

BROOKWOOD HOMEOWNERS ASSOCIATION RULES AND REGULATIONS 1

Effective June 2020

(HOA reserves the right to further amend these rules and regulations from time to time.)

Brookwood Garden Condominiums are for residential use only and these rules and regulations are in place in order to provide and maintain an enjoyable and safe living experience at Brookwood both for owner residents and tenant residents, and to improve and maintain the aesthetics at Brookwood, and maintain the value of the units and the community as a whole for both residential owners and landlord owners.

Additionally, many of the rules and regulations are necessarily in place so that the HOA can maintain liability insurance.

Occupants and guests shall comply with all criminal and civil laws, including with regard to actions against and behavior with others, as well as applicable city, state and federal building and housing codes, and shall conduct themselves in a reasonable manner, exercising extreme care not to disturb other residents.

I. PARKING / VEHICLES

Notwithstanding the language in Section 1 of the original covenants (which infers spaces in lots and on the street), the number of parking spaces within lots are nearly identical to the number of units.

Section 7 of the covenants permits the HOA to develop rules and regulations regarding the common areas, which include the parking lots.

The nearly 1 to 1 ratio of parking spaces within lots to units dictates that ***each unit may utilize only one parking space within their parking lot.*** Street parking is available for parking additional vehicles.

Therefore, all guests must utilize street parking and residents shall advise guests not to park in parking lots reserved for residents.

The short-term use of a parking space within a lot, if available, for delivery or pick up to or from a unit, is permitted.

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Residents are encouraged to make neighborly accommodations for those residents that must park in the lot or close to their unit due to difficulties, permanent or temporary. Please make yourself aware of those persons as you choose where to traditionally park within your lot.

No vehicle that is inoperable or with expired tags may be parked at Brookwood.

No boat, marine craft, hovercraft, aircraft, trailer, camper, truck greater than one ton in size or van/truck used for commercial/construction/business (such as vehicles equipped with visible tools, ladders, brooms, caution lights, etc.), whether licensed commercially or not (as distinguished from a van/truck used as a passenger car or with tools within), shall be parked or stored within the parking lots or streets of Brookwood Garden Condominiums.

The only exception to the above is for the purpose of loading and unloading and such a vehicle is not permitted to be parked overnight. Brookwood Garden Condominiums strictly prohibits unlicensed cars, trucks, motorbikes, mopeds and ATV's. No vehicle may be driven except on the paved portion of the street.

If there is any question regarding the parking protocol or if issues arise, or if an exception is requested due to clear availability in a lot or otherwise, residents are encouraged to contact Chris McCann at Burlington Rentals at 336-228-7368 to seek clarification or resolution.

II. PETS

Owner(s) or occupant(s) of any unit may keep dogs, cats and other household pets within the residence provided that any such animals are not kept for commercial purposes and further provided that they are kept subject to the following rules and regulations:

- No more than two (2) household pets may be kept or maintained within any residence.

Property Manager: Chris McCann at Burlington Rentals
336-228-7368 chrismccann09@gmail.com

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- No household pet shall be permitted on any portion of the common areas unless properly restrained on a leash.
- No household pet shall be left unattended on any portion of the common areas (including cats).
- No household pet shall be restrained or left unattended on any porch or outside area. Please make yourself aware of local tethering laws.
- All household pets shall be kept and maintained in compliance with all applicable North Carolina laws and the City of Burlington ordinances relating thereto.
- All pets must be properly licensed and have current required vaccinations.
- Pet feces must be collected from the common areas by the pet owner or other person responsible for the pet at that time.
- No pet shall be permitted to remain within any residence if it constitutes a nuisance (loud and persistent noise levels) or is considered vicious, a menace and/or a threat to public health and safety.
- Homeowners are responsible for any pet staying in their unit.

City of Burlington, NC Ordinance Sec. 5-25. - Nuisance. (e) It shall be unlawful for any owner and/or custodian to allow his animals to engage in excessive, continuous or untimely barking, whining or howling.

III. SIGNS

No commercial or political signs are permitted. Home for Sale signs are permitted. Small security signs are permitted if they are placed adjacent to the front porch within the flower bed.

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IV. COMMON AREAS/UNIT CONDITION

- Do not deliberately or negligently destroy, damage or remove any part of the common areas or permit any person, known or unknown by the occupant to do so.
- Plumbing, heating and other facilities are to be used in a proper and reasonable manner.
- Dumpsters are provided for residents only. Regulations for use are posted on the dumpsters. No junk televisions, furniture, mattresses, appliances, or other large debris may be left by or in the dumpsters or in any place on the Brookwood premises. Owners are responsible when tenants vacate; owners will be fined and will incur the expense of removal of any debris left by their tenants. Anyone caught illegally dumping on Brookwood property will be reported to the police.
- No open fires are permitted in common areas. Grills are permitted only in the rear area of a unit if they are used at least 10 feet away from any structure and away from any items that might be ignited. No grills shall be stored or used in the front of a unit. No fire pits or chimineas or wood storage for same are permitted. No oily rags or other combustible materials which might constitute a fire hazard are to remain on premises.
- No smoking is permitted in the hallways, porch or stoop of two-story buildings, nor within any common area (limited or otherwise) that creates a nuisance to other residents. Please dispose of smoking materials safely in an ash tray and not on the grounds or other common areas.
- All trash is to be properly disposed of in a timely manner and is not to be left in the common areas.

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- Personal belongings such as bikes, strollers, trash bags, etc. cannot be stored in the hallways of two-story buildings due to fire code regulations and should not be left in the common areas.
- Residents are encouraged to keep the rear of their units as pleasing and tidy as possible, as the rear of many units face the common areas and are visible to other residents (i.e., this is their 'view'). No trash, garbage bags, mops, mop buckets, broken pots, pots with dead plants, broken items, etc. or items that should be discarded or can be stored inside a unit or elsewhere can be routinely left or remain at the front or rear of any unit. If you need guidance in this regard, please contact Chris McCann at Burlington Rentals.
- Landlords are strongly encouraged to, and it would be appreciated if they would, routinely inspect their units to ensure that the front and rear of their units are neat and tidy and free of unnecessary debris, and provide guidance and instruction to their tenants, as well as assess the overall condition of their units (ex: broken windows, rotted window framing and doors, door jambs, and thresholds, issues in need of repair or replacement as set forth in inspections, etc.). If unnecessary debris or items not permitted under these rules are contained in the front or rear of their unit, Landlords must arrange for the removal of these items. If the HOA is required to remove and properly dispose of these items, the cost of removal and disposal will be assessed to the owner.

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Violation of any of the above rules may result in being assessed a fine of \$100.00 per day per owner in accordance with the North Carolina Condominium Act, Chapter 47C.

Please report any infractions of these rules to:

Chris McCann

Burlington Rentals and Property Management, Inc.

2280 South Church Street

Suite 205

Burlington, NC 27215 chrismccann09@gmail.com

336.228.7368

Please report any suspicious or illegal activity to the Burlington police by calling 336-229-3503 or 911.

LANDLORDS

- Landlords are to provide the property manager with the names and dates of birth of all occupants, as well as email address(es) and telephone number(s) of all occupants age 18 and over. There are instances that all residents of Brookwood need information from the HOA and in addition, we must be able to reach all residents directly in case of emergency.
- Landlords are responsible for conveying a copy of the rules and regulations as they are updated to their tenants.
- Landlords are responsible for the conduct of their tenants and will be subject to be fined for any infractions of the rules by their tenants.
- Landlords are strongly encouraged to, and it would be appreciated if they would, routinely inspect their units to ensure that the front and rear of their units are neat and tidy and free of unnecessary debris, and provide guidance and instruction to their tenants, as well as assess the overall condition of

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*****Landlords are strongly encouraged to conduct a thorough background check and credit check before renting a unit at Brookwood.*****

Homeowners are responsible for their guest(s) and it is the homeowners' responsibility to notify their guest(s) of the Brookwood HOA rules.

Homeowner/landlords are responsible for their tenant(s) and it is the homeowner/landlords' responsibility to notify their tenant(s) of the Brookwood HOA rules in place and as they are updated.

Please report any infractions of these rules to:

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