

CRANEBRIDGE PLACE

TOWNHOME ASSOCIATION

RULES AND REGULATIONS

Revised January 2021

From the CPTA Board of Directors.....

One of the most important responsibilities of the Board of Directors for the Cranebridge Place Townhome Association is to preserve and enhance the value of residential property. Additionally, the CPTA Board of Directors provides oversight of the community as stewards for the lifestyle of the Cranebridge Place residents.

Cranebridge Place is the permanent home of many homeowners. A cooperative effort is required by all to maintain our unique residential atmosphere. For many of us, Townhome living is a new and different way of life. Our Townhome community has been described as a melting pot of different personalities, lifestyles, age, and professional experience. Enjoying one's home and the surrounding common areas should entail no infringement on the rights of other residents. The Cranebridge Place Rules and Regulations are in place to ensure pleasant and harmonious community living for all. All rules and regulations will be enforced. Written notice of violation of such rules and regulations will be provided to the resident and/or homeowner. Disregard of such notice will result in action by the Board of Directors. Such action will be at the discretion of the Board of Directors and may include fines levied or legal procedures instituted

Note: These rules and regulations apply to owners and/or tenants and their respective guests. Each rule and regulation are based on a corresponding section of the legal document called the Covenants and Restrictions. The referenced area will appear in bold type at the end of each rule and regulation.

1. The **Board of Directors** of the Cranebridge Place Townhome Association shall formulate, publish and enforce reasonable rules and regulations concerning the outward appearance of each Townhome and the use and enjoyment of the yard space of each Townhome and the common areas. (Article X, Section 1, p. 236)
2. ***Common Area** shall mean and refer to all land within the property owned by the Cranebridge Place Townhome Association for the common use and enjoyment of all members of the Association. (Article 1, Section 5, p. 225)
3. ***Limited Common Area** shall mean those portions of the Common Area that serve only a limited number of lots which may include but not limited to driveways and walkways serving Townhome lot, parking areas or other areas serving only specified lots, and other similar areas as may be designated by the Association. (Article 1, Section 8, p. 225)
4. **Lot** shall mean and refer to any plot of land other than the Common Area and limited Common Area shown on a recorded subdivision map of the property. Each individual Townhome owns some portion of the land on which it sits both front and back. The amount is recorded on each individual plot map received at the time of the closing and may vary by individual Townhome. (Article 1, Section 9, p. 225)

5. **Exterior Appearance**

A. **Architectural Control** – No building or other structure shall be erected or maintained on the property, nor shall any exterior addition, change, or alteration therein be made until the plans and specifications have been submitted to and approved in writing by the CPTA Board of Directors. Any changes must be in compliance with the external design and location of already existing surrounding structures. This applies to both building and landscaping changes. Forms for submission may be obtained from the property manager or from the

Cranebridge Place information located in each owner's online portal provided by RAMPART MANAGEMENT. (Article IX, p. 236)

B. **Window Treatments** – All window treatments visible from the exterior of the units shall be white or off-white, except by written approval of the Board of Directors. No foil or other reflective window covering shall be installed. Mullions are to be kept in the windows at all times to maintain architectural harmony within the community. Broken or missing mullions are the responsibility of the homeowner; contact Rampart Management for assistance with replacement. (Article X, Section 22, p.240).

C. **Decks** – Decks are to be maintained by the HOA in the stain . approved by the Board. (Article VII, Sec. 1, p. 233)

D. **Storm Doors** – Three types of storm doors have been approved for use by homeowners in Cranebridge Place
a. Wood door with 6 panes of glass
b. Wood door with removable interchangeable storm window and screen
c. Metal/vinyl door with removable and interchangeable full glass door and screen
Requests for storm door installation must be approved by the Board of Directors. The Board, with the assistance of the property manager, will maintain the list of design and retail resources for the approved storm doors to be used in the community. (Article VII, Sec. 1, p. 233)

E. **Door/Storm Door Colors** – Wooden storm doors must be stained or painted the color of the front door. Storm doors and front doors should be stained in dark walnut or painted the color of the shutters on the unit. In the event that a unit does not have shutters, the door color must be selected from a spectrum of Williamsburg colors used in the community and approved by the Board of Directors. Metal/vinyl storm doors should be matched to the color of the exterior trim on the unit. (Almond matches the trim color of all Cranebridge Place Townhomes). No other choices are acceptable. (Article VII, Sec. 1, p. 233)

6. **Exterior Colors**. The exterior of all Townhomes must be maintained in a color approved by the Board of Directors, consistent with the Williamsburg style of the community. (Article X, Section 19, p. 239)

7. **Use of Property**. All buildings and the Common Areas shall be used for residential and related common purposes. Islands may be used for picnics, meetings, games and other community activities as long as such activities do not cause unreasonable disturbance to occupants of surrounding Townhomes. (Article X, Section, 7 p. 238)

8. **Nuisance**. Nothing shall be kept and no activity shall be carried on in any Townhome or any common area which will increase or 5 cancel insurance coverage applicable to residential use. All laws, orders, rules, regulations, or requirements of any governmental agency having jurisdiction shall be complied with by and at the sole expense of the owner or the Association (Article X, Section 3, p. 237)

9. **Outdoor Grills**. No grilling using live coals or briquettes or charcoal lighter fluid is allowed on either the front or rear porches or decks of any structure within the Common Areas or Limited Common Areas. Only electric, butane, or gas-fired grills with ceramic briquettes whose flame is turned on and off by a valve or switch may be used and these only in compliance with all applicable ordinances. The Board of Directors may restrict the location at which these may be used at its discretion.

10. **Waste**. No waste shall be placed on any portion of the Common Area. (Article X, Section 4, p. 237)

11. **Residential Restriction**. No industry, business, or trade shall be conducted on any part of homeowner or Association property. (Article X, Section 5, p. 237)

12. **Signs, Placards, Posters**. Signs, placards or posters of any kind are not permitted on any part of homeowner association property. "For Sale" and "For Rent" signs are permitted; they must not detract from the architectural harmony of the community. (Article X. Section 6, p. 238)

13. **Noise**. Noise levels are to be kept at a level deemed acceptable to surrounding neighbors. This includes but is not limited to music, pets and gatherings. (Article X, Section 7, p. 238)

14. **Animals**. Dogs, cats and other household pets may be owned by residents. Pets must be kept inside the Townhome of the resident. The Durham County Leash Law must be observed within the confines of Cranebridge Place and Downing Creek. No pet houses, runs or pens shall be permitted on any lot or part of the Common Areas. Animals are not to be kept contained or restrained to decks or in screen porches when the homeowner is not in attendance. The pet owner must remove all waste at the time of deposit when walking pets (Article X, Section 8, p. 238).

15. **Lease of Townhome**. Townhomes may not be leased for hotel or other transient purposes, nor may owner lease less than the entire 6 unit for less than thirty (30) days. All leases must be in writing, including the terms of the lease, and be subject to all covenants, restrictions, and bylaws of the Association. Violations of the rules and regulations of the Association by lessees shall be considered defaults of the lease. (Article X, Section 9, p. 238)

16. **Antennas, Satellite Dishes, Solar Devices**. The Association may regulate or prohibit the erection of antennas on individual lots. Solar panels, satellite dishes, and other devices may not be installed on the exterior of the building without the written permission of the Board of Directors. Exterior security lights may be installed with the Approval of the Board of Directors. (Article X, Section 10, p. 238 and Article X, Section 17, p. 239)

17. **Unsightly Conditions**. The pursuit of activities on the property of the Association which are unsightly is not permitted. Assembly or disassembly of cars or other mechanical devices is prohibited. Decks, screened porches, and under deck areas must be kept in a neat condition. Storage of items under a deck that are within view of neighboring homes or common areas should be screened by lattice that matches the stain color of the deck. Installation of lattice under a deck may be permitted without the submission of an Architectural Request Application, but it must be stained the same color of the deck or board-approval is required. Lattice maintenance, cleaning and replacement is the responsibility of each owner and not the HOA. (Article X, Section 11, p. 238).

18. **Gardens, Play Equipment, Furniture, etc.** Vegetable gardens, hammocks, statuary, and play equipment, must be kept behind the Townhomes and must not interfere with grounds maintenance. (Article X, Section 12, p. 239)

19. **Tree and Shrub Removal**. Trees or shrubs may not be removed without permission of the Board of Directors. (Article X, Section 13, p. 239)

20. **Lighting**. Exterior lighting may not be installed that is visible from the street except for seasonal decorative lighting and those light fixtures installed by the builder. All other exterior lights must be approved by the Board of Directors. (Article X, Section 14, p. 239)

21. **Garbage Cans, Woodpiles, and Clotheslines**. All trash receptacles are to be kept behind each Townhome, and not visible from the street. On collection day, trash receptacles should be brought to the front of the owner's Townhome and returned behind the unit at the end of the day. Wood piles are to be kept behind the Townhomes in a neat manner. Because of termite infestation, no firewood is to be stored under or on decks. Towels, rugs, etc. are not to be hung from deck/porch railings. Exterior clotheslines are prohibited. (Article X, Section 15, p. 239)

22. **Weapons**. The use or discharge of firearms on association property is prohibited. The term firearm includes BB guns, pellet guns, and small guns of all types, including shotguns and rifles. Bows and arrows are also prohibited on association property. (Article X, Section 16, p. 239)

23. **Fences**. No fences or fence-type barriers of any type may be erected without the approval of the Board of Directors. The maintenance of any approved fenced enclosure is the responsibility of the individual homeowner. (Article X, Section, 18, p. 239)

24. **Mailboxes**. Mailboxes are those installed by the builder or the Association. Other types may not be used. Mailbox keys are the responsibility of the resident. Maintenance of the mailboxes is the responsibility of the HOA. (Article X, Section 20, p. 240)

25. **Homeowner Dues**. Dues are to be paid by the first day of each month. Any homeowner in arrears after the last day of the month will be assessed a "late fee" of \$20. The Board of Directors will initiate legal options available in order to

protect the Association's assets if homeowners disregard their obligation related to Association dues and assessments. (Article VI, Section 1, p. 229, Article VI, Section 8, p. 232)

26. **Private Plantings.** Approval for plantings, other than those provided by the builder, must be obtained from the Board of Directors. Private plantings must be maintained by each owner/resident and will not be cared for by the association's landscaping contractor. Leaf and pine straw removal from decks, porches and patios is the responsibility of each resident even though the landscaping company or other vendors...on behalf of the HOA... may do so from time to time.

27. **Termite Protection.** The Association will provide annual termite insurance. The cost is included in the monthly homeowners' dues. To prevent termite infestation, no firewood, lumber, or other wood products may be stored against or under the home or on or under the deck. Regrading of soil adjacent to the foundation wall or other site alterations that increase the possibility of termite infestation is not permitted. If such activity occurs and results in additional insurance premiums or repair costs, such increased costs will be assigned to the offending homeowner. (Article VII, Section 2, p. 234)

28. **Insurance.** General hazard or homeowner insurance is not provided by the Association. Owners must insure their entire structure (interior, contents, exterior and liability insurance).

29. **Vehicles and Parking.**

It is the responsibility of all Townhome residents to ensure their guests park in accordance with these Rules and Regulations for vehicles and parking within Cranebridge Place.

It is the responsibility of all homeowners entering into an agreement with a tenant to make them aware of these Rules and Regulations prior to initiating occupancy arrangements.

The Board of directors will be especially sensitive to complaints or concerns expressed by Cranebridge Place residents regarding vehicle and parking violations.

Two parking spaces are allocated to each Townhome – no more than 2 vehicles per unit are allowed to occupy parking spaces assigned to the unit. For this purpose, motorcycles/scooters are considered vehicles. For example, Townhomes having 1 car and 1 motorcycle/ scooter are at the 2-vehicle limit. Vehicles and motorcycles/scooters are not to be parked on the grass, sidewalks, porches, or street curbside. If it is necessary to maintain a motorcycle/scooter onsite in addition to 2 vehicles (requires more than the 2 allocated parking spaces), the motorcycle/scooter is to be covered and stored immediately behind the owner's Townhome. Being sensitive to all residents in the community, vehicle noise coming in and out of the neighborhood is a concern and will be addressed by the Board on a case-by-case basis.

Rotating vehicles into visitor parking spaces to accommodate Townhome resident parking for more than two vehicles per Townhome is not permitted. It is the responsibility of the resident to make parking arrangements for a third (or additional) vehicle(s) either within the community (use of another unit parking space with permission of the owner) or outside the community in order to avoid towing.

Commercial cars/trucks, boats, RVs, trailers, or other recreational vehicles are not to be parked within the Association limits. Parking pads labeled for "visitors" in the upper and lower islands are designated for visitor parking only (short term Parking pads labeled for "visitors" in the upper and lower islands are designated for visitor parking only (short term <72 hours). Visitor parking pads are not to be used as an alternate parking site to accommodate carpooling, or park and ride (i.e., summer classes, storage between semesters, secure parking while owner out of town, etc.). If it is necessary for a unit to occupy a visitor parking space longer than 72 hours, the resident must notify a member of the Board in order to avoid vehicle towing.

Numbered parking pads in the upper island are designated for those units only and are not to be used for Visitor parking.

Towing is enforced in Cranebridge Place – vehicles and motorcycles/scooters parked on the grass, sidewalks, porches, street curbside, or vehicle spaces WILL BE TOWED if determined by the Board to be in violation of the Rules and Regulations.

All vehicle and parking violations will be subject to action by the Board of Directors. (Article III, Section 4, p. 228)

See Frequently Asked Questions regarding Vehicles and Parking on page 12 of this document.

30. **Speed Limit.** The speed limit within the Cranebridge Place property is 10 MPH.

31. **Enforcement of Rules and Regulations.** The Association shall have the right to enforce all restrictions, conditions, covenants, liens, foreclosures, charges, now or hereafter imposed by the provisions of the Covenants and Restrictions. Failure by the Association to enforce any covenant or restriction shall in no way be deemed the waiver of the right to do so thereafter. (Article XIII, Section 1, p. 242)

32. **Violation of Owner's Responsibility.** In the event that the Board of Directors of the Association determines that any Owner has failed or refused to discharge properly his obligations with regard to the maintenance, repair, or replacement of items for which he is responsible or that any Owner has caused the need for maintenance, repair, or replacement of items for which the Association is responsible through a willful or negligent act that is not covered or paid for by insurance, in whole or in part, then the Association shall have the right to give the Owner written notice of the Association's intent to provide such repair, replacement of maintenance at the Owner's sole cost and expense. The owner shall have ten (10) days within which to complete the maintenance, replacement or repair. If any owner does not comply with these provisions, the Association may provide any such maintenance, repair, or replacement at Owner's sole cost and expense and all costs shall be added to and become part of the assessment to which such Owner is subject and shall 10 become a lien against the Unit. (Article VII, Section 2, p. 234)

BRIEF SUMMARY OF VIOLATIONS THAT WILL RESULT IN ACTION BY THE CPTA BOARD OF DIRECTORS

1. Unauthorized parking in guest parking spaces in upper and lower circles or private units
2. Visitor parking for greater than 72 hours
3. Parking of any vehicle (truck, boat, RV) other than residents' cars on parking pads or grass anywhere in the community. Towing will be enforced.
4. Leaving trash receptacles at the street after pick-up day.
5. Excessive speeding. Speed limit in Cranebridge Place is 10 MPH
6. Stacking firewood or other materials in such a manner as to potentially cause infestation or other damage to units.
7. Homeowners not restraining dogs on leash.
8. Not disposing of pet waste at the time of deposit.
9. Making exterior structural changes without prior approval of the CPTA Board of Directors.
10. Erecting a fence without permission.
11. Painting deck in color outside that approved by the Board
12. Installation of storm doors without prior review and approval by the CPTA Board of Directors.
13. Damaging Common Property.
14. Painting wooden storm doors a color that is not reviewed and approved by the Board of Directors.

15. Not matching the color of wooden storm doors to color of front Door.
16. Removing mullions from windows.
17. Not maintaining fences in accordance with Cranebridge Place Townhome Guidelines.
18. Private plantings without the approval of the Board of Directors.
19. Using the area in front of the Townhomes and/or visible to the street for vegetable gardens, play equipment or statuary.
20. Removing trees or shrubs without authorization from the Board of Directors.
- 21 Removing rip-rap (large stones) from drainage areas.
22. Violating use of the Common Areas.
23. Keeping unsightly trash anywhere outside townhome.
24. Causing unacceptable noise levels in the neighborhood.
25. Using firearms on any part of the Cranebridge Place Townhome Property.

FREQUENTLY ASKED QUESTIONS REGARDING VEHICLES AND PARKING See Rule #29

1. What is the option for a third resident vehicle for parking or for non-resident vehicles needing extended parking?

Residents may contact the management of Bradford Place (directly across from Cranebridge Place) to inquire as to availability of parking on their property. In the past, some townhomes with three vehicles have utilized an “internal rotation schedule” to minimize the amount of time one dweller parks in the Bradford complex.

2. How long may a guest utilize a visitor parking pad in the complex? Guests may utilize a visitor parking pad for no more than 3 consecutive days. If additional time is needed to accommodate visiting guests and non-residents, the homeowner must contact a board member or the property manager at RAMPART MANAGEMENT. The CPTA Board will be notified immediately of the request and feedback provided to the homeowner. Advance requests are encouraged if your guests will need a visitor pad for greater than the 3–consecutive- day period.

3. What happens if the CPTA Parking Rules are not followed? Towing will be enforced.

4. What are parking options for multiple guests (i.e. homeowner social event, etc)? The visitor parking pads in the complex are available to homeowners for their guests. If additional parking is needed, visitors are encouraged to carpool or park outside Cranebridge Place. Parking on the grass or along the curb is not an option to accommodate resident or visitor vehicles.

Additional visitor pads have been installed to facilitate resident need for short-term visitor parking. With community cooperation, the number of visitor parking pads available has proven to be sufficient. Please be sensitive to the community parking rules and the impact on your neighbors and their guests. Historically, the Board has been willing to work to meet individual homeowner needs when notified in advance of any anticipated potential parking situation.

If you have questions or need further clarification on any of the items listed above, please contact the CP property manager at Rampart Management, 919-932-0592.