

IVY GLEN TOWNHOMES RULES & REGULATIONS

(Board approved on 2/9/16)

Ivy Glen Townhomes Rules & Regulations apply to all owners & residents. Owners are responsible for the actions of their quests, tenants & quests of tenants.

Owners must have an HO3 Insurance Policy on their property & provide management with a copy of insurance coverage.

Common Areas

One of the responsibilities of the Association is to maintain the appearance of the common areas.

Landscaping

Landscaping such as lawn care (e.g., mowing, over-seeding, fertilizing, etc) and tree/shrubbery maintenance is the responsibility of the Association. This work is contracted annually to a landscape maintenance firm on the basis of competitive bids and performance. Homeowners should not plant and/or remove trees or shrubs without requesting prior approval from the Board.

Homeowner Lots/Yards

Homeowners are expected to keep their lot/yard in good repair year-round. This is especially key in the Spring/Summer/Fall during the active growing season. Homeowners are expected to adhere to the following guidelines:

- Trash and garbage should be placed in the dumpster.
- Recyclables should be placed in recycle containers.
- Trash, garbage and recyclables should not be left outside of their containers.
- Yard Art and other structures are considered Architectural in nature and request for approval prior to placement should be obtained (see Architectural Control section below).

Architectural Control

Another large responsibility of the Association is to preserve the look and feel of the community. To a large extent, this is achieved through architectural control. In essence, the Board member(s) would serve as an initial point of contact and will moreover strive to fully understand the scope and approach of the requested change. Ultimately, the Board will review the request and make a decision whether or not to allow the change.

Any homeowner that makes architectural change(s) without approval, does not adhere to approval conditions, or does not properly maintain their dwelling or architectural alteration/change will be considered in violation of the Association's Architectural Control guidelines. As such, the Homeowner will be subject to the fines described below, which will continue until either 1) a change request is submitted and ultimately approved, 2) the alteration is reverted back to its previous state in the event that the change request is denied, or 3) the maintenance related issue has been rectified.

Process

Step 1: Submit a '**Request for Architectural Approval**' form, along with supporting documentation (design specs, blueprints, sketch, survey, etc) to the Management Company.

Step 2: Management Company will forward change request to Board.

Step 3: The Board may contact homeowner to discuss scope and approach of change(s) requested (and may request additional information).

Step 4: Change request will be reviewed within 30 days of receipt.

Step 5: The Board will make decision and notify Management Company.

Step 6: A Board member will contact homeowner with decision.

Step 7: Management Company will send Homeowner a copy of finalized change request which will entail any applicable conditions (in the event of any approval).

Step 8: Board reserves the right to inspect the change during and/or after completion to ensure compliance with approval.

A '**Request for Architectural Approval**' form may be obtained by contacting Messick Properties Group Inc.

Guidelines

Architectural Change Guideline examples include, but are not limited to:

- **No exterior changes are allowed.**
- Landscaping projects must be approved in advance (except for plantings themselves (e.g., trees, shrubs, flowers)).
- Yard art and other decorative notions.
- Detached buildings are not allowed under any circumstances.
- Temporary structures are not allowed (except temporary storage units, which are limited to fifteen calendar days with board approval).
- Clothes lines are not allowed.
- Satellite dishes are permitted, but cannot exceed 24 inches (or that allowed under Federal/State Statue), and out of sight from the street. The placement of the dish must be approved by the Board.

Parking/Vehicles

- Homeowners should park vehicles within the confines of their driveway and/or garage.
- Vehicles are not allowed to be parked in the yards or in green areas. Resident/homeowner's vehicles are not allowed to be parked in guest/overflow parking for more than 24 hours without permission from the Board. Guest/overflow parking is for temporary parking only.
- Overnight street parking is not allowed under any circumstances.
- Boats, commercial vehicles, trailers, utility vans, recreational vehicles, or other non-private use vehicles are not permitted on the streets or any common area of Ivy Glen Townhomes at any time.
- All vehicles must have a valid license plate.

Any vehicles that violate the above policies may be towed at the vehicle owner's expense by Dean's Towing – (336) 922-0925.

This parking oriented rule/guideline is being enacted in response to countless complaints, navigation issues, and Homeowner/Pet safety concerns.

Miscellaneous

- No loud, illegal, or offensive activity should be carried on upon Homeowner's property or Common Area(s).
- No animals, livestock, or poultry of any kind shall be kept on any lot except dogs, cats, and other household pets.
- Pets can be kept provided that at all times they are confined to the owner's lot and do not create a nuisance or safety risk to adjoining homeowners.
- All pets must be on leash in the Ivy Glen Townhome community as in accordance to the City of Winston-Salem ordinances.
- Signs within a homeowner's lot are not permitted in public view, except for 'For Rent' or 'For Sale' pertaining to the dwelling/home. Yard sale signs may be put up 24 hours before yard sale and must be taken down immediately after the yard sale is over.
- Political signs are allowed on a homeowner's lot with the following restrictions: 1) signage only allowed 90 days before and removed after election and 2) a maximum of two political signs may be displayed.
- Personal property (toys, bicycles, skateboards, scooters, trailers, etc.) should not be left in sight of street.
- Commercial activity is not allowed Ivy Glen Townhomes aside from a 'home office'. A home office is permitted as long as traffic is not generated within the community (aside from normal delivery: USPS and overnight delivery).
- Solicitation is not permitted within the community.
- Properties to be used as Single Family Dwellings only and in accordance with Federal, State, and Municipal statutes.
- Vehicles including bicycles & wheeled toys are not allowed on grassed or landscaped areas.

Fine Process

The following process will be followed when a fineable issue presents itself:

Step 1: Homeowner will be notified in writing of any issues along with necessary corrective actions and a compliance date. Homeowner may challenge issue(s) with the Board of Directors at a called hearing. The homeowner will be notified the date, time and place for the hearing. Questions should be sent through the Property Management Company. The hearing does not constitute approval of the violation.

Step 2: After the hearing, if homeowner does not comply with the request, a fine of **\$100.00** (One Hundred US Dollars) per day will be levied until the issues are resolved.

Step 3: Fines will continue until such time that Homeowner notifies Property Management Company that the issue has been corrected at which time a re-inspection will occur. If issues are resolved

satisfactorily and in accordance with Covenants and/or Rules and Regulations, fines will be suspended. If the issue(s) are found to still be in effect, legal action can be initiated as allowed by law.

Conclusion

The rules, responsibilities, and procedures outlined in this document have been established by the Board of Directors to work in tandem with the Covenants/By-Law's to ensure the ongoing financial, aesthetic, and home resale viability of the Community. The cooperation of each homeowner and resident will be mutually beneficial and greatly appreciated!

All current homeowners have previously received a copy of the Original and Amended Covenants and By-Law's. A complimentary copy will be provided to new incoming homeowners. Additional copies of these documents (Covenants, By-Laws, and Rules/Regs) can be obtained from the Management Company or on Messick Properties Group website (www.messickproperties.com).