

Portico Heights Homeowners Association, Inc.

Rules and Regulations

All owners, residents, their families, guests and visitors shall observe and comply with the provisions of the By-Laws of the Association and with the rules and regulations established by the Board of Directors as set forth below:

As used in these Rules and Regulations: (i) "Common Area" means all Common Area owned by the Association and includes the streets, curbs, sidewalks, and parking areas, and (ii) "Portico Heights" means and includes all Lots and Common Area within the jurisdiction of the Association.

ASSOCIATION DUES

Homeowners dues should be paid before the 10th of every month. Those accounts 30 days past due will be charged interest (1.5% per month on amount due - 18% annual rate). When dues are 3 months in arrears, a lien will be placed on the unit. Interest will be charged, plus the cost of filing the lien. Should the aforementioned steps be ignored by the homeowner or back dues be paid without paying interest and lien fees, the costs will continue to accrue and the Board will prosecute to the full extent of the laws, which can include foreclosure. The homeowner will be liable for all legal fees incurred by the Board. Homeowners who pay their dues quarterly should pay before the 10th of the month in the first month of the quarter that is being paid.

RENTERS AND TENANTS

The owner of a leased or rented townhome shall notify the property manager of the name and phone number of the tenant and the name of each person who is an authorized resident of the rented townhome. All rules of the Association apply to renters and residents of rented townhomes, and the townhome owner will be held responsible for rule violations by their tenants and residents.

NOISE AND NUISANCE

No person shall cause or permit any noise or activity anywhere within Portico Heights which would result in an unreasonable interference with the rights or comforts of other residents. Each townhome owner shall be responsible for compliance herewith by such owner's family, visitors, guests and tenants and by the family, visitors and guests of any tenant. The requirement of this rule shall apply, without limitation, to the use of musical instruments, radios, televisions and the like, and to power equipment or machinery of any kind. Repeated use of any device or equipment in violation of this rule may result in disciplinary action, including but not limited to an order requiring permanent removal of the device or equipment from Portico Heights.

Disturbances of the peace, such as loud parties at night, should be promptly reported to the Greensboro Police Department, which has authority to issue a citation if the disturbance continues.

PARKING

Parking rules at Portico Heights are intended to reasonably ensure safe, convenient parking for all residents. All parking rules are strictly, consistently and impartially enforced without exception. Vehicles discovered in violation of any of the above are subject to being towed away at their owners' expense immediately without notice or warning. If you have any question regarding our parking provisions, contact the Board of Directors, the Property Management Company at 336-272-0641

- a. Park ONLY in designated parking spaces.
- b. Do NOT park in areas designated as NO PARKING.
- c. Do NOT parallel park curbside.
- d. With the sole exception of standard size pickup trucks, do NOT park any truck on the premises without the Homeowners Association's prior approval. Trucks or their contents must NOT be parked so as to significantly protrude into travel lanes or on sidewalks.
- e. All vehicles on the premises MUST display a valid, current license plate, a valid, current inspection sticker, and MUST be in "street legal" and "street operational" condition at all times.
- f. With the exception of minor emergency functions including "jump starting" a dead battery and/or changing a flat tire, do NOT perform vehicle maintenance and/or repairs on the premises. Changing of a vehicle's oil on the premises is NOT permitted.
- g. Do NOT park on grass, landscaped areas or anywhere other than on designated paved surfaces.
- h. Do NOT park in any other manner that may create a hazard to safety, impede safe travel in the community or hamper access by emergency vehicles.
- i. No vehicle shall be parked in any space assigned to a specific townhome without the permission of the owner of that townhome.
- j. No vehicle, except an oversized delivery vehicle, shall be parked at any place within the Common Area other than entirely within the marked spaces provided.
Oversized delivery vehicles are not allowed in the Common Area except to load and unload. Oversized delivery vehicles shall be parked during loading and unloading entirely on the paved surface of the street and not on any sidewalk or unpaved area. Owners and residents authorizing oversized vehicles to enter the Common Area shall be responsible for any damage to Common Area or Lots caused by such vehicles.
- k. Boats, trailers, motorcycles, commercial vehicles and recreational vehicles may not be regularly parked in the parking area.
- l. Vehicles which are not in operable condition or which would cause damage to the pavement (such as oil leaks) may not be kept on the Common Area.
- m. With the exception of 'i', any and all vehicles owned or operated by the Developer of Portico Heights or its sub-contractors, employees, vendors, or other designees are exempt from Parking Regulations.

Vehicles parking in violation of these rules may be towed at owner's expense.

ANIMALS

All pet owners shall abide by the Greensboro City Code regarding control of pets. Pet owners are required at all times to keep their pets on a leash or within their fenced property. It is prohibited for cats or dogs to run at large, and the City's Animal Control Officers are authorized to impound animals in violation. Pet owners shall not tie their pets to fences, trees or stakes in the common areas or leave their animals unattended outdoors. Do NOT allow animals to defecate outside the natural areas. It is the responsibility all pet owners to clean up after their animals and restore the Common Area to its prior condition. Pet owners shall indemnify the Association and hold it harmless as to any loss or liability arising from a pet's presence in the Common Area. Excessive barking or other nuisance to residents caused by any animal may be grounds for an order to remove the animal from Portico Heights.

A violation of this rule and regulation shall subject the owner(s) of the Lot in which the animal owner resides to the following assessments: a) First offense - warning letter with 5 days to comply; b) Second offense - assessment of \$25.00; c) Third and subsequent offenses - assessment of \$50.00. All privileges to use the Association's facilities may be withheld until all such assessments are paid. The Association may enforce these rules by legal action, and if the Association prevails in such action the owner of the Lot assessed shall also pay the Association the costs and reasonable attorneys fees incurred by the Association in connection therewith.

OTHER USES OF COMMON AREA

Use of skateboards, inline skates, roller skates, motorcycles, mini-bikes, all terrain vehicles (three or four wheel) and all other unlicensed motorized vehicles is prohibited on Common Area property, including the streets and parking areas. Use of the parking areas for congregation or for playing games with air-borne objects is prohibited. The Association will not be responsible for accidents or injuries occurring to children who play in the parking areas. Changing the oil of a vehicle of any type on the Common Area is prohibited. Lawn mowers, cans, storage bins, recreational items and similar equipment or any personal property may not be placed or operated on the Common Area.

COMMON AREA AND EXTERIORS

Alteration of Common Area

Any alteration of the common area, including, but not limited to, digging, trenching, seeding, matting, fertilizing, weed killing, installation of drainage, removal or alteration of any landscape material, is prohibited without specific written approval of a submitted architectural request.

Planting

The Board does not wish to discourage the beautifying of the premises by residents who want to plant flowers or shrubs on Common Area property. In order that the plan of landscaping will not be compromised, however, it is necessary that any person planning to plant flowers or shrubbery

first request permission in writing from the Board of Directors, who will be guided by the landscaping and/or lawn maintenance contractor. Homeowners are responsible for the maintenance of flowers or shrubbery planted on their Lots or planted by them on Common Area property. Failure to maintain the plants may result in their removal and the homeowners will be assessed for the cost of the extra yard work. Vegetables of any sort are not to be grown in the Common Area.

Outdoor Fixtures and Equipment

No fixture may be placed on Common Area property (including flower planters, bird baths, bird feeders, flag poles, etc.) or attached to the exterior of any townhome without prior written approval of the Board of Directors. Bicycles, grills and other equipment may be stored on rear patios and screened porches, but it is important to the entire Association that residents and owners take pride in their property and refrain from using it solely for storage or in any unsightly manner.

Telecommunications

Installation of television antennae is prohibited on fences, townhouses, roofs, and Common Area. No Satellite dish of any size will be allowed on townhouse, roofs, fences, or Common Area without prior approval by the Board of Directors. A written request to the Board of Directors must include size of dish and where the owner and/or resident needs to locate the dish for adequate reception. No cable television, telephone or other communications cable may be installed on or affixed to the exterior of any townhome without a prior written request to, and approval by, the Architectural Control Committee, which request shall describe the proposed method and location for such installation.

Exterior Painting

No exterior painting by Owner and/or resident shall be done without the written permission of the Architectural Control Committee or the Board of Directors. All painting must have prior approval of the Architectural Control Committee or Board of Directors. The Association maintains all exterior surfaces and will paint when needed in colors to be determined by the Architectural Control Committee and the Board of Directors.

Other exterior changes

Any exterior change, alteration or addition made on any Townhouse Lot, whether or not having been approved by the Architectural Control Committee or Board of Directors, shall be the responsibility and cost of the Owner to maintain as may be required to meet the standards of the Architectural Control Committee.

Use of windows

No window air conditioning units or fans are allowed unless approved by the Architectural Control Committee or Board of Directors.

Storm Doors/Storm Windows/Replacement Windows

Storm doors, storm windows and replacement windows may not be installed without the prior written approval of the Architectural Control Committee. Storm windows and replacement windows must be baked-on enamel or painted in a color approved by the Architectural Control Committee. Storm doors must be full-view in bronze or baked-on enamel. The upkeep of storm doors, storm windows and replacement windows are the owner's responsibility.

Outdoor Grills

Outdoor grills may be used only in open areas and may not be used under any patio cover, inside any sunroom or screened porch, or as otherwise prohibited by applicable fire codes. Moveable outdoor grills may not be used on any Common Area property. Only permanently installed grills may be used on the paved Picnic Area.

Patio Covers, Sunrooms, Fences and other Additions

No patio cover, sunroom, screened porch, fence or other addition that encroaches on the patio area may be installed, modified or replaced without prior written approval by the Architectural Control Committee. All such additions must be consistent with and preserve the style of the Townhouse construction, design and exterior decor. No painted surfaces are acceptable. The Architectural Control committee shall develop regulations from time to time, which shall apply to patio covers, sunrooms, screened porches, fences and other additions that encroach on the patio area. The maintenance of all patio covers, sunrooms, screened porches, fences and all other additions that encroach on the patio area are the responsibility of the owner of the Townhouse. If any owner fails to assure the upkeep of a patio cover, sunroom, screened porch, fence or other encroaching addition on his Lot, the Association may, after written notice directing needed maintenance or repair and after reasonable opportunity to effect the same, cause any needed maintenance or repair to be done and assess the Lot owner for the cost thereof.

Trash and Recycling

Residents shall comply with all rules and regulations established by the Greensboro Sanitation Department regarding disposal and collection of trash and recyclable materials. Trash and recyclable material shall not be left anywhere on Common Area property, except in dumpsters or other containers, if any, designated by the Association for that purpose. All garbage and trash must be bagged or canned, but shall not be placed so as to be visible from the street and shall not be placed on or in any common area prior to 5:00 p.m. (EST) and 6:00 p.m. (DST) on the day prior to City of Greensboro pickup. All trash cans must be removed from the common area by 10:00 a.m. the day following trash pickup. No appliances, furniture, carpet, cabinets, construction materials or other objects are allowed to be place on the common area. Arrangements by Owners and/or residents must be made with a third party to remove said items from the Owner's and/or residents Townhouse.

Structures

Installation of any permanent or temporary structure on the Common Area without the Board of Director's approval is prohibited. Structures include, but are not limited to, swing sets, basketball goals, and similar equipment and garden borders. The Committees of the Association shall determine.

Signs

Other than signs placed by the by Developer of Portico Heights, signs of any kind are prohibited on Common Area property, except that a single "For Sale" or "For Rent" sign, including a realtor's sign, may be displayed on any Lot in the area between the front wall of the townhouse to which the sign pertains and the edge of the flower bed in front of that townhouse. No more than one "Open House" sign pertaining to any one townhouse may be placed at the entrance to the townhouse courts. An "Open House" sign may not be placed before 6:00 p.m. on the day which is three days prior to the day of the open house (for example, Thursday preceding a Sunday open house), and the sign must be removed no later than 6:00 p.m. on the day of the open house. Any signs improperly placed will be removed by the Property Management Company. All "For Sale", "For Rent" and "Open House" signs shall be not more than 24 inches in width and 18 inches in height.

ENFORCEMENT OF REGULATIONS

PARKING REGULATIONS

Parking regulations will be enforced by towing improperly parked vehicles. For first offenses, the Association will attach a 24-hour warning notice to any vehicle parked in violation of these regulations. After a first notice, improperly parked vehicles will be towed without a notice. Vehicles parked in traffic lanes or fire lanes will be towed without notice. The property manager is the only person authorized to have a vehicle towed from Portico Heights. If you need to have a vehicle towed, contact the property manager.

OTHER VIOLATIONS OF OTHER ASSOCIATION RULES AND REGULATIONS

The Association's property manager is authorized to issue notices of violation of these rules violations. If a violation persists after notice is issued, a fine will be assessed against the Lot owned or occupied by the violator. Under North Carolina law, the Association is authorized to impose fines of up to \$150 per occurrence of an infraction.