

ATTACHMENT A

Landings at Pine Creek Townhomes

Rules and Regulations Policy
and
Architectural Guidelines

Adopted April 8, 2020

Table of Contents

Definitions
Purpose
Other Policies
Architectural Modification
Assessments
Antennas
Awnings/shades/screens/interior window treatments
Bicycles/toys/ornamentation/recycle bins/hose caddies/furniture etc.
Building Maintenance
Car Maintenance
Clotheslines
Communication
Community Meetings
Decks/Patios
Drones
Fences
Firearms & Fireworks
Firepits
Fireplaces
Flags
Front Exterior Lights
Garage Doors
Gardening
Governance
Grills
Hot Tubs
Insurance
Landscape Service
Leasing
Mailboxes
Mailing Address
Mulch
Noise
Outdoor furniture
Outside decoration
Parking
Parking Paperwork
Pets
Pet Waste Trash Cans
Property Damage

Property Use
Retaining Walls
Satellite Dishes
Signage
Sky Lights
Snow and Ice
Solar Panels
Soliciting
Storm Doors
Tankless Hot Water Tanks
Termite Inspection
Trash/Recycling Pickup
Vines
Window Air Conditioners
Yard Sales
Enforcement

Definitions:

Association – Landings at Pine Creek Townhomes Association, Inc.

Common Area – means all real property owned or leased by the Association

Owner – means the record owner of a fee simple title to any lot

Tenant – anyone who has executed a lease with an owner

Lot – all homes as described in the Declaration of Covenants and subject there to

Community Manager – person or corporation hired to manage the day to day workings of the Association.

Property – includes all Lots and common area

Purpose:

This Rules and Regulations Policy & Architectural Guidelines is intended to increase owners', as well as tenants', awareness of how our community is governed.

This Rules and Regulations Policy & Architectural Guidelines are in addition to the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation and Bylaws of Landings at Pine Creek Townhomes Association, Inc. (herein the Association). This Rules and Regulations Policy & Architectural Guidelines in no way modifies or overrides the Declaration of Covenants, Conditions and Restrictions. This Rules and Regulations Policy & Architectural Guidelines may be changed and updated by action of the majority of the Board of Directors. Any changes will be communicated to owners in a timely manner.

Owners receive a copy the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws, Maintenance Policy, Leasing Policy, Architectural Change & Procedures and Rules & Regulations Policy & Architectural Guidelines when they purchase a home in the community. It is assumed owners have read and understand these documents. It is assumed owners have provided copies of these documents to tenants or family members living in their properties.

It is the responsibility of the owner to insure anyone (owner, family member, tenant) follow this Rules & Regulations Policy & Architectural Guidelines. The Association holds the owners responsible for following this Rules & Regulations Policy & Architectural Guidelines.

Other Policies:

The Architectural Change Policy and Procedures outlines the procedure for making modifications to Lots.

The Collection Policy outlines the procedures for collection of overdue assessments.

The Leasing Policy outlines the Rules & Regulations related to leasing property in the community.

The Maintenance Policy outlines the division of responsibility between the Association and owners.

These standards are enforced to maintain a pleasant, clean, homogeneous appearance, to preserve property value, to comply with Federal, State and Local laws and to promote harmony within our community.

Architectural Modifications:

See Architectural Change Policy & Procedures.

Any structural modifications to the exterior of residences, or changes to landscaping, must be approved by the Architectural Committee in writing prior to the start of any construction.

WARNING: Construction of unauthorized structures or making unauthorized modifications or landscape alterations is strictly prohibited and may result in the demolition of the structures and/or reversal of modifications and/or landscape modifications at the owner's expense.

Assessments:

Annual:

Assessments are payable on the 1st of each month. A late fee of \$20.00 is charged after the 20th of the month. Assessments are to be sent to the community manager.

Owners failing to make their assessment payments are subject to collection. (See Collection Policy)

Special:

Special assessments may be required if there are insufficient funds in the replacement fund for Association responsible maintenance. Special assessments require the consent of 2/3 (45) of owners per the Declaration of Covenants. Special assessments are levied on all owners equally.

Antennas:

Antennas of any type are prohibited.

Awnings, shades, screens & Interior Window Treatments:

No awnings, shades, screens (other than window screens which come with windows when they are installed) or other item shall be attached to the exterior of any window or door.

All shade, drape or other window treatments visible from the exterior of a townhome must be white or off-white.

Basketball goals:

Basketball goals are not permitted.

Bicycles/toys/ornamentation/recycle boxes/hose caddie, furniture etc.

Outdoor furniture, bicycles, toys (mobile or stationary), ornamentations, recycle boxes, and other such items are not permitted to be stored at the front/side yards, backyards of interior lots if visible from the street or common areas unless in use. Hose caddies may not be stored on the front steps or stoops and if possible, hidden from view of the street, i.e. behind shrubbery.

Building Maintenance:

If your home needs repair, that is the responsibility of the Association (see Maintenance Policy) please send an email including your name, residence number, home, work and cell telephone numbers to the Community Manager.

Normal turnaround time is three (3) weeks unless it is an emergency such as a roof leak.

Car Maintenance:

Vehicles must be in good repair. Vehicles leaking oil or gas, have it serviced immediately. These chemicals will erode the asphalt sealant. A container filled with kitty litter can be used to capture leaking fluids and will protect the asphalt. Do not pour any of these chemicals down a storm drain. Owners will be charged for any damage to the parking areas or driveways resulting from leaking fluids.

Automotive repairs (including oil changes) are not permitted.

Clotheslines:

Clotheslines are not permitted on any portion of the property.

Communication:

Association will communicate with owners in a timely manner. Such communication may be by US Mail, email, posting to Management Company community portal or notes placed on doors. Owners are expected to respond to request for information from the Association in a timely manner or may receive a violation notice.

Community Meetings:

Annual:

The Association at a minimum, will hold one meeting annually for owners and tenants. Only owners are allowed to vote, however, all interested parties are invited to attend and will be permitted to speak. Additionally, other meetings may be called in order to make special assessments.

Board Meetings:

Board meetings will be held monthly at a time and location determined by the Board of Directors. Meeting times and locations will be published to the owners. Owners may attend board meetings unless the meeting is closed which the board may do from time to time. Owners desiring to address the board shall contact the Community Manager prior to the board meeting to be placed on the agenda.

Decks/Patios

Owners are responsible for keeping decks, patios, terraces, porches and steps adjacent to their townhome in a neat and clean condition and free of standing water.

No clothing, rug or other items may be hung on any railing or fence.

No motorized vehicles may be stored on patios/decks/porches.

Drones:

Drones are not permitted anywhere on the property.

Exception is for contractors hired by the Board to obtain aerial views of the property for the contractor to provide estimates for work

Fences:

No fences may be erected on a lot without the consent of the Architectural Committee. Fences erected by the owner are the responsibility of the owner to maintain.

No fences shall be erected on the side yard of any lot, in the front of any lot or in any location on a lot that would result in interference with exterior maintenance.

No fence is permitted in the Common Area.

Exclusion is the rear fence along the back of the homes on Harbor Creek and the fences encompassing the backyards of the interior lots on Harbor Creek that were installed by the developer and are maintained by the Association.

Firearms & Fireworks:

Discharge of any type of firearm with the boundaries of the community is strictly prohibited. Firearms include but not limited to: pellet guns, bows & arrows, bb guns, air rifles, revolvers, assault rifles etc. Fireworks are prohibited.

Firepits

Firepits are not permitted.

Fireplaces:

Fireplaces are not vented to the outside. Annual inspections are recommended to ensure fireplaces are operating properly and not a risk for carbon monoxide. Carbon Monoxide and Smoke Detectors should be installed, and batteries changed yearly.

Flags:

There is a limit of one flag per home. Flag holders should be installed in the brick portion of the townhome not the siding, trim or any other wooden surface.

Front Exterior Lights:

Front exterior lights are the responsibility of the Association except owners are responsible for replacing light bulbs. See Maintenance Policy.

Garage Doors:

Garage doors are the responsibility of the owner. Any replacement must be the community standard with the correct class in the upper section.

Gardening:

Owners may plant annual flowers within the borders in front of their Lot at their own expense. Owners may not plant in the common areas including along the sides of end Lots without the prior consent of the Architectural Committee.

Owners must complete the Architectural Review Form prior to planting anything or otherwise making modifications to the areas outside the existing landscape borders of the Property. Details of what is proposed must be included in the application.

The Owner releases the Association and any workers contracted by the Association of any responsibility for any damage to the gardens during normal or exceptional maintenance of the buildings or common area.

Trees are not permitted except on a case-by-case basis unless approved by the Architectural Committee. Trees planted by owners are to be maintained by the owner who planted them, which includes trimming, pruning, limbing, raking leaves and removing stumps from the ground if the tree dies.

Any damage to lots or Association property resulting from the vegetation planted by the owner will be repaired at the expense of the Owner who planted the vegetation. This includes damage to roof by branches and damage to sidewalks, plumbing lines or foundations by roots etc.

Under no circumstances will any vegetable garden with the sole purpose of providing food, be allowed to be planted within front lots of any individual unit. All other individual plantings must acquire approval from the Architectural Review Committee.

Growing illegal or dangerous plants is prohibited. Any such plantings found shall be removed after consulting with the appropriate homeowner.

Governance:

Association – Owners have a single vote in the Association. An annual meeting of the Association is held at a time and place selected by the Board of Directors. A summary of the expenses incurred the current year and the budget for the upcoming year are presented at the meeting. Elections to fill expired positions on the Board of Directors is held at this meeting. Other matters may also be brought for consideration for the membership at this meeting.

Occasionally, additional meetings are called to discuss matters requiring attention before the next annual meeting.

Board of Directors – The board is the governing body of the Association. The board makes decisions concerning the raising and expenditures of funds, the contracts for work done and the establishment and enforcements of various policies affecting the Association.

The board is comprised of 5 elected members. Terms on the board are 3 years and are staggered so no more than 1/3 expire each year. The Board meets monthly at the home of one of the directors or a convenient nearby location. Meetings times are available through the management company. Owners may attend meetings of the Board and are asked to notify the management company in advance to be placed on the agenda. Voting and discussion are limited to the elected members.

Officers of the Board – The officers include president, vice-president, treasurer, secretary and at-large. Officers are elected annually by the board. The board elects' replacements for members who leave before their term expires, to serve until the end of the term,

Management – A professional management company is employed to handle the day to day operation of the Association. The management company is responsible under the direction of the Board for the processing of monthly assessments, pay Association bills, preparing accounting reports, supervising contractors, keeping the Association records, obtaining contract proposals and any other requests by the Board.

Grills:

North Carolina law generally requires all open fires be operated at least 10 feet away from any building or residential structure. This applies to both charcoal and gas grills. Charcoal or gas grills should NOT be used in screened porches, garages or inside homes. Combustibles (propane, gasoline, kerosene) should NOT be stored in any unit, crawl space, under decks or in screen porches.

Owners must operate grills so as not to cause any damage to exterior of unit. Repairs caused by damage by grills will be charged to the owner.

Hot Tubs:

Hot tubs are not permitted on decks or patios.

Insurance:

Owners are required to maintain property insurance. Fire and hazard insurance must be in the amount equal to the full replacement cost of the townhome. Proof of insurance may be requested by the Board of Directors.

No owner shall permit anything to be done or kept in a townhome and/or in the Common Area which would result in the cancellation of insurance on any townhome or any portion of the Common Area or would be in violation of any ordinance, statute or law.

Landscape Service:

The Association may, at the discretion of the landscaper, refuse landscape services to any unit or area made unserviceable by any obstruction, obstacle, barrier, impediment, hindrance, or health and safety risk within that lot. Any lot deemed unserviceable by the Association, will be the responsibility of the owner to maintain. If the unserviceable lot should fall into disrepair, the owner of the lot may be subject to violation letters, hearings and corresponding fines.

It is the responsibility of owners to water grass, shrubs and trees on their lots.

Leasing:

Leasing is limited in the community through the Leasing Amendment to the Declaration of Covenants, Conditions & Restrictions. See Leasing Policy for more information.

Mailboxes:

Mailboxes are the property of the Association but are the sole use of the US Postal Service. Lost keys may be replaced at the Cary Wrenn Drive Post Office. The Association is not responsible for mail not received. No signs of any type may be placed on the mailboxes.

Mailing Address:

Owners (including those leasing their property) shall provide the Association Community Manager with a current mailing address to ensure Association communications are received at a timely manner. Association mailings should not be sent to nonresident owners at the Lot address but to their personal mailing address to ensure time receipt of Association mailings.

Mulch:

Mulch around townhomes should be brown. Red mulch and pine straw are not permitted.

Noise:

Being thoughtful of one's neighbors is especially important in our community. Remember we share walls with our neighbors. The Town of Cary and Wake County have specific ordinances governing excessive noise. Noise levels are to be maintained at respectful levels during the hours between 11:00 pm and 7:00 am. Please be considerate of your neighbors! It is polite and customary to inform direct neighbors at least a week in advance before having a party or gathering that may produce excessive noise.

The Town of Cary Police should be contacted for violations of noise ordinances.

Outdoor furniture:

No outdoor furniture is to be placed in the front of a townhome without the approval of the Architectural Committee.

Outside Decorations (Visible from the Street)

The Board of Directors controls outside decorations of residences. Therefore, formal requests should be made before making decorative changes except for the following:

Holiday Decorations:

During the any holiday, residents are permitted to place decorations on their homes within reason. Holiday Decorations should be removed promptly after the holiday ends. Christmas decorations should be taken down by **January 15th**.

Flowerpots:

Residents are allowed to place flowerpots on their front step or sidewalk as long as they are properly maintained, do not hinder or harm landscaping maintenance or cause damage to steps or driveways. Any dead or unsightly plants and/or broken pots should be disposed of in a timely manner. Flowerpots are allowed only to enhance the appearance of home fronts and are subject to the approval/removal of the Board of Directors.

Lawn Ornaments:

Decorative lawn ornaments shall be approved in writing by the Architectural Committee prior to installation or placement on any lot.

Parking:

See Amendment to Declaration of Covenants, Conditions and Restrictions for the Landings at Pine Creek recorded in book 14619, page 2378, Wake County Register of Deeds for complete wording below is a summary regarding Parking Rules & Regulations.

9.10 VEHICLES PARKING RIGHTS: No Vehicles of any owner, family member or tenant shall be parked within the Restricted Common Area or within the right-of-way of any street in or adjacent to the Property. The term “Vehicles,” as used herein, shall include, without limitation, boats, motor homes, recreation vehicles, trailers, motorcycles, mini-bikes, scooters, go-carts, trucks, campers, buses, vans or limousines. All Vehicles shall be stored either within the Owner’s garage or other facilities not located on the Property. No owner, family or tenant shall store an inoperative, unregistered or abandoned Vehicle or Automobile on any lot or on the streets or designated parking areas of the Property.”

9.13 AUTOMOBILE PARKING RIGHT: Owners, family members, and their guests or tenants shall park their Automobiles only in their garage, driveway or designated community parking areas. The term “Automobiles,” as used herein, includes cars, personal vans and personal pickup trucks, and excludes all Vehicles as described in section 9.10.

FOR OWNERS, FAMILY MEMBERS AND TENANTS, THERE SHALL BE A LIMIT OF ONE AUTOMOBILE PARKED IN THE DESIGNATED COMMUNITY PARKING AREA, UNLESS PERMISSION IS OTHERWISE GRANTED BY THE BOARD OF DIRECTORS. GUESTS MAY USE OVERFLOW, DESIGNATED PARKING AREAS AT ANY TIME.”

Parking on a curb, sidewalk, or any part of Community grounds other than designated parking area is prohibited.

Vehicles must have a current license tag. Vehicles without current license tags are subject to immediate towing.

No driving or parking is permitted on common area not designated for vehicular traffic or parking. No Vehicles shall be driven or parked on lawns or natural areas. Violators will be responsible for any and all damages to property including lawns, trees, shrubbery, underground utilities etc.

The speed limit on all streets in the community is 15 miles per hour.

Vehicles should be parked so license plates are visible from the road.

Boats, trailers, campers, buses, recreational vehicles, motor homes, jet skis or commercial vehicles (a commercial vehicle is defined as any vehicle with a name, address, phone number or any enterprise displayed on the vehicle and/or any vehicle with a commercial license plate) are not permitted.. This prohibition includes parking in the community spaces and driveways.

Motorcycles, mopeds and unlicensed or inoperable vehicles are not permitted in community parking spots.

Bicycles should be kept in the garage.

The City of Cary Fire Ordinance does not allow parking outside of the marked, designated spaces. This is to permit the free movement of emergency vehicles. Violators of this rule are subject to immediate towing.

It is every owner or tenant's responsibility to ensure their guests are parked correctly.

Parking Paperwork:

Owners shall complete a vehicle registration form for all vehicles and file the form with the Community Manager. Owners are responsible for filing the forms for their tenant's vehicles. Any change in vehicles should be reported to the Community Manager immediately by filing an updated form. Forms are available on the Community Manager website.

Pets:

No animals, livestock, or poultry of any kind shall be raised, bred or kept on lots, except a reasonable number of domesticated, household pets.

All laws, statutes, ordinances, rules and regulations pertaining to pets and any other domesticated animals adopted by the Town of Cary, the County of Wake and the State of North Carolina are adopted as rules and regulations for the community.

Pets must always be on a leash pursuant to the Town of Cary leash law. Owners and/or tenants violating the leash law will reported to Animal Control for the Town of Cary. Pets may not be allowed to run freely on the common areas or between the buildings. Owners and/or tenants are responsible for picking up and removing dog feces anywhere within in the community (front /rear lawns of residences, common areas along the streets, streets and sidewalks along Lake Pine) Owners will be held responsible for any clean up (including for pets of tenants). The Association reserves the right to charge owners for any cleanup costs.

Pets should not be left unattended.

Pets may not be tied outside or enclosed in containers on porches, decks or in the common areas.

Pet enclosures are not permitted on decks, under decks, porches or in the common area.

Pet Waste Trash Cans:

Pet Waste Trash Cans are not permitted in the front of townhomes unless concealed so they are not visible from the street.

Property Damage:

Owners are responsible for any damage they; their tenants or guests cause to property of other owners or common property. Cost of repairing damage will be assessed to the owner responsible for the damage.

Property Use:

Each lot shall be used for residential purposes only.

No unlawful use shall be made of any property, or any part thereof, within the community. All valid laws, ordinances and regulations of all government agencies having jurisdiction shall be observed.

No commercial or business of any kind may be operated within the property

Transient housing (such as Air BnB) is **not** permitted in the community per the Leasing Amendment and Leasing Rules & Regulations.

Retaining Walls:

Retaining Walls are the responsibility of the Association; therefore, nothing may be attached to the retaining walls. This includes flower hangers, decorations, privacy fences, decks, stairs or any other structure. No landscape or hardscape shall be attached, built against or leaned against the retaining walls to prevent damage to the retaining wall. Any damage to retaining walls due to any landscape or hardscape installed by an owner will be the responsibility of the owner to repair. The Association may make repairs and charge the owners account for the repairs.

Satellite Dishes:

In accordance with Federal and State laws, satellite dishes are permitted. However, they should be mounted to the best extent possible to not be visible from the front of the residence. Dishes should, if possible, be pole-mounted or attached to fences in the rear of the home. They should NOT be attached to the sides of homes, or rooftops. Approval is required from the Architectural Committee.

Signage:

Yard Sale Signs:

Up to two (2) sales signs may be posted at the entrances to the Landings at Pine Creek. The signs may not be posted prior to 6:00 pm the day prior to the sale and must be removed by the end of the day of the sale.

Real Estate Signs on Lots:

Only one (1) "For Sale" or "For Rent" sign not to exceed six (6) square feet may be placed on your property. This includes weekends when an open house is being held. An "Open House" sign may be posted instead of a "For Sale" sign, but only one sign of any type is allowed at any given time.

The sign should be located in the yard between the unit and the sidewalk, preferably close to the unit.

Realtor "for sale" signs must be removed no later than three weeks after the townhome has been sold.

No signs (including directional signs) may be placed along the streets or at the entrance to the property.

No signs may be attached directly to the outside wall of the building.

Open House Signs:

Up to, but no more than two (2), common-area open house signs may be posted on weekends when a home is for sale or rent. Signs may not be placed before 8:00 am on

the day before the open house and must be removed by 8:00 pm the day of the open house.

Security Company Signs:

One security company sign provided by the company may be placed in the front and backyards of the townhome. Small window stickers may also be placed in windows in the lower corners. Security signs may not be located more than 2 feet from the unit, porch or deck.

Political Signs

Political Signs may not be placed on the common property. Only one sign not to exceed six (6) square feet is allowed per Lot, and it must be located in the yard between the unit and the sidewalk, preferably closer to the unit. The names of more than one candidate may appear on the sign. The signs may be displayed no more than 45 days before the election and must be removed within 7 days of the election.

Other Signs:

No other signs of any kind may be displayed from the windows in front or backyards of a townhome. No advertising signs, billboards, unsightly objects or nuisances shall be erected, placed or permitted on the property and in no event in the Common Area.

No advertising signs may be displayed from the front or back of any lot or the common area.

Only the Association may place signs in the common areas.

Skylights:

Skylights are not permitted.

Snow and Ice:

Owners are responsible for removing snow and ice from sidewalks and driveways. No magnesium chloride should be used on driveways. Damage caused by use of magnesium chloride is the responsibility of the owner to repair.

Association is responsible for plowing the roads if deemed necessary by the Board of Directors or Community Manager.

Solar Panels:

Solar Panels are not permitted.

Soliciting:

Soliciting is not permitted.

Storm Doors:

Front storm doors must be full glass panel. Rear storm doors may be owner choice.

Tankless Hot Water Heaters:

Tankless hot water tanks are permitted if they are installed inside storage sheds. Owners desiring to install in other locations must receive permission from the Architectural Committee.

Termite Inspection:

The Association arranges for the annual Termite Inspection. Homeowners are responsible to make arrangements for access to their crawl space and garage so the inspection can be completed. This is the only way to maintain the contractual termite coverage on your dwelling. If your lot is not inspected and termites are found later, than the owner will be responsible for all repairs and treatments including connecting lots.

Trash/Recycling Pickup:

Trash pickup is Monday every week. Trash cans may be placed at the curb Sunday evening, and must be returned to your garage no later than Tuesday morning. Recycling is every other week on Monday. Recycling cans may be placed at the curb Sunday evening, and must be returned to your garage no later than Tuesday morning.

Yard waste should not be dumped in natural, wooded, lawn areas, or in storm drains or culverts. Yard waste is collected every Monday. It may be placed in either a reusable container or paper bags.

It is strictly forbidden to leave trash/recycling containers and/or trash of any type outside in front, sides or rear of homes if visible from the street. Repeated violations will result in the homeowner being fined \$50 per violation.

Vines:

Vines of any type on porch railings or on siding is prohibited.

Window Air Conditioners:

Window A/C units are not permitted.

Yard Sales:

These rules and regulations are designed to control and restrict yard/garage/estate sales.

- Owners must obtain prior approval from the Board.
 - Contact the community manager at least 30 days prior to scheduling sale.
 - List the names and addresses of participating owners.
 - Notify and obtain signatures of surrounding owners acknowledging the sale.
 - Approval must be posted at a visible location on the premises for the duration of the sale.
- No sales are permitted on holidays or over a holiday weekend.
- Up to two (2) sales signs may be posted at the entrances to the Landings at Pine Creek. The signs may not be posted prior to 6:00 pm the day prior to the sale and must be removed by the end of the day of the sale.
- All articles for sale must be displayed within the garage, driveway and yard of the residence. No articles for sale shall be displayed in the street or any common area.
- All parking of vehicles must comply with the parking amendment. No on street parking, no parking on grass, blocking of other residents' driveways etc. Parking spaces on intended for community members and their guests. If there are vacancies, these spaces may be used. Otherwise, all vehicles attending the sale should be parked on Lake Pine or Plantation Drive.
- Towing will be notified of the date and time of the sale and will immediately tow any vehicles illegally parked.
- Maintain proper order on the premises throughout the duration of the sale.
- Owners will be held responsible for any damage incurred to any neighboring property or common area as a result of the sale.
- Sales shall not begin before 8:00 am and shall end promptly at 12:00 pm (noon). All items not sold must be put away by 1:00 pm.

Enforcement:

These rules and regulations shall be enforced by the Board of Directors and the community manager. Enforcement includes but is not limited to fines or legal action to enforce compliance following a due process hearing. Fines should be reasonable in an amount no less than \$25 per day and no more than \$100 per day (or the maximum

allowed by law whichever is greater). Fines will be imposed until the violation is cured. Fines will be added to the owners account as well as collection costs.

Owner will be notified by the management company of the violation in writing. Due Process hearing will be scheduled to allow the owner to present reason why the fine should not be assessed against owner's account. If owner fails to appear at the hearing fine will continue to be imposed daily until compliance. If owner appears at the hearing, final decision will be mailed to the owner by the management company.

All costs incurred in such enforcement shall be paid by the violating Owner. Means for enforcement of rules and regulations shall include "reasonable fines" (not to exceed \$100 for violation of each rule), towing of vehicles, and other action deemed appropriate and necessary.

Violations of any of the Rules may be reported by emailing the community manager.

Please note that anonymous complaints, in all but the most serious of circumstances, will NOT receive serious consideration by the Association. The Community Manager must be able to contact residents in order to gather additional information.

Owners are responsible for their tenants and guests adhere to these rules and regulations. Owners are responsible for any violation by their tenants or guests.

These rules and regulations are in addition to and in no way replace the Declaration of Covenants or bylaws of the Association.