

Facts About Your Home at Georgetowne Square 2015

Board of Directors: Each year at the Annual Meeting, the Georgetowne Square Homeowners Association elects homeowners to serve on the Board of Directors. It is the responsibility of the Board to make all the major decisions regarding the operation of your Association. The Association Manager is responsible for implementing the decisions of the Board.

Westridge Property Group, Inc was selected by your Board in December of 2006 to manage your association. The mailing address for Westridge Property Group, Inc is PO Box 10172, Greensboro, NC 27404. Phone: 288-1109; Fax 286-8085; email address: hollyhill@westridgepropertygroupinc.com. Holly Hill is the Association Manager and meets with the Board members every month.

Board Meetings: Your elected Board consists of five homeowners who each serve a two-year term. The Board meets every month. Any homeowner is welcome to address the Board. Please call Westridge Property Group, Inc to find out the date of the next meeting and to let the Board know that you would like to be on the agenda.

Annual Meeting: The entire membership meets once per year in the month of November. Each homeowner will receive notice of this meeting 2 to 3 weeks prior to the meeting. In order to hold the meeting, 10% of the homeowners must be present. From time to time special membership meetings are held for various reasons.

Paying Your Monthly Association Dues: Westridge Property Group, Inc collects our dues. You may pay your monthly dues by check or bank draft. In 2015 the monthly dues are \$119.00 per month. Your Association dues should be paid by the first day of each month. Homeowners who pay after the fifteenth day of the month will be assessed a \$20.00 late fee. Homeowners who are more than 2 months past due are turned over to an attorney for collection. The homeowner is responsible for paying all the legal fees associated with the collection of their past due account. The Board may increase dues up to 10% per year if needed.

Ownership: There are 144 homes at Georgetowne Square. Article III of the Declaration of Condominium provides a detailed description of what each owner owns and what is common property. In summary, each homeowner owns all the floor coverings (carpet and vinyl) and the wall coverings (paint and wallpaper) inside their home. Each homeowner also owns and is responsible for maintaining all plumbing and electrical fixtures and appliances inside the home. The homeowner is also responsible for maintaining all windows, doors, door and window screens, water heaters and air conditioning units. Each unit has a deck or patio whose use is reserved exclusively for that owner. The 144 homeowners own everything else in common. That means each homeowner owns 1/144th of the common property. This includes but it not limited to the building structure, walkways and landscaping and parking areas. The association paints and completes repairs to the exterior of the buildings, maintains the landscaping, provides trash removal service and maintains plumbing and

electrical items that service more than one home. Money is also being saved for long-term expenses such as replacing the roofs and sealing parking lots.

Fireplaces: Several years ago, after experiencing several chimney fires, our chimneys were inspected and deemed unsafe due to being installed improperly. By recommendation of the Greensboro Fire Department, all chimneys were closed off and are now non-functioning. The estimated cost to restore the fireplace to useable condition, at that time, was around \$3000.00. If you choose to restore your fireplace; it must be inspected by the City Inspections Department and sufficient documentation must be provided to the Board that the fireplace is operable. Using a fireplace that has not been restored could result in fines from the Association as well as fines from the Greensboro Fire Department.

Insurance: The Association provides hazard insurance on all the buildings. The Association's insurance policy has a \$2,500 deductible. It is strongly recommended that each homeowner carry what is called an HO-6 insurance policy. This policy will cover your personal property. The Association's insurance will not replace or repair your furniture, clothes, appliances or any other personal property. If your home is ever damaged to the point that you cannot stay in your home while repairs are being made, the Association's insurance will not cover your housing while the repairs are made. Homeowner dues are still due and payable even if you cannot stay in your home while repairs are made. Your HO-6 policy may cover items such as these. If you are renting your home, you are encouraged to purchase renters insurance for your personal property.

Termite Control: The Association has an agreement with an exterminator to provide termite inspections and treatments for the Association. The exterminator inspects the buildings annually. If termites are found they will treat the area and repair any termite damage. During the course of the year, if you see termites around your home, please call Westridge Property Group, Inc. They will notify the exterminator. Some pests may not be covered by our contract and will need to be exterminated by each owner.

Landscape Maintenance: The Association has a contract with a landscaping company to maintain our grounds. This contract includes trimming of plants and shrubs in early spring, summer and fall, cutting the grass, fertilization and seeding of the grass. The Landscaping Contractors are not paid to pick up trash. Residents should not make any changes to the exterior landscaping. Plantings are association property and are purchased at the association's expense. Plantings in the common property, including the beds, in front of each building are not allowed. The common property includes the sidewalks, breezeways, sides of each building and the areas in front of the building under each window.

Parking: The Board of Directors shall cause one (1) permanently assigned parking space to be reserved for each unit. There are approximately two spaces available per home but not necessarily in front of your building. Owners with more than two vehicles are asked to park them off site if at all possible or in spaces set aside for overflow parking. Please contact Westridge Property Group, Inc for these designated overflow spaces. Spaces are marked with a particular number assigned to that unit. They are not marked with the unit number itself for safety reasons. Unassigned parking spaces shall be for the use of homeowners' guests, invitees and other visitors to the Association. Any vehicle parked in an assigned

space without permission of the unit owner to which that space is assigned shall be at risk of being towed. All cars must have current registration and license tags and be in operating condition. This includes tires. Campers, boats or trailers of any kind are prohibited from parking on any portion of the common property. If you are unsure of your parking place, please contact Westridge Property Group.

Garbage Pickup: The Association has six trash dumpsters and one recycling dumpster situated throughout the property. The Association rents the dumpsters from Republic Waste and the City of Greensboro empties the dumpsters each week. When you put your trash in the dumpster please pick up any garbage that may fall on the ground around the dumpsters. Any furniture, appliances or large items that you are discarding **MUST** be removed from the property by you or your contractor. Littering is prohibited on common property.

Maintenance: If you observe needed building or landscaping maintenance around your home please contact Westridge Property Group, Inc.

Pets: In no event shall pets be permitted on the common property of the Association unless carried or walked on a leash. Pet owners are responsible for cleaning up after their pets in the common areas. Pet owners who allow their pet to damage common property may be responsible for the cost to have such damage repaired. No pet shall be permanently housed on a patio or deck nor left on a patio or deck without the presence of an owner. The owner shall indemnify the Association and hold it harmless against the loss or liability of any kind whatsoever arising from or growing out of having any animal in the condominium. Excessive barking of a pet or other annoyance to residents may cause an order by the Association to remove the pet from the property.

Snow Removal: Several factors will influence the Board's decision regarding snow removal or the application of ice melt. The Board will, at its discretion, determine the appropriate course of action.

Vehicle Operation and Maintenance: No maintenance on automobiles, motorcycles, or associated equipment shall be allowed on the common property or on the patio area. Vehicles shall be operated in a responsible manner while on the Association grounds for the protection of other homeowners.

Renting: Owners are responsible for their tenant's compliance with the Rules and Regulations of the Association. Any violation of the Rules and Regulations will be the responsibility of the unit owner. No homeowner may enter into a rental agreement of less than 30 days. Homeowners shall provide the Association with the names and telephone numbers of their tenants.

Nuisances: No noxious or offensive activity shall be conducted in any unit nor shall anything be done on the common property which may be an annoyance or nuisance to the neighborhood.

Deck and Patio Maintenance: No wood is to be stored in direct contact with the building. It is the homeowner's responsibility to protect the structural integrity of the decks and patios. The homeowners must also keep their decks and patios clear of leaves and other debris.

Exterior Building Changes: Any homeowner that wishes to make any additions or changes to his or her unit must receive written approval from the Board of Directors before beginning the change or addition. Any additions or changes include but are not limited to fences, planting shrubs, room additions, patio additions, storm doors, paint, etc. Patio covers are no longer allowed. Requests for Architectural Change forms may be obtained from the Association Manager. Covers of any type are not to be attached to any part of the exterior.

Damage to Common Property: Any owner or resident who damages common property by driving on the grass, allowing a pet to damage the buildings or landscaping, etc. may be required to pay for the repair of such damage. The individual unit owner will be responsible for repairing any damage to any unit caused by the improper operation of any appliance (dishwasher/dryer, disposal, water heaters, etc.) contained in the unit.

Conduct of Children: Parents are responsible for the general conduct of their children at all times. Damage to the common property or personal property of other residents is the responsibility of the parent.

Commercial Activity: No condominium unit shall be used for commercial activity of any kind.

Fixtures and Articles on Breezeways & Common Areas: Bicycles, grills, motorbikes, mini-bikes, garbage cans, storage bins, recreational items, any type of motorized equipment, or any personal property may not be placed or operated on the common area or in the breezeways. Please utilize your individual storage unit for such items. Guilford County Fire Code prohibits the use of grills within 10 feet of anything flammable. (This includes the building!) Grills, torches, hibachis etc are not permitted on decks or patios.

For Sale Signage: "For Sale" or "For Rent" signs cannot be placed in front of the units, as such articles prevent the proper maintenance and mowing of the grass. Due to the possibility of liability for injury, (therefore subsequent increase of insurance cost), it is considered that the inconvenience of the rule is justified. The Association recently mounted "Home For Sale" signs at each entrance. Therefore individual for sale or rent signs should only be placed in the window of that unit, rather than on the grounds.

Noise: Residents shall exercise extreme care about making noises or the use of musical instruments, radios, television sets, and amplifiers or any other noise that may disturb other homeowners. This also includes the noise of animals or car stereos. Discharging of any firearm is prohibited.

Guests: Residents are responsible for any of their guests' actions which violate any of the

above rules and regulations, or any further regulations the Association should enact.

Address: Owners are responsible for making sure that the management company has a current and correct address. Please send your notification in writing. An address change that shows on a check is not sufficient notification.

Neither the management company nor the Association shall be responsible for actions against owners who have not properly notified the management company of an address change.

Water issues: Owners are encouraged to purchase reinforced hoses for washing machines – particularly for those units on the second floor. In addition, all water heaters should have an overflow pipe that drains to the outside of the home. Each owner is responsible for any damage that occurs from leaking water heaters and washing machine malfunctions.

Violations: Violations shall be subject to immediate removal and/or restoration to prior condition at the sole expense of the violating party. Penalties and/or enforcement shall be by assessment or other authorized procedures as determined by the Board of Directors in accordance with the By-laws and Declaration of Georgetowne Square Condominium Association.

A VIOLATION of these RULES and REGULATIONS shall subject the owner(s) of the property in which membership in the Association is derived the following assessments: a) First Offense – a warning letter with 10 days to comply; b) Second Offense – a fine of up to \$100.00 per day. A hearing will be scheduled for you to come before the Board of Directors to explain why you are violating the Rules and Regulations. The Board will determine if a fine is appropriate and notify the owner of the fine within five days of the Board meeting. The Association will have the right to seek legal remedies in a court of law and ask that all costs and attorney's fees be paid by the offending member.