**Townes at Brookwood I**

**Rules and Regulations**

The Board of Directors of Townes at Brookwood I pursuant to Article 6 of the By Laws have instituted the following rules and regulations, along with associated fines for violations. These R&Rs were created to protect the property and ease of enjoyment for all homeowners and residents.

**Exterior Alterations** – requests must be submitted to Architectural Committee/Board of Directors. No work can be done until written approval has been received.

**Leasing of Unit** – no residence may be leased for transient or hotel purposes (i.e. AirBnB, etc) and no owner may lease less than the entire unit. Leases must be in writing and a copy shall be filed with NHE Property Management upon demand. Along with a copy of the lease, owner must provide the number of tenants occupying said residence, contact information (email address or phone number) for primary lessee and number of vehicles associated with unit. It is the responsibility of the unit owner to communicate all rules and regulations of the community to their tenants. Rule violations of a tenant shall be communicated to the unit owner who shall be responsible for payment of any fines levied.

**Parking** – all vehicles must be parked in appropriate parking spaces including garages, driveways and specifically marked (white lined) parking spaces. On-street parking is prohibited except for a short-term visit directly in front of your unit for less than one hour. Any vehicle parked on the street for more than one hour will be ticketed as a first warning. Repeated offenses will result in fines and possible towing.

The marked parking spaces on each street should be used for visitors and residents for short-term parking. If a vehicle is going to be parked for an extended period without use, it shall be parked in a space at the back of the pool area where spaces are available on a regular basis.

No commercial vehicles may be parked in TAB I except those who are providing a service to a unit.

Vehicles with expired tags are considered unregistered and may not be parked in TAB I.

No non-resident vehicles can be parked or stored in TAB I (except for your short-term guests).

Vehicles parked on the street in front of the emergency vehicle gate (at the end of Shady Grove) are subject to immediate towing.

No resident motor homes, boats, campers, RVs can be parked in TAB I. For short-term visitors, please refer to the Parking Rules for Visitor RVs which are posted on the NHE website – TAB I page.

**Pets** – must be leashed any time they are outside your unit or fenced in area. Pets refers to both dogs and cats. All pet excrement must be picked up immediately. Please also note that pet urine consistently in the same spot will kill the grass or other foliage, so be mindful of where you are walking your pet.

**Pods** – contact NHE Property Management for permission to park a pod in TAB I. Pods can only be placed in specified spots and must be removed within 72 hours of placement.

**Pool Rules** – refer to published pool rules on NHE website – TAB I page.

**Trash Containers** – must be stored out of sight from the street. Trash cans may be placed at the curb in front of your unit the evening prior to pick up and must be removed by the evening of pickup day.