Cedar Pointe Condos
Rules and Regulations

(1) Work Orders

When submitting a work order please follow these directions:

- Go to the elite-mgmt.com website and login to your account.
- On the left hand side of the page click on Work Orders. This will lead you to the New Work Order form that you may fill out and submit.

(2) Exterior Changes or Additions

Exterior changes or additions require an Architectural Request Form to be submitted. These are found on the Elite Management website. No changes shall be made without prior written approval from the Cedar Pointe Board of Directors.

(3) Porches

This rule aims to create consistency in how the Cedar Pointe Board of Directors handles requested changes and overall governance for porches/decks/patios to which a single condo unit has access. The board's responsibility for this outlined in the community's bylaws (section 9d):

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No Unit Owner shall cause any object to be fixed [… that] in any
manner change[s] the appearance of the Common Property or Limited
Common Area without the prior written permission of the Board of
Directors or a duly appointed Architectural Control.
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To that end, the Board of Directors and the Architecture Review Committee will use the following guidelines to review requested changes to porches/decks/patios (hereafter "porches"). If a resident is uncertain if a change may go against these guidelines, they are encouraged to consult the Cedar Pointe Board of Directors for further clarification. These guidelines are not comprehensive and will be revised from time to time to document how new requests are handled.

These rules and guidelines ensure a cohesive look across all Cedar Pointe porches while also allowing for individual residents to choose how they furnish their porches.

(A) Unless otherwise outlined in these guidelines, permanent changes to a porch must receive prior written approval from the Board of Directors and an ARC application must be submitted prior to Board review.

This rule ensures that no changes are made that would have to be reversed at the owner's expense.

(B) Open flames of any kind are not allowed on porches, and excessively flammable material shall not be stored on porches.

This includes candles, fire pits, and grills. Electric grills are allowed, but charcoal and propane/gas grills are not allowed. Smokers should ensure that a sand bucket or other form of ashtray is available for extinguishment. Smokers should also be especially vigilant of removing flammable material from their porches.

(C) Permanently attached material separating a porch from the outside (such as screening, sun shades, or other types of barriers) must receive prior written approval from the Board of Directors. An ARC request must be submitted.

In most circumstances, insect screening and retractable sunshades will be permitted so long as they adhere to the following:

- (i.) Insect Screening
    - Entire screen and mounting is inside the balcony structure.
    - It shall be fastened to be taut and not allowed to blow in the wind.
    - It must be a single, seamless panel with no wooden, metal or other visible partitions in the screening.
    - Color shall be black or charcoal.
    - Any rips or tears must be repaired promptly.
    - They must be removable for maintenance.
    - If wooden mounting is to be used the paint must have a gloss finish and match Sherwin Williams color "Super White 6500-47533."
- (ii.) Sun Shades
    - The shades must be retractable.
    - The material must be intended for outdoor use and flame retardant.
    - The shades should be securely fastened to not be a danger in windy and storm conditions.
    - Damage to the shade must be repaired promptly.
    - The shades should not impede the view of neighbors.
    - The color and design of the shades should be neutral in color and complement the overall building design and aesthetic.
    - They must be removable for maintenance.

- While not a requirement, preferably the shades are only lowered when actively being used.

(D) Furniture should be well maintained and made for outdoor use. Porches shall not primarily function as a storage area.

While small amounts of storage, storage unit furniture, recreational items (such as bicycles) are acceptable, porches should not be primarily used for excessive amounts of storage boxes and containers.

(E) Plants and other materials should be securely placed so that they do not fall and threaten property and people.

Plants are allowed on porch railings and patio retaining walls, but they should be securely placed. Other items should also be reasonably secured to prevent damage when storm conditions are expected.

(F) Owners of upper level units should be mindful of debris falling to lower level neighbors.

Some amount of dirt and water will inevitably fall to lower level neighbors, but owners should take reasonable precautions to not overly inundate lower level neighbors with excessive dirt, water, and other debris. Notification of downstairs neighbor(s) before porch powerwashing is requested.

(G) Porch ceiling fans can be added if they adhere to established design standards.

- All fans must be rated for exterior use.
- Fans must be permitted and meet current county and state codes.
- Those who do not have a finished ceiling (floors 1 & 2) must have the electrical box for the fan installed between two joists thus making it virtually unseen.
- Those on the third floor that have completed ceilings must have the wiring concealed between their ceilings and attics.
- Fans must be white or brown and the homeowner may choose their design as long as they adhere to the colors specified.

(H) Long-term storing of firewood on porches is discouraged.

It is a fire hazard, and firewood increases the risk of termite infestation.Long-term storage of firewood should be avoided as much as possible. Hardwood is recommended for burning to reduce creosote buildup in chimneys.

(I) Seed-based bird feeders are prohibited unless special precautions are taken. Hummingbird feeders are permissible.

Seed-based bird feeders are allowed on individual porches if the following conditions are met:

- You must submit an ARC request in advance that indicates where and how you will mount your birdfeeder.
- Your downstairs neighbor(s) must have no objection to you installing a birdfeeder (secure their approval and include their names on the ARC form).
- Bird poop and debris generated does not fall onto any neighbors porch; if this becomes an issue, the feeder must be removed.
- Some sort of squirrel deterrence is employed, such as hot pepper in the seed and/or a true squirrel proof feeder.
- If the squirrels become a nuisance to you or your neighbors, the birdfeeder must be removed.
- No waste bird seed should be used.

(J) Squirrel feeders are prohibited.

(K) Owners are responsible for maintaining the interior portion of their porch railings.

This includes patching any rotted or damaged wood and painting. Paint should have a gloss finish and match Sherwin Williams color “Super White 6500-47533.” The HOA is responsible for maintaining the outer portion or porch railings.

(L) String/holiday lights should only emit white/clear light.

This applies throughout the entire year. Lights must be securely fastened and not extend outside of your porch.

(M) Flags are permissible but must remain within the confines of your porch.

Flying the American flag is expressly protected by the “Freedom to Display the American Flag Act of 2005.” Flags representing hate groups are prohibited.

(N) Satellite dishes should not extend beyond porch boundaries.

(4) Pets

All pets of homeowners, residents or guests must be on a leash and under control while in the Cedar Pointe common areas. Two pet waste stations are available. Please clean up after your pet. Exotic pets are not allowed.

Please call Cary Animal Control at 919-310-4517 for animal related disturbances.

(5) Noise

Residents and their guests must minimize noise between the hours of 11pm and 7am. Residents should at all times be attentive to television and stereo volume including surround sound. Excessive noise issues should be settled between neighbors when possible. In the event that noise issues can not be settled between neighbors, the Cary Police Department (919-469-4012 for non-emergencies) should be contacted. This will aid in the documentation of such events.

(6) Trash and Recycling

Our dumpsters are for household garbage only. Any other items are a resident's responsibility to take to the dump, including furniture, construction materials, paint, appliances, electronics and hazardous waste. The Town of Cary Citzen's Convenience Center is nearby and collects trash, recycling, and composting. Wake County provides similar nearby facilities.

All cardboard boxes must be broken down and placed inside the dumpster, or even better, recycled. Please be courteous to your neighbors and do not leave garbage on the floor of the dumpster enclosure and use both sides of the dumpsters.

Only the side doors should be used to access the dumpster enclosure (DO NOT OPEN THE FRONT GATES) and please close the side door behind you. Take your recycling to the garage near building 300 and follow the rules posted therein.

(7) Signage

There shall be no signs posted on the exterior of any portion of the common areas. Signs of any kind are not permitted in any window except realtor signs which must be confined within the porch area.

(8) Yard Sales

Yard sales are not permitted on the Cedar Pointe property. The Edgehill Farm clubhouse is available for rent. Please contact the Edgehill Farm HOA for more information.

(9) Parking

Each homeowner has one numbered parking spot to use as they see fit. Park additional vehicles in unmarked (visitor) parking spaces. Double parking is not allowed. Do not let your

vehicle overhang the sidewalks. All vehicles must display a valid/current license plate and sticker. Any undrivable vehicle may not be parked in any Cedar Pointe parking lot. No trailers, campers, or commercial trucks may be parked in any lot overnight. Please submit exception requests in writing to the Board for consideration (email is ok). Violators' vehicles will be towed at the owner's expense. Cross-hatched areas directly in front of building entrances are for loading and unloading; not for parking. Service providers are encouraged to park in unreserved spaces with ample room for loading and unloading.

(10) Wildlife

Please do not feed the wildlife!

(11) Birdfeeders

Birdfeeders are not allowed in any common area within any building.

(12) Dryer Ducts

Dryer duct cleaning is the responsibility of the homeowners. Cleaning is recommended every other year.

(13) Storage

No storage allowed under the walkway, stairway or common area of any building

(14) Smoking

The use of tobacco products in and around our buildings is strongly discouraged due to the nuisance and unhealthiness of secondhand smoke. Discarded cigarette butts are litter. Landlords would be wise to make their units smoke-free.

Smoking or vaping illegal substances, such as marijuana or hashish is strictly prohibited and is subject to a fine of $100 per incident. Each incident will be reported to the Cary police department.

(15) Water Conservation

Our six buildings have only one water meter per building, so it can be difficult to find and fix water leaks in a timely manner, particularly if homeowners do not cooperate fully. This results in

a costly waste of water. Homeowners are expected to turn off their water supply when their condo is unoccupied for 24 hours or more. They are also required to have a working water leak detector in their HVAC and water heater closets.

We use Cary's Aquastar system to monitor leaks. Homeowners are notified of leaks promptly by email or a phone call and are expected to respond within 48 hours. Failure to do so will result in a $50 per day fine starting on day three. If the HOA has to hire a plumber to find the leak, it adds significantly to the costs incurred. Should the plumber find a problem that the homeowner neglected, the HOA may issue an assessment to reimburse the HOA for the wasted water and for the plumber's work.

Enforcement Policy

It is up to all of us to keep our community safe and looking good, and our Rules & Regulations were developed with that in mind. Condo owners who violate the HOA rules and regulations are subject to fines at the discretion of the Cedar Pointe HOA Board of Directors (BOD).

If your condo is a rental, you are responsible for the tenant’s violations as well. Fines can be one time (per instance) levied on the spot, weekly or daily. Our Management company will notify the condo owner of the violation as soon as possible after it is discovered, in person or via a phone call, followed by an email (with read receipt). If these methods fail to reach you, a certified letter will be mailed via USPS.

The urgency of the issue and amount of time allowed to resolve the matter will be communicated to you. You are required to respond to our property manager by phone, followed by an email within five business days from the day you were first contacted regarding the violation, with your plan to comply. If you fail to respond within the specified period, we will notify you of a due process hearing date, at which time you will be required to attend and explain the actions you have taken to resolve the violation. If you are non-compliant the BOD can levy a fine beginning five business days after your due process meeting. You will be notified in writing (email or letter) of the fine amount and frequency. The fine will accumulate until the violation is resolved to the BOD’s satisfaction. Fines typically range from $10 to $100 per day.

It is extremely important that every homeowner keep their current address and phone number associated with their Cedar Pointe Association account current with Elite Management.