

# LOCKSLEY WOODS HOA RULES & REGULATIONS

Updated & Approved by the Board of Directors of  
Locksley Woods Homeowners Association January 2022.

All residents (owners and tenants) are required to abide by the guidelines set forth in this document, in addition to the recorded Restrictive Covenants and Bylaws for Locksley Woods Condominium Association, Inc.

Owners are responsible for the conduct of their household members, guests, tenants, and pets. Payment for any damage to common areas, buildings, etc. caused by residents, guests, or pets, or any fine imposed upon a tenant for rule violations, will be the responsibility of the homeowner. Any homeowner who rents their unit must provide the management company with the name(s) and contact information for tenants for emergency purposes.

## GENERAL REGULATIONS:

1. Personal property is not allowed to be stored outside of the patio, in front/side yards, or under the stairwells. Any items found under the stairwell or in the common areas may be removed by the management company or Board of Directors without notice. Water-hoses must be removed from hose bids when not in use and stored on the patio/balcony or within the unit; water-hoses left attached when not in use may be removed and discarded of by the management company or Board of Directors.
2. All exterior decorations must be confined to the unit's patio/balcony, and/or the area around the front door. Decorations are NOT permitted in front flowerbeds. A maximum of two bird feeders in the front or rear common area per unit is permitted – all birds houses must store bought or biodegradable. Decorations may not hinder the day to day operations of the landscaping vendor or present a hazard for residents/guests. If a complaint is received about a decorative item being offensive, the Board reserves the right to require removal of said item/s.
3. Flower/plant baskets may be installed on the top portion of patio/balcony opening only – max of three. Installation shall be done with proper fittings; costs for the repair of any damages to the area will be the responsibility of the owner. Baskets must be removed when flowers/plants are dead or dormant. Small decorations (including but not limited to bird feeders/houses, windchimes, flags etc).may installed in this area only by request and after receiving Board approval in writing.
4. Holiday decorations must be confined to the unit's interior, front door area, and/or patio/balcony. They may be displayed four weeks prior to the holiday and must be removed no later than two weeks after the holiday.
5. Lights may be installed in a manner that does not damage the exterior building materials or common grounds and are permitted. If a complaint is received about lights item being offensive, obnoxious, or distasteful, the Board reserves the right to require removal of said lights.
6. Breezeways are to be kept clear of debris and clutter. Any furniture should be limited to that which can fit in front of the unit's window, immediately adjacent to the unit's entrance. There must be 3ft of clearance between any object (furniture, plants, etc.) and the edge of the breezeway. The edge of the breezeway is defined as the railing on the second floor and where similar railing would exist on the first floor. There is to be no furniture or other objects in the corner between two units. Furniture must be designed for outdoor use, in good condition, and be in compliance with all city ordinances.
7. A professional For Sale sign may be placed in a front facing window or the main flower bed for the building. For Rent signs are not permitted to be displayed throughout the property, and may be removed/discarded without notice by a Board member or management company employee. No other signage is allowed on the property, except during an Open House event. Signage of any nature is prohibited at the entrances or anywhere outside of the building's flowerbed and will be removed without notice.
8. All trash recyclables are to be placed **inside** the proper receptacle (dumpster or recycle bin). Any bulk items must be reported to City of Greenville – Sanitation Department via City Compass through their website ([www.greenvillenc.gov](http://www.greenvillenc.gov)) or by calling 252-329-4522. DO NOT place bulk items beside the dumpster until the items are reported to the City. The City will not pick up construction debris such as carpet/padding, large rugs, plumbing fixtures, cabinets that were attached to the home, vinyl flooring,

ceramic tile, etc.; these items need to be removed from the property by the installer/resident. Paint cans are NOT to be discarded until fully dry/harden or completely empty.

9. There is to be absolutely NO SKATEBOARDING, ROLLERBLADING, PLAYING, NOR FISHING ON THE SPILLWAY for the pond. No fishing, swimming, or boating is allowed in the pond. Any of the above activities should be immediately reported to the Greenville City Police Department.
10. No sport items (basketball goals, soccer goals, ramps, etc.) are to be placed on the common areas, including the parking lot. The common areas may be used for playing so long as it does not destroy grass, plantings, or other structures, and is not too loud so as to be an annoyance or nuisance to the neighborhood.
11. The use of sidewalk chalk on common areas is prohibited.
12. No weapon, including air rifles and BB guns shall be discharged on any of the common elements. Use of fireworks and laser devices are also prohibited. Any offense of this nature should be reported to law enforcement.
13. Cigarette butts and other waste shall not be discarded in the common areas.
14. Gas/charcoal/electric grills and fire pits may be stored on first floor patios; only electric grills are permitted to be stored or used on 2<sup>nd</sup> floor balconies. After use of the grill or fire pit, it needs to be returned to the patio, when cool, within 24 hours. Grilling is not allowed in the parking areas, in breezeways, in front of the building, nor on the side of any building. Costs for the repair of damages to any part of the building or common areas as a result of heat and/or fire from any grill, fire pit, or the like will be the responsibility of the homeowner.
15. No obnoxious or offensive activity that may become an annoyance or nuisance in the neighborhood is allowed. Music, TV, pets, chatter, etc should not be heard louder than normal conversation level. The Excessive noise complaints should be reported to the Greenville Police Department (252-329-4315). Case numbers may be provided to management for follow up. Noise complaints may be reported to management in writing/email with a specific date, time and residence.
16. Parties are not permitted on the common areas, including the pool, unless sponsored by the Locksley Woods Homeowners Association. Profit-making events are not allowed on the common elements Locksley Woods, to include but not limited to garage sales, yard sales, bake sales, etc. UNLESS they are sponsored by the HOA.
17. Patios and balconies will be kept neat and clean at all times. Household items are not to be stored on the patio or balcony. Residents shall not hang or drape rugs, towels, laundry, or the like on the railings or other portions of said balcony or patio. No items are permitted to be installed on or around breezeway or staircase railings. No curtains, shades, drapes, or the like shall be installed in the patio/balcony area

## **ARCHITECTURAL CONTROL**

1. Window treatments are mandatory to maintain the uniformity and integrity of the property. All windows must be covered with curtains or Venetian blinds, solid white or beige in color only, and all coverings must be upheld. No flags, banners, or other colorful material shall be used as window coverings. If a complaint is received, the Board reserves the right to require removal of said item/s.
2. It is required that exterior window screens must remain on and in good condition at all times. Window screens must have white frames.
3. No hardware is allowed to penetrate any of the exterior building materials. Owners will be held responsible for costs of any repairs resulting from damages caused to the building (exterior or interior) from improperly hung items.
4. Exterior doors, windows, and the casing around each are considered Limited Common Elements and require prior written approval from the Board of Directors for any changes. All entry doors must be painted the same color (Tuxedo Gray ICI). Storm doors may be installed on the exterior entrances of any unit. Any storm door must be white with a full-view window opening, which may contain a glass or screen insert. A kick plate no taller than 6" may be installed at the bottom of the storm door. Replacement windows must be the color of the surrounding trim. Any damages to exterior glass surfaces should be repair immediately and cost of repairs is the financial responsibility of homeowner.
5. No exterior addition or change or alteration is permitted until the plans and specifications showing the nature, kind, shape, height, materials, and location are submitted for Board review and approval.

Owners may submit a written request to extend their patio area; this is to be reviewed by the Board of Directors for approval PRIOR to installation.

6. If you are interested in putting up a satellite dish you must submit your request, in writing, to the management company to be reviewed by the Board of Directors. The request must state the size of the dish, the installation company name, and where the dish will be installed. No satellite dishes are to be installed on the building or on the common ground. Any satellite dishes that are not approved or are on the common grounds will be removed and discarded by the management company.
7. Residents are NOT permitted to landscape any part of the common grounds without prior written approval from the Board of Directors. All vegetation in containers must be planted in containers designed for that specific purpose. The flowerbeds in the front of each unit shall have pine straw as the bed covering and will be replaced as funds are available.
8. A/C window units, window fans, and the like are prohibited from being installed in a manner that extends beyond the window screen.
9. Termite damage repair for the interior of the unit is the responsibility of the homeowner. Exterior annual termite inspections will be scheduled through the management company. Although it is not required, homeowners are highly encouraged to have the inside of their units inspected – interior of the first floor units should be inspected at least every other year (owner/resident must call pest control company to schedule directly). This is a service covered under the Association's pest control contract.

### **PARKING:**

The following violations may cause your vehicle to be towed. If a vehicle is double-parked, parked in an undesignated area, in front of dumpsters, or on the grass common area, the vehicle may be towed at the vehicle owner's expense immediately with **NO NOTICE GIVEN**. Notice will be placed on the vehicle in violation for below items; this will provide the vehicle owner a limited time to correct the issue/s and/or contact management. Only **two** vehicles are permitted to be parked on the common elements per unit.

1. Resident vehicles must be registered with the property management office and display a valid parking permit. Any vehicle parked in an **assigned parking space** must have a **permit sticker displayed in the front or rear windshield**. Any vehicle parked in an assigned space WITHOUT a valid permit displayed is subject to being towed without notice at the vehicle owner's expense.
2. Visitor parking permits will be issued by the property management office upon registration of resident vehicles as outlined above in Paragraph 1 and shall not be copied, sold or shared with other condominium units.
3. Vehicle repair or maintenance is not permitted within the Locksley Woods development. The homeowner is responsible for costs of cleaning and/or repairing damage to the parking lot caused by his/her vehicle(s), tenant's vehicle(s) or guest's vehicle(s) including, but not limited to leaking oil, antifreeze, or other corrosive substances.
4. All cars, no matter where they are parked, MUST have current license/inspection stickers, and should remain in drivable condition (this includes keeping tires inflated).
5. All vehicles must be parked within lines of designated space for the unit. Parking across lines is NOT allowed.
6. Parking in handicapped spaces without proper documentation represented is prohibited. Anyone parked in handicapped parking without handicap plate or placard on rear-view mirror may be towed on sight.
7. Residents are NOT permitted to park in spaces designated as visitor. If you witness a resident continually parking in a visitor space please provide the vehicle make/model, color, and license plate, as well as general parking location, to the management company. If it is noted that a guest vehicle has been parked on the property for more than seven (7) days, notice will be left on the vehicle to contact the property management office and provide further information, including the vehicle's registration information and the expected duration of the visit. Any resident who is found to be using a visitor parking permit to store their vehicle in the assigned visitor spaces will be subject to being towed without notice at the resident's expense.

8. Any Owner who has rented his or her Lot(unit) to a tenant shall remain entitled to only two spaces, and any tenant of such Owner shall be required to observe all restrictions, rules, or regulations concerning parking contained in the Declarations, Bylaws, and Rules or Regulations, or this Parking Policy as if the tenant was an owner. For the sake of clarity, any occupant or resident of a Lot(unit) other than the Owner of the Lot(unit) is considered to be a tenant for purposes of the Parking Policy.
9. Any residents with a third vehicle or whose designated spaces are already occupied may obtain a special parking permit to park only in a designated space for a fee. This permit must be renewed annually.
10. Absolutely **NO** boats, trailers, or recreational vehicles are to be parked on Locksley Woods property. They are subject to be towed on sight at the owner's expense.
11. A temporary portable storage unit (POD) may be parked in the unit's assigned spot with prior approval from the management office. No POD is to remain on the property more than 3 days.

### **PETS:**

Any pet violation reports must be submitted in writing/email with as much detail as possible. Minimum information needed to issue a violation is as follows: unit the pet/owner reside in, date & time of occurrence, and description. Without the proper information Locksley Woods HOA cannot and will not respond to pet complaints.

1. No dog(s) may be staked on common area(s). Lead lines are prohibited as well. All pets should be leashed when outside. Residents are requested to restrain cats and NOT allow them to roam free.
2. Pet owners shall pick up and dispose of pet waste properly. Pet waste (including cat litter) must be disposed of in sealed plastic bags and placed in the dumpsters. It is not permitted to be disposed of in the common areas.
3. Do not allow dogs to urinate on shrubs. Shrubs are killed by dogs' urine.
4. Should any damage be caused by pets in the common areas, the owner of the unit where pet resides will be responsible for the cost of repairs.
5. Any excessive animal noise should be reported to the Greenville Police Department or Animal Control Office at (252)329-4387 for immediate attention. Complaints may also be made to Russell Property Management in writing/email with specific information.

A violation of these Rules and Regulations will result in an immediate notice of hearing letter mailed to the owner's address on file with the management company, as well as noted property manager's address, and can result in a fine of up to \$100 per day or occurrence. Vehicle violations will receive a notice placed on the vehicle and may result in it being towed if remains unresolved, as well as a potential fine.

**All information related to violations must be submitted in writing or email  
to Russell Property Management  
106 Regency Blvd, Greenville  
Cali@russellpm.com or HOAdmin@russellpm.com**