

WESTERN MANOR CONDOMINIUMS ASSOCIATION

RALEIGH, NORTH CAROLINA

RULES AND REGULATIONS

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TABLE OF CONTENTS

SUBJECTS	<u>REFERENCE</u>	
	<u>PARA</u>	<u>PAGE</u>
INTRODUCTION TO WMCA RULES AND REGULATIONS		
Explanations of Abbreviations and Terms Used in this Document.	1a	5
Authority.	1b	6
Applicability.	1c	7
Purpose.	1d	7
Comments and Suggestions for Improvements.	1e	7
GOVERNANCE OF WMCA		
WMCA Legal Authority/Documents	2a	8
WMCA BOD	2b	8
WMCA Officers.	2c	9
WMCA Committees.	2d	9
WMCA HO Meetings	2e	9
WMCA Directory of Key Personnel.	2f	10
WMCA Newsletters	2g	10
WMCA Rules and Regulations Enforcement	2h	10
WMCA Point of Contact in the Event of a Problem.	2i	11
APPEARANCE STANDARDS OF FACILITIES		
Aesthetic Criteria	3a	11
Aerials, Antennas, Cables, Electronic Devices, Satellite Dishes, and Wires.	3b	11
WMCA RULES & REGULATIONS (1-1-88)		1

TABLE OF CONTENTS (CONTINUED)
 SUBJECTS

REFERENCE
 PARA PAGE

Clothes Lines	3c	12
Dumpsters/Garbage/Trash.	3d	12
Exterior Lighting.	3e	12
Fences and Gates	3f	12
Firewood	3g	12
Grounds/Driveways/Parking Areas.	3h	12
Patios and Patio Overhangs	3i	13
Porches.	3j	13
Window Treatments.	3k	13

ARCHITECTURAL CONTROL

General Instructions Concerning Exterior Changes to Condos.	4a	14
Fence Gate Specifications for Which Prior Approval is Waived.	4b	15
Exterior Storm Window Specifications for Which Prior Approval is Waived	4c	16
Storm Door Specifications for Which Prior Approval is Waived.	4d	16
Requests for Approval to Make Exterior Changes	4e	16
Responsibilities of HOs for Approved Exterior Changes	4f	18

COMMUNITY WATCH

Resident Co-Protection	5a	18
Notification of Police/PMA	5b	18

EXTERIOR MAINTENANCE

Exterior Maintenance Defined	6a	19
Overall Responsibility of WMCA and HOs	6b	19
Exterior Painting and Color Selections	6c	20
Questions and Problems Relating to Exterior		

**TABLE OF CONTENTS (CONTINUED)
SUBJECTS**

**REFERENCE
PARA PAGE**

Maintenance	6d	20
WMCA Exterior Maintenance Responsibilities	6e	20
HO Exterior Maintenance Responsibilities	6f	22
HOMEOWNERS' RESPONSIBILITIES AS MEMBERS OF WMCA		
Administrative	7a	23
Financial	7b	23
Interior Maintenance	7c	26
Exterior Maintenance	7d	27
Leasing Condos	7e	27
INSURANCE		
WMCA Responsibilities	8a	29
HO Responsibilities	8b	29
LANDSCAPING AND GROUNDS CARE		
Landscaping	9a	29
Lawn Care	9b	29
Patio Areas	9c	30
Vehicles on Common Grounds	9d	30
PARKING		
Assigned Parking Spaces	10a	30
Illegal Parking Areas	10b	31
Parking for Vehicle Repairs	10c	31
Parking of Boats, Campers, Recreational Vehicles, and Trailers	10d	31
Towing of Vehicles	10e	31
PEST CONTROL AND TERMITE PROTECTION		
Pest Control	11a	32
Termite Protection	11b	32

TABLE OF CONTENTS (CONTINUED)
SUBJECTS:

REFERENCE
PARA PAGE

PETS

HO Approval Required	12a	32
Pet Size Restriction	12b	32
Pets Use of Common Grounds	12c	32

RECREATIONAL FACILITIES

Sun Garden	13a	33
Swimming Pool.	13b	33

SIGNS

Signs Authorized.	14a	35
Signs Not Authorized.	14b	35

SOCIAL ACTIVITIES

Public Order.	15a	35
Notification of Neighbors Concerning Impending Parties	15b	35
Notification of Non-Resident Guests Concerning Parking	15c	36

TAXES

WMCA Responsibilities	16a	36
HO Responsibilities	16b	36

WMCA PROPERTY MANAGEMENT AGENT

PMA Services Provided to WMCA	17a	36
PMA Services Available to HOs	17b	36
PMA Identification.	17c	37

1. INTRODUCTION TO WMCA RULES AND REGULATIONS

a. Explanations of Abbreviations and Terms Used in this Document. In order to avoid the repetitious use and/or repeated definition of certain lengthy abbreviations and terms used throughout this document (e.g. Western Manor Condominiums Association verus WMCA), the following explanations apply:

ABBR/TERMS EXPLANATIONS

- abbr abbreviation.
- ACC Architectural Control Committee. (The ACC assists the President and Board of Directors in the control of the aesthetics of the Western Manor Condominiums by reviewing all homeowners requests for approval to change the exterior appearance of their unit condos.)
- BOD Board of Directors (of the Western Manor Condominiums Association). (The BOD consists of five individuals elected by the homeowners to govern the Western Manor Condominiums..)
- BR bedroom
- condo condominium
- e.g. for example
- facilities ... Buildings, driveways, dumpsters, fences, gates, grounds, patios, patio overhangs, porches (i.e. front of buildings only), storage rooms, sun garden, swimming pool, utility connections (i.e. cable TV, electrical, sewer, telephone, water).
- HO Homeowner.. (The individual who purchases a

condo.)

i.e. that is

para paragraph

PMA Property Management Agent. (The PMA is a company hired by the WMCA to manage its day-to-day business affairs in accordance with instructions from the BOD.)

resident An individual who lives in a WMC. (A resident may be the HO or a tenant/renter who leases the condo.)

WMC Western Manor Condominiums. (The WMC complex is a residential community consisting of 18 buildings with 86 condos (i.e., 64 2-BR units, 20 3-BR units, one office unit, and one storage unit), each owned by an individual HO. The WMC complex is located on Champion Court, off Avent Ferry Road, in Raleigh, NC.)

WMCA Western Manor Condominiums Association. (When you purchase a WMC, you automatically become a member of a homeowners association called WMCA which governs the WMC complex under the authority granted in certain legal documents identified elsewhere in this document.)

b. Authority. The authority under which these WMCA Rules Regulations are established is stated in Section H of the By-Laws of WMCA. This document (i.e., WMCA Rules & Regulations) is

one of four legal documents (identified in paragraph 2a, this document) which govern the WMCA.

c. Applicability. This document is applicable to all residents/HOs as stated in paragraph (19) of the Declaration of WMC.

d. Purpose.

(1) The purpose of these rules and regulations is to make living at WMC as pleasant and comfortable as possible for the HO/resident. Guidance required to effectively manage the WMCA that either is not addressed or not adequately addressed in the "Declaration", "Articles of Incorporation", or "By-Laws" of WMC is stated in this document.

(2) The HOs/residents consciously or unconsciously determine the image of our facilities in the eyes of the public. Our image affects the public's desire to own or rent a WMC. Everything possible must be done to maintain and/or enhance the value of the HOs collective investments. To achieve and maintain a good public image, we must (a) ensure that our facilities remain attractive through adequate maintenance and repair/capital replacement programs, and (b) ensure that our residential community standards of living are based upon common sense values of decency, fairness, neighborliness, and pride.

e. Comments and Suggestions for Improvements. An effectively managed residential community requires that all participants (i.e., WMCA, BOD, HOs, residents, PMA, public) live/work together in a harmonious and cooperative manner. It is the desire of the BOD that the most reasonable and effective

rules and regulations be established. Therefore, your comments/suggestions for improvements are welcomed. Please submit your input in writing to the President of WMCA in care of our PMA.

2. GOVERNANCE OF WMCA

a. Legal Authority/Documents.

(1) When you purchase or lease a WMC, you become a part of a residential community that is governed under the legal authority prescribed in the following documents:

(a) Declaration of WMC (i.e., Covenants, Conditions, and Restrictions), dated July 6, 1984.

(b) By-Laws of WMCA, dated July 6, 1984.

(c) Articles of WMCA, dated July 10, 1984.

(d) Rules and Regulations of WMCA, dated January 1, 1988.

(2) The HO should have received a copy of these documents upon closing purchase of their condo. Our PMA can provide additional copies of these documents for the cost of photocopying (and postage when required).

b. WMCA BOD. The BOD is the governing body of WMCA and has the responsibility for: (1) making decisions concerning the raising and expenditure of funds, (2) approving contracts for work done for WMCA, and (3) establishing and enforcing rules and regulations of WMCA. The BOD is composed of five elected members who must be HOs. Terms of the BOD members are for three years and are staggered so that at least two expire

each year. The BOD meets on the second Tuesday of each month. HOs may attend the meetings of the BOD, but voting is limited to its elected members. A HO may have an item placed on the agenda for the BOD by contacting the president, in writing, before the meeting.

c. WMCA Officers. The WMCA officers consist of the President, Vice-President, Secretary and/or Treasurer. The President presides over the association meetings and the BOD meetings.

d. WMCA Committees. The BOD has established several committees to assist the WMCA with its responsibilities. There are standing committees responsible for architectural control, buildings and ground, finance, security, and swimming pool. Occasionally, ad hoc committees are appointed to study a specific problem. Each year the BOD appoints committee chairpersons who in turn select the members of the committee. A member of the BOD is assigned liaison responsibility with each of the committees. If anyone is interested in working on any committee, contact the chairperson shown on the WMCA Directory of Key Personnel. This is a good way to get involved in the WMCA.

e. WMCA HO Meetings. An annual meeting of the WMCA HOs is required to be held at 8:00 PM on the 4th Thursday in January each year at an announced place. A summary of the expenses incurred in the previous year and the budget for the upcoming year are presented along with other information of interest to the HOs. Also, an election is held to fill the expired terms of

individuals on the BOD. A HO is entitled to one vote for each condo owned. As needed, special HO meeting will be held in addition to the annual meeting to discuss urgent matters.

f. WMCA Directory of Key Personnel. WMCA periodically publishes and distributes a WMCA Directory of Key Personnel to HOs/residents. This directory identifies the names, telephone numbers, and positions of responsibility in WMCA. Also, the name, address, and telephone numbers of our PMA are listed.

g. WMCA Newsletters. WMCA periodically publishes and distributes WMCA newsletters to HOs, and when appropriate, to residents. These newsletters contain information on matters of interest, such as upcoming events and actions taken by WMCA. It is published on an "as needed basis". HOs/residents may submit items for publication to WMCA in care of our PMA. Items should be of interest to all HOs.

h. WMCA Rules and Regulations Enforcement. The success of WMCA's effort to maintain desirable residential community living standards are dependent in part to the conscientious enforcement of WMCA Rules and Regulations by the BOD, HOs, residents, and PMA. Occasionally, it becomes necessary for the BOD to take special action to enforce the rules and regulations of WMCA, such as those pertaining to parking, proper garbage disposal, prompt replacement of missing window screens, etc. The BOD is empowered to suspend recreational privileges and voting rights in the case of those who disregard rules and regulations after a request for compliance has been made. As a

final resort before the initiation of legal action, the BOD may impose fines ranging from \$5.00 to \$25.00 which may be repeated if violations continue. HOs are responsible for the actions of their dependents, guests, and renters.

i. WMCA Point of Contact in the Event of a Problem. If a problem arises which falls within the general responsibilities of the WMCA, it is suggested that you first call or write our PMA. If you are not satisfied with the response you receive, your next recourse is to contact the chairperson of the applicable standing committee, or the member of the BOD who has been assigned liaison responsibility for the committee which covers your area of concern. Beyond that, the matter may be called to the attention of the President of WMCA. Responsible individuals of WMCA are listed in the WMCA Directory of Key Personnel. Correspondence should be submitted to WMCA in care of our PMA.

3. APPEARANCE STANDARDS OF FACILITIES

a. Aesthetic Criteria. In order for the WMC community to maintain a good public image, it is essential that certain aesthetic criteria be heeded by all residents. A list of such criteria is outlined below.

b. Aerials, Antennas, Cables, Electronic Devices, Satellite Dishes, and Wires. Aerials, antennas, cables, electronic devices, satellite dishes, and wires are not permitted on the exterior sides/patio overhangs of a condo. Components of an intrusion detection device (i.e., burglar alarm) that have to be

mounted outside the condo, must be installed in an unobtrusive manner and not easily seen by passing residents/public.

c. Clothes Lines. No clothes lines are permitted on common grounds. Clothes lines erected within the fenced-in patio areas must not be seen by passing residents/public..

d. Dumpsters/Garbage/Trash. Residents are requested to throw their disposable items into the dumpsters, and not leave anything (e.g., beds, bookcases, boxes, furniture, garbage, mattresses, trash, etc.) on the ground outside the dumpsters. The WMCA has to dispose of such items at additional expense. If you can't put it in the dumpster, don't leave it. Further, residents are requested not to throw trash on top of the dumpsters and to pick up anything spilled on the ground.

e. Exterior Lighting. Use only white light bulbs for exterior lighting.

f. Fences and Gates. Residents will not use fences as clothes lines or to store items inside the wood slats.

g. Firewood. Where applicable, firewood will be stacked within the HO's fenced-in patio area and not outside on the common grounds..

h. Grounds/Driveways/Parking Areas.. All residents are requested to assist in the control of trash on our grounds/driveways/parking areas by: (1) being consciously aware not to throw trash on the grounds, and (2) picking up trash as you move about our facilities. The assistance of our residents coupled with the weekly service of our lawn