

VINEYARDS HOA RULES & REGULATIONS

**Updated & Approved by the Board of Directors of
Vineyards Homeowners Association December 2016**

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 Vineyards Homeowners Association.

Renters are considered equal with resident owners to abide by these rules and regulations. The City of Greenville prohibits residential occupancy in any structure or dwelling unit of more than 3 unrelated individuals (City Ordinance Sec. 9-4-22).

Owners are responsible for the conduct of their children, guests, tenants, and pets. Payment for any damage to common areas caused by residents, guests, or pets, or any fine imposed upon a tenant for rule violations, will be the responsibility of the homeowner.

GENERAL REGULATIONS:

1. Walkway in front of every unit should be kept free of debris and décor. All personal property is to be stored within the patio areas ONLY. Items are not allowed anywhere outside the patio fences, or along the sides of unit.
2. No furniture is permitted to be stored in front of units. Small ornamental benches may be permitted with Board approval.
3. Garden hoses may be stored in the front flower beds within a hose reel. They may NOT be laid out on the ground, nor mounted to exterior of building.
4. All decorations must be confined to the unit's shrubbery beds and/or the area around the front door. Décor items must be well-maintained and limited to a maximum of four items, which may include: a flag/banner on a stake no higher than 2ft, a door mat, a door hanging ornament/wreath, and/or small ornaments within shrubbery. Decorations may not hinder the day to day operations of the landscaping vendor or present a hazard for residents/guests.
5. Holiday decorations may be displayed four weeks prior and must be removed no later than two weeks after the holiday. Holiday lights are requested to be turned off by 10pm.
6. Rear patio areas must be well maintained, including but not limited to appearance of storage sheds, controlled vegetation, and storage of items visible above fence height. Vegetation within the patio should be maintained so it does not damage the fence, exterior building materials or foundation of the building. Repairs to these areas caused by overgrown plants/trees will be the homeowner's responsibility. No vines are permitted to grow on building or fence.
7. All For Sale/For Rent signs should be placed in the flowerbed of the unit. Any additional signage must first receive Board approval. Signage of any nature is prohibited on the common areas/entrance and will be removed without notice. Only one sign per unit is allowed.
8. No items are to be installed on fences, columns, or vinyl siding without prior written approval from the Board of Directors. Satellite dishes are the only exception and may be installed on the fence.
9. Skateboards, rollerblades, scooters, bikes, hover-boards, and the like are not allowed on the sidewalks nor front walkways.
10. Sports equipment (basketball goals, soccer goals, etc.) are NOT to be placed on the common areas.
11. It is illegal to discharge any weapon, including air rifles and BB guns on the property. Use of fireworks and laser devices are also prohibited. Any offense of this nature should be reported to law enforcement.

12. No propane tanks may be installed at Vineyards to provide gas service for home appliances. Gas grills may be used inside patios. All outside cooking grills should be kept a safe distance from the building exterior and fences. Damage to these areas as a result of heat and/or fire will be the responsibility of the homeowner.
13. 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 at all times. The City of Greenville Noise Control Ordinance (Sec 12-5-1 through 12-5-14) restricts sound levels between 11:00 pm and 7:00 am. Excessive noise complaints during this time frame should be reported to the Greenville Police Department (252-329-4317). Case numbers may be provided to management for follow up. Noise complaints outside of this time frame may be reported to management in writing/email with a specific date, time and residence; these will be addressed on a case by case basis. Photos/videos are highly suggested to be included with the complaint. The HOA has limited authority outside of the Ordinance restrictions for enforcement.
14. Any concerns of suspicious or illegal activities MUST be reported to law enforcement as the HOA has no authority over these issues. Loitering/play in common areas (including around dumpsters, electrical boxes, in the parking lot, etc.) is prohibited. The grass 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 surrounding neighbors.
15. There will be no dumping of any foreign materials on Vineyards property. This includes but is not limited to motor oil, furniture, cigarette butts, food scraps, etc. This includes discarding such materials behind a unit's patio. Any infractions may be subject to fines.
16. Profit-making events are not allowed in Vineyards, to include but not limited to garage sales, yard sales, bake sales, etc. UNLESS they are sponsored by the Vineyards Homeowners Association.

ARCHITECTURAL CONTROL

1. Window blinds are mandatory to maintain the uniformity and integrity of the property. White/off-white blinds must cover all windows and must be well-maintained.
2. It is required that exterior window screens remain on and in good condition at all times. Window screens are the responsibility of the homeowner/resident.
3. All glass surfaces (windows, doors, skylight, etc) are the homeowner's responsibility to maintain. Any damages to these items must be repaired immediately.
4. Storm doors must be white with a full-view glass door. Storm doors must remain on and in good condition at all times. Any changes to front doors, windows, or the exterior of the building must have approval of the Board of Directors prior to installation/construction.
5. Satellite dishes may be installed within a unit's patio or may also be attached to the patio fence (owners will be responsible for any damages to the fence caused by the satellite dish or installation). Satellite dishes MAY NOT be mounted/installed on the building/roof or in the common areas.
6. Residents are NOT permitted to landscape any part of the common grounds. Residents who wish to install plants in their front flower bed or in the patio must receive Board approval and are required to maintain these plantings so they are not a nuisance or allowed to grow out of control. Flower bed covering will be replaced property wide as funds are available. Homeowners/residents who wish to replace the bed covering on a more frequent basis are permitted to do so at their own expense, but must maintain uniformity.
7. A/C window units are prohibited at all times
8. Termite damage repair, both exterior and interior, is the responsibility of the homeowner. Exterior annual termite inspections will be scheduled through the management company. Although it is not required, homeowners/residents are **highly** encouraged to have the inside of their units inspected also. Residents may contact the current pest control company to have the unit inspected and/or treated for

general pests or termites at any time. This is a service covered under the Association's pest control contract at no cost to the resident.

9. Residents are responsible for removing snow/ice from the entrance and sidewalk in front of their unit. This Association does not provide a service for removing snow/ice throughout the complex. All residents are NOT to use nor hire heavy equipment for removal.

DUMPSTER/RECYCLE AREAS:

1. All trash/garbage items are to be placed inside the proper receptacle (dumpster or recycle bin). Littering the grounds is prohibited.
2. Any bulk items must be placed next to the dumpster and shall be reported to City of Greenville – Sanitation Department via City Compass through their website www.greenvillenc.gov or by calling **252-329-4522**. DO NOT place bulk items beside the dumpster until items are reported to the City. The City will not pick up construction debris (including appliances, carpet, etc); these items need to be removed from the property by the installer/resident.
3. No paint cans are to be placed within the dumpsters. The vendor or resident must discard of paint cans properly.

PARKING:

B&D Towing and Recovery will be providing immediate towing for the following violations:

- Fire violations
- Taking up 2 spaces (parked over the line of your assigned parking space)
- Handicap violations
- Expired/No inspection
- No parking zones
- Expired/No tags
- In-operable vehicle
- Blocking dumpster
- Abandon/Junk Vehicles
- Double Parked Vehicles
- Commercial Vehicles
- Parked on Grass/Curb
- Any vehicle an owner reports in their assigned space without permission

Russell Property Management will still be tagging vehicles for the following violations:

- Any vehicle in visitors parking more than 48 hours

Owners of vehicles that have been tagged by Russell Property Management will have 2 business days to reach out to the community manager to prove the violation is rectified before being towed. If you have visitors in town for longer than the 48-hour allowance, it is your responsibility to reach out to the community manager for instruction.

1. All vehicles must be parked within lines of a designated space for the unit. Parking across lines is NOT allowed. If a vehicle is parked in your designated space without your permission you may have the vehicle towed at the owner's expense. NO vehicles are permitted to be parked along the main entrance road.

2. All vehicles, no matter where they are parked, MUST maintain current DMV registration and current State inspection, as well as remain in drivable condition (including keeping tires inflated).
3. Vehicle repair or maintenance is not permitted within the Vineyards development.
4. The homeowner is responsible for costs of cleaning and/or repairing damage to 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.
5. No vehicles are allowed to be stored within Vineyards. Stored vehicles are defined as vehicles that have been parked in the same spot for fourteen consecutive days.
6. Parking in handicapped spaces without proper documentation represented is prohibited. Anyone parked in handicapped parking without a handicap plate or placard on rear-view mirror can and will be towed on sight.
7. Double-parking is NOT allowed.
8. Only visitors are to use the visitors' spots. If you know of a resident that is using a visitors spot, please contact Russell Property Management, in writing/email – you must provide vehicle description and license plate information.
9. Commercial trucks, boats, trailers, recreational vehicles, and the like should be stored off site. If any of these are parked on the property, they are subject to be towed WITHOUT NOTICE.

PETS:

No animals, livestock, or poultry of any kind shall be kept or maintained on any lot or in any dwelling except dogs, cats or other household pets. No animal may be kept or maintained for commercial purposes and must not disturb or annoy other residents. Unleashed or uncontrolled pets may be reported to the City of Greenville Animal Protective Services.

Any pet violations 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 and time of occurrence, as well as a brief description. Photos and/or videos are suggested to be included with the complaint. Without the proper information Vineyards HOA cannot and will not respond to pet complaints.

1. No dog(s) may be staked on common area(s). This includes, but is not limited to, front columns of the unit, patio fences, and gates. Lead lines are prohibited in these areas as well.
2. All dogs should be leashed, as stated in City of Greenville Animal Control Ordinance Sec. 12-2-40. Cat owners are requested to not allow cats to roam free.
3. 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. A poop-scoop is permitted by the front door of the unit for ease of access.
4. Residents who allow pets to defecate inside patios are required to keep feces cleaned up to avoid flies and odor.
5. Do not allow dogs to urinate on shrubs. Shrubs are killed by dogs' urine.
6. Should any damage be caused by pets in the common areas or to patio fences, the owner of the unit where pet resides will be responsible for cost of repairs.
7. Any excessive animal noise should be reported to the Greenville Police Department or Animal Control Office at (252) 329-4300 for immediate attention. Complaints may also be made to Russell Property Management in writing/email with specific information.
8. Feeding stray animals is not allowed within Vineyards and is a fineable offense through Greenville Animal Protective Services.

Any unit with violations noted during routine inspections will receive an initial warning letter mailed to the address on file with the management company or noted property manager's address. A second violation of the same nature or an ongoing issue that remains unresolved will result in a notice of hearing, and can result in an initial fine of **\$100**, as well as a **\$100 monthly fine** until the violation is resolved.

**All information related to violations must be
submitted in writing/email**

to Russell Property Management
106 Regency Blvd, Greenville
Freedom@russellpm.com or HOAdmin@russellpm.com