



Appletree Townhomes
Homeowners Association, Inc.

Rules and Regulations



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General Information

Rules and Regulations

The “Rules and Regulations” of the Appletree Townhomes Homeowners Association shall be a governing document of the Association and its Members, in addition to the “Declaration of Covenants, Conditions, and Restrictions” and the “By-laws.”

In the case of any conflict between the Declaration and the Rules and Regulations, the Declaration shall control; in the case of any conflict between the By-laws and the Rules and Regulations, the By-laws shall control.

The Rules and Regulations may be subsequently added to, modified, or replaced at the discretion of the Board of Directors.

Insurance Coverage

The Association carries a general liability insurance policy to cover damages if someone is injured while in the common area. The Association does not carry any type of insurance on the homes themselves. **All claims should be made through the managing agent.**

Managing Agent

The Association has retained Prestige Management Group to be the managing agent for the Property.

Prestige Management Group	
Physical Address	222 S Swing Rd STE 2, Greensboro, NC 27409
Mailing Address	PO Box 9336, Greensboro, NC 27429
Phone	(336) 378-1778
Email	pmg@prestigemanagement.biz
Direct Contact	Andrew Shannon andrew@prestigemanagement.biz

Reporting Problems

It is advisable to submit problems **in writing** to the managing agent; however, emergency problems and questions may be relayed by telephone.

Annual Meeting

The Association Annual Meeting is held in April of each year.

Payment Information

Dues

All homeowners are obligated to pay the monthly assessment established by the governing documents of the Association. Payments are due on the 15th of each month. A \$30 fee will be charged to the homeowner for each non-sufficient funds check.

Checks should be made payable to Appletree Townhomes Association and forwarded to the address that appears on the payment coupon.

One payment coupon booklet may be obtained from the managing agent per year. Replacement booklets will not be available.

Payment can be made through the Prestige Management website:

Step 1. Go to www.prestigemgmt.cincwebaxis.com and click on the "Owner Login" link at the top of our website, then click "Continue".

Step 2. On the login page, select "Register" to Create Your Account.

Step 3. Enter your name, property address, phone number and email address in the appropriate boxes. (Your account number can be found on your coupon book or invoice statement if you have it, but is not required for sign up.)

Step 4. Check the boxes under "Directory Listing" that you would like to display in the community online directory.

Step 5. Click the "Submit" button to register. You will receive a confirmation email with your password within 24-48 business hours of registering.

Your account page will then appear and you will see the options and features that are available to you.

Prestige Management also has the option of auto-payment. Call the office to set up auto-payment.

Violations

A fine of \$25 will be assessed for any violation of these "Rules and Regulations", the Covenants, Conditions, and Restrictions, or By-laws of the Appletree Townhomes Homeowners Association. This applies to both homeowner and guests of a homeowner.

Violation Enforcement

If you become aware of a violation, you are encouraged to communicate with the offending member and to encourage the member to abide by the Association's Rules and Regulations, Covenants, Conditions, and Restrictions, and the By-laws. If this proves to be unsuccessful, the managing agent should be contacted, and the following steps will be taken:

1. Initial Letter - warning of violation
 - a. No fine
 - b. Given a specific amount of time to correct infraction
2. Second Letter - if no response to first letter
 - a. Given a specific amount of time to correct infraction
3. Third Letter - Final Warning
 - a. If no response continues, letters will be written until the Board deems further action is necessary
4. Board Adjudicatory Panel Hearing
 - a. Offense party invited to attend hearing to discuss infraction and potential fine of up to \$25 per day
 - i. Board votes in fine amount
5. Fines accrue until Board deems necessary to turn over to attorney for small claims court, or if necessary, a personal suit

Association Collection Procedures

1. First Letter
 - a. Reminder letter after one month missed
 - i. 10 days to respond or pay
2. Second Letter
 - a. No response or payment to first letter
 - i. 10 days to respond or pay
3. Third Letter
 - a. Stronger, threatening legal action and legal fees
 - i. 10 days to respond or pay
4. Account turned over to attorney for collection

Association Maintained Elements

What the Association Maintains

The official guidelines for what the Association maintains are in the Covenants, Conditions, and Restrictions.

The Association is responsible for: roof repair and replacement, gutter and downspout repair, exterior window sills, storage room doors, exterior siding repair, common area lighting, lawn care, Association planted trees and shrubs, water and sewer lines from the meter to the city line in the common area, sidewalks, parking lot, exterior painting, parking timbers, and mailbox housing.

If you have any situation that you feel may be the responsibility of the Association to address (plumbing, etc.), you must first contact the managing agent to gain clarification on the situation. If you address the situation yourself, without first notifying the managing agent, the Association will not be responsible for any costs incurred by the homeowner. **When in doubt - call!**

Common Areas

The common areas of the Association (entrance, roads, and natural areas) are for the benefit of all Association members, tenants, or guests of members.

1. The common areas shall be used in an orderly and courteous manner, so as not to disturb other users.
2. Members are responsible for the supervision of family members and guests while on Association property. Any damage to the common areas by a member, their family, children, guests, or tenants shall be the responsibility of that member to correct.
3. No personal property will be permitted to be left on the common areas.
4. State and local law and ordinances regarding the consumption of alcoholic beverages and tobacco products will apply to these areas.
5. No vehicular traffic is allowed on grassy common areas, including bikes, dirt bikes, etc. For firewood delivery or work to be done on the unit, i.e., additions, the homeowner is responsible for any damage to the common area caused by trucks, etc.

Guest and Child Supervision

1. Guests should be made aware of the Association's policies, and Association members will be responsible for their guest's compliance with such policies.
2. Children must be supervised by an adult at all times and should not use the streets as a play area. Limited visibility and traffic make these areas too dangerous and the Association will not assume any liability for the injury of an unsupervised child or guest.

3. Violations incurred by children or guests are the responsibility of the homeowner.

Animals

1. No animals shall be allowed to run at large on property subject to the control of the Association, including but not limited to the common areas. This rule is in addition to any state and local laws and ordinances regarding animals.
2. All animals shall be walked on a leash.
3. It is the responsibility of animal owners to clean up after their animals and restore the area to its prior condition.
4. Any member of the Association being aware of a violation of the Animal Regulation by any other member of the Association is first encouraged to communicate with the offending member and to encourage the member to abide by the regulation concerning animals in the common areas. If this proves to be unsuccessful, the managing agent may be contacted.
5. No farm, barnyard, rural, etc. animals will be permitted to dwell on any lot, per the zoning regulations of the City of Greensboro.

Solicitation

No solicitation is permitted on the property without prior consent from the Board of Directors via the Managing Agent.

Noise

1. Owners and residents shall exercise reasonable care to avoid making or permitting to be made inside or outside their homes, loud, disturbing or objectionable noises and in using or playing or permitting to be used or played musical instruments, radios, phonographs, television sets, amplifiers and any other instruments or divides in such manner as may disturb or tend to disturb owners, tenants or occupants of other homes.
2. Depending upon the severity of the situation, owners should notify the police if the noise level of neighboring lots is excessive and after the hour of 11:00 pm and before the hour of 7:00am.

Trash

1. Do not park in front of the trash areas or you will be towed.
2. All garbage must be placed inside of plastic bags and securely closed before placing them in the trash cans.
3. Trash may not be left on the ground outside of the cans.
4. All boxes must be broken down before placed in the designated recycling bins.

Disposal of Large Objects

Contact Andrew Shannon at Prestige Management at andrew@prestigemanagement.biz for current policy on the disposal of large objects.

Mailboxes

If your mailbox key is lost, stolen, or never provided by the previous owner, visit <https://faq.usps.com/s/article/Locked-Mailboxes-and-Mailbox-Keys> for information or visit the Post Office located at 201 N Murrow Boulevard, Greensboro, NC 27401.

Parking Rights of Homeowners

1. Each unit has one (1) designated parking space with their unit number and access to one (1) unmarked guest space. The Association limits each unit to 2 cars per household for permanent residents or tenants.
2. Owners of vehicles that damage the parking lot surfaces (leaking, etc.) will be responsible for repairs to the parking surface.
3. Parking (or having a guest in a spot that is not numbered with your unit) in spaces that do not belong to you will result in immediate towing.
4. Do not park your vehicle crooked such that it is over the line of another person's parking space. This will be considered illegal parking and will result in immediate towing.
5. Parking of inoperable vehicles is strictly prohibited within the complex. This includes but is not limited to wrecked vehicles, inoperable vehicles, vehicles with a flat tire or tires or no tires, etc.
6. Large trucks and semis are prohibited within the parking lots.
7. Campers, trailers, boats, jet skis, or other recreational vehicles are strictly prohibited, even for visiting guests.
8. If you are having work done on your unit that will require a trailer to be onsite, contact the managing agent to discuss your particular situation.

Speed Limit

The speed limit within the Association is 10 miles per hour.

Safety

Safety is the responsibility of each homeowner. Depending on the severity of the situation, owners are requested to notify the police of any suspicious persons, trespassing, and unusual or criminal activities in the common areas.

Firewood Storage

The only time that you may store anything in the common area is for firewood behind the patio fence of your unit. You may store firewood in one row in a neat stack 12 inches away from the patio fence.

Special Events

Yard Sales, auctions, estate sales, etc. will have to be approved by the Board of Directors prior to the event date. A notice will have to be placed at the entrance advising residents of this event. Please contact the management company at least two weeks prior to the event to allow time for approval and preparation.

Maintenance Information

What Owners Maintain

These are not “maintenance free” townhomes. According to the Covenants, Conditions, and Restrictions, owners are responsible to maintain certain items with respect to their units. Owners are responsible for (but not limited to responsibility for): all glass surfaces, windows and attached frames, screens, front and back doors, door locks and hardware, heating and air conditioning, alarm systems, utility boxes and connections, water line from the meter to the house and under structure of the unit, sewer line from main to the house, doorbells, storm doors, electrical outlets, shrubbery, plants and flowers planted by the current or previous owner of the unit, any architectural modifications made by the current or previous owners of the unit, plumbing within the unit, etc.

If you have a situation that you feel may be the responsibility of the homeowners association to address (plumbing, etc.), you must first contact the managing agent to gain clarification on the situation. If you address the situation yourself without first notifying the managing agents, the association will not be responsible for any costs incurred by the homeowner. **When in doubt - call!**

Personal Property

1. Front porches shall not be used as a storage area. Personal property shall be properly stored so as not to create an “eyesore” as outlined in the Covenants, Conditions, and Restrictions and the By-laws.
2. Personal property shall in no way create a nuisance to other homeowners.

Sign Policy

All real estate “For Sale” signs should be located within the first two feet of your home in the front yard, not in the common areas or at the entrance. Only one sign is permitted at a time per unit. The policy also applies to “For Rent” or any other signage.

The Association has a “Townhome for Sale” sign that is the only sign that may be placed at the entrance. If you have your Townhomes for sale and would like to have this sign put out at the entrance, contact the managing agent.

Yard

Unit owners own the first few feet out in front of their unit (differs according to plat). It is the responsibility of the owner to maintain any plantings within this area that they or a previous owner of their unit have installed.

Selling Your Home

While your home is for sale, you must keep your account current. If you work through a professional realtor, be sure to tell them that your home is in a homeowner association.

Home Rental

1. Homeowners are permitted to rent their homes on long-term leases provided they provide the lessee a copy of the Association’s policies before the lease is signed.
2. Owners are responsible for the actions of their tenants and guests of tenants as well as the payment of Association dues.
3. Owners are responsible to send the managing agent a copy of their lease with tenants.

Noise

See Noise section of Association Maintained Elements.

Architectural Control

Architectural Control Configuration

The Architectural Control Committee shall be run by a group of members either on the Board of Directors or appointed by the Board.

Guidelines for Architectural Control Submission

1. Any addition to an existing building, any exterior alteration, modification, or change to an existing building, or any new detached structure must have the approval of the committee before any work is undertaken. Examples of such visible projects might include but are not limited to storm doors, satellites, any attached structure, storage unit, etc.
2. Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the design character of the original building. Any new, detached structure shall be compatible with the parent structure.
3. The Architectural Control Committee (ACC) will consider only written requests. Written requests should be submitted for preliminary review to the managing agent. The managing agent will then distribute to the ACC.
4. If a proposal is rejected, the applicant is free to request that the committee reconsider its position and is encouraged to present new or additional information, which might clarify the request or demonstrate its acceptability.
5. The description of the project should include all information necessary for the committee to take action. Necessary data would include the: height, width, length, size, shape, color, material specification, contractor's name and approximate completion date of the project and the location of the proposed improvements. Photographs or sketches of similar completed projects would aid in the committee's consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must also be included.
6. Approval of any project by the committee does not waive the necessity of obtaining the required building permits.
7. Obtaining a building permit does not waive the need for committee and board approval.
8. The committee will not knowingly approve a project, which is in violation of the city building or zoning codes. The attached application **MUST** be completed and signed by each homeowner before their request for architectural change will be considered.
9. To receive an application, contact the managing agent.

Architectural Control Standards

1. No outside radio or television antennas or other elevated communication towers shall be erected on any lot, living unit, etc. Further, amateur and CB base operations are prohibited.
2. Satellite dishes no larger than 18 inches in diameter shall be allowed, but must be approved by the ACC for positioning. Satellites may ONLY be mounted in the rear of the unit within the owner's fenced-in area. Satellites may not be mounted to fences or roofs. Pole mounts are recommended.
3. Exterior lighting shall not be directed in such a manner as to create annoyance to any neighbors.
4. Additions within the fenced-in area may not be attached to the Association maintained building.
5. Additions in the rear of the units within the fenced-in area may not reach more than one (1) foot above the lowest point of the top of the fence.