

**Elizabeth Townes**  
**Homeowner's Association**  
**Owner's Handbook**

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**Note:** The Acknowledge Form must be signed by all homeowners & tenants, and returned to CAMS

## Important Contact Information

### Charlotte:

Ambulance, Medical, Fire, Police, Security	Emergency: <b>911</b> Non-Emergency: <b>311</b>
City or County Information	Visit: <a href="http://www.charmeck.nc.us">www.charmeck.nc.us</a> Call: <b>311</b>
Water Department	Call: <b>311</b>
Animal Control, Charlotte-Mecklenburg	Call: <b>311</b>
Carolina Lift Stations	Call: <b>1-888-241-1096</b>
Duke Energy (24-hour customer service)	Visit: <a href="http://www.duke-energy.com">www.duke-energy.com</a> Call: <b>1-800-769-3376</b>
Poison Control	Call: <b>1-800-222-1222</b>
Sheriff (Mecklenburg County)	Call: <b>704-336-2543</b>
NC One Call Number (to identify underground utilities)	Call: <b>1-800-632-4949</b>
K&S Sanitation Services	Call: 704-549-1451

### Property Management Company:

CAMS Management	Email: <a href="mailto:cscharlotte@camsmgmt.com">cscharlotte@camsmgmt.com</a> Call: <b>704-731-5560</b>
CAMS After Hours Emergency Line	Call: <b>704-334-5207</b>
CAMS Website:	Visit: <a href="http://www.camsmgmt.com/elizabethtownes">www.camsmgmt.com/elizabethtownes</a>

Elizabeth Townes:

Community Website	Visit: <a href="http://www.elizabethtownes.com">www.elizabethtownes.com</a>
Other:	Friend 'Elizabeth Townes Neighborhood Happenings!' on Facebook!

## **Preface**

This Handbook provides information about practices and policies at Elizabeth Townes. Residents should become thoroughly familiar with the Handbook, as well as the “By-Laws of Elizabeth Townes Homeowners Association” (referred to in this Handbook as the “By-Laws”) and the “Declaration of Covenants, Conditions, and Restrictions for Elizabeth Townes” (referred to in this Handbook as the “Covenants”). Residents are responsible for assuring that their lessees and guests are aware of and comply with all applicable policies, rules, and regulations.

The “By-Laws” contain information regarding ownership, elections, general rules, assessment procedures, and the powers and duties of the Board of Directors.

The “Covenants” focus on the property rights, architectural control, and use restrictions.

If you were not given a copy of these important documents at closing, you may obtain copies from the Property Management Company or view them on the website.

Adherence to the policies, rules, and regulations in this Handbook, and to the By-Laws and Covenants, combined with a spirit of consideration and willingness to work together, promotes the kind of community in which all residents are happy to live.

## **Leases at Elizabeth Townes**

1. The homeowner of the unit is responsible for providing his/her tenants with the rules and regulations of the Association.
  - a. The homeowner must provide CAMS with tenant information, such as name, phone number, and email address. This allows CAMS to provide an electronic copy of the Handbook to the renter. The acknowledgement form of the hard copy of the Handbook must be signed by both the homeowner and the tenant, and then forwarded to CAMS.
2. Tenants are to abide by the same rules and regulations as the homeowners.

3. Homeowners are responsible for any damages caused by their tenants.
4. Homeowners are to inform the Property Management Company as to the identification of their tenants each time their unit is leased. This is extremely important in order for the HOA to communicate effectively with homeowners and tenants.
5. Homeowners forfeit their use of all facilities at Elizabeth Townes to the tenants when they lease their unit.

## Reporting Violations

Any residents wishing to report the violation of a Covenant, By-Law, or Rule or Regulation should do so to the Property Manager. A report should contain sufficient information to allow the Property Management Company to contact the Owner or Occupant involved to aid in resolving the situation identified.

Violations are addressed in the following manner:

- First time offense - Verbal or written courtesy notice
- Second offense - Written violation notice
- Third offense - Hearing
- Fourth step - Arbitration and mediation
- Final step - Court (if necessary)

## The Property Manager

A Property Management Company has been hired by the Association for day-to-day management of Elizabeth Townes. Please refer to the [Important Contact Information](#) page of this handbook for the name and contact information of the company.

The duties of the Property Management Company include:

- Accounting Services
- Collecting Homeowner's dues
- Mailing overdue notices
- Managing agents hired to maintain the pool, perform landscape maintenance services, and other common property repair and maintenance
- Handling violation notices
- Coordinating ARC approvals and responses
- Providing direction and counsel to the Board of Directors

**Contact the Property Manager in the event of any property emergency or to answer any questions related to the Homeowners Association. The Property Management Company has a 24-hour answering service for emergencies.**

Submit work orders through the Property Management Company website:

[www.camsmgt.com/elizabethtownes](http://www.camsmgt.com/elizabethtownes).

## **Monthly Dues**

Each townhome is assessed monthly for the operation of the Homeowners Association. This assessment covers outdoor lighting, common area & structure, fire & casualty insurance, lawn care, exterior roofs, swimming pool operation, roll out trash service, and general maintenance as provided in the DCC&R. Each year the board can automatically raise dues by 5 percent without requiring the vote of residents.

The dues are payable on the first of each month. Dues can be paid either online or via a check. Online payments should be made through the Property Management Company website. Otherwise, checks should be made payable to Elizabeth Townes Homeowners Association. Please be sure to include your payment coupon or other identification with your check so that your payment can be accurately credited.

## **Delinquent Payments**



**A LATE FEE OF \$15.00 IS ASSESSED ON THE 15<sup>TH</sup> DAY OF THE MONTH FOR ANY UNPAID DUES.** An additional \$15.00 per month is assessed until all overdue amounts are paid. Any account two months overdue is subject to legal action through the Court System. Attorney's fees are added as part of the lien. Any unit that remains in this delinquent status is subject to the loss of the Common Area privileges and/or being sold through foreclosures as stated in the DCC&R.

## **Financial Statement and Audits**

Monthly financial statements are available to any homeowner upon request. The HOA Board reviews the financial statements on a monthly basis.

Per the By-Laws of Elizabeth Homeowner Association, Article VIII, Section 8, d: "The treasurer shall...cause an annual audit of the association book to be made by a public accountant at the completion of each fiscal year."

## **Record of Ownership**

Homeowners should inform the Property Management Company of pending sale of a unit prior to the closing date. In this way, the financial status of all units can be kept up-to-date.

In accordance with the By-Laws and Covenants, the Property Management Company will maintain a list of all townhome owners.

## **Board of Directors**

The Board of Directors' responsibilities are outlined in the By-Laws. Contact the Property Management Company for a list of current HOA Board Members. Refer to the By-Laws for further information.

The Board of Directors fulfills the following roles:

Architectural Control Committee:	<i>Evaluate homeowner requests for exterior property changes</i>
Landscaping/Maintenance Committee:	<i>Walk property for maintenance and landscaping issues the HOA Board needs to address</i>
Social/Newsletter Committee:	<i>Publish/distribute periodic newsletters to residents, plan community social events, and welcome new homeowners</i>
Nominating Committee:	<i>Solicit potential candidates for vacant HOA Board positions or those up for re-election</i>

## **Maintenance**

Common area’s maintenance and repair work is handled on a job-to-job basis under the direction of the HOA Board.

If you know of repair work or maintenance that should be done on the common townhome property, please contact the Property Management Company via a work order on the website. The Board of Directors establishes priorities for repair jobs on the recommendation of the Property Management Company in conjunction with the Architectural Control Committee.

## **Association Responsibilities**

The Association is responsible for the exterior of units including siding, roofs, private streets, sidewalks, and ground maintenance.

## **Homeowner Unit Responsibilities**

Homeowners are responsible for the doors and windows of their units, including frames, glass, locks, and screens. Homeowners are responsible for the installation and maintenance of gutters. If you have any questions, please refer to your copy of the Covenants.

## **Exterior Insurance - Fire and Casualty**

The Homeowners Association maintains a fire and casualty insurance policy to cover the buildings and common area.

Claims: IN CASE OF AN INCIDENT, PLEASE NOTIFY THE PROPERTY MANAGEMENT COMPANY. Claims and invoices should be coordinated with and mailed to the Property Management Company.

## **Interior Insurance - Personal Property**

Each Resident is responsible for obtaining a homeowners policy (type HO-6) for his/her furnishings and other personal property. Homeowners should check their individual policy to make sure it covers all their belongings not covered by the master policy including upgrades, and if seepage and leakage from another unit is included. This is to make sure you are properly protected.

## **Changes in Rules & Regulations**

The Board of Directors may, in accordance with the By-Laws, alter, amend, revoke, or add to these Rules and Regulations for the care, cleanliness, and preservation of safety and order in Elizabeth Townes , or for the protection of the reputation thereof. When given to any resident, the changes shall have the same force and effect as if originally made a part of these Rules and Regulations.

The Board of Directors has given the Property Management Company certain authority for the enforcement of these Rules and Regulations. These Rules and Regulations will remain in full force and in effect unless amended or revoked by the Board of Directors.

## Pets

Elizabeth Townes complies with the Charlotte-Mecklenburg Animal Control [Ordinance Laws](#)

1. To maintain the quality, value, and look of the community, pets are not allowed to urinate on shrubs and small trees (as the acid will kill them) or mailboxes. The pet owner will be liable for the cost of replacement.
2. Do not tie animals outside the unit or keep them on patios, balconies, or decks.
3. Any animal trained for attack is considered vicious and is not allowed in Elizabeth Townes. Dangerous dogs should be reported to Charlotte Mecklenburg Animal Control (see [Important Contact Information](#) page).
4. No animal, livestock, or poultry of any kind shall be raised, bred, or kept on any part of the property. Dogs, cats, and other household pets may be kept by residents in their respective units, provided these pets are not kept, bred, or maintained for commercial purposes; meet the requirements of these Rules and Regulations; and do not endanger or unreasonably disturb the community.
5. Visiting pets must also abide by Pet Rules.
6. Owners shall not house a pet in any constructed type of pen, enclosure or other structure either attached or adjacent to their home or anywhere on their lot.
7. Any violation of these regulations may result in the Animal Control Unit being called and the animal being removed from the property.
8. **Residents wishing to file a complaint should contact Animal Control, not the Property Management Company.**

## Leash Laws

The following is from the Charlotte-Mecklenburg Animal Control [Leash Laws](#) webpage:

- “The City of Charlotte and Mecklenburg County have strict leash laws that apply to all animals except cats (see the nuisance animal section for laws pertaining to cats).

- Animals must be on a leash, contained within a fence or an operable and marked invisible fence. The invisible fence company should give owners a sign to place at the mailbox to indicate that there is an invisible fence present.
- An animal may be loose in its own yard if there is an adult (18 years or older) immediately next to the animal and the animal responds to direct verbal commands of the person.
- ALL dog owners that take their dogs for walks in their neighborhoods and/or in public parks (not designated as a dog park) are required to keep their dogs on leash and under physical restraint at ALL TIMES. Please note that having the leash in your possession and not attached to the dog is not considered having the dog on a leash and you will still be subject to a fine.
- All regulations aim to protect the health and safety of our citizens. Please be a responsible pet owner and abide by the law. Violations will be investigated and stiff fines may be applied. Fines range from a \$50.00 citation for the first violation and up to a \$500.00 citation and permanent seizure of the animal for a fifth violation.
- To report an animal at large, please call 311. Please note that it could take up to 4 hours for an officer to respond. Any information about where the owner lives would help greatly.
- Owners that have not been in violation before, or dogs that are not visibly seen loose by an AC&C [Animal Care and Control] Officer will receive a warning citation before violation citations will be written.”

## **Nuisance Animals**

The following is from the Charlotte-Mecklenburg Animal Control [Nuisance Animals](#) webpage:

“Ordinance reads that it is unlawful for any person to own or maintain an animal in such a manner to cause a public nuisance. Examples of situations which would constitute a nuisance are:

- Having an animal which disturbs the rights of or threatens the safety of a member of the general public, or interferes with the ordinary use and enjoyment of their property.
- Allowing an animal to damage the property of anyone other than its owner.

- Maintaining animals in an environment of unsanitary conditions which results in offensive odors.
- Allowing or permitting an animal to bark, whine, howl, crow or cackle in an excessive, continuous or untimely fashion so as to interfere with the reasonable use and enjoyment of neighboring premises.
- Failing to confine a female dog in heat.
- Failing to remove feces deposited by a dog on any public street, sidewalk, gutter, park or other publicly owned or private property unless the owner of the property has given permission allowing such use of the property. Dog waste is raw sewage. Roundworms, E. coli, and Giardia are just a few of the many harmful microorganisms that can be transmitted from pet waste to humans. Some can last in your yard for as long as four years if not cleaned up. Children who play outside and adults who garden are at greatest risk of infection. Pet waste is one of the causes of bacterial contamination of streams in Mecklenburg County.
- The solution is safe and easy: **1) Scoop the poop, 2) put it in a plastic bag, 3) place it in the trash, and 4) wash your hands.**

Please note the following:

- AC&C's response to first time complaints will be to notify the owner by mail that we received a complaint concerning their animals and recommendations to remedy the situation. If future calls are submitted, an officer will be dispatched to evaluate the validity of the complaint.
- An AC&C officer must see or hear the violation when they respond to take any kind of civil action.”

## Exterior Maintenance

1. No exterior alterations are allowed without written permission from the Board of Directors. No attachments, awnings, enclosures of any type are allowed without permission. Any unapproved alterations will be removed at the expense of the owner. Forms are available from the Property Management Company.

2. No unit owner, his/her employees, agents, or guests will mark, paint, drill, or in any way deface any exterior walls, doors, shrubbery, or grounds.
3. No signs, plaques, or any other commercial signage may be installed outside the unit with the exception of security signs.
4. As roofs are common elements, no repairmen, owners, guests, nor any other persons will be allowed on the roof of any building without written permission, and owners will be held liable for any damages to the roof system resulting thereof.

## **Common Area**

The intention of these regulations is to promote and preserve the curb appeal and value of the community and each individual unit. No activity or condition shall be allowed that will cause embarrassment, discomfort, or annoyance to other residents. Every owner and tenant in Elizabeth Townes shall prevent any unclean, unhealthy, unsightly, or unkempt condition to develop on his or her property. The Board of Directors and Property Management Company have the right and responsibility to give notice of nuisances and inadequately maintained properties, and to correct the conditions of the outside property.

1. Towels, linens, and such similar items may not be hung so as to be visible from the outside of the units.
2. The sidewalks, entrances, and passages should not be obstructed by the unit owners/tenants, or used by them for any purpose other than entering and exiting. Flowerpots are allowed, so long as the sidewalk remains passable.
3. Bicycles, lawn chairs, and other articles of the kind are not permitted to remain on the common area, except when in use.
4. Please avoid any actions that prevent grass from growing. Driving, biking, and heavy foot traffic will result in unsightly yards and common areas.
5. Parking of vehicles is not permitted on the grass.
6. Fences, enclosures, personal play equipment, or structures of any kind cannot be erected or placed upon the common area.

7. The sidewalks, entrances, and front and backyards must be kept free from rubbish, bicycles, baby carriages, boxes, or any other articles which will obstruct access to and maintenance of the grounds or distract from the appearance of the lawns, courts, and strolling areas.
8. All grills are restricted to the rear of units.
9. Pots must be in good condition and aesthetically pleasing. Only live plants are permitted in pots. Vegetable gardens are permitted within fenced-in backyards only.
10. Permanent fixtures cannot be adhered to trees. .
11. Permanent decorative items should be placed in an area close to the home. Holiday decorations should stay in the property lines of the unit and must be removed within a reasonable time (e.g., 30-days).

## Exterior Alterations Guidelines

### Fences

#### Goals

- To maximize the amount of property a homeowner can fence in, without adversely affecting the common area maintenance or interfering with cross easements along the rear of all properties
- To keep a consistent look to all fences constructed

#### Standards

- All fences must be approved by the HOA Board *prior* to construction
- All homes are entitled to construct fences 11 feet out from the predominant rear building line of their unit. The predominant rear building line is defined as the rear wall of the unit having the greatest length. In some units there is only one building line, while others have town building lines due to building offsets
- Fences must be 6 foot shadowbox style privacy fences



- Tops of fences should be as level as possible. Minor dips (<1 foot) in the property should be resolved at the bottom of the fence. If the property is graded up or down, the top of the fence can reflect the grade at a consistent angle but should not contour to the ground.
- Fences cannot be constructed past the side of the building
- Fences must remain within property lines
- If a side of a fence is to be shared by two neighbors, a written agreement signed by both homeowners must be submitted for approval to the HOA Board outlining the maintenance responsibilities for the shared fence, as well as what will happen if one neighbor decides to remove their fence
- Fences should go straight back from the sides of the unit
- If an obstruction exists, such as air conditioner units or gas meters, every effort should be made by the homeowner to have these items moved to accommodate the fence
- If items cannot be moved and are close to the building, the fence may be angled such that the obstruction is accessible by the owner responsible for the obstruction
- Upon approval, fences can extend past the 11 feet as long as it will leave 5 feet between the fence and any obstructions, such as natural area for landscaper access to other properties, as well as cross-easements in the rear of all properties. Under no conditions can a fence extend past the property line
- All fences must be even across the back of the unit. Future fence approvals should allow the other units to bring their fences out even with the approved fence
- Post tops should match the post tops of existing fences for the building. If no fences have been constructed or constructed fences have no post tops, then no post tops should be approved for the building
- A clear-coat protectant (no colored stains) may be used on the fence and is recommended
- The removal of existing fences must be approved by the HOA Board

## **Flowerbeds**

### Goals

- To allow individuality in existing flowerbeds, while keeping the overall look of the community consistent with the original plan
- To keep HOA maintenance responsibilities in check
- To maintain accessibility for landscaper maintenance of grounds

### Standards

- New flowerbeds may be created along the sides of the homes on the edges of the buildings, around patios, screened in porches, fences, and the front yard area next to the unit
- Beds cannot extend more than 3 feet out from the side of home/structure
- Vegetables may not be planted in flowerbeds (except within approved privacy fences)
- No trees may be planted in the beds: only flowers and small shrubs
- Bedding must match the bedding of the existing visible flower beds
- Maintenance of flowerbeds is the responsibility of the homeowner
- Beds must be located entirely on the homeowner's property. If your fence comes out to the edge of your property, then you may not add a flowerbed along that part of the fence since it would be located on the common area
- Any damage to the home resulting from the creation/maintenance of beds is the responsibility of the homeowner (e.g., moisture damage)
- No new trees may be planted anywhere on the property without the approval of the HOA Board
- New shrubs and flowers may be planted in existing flowerbeds, but will be the responsibility of the homeowner to maintain
- Any shrubs originally planted by the HOA that are moved by the homeowner become that homeowner's responsibility to maintain
- If any homeowner fails to maintain any changes he/she has made, the HOA may remove the change and restore the property to its original condition at the cost of the homeowner
- Bedding may be changed; however, please note, if a homeowner changes from pine straw, then the maintenance of the new bedding becomes his/her responsibility. Also, the same bedding should be used throughout all externally visible flowerbeds on the individual property
- Flowerbeds edging requires submission of an ARC

- Homeowners may not plant in flowerbeds on common area

## **Satellite Dishes, Antennas, and Solar Panels**

### Goals

- To allow 18" satellite dishes
- To control placement of dishes in order to avoid unsightly installation
- To release HOA from responsibility for damage resulting from installation

### Standards

- No approval is necessary if the installation meets the standards below
- No satellite dishes over 18" in diameter are allowed
- Only one dish per unit
- Satellite dishes must be mounted on the rear of rooftops, as close to the bottom as possible
- Any damage resulting from dish installation is the responsibility of the homeowner
- The homeowner is responsible for the temporary removal of a dish, if it interferes with the necessary maintenance of the building
- No Television antenna or any other type of antenna for the operation of a radio may be located on the exterior of any unit.
- No Solar panels may be placed or maintained on any roof plane.

## **Patio Coverings**

### Goals

- To maximize the space a homeowner can enclose
- To keep the rear patio coverings consistent

## Standards

- Must be approved *prior* to construction by an ARC request containing a complete description, architectural drawing, and approval by Mecklenburg County
- Can enclose a total of 11 feet out from predominant rear building line of unit (this is 3 feet past the original concrete patio)
- Roof must be angled to allow for water runoff
- Same color/style of siding must be used where necessary
- Look must be consistent with current patios constructed on the community
- No building-attached awnings allowed

## **Decks**

### Goal

- To keep decks consistent in look and location

### Standards

- All new decks or extensions, including gates and steps, must be approved by an ARC prior to construction
- No new decks may be constructed unless they are within an approved fence and not externally visible.
- Existing decks may be extended to a maximum of 11 feet from predominant rear building line (usually an additional 3 feet)
- Extensions must look identical to the existing deck
- Gate and steps may be added to decks
- Decks installed by a homeowner are the responsibility of the homeowner to maintain, as to not increase the financial burden on the community as a whole

## **Storm Doors**

### Goals

- To allow storm doors
- To maintain a consistent look throughout the community

### Standards

- Do not need to be approved, but must meet standards
  - Because storm doors are the responsibility of homeowners, the Board does not need an ARC submitted for approval.
  - Storm doors not compliant with these standards as of the 2/15/2016 effective date are considered grandfathered.
- White trim with brass fixtures
- Full glass and/or full screens are permitted

## **Moving Truck Procedures**

An owner is required to submit an ARC Application where there is a plan to use any moving truck or POD, which would be on premises overnight. Please provide the contact information for your moving company along with the contract. Contracts should state the moving company's responsibility to remove the truck or POD from Elizabeth Townes property in a timely manner.

## **Fines for Non-Compliance**

Failure to correct violations of the Exterior Alteration Guidelines in a timely manner may result in fines of \$25 per day per violation until the violations are corrected. Repeat violations may result in fines up to \$100 per day per violation.

## Interior Maintenance

1. Maintenance and repair of the entrance doors and locks, garage doors, frames, windows, and latches are the responsibility of the unit owner.
2. The unit owner is responsible and will pay for any damages or waste resulting from stoppage in the plumbing pipes as a result of misuse or neglect. The unit owner shall reimburse the Association on demand for the expense incurred due to waste or the repair or replacement of any such equipment.
3. Should any adjacent unit incur damage as a result of negligence by a unit owner (or his/her tenant), that unit owner will be held responsible for the cost of all repairs to the damaged unit.
4. Smoke detectors are required by our insurance company. Carbon Monoxide detectors are required by the City of Charlotte. Their installation and maintenance are the unit owner's responsibility.

## Frozen Water Pipes

Prolonged outside temperatures below freezing can result in frozen water pipes if precautions are not taken by homeowners. The precautions include, but are not limited to:

1. Maintaining the heat in your unit at 55 degrees F or higher at all times. Insurance policies will not cover damages from frozen pipes if the heat has been turned off in the residence. PLEASE DO NOT TURN OFF YOUR HEAT! It could result in your personal liability for damages it may cause.
2. Running (dripping) water from all inside faucets on occasion to prevent standing water from freezing.
3. Informing neighbors when you will be out of town during the cold weather months and leave a key with the neighbors so they can periodically check your pipes.
4. If the unit will be vacant during the winter months, cutting off the main water supply and drainpipes by opening all faucets in the kitchen and baths.

5. Shutting off all outside faucets to insure that these pipes will not freeze. (See next page for instructions)
6. Notifying the Property Management Company if you feel a unit is subject to frozen pipes and should be checked.

## **Water Turnoff Procedures**

Each model differs in outside valve location. However, all models have one master valve located in the garage. All water Shut-off valves are “on” when parallel with pipes and “off” when at a right angle to the pipe.

**REMEMBER:** All plumbing, including sewer and the underground drainage system, within the townhome (to a point 5” from your outside walls) are the responsibility of the homeowner.

## **Trash / Garbage / Recycling**

Garbage service is supplied to each unit on an individual basis.

1. No article larger than a household garbage can should be placed in containers.
2. Furniture, mattresses, building materials, etc., require special pickup. This must be obtained by calling the trash collection company.
3. Anyone depositing anything other than household garbage will be charged for the removal of these articles from the property. The collector will not empty the container if he/she sees anything other than garbage.
4. Cans are emptied every Thursday. If a holiday falls on or before the regular day, cans are emptied on Friday. The following holidays affect trash pickup day:
  - New Year's Day
  - Independence Day
  - Thanksgiving
  - Christmas Day

5. Trash Containers should be brought to the curb no earlier than 6:00 PM the night before pickup day and returned to the garage or backyard (within fence if backyard is fenced-in) by the end of the day of pick up.
6. No garbage or trash may be deposited at any place on the premises.
7. Please make sure that all trash goes into the cans and that no trash is left outside the receptacle.

## **Parking and Automobile Regulations**

Each unit has (2) parking spaces: one in their garage and one in their driveway. The visitor's spots are open for all to use. However, in the spirit of looking out for our neighbors, please refrain from parking in the visitor's spots so that there are open spots for our guests and special situations. If you have more than one vehicle per registered driver in your household, please inform your HOA Board through the Property Management Company website of your situation. Please give a brief reason for the extra vehicle so we'll be aware of your situation. The goal is to not have to enforce the "only two cars per unit" rule noted in the By-Laws.

1. Curb parking is only allowed for loading and unloading, or for work vehicles that must park close to a unit.
2. Automobiles, moving van, delivery trucks, etc. should not drive onto the sidewalk or lawn area. Any damage resulting from the violation of this regulation is the direct expense of the unit homeowner.
3. All vehicles must be properly licensed.
4. All tires on any vehicle must be inflated at all times.
5. No inoperable or wrecked vehicle of any type may be allowed on the property.
6. Residents shall not perform any vehicle service, repair, or restoration which requires disassembly of major components of the vehicle or storage of parts, except in an enclosed garage. Repairs are not allowed in the common parking areas, except for non-messy quick repairs (such as a tire change or battery jump). No vehicle may be left on blocks, jacks, etc. overnight. No repairs can be made by driving a vehicle upon the sidewalk or lawn area.



7. Trailers, boats or other watercraft, recreational vehicles, inoperable motor vehicles, and commercial vehicles shall not be parked, maintained, or stored on any portion of any lot except within an enclosed garage.
  - a. Effective 2/15/2016, "Commercial vehicle" shall be defined as any vehicle having any of the following:
    - i. More than two axles;
    - ii. Commercial writings or logos, advertising signage attached to or displayed on the vehicle's exterior, visible equipment (including but not limited to ladder racks, tool boxes, or hydraulic lifts);
    - iii. A gross vehicle weight (GVW) in excess of 10,000 lbs.;
    - iv. Any vehicle requiring a "commercial" license plate from the Division of Motor Vehicles of any state
  - b. Exceptions to the "commercial vehicle" definition:
    - i. Law enforcement and government-issued passenger vehicles (coupes and sedans)
    - ii. Grandfathered residents: current residents in violation of the rule as of the 2/15/2016 effective date should contact the HOA Board via the Property Management Company website to obtain an exemption to this rule.
  - c. Exceptions to the parking prohibitions:
    1. Visitors parking in a visitor spot for a limited time (up to 72-hours)
      - Vehicle must fit in a single parking spot
    2. Commercial vehicles parked for a reasonable time while the driver makes a delivery or provides services to a townhome

Violation of these provisions can subject the unit owner to fines of up to \$100 per occurrence, or \$100 per day, pursuant to [NCGS 47F3-107.1](#). Unit owners are responsible for advising tenants, guests, and occupants of these rules and ensuring compliance. Unit owners are subject to fines for violations of this restriction by their tenants, guests, and occupants. The HOA Board has granted the Property Management Company the authority to tow cars or other vehicles from visitor spots only at the homeowner's expense.

## Swimming Pool Rules and Regulations

Annually, all new and current homeowners and tenants are required to complete and sign a Pool Pass Request Form, attesting that the pool rules are understood and shall be adhered to. The completed form must be sent to the Property Management Company. The Pool Pass will be activated upon receipt of the completed Pool Pass Request Form by the Property Management Company.

1. Owners of the Pool Pass are responsible for guests and anyone they let into the pool area with their Pool Pass.
2. **Children:** All children age 12 and under are required to be accompanied at all times in the pool area by his/her parent or an adult resident who will be directly responsible for them.
3. **Registration:** Only townhome residents and their guests are permitted in the pool area.
4. **Safety:** NO GLASS OF ANY KIND IS PERMITTED WITHIN THE POOL AREA. No running, pushing, wrestling, or other horseplay is permitted that disturbs the enjoyment of the pool facilities by all.
5. **Cleanliness:** Caution your children to use the toilet facilities provided at the pool area. No pets of any kind are permitted. Deposit trash in receptacles. No rocks or debris will be allowed in the pool and pool area. No person will be allowed in the pool wearing street clothes (bathing suits only). Absolutely no cut-offs permitted. Showering before entering the pool is recommended. Babies in diapers must wear protective pants for health reasons.
6. **Decorations:** Due to the damage it causes painted surfaces, taping balloons and decorations is not allowed at the pool. The tying of balloons and decorations is permitted.
7. **Pool Equipment Preservation:** Under no circumstances is any person to play with the cleaning implements. Pool furniture cannot be removed from the pool area at any time, nor placed in the pool. The homeowner is responsible for his/her family's guests and may be charged for damaged property.
8. **Intoxicants:** Persons under the influence of intoxicants are not permitted in the pool area.
9. **Smoking:** Smoking will not be allowed in the pool area. If you must smoke while at the pool you must do so in front of the pool house. You will be responsible for disposing of your butts. Do not flick the butts as it is a fire hazard and littering.

10. **Noise:** With due regard to the close proximity of some townhomes to the pool area and so as not to interfere with other users, noise levels must be kept to a minimum. Radios and TV's are permitted with the use of earphones.
11. **Pool Hours:** Sunday through Thursday - 9:00 am to 9:00 pm; Friday and Saturday - 9:00 am - 10:00 pm
12. Group use may be arranged on an individual basis. Contact the Property Management Company to arrange. Please remember this does not deny homeowners usage during said gathering.
13. Residents are responsible for removing any personal items brought to the pool area or said items are subject to disposal.
14. ALL PERSONS USING THE POOL OR POOL AREA DO SO AT THEIR OWN RISK!

## **Disturbing Noises and Nuisances**

1. Unit owner shall not make or permit any disturbing noises in the building by him or herself, his/her family, his/her servants, employees, agents, visitors, and licensees, nor do or permit anything by such persons that will interfere with the rights, comfort or convenience of other unit owners.
2. Obnoxious or illegal activities are not permitted within the community.
3. Signs, ads, or solicitations are not permitted in or about the Elizabeth Townes Property without the prior consent of the Board of Directors with the exception of security signs. Units may place one normal size security sign in their yard without approval from the HOA Board.
4. For Sale/Lease signs may not be place in the front yard or anywhere on the grounds within the community. For Sale/Lease and Garage Sale signs may be place at the entranceway to the community on Fridays but must be removed by the end of the day Sunday. Failure to remove these signs may result in signs being disposed of. Units may also display a sign inside their window.
5. Residents shall not play any musical instrument or operate a record player, stereo, television, or radio in such a manner as to disturb or annoy other residents.

6. The discharge of firearms and/or any noise making or explosive device is expressly prohibited on any part of Elizabeth Townes property at all times. The discharge of firearms on the property, including BB guns and air rifles, is forbidden at all times.
7. Full size flagpoles are not permitted within the community. One standard mounted pole may be attached to the home to display a flag. Any damage to the home resulting from the mounting of the flag will be the responsibility of the homeowner.

## **Elizabeth Townes Homeowners Association Handbook Acknowledgement Form**

**To be completed by the current owner and any future owners of a property in Elizabeth Townes Homeowners Association.**

Owner (Resident) Name: \_\_\_\_\_

Owner Offsite Address (if applicable): \_\_\_\_\_

\_\_\_\_\_

Tenant's Name (if applicable): \_\_\_\_\_

Elizabeth's Townes Property Address: \_\_\_\_\_

Owner Phone #: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Tenant Phone #: \_\_\_\_\_ Tenant Email: \_\_\_\_\_

Owner and tenant emails are used to provide important announcements.

**Owners are responsible for providing this document in its entirety to all tenants that reside in their unit. Owners will be held responsible for any violation that may occur by their tenant.**

By signing hereby I certify that the person(s) listed above live in my household, therefore, they are residents of the Elizabeth Townes Community. (I/we) acknowledge that (I/we) have read and understand the rules and regulations herein. Furthermore, I acknowledge and agree that (I/we) will follow and abide by the Elizabeth Townes Homeowners Association Owners Handbook regulations.

Please return the completed form to CAMS Management by mail at the address below, by email to [cscharlotte@camsmtg.com](mailto:cscharlotte@camsmtg.com), by fax to 704-672-3157, or by mail to:

Elizabeth Townes Homeowners Association  
C/O CAMS Management  
4701 Hedgemore Drive, Suite 816  
Charlotte, NC 28209

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature