

HIGHGATE PARK PROPERTY OWNERS ASSOCIATION TOWNHOUSE RULES AND REGULATIONS

The following rules and regulations are designed to make living at Highgate Park pleasant and comfortable for each member of the Association. The cooperation and consideration of each member is vital. Fines may be imposed for violations of the rules and regulations.

1. MONTHLY ASSESSMENTS:

- Property owner's assessments are due and payable on the first day of each month and delinquent after the last day of the month.
- A late fee of \$20.00 will be charged each month to any Property owner who is more than 30 days past due.
- Any Property owner who is in arrears for one or more months will be subject to legal action and a lien/foreclosure/judgment administered by the Wake County Court System. All Legal/Court costs shall be the owner's responsibility.

2. ALTERATIONS:

- Prior to any exterior alterations, paint colors, additions, or shutter/door color an architectural request for approval form must be submitted to the Board of Directors for approval.
- The Board, at its sole discretion, may or may not approve any changes.
- A written reply to any request will be made within thirty (30) days after said request has been submitted.

3. PARKING:

- Each townhouse is entitled to two (2) parking spaces. Any extra vehicles (more than two) may not be parked on the property.
- Please ask visitors not to park in front of the buildings.
- Parking is not allowed on the grass, in medians, or along throughways for safety reasons.
- All vehicles parked on the Highgate Park property must be in operating condition both legally and mechanically, i.e. current license plates and inspection sticker, no flat tires, etc.
- Any vehicle not in operating condition will be towed at the owner's expense after 10 days written notification.
- Illegally parked vehicles may be towed at the owner's expense.

Note: Recreation vehicles, commercial vehicles, all towed vehicles or equipment, vehicles with more than two axles or any vehicle of more than eighteen (18) feet are not allowed. This includes all campers, boats and utility trailers.

4. AUTOMOBILE REPAIRS:

- Minor vehicle repairs (tire changing, etc.) are allowed.
- Major repairs (engine overhaul, transmission repair, brake replacement, rear end repairs, etc.) are not allowed.
- Any damage, including oil spills, to the parking lot or any common area will be the sole responsibility of the Property owner.
- Vehicles are not allowed to be left on jacks or blocks.

5. SPEED LIMIT:

- Careful attention should be exercised when driving within the community to ensure the safety of all residents.
- For safety reasons, the speed limit in the parking lot in Highgate Park shall be seven miles per hour.

6. DAMAGE:

- Any damage to the exterior of any building, fence, parking lot, or any common property shall be charged to the responsible party.
- Breakage and maintenance of exterior glass, doors, door casings, door locks, windows, window casings, screens, patios, fences on the owner's lot, outside hose faucets, etc., is the responsibility of the Property owner.
- Catastrophic damage (wind, hail, lighting, fire, etc.) to the units will be the owner's responsibility to repair/replace.

7. INSURANCE:

- The Property owners Association does not provide insurance for the residential units.
- It is recommended that each owner, at his expense, secure and maintain in full force and effect one or more insurance policies insuring his lot and the improvements thereon for the full replacement value thereof against loss or damage from all hazards and risks normally covered by a standard "Extended Coverage" insurance policy, including fire and lightning, vandalism and malicious mischief.
- It is also suggested that the owner, at his expense, secure and maintain in full force and effect, comprehensive general liability insurance for damage or injury to person or property of others occurring on his lot.

8. NOISE:

- Being considerate of one's neighbors is especially important in a community such as Highgate Park.
- Loud voices or noises from televisions, stereo equipment, musical instruments, pets, and other disturbances should be avoided at all times, especially between the hours of 9:00 pm and 9:00 am. [Wake Forest Code of Ordinances, Chapter 14, under Environment, Article III, Section 14-66 thru 14-75]
- If a Property owner is disturbed, first attempt to notify and resolve with the disturbing party. If the disturbing party is uncooperative and the problem is severe, then contact the Wake Forest Police Department (556-9111). Notice of the incident should be made with Pindell-Wilson Property Management the next business day (676-4008).

9. RENTERS:

- Renters should be properly informed by the owner of the unit and must comply with the rules and regulations, by-laws and Covenants of the Association.
- Property damage by a renter will be charged to the respective Property owner.

10. SIGNS:

- Only standard real estate "for sale" or "for rent" signs are allowed.
- Only one sign is allowed per unit.
- No other signs or devices are allowed, with the exception of the small, standard "Automatic Security System" sign.

11. PETS:

- Domestic pets are allowed, provided that they do not disturb or annoy residents or guests. [Wake County Animal Control Ordinance Section 2-3-8-A: Animals creating nuisances].
- Any inconvenience, damage, excrement or unpleasantness caused by any pet shall be the sole responsibility of its owner.
- All dogs and cats shall be kept under the DIRECT control of their owners at all times [Wake County Animal Control Ordinance 2-3-7: It is unlawful to allow an animal to be at large.]
- Pet excrement shall be removed and disposed of properly. [Wake County Animal Control Ordinance section 2-3-8 #6].
- Dog runs are not allowed and pets are not allowed to be restrained on the patios or in the common areas in any way.

12. TOYS:

- Bicycles, skateboards, and so forth should not be left in the common areas, front porches, or in the way of grounds maintenance.

13. MAILBOXES:

- Federal Law prohibits any unauthorized entry of mailboxes. Any person in violation will be reported to the Federal Postal authorities.

14. HAZARDS:

- The discharge of firearms, fireworks, or any other noise making device is not permitted at any time within the boundaries of Highgate Park.

15. COMMON AREAS:

- Every Property owner should protect his/her interest in the common areas.
- Please do not abuse these areas or allow visitors and guests to abuse these areas by way of littering or in

- any way restricting the enjoyment of these areas.
 - Property owners are not allowed to use the common areas for storage. A fine may be imposed for violators.
16. EXTERIOR ANTENNAS/SATELLITE DISHES:
- Antennas of any type (CB, UHF, VHF, etc.) are not allowed.
 - The small satellite dishes (18") are allowed as long as they are installed in the back patio area or on the back roof of your townhouse and are not visible from the street/parking lot.
 - A maximum of two dishes/townhouse is allowed. Satellite dishes are not allowed to be attached to the patio fence.
 - Any damage to the building/grounds as a result of the satellite dish will be the sole responsibility of the property owner.
 - Satellite dishes are not allowed to be placed in the common areas.
17. LOITERING:
- The Highgate Park Property Owner's Association does not permit loitering. (To stand idly about; linger aimlessly, to proceed slowly or with many stops or to delay or dawdle of any kind.)
 - Loitering may consist of standing idle in Property owners' yards, lingering aimlessly in the common area, or sitting on public utilities or personal property (i.e., green boxes, air condition units, and vehicles).
18. YARD SALES:
- Yard sales are allowed on Saturdays only in Highgate Park.
 - The Board of Directors reserves the right to limit the number of yard sales allowed per year.
19. PLANTING:
- The area within your rear patio may be planted at the owner's discretion so long as it is not unsightly or damaging to the property.
 - Plantings in the front beds are allowed, however, the Board reserves the right to remove any plants at their sole discretion.
 - Any other plantings are not allowed without prior approval of the Board of Directors.
 - Requests must be submitted in writing.
20. PATIO AREAS:
- Patio areas and front porches must be kept neat and clean at all times.
 - Patios area and front porches are not allowed to be used for storage.
 - Indoor furniture is not allowed on the patios nor front porches.
21. CLOTHES DRYING: Outside clothes lines of any type are not allowed.
22. WINDOW AIR CONDITIONERS & WINDOW COVERINGS:
- Window air conditioners of any type are not allowed unless medically necessary.
 - Window coverings (drapes/blinds) must be white backed for appearance and continuity.
 - Window coverings must be drapes and/or blinds and must be in good repair. Sheets are not allowed to be used as window coverings.
23. TRASH COLLECTION:
- There is a garbage dumpster located at the southern end of the Townhome Parking Lot.
 - This dumpster is for household trash/garbage only.
 - Place all trash and garbage in the dumpster and not on the ground.
 - No furniture, tires, or other items are allowed to be placed in the dumpster. Call City of Wake Forest Bulk pickup at 919-435-9570.
 - Violators or property owner of violator will be subject to a fine which is current market price for private bulk removal.
24. DWELLINGS:
- Each home shall be used for residential purposes only.
 - No part of the property shall be used for business, manufacturing, commercial or professionals purposes.
 - It is the responsibility of the Property owner to maintain the dwelling and any other structures, parking area and landscaping consistent with the Community Standards and Declaration of Covenants.

Violators of these rules and regulations and/or the Declaration of Covenants, Conditions, and Restrictions for Highgate Park will be subject to a \$50.00 or \$100.00/day fine until the violation is abated/corrected. Owners of rental property will be fined for tenant violations.