

Georgetown North Homeowners Association Rules and Regulations

1. Legal Documents: The purchase of a condominium requires membership in the Homeowners' Association. The activities of the Homeowners' Association are controlled by three legal documents which were recorded at the Wake County Court House. Georgetown North Homeowners' Association, Ltd., is a nonprofit North Carolina Corporation. The Articles of Incorporation are recorded in Book 2808, pages 922 through 928. The Declaration of Condominiums are recorded in Book 2808, pages 894 through 912. We also have a Supplemental Declaration and two Amendments to the Declaration recorded in Book 2855, pages 98 through 100; Book 2969, pages 581 through 585; Book 3070, pages 3 through 6. Bylaws of the Association are recorded in the Book 2808, pages 913 through 921. All of the above are in accordance of Chapter 55a of the North Carolina General Statutes, commonly called the Unit Ownership Act. Each condominium owner should have received a copy of the Articles, the Declaration, and the By-Laws at closing. If you did not receive a copy and would like them now, you may purchase them at the Wake County Register of Deeds office or from the Property Management Company.

2. Board of Directors: The Bylaws of the Association requires the election of seven property owners to serve on the Board of Directors. The Board of Directors has the responsibility of administering and monitoring the activities of the Association. Directors are elected at the Annual Meeting of the Association for two years terms. Three Directors are elected one year, and four are elected the next year. The Board of Directors is authorized by the legal documents to make certain decisions regarding the operation of the Association. Certain other decisions must be made by the majority vote of the membership of the Association. The Board of Directors establishes the assessments and authorizes expenditures, awards contracts, prepares and enforces rules and regulations for the benefit of the Association.

3. Officers: The officers of the Association are elected annually by the majority vote of the Board of Directors. The officers are President, Vice-President, Secretary, and Treasurer.

4. Meetings: The Annual Meeting of the Association is held on a date to be determined by the Board of Directors. All homeowners are advised of the time and the place of the Annual Meeting. The Annual Meeting includes reports of the officers, old and new business, property manager's report, review of the budget, and election of new Directors. The Board of Directors' meetings are held on the Second Monday of each month at 6:00 P.M. 4801 Glenwood Ave, Suite 200, Raleigh. Please contact Cedar Management at Support@mycmg.com to verify date/time of meeting and to be added to agenda. At the beginning of the each monthly meeting there is a homeowners' forum. This is one place for the homeowner to voice request and concerns.

5. Management: In view of the number of routine as well as special needs which arise from the day to day operations of the Association, the Board retains the services of a professional property management agency. The management agent handles the collection of assessments, payment of accounts, and maintains the financial records of the Association. In addition the management agent receives and processes service requests, supervises the work of contractors for maintenance, repairs, painting, grounds and pool. The management agent does not make policy for the Association but does serve in an advisory capacity with the Board of Directors. Cedar Management Group is the property management company. Cedar Management Group is located at 9500 Statesville Road, Charlotte, NC 28269 and their office phone number is 704-644-8808. The primary support email address is support@MYCMG.com.

6. Maintenance: Certain responsibilities for the maintenance of the common property & elements lie with the Association and are handled by the Board and the management agent. Interior & Unit maintenance is largely the responsibility of the individual owner. Please refer to the rule #26 "HOA & Owner Maintenance and Responsibilities Chart" for more detail. Your monthly assessment provides, in part, the financial resources to pay the Homeowners' Association's maintenance costs. To report maintenance problems which may potentially be the responsibility of the Association, you should call 704-644-8808, email Maintenance@MYCMG.com or submit service request on the Cedar Web portal web.mycmg.com. Questions or comments may also be addressed to the Board.

7. Grounds Maintenance: The importance of proper grounds maintenance is obvious. The Association prepares specifications, solicits bids, and awards a contract annually for professional ground maintenance. Grounds improvements, including replacement or repairs, are considered by the Board as necessary. To facilitate grounds maintenance procedures you should not place personal items in the common areas. In order to avoid damage to the grounds, all motorized vehicles must be kept on paved areas. Nothing is to be planted in the common areas without prior written permission from the Board. **Bird feeders are prohibited in the community.**

8. Building Maintenance: As a general rule the association is responsible for maintaining the common elements & common property, and the individual owner is responsible for maintenance of the interior and the condominium unit. Please refer to the rule #26 "HOA & Owner Maintenance and Responsibilities Chart" for more detail. The goal of the Association is to keep all buildings in good condition at all times. The budget provides certain funds for the general maintenance and repairs as well as a capital reserve for long range replacement of roof, siding, paving, and pool. It should be mentioned that the decisions regarding maintenance and repairs are made by the Board of Directors with assistance of the Property Manager.

9. Pool Maintenance: Maintenance of the pool and surrounding facilities is handled by contract. Daily inspections are made in compliance with the Health Department Regulations. Pool Rules have been enacted by the Board of Directors to insure safe enjoyment of the pool by all residents (see #28 below). Violations of these rules may result in denial of pool privileges. Use of pool is limited to owners and their guests.

10. Architectural Control: The Board of Directors exercises strict control over all exterior modifications including any change, alteration or addition. This includes storm doors, windows, sheds, fences, paint, colors, chimneys, and patios. No exterior change of any type may be made without the **prior** written approval of the Board of Directors. Any modifications made without approval must be corrected at the individual owner's expense. Requests for approval of modifications should be addressed in writing to the Board. (See #11.)

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- 11. Request Forms:** A request form has been made up for homeowners to request maintenance, repairs, landscaping, and architectural changes. The form is available from the property management company via Cedar web portal, mycmg.com or ARC@MYCMG.com.
- 12. Assessment:** The legal documents provide for income to the Association from the collection of assessments levied against each condominium owner. The income is used to pay the operating expenses of the Association, including gas for heating, water and hot water, as well as the funds for the capital reserve account. Within the limitations in legal documents the Board of Directors establishes the annual budget and sets the assessments. All monthly assessments are **due on the first day of each month**. They are considered delinquent if not received in the management company office by the last day of each month. If a homeowner is thirty days overdue a penalty of \$20.00 will be added to that homeowner's account, and an additional \$20.00 penalty for each month that payment is overdue until it is paid. If an owner becomes 60 days delinquent various penalties may be imposed including suspension of voting rights and use of the pool. In addition, per the Board resolution, the association is empowered to take legal action, including lien and foreclosure, against a homeowner for unpaid assessments. All collection costs, legal fees, and court costs are the responsibility of the delinquent owner. Checks for the monthly assessment should be made payable to Georgetown North Homeowners Association and mailed to Georgetown North HOA c/o Cedar Management Group, P.O. Box 26844, Charlotte, NC, 28221. You can also have your checking account drafted each month or pay online by credit card or e-check via web.mycmg.com. To set up a monthly draft, you must submit an automatic draft form request including your bank's name, branch, account number, and a voided check in your letter giving GTN permission to draft your checking account. An automatic draft form is available on the web.mycmg.com website to facilitate the automatic drafting process.
- 12. Garage/ Yard Sales:** Garage Sales and Yard Sales are not allowed on Georgetown North common Property. This includes patios, front porches, and all other common areas.
- 13. Garbage and Trash:** All garbage, debris and recycling should be secured in containers according to the City of Raleigh Solid Waste Services Department and placed curbside for pick-up on their regular schedule, Thursday morning. Trash should be placed at the curb after 6:00 p.m. Wednesday, for pick-up on Thursday. If it is not picked up but was at the curb by 7:00 a.m. and was not marked with an education tag explaining why it was not picked up, call the City at 831-6890 and report the missed collection. Trash and recycling bins should be retrieved from the curb no later than 9:00 a.m. Friday morning. If your garbage is not properly secured and becomes scattered, it may be cleaned up by the Association at the expense of the owner from whose condominium it originates. Violations should be reported to Cedar Management at Violations@MYCMG.com. Violators will be fined, and he/she will also have to pay for removal of the trash.
- 14. Leasing Condominiums:** You may lease your condominium in accordance with the City of Raleigh Zoning Ordinances. Your condominium is restricted to single family residential use only. Renting individual rooms or a portion of your home as a utility apartment is not permitted. With notice to the Property Management Company, your rights to use the recreational facilities are transferred to your tenant. However, you remain responsible for the assessments and you must provide your tenant with a copy of the Rules and Regulations and ensure that they comply with the Rules and Regulations. Compliance includes all rules governing use of the common areas, recreational facilities and the parking areas. Any fines levied by the Board for violations are the obligations of the owner. Upon leasing your condominium you should immediately advise the Property Management Company of your unit and the tenant's name and contact information.
- 15. Motorcycles:** The operation of any motorized two-wheeled vehicle is strictly prohibited on Georgetown North grounds, including lawns, parking lots, and entrances to parking lots. They must be operated on the public streets, and they may not be operated on any portion of the common areas.
- 16. Parking:** Off-street parking is limited at Georgetown North. To avoid parking problems the cooperation of every resident is required. Each condominium is entitled to one reserved space only. Your reserved parking space is designated by your storage bin number painted on your parking bumper. Guest parking spaces are also identified, and they should be reserved for guests only. When additional parking is needed by an owner, there are public spaces along the curb of Computer Drive and Browning Place.
- Recreational vehicles such as boats, trailers, and campers will not be allowed in the regular parking areas, nor may they be chained to these areas. No vehicles of any type will be allowed on the grass at any time.
- Commercial vehicles can only be in Georgetown North parking lots while doing work on your unit. They may not be parked overnight. Passenger vehicles must have current license plates, inspections, and be operational.
- Any unauthorized vehicle or vehicle parked in a homeowner's parking spot is subject to being towed to Ace's Towing 1533 S. Blount Street, Raleigh NC 919-899-9523.**
- 17. Pets:** In accordance with Raleigh City leash laws, pets must not be allowed to run free in the common areas, nor may they be chained or penned in these areas. Also a law of the City, known as the "Pooper Scooper" law, owners will be responsible for cleaning up after their pets. Homeowners (or tenants) who violate these rules will be fined. The homeowner is responsible for payment of the fine. Violators should be reported to the Animal Control division of the City of Raleigh, though you may also report the violations to Violations@MYCMG.com for the sake of record-keeping. Violations are City Ordinances and punishable by City fines, though Cedar Management will write a warning letter to the offending homeowner if warranted.
- 18. Signs:** Signs are not allowed on the common grounds or in the parking areas. "For Sale" and "For Lease" signs must be displayed in the window of the condominium.

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19. Taxes: There are no real property taxes assessed against the Association for the common areas. The value of this property is included proportionately in the value of each condominium. Individual homeowners are responsible for listing their property taxes with the Wake County Tax Supervisor and for paying their own taxes.

20. Termite Bond and Other Pests: The Board of Directors has elected to maintain in force a termite bond. This bond provides for annual inspections to detect active termite infestation and for the treatment of the same. If you discover termites contact the property management company. As a courtesy, the Homeowner's Association similarly contracts with a pest control company, Kil-Mor to visit the property monthly and spray the interior of the condos for insects. Regular monthly visits are scheduled for the first Friday at 9am of each month. **If you would like to request the monthly spray service, please contact Kil-Mor and identify yourself as a resident of Georgetown North at 919-469-1419 or carolyn@kilmorbugs.com no later than 5pm Wednesday prior to the next regularly scheduled Friday 9am interior spraying service.** If for any reason a requested monthly visit is missed at your condo, an owner may elect to have Kil-Mor or any pest control company of your choosing spray their condo interior at the owner's expense.

21. Insurance: The Association carries a blanket fire, casualty, and extended coverage policy on the buildings and a liability policy for the common areas. The Association does not have contents coverage. Individual owners are required to have their own condominium unit, personal property, and personal liability coverage. Whenever the maintenance, repair, or replacement of any item for which the Association is obligated to maintain, repair, or replace at its expense, is occasioned by any condominium Unit Owner, their family, guests, or invitees and such loss or damage may be covered by insurance maintained in force by the Association, the proceeds of the insurance received by the Association shall be used for the purpose of making such maintenance, repair, or replacement, except that the responsible Unit Owner who caused the damage shall be required to pay the deductible. When damage occurs to both common property and the condo unit and a claim is filed, proceeds of the insurance received by the Association first go towards the cost of repair of the common property and any remaining funds go towards repair of the unit. The unit owner(s) involved in the claim are responsible for the cost of any deficiency due to the deductible. The deductible on the HOA policy is \$10,000 as of 2017. **The Association is not responsible for loss or damage to personal contents or damage to the condominium unit, regardless of cause.**

22. Laundry Facilities: Laundry facilities are located in the basements of the first and third buildings on Browning Place, and under 3761 Jamestown. Part of the money you spend on washing and drying your clothes is paid to the Georgetown North Homeowners' Association, and is included in our annual budget under income sources. Personal items may not be stored in the laundry rooms. Any personal items left in the laundry rooms will be taken to the dump at offending homeowner's expense.

23. Porches and Patios: The only item allowed on the front porch is one planter. Holiday wreaths are allowed to be hung four weeks prior to a Holiday and must be removed within one week after the Holiday. All types of fire pits or chimineas are not allowed on patios. Hot tubs are prohibited as well.

24. Solicitations: No solicitations are allowed at Georgetown North. Solicitors should be reported to the police.

25. HOA & Owner Maintenance and Responsibilities:

Description	Unit Owner	HOA	Other
All Air Conditioning & Heating System Components	X		
All Building Siding & Brick		X	
All Interior Plumbing Serving One Unit	X		
All Pipes & Wiring & Equipment Serving a Single Unit	X		
Animal Control			City
Asphalt, Parking Lot, Sidewalks, Maintenance & Repairs		X	
Bathroom Exhaust Fans, Conduits & Vents	X		
Common Area Lighting & Fixtures		X	
Common Area Maintenance		X	
Common Water Supply Components from Meter (main pipe)		X	
Damage Caused by Negligence to Units or Common Property	X		
Door Bells, Knobs, Locks & Hardware	X		
Dryer Exhaust Conduits & Vents	X		
Electricity	X		
Exterior & Foundation Repairs (refer to rule #27)		X	
Exterior Building Painting		X	
Exterior Doors & Door Frames & Jambs Maintenance, Repair, Replace	X		
Exterior Doors & Door Frames & Jambs Scheduled Painting		X	

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Exterior Hand Railings		X	
Exterior Light Fixtures, Bulbs, Wiring	X		
Exterior Pressure Washing (scheduled)		X	
Exterior Termite Inspection & Treatment		X	
Exterior Window Frame & Sill Painting		X	
Gas & Water Expense		X	
Grounds Maintenance, Tree & Shrub Trimming		X	
Gutters & Downspouts		X	
Insurance Coverage of Unit, Personal Property, Personal Liability	X		
Insurance Coverage of Common Property and Elements (hazard & liability)		X	
Interior Insect Treatment by Request (as scheduled only)		X	
Interior Insect, Pest, & Rodent Treatment	X		
Interior Repairs due to Roof or Other Exterior Water Leaks	X		
Landscaping of Common Areas		X	
Description	Unit Owner	HOA	Other
Mailboxes		X	
Parking Lots		X	
Patio Cleaning & Maintenance	X		
Police & Fire Services			City
Porches & Walkways		X	
Roofs, Shingles & Flashing		X	
Sheetrock Repairs due to Individual Water Line Leaks	X		
Shutter Maintenance, Repair & Replace		X	
Storage Unit Clean Out	X		
Trash Collection		X	City
Water Damage by Washers & Utilities	X		
Water Heaters & Pipes Which Serve Multiple Units		X	
Water Pipes Within Walls Serving a Single Unit	X		
Water/Sewer/Gas Lines & Components Which Serve a Single Unit	X		
Water/Sewer/Gas Lines & Components Which Serve Multiple Units		X	
Windows, Sills, Framing, Glass, Screens, Repair & Replace	X		

26. Foundation, Structural Supports & Flooring: The unit owner is responsible for maintaining, repairing and replacing the interior floors, and the HOA is responsible for maintaining and repairing all spaces beneath the subflooring, including support beams, footers, and concrete slabs. The original spacing between the support beams along with natural settling of the structures may have created uneven or sagging floors in some of the condominium units. However, the sagging and uneven floors may be deemed “cosmetic” in nature and are not necessarily an indication of a structural issue. Provided that the structural elements are in good repair and are accomplishing their basic function of providing structural support to the condominium units, should an owner make a request of the HOA to repair or maintain, the HOA has significant discretion on whether or not to make the requested repairs or maintenance. Upon receipt of a request to maintain or repair the structural support the HOA will have a contractor perform an evaluation to determine if this is necessary. If there is determined to be a structural problem the HOA will make the repair, however, if there is no evidence present that a structural problem is causing the uneven or buckling floors the HOA will not make the repairs. Should an owner wish to contest this determination the HOA requires that you hire, at your expense, a licensed engineer to identify the presence of structural problems via an engineer’s report.

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27. Pool Rules: The following pool rules and regulations are distributed for the mutual benefit of all homeowners and their guests within the Georgetown North community. Your cooperation and respect for the rights of others is necessary to insure continued enjoyment of these facilities.

- Pool hours are from 9:00 A.M. to 9:00 P.M.
- **KEEP THE GATE LOCKED AT ALL TIMES.**
- No Lifeguard is on duty - **SWIM AT YOUR OWN RISK.**
- A homeowner's family may bring up to four (4) guests at any one time to the pool area. If you would like to bring more than four people at one time, the homeowner (not children of the homeowner) must first verbally clear it with a member of the board. Members are responsible for their guests' knowledge of all pool rules. Guests must be accompanied by a homeowner at all times.
- No person under the age of sixteen (16) will be allowed in the pool area unless accompanied by an adult (18 years or older) who assumes responsibility for that person.
- Smoking is **NOT** allowed within the fenced in pool area
- No cut offs allowed—strings clog the filters.
- No animals of any kind are allowed in the pool area.
- No one is to swim alone.
- No glass containers of any kind are allowed in the pool area.
- No bicycles, skateboards, toys, etc. allowed in the pool area.
- No inner-tubes or Styrofoam filled preservers allowed.
- No running or horseplay in the pool area.
- No loud music or profane language allowed.
- No one with an infectious disease, inflamed eyes, nasal or ear discharge, an open wound or bandages will be allowed in the pool.
- **NO LITTERING.** All paper and trash must be put in trash cans.
- Homeowners will be held responsible for the actions of their children and guest and the cost of any property damage will be charged to the responsible homeowner.
- The Homeowners' Association will not be responsible for the loss or damage of any personal property of any kind.
- The lawn furniture in the pool area is not to be moved outside the pool area at any time for any reason.

Failure to comply with any of the rules may result in the suspension of pool privileges. The pool facilities enhance the Georgetown Neighborhood. All residents should take responsibility for enforcing these rules. When infractions are spotted by a resident, he/she should point them out to the offender. If this does not help, he/she should report the incident to a member of the Board of Director. Also, please notify Cedar Management at Violations@MYCMG.com

The pool key cannot be duplicated and may only be obtained from Cedar Management. There is a **\$50.00 Key Fee**. To request a key please email pools@MYCMG.com. The key is the property of Georgetown North Homeowners' Association and can be recalled at any time by the Board of Directors. This has been done in the past because many people from the outside were using, vandalizing, and stealing our property. The pool is for the enjoyment of Georgetown North residents and their invited guests only. If you move from Georgetown North, you must return your key. After a certain number of keys have been lost, all keys will be recalled. Those not returning their key to exchange it for a new one when the pool lock is re-keyed will have to pay an additional Key Fee of \$50.

The pool phone is not a public phone and should be used ONLY for an EMERGENCY.

28. Fining Procedure: Violators of these rules and regulations and/or The Declaration of The Georgetown North Condominiums will be subject to a fine of up to \$50.00/day until the violation is corrected/rectified.

29. Storage Bins: Each condominium has one storage bin in the basement of one of three Buildings. The storage bins are damp, and the Homeowners' Association is not responsible for any damage to personal property. You may not change your bin assignment, or use other bins. You may not store personal property outside your bin. Any personal property stored outside your bin will be taken to the dump at the homeowner's expense. **You may not store chemicals, paint, paint thinner, or gasoline in the storage area.** Chemicals are a fire hazard.

The storage bins are located under the first and third buildings on Browning Place, and under 3761 Jamestown Circle. Each homeowner must gain access to their storage bin. If someone is using your storage bin, you must clean out your bin.

You must not dump the items in the common area.

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Storage Bin Assignments

<u>Browning Place</u>			<u>Jamestown Circle</u>			<u>Yorktown Circle</u>	
<u>Address</u>	<u>Bin #</u>		<u>Address</u>	<u>Bin #</u>		<u>Address</u>	<u>Bin#</u>
3719	7		3711	8		3714	92
3721	13		3712	93		3716	86
3723	4		3713	1		3718	102
3725	6		3714	62		3720	87
3727	12		3715	9		3722	94
3729	5		3716	55		3724	78
3731	11		3717	2		3730	95
3733	14		3718	68		3731	72
3801	58		3719	3		3732	23
3803	51		3720	64		3733	97
3805	59		3721	10		3734	28
3807	52		3722	70		3735	104
3809	60		3723	69		3736	90
3811	53		3724	65		3737	98
3813	33		3725	15		3738	67
3815	40		3726	89		3739	105
3821	41		3731	79		3740	61
3823	34		3732	66		3741	99
3825	42		3733	80		3743	106
3827	35		3734	63		3745	100
3829	38		3735	18		3747	107
3831	36		3736	16		3749	101
3833	44		3737	25		3751	108
3835	37		3738	47		3753	88
3901	43		3739	19		3755	85
3903	73		3740	84		3757	91
3905	45		3741	26			
3907	83		3742	48			
3909	81		3743	20			
3911	75		3744	56			
3913	77		3745	27			
3915	76		3746	31			
3921	71		3747	21			
3923	103		3748	57			

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3929	74		3751	24			
3931	46		3753	96			
3933	49		3755	22			
3935	54		3757	32			
3759	30						
3761	17						