

# Deacon Ridge Condominiums



## Rules and Regulations

Effective June, 2024

# Table of Contents

ENFORCEMENT OF RULES .....	1
APPLICABILITY .....	2
AUTHORITY.....	2
ADMINISTRATION.....	2
Board of Directors .....	2
Management Company (Agent).....	2
Assessments, Dues and The Annual Budget .....	3
Payments.....	3
HOMEOWNER CONTACT INFORMATION .....	3
HOMEOWNER FEEDBACK .....	3
SHARED USE OF AND RESPONSIBILITY FOR COMMON AREAS .....	4
Damage to the Common Areas.....	4
Obstructions.....	4
CONDO OBLIGATIONS FOR ALL RESIDENTS .....	5
Patio and Balcony.....	5
Windows and Window Treatments .....	5
Speeding.....	5
Vehicles & Parking.....	5
Pets.....	6
Architectural Control.....	7
Landscaping.....	7
Satellite Dishes .....	7
Trash .....	7
Noise .....	8
Fire Protection Devices .....	8
Unit Access .....	8
Commercial Businesses.....	8
Yard Sales .....	8
Keys .....	8
Security Gates .....	9
FINES .....	9

RULE CHANGES ..... 9

PROCEDURES REGARDING RESALE OR LEASING OF UNITS..... 10

    Resale ..... 10

    Leasing/Renting Your Unit ..... 10

RESPONSIBILITIES OF THE ASSOCIATION ..... 10

    Insurance..... 11

    External Building Maintenance..... 11

RESPONSIBILITIES OF THE UNIT OWNER/TENANTS..... 11

VOTING RIGHTS..... 12

FORMS..... 12

## Deacon Ridge Condominiums

### Rules and Regulations

Welcome to Deacon Ridge. We hope you enjoy living in our diverse community located in the heart of Winston-Salem.

The following Rules and Regulations were prepared to provide all owners with a set of procedures, policies, and guidelines designed to assure you of a comfortable and safe living environment. Condominium living is different from ownership of a single-family dwelling. It requires greater respect and courtesy for the rights and property of others. Owners and tenants each share the responsibility of ensuring these rules are followed and enforced. If each of us follows these rules, they will enable our Deacon Ridge community to function efficiently and effectively. Please ask each member of your household or each tenant to read this document carefully.

The following rules are in addition to any use restrictions stated in the By-Laws and Declaration of Condominium available on our website: [www.deaconridgecondos.com](http://www.deaconridgecondos.com). These rules may be amended from time-to-time by appropriate action of the Homeowners Association's Board of Directors. It is imperative that you read these rules.

Your comments and suggestions for improving the Rules and Regulations are always welcomed by the Board of Directors. Please submit all comments and recommendations in writing, using the attached Homeowner Violations/Witness Statement.

#### ENFORCEMENT OF RULES

**It is the responsibility of all Unit Owners that these Rules and Regulations be provided to and observed by their occupants, families, guests, agents, servants, vendors, customers, employees, contractors, invitees and licensees (collectively referred to herein as "Guest" or "Guests").** All violations of these rules and regulations shall be reported immediately to a member of the Homeowners Association Board, or the Management Agent. The Board's determination shall be the basis for resolving any disagreements concerning violations, including without limitation, disagreements regarding the proper interpretation and effect of these rules. In the event that any person, firm, or entity subject to these rules and regulations, fails to abide by them, as they are interpreted by the Board, such person, firm, or entity shall be liable to be fined by the Association for each such failure to comply or other violation of these rules and regulations. Such fine(s), which shall not exceed One Hundred Fifty and no/100 Dollars (\$150.00) for each violation, provided however a fine may be levied on the basis of each day of a continuing violation, for a total amount not to exceed One Thousand and no/100 Dollars (\$1,000.00). **The Unit Owner is responsible for all fines incurred including fines of the Unit Owner's Guests, Tenants, Vendors or others** and shall be collected by the Association and shall become a part of the Common Surplus of the Association, all as more fully set forth in the Bylaws. If the Board deems it necessary, it may bring action at law or in equity in the name of the Association to enforce these rules and regulations, including any provision herein for fines. In the event any such action is instituted, and reduced to judgment in favor of the Association, the Association shall, in addition, be entitled to recover its costs and attorney's fees incurred in enforcing these

rules and regulations, whether before or at trial, on appeal, in bankruptcy or in post-judgment collection.

Thank you for your cooperation in helping to ensure satisfaction for each and every homeowner.

## APPLICABILITY

These Rules and Regulations shall apply to all homeowners and their tenants, dependents, employees, agents, visitors, and licensees. These rules and regulations supersede any existing rules and regulations and general variances. All condo owners are responsible for ensuring that they and their tenants are in compliance with all North Carolina, Forsyth County and Winston-Salem statutes, including statutes involving personal property, and motor vehicles and the registration thereof.

## AUTHORITY

The Deacon Ridge Homeowner's Association has the authority to formulate and enforce these Rules and Regulations. This authority is granted in the Master Deed, Condominium Plat Book 5, Pages 106-110. The Deacon Ridge Board of Directors reserves the right to add, delete or modify this document at any time.

## ADMINISTRATION

### **BOARD OF DIRECTORS**

Deacon Ridge Condominiums Homeowners Association has an elected Board of Directors. Board members are elected at the Annual meeting. Board members are elected for either a one or two-year term. The Board is responsible for representing all condominium owners in their best interest in the operation of the Association.

### MANAGEMENT COMPANY (AGENT)

The Deacon Ridge Homeowner's Association Board of Directors employs RPM Property Management to handle the day-to-day operation of Association business. RPM processes monthly assessments, pays the Association's bills, maintains monthly, quarterly and annual financial reports, and provides assistance to the Board of Directors as needed. Additionally, RPM is responsible for coordinating with contractors, landscapers and attorneys.

#### **Contact Information:**

Deacon Ridge Condominium HOA  
c/o **Resource Property Management**  
Post Office Box 1866  
Pittsboro, North Carolina 27312  
Phone: (919) 240-4045  
Fax: (919) 651-1387  
<https://rpmpropertypros.com>  
MPierce@rpmpropertypros.com

## **ASSESSMENTS, DUES AND THE ANNUAL BUDGET**

- Unit owners are responsible for payment of the monthly assessments or charges and any special assessments for capital improvements.
- All dues and assessments are payable on the 1st of each month. Checks and money orders should be made payable to your Association (Deacon Ridge Condominium HOA). Please always include your account code and address on your payment. A form for automatic payments from a bank account is included in the Forms section below.
- Payments can also be made online at [www.hoabankservices.com](http://www.hoabankservices.com)
- A late fee of Twenty Dollars (\$20.00) will automatically be assessed on the 16th day of each month for current dues not paid.
- The unit owner will be responsible for all charges and legal fees affiliated with a delinquent account, NSF checks etc.

## **PAYMENTS**

All payments should be made payable to and mailed as indicated. Please use your monthly coupon to assure proper posting.

**Deacon Ridge Condominiums Homeowners Association, Inc.**  
**c/o Resource Property Management**  
**Post Office Box 531183**  
**Atlanta, GA 30353-1183**

If a coupon booklet is not available, please contact the RPM office for replacement.

## **HOMEOWNER CONTACT INFORMATION**

All unit owners must provide correct and current contact information to the HOA Board of Directors and the Management Company, including owner's legal mailing address, telephone number(s), email addresses, and automobile information. Owners must also provide names, telephone number(s), email addresses, and automobile information for tenants of their condominium. All unit owners are required to provide such ownership information and/or tenant information at the annual meeting of the Home Owners Association. If the Board of Directors or Management Company does not receive the required information within 30 days after the annual meeting, the owner(s) will be assessed a fine of \$150.00.

The homeowner's Board of Directors and the Management Company assumes the mailing address for all owners is the street address of their homes at the Deacon Ridge Condominium community unless notified in writing of a different mailing address.

## **HOMEOWNER FEEDBACK**

We always appreciate and encourage homeowner's comments and suggestions, please submit to the Management Company.

To report an incident or homeowner violation, please submit the attached Violation Complaint Report.

To report damage to the common area of your building, please submit a detailed letter to the Management Company.

## **SHARED USE OF AND RESPONSIBILITY FOR COMMON AREAS**

The Common Areas are the grounds, including the security gate system and parking areas outside of each building and the interior hallways of each building and those areas which are designated by the Board of Directors for use by all Unit Owners and Guests in accordance with the purpose for which they are intended, reasonably suited and capable. Neither a Unit Owner, nor a Guest, may use any Common Area in any manner that unreasonably interferes with the rights of other Unit Owners in and to the Common Areas. The Unit Owners' rights to use the Common Areas are subordinate and subject to all the rights and powers of the Association with respect to the common areas, including, without limitation, the Association's right and power to adopt rules regulating the use of the Common Areas.

**The Association reserves the right to monitor and record all activities and access to the Common Areas including recording video of all individuals accessing the common areas.** All recordings are the possession of the Association and will only be made available to owners and/or the public upon the approval of the majority of the Board of Directors and with the consent of general counsel for the Association. Only personnel approved by the Board of Directors will have access to the video surveillance system.

### **DAMAGE TO THE COMMON AREAS**

Unit Owners shall reimburse the Association for all expenses relating to any damage to the Common Areas caused by moving to or removing from their Unit household furnishings or other objects, or caused by any other deliveries to or from Units by their Guests, or any damage to the Common Areas caused by the acts or omissions of the Unit Owners or their Guests. Such expenses shall be charged to the Unit Owner by Special Assessment as provided in the Declaration.

The Unit Owner is responsible for the actual cost to repair damage to the Common Areas, including the security gate system, caused by the Unit Owner, their tenants or their Guests. In addition, a fine in the amount of One Hundred Fifty Dollars (\$150.00) will be levied for each instance of damage to a Common Area.

A Unit Owner may be held liable for damage to any Common Area or to another owner's property by the actions of a Unit Owner or the Unit Owner's occupants, lessees, guests or household pets.

### **OBSTRUCTIONS**

There shall be no obstruction or cluttering of the Condominium property, including, without limitation, sidewalks, driveways, automobile parking spaces, lawns, entrances, as well as stairways, decks, and balconies or other Common Areas.

Bicycles are not to be attached to the front stair rails or stored inside building common areas (hallways). Anyone doing so will have 7 days to remove or restraint will be removed and property disposed of. Use provided bike racks located near the roundabout.

Owners and their Tenants or Management Agents may not attach lock boxes to the handrails of their building. If a lock box is necessary, it is to be attached to the door of their unit. Lock boxes found attached to the building handrails will be removed and destroyed.

A violation of this provision of the Association Rules is subject to a fine of One Hundred Fifty Dollars (\$150.00) per day including each day the violation continues up to a maximum fine of One Thousand Dollars (\$1,000.00) per violation.

## **CONDO OBLIGATIONS FOR ALL RESIDENTS**

### **PATIO AND BALCONY**

- Patios and/or balconies shall be kept clean and uncluttered as outlined in the Rules and Regulation Guidelines. Approved items on a patio or balcony include patio furniture, outdoor rugs, and plants with water catch basins. Items such as storage closets or containers, coolers, bikes, toys and other items are not permitted.
- Any clothesline or other clothes-drying facility outside a Unit or visible from outside a Unit is prohibited. Railings are not to be used for hanging towels, clothes or other items.
- Grills are not allowed. No electric, propane, gas, or charcoal appliance or storage device is allowed inside or outside of a Unit.
- All toys, bicycles, recreational items, household furniture/appliances, trash cans and any other items must be removed from the Common Areas, driveways and sidewalks by sunset daily and during landscape maintenance routines.
- Patio doors must be maintained at owner expense. Rust spots and discoloration must be removed and painted by the owner.

### **WINDOWS AND WINDOW TREATMENTS**

- No flags, paper products, sheets etc. are permitted to be used as window treatments. Only white blinds are permitted to be visible from the outside. Blinds must also be kept in good condition, with no broken or missing slats. Anything that is questionable should be submitted to the Board of Directors for approval/disapproval.
- Owners are responsible for repairing all broken windows.

### **SPEEDING**

The posted speed limit is 13 mph throughout the community.

### **VEHICLES & PARKING**

- Vehicles shall be kept in operating condition with a current valid registration sticker on the license plate while parked in the community. Vehicles not in compliance may, at the Association's discretion, be removed (Steve Venable Towing) from the property at the expense of the vehicle owner. Owners are liable for fines for vehicles not properly registered.
- Parking is permitted in designated spaces only.

- Vehicles may not block the fire hydrants, dumpsters, mailboxes or other vehicles. Vehicles parked in a marked handicapped space without a valid ADA permit are subject to a maximum fine of Two Hundred Fifty Dollars (\$250.00) as specified by Winston Salem city regulations.
- No RV's, ATVs, or Commercial Trucks, Trailers, Boats, are allowed to be parked in the community for longer than 24 hours. Commercial vehicles may be parked in the community as long as they are no larger than a one-ton truck and the vehicle must be able to fit into one marked parking space.
- Vehicles may not be longer than the normal length of the parking spaces. All oversized vehicles that are longer or wider than the marked parking space must be parked offsite.
- Violation of the foregoing rules can result in towing without warning and at the vehicle owner's expense (Steve Venable Towing).
- Working on cars, including but not limited to changing the oil, working on the brakes/pads, on the property is not be permitted.
- Allowed maintenance is replacing dead batteries and changing flat tires.

#### **PETS**

- Unit Owners are required to abide by the laws and local ordinances with respect to licensing, caring for and controlling pets as the Rules and Regulations as governed by the Homeowner Association documents. Forsyth County and Winston Salem both have a leash law in place.
- **Per Forsyth County Ordinance Section 6-25 - Inoculation of Dogs, Cats and Other Pets:** Dogs, cats and other pets must be vaccinated against rabies at three (3) months of age and must receive rabies booster shots as required. Dogs must wear a current rabies tag on a collar or harness. Failure to have both tags on a dog's collar could result in costly penalties. Cats are not required to wear a rabies tag but their owners must be able to provide written proof of vaccination.

All pet related regulations can be found at

<https://www.co.forsyth.nc.us/AnimalControl/ordinance.aspx>.

- All pets must be leashed and attended to at all times while outside of the unit. Pet litter must be removed from the area surrounding their unit and from all other areas of the community by the owner or guest immediately, regardless of weather conditions. Pet Stations are available in multiple locations throughout the property.
- No animals other than dogs, cats, birds or other animals approved by the board, in its sole discretion, may be raised, boarded, kept anywhere in the community, nor shall any animals be kept, bred or maintained for commercial purpose.
- No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage any community area or the property of any other resident. If a pet is deemed a nuisance by the Board, it must be removed from the property within three days of written demand.
- Owners shall not feed or care for wild or stray animals.

- Unit Owners are responsible for the actions of their pet or the pet of anyone residing in or visiting any unit. The Owners are responsible for the costs of repairing any damage to the community areas caused by such pet, including but not limited to, the cost of replacing grass, bushes or other landscaped areas.
- Owners or their guests who are in violation of the Pet Policy of our community will be subject to a fine of One Hundred Fifty Dollars (\$150.00) at a Board of Directors Hearing.

### **ARCHITECTURAL CONTROL**

No addition, alterations or improvements shall be made to any exterior by an owner without prior written approval from the Board of Directors or the Management Company by submitting the attached Architectural Request Form.

No modification to the exterior of the building or doors is permitted, including hanging items or attaching items which requires a nail, screw or any type of fastener which creates a hole or damage to exterior.

### **LANDSCAPING**

Storage of garden hoses must not interfere with the regular landscape maintenance. The Owner is responsible for turning off the water and keeping all garden hoses or any apparatus disconnected from the water spigot at all times.

Flowers may be planted in existing beds only. The Unit Owner is responsible for the maintenance and upkeep of these additional plantings.

No Homeowner may change, alter or deviate from original landscape plans without the prior approval from the Board of Directors.

### **SATELLITE DISHES**

Satellite dishes are permitted with the approval of the Board of Directors. All persons wishing to install a satellite must fill out and submit to the property management company the Satellite Request Form found at the end of this document. A \$250 fee must be paid to the Management Company to cover the cost of removing satellite dishes after the resident moves. If the resident arranges to remove the satellite dish and related parts, the fee will be refunded.

### **TRASH**

- Each Owner is responsible for keeping his/her unit and surrounding area clear of all rubbish, debris and other unsightly material. All garbage should be placed in the provided dumpsters throughout the community. Large boxes should be broken down before they are thrown into the dumpster.
- When placing garbage in dumpsters, please be mindful of your neighbors by not blocking the door to the dumpster by placing garbage in the front portion of the dumpster.
- Each Owner is responsible for removing their large furniture and other debris away from the community. Please contact our waste removal service (presently Waste Management) for assistance for removal of such debris. There usually will be a small fee charged to the Unit Owner from the waste removal company for this service. Furniture and debris are **NOT** to be placed in the dumpsters.

- No rubbish, refuse or garbage shall be allowed to accumulate on patios, balconies, or hallways. No household trash is permitted to be deposited in any receptacle other than the dumpsters.
- No construction materials, building supplies, cardboard, furnishings or other trash may be placed in the dumpsters. Violation of this rule will result in a fine of One Hundred Fifty Dollars (\$150.00). Unit Owner will be responsible for all clean-up costs including the cost to clear any blockage of the dumpster.
- No littering of the common areas, including parking lots, is allowed including cigarette/cigar butts, gum, trash and general litter.

#### **NOISE**

- Unreasonable noises or actions (i.e., loud music, barking dogs, etc.) after 11:00 PM, or as regulated by any local or government ordinances **are not allowed**. Any other nuisance or illegal activity will not be permitted. No physical or verbal abuse is permitted against the individual who is enforcing this provision.
- Police response to an individual or Unit constitutes a breach of the quiet and enjoyment of other units and is a violation of these rules and includes a fine of One Hundred Fifty Dollars (\$150.00) per day including each day the violation continues up to a maximum fine of One Thousand Dollars (\$1,000.00) per violation.

#### **FIRE PROTECTION DEVICES**

All fire protection devices and controls are not to be covered, altered, painted, dismantled, disabled, removed or modified in any way. This includes all fire protection devices installed in the Common Areas and the Association owned fire protection devices in the Residential Units (notification devices, sprinklers, etc.). Any tampering with the system and equipment may cause an alarm that automatically notifies the Fire Department.

Owners are also responsible for ensuring that Smoke Detectors inside their Units are changed at least every 10 years with devices that are capable of being interconnected. 9

#### **UNIT ACCESS**

The Homeowners Association shall, in cases of an emergency (water leaks, gas leaks, fire, etc.), have access to each Unit. The Association may forcibly enter any Unit and replace the lock in the event of an emergency. The Unit Owner will be charged for all costs incurred for the Association to gain access and replace a lock.

#### **COMMERCIAL BUSINESSES**

No commercial businesses may be operated out of the community without the consent of the Board of Directors.

#### **YARD SALES**

No yard sales are permitted in the community.

#### **KEYS**

If you have a problem with key or lock to the main door to your building, please contact the Management Company.

## SECURITY GATES

Deacon Ridge has a set of security gates located at the two entrances to our community (University Parkway and Bethabara Road). The gates at both entrances are **closed at all times**.

The University Parkway entrance is a “**Resident Only**” entrance and requires a remote access device to gain entry.

Entry at the Bethabara Road gate can be made by:

- Using a remote access device
- Entering an access code at the gate access panel
- Locating a resident from a directory on the access panel which will call the resident’s cell phone.

Owners and residents who arrange for contractors or vendors to enter their units must tell such parties that they must use the Bethabara entrance and must provide those parties with their access code.

Complete information about the security gates can be found on our website: [www.deaconridgecondos.com](http://www.deaconridgecondos.com).

All residents must complete a registration form available on the website. Completion of the form will identify the residents and automobiles so that the access code can be provided. Optionally, remote(s) may be purchased for **\$60** each (subject to change based on the current price from the manufacturer).

The Gates are part of the Common Areas, and any owner, tenant or guest who damages the gates is liable for the cost of repairs and any fines as noted in this document. 10

## FINES

As stated in paragraph K, subsection xiii in the Condominium By-laws dated November, 2000, the Home Owners Association has the right to establish fines for Violations of the Deacon Ridge Condominiums Rules and Regulations. Violations will result in a fine of One Hundred Fifty Dollars (\$150.00) per violation per day up to a maximum of One Thousand Dollars (\$1,000.00). If the amount of the fine is not defined, the Fine Committee authorizes the Management Company to determine the total fine amount.

The HOA Board of Directors will meet each month for the purpose of hearing appeals of resident violations. The place, date and time will be noted in a notification letter.

All fines are due within 30 days. If unpaid, the HOA reserves the right to place a lien against the property.

## RULE CHANGES

The Board reserves the right to change or revoke existing rules and regulations and to make such additional rules and regulations from time to time as, in its opinion, shall be necessary or desirable for the safety and protection of the buildings and their occupants, to promote cleanliness and good order for the Condominium Property and to assure the comfort and convenience of Unit Owners.

## **PROCEDURES REGARDING RESALE OR LEASING OF UNITS**

### **RESALE**

In the event of any resale of a Unit, the following procedures must be followed:

- A written notification should be sent to the Management Company when the unit is available for re-sale.
- If you are no longer residing in the unit, an alternate address and phone number must be provided to the Management Company by using the attached Owner Contact Information Form.
- There will be a fee charged by the Management Company for lender forms completed by the Management Company or the Board of Directors. A 14-day notice is required for a lender form report or owner ledger statement.
- After your unit is sold, a copy of the warranty deed's first page or closing statement must be sent to the Management Company to properly change your account information.
- Do not place real estate signs at the entrances to the community. Any and all real estate signs placed at the entrances to the community will be removed without warning. A single Real Estate sign may be placed in front of the building where the Unit is located.
- As noted above in "Obstructions", lockboxes may not be attached to the handrails of a building. Lockboxes found on handrails are subject to removal and destruction.
- If you have a question about where to place your real estate sign, please contact the Management Company.

### **LEASING/RENTING YOUR UNIT**

- Owners wishing to lease/rent their units must advise the Management Company and ensure that any real estate firm provide copies of the By-laws and Rules and Regulations to their lessors/renters.
- Failure to provide lessors/renters with the By-Laws and Rules and Regulations does not exempt Owners or Tenants from such Rules and Regulations.
- Unit Owners intending to lease/rent their unit must provide the Management Company with an alternate address and phone number of the Unit Owner.
- Unit Owners must provide the lessee's/renter's contact information (Owner Contact Information Form) which includes names, automobile information, phone numbers, emergency contacts and their phone numbers as well as mailing and email address of the tenants/renters residing in the unit.
- The Unit Owner shall include a copy of the community policies as an addendum to any lease. Unit owners can be held accountable for the actions of their lessees/renters.

## **RESPONSIBILITIES OF THE ASSOCIATION**

The Deacon Ridge Homeowners Association (HOA) is responsible for the infrastructure and Common Area maintenance, which includes:

## **INSURANCE**

The Association will obtain and maintain insurance coverage for the replacement of the building structure and the common areas. This includes:

- Sewer lines to the unit on Common Area.
- Water lines to the unit on Common Area.
- Community streets, curbs and public walkways.
- Street lighting.
- All turf areas, trees, retention or detention ponds and landscaping in the Common Areas.
- Smoke and fire alarm systems in each building (if applicable).

**Insurance coverage on the internal contents, unit upgrades and any personal property is the responsibility of the unit owner.**

## **EXTERNAL BUILDING MAINTENANCE**

- Wood and vinyl siding repairs as needed.
- Roof repairs including flashing as needed.
- Chimney, dryer vents and other outside vents as needed.
- Rain gutters and downspouts repairs or replacements (if applicable) as needed. o Plumbing within the unit.

## **RESPONSIBILITIES OF THE UNIT OWNER/TENANTS**

All interior maintenance including, but not limited to:

- Electrical problems with all metered circuits within the units.
- Heating and air conditioning systems, stoves, refrigerators.
- Exhaust and ventilation systems.
- Television, radio or cable service connections (must submit for approval).
- Vermin and pest control including but not limited to wasps, ants, spiders, termites, roaches, mice, and other insects within the unit.
- All painting within unit.
- Costs to relocate or repair abused fire/smoke alarms or detectors.
- All utility fixtures and/or their connections required to provide water, light, power, telephone, sewage and sanitary services to unit.
- Maintenance, repair and replacement of any and all walls, ceilings and floors within the unit.
- Maintenance of security system monitor inside each unit.
- Window treatments in good repair (not torn or defective) and all curtains and blinds must be white.
- No window decorations, such as flags, decals, stained glass, etc. are allowed.

Certain exterior maintenance including:

- Outside entry doors including glass and weather seals.
- Outside windows including glass, sash frames and weather seals.
- Keeping the area surrounding the unit free from trash, paper and other debris.
- Insurance on unit upgrades and personal contents.
- Payment of real estate taxes assessed on the unit.

## **VOTING RIGHTS**

Each unit owner or their proxy receives one vote.

## **FORMS**



**Resource Property Management, LLC**

**Mailing Address**

P.O. Box 1866 Pittsboro, NC  
27312

**Ph:** (919)240-4045

**Fax:** (919) 651-1387

rpmpropertyproc.com

**ARCHITECTURAL REQUEST  
DEACON RIDGE CONDOMINIUMS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Request: \_\_\_\_\_

Description of Materials: \_\_\_\_\_

(Required) Please draw the improvement on a plat map with a side view included.

Attached drawings, maps, pictures and/or additional information.

Please submit to: [abrown@rpmpropertypros.com](mailto:abrown@rpmpropertypros.com) or Fax: 919-651-1387

**PLOT PLAN, RENDERING AND SIGNATURE REQUIRED ON ALL APPLICATIONS**

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

Signature

Date

Initial:	<b>Submission without a Plat Map/Survey:</b> I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that maybe proven in the future and release the Association and its Agents from any responsibility.
Initial:	<b>Disclaimer:</b> The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and necessary permits, variances, etc. are obtained. Should there be more stringent/restrictive than those established by the requirements prevail are and all requirements set forth by the municipality, county and state Association, the more stringent/restrictive requirements prevail.

Signatures of Neighbors who will be able to see the proposed

Signature	Name	Address
Signature	Name	Address



**Deacon Ridge Condominium Homeowners Association**  
**(Satellite Dish Approval)**

PO Box 1866 - Pittsboro, NC 27312 - Ph: (919)240-4045 Fax: (919) 651-1387 –  
Email: Pierce@rpmpropertypros.com

**SATELLITTE DISH SPECIFICATIONS**

If you are interested in installing a satellite, the following guidelines have been established:

1. A fee of \$250 must be forwarded to the management company to cover the cost of removal of the satellite dish after the Owner/Tenant moves out. If the Owner Tenant removes the equipment, the fee will be refunded.
2. Satellite dishes may not be larger than 18”.
3. You may not install your satellite dish to your building, roof, decks, patio, or any other structure on your building.
4. Your satellite dish must be installed on a 3ft. pole in back of your home as close to your home as possible.
5. If you satellite dish is installed over any underground utilities, the homeowner should understand that the utilities companies have the right to remove or damage your dish in the event of repairs. **(Before installation, your installers must check for underground lines before digging).** Utility companies are not responsible for re-installing or repairing your dish.
6. Exercise care around landscape material. If you install your satellite dish and do not follow these guidelines you may be asked to remove the dish at your expense. **NOTE: IF AFTER INSTALLATION, YOU ARE NOT GETTING SATISFACTORY RECEPTION, CONTACT YOUR INSTALLER AND SUBMIT YOUR ALTERNATE PLAN IN WRITING TO THE MANAGEMENT COMPANY AT THE ADDRESS ABOVE.**

I have read the above guidelines and understand that if the installation of my proposed satellite dish is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.

\_\_\_\_\_  
(Print) Homeowner Name

\_\_\_\_\_ Date: \_\_\_\_\_

Homeowner’s Signature

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE APPROVAL FROM THE MANAGEMENT COMPANY. IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:**

1. A signed copy of this form
2. A drawing showing the planned location of the satellite dish and you home
3. Time of Completion.

<b>FOR OFFICE USE ONLY</b>	
Approved: _____	Denied: _____
Reason Denied: _____	
Committee By: _____	Date: _____

## Homeowner Contact information

Please take a moment to assist us in updating your information. It may be returned by fax (919) 651-1387 or email [cthompson@rpmpropertypros.com](mailto:cthompson@rpmpropertypros.com)

Owner's Names \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_

Cell Phone #1 \_\_\_\_\_

Cell Phone #2 \_\_\_\_\_

Home Phone \_\_\_\_\_

Email Address #1 \_\_\_\_\_

Email Address #2 \_\_\_\_\_

Owner's Emergency Contact Information \_\_\_\_\_

Relationship to the owner \_\_\_\_\_

Pet's Name & Description \_\_\_\_\_  
\_\_\_\_\_

Vehicle #1 Make/Model& Plate Number \_\_\_\_\_

Vehicle #2 Make/Model & Plate Number \_\_\_\_\_

Is your property professionally managed? Yes \_\_\_ No\_\_\_

If the unit is a rental, please provide us with any known tenant information

Tenants Names: \_\_\_\_\_  
\_\_\_\_\_

Tenants Email Address #1: \_\_\_\_\_

Tenants Email Address #2: \_\_\_\_\_

Tenants Home Phone: \_\_\_\_\_

Tenants Cell Phone #1: \_\_\_\_\_

Tenants Cell Phone #2: \_\_\_\_\_

Tenant's Emergency Contact Information: \_\_\_\_\_  
\_\_\_\_\_

Is the tenant related to you?: \_\_\_\_\_  
\_\_\_\_\_



# Resource Property Management, LLC

**Mailing Address**  
P.O. Box 1866 Pittsboro, NC  
27312

**Ph:** (919)240-4045  
**Fax:** (919) 651-1387  
rpmpropertyproc.com

## AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

I (we) hereby authorize Deacon Ridge Condominiums hereinafter called COMPANY to initiate debit entries to my (our) Checking Account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account in the amount of \$ \_\_\_\_\_ between the 10th and the 15th of the month they are due. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

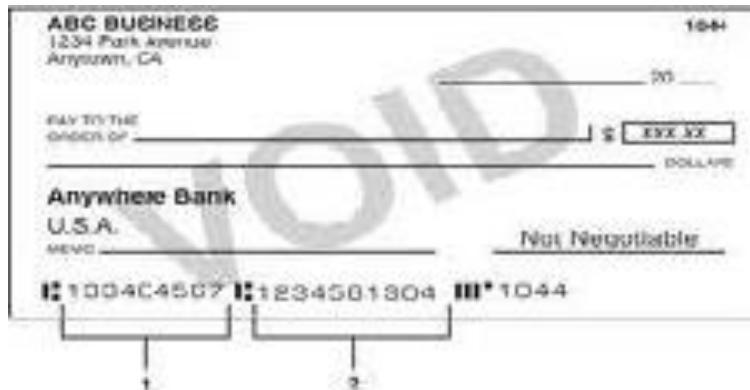
Depository (Bank) Name \_\_\_\_\_  
Branch \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_

This authorization is to remain in full force and effect until HOA has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name (s) \_\_\_\_\_  
Property Address \_\_\_\_\_

Date: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Signature (s) \_\_\_\_\_

### PLEASE DON'T FORGET TO INCLUDE A VOIDED CHECK



- 1 Bank Routing Number (requires 9 digits)
- 2 Bank Account Number (not to exceed 17 digits)

Fax form to (919) 651-1387 or email it to [ccobb@rpmpropertypros.com](mailto:ccobb@rpmpropertypros.com)



**Resource Property Management, LLC**

**Mailing Address**  
P.O. Box 1866 Pittsboro, NC  
27312

**Ph:** (919)240-4045  
**Fax:** (919) 651-1387  
rpmpropertyproc.com

**Deacon Ridge Gate Access Information/Automobile Registration Form**

Residents of Deacon Ridge must register for an access code and/or a remote access device(s) to operate the security gates. Residents will have the option of purchasing a remote access device for \$60 each (price subject to change based on manufacture’s cost). Remotes may be sold to subsequent owners/tenants.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Owner\_\_\_ Renter\_\_\_\_\_

Vehicle Make and Model \_\_\_\_\_

Vehicle License Plate \_\_\_\_\_

2nd Vehicle Make and Model \_\_\_\_\_

Vehicle License Plate \_\_\_\_\_

Transmitter Remote #: \_\_\_\_\_

Transmitter Remote #: \_\_\_\_\_

\*Four-Digit Access Code: \_\_\_\_\_

Payment Received \$ \_\_\_\_\_ Check # \_\_\_\_\_

Signature/Date \_\_\_\_\_