

RULES AND REGULATIONS

Windbrooke Homeowners Association

THE FOLLOWING RULES AND REGULATIONS ARE DESIGNED TO MAKE LIVING AT WINDBROOKE PLEASANT AND COMFORTABLE FOR EACH MEMBER OF THE ASSOCIATION. THE RESTRICTIONS WHICH THE BOARD HAS APPROVED ARE FOR THE MUTUAL BENEFIT OF ALL. THE COOPERATION OF EACH MEMBER IS VITAL.

- GENERAL:** Each lot shall be used for residential purposes only.
- ALTERATIONS:** All exterior changes must be approved by the Board of Directors. This includes but is not limited to buildings, fences, walls, plantings or landscaping. Complete plans and specifications showing nature, kind, shape, height, materials and proposed location of any alterations are to be submitted to the Board of Directors or their designee, with a plat plan, for approval. The Board of Directors has thirty (30) days to respond and will do so in writing.
- ANTENNAS:** No outside antennas of any type are allowed.
- COMMON AREA:** This area is to be protected. It is not to be abused by litter. No activity is to be carried out which will restrict the enjoyment of all members. Nothing shall be altered, constructed on or removed from these areas without written permission from the Board.
- CLOTHESLINES:** No clothes lines are permitted.
- DUES:** Homeowner's dues are due and payable the first of each month. Any homeowner who is in arrears will be subject to a legal action against them in Wake County Court.
- FIREARMS:** It is prohibited in any area of Windbrooke to discharge any type of firearm or weapon inclusive of but not limited to: Pellet guns, bows and arrows, BB guns, air rifles, or fireworks.
- FIREWOOD:** Wood is to be stacked neatly in the rear of the units in a natural area away from structure, and should not impede ground maintenance. Refer to section on Termite Protection.

INSURANCE:

The Homeowners Association provides general hazard or homeowners' insurance for the residential units. A policy specifically designed for townhouse owners contents is recommended.

Nothing shall be done or kept in any unit in the Common areas and facilities which will increase the rate of insurance on the Common area and facilities or any other unit without the prior written consent of the Association.

No unit owner shall permit anything to be done or kept in his unit or in the Common areas and facilities which would result in the cancellation of insurance on any unit or any part of the Common areas or which would be in violation of any law.

NOISE:

Being thoughtful of one's neighbors is especially important in a community such as Windbrooke. Loud noises from television, stereos, musical instruments, children, machinery, pets, and other disturbances are to be avoided. If a homeowner should be disturbed by a loud noise, he should first attempt to notify the disturbing party. If the disturbing party is uncooperative and/or the problem is severe, then the local law enforcement agency should be contacted. The management office should be contacted the next business day. "NO OBNOXIOUS OR OFFENSIVE ACTIVITY SHALL BE CONDUCTED UPON ANY LOT NOR SHALL ANYTHING BE DONE THEREON WHICH MAY BE OR MAY BECOME AN ANNOYANCE OR NUISANCE TO THE NEIGHBORHOOD."

**OUTDOOR
FURNITURE:**

No outdoor furniture is to be placed or stored on the front of the unit.

PATIOS/DECKS:

These are to be maintained in a neat and attractive manner. No unsightly equipment or articles are to be placed or stored on or near the patio/deck.

PETS:

All laws, ordinances, rules and regulations pertaining to dogs and other domestic animals adopted by the State of North Carolina and Wake county are adopted as rules and regulations of Windbrooke and are incorporated herein. In particular, all animals must be leash controlled. solid pet excrement is to be removed by owner immediately.

- SOLICITING:** There will be no soliciting for any cause without express written permission of the Association.
- RENTERS:** All renters must comply with the rules, regulations, and by-laws of the Association and should be properly informed of these responsibilities by the owner of the unit.
- Any damage done by the renters shall be charged to the respective unit homeowner.
- SIGNS:** No signs . . . of any nature ... are allowed on Windbrooke property except those specifically approved by the Board of Directors through written request. All signs, including but not limited to Political, Directional, for Sale or For Rent, must be placed within the front flower bed of the specific unit. Any signs found outside of these areas will be removed by an agent of the association. Political signs may be placed on week prior to election, and must be removed within 2 days after election.
- TERMITE PROTECTION:** The Association will purchase annual termite insurance. The cost of same will be included in the Association dues. No lumber, firewood paper or cardboard is to be stacked against the house, or in the crawl space. Regrading of soil adjacent to foundation walls or any other alteration that adversely affects infestation protection will result in additional premiums or repair costs charged to homeowner for the reissue of Association's/s protection agreement.
- TOYS:** Bicycles, skateboards, etc. should not be stored in common areas or left in the way of grounds maintenance personnel. Toys and household equipment shall not be placed or stored in the front of the unit.
- TRASH CONTAINERS:** Trash/Recycle containers should be stored behind the unit, not left on the curb or in the parking lot after trash pick-up. boxes are not to be put in dumpsters. Please carry to the nearest recycle pickup.
- VEHICLES:** There shall be no driving or parking of motor vehicles upon the common areas of the association that are not so designated for vehicular travel and/or parking. Under no circumstances shall motor vehicles be driven or parked upon lawns or natural areas except those vehicles used by grounds contractor. Violators will be held responsible for all damage tot he property including lawns,

trees, shrubbery, underground utilities, etc. All vehicles must be currently licensed, inspected, and in operable condition.

Boats, campers, trailers, and similar vehicles are not to be parked or stored on the Windbrooke property. Said vehicles will be towed 5 days after failure to act upon notification by the Association.

Ownership of each lot shall entitle the owner or owners thereof to the use of not more than two (2) automobile parking spaces for each lot, which shall be as near and convenient to said lot as reasonably possible. Owners should request that their visitors not use parking spaces normally used by other homeowners.

The speed limit on any street within Windbrooke shall be five (5) miles per hour. Special attention should be exercised when driving within the community to insure the safety of all residents.

Homeowners should exercise care not to spill oil or grease on the pavement or common areas.

Protective pads are to be used under motorcycle kick-stands.

Vehicles parked in violation of the Rule and Regulations of the Windbrooke Homeowners Association shall be towed from the premises of the complex. Towing and storage fees shall be charged to the violator and are in addition to any other fines that may be assessed for violations. The Windbrooke Association's Management shall be authorized to tow such vehicles disclaiming any damages or theft that may be resultant from such action.

FINES:

Any resident who fails to cooperate with a request from Management in regards to a violation of the rules is subject to a fine (not to exceed \$150) as established by the Board of Directors on January 31, 1993.

These Rules and Regulations are pursuant to, in addition to, and do not replace, the Covenants, Conditions and Restrictions and/or the By-Laws of Windbrooke. These Rules may be amended or revised.

Adopted: January 31, 1993

Board of Directors
Windbrooke Homeowners Association
CC: All Homeowners & Tenants

WINDBROOKE TOWNHOME ASSOCIATION

RULES FOR INSTALLATION OF ANTENNAS

I. PREAMBLE

These rules are adopted by the Board of Directors of Windbrooke Townhome Association on July 14, 1997, effective July 14, 1997.

WHEREAS, the Windbrooke Townhome Association ("the Association") is responsible for governance and maintenance of the Windbrooke Townhome Association ("the Community"); and

WHEREAS, the Association exists pursuant to applicable state law and the governing documents; and

WHEREAS, the Association is authorized to adopt and enforce reasonable rules and regulations in the interests of the Community, pursuant to section of state law and the governing documents permitting the Association to adopt and enforce rules; and

WHEREAS, the Federal Communications Commission ("the FCC") adopted a rule effective October 14, 1996, preempting certain association restrictions on the installation, maintenance, and use of direct broadcast satellite, television broadcast, and multipoint distribution service antennas ("antennas"); and

WHEREAS, the Association desires and intends to adopt reasonable restrictions governing installation, maintenance, and use of antennas in the best interests of the Community and consistent with the FCC rule

1. NOW THEREFORE, the Association adopts the following restrictions and regulations for the Community, hereinafter referred to as the "Rules," which shall be binding upon all owners and their grantees, lessees, tenants, occupants, successors, heirs, and assigns who currently or in the future may possess an interest in the Community, and which shall supersede any previously adopted rules on the same subject matter.

II. DEFINITIONS:

- A. Antenna - any device used for the receipt of video programming services, including direct broadcast satellite (DBS), television broadcast, and multipoint distribution service (MDS). A reception antenna that has limited transmission capability designed for the viewer to select or use video programming is a reception antenna, provided it meets FCC standards for radio frequency emission. A mast, cabling, support, guy wires, conduits, wiring, fasteners, or other accessories necessary for the proper installation, maintenance, and use of a reception antenna shall be considered part of the antenna.

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- B. Service Provider - Satellite direct broadcast system operator that provides MDS antennas, associated wiring, multiplexer and/or receivers for the purpose of receiving direct broadcast satellite signals.
- C. Service Subscriber - Individual unit owner who subscribes to direct broadcast satellite service.
- D. Exclusive -
- E. Mast - structure to which an antenna is attached that raises the antenna height.
- F. Transmission-only antenna - any antenna used solely to transmit radio, television, cellular, or other signals.
- G. Owner - any association unit owner. For the purpose of this rule only, "owner" included a tenant who has the written permission of the unit owner to install antennas.
- H. Telecommunications signals - signals received by DBS, television broadcast, and MDS antennas.
- I. Exclusive use area - (Referred to as limited common area)-, i.e. balcony, deck, patio, in which the owner has a direct or indirect ownership interest that is next to the owner's unit and that is designated for the exclusive use of the owner as defined in the appropriate association document.

III. INSTALLATION RULES

A. Approval:

1. Written approval is needed from the Windbrooke Townhome Association before any antenna or dish is installed or placed anywhere on the outside of the building.

B. Antenna Size and Type

1. DBS antennas that are one meter or less in diameter may be installed. Antennas designed to receive satellite signals which are larger than one meter are prohibited.
2. MDS antennas one meter or less in diameter may be installed. MD antennas larger than one meter are prohibited.
3. Antennas designed to receive off-air television broadcast signals (local television broadcasts) are restricted to one common antenna per building. Additional antennas must be self-contained within the owner's unit, i.e. "rabbit ears".
4. All antennas not covered by the FCC rule are prohibited.

C. Location

1. Antennas which are individually owned may only be installed in the owners unit or on individually owned-property or exclusive-use areas as designated in the Windbrooke Townhome Association documentation. Installation may not encroach upon common areas.
2. Antennas which are installed to provide DBS Satellite Subscription services for an entire individual building are to be installed on a chimney or on an exterior wall at the highest point practical to receive acceptable quality signals. The antennas may not be mounted to the surface of any existing roof. The location of the antenna shall be approved by the board of directors and shall be in as aesthetically pleasing as possible so as to not interfere with the view of neighboring buildings.

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3. Antennas shall be located in a place shielded from view from outside the community or from other units to the maximum extent possible; provided, however, that nothing in this rule would require installation in an area where an acceptable quality signal cannot be received. This section does permit installation on common property, to ensure reception of an acceptable quality signal.
4. Any cable or wiring to the common antenna shall be run so as to blend into existing structural lines and be hidden where possible by existing moldings and downspouts. The cable may be run down grooves in existing siding and be painted to match during building maintenance.

D. Installation on Exclusive Use Areas

1. Antennas shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable quality signal.
2. All installations shall be completed so they do not materially damage the common elements, limited common elements, or individual units, or void any warranties of the condominium association or other owners, or in any way impair the integrity of the building.
3. The Service Provider shall provide the association with an insurance certificate listing the association as a named insured prior to installation. Insurance shall meet the following minimum limits:
 - Contractor's General Liability (including completed operations): \$1,000,000.
 - Workers' Compensation: Statutory Limits. (The purpose of this regulation is to ensure that antennas are installed in a manner that complies with building and safety codes and manufacturer's instruction. Improper installation could cause damage to structures, posing a potential safety hazard to Association residents and personnel.)
4. Antennas must be secured so they do not jeopardize the soundness or safety of any structure or the safety of any person at or near the antennas, including damage from wind velocity.
5. There shall be minimal penetration of exterior, limited common areas of the building unless it is necessary to receive an acceptable quality signal or it would unreasonable increase the cost of antenna installation. existing wiring for transmitting telecommunications signals and cable services signal may be used unless they would prevent an acceptable quality signal or unreasonable increase the cost of antenna installation. If penetration of the exterior exclusive use areas is necessary, the penetration shall be properly waterproofed and sealed in accordance with applicable industry standards and building codes. The purpose of this rule is to prevent structural damage to the buildings and residences from moisture.
6. Multiplexer installation shall be limited to common areas.

E. Maintenance

1. Service providers/subscribers who install or maintain antennas are responsible for all associated costs, including but not limited to costs to:

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- Place (or replace), repair, maintain, and move or remove antennas or any other associated equipment including wiring
 - Repair damage to any property caused by antenna installation, maintenance or use;
 - Pay medical expenses incurred by persons injured by antenna installation, maintenance, ;or use;
 - Reimburse residents or the Association for damage caused by antenna installation, maintenance or use;
 - Restore antenna installation sites to their original condition.
2. Service subscribers/owner shall not permit their antennas to fall into disrepair or to become a safety hazard. Service subscribers/owner shall be responsible for antenna maintenance, repair and replacement and the correction of any safety hazard.
 3. If antennas become detached, Service subscriber/owner shall remove or repair such detachment within 72 hours of the detachment. If the detachment threatens safety, the Association may remove antennas at the expense of the owner.
 4. Service Subscribers shall be responsible for antenna repainting or replacement if the exterior surface of antennas deteriorates.

F. Safety

1. Antennas shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, and manufacturer's instructions. Service Subscribers/Owners, prior to installation, shall provide the Association with a copy of any applicable governmental permit if required for safety reasons.
2. Unless the above-cited laws and regulation require a greater separation, antennas shall not be placed within ___ feet of power lines (above-ground or buried). The purpose of this requirement is to prevent injury or damage resulting from contact with power lines.
3. Antennas shall not obstruct access to or exit from any unit, walkway, ingress or egress from an area, electrical service equipment, ;or any other areas necessary for the safe operation of the condominium. The purpose of this requirement is to ensure the safety of association resident and personnel and safe and easy access to the association's physical plant.
4. Installations must comply with all applicable codes, take aesthetic considerations into account, and minimize the impact to the exterior and structure of the owner's unit.
5. To prevent electrical and fire damage, antennas shall be permanently grounded.

IV. ANTENNA CAMOUFLAGING ON LIMITED COMMON AREAS:

- A. Antennas may be painted to match the color of the structure to which they are installed (wall, railing). (Some manufacturers now assert that painting may prevent the receipt of an acceptable quality signal. Owners should make sure that paint will not degrade the signal.)
- B. Camouflaging individual antennas through inexpensive screening or plants is required if antennas are visible from the street or other units.
- C. Exterior antenna wiring shall be installed so as to be minimally visible.

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V. MAST INSTALLATION

- A. Mast height may be no higher than absolutely necessary to receive acceptable quality signals.
- B. Masts must be installed by licensed and insured contractors.

VI. ANTENNA REMOVAL

Antenna removal requires restoration of the installation location to its original condition. Owners shall be responsible for all costs relating to restoration of this location.

VII. ASSOCIATION MAINTENANCE OF LOCATIONS UPON WHICH ANTENNAS ARE INSTALLED

- A. If antennas are installed on property that is maintained by the Association, the owners retain responsibility for antenna maintenance. Antennas must not be installed in a manner that will result in increased maintenance costs for the Association or for other residents. If increased maintenance or damage occurs, the Service Subscriber/owners are responsible for all such costs.
- B. If maintenance requires the temporary removal of antennas, the Association shall provide owners with 10 days written notice. Owners shall be responsible for removing or relocating antennas before maintenance begins and replacing antennas afterward. If they are not removed in the required time, then the Association may do so, at the owners' expense. The Association is not liable for any damage to antennas caused by Association removal.

VIII. Notification Process

- 1. Any owner desiring to install an antenna must complete a notification form and submit to the Entity responsible for review architectural changes c/o the Association office. If the installation is routine, conforming to all of the above restrictions, the installation may begin immediately.
- 2. If the installation is other than routine for any reason, the owner and the Entity must establish a mutually convenient time to meet to discuss installation methods. (A schedule of convenient times for the Entity should be included.) (Note: The FCC prohibits an approval process for routine installations. Community Associations Institute has developed this notification process to replace the customary approval process, but its acceptance by the FCC has yet to be determined.)

IX. INSTALLATION BY TENANTS

These rules shall apply in all respects to tenants. Tenants desiring to install antennas shall obtain prior written permission of the unit owner. A copy of this permission must be furnished with the notification statement.

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X. ENFORCEMENT

- A. If these rules are violated, the Association, after notice and opportunity to be heard, may bring action for relief with the FCC or any court of competent jurisdiction. IF the court or FCC determines that the Association rule is enforceable, a fine of \$50 shall be imposed by the Association for each violation. If the violation is not corrected within a reasonable length of time, additional fines of \$10 per day will be imposed for each day that the violation continues. To the extent permitted by law and/or the governing documents, the Association shall be entitled to reasonable attorney fees, costs, and expenses incurred in the enforcement of this policy.
- B. If antenna installation poses a serious, immediate safety hazard, the Association may seek injunctive relief to prohibit the installation or seek removal of the installation.

XI. SEVERABILITY

If any provision is ruled invalid, the remainder of these rules shall remain in full force and effect.