

WILLIAMSBROOK EAST TOWNES HOA RULES & REGULATIONS

Approved by the Board of Directors of Williamsbrook East Townes May 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 Williamsbrook East Townes Homeowners Association.

GENERAL REGULATIONS:

1. All personal property is to be stored within the patio areas ONLY. Items are not allowed anywhere outside the patio fences, nor are they permitted at the entrance ways to the units, including the front yards.
2. No lawn furniture is permitted in front of units.
3. All decorations must be confined to the unit's shrubbery/flowerbeds and the area around the front door. Holiday decorations may be displayed four weeks prior to the holiday and must be removed no later than two weeks after the holiday.
4. Rear patio areas must be well maintained, including but not limited to appearance of storage shed, controlled vegetation, and storage of items visible above fence height.
5. All For Sale/For Rent signs should be placed in the flowerbed of the unit. Political signs may be displayed no sooner than 45 days prior to election and must be removed 7 days after an election, these signs must not exceed 24" x 24". Any additional signage must first receive Board approval. Signage of any nature is prohibited on the common areas of entrances and will be removed. Only one sign per unit is allowed.
6. All trash items are to be placed inside the dumpster. Any bulk items must be reported to City of Greenville – Sanitation Department via City Compass through their website <http://www.greenvillenc.gov> or by calling 252-329-4522.
7. No items are to be installed on vinyl siding without prior written approval from the Board of Directors.
8. Residents are not to walk or climb on neighbors' lawns, roofs, and/or fences. Owners will be held responsible for any damage caused to the buildings, common areas, lawns, trees, dumpsters, etc. by their residents (of any age), pets and/or guests.
9. Skateboards, rollerblades, scooters and bikes are not allowed on the sidewalks nor front walkways.
10. No items (basketball goals, soccer goals, etc.) are to be placed on the common areas, including the parking lot.
11. It is illegal to discharge any weapon, including air rifles and BB guns. Any offense of this nature should be reported to law enforcement. Use of fireworks and laser devices are also prohibited.
12. No propane tanks may be installed at Williamsbrook East Townes 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 fire from the grill 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. Refer to City of Greenville Ordinance regarding noise levels. Any concerns of suspicious or illegal activities MUST be reported to Law Enforcement as the HOA has no authority over these issues.

14. Profit-making events are not allowed in Williamsbrook East Townes, to include but not limited to garage sales, yard sales, bake sales, etc. UNLESS they are sponsored by the Williamsbrook East Townes Homeowners Association.

ARCHITECTURAL CONTROL

1. Window treatments are mandatory to maintain the uniformity and integrity of the property. White horizontal blinds must cover all windows and must be well-maintained. All drapes, curtains or other similar materials hung at windows, visible from outside of the home, should be white or neutral.
2. It is required that exterior window screens must remain on and in good condition at all times. Window screens are the homeowners' responsibility.
3. No exterior addition, change or alteration is permitted until the plans and specifications showing the nature, kind, shape, height, materials, and location shall be submitted for Board review and approval. This includes any work to be completed in relation to windows.
4. Storm doors must be white with a full-view glass door. All units must have mullions in windows. Any changes to front doors and/or windows must have approval of the Board of Directors prior to installation.
5. If you are interested in putting up a satellite dish you must submit your request, in writing, to Russell Property Management to be approved 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 on the common grounds can be removed by the Board of Directors.
6. Residents are NOT permitted to landscape any part of the common grounds. This includes front flower beds and behind patios.
7. A/C window units are prohibited.

PARKING:

The following violations will cause your vehicle to be towed. If you are double-parked, parked on the grass/common area, the vehicle will be towed at the vehicle owner's expense immediately. Only **two** vehicles are permitted per unit.

1. Vehicle repair or maintenance is not permitted within Williamsbrook East Townes development.
2. 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 on the pavement.
3. All cars, no matter where they are parked, MUST have current license/inspection stickers.
4. No double-parking.
5. All vehicles must be parked within lines of designated space for the unit. Parking across lines is NOT allowed.
6. Absolutely no boats, trailers, or recreational vehicles are to be parked on Williamsbrook East Townes property. They are subject to be towed on sight at the owner's expense.

Any concerns related to suspicious vehicles, vehicles parked improperly, or vehicles with no/dead tags and in bad repair can be reported to Clay's Wrecker Services (252) 329-0373. The vehicle will be towed at the owners' expense.

PETS:

A person must realize the responsibility that comes with the appropriate treatment of a pet and the residents surrounding them, especially when you live in a close, community association. 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/time of occurrence, and description. Without the proper information Williamsbrook East Townes HOA can and will not respond to pet complaints.

1st Notice Warning letter
2nd Notice \$100.00 fine per occurrence after hearing has been held.

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 pets should be leashed (as stated in City of Greenville Animal Control Ordinance).
3. Pet owners shall pick up and dispose of pet waste properly.
4. Do not allow dogs to urinate on shrubs. Shrubs are killed by dogs' urine.
5. 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.
6. 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.

**All information related to violations must be submitted in writing
to Russell Property Management (Amanda Blomefield – HOA Manager)
or emailed to hoadmin@russellpm.com**