

# General Rules and Regulations

## ORGANIZATION

Homeowners become members of the Association upon purchase of their townhouse. The association is governed by a five-member Board of Directors elected for staggered two-year terms at the Annual Homeowners' Meeting each November. The Board of Directors meets quarterly.

Homeowners are invited to attend during the first half hour of the meeting to discuss concerns and to make recommendations. Quarterly meeting locations/dates are posted at the mail kiosks.

Please remember that Board of Directors members are neighbors volunteering their time, energy and experience to maintain and improve the neighborhood. Day-to-day operations are supervised by a property manager at a property management company hired by and reporting to the Board of Directors. The property management company maintains HOA financial records, collects homeowner dues, contracts and supervises care of the common area, pool and townhouse exteriors, enforces rules established by the HOA Board of Directors, and provides other necessary property management services.

## ASSOCIATION DUES

Association dues are set annually by the Board of Directors and may be voted upon at the annual meeting. The Board of Directors may increase the dues five percent annually at their discretion. A homeowner vote is required when dues are raised higher than five percent. Homeowners are notified 30 days in advance of any change in dues.

Monthly payment of dues is due and payable on the first day of each calendar month. Late fees in the amount of \$20.00 will be assessed to any homeowner account over 30 days past due. It is the intention of the association to ensure prompt payment of homeowners' dues in order to continue a consistent operation of the association. Late notices are sent when dues are over 30 days past due, and accounts are turned over to the HOA's attorney for collection when homeowners become two months delinquent. Any legal fees associated with this action are the delinquent homeowner's responsibility. A \$25.00 fee is added when court proceedings are required.

## LANDSCAPING

All landscaping of the common area is performed by a professional landscape firm employed by the HOA. The landscaping crews will clear patios/decks of any clippings during the mowing season and leaves periodically at other times. Any debris from homeowner planting on decks or patios is the responsibility of the homeowner. Homeowners may plant flowers, ground cover, or ornamental shrubs in the area within **four feet** of their living unit including the adjacent deck or patio. These plantings must be in harmony with the general landscape design of the property and must be maintained by the homeowner. Any planting in the common area or any shrubs **outside of the four foot** area must receive prior written approval of the Board of Directors. These additions will be maintained by said homeowner, once approved, or as agreed upon with the Board of Directors.

## **ARCHITECTURAL AND GROUNDS CONTROL**

As more fully described in the Declaration, changes and or additions to the exterior of townhouses, patios, and adjacent planting cannot be made without prior Board of Directors approval. This includes such things as storm doors and windows, railings, trees, shrubs, etc. Please contact the property manager for forms and procedures should you wish to make a change. **IMPORTANT: Pre-approval is required for each exterior architectural townhome change. You must have approval for your unit even if the change or addition has been approved for another unit. Below is a link to an Architectural request form.**

[https://www.prestigemanagement.biz/files/ugd/ab5df4\\_37c365bc821d46b09bc1478837280682.pdf](https://www.prestigemanagement.biz/files/ugd/ab5df4_37c365bc821d46b09bc1478837280682.pdf)

***PATIOS/DECKS:*** Patios/decks are not to be used as storage areas. If patios/decks are used as pet confinement, clean up after the pet. There is to be no storage or discarding of items outside the patio wall. There are no back yards in Brandt Village. The back of your patio/deck may well be someone else's view from his/her dining or living room. Keep in mind, all areas outside of four feet of each townhome is considered Brandt Village common area.

***REPLACEMENT WINDOW POLICY:*** All exterior modifications to homes at Brandt Village, including replacement of existing windows, require prior written approval from the Board of Directors. All requests must be submitted and approved prior to installation or the Association may require removal of the installed windows. It is recommended that only windows and doors with surfaces that can be painted be installed. Any windows or doors installed that do not match the existing color scheme must be painted to match. The cost of this painting will be the responsibility of the homeowner, and should be considered as part of the installation of the windows. In the case of windows that are installed immediately prior to, or within the painting cycle of that building, painting will be covered by the association as part of the normal painting cycle, as long as there is no additional cost on the part of the association. In the case of windows that have been/are installed without prior written approval, these windows will be painted to ensure uniformity regardless of homeowner preference. The cost of painting will be the responsibility of the homeowner, as will any legal fees incurred in this action or collection of this action.

## **COMMUNITY GARDEN**

The Brandt Village Community Garden is open to all residents, family and friends.

You may join as a member on an annual basis. Your monies go to water access. The current fee is \$10 per member. You are expected to maintain your plots(s) so that they are attractive. All neighbors are welcome to visit the gardens, although the produce is for the plot holders only. Contact Theresa Shafer at 336-601-0103 for further information.

## MAINTENANCE RESPONSIBILITIES OF THE HOA

Brickwork – except patio walls and steps to patios

Concrete walks

Steps leading to sidewalks of units

Exposed wood trim and siding

Painting of doors and window frames & all exterior painted surfaces (cyclical)

Lawns

Replacement of trees and shrubs – except unusual plantings or homeowner installed plantings

Street lights and house numbers

Pool house, decking and pool

Water and sewer lines **to the meters**

Asphalt surfaces throughout the complex

Guttering and downspout replacement

Roofs

## MAINTENANCE RESPONSIBILITIES OF THE HOMEOWNER

Exterior lighting fixtures and receptacles

Patios – including deck railings, supports, brick walls and steps to patio

Maintenance and replacement of doors, windows, screens and all hardware

Heating and air conditioning units and concrete slabs underneath

Roofing vents, power vent hoods and foundation vents

Water meter boxes and all utility boxes

Outside water spigots

Doorbells and all exterior electrical/phone outlets

Water and sewer lines **under the townhomes and  
from house to meter**

Any plantings by the homeowner must be maintained by the homeowner

Any approved additions to the unit exterior including storm doors, windows, screen doors, replacement windows and any other additions or modifications to the townhouse (as approved by the Board of Directors)

## **PARKING RULES**

As with most complexes like ours, parking is limited. However, there are enough parking spaces throughout the Village that allow **two spaces in close proximity to each townhouse**, plus a limited number of spaces for guests in certain areas. Guest parking is marked accordingly within Brandt Village. Residents should not park in guest parking. There are no designated parking spaces for units. Overnight parking in all areas adjacent to townhouses is limited to automotive vehicles owned by residents and their guests. Do not park on the street as this could block not only traffic but also limit access for emergency vehicles.

All vehicles on Brandt Village property must have a current license tag correlating to the vehicle, inspection sticker and insurance, as well as be in working order.

The area facing the noise wall of I-840 is designated as guest and overflow parking for passenger vehicles. This is the parking area that was formerly for the DOT units that were removed.

Trailers, motor homes, boats, and trucks larger than pick-up trucks are to be parked only in the pool area. Overflow parking is restricted to one vehicle per household, and is limited to Brandt Village residents only. Passenger vehicles should not park in the pool overflow. No commercial vehicles or trailers are permitted.

Consideration for the convenience and safety of fellow residents and for maintaining an attractive community appearance should be the criteria in operating and parking vehicles within the Village. There is to be no vehicle maintenance within the community.

Towing will be enforced, as posted, for any vehicle not in compliance with these regulations.

## **PETS**

We all love our pets, but our neighbors may not share the same view, particularly if your animal has spilled their trash can, dug in their flowers, defecated by their front or back door, or has frightened their children.

Dogs, cats, and other pets are not permitted to run loose, nor is it permissible to leave pets tethered outdoors unattended at any time. *The Guilford County Board of Commissioners adopted an animal ordinance that prohibits the unattended tethering/chaining of dogs in Guilford County effective March 1, 2014. Unattended tethering is PROHIBITED. Unattended tethering/chaining is restraining a dog with a chain, cable, wire or other device to a tree, post or similar object without its owner present while the dog is tethered or chained. Walking your dog on a leash or being outside while your dog is tethered or chained is allowed in this ordinance.* <https://www.guilfordcountync.gov/home/showpublisheddocument/48/636619083246970000> For Animal Control emergencies, violation reporting, questions or comments, call (336)641-5990. <https://www.guilfordcountync.gov/our-county/animal-services/animal-control>

The city leash law must be observed everywhere in Brandt Village, including the highway and utility rights-of-way and playground. [https://library.municode.com/nc/guilford\\_county/codes/code\\_of\\_ordinances?nodeId=COCO\\_CH5AN](https://library.municode.com/nc/guilford_county/codes/code_of_ordinances?nodeId=COCO_CH5AN). A shock collar is not an acceptable substitution for a leash, and electric fences are not permitted on Brandt Village property. Leashes that are 10 feet or less are acceptable. Dogs must be under the owners control at all times with a physical restraint and the owner alone is responsible for the dogs behavior. The association has made the necessary filing with the city so that any resident may call Animal Control to remove an at-large animal in the Village.

## POOL

Pool privileges are extended only to homeowners whose homeowner accounts are current. Homeowners are provided one free pool entry key card per unit. Lost key cards must be reported to a board member within 24 hours. When units are sold, the pool key card should be transferred directly to the new homeowner from the prior homeowner, and the board should be notified. In the event that replacement pool keys are needed, the cost of replacement will be \$25.00 for the first key. Subsequent replacement keys will be \$100. Original or replacement keys will be issued only to those homeowners whose association dues are current.

***There is NO lifeguard on duty at the pool. Swim at your own risk.***

### **Swimming Pool Rules:**

1. All residents and their guests shall use the pool and its facilities at their own risk. The Association is not responsible for the loss, theft, or damage to personal property of residents or their guests.
  2. Keys - One free key per home issued to the homeowner.
  3. No glass containers or breakable objects permitted in the pool area. Please place all trash in the trash receptacles.
  4. Hours - 7AM to 8PM (No exceptions)
  5. Children under the age of 14 must be accompanied by an adult (18 or older) at all times.
  6. It is requested that residents control the number of guests they bring to the pool.
  7. Homeowners are responsible for the conduct of their tenants and guests.
  8. No diving, running, splashing, or horseplay will be permitted in the pool area.
  9. Please refrain from using foul or abusive language in the pool area.
  10. Do not enter the pool equipment room or handle any of the pool equipment.
  11. No pets of any kind shall be permitted in the pool area.
  12. Please shower before entering the pool and after each application of suntan lotion before entering the pool.
  13. Please do not wear bandages in the pool, as they may cause an obstruction of the pool equipment and damage the pool.
  14. All swimmers should wear swimsuits, and children in the diaper stage should also wear proper covers/swim diapers.
  15. Toilet facilities are in the pool house. Please teach your children to use the toilet before entering the pool. Please keep these areas neat.
  16. The phone at the pool is for 911 use only.
  17. No smoking or vaping in the pool or along the pool border, to include concrete surround. Smoking permitted outside of the pool gates and out of guest/children range.
  18. Planned parties with five or more guests need pre-approval in writing from the HOA Board.
- The pool is open to all residents during pool hours; at no time will parties restrict homeowner access.

The above rules are for your protection and enjoyment of your pool. The rules are subject to change at any time by the Board of Directors. While it is desirable to keep rules to a minimum, the above are felt necessary for the enjoyment of all residents.

## **SIGNS AND ADVERTISING**

**ADVERTISING:** No signs or other advertising shall be displayed so as to be visible from the exterior of any, unit nor posted in any common area with the exception of a single “FOR SALE” sign. Signs are not permitted in the entrance area aside from HOA informational signs. A generic “Homes Available” sign will be posted at the entrance when units within the Village are available for sale.

**POLITICAL SIGNS:** Homeowners are allowed to display one political sign from 45 days before election day until 7 days after the election. The sign can be no larger than 24” by 24”. Political signs must remain within four feet of homeowners’ townhomes.

**BULLETIN BOARDS:** Bulletin boards within the community at mail kiosks are for community informational purposes only. The Board of Directors will have the discretion to remove any information posted on the bulletin boards which has disparaging messages against named individuals. Objectionable information to the Board of Directors or decisions therein (including HOA committees) is permitted as long as this information is in keeping with the cohesive and respective nature of the community.

## **SNOW AND ICE REMOVAL**

The Board will evaluate each storm on a case by case basis. When temperatures are below freezing and precipitation is present, please use extreme caution and assume that all surfaces are slippery.

Streets - The Association may authorize snow plowing when it is deemed necessary. It will not be possible to plow or shovel parking spaces because of parked cars. Please use appropriate caution at all times.

Sidewalks & Entries - The Association may authorize ice melt to be applied to sidewalks when inclement weather is predicted and temperatures are predicted to stay substantially below freezing through the next day. Shoveling will only be done on a case by case basis. Please use appropriate caution at all times. Community members are welcome to clean or treat their own areas, at their own risk; however, please do not use actual salt (as the salt will damage the concrete surfaces). Please only use a synthetic ice melt if you intend to take any personal action.

The Association warns owners and guests that common area surfaces are likely to be slippery and dangerous when temperatures are below freezing and moisture is present. Extreme caution should be used, even when snow or ice treatment has been made. While the community will use reasonable efforts to execute the above policy, in some inclement weather situations, snow and ice removal vendors may not be available. The Board of Directors will evaluate the particular circumstances of each snow or ice event and make a final determination of what, if any, snow or ice removal will be done.

## **TRASH DISPOSAL**

All trash must be disposed of in tightly sealed, appropriate trash containers. Current trash pick-up is on Monday mornings (holiday schedules are available through the City of Greensboro website listed below). Recycling is picked up every other week (schedules available through the City of Greensboro website listed below). Trash containers must be on the curb nearest each unit the morning of pickup. Trash containers must be promptly removed from the curb following pickup and no later than 7:00PM.

The City of Greensboro recently passed a new ordinance relative to trash and recycling containers. For a long time, they enforced the 7-7-7 rules: Put your cans out no earlier than 7 p.m. the night before service; put them out by at least 7 a.m. on the day of service; and bring them back to your home by 7 p.m. Now they have added a \$25 fine for failure to bring your can back from the street. One warning will be issued, and after the second occurrence, they will roll your cans back and deliver the fine. Although the fine has been delayed for 120 days the city will handle all complaints. The number to call to make a complaint is 336-373-2489. They will need the address. **Please make your complaints to the city not Prestige or the board.** Please note the fine is for not bringing your container back by 7 on the day of pickup, not for putting them out too early. We would encourage you not to put them out until late Sunday afternoon.



### **TRASH DISPOSAL – SPECIFICS**

***YARD WASTE:*** Yard waste collection on your assigned service day; no appointment needed. Please see the City of Greensboro website listed below or call the City of Greensboro about requirements for yard waste (there are very specific requirements).

***APPLIANCES:*** Appliances collection by appointment; call the City's Contact Center at 336-373-2489

***HOLIDAY RECYCLING:*** Christmas trees are collected on your regular trash collection day. Be sure to place tree at the curb by 7:00AM, remove all lights, ornaments, wire, tinsel, and tree stands. Trees that are over five feet tall should be cut in half or into manageable segments.

## **TRASH DISPOSAL - RECYCLING**

### ***ACCEPTED ITEMS OF RECYCLING:***

*Paper:* **Newspaper** that is dry and free from food, paint, or dirt. **Magazines and catalogs.** **Paper** that is dry and free from food, paint, or dirt residue. Office paper, school paper and junk mail are accepted. Shredded paper should be placed in a paper bag before being placed in your recycling can. This helps prevent litter on the streets when the can is emptied. **Cardboard** that is unwaxed and uncoated may be recycled. Examples are laundry detergent boxes, furniture boxes, appliance boxes, shipping boxes, and pizza boxes. **Chipboard or paperboard** with a grayish or brownish color on the inside. Examples are cake mix, cereal and cracker boxes, brownish/gray egg cartons, milk and juice cartons. All chipboard must be clean, dry, and free from any food particles, grease, or dirt. The bag liner often found inside these boxes should be placed in the trash. **Food and beverage cartons.** Milk and juice cartons, juice boxes, soup and broth cartons, Tetra Pak containers.

*Plastic:* **All plastic bottles, jugs and containers #1-7.** Plastics like soda and water bottles, milk jugs, yogurt and margarine tubs, etc. **Rigid plastics** include hard plastic items such as buckets, milk crates, laundry baskets, lawn furniture, plastic toys, pet carriers, litter boxes, plastic pallets, nursery trays, and flower pots.

*Metal:* **Aluminum** - Aluminum cans, foil, pie pans and roasting pans. **Steel** - Cans, sharp lids are a safety hazard in the sorting process, so please place them inside the can. **Aerosol cans** that are completely empty. If the can is not empty, it should go to the Household Hazardous Waste Center. Discard the spray nozzle. **Pots and pans** - Pots and pans made of any type of metal are recyclable. Aluminum pie and roasting pans are accepted.

### ***NOT RECYCLING:***

**Hazardous materials and electronic waste** - Household hazardous materials and electronic waste should be taken to the Household Hazardous Waste Collection Center, 2750 Patterson St. If you have a question about hazardous waste, call 336-373-2489.

**Please, no plastic bags.** Plastic bags can get caught in our recycling machinery and cause damage. Plastic bags should be recycled at local grocery stores.

**No baby diapers.**

**No car parts.**

**No clothes.**

**No Glass.** Glass can be taken to **Glenn McNairy Library, 4860 Lake Jeanette Rd.**

**No tires.** Tires may be disposed of through Guilford County's tire disposal program.

**No yard waste.** State law requires yard waste and several other items to be disposed of separately from recyclables and household trash. Do not place yard waste in your green or brown can.

**No foam packaging and peanuts.** Do not put foam packaging, cups, and shipping peanuts in your recycling container. Most mail packaging stores will gladly accept foam peanuts. To locate a store that accepts peanuts, call the national Peanut Hotline at 800-828-2214, sponsored by the Plastic Loose Fill Council.

**When in doubt check the web sites below**

**City of Greensboro Disposal Information:** <https://www.greensboro-nc.gov/departments/field-operations/recycle>

**City of Greensboro Garbage and Solid Waste Department:** 336-373-2489 <https://www.greensboro-nc.gov/departments/field-operations/recycle/gso-collects>



## **VIOLATIONS - FINES**

Complaints and violations result from homeowners not abiding by regulations outlined in the community Governing Documents Covenants, Conditions, Restrictions, Bylaws, Articles of Incorporation, Rules, Regulations. Complaints about homeowner violations are accepted by the property management company and Board of Directors. All complaints must be in writing and signed. These complaints must include the date, time and nature of the violation. You may give your complaint to the property management company or any Board of Directors member by hand, by US Mail, or by e-mail. The Board of Directors will not accept anonymous complaints. By working together and enforcing the HOA Governing Documents, we can help protect your property values and reduce operating costs by preventing costly lawsuits against those few that do not wish to comply with the Governing Documents. To that end, the Board of Directors under the authority of the North Carolina Planned Community Act has adopted a fine system to address violations of the Governing Documents. The following information outlines the steps associated with violations/fines in Brandt Village:

***NOTICES OF VIOLATIONS:*** A letter describing the violation and citing the appropriate governing document language will be sent by mail to the homeowner. The letter will explain that the homeowner has ten days to correct the violation or to contact the Association, or the property manager, to arrange for and extension. Additional violation notices will be sent to the violating homeowner should the concern not cease after the initial notice of violation. If the violation is not remedied within the ten days of the third notice, a letter will be sent by certified mail to the violating homeowner, giving notice of the date, time and location of a hearing scheduled for the matter.

***HEARINGS:*** The Board of Directors, or a panel appointed by the Board of Directors, will conduct a hearing to determine if the homeowner is in compliance with the governing documents and to hear any aggravating or mitigating factors. The homeowner will have the opportunity to explain why they are not in violation of the governing documents and/or an opportunity to request a waiver. Upon gathering all necessary information, the Board of Directors, or appointed panel, will deliberate outside the presence of the homeowner and render a decision. Written notification of the decision will be sent to the homeowner within five business days of the hearing.

***FINES:*** Any fine assessed will begin to accrue seven business days after the hearing is held. The standard fine amounts are as follows:

Option 1: \$25.00 per day for the first thirty days (this may be increased depending on the severity of the violation) and after the initial thirty day period, the fine will be increased to \$100.00 per day.

Option 2: \$50.00-\$100.00 for fines for a single event. (The Board of Directors or adjudicatory panel will be the sole decision maker on whether a violation constitutes a ‘single event’, and the amount of any fine within this range imposed for a single event.)

***LIENS:*** Once the fine amount reaches \$250.00 a lien will be placed upon the homeowner’s property to secure the amounts owed. Please note that the governing documents grant power to the Association to foreclose upon a homeowner’s property for any outstanding fine amounts.

The Board of Directors understands that this may seem like a harsh policy to many of our homeowners; however, this fine system will only affect those people who refuse to fulfill their obligations to our community. We do not feel that it is fair to the majority of the homeowners to carry the financial burden and suffer the property value pitfalls that result from those in our community who refuse to live by the governing documents that keep our neighborhood a pleasant and safe place.