

Rozzelles Landing Homeowners Association

Correspondence:

Rozzelles Landing HOA
c/o Cedar Management Group
PO Box 26844
Charlotte, NC 28221
(704) 644-8808

Payments:

Rozzelles Landing HOA
c/o Cedar Management Group
PO Box 63057
Charlotte, NC 28263-3057

GENERAL HOMEOWNERS INFORMATION

These rules and regulations supersede any existing rules and regulations and general variances

I. OBJECTIVE:

The purpose of rules and regulations is to promote and ensure the enjoyment and proper maintenance of the community and owners property for the exclusive benefit of all association members and their authorized guests; to foster, encourage, and promote an enjoyable stimulating and dynamic community environment; and to protect and enhance the value of each members townhouse investment.

In addition to the ownership interest in the property, every unit owner should have a personal interest and investment in the environment well being of his or her neighbors and the status of the property.

II. ADMINISTRATION OF THE ASSOCIATION:

Assessments, Dues and the Annual Budget

- 1) Unit owners are responsible for payment of monthly assessments or charges and any special assessments for capital improvements.
- 2) All dues and assessments are payable on the 1st of each month. Checks and money orders should be made payable to your Association (see letterhead for detail).
- 3) A late fee of will automatically be assessed on the 16th day of each month. A late charge will be added each month that an outstanding balance remains on the Unit Owners Account.
- 4) The unit owner will be responsible for all charges and legal fees affiliated with delinquent accounts, NSF checks etc.
- 5) All dues should be made payable to and mailed to the following address as listed at the letterhead portion of this packet

Leases, Tenants and Off Site Owners

- 1) Use of the unit is restricted to residential dwellings. Commercial enterprises are not permitted.
- 2) ~~All unit owners who are absent from their unit for more than 2 weeks at a time, must provide the Management Company with an alternate address and phone number for emergency purposes.~~

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HOMEOWNERS RESPONSIBILITIES:

General

- 1) All toys, bicycles, recreation, furniture etc. must be removed from the common areas, driveways and sidewalks by sunset daily and during landscape maintenance routines.
- 2) No activity is permitted on the property, which might cause damage to lawns, landscaping, buildings, pavement or other personal property. If damage is caused to any community area or another owner's property due to actions of a unit owner, a household pet, guest or occupant, the owner of the unit will be responsible for repair charges as determined by the Board of Directors and or the Management Company.
- 3) Unreasonable noises or actions (i.e.: loud music, barking dogs, wind chimes, etc) or any other nuisance or illegal activity will not be permitted. No physical or verbal abuse is permitted and is subject to Civil charges filed by the complainant.
- 4) No addition, alterations or improvements shall be made to any unit exterior by an owner without prior written approval from the architectural control committee or the Management Company.
- 5) Each owner is responsible for keeping his/her unit and surrounding area clear of all rubbish, debris and other unsightly material.
All garbage and recyclable containers should be placed curbside the morning of the pick up day. Trash containers should be not obstruct walkways, driveways, mailboxes, etc. Please remove trash containers from the curb by dusk the same day.
All trash containers should stored in the rear of the unit or in the garage between service days.
- 6.) No signage of any kind is to be displayed on the property. (See Covenants, Conditions and Restrictions for further clarification)
- 7.) Holiday home decorations must be removed within 7 days following the observance of the holiday with the exception of Christmas. Christmas decorations must be removed no later than January 15th.

I. DOORS, LOCKS, WINDOWS:

- 1) Peepholes or door knocks are permitted. The unit owner is responsible for maintenance and installation of locks, peepholes.
- 2) Storm doors are permitted using the following guidelines
Door must be full view glass
Door must be trimmed in white
- 3) Unit owner must obtain written approval before installing a storm door
- 4) Once the storm door is approved and installed, the upkeep and maintenance of the door will be the responsibility of the unit owner.

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II. PETS:

Unit owners are required to abide by the laws and local ordinances with respect to licensing, caring for and controlling pets.

- 1) All pets must be leashed and attended to at all times while outside of the unit. Pet litter must be removed by the owner or guest immediately regardless of weather conditions from the area surrounding their unit and from all other areas of the community. "Pooper-scoopers" and or shovels are available at your local pet or hardware store.
- 2) No animals other than dogs, cats, birds or other animals approved by the board, in its sole discretion, may be raised, board, kept anywhere in the community, nor shall any animals be kept, bred or maintained for commercial purpose.
- 3) No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage a community area or the property of any other resident. If a pet is deemed a nuisance by the Board, it will be removed from the property within three days of written demand.
- 4) Unit owners are responsible for the actions of their pet or the pet of anyone residing in or visiting their unit. The owners are responsible for the costs of repairing any damage to the community areas caused by such a pet, including but not limited to, the cost of replacing grass, bushes or other landscaped areas

III. LANDSCAPING:

- 1) There is no automatic irrigation system for private units. Watering of the lawns, shrubbery, private flowerbeds are the responsibility of the unit owners.
- 2) All garden hoses must be neatly rolled and placed near the water spigot when not in use. Storage of garden hoses must not interfere with the regular landscape maintenance.
- 3) Flowers may be planted in existing beds only. The unit owner is responsible for the maintenance and upkeep of these additional plantings.
- 4) No homeowner may change, alter or deviate from the original landscape plan without prior approval from the board of directors.

IV. VEHICLES:

- 1) Vehicles shall be kept in operating condition with a valid license plate while parked in the community. Vehicles not in compliance may at the association's discretion, be removed from the property at the expense of the vehicle owner.
- 2) Each unit owner is allocated two parking spaces. If your unit has a garage the two spaces are limited to your garage and driveway. (See Covenants, Conditions and Restrictions for further clarification).
- 3) Vehicles may not block fire hydrants and or mailboxes
- 4) Residents must direct their guests to park in the allocated visitor parking area.
- 5) After 2" of snowfall, all vehicles must be moved to facilitate snowplows.
- 6) No RV's, ATV's, or Commercial Trucks, Trailers, Boats, are allowed to be parked in the community. (See Covenants, Conditions and Restrictions for further clarification).
- 7) Since many of our communities have no posted speed limit signs, please use extreme caution when traveling through the community.

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V. SATELLITE DISHES AND FENCES

- 1) No homeowner may install a fence or patio divider without prior approval from the Architectural Control Committee and the current managing agent. (See Attached Fence Installation Guidelines)
- 2) Satellite dishes cannot be installed without prior written approval from the managing agent. (See attached Satellite Installation Guidelines)

HOMEOWNER FEEDBACK

- 1) We always appreciate and encourage homeowners comments and suggestions. To report an incident or homeowner violation. Please submit the attached violation complaint form.
- 2) To report damage or repairs needed to your unit. Please submit a detailed letter to your association manager.
- 3) All warranty repair items must be submitted to your Portrait Homes Divisional Office on a HOMEOWNER WARRANTY SERVICE REQUEST FORM. This form is located in your home warranty book.

PROCEDURES REGARDING RESALE OR LEASING OF UNITS

In the event of any resale of a Unit, the following procedures should be followed:

- 1) A written notification should be sent to the managing agent when the unit is available for re-sale.
- 2) If you are no longer residing in the unit, an alternate address and phone number must be provided to the managing agent.
- 3) Units may be listed through an agent or broker, but keep in mind signs may only be displayed in unit inside window surface, not outside of your unit.
- 4) If a paid assessment letter is needed, a minimum 14-day notice is required.
- 5) After your unit is sold, a copy of the closing statement must be sent to Encore for the name transfer on account.

Leasing of your unit:

- 1) Unit owners intending to lease their unit must provide Encore Real Estate with an alternate address and phone number of the unit owner.
- 2) The name and phone number of the tenants residing in the unit and the length of the lease.

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RESPONSIBILITIES OF THE ASSOCIATION

1) Infrastructure and Common Area Maintenance Includes:

a) Insurance

The association will obtain and maintain insurance coverage for the replacement of the building structure and the common areas. (Insurance coverage on internal contents, unit upgrades and any personal property is the responsibility of the unit owner.)

b) Sewer lines external to the unit

c) Water lines external to the units and on outside walls beyond drywall

d) Community streets, curbs and public walkways

e) Street lighting

f) All turf areas, trees and landscaping in common areas

g) Smoke and fire alarm systems in each building (if applicable)

2) External Building Maintenance Includes:

a) Wood and vinyl siding repairs as needed

b) Roof repairs are required including flashing

c) Chimney, Chimney chase and outside vents

d) Rain gutter and downspout repairs or replacements (if applicable)

RESPONSIBILITIES OF THE UNIT OWNER

1) All interior maintenance including but not limited to:

a) Plumbing problems within the unit , including outside faucets in the rear and garage

b) Basement leakage or flooding from the foundation footing drain tile, sunken patio drainage or sump pump failure (if applicable)

c) Electrical problems with all metered circuits within the units

d) Heating and air conditioning systems

e) Exhaust and ventilation systems

f) Television, radio or cable service connections (must submit for approval)

g) Sump pumps and external discharge

h) Vermin and pest control including wasps, ants, spiders, termites, roaches, mice, and other insects.

i) All painting within the unit

j) Costs to relocate or repair abused fire/smoke alarms or detectors

2) Certain exterior maintenance including:

a) Outside entry doors including glass, frames and weather seals

b) Outside windows including glass, sash frames and weather seals

c) Garage door including panels, all mountings opening and locking hardware, weather stripping and automatic door openers (if applicable)

d) Maintaining all owner installed items and options such as but not limited to optional end unit side patios, rear patio additions, window well covers, gas grills, storm doors, rear and side patio lights and fixtures, etc.

e) Keeping the area surrounding the unit free from trash, paper and other debris.

3) Insurance on unit upgrades and personal content

4) Payment of real estate taxes assessed on the unit

5) Floor coverings must be maintained on all floors within the unit with the exception of the kitchen, bathroom and closet areas.