

# RULE BOOK

FOR

## Karen Lakes

## Townhomes

(KLTH)

Revised **August 16, 2018**

**Introduction:** This handbook is provided for the use of the homeowners and their tenants at Karen Lake Townhomes (the "Townhome"). It contains the policies, rules and regulations governing the use of the Karen Lake 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. We hope you do not find errors, but if you do, please communicate with your Association Management Company.

In accordance with the Covenants, the Board of Directors of Karen Lake Townhomes 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 this type of community has many areas of common concern, which may over-ride individual desires. **Since we live in close proximity, if one unit deteriorates, it affects all.** The association must protect the facilities so that we may all have enjoyable use. 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 community known as Karen Lake 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 unit.**

**RULES & REGULATIONS**  
**FOR**  
**KAREN LAKE**  
**TOWNHOMES**

1. A 20 M.P.H. speed limit within Karen Lake Townhomes shall be adhered to by residents and guests.
2. **No boats, trailers, mobile homes or commercial vehicles etc., shall be permitted at the Complex.** 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. Vehicular repair at the Karen Lake Townhome Complex is **NOT ALLOWED**. Oil/fuel leaks from vehicles will not be permitted, as petroleum products destroy asphalt surfaces. **If leaks occur and damage is sustained, the homeowner responsible for the offending vehicle may be liable for repairs.**
3. Vehicles shall not be operated or parked on unpaved areas of Karen Lake Townhomes. Parked vehicles will not block ingress or egress of other vehicles. Any vehicle blocking fire hydrants, mailboxes or trash dumpsters 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 at the residents' expense.** Homeowner parking is assigned. All visitors to the community must park in designated **"GUEST"** parking.
4. Motorcycles and motorbikes may be used for **ENTERING AND LEAVING THE COMPLEX** only. Automobiles, motorcycles or motorbikes lacking fully operational mufflers will not be operated on the premises at any time. 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 similar areas of the common elements 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, barbeque grills, tables or any other similar objects on the sidewalks, entrances, roadways and similar areas of the common elements. 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 recreational wheeled vehicles of any kind are allowed on the roadways, front porches or on Karen Lake Townhome landscaping. Ramps and jumps shall not be constructed, erected or placed anywhere on Karen Lake Townhome property, including roadways, grass and natural areas.

7. To maintain a uniform and pleasing appearance of the exterior of the building, no awnings, canopies, shutters, screens, glass enclosures, or projections will be attached to the outside of any part of the building. 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 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 pipes under the crawl space of the unit.
11. All refuse, waste, bottles, cans and garbage shall be securely contained in plastic bags and stored in trash containers in designated areas of Karen Lake Townhomes. No trash is to be left for any period of time on porches or patios. The trash dumpster doors must be kept closed. Boxes must be broken down for placement in the dumpsters and are not to be left beside or on top of the dumpsters. Residents are responsible for removal of large or bulky items, furniture, mattresses, appliances and all similar type items. These items are not to be left at or around the dumpsters at any time.
12. No resident shall allow anything to fall from the windows or doors of the premises. Residents shall not sweep on to the porches or patios or throw any liquids on the porch floors. Residents shall be courteous of the people and personal property next to them.
13. Cigarette butts shall be disposed of properly and not tossed onto the grounds, parking areas, patios, breezeways or other common areas of the community.
14. No resident shall place any **aluminum foil, plastic** or any **reflective substance** in any **window, glass or door**.
15. All units are required to have "**ONLY**" white mini blinds in the windows at all times and they must be kept in good condition. No colored blinds allowed within KLTH.
16. Each unit has been assigned 1 numbered space. Other vehicles should be parked in "RES", visitor or any blank space. Spaces marked with "RES" are to be used as a first come basis. **Parking Permits** are required by the Board of Directors for all owners/resident vehicles and can be acquired at the Association Management office. Replacement Parking Permits are \$15.00. *(revised 08/16/2018)*
17. No resident, family member, guest, or invitee shall make or permit any disturbing noises in the building or the common area. Residents shall not engage in or permit any conduct by family members, guests or invitees that will interfere with the rights, comforts or conveniences of other residents.

18. Homeowner's are prohibited from cutting holes in the ceiling, wall or screens of any Townhome to install audio, visual or any other equipment.
19. Residents shall not play or permit to be played any musical instrument, phonograph, television, radio, sound amplifier or other sound equipment in any home or a vehicle 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.
20. MINIMUM VOLUMES OF ALL SOUND PRODUCING EQUIPMENT INSIDE AND OUTSIDE OF THE UNIT MUST BE MAINTAINED AT ALL TIMES, BUT ESPECIALLY BETWEEN THE HOURS OF 10:00 PM and 8:00 AM. EXAMPLES OF LOUD DISTURBANCES: loud music, excessive and frequent visitors, noisy late-night activities, barking dogs, uncontrollable children and domestic violence.
21. No radio, television or other electronic device may be placed in any home that interferes with the television or radio reception of another home.
22. **No** exterior antennae or satellite dishes shall be permitted on the buildings, common elements or patio areas except small satellite dishes, not to exceed 18" in diameter, which may be placed on rear patios provided they are **not** permanently attached to the building and do not protrude from the confines of the patio. **All satellite installations must be approved by the Board prior to installation.**
23. No tent or other temporary structure shall be erected on common areas unless approved by the Board of Directors.
24. 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.
25. **No** signs, advertisements, election signs, notices or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on or upon any part of a townhome or Association property. **However, owners are allowed to place a FOR SALE or FOR RENT/LEASE signs in the long front window of any Townhome.**
26. **Residents are not permitted on the roofs for any purpose.** Residents and their guests are prohibited from climbing trees within the Townhome community.
27. 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.
28. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any home, in the common area, front porches or patios.
29. Electric, gas and charcoal grills are allowed to *be used on individual patios only.* **NO GRILLS ARE ALLOWED ON FRONT PORCHES OR ON COMMON AREAS!**
30. No Resident shall direct, supervise, or in any manner attempt to assert any control over the employees or contractors of the Association.

31. 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.
32. **PETS:** The keeping of dogs and cats shall be limited to not more than a TOTAL of two (2) per unit of which neither may exceed a mature weight of **25 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 unit. 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 Karen Lake 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" **immediately** to prevent unsightly nuisance, unpleasant odor and sanitation problems. It is NOT the responsibility of the grounds people to police this problem. It is the responsibility of the individual pet owners.
33. No pets shall be left on patios while residents are not at home, and no pets shall be left on any restraining device on Karen Lake Townhome landscaping. No pet is to be left on the porch/patio at any time. 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.
34. Residents shall be liable for all damages to the buildings and/or grounds caused by receiving deliveries, or moving or removing furniture or other articles to or from their home, garage, or the buildings.
35. **Children are the direct responsibility of their parents or legal guardians who must supervise them while they are within the Karen Lake Townhome Community.** Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of such children. **Children are not allowed to ride bicycles or skateboards in the streets of KLTH.**
36. 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.
37. 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.

**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, eviction, injunctive relief, fines imposed for infractions or any combination thereof.**

**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.**

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.

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.

## **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" 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 \$50.00, along with a second notice. If after 72 hours of the issuance of the second notice, the violation remains uncorrected, the Association may 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 Karen Lake 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.

**Fines will be assessed to owners for any violation of the rules and regulations. Once again owners are responsible for the actions of their tenants. Tenants must follow the same rules as all residents. Below is the section of your By-Laws referencing fines:**

**m. to impose a special; assessment (against any owner), not to exceed one hundred dollars for each occurrence, for the violation by the owner or his guests of any rules or regulations adopted by the Board or the breach of any By-Law contained herein, or the breach of any provision of the Declaration. Such assessment shall be in addition to any costs incurred or to be incurred by the corporation as a result of the violation of the rule, regulation, By-Law, or provision.**

# Karen Lakes Townhomes

## POOL RULES

\*\*\*Pool access key must be in possession when using the pool\*\*\*

1. The Pool is for the use of Residents and their guests only. Residents may accompany up to two (2) in-town guests at any one time. Out-of-town guests should be registered with the Association Manager.
2. Pool hours are from 10am to 10pm during pool season (May through September). You will be notified each year of the official pool season dates. Anyone in the pool area outside of these dates will be considered trespassing.
3. Residents are responsible at all times for the conduct of their guests and for damage caused by resident or guest. Residents must be present while their guests are utilizing the pool facilities. Guests are only permitted to use the pool facilities while accompanied by an adult homeowner.
4. Children are not permitted in the pool area unless accompanied by an adult homeowner. Any child observed in the pool area without adult supervision will subject their family to loss of pool privileges.
5. Only small personal floatation devices smaller than 15" in diameter are permitted in the pool. Rafts, floating lounges, water noodles, balloons and all other toys including water toys are not permitted in the pool. Beach balls may be used only during HOA or community sponsored events.
6. IMPORTANT- Showers are required before entering the pool. Suntan oils and lotions can permanently damage the filter system.
7. Absolutely **no pets** or animals are allowed in pool area or pool.
8. **NO GLASS containers of any kind are permitted in the pool area.** Anyone found with any type of glass (besides eyewear) will loose pool privileges for the remainder of the pool season.

9. Each resident will be responsible for policing and cleaning up after him/herself and their guest. Cigarette butts, candy wrappers, and all other trash must be disposed of properly. Failure to do so may result in your being billed for clean-up services.
10. Anyone acting in an obnoxious manner can be barred from further use of the pool facilities.
11. Running, rough play, splashing, dunking, diving, use of foul language, lewd and lascivious behavior, Frisbees, bikes, scooters, skates and skateboards are prohibited in the pool area.
12. Proper swimming attire (bathing suits) is required when using the pool. Cutoffs or street clothing are not permitted at any time while in the pool.
13. The gate to the pool area must remain closed. Never prop open. Be certain to latch the gate closed when entering and exiting the pool area. Report any defects in the gate latch to the Association manager immediately.
14. Please use the facilities in a normal, quiet manner in order to allow the maximum use and enjoyment of others.
15. Association staff members may suspend pool privileges if any resident or their guest is found to have violated the pool rules.
16. There are NO LIFEGUARDS on duty at any time- swim at your own risk. Be safe.
17. Emergencies: An "emergency only" phone is available at the pool area. This phone does not make outgoing calls other than to the Police Dept. 911 Dispatch. All non-emergency handling of the phone will be considered a violation of Karen Lake Townhome Rules and such abuse will be cause to terminate swimming pool use privileges as well as other remedies which may be imposed by the City of Fayetteville Police Department.

**In the event of loss or damage to your pool key, you may request a replacement key. Payment of \$50.00 is payable to the Karen Lake Townhome Association, in advance.**