



The Townes @ Edwards Mill Rules and Regulations

These Rules and Regulations have been adopted by your Board of Directors as prescribed by the Master Deed. The Association desires to maintain this Community in a neat and attractive condition, with Residents treating each other with dignity and in good taste. They are intended for the purpose of enhancing the value of our property and the quality of living.

The Board of Directors may amend these Rules and Regulations from time to time, if the need arises. All unit owners must be familiar with the Rules and Regulations and ensure that tenants receive a copy of this document and comply with all Rules, Regulations, and Articles of the Master Deed and By Laws. A copy of the Master Deed can be found at www.nhe-inc.com.

Amenities

1. Pool Rules, Clubhouse rental and Tennis Court Rules are made a part of these Rules and Regulations.
2. The Association may provide a separate facility for the washing and drying of clothing, the Association assumes no responsibility or liability whatsoever for any damages from the use of the facility. Each resident should help keep this area clean.
3. **OWNERS WITH A LIEN AGAINST THEIR UNIT MAY NOT USE THE AMENITIES-POOL/TENNIS/CLUBHOUSE**
4. **THERE IS A \$25.00 NON-REFUNDABLE FEE FOR LOST AMENITIES KEYS. ONLY ONE KEY PER RESIDENCE.**

Appearance

1. Lids and doors to dumpsters should be kept closed at all times.
2. Garbage or trash should not be placed outside any unit front or back with intention of later removal.
3. Owners are responsible for removal of old appliances, carpet, padding, furniture, etc. Such items cannot be left at the dumpsters. Owners will be fined for leaving such items.
4. All garbage should be placed in plastic bags and closed securely.
5. Cardboard boxes should be broken down before placing in dumpster.
6. Littering of any kind is not permitted.
7. No toys should be left on sidewalks. The Association will not be responsible for any damage or stolen toys or property.
8. No exterior antenna for television or radio may be attached to any part of the building. Prior written consent of the Board of Directors must be obtained before installation of satellite dishes to assure the equipment is installed in a proper location.
9. Personal lawn furniture and grills are allowed on the grounds but must be returned to their patios or storage by evening.
10. All areas outside of units (including patios) should be maintained with a neat appearance and must be free of trash, garbage cans, mops, brooms, unused flowerpots, soil, tools, ladders, etc.

Common and Limited Common Areas

1. Common areas are for residential use only. Any maintenance requests should pertain to the outside of a unit. Interior maintenance is the sole responsibility of each owner.
2. Use of window air conditioning and window fans is prohibited.
3. No trees, bushes or other landscaping materials are to be altered or removed from any common property except under the approval of the Board of Directors.
4. Water is furnished by the Association and should not be wasted. Owners must immediately repair any dripping faucets or commodes. In the event of any excessive or extraordinary use of water by any resident, the Association will be entitled to install a separate meter at owner's expense and/or otherwise estimate water usage in excess of normal requirements and bill the owner.
5. Any alterations to the exterior of any building are prohibited without consent of the Board of Directors.
6. Washing of cars is not permitted.
7. All Units and Common Areas are restricted exclusively for residential use.
8. If you desire to have attic access you must fill out the architectural form for the Board to review and approve.

Complaints

1. All complaints are to be addressed in writing or email to the property manager. The property manager has the delegated authority to investigate and to respond to complaints on behalf of the Board of Directors.

Noise

1. No noisy or disorderly conduct, or conduct annoying or disturbing to the occupants of other units is permitted.
2. Excessive volume from musical instruments, radios, or television sets is not allowed.
3. No immoral, improper, offensive or unlawful use shall be made of any unit.
4. Quiet time must be observed between the hours of 10:00 PM and 8:00 AM
5. No vehicles with loud mufflers or intentionally loud audio systems are allowed.

Parking

ALL VEHICLES MUST BE REGISTERED WITH THE ASSOCIATION

1. All cars are to park properly, pulling straight into spaces provided and park between parallel lines.
2. No motorized methods of transportation of any kind are to be parked on sidewalks, walkways, patios, or entrances of units or any other common area.
3. Vehicles with flat tires, broken windows, derelict vehicles, wrecked vehicles or other unsightly vehicles are not permitted within the community. They must be repaired or they will be towed at the owner's expense after appropriate notice.
4. Vehicles with oil, gasoline or transmission leaks must be repaired or removed from the property, or they will be towed at the owner's expense.
5. Guests and Residents with more than one vehicle must park additional vehicles in unnumbered spaces in uncongested areas.
6. After 3 days, guests must place parking tag on rear view mirror.
7. No motorcycles, minibikes, go-carts, utility trailer, tractor-trailer, recreational vehicle including boats, campers, etc. is to be parked, or permitted to remain on the property.

8. Motorcycles, large trucks or other objectionable vehicles shall not be driven or parked in the parking areas nor on the streets directly adjacent to the community per Master Deed section 10.5.
9. All pickup trucks and vans should use back row parking whenever possible because they are hard to see around when other vehicles are trying to back up.

Pets

1. No pets will be kept in any unit except for cats, dogs, and other normal household pets.
2. In no event will certain breeds of dogs such as Pit Bulls, Rotweillers, Dobermans, Chows and German Shepherds, be kept in any unit.
3. No dogs in excess of 50 pounds shall be permitted to be kept in a unit.
4. All pets shall be kept on a leash at all times when outside of a unit and the owner shall clean up after his/her pet. All droppings should be put in a plastic bag and disposed of immediately in a dumpster, including cat litter.
5. No resident shall keep or maintain any animal which habitually barks cries or otherwise disturbs other residents.
6. The breeding of pets or animals is prohibited.
7. No pet may be tied, chained or staked in the common areas, including the patio.
8. There is to be no feeding of stray domestic animals, this attracts unwanted & wild animals.
9. Outside pets are not permitted.

Public Sales

1. No yard sales, auctions, or public sales of any kind are permitted without the written consent of the Board of Directors.

Regime Fee

1. A regime fee is due to the Management Company by the first of each month. If not received by the 10th of the month, a late fee of \$15.00 is assessed and will be cumulative for each month the payment is late.
2. Any owner more than sixty days delinquent in regime fees will have a lien placed against his/her unit. After the delinquent amount reaches \$500.00 there will be a judgment filed. All legal and related expenses will be charged to the unit owner.

Speed Limit

1. For the protection of children and pedestrians, the speed limit within the community is **15 M.P.H.**

Safety

1. Fireplaces are the sole responsibility of the owners. All fireplaces should be inspected and cleaned regularly.
2. **ALL RESIDENTS SHOULD HAVE A FIRE EXTINGUISHER IN A READILY ACCESSIBLE LOCATION IN THEIR UNIT.**
3. Kerosene heaters and gas powered machines are not permitted inside units.
4. No open flame lighting or heating devices may be used or stored in a unit.
5. No grills or other open flame device may be used within ten feet of any building. Vinyl siding is flammable and will melt.

6. Owners, Residents or guests shall not do anything in a unit that may in any way violate any applicable laws.
7. Become acquainted with your neighbors. If you notice anything unusual or suspicious, please call the police department and then report to the Property Manager.
8. Report any burned out lights in common areas to the Property Manager.
9. The shooting of firearms, BB guns, fireworks and pellet guns is strictly prohibited.
10. Owners are responsible for vandalism or damage to the common areas, caused by themselves or their guests.
11. For safety reasons there is to be no skateboarding or ball playing on the property.

Sale or Lease

1. An owner who sells their unit must provide the prospective buyer or their attorney with copies of the Master Deed, By- Laws, Rules and Regulations, Mail Box Key and Pool Key.
2. An owner who plans to lease their unit must first obtain a leasing permit from the management company and provide their tenants with a copy of the Associations Rules and Regulations.
3. All leases will require the lessee and all invitees and guests to abide by all conditions and restrictions placed on the use of the Unit and the Common Area by the Regime Documents. The Board of Directors will have the right to approve the form of all such leases and rental contracts. If an owner leases his/her unit, he/she must provide the property manager with a Lease Addendum signed by the tenant indicating that the tenant has received a copy of the Rules and Regulations.
4. The owner of a Unit will have the right to lease or rent his/her Unit except as hereinafter provided. Owner must first apply for and receives a Leasing Permit from the Board, which will be approved as long as no more than ten (10%) of the Units are already leased. All leases and rental contracts will be for a reasonable duration and will be in writing.
5. Owners who lease their units will be jointly and severally liable with their tenants for all fines and other expenses that may be incurred by the lessee.
6. The Association reserves the right to restrict the number of occupants to any unit so as to avoid unreasonable disturbance or other unacceptable conditions within the community. No unit shall be rented for transient or hotel purposes. The current accepted occupancy standard recognized by the Fair Housing Council is two occupants per bedroom.

Signs

1. No signs of any kind may be displayed in the yard, in the window, or on the units at any place at any time including but not limited to, signs for sale or for rent unless first approved by the Board.

Soliciting

1. There is to be no soliciting. Should any occur, please report it to the Property Manager.
2. Distribution of political material door to door is prohibited.
3. Distribution of advertising, flyers, brochures, etc. door to door is prohibited.

Storage Units

1. No chemicals or flammable materials should not be stored in the storage units.
2. The storage units cannot be used for the boarding of pets.

Use of Units

1. There will be no attic access of any nature without the authorization of the Board of Directors.

Violations

1. All violations of these Rules and Regulations or matters which are the responsibility of the Association shall be made in writing to the Property Manager.
2. All notices of violation, requests to correct, orders to cease and desist and other similar communications from the Association or the Manager shall also be in writing and sent to the Owner at the mailing address as shown on the records of the Association. All such written communications sent by mail shall be deemed received on the second business day after it was deposited in the U.S. Mail with proper postage. A notice will be sent stating the violation and the owner will be given 10 days to correct if not corrected the fines are as follows.

1st Offense – Letter from Association Manager
and a \$50 fine will be assessed.

2nd Offense – Letter from Association Manager
and a \$100 fine will be assessed.

3rd Offense – Letter from Association Manager
and \$200 fine will be assessed.

If violation is not rectified within 30 days, Board has right to rectify violation at owner's expense. As long as violation exists, the Board has the right to assess a fine of \$50 per week. The Board may also take necessary legal action, including the filing of a lien, to correct any violations. As stipulated in the Master Deed, all legal expenses will be borne by the violator.