

**Handbook**

**For**

**Pennmark Place Townhome  
Owners Association, Inc**

January 2008

**Introduction:** This handbook is provided for the use of the homeowners and their tenants at Pennmark Place Townhome Owners Association, Inc (the "Townhome"). It contains the policies, rules and regulations governing the use of the Pennmark Place Townhome facilities, as well as general information of value to all residents. The recorded Townhome organizational documents prevail if they are in conflict with any information contained herein. This document has been proof read multiple times for errors, however, if something is discovered that you view to be incorrect, please communicate with your Association Management Company.

In accordance with the Covenants, the Board of Directors of Pennmark Place Townhome Association, Inc. is empowered to establish additional rules and regulations as well as guidelines to fulfill the obligations of the Association. This is necessary and very important, since a Townhome community has many areas of common concern, which may over-ride an individual desires. Living in close proximity, means that any deterioration of a single Townhome home may affect all homeowners. The association must protect the facilities for all to enjoy. These rules, regulations and guidelines have the same effect as the Covenants when officially adopted by the Board and may be enforced as provided by law.

Therefore, the following Rules, Regulations and Guidelines have been officially adopted to cover the entire regime known as Pennmark Place Townhomes. They are subject to review and change by the Board at any time. You will be notified of any changes. Your cooperation in adhering to these rules will be appreciated.

**For standardization, the term "resident" will apply to owners, their tenants, family members and all persons occupying a Townhome home.**

# RULES & REGULATIONS FOR

## PENNMARCK PLACE TOWNHOMES

1. A 10 M.P.H. speed limit within Pennmark Place Townhomes shall be adhered to by residents and guests.
2. No boats, trailers, mobile homes or commercial vehicles etc. shall be permitted within the townhome community. A vehicle that cannot operate on its own power on city streets shall not be permitted on the premises, and shall be subject to immediate towing. Vehicles may be washed only at designated water points, if applicable. Vehicular repair at the Townhome is prohibited. If oil or other fluid leaks from vehicle onto driveway or asphalt and damage is sustained, the homeowner responsible for the offending vehicle may be liable for repair cost.
3. Vehicles shall not be operated or parked on unpaved areas of Pennmark Place Townhomes. Parked vehicles are prohibited from blocking ingress or egress of other vehicles. Any vehicle blocking fire hydrants, mailboxes or community trash receptacle is subject to being towed immediately, without notice. Any towing fees or additional costs incurred for an attempt to pick up garbage will be borne by the homeowner responsible for the offending vehicle. Cars on blocks, junk cars and disabled vehicles are prohibited and any such vehicles are subject to immediate towing.
4. Motorcycles and motorbikes may be used for ingress and egress only. Motorized vehicles can be parked only in areas designated as vehicular parking areas. Vehicles shall not be parked on patios, lawns or other areas not designated as areas for vehicles.
5. The sidewalks, entrances, roadways and all other common areas shall not be obstructed or used for any purpose other than ingress and egress to the Townhome. Residents shall not place any cars, bicycles, motorcycles, carriages, toys, chairs, barbecue grills, tables or any other similar objects on the sidewalks, entrances, roadways or other common area. Any such items left unattended are subject to immediate removal and disposition. The Board of Directors and management assume no responsibility for such items.

6. No skateboards, bikes, tricycles, scooters or any wheeled vehicles of any kind are allowed on the sidewalks, or any of the Penmark Place Townhome landscaping. Ramps and jumps shall not be constructed, erected or placed anywhere on Penmark Place Townhome property, including roadways, grass and natural areas.
7. To maintain a uniform and pleasing appearance of the exterior of the building, awnings, canopies, shutters, screens, glass enclosures, or projections are prohibited from being attached to the outside of any part of the building without prior written approval from the Association Board of Directors. No modifications or additions to exterior walls, windows or doors may be made without prior permission of the Board/Management. This rule does not apply to outdoor furniture and umbrellas on the patios of the individual homes. Use of "outdoor furniture" is limited to furniture that was manufactured specifically for outdoor use and must be maintained in good condition while outdoors.
8. Storm doors may be installed. Board/Management written approval of the style and color must be obtained prior to installation.
9. The personal property of residents must be stored in their respective homes. Yard ornaments such as wagon wheels and plastic, concrete or ceramic figurines must be located inside the patio.
10. Homeowners are responsible for any damage done to their home or any home adjacent to their home as a result of water or other liquid leaking from their home into another. This includes but is not limited to leaks from washing machines, dishwashers, icemakers, refrigerators, bathrooms and/or kitchen fixtures, waterbeds or from fire sprinkler heads located within individual homes.
11. All refuse, waste, bottles, cans and garbage shall be securely contained in plastic bags and placed in trash receptacles designated for community use within the townhome development. No trash is to be left for any period of time on porches or patios. The trash receptacle doors must be closed after use. Boxes must be broken down for placement in the trash receptacle and are not to be left beside or on top of the receptacle. Residents are responsible for personal removal of large or bulky items, mattresses, appliances and all similar type items.
12. Cigarette butts shall be disposed of properly and not tossed onto the grounds or common areas of the community.
13. Where curtains other than white or off-white are hung, they must be lined, or "under draped" in all white or off-white facing the exterior.
14. No resident, family member, guest, or invitee shall make or permit any disturbing noises or engage in or permit any conduct by family members, guests or invitees that will interfere with the rights, comforts or conveniences of other residents.

15. Homeowners are prohibited from cutting holes in any wall that is adjacent to any other wall in an adjacent Townhome home in order to install audio, visual or any other equipment.
16. Residents shall not play or permit to be played any musical instrument, phonograph, television, radio, sound amplifier or other sound equipment in any home in such a manner as to disturb or annoy other residents. No resident shall conduct or permit to be conducted, vocal or instrumental instruction or practice at any time that disturbs other residents.
17. MINIMUM VOLUMES OF ALL SOUND PRODUCING EQUIPMENT MUST BE MAINTAINED AT ALL TIMES, BUT ESPECIALLY BETWEEN THE HOURS OF 10:00 PM and 8:00 AM.
18. No radio, television or other electronic device may be placed in any home that interferes with the television or radio reception of another home.
19. All satellite dish installation requests must be approved by the Board of Directors prior to any physical installation activity. All such installation requests must be submitted in writing and must include:
  - A letter proposing and describing the installation and configuration details.
  - Pictures, drawings or schematics specifying the size, configuration, support structure and location of the proposed dish.
  - A statement confirming that the owner-applicant is solely responsible for the installation, maintenance and repair of the dish, as well as for any damages to the Association's property or common area (including the dwelling structures) resultant from the installation and operation of the dish.
  - A statement confirming that the applicant will use only licensed professionals or contractors, as approved by Association's Project Manager, to perform the installation and any subsequent maintenance, service and repairs as required.

#### Configuration and Location Guidelines

- The dish must be installed within the confines of the building and its property lines. No dishes will be installed over common area or the area of another owner's property. No rooftop installations will be permitted.
- The dish must not block or impede the view from any window or doorway in any other townhouse.
- Dishes shall be located above the first floor.
- Wherever possible, installation of dishes should be where visual aspects are least affected.
- The dish cannot be larger than 21" inches in diameter, and the total configuration (e.g. attachment braces, brackets, controls, etc.) cannot extend more than 2 feet from the adjacent sidewall.
- The colors of the dish and the associated mounting apparatus shall be consistent with the existing dwelling color schemes. The Board of Directors shall approve the final configuration and attest to its compliance with these guidelines.

20. No tent or other temporary structure shall be erected on common areas unless approved by the Board of Directors.
21. There shall be no solicitation by any person anywhere in the Townhome Community for any cause, charity or any purpose unless specifically authorized by the Board of Directors.
22. No signs, advertisements, notices or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on or upon any part of a Townhome home or Association property by any resident without written permission from the Board of Directors. Owners are prohibited from placing For Sale or For Rent/Lease signs in the windows of any Townhome or garage.
23. Owners must obtain approval from the Board of Director's prior to the installation or display of flags within the common areas. The display of properly and safely mounted seasonal decorations is permitted provided that seasonal decorations are to be removed within a reasonable time following the holiday celebrated. Proper disposal of Christmas trees is required.
24. Residents are not permitted on the roofs for any purpose, except as otherwise permitted by the Board of Directors. Residents and their guests are prohibited from climbing trees within the Penmark Place Townhome community and common areas.
25. No noxious or unusual odors (including pet odors) shall be generated in such quantities that they permeate to other homes or the common area and become annoyances or become obnoxious to other residents. Normal cooking odors, reasonably generated, shall not be deemed a violation of this regulation.
26. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any home or on the common area.
27. The use of electric and gas barbecue grills are permitted within the limited common area of the individual owner's back patio only. Any debris must be disposed of properly once cooled.
28. No Resident shall direct, supervise, or in any manner attempt to assert any control over the employees or contractors of the Association.
29. The maintenance, keeping, boarding and or raising (breeding) of animals, livestock, poultry or reptiles, with the exception of aquarium fish, is prohibited within any home or on the common area.
30. The keeping of dogs and cats shall be limited to not more than a TOTAL of two (2) per home of which neither may exceed a mature weight of 30 pounds (except medical assistance dogs), which must be registered at the Management office. All pets, to include cats, must be kept on a leash when outside the home. The N. C.

State and Cumberland County Animal Control Regulation (C-C-C-3-29 Leash Law) will be strictly adhered to. All occupants of Pennmark Place Townhomes are encouraged to call the animal control department to help enforce this law. All solid matter left by the pet must be "picked up" and disposed of immediately and appropriately to prevent unsightly nuisance, unpleasant odor and sanitation problems. It is NOT the responsibility of the grounds keepers to police. It is the responsibility of the individual pet owners.

31. No pets shall be left on porches or patios while residents are not at home, and no pets shall be left on any restraining device on Pennmark Place Townhome landscaping. No pet is to be left on the porch/patio at night. A "pooper scooper" or other means of immediately removing pet waste must be in possession of the pet owner at all times while walking his pet(s). Pets must be maintained in the pet owner's home. Pets are prohibited from entering other homes without invitation of the respective homeowner. This includes the patio area on the rear of the home.
32. Residents shall be liable for all damages to the building and/or grounds caused by receiving deliveries, or moving or removing furniture or other articles to or from their home or garage.
33. Children are the direct responsibility of their parents or legal guardians who must supervise them while they are within the Townhome Community. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of such children.
34. Homeowners shall be responsible for the actions of any guests or tenants residing in their property. Homeowners shall inform tenants of the rules, regulations and changes made by letter from time to time.
35. No member of any family or his guests may go on or in any other home without the specific invitation of the owner or occupant. This includes the patio at the rear of the homes.
36. Every resident shall comply with the rules and regulations as set forth in this handbook, and any rules and regulations that may be adopted or amended from time to time. Failure of a resident to comply shall be grounds for action that may include, without limitation, an action to recover sums due for damages, injunctive relief, fines imposed for infractions or any combination thereof.
37. Anything to the contrary notwithstanding, these rules and regulations shall not apply to the declarant, its agents or employees, or to the homes owned by the declarant until conveyed. All of these rules and regulations shall apply, however, to all other residents even if not specifically so stated in this handbook. The board of directors shall be permitted (but not required) to grant relief to one or more residents from specific rules and regulations upon written request and good cause shown.

38. Payments of monthly assessments shall be made at a place designated by the Board of Directors. Payments made in the form of checks shall be made to the order of such party as the Treasurer shall designate. Payments of regular assessments are due on the first day of each month and if payments are 15 or more days late, they are subject to charges as provided.
39. The Board of Directors of the Association reserves the right to make additional rules and regulations as may be required from time to time. These additional rules and regulations shall be binding as all other rules and regulations previously adopted. For details of the Restrictive Covenants, please refer to the Townhome Association documents.

## **DO'S AND DON'TS OF PENNMARK PLACE TOWNHOMES**

### **DO:**

- Keep your pets confined and when not confined, on a leash. Cumberland County has a leash law. Pick up solid matter left behind immediately.
- Respect you neighbor's right to peace and quiet.
- Obey the 10 M.P.H. speed limit within the Pennmark Place Townhome community.
- Protect the landscaping throughout the community.
- Take full responsibility for the actions of your children and guests.
- Volunteer your services. Communicate with Management and the Board. Get involved.
- Attend the Board meetings. This invitation is to anyone who is a homeowner at Pennmark Place Townhomes.
- Pay your Association dues every month.
- Maintain your residence in good repair.
- Always notify your Association management company of phone number and address changes. If renting your home, make sure the Association management office knows your rental management information.

### **DON'T:**

- Leave garbage by doors or on porches/patios.
- Use or store any grill other than those described herein on your patio/porch or any of the common areas.
- Make any changes to the exterior of your home without prior written approval.
- Park on unpaved areas or block driveways.



## VIOLATIONS

Your Board encourages the assistance of all residents in the enforcement of these rules and regulations. Violations should be reported, in writing, to the managing agent, not to the Board. The Board and/or its authorized agents will give notice of the violation to the violating resident(s) and any other appropriate persons. All disagreements will be presented to the Board, which will take appropriate action. Residents are once again reminded that **they are responsible for the conduct and actions of their guests or tenants.**

Violators will be given an "on the spot" or written notification requesting compliance with the Covenants, Rules or Regulations. If the problem persists after the first notification or warning, the resident will be assessed a fee of up to \$100.00 per day per violation until it has been corrected or resolved to the satisfaction of the Board of Directors in compliance with the Covenants, Conditions and Restrictions for Pennmark Place Townhomes. The Association may also take corrective actions on its own volition. Any costs incurred will be billed to the offending resident, and/or legal actions may be pursued.

We, the Board of Directors, earnestly solicit your cooperation in helping us make Pennmark Place Townhomes the desirable place to live we all envisioned at the time of purchase. We also ask your involvement in the management of the Association. Please volunteer your services where you feel you can contribute by talking to the appropriate Board member. Let us know how you feel about what we are doing; this is best done by attending the meetings of the Board, by personal contact, or in writing. We need your ideas and involvement.