

Locksley Woods Newsletter

Fall 2018

Greetings Locksley Woods residents and owners. We hope this letter finds you well.

As you can see, the newsletter has been redesigned. The goal is to convey all the news at a lower cost to the association.

It has been awhile since our last newsletter. Your BOD continues to work diligently to improve life in our community. We wanted you to be aware of some exciting new things scheduled for the property.

Maintenance schedule: We are working with RPM and vendors to regularly schedule maintenance such as pine straw and pressure washing. This will allow us to build these items into the budget and save you the frustration of wondering when various tasks will be completed. Full information is forthcoming at the Annual Homeowner's Meeting in January.

Recycling Center: The recycling center at The Circle is scheduled to be expanded and six additional bins will be added!

Pool Card System: The pool card system will be updated during the off season. New cards will be issued at the start of next season. The new system will let us know who is using the pool.

Pine straw: You may have noticed the lack of pine straw around the property. We are working with vendors to correct this issue as soon as possible.

Hurricane Damage: Thankfully, LW suffered only minor damages during Hurricane Florence. If your unit sustained any unreported damages, please let RPM know.

Community Day: We want to get together at the pool on Oct. 20th with a yard sale in the morning and a social in the evening.

Board Members

President: Helen Pase

Vice President: Julia Smith

Treasurer: Susan Howard

Secretary: Julie Crippen

Grounds Committee: Martha West

Important Numbers:

- Animal Control
 - (252) 329 4387
- Clay's Wrecker Service
 - (252) 752 6489
- Othos Pest Control
 - (252) 227 4005
- Russell Property Management
 - (252) 329 7368

Top Rule Reminders

Locksley Woods is a nice community. This stems from the cooperation of all our residents. Make sure you review all the Rules and Regulations on the RPM website. Here are a few reminders in areas that continue to be an issue.

Pets: Please remember to “scoop the poop” and obey leash laws. Failing to clean up after your furry friend can result in a \$100 fine per occurrence. Violating the Greenville City Leash Ordinance can result in fines from the city and HOA. Any resident may call Animal Control to report an unleashed animal. Please don't allow your dog to urinate on the bushes. We spent over \$11k on shrubbery in 2016. It would be a shame to see them destroyed.

Signs: For Rent signs are not allowed in Locksley Woods. For Sale signs are allowed as long as the guidelines are followed.

Driving: Speeding and running the Wellon's Drive STOP sign continue to be a problem. There is a STOP sign AND a speed bump as you enter the property via the Circle. The property speed limit is 11 mph. Make sure you come to a complete STOP and don't merely roll through the STOP sign. Many of our residents are in the parking lot with pets and small children.

Parking: Each unit has two parking spaces. Please make sure you convey this information to any potential renters, if you sublet your unit. All vehicles parked in resident spaces should display a parking permit. **Vehicles parked in resident spaces without permits will be towed at owner's expense.** Visitors must contact RPM for a hang tag, if they will be on the property longer than 7 days.

The Circle: If you park in the Circle, make sure you are actually in the Circle. There have been issues with cars blocking the actual road. Any vehicle obstructing traffic will be towed without warning. The Circle belongs to the City of Greenville. All vehicles must adhere to their rules and ordinances.

Recycling: There are three recycling centers in our community. Be courteous to your neighbors and save room for the next person by breaking down boxes. **DO NOT** put non-recyclable garbage in the blue recycling center containers. **DO NOT** prop or stack your recyclables on top of, beside or near the recycling bins. This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

Off Patio & Under Stairwells: Please do not store any items under the stairwells or off your patio. Items in these areas may be removed and disposed of without any warning. This includes garden hoses left attached to spigots.

Dumpsters: Make sure you contact the City of Greenville BEFORE placing large items at the dumpster. If arrangements are not made, the items may not be removed. This leads to higher cost for everyone in the association as vendors are contracted to dispose of the items. A damage fee assessment (DFA) is levied against units who violate this rule.

Pond

While we want everyone to enjoy the pond, it is a storm water retention pond and the banks are not stable. Please remember:

- No Swimming
- No Boating
- No Fishing

Recently, we had to evict a large family of muskrats from the pond banks. Their tunnels and burrows caused serious damage to the banks which we have been working to repair. Please report any rodents you see to RPM. The earlier we catch issues the better. Total cost of repairs are still being tabulated and will be shared at the Annual Homeowner's Meeting in January.

The cost of repairs and general maintenance of the pond continue to increase. We have been working with Yorkshire Village to negotiate financial support from the City of Greenville and determine our responsibilities as a property.

Members of the Locksley Woods and Yorkshire Village BOD met with the City Manager's Office and our city councilmen, Rick Smiley. It was agreed the issue warranted further investigation. We will continue to pursue our efforts.

Special thanks to our Martha West and Yorkshire's Doug Schneider for their attention to this matter.

Conflict Resolution

Always remember when communicating complaints or work order requests: **ALL ITEMS SHOULD BE IN WRITING!!** If you have an issue that requires immediate attention, call it in, but you must follow up with an email or written letter. All residents (renters and owners) are entitled to file complaints with RPM. Specificity is the key.

Your written complaint needs to include the time and date of the infractions, as well as any other relevant details. Patience will also be required. We want all conflicts resolved, but there is a specific process that must be followed. There are complaint forms posted under the LW section of the RPM website.

Inspections: The property is walked monthly by a RPM representative. The representative is looking for violation of HOA policies. Please be patient as we continue to adapt the system. We welcome your feedback and want to work with you to make this one of the best communities in Greenville.

Member Concerns: A portion of each BOD monthly meeting is reserved to hear resident's concerns. Meetings are currently schedule for the second Thursday of each month and begin at 6:30 pm. Please contact RPM to schedule a time.

Upcoming Events

October

- 11th Monthly BOD Meeting
- 20th Community Day
- 31st Halloween

November

- 8th Monthly BOD Meeting
- Pine Straw

Community Day October 20th

Yard Sale

- 7 am – noon
- Pool Parking Lot/ sidewalk in front of your unit
- Individual responsible for any tables or advertisement

Fellowship

- 5 pm -7 pm
- Pool Parking Lot
- Fried chicken, drinks, plates, and cutlery provided
- Bring a side/dessert and a chair

Russell Property Management
106 Regency Blvd
Greenville NC 27834

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Locksley Woods Homeowners' Association Newsletter

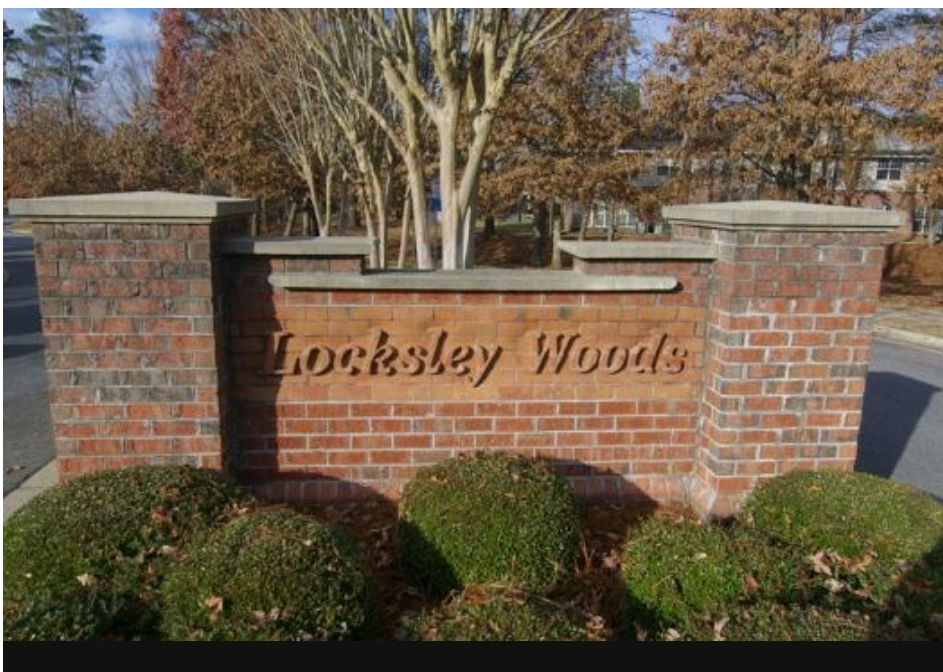
Winter 2017

Annual Meeting

Our Annual Meeting was held on January 26, 2017. Thank you to all that were able to join us or sent their proxy. Quorum was established with 52 properties represented in person or by proxy. Here are a few highlights from the meeting:

- 3 community members were elected to the Board of Directors
- The treasurer presented a summary of capital projects for 2016
- The budget was ratified. There will be no increase of dues this year. However this may cause our community to rely on some escrow funds.
- An owner made a brief presentation regarding his concerns for the future maintenance needs of our property in comparison to our current dues
- Members conducted an open discussion regarding various concerns

Please see the Russell Property Management (RPM) website for the official meeting minutes.



Board Members

President
Helen Pase

Vice President
Julia Smith

Treasurer
Susan Howard

Secretary
Frank Tier

Social Committee
Vacant

Grounds Committee
Martha West

Marketing
Ralph Thompson

Buildings Committee
Kevin Wallace

Neighborhood Welcome
Vacant

Pool Watch
Vacant

Please contact RPM, if interested in serving on a committee.



Capital Projects

We want to continue to build our escrow and maintain our property. Below is a list of large expenditures items from 2016. Most projects were funded from dues or escrow.

- ◇ 2209 retaining wall completed
- ◇ Many shrubs were removed and replaced throughout the property
- ◇ Pine Straw
- ◇ 3 trees that were struck by lightning were removed along York Road
- ◇ The tree line was trimmed
- ◇ The gutters were cleaned
- ◇ Gutter guards were installed
- ◇ The parking lot was sealed and stripped. Thank you for approving this assessment.
- ◇ Pressure washing of select buildings, all sidewalks, and all dumpster/recycling areas was completed
- ◇ 12 buildings underwent the installation of vinyl soffit on the breezeway ceilings. The remaining buildings are scheduled for 2017.

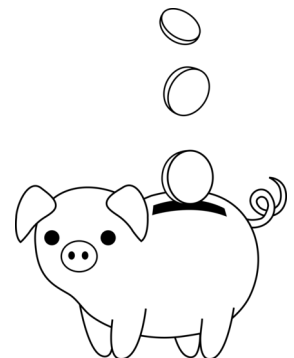
Unit Maintenance

Downstairs condominium units have a PVC pipe (conduit) running from the location of your interior HVAC air handler, under the concrete slab and coming outside and into a “dry well” located near your outside air conditioner condenser. The dry well is the large area of gravel behind your home. The upstairs and downstairs AC systems have condensation lines that drain water that is produced by your heating and cooling system (HVAC). The condensation lines were run through the conduit and terminate in the dry well behind your home. Water running through the condensation line flows into the dry well and the water eventually soaks into the soils below.

During Hurricane Matthew, some of the dry wells filled up with rainwater thereby reducing the ability for the condensation lines to drain properly into the dry well. In addition, water that was accumulating in the dry wells also backed up in the conduit running under the slab and into a few homes. This issue caused some minor flooding inside a few homes. Over time, the amount of water the dry wells can hold will be reduced as leaves and sediment filter down between the voids in the gravel. It is impossible to predict when your dry well would need to be completely cleaned out and new gravel installed.

To reduce or eliminate the damage caused by your condensation line being unable to drain water from your heating and cooling system and water backing up into the conduit located under the slab, we recommend that you do the following:

- a. Hire a reputable contractor to seal the end of the PVC pipe inside your home. There are several AC lines running through this PVC pipe so the seal will not be waterproof but this is better than just leaving the conduit completely open.
- b. Purchase a water alarm from a the local hardware store and install this alarm in this area so that you are alerted if water starts to leak into your home.
- c. Hire a heating and air company to install a “backflow switch” on the condensation line located inside of your home. A backflow switch will turn off your heating and air equipment if the condensation line becomes blocked and will avoid water from a blocked condensation line backing up into your home. Some AC systems already have a backflow switch installed on their interior system so please check this before contacting a HVAC company.





Pond Reminders

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Important Numbers

Emergency
911

Clay's Wrecker Service
252.752.6489

Animal Control
252.329.4387

Othos Pest Control
252.227.4005

Good Neighbors

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Pets

Please remember to “scoop the poop” and obey leash laws. Failing to clean up after your furry friend can result in a \$100 fine per occurrence. Violating the Greenville City Leash Ordinance can result in fines from the city and HOA. Any resident may call Animal Control to report an unleashed animal.. **Please don't allow your dog to urinate on the bushes.** We spent over \$11k on shrubbery in 2016. It would be a shame to see them destroyed.

Driving

Speeding and running the Wellon's Drive STOP sign continue to be a problem. There is a STOP sign AND a speed bump as you enter the property via the Circle. The property speed limit is 11 mph. Make sure you come to a complete STOP and don't merely roll through the STOP sign. Many of our residents are in the parking lot with pets and small children.

Parking

Remember there are two spaces only per unit. Please make sure you convey this information to any potential renters, if you sublet your unit. All vehicles parked in resident spaces should display a parking permit. **Vehicles parked in resident spaces without permits will be towed at owner's expense.** Visitors must contact RPM for a hang tag, if they will be on the property longer than 7 days.

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Recycling

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Conflict Resolution

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All residents (renters and owners) are entitled to file complaints with RPM. Specificity is the key. Your written complaint needs to include the time and date of the infractions, as well as any other relevant details. Patience will also be required. We want all conflicts resolved, but there is a specific process that must be followed. There are complaint forms posted under the LW section of the RPM website.

Inspections

The property is walked monthly by a RPM representative. The representative is looking for violation of HOA policies. Please be patient as we continue to adapt the system. We welcome your feedback and want to work with you to make this one of the best communities in Greenville.

Member Concerns

A portion of each HOA monthly meeting is reserved to hear resident's concerns. Please contact RPM to schedule a time.

Contact Us

Russell Property Mgmt.
106 Regency Boulevard
Greenville, NC 27834

252.329.7368

Visit us on the web at
<http://russellpm.com/hoa/locksley-woods>

HOA Manager
Chelsey Bennett
chelsey@russellpm.com

HOA Admin Asst
Jessica Kegel
hoadmin@russellpm.com

Russell Property Management
106 Regency Boulevard
Greenville, NC 27834

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Locksley Woods Homeowners' Association Newsletter

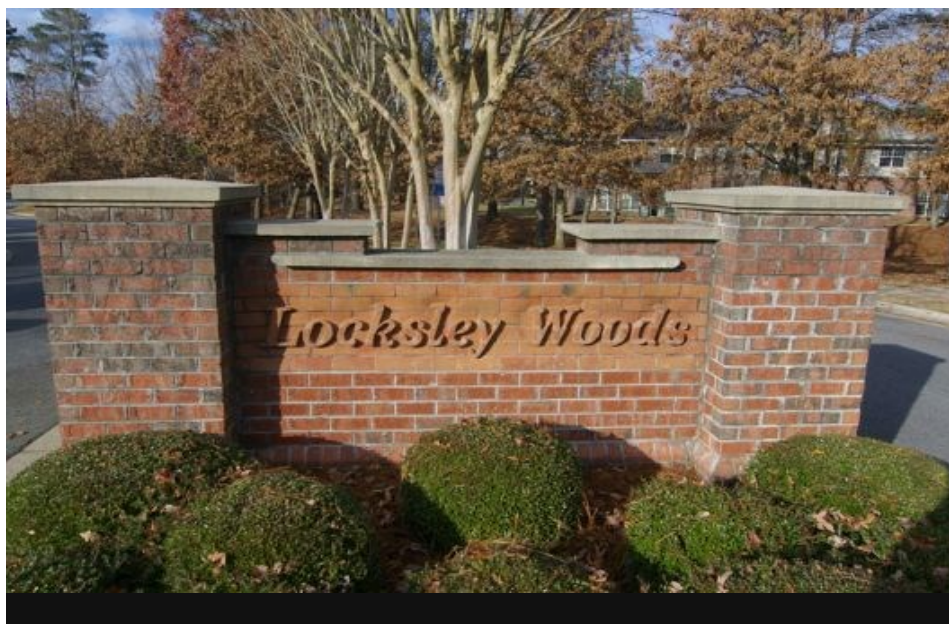
Summer 2016

Greetings

"And so with the sunshine and the great bursts of leaves growing on the trees, just as things grow in fast movies, I had that familiar conviction that life was beginning over again with the summer."— *F. Scott Fitzgerald, The Great Gatsby*

Life at Locksley Woods is in full bloom as we welcome the summer season. As always the Board is working hard to maintain and improve our property. Here are a few items we have been working on:

- New plantings throughout the property
- New entrance lighting
- New speed bump at the Circle
- First Phase of Vinyl Soffit Project is scheduled
- Pressure Washing for sidewalks, dumpster/recycling areas, needed areas of select buildings, and front entrance is scheduled
- Planning and Research for Parking Lot Project is underway



Board Members

President

Helen Pase

Vice President

Julia Smith

Treasurer

Susan Howard

Secretary

Frank Tier

Social Committee

Vacant

Grounds Committee

Martha West

Marketing

Booger Thompson

Buildings Committee

Vacant

Neighborhood Welcome

Vacant

Pool Watch

Vacant

Please contact RPM, if interested in serving on a committee.



Community Updates

While growing our community through homeowner occupancy is a goal, both renters and owners are valued members of our community. We welcome community improvement suggestions from all our residents.

Pool Season (May 28-September 11)

Pool season is upon us once again. The Board of Directors are hard at work implementing improvements for this year's pool season. Per your request, picnic tables have been added and the pool hours have been extended. The pool will be open 8am—9pm.

This year the pool will be monitored by Board Designees to help keep the pool area the fun, relaxing environment it should be!! **REMEMBER, THERE IS NO LIFEGUARD ON DUTY AND SUPERVISION WILL NOT BE PROVIDED FOR INDIVIDUALS UNDER 16.** Please contact RPM with any concerns.

All homeowners should have a pool key. It is the responsibility of the homeowner to retain possession of your pool key. If you are a new homeowner, the previous homeowner should have provided you with a pool key during the transfer of the property. If you have lost or misplaced your key, you may purchase a new one from Russell Property Management at a cost of \$25.00

Homeowners who allow others to enter the pool with their key are **AT RISK** of losing their pool privileges. **Any pool key will be deactivated if the monthly dues/assessments are unpaid.** A delinquent unit will not be allowed use of the pool. If a pool card is deactivated due to delinquency it may take up to 48 hours for it to be reactivated once the account is brought current.

No one will be allowed to enter the pool area without a key. During the open hours, anyone entering the pool area may be asked to show a pool card and sign in. Please see the Pool Packet for full and current rules.

Grills

PERSONAL PROPANE AND CHARCOAL GRILLS

Many of us have personal grills and it is critically important for all to ensure that they are operated safely:

- All propane and charcoal grills must be at least 15 feet away from any building when in use.
- Propane and Charcoal Grills may not be used or stored on the second level of any building.
- All grills must be used in designated grilling areas where individuals will not easily come in contact with them.
- Do not grill on walkways, next to vehicles, or in the parking lot.
- Remember items cannot be stored under the stairs at any of the units. The fire prevention laws prohibit any storage, and fines are assessed to renters and homeowners who are violating this law.



- Watch the tree line! We try to keep the trees back from the grills, but use your discretion. Please report any concerns to RPM.

The safety of your neighbors and buildings are at stake. Please use common sense with the operation of all grills.





Pond Reminders

The pond is a major asset to our community. While we want everyone to enjoy the pond, it is a storm water retention pond and the banks are not stable. Please remember:

- No Swimming
- No Boating
- No Fishing

Important Numbers

Emergency
911

Clay's Wrecker Service
252. 752. 6489

Animal Control
252.329.4387

Othos Pest Control
252. 227. 4005

Good Neighbors

Locksley Wood's is a nice community, and that stems from the cooperation of all our residents. Make sure you review all the Rules and Regulations. Here are a few reminders .

Pets

We love our furry residents in Locksley Woods. Please remember to “scoop the poop” and obey leash laws. Failing to clean up after your pet can result in a \$100 fine per occurrence.

We live inside the Greenville City Limits and there are leash ordinances. If a dog is off leash, residents may call Animal Control. This means fines from the city as well as the Association.

Parking

Please respect parking spaces, as they are labeled for a reason. Everyone should be parked in their appropriate space, and no one should park over a line. This includes parking straddling the line of your unit's two spaces. Improperly parked cars may be towed at owner's expense. All vehicles in resident spaces should display a Locksley Woods parking permit.

Remember visitor spaces are for guest . If residents have more than two vehicles, any additional vehicle must be parked in the Circle or at the pool. If a resident is continually occupying a Visitor spot, please contact RPM.

Speed, Noise, and Signs

Watch your speed in Locksley Woods. The speed limit is set at 11mph for everyone's safety. While watching your speed, please watch out for traffic signs. **There is a STOP sign as you enter the property via Wellons Drive and the Circle.**

There is also a speed bump. Running that STOP sign can result in a real ticket, as that is part of a city street.

Recycling

There are three recycling centers in our community. If the recycling containers are full when you take your recyclables to the recycling center, simply take items to a dumpster for disposal instead. DO NOT put non-recyclable garbage in the blue recycling center containers. DO NOT prop or stack your recyclables on top of, beside or near the recycling bins. This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

Pest Control

We don't have a pest problem. If you ever do have an issue, please call Othos Pest Control. Part of your monthly dues support a pest contract, and thankfully this service is rarely used. If you do need them, please call.

Conflict Resolution

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All residents (renters and owners) are entitled to file complaints with RPM. Specificity is the key. Your written complaint needs to include the time and date of the infractions, as well as any other relevant details. Patience will also be required. We want all conflicts resolved, but there is a specific process that must be followed. There are complaint forms posted under the LW section of the RPM website.

Inspections

The property is walked monthly by a RPM representative. The representative is looking for violations of HOA policies. Please be patient as we continue to adapt the system. We welcome your feedback and want to work with you to make this one of the best communities in Greenville.

Member Concerns

A portion of each HOA monthly meeting is reserved to hear resident's concerns. Please contact RPM to schedule a time.

Contact Us

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252.329.7368

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HOA Manager

Chelsey
chelsey@russellpm.com

HOA Admin Asst

Brittany
hoadmin@russellpm.com

Russell Property Management

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Greenville, NC 27834

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Locksley Woods Homeowners' Association Newsletter

Fall 2015

Please Vote!

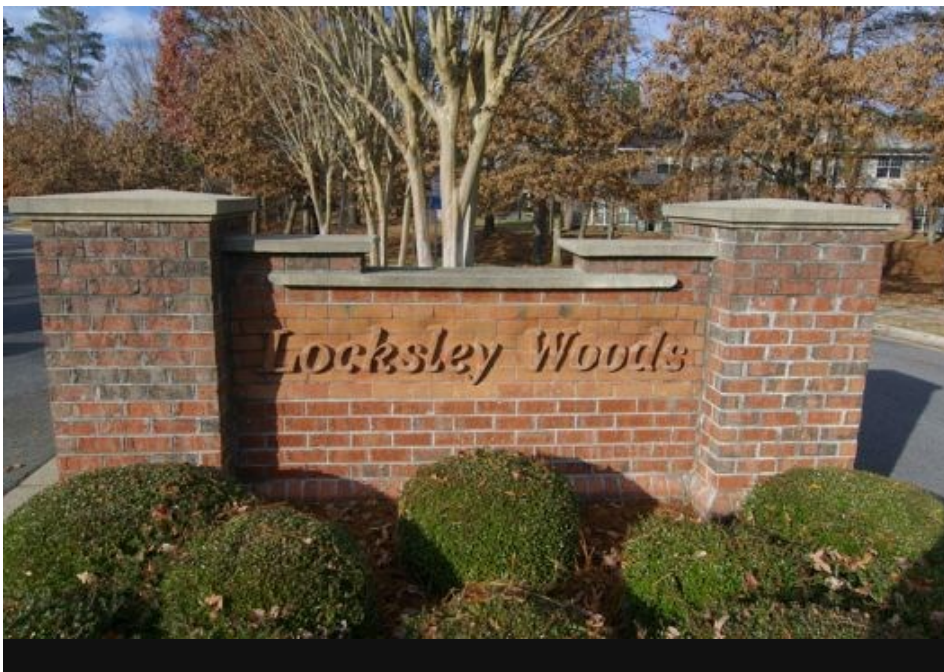
The Locksley Woods Board of Directors is proposing to amend the Bylaws for the Association. There are 3 proposed amendments to be voted on:

1. Reducing annual meeting quorum qualification
2. Increasing the number of Directors
3. Instituting a process for removing Directors

Bylaw amendments can be adopted by the affirmative vote of a majority of the votes in the Association. Fifty percent (50%) of the total votes in the Association must be received in order to obtain quorum for the vote by mail ballot.

The **ballot must be received by the Association on or before September 4, 2015**, in order to be counted. You may fax (252 355 9641) or email your completed ballot (HOAdmin@russellpm.com). We will even deliver and pick up ballots from owners residing on property, if you let us know.

If you have any questions or need an additional ballot, please contact RPM at HOAdmin@russellpm.com.



Board Members

President

Helen Pase

Vice President

Julia Smith

Treasurer

Susan Howard

Secretary

Frank Tier

Directors

Please Vote

Social Committee

Vacant

Grounds Committee

Martha West

Marketing

Booger Thompson

Buildings Committee

Vacant

Neighborhood Welcome

Vacant

Pool Watch

Vacant

Please contact Chelsey if interested in serving.



Hurricane Season

Peak Hurricane Season is from late August through the end of September. If you have been around Eastern NC for awhile, you know October often sees some hurricane activity.

While we are hoping the predictions for a mild season hold true, we would like all our residents to be prepared.

The following is a Disaster Supply Checklist provided by the City of Greenville.

- ◇ 1 gal of water per person per day
- ◇ Non-perishable food items and a manual can opener
- ◇ Blankets and Pillows
- ◇ Rain Gear
- ◇ First Aid Kit/Medicines
- ◇ A month supply of prescription medication
- ◇ Toiletries/ Hygiene Items/ Moisture Wipes
- ◇ Flashlight/ Batteries
- ◇ Battery Operated Radio
- ◇ Spare Cellphone Battery
- ◇ Cash
- ◇ Important Document in waterproof container
- ◇ Tools
- ◇ Pet Care Items
- ◇ Keep vehicle gas tanks filled throughout the season

Community Updates

Many units have recently sold and we welcome our new neighbors. The Board continues to work to maintain and improve our property. Your suggestions are welcome. Here are a few updates on current and planned projects.

Pool

The pool will close for the season on September 13. This was an excellent pool season. We hope everyone enjoyed the new furniture. Thanks to our pool monitors for their help in keeping everything organized.

Dryer Vents

Keep an eye on your dryer vent. A clogged vent decreases your dryer's performance and increases the likelihood of a fire. RPM will clean out your dryer vent for \$60/hr or you may utilize the HOA shop vac. Second floor residents are strongly cautioned against cleaning their own vents.

Landscaping

We continue to work on the various plantings and shrubbery around the property. There will be some tree work taking place and some additional plantings soon.

Budget Season

We are already working on the budget for next year. The best thing you can do to keep dues down is to follow all HOA Rules. A copy of the rules can be found on RPM's website. Recent events throughout the property are increasing enforcement cost. Follow all the rules regardless of the actions of your neighbors.





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800.448.1151

Good Neighbors

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Pets

Our community is blessed with many great canine residents. Please remember to “scoop the poop” and obey leash laws. Failing to clean up after your furry friend can result in a \$100 fine per occurrence. Violating the Greenville City Leash Ordinance can result in fines from the city and HOA. Any resident may call Animal Control to report an unleashed animal.

Driving

Speeding and running the Wellon's Drive STOP sign continue to be a problem. There is a STOP sign as you enter the property via the Circle and the property speed limit is 11 mph. Make sure you come to a complete STOP and don't merely roll through the STOP sign. Many of our residents are in the parking lot with pets and small children.

Parking

After numerous homeowner request we have instituted a parking permit system. As with any new system adjustments may be necessary. All vehicles parked in resident spaces should display a parking permit. **As of September 15, vehicles parked in resident spaces without permits will be towed at owner's expense.** Contact RPM immediately if you need to register your vehicle.

The Circle

If you or a guest are parking in the Circle, make sure you are actually in the Circle. Recently there have been problems with cars blocking the actual road. Any vehicle obstructing traffic can be towed without warning.

Recycling

There are three recycling centers in our community. If the recycling containers are full when you take your recyclables to the recycling center, simply take items to a dumpster for disposal instead. DO NOT put non-recyclable garbage in the blue recycling center containers. DO NOT prop or stack your recyclables on top of, beside or near the recycling bins. This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

Please breakdown boxes before placing them in either the recycle bins or the dumpsters. When boxes are not broken down they occupy too much space. Be courteous to your neighbors and save room for the next person.

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Towing Enforced

All vehicles parked in resident spaces must display a Locksley Woods parking permit.

Non-permitted vehicles will be towed from resident spots starting September 15.

Inspections

Monthly walkthroughs of the property are completed by RPM staff. We want to work together to keep Locksley Woods beautiful. Please respond to any notices promptly.

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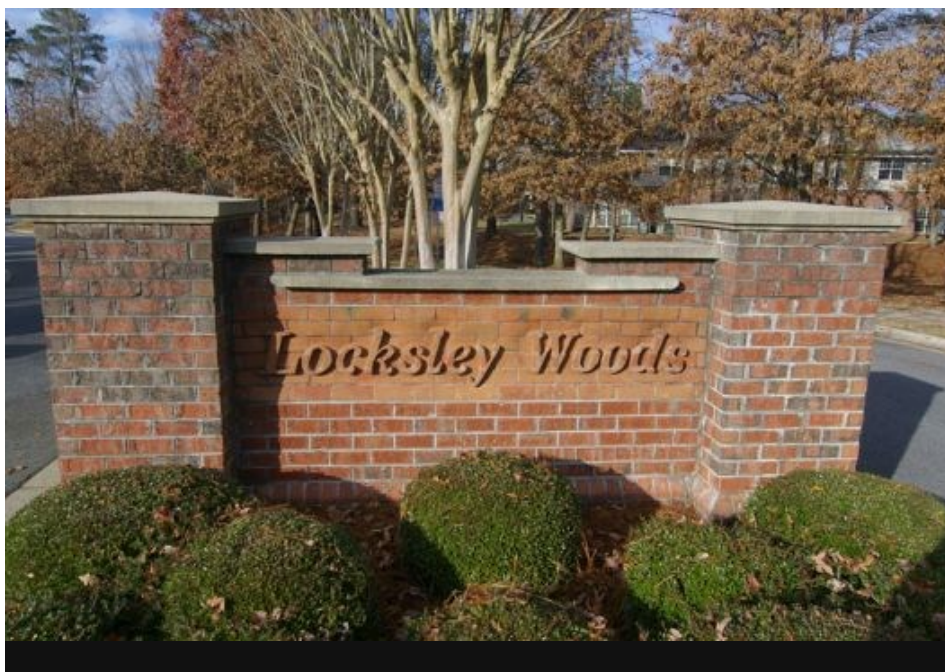
Summer 2015

Greetings

It's wonderful to welcome a new season of fun and sun! ECU and PCC have held graduation ceremonies and Pitt County Schools are not far behind. Many of us are looking forward to vacations and time with family.

Your HOA Board continues to work throughout all the seasons. Here are a few things we have been working on:

- Dumpsters have been repaired and replaced.
- Shutters have been painted and door painting is being scheduled.
- The property has been pressure washed.
- Landscaping improvements are underway.
- Pool furniture has been ordered.
- The process of amending the by-laws has begun.



Board Members

President
Helen Pase

Vice President
Julia Smith

Treasurer
Susan Howard

Secretary
Frank Tier

Social Committee
Jennifer Foley

Grounds Committee
Martha West

Marketing
Booger Thompson

Buildings Committee
Vacant

Neighborhood Welcome
Vacant

Pool Watch
Vacant

We would love to have you fill a vacancy or serve on a committee. Please contact Michele at RPM, if interested.



Community Updates

Many units are under new ownership, while several are still on the market. Growing our community through homeowner occupancy is a goal. However, we welcome community improvement suggestions from renters and owners alike.

Pool Monitor

This summer we will be employing a pool monitor. More information can be found in your Pool Packet. Please remember the pool monitor is **not** a lifeguard or a babysitter. Minors under the age of 16 will not be admitted to the pool without an adult over the age of 18.

Parking Permits

Many of you have requested parking permits be issued for Locksley Woods. We have heard your request, and will begin issuing permits this summer. Further information will be arriving soon.

Landscaping

The Board would like to welcome Carolina East Landscaping. They are doing a phenomenal job improving our property and have many new projects planned. We're so excited they are here that we wet our plants.

Voting

As was discussed at our annual meeting, the current bylaws only allow for a three member voting Board of Directors. We need your help to expand! Ballots should be mailed August 1st. Please vote and return your ballot as soon as you receive it.

Grills

PERSONAL PROPANE AND CHARCOAL GRILLS

Many of us have personal grills and it is critically important for all to ensure that they are operated safely:

- All propane and charcoal grills must be at least 15 feet away from any building.
- Propane and Charcoal Grills must not be used on the second level of any building.
- All grills must be used in designated grilling areas where individuals will not easily come in contact with them.
- Do not grill on walkways, next to vehicles, or in the parking lot.
- Remember items cannot be stored under the stairs at any of the units. The fire prevention laws prohibit any storage, and fines are assessed to renters and homeowners who are violating this law.



- Watch the tree line! We try to keep the trees back from the grills, but use your discretion. Please report any concerns to RPM.

The safety of your neighbors and buildings are at stake. Please use common sense with the operation of all grills.





Pond Reminders

The pond is a major asset to our community. While we want everyone to enjoy the pond, it is a storm water retention pond and the banks are not stable. Please remember:

- No Swimming
- No Boating
- No Fishing

Important Numbers

Emergency
911

University Towing
252.758.9200

Animal Control
252.329.4387

Othos Pest Control
800.448.1151

Good Neighbors

Locksley Wood's is a nice community, and that stems from the cooperation of all our residents. Make sure you review all the Rules and Regulation, but here are a few reminders .

Pets

We have many animal lovers in our community, and it's always nice to see residents out with their dogs. Please remember to "scoop the poop" and obey leash laws. Failing to clean up after your furry friend can result in a \$100 fine per occurrence.

We live inside the Greenville City Limits and there are leash ordinances. If a dog is off leash, residences may call Animal Control. This means fines from the city as well as the Association.

Parking

Please respect parking spaces are labeled for a reason. Everyone should be parked in their appropriate space, and no one should park over a line. This includes parking straddling the line of your unit's two spaces. Improperly parked cars may be towed at owner's expense.

Remember visitor spaces are for guest . If residents have more than two vehicles, any additional vehicle must be parked in the Circle or at the pool. If a resident is continually occupying a Visitor spot, please contact RPM.

Speed, Noise, and Signs

Watch your speed in Locksley Woods. The speed limit is set at 11mph for everyone's safety. While watching your speed, please watch out for traffic signs. **There is a STOP sign as you enter the property via Wellons Drive and the Circle.** The Circle belongs to the city, and running that STOP sign can result in an actual ticket. Finally, please turn the music down as you enter the property. You can receive a fine for a noise violation.

Recycling

There are three recycling centers in our community. If the recycling containers are full when you take your recyclables to the recycling center, simply take items to a dumpster for disposal instead. DO NOT put non-recyclable garbage in the blue recycling center containers. DO NOT prop or stack your recyclables on top of, beside or near the recycling bins. This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

Pest Control

We don't have a pest problem. If you ever do have an issue, please call Othos Pest Control. Part of your monthly dues support a pest contract, and thankfully this service is rarely used. If you do need them, please call.

Conflict Resolution

Always remember when communicating complaints or work order requests: **ALL ITEMS SHOULD BE IN WRITING!!** If you have an issue that requires immediate attention, call it in, but you must follow up with an email or written letter.

All residents (renters and owners) are entitled to file complaints with RPM. Specificity is the key. Your written complaint needs to include the time and date of the infractions, as well as any other relevant details. Patience will also be required. We want all conflicts resolved, but there is a specific process that must be followed.

Inspections

The property is walked monthly by a RPM representative. The representative is looking for violation of HOA policies. Please be patient as we continue to adapt the system. We welcome your feedback and want to work with you to make this one of the best communities in Greenville.

Member Concerns

A portion of each HOA monthly meeting is reserved to hear resident's concerns. Please contact Michele to schedule a time.

Amending bylaws requires high participation in a short time frame.

Contact Us

Russell Property Mgmt.

106 Regency Boulevard
Greenville, NC 27834

252.329.7368

Visit us on the web at
[http://russellpm.com/
hoa/locksley-woods](http://russellpm.com/hoa/locksley-woods)

HOA Manager

Michele Johnson
michele@russellpm.com

HOA Admin Asst

Amanda Blomefield
hoadmin@russellpm.com

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Russell Property Management

106 Regency Boulevard
Greenville, NC 27834

LOCKSLEY LEDGER



Locksley Woods Homeowners' Association Newsletter

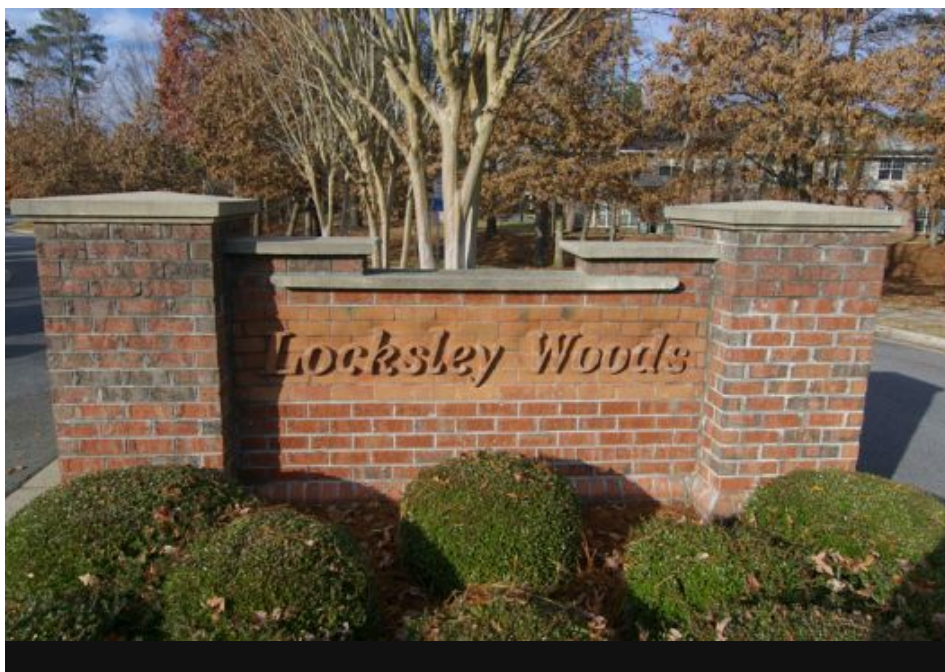
Fall 2014

Greetings

The new school year has brought many new residents to Locksley Woods. Please greet your new neighbors and get to know each other. As always, the Board enjoyed meeting many community members at the annual Closing Pool Gathering. Thanks to everyone who brought sides and desserts to compliment the yummy fried chicken!

While it is great to socialize, the Pool Party allows residents to share their concerns and the Board to share our progress. For those of you who could not attend the gathering, here are a few updates from the board

- Dumpsters continue to be repaired and replaced.
- Bidding for the shutter and door painting project is underway.
- New plantings have been ordered for several sparse areas.
- All the porches were repaired.
- Next year's budget is under-development.



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Martha West

Social Committee

Vacant

Grounds Committee

Martha West

Marketing

Booger Thompson

Buildings Committee

Vacant

Neighborhood Welcome

Vacant

Pool Watch

Vacant

Please contact Michele if interested in serving.



Hurricane Season

Peak Hurricane Season is from late August through the end of September. If you have been around Eastern NC for awhile, you know October often sees some hurricane activity.

While we are hoping the predictions for a mild season hold true, we would like all our residents to be prepared.

The following is a Disaster Supply Checklist provided by the City of Greenville.

- ◇ 1 gal of water per person per day
- ◇ Non-perishable food items and a manual can opener
- ◇ Blankets and Pillows
- ◇ Rain Gear
- ◇ First Aid Kit/Medicines
- ◇ A month supply of prescription medication
- ◇ Toiletries/ Hygiene Items/ Moisture Wipes
- ◇ Flashlight/ Batteries
- ◇ Battery Operated Radio
- ◇ Spare Cellphone Battery
- ◇ Cash
- ◇ Important Document in waterproof container
- ◇ Tools
- ◇ Pet Care Items
- ◇ Keep vehicle gas tanks filled throughout the season

Community Updates

Many units have recently sold and we welcome our new neighbors. The Board continues to work to maintain and improve our property. Your suggestions are welcome. Here are a few updates on current and planned projects.

Pool

The pool has closed for the season. Thanks for all those that came out to the annual Closing Pool Gathering. The Board is making preparations for next pool season. You can plan on seeing new furniture and updated rules.

Dryer Vents

Keep an eye on your dryer vent. A clogged vent decreases your dryer's performance and increases the likelihood of a fire. RPM will clean out your dryer vent for \$55 or you may utilize the HOA shop vac. Second floor residents are strongly cautioned against cleaning their own vents.

New Plantings

Several areas have been identified to receive new plantings. The projects have been approved and our schedule to take place this fall.

Budget Season

We are already working on the budget for next year. The best thing you can do to keep dues down is to follow all HOA Rules. A copy of the rules can be found on RPM's website. Recent events throughout the property are increasing enforcement cost. Follow all the rules regardless of the actions of your neighbors.





Pond Reminders

While we want everyone to enjoy the pond, it is a storm water retention pond and the banks are not stable. Please remember:

- No Swimming
- No Boating
- No Fishing

Important Numbers

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911

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252.758.9200

Animal Control
252.329.4387

Russ Pest Control
252.746.8098

Good Neighbors

Locksley Wood's is a nice community, and that stems from the cooperation of all our residents. Make sure you review all the Rules and Regulation, but here are a few reminders .

Pets

Our community is blessed with many great canine residents. Please remember to “scoop the poop” and obey leash laws. Failing to clean up after your furry friend can result in a \$100 fine per occurrence. Violating the Greenville City Leash Ordinance can result in fines from the city and HOA. Any resident may call Animal Control to report an unleashed animal.

Driving

Speeding and running the Wellon's Drive STOP sign continue to be a problem. There is a STOP sign as you enter the property via the Circle, and the property speed limit is 11 mph. **Make sure you come to a complete STOP, and don't merely roll through the STOP sign.** Many of our residents are in the parking lot with pets and small children, and we want to avoid tragedy.

Parking

Please respect parking spaces are labeled for a reason. Using your neighbor's space for “just five minutes” cost that person time and aggravation. Everyone should be parked in their appropriate space, and no one should park over a line. This includes parking straddling the line of your unit's two spaces. Improperly parked cars may be towed at owner's expense.

Remember visitor spaces are for guest . If residents have more than two vehicles, any additional vehicle must be parked in the Circle or at the pool. If a resident is continually occupying a Visitor spot, please contact RPM.

The Circle

If you or a guest are parking in the Circle, make sure you are actually in the Circle. Recently there have been problems with cars blocking the actual road. Any vehicle obstructing traffic can be towed without warning.

Recycling

There are three recycling centers in our community. If the recycling containers are full when you take your recyclables to the recycling center, simply take items to a dumpster for disposal instead. DO NOT put non-recyclable garbage in the blue recycling center containers. DO NOT prop or stack your recyclables on top of, beside or near the recycling bins. This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

Conflict Resolution

Always remember when communicating complaints or work order requests: **ALL ITEMS SHOULD BE IN WRITING!!** If you have an issue that requires immediate attention, call it in, but you must follow up with an email or written letter.

All residents (renters and owners) are entitled to file complaints with RPM. Specificity is the key. Your written complaint needs to include the time and date of the infractions, as well as any other relevant details. Patience will also be required. We want all conflicts resolved, but there is a specific process that must be followed.

Repair Week Complete

Items were removed from buildings and damaged repaired the week of June 2-6. Residents will be now be fined for any damage resulting from piercing the building envelope. Unfortunately many of our residents have chosen to reinstate removed items. Please do not attach items to the building, even if you see your neighbor doing the same thing.

Inspections

Monthly walkthroughs of the property are completed by various community members.

Contact Us

Russell Property Mgmt.
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252.329.7368

Visit us on the web at
<http://russellpm.com/hoa/locksley-woods>

HOA Manager

Michele Johnson
michele@russellpm.com

HOA Admin Asst

Peter Lindholm
peter@russellpm.com

Office Manager

Kiki Bourbeau
kiki@russellpm.com

Russell Property Management

106 Regency Boulevard
Greenville, NC 27834

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LOCKSLEY LEDGER

Locksley Woods Homeowners' Association Newsletter

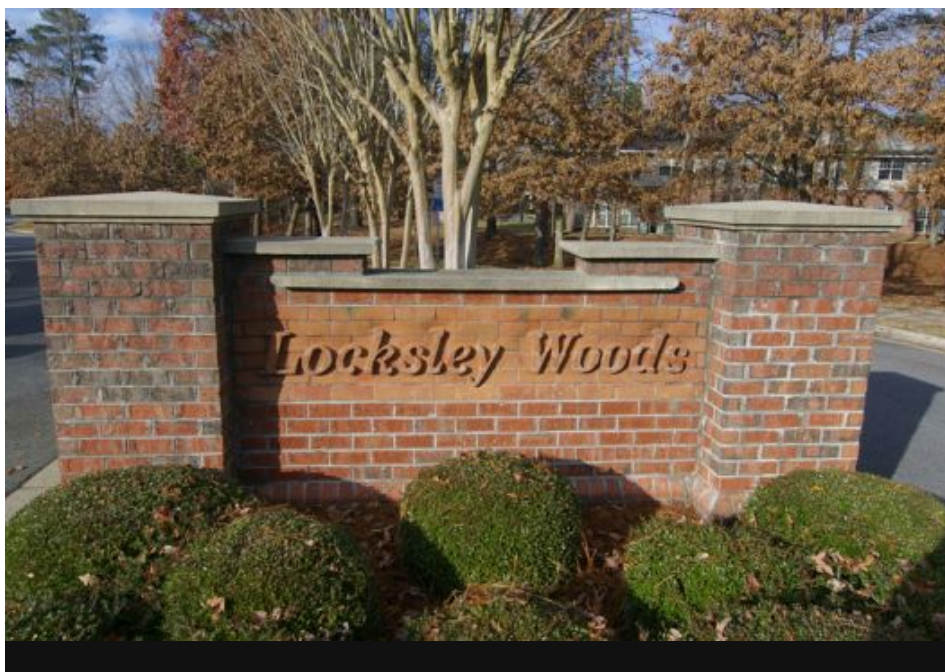
Summer 2014

Greetings

Summer is here!!! The pool is opening and the end of the school year approaches. ECU and PCC have held their graduation ceremonies, and their summer sessions have started. It's a time of change in Greenville, and our community. Please enjoy the summer, and make sure to follow all the property rules.

It might be a time for vacations, but the Board is still hard at work. We have welcomed several new members and undertaken new projects and initiatives. Here are a few things your board has been working on:

- Dumpsters are being repaired and replaced.
- Additional recycling bins have been placed at each recycling center.
- Bids are being taken for shutter and door painting project.
- Rules have been reviewed and revamped.
- Repair Week has been scheduled.



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Buildings Committee
Vacant

Neighborhood Welcome
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Pool Watch
Vacant

We would love to have you fill a vacancy or



Welcome Home

There are many units for sale within Locksley Woods. The Board wishes to help facilitate these sales. We want to build a community through homeowner occupancy. As such, the Board welcomes suggestion to improve our community. We are taking bids to have doors and shutters painted, and several landscaping projects are underway.

Open House Weekend

A community wide Open House was suggested at the Annual Meeting. Tentative dates are late June to mid-July. If you are interested in participating or have suggestions, please contact Michele.

Property Promotions

Living at Locksley Woods is a great deal, and the Board would like to spread the word. Booger Thompson has undertaken a public relations campaign. Please let him know, if you wish to help.

For Sale Signs

In an effort to promote sales, For Sale signs are now allowed. Signs must be professionally made, and be placed in the building's main flower bed. Full details are located in the Rules and Regulations. This rule may be revised if it is not in the overall best interest of the appearance and appeal of the property.

Keep It Clean

Please make sure all trash and recyclables are placed in the appropriate contain-

Grills

PERSONAL PROPANE AND CHARCOAL GRILLS

Many of us have personal grills and it is critically important for all to ensure that they are operated safely:

- All propane and charcoal grills must be at least 10 feet from any building.
- Propane and Charcoal Grills must not be used on the second level of any building.
- All grills must be used in common areas where individuals will not easily come in contact with them. Do not block any walkway with them or grill next to vehicles.

Just a reminder- items cannot be stored under the stairs at any of the units. The fire prevention laws prohibit any storage, and fines are assessed to renters and homeowners who are violating this law.



The safety of your neighbors and buildings are at stake here, so please use common sense and safety with the operation of all grills. And yes, fines do apply where the above is ignored.





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Repair Week

Many residents have attached objects to the building (hanging baskets, flag poles, etc.). This is a violation of the Rules and Regulations. These items will be removed and the damaged repaired the week of June 2-6. If you live on the second floor, please contact Michele and schedule an appointment. After this week, residents will be fined for any damage resulting from piercing the building envelope.

Inspections

Starting in mid-June, two Board members will do a monthly walkthrough of the proper-

er. Do not leave trash in the breezeways, under the stairwell, or next to the dumpster.

Contact Us

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106 Regency Boulevard
Greenville, NC 27834

252.329.7368

Visit us on the web at
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HOA Manager
Michele Johnson
michele@russellpm.com

Office Manager
Kiki Bourbeau
kiki@russellpm.com

Russell Property Management

106 Regency Boulevard
Greenville, NC 27834

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The Locksley Woods Homeowners Association Newsletter



Issue 12

published by the Locksley Woods Homeowners Association

Fall, 2013

Your management company information:

Russell Property Management

106 Regency Boulevard

Greenville, NC 27834

Website: www.russellpm.com

252-329-7368

Owner: Rocky Russell

HOA Manager: Michele Johnson michele@russellpm.com

Collections/Payments: Kiki Bourbeau kiki@russellpm.com

Office Manager: Hilary Reid Hilary@russellpm.com

The LWHOA Board Members & Committee Chairs

President & Director

Helen Pase

V. President

Julia Smith

Treasurer

Susan Howard

Secretary

Linda Hall

Directors

Julia Foote

Booger Thompson

Social Committee

Julia Crippen

Neighborhood and Grounds Appearance

Charles Cullop

Open Positions

Buildings Committee
Neighborhood Welcome
& Pool Watch Committee
Chair

Please contact any of the
board members if you would
like to get involved in our
neighborhood association.

Community Needs Supported

The board has worked diligently this past year to listen to the needs of the residents and owners of Locksley Woods and we are proud to say that for the first time in the past several years we have been able to reduce the expenses for the Locksley Woods community while still implementing some of the needed repairs and projects that people felt were a priority. Several trees and shrubs were removed, pine straw added, and power washing began this year. Dumpsters have been or are in the process of being repaired, and more will be done in the coming year. The pool remained open and a new pump was installed. Safety was increased with the Greenville PD now making routine patrols through the neighborhood and fines were issued for those who left their pet droppings. We have had the parking lots repainted. Within the next few months another round of power washing will begin. By hiring Russell Property Management last January, we have been successful in reducing the monthly operating costs. We placed money in escrow for the first time in a few years. This year we had several complaints about the landscaping and after the concerns expressed at the pool party we bid out and awarded the new contract at a lower cost to Bryan Smith Landscaping, beginning January 1, 2014. Thank you for your patience as we had to work through many expenses and details of the new laws and regulations surrounding Homeowner Associations this year. Do not forget to mark your calendar for the HOA Annual meeting date. You will receive a meeting packet 30 days prior to the meeting. Please attend this important meeting. We will share the proposed budget for 2014 year. This will take place at:

Sheppard Memorial Library

January 28, 2014 at 6:30 PM Room A.

The details for the meeting will also be posted on the Locksley Woods website

<http://russellpm.com/hoa/locksley-woods>.

POWER WASHING NEWS

Tri City provide the winning bid to finish the power washing. They pressure washed the vinyl siding on the second floor breezeways, the PVC rails and columns on the second floors and columns on the first floor breezeways. They cleaned out the gutters and removed the debris. There was a thorough rinsing of the first and second floor concrete floors (NOT PRESSURE WASHING) and they cleaned the porch beam boxing. Thanks to everyone for helping by making sure your items were put away in order for the work to occur.

NOTICE OF SPECIAL ASSESSMENT

For each upstairs unit in this HOA that has a private balcony with a finished space below: If an excessive amount of water gets on the 2nd floor patio/siding, the water leaks into the unit below. The HOA has received estimates to remove the siding on the 2nd floor patios and flash properly to prevent water from getting in the unit below. Greg Justice of Justice Home Improvements has provided the winning bid at \$350.00 per unit. The estimate covers removing the vinyl at the upstairs porch at least (1) section of siding high. They will use a heavy sealant to fill in between the surface of the wall and the concrete. Next, they will seal the entire area with a coating of Herculiner which is a waterproof coating product. Once this area is dry, they will re-install the vinyl. This will eliminate leakage from faulty flashing at the exterior wall/slab area. Note: At these areas if any cracks are present at porch floors (slab), this will need to be addressed as well and are not included in this price. The upstairs and downstairs units will split the expense for this repair, resulting in an assessment of \$175.00 per affected unit. Any questions about this should be directed to Russell Property Management.

PETS



We still have residents who do not bother to pick up after their animals, if you are reported as an offender, you may face a fine of **\$100** for each and every occurrence. No one wants to take a walk around our property and have to scrape animal poop off their shoes. So be considerate or face a fine.

It is against Greenville town ordinance and LWHOA ordinances for pets not to be restrained by a leash. Many of your neighbors are afraid of dogs that are off leash, no matter how small. Pets are not free to roam the common areas. Pets may not be left unattended or tied up outdoors. Do not allow your pet to make excessive noise that disturbs other residents. Keep them on a leash or also face a **\$100 per occurrence fine**.

RECYCLING CENTERS

Three recycling centers are located in our community. We realize that the centers aren't large enough to support ALL of our recyclables, but all that we can recycle helps. The sanitation division collects once a week.

If the recycling containers are full when you take your recyclables to the recycling center, simply take yours to a dumpster for disposal instead.

- **DO NOT PUT NON-RECYCLABLE GARBAGE IN THE BLUE RECYCLING CONTAINERS.**
- **DO NOT PROP OR STACK YOUR RECYCLABLES ON TOP OF, BESIDE OF NOR NEAR THE RECYCLING BINS!**

This is unsightly AND the City Sanitation Department will stop picking up our recyclables if we don't adhere to their guidelines.

The City of Greenville offers a *Comprehensive Guide to Recycling*. It contains guidelines to recycling including acceptable materials for recycling. For more information, please contact the recycling coordinator at 329-4048. There is a recycling drop off site at the Public Works Department at 1500 Beatty Street. Hours of operation are Mon. – Fri, 7:30 a.m. to 5:30 p.m.

Important Numbers

9 - 1 - 1

Car Towing (office)	344-1978
Greenville Police	830-3937
Animal Control	329-4387
Sanitation Dept.	329-4527
Fire / Rescue	329-4390
Sheriff's Dept.	902-2800
ECU Police	328-6787
Highway Patrol	1-800-441-6127
SBI	756-4755
Pitt Co. Hospital	752-7166
SuddenLink	756-5677
Russ Pest Control	746-8098
Poison Control	1-800-222-1222

ASSOCIATION DUES are due on the 1st of each month. Please remember that our dues are currently \$167.48 per unit month. The following expenditures are taken care of by this payment: Basic Cable TV, Common Area Utilities, Landscaping/Lawn Maintenance, Common Area Insurance, Property Maintenance, Escrow/Savings, Management Fees, Pool, Pest Control, Legal, Printing & Supplies and we split Pond Maintenance with Yorkshire Village. The money is necessary to pay association bills in a timely manner and any effort required to collect late fees takes time and money away that benefit everyone. Avoid a late fee and **Go Green** by setting up your association dues on automatic draft! Call Russell Property Management to set up automatic draft today!

Folks – fines are steep. Owners found in violation of Locksley Woods Rules and Regulations will be fined, even if a renter causes the problem. Please read, reread and abide by these rules and regulations. Let's make every effort to live in harmony.

Locksley Woods HOA Rules and Regulations

The following rules and regulations are designed to make living at Locksley Woods pleasant and comfortable for each resident. **The restrictions which we impose upon ourselves are for the mutual benefit of all.** The Cooperation of each resident is needed.

Common Area Rules

1. **Pets: Two dogs or two cats or other household pets are allowed, but not to exceed three in total number.** They shall not disturb or annoy residents. The City of Greenville leash law shall be adhered to; that is, **pets shall not run free.** If dogs are walked on the common area, the owner will **scoop the poop.** Do not walk dogs near shrubbery or air conditioner condensers. Pets will be reported to the City of Greenville Animal Control Officer if found outside unleashed.
2. **Vehicles:** Only passenger cars and/or trucks of 3/4 ton capacity or less shall be permitted to utilize parking spaces. Boats, trailers, recreational vehicles, movable storage units and large trucks over 3/4 ton capacity are expressly prohibited. Vehicles are prohibited from being parked in any area that is not a designated parking space, to include along curbs, gutters and cul de sacs. Only two (2) parking spaces per unit are allowed. Those spots that are designated for Visitor Parking are for VISITORS. Owners and tenants should NOT occupy these spaces. No parking is permitted in any grassy area and towing will be enforced, without notice, at the owner's expense, for any parking violation. Autos must be parked within the lines that are there.
3. Children are not to play on roofs or in and around mail houses. Parents will be responsible for replacing any common property damaged or destroyed by their children.
4. No parking is allowed in front of the dumpsters or in turn-around areas.
5. **Nothing should be stored in outside patios:** that includes firewood, trash, wheelbarrows, garden tools, etc. These items are unsightly and hinder yard maintenance.
6. **No yard sales** are allowed except when approved by Locksley Woods Homeowner's Association.
7. The common grounds may be used for playing so long as it does not destroy grass or planting and is not too loud so as to be an annoyance or nuisance to the neighborhood. **No playground equipment should be erected on common grounds by residents.**
8. **Noise:** Being respectful and thoughtful of one's neighbors is especially important. Measures must be taken to keep from disturbing the peace and tranquility to which you and your fellow neighbors are entitled. **Radio, stereos, TVs or pets should not be heard louder than normal conversational level** in another unit with its doors and windows open. **Patio usage should be monitored so that the noise is not above normal conversational level.** Loud noise should be monitored so that the noise is not above normal conversational level. **Loud noise should be avoided at all times, but especially between the hours of 11p.m. and 8 a.m.** If a resident should be disturbed, he or she should first attempt to notify the disturbing party. If it reoccurs, call the police.
9. **No repair work shall be done on vehicles** while on Association property. Ashtrays or other refuse shall not be dumped on common property except in designated dumpsters.
10. **Rules enforcement:** In an effort to preserve the integrity of every homeowner, **the Board may establish penalties for the infraction of the rules of the Association. The Board is empowered to suspend voting rights and to impose financial penalties in the case of those who disregard rules after a request for compliance has been made. Homeowners are responsible for the actions of their dependants, guests and lessees.**
11. Renters: Renters are required equally with resident owners to abide by these rules and regulations which are to be included with the lease and furnished to all renters by the Homeowner.
12. **Balconies, patios, TV antennas, etc.:** **residents will keep balcony and patios neat and clean at all times and not store, hang, drape** rugs, towels, laundry, wash or other **household items on the railings or other portions of said balcony or patio, including but not limited to flag poles and hanging baskets.** Residents will respect the rights of others, exercising due care while sweeping dirt, rubbish, trash or other items to make sure that such does not fall onto the property or ground below, or in any way annoy occupants of other units.
13. **Nothing should be stored under the stairwells or on the common grounds of the property. No items should be stored outside of the buildings at any time or left in front of your unit.**
14. Window Treatment: **Only beige or white curtains or Venetian blinds will cover the windows.** No flags, banners or other colorful material will be used as drapes, curtains or coverings.
15. Trash: All **trash must be disposed in the dumpsters provided.** At no time should trash be stored on outside balconies, under stairs, outside the front door, breezeways and walkways. **Items such as washing machines, dryers, stoves, refrigerators, other appliances, furniture and cabinets should be taken to the landfill as opposed to placing them next to the dumpsters.** These items are unsightly and degrade the aesthetics of Locksley Woods.
16. **No Skateboarding is allowed on the property.**



Water Heaters and Routine Maintenance

If you will be away from your home for an extended period of time, the Homeowners Association recommends that you turn off your water heater and the water to your home while you are away. Without this preventative measure, a water leak could go undetected until your return causing extensive damage to your home and the adjacent homeowners.

HO6 Insurance Coverage –If you haven't already purchased you may need to.

Hurricane damages resulted in new roofs and landscape changes to our community that we are still paying for. Our insurance coverage fees like many others in the area have increased dramatically and the board has changed insurance companies to help keep costs contained. Thank you to all who helped clean up from the 2012 winter storms.

Also units are required to maintain a loss assessment rider of \$5000 or more added to their HO6 Condo Insurance Policy per a board directive initiated last year. Each condo unit is responsible for the first \$5000 of all repairs and this policy protects them in that area. If you have not already purchased you are obliged to do so or prove that you can pay up to \$5000 for any unit damages. The rider will cost you only a few dollars a month.

In line with the above ALL residents are asked to have at cost to them, routine maintenance to all plumbing, and air conditioning units by a licensed heating and air technician.

PERSONAL PROPANE AND CHARCOAL GRILLS

Many of us have personal grills and it is critically important for all to ensure that they are operated safely:

- All propane and charcoal grills must be at least 10 feet from any building.
- Propane and Charcoal Grills must not be used on the second level of any building.
- All grills must be used in common areas where individuals will not easily come in contact with them. Do not block any walkway with them.
- Just a reminder- items cannot be stored under the stairs at any of the units. The fire prevention laws prohibit any storage, and fines are assessed to renters and homeowners who are violating this law.

The safety of your neighbors and buildings are at stake here, so please use common sense and safety with the operation of all grills. And yes, fines do apply where the above is ignored.





PLEASE OBEY ALL PROPERTY STOP SIGNS and DO NOT SPEED. The speed limit for all properties is 11 MPH.



******* PARKING *******

Locksley Woods residents are assigned two parking spots per unit. Please use only your assigned spaces and do not park between your two spaces. Any guest's cars should park in the visitor spaces provided. If there is a third car in the unit, it must be parked by the pool or in the circle area off Wellons. If you see someone who continually uses a visitor spot, please report it to the Russell Property Management. University 252-758-9200 can be called for any vehicle parked in your assigned spot.

******* MORE KUDOS and THANKS *******

Thanks to Charles Cullop and Mary Peters, and the many other residents who routinely volunteer to clean up our grounds, LW continues to have one of the nicest looking grounds and pool areas in Greenville. Let's help to keep it that way. DO YOUR PART!

Thank you for following the law and for keeping our grounds clean and our bins free of outside trash.

If the dumpster at your location has been removed for repair, it is important that you dispose of your trash in another dumpster. Please DO NOT LEAVE it on the ground. This causes additional time and costs for the association when the dumpster is to be delivered.

******* Fourth Annual Pool Party a Success *******

Each year the food at the pool party is full of delectable delights. People from our community come together to laugh, to talk, and to share with one another. It is also a time for residents to meet the property managers, to talk informally with the board members, and to meet others in the neighborhood. Thank you to all who came.



WATER DAMAGE AND LOSS ASSESSMENT

Your association often incurs expenses related to water leaks, fire, vandalism, etc. and normal wear and tear that are specific to one or a few adjoining units. The association has received a legal interpretation on how to assess unit owners for the repairs needed to each unit. The association's attorney's opinion states that each unit owner is responsible for the repairs to their own unit. The only exception would be in the case where an adjacent unit owner was negligent in his or her actions in causing damage to another unit. Each damage claim would have to be based on its own facts with regard to whether a unit owner was negligent if an adjacent unit was damaged as a result of a water leak, etc.

If your unit has to be repaired, and the cause for the repairs was not due to negligence on an adjoining property owner, the repair expenses incurred for your unit will be assessed against your unit. The association does have a master insurance premium to cover the association and the units in the event of an insurance loss. The association's deductible per claim is \$5,000.00. If the insurance claim is greater than \$5,000.00, each unit owner benefiting from the insurance claim would be responsible for paying their share of the \$5,000.00 deductible. If the claim is under \$5,000.00, each owner benefiting from the repairs would be responsible for paying their share of the repair expense. The Board of Directors has posted to your association's website (www.russellpm.com) a more detailed explanation of this policy including the specific language within the association's legal documents that gives the association the authority to make these assessments. The name of this file is "Legal Condominium Insurance Loss and Assessment Authority."

If you have any specific questions, please don't hesitate to attend our next board meeting and request that you be placed on the agenda or contact Russell Property Management and ask for Rocky Russell.

WATER HEATERS

Expansion Tanks:

Each condominium has a water heater. Your water heater contains 40 to 50 gallons of water. Historically, the failure of a water heater has caused a lot of damage at your association. The purpose of this article is to make you aware of certain characteristics and maintenance steps that you should follow to reduce the chances of you and your neighbors experiencing water damage as a result of your water heater leaking.

Several years ago, Greenville Utilities required plumbing contractors to install an "expansion tank" on water heaters. This expansion tank was installed to prevent water heaters that built up pressure inside the tank from pushing water in your home back into the public water supply. Shortly after this requirement was made, Greenville Utilities changed their water meters to prevent this from happening without the need of expansion tanks. Some expansion tanks were installed incorrectly and could fail and cause a water leak inside your home.

The expansion tank is about the size of a 1 gallon milk jug and is usually installed on the top of the water heater. Inside the expansion tank is a baffle. If this baffle collapses, the expansion tank could fill up with water and break off from the water line that is supporting the expansion tank. If this were to happen, you would have an open line of water flowing into your home. I have posted a picture of an expansion tank that was properly installed and supported on RPMs's website under your association. The name of the post is "water heater expansion tank". If your expansion tank does not appear to be installed in the same manner, we encourage you to contact a plumber. The expansion tank, whether installed properly or not, can be removed by plumber without violating any requirement by Greenville Utilities.

General Care and Maintenance:

Water heaters have no specific life span but generally lasts for about 15 years. If you have to replace your water heater, the current cost is around \$750.00. To increase the life span of your water heater, several things can be done during its life to possibly increase the tank's life.

1. Water heater manufacturers install anode rods to slow down the rusting of the steel liner of the tank. The anode rod can be removed, inspected and reinstalled or replaced. Have a licensed plumber check and replace the anode rod every 3 to 4 years.
2. The water heater can be drained to determine if there are rusty metal particles inside the tank. If rust is found in the tank, the water heater should be replaced because this is evidence that the tank is starting to fail.

Generally, water heaters start to leak slowly for a day or so before they called substantial problems. We recommend that you periodically check your water heater to determine if it is leaking water on the floor or drip pan. If you find water around the water heater, shut off the water to the water heater and cut off the gas, then contact a plumber immediately. You can purchase a water alarm for around \$20 from Lowes that will sound the alarm if the alarm detects water in the vicinity of the hot water heater. For about \$250 you can buy a water detector that will shut off the water supply to the hot water heater. This device would require a plumber to install.