



PPM

PROFESSIONAL PROPERTY MANAGEMENT, INC. OF RALEIGH

Dear Townes at Crabtree residents,

To keep the neighborhood pleasant, attractive, and marketable, the association has a number of rules. Because we know some folks do not read the full covenants (although we recommend it highly, and they're posted at <http://www.townesatcrabtree.com>), we wanted to take an opportunity to provide you with a short "top rules" list. Please note that owners are responsible for following all of the covenants, not just those listed on this sheet.

Our hope is that by making this simple, those rules which are currently being broken can come under control, therefore improving the neighborhood for everyone. Like other rules in the covenants, if these rules are broken, the owner will receive sanctions ranging from a violation letter to a due process hearing (which can result in fines of up to \$100 per incident). If you witness a neighbor breaking these rules, please report them immediately to PPM (or, if the violation is a police or animal control matter, please report to the appropriate authorities).

We appreciate your help and efforts in keeping the neighborhood a great place to live and improving it each year!

1. Each homeowner is obligated to immediately notify PPM if they have a change of mailing address, a change of tenant, or a change in property management. Owners are obligated to provide PPM with contact information (including for any tenants) and to keep it up to date at all times. Owners, whether resident or absentee, are responsible for their unit, assessments, and tenants. Owners who rent their units must stipulate in their lease agreements that the tenants will comply with the rules and covenants of the association and provide them with a copy (or the website link).
2. Prior to making any exterior change (patios, trees, etc.), you must first receive written approval from the Architectural Committee. The guidelines and application are available on our website at [www.TownesatCrabtree.com](http://www.TownesatCrabtree.com).
3. Assessments are due on the first day of every month. Each month in which you have any unpaid balance as of the last day of the month, your account will be assessed a late fee of \$10. This late fee will not be waived.
4. Garbage bins may not be stored at the front or side of your home, in front of the garage, in the street, or on your porch. They must be stored in your garage or on your back patio out of view from the street. You may place them in the street no earlier than the evening before pick up day. You must remove them to the proper storage location no later than sun up the morning after pick up day, preferably earlier.
5. The guest parking spaces are for short-term guests. They may not be used by owners or guests that frequently stay overnight in the community.



6. Inoperable, unlicensed, or unregistered vehicles may not be parked in the neighborhood at all. Trailers, boats, RVs, etc. are also not allowed to be parked in the neighborhood.
7. Dogs must be on a leash at all times except when inside the enclosed dog park. We do recommend that dogs in the dog park have a collar with identification and proof of rabies vaccination. Dogs in heat should not enter the dog park, as this causes fights and dangerous situations. Dogs may not be put outside unattended on a tie-out or left unattended on a deck or patio at any time. Dogs absolutely may not be left unattended at the dog park.
8. Every single time, without exception, that a dog leaves waste, the owner must pick up after it and immediately dispose of the waste in the trash bins. This is true inside the dog park or anywhere else in the neighborhood (or in Wake County, as it's also a county ordinance). Dog waste must not be left on the grounds or disposed of in the storm sewer grates (which flow directly, untreated, into Falls Lake, which is the source of much of the city's drinking water). If you witness any of your neighbors violating this policy, report it to PPM with the person's name, address, and description. We do receive these calls, so be aware that your neighbors see you when you think they do not. The HOA has provided multiple pet waste stations for your convenience.
9. Front porches may not be used for storage. Porch furniture, well-kept plants, etc. are acceptable, but trash, storage bins, toys, bikes, plastic items, etc. are not. If you are unsure as to whether your item is acceptable, please call PPM or apply for architectural approval.
10. Fire safety is important for you and your neighbors. Please take care in using grills – ensure you're an adequate distance away from the structure. Please do not discard cigarette butts into the landscaping. These and other fire hazards should be avoided. In townhome communities, your neighbors' safety practices can greatly affect your safety and your home. Each resident must be diligent.

Thank you for your time. Please continue to look out for one another.

Should you have questions, you may contact me at the phone number, e-mail, or mailing address shown below. Thank you and have a great year!

Sincerely,



Crystal Whittenton, CMCA, AMS, PCAM  
Community Manager  
919-256-3438  
Crystal@ppmral.com