



Rules and Regulations

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INTRODUCTION

The Board of Directors has the power, as specified in the Declaration of Covenants, Conditions and Restrictions, to formulate, publish and enforce rules and regulations regarding the use of the facilities within Sardis Glen. The Board is further empowered to impose fines or penalties for the violation of such regulations. Please remember that these rules are for the benefit of everyone. All property owners pay, as part of their monthly assessment, for the maintenance of the common areas. The Board of Directors encourages all owners to take pride in the community and protect their investment by ensuring that they are in compliance with these regulations.

This handbook provides general information regarding the policies at Sardis Glen. Homeowners should familiarize themselves with this handbook as well as the Declaration of Covenants and the Bylaws. These documents contain more specific information not found in this handbook. Please contact Greenway Realty Management Company at 704-940-0847 to have a copy mailed to you if you do not currently have one. They can also email it to you if you provide your email address.

If you sell your townhouse, please give the new owner this handbook, along with the pool key, and the Declaration of Covenants and Bylaws.

The Association may alter, amend, revoke, or add to these rules in accordance to the Bylaws. Please file revisions in your handbook as you receive them.

IMPORTANT NUMBERS

| | |
|---|--------------|
| After Hours Emergency Number (CAMS Management) | 704-334-5207 |
| Ambulance, Rescue, Fire, Police (EMERGENCY ONLY) | 911 |
| CharMeck 311 Customer Service (bulky item pickup, etc.) | 311 |
| Animal Shelter | 704-336-3786 |
| Time Warner Cable | 704-377-9600 |
| City/County Information | 311 |
| Duke Energy | 704-373-2970 |
| Police (NON-EMERGENCY) | 704-336-3190 |
| Sheriff's Department | 704-336-2543 |
| Terminix | 704-377-4991 |
| Trash Collection | 704-336-2673 |
| Water and Sewer | 704-336-2564 |

BOARD DUTIES

The Board of Directors has responsibilities as outlined in the Bylaws, while the Management Company has responsibility for the day-to-day operations of Sardis Glen. The Board does not handle emergency calls. Those issues need to be addressed to the management company using the After Hours Emergency Hotline. In addition, the Board supervises committees and approves all projects in the townhouse community.

BOARD MEETINGS

Homeowners who wish to meet with the Board should request in writing to be included on the agenda for any upcoming Board meeting. The procedure is as follows:

1. Make a written request to the Board at least one week prior to the Board meeting, with a copy to the Management Company.
2. The written request must include:
 - a. A description of the item of business
 - b. Outline the request for action from the Board
 - c. Your name, address, work and home phone numbers

Persons requesting approval to appear before the Board will be notified in advance to confirm the meeting date, time and location (if different from a regular scheduled meeting). Presentations should be limited to 10 minutes and the homeowner shall be dismissed after all questions from the Board have been answered. The Board shall notify the homeowner of action taken within two weeks after the meeting.

MANAGEMENT COMPANY

Community Association Management Services (CAMS) is the management company for Sardis Glen. CAMS's duties include accounting services (collection of assessments, mailing of overdue notices, paying bills, etc.) the handling of homeowner inquiries, and the management of agents hired by the Board to maintain the pool, perform landscape services, and other common property repair and maintenance functions. CAMS should be contacted in the event of any emergency or to answer any questions related to the homeowner's Association at 704-731-5560. They have an after-hours line for EMERGENCY CALLS ONLY at 704-334-5207.

CAMS Management
4701 Hedgemore Dr #816
Charlotte, NC 28209

HOMEOWNERS DUES (ASSESSMENTS)

The monthly assessments are due and payable on the **1st day of each month**. The amount is determined each year with the new budget. A late fee of **\$20.00** will be charged on the 30th of each month on accounts with a balance outstanding. The Association has lien rights to your home and those rights will be enforced should an owner become delinquent in the payment of these dues.

INSURANCE

- The Association maintains a fire and casualty insurance policy to cover the building and common areas. Notify the Management Company in case of an incident.
- Each resident is responsible to obtain a homeowner's policy (type HO-6) for furnishings and other personal property.
- It is recommended that each owner also add the sewer backup rider to their policy as this is not an item automatically included in an HO-6 policy.

Specific questions that you have regarding the insurance policy should be directed to CAMS.

EXTERIOR MAINTENANCE

Contact the Management Company for repairs on the common townhouse property. The Management Company in conjunction with the Board establishes priorities for repairs. The Association will maintain and paint the exterior surfaces of the units only.

Homeowners are responsible for upkeep and repairs to the following:

1. Heat pump and exterior light fixtures.
2. All windows and doors, including garage doors.
3. Fences, gates and decks. Patio gate must remain operable and closed unless being used.
4. Landscaping inside fence area – Please make sure all trees and shrubs are trimmed back away from the siding, roof, gutters, and neighbor's yard.
5. Satellite dishes which **do not exceed 18" in diameter** and which are not visible from the street are allowed with prior approval of the Board. No satellite dish may be attached to any wood surface of any unit. All dishes should be attached to a post inside your patio area. Any damage caused to a building due to installation of a satellite dish will be the responsibility of the owner to repair.

INTERIOR MAINTENANCE

Homeowners are responsible for upkeep and repairs to the interior of their unit and must abide by the following guidelines:

1. **Windows:** Draperies or blinds are permitted; however, the backing must be white or beige. Straw or straw-like plastic shades are prohibited. Fans or a/c units are not permitted in the front windows.
2. **Windows:** The cleaning and maintenance of the windows on both the inside and outside are the responsibility of the homeowner.
3. **Plumbing:** Any plumbing that serves only one unit, no matter where it is located, is the responsibility of the homeowner. The unit owner will be held liable for the cost of repairs to common plumbing that are a result of misuse and shall reimburse the Association for expenses incurred.
4. **Plumbing:** Residents are responsible for insuring a code approved pressure regulator has been installed as close to the entrance to the dwelling as possible.
5. **Plumbing:** The owner is responsible for maintaining the heat in the unit at 65 degrees in winter months. When temperatures drop below freezing, allow a trickle of water to flow from the hot and cold faucets and unhook garden hoses to prevent pipes from freezing.
6. **Fireplaces:** Owners are responsible for the proper disposal of hot ashes and firewood. The owner should clean chimneys each year before fireplaces are used.
7. **Storm doors:** If installed, are to be "full view" glass with equal frame borders, white in color, and no screens. The brand of doors recommended is Moss 1-1/4 Storm Doors. (An equivalent storm door or supplier is acceptable).
8. **Garage doors;** If necessary to replace, you may replace with a steel door as long as it remains the same style and color.
9. **Skylights** are the responsibility of the homeowner. If you currently have a skylight and it causes a leak in your roof you, the owner, is responsible for repairing the leak and **not** the Property Management Company. Contractors are not going to warranty leaks around the skylights if they did not install them.

GENERAL RULES

1. Items such as towels and linens may not be hung from the patio fences, front railings or shrubbery.
2. Entrances and sidewalks may not be obstructed. Bicycles, lawn chairs, etc. are permitted on the grounds only when the articles are in use. Please do not leave these items outside at night.
3. **Tenants:** The unit owner must provide a copy of the handbook to the tenants. Tenants are to abide by the same rules as the homeowners. **Owners are responsible for any damages caused by their tenants.**
4. No loud or offensive behavior is permitted on the common areas or within the units. **POLICE WILL BE NOTIFIED IF NEEDED.**
5. No solicitation is permitted on the townhouse property. **POLICE WILL BE NOTIFIED IF NEEDED.**
6. Grilling is permitted provided it is not in the front of the unit and is kept a safe distance from the buildings.
7. Exterior light fixtures must be uniform throughout our neighborhood. New fixtures **must be approved** by the Board of Directors prior to installation.
8. **Flags:** only one (1) flag, ornamental or patriotic, may be displayed on the front of a unit. It must be mounted on the porch column. No offensive or vulgar flags will be permitted.
9. Signs:
 - “For Sale” and “For Rent” signs are permitted provided they are displayed either in the window, in the pine needles/shrub bed underneath the front windows, or in the pine needles near the garage corner. One sign per unit.
 - Signs provided by a Realtor must be housed in the standard metal frame – one per unit.
 - For Sale and For Rent by Owners signs must have a phone number and may not display an address.
 - Warning signs such as Beware of Dog may be displayed in a window in the front of the unit and on the gate in the rear.
 - Alarm signs must be displayed as close to the front door as possible and must be no higher than 8 inches from the ground. They may not be attached to the unit.

PETS

1. Pets must be kept on a leash at all times while outside. Owners will be liable for damages caused by their pets. Owners are allowed to walk their dogs on the common areas, but they must clean up after them in accordance with Charlotte Mecklenburg Animal Control regulations.
2. Pets are not to be left unattended on the patios. Owners must control barking dogs. Contact Animal Control for vicious or barking dog problems. Contact the County Health Department for problems with offensive odors.
3. In accordance with Mecklenburg County Health Regulations under no circumstances are pets allowed in the swimming pool area.
4. Pet houses or pens are not permitted on the common areas.
5. Animals trained for attack are not permitted without written consent from the Board of Directors. Pets may not be kept or bred for commercial purposes. Livestock and other non-household type pets are not permitted.
6. An owner will be required to remove an animal from the property if it is deemed vicious, aggressive, a nuisance or poses a safety hazard to the neighborhood.

GARBAGE AND RECYCLE BINS

1. Garbage is currently collected curbside on Tuesday. Recyclables are collected every OTHER Tuesday. This is subject to change. Please place garbage can, clearly marked with your unit number, on the curb and **not** in the grass. You are responsible to return your garbage can back that night and not leave out overnight. Watch the newspaper or check online for holiday schedules.
2. Garbage must be bagged and placed in covered containers at all times. Residents are responsible for cleaning up spilled garbage.
3. Put lightweight items such as newspapers on the bottom of the recycle bin with heavier items on top, or use a 2-liter water filled plastic bottle, to keep recyclables from blowing out of the bin overnight.
4. Trash/recyclables must be kept out of sight within the patio fence, behind the house or in the garage **UNTIL THE NIGHT BEFORE PICKUP**. Bins are to be returned to their hiding places the night after pickup. Violation letters will be sent out to owners who do not return their bins.
5. Contact Special Services – 311 or online at www.charmeck.org for removal of large items such as mattresses, large appliances, furniture, etc.

PARKING AND AUTOMOBILE REGULATIONS

Each resident has been **provided two (2) parking spaces including your garage and driveway**, if applicable. Residents may park only in spaces assigned for your particular unit. Residents are asked to inform their guests to park in **visitors** spaces and **NOT** use assigned parking spaces.

Spaces are to be used for parking automobiles and passenger trucks only (**no commercial vehicles permitted**). Buses, boats, trailers, motor homes, recreational vehicles are **NOT** to be parked in or upon the common property. They must be parked off site. When in doubt contact the management company.

Unlicensed vehicles or vehicles with expired tags and inspection stickers are prohibited in all common areas. Violators may be fined and the vehicles towed at the owner's expense.

Motorcycles may be parked in the same parking space with vehicle as long as it does not present a safety hazard and traffic is not impeded.

Parking on sidewalks, lawns, and designated fire lanes or in any area that inhibits the access of emergency vehicles, or makes it difficult for others to enter or exit their spaces, is prohibited at ALL TIMES. **STREET PARKING IS STRICTLY PROHIBITED** and will be enforced. No car may take up more than one space. Violators will be towed at the owner's expense and liability.

Do not block other homeowners' cars. Any owner that continually parks a personal vehicle in a visitor's parking space will be towed immediately.

Safe speed limit of 13 MPH is to be observed at all times through the parking lots and the complex streets.

Attaching boats, trailers, motorcycles or bicycles to trees, shrubbery, or fences is prohibited.

No inoperable (either temporary or permanent) or wrecked vehicle of any type may be allowed on the property. All tires on any vehicle (including motorcycles) must be inflated at all times.

No repairs are allowed in the parking lot except for minor repairs. No vehicle may be left on blocks, jacks, etc. overnight. No repairs can be made by driving a vehicle up on the sidewalk or lawn area.

VIOLATION OF ANY OF THE ABOVE REGULATIONS WILL RESULT IN THE VEHICLE BEING TOWED AT OWNER'S EXPENSE. *The Management Company should be notified of any violations that may require towing immediately.*

SWIMMING POOL RULES

It is the responsibility of all homeowners to be aware of, and adhere to, the pool rules; and for making their children, renters, and guests also aware of them:

1. Pool hours are from dawn to sunset Monday through Sunday (8:00AM to 9:00PM). There is absolutely **NO NIGHT SWIMMING** allowed.
2. For security reasons, the door must be kept locked and completely closed at all times. Homeowners and renters will be responsible for non-residents or guests using their pool key without their presence. A lost key may be replaced upon payment of a \$15 fee (contact Greenway Realty).
3. A LIFEGUARD IS NOT PROVIDED. SWIM AT YOUR OWN RISK.
4. The Association will not be responsible for lost or damaged personal property or articles left in the pool area. Take all pool floats, toys, etc with you when you leave the pool area. Do not leave at pool or they will be discarded.
5. Children under the age of 14 are not permitted in the pool or pool area without the supervision of an adult over the age of 18. Anyone seen in the pool without supervision will be asked to leave immediately.
6. **Only two (2) non-resident guests per UNIT** will be allowed, unless written approval is granted by the Board of Directors or the Managing Agent. Guests must be accompanied by the owner or renter of the unit and may not be left at the pool alone. Owners/Renters are responsible for the conduct of their families and guests. The cost of your property damage by guests, renters, or children will be charged to the unit owner.
7. Dispose of cigarette butts properly. They must NOT be thrown in shrubbery at the edge of the pool, or on the patio surrounding the pool. Ashtrays are provided and should be used at all times. Dispose of trash in the trash receptacles provided.
8. The volume on radios and CD players must be kept at a reasonable level as not to disturb other guests using the pool. Complaints will result in these items being banned from the pool area.
9. Shower each time before using the pool, especially after applying suntan lotion or oil.
10. Pool furniture is provided for the convenience of the residents and their guests. All umbrellas should be returned to the closed position to avoid wind damage. Please place patio furniture in proper order and wipe it down after the use of suntan lotion or oil.
11. Absolutely no animals are permitted in the pool area at any time.

12. Large oversized swimming aids are not allowed in the pool. No roller skates, skateboards, bicycles, etc. are allowed in the pool area.
13. Intoxicated individuals or individuals under the influence of drugs are not allowed in the pool or pool area.
14. **No glass containers or bottles** whatsoever are allowed in the pool area at any time. The Health Department will close the pool if a violation of this rule is found.
15. Proper swimsuits are required – no cut off jeans, etc. No street shoes are allowed, only shower shoes or flip-flops are allowed on the pool deck.
16. Pool parties or extra number of guests are to be approved, **IN WRITING, BEFOREHAND** by the Board of Directors or the Managing Agent.
17. **No one** is to be at the pool after hours. (Police will be notified of violators).
18. There is a phone located in the pool house that is used for emergency calls only during the pool season.
19. Please keep both bathrooms tidy and free of trash, etc. Use the trashcans provided. **DO NOT** throw any articles in the toilets besides toilet paper.
20. Any UNIT that is delinquent with their home owner's dues may have their pool privileges revoked. Anyone seen at the pool after their privileges have been revoked will be asked to leave the pool area at that time and fines will be assessed.

HOME-BASED BUSINESS

Home-based businesses are permitted as long as they conform to the following guidelines.

1. No customer parking is allowed due to limited available parking.
2. No vehicles with commercial markings.
3. No visible repair work or prefabricating.
4. No hazardous/flammable/toxic materials may be used on site.
5. No activities proven to be a nuisance to other residents.
6. No "in and out" traffic by clients or subcontractors will be permitted.