

THREE COLONIES HOMEOWNER'S ASSOCIATION

RULES, REGULATIONS AND GUIDELINES

Approved August 29, 2023

The following Rules and Regulations adopted by the Board of Directors have the same effect as the Covenants and/or By-Laws and will be enforced as prescribed by law. Per the Covenants, the Board of Directors is empowered to establish additional rules and regulations. These are subject to review and revision by the Board at any time. As revisions occur, residents will be notified of any official changes.

These guidelines insure that Three Colonies remains a highly desired community. This is necessary and very important since this type of community has many areas of concern which override individual needs. The condition of every unit and overall appearance directly reflects upon the community. Your cooperation in adhering to these rules and regulations is necessary and appreciated.

Violation Enforcement

Phase I: Homeowners in violation of any Rules and Regulations, Covenants or By-Laws will be notified of the violation by mail. Homeowner will have 30 days to correct the violation. If the homeowner believes the violation cannot be corrected by the 30th day, then the homeowner must submit an action plan with dates of completion. This can be submitted at a regular monthly board meeting or placed in the mail slot at the clubhouse. The homeowner will be notified by the Architectural Committee for approval or denial. This will also be approved by the Board of Directors.

Phase II: If, after 30 days, the violation remains unaddressed and an action plan has not been submitted then a 15 day notice will be sent by certified mail. Fines of \$50.00 per week (7day increments) will begin on the 46th day of non-compliance and continue to accrue weekly fines until the violation is corrected.

In addition to fines beginning to accrue on day 46 of non-compliance, the resident will lose privileges of all HOA amenities, including pool, tennis courts, playgrounds, clubhouse and corral.

Phase III: If, after 60 days, the homeowner has not complied with the violation correction, then the matter will be forwarded to the Three Colonies HOA attorney. The homeowner will be responsible for all court and legal fees.

Phase IV: Repeat offenders will incur fines immediately without re-notification.

Colony I Specifications

- Any exterior repair requests shall be submitted via a work order on the Three Colonies website at www.threecolonies.com. You may also submit a work order and place it in the mail slot at the clubhouse. A response will be provided back to the homeowner within five (5) days. See attached flow chart.
- The area in front and behind each unit is common property. No changes or additions shall be made without first being presented to the Architectural Committee for approval. Once approval has been granted the owner is responsible for all maintenance of that area, therefore, the landscape contractors will not be responsible for trimming bushes, mulching or pulling weeds.
- Plants or vines are not allowed on the fences or the buildings.
- Changes outside of the townhouse, including but not limited to landscaping, tables, ornamental statues, chairs, door and window changes/replacements, or items of this nature, must be submitted to the Architectural Committee for approval. Anything not on your porch or patio is on common property.

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- Any items can be removed by the Board of Directors at any time.
- No window ornaments or other items can be placed in the windows. Exterior lighting is not to be placed along the sidewalks.
- Trash cans are to be kept inside of the fenced patio area, not outside of the fence on common ground.
- The crawl access door for each building must be kept unobstructed and unlocked for use by all tenants of the building. Three Colonies will maintain the crawl space doors but not the coverings.
- Each Colony I unit is assigned two (2) parking spaces. No residents can park in the visitor spaces. Visitor spaces are not for overnight parking. Overnight parking and overflow parking spaces are in front of the tennis courts. Towing will be strictly enforced at the owners expense.

Colonies II and III Specifications

- Homeowners in Colonies II and III are responsible for all the maintenance of their home.
- Yards must be kept neat and orderly. This includes cutting, trimming, edging, etc. of grass, shrubs and etc.
- Any changes to the exterior must be submitted to the Architectural Committee for approval. Roof samples, paint samples, siding and door colors are displayed in the box at the side of the entrance door to the clubhouse. All front doors must be solid or may have glass panels and should be painted according to the approved colors. Vinyl siding is permitted, provided it meets the requirements as to quality, texture, color and homeowner's plan as established and approved by the Architectural Committee. Doors other than the front entrance must be painted a color that coincides with the Three Colonies color of the homes. Replacement of roofs must be shingles and the color designated at the clubhouse box. Metal roofs must be approved by the Architectural Committee.
- If submitted and approved to the Architectural Committee, homeowners may enclose a portion of the side yard and/or the rear yard, subject to written plans and property survey. The Architectural Committee must respond to the applicant within 30 days and must provide an explanation for any denial.
- All fencing must be no higher than and no less than 6 feet. All fencing must be maintained in good repair and painted to the approved color for Three Colonies. No fence can be attached to the Three Colonies fencing – there must be at least 3 feet of clearance behind the homeowners fence to the Three Colonies fence.
- Homeowners must submit all plans for enlargement for any driveway and must have approval from the Architectural Committee. No additional driveway or parking space of any kind or any material including but not limited to pine straw can be added without approval.
- The vision of motorists on any access way shall not be obstructed. The Board of Directors will give written notice for any obstruction to be removed.
- Each Colony II and III residence is allowed parking for cars than can be parked in the garage or driveway. No parking should be on the grass areas by a residence. Visitor parking is on Lox Drive. Overnight parking and overflow parking spaces are in front of the tennis courts. Towing will be strictly enforced at the owner's expense.

Colonies I, II and III (all homeowners) General Regulations

Clubhouse – The clubhouse is for the benefit and use of members of Three Colonies HOA. It is used primarily for meetings of the Board of Directors and for community events.

Residents of Three Colonies may rent the clubhouse for a rental fee of \$250.00 which includes a \$100.00 cleaning fee. Rentals are for a 24-hour period (includes set-up, event, and removal of items). All homeowner's dues must be current. Residents renting the clubhouse for a non-resident will take full responsibility for any damage and must be in attendance the entire time of the rental.

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Anyone who rents the clubhouse for a function must give email a list of attendees at least 12 hours before the function to be

board member in charge of security. You will also need to put your name and cell number on the sheet in case there is a question or someone arrives who is not on the list. This will assist the guards in not having to log everyone in but still have the list for security purposes.

Animals - A limit of two domestic pets (dogs or cats) per household shall be permitted. Farm and exotic pets are not allowed in Three Colonies. Owners of dogs or cats are required to carry scooping equipment and disposable bags when walking their pets and feces must immediately be removed. The bags should be disposed in the residents' trashcan not in trash cans at clubhouse or parks. Dogs must be on a leash. Cats are to be kept inside unless they are on a leash. No dogs are allowed on any of the playgrounds, pool, or tennis courts.

Courts/Playgrounds – Tennis courts are for Three Colonies residents and guests only. Guests must be accompanied by the resident. Hours for the tennis courts are dawn to dusk. Your pool key unlocks the gate. Please ensure that you lock the gate back when you finish playing. Children under 12 years of age must be accompanied by a resident adult. Skateboards, bicycles, roller skates and other items are not permitted on the courts.

Parking – There is to be no parking on common areas, streets, circles. Emergency vehicles must have access to each street. No boat, motorboat, camper, trailer, motor or mobile home, or similar type vehicle shall be permitted at a residence over 24 hours. Arrangements can be made to park these vehicles in the corral in accordance with the Corral guidelines. Only one business vehicle (full sized van or smaller) may be parked at a residence provided that the vehicle is used for daily transportation to and from the workplace and provided the residence has parking space available. No mechanically defective vehicle or currently unlicensed vehicle shall be placed or allowed to remain on any property. Any and all vehicle repairs are prohibited in the common area or any parking space.

Security - We need all residents to call the security guard at (910)867-5046 if you know you are going to have guests arriving. This saves the guards time by not having to call you but they will still log in your guest. Even if you have a resident decal, you will need to slow down as you enter. It is better to come to a stop after the speed bump and acknowledge the guard.

You will be stopped each time and pulled over if you do not have a current Three Colonies decal on your vehicle. If you trade cars you will need to contact the security board member to update your card on file. If someone enters Three Colonies other than in a vehicle then the guard will call you to come to the guardhouse to escort your guest to your residence. They will also be logged in for safety reasons.

If you have an emergency, you need to call 911. Security cameras are located at the entrance of Three Colonies and throughout the properties.

We contract with a security company for the guards. All residents and visitors are expected to respect their position. Any concerns should be addressed with the board member for security.

Pool - Swim at your own risk. There are no lifeguards on duty. Pool employees are only available to clean, open and close the pool area. Pool is monitored by surveillance cameras.

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- Pool hours are 9:00AM to 9:00 PM during pool season (Memorial Day through Labor Day) unless otherwise posted. Anyone in the pool area without authorization before or after these hours is trespassing.
- Under no circumstances can a resident give their key to anyone that does not reside in Three Colonies. You must have your key to enter the pool. Residents are not allowed to let anyone in that does not have a key.
- Everyone must sign in upon entering the pool area. Your name, resident address, phone number, number of guests and pool key number must be recorded. This will be monitored daily.
- Guests: Residents are allowed three guests per household. All guests are subject to the pool rules. The resident must accompany all guests at all times.
- Resident children under 16 years of age are not permitted to have guests unless accompanied by the resident adult. (Resident adults – 18 years of age or older)
- Resident children ages 12 – 15 are permitted without a parent provided they can swim and the parent has signed a statement of liability with the pool board member. . This signed statement of liability must be completed each season and must be on file before the child attends the pool without their parent.
- No profanity, running, or horseplay or other activities that could result in injury to others or damage to Three Colonies property is allowed. No yelling or screaming will be tolerated. Please consider others enjoying the pool.
- No bikes, scooters, skates, or skateboards are allowed in the pool area.
- No glass containers of any type are allowed in the pool area. We are subject to state regulation regarding glass and would be subject to closure if any glass is found in the pool area.
- No grilling is allowed in the pool area.
- Only authorized personnel are allowed in the pump house. No items can be stored in the pump house or pool area.
- Three Colonies is not responsible for any personal property left in the pool area.
- The telephone is for emergency use only.
- All babies/toddlers not potty-trained must wear some type of protection – ie., little swimmers, etc. Diapers are not allowed in the pool.

Miscellaneous

- Monthly homeowner's dues must be current or the owner/tenant will be barred from the use of all amenities to include the use of the corral. If payment of the monthly homeowner's dues is paid after the 5th of the month in which it was due, there is a 5% late fee charged.
- Property owners not residing in Three Colonies may not allow the use of amenities to any persons not deemed as tenants with a lease in their names. Owners are held responsible for the actions of any tenant(s) residing in their property. Owners may only lease their property to a tenant for a minimum lease period of twelve (12) months. Short-term and vacation rentals (Airbnb, etc.) are strictly prohibited.
- No sign, including political, except "For Sale" or "For Rent" or "Estate Sale" signs may be placed on the property that is for sale or rent. Colony I residents must place signs in a window, not on the common property. Colony II and III residents may display one regular-sized sign advertising the unit for sale or rent in their front yard. No sign of any kind may be placed at the entrance to Three Colonies or any common property.

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- No 18-wheelers or large moving trucks are allowed to enter Three Colonies. Residents should inform their delivery company of this rule so that they experience no delays in delivery. If any trucks do not adhere to guidelines and enter Three Colonies, the police will be called.
- If a moving/storage Portable On Demand Storage (PODS) is required, it may only be placed in the parking space of the townhome in Colony I not to exceed thirty (30) days. If a POD is necessary in Colony II & III it must be placed in the driveway of the home, not to exceed thirty (30) days. Please contact a board member if more time is required.
- No business shall be operated from a residence that requires additional traffic such as pick-up and delivery, parking of vehicles of either customers or business vehicles, except that one professional business vehicle as previously mentioned may be parked at the residence if that vehicle is used for daily transportation to and from the work place.
- Window coverings in all units, front and back, must be white or off-white as viewed from the outside. All window coverings must be in good condition. No window air conditioners or window fans are to be placed in the windows. Only factory-applied tinted windows can be installed. No self-adhesive material is to be placed on the windows. All window blinds are to be maintained and replaced in a timely manner when broken.
- Children's toys, bicycles, blow-up items are not to be left out overnight on the common area or in front of any townhomes or homes. These items must be stored inside the fenced area or on patio.
- The speed limit within the Three Colonies Community is 15 MPH.
- Clear or white bulbs must be used in all outside lights.
- No permanent or temporary tent or structure to include curtains or awnings will be erected on properties in any area without prior board approval. Permanent structures must be in approved Three Colonies colors.
- Outdoor cooking is not allowed in the front of any home or townhome, only in the patio area. Outdoor cooking is not allowed in the common areas.
- No door-to-door solicitation will be permitted unless a resident child is selling Scouts' cookies or items for school/church fund raisers. Outside solicitation is not allowed.
- No flammable, combustible or explosive fluid, chemical or substance shall be kept in any unit assigned thereto or storage areas except such as that are required for normal household use.
- Trash cans shall be placed curbside no earlier than the day before trash pick-up day. Trash bags, boxes and loose items are to be placed in the trash containers. The city will not pick up items that are not placed in containers. Refuse and bagged garbage shall be deposited only in designated areas. Containers should be brought back in the same day as garbage pick-up which is Tuesday and yard debris on Thursday. No trash cans are to be stored in front or on the side of any property. Recycling Bins are only picked up every other week.
- All residents shall be responsible for arranging with the city for the removal of large household items by calling (910) 433-1329 or submitting a request on the city website at FayFixIt. Placement of such items in the common area cannot be earlier than the day before the arranged pickup.

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- No one is allowed to climb the fence surrounding Three Colonies to either enter or exit. If this occurs, a police report will be filed. If a resident causes damage to the fence then the resident will be responsible for the cost of the repair. If a resident sees someone climbing the fence, they are to call the police.
- All trash must be placed in trash containers when enjoying any of the amenities and on common areas.
- Residents are responsible for their children at all times.
- Residents under the age of 18 should not be in the streets, parks or common areas after 11:00 pm.

Legally, these are subject to review and revision by the Board at any time.
As revisions occur, residents will be notified by email and/or the website of any official changes.

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COLONY I
Three Colonies Maintenance Work Order Request Process

Go to Website: www.threecolonies.com

