

WESTPARK PLACE TOWNHOMES
RULES & REGULATIONS
HANDBOOK

Introduction: This handbook is provided for the use of the homeowners and their tenants at Westpark Place Townhomes (the “Townhomes”). It contains the policies, rules, and regulations governing the use of the Westpark Place Townhomes facilities, as well as general information of value to all residents. The recorded documents prevail if they are in conflict with any of the information contained herein. We hope you do not find any errors, but if you do, please communicate with your Association Management Company.

In accordance with the Covenant, the Board of Directors of Westpark Place Townhomes 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 override individual desires. Living in close proximity means that any deterioration of a single townhome 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 Westpark Place Townhomes. They are subject to review and change by the Board at any time. 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 WESTPARK PLACE TOWNHOMES

1. Residents and guests shall adhere to a 15 M.P.H. speed limit within the Westpark Place Townhomes.
2. No boats, trailers, mobile homes, or commercial vehicles etc. shall be permitted at the Townhomes except in designated areas, if applicable. A vehicle that cannot operate on its own power on the city streets shall not be permitted on the premises and shall be subject to immediate towing. Vehicular repair at the Townhomes is prohibited. Oil/fuel leaks from vehicles will not be permitted, petroleum products destroy asphalt surfaces. If leak 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 Westpark Place Townhomes. Parked vehicles will not block the ingress or egress of other vehicles, park in the street, or on the sidewalk. These vehicles are subject to immediate towing without notice at the owners expense. Any vehicle blocking fire hydrants, mailboxes, or trash dumpsters is subject to being towed immediately with no 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 with no notice at the owners expense. Homeowner parking is **only** in the private garages or driveways of the owners unit. All visitors to the community must park in designated "visitor" parking or the owner's driveways.

Since Westpark Place Townhomes is designed to be a residential community, the parking of "work" vehicles is prohibited. Work vehicles are defined as being of flat or open bed design with such items as pails, buckets, ladders, ropes, shovels, cables, or other construction materials or equipment exposed. All such material or equipment must be contained within the enclosed body of the vehicle. Covering an open cargo space with a tarpaulin or plastic cover is not sufficient for the purposes of this rule.

4. Motorcycles and motorbikes may be used for ingress and egress 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 Townhomes. 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 or towing at the owners expense. The Board of Directors and management company assume no responsibility for such items.
6. No skateboards, bikes, tricycles, scooters, shoes with any wheels, or any wheeled vehicles of any kind are allowed on the sidewalks, breezeways, or on the Westpark Place landscaping. Ramps and jumps shall not be constructed, erected, or placed anywhere on Westpark Place property, including roadways, grass, and natural areas. Handicapped ramps used for ingress and egress into units are allowed.

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 without Association Board or Management authorization. No modifications or additions to exterior walls, windows, or doors may be made without prior permission of the Board/Management. Use of "outdoor furniture" on patios is allowed but is limited to furniture that is manufactured specifically for outdoor use and must be maintained in good condition while outdoors. No clothes drying lines will be strung, nor will anything be draped over fences for drying on a regular basis or for an extended period of time. No outdoor storage sheds are allowed.
8. The approval to install storm doors (which includes style and color) must be obtained from the Property Management Company 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 back 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, 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 stored in trash containers in the garage of the Townhomes. No trash is to be left for any period of time in the garages or 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. NO trash bags are to be left beside or on top of the dumpster. Residents are responsible for removal of large or bulky items, mattresses, appliances, and all similar type items. Fines will be charged for bags, boxes, or debris that is not disposed of in the designated dumpster or compactor with no notice to the owner.
12. No resident shall allow anything to fall from the windows or doors of the premises. Residents shall be courteous to the people and personal property beside them.
13. Cigarette butts shall be disposed of properly and not tossed onto the grounds, parking areas, sidewalks, or other common areas of the community.
14. No resident shall place any aluminum foil, plastic, or any reflective substance in any windows, glass, or door except those objects approved by the Board of Directors for energy conservation purposes.
15. 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.
16. Any homeowner is prohibited from having a treadmill or any other device against any party wall that may create friction between the walls or that produces a noise that can be heard by any adjoining Townhomes home.
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 party walls of any Townhomes home to install audio, visual, or other equipment.
19. Residents shall not play or permit to be played any musical instruments, 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.
20. **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.**
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 buildings, common elements, or patio areas except small satellite dishes, not to exceed 20" 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 area unless approved by the Board of Directors.
24. There shall be no solicitation by any person anywhere in the Townhomes community for any cause, charity, or any purpose unless specifically authorized by the Board of Directors.
25. No signs, advertisements, notices, or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on, or upon any part of the Townhomes home or Association property by any resident without written permission from the Board of Directors. "For Sale" or "For Rent" signs shall not be affixed on the exterior of any building. "For Sale" or "For Rent" signs may be placed in one front window only.
26. Residents are not permitted on the roofs for any purpose. All necessary maintenance will be performed by licensed and insured personnel. Residents and their guests are prohibited from climbing trees within the Westpark Place 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 or on the common area.
29. The only type of cooking device permitted to be used in the Townhome area are electrical types or other that require no combustible fluids for starting.
30. No resident shall direct, supervise, or in any manner attempt to assert any control over employees of the management company or subcontractors of the Association or declarant. Any questions about or problems with such persons should be referred to the management company.

31. The maintenance, keeping, boarding, or raising (breeding) of animals, livestock, poultry, or reptiles for profit and/or sale is prohibited within any home or on the common area.
32. The keeping of dogs and cats shall be limited to not more than TOTAL of two (2) per home 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, including 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 Westpark Place 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. The Association will not be held liable for a pet’s actions; this is the pet owner’s responsibility.
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 Westpark Place landscaping. No pet is to be left on the porch or 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 a 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 planted areas in the front and patio areas on the rear of the homes.
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. This would include any other damage by a third party working for or under the control of the resident.
35. Children are the direct responsibility of their parents or legal guardian who must supervise them while they are within the Townhomes community. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of such children.
36. Homeowners shall be responsible for the actions of any guests or tenants residing on their property. Homeowners shall inform tenants of the rules, regulations, and changes made from time to time. No resident shall invite nonresident persons to include family members or friends to use Westpark Place Townhomes common areas in their absence, except for bonafide houseguests. The Association shall not accept responsibility for the safety of any persons using the grounds.
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.
38. All exterior holiday decorations shall be displayed no earlier than three weeks prior to the holiday and shall be removed within a two-week time frame after the holiday. No Halloween display shall depict violence or gore. No lights will be put on the exterior of the building or plants without the Association approval.
39. The only approved front door paint color is Sherwin Williams 6041 Otter (brown) and must be purchased only at a Sherwin Williams store.

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.

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 with all other rules and regulations previously adopted. For details of the Restrictive Covenants, please refer to the Townhomes Association documents.

FOR THE BOARD OF DIRECTORS

THE WEST PARK PLACE TOWNHOMES

September 2023

FITNESS CENTER RULES

1. Use of the fitness center is limited to Westpark Place homeowners and their guests. All guests must be accompanied by a homeowner when using the facilities.
2. No persons under the age of eighteen (18) are allowed at any time in the fitness center.
3. Homeowners are responsible for utilizing the fitness equipment for the specific purpose intended.
4. Use equipment at own risk. Consult your physician if you are unsure whether you are in physically fit condition to use equipment.
5. Homeowners are to report any equipment malfunction or failure to the Association Manager immediately.
6. Repairs and adjustments to all fitness equipment must be made by a qualified, HOA approved technician. Homeowners are prohibited from using tools to adjust or modify fitness equipment.
7. Smoking is prohibited in fitness center or clubhouse.
8. Pets are not allowed in fitness center or clubhouse.
9. Do not adjust the thermostat in the fitness center or club house. Report any issues with the interior temperatures to the Association Manager for assistance.
10. Use ear buds when using personal music and media devices.
11. Do not bring food into the fitness center. Beverages in open containers are not permitted.
12. Wear proper attire while using fitness equipment. Wearing open-toed shoes is not permitted.
13. Wipe equipment as needed after use. Do not leave personal belongings or trash in facility after use.
14. Turn off all lights and TV when you're the last one to leave the fitness center.

15. Do not open the fitness center door for others. All homeowners should access the facilities using their amenities fob.