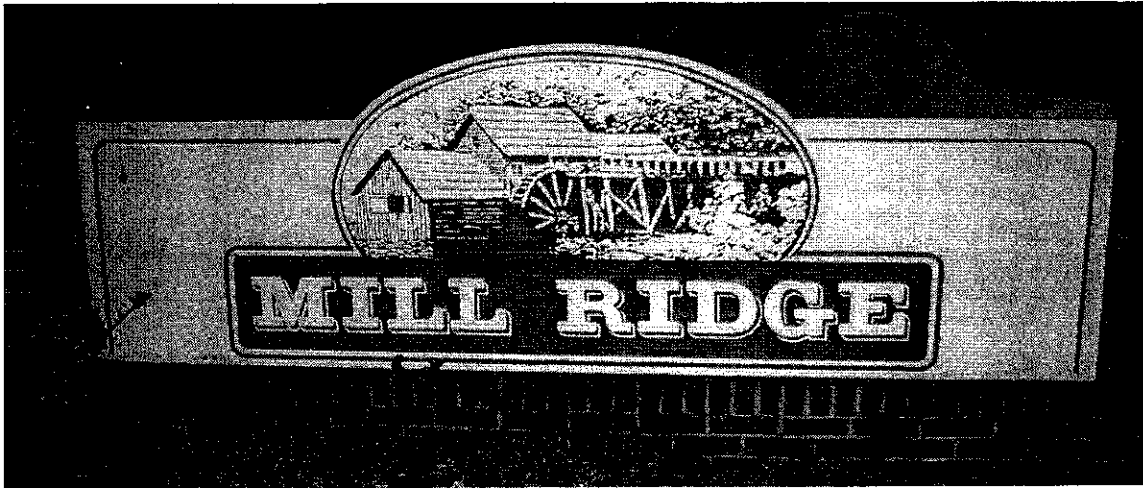


# Mill Ridge

## Condominium Owners Association



## Rules & Regulations

## **Document Purpose**

The following Rules and Regulations are designed to make living at Mill Ridge a pleasant, comfortable and enjoyable experience for all residents. The Rules and Regulations are for the preservation of property values and the right of quiet enjoyment by all residents.

The success of the Mill Ridge Condominium Owners Association, hereinafter referred to as the MRCOA, is directly dependent upon the communication, commitment, effort, support, and cooperation of all residents, individual owners, MRCOA Board of Directors and the Property Management Company.

It is the responsibility of each unit owner investor to provide a copy of the MRCOA Rules & Regulations to each of their unit renters. Copies of this document may be obtained from the Property Management Company.

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## **1. Architectural and Landscape Alterations and Modifications**

No building, fence, wall, landscape modifications, or structure shall be commenced, erected or maintained upon the properties, nor shall any exterior additions, interior modifications to load bearing structures of walls or floors, including changes or alterations therein be made until the plans and specifications showing the nature, kind, shape, height, materials and location of the same have been submitted to the MRCOA Architectural and/or Landscaping Committee and approved in writing as to the harmony of the external design and location to surrounding structures and topography by the MRCOA Board of Directors.

These restrictions apply to the unit owner areas, the Common Areas and Facilities, the Limited Common Areas and all landscaping and natural areas of the MRCOA property. The Property Manager, MRCOA Architectural Committee, MRCOA Landscaping Committee and MRCOA Board will provide guidance in these areas. Any desired architectural and/or landscaping alteration or modification questions or inquiries will first be sent to the Property Management Company.

The Property Management Company will provide the unit owner with the required Architectural and/or Landscaping Request Form(s) and instructions for completion and forward the completed form to the appropriate committee(s). The MRCOA Architectural and/or Landscaping Committee will review the fully completed form at its next scheduled monthly meeting and make recommendations as to whether to accept or reject the request and then submit its recommendations to the MRCOA Board for the final determination.

## **2. Clotheslines, Tethers and Window Air Conditioners**

Clotheslines and window air conditioning units are not permitted. Folding clothes drying racks are prohibited anywhere outside any unit. No towels or clothing may be hung on or from the decks, balconies, patios, stairs or railings. Tether and anchor lines for any purpose in either the Common Areas and Facilities or Limited Common Areas are prohibited.

### **3. Use of Decks (Studios) and Balconies or Patios (8-Plexes)**

These Limited Common Areas are a prominent structural feature of Mill Ridge and therefore need to be aesthetically appealing. The following guidelines will ensure that an acceptable degree of uniformity will be maintained:

1. Deck furniture, umbrellas and planters are generally appropriate for the decks, patios and balconies. Storage of any items must conform to the rules and restrictions detailed in the BYLAWS OF MILL RIDGE CONDOMINIUM OWNERS ASSOCIATION, INC. ARTICLE VII OPERATION OF THE PROPERTY; Section 12 "Use of units and common areas and facilities"; Paragraph (a), (b), (c). Unit owners are responsible for any misuse or negligent use/conditions that result or contribute in damage to these areas.
2. Residents can place pots and planters on the decks, balconies or patios of their unit. Pots, planters or any container of any size are strictly prohibited from being placed on the top horizontal ledge of any deck, balcony or patio railings. All pots and planters should be placed in drainage dishes. Water from pots or planters should not be allowed to leak onto the deck that over time will discolor and degrade the wood and cause damage. Conditions that allow stains to occur on any part of the structure are not permitted. No hanging pots, planters or baskets are permitted to be hung in or supported by the soffits of any unit.
3. Feeding of any non-domesticated animals, varmints or critters of any type including but not limited to squirrels, chipmunks, rabbits, possums, etc. is strictly prohibited in and on any of the property's Common and Limited Common Areas or Facilities. There are to be no feeding bowls, trays, dishes or containers of any type placed on the decks, balconies or patios of any unit for the purpose of feeding non-domesticated animals, varmints, and critters. All such feeding containers or receptacles must be removed by the unit owner or resident. Non-compliance will result in the removal of these items by the MRCOA at the unit owner's expense. Repairs to any of the Common and Limited Common Area structures or Facilities to include decks, balconies, patios, siding, fireplace chases, roofs, etc. caused by non-compliance will be repaired by the MRCOA at the unit owner's expense. Considerable damage has been done and continues to be done by squirrels to many of the unit structures.
4. Residents can place bird feeders in appropriate locations in the exclusive Limited Common Areas of their unit. It is strongly recommended that feeders not be hung such that refuse falls on the deck, balcony or patio.

No bird feeders are to be hung or supported by the soffits of any unit.

Any food refuse from these feeders must be promptly cleaned from decks, balconies or patios to prevent damage or insect or rodent infestation. No conditions will be permitted that attract vermin, pests or unwanted animal life. The unit owner must keep all Limited Common Areas in a neat and clean condition.

5. The MRCOA Board of Directors must approve any structural alterations or exterior additions to decks, balconies or patios. Any modifications not approved by the MRCOA Board of Directors will be brought back to compliance at the unit owner's expense.
6. No hot tubs, Jacuzzi baths or water structures of any type are permitted to be installed or placed on any deck, balcony or patio of any unit. This includes all Common and Limited Common Areas or Facilities. Any hot tubs, Jacuzzi baths or water structures of any type must be removed by the unit owner. Non-compliance will result in the removal by the MRCOA at the unit owner's expense. Any necessary repairs to bring the deck, balcony, patio, Common and Limited Common Areas or Facilities back to its original built state will be at the unit owner's expense.
7. Dog houses of any kind are not permitted.
8. Modification of doorways or walls to accommodate pet doors is prohibited.
9. Exterior enhancements including seasonal decorations must conform to the "appearance declarations" and enhance the appearance/value of the unit and community as a whole.
10. Trash left within the Limited Common Areas must be contained within appropriate receptacles and meet the "appearance" and "hidden" rules. No trash is permitted to be left outside of these containers for any period of time.
11. Exterior enhancements must not interfere with landscaping or structural maintenance nor be considered a distraction to neighboring unit owners or residents. This includes accent lighting and other exterior enhancements. Colored lights are not allowed except during the Christmas season beginning after Thanksgiving and ending January 2<sup>nd</sup>. Colored lights must be displayed in a tasteful manner.

#### **4. Firearms**

Raleigh City Ordinances prohibit the discharge of firearms within the City Limits. No person shall be allowed to discharge any type of firearms or weapons on the property. For the purpose of this paragraph, firearms or weapons shall include, but not be limited to pellet guns, bows and arrows, BB guns, paintball guns, rifles, pistols, shotguns, semi-automatic weapons, automatic weapons, and any other weapon capable of firing a projectile using an explosive or gas as a propellant. Fireworks or pyrotechnics are not permitted to be stored or used on MRCOA property.

#### **5. Fireplaces**

The fireplaces are not designed, installed, nor intended to be used as a primary heat source. These fireplaces do not have the air manifold chamber surrounding the firebox to provide area heating. Use as emergency heating must be limited to a minimum length of time. Extended and prolonged use will degrade the firebox as well as create creosote and contaminant buildup in the flues. Unit owners should not rely on these fireplaces to reduce their winter heating costs.

While these fireplaces are within the unit owner's area of responsibility and liability they pose potential health and safety issues to other unit owners in the building.

1. The City of Raleigh Fire Department strongly encourages an annual inspection of the fireplace and flue, which is the responsibility of each unit owner. Additional fireplace related rules include: Year round wood storage is prohibited. Year round wood storage does not conform to the "appearance" standard of either the Limited Common Areas or the Common Area restrictions; as it "detracts from the surrounding unit's appearance and value as well as provides a habitat for unwanted pests, insects and other animal life."
2. The area in front of the lower 8-plex units and directly beneath the upper 8-plex balcony defined by the MRCOA Bylaws is considered "Common Area and Facility" and is shared equally by the upper and lower unit owners. Surplus wood must be maintained by each individual unit owner within each owner's unit while conforming to the "appearance and hidden" restrictions of the Limited Common Area.

Surplus wood should be stacked neatly on a rack at least 18 (eighteen) inches away from any building structure and to a height of no more than 3 (three) feet. Proper deck and patio flooring and lining should be put in place to prevent mildew, rot or any other condition or damage. .

3. Residents may store wood only during the period of time from October 1<sup>st</sup> to April 15<sup>th</sup> of each year. Any unused wood left after April 15<sup>th</sup> must be removed. If not removed by the unit owner by May 1<sup>st</sup> then all wood will be removed by the MRCOA at the unit owner's expense.

## **6. Garbage Cans**

The individual unit owner can store their garbage cans within their unit or within their ascribed Limited Common Area as long as it conforms to the restrictions of the Limited Common Area and are hidden from view from any cul-de-sac, parking area or walkway. The "appearance" and "hidden" rule must be adhered to. Common Areas, steps, stairways and walkways cannot be used to store garbage cans. The stairwells of the 8-plex units cannot be used to store garbage cans. Any other remedy for garbage can storage should be sought through the Property Management Company and the MRCOA Board of Directors.

## **7. Grills and Barbeques**

NC State Fire Prevent Code section 504.8 states:  
The use of charcoal and gas grills is prohibited within 10 feet of combustible material at all residential occupancies.

National Fire Protection Association Standard 58 section 3-4.9.2 states:  
Compressed Gas: Containers having water capacity greater than 2.5 lb. (1kg) L.P. Gas capacity shall not be located on balconies above the first floor attached to multiple family dwellings.

It is strongly recommended that charcoal grills not be used on decks, balconies, and patios.



## **8. Landscaping and Lawn Care**

Landscaping and lawn maintenance is the responsibility of the MRCOA. Landscaping workers are not responsible for moving bicycles, lawn furniture, toys or garden hoses in order to mow. To facilitate mowing and to improve the MRCOA property appearance, no personal property or belongings should be stored in or on the Common Areas with the exception of any approved enhancements that the unit owner is responsible for maintaining.

## **9. Maintenance**

The MRCOA is responsible for exterior maintenance, repair and replacement resulting from normal aging and exposure including exterior painting. The MRCOA Board proceeds with maintenance or repairs deemed the responsibility of the MRCOA after consideration of a specific circumstance or a request for maintenance or repairs from a unit owner. The maintenance or repairs will be performed in the most economical way and appropriate manner. The Board will consider all requests deemed non-emergency prior to repair. Agents of the Property Management Company perform emergency maintenance immediately.

Willful or negligent acts done by any unit owner, renter or visiting guest that causes damage to any condominium will be repaired at the expense of the unit owner. Repairs not made by the unit owner within a reasonable time will be completed by the MRCOA. Upon completion of these repairs the unit owner will be immediately assessed for any and all work completed by the MRCOA.

## **10. Pets**

All laws, ordinances, rules and regulations pertaining to dogs, cats, exotic animals and other domestic animals adopted by the State of North Carolina, the county of Wake and the City of Raleigh are adopted as rules and regulations of the MRCOA and are incorporated herein by their reference.

- Raleigh City Ordinance Sec. 12-3011:
  - (b) It shall be unlawful for any person owning, harboring, keeping or in charge of any dog to fail to remove feces deposited by the dog on any street, sidewalk, park or other publicly owned area.
  - (c) It shall be unlawful for any person owning, harboring, keeping or in charge of any dog to fail to remove feces deposited by the dog on any private property unless the owner of the property has given permission allowing such use of the property.

All Common and Limited Common Areas or Facilities are the collective property of all unit owners, not the personal property of any individual unit owner. You must clean up after your pet. No pet will be allowed to roam at-large within the MRCOA property. No pet may be chained on or within the Common or Limited Common Areas or Facilities. No dog is allowed to be left unattended on any deck, balcony or patio. All dog owners will be held responsible for the barking of their dogs when it disturbs the quiet enjoyment of any resident. All dogs must be on a leash when they are on any portion of the Common Areas or Facilities. If your animal eliminates you must clean up after it. All pets are required by the City of Raleigh to be tagged and licensed.

Animals that are considered dangerous or that display dangerous behavior will be prohibited.

If problem behavior of any pet adversely affects other residents or property within the MRCOA property, a complaint should be made to the Property Management Company. Pets are for the enjoyment of the unit owner or renter but will not be allowed to be detrimental to the quiet enjoyment of any resident or Mill Ridge as a whole.

## **11. Recreational Equipment**

No basketball hoops or other playground equipment may be erected. Recreational equipment cannot be stored outside your deck, balcony or patio.

## **12. Signs**

Except as provided for in the MRCOA Declaration of Covenants and Bylaws, no signs of any type shall be displayed to the public view on any of the MRCOA Common and

Limited Common Areas or Facilities: "Property for Sale" or "For Rent" signs for the Studio units can hang on the outside of your deck rail near the stairs.

The 8-plex units can hang these signs on the outside of the balcony wall for the upstairs units and be placed immediately in front of the passageways to the front door for the downstairs unit.

The hanging of signs is not to create or cause damage to the exterior of any structure. The Property Management Company without notice will remove all signs not in compliance.

### **13. No Soliciting**

Soliciting by person or by flyer/advertisement in or on any of the MRCOA property is strictly prohibited. All violations should be reported to the Property Management Company.

### **14. Storage**

Individual homeowner storage is limited to the owner's unit and their Limited Common Area. This includes the deck, balcony, patio and enclosed storage area/room of each individual unit with the following restrictions. Homeowner personal items such as wood, garbage cans, grills, toys, recreational equipment, bicycles, tools, gardening items, etc are prohibited within the Common Area and Facilities.

### **15. Television Antennas and Satellite Dishes**

All units are pre-wired for cable. Individual cable service should be contracted with Time Warner Cable. No outside antennas are permitted. Digital satellite dishes measuring 18" or less in diameter can be installed on the deck, patio or balcony considered to be Limited Common Areas with approval of the Property Management Company and MRCOA Board of Directors. Installation of satellite dishes in all Common Areas and Facilities is strictly prohibited. All improperly installed satellite dishes must be removed and repairs made at the expense of the individual unit owner.

## **16. Garbage/Trash Removal & Recycling**

Any household items such as small furniture, appliances or anything other than normal household refuse can be left for pickup by the City of Raleigh according to the schedule provided by Solid Waste Services. These items may also be picked up by appointment with Solid Waste Services and a charge will be issued that is the responsibility of the unit owner. Anything not picked up by the City of Raleigh must be removed by the owner and disposed of promptly. No paint, oil, solvents, batteries or other hazardous materials will be removed by the City of Raleigh. These items must be taken to an appropriate recycling or disposal center. Car tires, rims, construction materials, etc will not be removed.

- The City of Raleigh collects trash on Tuesday and Friday. Recycling pickup occurs every other Tuesday. The same rules that apply for trash bins apply for recycling bins.
- All trash must be contained in a plastic bag.
- No trash collection will be provided on legal holidays. Trash pickup will normally resume one day behind the normal pickup schedule. Please check with the Raleigh Sanitation Department if there are any questions.
- For trash pick up do not place trash in stairwells, on or beside steps or stairways, on walkways or in parking spaces. Place trash in grass areas as close to the parking lot as possible.
- All trash for pick up is to be placed outside and in the designated areas the night before or the morning of trash pick up by the City of Raleigh. All other times are prohibited. Garbage containers and recycle bins are to be retrieved on the pick up day.
- The Sanitation Department will not collect hazardous wastes such as paint, solvents, oil, batteries, etc. These items must be taken to the Wake County Recycling Centers.

### **17.8-Plex Stairwell Maintenance**

8-Plex stairwells will be blown or swept of debris once a month by the MRCOA.

## **18. Trees and Shrubbery**

The MRCOA is responsible for all landscaping maintenance, including trees and shrubbery in and on the MRCOA property. Replacement of dead trees or shrubs may be delayed for budgetary reasons or until the proper planting season. Removal of any trees, shrubbery or landscaping is strictly prohibited without the MRCOA Board approval.

## **19. Vehicles**

There shall be no driving or parking of motor vehicles upon the Common or Limited Common Areas or Facilities of the MRCOA not designated for vehicular travel or parking. The areas designated for vehicular travel are streets and paved parking areas. Under no circumstances shall motor vehicles be driven or parked on lawns, natural areas, or any other non-paved common areas.

No vehicle repair or maintenance other than a tire change may be conducted on MRCOA property. Disabled vehicles must be removed.

## **20. Vehicle Operation**

Prohibited operation/storage in Common Areas:

Any motorized vehicle not required to be registered; if required, in fact not registered with the North Carolina Division of Motor Vehicles or any inoperable or disabled vehicle.

## **21. Parking**

Prohibited parking:

Limousines, boats, carts, trailers or vehicles with more than two (2) axles, abandoned vehicles, vehicles without valid and current inspection stickers, vehicles without current license plates or any other motorized or wheeled equipment not commonly referred to as

a car, truck, or van. No perpendicular parking will be permitted. No parking that obstructs walkways or safety areas/devices will be allowed.

## **22. Parking Restrictions**

No commercial vehicles are permitted to park in or on any property of the MRCOA unless shown to be one of the two vehicles allowed per unit owner/renter and driven on a regular basis and not excluded by any other rule or regulation.

Each unit owner or renter is restricted to two parking spaces within the MRCOA's parking spaces. Unit owners and renters are allowed to occupy one primary parking space within the cluster of parking spaces in the cul-de-sac or parking area nearest the front door of their 8-plex or studio unit. This group of primary parking space will be considered a reserved cluster of parking spaces.

Unit owners, renters or their guests are only allowed to park their vehicle(s) in the unit owner's or renter's cul-de-sac or parking lot adjacent to where the unit is located. Under no condition is a unit owner or renter to park their vehicle(s) in a cul-de-sac or parking lot in which their unit is not located. The only allowed exception is when a unit owner or renter is making a brief visit to another unit owner or renter within Mill Ridge.

No specific space is allocated as a personal space. The 2<sup>nd</sup> allowed vehicle per unit owner/renter can be parked in any other vacant parking space not within the reserved parking cluster. MRCOA guests must use this same non-reserved area for temporary parking.

Unit owners or renters are encouraged to first communicate complaints of non-compliance to the above restrictions to the non-compliant parties for resolution. Repeated non-compliance should be submitted to the Property Management Company as a complaint.

## **23. Parking Enforcement and Towing**

Vehicles parked or left standing in violation of the MRCOA Declaration of Covenants or the Rules and Regulations as contained herein shall be towed from the premises of the complex and stored within a facility designed for such purposes.

Towing and storage fees in addition to any fines that may be assessed for violation of

the MRCOA Declaration of Covenants will be charged to the unit owner and/or violator.

The MRCOA Board or the Property Management Company has the right to enforce this rule and authorize towing and shall not be responsible for any damage to vehicles or the contents thereof, including theft, resulting from the towing and storage of vehicles pursuant to this rule. Removal of abandoned or nuisance vehicles located on MRCOA property will be handled by the MRCOA Property Management Company.

## **24. Yard Sales**

Only community wide based yard sales are permitted within MRCOA property. If you would like to organize a yard sale please contact the Property Management Company.

## **25. Appendices**

### **Common Areas and Facilities**

Common areas and facilities are defined as all portions of the MRCOA property excluding a specific condominium unit.

### **Limited Common Areas and Facilities**

Limited Common Areas and Facilities are those areas which are reserved for the exclusive use of each individual unit to the exclusion of all other units.

These specific areas are defined as decks, balconies and patios.

Unit owners shall be entitled to the exclusive right to occupy and possess their Limited Common Areas pursuant to such terms set forth in the Declaration of Mill Ridge Condominiums. It shall be the responsibility of each unit owner to prevent the development of any unclean, unhealthy, unsightly, or unkempt condition on the Limited Common Area appurtenant to the unit.

No Limited Common Area shall be used in whole or in part, for the storage of any

property or thing that will cause such unit or Limited Common Area to appear to be in any unclean or untidy condition or that will be obnoxious to the eye; nor shall any substance, thing or material be kept upon any Limited Common Area that will emit foul, obnoxious odors or that will cause any noise or other conditions that will or might disturb the peace, quiet, safety, comfort or serenity of the residents or detract from the appearance and/or value of the unit or surrounding property.

Nothing shall be done thereon tending to cause embarrassment, discomfort, annoyance or nuisance to any person using any property adjacent thereto. There shall not be maintained any plants, animals or devices where things of any sort whose activities or existence in any way is noxious, dangerous, unsightly, unpleasant, or of a nature as may diminish or destroy the enjoyment of the property.

The MRCOA Board upon receiving a complaint resulting in a determination that a unit owner or renter has violated any preceding paragraph, shall have the power to seek relief in any court for violations or to abate nuisances or to impose any sanctions as provided in the city, county or state statutes, the Declarations, and the By-Laws of the Association.

### **Rental Units**

The investor unit owner is responsible for their tenant's adherence to the MRCOA Rules and Regulations plus the By-Laws and Covenants that govern Mill Ridge. Investor unit owners will be held responsible for ensuring that their renter informs their family and guests when applicable of the MRCOA Rules and Regulations and By-Laws and Covenants that govern Mill Ridge.

Any violation of the MRCOA Rules and Regulations by the renter, the renter's family or their guests will result in action against the investor unit owner(s) in conjunction with the tenant.

Investor unit owners are required to provide the Property Management Company with phone numbers addresses, etc. so that the investor unit owner or their authorized agents may be contacted 24 hours a day in the event of a violation or emergency with a renter, their family or their guests.

It is the responsibility of the investor unit owner not the MRCOA that a copy of the MRCOA Rules and Regulations be given to the renter of each unit they own



## **Business Use of Units**

Mill Ridge is classified as a "Residential Area" and No Unit shall be purchased, leased, loaned or rented out for the purpose of business usage, with the exception of a home based business. The definition of "home business" is left to the discretion of the MRCOA Board of Directors.

## **Notification By The MRCOA**

Common and Limited Common Area or Facility maintenance and update projects are not required to be pre-scheduled or communicated to unit owners or renters. Unit owners can request notification. Unit owners and tenants will be notified of any work that will interrupt any of the public utilities provided that the Property Management Company receives proper notification in advance.

## **Inquires and Requests**

Inquires and requests for consideration can be made in writing to:

Mill Ridge Condominium Owners Association, Inc.  
Property Manager  
PO Drawer 97427  
Raleigh, NC 27624  
919-870-0337

Mill Ridge Condominium Owners Association, Inc.  
Board of Directors  
PO Drawer 97427  
Raleigh NC 27624

## **Useful Contacts and Information**

"Mill Ridge Condominium Owners Association" Website

<http://www.millridgecoa.org>

The City of Raleigh New Resident Info Page

<http://www.raleigh-nc.org/pubaffairs/newresidents.htm>

The City of Raleigh

<http://www.raleigh-nc.org>

Solid Waste Administration:

Solid Waste Services: 919-831-6890

Billing: 919-890-3245

Property Taxes: 919-890-3200

Raleigh NC Home Page

<http://www.raleigh-nc.org>

You can find many useful links and information about living in Raleigh here.

Raleigh Water and Sewer Billing and Activation

<http://www.raleighnc.org/finance/Water/WATERSEWER.HTM>

Billing and Service Questions: 919-890-3245

Raleigh Police Department

Emergencies: 911

Non Emergency and Information Desk: 919-890-3335

Raleigh Public Transportation

<http://www.raleigh-nc.org/transit/>

For times and schedules check the website.

Raleigh Pet Registration

<http://www.petdata.com/cs/ral/index.htm>

All pets are required to be registered and tagged in Raleigh city limits.

Raleigh Property Taxes

<http://www.raleigh-nc.org/finance/Revenue/propertytax.htm>

919-890-3200

Raleigh Trash Collection

<http://www.raleigh-nc.org/sws/trash.htm>

**Note**

The Mill Ridge Condominium Owners Association Rules and Regulations were revised and updated December 2003.