

**Windy Ridge Homeowners Association
Rules & Regulations
35 Scott Street
Greenville, N.C. 27858**

Pursuant to Article VIII, Section 5 of the Declaration, the Windy Ridge Homeowners Association (“Association” or “HOA”) is authorized to promulgate certain Rules and Regulations applicable to the Lots and townhomes thereon. These Rules and Regulations were updated and approved by the Association’s Board of Directors April 2022.

The property in Windy Ridge shall be used for residential purposes only. All residents (owners and tenants) are required to abide by the guidelines set forth in these rules and regulations, in addition to recorded Covenants and Bylaws for Windy Ridge Homeowners Association Resident homeowners, tenants and non-residential homeowners are responsible for adhering to Windy Ridge By-Laws and/or Rules and Regulations. Violations of the By-Laws and/or Rules and Regulations are subject to a minimum of a \$50.00 fine to a maximum of a \$100.00/per day fine after notice and opportunity to be heard.

Privileges for Residents in good standing:

1. Suddenlink Basic Cable
2. Clubhouse Usage for reduced cost
3. Tennis Court Usage
4. Pest Control Coverage – Doc Moore Company 252-752-2065
5. Termite Coverage – Terminix Company provides yearly inspection
6. Exterior Building Repair and Painting
7. Common Area, Grounds, and Parking Lot Up-keep

Manager – Tonya Jones (252) 329-7368 ext 226 Email tonya@russellpm.com

Homeowners can submit a repair request by logging into the Windy Ridge portal on the Russell Property Management website. russellpm.com

If there is a non-emergency where the Police are needed contact 252 329-4315.

MONTHLY DUES

Windy Ridge’s yearly budget depends on 105 homeowners paying dues each month to provide funds for the Board of Directors’ ability to protect property values and provide a quality neighborhood for all residents. The Windy Ridge HOA current association dues are \$175.00 monthly payable and due on the 28th of each month. Late dues and assessments payments will incur for each month. If an owner becomes 4 months in arrears, a lien will be placed on your property. All attorneys’ fees incurred by the HOA will be added to your account. You will be responsible for any additional legal fees, for any additional collection steps taken.

Homeowner's dues (\$175.00) are due by the 28th of each month. The recommended way of payment is a draft which can be set up by using the copy of the draft application included with the Welcome Packet or by contacting our manager, Tonya at Tonya@russellpm.com Dues may be mailed directly to Windy Ridge HOA 106 Regency Greenville NC 27834, but must be received before or by the end of business day on the 28th. If late, N. C. G. S. 471-3-102 (11) allows the Board to impose a late fee. Late fees are applied to unpaid balance each month until paid. After 4 months of non-payment, a lien may be placed on the property and foreclosure on the claim of lien according to Chapter 47F of the North Carolina General Statutes will begin after 6 months of delinquency. It is the responsibility of each homeowner to ensure payment of the fee from your account. Ensure that your contact information is up to date to receive any notice of late payment. Late fees begin after your notification.

Homeowner who rent their units are required to have a Crime Free Lease Addendum included with their rental agreement. A true and accurate copy of the Crime Free Lease Addendum is attached hereto for the convenience of the Owners. Failure to include such in the rental agreement may be grounds for further enforcement action by the Board. The tenant should be given the Rules and Regulations to read thru prior to them signing a lease. The required paperwork such as the Occupancy Form, the Crime Free Lease Addendum, must be signed by tenants and turned in to our management within 7 days of signing lease. If the required documents are not received in the time frame allowed, the owner will be given the maximum fine.

REQUIRED INSURANCE

The amendment to Article VII Section 2 (e) reads as follows; It shall be the duty and responsibility of the Owners to pay for and keep in effect adequate casualty insurance for all improvements on the Owner's Lot, inclusive of the townhome structure. Such insurance purchased by the Owner shall be replacement cost coverage which will replace the structure in the event of a casualty loss with an inflation guard adjustment to account for inflation in building materials. The typical policies for owner occupied townhomes are a HO-3 policy and for rental properties a DP-2 policy, both must include the replacement cost value and an inflation guard adjustment.

All new homeowners receive a "Welcome Packet" which includes a copy of the Rules and Regulations. It also includes a form for drafting your dues monthly which is encouraged. If you rent your property, please return the Tenant Registry filled out with all occupants of your unit. Please read through our occupancy rules, you are held responsible for adhering to those limits.

Windy Ridge Maximum Occupancy Rules (Based on City of Greenville City Ordinance)

Related:

Owner/Resident

Rental/Resident

2 Bedroom - Max. 4 Related
3 Bedroom - Max. 5 Related
4 Bedroom - Max. 6 Related

2 Bedroom - Max. 3 Related
3 Bedroom - Max. 5 Related
4 Bedroom - Max. 5 Related

Unrelated:

Owner/Resident
2 Bedroom - Max. 2 Unrelated
3 Bedroom - Max. 3 Unrelated
4 Bedroom - Max. 3 Unrelated

Rental/Resident
2 Bedroom - Max. 2 Unrelated
3 Bedroom - Max. 3 Unrelated
4 Bedroom - Max. 3 Unrelated

Related is defined as immediate relative to owner or leaseholder. Definition of relative: child, spouse, mother, father, grandparent, sibling, or grandchildren.

Definition of Resident: Any person residing at the unit for more than seven days may be brought into question by management.

ARCHITECTURAL CONTROL

The Board of Directors of Windy Ridge Homeowners Association is responsible for maintaining the grounds and exterior building surfaces.

1. Maintenance of exterior building surfaces includes the following: repair of roof covers, repair or replacement of gutters, cleaning, and painting of original exterior wood surfaces.
 - A. Ordinary repairs do not include the replacement of roof covers or the repair of brick surfaces or foundations.
 - B. All major repairs and/or replacement of roof covers require use of the capital improvement fund or a special assessment of the members to provide funds for completion.
2. The homeowner is responsible for all electrical repairs (including attic fans) to his or her unit.
3. The homeowner is responsible for all plumbing repairs to his or her unit. Plumbing problems include, but are not limited to, broken or leaking water lines, faucets, and sewage drainage and/or backup. The homeowner is also responsible for damage occurring to a neighboring unit as a result of problems, actions, or misuse within his own unit.
 - A. **Know where your water shutoff on your property and turn off if a leak occurs** to minimize damage. Then **Call a plumber**. He will determine the nature of the problem and correct any emergency. The first step to correcting a plumbing problem is to have a plumber diagnose the problem.

If the problem occurs in the evening or on the weekend, be sure to call a plumber who offers 24-hour service.

- B. If the plumber determines that the problem is coming from your unit, the repair cost is your responsibility. The problem with your unit could also be affecting other units. Therefore alert your neighbors if needed.
 - C. If the plumber determines that the problem is a Greenville Utilities Commission problem, he will call Greenville Utilities to do repairs.
4. Each homeowner is responsible for maintaining portions of his or her townhome that the Association is not responsible for maintaining in accordance with Windy Ridge regulations.
- A. Pursuant to N.C.G.S. 47F-3-107, homeowners are responsible to maintain portions of their properties that the Association is not responsible for maintaining in accordance with the regulations. If repairs are not completed, the Board of Directors will make all necessary, a lien will be placed on property. Please refer to By-Laws.
 - B. Repairs to additions are the responsibility of the homeowner. This includes the maintenance of sunroom additions, patio cover, fence additions, etc.
 - C. Request for additions or outside building improvements must be submitted to the Board of Directors in writing, including drawings, plans, and specifications of the materials to be used. These requests must be presented to the Board of Directors for approval. Please allow sixty (60) days for the board to reach a decision.
 - D. No security cameras are allowed on the exterior of the building or the roof which the HOA maintains. Residents must seek approval from the Architectural Committee prior to installing any such device
 - E. Windy Ridge Homeowners Association will ensure that the work quality and appearance is consistent with existing structures. All contractors must be licensed and insured.
 - F. Satellite dishes are allowed in the patio areal only and not higher than the fence height. Satellite dishes are not allowed on the exterior of the building or the roof. Unless otherwise required by laws, no exterior satellite dish in excess of one meter (39.37") in diameter may be placed on the exterior of any townhome or in the Common Area without the prior written approval of the Architectural Committee, which may be withheld in its sole discretion. This location of any exterior antenna, or satellite dishes less than one meter (39.37") in diameter, shall be subject to the reasonable prior approval of the Architectural Committee, Exterior antenna, or satellite dishes less than one meter (39.37) in diameter may be required to be

screened from public view by the Board based on applicable guidelines adopted by the Board.

- G. Termite damage repair, exterior, and interior, is covered by our current contract with Terminix, only if there are active termites found. They do not cover previous or old damage. Termite traps outside the units should not be disturbed. Please notify management if any signs of termite swarming.
- H. Pest Control is provided by Doc Moore Company. If you have any pest issues, please contract Doc Moore Company at 252-752-2065.
- I. The Windy Ridge Homeowners Association is **not** responsible for the replacement or repair of storm windows, storm doors, screens, and any glass surfaces.
- J. All townhomes **must** have front and rear storm doors, storm windows, or replacement windows. Board approval is needed for style and/or color change.
- K. All townhomes must have white or off-white blinds. The blinds may not be broken or missing.
- L. No window unit style air conditioners are allowed.
- M. Both the interior maintenance of the townhome and the maintenance of the patio area are the homeowner's responsibility.
- N. Any homeowner who is selling their townhome should notify the manager. Homeowners must provide a copy of the By-Laws, Rules and Regulations to any potential buyer. The seller should also inform them that Windy Ridge voted on and adopted the Planned Community Act. As such, the community is in all respects subject to the Planned Community Act, N.C.G.S. 47F-1-1-1 *et.seq.* The manager can verify the status of dues, capital improvement fund payments, assessment payments, and/or any rule violation fines.
- O. There are Board "pre-approved" architectural guidelines attached with requirements for upgrades, changes to the exterior of the buildings, and what is allowed in the common ground spaces in Windy Ridge. If you have questions or want to do something different, seek answers and approval from the Board.

GROUNDS MAINTENANCE

1. Maintenance of the grounds by the Association includes mowing, cleaning of the common areas, and pruning shrubs. The replacement of trees, shrubs,

and other major landscaping items such as pine straw, fertilizing and pest control must be paid for from capital improvement funds. Pine Straw is the approved type of mulch.

2. Residents may plant any bulbs or flowers on their lot in the established flower beds adjacent to the unit's structure but are responsible for the maintenance of those plants. Flower beds may not be enlarged without approval from the Landscape Committee. Vegetable gardens should be planted within the patio or in pots on decks. The HOA highly discourages owners to plant any trees on their property because of the damage they can cause to structures and the liability incurred by the homeowner.
3. Rear patio areas must be well maintained, including but not limited to appearance of storage shed, controlled vegetation, and storage of items visible above fence height. Trees within the patio should be maintained so they do not damage the fence, exterior building materials or foundation of the building. Rear decks shall maintain a clean, organized appearance. Bird feeders and lawn ornaments should be approved by the WRHOA Board of Directors prior to being placed within foundation beds or front stoops. Bird feeders attract mice; mice attract other animals such as snakes and squirrels.
4. While regular pruning of the mature shrubbery on our grounds is recommended, you will be notified when pruning is planned so you MAY if you choose mark the plants NOT to be pruned with yellow plastic tape

PETS

1. The **City of Greenville Ordinance** is strictly enforced in Windy Ridge. This includes restrain pets and not allowed to roam free, "scoop the poop" in patios and common areas, noises which disturb other residents.
2. No dogs may be staked on the common area. This includes front columns of the unit as well as patio fences, decks, and gates.
3. Do not allow dogs to urinate on shrubs. Shrubs are killed by the dog's urine.
4. Any pet rule violation should be reported to the manager. If the manager is not available, call the Animal Control Office at 252-329-4387 for Rules 1, 4, 5, or 6.
5. Violation of pet rules will result in fines levied and Animal Control being involved.

GROUNDS AND PARKING

1. Each townhome is allowed two parking spaces. Additional vehicles may be parked on Scott or Barnes Street, except in the "No Parking" zones. Designated visitor spaces are for short-term parking for residents and/or their guests. Parking in the Windy Ridge Clubhouse parking lot is used for Clubhouse events.
2. Homeowners MAY use the clubhouse parking lot as overflow with the understanding that parking should not be directly in front of the clubhouse and right of way must be preserved for servicing of the garbage bin. You will be required to move your vehicle when notified that the Clubhouse is rented.
3. Boats, campers, RV'S, trailers, and trucks over ½ tons owned by homeowners and/or guests are allowed to be parked in the clubhouse parking lot but limited to a period of not more that forty-eight (48) hours.
4. Parking or driving on grassy areas, onto curve sides and on sidewalks is not allowed.
5. Disabled vehicles, vehicles without current license plate/tags, boats, and trailers cannot be parked on common grounds. Violator's vehicles will be towed at owner's expense. Vehicle repair, maintenance or car washing is not permitted within Windy Ridge.
6. There will be no dumping of any foreign material on Windy Ridge Common Areas, i.e. motor oil, solvent, paint, cigarette butts, dumping of ash trays, etc. The homeowner is responsible for cleaning and/or repairing damage to the parking lot caused by his/her vehicle(s) or his/her guest's vehicle(s) leaking oil, antifreeze, or other corrosive substances on the pavement.

Dumpster Receptacles

1. Dumpsters are owned and maintained by WINDY RIDGE. Dumpster lids must be closed after use to prevent rust and stray animals.
2. **NO PAINT,OIL, CARPET, OR ANY OTHER CONTRUCTION MATERIALS ARE TO BE PLACED IN DUMPTERS!** You may call the Public Works Department at 252-329-4527 for instructions on disposal.
3. **All trash should be placed in the proper dumpster (regular or recycle) in closed plastic bags except cardboard boxes which should be flattened.** Both household and pet waste must be in closed plastic bags.
4. **Discarded appliances, water heaters, and/or furniture should be removed by the installer or homeowner. DO NOT PLACE BESIDE THE DUMPSTERS!**

5. Homeowner must notify Public Works at 252-329-4527 to pick up other large items. Do not place items beside dumpster until you have called for pick-up. Large items should be stored in home or patio until the pick-up date.
6. No parking in front of dumpsters. Vehicles are subject to towing.
7. No YARD DEBRIS is to be placed in the dumpsters. An area at the juncture of Scott and Barnes is designated as pick up for yard waste for the City of Greenville. Material from patios must be transported to that area with NO dumping allowed on common ground.

Please help us enforce the dumpster rules by disposing of waste properly and reporting any violations to the manager. If a homeowner sees another resident filling a dumpster to capacity or leaving trash outside the dumpster, please get a picture with the date and time stamp and send to manager. Penalties and fines can be assessed with evidence. Get license number of any outsiders using Windy Ridge dumpsters and report them to manager.

COMMON AREA

1. Discarding oil of any type next to dumpsters or on the grounds is not allowed for health reasons. No automobile repair is allowed on the grounds. No litter, including cigarette butts, should be placed on the Common Areas. Please be a good citizen and pick up trash on the Common Areas.
2. Children are not to play on lawns, roofs, fences, in or around dumpsters or mail houses. Parents are responsible for any damage caused to the building, common area, improvements, lawns, trees, dumpsters, etc., by the children, pets, and/or guests. Fines may also be levied.
3. Skateboards, roller blades, scooters, and bikes are not allowed on the entryways. Walkways, sidewalks, tennis courts, mailbox houses, or the common property.
4. It is illegal to discharge any weapon, including air rifles, in Windy Ridge. Use of fireworks and laser devices are prohibited.
5. Use of sidewalk chalk on common area is not allowed.
6. All personal property, including firewood, lawn furniture, and flowerpots, must be stored within the patio areas. Any items stored outside will be disposed of at the owner's expense.
7. No propane tanks may be installed in Windy Ridge. Natural gas service is available from Greenville Utilities.

8. No obnoxious or offensive activity that may become an annoyance or nuisance in the neighborhood is allowed. There is a City Ordinance regarding noise levels. For example, motorcycle riders must keep noise levels at a minimum and cannot rev engines. Also, boom boxes, CD players, radios, car radios, must not exceed noise levels. Any resident can call the Police non-emergency number 329-4513.
9. No alcoholic beverages are allowed outside your residence and patio area.
10. Common areas and parking lots are not for entertainment.
11. There can be **NO** profit-making events in Windy Ridge. Exception: Windy Ridge Homeowners Association sponsored events.
12. **NO** "For Sale" or "For Rent" signs may be displayed in Windy Ridge including windows and doors. Exception: An "Open House" sign may be posted up to two (2) days before and during an open house. Signs are to be removed after Open House hours.

Political signs are prohibited earlier than 45 days before the day of the election and later than seven days after an election day. Additionally, only one political sign with the maximum dimensions of 24 inches by 24 inches is allowed on a Lot. For the purpose of this subdivision, "political sign" means a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot. Under no circumstances shall any advertising sign be allowed on a Lot.

RECREATIONAL FACILITIES

Multifunction Community Space. (Tennis Courts)

Common courtesy is expected between residents. Anyone who uses the area enters at their own risk.

People are allowed to play in the area at their own risk. That may include bikes, skates, skateboards, or ball.

Children need to be supervised by a teenager or adult.

Pets need to be supervised by a teenager or adult.

Pets are allowed to run loose in the area but if people are playing in the space, the owner is expected to control their pet from being overly friendly or aggressive.

All trash debris needs to be put in the dumpsters including pet waste.

Respect the person who is in the area upon your arrival.

Clubhouse

The clubhouse is intended for social functions only. It cannot be reserved or used for functions interpreted to be commercial and of a profit-making nature private business. Only those fundraising projects sponsored by Windy Ridge Homeowners Association are allowed.

The clubhouse is reserved through the manager. A usage fee of \$100.00 is charged for residents and \$350.00 for non-residents. There is also a security deposit of \$350.00. Deposits are due thirty (30) days prior to the reservation date. The reservation will be tentative until deposit is received. If reservation is cancelled three (3) weeks prior to the reserved date excluding the month of December when the reservation must be cancelled in three days , the usage fee and the security deposit will be returned. If reservation is not cancelled, the usage fee will not be returned; only the security deposit will be returned. **Residents may not reserve the clubhouse for non-resident; they must refer non-residents to the manager for reservations.** The security deposit will be returned after the manager inspects the clubhouse and finds no damage and that it has been properly cleaned. A checklist for cleaning and closing the clubhouse is provided at the time of usage and is posted in the kitchen of the clubhouse. Individuals using the clubhouse are required to have it cleaned by 10:30 a.m. the day following the function.

No music is to be heard from outside the clubhouse with **no** loitering in the parking lot, streets, or dumpster areas during the event. **No** guns or weapons. **No** drugs. **No** DJ's, Bands, or any amplified music system. The only acceptable option are the Bluetooth portable style speakers.

Cost for damages and expenses incurred by the manager for cleaning, etc. will be deducted from the security deposit. If a professional cleaner has to be hired, it will be at the expense of the person renting the clubhouse. If damages or loss exceeds \$300.00, the additional amount will be charged to the individual who reserved the clubhouse. Certified checks or money orders are the only accepted types of payments for clubhouse rental. The clubhouse should be left with the furniture and tables left as prior to your rental.

FINES

Resident homeowners and non-resident homeowners and their tenants are all responsible for adhering to the Windy Ridge Rules and Regulations.

Any and all violations of Windy Ridge Rules and Regulations are subject to a fine as set by the Board (minimum of \$50.00). Any rule violation fine not paid by the tenant will become the responsibility of the homeowner. There is a \$50.00 minimum for each violation and a maximum of \$100.00 per day until violation corrected. Late fees on fines shall accrue at the statutory maximum amount set forth in N.C.G.S. 47F-3-102 (11).

Members of the Windy Ridge HOA share the responsibility for Windy Ridge. The Board of Directors is responsible for administering the maintenance according to our bylaws, covenant and Rules. All members are responsible for communication with the Board if changes to homes is planned.