

Thornton Commons Townhomes Association



Homeowners' Association Rules and Regulations

Adopted 3/19/2021 Effective 4/6/2021

Web: <https://rpmpropertypros.com/property/thornton-commons-townhomes-association-inc>

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1 Rules and Regulations

Pursuant to Article XIV (section 9) of the Thornton Commons Townhomes Covenant, the following rules and regulations have been formulated by the Thornton Commons Townhomes Board of Directors for the protection and general welfare of the community.

These rules supplement the contents of the Declaration of Covenants & Bylaws of the Association. In the event that these Rules conflict with Covenant & Bylaws, the Covenants & Bylaws shall control.

The Rules & Regulations are intended to:

- Assure quiet enjoyment for all residents
- Minimize problems for the Association
- Provide for the architectural integrity of the buildings and grounds.

Compliance & cooperation by each homeowner and/or renter will prove to be beneficial for all.

A copy of the Rules & Regulations shall be provided to or sent to all owners at their last known address. Owners are responsible for providing a copy to tenants.

All owners, tenants, guests and pets are subject to these Rules. It is the responsibility of the owner(s) to notify tenants and guest of these rules, and the owner shall be held responsible by the Board of Directors for actions of the residents/guests in violation of these rules.

Violations of these rules and regulations should be reported either by phone and followed up in writing to the management company.

These rules shall remain in effect until otherwise rescinded, modified, or amended by a $\frac{2}{3}$ vote of the Thornton Commons Townhomes Association members that are in good standing.

These rules and regulations become effective _____.

2 Homeowner Association Dues

Our only source of operating income is from our monthly HoA fees. It is the obligation of every homeowner to pay these fees on time. Fees are due on the first day of the month. A late fee of \$20 will be added to the HoA dues if not paid on or before the 10th of each month. Automatic draft service is available through the management company.

If mailing your check, include either your account number within the memo section of the check and mail it to:

Thornton Commons

c/o Resource Property Management

P. O. Box 531183

Atlanta, GA 30353-1183

Phone: (919) 240-4045 Fax (919) 651-1387

www.rpmpropertypros.com

Dues not received by the last day of the month will be considered delinquent and accrued delinquencies may result in legal action (lien and/or foreclosure) for collection. Costs of collection, including legal fees and court costs are the responsibility of the delinquent homeowner and will be added to your account.

Dues are a monthly obligation incurred with the ownership of your townhome. Withholding payment of dues is not an acceptable means of communication with the Association, the Board of Directors or RPM.

3 Thornton Commons Townhomes 2020 HOA Board

First Name	Last Name	Role
Joshua	Gibbs	President
Kenny	Correa	Vice-President
Erik	Ashford	Treasurer

4 Architectural Control - Building and Landscape Changes

No exterior alterations, modifications or additions are allowed within Thornton Commons Townhomes Community without the PRIOR written consent as per Article XIV (section 13) from the Board of Directors. An ARC request, including complete plans and specifications showing nature, kind, shape, height, materials, and proposed location of any alterations must be submitted to the Management company for Board approval. The Board may or may not approve requests.

After your request is received by the Board, you will receive a written reply with 30 days following the next monthly Board meeting. Under no circumstance will a verbal request be considered. An architectural review (ARC) form is included within this document.

The Board has the right to remove and/or repair any unauthorized changes to the grounds that an Owner refuses to correct after being notified of such. The cost of the removal and/or repair will be billed to the Owner as per Article VII (section 2) of the Thornton Commons Townhomes Association Covenants

Architectural changes include but are not limited to: patios, sheds, fences, landscaping, siding, doors, etc. You are encouraged to seek out advice and answers from the HOA Board if there is any ambiguity about what is or is not an architectural change.

5 Building Exterior

5.1 Animal Habitats and Structures

Animal pens and runs are discouraged within Thornton Commons Townhomes and will be considered for approval on a case-by-case basis. Unattended animals may not be left chained or tethered for long periods of time. Invisible fences are encouraged to keep animals and community members safe.

5.2 Antennas and Satellite Dishes

Dishes are encouraged to be placed at the rear of the home so as not to be seen from the street. If reception is not available when the dish is placed out of view from the street, the homeowner must submit an ARC form and propose an acceptable location and screening to soften the visual impact. Locations for satellite dishes and other electronic devices and wires need to be approved by the Board of Directors.

5.3 Decks & Patios

Deck and Patio plans require the prior approval of the Board. Decks may not exceed the width of the house. The structure should be consistent with the size of your home and yard and must not be unduly out of proportion with the rest of your home. A survey must be submitted with the application.

When visible from the street, the space under porches or decks should not be considered as storage areas. Lawn mowers, trash and recycling containers, garden equipment, and any other large items should be stored in a home's Storage room or garage. The aim is to eliminate the possibility of runaway outdoor storage which could create a visual and aesthetic eyesore for the community.

If there is no possibility to avoid storing items under a porch or deck, then suitable screening will be required. Addition and type of screening should be approved by the ARC. Examples include lattice or the use of shielding plant material.

5.4 Siding and Gutters

Siding and gutters are maintained by the association and it is prohibited to change anything without an ARC request.

5.5 Flagpoles, Lamp Posts and Exterior Lighting

Flags, not to exceed approximately 2' x 4', are allowed only when flown from holders attached to the front of the house. Free standing flag poles either alone or part of a monument are not allowed anywhere on the property. Lawn flags are allowed but may not be excessive in number, and must be appropriate to their surroundings. Under no circumstances are flags with obscene or inappropriate wording or images allowed. Flags displayed must be maintained and worn flags should be disposed of properly.

5.6 Grading

Grading of property is prohibited and is maintained by the Association and the Landscaping vendor.

5.7 House Numbers

Numbers on home MUST remain on the front of the column or the front door at all times, as designated by the builder.

5.8 Landscaping/ Lawn Art

Thornton Commons Townhomes has hired a landscaping company to maintain the communal areas. Any changes to the existing landscape scheme such as building of mulch beds, retaining walls, permanent (or semi-permanent – "lasting longer than 30 days" yard features, etc. will require board approval. Homeowners

are encouraged to keep all gardens well maintained. If in doubt, please submit an application for review by the Committee.

5.9 Tree Removal

Except in cases of an emergency situation that does not permit delay, no living tree larger than 6" in diameter at a point measured 3' off the ground shall be removed from any Lot without ARC approval. Tree stumps that are visible from the street must also be removed and/or grinded. Stumps that are left anywhere on the property (even if not visible from the street) have the potential for inviting unwanted insects such as ants and beetles and add a risk of spreading to other healthy trees in your yard and others. Re-planting to replace lost trees is encouraged.

5.10 Play Equipment

All stationary play equipment (i.e. swing sets, play structures, play houses, sandboxes, trampolines, basketball hoops, etc.) must be submitted for approval by the Committee to include appearance, size, height, and location. Such items shall be located in the rear yard behind the house and at least 15 feet from any neighbor's property line. Metal play structures or structures of bright or fluorescent colors are prohibited. All play equipment must be kept in good condition or must be removed.

Slides and tube slides shall be dark green in color whenever practical.

All wooden play structures shall be stained with a tinted sealant in order to preserve the appearance/finish and to minimize the visual prominence of the structure.

Permanent skateboard, bike, and other types of recreational ramps are not allowed.

5.11 Rain Barrels

Rain barrels require Board approval. Rain barrels must be black, brown, gray, or dark green in color, and made of plastic or wood (no metal containers permitted). It is preferred to locate rain barrels at the rear of a dwelling or along the side of a dwelling with minimal visibility from the street.

5.12 Sheds/Storage Buildings/Enclosed Structures

Sheds and storage enclosures are not permitted

5.13 Decorations

Consideration of neighbors should be exercised when decorating for any occasion. All holiday lighting should be considered temporary and may not be installed prior to (45) forty five days before the holiday and must be removed within 14 days after the holiday. Decorations with sound must be turned off at a reasonable time (9:00 PM) and must not be so loud as to disturb your neighbors. While holiday decorations generally do not require board approval, the board reserves the right to take action when deemed necessary.

5.14 Signs

Except as may be required by legal proceedings or noted below by exception, no sign shall be erected or maintained on any property without prior approval by the committee. Approved exceptions:

Thornton Commons Townhomes HOA Rules and Regulations

1. A single real Estate “For Sale” (or “For Rent”) sign of not more than six square feet. Artificial lighting or illumination of the sign is not permitted.
2. “Open House” signs are permitted only during the hours that the premises are open. This includes all such signs anywhere within the borders of Thornton Commons Townhomes, its entrances and streets, but not located on the property of another homeowner without his or her permission.
3. A “Political sign”, meaning a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot. Each lot may display one (1) sign with the maximum dimensions of 24 inches by 24 inches. The political signs cannot be placed earlier than 30 days before the day of the election and must be removed no later than 14 days after the final day of voting concludes.

5.15 Solicitation

Thornton Commons Townhomes is a no solicitation community. Please remind vendors that do door to door sales and refer them to the Board if they question it.

5.16 Street Right of Way Obstructions

Both Thornton Commons Townhomes and the NC-DOT prohibit placement of any obstructions in the street right-of-way. Such barriers include posts and/or chain/rope, blocks, stones, fences, or hedges of any kind, any form of large shrub/tree planting or bed, construction materials, dirt piles, construction debris.

Construction equipment, materials, mulch, pavers, etc. should be delivered and placed entirely within the borders of your property and not stored on the street during your project.

5.17 Solar Collectors

Solar collectors are not permitted. Roofing is maintained by the Association.

5.18 Swimming Pools, Spas and Hot Tubs

Pools, Spas and Hot Tubs are not permitted.

5.19 Temporary Marking Flags

When installing and/or marking landscaping, irrigation systems, invisible dog fences, or other items with temporary flags, such flags must be removed within a reasonable time following installation (not to exceed 90 days).

5.20 Trash & Recycling

Unless notified otherwise, curbside garbage pick-up is provided by the City of Raleigh on Wednesdays. Recycling materials (blue recycling bin) are collected picked up every other Wednesday.

All garbage cans and recycle bins shall be stored out of view at the rear of the building or in the garage during the week and only brought out and placed on the street the night prior to collection (after 6pm). Once emptied the bins should be stowed back no later than 9am the day after collection.

Curbside trash pick-up for larger items, cuttings, clean-outs and other non-garbage items is also available through the City of Raleigh. Homeowners will need to call ahead of time to arrange for a pick-up and only dump these non-garbage items on the day of collection. Alternatively, other non-garbage items can be turned in at the Wake County Convenience Center located at **9008 Deponie Drive, Raleigh, NC 27614**. If there are any problems with garbage pick-up, please contact the City of Raleigh at **919-996-3245**.

Note: If you are scheduled to be out of town on the regularly scheduled pick-up day, please ask a neighbor to remove these containers after they have been emptied so they are not visible from the street.

5.21 Window Covering

1. All windows, sliding doors etc. shall be properly covered with appropriate window dressing. Sheets, blankets, boards or other such items shall be specifically prohibited.
2. Window dressing shall be of a reasonable quality and shall compliment the property. Curtains, drapes, blinds, etc., are recommended.

5.22 Personal items

All barbecue grills, bicycles or other personal items shall not be visible from the front of the home. Broken lawn or patio furniture, yard decorations, playsets or yard toys cannot be visible and must be cleaned up.

Failure to comply with the rules in the Architectural Changes section will subject the homeowner to a hearing by the board of directors and penalty assessments up to \$100 for each day of non-compliance.

6 Vehicles and Parking

Due to the narrowness of our road, overnight or long-term parking on our streets is not allowed. Parking is only allowed in designated parking lots/spaces. Guests are required to park their vehicles on Thornton Commons Drive.

1. The following may not be operated or stored on the street or in any yard of the Thornton Commons Townhomes community:
 - a) any unlicensed vehicle
 - b) Trucks of more than one and one half (1 1/2) tons gross weight
 - c) Boats
 - d) Recreational vehicles (RV)
 - e) Trailers
2. Inoperable vehicles cannot be stored in Thornton Commons Townhomes. This includes cars with flat tires.
3. The posted speed limit shall be observed throughout the community. Be alert for walkers, joggers, small children, older individuals, dog walkers and wildlife.

4. Car repairs, including but not limited to oil changes, are prohibited in yards, driveways, or streets.
5. Temporary storage containers (PODS) that are used when moving or for repairs and renovations are permitted for not more than thirty (30) days, without special permission from the Board of Directors. The container must be placed and fit on the Owners personal parking pad.
6. Vehicles may not be parked on grass.
7. Vehicles may not be parked within **15 feet** of a corner or curve.
8. Vehicles may not be parked within **10 feet** of a hydrant.
9. **Semi-trailer or work trucks may not be parked overnight in the community or on the main road directly behind homes.**

7 Noise

Owners and occupants shall exercise reasonable care to avoid making or permitting to be made loud, disturbing or objectionable noises and in using, playing or permitting to be used or played musical instruments, radios, phonographs, televisions, amplifiers and any other instruments or devices in such manners as may unreasonably disturb owners, tenants or occupants of other homes.

- 1) Out of consideration of your neighbors, it is requested whenever possible not to have loud noises (lawn equipment, music, etc.) earlier than 7:00 a.m. or after 11:00 p.m. Exceptions are made for outdoor parties with prior notification of neighbors.
- 2) Barking dogs shall be controlled by the animal's owner. Complaints received by the Board of Directors regarding a barking dog could result in removal of the dog at owners' expense.
- 3) All noise must be kept to a minimum throughout the neighborhood

8 Disposal of Toxic Waste

No owner or occupant shall dispose of any toxic material on the complex in a manner which is inconsistent with local and federal law. The Board of Directors shall be empowered to levy a severe fine against the owner of the home whose occupants have been observed illegally disposing of any toxic material. Toxic materials include, but are not limited to, oil, antifreeze, solvents, gasoline, paint etc.

There will be no warning for disposal of toxic waste and any such activity must be stopped immediately. The homeowner will be fined the highest amount allowed by law plus any other amount for damages and restoration.

9 Occupants/Non-owners

The occupancy in each home is limited based on federal, state, and city laws and ordinances. Any violation of said laws and ordinances will be reported to the proper authorities.

The home owner shall be responsible for keeping the management company informed of any change in occupancy. Owners shall provide the management company with the names of all authorized occupants, their telephone number and the license number, make and color of authorized vehicles.

10 Rental of Property

Owners need to be aware of the following when renting out their townhome:

- 1) Owners are required to acknowledge in writing your that lessee fully understands the Thornton Commons Townhomes Covenant & Bylaws, and has received a copy of the Rules and Regulations of the Homeowners Association.
- 2) Owners are required to further acknowledge that as a member of record of the Homeowners Association they will be held responsible for the actions of the tenant(s), including any penalty assessments for violations of the Rules and Regulations of the Association, as well as any costs for repairing damage to the common area or, other property caused by a tenant.
- 3) A copy of the rental information form furnished by the management firm must be submitted at least 10 days prior to the property being rented out/occupied.
- 4) Your lease should address these matters of interest to the Homeowners Association:
 - a. The right of the Association to enforce the governing documents and more specifically the rules and regulations against both Owner and Tenant. The Owner is responsible for supplying Tenant with a copy of these prior to signing of the lease and the Tenant MUST execute a lease information form that the Property Manager will provide.
 - b. The responsibility of both Owner and Tenant to maintain the grounds, common areas as well as private property, in keeping with the Association's Architectural and Grounds maintenance policies.
 - c. The liability of the Owner and Tenant for any damage to property and common areas owned by the Association.
 - d. The responsibility of Owner for all Homeowner dues and assessments, regardless of what arrangement Owner and Tenant may make between themselves for payment of these monies.
 - e. No more than five persons can occupy a home.

11 Pets

Keeping typical domestic pets is permitted when the following rules are observed:

All animals must be vaccinated and properly licensed with the proper government agency.

Thornton Commons Townhomes HOA Rules and Regulations

Pets are to be walked on leashes. In accordance with local ordinance owners MUST clean up immediately after their pets in all areas and dispose of the bagged waste in appropriate containers. For convenience, pet waste stations have been placed in several location around the community.

Any pet running loose without identification shall be considered a stray. It is also considered a stray when it is off the property of its owner and not under restraint by means of a leash. Voice command is not recognized as adequate restraint. Please report strays to Raleigh Animal Control Services.

A pet is considered a nuisance when it habitually and continuously barks, whines or howls in an excessive manner two or more times per minute during a ten (10) minute period or between 10:00 p.m. and 7:00 a.m., displays aggression towards people or other animals (whether on or off a leash) or damages property.

For their own safety and for the well-being of the neighborhood, it is strongly recommended that cats should be kept indoors at all times.

Pets must have a collar, rabies tag and identification tag with owner's name, address and phone number or they may be deemed as strays

Livestock including but not limited to cows, pigs, sheep, roosters, chicks, or chickens are not allowed in the community.

Failure to do so will result in fines being assessed. The board shall have the right to order any person with a pet that is a danger, nuisance or does not comply with the following rules to remove such pet from the premises.

Violations of any of these regulations may be reported to Animal Control Services Office of the Raleigh Police Department at 919-831-6311.

12 Garage and Yard

Garage and/or Yard sales, including but not limited to estate sales and tag sales, are prohibited UNLESS prior written permission is obtained from the HOA Board.

Newspapers should be collected from the yard or curbside on the same day of delivery. It is the homeowner's responsibility to make sure that newspapers do not litter the community. Fines will be assessed for untimely collection of newspapers and other such material left outside of the home.

13 Termites

Specifically for termites Thornton Commons Townhomes association has a service contract with a pest control company. As a preventative measure this contract includes an annual visual (external only) inspection of the community. Owners must immediately contact the management company is they identify a termite infestations.

Note: The service contract does NOT cover non-termite infestations. The owner will be responsible for and required to resolve those infestation at their own expense and in a timely manner (within 30 days). The Board of Directors shall be empowered to clear up the infestation at homeowner's expense and fine the owner of the home if owner does not take action within 30 days.

14 Prohibited Activities

Noxious, offensive, or loud activities shall not be carried on upon any property. Each Owner shall refrain from any act or use which could reasonably cause embarrassment, discomfort, annoyance or nuisance to the neighborhood. Each owner shall keep and maintain all portions of the property owned by said Owner in a neat, orderly, and well-kept manner and shall keep in place adequate measures for erosion, insect, reptile, rodent, and fire control.

15 Rules Violations and Fines

Violators of these Rules and Regulations, any resolution of the Board of Directors, the Bylaws, and/or Covenants may result in the matter being turned over to the Association's attorney for resolution. This is an addition to any other remedies available, including commencing civil action.

A. Filing a Complaint

Community members wishing to file a complaint must do so in writing.

B. Architectural Control Violations

Example: Unapproved changes to patio or construction of shed or fence. See Architectural Changes.

- Day 1 – First a violation warning letter is sent detailing the issue. The homeowner has 30 days to correct the issue and respond back to the Board.
- Day 31: If the issue has not been corrected and the Board has not given an extension then a second letter will be sent requesting a hearing with the Board or an adjudication panel.

C. Non-Architectural Violations

- 1st Offense First violation warning
- 2nd Offense Second and Final violation warning
- 3rd Offense A Due Process Hearing
- 4th Offense and On Fines assessed for each day/or occurrence of noncompliance

Violation	Fine	Compliance Time
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Vehicles on Grass	\$100 a week	15 Days
Commercial Vehicle	\$25 per occurrence	15 Days
Inoperable Vehicles	\$100 a week	15 Days
Boat / Trailer on property	\$25 per occurrence	15 Days
Trashcans	\$25 per occurrence	15 Days
Basketball Hoop	\$25 per occurrence	15 Days
Signs / Trash / Debris in yard	\$100 a week	15 Days
Noise Violation	\$100 per occurrence	7 Days
Speeding	\$25 per occurrence	7 Days
Other Covenants Violations	\$25 per occurrence	15 Days
* Recurring Fees based upon Compliance Timeframe		
* Subsequent Fines will be applied if it is not paid, in full, within 30 days of when the fine was recorded on file		

D. Violation and Fine Assessment Hearing

1. The homeowner will be given an opportunity to present their case and may then be excused.
 2. The hearing panel will confirm whether or not a violation has occurred and set a reasonable amount of the fine.
 3. The fine levied may not exceed \$100 per day per violation.
 4. The Owner will be notified of the decision of the hearing panel, the amount of the fine, the date that fining will commence, and the right of appeal to the Board if the hearing was held before an adjudicatory panel.
 5. The Board will wait 5 days after the hearing before imposing the fine.
 - a. This time is afforded the homeowner as a last opportunity to remedy without a fine.
 - b. Thereafter, the homeowner will receive a monthly invoice for the fine.
 6. Fines more than 45 days overdue will be sent for debt collection and lien or foreclosure.
- The Board reserves the right to use its authority to have any issue fixed, at the homeowner's expense.

E. Legal Action Procedure

1. Before turning a matter over to the Association's attorney, a homeowner shall be given at least 15 days written notice of the Board's intention, along with a statement for why the action is being taken.
2. Any homeowner objecting to the procedure is entitled to file a written appeal to the Board within 4 days of the notice. Upon filing the appeal, the homeowner shall be entitled to be heard before the Board of Directors, either orally or in writing, not less than 3 days before the effective date of turning the matter over to the Association's attorney.
3. Following this hearing, the Board shall determine, at its discretion, whether or not to proceed. Written notice of the Board's decision shall be given to the homeowner not more than 48 hours following the hearing.
4. All notices, either to homeowners or the Board; given pursuant hereto shall be in writing and delivered personally or sent by first-class mail, postage prepaid. Notices to a homeowner shall be sent to the homeowner's last address of record as shown in the Association's files. Notices to the Board shall be sent to the Association's current management company with a duplicate copy of the notice to the current President of the Thornton Commons Townhomes Homeowners Association, at his or her home address. All notices shall be deemed effective upon receipt if delivered by hand or on the next business day if sent by mail.

16 Lien and Foreclosure Process

1. A notice of intent to file a lien is sent when an account is ninety (90) days past due.
2. The account has ten (10) days to respond; if there is no response, a letter is sent to the attorney requesting that a notice of an assessment lien be placed on the property.
3. The attorney verifies owner and home number by requesting legal vesting from Title Company.
4. The notice of an assessment lien is sent to the county recorder. Approximate length of time until a recorded lien is returned is seven to ten working days.
5. The attorney waits 20 days for response to lien notice, and then checks with the management company to see if the account is still delinquent. If so, without further direction, the attorney proceeds.
6. The notice of intent to commence legal action is prepared and the homeowner has ten (10) days to fifteen (15) days to respond.
7. The attorney checks with the management company for approval to proceed with the summons and complaint. (Foreclosure)
8. The summons and complaint are sent to the court for filing and then returned to the attorney for service. The complaint is signed by the Board of Directors.
9. The summons and complaint are served by the Sheriff or Attorneys Service.
10. Proof of service is returned to the court.
11. The homeowner has 30 to 35 days to respond to the summons; if there is no response, the homeowner is in default.

12. The property is sold through a foreclosure. Disbursements of funds are made in order of claim; i.e., first mortgage holders, second mortgage holders, et cetera NON-OWNER OCCUPIED RESIDENCES

17 General

1. Suspicious activity should be reported immediately to the Raleigh Police.
2. All personnel hired by the Board shall be the responsibility of the Board or management company.
3. All concerns should be directed to the management company.

18 Criminal or Suspicious Activity

Homeowners are encouraged to be active participant in neighborhood watch. If you observe any suspicious activity:

- a. Call the police immediately at 919-996-2457.
- b. DO NOT CALL 911
- c. Keep the police number at your telephone or in auto dial. You do not need to give your name. Give your report in calm, slow and precise language.
- d. DO NOT CONFRONT THE PERSONS INVOLVED.
- e. If possible pull out your cell phone and record the incident or take pictures of the people, homes, and vehicles - but from a safe distance.

Any and all illegal activity should be reported immediately to the Raleigh Police (North East district) by calling 919-996-2457.

19 Emergencies

Call 911 for any and all emergencies such as violence, break-ins, fires, medical, etc.

20 Valuable Safety Tips for the Home

- Do not warm up your car in the morning, unless it is locked.
- Do not leave car or house doors unlocked for any reason.
- Do not leave valuables in your car.
- Turn off your water when out of town. Ruptured water heaters, toilet lines, ice makers and washing machine lines can cause thousands of dollars in damages in a short period of time.

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- Replace the rubber hoses on your ice maker and washing machine with the braided stainless steel type to prevent damage from ruptured pipes. These can be purchased at any hardware store.
- Stop delivery of your newspapers when on vacation.
- If away for a few days or on vacation, ask a neighbor to put up your trash and recycling bins after pick up day.
- Buy some inexpensive timers and turn lights and radios on and off at different times when on vacation or away from your home.
- Do not leave a message on your phone that you are out of town.
- Check all outside lights around your home to ensure proper working order. Keep your property well lit.
- Ensure any large bushes or foliage around your home are trimmed (to prevent potential bug problems)

21 Important Phone Numbers

Animal Control Services	(919) 831-6311
Raleigh Police Department	(919) 831-6311 or (919) 996-2457 (Non-emergency)
Raleigh Fire Department	(919) 996-6115 (Non-emergency)
Emergency Police Response	911
Emergency Fire Response	911
Emergency Medical Services	911
Resource Property Management Company	(919) 240-4045

22 Appendix

22.1 Application for Architectural Addition/Change

ARCHITECTURAL REQUEST

Thornton Commons Townhomes Association Inc

Name: _____ Date: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Request: _____

Description of Materials: _____

(REQUIRED) Please draw the improvement on a plot map with a side view included.

Attach drawings, maps, pictures and/or additional information.

Please Submit To: RPM for Thornton Commons Townhomes Association Inc to
abrown@rpmpropertypros.com or Fax: 919-651-1387

PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

Signature

Date

Initial

Submission without a Plat Map/Survey: I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

Initial

Disclaimer: The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more

Thornton Commons Townhomes HOA Rules and Regulations

stringent/ restrictive requirements prevail. Please be advised that you and any future owner of your property are responsible for maintaining the improvement in good condition at all times

Signatures of Neighbors who will be able to see the proposed changes and/or be affected by construction:

Signature	Name	Address
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Signature	Name	Address
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22.2 Rental Information Form

Owner's Names _____

Mailing Address _____

Property Address _____

Cell Phone #1 _____

Cell Phone #2 _____

Home Phone _____

Email Address #1 _____

Email Address #2 _____

Is your property professionally managed? Yes ____ No ____

Management Company (If applicable) _____

Tenant Contact Information

Tenants Names _____

Tenants Email Address #1 _____

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Tenants Email Address #2 _____

Tenants Home Phone _____

Tenants Cell Phone #1 _____

Tenants Cell Phone #2 _____

Tenant's Emergency Contact Information _____

Is the tenant related to you? _____