

## **Brighton Square II Community Policies**

### **Property Manager and request for repairs**

The property manager for Brighton Square II is Community Focus of NC. Request repairs or ask questions of the HOA Board by filling out a Work Request on the Brighton Square II web page located on the Community Focus of NC web site.

### **Website and Listserv for Homeowners**

The Homeowners Association Board (HOA) has posted public information and links pertinent to the HOA on the Brighton Square II web page on the Community Focus of NC website.

### **Unit insurance policies**

Each unit will be covered by homeowners insurance. Owner-occupied units will have an HO6 policy. Rented units will have insurance such as DP or a commercial package policy. The HOA carries master insurance based on the limits stated in the HOA By-Laws and Declaration, which are public records.

### **Dumpster and Blue Recycling Carts**

Our residential dumpster is intended for bagged household trash of residents of Brighton Square II. It is not a commercial dumpster. All items that can be recycled should be placed in the blue recycling carts. See posted regulations on the Orange County website.

### **Bulky Items Disposal**

Large bulky items such as sofas, mattresses, appliances, bicycles, and electronics, will be picked up at no cost by the Town of Carrboro Public Works if you set them out along the edge of Brighton Square's main drive or Westview Drive. Residents may be fined for tossing bulk items into our dumpster.

### **Cardboard**

All clean cardboard is to be completely flattened, and either folded or cut to fit vertically, and dropped into the blue recycling carts.

### **Free Food Waste Program in Orange County**

Reduce the volume of your trash by using the no-cost food waste program managed by Orange County. Anything that was grown, including bones, shells, grains, cheese, and cooking oils, plus all food containers labeled with #7, can go into the food waste bins located at Carrboro Farmers Market and the County Recycling Center on Eubanks Rd. See county website for more information.

### Plantings and Landscaping

We all want to make the area around us more attractive. However, all grounds are common property, and therefore plantings need to be approved by the Board before you plant anything in the ground. Owners are responsible for maintenance of their personal gardens.

### Quiet hours indoors and outdoors

- To keep the peace between neighbors, we request quiet hours indoors generally between 9 pm to 7 am every night. Please refrain from activities such as laundry, vacuuming, hammering, live musical instrument playing, using loud voices, moving house, and letting dogs bark.
- Quiet hours outdoors, primarily for construction projects and deliveries are 6 pm to 8 am Monday through Saturday. There is to be no construction work on Sunday or holidays without permission of the HOA Board.

### Signage on property

Signs, including real estate and political signs, are not to be placed outside of windows of units.

### Picnic grounds, woods

The 3.74 acres where the open area and woods are located are owned jointly by Brighton Square I and II. The grounds and tables are available to residents and their guests on a first-come first-served basis and are to be treated respectfully. There are also two picnic tables located within Brighton Square II that are for use by all Brighton Square II residents and guests.

### BBQ grills

Due to local fire regulations, BBQ grills using wood, charcoal, or other flammable fuel are not to be used closer than 20 feet from a building, structure, or pine needles.

### Pets

Dogs are to be leashed, well-behaved, and picked up after on all Brighton Square property. Owners are responsible for managing all behaviors of their pets, indoors and out. Dogs will not be allowed to bark for extended periods or be a nuisance to other dogs or people.

### Parking

There are two parking spaces allotted to each unit. If you require more spaces for guests please be respectful of where they park. No recreational vehicles or trailers are to be left

parked overnight in the parking spaces. No vehicles of any kind are to be left parked overnight along the main drive of Brighton Square I or II. Vehicles with expired tags or no tags may be ticketed and towed. Derelict vehicles, including those up on blocks, may be towed without notice. Parking in fire lanes is prohibited by Town law; vehicles may be ticketed and towed.

#### Request for architectural changes to your unit

All requests for architectural changes to your unit must be submitted in writing to the Board by the Owner of the unit. Any changes approved will become the responsibility of the unit Owner to maintain in good and safe condition. In general, all changes to the units that are not shown on the original design documents are considered changes that Owners are liable for maintaining. If there is no written permission granted by the HOA Board, Owners may be asked to remove the item. All structural changes to units must have a Town permit.

#### Storage of personal items

Most units have a storage closet that is accessible from outdoors for storage of personal items. Personal items and/or trash are not to be left behind or stored in crawlspaces or under first floor porch decks. Personal items stored under stairs should be placed respectfully of all residents of your building. If you or your contractor leaves construction debris anywhere on the site, including in the dumpster, owners could be held liable for the cost of removing items.

#### Outdoor clothes lines

Outdoor clothes should be located on unit porches only. No lines are to be extended out from the unit.

#### Clothes dryer vent duct

The unit owner is responsible for the clothes dryer vent duct in their unit. It must be kept in good condition, it must vent to the exterior of the building, and swept regularly for lint. Lint traps in the dryer should be used and cleaned with each load of laundry. If a clogged dryer vent causes fire damage it will be the responsibility of the owner of that unit to repair all damage done to their unit and any other damaged unit at their own personal expense.

#### Courtesy and safety

- Please do not block sidewalks by parking too far over them or leaving personal items in the way of others. Skateboards, rollerblades, and bicycles should not be used on sidewalks, grass, landscaped areas or the wood lot.
- Please keep an eye on children and pets in landscaped areas.
- Please be mindful of other residents (parking spaces, noise levels, landscaping) when you have visitors.