

CARLETON PLACE TOWNHOMES ASSOCIATION, INC. RULES & REGULATIONS (Amended as of September 2023)

The members of the Carleton Place Townhomes Association, Inc. (hereinafter “Carleton Place HOA”) welcome you. We take great pride in our Community and are confident that you will do the same. In order to keep the Community operating well and looking its best, the Board of Directors (BOD) expects that everyone shall honor the Covenants set forth in our governing documents by following the Rules & Regulations (R&R) listed below. **Unit owners are asked to provide a copy of these Rules & Regulations to their tenants upon signing a lease and to review the R&R with them. PLEASE do not assume they will read the rules on their own. The Owners are Responsible for the Behavior coming from their unit(s) and the Behavior of their Family, Tenants and Guests.**

RESIDENTIAL PURPOSES. All units shall be used for residential purposes only.

NUISANCES & SMOKING. Noxious and/or offensive activity is prohibited. Nuisances and annoying activity is disruptive to the peaceful nature of our Community, and we ask that due consideration for others be taken into account. To this end, all garage doors shall remain closed except when leaving or entering the garage. Please respect the property of your neighbors by walking on sidewalks, easements, and public pathways. Note that City of Wilmington noise ordinances are in effect 24/7 and they will be strictly enforced. Smoking in the Common Areas of the community, (which includes the street and the front of units), is a fire hazard and therefore, **STRICTLY PROHIBITED**. Lit cigarette butts have been the cause of several costly fires in our Community, so tossing them anywhere on the property is a proven fire hazard and is **STRICTLY PROHIBITED**.

MOTOR VEHICLES. No inoperable vehicle or vehicle without current registration and insurance is permitted on any Carleton Place property. Carleton Place HOA shall have the right to have all such vehicles towed at the owner's expense, without notice. No resident may repair vehicles, boat motors, motorcycles or any type of motor vehicle on or in any common area including driveways, parking areas and roads. Unlicensed vehicles are not permitted on the property.

MOTOR VEHICLE PARKING ON PARKING PADS. Because of the limited space along the side streets in our Community, parking is not allowed on the street in front of townhomes so that emergency vehicles may have access to all residences. Parking is only allowed on a parking pad or in a garage. Two cars and a motorcycle may be parked on the parking pad. Three motor vehicles (except as indicated) on one parking pad are NOT allowed. Parking on another unit's parking pad is prohibited. Vehicles parked on the grass, landscaped area, or on the streets in front of the town homes will be subject to a fine and/or towing at the owner's expense. Repairing irrigation lines damaged by parked cars is the responsibility of owners and the cost of such repairs will be added to the owner's account.

MOTOR VEHICLE PARKING ON CARLETON DRIVE. Cars, SUV's, and pickup trucks with valid Carleton Place hangtags may be parked in designated areas on Carleton Drive, marked by appropriate signage. Vehicles parked on Carleton Drive or in the Clubhouse/Pool parking lot between 9PM and 9AM must have a valid Carleton Place parking hangtag. Each owner may purchase one (1) hangtag for each unit owned. Hangtags are not required in order to park in garages or for parking on any unit's parking pad. **Carleton Place parking hangtags must be hung, front facing, from the rear-view mirror, in full view of Regional Security and Earl's towing company and not placed elsewhere in, or on the vehicle**

in order to be considered a valid non-towable, hangtag display. Parking for boats, jet skis, motor homes, trailers or other nonconforming vehicles is not allowed.

Vehicles are to be parked with the traffic; any vehicle parked against the traffic is a safety hazard and such vehicles will be subject to a fine and/or towing at the owner's expense. All vehicles must be parked completely in a designated space. Vehicles parked partially outside of the designated space are subject to a fine and/or towing at the owner's expense.

The BOD reserves the right to suspend the parking privileges for any vehicle producing or displaying a counterfeit hangtag, selling hangtags to nonresidents or giving hangtags to non-residents for daily use.

Parking in or on another unit's parking pad is prohibited and subject to towing. Parking on any street, cul-de-sac, open area, any portion of the grassy area abutting a unit's concrete parking pads, or any sidewalk, will subject the vehicle to towing.

Carleton Place HOA has the right to have vehicles in violation of any parking regulation towed without notice, at the owner's expense.

CLUBHOUSE PARKING. As of September 1, 2020, parking in the Clubhouse/Pool lot during daytime hours is allowed only when using the pool. When parked for pool usage, a pool pass must be displayed on the vehicle's dashboard. When parking overnight in the clubhouse/pool lot from 9PM to 9AM, a valid Carleton parking hangtag must be displayed. Displaying a pool pass on the dashboard without a valid hangtag from 9PM to 9AM will subject the vehicle to being towed. When the pool is closed for use, parking is always prohibited in the clubhouse/pool lot from 9AM to 9PM even if a pool pass or hangtag is displayed.

When using the clubhouse for a private event, residents may request up to nine (9) temporary Clubhouse parking permits for a \$20.00 non-refundable fee. Requests are to be directed to CSS.

BICYCLES AND SKATEBOARDS. Except as a means of transportation, skateboarding is not permitted on the property. **Skateboards and bicycles must be ridden on the road and may not be operated on the sidewalks or driveways.** Bicycles and skateboards are to be parked or stored in the unit's garage or backyard, (this includes the bicycles and skateboards of visitors). Bicycles and skateboards left in front of town homes will be cited as violations and subject to fines. The Carleton Place HOA is not responsible for damaged, stolen or missing items. Units with locked bicycles in the common areas will receive a violation letter and thereafter be subject to a fine.

OUTDOOR ITEMS. No lawn furniture, beach chairs, charcoal grills, coolers, cleaning or gardening equipment, tools, or other items shall be permitted by the front doors, in the common areas or on front porches. The Carleton Place HOA shall not be responsible for any damaged, stolen or missing items. End units with extended covered porches may have approved porch furniture. End unit owners should consult the Architectural Committee for the types of approved furniture. Children's toys and bikes may be kept on the parking pad during the day, but in all instances should be stored back in the garages or backyards at sunset. Violation letters will be sent and fines assessed after repeated violations.

SIGNS PROHIBITED. No "For Sale", "For Rent" or "For Lease" signs or any other signs shall be permitted on any lot, residence or fence or displayed in the common areas and facilities. Realtor lock boxes are permitted.

FLAGS. The only type of flag permitted in the front of units is an American Flag. The flag may not exceed three feet by five feet. Mounting brackets for flags on the outside of townhomes must be approved by the Architectural Committee or BOD. Please read the Exterior Changes section below.

TRASH AND RECYCLING CONTAINERS. Trash bins and recycling containers may be placed in front of residences after 5 p.m. on the day before trash pick-up (currently Tuesday) and remain there until 12 p.m. the day after trash pick-up. At all other times, the trash bins and recycling containers must be stored in a garage or inside the fence of the back yard. Trash bins and recycling containers that remain in front of a residence after 12 p.m. Wednesday will be returned to the alley behind the residence. It is the responsibility of the resident(s) to secure their containers from the common area. A “pass through cost”, established by the Board of Directors, will be added to the unit owner’s account to cover this concierge service. Violation Letters will be sent to owners of units that do not comply with this regulation, and “pass through costs” may turn in to fines if trash and recycling containers are not stored appropriately. Replacement/Removal of trashcans/recycling cans (not due to damage) will be at a cost of \$100 plus the cost to have the can(s) numbered.

TRASH AND RECYCLING PICKUP. The trash contract for our Community allows for a maximum of one full trash container of refuse per week and one full trash container of recycling every other week. All trash and recycling are to be kept in the approved cans. It is the responsibility of the resident(s) to make arrangements with Wall Recycling for pickup in excess of the above. Trash that has missed a scheduled pickup may be reported to CSS for later pickup. A “pass through cost” will be added to the owner’s account for this additional service. Otherwise, it is the responsibility of the resident(s) to return their trash and recycling containers, as well as the materials they may contain, to the appropriate area.

TEMPORARY STRUCTURES. No structure of a temporary character, trailer basement, tent, shack, garage, barn or any other outbuilding shall be used on any lot at any time as a residence either temporarily or permanently.

RECREATIONAL VEHICLES. No boat, motorboat, camper, trailer, motor home, mobile home, or similar type vehicle shall be permitted on the parking pads and/or the front lawns at any time. Construction vehicles may be parked on a parking pad, but only when work is being done in the unit.

ANIMALS. Unit owners and tenants may keep and maintain dogs, cats, or other approved household pets, provided that they are not kept and maintained for commercial purposes. Tenants are allowed to have one (1) pet each. Visiting pets are allowed for a period of 2-3 days. Pets are not allowed to run free, and must be properly leashed, escorted, and monitored for noise at all times when they are outside the units. Droppings must be removed and disposed of appropriately. Pet waste in back yards is a health hazard, and must be removed. If any pet shall be determined by the Board of Directors to be a nuisance, the Board will have full authority to take legal action and have such pet permanently removed from the property. All pets must be registered with the Association Management Office (CSS) and must wear a Carleton Place tag on the collar, harness or leash when out within the Carleton Place community. The fee for registration is \$50.00 annually, beginning on the first of August each year. Owners of unregistered pets are subject to a fine of \$100 per animal. Fines will accumulate on a monthly basis.

OUTSIDE ANTENNAS. No outside radio or television antennas or satellite dishes shall be erected on any lot or dwelling unit within the Properties without written approval of the Architectural Committee or the BOD.

DOOR AND WINDOW COVERINGS. Each unit is equipped with window and door blinds. The blinds are considered permanent fixtures and shall remain with each unit when sold and may not be removed.

Any additional window treatments must be located inside the blinds. Unit owners shall repair or replace any broken or missing blinds. Failure to retain window and door blinds in good order is a violation and will be subject to citation and potential fines.

EXTERIOR LIGHTS. All light bulbs or other lights installed in any fixture located on the exterior of any building or any lot shall be clear, white, or non-frost lights or bulbs. All Holiday Lighting must be in good taste. The lighting and decorations can go up no more than thirty (30) days before the Holiday and must come down within fourteen (14) days following the Holiday.

YARD/GARAGE SALES. Yard/Garage sales are strictly prohibited except for the community events periodically scheduled by the HOA.

SPEED LIMIT. Drivers are to drive cautiously on all roads and parking areas and are to obey the posted speed limit of 15mph. Citations issued within Carleton Place are collected by the HOA.

EXTERIOR CHANGES. The Board of Directors or the Architectural Committee must first approve in writing any change to the exterior of, or modification to, a townhouse. This includes back yard fences. Requests for changes should be submitted to CSS- c/o Carleton Place HOA. Architectural Review Committee (ARC) approval is required before anything is placed in the limited common area that is visible from other structures including, but not limited to, items such as tents, canopy's, storage units, basketball hoops, trellis's, and sunscreens. No ARC approval is required for the placement of umbrellas in the limited common area however umbrellas must be safely secured and removed for tropical or named storms. Any logo bearing umbrella or umbrella containing advertising requires prior ARC approval.

BACK YARD. The storm water runoff at Carleton Place depends on the particular grading of backyards. This grading of the swales is important in order to maintain proper storm water runoff. If you plan to place sod in your back yard, please submit your request to the Landscape Committee. Approval must be received by the HOA Board before action is taken. You must also compensate for this by digging down for the thickness of the sod. It is always recommended that you call a utilities locator before you do any digging in your backyard since your power, cable, and phone lines are buried. No structures or any other materials, other than shrubbery or mulch, may be added in the back yard. As stated above in the Exterior Changes paragraph, if you want to make changes to your backyard, and they have the potential of affecting the drainage, you must first get written approval from the Board of Directors or Architectural Committee by first contacting CSS. If changes are made to your backyard that are inconsistent with the above rules and Carleton Place HOA must correct the changes, the expense of the correction shall be charged back to the unit owner's account. Unit owners are to keep the back yards clean, cut, and debris free. Failure to maintain back yards this way is a violation and will be subject to citation and potential fines.

FRONT & SIDE YARDS. Owners that make changes to the front or side yards, without written permission from the Board of Directors or the Architectural Committee, will be held accountable for damages, repair costs, and associated fines.

ROOFS. In the interest of safety, and to eliminate liability issues, walking, sitting, and or climbing on the roof of any unit is prohibited.

RENTERS. Owners that rent their units must notify CSS within 30 days of signing a lease. The owner must provide CSS with each renter's contact information and the length of the lease. The owner also must provide a current copy of the Rules & Regulations, Pool Rules, and Clubhouse Rules to their renters. It is the unit owner's responsibility to obtain pool passes for the renters. It is the unit owner's responsibility to monitor the unit's account for service fees, pass through costs, fines, etc. Each renter in a unit must be registered with the Association Management Company within seven (7) days of taking occupancy in the unit. Occupancy by unregistered renters is strictly prohibited and such violation will be a prosecuted to the full extent of NC Law. In concurrence with the City of Wilmington's Code, Section 18-812, that no more than three (3) unrelated persons may occupy a dwelling, Carleton Place Townhomes also prohibits more than three (3) unrelated people occupying a dwelling within the Carleton Townhome Community. The Board of Directors are authorized to impose a fine against unit owners of \$100 per day for any violation of this occupancy rule.

Renters, Renters Family Members, Renters Agents or Non-Owner Occupants are not to openly communicate with the Association or Association Management Company unless it is a maintenance emergency (i.e. fire, flood or damage to the units) or maintenance issues covered by the HOA that potentially could cause damage to the units. All other issues are to go through the Owner of the unit. Fines for this range from \$25-\$100.

OPEN FLAME. We ask that everyone cooperate in ensuring the safety of all residents by not using any type of flame producing conveyance such as open flame pits, fire burners, or tikki torches. Violations will be subject to citation and fines. If it is determined that a unit owner, resident, tenant or guest caused the hazard that resulted in fire damage, the HOA will exercise its rights under Section 12.1(1) of the Declaration and if necessary, take legal action against such parties to recover the costs of property damage.

FIREWORKS. Fireworks have been the cause of several costly fires in our Community, and because of this are **STRICTLY PROHIBITED**. The penalty for using fireworks is an immediate citation in the amount of \$500.

SOCIAL FUNCTIONS. All party favors, including beverage containers, that remain in Common Areas of the Community or on the grounds of other units must be cleaned up **promptly** at the end of such gathering. Violations will be subject to citation and fines. In accordance with the law, residents under the age of 21 are prohibited from serving or consuming alcoholic beverages on the premises. The HOA will report any violations of this provision to law enforcement officers for prosecution. No open containers of alcoholic beverages are allowed on community streets by either residents or their guests. Residents will be held responsible for their guests leaving with open containers.

UNCW ACCESS. There is no public access to UNCW from Carleton Place. Residents may access the campus through the access gate at the western section of Christian Drive. Climbing over or damaging the perimeter fence is a violation and will be subject to citation, fines and recovery of damages.

Violation Schedule

1st Violation – Warning Letter with appeals process offered to owners only

2nd Violation – \$50.00 fine

3rd Violation – \$100.00 fine

Continuing violation - \$100.00 fine per occurrence

Unit owners are guaranteed an appeals process under the laws governing Homeowners Associations. The Board of Directors conducts hearings each month. Only unit owners and representatives with an executed Power of Attorney may challenge or address citations and/or fines. The citation letter will indicate the hearing date. Once the Board imposes a fine, the Board will not reconsider the citation. The above fine schedule is for the violation fines placed by the Carleton Place Board of Directors only. **The above fine schedule does not apply to Civil Citations issued by Regional Security. The Civil Citation amounts are above and beyond the fine schedule.**

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