

ORIGINAL

**RULES AND GUIDELINES**  
**FOR CRAWFORD CREEK RESIDENTS**  
**REVISED EDITION (EFFECTIVE MARCH 2004)**

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BOARD OF DIRECTORS:

President: Bobby Brigman 503

Treasurer: Linda Briggs 804

Vice President: Wilbur Smith 501

Secretary: Sue Schwab 701

Member: Caron Oliver 203

Member: Jean Haltiwanger 201

ARCHITECTURAL CONTROL COMMITTEE

Chairman: Joan Hayes 703

Member: Lenette Brigman 503

PROPERTY MANAGER

Linda Briggs 804

## I. GENERAL INFORMATION

Crawford Creek Homeowners Association, Inc. is a community of individually owned homes and collectively owned common areas. Because of our shared living area, it is necessary that each homeowner and/or resident help preserve the appearance and desirability of Crawford Creek for the mutual benefit and enjoyment of all residents.

Crawford Creek was established with Articles of Incorporation, By-Laws, and a Declaration of Covenants, Conditions and Restrictions which are binding on all homeowners. Copies are available to all owners from the Homeowners Association. Homeowners who lease their units are responsible for ensuring that their tenants are aware of and adhere to established rules and policies of Crawford Creek.

Courtesy, consideration for others, and common sense will allow all residents to enjoy our attractive community. In order to facilitate this goal, the following rules and policies have been established and adopted by the Homeowners Association.

### A. ASSESSMENTS

Assessments are due from each homeowner, payable to Crawford Creek Homeowners on or before the eleventh of each month or quarterly, if so desired by the homeowner to the following:

CCHA

P. O. Box 2424

Rockingham, NC 28380

Anyone failing to make this payment by the eleventh of the month will be assessed a \$7.00 late fee for each month in arrears.

### B. HOMEOWNERS ANNUAL ASSOCIATION MEETING

The annual Homeowners Association Meeting will be held on the first Monday night in April at 7:00 p.m. All homeowners are urged to attend this meeting or submit a proxy vote for Association Directors.

### C. TOWNHOME MAINTENANCE

Exterior maintenance of the units (siding, roofs, gutters, patio, and courtyard fences) is the responsibility of the Association. Any conditions needing attention should be presented in writing to: CCHA, P. O. Box 2424, Rockingham, N.C. 28380. Items covered under exterior maintenance are found in Article VI of the Covenants, Conditions, and Restrictions of Crawford Creek.

D. NOISE

Loud noise may be disturbing to other residents. It is each resident's responsibility to avoid loud stereos, televisions and other noise which is disturbing to neighbors. Particular attention should be given during late evening and early morning hours. Violations will be handled in accordance with the City of Rockingham noise ordinance.

E. WATER HOSES

Water hoses, when not in use, must be stored within the private areas. Water hoses must be disconnected from the faucet in the winter to keep spigots from freezing. The homeowner will be assessed the damages incurred by the Association for plumbing repairs occurring from failure to comply with this rule.

F. POND

Parents are responsible for keeping small children away from the pond unless properly supervised. Rocks, sticks, and other debris must not be thrown into the pond; nor should litter be left in the area or thrown down the embankment behind the pond. Benches are provided in this area, but other lawn furniture, coolers, and etc. must be removed each day.

G. INDIVIDUAL GROUND MAINTENANCE

The Association provides full maintenance for the town home's front yards, all common areas, and also mowing of all grass. Other maintenance of privacy areas, such as shrubbery trimming, is the responsibility of each homeowner. For further information concerning yard maintenance, please refer to the Yards and Grounds Guidelines section in the directory. It is the individual homeowner's responsibility to clean off snow from the front entrance to the parking area.

H. FIREARMS

City ordinance prohibits the discharge of any firearms and /or air rifles in this area.

I. STORM DOORS/CHIMNEYS

Homeowners may install storm doors in keeping with Crawford Creek decor and color. Any such installations are to be without significant alteration of existing structure and with the understanding that the homeowner or successor is to be responsible for all future maintenance or repair of the storm door. Each homeowner is responsible for keeping his chimney and flue in a

clean and safe condition.

J. GARBAGE AND TRASH PICKUP

Regular garbage pickup is on Tuesday and Friday. This pickup is made from the rear of each unit.

K. SPEED LIMIT

The posted speed limit in Crawford's Creek is 20 MPH. Violations of the speed limit will be handled in conjunction with the Rockingham Police Department and CCHA Rules Enforcement Policy.

L. PARKING SPACES

Ownership of each lot shall entitle the owner or resident to the use of not more than two (2) automobile parking spaces for each unit which shall be as near as and convenient to said unit as reasonably possible. In order to allow for proper lawn maintenance, auto bumpers may not extend beyond the paved parking area. Parking is not allowed on any common area, grass, parking median, bushes, or sidewalks. Dismantling of vehicles or parking of vehicles in a state of disrepair is not permitted within Crawford Creek. Additional parking arrangements may be negotiated between owners and/or tenants, but such must be in writing and in conformance with existing rules. Vehicles are prohibited from driving behind the town homes.

**Overflow parking is allowed on the side road behind the mailboxes or the pool parking area.**

M. PETS

The Rockingham leash ordinance applies to Crawford Creek, and all pets must be kept on a leash when outside the home or fenced privacy areas. Unleashed animals may be reported to animal control at 895-2468 for pickup by the city. Dog owners should confine their pets to concrete walks or streets on their way to 'relief areas' in the natural (non-grass) portion of common ground. It is the pet owner's responsibility to properly dispose of excrement. Dog owners must also prevent their dogs from disturbing other residents with excessive barking. Violations will be handled in accordance with the City of Rockingham noise ordinance. Each town home is limited to two small pets of domestic nature. Dogs must not weigh more than thirty-five (35) pounds. It is at the owner's discretion to allow tenants to possess pets in their town home.

N. COMMUNITY WATCH

Community Watch program is in effect.

## O. FIREWOOD PILES

Firewood may be neatly stacked on the common ground adjacent to the rear of your unit. The stack may not exceed 4 ft. in height. Firewood must not be stacked against any portion of the town home or storage building since such action will nullify our termite insurance.

## P. LITTER

Litter continues to be a problem within the Crawford Creek Community. We urgently request that residents and their visitors discard of their trash in the appropriate manner. All smokers please take note, discarded cigarettes are considered to be litter. This problem has become such that the Board will handle violation through the Rules Enforcement Policy in conjunction with NC State Statutes governing litter.

## II. Yards & Grounds

The Architectural Control Committee will review written requests and issue written approval for plantings in the common grounds subject to the following guidelines:

- A. If the Architectural Control Committee determines that the planting is needed to meet the Association's landscaping plan, then the Association will purchase and install the plants.
- B. If the Committee determines that the requested planting is consistent with the landscaping plan, but not essential, then approval will be given for the homeowner to purchase and install it.
- C. Requests for plantings that are inconsistent with the plan will be denied.
- D. No window flower boxes are allowed.
- E. Trees, shrubs, or other plantings in the privacy areas shall not infringe on common areas or on the privacy areas of other homeowners.
- F. Homeowners may not cut trees of any type in the common area without prior approval of the Committee.
- G. In order to maintain continuity of appearance homeowners may not leave personal items in the front yards and the common areas, e.g., garden equipment (when not in use), bicycles, toys and lawn furniture. Decorator items such as statues, outdoor ornaments, decorative rocks, birdhouses and feeders, artificial flowers, or any other item which detracts from the natural appearance of the

area will not be permitted in front of the units, the prepared beds, or the common area. Guidelines for firewood, garbage and trash pickup, and garden hoses appear in Section I.

### III. ARCHITECTURAL CONTROL

#### A. INTENT.

The desired appearance and uniformity of Crawford Creek must be maintained, and any structural changes or additions must be in harmony with the existing homes.

#### B. PROCEDURE

1. REQUEST FOR MODIFICATION. Any homeowner desiring to make any exterior structural change, addition, fencing, attachment, or any other modification must first submit to the Architectural Control Committee a written request for such modification. The request shall contain a detailed description, indicating the nature, size, shape, height, materials and location. No site preparation or preliminary work shall begin prior to final 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/BOARD ACTION. The Architectural Control Committee will review the request, and will recommend to the Board of Directors whether such request is considered appropriate and should be approved. Both Committee and Board may seek further clarification and/or comment from the requesting homeowner. Final authority for approval or disapproval of requests rests with the Board of Directors. In the event that the Board fails to approve or disapprove the request within thirty (60) days after receiving it, approval will **not be required** and this policy will be deemed to have been fully complied with.

## IV. SWIMMING POOL

Due to recent changes in NC state statues our swimming pool must be in compliance with current applicable regulations regarding its use. Please comply with the following instructions or we could be forced to close the pool.

### A. USAGE

1. All children under 12 years of age must be accompanied by a parent, guardian, or a person 18 years of age or older who has been designated by the parent or guardian as such. The parent or guardian will assume the responsibility and liability for the behavior and actions of both the child and designated person 18 years of age or older. Residents must accompany their guests at all times. Non residents in the pool area will be handled with the Rockingham Police Department as trespassers
2. Swim parties of any nature are prohibited at the pool due to state regulations regarding maximum bather loads and the required amount of spacing per swimmer.
3. The swimming pool will open for seasonal use on or about May 15<sup>th</sup> and close on or about September 15<sup>th</sup>. These dates will be posted at the mail boxes. Hours of use are from 10 a.m. until 9 p.m.
4. The pool gate must remain locked and closed at all times. Do not allow entrance to any person not having a key in their possession unless they are a known resident. Keys are to be transferred from owner to owner, or owner to tenant. A replacement key is available for \$5.00, with the stipulation that the cost for additional replacement keys will double per each request. . Residents must not loan their pool key to non residents. Violations of this policy will not be tolerated, and will result in a loss of pool privileges for violators.

### B. SAFETY

1. Residents using the pool do so at their own risk. It is strongly recommended that you do not swim alone.
2. Common sense, safety, and courtesy must be observed in and near the pools. Running, shoving, and other forms of dangerous horseplay are prohibited.
3. No glassware of any type is permitted in the pool area.

### C. COURTESY

1. No pets are allowed in the pool area.
2. Profanity, screaming, shouting, and other loud noise are prohibited. Radios and tape players must be played on low volume to avoid disturbing others.
3. Place all trash in receptacles provided.

### D. USE OF EQUIPMENT

1. Since new state regulations govern the maximum number of bathers per a set number of square feet, the use of floats is limited to those times when swimmers are not using the pool.
2. All flotation devices, and/or pool toys must be removed from the pool area after use so that the deck and pool area remains free of clutter. This is a condition of new state requirements.
3. The safety line used to delineate between the shallow and deep end of the pool must be reattached if disconnected to swim laps.

## V. RULES ENFORCEMENT POLICY

### A. INTENT

Hopefully, a pleasant community spirit, along with knowledge of rules and policies of the Association, will result in the cooperation of residents, allowing the enjoyment of Crawford Creek by all. However, the possibility does exist that enforcement will be necessary.

### B. REPORTING VIOLATIONS

Any resident or owner of Crawford Creek who observes an infraction of the rules should alert the person involved of the rule or regulation which governs his action and request conformity. However, if the person continues to break the rule or repeatedly violates rules of the Association, the resident observing has the right to file a written complaint with the Board of Directors.

### C. BOARD ACTION

Depending on the nature and severity of the complaint, the Board may pursue the following:

1. 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 appropriate legal action being taken on behalf of the



Board of Directors.

**D. AUTHORITY**

The policy is in accordance with Article II, Section 1 of the Declaration of Covenants, Conditions and Restrictions.

**E. CHANGES TO CRAWFORD CREEK RULES**

In addition to the homeowner's rights and restrictions outlined in the By-Laws of the Association, the Board of Directors has and will establish new or revised rules and regulations from time to time. The most significant of these have been described in this directory. Any future revisions will be published in the form of a letter, which will become an addition to these rules and regulations.

**VII. Yard Sales**

There shall be no yard sales allowed in Crawford Creek.

**VIII. Holiday Decorations**

Holiday decorations placed outside of each unit's privacy area must be approved by the Landscape Committee. Christmas decorations must be removed by January 10<sup>th</sup>.

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