

Rules and Regulations

ASSOCIATION OF UNIT OWNERS QUAIL HOLLOW EAST CONDOMINIUM

- I. These Rules and Regulations, rev. 3/2012, apply to all unit owners, tenants, all occupants and guests.
- II. All rules that are changed, modified, deleted, or added will be indicated on a replaceable sheet dated in the lower left corner. Each owner and resident is entitled to and shall receive all such updates, whether in whole or in part.
- III. All residents, whether owner or tenant, are subject to these rules. All residents are responsible for their guests; non-resident owners are ultimately responsible for the actions or non-actions of their tenants; non-resident owners are to insure their tenant has a copy of the latest rules.
- IV. Article III, By-Laws, Section 1 specifies that the affairs of the Condominium shall be governed by a Board of Directors. Section 2 specifies the Board of Directors shall have the power to adopt, modify, delete any rules and regulations deemed necessary for the enjoyment of the Condominium, provided they are not in conflict with the Unit Ownership Act, or documents of either Association, and to levy fines for repeated violations of these rules and/or documents.
- V. MANAGEMENT

Property Manager - Cedar Management
Errol Thomas, QHE Manager
9500 Statesville Road
Charlotte, NC 28269

Maintenance Assistance: 704-644-8808

A. Assessment Payments

1. Assessments are due on the first of the month and mailed to the above address or electronically transferred. A service fee of \$20.00 will be charged if payment is not received by the 15th day of the month, in which the assessment is due.

2. When an account is continuously delinquent, the unit owner shall be subject to the acceleration of the maturity of the remaining balance of his/her annual assessment, at the discretion of the Board of Directors, pursuant to Article X, Section 2(b) of the By-Laws, which specifies that a lien may be obtained against the property.

B. Unit changeover – Sale or Lease

1. Unit owners shall notify Management of a proposed sale or lease of any unit and must complete and deliver to Management all required forms, which may be secured from Management (1 copy of each form is included with these rules).
2. Completed forms require the signature of at least three (3) members of the Board prior to sales closure or lease signing, to become official in accordance with Article VIII, Section 1(a) of the Declarations.

C. Insurance

1. Requirements are covered by Article VI, Section 3 of the By-Laws,
 - a. Owners – HO-6 with single liability limit of \$500,000
 - b. Tenants – HO-4 with single liability limit of \$500,000;non-resident owners are not exempt from the requirements as stated in “a” and must be submitted to management within 45 days of any change in insurance, including change of insured/change in ownership/change in tenants.

D. Prohibited Sales Activities

The Declaration of Condominium of Quail Hollow East, under Section 10, “Use of Unit”, paragraph (e), page 7, prohibits any business activities such as attic, garage, yard or vehicle sales at any location within the Condominium’s jurisdiction.

VI. EMERGENCIES

A. Fire

- 1. Dial 911 immediately and FIRST.**
- 2. Alert your neighbors and contact property manager.**

- 3. Request neighbor assistance to direct emergency vehicles to correct unit.**
- 4. Smoke detectors and fire extinguishers are recommended for every unit; consider battery type, rather than electrical, since electricity could be off – be certain and check and replace battery as needed.**

B. Flooding from pipe breaks

- 1. Become familiar with locations of water shut-off valves**
 - a. Most units have shut-off valves under the kitchen sink, on the back patio, or just beyond the patio in the ground**
 - b. Some units have shut-offs in the ceiling of the kitchen; valves under the sink or in the ceiling must be checked periodically to insure they work**
 - c. Do not hide or obstruct any shut-off location**
- 2. Main shut-off valve to all buildings on hillside is located in the ground between bldgs 9 & 10, at the beginning of the drive at Quail Hill.**
- 3. Main shut-off valve to all buildings on hillside is located in the ground at the beginning of the drive in front bldg 3.**
- 4. A Map of Quail Hollow East and a building diagram is included at the back of this booklet so you can familiarize yourself with building #'s and location of shut-offs.**
- 5. Notify Management as soon as possible so they might assess the situation and arrange for clean up and repairs.**

VII. RULES AND REGULATIONS

A. Maintenance and Repairs

North Carolina Statute 47C-2-102(2) states If...or any fixture lies partially within and partially outside the designated boundaries of a unit, any portion thereof serving only that unit is a limited element allocated exclusively to that unit,...

1. Owners – covered in Article V, Section 5, By-Laws

No owner or tenant shall order repairs to common area without authorization from Management. To do so will be to assume responsibility for cost of repair.

The owner or tenant of a patio must not attach anything to, drill or nail anything into the wood surface of a balcony fascia or ceiling above unless permission is received from the owner of the balcony. Any damage to the balcony caused by such shall be the responsibility of the unit owner below to repair.

- 2. Tenants/Owners shall keep the interior of the unit and the patio or balcony and its equipment and appurtenances in good order, repair, and in a clean and sanitary condition.**
- 3. Awnings are the responsibility of the unit owner.**
 - a. Awnings and any awing material used on balconies, windows and patios must conform to the existing style and color**
 - b. Ripped, torn, or unseamed awnings must be repaired, replaced or removed promptly.**
 - c. If an awning is not in place or to be replaced, all metal supports must be removed and the surface of the building to which the awning was attached put back into previous condition, with all screw holes filled.**
 - d. The awning, being an appurtenance to the patio, balcony or window must be kept clean – Article V, Section 6, By-Laws. To enforce compliance, the Board of East will follow the recommendations of the Architectural Committee, as to its criteria of what is clean or not clean. Please comply with the recommendations of the Architectural Committee and Management.**
- 4. Balconies are the responsibility of the unit owner, including the underneath, which is the ceiling of the patio below, and the iron railing.**
 - a. All parts must be kept in good order, with any repairs conforming to the original construction. Balconies requiring substantial repairs must have support posts of treated wood added to the outside corners, set up off the concrete on metal plates to prohibit water from wicking up into the wood. The support posts become a part of the balcony maintenance.**
 - b. No decorative flags, decorations or bird feeders may be added to balcony fascia and railings.**
 - c. In keeping with the need to preserve the common scheme and harmonious design of the community, balconies/patios, along with balcony/patio windows, doors, drapes, curtains and, in general, glass door “window treatments”, shall be kept in good repair, condition and appearance. Any furniture or furnishings placed on balconies/patios**

must be of a design and materials generally intended for outdoor use. No visual displays, including but not limited to flags, string lights, banners, signs, or other decorative items, shall be placed anywhere inside or outside the boundaries of a unit, or on a porch/patio, so as to be visible from the common areas. No bed linens, blankets, towels, or similar materials may be used as coverings for windows or glass doors; such coverings must be solid white or off-white in color on the side facing outside of the unit. The board may consider requests for exemptions or exceptions from these restrictions, in the board's sole discretion, on a case-by-case basis.

- 5. Patios are the responsibility of the unit owner. They must be kept neat and orderly, and are not to be used for storage.**
- 6. The area immediately surrounding a patio may be used for personal gardening, but must be maintained by the owner, with dead or dying plants removed in a timely fashion.**
- 7. In the event the unit is sold, or the tenant leaves, the responsibility for maintenance passes to the new owner, or tenant. If the new owner or tenant chooses not to accept this responsibility, the area must be returned to its original state.**
- 8. No personal planting of flowers or shrubs is permitted in front of the buildings. Permanent plantings must have approval of the neighboring unit owners, the condominium Board of Directors, and the QHHA Architectural Committee, in that order.**
- 9. Vines, or other climbing plants, should not be allowed to attach to any part of the common area of the building or grow into the common areas.**
- 10. Fireplaces and chimneys are the responsibility of the unit owner. Chimneys should be cleaned and inspected for safety on a regular basis, determined by the usage during the season – annually if used more than 8 times/year.**
- 11. Appliances**
 - a. Do not operate your washer/dryer, dishwasher, TV, oven or any such appliance while not at home. A malfunction can cause extensive damage to several units.**
 - b. Most disposals are connected to the dishwasher outlet hose. If you have your disposal disconnected for repairs/replacement, you must not use your dishwasher, as water will most likely empty onto the floor, with possible damage to another unit.**

- c. **All connectors must be kept in good repair to prevent breakage and leakage.**
- d. **Filters in you air-handling unit should be changed at least every 6 months or more often, with units serviced at least every two (2) years.**

Service means fans checked, cleaned, oiled; evaporators pans cleaned of algae to prevent build-up and leakage; valves checked for proper operations and repaired/replaced as needed.

In the event a lower or adjoining unit receives water damage from an upper level or adjoining unit owner, including valves, ductwork, and all piping after the cut-off valve (certain pipes).

Coils should be thoroughly cleaned and scaled approximately every 5 years to provide optimum efficiency for heat and cooling.

- e. **Washing machine and dishwasher hoses must be checked periodically for leakage and deterioration and replaced as needed – a high pressure hose is recommended; dryer ducts should be checked and blown free of lint build-up to prevent moisture in the walls.**
- f. **Stove exhaust screen and duct must be periodically cleaned to prevent grease build-up and potential fire hazard.**
- g. **Bathroom fixtures – caulking around tubs, tub fixtures, and commodes must be checked and repaired as needed to prevent leaks to units below or adjoining.**
- h. **Window air conditioners are not allowed. If the central chill water system is out of service for more than 8 hours window air conditioners may be used until the system is functioning.**

B. Vehicles

1. **All motorized vehicles must have current license, inspection sticker, be in good running order and registered with Management. NO COMMERCIAL VEHICLES OF ANY TYPE MAY BE PARKED OVERNIGHT ANYWHERE ON QUAIL HOLLOW EAST PROPERTY.**
2. **Carports and individual spaces are common property and not owned by individual unit owners, but each resident has an easement for exclusive use of one designated parking space within a carport and one outside. No one shall violate such easements**

without the express permission of the resident entitled to such space.

3. Only private passenger vehicles may be parked in the designated areas outside of carports. Boats, trailers, motorcycles must be parked within the carports if sufficient space is available. If sufficient space is not available, other off-property arrangements must be made.
4. Passenger cars in excess of two (2) per unit must be parked on the public street – do not use another’s space without permission. By mutual agreement with another unit owner, one unit owner’s parking space may be used by another unit owner for a third vehicle provided that authorization is furnished in writing to the Board of Directors in advance. Anyone currently using another owner’s parking space, either garage or driveway, will need to furnish the Board of Directors a letter from the owner authorizing this. Owners are restricted from using the few available guest parking spaces on a permanent basis.
5. Parking behind cars in the carports or driveways is strictly prohibited except in the case of an emergency or when loading or unloading.
6. No vehicle, motorized or not, may be ridden or driven on the lawns.
7. No motorized vehicle may be parked or stored on a patio, balcony or grass.
8. Carports are cleaned once per month, but oil or other fluid spills/leaks must be cleaned up by the unit resident promptly. Anti-freeze is extremely toxic to pets – please do not change anti-freeze in the carports or parking spaces, or allow anti-freeze to drain onto the ground or impervious surfaces.
9. For your safety, keep vehicle doors locked and remove visible personal articles to protect your property.

C. Storage

1. The hall closets under the stairs in the garden type buildings are the common property of the Association, and they may not be used by the residents of that building for storage of personal property.

2. **No flammable or hazardous material may be stored anywhere on the property.**
3. **Residents may not store items in any building attic.**
4. **Outdoor grills cannot be stored or used on any upper balcony.**
 - a. **Fire codes do not allow for such, as no outside exit from any balcony exists and grills cannot be moved in and out through hallways.**
 - b. **Grills cannot be used on lower levels, except at a distance of at least 10 ft. away at all sides from combustible material.**
5. **Firewood stored in the carport or patio must be on a rack, off the floor and not touching any wood panels or painted surface. It must be stacked neatly, no higher than the windowsill.**
 - a. **Wood that has become infested with bugs or rodents must be disposed of immediately.**
 - b. **Unused firewood must not be kept until the following winter season as this is too great an attraction for bugs, termites, bees and rodents.**

D. Household Pets

1. **No more than two (2) per unit are allowed without written permission from the Board of Directors. They must be housed within the unit, with breed and size compatible with available exercise area. Pets should be no more than 25 # in weight.**
2. **Pets must be up to date with vaccinations and current licensed in accordance with City of Charlotte ordinance.**
3. **Sanitary conditions must be maintained within the unit and cat litter must be carefully attended to so that no odors are created within or outside the unit. City regulations require that cat litter must be double bagged in plastic, securely tied and placed in the gray trash container for disposal.**
4. **All pets must be registered with Management.**
5. **All pet owners must comply with leash laws and pet activities controlled by the owner to prevent their creating a nuisance to other residents, or damage to shrubbery, trees, grass or other property. Pet droppings must be disposed of by the owner. No pet**

should be tied to any tree, stake, or in any other manner, and left outside unattended. Barking dogs and roaming cats are considered to be a nuisance.

6. Feeding must be done inside your unit and not on any patio or balcony, to prevent attraction for rodents, bugs, geese, ducks, squirrels, chipmunks or any other pests.

E. Wildlife

1. Ducks and geese must not be fed. **DO NOT ENCOURAGE THEM TO COME CLOSE TO ANY BUILDINGS.**
2. Bird feeders must be moved out and away from buildings to discourage squirrels. Seed hulls can stop up drains – they must be cleaned up periodically.
3. **DO NOT FEED SQUIRRELS** – they are very territorial, will enter buildings to build nests, and will damage wires, insulation, wood and other common areas.

F. Noise

1. Each resident is entitled to the quiet enjoyment of his/her unit.
2. The sound of you radio, TV or stereo must be regulated by common courtesy and consideration for your neighbor; exceeding such levels will be cause for complaints and action, with continued violation cause for fines up to \$100/occurrence.
3. Occupants of second floor units should regulate their activities to avoid disturbing their downstairs neighbors.

G. Moving

1. Moving furnishings into or from vans, trucks, etc. is permitted from 8:30 AM to 5:00 PM.
2. Vehicles used in moving are not to be driven or parked upon the grass or any planted area.
3. Any damages done to common walls or other common areas while moving in or out are the unit owners responsibility.

H. Trash

- 1. Collection is on Wednesday and trash or recycle bin must not be placed at the curb until after sundown on Tuesday PM: Holiday schedules are published in the newspaper.**
- 2. The city has furnished roll-out containers for each unit – these must be rolled to the street for pick-up.**
 - a. Trash pick-up service is supplied by the city.**
 - b. Assistance is available if you are physically unable to roll your container out and no one in your household is physically able. You must contact the City for special arrangements.**
 - c. Container is assigned to the unit address and must not be taken when you move.**
- 3. Special Services, 311, must be called for pick-up if you have furniture, mattresses, appliances, old carpet, etc.**
 - a. Do not put such items out until after sundown the day before pick-up.**
 - b. If you replace you carpet, do not allow installers to leave old carpet at the street, in the carport or other common areas – they must take it with them or you must make arrangements for immediate pick-up. Violations could be cause for fines up to \$100 plus the cost of having Management remove.**
 - c. Items waiting for special pick-up cannot be stored in the carports, or patios or balconies for more than seven (7) days; refrigerators waiting pick-up must have doors taken off, or turned to face the wall with doors secured to prevent any child or pet from becoming trapped inside.**
- 4. Trash containers/recycle bins must be placed inside your carport as soon as possible after pick-up; these must be placed so they do not rest against panels or painted surfaces where damage could be done no hinder vehicles from coming or going.**
- 5. The City of Charlotte has ordinances which govern the specified times trash containers can be at the street and you could be subject to fines by the City for repeated violations.**

I. Violations

1. **Violations of the Declarations of the Condominium, By-Laws, or Rules and Regulations will be reported to the Board of Directors by the Property Manager.**
 - a. **Owners and their occupants are subject to fines up to one hundred dollars (\$100) per occurrence and court action.**
 - b. **Tenants are subject to eviction with owners of the unit subject to fines.**
2. **Owners are ultimately responsible for the actions or non-actions of their tenants and should insure their awareness of all documents content.**
3. **All residents, owner and tenant alike, are responsible for the action or non-action of their guests.**
4. **Upon all written notification, residents shall have not less than ten (10) days and not more than thirty (30) days in which to comply before schedule of fines is imposed.**

In accordance with North Carolina General Statutes Chapter 47C-3-107.1 (known as the North Carolina Condominium Act) as amended by House Bill 1541, violations of the Condominium Declaration, By-Laws or Rules and Regulations which are brought before the Board of Directors and found to be meritorious by the Board will be processed as follows:

Executive Board will schedule a hearing to review the violation, to which the Unit Owner, or his/her representative, will be invited to attend. After hearing from the violator, either in person, in writing or through a representative, the committee will decide on the appropriate course of action. This may be a warning to the Unit Owner or directive to have the violation corrected by a certain date. If the violation is not cured by the specified date, the Board may, on the fifth (5th) day following the specified date, impose a fine of up to one hundred dollars (\$100.00) per day which shall be in the form of an assessment secured by a lien under N.C. General Statute Chapter 47C-3-116.