

# CROWN OAKS RULES AND REGULATIONS

## TABLE OF CONTENTS

- I) BOARD OF DIRECTORS AUTHORITY
- II) THE CURRENT BOARD OF DIRECTORS
- III) THE MANAGEMENT COMPANY
- IV) GENERAL RULES AND REGULATIONS
- V) PARKING RULES AND REGULATIONS
- VI) ASSESSMENTS AND PAYMENT REQUIREMENTS
- VII) PET RULES AND REGULATIONS
- VIII) TRASH AND RECYCLING
- IX) ENFORCEMENT

### I

#### **CROWN OAKS TOWNHOME DECLARATION AND BYLAWS:**

At the time you (or the owner of your unit) purchased your townhome at Crown Oaks, the closing attorney should have furnished the purchaser with a copy of the Declaration and Bylaws at the closing. When purchasing a townhome the buyer signs a form at closing which acknowledges the townhome owner's/tenant's duty to abide by the Declaration of the Townhome Corporate Declaration and Bylaws. Per the Crown Oaks Declaration:

*"NOW, THEREFORE, Declarant hereby declares that all the properties described above shall be held, sold and conveyed subject to the following easements, restrictions, covenants, and conditions, all of which are for the purpose of enhancing and protecting the value, desirability, and attractiveness of the real property. These easements, covenants, restrictions, and conditions shall run with the real property and shall be binding on all parties having or acquiring any right, title, or interest in the described properties or any part thereof, and shall inure the benefit of each owner thereof."*

#### **BOARD OF DIRECTORS AUTHORITY:**

**The authority to adopt rules for the Crown Oaks Townhomes is granted to the Crown Oaks Board of Directors** under Article XI, Section 1 of the Declaration: *"The Board of Directors of the Association shall have the power to formulate, amend, publish, and enforce reasonable rules and regulations concerning the use and enjoyment of the front yard space of each lot and the common area including Amenities. Such rules and regulations, along with all policy resolutions and policy actions taken by the Board of Directors, shall be recorded in a Book of Resolution which shall be maintained in a placed convenient to the owners and available to them for inspection during normal business hours."*

Article VIII, Section 1 of the Bylaws further states, that the Board has the power to govern *"the use of the Common Area and Amenities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof."*

**TO BE AN INFORMED RESIDENT:**

To be an informed resident you should have, or have access to, the Declaration and Bylaws and the Rules and Regulations contained in this booklet. The complete set of documents is available at [www.crownnoaks.org](http://www.crownnoaks.org). In addition, please take time to read any Crown Oaks flyers or newsletters.

These rules and regulations are in addition to the Declaration and Bylaws. These rules and regulations in no way change or override the Declaration and Bylaws. These rules and regulations are subject to change and will be updated from time to time.

**II**  
**THE CURRENT BOARD OF DIRECTORS**

Joan Ramsey	Vice-President
Stephanie Williams	President
Sara O'Neil	Secretary
Debbie Buell	Member at Large
David Samson	Member at Large
Rita Brown	Member at Large
Lee-Ellen Celeste	Treasurer

Consider volunteering to serve in your community, Crown Oaks needs its residents to get involved to offer their support and opinions in an effort to maintain a positive safe environment.

Call or Email [crownnoaks@lemmontreenc.com](mailto:crownnoaks@lemmontreenc.com) with questions or to request a call from a Board Member.

**III**  
**THE MANAGEMENT COMPANY**

Lemmon Tree Management, LLC, PO Box 17565, Raleigh, NC 27619

Mary Hardin

Phone: 919-412-6747

Email: [crownnoaks@lemmontreenc.com](mailto:crownnoaks@lemmontreenc.com)

## IV

### **GENERAL RULES AND REGULATIONS:**

1) The private streets, parking lots, sidewalks, front yards, entry, and passages shall not be obstructed nor used for any other purpose than for ingress or egress to and from their respective townhomes. **Therefore, you may not store items, loiter, or engage in recreational activities in these areas.**

2) Exterior Modifications: Article X of the Declaration states: *"No site preparation or initial construction, erection, or installation of any improvements, including, but not limited to, residences, outbuildings, fences, walls, screens (whether by plants or structures) and other structures, shall be undertaken upon the properties unless the plans and specifications therefore, showing the nature, kind, shape, height, materials, and location and elevations of the proposed improvements shall be submitted to, and approved in writing, as to harmony of external design and location of the proposed improvements shall have been submitted to the Declarant or its agent and expressly approved in writing. No subsequent alteration or modification of any existing improvements nor construction, erection, or installation of additional improvements may be undertaken on any of the Properties without prior review and express written approval of the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board."* If a written request is not submitted or is submitted after the change has been made, the Board of Directors reserves the right to disapprove such request. In addition, the owner may be asked to restore the property to its previous condition at the owner's expense. If the owner fails to restore the property to its previous condition within the timeframe allowed, the association shall restore the property to its previous condition and charge all costs associated with this action to the owner. **\*\*This is an extremely important rule. You must obtain written permission from the Board before you make any exterior changes such as painting, paint colors, planting trees and shrubs, installing storm door, etc.\*\***

3) **Residents should be careful not to play stereos and TVs too loudly. Residents also should not have parties or gatherings that are loud and offensive.** Article XI Section 3 of the Declaration states: *"No obnoxious or offensive activity shall be carried on upon the property, nor shall anything be done which may be or may become a nuisance or annoyance to residents within the property."* Excessive noise at any time should be settled between neighbors, if possible; otherwise the Raleigh Police Department should be contacted at the non-emergency number **919-831-6311**.

4) Gas or charcoal grills are not to be used within 10 feet of any building at Crown Oaks.

5) To encourage a spirit of continuity at Crown Oaks, occupants are encouraged to line colored drapes with white material or use white sheers or blinds.

6) No lumber, firewood, paper or cardboard is to be stacked against the house, in crawlspace or on patios, as this is conducive to attracting termites/insects.

7) Decks and porches must be kept in a clean and orderly manner. Patio type furniture, maintained flower containers and barbeque grills are the only items that should be placed on these areas. No alteration of any kind (including attaching wire fencing, baby gates, etc.) can be added to the deck or porch without the prior written approval of the Board.

8) Toys should not be left in the common areas, sidewalks, or in the way of grounds maintenance.

9) No clotheslines may be erected on any portion of Crown Oaks, and clothing, towels, etc. shall not be hung out on porches, decks or fencing.

10) A well-maintained plant container is permitted in front of the townhome as long as it does not impede the work of the groundskeepers. No in ground plantings are permitted in the common areas without the prior written approval of the Board.

11) Holiday decorations are permitted as long as they are done in moderation and are removed by the sixth day of January.

12) Article XI Section F of the Declaration states: "No owner shall display, or cause or allow to be displayed, to the public view any sign, placard, poster, billboard, or identifying name or number upon any townhome, building, or any portion of the common area and facilities, except as allowed by the Association pursuant to its bylaws and required by the Raleigh City Code;" **For Sale or Lease signs must be standard real estate size and be placed only in the windows from the interior of the townhomes. Professional realtor boxes/signs may be used directly in front of the home for sale.**

13) Yard sales: No yard sales shall be conducted upon the property at any time without notifying the Property Management Company.

## V

### **PARKING RULES AND REGULATIONS:**

**These rules supersede any and all previous parking rules and regulations ever used here at Crown Oaks. Any automobile, trailer, and/or motorcycle in violation of these rules is subject to having a warning sticker attached to it and/or be towed for the following violations:**

1) Parking up on a curb, on a sidewalk, or on any part of the Crown Oaks grounds other than designated parking areas. This will also cause the association to charge any and all costs for damages that result from this activity to the responsible party.

2) Not having a current license plate and inspection sticker on your vehicle.

3) Vehicle is considered inoperable or not "road worthy" (e.g. flat tires, excessive oil leaks).

4) No commercial vehicles; (e.g. licensed weighted, require a CDL, oversized) or

trailers, shall be parked within Crown Oaks townhomes without the written approval of the Board of Directors for the following exceptions only: if resident's primary vehicle is a professional vehicle, standard size, and well maintained.

5) Pulling up onto or driving on the unpaved areas of the grounds will result in THE HOMEOWNER BEING CHARGED FOR ANY DAMAGE TO THE GROUNDS AND/OR ANY UNDERGROUND SEWER, WATER, OR STORM DRAINAGE LINES.

6) No trucks shall be permitted except standard ½ ton or less pickup trucks or smaller sized trucks.

7) Repairs to vehicles must not be made on the parking lots of Crown Oaks.

8) One numbered parking space is assigned for each residential unit. Reserved parking is provided for residents only. Please ask your guests to park in designated visitor spaces.

9) The speed limit within the property is 10 mph.

10) No trailers, campers, boats, mobile homes, or large vans will be privileged to use the parking areas located and situated in Crown Oaks.

11) Any offensive vehicle covered with graffiti, rust damage, or in appearance not in harmony with the community will not be allowed to occupy a parking area or any area on the premises.

12) No vehicles may be stored in the parking areas (remain unmoved for 15 consecutive days). If you are going to be out of town longer than 15 days, you should alert management so that your vehicle will not be targeted as a rules violator.

13) Any vehicle that excessively drips oil, gasoline, or other fluids must be immediately repaired or removed from the property. The owner will be charged for any damage this may cause.

## **VI**

### **ASSESSMENTS AND PAYMENT REQUIREMENTS:**

(The term assessment will be used in regard to the monthly assessments, Association Dues, and any special assessments.) Article VII, Section 1 of the Crown Oaks Declaration states: "...every other Owner of any Lot by the acceptance of a deed therefore, whether or not it shall be so expressed in any such deed or other conveyance, is deemed to covenant and agree to pay the Association: (a) annual assessments or charges which are common expenses; (b) Special assessments for capital improvements; (c) Special assessments for purchase and reconstruction of townhomes as hereinafter provided."

1) Monthly assessment payments are due the 1<sup>st</sup> (first) day of the month.

2) Any monthly assessment payment not received within 15 days of the due date shall result in a late fee in the amount of \$20.00. Payments received will be posted against the oldest balance first, including late fees or legal fees. A \$20.00 fee will be assessed for each month the account is not paid in full.

3) Payments should be mailed to: Crown Oaks Homeowners Association c/o Lemmon Tree Management, LLC, PO Box 17565, Raleigh, NC 27619.

4) Any owner who falls 75 days behind is their assessment will be subject to having their account turned over to an attorney for collection. If an attorney has to be used for collection purposes, his/her fees and associated charges will be assessed to the account of the delinquent owner.

## VII

### **PET RULES AND REGULATIONS:**

- 1) All pets must be leashed and not allowed to roam freely per City of Raleigh ordinance.
- 2) No dog or cat is to be left unattended, leashed or not.
- 3) No pet may be tied outside whether the owner is present or not.
- 4) **There is a pooper scooper rule in effect. Animal waste must be immediately removed from common areas and placed in trash receptacle in a properly sealed plastic bag.**
- 5) Pens and doghouses may not be erected on decks, porches, or any other area of Crown Oaks.
- 6) Violations of the city animal control codes may be reported to the city animal control officer.
- 7) Violators of the Crown Oaks Pet Rules will be subject to a \$25.00 per incident/per day fine to be paid to the Crown Oaks Homeowners Association.
- 8) Animal urine will kill the grass on the property. Please walk your animal to an exterior natural area to prevent turf damage from occurring.

## VIII

### **TRASH AND RECYCLING:**

- 1) All residents must own and use a city approved garbage can for household garbage collection. Residents are expected to follow the City of Raleigh trash pickup schedule.
- 2) Boxes or items too large for a garbage can are to be placed at the curb no more than 24 hours prior to pickup.
- 3) Curb side pickup is done every Tuesday. Residents must make special arrangements for special collections of trash not normally collected by Solid Waste Services (such as appliances, furniture, carpeting, etc.)
- 4) Recycling items are to be placed at the curb no more than 24 hours prior to pickup.
- 5) **Empty bins are to be removed from the curb and returned to the back of your townhome no more than 24 hours after bins have been emptied.**
- 6) Residents must comply with the holiday trash pickup schedule.

## IX

### **ENFORCEMENT:**

These rules and regulations shall be enforced by the Board of Directors, and its management agent, in the manner set forth in the Declaration and Bylaws, including but not limited to suit or other legal proceedings to enforce compliance, and/or by the assessment against offending party of a reasonable penalty in the amount of \$100.00 per incident/per day for repeated offenses, to be imposed so long as such offense(s) continue unabated, and to be added to and become a part of the monthly assessment imposed on the owner of the unit which is occupied by the offending party.

**THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE. NEW EDITIONS OF THE RULES AND REGULATIONS WILL BE PUBLISHED AND DISTRIBUTED FROM TIME TO TIME.**

**THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.**

Rev. 2/2019