

North Bend Townhomes Community Guidelines

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North Bend Townhome Community



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I. GENERAL INFORMATION

Welcome to North Bend Townhomes! Our community is made up of 230 individually owned homes and a shared Common Area. The Common Area includes any part of the North Bend complex that hasn't been explicitly deeded as part of an individual townhouse lot. Because we share this living space, it's important that each homeowner and resident helps to maintain the beauty and appeal of North Bend for everyone's enjoyment.

North Bend Townhomes was established with Articles of Incorporation, By-Laws, and a Declaration of Covenants, Conditions, and Restrictions, which are binding on all homeowners. These documents are available to all homeowners on the Property Management Company Portal (hereinafter PMCP) or may be requested from the Property Management Company.

North Bend is governed by a volunteer Board of nine members, each of whom serves a three-year term. One third of the terms expire each year. At the September annual homeowners meeting, the homeowners elect three people to fill the open Board positions.

We have several committees that keep our association going. Members of these committees are volunteers; any homeowner is welcome to be a part of any committee.

NBTHA has a website – share it with your friends and family: www.nbtha.org.



Join our North Bend Facebook page: North Bend Townhome Community. This is a private group.

Courtesy, consideration of others, and common sense will allow all residents to enjoy our attractive community. To help achieve this goal, the Homeowners Association has established the following guidelines. By receiving these guidelines, you agree to read, review, and follow them.



A. ASSESSMENTS

A monthly assessment is due from each homeowner on the first of each month, payable to the Property Management Company. Payment methods and full details on your assessment payments, late charges can be found on each homeowner's PMCP Dashboard or in the FAQs.

B. HOMEOWNERS ASSOCIATION MEETINGS

Meetings are held monthly as determined by the Board at a location as determined by the Board. The Annual Meeting of the full Homeowners Association is held the fourth Thursday evening in September. All homeowners are encouraged to attend this meeting or submit a proxy vote for Association Directors.

C. TOWNHOME MAINTENANCE

Maintenance of the exterior of the units (siding, roofs, gutters, stoops, steps, walkways, shed doors, patios, and decks) is the responsibility of the Association. Any problems needing attention must be submitted to the PMCP.

Homeowners may not hinder nor impede any NBTHA contractor or employee from its responsibilities. A homeowner is to report any concerns about the workmanship through the PMCP. Concerns will be directed to the appropriate committee.

Failure to comply with this policy will be treated as a violation of the restrictive covenants of the NBTHA. Non-compliance will result in the homeowner's assumption of responsibility for any damages inside and outside of their townhome or connected townhomes due to this violation. NBTHA shall also impose a fine of \$50.00 for each occurrence of interfering with any work in progress.

D. EXTERIOR WATER & SEWER LINES/PLUMBING ISSUES

All homeowners must carry HO3 homeowner's insurance to ensure your townhome is protected in the event of fire, vandalism, or natural events. Any plumbing running from the water meter into your unit—including everything inside—is your responsibility, as well as any sewer lines from their connection to the main into your home. If a plumbing issue inside your home causes damage to the exterior structure, you'll need to take care of the necessary repairs. Some utility companies such as electric and gas may offer insurance to cover repairs.

That said, the HOA is willing to help with investigating water leaks and clearing sewer blockages whenever possible. And if you ever notice a plumbing problem in a Common Area, please notify North Bend right away so we can address it quickly together.

E. NOISE

We're fortunate that the townhomes have double walls for great soundproofing, but loud noises can still be bothersome for neighbors. To keep our community peaceful, please be mindful of music, TVs, and other sounds, especially during the quiet hours between 9:00pm and 8:00am. This courtesy also applies to any employees or contractors working in or around your home.

F. WATER HOSES & GARDEN EQUIPMENT

To help keep our community looking neat and welcoming, please store garden equipment out of sight when it's not in use. Water hoses can be kept neatly coiled in a non-grassy area, as long as they're tucked away. When winter arrives, remember to disconnect your hose from the faucet to prevent freezing. Taking these simple steps can help avoid leaks or weather-related damage, so your home stays safe and tidy year-round.

G. TRASH BINS & PERSONAL ITEMS

To help keep our neighborhood looking its best, please make sure trash and recycling bins are stored behind your unit when not out for pickup.

We also ask that personal items such as gardening tools (when not being used), bicycles, toys, and lawn furniture are kept out of front yards and Common Areas, so our shared spaces remain tidy and welcoming for everyone. For a consistent and attractive appearance, decorative pieces like statues, ornaments, decorative rocks, birdhouses and feeders, artificial flowers, or anything else the Yards and Grounds Committee considers unsuitable shouldn't be placed in front of units, within landscaped beds, or in Common Areas.

G.1 Exception. If you'd like to place a chair or bench in front of your unit, you're welcome to do so—just be sure to get approval from the Architectural Control Committee first. All you need to do is share your plan, include a photo of the chair(s) or bench you'd like to use, and show on a diagram exactly where you'd like to put them. Please remember, chairs and benches should not be placed on grassy areas or anywhere that might make it hard for our Yards and Grounds team to do their work. Once your idea is approved and installed, you'll need to keep your chair or bench in good, usable condition. Just make sure any furniture you use is designed for outdoor use (no indoor furniture, please). The Architectural Control Committee is always happy to help and will check in from time to time, in collaboration with the Compliance Committee, to ensure everything stays in great shape!

H. GARBAGE, RECYCLING & YARD WASTE PICKUP

The following guidelines are based upon normal City of Raleigh operations, however NBTHA homeowners and residents are encouraged to check for notice of service changes posted on the website during unusual circumstances (e.g., natural disasters, inclement weather, pandemic, etc.). You can download and print the current pickup schedule here: (<https://raleighnc.gov/solid-waste-services>)

Regular garbage pickup is done once a week, as published by the City of Raleigh. Recycling and yard waste collection is done every two weeks on alternating weeks, based on the schedule set up by the City. Your garbage bags, recycling and yard waste must be placed in your appropriate City carts. Do not place loose bags on the curb.



City ordinance allows containers to be at the curbside for collection only from noon the day before the assigned service day to 7 p.m. the day after the assigned service day. North Bend follows these rules. In addition to a possible fine by the City, homeowners will receive a violation notice and a \$25 fine if not corrected within 24 hours.

If you are infirm and cannot move the carts yourself, you can contact the City of Raleigh at 919-996-3245 or <https://raleighnc.gov/landfill-and-reuse/services/need-assistance-program> to arrange a pickup from behind your townhouse. A doctor's letter is required for this service. We can also connect you with fellow neighbors to assist with your carts – just submit a service request on the PMCP for the Helping Hands Committee.

The City of Raleigh offers special collections for items like furniture and appliances that are unsuitable for donation and too large to fit in a garbage cart.

- **Free Bulky Load Collection** is for items like mattresses and furniture that can go in the landfill but are too large for regular curbside pickup. NOTE: Some items may be eligible for the City's Special Load Collection, disposal at a [Wake County Solid Waste Management](#) facility, or hauled by a private waste hauler.

- **Special Load Collection** is for large items like exercise equipment and appliances that are not eligible for Free Bulky Load pickup. Contact the County for more information.
- **E-waste Collection** is for small household items with a cord.

Find details about what's accepted, how to prepare it, and how to schedule a pickup, visit the Raleigh website: <https://raleighnc.gov/solid-waste-services> or call Solid Waste Services at 919-996-3245.

I. PONDS

Our community is so fortunate to benefit from the beauty of the 2 ponds and various spillways that are located between Mapleridge Road and Whitebud Drive. This area is private property belonging to NBTHA. We ask that everyone adheres to all guidelines, including as posted at the ponds. Violators will be fined.

- All children must have a parent or guardian with them.
- No feeding or harassing the various wildlife that have a natural or manmade habitat within the NBTHA grounds.
- Do not throw objects such as stones, sticks, or trash into the ponds or spillways.
- No swimming is allowed in any of the ponds.



Seeing wildlife is an exciting part of our time spent outdoors. Whether it be deer on our walking trails, turtles basking in the sun on the pond's edge or a goose and duck teaching their newly hatched babies how to navigate, we want to ensure we always give all wildlife plenty of space.

While animals may not seem bothered by our company, they can be unpredictable, and getting too close could cause them to harm you or cause injury to themselves if they try to run away.

During certain times of the year, such as mating or nesting season, animals are even more sensitive to the presence of humans which may cause them to abandon their hatchlings or become more aggressive to protect them. In winter, our wildlife critters must work hard to survive and triggering extra stress will cause them to use essential energy they need to survive. We need to make sure we give wildlife their space, after all, we are visiting their home.

We appreciate your cooperation in keeping our pond areas beautiful and allowing wildlife to safely live in our community.

J. INDIVIDUAL GROUND MAINTENANCE

We're happy to take care of all the front yard and Common Area maintenance for our townhomes, including mowing the grass—so you can sit back and enjoy your surroundings! If you'd like, you're welcome to plant trees, shrubs, flowers, or grass in the rear privacy area, and you can also help maintain that space as long as it doesn't get in the way of the Association's regular upkeep. For more details about caring for your yard, please see Section II, Yards and Grounds.

Just a quick reminder: homeowners are responsible for clearing snow from their walkway and steps leading to the parking pad. When tidying up, please avoid blowing, raking, or placing debris into the street, parking pads, or any part of the Common Area. Together, we can keep our neighborhood looking its best!

K. FIREARMS

City ordinance prohibits the discharge of any firearms or BB guns anywhere within our boundaries.

Reference: [Wake County Firearms Ordinance](#)

L. OUTSIDE LAMP POSTS / LIGHTS

The Association is responsible for the maintenance of lamp posts and the replacement of light bulbs in lamp posts in the Common Area. You can submit a request to replace burned out bulbs on the PMCP.

If you'd like to add security/motion lights, please make sure they're attached to your own unit and not pointing into a neighbors windows or doors. All wiring must comply with local and state electrical and fire codes.

M. PARKING SPACES

Parking spaces and guest parking spots are provided for everyone's convenience at North Bend.

North Bend Covenants Article II, Section 4 – Parking Rights: *Ownership of each lot shall entitle the owner or owners thereof to the use of not more than two automobile parking spaces, which shall be as near and convenient to said Lot as reasonably possible, together with the right of ingress and egress in and upon said parking areas. The Association shall permanently assign one vehicular parking space for each dwelling, such space to be as near the dwelling to which it is assigned as is reasonably possible. The Association may regulate the parking of boats, trailers and other such items on the Common Area. No boats or trailers shall be parked within the right of way of any public street in or adjacent to North Bend Townhouses.*

We also have guest parking spots throughout the community for your visitors. If they will be staying longer than 24 hours and for up to seven days— you can obtain Temporary Parking Permits. Submit your request to the Compliance Team (compliance.nbtha@gmail.com) prior to your visitor's arrival when possible or once they arrive. If they need to stay longer than the original seven days, you need to obtain a new Temporary Parking Permit, just contact the Compliance Team.

Long term Temporary Parking Permits can be purchased (\$5, cash only) for households with more than 2 vehicles to utilize a Guest Parking spot. Homeowners will be responsible for renewing the permit as needed. Temporary Parking Permits are subject to the **Enforcement Steps**, as outlined below.

Please remember that guest parking is meant for visitors, but we understand that sometimes residents may swap spaces with guests while they are visiting. This is ok and as long as all vehicles have either a permanent or temporary permit, no one will be towed.

Only **legally licensed vehicles** used for family transportation—such as passenger cars, vans, SUVs, and motorcycles—may be parked in North Bend parking pads and guest spaces.



Any vehicles with license tags that are expired past the 15-day grace period of their expiration month, as determined by the State of North Carolina¹, will receive a First Warning (see Enforcement Steps below).

If your license is expired and you will not be renewing the plates, your vehicle must be covered with a clean car cover to maintain our neighborhood's appearance. The HOA has a limited number of vehicle covers available to borrow - contact the Compliance Team for details: (compliance.nbtha@gmail.com).

Enforcement Steps (notices will be placed on vehicle windshields):

1. **Courtesy Notice** – owners will have 7 days to correct the violation or contact the Compliance team about extenuating circumstances
2. After 7 DAYS - **\$25 fine and 24-hour Tow Warning** - vehicles still in violation will receive a 24-hour tow warning
3. After 24 hours - **Towing** – vehicles will be towed and recovered at the owner's expense.

Other reasons that a vehicle may be towed include but are not limited to the following, and the above Enforcement Steps apply:

- Missing, expired or invalid North Bend permanent or temporary parking permits
- Parked improperly on grass, common area or blocking other cars, mailboxes, or fire hydrants, etc.

Please only park in your own assigned spaces unless you have permission from a neighbor. Parking in someone else's spot may result in towing without warning. All towing actions are subject to the Association's Enforcement Policy, including notice and hearing rights, unless the vehicle creates an immediate safety hazard.

Homeowners cannot charge "rent" for their extra allocated space, no exceptions.

To keep our community neat and welcoming, dismantling vehicles or making repairs that will take longer than 24 hours isn't allowed in parking pads or common areas. No work is allowed with fluids that can contaminate the soil. Washing vehicles is allowed in your parking spots, making sure to clean up when you're finished.

CLUBHOUSE PARKING & STREET PARKING:

The Clubhouse lot is reserved for those using the pool, attending events, meetings, or for work being done in the community. Any other vehicles in the Clubhouse parking lot will be towed.

For the safety and flow of our neighborhood, parallel parking is not allowed on Branchwood, Whitebud, Carmel, Green Ridge, and Willowbrook.

However, you can parallel park on Mapleridge or North Bend Drive, be sure to observe any No Parking signs posted by the City of Raleigh. Any towing done on these 2 streets is done at the discretion of the Raleigh Police Department.

If you are having work done at your home, please ask your contractors to only park in your parking spots or in nearby guest parking. Failure to comply can result in vehicles being towed.

¹ Reference [NC Law GS 20-111 Violation of Registration Provisions](#))

² Reference [NC GS 20-219.2 Removal of Vehicles on Private Lots](#))

N. RECREATIONAL VEHICLES (RVs), TRUCKS, & STORED VEHICLES

Only **legally licensed vehicles** typically used for family transportation—such as passenger cars, vans, SUVs, and motorcycles—be parked in North Bend parking pads and guest spaces.

To keep our community safe and organized, we don't allow recreational vehicles, motor homes, trailers, campers, off-road vehicles, boats, overnight trucks, or semi-trucks to be parked on our private streets, parking pads, or anywhere inside North Bend. These types of vehicles should use public streets if needed. If a vehicle is parked in an unauthorized area, you'll receive a friendly reminder from the Compliance Committee; if it hasn't been moved after 24 hours, it will be towed.

A "stored vehicle" is one that has not been started or moved for thirty days. We understand there are exceptions, such as when homeowners are on vacation or in the hospital—just let us know. Stored vehicles should be covered with a clean, car cover to maintain our neighborhood's appearance.

O. PLACEMENT OF PORTABLE STORAGE STRUCTURES

Placement of portable storage structures (PODS/moving containers, contractors' trailer, construction dumpsters, etc.) in your parking spots for more than five (5) days must be approved by the NBTHA Board of Directors in advance of placement. Approval, when granted, will be valid for up to 45 days from date of approval. Extensions may be granted by the Board of Directors. Extensions will require specific reasons for the extension, supported with proper documentation (contractor's letter, etc.) as well as a specific completion date. Failure to comply will result in a fine.

P. TOWING

Residents who need to report an illegally parked vehicle in their parking pad should submit a request at the PMCP.

All costs of towing and recovery of a vehicle will be paid by the vehicle's owner. The name of the towing company is posted at all entrances to the neighborhood.

Q. PETS

We follow Raleigh's leash ordinance here in North Bend, which means pets like dogs and cats must be on a leash whenever they're outside your home or fenced area. If an unleashed pet is found, Animal Control may be called to help.

And if you have a dog that loves to bark, make sure they don't disturb your neighbors – especially during our quiet hours of 9pm to 8am. Being considerate with your pets goes a long way toward making North Bend a wonderful place to live for everyone.

Service Animals: Service animals are individually trained to work for a person with a disability. The HOA **does require** proof that the service animal is in good health and has current vaccinations. All records for the service animal will be kept in the homeowner/tenant file at the office.

Comfort, therapy or emotional support animals (ESA): The HOA **does require** that your doctor or therapist "prescribe" this type of animal. All records for the ESA animal will be kept in the homeowner/tenant file at the office.

Your ESA letter **MUST** have the following required information and be mailed to the Clubhouse office at 5837 Mapleridge Rd, Raleigh, NC 27609 or emailed to contactus@nbtha.com:

1. An ESA letter is a legal document written and signed by a licensed mental health professional (such as a psychologist, therapist, or psychiatrist) that certifies an individual's need for an Emotional Support Animal (ESA). The letter must include the mental health professional's license type, date of license, license number, and the state that issued the license.
2. The letter confirms a disability-related need for an ESA but does not disclose the medical diagnosis nor is any medical diagnosis ever required.
3. Professional assessment that an ESA would alleviate one or more of the client's symptoms
4. Clinical recommendation/prescription of an ESA that includes animal breed, name etc.
5. Mental health professional's letterhead and signature, as well as date of issuance.

If the requested animal is not one commonly kept in households (such as a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal), a person with a disability must provide additional documentation of the need for such a "unique animal."

An assistance animal **does not have to be individually trained**. Sometimes, the mere presence of the animal provides the therapeutic benefit.





There is **no requirement** that it be **certified or registered** with any agency or government.

Breed, size, and weight restrictions may not be applied to assistance animals. But if a particular animal poses a direct threat to health or safety or would cause substantial property damage it may be excluded.

As with all pets, the **homeowner / tenant must maintain control** of their assistance animal, ensure that the animal does not cause excessive noise or damage to any common area, or exterior of the dwelling and must clean-up after the animal.

If pet waste and animal manure are left on the ground, pollutants like nutrients, bacteria, parasites, and viruses can flow into streams and ponds with rainwater runoff. To prevent water pollution, pick up after pets and clean areas where animals live and in the Common Areas. It helps keep our community pleasant for everyone.

Please follow these guidelines from the City of Raleigh. Pet Waste and Animal Manure:

-  Picking up pet waste protects the health of your pet, other pets and everyone's local waterways.
-  Remember to bring a bag on your walks and "Scoop it, Bag it, Bin it".
-  Use a trash bin, whether it's a personal, community, or a city-provided one.
-  Please do not throw bags in the storm drain, these lead directly to creeks, ponds and streams!

North Carolina emotional support animal laws rely on federal laws such as the Fair Housing Act (FHA) for protections related to housing. ESA owners are not granted public access rights under the Americans with Disabilities Act (ADA), meaning ESAs are not automatically allowed in North Bend public places outside of your housing area (i.e., Common Areas, pool, dog park, tennis court, Clubhouse).

Sources:

<https://www.ncdhhs.gov/>

<https://www.fairhousingnc.org/>

<https://raleighnc.gov/>

<https://jordanprice.com/practice/community-association-law/>

R. FIREWOOD PILES

If you'd like to keep firewood, you're welcome to neatly stack it in the Common Area just behind your unit. Please make sure your stack doesn't go higher than four feet and avoid placing it right next to fences, your home, or directly on decks. Since vehicles aren't allowed behind the townhomes, kindly carry or use a wheelbarrow to move your wood and stack it by hand. If any damage happens to the Common Area, the cost of repairs may be billed to those responsible.

S. FIREPITS

Several firepits have been set up around the community for the enjoyment of residents and their guests only.

- A responsible adult (at least 21 years old) needs to always be present during use.
- Before lighting a fire, please take a quick moment to check with Wake County and the National Weather Service to be sure there aren't any burn bans in place. For everyone's safety, fires should only be started when the wind is calm—no more than 5 mph, according to RDU airport readings.
- We ask that you keep water handy in the orange bucket nearby, just in case it's needed. Fires should always stay inside the fireplace, and please be sure to fully put out the fire before you leave.

- Let's be considerate of neighbors by keeping voices, music, and other sounds at a level that can't be heard from nearby homes.
- Remember to clean up—no trash or personal items should be left behind.

If we all follow these guidelines, everyone can safely enjoy the fire pits. Please note, repeated problems may mean that access to the fire pits is paused for a while, as decided by the board.

T. COMMUNITY COMMITTEES

We warmly invite all homeowners to join one or more of our community committees! Most committee work can be done without special approval from the Board, though if something does need Board approval, the committee simply makes a recommendation for the Board to review.

Everyone is welcome to participate, but each household gets one vote per committee.

To keep things fair, only adult residents of owner-occupied townhomes (or those held in trust for a North Bend resident) may vote on committees. While renters are welcome to help out and share ideas, voting is reserved for homeowners. We hope you'll get involved and help make our neighborhood even better!

Here are our current committees and a brief summary for each. Please visit the PMCP Directory for a list of committee members:

Architectural Control: This committee deals with any proposed changes in the exterior appearance or the structure of the townhomes. It deals with such things as changes to doors, windows, skylights, and any other modifications to homes.

Compliance: This committee is all about encouraging everyone to follow the NBTHA Guidelines in a positive way. When violations do happen, we work with the homeowners to find a satisfactory remedy in a timely manner.

Helping Hands: This is a group of caring neighbors that have offered their services to their neighbors. They strive to improve the quality of life for NBTHA residents.

Examples of their offerings include North Benders meetings, walking groups, crafts, cards, light yard work or home repairs, running errands or just social visits. Check the PMCP for the list of these volunteers and how they can help you.

Nominations: The term of each Board member is three years. With a nine-member Board, at least three members must be newly elected or re-elected each year. This committee seeks interested and qualified homeowners to fill these positions. Election of board members occurs at the Annual meeting in September. Therefore, this committee is most active in July and August. A Board member chairs this committee.

Operations: North Bend has its own personnel to do repairs. It also hires individuals and companies to do larger projects, e.g., periodically painting the buildings and reroofing. This committee schedules and oversees these activities.

Safety & Security: This committee helps ensure all North Bend residents have a safe place to live. They notify us when crimes or incidents occur, file police reports, and any actions required. They also act as our liaison with the Raleigh Police Department to keep us aware of any safety concerns in our area.

Social: "Getting to Know You" is the theme of this committee. It uses pool parties, bake sales, ice cream socials, and other events to provide a sense of community. People with a variety of interests are needed for this committee.

Yards and Grounds: This committee also utilizes homeowners with many abilities. Its main function is to keep the Common Area as beautiful and neat as possible. This includes reviewing contracts for yard maintenance, assessing damaged trees and shrubs, as well as making and implementing recommendations for new plantings.

U. DECORATIONS & SIGNAGE

Decorations. Halloween decorations may be displayed only between October 1 and November 15. Christmas decorations may be displayed only between November 15 and January 15. Other holiday decorations may be displayed up to two (2) weeks before the holiday and must be removed one (1) week after the holiday. All outdoor lighting must be affixed to the homeowner's unit.

Signage.

1. Security signage may be placed on the common grounds in front or in back of a unit.
2. Real estate "For Sale" signs are allowed to be posted on the common grounds directly in front of your residence. Maximum sign size allowed is up to 8 square feet. When signs are removed, be sure to repair any ground that was disturbed.
3. Other signs are limited to placement in a townhouse window. These include election/campaign signs, contractor advertisement signs, personal expression signs, or any other sign.
 - a. **THIS DOCUMENT REGULATES THE DISPLAY OF POLITICAL SIGNS** (in compliance with North Carolina HOA Laws). Political/campaign signs may be displayed in front townhouse windows up to 45 days prior to the related election and must be removed within 7 days after that election. Maximum dimensions of any signs are 24 inches by 24 inches. For the purposes of this regulation, "political sign" means a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot.

V. FIREWORKS

North Bend follows the North Carolina laws pertaining to the use of fireworks. As of 2026, North Carolina permits the use of "sparkling devices" and some categories of consumer fireworks, including fountains and sparklers, but prohibits others, such as aerial fireworks. The state classifies fireworks under the North Carolina General Statutes, specifically § 14-414 to § 14-419, which outlines what is permissible.



II. YARDS & GROUNDS

Most of North Bend's grounds, aside from the backyard areas (fenced or unfenced) that belong to individual homeowners, are part of our shared community space, owned together by all of us through the North Bend Townhouse Homeowners Association Incorporated. Since there isn't a built-in watering system for the Common Area, we encourage homeowners who want their surroundings to shine to give the nearby grass and shrubs a little extra water when needed (just be sure to check the City of Raleigh website at www.raleighnc.gov for any water conservation rules in effect).

If you have a fenced area behind your unit, that space is yours to care for, and keeping it tidy is up to you or whoever lives there. We simply ask that you keep any private plantings neatly pruned, so the Association can easily maintain the exterior of your home, the fence, and the rest of the yard. The rest of the grounds—what we

call the Common Area—are owned by all homeowners together, with everyone holding an equal share in this beautiful community space.

A. REQUEST FOR PLANTING IN THE COMMON AREA

Anything planted in the Common Area belongs to the Homeowners Association, not to an individual homeowner, no matter who did the planting.

The Yards & Grounds Committee will review all requests submitted through the PMCP and will issue approval for planting in the Common Area subject to the following guidelines:

1. If the Yards & Grounds Committee finds that your requested planting fits with the Association's landscaping plan, the Association will happily handle the purchase and installation of the plants.
2. If your request is a good match but not essential, they'll gladly grant approval for you to purchase and install it yourself.
3. In the event your idea doesn't quite align with the community landscape plan, the Committee will let you know.
4. If an approved planting happens to die, don't worry—the Association will take care of replacing it, as long as it still fits with North Bend's landscaping goals.
5. Container plants are welcome, as long as they're well cared for and add to the neighborhood's beauty; otherwise, homeowners may be asked to remove them.
6. Please note, window flower boxes that attach to the building aren't allowed.
7. When planting in privacy areas, make sure your trees or shrubs don't cross over into Common Areas or into your neighbor's spaces.
8. If you'd like to help take care of any part of the Common Area, simply reach out to the Yards & Grounds Committee—they'd love to hear from you!
9. Homeowners should not cut trees, shrubs, vines or ground covers in the Common Area without Committee approval, especially those that help with privacy or prevent erosion. Any intentional damage to trees, shrubs, grass or flowers will result in a fine of \$50 or the cost of the replacement, whichever is greater.
10. All trees, shrubs, etc. should NOT touch the home or extend over the roof. In the privacy area, the homeowner is required to do this. In the front and common area, it is the association's responsibility. Please report any issues to the HOA via the PMCP.

The Committee is always here to help and answer any questions you may have. Check the Directory on the PMCP for contact information.

B. GENERAL PLANTING GUIDELINES

Prior approval must be given by the Yards & Grounds Committee before planting any tree or shrub in the Common Area. Approval is necessary due to existing drainage systems around the units and their compatibility with the root system of the type of chosen tree and/or shrub(s).

Homeowners should restrict plant material to dwarf or small-scale shrubs, miniature trees, perennials, and annuals.

1. Consider the mature height and width of any tree or shrub when choosing plantings. Also keep in mind the light requirement and placement of plantings. Trees planted in front of units, on the side of units, or in privacy areas must have a mature height of no greater than 25 feet.

2. Plant no more than you are willing to water and maintain. Maintenance also includes disposing of dead annuals and perennials from all privacy areas as well as the Common Area in front of homes or between parking pads.
3. Planting cannot interfere with regular grass mowing and edging efforts; beds should have a barrier of at least 6 to 10 inches.
4. Plant only miniature trees and place them at least 10 ft. from the foundation of your home; shrubs must be planted 3 ft. from the foundation.
5. The Yards and Grounds Committee will maintain a record of all planting requests.

The following trees and shrubs are approved by the Yards and Grounds Committee:

SMALL TREES: under 25 feet			
Crepe Myrtle	Redbud	Flowering Peach	Japanese Maple
Wax Myrtle*	Dogwood	Crabapple	Arizona Blue Cypress

SMALL SHRUBS: 1 to 3 feet			
Helleri*	Dwarf Nandina*	Gumpo Azalea*	Indian Hawthorne*

MEDIUM SHRUBS: 3 to 6 feet			
Nandina Domestica*	Variegated Privet*	Compacta*	Forsythia
Quince	Hydrangea	Vibernum	Azalea*
Rhododendron*	Acuba*	Roses	Abelia*
Spiera			

* denotes evergreen

C. PRUNING

Homeowners who do not want their shrubs pruned by the Association will be responsible for maintaining their shrubs to be comparable with others. Shrubs must be pruned to maintain a minimum space of twelve inches between shrubs and buildings or fences. Shrubs should be maintained at a height that does not exceed the bottom of any windows.



III. ARCHITECTURAL CONTROL

To help preserve the welcoming appearance in North Bend, we ask that all structural changes or additions complement the existing homes and maintain the neighborhood's charm.

A. PROCEDURE FOR APPROVAL OF MODIFICATIONS

1. Request for Modification: Any homeowner desiring to make any exterior structural change, addition, fencing, attachment, or any other modification must first submit a request to the Architectural Control Committee. The Architectural Modification Request form can be downloaded from the PMCP or downloaded and submitted by mail to the Property Management Company. The request will include a detailed description, indicating the nature, size, shape, height, materials, and location of the modification.

No site preparation or preliminary work should begin prior to final written approval of the request. Projects that require city or county permits will receive only tentative approval pending the filing of copies of the approved permit with the Association. At that time, final approval may be granted.

2. Committee Action: The Architectural Control Committee will review the request and determine whether the request is to be approved. The Committee may seek further clarification and/or comment from the requesting homeowner.

If the request is not approved or disapproved within thirty (30) days, approval will not be required, and this policy will be deemed to have been fully complied with. The homeowner has the right to appeal any decision of the Committee to the Board within 30 days after Committee action is completed.

3. Inspection: All modifications, when completed, must be inspected by North Bend to ensure they comply with the original written request. They must meet code, if applicable, or North Bend’s standards.

4. Penalties: Failure to comply with this policy will be treated as a violation of the restrictive covenants of the North Bend Townhouse Homeowners Association. Non-compliance will result in the suspension of homeowner privileges and a \$50 per month (or fraction of month) fine for as long as the homeowner is not in compliance.

B. BUILDING MODIFICATION GUIDELINES

All building modifications must be submitted in writing to the Architectural Control Committee following the Request for Modification procedure described in Section B.1 above. More detailed information and specific guidance can be found on the PMCP, including required forms. Topics included:

- Front Doors, Storm Doors, and Windows:
- Awnings
- Skylights
- Storage Buildings
- Approved Paint Colors

C. MAINTENANCE AGREEMENTS

All modifications and additions to the homes or any proposed changes in the exterior appearance of the townhomes (including but not limited to decks, steps, doors, windows, finishes, colors, skylights, screened porches, additional fencing of the backyard, ramps, and arbors) must be approved by the Architectural Control Committee. All changes must have a signed maintenance agreement **prior** to making any change, and customized for each individual project, stating that the homeowner is responsible for all maintenance and repair for the structural change. This signed maintenance agreement will be kept on file electronically - recorded in the Project Management System. A sample of a Maintenance Agreement can be found on the PMCP along with full details.



IV. CLUBHOUSE

A. RESERVATIONS

1. **Procedure:** Please submit an Amenity/Access Request through the PMCP. Reservations become confirmed only upon receipt of the completed Clubhouse Rental Application forms, the rental fee payment and the \$250 damage deposit. The Clubhouse Rental Application Packet can be found on the Documents page on the PMCP.
2. **Who May Reserve:** Only North Bend homeowners or residents in good standing are eligible to rent the Clubhouse. A resident in good standing is defined as:
 - a. Having all dues and assessments paid current and

- b. Being in compliance with all rules and regulations of North Bend.

3. Responsibilities of Reserving Resident:

- a) The reserving resident must host and be present for the entirety of the event including setup/cleanup, no exceptions.
- b) Completing all items on the Clubhouse Rental Cleaning Checklist (page 4). Failure to do so will result in the \$100 cleaning fee being withheld from the deposit.
- c) Complying with all Usage Guidelines listed below and, at the end of the event, turning out all lights, turning off fans, music, appliances, and locking all doors.
- d) By order of the Fire Marshal, the Clubhouse cannot be reserved for events involving more than 100 attendees by order of the Fire Marshal.

4. Fees: A reservation fee and a refundable \$250 damage deposit are required for rental of the Clubhouse. Payment will be recorded on the homeowner's PMCP account.

- a) There is no rental fee for a North Bend function that is open to all North Bend residents, although the sponsor must still provide a damage deposit check. See the Clubhouse Rental Application form.
- b) The Clubhouse is rented on a first come, first served basis. To confirm a reservation, all three reservation items are required: Completed Clubhouse Rental Application form, rental fee, and damage deposit.
- c) If the reserving resident cancels the reservation, the rental fee will be totally refunded if the cancellation occurs 15 days or more prior to the reservation date.
- d) If the reservation is canceled after that point, the Association will retain a portion of the rental fee for administrative costs, as described on the Clubhouse Rental Application form.

5. Return of Deposit: The damage deposit will be returned, except under the following circumstances:

- a) If damage occurs, the deposit will be applied toward the cost of repairs, with any remaining repair cost billed to the reserving person.
- b) In the event that the Clubhouse is not cleaned according to the North Bend Clubhouse Cleaning Checklist provided at the time of rental, a portion of the deposit will be retained to cover the cost of cleaning.
- c) The deposit will be forfeited if the reserving person violates any of the conditions in the Clubhouse Rental Application Form.
- d) The deposit will be forfeited if the reserving person fails to return the Clubhouse fob.

B. USAGE GUIDELINES

1. The pool area is not rented with the Clubhouse. Entrance into the pool area is strictly forbidden due to insurance liability reasons and Wake County Environment Laws. Should this be violated, the entire security deposit will be forfeited and the reserving homeowner will be denied future reservations. We never want to see that happen, so please be clear with your guests about this!
2. No smoking is allowed in the Clubhouse.
3. Do not attach anything to the walls, ceilings or beams. This includes tape, tacks, pins, hooks, fishing line, string, etc. No glitter or tiny cellophane decorations may be used.
4. Clubhouse doors must remain closed when music is on to avoid disturbing the neighbors. No excessive noises are allowed. If there are excessive complaints of noise, NBTHA will deny further use of the facility to the reserving homeowner.
5. Deep fat fryers or similar cooking equipment are not allowed inside or outside the Clubhouse.
6. No pets are allowed in the Clubhouse (except service animals).

7. Events must end by midnight on Sundays through Thursdays, and by 1:00am on Friday and Saturday nights.



V. PROPERTY ACCESS/FOBS

These rules are meant to limit the use of North Bend's facilities to residents and their guests.

One pool FOB will be provided for each home, issued to the homeowner or resident of record (renter), for a deposit of \$50.00.

Written authorization from the homeowner is required for the non-owner resident to receive a FOB.

FOBs are requested via the PMCP. They remain the property of the Association and are not transferable. FOBs are to be returned to the office upon selling or moving and the deposit will be refunded.

Replacement of a lost or damaged FOB will be provided for a fee of \$50.



VI. SWIMMING POOLS

A. USAGE

1. A key fob is required for entrance to the pool area and identification may be requested at any time during the use of the pool(s) and facilities to make sure everyone enjoying the pools are NBTHA residents or guests. Anyone without a North Bend host present may be removed from the pool area.
2. Each residence is allowed one family or six individuals as guests. A resident must accompany guests in the pool area unless they are overnight guests.
3. All individuals under 18 years of age must be accompanied by a parent or guardian or a person over 18 years of age. Parents or guardians will assume responsibility and liability for the behavior and actions of individuals under 18.
4. The pools are typically open from Memorial Day weekend through Labor Day weekend. Both pools are available to everyone during the daily posted hours. There is one exception:
 - Large/lap pool only >> Monday - Friday, 5-7pm: only ages 18+ for lap swimming during this time.
5. Only standard swimming attire is permitted in the pools, i.e., no cutoff jeans, denim trousers, or other frayed articles of clothing which may damage the filter system.
6. Pool FOBs may not be given out to non-residents unless they are a guest per our guidelines.
7. The pool area is closed to everyone after 8pm, every day. Being in the pool area after hours may result in loss of pool privileges for 30 days.
8. Smoking is not permitted anywhere inside the pool area or buildings. Be respectful of your neighbors.



9. Pool privileges may be denied temporarily, or for the season, for egregious behavior or repeated pool violations listed in this document.

If an individual is requested to discontinue improper behavior and refuses to do so, he/she will be asked to leave the pool for at least 24 hours. If the behavior continues or is repeated, ejection may be up to one week or more.

The NBTHA facility is a “Swim at Your Own Risk” pool, and as such, there are no lifeguards on duty. Every North Bend resident using the facility has a right and responsibility to monitor themselves and others. Any resident of North Bend who observes an infraction or inappropriate behavior should alert the person involved, referencing the guideline or regulation which governs their action and request compliance. If the person continues to act in non-compliance, the resident observing is encouraged to report the incident and specifics about the complaint by submitting a **Service Request** on the PMCP, identifying the subject as “Infraction Alert”. See Section X, Enforcement Policy.

B. SAFETY

1. No one should swim alone when no one else is in the pool area.
2. Please avoid running or rough play so everyone can relax and enjoy their time in the water. Let’s all use common sense, stay safe, and treat each other kindly around the pools.
3. No glassware, sharp objects, or non-battery electrically powered items may be brought into the pool(s) and adjoining areas at any time.
4. Deep fat fryers or similar cooking equipment are not allowed inside or outside of the pool area.
5. A phone is available on the outside Clubhouse wall near the small pool for calling 911 should an emergency arise.

C. COURTESY

1. Profanity, screaming, shouting, and other loud noises are prohibited. Audio equipment must be used on low volume to avoid disturbing others.
2. Place all trash in receptacles provided.

D. USE OF EQUIPMENT

1. For everyone’s enjoyment and safety, please avoid bringing large rafts or flotation devices (those meant for two or more people) into the pool.
Single-person floaties are welcome, as long as they don’t get in the way of other swimmers. If your float happens to bother someone, just kindly remove it so everyone can have a good time. Let’s use common sense and courtesy to make the pool fun for all!
2. No horseplay is allowed on the pool ladders. Only one (1) person at a time can be on a ladder.
3. A safety float line is to be in place at all times except during lap swimming 5pm – 7pm on weekdays. No sitting or hanging on safety float lines is allowed.
4. Emergency equipment should be in place and used only for emergencies.
5. The North Bend grill may be used by homeowners while using the pool. That homeowner is responsible for cleaning the grill after it’s use. You must sign up in advance to use the grill via a General Request on the PMCP – homeowners will bring their own propane or pay \$5 to use North Bend propane tank. Person using the grill is responsible for any damage to the grill and also for safety of others while the grill is in use.

E. HEALTH PRECAUTIONS

1. Everyone must shower before entering the pools. Anyone with open sores or rashes is not allowed in the pools or facilities.
2. Urinating, defecating, spitting and nose blowing in the water are prohibited.
3. Chewing gum in the water is not allowed. There is too much danger of choking as well as clogging the filtering device.
4. Food and beverages are not to be consumed in the water.
5. No glass containers, sharp objects, or dangerous utensils are allowed in the pool area.
6. No pets are allowed in the pool area. Service animals are permitted in the pool common area but are not allowed in the pools. See Section I.Q for additional Pet guidelines to be followed.

F. EJECTION FROM THE POOL

The following are grounds for ejection from the pool:

1. Continued profanity, vulgar remarks, or improper or offensive behavior (e.g., horseplay, shoving, dunking).
2. Intoxication or illegal drinking of alcohol.
3. Use of illegal drugs.
4. Improper identification (no FOB).



VII. PET PARK

The Pet Park is for the use of NBTHA homeowners or tenants. The gate should remain locked when not in use. To gain access, submit a General Request through the PMCP – you will be issued a code for the electronic lock on the gate. This code is only for use by members of the household it is issued to.

It is the responsibility of the user to pick up after their pets and to keep the pet park clean. A pet waste station is located at the middle of the pet park.

Please take any personal items with you when you leave. Anything left behind will be discarded.

Pets using the Pet Park should be healthy and fully vaccinated. NBTHA is not responsible for any accidents pertaining to any pets or their owners.



VIII. BASKETBALL & TENNIS COURTS

Please have consideration for your neighbors when using the athletic courts and follow these guidelines:

1. Do not leave personal items on the courts. Keep debris off courts. Put all trash in the containers provided.
2. Take all personal items with you when you leave.

3. Please report any issues, damage, etc. through the PMCP.

For safety's sake, players should remove any debris from the playing surface to ensure good footing; leaves, sticks, and pine straw can cause slipping.



IX. YARD SALES & ESTATE SALES

Planning a yard sale? Residents are welcome to use the south end of the Clubhouse parking area (the section farthest from the Clubhouse building). For everyone's convenience, please remember that yard sales aren't allowed elsewhere in the North Bend complex. Please note that yard sales can't be held during pool season.

To help things run smoothly, just submit your yard sale request at least seven (7) days ahead of time through the PMCP. On the day of your sale, feel free to start at 8 AM and you must wrap up by 12 PM. Afterward, we kindly ask that you clean up the area. And don't forget to take down any signs you've put up.

Estate sales may be held at the property of a deceased homeowner. Please submit a General Request through the PMCP to notify North Bend of the dates of your estate sale. The host is responsible for ensuring that customers follow the rules, act courteously, and park only in designated areas. A notice will be published to neighboring properties to alert them of the sale.



X. POLICY STATEMENT: ACCESS TO RECORDS

Article X, Books and Records, of North Bend's *By-Laws* reads in part as follows:

"The books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member."

In allowing access to records in accordance with the above, it will be North Bend's policy to exclude the following records as proprietary and confidential:

- Individual homeowner accounts
- Election ballots and proxies
- Employee information such as salaries and performance reviews
- Information related to litigation
- Attorney opinion letters
- Minutes of Executive Sessions

Written requests from any Board member for access to proprietary and confidential records, not otherwise provided to them, will be granted subject to approval by a majority of the Board.

So that requested records can be made available in a timely and efficient manner, homeowners requiring access to non-confidential records should do so via the PMCP with specific indication as to what information is needed. Paper copies can be provided at the cost charged by the Property Management Company.

XI. ENFORCEMENT POLICY



A. INTENT

We hope that a spirit of friendliness and understanding, along with clear knowledge of the Association's guidelines, will encourage everyone to cooperate and help make North Bend an enjoyable place to live for all residents. Please remember, the Association doesn't have the resources to replace City services like police or animal control, nor is it meant to mediate disputes between neighbors. Of course, if issues do arise as a result of guideline violations, the Board is here to help address them as needed and ensure our community remains welcoming and harmonious.

B. REPORTING VIOLATIONS

If you notice a guideline infraction in our community, we encourage you to kindly remind your neighbor about the relevant rule and ask for their cooperation. If the situation doesn't improve, you are encouraged to submit a Service Request through the PMCP (indicate "Infraction Alert" as the subject), or by calling or emailing the office. The office will then share your concern with the Board or the appropriate committee chair so it can be handled appropriately.

C. BOARD ACTION

The Board may write a letter to the offender stating that a complaint has been filed, giving the nature of the complaint, and requesting conformity to the appropriate rule. The letter may include a warning that further violations could result in a suspension of the right to use the common recreational facilities and/or that a fine may be imposed by the Board. The letter may also schedule a hearing as described in Section D, Hearing Procedure. The North Bend Townhouse Homeowners Association has adopted a policy for the enforcement of these guidelines. They are as follows:

1. The first infraction will result in a written warning to correct the problem.
2. Ten (10) days after the written warning, if the issue has not been corrected, the homeowner will receive the second infraction notice which includes a \$25.00 fine to be placed on the homeowner's account to be paid as part of the next homeowner's association monthly assessment payment. A hearing may be requested by the homeowner.
3. Ten (10) days after the second infraction notice, if the issue still has not been corrected, the homeowner will be fined **\$50.00 per week** until the problem is corrected. A hearing may be requested by the homeowner.

** This procedure does not include Garbage/Recycling Infractions, Vehicle Infractions, Homeowner Interference of Townhome Maintenance or Architectural Control Violations, which are separate processes that have different fine amounts and number of days to correct the issue.

This policy is meant to increase the individual homeowner compliance with the guidelines of the community.

The Association retains the right to increase the fines, with Board approval, for more serious violations, and does not preclude other fines or remedies as contained in other sections of the NBTHA Community Guidelines.

D. HEARING PROCEDURE

Should a hearing be necessary, the President of the Board shall appoint three Board members to hear the complaint.

Notice of the hearing will be given to all parties involved at least seven days in advance of the designated date. The complainant (which may be the Board of Directors) and the alleged violator will have the right to be present and participate in the hearing. In addition, the landlord homeowner will be notified of any disciplinary action taken against his/her tenant.

E. AUTHORITY

This policy is in accordance with Article VII, Section 1 of the *By-Laws* of the Association, and Article II, Section 1 of the *Declaration of Covenants, Conditions and Restrictions*.

F. CHANGES TO NORTH BEND GUIDELINES

In addition to the homeowner's rights and restrictions as set forth in the *Covenants and By-Laws* of the Association, the Board of Directors has and will establish new or revised guidelines and regulations from time to time. The most significant of these have been described in this document. For any future revision, the Board will approve the exact words to be used in the Guidelines document. These changes will then be published in the PMCP version of the Community Guidelines to make it the current official version. The Board minutes will record the approved change. If the change is significant enough, the exact words or a summary of the change may also be published in a newsletter.

XIII. DOCUMENT REVISION HISTORY

Section	Revision Description	Approval Date
I.A Assessments	Updated with change to Property Management Company	8/25/25
I.C Townhome Maintenance	Added ...patios Added ...or employee Added - NBTHA will also impose a fine of \$175.00 for each occurrence of interfering with any work in progress.	8/25/25
I.G Trash Bins & Personal Items	Changed to Architectural Control Committee for approval of items in front of your unit Removed - ...must sign a maintenance agreement...	8/25/25
I.H Garbage, Recycling & Yard Waste Pickup	Updated for clarity	8/25/25
I.I Ponds	Updated with clear, specific language and consequences for non-compliance	8/25/25
I.L Outside Lamp Posts / Lights	Updated for clarity - If you'd like to add security/motion lights, please make sure they're attached to your own unit and not pointing into a neighbor's windows or doors.	8/25/25
I.M Parking Spaces	Updated for clarity. Changed locations where you, your visitors, or contractors may/may not parallel park Removed reference to warnings before inappropriately parked vehicles will be towed. We reserve the right to have these vehicles towed right away. Added the use of Parking Permits and Visitor Parking Permits	8/25/25
I.O Placement of Portable Storage Structures	Updated for clarity. Changed timeframe for approvals	8/25/25
I.P Towing	In case it changes over time, the name of towing company replaced with ...is posted at all entrances to our neighborhood.	8/25/25
I.R Firewood Piles	Removed R.1 Exception referencing stacking wood on decks so now it is not allowed	8/25/25
I.S Firepits	New section added	8/25/25
I.T Community Committees	Removed - Finance Committee since our Property Management Company now provides these services. Added – Helping Hands Committee Added – Safety & Security Committee	8/25/25
I.U Decorations & Signage	Updated for clarity Removed – No extension cords or electrical wiring may be used to facilitate lighting outside the homeowner's private area. Added – 2. Real estate "For Sale" signs are allowed to be posted on the common grounds directly in front of your residence. Maximum sign size allowed is up to 8 square feet. When signs are removed, be sure to repair any ground that was disturbed.	8/25/25

	<p>3. Other signs are limited to placement in a townhouse window. These include election/campaign signs, yard sale signs, personal expression signs, or any other sign.</p> <p>a. THIS DOCUMENT REGULATES THE DISPLAY OF POLITICAL SIGNS (in compliance with North Carolina HOA Laws). Political/campaign signs may be displayed in front townhouse windows up to 45 days prior to the related election and must be removed within 7 days after that election. Maximum dimensions of any signs are 24 inches by 24 inches. For the purposes of this regulation, “political sign” means a sign that attempts to influence the outcome of an election, including supporting or opposing an issue on the election ballot.</p>	
II.A.9 Planting in the Common Area	Added – Any intentional damage to trees, shrubs, grass or flowers will result in a fine of \$1,000 or the cost of the replacement, whichever is greater	8/25/25
II.A.10 Planting in the Common Area	Added - All trees, shrubs, etc. should NOT touch the home or extend over the roof. In the privacy area, the homeowner is required to do this. In the front and common area, it is the association’s responsibility. Please report any issues to the HOA via PMCP.	8/25/25
II.C Pruning	Added – Shrubs should be maintained at a height that does not exceed the bottom of any window they are positioned in front of.	8/25/25
III Architectural Control	<p>This section has been generally shortened, with full details now found in a separate document on the PMCP.</p> <p>Changed - A.4 Non-compliance will result in the suspension of homeowner privileges and a \$1,000 per month (or fraction of month) fine for as long as the homeowner is not in compliance.</p>	8/25/25
VI.A.4 Swimming Pools	<p>Revised for clarity on hours for adult lap swimming:</p> <p>10. The pools are typically open from Memorial Day weekend through Labor Day weekend. <u>Both pools are available to everyone during the daily posted hours.</u> There is one exception:</p> <ul style="list-style-type: none"> • Large/lap pool only >> Monday - Friday, 5-7pm: <u>only</u> ages 18+ for lap swimming during this time. 	8/25/25
VI.A.8	Changed – Smoking is not permitted anywhere in the pool area or buildings.	8/25/25
VI.C.2 Courtesy	Removed – Use sand buckets for extinguishing cigarettes.	8/25/25
VI.E.2 Health Precautions	Changed – Urinating, defecating, spitting and nose blowing in the water are prohibited.	8/25/25
VI.E.4 Health Precautions	Removed cigarettes	8/25/25
VI.E.6	Added – Service animals are permitted in the pool common area but are not allowed in the pools. See Section I.Q for additional Pet guidelines to be followed.	8/25/25
VIII Tennis Courts	Updated for clarity	8/25/25
IX Yard Sales	Changed – times yard sales are allowed to 8am – 12pm	8/25/25
X Policy Statement	Changed – So that requested records can be made available in a timely and efficient manner, homeowners requiring access to non-confidential records should do so via the PMCP with specific indication as to what information is needed. Paper copies can be provided at the cost charged by the Property Management Company.	8/25/25

XI.C.2 Board Action	Changed fine from \$25 to \$250	8/25/25
XI.C.3	Changed fine from \$50 to \$500 per week	8/25/25
Map	Address errors corrected	10/3/25
I.M Parking Spaces	Added/copied from Section N for emphasis: We ask that only legally licensed vehicles typically used for family transportation—such as passenger cars, vans, SUVs, and motorcycles—be parked in North Bend parking pads and guest spaces. Vehicles with expired license tags may be towed. If your license is expired and you will not be renewing the plates, your vehicle must be covered with a clean car cover to maintain our neighborhood’s appearance.	10/3/25
I.C Townhome Maintenance	Potential fine reduced to \$50	12/20/25
I.M Parking	Section updated for clarity, especially around towing rules	12/20/25
I.V Fireworks	New section added	12/20/25
II.A Yards & Grounds	Potential fine reduced to \$50	12/20/25
III.A.4 Architectural Control	Potential fine reduced to \$50	12/20/25
IV.B.5 Clubhouse	Section updated with new rental fee rates, refreshed usage guidelines and responsibilities (removed duplication)	12/20/25
V. Keys/Fobs	Reference to keys removed and renamed to Property Access/FOBS	12/20/25
VII. Pet Park	Removed references to keys and added information about obtaining access to the electronic padlock.	12/20/25
XI.A.2 Enforcement Policy	Potential fine reduced to \$25	12/20/25
I.U Decorations & Signage	Added timeframe for Halloween decorations, allowed between October 1 and November 15	1/12/26
IV.D Use of Equipment	Added guidance for use of the grill at the pool	1/12/26
I.M Parking Spaces	Added references to relevant Covenants and North Carolina statutes; added Enforcement Steps	3/5/26
I.Q Pets	Added guidance for Service Animals and Comfort, Therapy & Emotional Support Animals	3/5/26
IV.A. Clubhouse	Changed “check” to “payment”. Payments will now be recorded on the homeowner’s PMCP account.	3/5/26
IX. Yard Sales & Estate sales	Added guidance for hosting estate sales	3/5/26