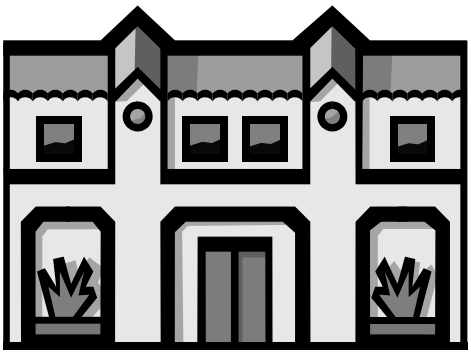
University Heights HOA

RULES AND REGULATIONS HANDBOOK



HANDBOOK FOR OWNERS

PREFACE

This Handbook provides information about practices and policies at University Heights. Each homeowner and/or tenant is requested to become thoroughly familiar with this Handbook, the Declaration of Covenants, Conditions and Restrictions (DCC&R's) and the By-Laws for the Association. This owner's Handbook, DCC&R's and By-Laws contain information regarding ownership, elections and general rules that are detailed within. Copies of each of these legal documents should be furnished to the new owners as part of the purchase process. If you sell your unit, please forward a copy of these to the new owners. If you are renting your unit, it is your responsibility to ensure that your tenants have a copy of these Rules and Regulations as you will be held liable for any violations.

Adherence to the policies in this Handbook, combined with a spirit of consideration and willingness to work together, will ensure the kind of community in which all residents are happy to live.

INTRODUCTION

Because homeowner association living may be a new experience for many of us, this set of Rules and Regulations has been adopted by the Board of Directors to enhance the enjoyment of the homeowner association way of life for owners.

The facilities of the townhomes and single family homes are for the exclusive use of the Association's members, lessees, resident's houseguests, or visitors accompanied by an Association member. No guest or relative of any resident will be permitted to use any of the common areas unless accompanied by a member. The common areas regarding this section are defined as: the pool, pool building and the surrounding area; the entrance monuments, etc.

These Rules and Regulations will be reviewed as required by the Board of Directors and appropriate amendments may be made.

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RULES AND REGULATIONS
FOR
University Heights HOA

The Board of Directors of the University Heights Homeowners' Association, Inc. establishes Rules & Regulations in accordance with Article IX of the Declaration of Covenants, Conditions and Restriction of University Heights. Owners are responsible for compliance with these Rules & Regulations and also by their tenants, guests, and family. As an Owner, you agreed to comply with the Rules & Regulations when you purchased your unit by agreeing to comply with the Declarations of Covenants, Conditions and Restrictions of University Heights HOA. **It is the Owner's responsibility to ensure that your occupants and their guests comply with these provisions. Please provide your renters a copy of these Rules and Regulations**. The Board of Directors asks for support of all Owners and Residents in the enforcement of these Rules & Regulations. Violations should be reported in writing to University Heights HOA, c/o AMG, Inc. P.O. Box 472029, Charlotte, NC 28247 (704-889-7500 x 117) or email (dflynt@amgworld.com). The Board of Directors will review reports of violations, and appropriate action will be taken.

The following is a direct transcription from your Declaration of Covenants, Conditions and Restrictions and will be referred to within the Rules and Regulations:

Article IX – USE RESTRICTIONS

Section One. Rules and Regulations. The Board of Directors of the Association shall have the power to formulate, publish and enforce reasonable rules and regulations concerning the use and enjoyment of the University Heights Common Areas. Such rules and regulations may provide for the imposition of fines or penalties for the violation thereof, or the violation of any of the covenants and conditions contained in this Declaration.

Section Two. Quiet Enjoyment. No obnoxious or offensive activity shall be carried on upon the Properties, nor shall anything be done which may be or may become a nuisance or annoyance to the neighborhood.

Section Three. Nuisances. No activity deemed noxious or offensive by the Board of Directors Committee shall be carried on upon any Lot or within the University Heights Common Area, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood as determined by said Board of Directors. Examples of such offensive activities shall include, but not be limited to, the origination or emission of any loud or disturbing noise or vibrations, the maintenance of an auto repair site, the maintenance of unsightly outdoor storage of personal property (including toys, motorcycles or other motor vehicles, tricycles, bicycles, wood piles or other miscellaneous items) on porches, patios, terraces or yards, or similar unsightly activity not in keeping with the aesthetic character and high level of appearance of the community. The Board of Directors, with the approval of the Board of Directors, may establish reasonable rules and regulations for enforcing the provisions of this Section Five.

Section Four. Parking of Vehicles and Use of Property. No house trailer, boat, boat trailer, camper, tent, shed, or any other such vehicle, trailer, vessel or temporary structure shall be permitted to be parked or placed within the Properties except with area(s) which may be specifically designated for such purposes by the Association or a Neighborhood Association; provided, however, temporary buildings and other structures shall be permitted during the construction period of houses or as a temporary real estate sales office of Developer for the sale of lots. No garage, outbuilding, or other appurtenant structure shall be used for residential purposes, either temporary or permanently, nor shall any portion of the property (except as expressly stated in the preceding sentence) be used except for residential purposes and for purposes incidental or necessary thereto.

I. NOISE DISTURBANCES – Provided for in Article IX, Section Two

1. Disturbing Noises from Dwellings/Common Areas: No owner, resident, or guest shall make or permit any disturbing noises in any dwelling or upon the Common Areas, not permit any conduct by such persons that interferes with the rights, comforts, or quiet enjoyment of other residents. This includes but is not limited to, playing or permitting to be played any musical instrument, audio-video systems in such a manner as to disturb the quiet enjoyment of other residents. Minimum volumes of all sounds and sound producing equipment shall be enforced between the hours of **11:00 PM and 8:00 AM.** If you feel that this rule is being violated, call the police.

2. Disturbing Loud Music/Noise from Vehicle: Loud music from vehicle audio systems heard outside the vehicle is not permitted at any time. Reduce the volume when entering the community. Other loud noises from vehicles such as engine, muffler, or tires are also violations of the noise regulation.

3. Disturbing Noise from Repairs: Repairs involving noise must be done between the hours of **8:00 AM and 6:00 PM**.

II. POLICE RESPONSES – Provided for in Article IX, Section Two

1. Police Response: Police responses to situations in the community involving a breach of any regulation or law constitute a violation separate and apart from any other violation of the Rules and Regulations and will result in a fine of up to $100.00 per response.

III. RESIDENT ACTIVITIES – Provided for in Article IX, Section Three

1. Quiet Enjoyment: No noxious or offensive behavior or activity shall be carried on upon the property, nor shall anything be done which may be or may become a nuisance or annoyance to the neighborhood.

2. Loitering in Common Areas: Residents, guests, and other persons on the property under the age of 18 shall not loiter in common areas.

3. Business Operations from a Dwelling: Businesses that are operated out of a dwelling that substantially increase the flow of traffic or parking are prohibited.

4. Firearms: The discharge of any firearm, pellet gun, or BB gun on the property is prohibited.

IV. COMMON AREAS - – Provided for in Article IX, Section Three

1. Obstructions: The sidewalks, entrances, roadways, and areas of the Common Areas shall not be obstructed nor used for any purpose other than for ingress and egress to and from the homes; nor shall any carts, bicycles, carriages, chairs, tables, or any other similar objects be stored thereon. These are subject to removal without notice as they pose a hazard in the event of an emergency.

2. Storage of Personal Property: Personal property of Home Owners shall be stored inside their units.

3. Littering: Littering in the Common Areas is a violation of these Rules & Regulations. Littering shall include but not be limited to discarding cigarette butts, beverage containers, animal feces, trash of any type, and other items that would cause waste on the property. Please discard cigarette butts in appropriate containers as they might cause a fire.

4. Personal Property on the Lots: Any personal items found to be on the streets such as basketball goals, bicycles, tricycles, toys and other play items, water hoses, screens, and grills will be removed without prior notice, without notice after the fact, and without a holding period will be discarded.

V. FLAMMABLE MATERIALS/CHEMICALS AND FIREWORKS – Provided for in Article IX, Section Two

1. Fireworks: No fireworks or any form or pyrotechnic devices shall be used on the property at any time.

VI. BUILDING EXTERIORS/DECKS/PORCHES/PATIOS – Provided for in Article IX, Section Three

1. Decks/Patios: Decks, porches and patios shall be maintained in a neat and clean condition. Outdoor furniture is the only acceptable furniture to be used on decks, porches or patios. Furniture designed for interior use such as upholstered chairs or couches shall not be kept on any patio or deck.

2. Trash around Building: It is the owner's responsibility to ensure that their lot is free of trash and debris.

3. Exterior Lights: Homes have an exterior light on decks, porches or patios. The light bulbs to be used in these fixtures are to be standard white lights.

4. Holiday Decorations: All holiday decorations must be taken down by the 15th of the month following the holiday.

VII. WINDOWS/DOORS/WINDOW COVERINGS – Provided for in Article IX, Section Three

1. Window Coverings: All window coverings facing the front of a unit shall be made of standard window covering materials (i.e. drapery, blinds, shades, etc.). Sheets and such other materials are not acceptable window coverings

2. Window Glass and Screens: Glass and screens for windows shall be kept in good condition. Torn screens are to be repaired or replaced at the owner's expense. Broken glass (including the pressurized gas between the panes) must be repaired in a timely manner.

3. Door Screens: If screen doors are used with doors, the screens shall be kept in good condition. Damaged screens should be removed.

VIII. AUTOMOTIVE VEHICLES – Provided for in Article IX, Section Four

1. Condition of Vehicles: All vehicles on the property must be operable, have a current license, and have a current inspection certificate displayed on the vehicle.

2. Speed and Traffic Signs: Vehicles shall not exceed 20 MPH within the property limits. Traffic signs must be strictly observed.

3. Washing & Repair: Maintenance (oil changing, etc.), or repair of vehicles in the street is prohibited.

4. Garage Doors: Garage doors must be closed when unattended.

IX. PARKING – Provided for in Article IX, Section Four

1. Type of Vehicle Allowed on Property: No vehicles other than private passenger vehicles shall be parked on the property. Boats, boat trailers, campers, recreational vehicles, travel trailers, and trailers are prohibited from being parked on the property.

2. Visitor Parking: Visitors may park in the driveways only.

3. Prohibited Areas for Vehicles: Vehicles are not to be driven or parked on the landscaped areas of the Lots or sidewalks for any reason.

4. No Parking Zones: Vehicles shall not park in any area other than their garages, driveways and designated parking spaces. Vehicles are not allowed to be parked on the street at any time.

5. Towing of Vehicles: Vehicles not in compliance with parking regulations **will be towed** at the owner's expense with no further notice. Vehicles will not be tagged and owners will not be notified prior to towing for violations of these Rules and Regulations.

X. BICYCLES – Provided for in Article IX, Section Two

1. Riding of Bicycles: Bicycles are restricted to the streets and sidewalks. Children under the age of 15 shall wear a bike safety helmet when riding on the property at any time.

XI. PETS – Provided for in Article IX, Section Two

1. **Pet Leash Law:** Pets shall be on a leash and under the owner's control at all times when outside a unit.
2. **Unattended Pets**: Pets shall not be tethered or left unattended at any time.
3. **Damage to Property:** No pet owner shall allow their pet to urinate or defecate on the landscaping shrubs in the Common Areas, **in Townhome yards**, without picking up afterward. This causes damage to the property. Owners of the pets are liable for damages and costs to repair. Please utilize the "doggie stations". Please remember, not cleaning up after your pet can cause disease to be spread.
4. **Damage or Injury by Pet:** Any pet causing personal injury or property damage should be reported to animal control by dialing 311.

XII. POOL – Provided for in Article IX, Section One

1. **Use of Pool:** The pool is restricted to owners of units and their guests.
2. **Pool hours:** Pool hours are posted at the pool.
3. **Guests of unit owners:** Guests are to be escorted to pool at all times. Guests may for no reason be at pool without the accompaniment of a unit owner at all times. Unit owners are responsible for their guests at all times. Unit owners are not to have more than 4 guests at a time at the pool without prior approval of HOA.
4. **Food:** Any food consumed or brought to the pool must be cleaned up and put in trash cans provided before unit owner leaves.
5. **Beverages:** No Glass containers of any type are allowed at the Pool.
6. **Music:** Music is to be kept at a low level as to not disturb other patrons or unit owners in the vicinity. NO VULGAR OR OBSCENE MUSIC IS ALLOWED.
7. **Children:** Children are not to be left unattended at any time. Anyone under the age of 13 must have an adult or guardian with them at all times.
8. **Parties:** Parties at the pool may be held with prior approval of the HOA through Association Management Group.
9. **Roughhousing/Obnoxious behavior:** Running, rough housing, obnoxious behavior, or other wild activity will not be tolerated.
10. **Smoking:** Smoking is only allowed in the designated smoking area.

XIII. TRASH/GARBAGE – Provided for in Article IX, Section Two

Trash Cans have been supplied to all unit owners by the City of Charlotte.

1. **Trash/Garbage/Recycling cans:** All trash cans and recycle bins shall be put in garages or on back patios.
2. **Trash/Recycling Pickup:** Trash cans/recycling bins can be put in front of units on the day before pickup only. Trash cans/recycling bins are to be put back in their storage areas by the evening of pickup.
3. **Bulky Item Disposal:** Bulky item pickup must be scheduled through the City of Charlotte by dialing 311 to schedule a pickup.

XIV. VANDALISM/DAMAGES TO PROPERTY

1. **Vandalism:** Incidents of vandalism should be reported to the Charlotte Police Department and will be investigated.

XV. NOXIOUS ODORS – Provided for in Article IX, Section Two

1. **Pet Odors:** Odors originating from pets shall also be considered a violation of the pet restrictions.

XVI. ASSESSMENTS

Assessments are provided for in Article V of the Declaration of Covenants, Conditions and Restrictions for University Heights HOA. This is a one time per year Assessment. These Assessments cover the expenses for:

a. The entrance monument maintenance, landscaping, irrigation and lighting.
b. The landscaping along Hanberry Blvd.
c. The cost of the pool maintenance, pool building maintenance, water, electricity, irrigation and landscaping.

PROCEDURES FOR ENFORCEMENT OF THE RULES AND REGULATIONS

STEP ONE: The homeowner will receive a letter citing the violation. Again, if the owner lives offsite, it is their responsibility to ensure that their tenant is abiding by the Rules and Regulations.

STEP TWO: The homeowner will receive a second letter citing the violation.

STEP THREE: The homeowner will be invited to a Hearing of the Board of Directors. At this time, the homeowner has the opportunity to state their side of the situation. The owner will be dismissed from the Hearing; the Board will discuss the case and then will notify the homeowner of the results of the Hearing. The Board has the authority to fine the homeowner up to $100 per day or per occurrence of future violations of the Rules and Regulations. If the homeowner does not appear at the Hearing, a Default Hearing will take place. Not appearing at the Hearing does not cancel the Hearing; the owner is waiving their right to let their side be heard.

EMERGENCY CONTACT INFORMATION AND PHONE NUMBERS

Ambulance, Medical, Fire, Police	911
City/County Information	311
Animal Control (violations of the Leash Law and Pooper Scooper Law)	311
Duke Power (power outages or street light outage)	1-800-POWERON
Trash Collection (Bulky Item Pickup and information)	311
City of Charlotte Water Department	(704) 336-2211
Piedmont Natural Gas	(704) 525-3882
Time Warner Cable	(704) 545-0136
Association Management Group, Dacy Flynt, Manager	(704) 889-7500

DOCTOR _____

SCHOOL _____

DENTIST _____

HOSPITAL _____

EMERGENCY CONTACT _____

OTHER _____