien notice, and then checks with the



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management company to see if the account is still delinquent. If so, without further direction, the attorney proceeds.

6. The notice of intent to commence legal action is prepared and the homeowner has ten (10) days to fifteen (15) days to respond.
7. The attorney checks with the management company for approval to proceed with the summons and complaint. (Foreclosure)
8. The summons and complaint are sent to the court for filing and then returned to the attorney for service. The complaint is signed by the Board of Directors.
9. The summons and complaint are served by the Sheriff or Attorneys Service.
10. Proof of service is returned to the court.
11. The homeowner has 30 to 35 days to respond to the summons; if there is no response, the homeowner is in default.
12. The property is sold through a foreclosure. Disbursements of funds are made in order of claim; i.e., first mortgage holders, second mortgage holders, et cetera NON-OWNER OCCUPIED RESIDENCES

XV. General

1. Suspicious activity should be reported immediately to the Durham Police.
2. All personnel hired by the Board shall be the responsibility of the Board or management company.
3. All concerns should be directed to the management company or to a member of the Board.

XVI. Criminal or Suspicious Activity

1. Homeowners are encouraged to be active participant in neighborhood watch. If you observe any suspicious activity,
 - a. Call the police immediately at either 919-560-4600 or 919-560-4601.
 - b. **DO NOT CALL 911**
 - c. Keep the police number at your telephone or in auto dial. You do not need to give your name. Give your report in calm, slow and precise language.
 - d. **DO NOT CONFRONT THE PERSONS INVOLVED.**
 - e. If possible pull out your cell phone and record the incident or take pictures of the people, homes, and vehicles—but from a safe distance.
2. Any and all illegal activity should be reported immediately to the Durham Police by calling either 919-560-4600 or 919-560-4601.

XVII. Emergencies

Call 911 for any and all emergencies such as violence, break-ins, fires, et cetera.



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XVIII. 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 delivery of 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 the ***Durham City Police Department***.

XIX. Important Phone Numbers

| Who | Why | Contact |
|---------------------------------|--|------------------------------|
| Animal Control Services Office | 8am to 5pm, Monday – Friday | 919-560-0630 |
| Durham Police Department | Non-emergency | 919-560-4600 919-560-4601 |
| Emergency Communications Center | Animal control outside of regular weekday hours. | 919-560-0900 |
| Emergency | Any and all emergencies | 911 |
| Fire Department | | 919-560-4242 |



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XX. Application for Architectural Addition/Change

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

TYPE OF MODIFICATION: (Check One)

- | | | |
|-------------------------------------|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Fence or | <input type="checkbox"/> Storage Building |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Landscaping Modification or Other(Describe) | <input type="checkbox"/> Trash Enclosure |

IMPORTANT: Please attach a detailed description of improvements and 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 STARTING DATE: _____ **ESTIMATE COMPLETION DATE (Within 90 days):** _____

I have read a copy of the Panther Creek Covenants covering permissible exterior alterations. Permission is granted to members of the ARC/Board of Directors to inspect my property, if needed. Homeowner(s) will be notified of response no later than 30 days after application date.

OWNER(S)' SIGNATURE: _____ **DATE:** _____

In some cases, improvement projects greatly affect the surrounding neighbors. Although final approval rests with the Board of Directors, they reserve the right to notify your immediate neighbors of your proposed plans. Please list the names of all neighbors whose properties border yours, including property owners on both sides, to the rear, and across the street, from your property (when applicable). Next to their names, indicate by "Yes" or "No", whether you have spoken to them regarding your plans.

| NAMES | YES | NO |
|----------|-------|-------|
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |



Panther Creek HOA Rules and Regulations

XXI. Rental Information Form

Home Address#: _____

A. Homeowner

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: Home _____ Work _____

Mobile _____

Email: _____

B. Tenant Information

Name: _____

Phone: Home _____ Mobile _____

Email: _____

C. Lease Terms

Starts: _____ Ends: _____
Month Day Year Month Day Year

D. Other Occupants

1. _____ 3. _____

2. _____ 4. _____

E. Management company (If applicable) or Emergency Contact

Name: _____

Phone: Work _____ Fax _____

F. Vehicles

1 License Plate: _____ Make/Model/Color: _____

2 License Plate: _____ Make/Model/Color: _____

NOTE: If there are more occupants or vehicles, please include on the back or separate sheet.