

WEST HILLS TOWNHOMES HOA RULES & REGULATIONS

Approved by the Board of Directors of West Hills Townhomes Homeowners Association August 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 West Hills Townhome Homeowners Association.

GENERAL REGULATIONS:

1. All personal property is to be stored within the rear patio areas and within the confines of the privacy fence between units. Personal items should not extend any further out than the privacy fence separating units. Items are not permitted at the entrance ways to the units, including the front yards.
2. No lawn furniture is permitted on the common area 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 controlled vegetation, and storage of items.
5. 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 of entrances and will be removed. Only one sign per unit is allowed.
6. Trash pick-up is on Friday. All trash cans must be placed within the rear patio area within 24 hours of the day that trash has been picked up. Failure to comply may result in a fine being assessed against your account. 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 fences, columns, or 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 recreational items (i.e. 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 West Hills Townhomes to provide gas service for home appliances. Gas grills may be used on 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 West Hills Townhomes, to include but not limited to garage sales, yard sales, bake sales, etc. UNLESS they are sponsored by the West Hills Townhomes 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.
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 or 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 and wood rot surrounding windows.
4. 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, including the front yard. Any satellite dishes that are not approved or on the common grounds can be removed by the Board of Directors.
5. Residents are NOT permitted to landscape any part of the common grounds. This includes front flower beds and behind patios.
6. A/C window units are prohibited.

PARKING:

The following violations will cause your vehicle to be towed. If you are double-parked, parked in an undesignated area or on the grass/common area, the vehicle will be towed at the vehicle owner's expense immediately with **NO NOTICE GIVEN**. Only **two** vehicles are permitted per unit.

1. Vehicle repair or maintenance is not permitted within West Hills Townhomes 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. If it is reported by a resident or documented at a monthly inspection that a car does not have proper tags, the car will receive notification from our company and have 24 hours to contact our office. If our office is not contacted within 24 hours, the vehicle will be towed at the owner's expense.
4. No double-parking. Should a person park behind you, please contact Clay's Wrecker Services (252) 329-0373, and have the vehicle towed at the owners' expense.
5. All vehicles must be parked within lines of designated space for the unit. Parking across lines is NOT allowed.

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 West Hills Townhomes HOA can 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 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 at 106 Regency Blvd. Greenville, NC 27834
or emailed to hoaadmin@russellpm.com**

(Amanda Blomefield – HOA Manager)