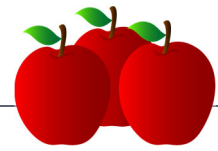


APPLEWOOD HOMEOWNERS ASSOCIATION HANDBOOK

APPLEWOOD HOMEOWNERS ASSOCIATION INC.





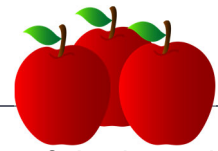
INTRODUCTION

On behalf of Applewood Subdivision, welcome to the neighborhood! We are proud of our community and look forward to getting to know you. To assist residents in living together peacefully, and as directed in Article IX, Section 5 of the Declaration of Covenants, Conditions and Restrictions of Applewood Subdivision (Declarations), the Applewood Homeowners Association (The Association) has compiled this handbook.

This handbook contains Rules and Regulations and key protective covenants that govern living in our community along with procedures residents need to follow in the event of a problem. Rules and Regulations contained in this handbook are based on local city ordinances and the Declaration of Protective Covenants, Articles of Incorporation, and Bylaws for Applewood and have been adopted by the Applewood's Board of Directors. These Rules and Regulations were adopted to further assist with the mandate of the Declaration for "enhancing and protecting the value, desirability, and attractiveness" of the property in Applewood. **Compliance with these Rules and Regulations is mandatory.**

We welcome your involvement in the homeowner's association and appreciate your taking time to read and follow the covenants and guidelines in this handbook.

- 1.1 Authority.** Article IX, Section 1, Rules and Regulations states: "The Board of Directors of the Association shall have the power to formulate, publish and enforce reasonable rules and regulations concerning the use and enjoyment the Community Common Property. Such rules and regulations may provide for imposition of fines and penalties for violation thereof, or for the violation of any of the covenants and conditions contained in this Declaration."
- 1.2 Adoption.** To be effective September 15, 2021. The Board of Directors hereby adopts this handbook as the Rules and Regulations of the Applewood Homeowners Association. Revisions to this document will be made in the future as needed.
- 1.3 Compliance.** As specified in the Declaration and enumerated above, compliance with these Rules and Regulations is not voluntary. Unless specified otherwise, the penalty for violation of the Rules and Regulations shall be decided by the Applewood Homeowners Association Board of Directors and may include suspension of voting rights, the suspension of right to use the common facilities, or a fine to be determined in accordance with the North Carolina Planned Community Act. If it is decided that a fine should be imposed by the Board of Directors, a fine not to exceed one hundred dollars (\$100.00) may be imposed for the violation, for each day after the decision that the violation occurs. Such fines shall be assessments secured by liens under Article IX, Section 1. If it is decided that a suspension of community privileges or services should be imposed, the suspension may be continued without further hearing until the violation or delinquency is cured. In addition, Association may pursue an action in equity or at law for compliance with the Rules and Regulations.
- 1.4 Procedure for Fines and Suspension of Planned Community Privileges or Services.**



A Due Process hearing shall be held before the Board of Directors of Applewood Homeowners Association to determine if any lot owner should be fined or have other remedy imposed. The lot owner charged with the violation shall be given notice of the charge, opportunity to be heard and to present evidence, and notice of the decision.

2 GENERAL INFORMATION

MANAGEMENT COMPANY:

Rogers Property Management Services, LLC
602 N. Durham Ave., Ste. E
P.O. Box 742
Creedmoor, NC 27522
(919) 529-2965 | info@rogerspm-nc.com | www.rogerspm-nc.com/hoa-rpm.html


BOARD OF DIRECTORS

Directors are elected each Fall at the Annual Meeting to serve a 2-year or 3-year term. Please contact the management company for a current list of Directors. The Board of Directors consist of five members who are homeowners within Applewood. Board members are not paid, they are volunteers.

EMERGENCY NUMERS

POLICE, FIRE, AMBULANCE Dial 911
Granville County Sheriff's Department (Non-Emergency) 919-693-3213
Granville County Animal Control (919) 693-6749

APPLEWOOD HOA IS ON NEXTDOOR – PRIVATE GROUP

 Applewood  - Nextdoor https://nextdoor.com/g/lrvzxqpyr?init_source=other_share

APPLEWOOD SUBDIVISION

The Applewood Homeowners Association utilizes an email list service to send periodic messages to residents. To make sure you are receiving information and newsletters, please email Rogers Property Management to update your email address.

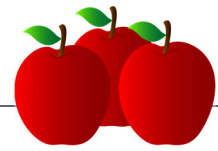
3 GENERAL HOMEOWNER ASSOCIATION INFORMATION

The Applewood Homeowners Association, Inc. is a legal entity composed of the property owners with the Applewood Subdivision. The Association has been in existence since 2006, for the purpose of enhancing and protecting the value, desirability and attractiveness of the properties.

- 3.1 Legal Documents.** The Board of Directors rely upon the Declaration of Covenants to create and enforce the rules and regulations and provide for the operation of the Community. Committees of homeowners can be appointed by the Board to work with specific areas of concern. A management company is retained to provide the day-to-day administrative duties for the Association. The management company reports directly to the Board of Directors.

The Declaration of Covenants can be found online at www.rogerspm-nc.com/hoa-rpm.html.

- 3.2 Membership.** Membership in the Association is afforded to any person who is an Owner



of a Lot subject to an assessment by the Association. Membership is mandatory.

3.2.1 Meetings of Members. The membership of the Association meets at least annually, but preferably every quarter. Each member receives advanced notification of this meeting by way of sign at entrance and email.

3.3 Board of Directors. The Association is governed by a Board of Directors. The Board Members are volunteers who contribute their personal talents and expertise, and illustrate commitment to a quality standard of living in our community.

3.3.1 Election. New Directors are elected by the Association Membership each year at the Annual Meeting of Members. Directors serve two and three-year terms and also serve on a standing committee.

3.3.2 Meetings of Directors. Executive Meetings of the Directors are held on a regular basis. Members wishing to address the Board of Directors, may do so with prior written notice to the management agent. Please include the topic you wish to discuss and any supporting items you may wish to share. Topics and items must be shared prior to getting on the agenda for the Board of Directors' Executive Meeting. Further, the Board may or may not schedule meeting depending on the topic and time need for discussion.

3.4 Committees. Committees are established by the Board of Directors to manage ongoing procedures and address specific issues. Please contact the Management Agent to express interest in serving on a committee. The current standing committees of the Association are: Architectural Review, Social, Community Watch, and Beautification.

3.4.1 Architectural Review. The Architectural Review Committee (ARC) reviews construction and modification to the exterior of homes and Lots as described in Article VIII of the Protective Covenants. The purpose of this Committee is to assure architectural uniformity within each section of the development. Specifically, this Committee:

- 3.4.1.1 Develops and implements architectural review guidelines.
- 3.4.1.2 Reviews architectural change requests.
- 3.4.1.3 Maintains records of architectural changes.
- 3.4.1.4 Monitors Lots for compliance with ARC standards.

3.4.2 Beautification. The Beautification Committee oversees the maintenance and improvements of structures on the Association's land as well as the open spaces and streets. Specifically, this Committee:

- 3.4.2.1 Develops specifications for and implements the grounds maintenance contract.
- 3.4.2.2 Oversees the installation of appropriate holiday decorations,
- 3.4.2.3 Oversees the maintenance of community grounds, including the sidewalks, open spaces, and entranceways
- 3.4.2.4 Maintains recreational equipment.

3.4.3 Community Watch. The Community Watch Committee monitors governmental activities that affect the Applewood community and coordinates community wide activities. Specifically, this Committee:

- 3.4.3.1 Works as a liaison with local government.



3.4.3.2 Works as a liaison with community groups, developers, businesses, and other necessary external entities.

3.4.4 Social Committee. The Social Committee develops rules and regulations for the use of Association facilities and plans activities. Specifically, this Committee:

3.4.6.1 Plans and implements holiday activities.

3.4.6.2 Plans and implements other community wide social events.

3.4.6.3 Implements the “Yard-of-the-Month” program.

3.5 MANAGEMENT COMPANY. The Board of Directors may select a community association management company to provide the day-to-day administrative operation of the Association. The management company carries out the decisions of the Board of Directors. In addition to other duties, the management company collects the monthly assessments, pays bills, oversees contractors used by the Association, monitors ARC compliance and facilitates correspondence. Suggestions, comments, complaints, or other business of the Association should be communicated directly to the Management Agent. As necessary and appropriate, communication is made to individual homeowners, the Board of Directors, the Membership at large, contractors, etc.

If for some reason a homeowner is dissatisfied with any action of the management agent, the homeowner should express his or her concerns, in writing, to the Board of Directors. Please address your comments to the Board of Directors, by emailing applewoodcom@gmail.com. Your email may be forwarded to the management agent for further discussion.

4 ASSESSMENTS. As provided by the legal documents, assessments are collected for each Lot. Single family homeowners pay annual assessments and townhome owners pay monthly assessments.

4.1 Due Date. Single Family Homeowners pay annually and payments are due no later than January 1st of each year. Townhome owners, as stated above, pay their assessments each month. Monthly payments are due on the first and considered late if not paid on or before the 5th of each month.

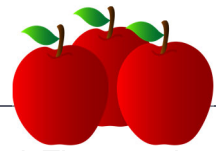
4.2 Form of Payment. Cash is not accepted. Payments can be made two ways. Checks or money orders may be mailed to the management company or homeowners may pay online through their individual owner portal (Condo Café). Checks and money orders should be made payable to Applewood Homeowners Association.

4.3 Delinquency. Assessments not received from Single Family homeowners on January 30th of each year will incur a late for nonpayment and subsequent months following until payment is paid in full. Townhome owners who do pay assessments on or before the 5th of each month will incur a monthly late fee until the assessment has been paid in full. To encourage payment, the following delinquency policy has been adopted:

4.3.1 Single Family owners with assessments not paid in full by January 30th incur a late fee of \$20 each month until assessment has been paid in full.

4.3.2 Townhome owners with assessments not paid in full by the 5th of each month incur a late fee of \$10 each month until assessments have been paid in full.

4.3.3 All accounts that are overdue are subject to litigation. A judgment may be sought



against the owner. In addition, a negative credit report may be issued. The past due amount being a lien against the homeowner's property, foreclosure action is also possible.

5 MAINTENANCE

5.1 Common Areas. The Association maintains property owned by the Association. This includes entrance areas, sign areas and open space. Homeowners should not provide maintenance to these areas or make improvements or changes without prior approval of the Association.

5.2 Procedure. In the event of any necessary repair or maintenance concern, please notify the management company during normal business hours.

6 INSURANCE

6.1 Association Provided. The Association provides the following insurance:

6.1.1 General Liability. This coverage is for injury caused upon the Common Property or in some other way as a direct result of the negligence of the Association or its agents.

6.1.2 Property. This coverage is for damage caused to improvements to real property owned by the Association.

6.1.3 Directors and Officers. D&O coverage protects the Board of Directors and Committee Members in the case of an error or omission on their part while performing in their capacity as a Director or Committee Member.

6.1.4 Fidelity Bond. Fidelity Bond Insurance protects the Association from theft of the Association's funds while in the control of the Board of Directors, Committees, or Management.

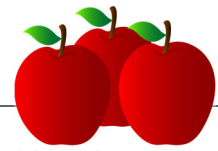
6.2 Homeowner Provided. Each homeowner must maintain proper "homeowner coverage." Townhome owners should have an HO3 policy. The Association does not provide insurance to protect the homeowner or his possessions.

7 LEASING. Leasing, as used under this section, includes the use of homes by relatives or tenants of the owner when the owner is not a permanent resident within the home.

7.1 Leases. In all cases, landlords are encouraged to have a properly drawn lease. Owners must include a provision that each tenant abides by all conditions of the Declaration and other Rules and Regulations.

7.2 Enforcement. Lot owners are responsible to assure that their tenants and their guests must abide by all regulations of the Association. A violation of the Association's regulations by a tenant or a guest will be deemed a violation by the lot owner and appropriate fine or other action may be taken against the lot owner. Damage to Association properties caused by tenants and their guests will be charged by assessment to be paid by the owner of the property.

7.3 Vacancy. Any time a home used for leasing is vacant, the owner of the property is responsible for ensuring that the maintenance of the home and yard is consistent with the regulations of the Association. Any cost incurred by the Association to ensure



maintenance of a vacant property will be charged by assessment to be paid by the owner of the property.

7.4 Identity. Any time a home is leased, the name of the renter and the length of the lease shall be transmitted to the management company. Up to date contact information for all homes shall be maintained by the management company.

8 MAINTENANCE OF HOMES/LOTS. For the protection of all homeowners and to maintain property values, all homes must be maintained in a manner that is similar to other homes in the Community and in compliance with the Association Rules and Regulations. The Association regularly inspects the Community for violations. In the event of a violation or need for maintenance, the homeowner will be notified in writing and asked to comply with the Association's request. In the event a homeowner does not comply with the Association's request, the Association will take action against the homeowner.

8.1 Possible Violations: The Board of Directors shall interpret "Similar to other homes in the Community." Examples of items which constitute a violation shall include, but not be limited to:

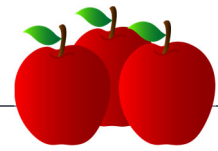
- 8.1.1 Storage of tires, brick, lumber, bags, construction equipment or other items on the property outside dwellings.
- 8.1.2 Parking of operative or inoperative vehicles on blocks, on public or private streets, on association property, or on private yards.
- 8.1.3 Placement of garbage or yard waste containers where they are visible from the street.
- 8.1.4 Failure to paint, clean gutters, mow grass, maintain natural areas, remove damaged or diseased trees, maintain other items requiring regular maintenance, or remove exterior holiday decorations within an appropriate timeframe.
- 8.1.5 Failure to repair damaged items such as gutters, shingles, driveways, or any other items on the property that have fallen into disrepair.
- 8.1.6 Using deck railings to hang laundry.
- 8.1.7 RESERVED

9 PARKING AND TOWING

9.1 Abandoned Vehicles. Any vehicle parked within the Community must be operational, properly licensed, inspected, and insured. Cars left on the street for more than seven days without prior notification and approval by the management company shall be considered abandoned and shall be subject to tow away at the owner's expense.

9.2 Damage to Property Caused by Vehicles. Homeowners will be held responsible for all damage to the Association's property including lawns, trees, shrubbery, underground pipes, curbs, etc. caused by illegally parked cars owned by the property owner, their tenants, guests, or employees.

9.3 Trailers, Boats, Motor Homes, Campers, and Commercial Vehicles and Equipment. Trailers, boats, motor homes, campers, and commercial vehicles and equipment shall not be parked within the Community (common areas or public/private streets) or on the property (yard or driveway) of the owner, unless prior approval is obtained from the Management Company. POD, RatPack or similar storage containers may be placed in homeowner's driveways for a period not to exceed one week.



9.4 Enforcement. All vehicles parked in violation of these Rules and Regulations will be towed at the expense of the vehicle owner. The Association may also take legal action against the owner of the vehicle or property upon which the vehicle is parked and or assess fines.

9.5 Association Community Property. Parking on any Association community property is strictly prohibited. This includes open spaces.

9.6 Street Parking. Vehicles owned by the property owner, their tenants, guests, or employees are prohibited from consistently utilizing the public or private streets for parking. Upon notification by the Association, homeowners must discontinue parking on the street. All vehicles parked on the street shall be parked in the direction of the traffic flow.

9.7 Emergency Vehicles. Any street parking must provide a clear passage for emergency vehicles. If not, they will be towed at the owner's expense.

9.8 Reserved Parking. Townhome owners must park in their specified parking space. Each townhome owner has received reserved parking spaces. Shall additional temporary parking be needed for guests or the like, they must park in the visitor spaces. Visitor spaces are first come first serve and shall be temporary. No vehicles may be parked for indefinite period of time. These are not vehicle storage spaces.

10 OPEN SPACE Use of the open spaces is regulated to provide a safe and pleasant area.

10.1 Private Use. These areas are for the private use and enjoyment of residents, and their invited guests. They are not intended for large parties or other similar gatherings. Adult residents must be present at all times when invited guests are using the open space.

10.2 Hours of Use. The open space may be used from sunup to sunset.

10.3 Noise. Noise from the open areas must be limited so as not to be heard over ambient noise within the adjoining homes.

10.4 Restricted Uses. The following shall be prohibited on the open spaces

10.4.1 Except for powered wheel chairs, vehicles, motorcycles, go carts or other non-human powered devices and bicycles.

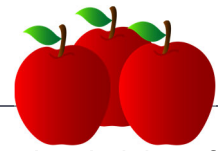
10.4.2 Hunting or possession of firearms, traps, bows, paint ball guns or other similar devices.

10.4.3 Fires, except in grills.

10.4.4 Fireworks of any type.

11 PETS. In order to provide a harmonious neighborhood, residents should recognize the need to properly restrain pets. All laws, ordinances, rules and regulations pertaining to dogs, cats, and other domestic animals adopted by local officials are hereby adopted as rules and regulations of the Applewood Homeowners Association.

11.1 Leashes. All animals must be on leashes or similarly restrained at all times when outside the dwelling. This applies to animals on your property and on Common Property.



Animals are not to be left unattended on the common areas. This includes the chaining of animals to posts, doors, electrical boxes, etc.

11.2 Defecation. Pet waste shall be removed immediately by pet owners/walkers from common areas and the lawn areas of others.

11.3 Fines. A \$100 fine may be assessed to homeowners in violation of non-removal of pet waste from other homeowner lots, townhome grounds and open community spaces.

11.4 Enforcement. The leash law and other local ordinances will be enforced by the Granville animal control office. Ability to fine homeowners in violation is per Article IX, Use Restrictions, Section 1. Other complaints regarding animals should be directed to the management company.

12 GARBAGE, YARD WASTE, AND RECYCLING

12.1 Garbage. Garbage (food containers and other household items) is collected from the curb according to a schedule established by GFL.

12.1.1 Containers. Garbage and recycle containers are issued by GFL and must be kept in good repair. Broken containers are replaced by the vendor. For a replacement cart, call GFL at: 252-438-5333.

12.1.2 Lids. In addition to being properly maintained, all garbage containers must be tightly closed.

12.1.3 Location. Garbage cans must be kept so that they are not visible from the street in the front of the house. If cans are left on the side of a house and visible, the homeowner should plant shrubbery or submit an application to the Architectural Review Committee for construction for an appropriate barrier which would block it from being seen from the street. Homeowners who consistently leave cans where they are visible from the street will be subject to fines in accordance with the Rules and Regulations.

12.1.4 Trash. Trash items that cannot be placed in the garbage containers issued by the GFL are collected from the curb during regular garbage pick-up. These items must be placed at the curb for pickup.

12.2 Extra Large Items. Extra-large items (such as furniture) are to be taken to the public dump, located at Granville County Convenience Center, 2796 Old N C 75, Butner, NC 27509

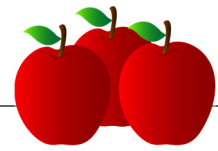
12.3 Yard Waste. Yard waste such as lawn clippings, branches, and other similar items are disposed of at Granville County Convenience Center, 2796 Old N C 75, Butner, NC 27509

12.4 Recycling. GFL provides recycling containers and a list of recyclable materials.

12.4.1 Location. Recyclables are collected from the curb at the front of the home according to a schedule established by the vendor.

12.4.2 Storage. Recycle bins are to be stored so that they are not visible from the street.

Items should be clean before placing in recycling bins to reduce the potential for attraction of wild animals, bugs, rodents, etc.



12.5 Homeowners are responsible for any garbage spread by animals, weather, tenants, or guests of tenants. Failure to clean-up all debris immediately can result in the homeowner being billed for the pick-up of items.

- 13** **OBJECTIONABLE ACTIVITY.** As stated in the Declaration, “No immoral improper, offensive or unlawful use shall be made of the Property or Common Properties, or any part thereof....” Further the Declaration states that, “...no obnoxious or offensive activity shall be conducted on the Property nor shall anything be done which may be or may become, a nuisance or annoyance to the neighborhood.”

13.1 A local noise ordinance exists the Town of Creedmoor has an ordinance to regulate unnecessary noise. See Chapter 96 of the current Code of Ordinances for more information. Granville County’s ordinance can be found in:

Section 32-384 of the Municode. Noise. Any resident disturbed by excessive or persistent noise at any time should report violations immediately to the police. Disturbances include but are not limited to loud music, voices, cars, animals, etc., that may interrupt sleep or in any way disturb the well-being of community residents.

13.2 Homeowners are responsible for any disturbances created by themselves, their guests, tenants, or guests of tenants. Offenders are subject to fines by the Association and possible arrest, and criminal charges by the police.

13.3 All residents have the right to a quiet neighborhood. Swift and firm action against offenders is the only means to preserve such rights. It is strongly recommended that you request the police to come to your home prior to visiting the noise problem.

13.4 If you contact the police about a noise problem, please also notify the management agent. The Association will keep a record of noise complaints and will take action against an owner if noise is a repeated problem.

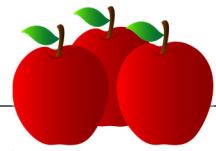
- 14** **SIGNS.**

14.1 All signs in and around Applewood Subdivision shall be in compliance with the Granville County Sign Ordinance. Any signs not in accordance with the ordinance or the following rules will be removed.

14.2 Sale or Rent Signs. One standard and reasonable sign indicating a home is for sale or rent may be posted at a location reasonably near the front of the home. The sign may not be greater than five square feet in size.

14.3 Other Signs. As provided in the Declarations, page 22 Section 8, no other signs may be posted on the Lots, or Common Property.

14.4 Temporary Signs. Temporary signs are defined as signs utilized for 24 hours or less (e.g. yard sale signs). These signs are limited to no more than five square feet in size. Signs are restricted from placement in the right-of-way and no inflatable devices may be attached to the signs. **ONLY TWO (2) TEMPORARY DIRECTIONAL SIGNS ARE ALLOWED PER INTERSECTION.** Any sign remaining over 24 hours will be removed.



14.5 Enforcement. Signs in violation of this section will be removed and any cost associated with the removal will be billed to the property owner.

SOLICITING

Soliciting is not allowed. Please advise solicitors that the homeowners in Applewood Subdivision have requested that they not solicit in the Community.

15 ARCHITECTURAL REVIEW

15.1 Purpose. The purpose of architectural review is to ensure the harmony of external design and location and relation to surrounding structures and topography.

15.2 Enforcement. Article XIII of the Declaration

15.3 Application. The application and guidelines necessary for the Architectural Committees Review is located online on the management company's website; www.rogerspm-nc.com/hoa-rpm.html

16 NEWSLETTERS. A quarterly newsletter is published with the help of the committee or Board by the management company.