

**Laurie Meadows**  
**Rules & Regulations**

**THE FOLLOWING IS A SUMMARY OF THE POLICIES, RULES, AND REGULATIONS CONTAINED IN THE LAURIE MEADOWS HOMEOWNERS ASSOCIATION COVENANTS AND BYLAWS. THE COVENANTS ARE A LEGAL AND BINDING DOCUMENT THAT HAS BEEN FILED WITH THE STATE OF NORTH CAROLINA. THE COVENANTS SUPERCEDE AND CLARIFY THE BYLAWS AND ANY OTHER DOCUMENTS PERTAINING TO THE ASSOCIATION. HOMEOWNERS SHOULD OBTAIN A COPY OF THE BYLAWS FROM THEIR CLOSING ATTORNEY AT THEIR CLOSING; HOWEVER, A COPY IS AVAILABLE THROUGH THE MANAGER OR THE [Laurie Meadows Website](http://www.LaurieMeadowsHOA.com), [www.LaurieMeadowsHOA.com](http://www.LaurieMeadowsHOA.com), or under the Laurie Meadows HOA tab at [www.russellpm.com](http://www.russellpm.com). HOMEOWNERS SHOULD REFER TO THE BYLAWS AND COVENANTS WITH QUESTIONS REGARDING ANY ISSUES NOT COVERED IN THIS SUMMARY OR MAY CONTACT ANY MEMBER OF THE BOARD OF DIRECTORS OR THE HOA MANAGER.**

**CONSTRUCTION:**

- All building plans must be approved by the Laurie Meadows Architectural Committee (ARC). Applications for construction can be obtained from the HOA Manager or the [Laurie Meadows website at www.LaurieMeadowsHOA.com](http://www.LaurieMeadowsHOA.com), or [www.russellpm.com](http://www.russellpm.com). NO construction can commence until plans have been approved by the ARC Committee.

NO structure of temporary nature should be placed upon the property and used as a residence to include, but not limited to a tent, shack, mobile home, [camper](#), or trailer.

**MAILBOXES:**

[All mailboxes must meet postal code regulations. Damaged mailboxes should be replaced or repaired immediately. Mailboxes and posts should be primarily white in color. However, variations are allowed after approval from the ARC Committee.](#)

**OUTBUILDINGS:**

All outbuildings must be pre-approved by the ARC Committee. Each lot is allowed one non-attached outbuilding to be constructed incidental to the residence. The outbuilding must be constructed in harmony with the dwelling meaning similar materials, siding, color, and roof. No outbuilding shall be located in front of the rear line of the dwelling on said lot nor shall it be located nearer than ten feet from any side lot line. NO PLASTIC, VINYL COMPOSITE, OR PREFABRICATED MATERIALS MAY BE USED FOR ANY OUTBUILDING.

### **FENCES:**

No fence shall be erected on a lot without prior approval from the ARC Committee. The fence material must be made of salt treated lumber, PVC, or aluminum. The minimum fence height is 4' and the maximum fence height is 6'. **NO CHAIN LINK FENCING IS ALLOWED with the exception of a small chain link animal pen within a fence in yard.** The fence should be constructed at least one foot from the property line or sidewalk. A fence cannot be placed in the front yard defined as from the front corner of the home to the street. **Homeowners should be sure to mow and edge on the outside of the full fence line. Damaged fences must be repaired or replaced in a timely manner. If an owner receives a notice of a broken/damaged fence and fails to replace it within the given time frame, the Association will fine the owner accordingly.**

### **POOLS:**

In ground pools are allowed with prior approval from the ARC Committee and must be located in the backyard area of the lot and **must** have an approved fencing enclosure with locking mechanism. No above ground or "blow up" pools in excess of **20'** diameter are allowed.

### **SATELLITE DISHES:**

No satellite dish with the exception of one dish not to exceed 30 inches in diameter on the rear roof line or on the rear of the property in the yard or properly concealed in the front yard by shrubbery or landscaping.

### **VEHICLES:**

No trucks more than  $\frac{3}{4}$  ton or tractors are allowed on the property. No recreational vehicles shall be used on lawns, unpaved streets, or underdeveloped areas. No boats, trailers, or other recreational vehicles shall be parked on the streets. No stored vehicles shall be parked on the streets. No vehicles covered with tarps, boats, trailers, or other recreational vehicles shall be parked on the lots other than in a garage, driveway, or in the back yard past the rear plane of the house. **No vehicles shall be parked on the front or side lawns.** Vehicles may be parked on the back lawn provided they are concealed by approved privacy fencing. Pursuant to the Town of Winterville Ordinance, all vehicles must be properly registered and titled or they can be subject to towing.

### **PARKING AND TRAFFIC:**

No parking or driving is permitted on the grass or common grounds. Vehicles are not to block another homeowner's driveway. Vehicles are not to be parking in the street in such a manner that would potentially block or restrict emergency vehicles. Adequate space between cars parked on opposite sides of a street or across from another must be maintained to allow the passage of emergency vehicles. If a vehicle is blocking a driveway or is hindering the passing of emergency vehicles, the vehicle may be towed without warning at the owner's expense.

### **NOISE:**

Residents will not cause or permit unusual or objectionable noises that disturb others between the hours of 9:00 p.m. and 7:00 a.m. "Objectionable" refers to frequent or continuous noise from stereos, televisions, radios, car alarms, car engines, loud mufflers, power tools, sporting activities, and voices. **Winterville Town Ordinance prevents the usage of lawn equipment before 7:00 a.m. and after 8:00 p.m.** Please remember that all owners have the right to quiet enjoyment of the property. Please be courteous and respectful of all your neighbors.

### **SIGNAGE:**

Signs on the homeowner's property are limited to "For Sale" signs, **"For Rent" signs**, security company signs, and signs for work being done on the property. Security signs must be placed in the landscaped areas adjacent to the foundation of the dwelling.

### **PETS:**

No animals other than two domesticated animals (cats and dogs) may be permitted on any lot. Inside, small non-offensive animals may be kept as long as they are not bred for commercial purposes. All pets must be on a leash, **confined inside a fenced in yard**, restrained by invisible fencing, or in a kennel when they are outside of the home.

If you own a pet, please do you, your pet, and the other residents the courtesy of "Scooping the Poop."

### **LANDSCAPING:**

**Homeowners are responsible for maintaining the landscaping of their properties. Shrubbery and flower beds should be maintained and be neat in appearance. If the property has a fence, homeowners must mow and edge along the full outside border of the fence. The exterior perimeter of your fence is visible to neighbors on all sides and should be maintained just as the rest of the lawn. Lawns should be mowed and not have excessive overgrowth. Grass found to be in excess of 6" is in violation of the town code and rules and regulations of Laurie Meadows and is subject to fines. It is your responsibility to help maintain the appearance of our neighborhood.**

**The association is required to maintain a contract with a landscaping company to mow/edge the front entrance and common areas every 7-10 days, law straw/bark twice per year, and maintain shrubbery/flower beds. Should you have concerns with the landscaping of the common areas, please put the information in writing and mail to the HOA manager or of the Board of Directors. It will be addressed in a timely fashion.**

### **TRASH:**

All trash and recycling containers shall be stored at the side of the home where they are not visible from the street except on pick up days. No lot shall be used to store bulky items such as construction materials.

### **RENTAL PROPERTIES:**

To maintain the safety of our neighborhood criminal background checks of future tenants will be required. These should be submitted for review to the HOA manager for review and approval.

### **FINES FOR VIOLATIONS:**

Any and all violations of the Rules & Regulations of Laurie Meadows will have the following fine schedule. You will have 30 days to pay the fine or it becomes delinquent and the lien process may commence.

- 1<sup>st</sup> notice: Warning letter.
- 2<sup>nd</sup> notice: \$50 fine per occurrence after warning letter has been sent.
- 3<sup>rd</sup> notice: \$100 fine per occurrence thereafter.

### **DELINQUENT ACCOUNTS:**

The Laurie Meadows Board of Directors has approved the following collection policy:

PAYMENT IS DUE ON THE 31<sup>ST</sup> OF JANUARY AND DELINQUENT AFTER THE 1<sup>ST</sup> OF FEBRUARY. AFTER THIS DATE THE OWNER WILL RECEIVE A REMINDER. IF THE AMOUNT REMAINS UNPAID AFTER 30 DAYS THE OWNER WILL RECEIVE A 10 DAY LETTER. IF PAYMENT IS STILL NOT RECEIVED, THE FOLLOWING ACTIONS WILL OCCUR:

IF THE OWNER IS A RESIDENT OF PITT COUNTY:

- Accounts ninety (90) days past due, owner will receive a 10 days letter and a late fee will be added. If the account remains delinquent after that time a lien will be filed through the court. The lien, when granted, will remain attached to the property until paid in full. The court costs will also be added to the homeowner's account.
- After a lien has been granted and the account remains unpaid, the Association will take immediate steps toward foreclosure on the property. This measure involves significant legal fees and time that must be borne by the Association and charged to the homeowners account. At the time of possession, the Association will own the property in place of the debt.

IF THE OWNER IS NOT A RESIDENT OF PITT COUNTY:

- Accounts ninety (90) days delinquent will be turned over to an attorney's office for collection of the obtainment of judgement. All legal fees involved will be charged to the homeowner's account.
- As a final measure, the Association will take immediate steps toward foreclosure on the property through said attorney. The significant legal fees and time borne by the Association will be charged to the homeowner's account. At the time of possession, the Association will own the property in place of the debt.

### **CLOSINGS:**

Should a unit sell, and the closing attorney does not contact the HOA Manager to research the dues owed on said unit's account, the balance owed (if any) will be assumed by the new owner of the property.

## **CONCERN FORMS:**

Concern forms are available through the [HOA Manager or the Board of Directors](#); however a written/typed note from the homeowner will suffice. Concern forms are used to document problems/suggestions that the individual homeowner may have with the items covered by the Association. [It is requested by the Board of Directors this be turned into the HOA Manager in order for the concern to be addressed.](#) This creates a "paper trail" for research and verification issues that may need to be addressed in the future.

Should you have further questions regarding the Association, please place your concerns in writing. You can do this by email [through the Laurie Meadows web page at \[www.LaurieMeadows.HOA-express.com\]\(http://www.LaurieMeadows.HOA-express.com\)](#). If you do not receive a response, feel free to contact the HOA Manager/Board of Directors via telephone.

## **MEETINGS:**

[All meetings will follow the "Robert's Rules of Order" to maintain order and keep the Board on task at all meetings.](#)

According to the Bylaws of Laurie Meadows:

The Association Board of Directors is comprised of volunteers who meet on a quarterly basis to discuss any pending business. [The officers are elected by the Board members on an annual basis.](#) Board members [and officers](#) must be a homeowner [and resident of Laurie Meadows.](#) If you are interested in attending a quarterly meeting, [please contact the HOA Manager, or a Board Member](#) for the dates and to put in a request to be placed on the agenda. Community participation is encouraged.

The Association holds an Annual Meeting, which is open to all homeowners, once per year. Notification and absentee proxy will be mailed 30 to 60 days prior to the scheduled date. The fiscal year begins January 1. The budget for the upcoming year is approved at the 4<sup>th</sup> quarter Board of Directors meeting. Homeowners who wish to have particular requests considered should contact a board member or the HOA Manager with written explanation and justification a minimum of three months or ninety (90) days prior, no later than October 1, to the new budget becoming effective.

## **HOMEOWNER'S RESPONSIBILITIES:**

Each homeowner is responsible for the exterior and interior maintenance of their property. [Siding on homes should be cleaned \(i.e. pressure washed\) and free of mildew and excessive dirt.](#) The Board and the Association Board of Directors must approve any exterior modifications. This includes, but is not limited to, patio areas that may be visible from the exterior, sheds, and fences. Plans for any modifications/construction should be submitted to the ARC Committee for approval prior to any construction commencing.

Exterior window screens, if applicable, must remain on at all times and are the individual homeowner's responsibility. If an owner receives notice of a missing screen and fails to replace it within the given time frame, fines may be imposed.

All areas around your home must be kept clean of debris/items (tires, bikes, etc.). If you receive notice of debris around your home and fail to clean it up within a give time frame, fines could be imposed.

All lots, including unimproved lots, must be kept mowed. Grass that is found to be in excess of 6" is in violation of City Code and the Rules & Regulations of Laurie Meadows and is subject to fines.

Basketball goals are not allowed on the streets or common ground of the Association.

**Each homeowner is responsible for informing their visitors of the Rules & Regulations and they must comply as if they were the homeowner.**

**It is the homeowners responsibility to pass said rules onto their tenants. If the tenant violates said rules, the owner will ultimately be held responsible by the Association.**

**NOTE:**

***THE ASSOCIATION BOARD OF DIRECTORS HAS THE RIGHT TO AMEND THESE AFOREMENTIONED RULES & REGULATIONS AT ANY TIME. NOTIFICATION OF AMENDMENTS WILL BE MAILED TO ALL HOMEOWNERS.***

LAURIE MEADOWS  
ARCHITECTURAL CONTROL COMMITTEE  
IMPROVEMENT REQUEST FORM

DATE: \_\_\_\_\_

In accordance with the recorded covenants, conditions and restrictions of the association, and in order to protect each individual homeowner's rights and values, it is required that any owner who is considering improvement of his deeded property to include, but not be limited to patio covers, decks, outbuildings, fencing, building add-ons, etc., submit the following to the Architectural Control Committee prior to initiating work on planned improvements:

- \_\_\_\_\_ (1) A completed Improvement Request Form
- \_\_\_\_\_ (2) Complete and detailed building plans, material listing and specifications

FAILURE TO SUBMIT THE REQUESTED ATTACHMENTS PRIOR TO CONSTRUCTION MAY RESULT IN DENIAL OF YOUR REQUEST FOR IMPROVEMENT.

If any change is made without approval, the Committee has the right to tell the homeowner to remove the improvement from his property and return the property to its original condition. Any homeowner considering any exterior improvement to his/her property is urged to review the recorded deed restrictions prior to the initial request.

Return this completed form AND attachments to:

An ARC committee member or the HOA Manager, Amanda Blomefield, at 106 Regency Blvd. Greenville, NC 27834, [amanda@russellpm.com](mailto:amanda@russellpm.com), or fax 252-355-9641.

PLEASE PRINT THE FOLLOWING INFORMATION:

Owner Name: \_\_\_\_\_

Email: \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

BRIEFLY DESCRIBE THE IMPROVEMENT THAT YOU PROPOSE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHO WILL DO THE ACTUAL WORK ON THIS IMPROVEMENT?

\_\_\_\_\_  
\_\_\_\_\_

LOCATION OF IMPROVEMENT (CHECK ACTUAL AREAS THAT APPLY)

\_\_\_\_\_ Front of dwelling

\_\_\_\_\_ Back of dwelling

\_\_\_\_\_ Side of dwelling

\_\_\_\_\_ Roof of dwelling

\_\_\_\_\_ Garage

\_\_\_\_\_ Patio

Other(Describe) \_\_\_\_\_

MATERIAL TO BE USED FOR THE IMPROVEMENT (CHECK APPLICABLE ITEMS):

\_\_\_\_\_ Brick

\_\_\_\_\_ Cement

\_\_\_\_\_ Stucco

\_\_\_\_\_ Wood

\_\_\_\_\_ Electric

\_\_\_\_\_ Siding

\_\_\_\_\_ Glass

\_\_\_\_\_ Paint Color \_\_\_\_\_

\_\_\_\_\_ Stain

\_\_\_\_\_ Color

Other (Explain) \_\_\_\_\_

I understand that the Architectural Control Committee will act on this request within 30 days of receipt and contact me in writing regarding their decision. I agree not to begin property improvement without written approval from the Architectural Control Committee. I understand that all construction will meet with City codes and that the Architectural Control Committee approvals do not override the town of Winterville codes but rather, are intended to work with them.

Owner's Printed Name

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction Start Date

Estimated Completion Date

\_\_\_\_\_

\_\_\_\_\_



# Laurie Meadows Homeowner Association Concern Form

Date Submitted: \_\_\_\_\_

Nature of Concern:

\_\_\_\_\_ Landscaping \_\_\_\_\_ Lighting \_\_\_\_\_ Noise \_\_\_\_\_ Parking  
\_\_\_\_\_ Pets \_\_\_\_\_ Street/Walk/Drive \_\_\_\_\_ Exterior Building Maintenance  
\_\_\_\_\_ Other

### Explain Below:

Please be as specific as possible, including (when necessary) address, street names, etc. to help assist in locating the problem.

\*These concerns require a specific address of violator to be provided in order for any action to be taken.

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Sign and return this form to **Amanda Blomefield, 106 Regency Blvd. Greenville, NC 27834, [amanda@russellpm.com](mailto:amanda@russellpm.com), fax: 252-355-9641 or turn in to a Board member.**

Please retain a copy of this form for your records. Additional forms are available upon request.

Name: (Please Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Comment Form Received: (Date) _____
Received By: _____ Handled By: _____
Action Taken: _____
Refer to board (Date): _____
Comments: _____ _____ _____