

# WINDBROOKE INFORMATION AND POLICIES

Visit us at: <http://windbrookehoa.org/>

## STAYING INFORMED WITH WINDBROOKE

Our property management company sends out emails to keep owners and renters up to date on work or news in the community.

**It is the owner's responsibility to stay informed with Windbrooke updates. If you rent your property, it is your responsibility to keep your renter informed.**

**YOU MUST BE REGISTERED WITH THE RSFINCHER WEBSITE TO GET NOTIFICATIONS.**

To register:

1. Go to [rsfincher.com](http://rsfincher.com).
2. Click **Homeowners Log-in**.
3. Click **Register**.
4. Complete the information and click **Register**.

Please add [donotreply@cincsystems.net](mailto:donotreply@cincsystems.net) to your contact list so these emails do not go to the spam folder.

At times, such as power washing the buildings or pest control inspections, owners are required to take action. **Please note, if an action is required by an occupant and any inaction results in the contractor returning for a fee, the fee is charged to the owner.**

## REPORTING A PROBLEM

If you need to report a problem, call (919) 362-1460 or log-in at [rsfincher.com](http://rsfincher.com) and select **Contact Us**. You can complete the form or obtain the property manager's email address.

## MAKING CHANGES TO THE OUTSIDE OF YOUR PROPERTY

**ANY CHANGE TO THE OUTSIDE OF THE PROPERTY REQUIRES AN ARC REQUEST.**

ARC is the Architecture Review Committee. Please review the [guidelines](#). If the guidelines are not followed, you might be required to undo what you have done and possibly pay fines.

If we need to engage our attorney and the legal fees exceed the budgeted amount, all owners end up paying the additional amount. It could result in an increase in dues.

## WINDBROOKE'S TRASH COLLECTION

THE DUMPSTERS ARE EMPTIED EACH **WEDNESDAY**. They have been known to come on Thursday or Friday if their schedule gets backed up.

The Board would like to make the community aware that Windbrooke Townhomes does NOT contract for waste removal. The community's waste is removed by the Town of Cary using a private contractor and is paid for by individual owners (or renters) in their water bills.

During holiday seasons, or as folks move in or out, the dumpsters can be overloaded with trash. **If you have excess trash, or the dumpster is full, your trash can be taken to: WAKE COUNTY CONVENIENCE CENTER**, located at 266 Aviation parkway, 2.4 miles from Windbrooke or about a 6 minute drive. DIRECTIONS: At Windbyrne and Evans Road, turn right. At Aviation Parkway, turn left. Destination will be on the Left.

If you have questions about trash or recycling go to the Wake County website <http://www.wakegov.com/recycling/Pages/default.aspx> or you can Google "Wake County Convenience Centers." This site is very helpful and gives information about days and times the centers are open as well as acceptable and unacceptable materials. These convenience centers are trash and recycling drop-off stations open to all Wake County residential customers. Wake County does not charge residents to use these facilities.

PLEASE REMEMBER:

- **Do not park in front of the dumpsters as the truck cannot maneuver to pick it up.**
- Read and follow the rules posted inside the dumpster enclosure:
  - Dumpsters are private property for use only by residents
  - NO TRESPASSING. All violators will be prosecuted.
  - Report trespassers to POLICE: 919-469-4012 (if in unrecognized vehicle, write down license tag number and type of vehicle)
  - No dumping of hazardous materials
  - **DO NOT LEAVE ANYTHING OUTSIDE OF THE DUMPSTER. If the dumpster is full, please take your garbage to the next closest dumpster!**
  - Flatten all cartons/boxes
  - RECYCLE!
  - Close dumpster doors and wooden gates.

**\*\*PLEASE, DO NOT LEAVE ITEMS THAT DON'T FIT INTO THE DUMPSTER INSIDE THE ENCLOSURE**—even if you think that someone else "might" use them or don't want to go to the trouble to dispose of the items yourself....such as grills, wheelchairs, computers, plywood, packing boxes, etc. **When the HOA gets involved and has to pay to have those items taken away, that costs all of us.....**this is the individual owner's responsibility.

## RECYCLING AT WINDBROOKE

Windbrooke Townhomes participates in the Town of Cary recycling schedule. This helps keep our dumpsters free for household trash. Place your recycling bin at curbside on alternate Wednesdays. Windbrooke follows a "yellow" schedule of Wednesdays for pick up. If you do not have a recycling bin or need a larger one, call the Town of Cary at (919)469-4090 and they will provide one. The Town of Cary has a website that is very informative at: [www.townofcary.org](http://www.townofcary.org). Cary also has a Citizens Convenience Center that accepts a variety of solid waste; recycling and yard waste to drop off for proper disposal and can be accessed at [www.townofcary.org/Departments/publicworks](http://www.townofcary.org/Departments/publicworks). This site gives days and hours of operation plus lists of acceptable materials, hazardous waste materials, etc. Some items such as appliances may have a disposal fee.

NOTE: If you recycle, please remove your emptied recycled container by Thursday morning.

## ANNUAL PROPERTY MAINTENANCE

Gutters and downspouts are cleaned twice annually, once after the fall leaves have fallen (usually in December) and once after the spring seedlings have fallen (usually in May-June). This service is provided as part of your monthly dues.

In October of every year our buildings are inspected for termites. Owners are required to unlock the door to their crawl space for the inspection. If the contractor needs to return because a door was not unlocked, the owner is responsible for any related fees.

The outside of the buildings are washed annually.

## LANDSCAPING SCHEDULE

Lawn mowing, edging and weed-eating occurs weekly on an as needed basis.

Our landscaping company has provided the following service schedule (subject to minor changes due to weather):

January	Fertilization of plants, lime application to lawn, cutback of perennials and grasses
February	Fertilization of lawns, pre-emergent herbicide application
April	Broad leaf weed control, pruning of box shrubs and lirioppe, pruning trees
June	Pruning of remaining plants, fungicide application to lawn, weed removal around foundations
September	Soil testing, lawn aeration and seeding
October	Leaf removal starts on an as needed basis – leaves are blown to the natural areas behind homes

## TOWN OF CARY LEASH LAW

The Town of Cary requires that all dogs and cats be on a leash or lead if they are not on the owner's property. The Town of Cary Animal Control officers routinely monitor our community for compliance. Pet owners are asked to be respectful of all residents and have their pets under control at all times. Any violations must be reported by the witnessing homeowner to the Town of Cary Animal Control division:

[https://www.townofcary.org/Departments/police/Services\\_Bureau/Animal\\_Control.htm](https://www.townofcary.org/Departments/police/Services_Bureau/Animal_Control.htm)

A copy of the Town of Cary Leash Law Brochure can be downloaded:

<http://www.townofcary.org/Assets/Police+Department/Police+Department+PDFs/llb.pdf>

## PET POOP

**If your pet poops, you gotta scoop.**

When walking your pet, take a bag with you for quick waste pick-up. Consider re-using plastic newspaper bags or bread bags. Use the bag to pick up the waste, and tie it closed. Place sealed bags of pet waste in the trash or the dumpster. Do not throw waste near or into storm drains.

## **PARKING**

Per our covenants, the owner or owners of each lot shall be entitled to one automobile parking space parking that should be as near and convenient to said lot as reasonably possible. In addition, owner(s) or residents can have the use of at least one additional parking space.

This means that there is no designated reserved parking in our community. Let's all be good neighbors and respect the parking preference stated above, allowing each owner to park in front of their unit. If you have visitors or additional vehicles, please make them aware of our policy and ask them to park in the additional parking spots that are away from other owners' units. Please also ***park between the painted parking lines*** and do not take up two parking spots with your vehicle.

## **PARKING OF RECREATIONAL OR UNREGISTERED VEHICLES**

Our rules and regulations state that recreational vehicles, boats, trailers and similar vehicles, as well as unregistered vehicles are not to be parked or stored on the Windbrooke property. Said vehicles will be towed at the owners' expense five (5) days after notification by the Association if not moved.

## **MAILBOXES**

**The mailboxes are the property of the United States Post Office; please contact them with any issues.**

## **WATER AND SEWER LINES**

Per our covenants, the water lines from the Town of Cary meter to the front of the unit is the responsibility of the owner, as is the sewer line from the rear of the unit to the common cleanout. Our water/sewer lines are 25+ years old so it would be prudent to get insurance to cover line breaks/leaks. PSNC provides water and sewer line insurance at a minimal monthly rate for repair/replacement of broken water or sewer lines which can be very expensive. You can find this information on this program at:

<https://www.psnenergy.com/repairs-maintenance/repair-programs>