

# **The Grove at Gordon Street HOA, Inc**

## ***Rules & Regulations (Amended) 2024***

*The Grove at Gordon Street HOA Inc Rules & Regulations were adopted in January of 2019 and Amended in January of 2024 by eliminating the rule limiting rentals to 6 months or more. These rules & regs may be subject to change after that date. These Rules & Regulations do not replace the publicly recorded Declaration of Covenants, Conditions and Restrictions (CCR's). In the event of any conflict between the two documents, the CCR's will be the enforceable document. These Rules & Regulations are intended to provide owners with a distilled version of the CCR's as they apply to daily living in The Grove.*

### **Parking & Vehicles**

Vehicles must be parked completely on the parking pad/driveway or fully enclosed in the owner's garage.

Visitor Parking will be available on the city owned streets and will be subject to the laws and parking policies of the City of Durham.

Trailers, campers, boats, storage units or mobile homes are not permitted on any property within The Grove at Gordon unless they are stored fully within the unit owner's garage.

All vehicles must be licensed, registered and operable to be situated on the exterior parking areas within The Grove.

The Grove HOA reserves the right to restrict commercial vehicles, vehicles with logos, lettering and/or obtrusive visual characteristics that fall outside of the norm for standard vehicle size, style, condition and color.

### **Balconies & Rooftop Terraces**

Maintenance and repair of Balconies, Decks and Rooftop Terraces are the responsibility of the individual owner.

Open flames (grills, torches, candles, etc.) are prohibited on rooftop terraces and/or balconies.

Smoking on rooftop terraces and/or balconies is permitted unless creating an odor nuisance to adjacent owners. Please notify the management company if an odor nuisance occurs.

All alterations to the rooftop terraces, balconies, and/or any other exterior area must be approved in writing by either the Developer, or the HOA Board of Directors. The HOA reserves the right to restrict the storage of non-compliant items (bins, tools, towels, toys, supplies, etc.) on any exterior area of the property, including the roof-top terrace and balconies.

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### **Hardscapes: Sidewalks, Driveways, Walkways, Walls & Alleys**

Any hardscapes situated on HOA-Owned Common Area are to be maintained by the homeowner's association. Hardscaped areas situated on an individual owner's lot, must be maintained by that owner.

The individual owner is responsible for the maintaining and cleaning of porches, patios, entry steps (front and rear), walkways, stoops or driveways. The HOA may provide for the cleaning of select areas from time to time at the discretion of the Board of Directors.

Owners may not alter any hardscape or exterior feature without written approval from the HOA.

### **Landscaping & Common Area Grounds Maintenance**

The HOA provides turf grass services that includes mowing, edging, common area hard surface weed control and leaf removal as needed. The HOA will provide other services which includes tree pruning, perennial cut-back, annual/perennial maintenance, mulching and other seasonal enhancements at the discretion of the Board of Directors.

All landscaping alterations must be approved in writing by either the developer, architectural board and/or the HOA board by submitting an architectural request that includes written description of the proposal, a detailed plan map that provides types of plantings and any structures and materials, and photographs of any of the above items. Any approved owner-installed landscaping feature must be maintained and replaced by the owner as needed.

Any type of landscaping alteration within the common area is prohibited.

### **Windows & Doors**

Owners are responsible for the maintenance, care, repair and replacement of all windows and doors including all related parts, fixtures and mechanics. The HOA may paint exterior doors as part of a large project.

All alterations to windows/doors (including window coverings) must be approved in writing by either the Developer, Architectural Board and/or the HOA board of directors by submitting an architectural request that includes the size, style, design and color of any window alteration or covering.

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### **Satellite Dishes & Related Services**

The installation of any type of utility service, including satellite dishes, must be approved in writing by either the developer, architectural board and/or the HOA board of directors by submitting an architectural request that includes a written description of the request, type of satellite dish and photographs of the above items.

- Service equipment may not be situated in the common area.
- Unit owners are responsible for damage caused by the installation of any personal utility or service devices.

### **Roofing & Gutters**

The HOA is responsible for the maintenance, care and replacement of all roofs, roof coverings, gutters, downspouts and related systems.

### **Leasing & Tenants**

Owners must include a copy of the rules & regulations to all tenants and leases must include a provision that the tenant(s) & their guests understand and agree to follow all rules and regulations of the HOA. Any violations of the governing documents (including the rules & regs) and related notices, fines and remedial action will be issued upon the deeded owner of the property.

### **Lighting & Fixtures**

The repair and general upkeep of the outdoor lighting fixtures situated within the common areas are the responsibility of the HOA. Any lighting fixture attached to the property or located on individually owned units are the responsibility of that owner to maintain, repair and replace as necessary.

Exterior lighting fixtures must be uniform in size, style and design. All alterations to exterior lighting fixtures must be approved in writing by either the developer, architectural board and/or the HOA board by submitting an architectural request that includes a written description of the request, type of exterior lighting fixture(s), and photographs of the above items.

### **Trash, Recycling and Yard Waste**

All rubbish, recycling and other trash must be regularly removed from your property.

There are four designated locations throughout the community for trash and recycling. The locations are as follows: Next to Unit C4, between Units F4 & F5, between J3 & J4, between L4 & L5. Unit owners will have

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to take their trash and recycling to those bins. The bins will be rolled out to for collection on the appropriate day of the week by the HOA's contracted waste removal company.

Before putting out any large items, such as mattresses and furniture, you must call the City of Durham to arrange a specific day for pickup. The Association may bill owners directly for items situated on the exterior property longer than 24 hours. Owners are responsible for trash left by their tenants and/or visitors.

### **Pets & Animals**

All pets shall be properly vaccinated, tagged and licensed as required by Durham County.

Pets are always to be leashed and under an owners' control in the exterior areas of the property.

Pet waste is to be cleaned up immediately and disposed of in proper receptacles.

Pets are not allowed to be left unattended on patios, decks, balconies or roof terraces.

Nuisance pets and/or animals may not be maintained on the property of The Grove. Such nuisances include (but are not limited to) unreasonable and consistent barking, threatening behavior and any other activity that unreasonably disturbs the quality of life for other owners and tenants.

Livestock and commercial animal activities are strictly prohibited.

### **Real Estate and Other Signage**

No advertising signs (except for real estate signs) are permitted at any time on any The Grove at Gordon property.

One standard sized real estate sign is allowed per unit and must be placed in the window of the subject unit. Signage is not allowed in the common areas or exterior areas of the property.

Other than those protected by law, flags, posters, signs and related features are not allowed to be displayed and visible from the exterior of the properties within The Grove.

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### **Mailbox Kiosks**

Mailbox keys and locks are the responsibility of the individual homeowners. Replacement keys/locks are available from the USPS or from the local locksmith.

Signs, notices or announcements are not allowed to be placed on the mailbox kiosks. The kiosks are the property of the United States Postal Services.

### **Insurance**

Owners must obtain and maintain insurance for each lot, unit and related improvements in an amount equal to 100% insurable replacement value. Owners must also maintain liability insurance of not less than \$300K.

The HOA will adequately insure all association-owned property and common elements against risks of loss and will also procure a liability policy for the areas owned by the HOA.

### **Noise & Nuisances**

The HOA reserves the right to restrict any activity by an owner, tenant or guest that produces unreasonable noise or creates a nuisance that negatively impacts another resident's quality of life. Please use common sense and courtesy with respect to your activities inside and outside of your unit – Thank you!

### **Rules & Regulations Violation Process**

Rule violations will be identified per the most recently amended Rules & Regulations posted at The Grove at Gordon's web site.

Violated rules will be documented via photography, video or written description and may be noted by community manager, the developer, board member and/or any community owners.

Owners of units found to be in violation of rules will be notified of the violation in writing and will be granted an opportunity to remedy the complaint issue within a specified time period. In the event of a non-compliant issue that requires action by the homeowner, the homeowner must take one of the following actions for the violations:

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- Either correct the violation immediately, or;
- Submit a written letter explaining their intention to appeal the violation within the specified time period allowed. Attend the NEXT scheduled The Grove at Gordon board meeting to appeal the violation in person, or;
- Provide a detailed plan with benchmarks for violation remediation

Owners who take no action when notified of a rule's violation may incur a fine of up to \$100.00 per day until the violation is corrected after a hearing is scheduled and performed.