

**Sycamore Homeowners Association, Ltd.**

P. O. Box 24982

Winston-Salem, NC 27114-4982

**RECAP OF COVENANTS, BY-LAWS, RULES & REGULATIONS**

1. Owners are responsible for the actions of their guests, workers, tenants and tenants' guests, including the use of the parking lot.
2. Owners must carry \$100,000 liability insurance and provide proof of coverage annually to the property manager, Messick Properties Group, Inc.
3. Failure to pay amounts owed to Sycamore will result in late fees, suspension of voting rights and revocation of use of the common areas including streets and parking courts, legal action, and can result in foreclosure.
4. Condominiums at Sycamore are limited to residential use. Business activities are prohibited.
5. Offensive behavior that can be heard or seen by others is prohibited. Loud disturbances such as boisterous inside or outside socializing, horn honking, loud mufflers, and racing motors of all types of vehicles are prohibited.
6. Occupancy is generally accepted at a maximum of two persons per bedroom.
7. Common areas are maintained by Sycamore and any individualization such as plants, placement of plant pots, or decorations are permissible only with written permission from the Board of Directors. Placement of patio furniture is limited to decks and patios. Any personal property outside on decks and patios must be items intended for outdoor use and must be neatly arranged. Items may not be placed in common areas without written permission from the Board of Directors. (Section 10, Page 12 of Covenants)
8. Clothes, cloths, or any material or items may not be dried or draped on outside doors, decks, deck railing, stair railings, or bushes. Rugs or other floor coverings on uncovered decks or patios must be designed specifically for outdoor use.
9. Signs are prohibited in common areas, on buildings, or visible from outside the condo. Open house signs for a unit that is for sale are allowed from Friday at 5:00 PM to Sunday 4:00 PM, to be located at the entrance of Sycamore and directly in front of the unit for sale.
10. Owners are responsible for the maintenance of (1) windows, including glass and hardware trim; (2) doors, (3) exterior lights on the unit, (4) cleaning of patios, decks, walkways, outdoor stairways, and stoops, and (5) maintaining dryer lint systems, vent systems for appliances, HVAC and plumbing.
11. Outside light fixtures that are operated by a switch from within the unit are to be maintained by the unit owner. Only approved fixtures and white, clear, or yellow bug lights are allowed. String lights are only permitted with written approval from the Board of Directors.
12. Installation of satellite dishes or other antennae requires written permission from the Board of Directors. Dish installation is allowed according to federal and state regulations, and installation location must be approved in advance in writing by the Board of Directors. The best method is on a "sled" on the deck of the unit whenever possible.
13. NC State Law prohibits grilling within 10 feet of any combustible materials, i.e. decks, patios, buildings. Grills must be removed from common area once cool (gas) or cold (charcoal), not to exceed 12 hours after grilling. Day to day storage of grills is to be at the back of condos on decks and patios or in garages. Grills may not be stored under decks. Any unit with no patio may store a grill in the common area with prior written approval by the Board of Directors. All grills must be maintained in good condition and have an appropriate cover in good condition.
14. Storage of any kind is prohibited either under or on porches and decks and to the backs or sides of units or in common areas. Firewood may only be stored outside on a rack, commercially made and specifically designed for firewood. Unit owner must have the firewood rack approved in writing by the Board of Directors in advance of placement and use. Wood must also be covered with a tarp specially designed to cover wood and rack. Decks and patios must present an orderly and neat appearance at all times.
15. All garbage is to be bagged and immediately placed inside an outdoor garbage can with a lid. The purchase of garbage cans is the responsibility of the homeowner and each unit is limited to two cans with lids. Rollout bins are not allowed and will be removed at the discretion of the Board of Directors.

16. Recycling bins may be placed at the curb after 6:00 PM the evening before scheduled pickup and must be removed from the curb by the end of the day of pickup. Bins must be stored inside the unit or on the back deck or patio - out of sight. Recycling bins may never be stored in the front of any unit or visible from the front and cannot be stored behind or with the garbage cans. Recycling bins may only be used for city-approved items left for pickup.
17. Each unit is limited by our Covenants and By-laws to a maximum of two vehicles regardless of the number of residents. Each condo has one assigned parking space. For units with a driveway, the driveway is the assigned space and the second vehicle, if any, can be parked in an unnumbered space. Units without a driveway will have one assigned, numbered parking space and may park a second vehicle in an unnumbered space. All vehicles should park in lined parking spots and observe line spacing to allow for the maximum number of cars. Only personal passenger vehicles are allowed. All motorized vehicles are to be parked in a parking space. Exceeding the two vehicle limit parked in the common area will result in a thirty-day notice. **If not corrected by the end of the thirty (30) days, excess vehicles will be towed at owner's expense and a \$100.00 fine will be levied to the owner of the unit.**
18. Vehicles parked at Sycamore must have valid license tags and must be operational. Residents must register their vehicle information, including license tag number, with the Sycamore Directory and Neighborhood Watch Chairman. This includes any vehicle changes during time of ownership or residence. Unknown, unregistered vehicles or any vehicle with expired tags are subject to towing at the owner's expense as are vehicles that are obviously not functional.
19. Because Sycamore tows unknown vehicles, any resident having a frequent visitor who parks a vehicle on Sycamore property must notify the Neighborhood Watch Captain on the court the resident lives on in order to avoid having the vehicle towed. Information needed is vehicle make and license plate number.
20. Water hoses can remain attached to spigots in warm weather and must be neatly arranged next to the building out of the grass. In cold weather, water hoses must be detached and stored out of sight.
21. Pets are limited to tame and domesticated cats and dogs, not to exceed two animals per unit. Upper units are restricted to two animals not exceeding 20 lbs. each or one animal not exceeding 40 lbs. Lower units and townhouses may have two animals not exceeding 20 lbs. each or one animal not exceeding 80 lbs.
22. Pets are to be walked for nature calls in areas around the complex perimeter only. Do not walk pets in areas immediately adjacent to any building. *Pet walkers must promptly clean up after their pets. This is a city ordinance as well as a Sycamore requirement.* Pet walkers should be prepared by carrying a plastic bag for pickup and disposal or other tool designed for this purpose. Pets, including cats, must be on a leash when outside, which is also a city ordinance. Pets cannot be left unsupervised on decks, patios, or in any common area.
23. The speed limit within the complex is 15 miles per hour and will be enforced.
24. Anything inside any unit that is visible outside the unit must be orderly and in good repair.
25. **ANY RULES VIOLATIONS WILL RESULT IN ONE WARNING, THEN A FINE OF \$25.00 TO THE UNIT OWNER. ONCE NOTIFIED OF A RULES VIOLATION, OWNERS ARE RESPONSIBLE TO NOTIFY THE PROPERTY MANAGER AND/OR THE BOARD OF DIRECTORS IN WRITING THAT THE ISSUE HAS BEEN CORRECTED; OTHERWISE, FINES WILL CONTINUE TO ACCRUE. REPEATED RULES VIOLATIONS AFTER FIRST NOTICE WILL RESULT IN A FINE BEING DOUBLED FOR EACH MONTH AND/OR SUBSEQUENT INFRACTION, NOT EXCLUDING LEGAL ACTION.**
26. Hearings concerning rules, compliance, or fines are generally held each month on the 2<sup>nd</sup> Thursday at 7:00 p.m. Location will be posted each month on the mailboxes for each court.