



Greystone HOA

POLICY #1 RULES AND REGULATIONS / ENFORCEMENT OF POLICIES

The Board of Directors of the GREYSTONE HOMEOWNERS ASSOCIATION (“Association”) has adopted the following CC&Rs Policy (“Rules”) which are applicable to all Owners. They are intended to help Greystone stay a pleasant, inviting and friendly community.

These Rules are not a replacement for the Covenants (officially called the Declaration of Covenants, Conditions, and Restrictions for Greystone, which you received when you purchased your home). These Rules are supplements to the restrictions listed in the Covenants. These Rules explain how the Covenants may affect you and your neighbors when you propose to do something at your home in Greystone.

These Rules may change as the Greystone community grows and experiences change. Please check with the BOD if you have questions about these Rules.

Also, refer to “Policy #2, Design Guidelines” for other Property Improvement requirements.

Capitalized terms in these Rules which are not otherwise defined herein shall have the meaning assigned to them in the Covenants.

COMMUNITY RULES

1. **Construction / Property Improvements. The Architectural Review Committee (“ARC”) must approve all changes to the outside of any home or property.** See the Covenants for details. No work shall commence without approval. An Architectural Review Committee (“ARC”) Application can be obtained from your HOA website. It is your responsibility to contact the Association to obtain approval for any changes to the exterior of your property or lot. Send completed Applications to the ARC.

For example, though not limited to this list, to make any of the following kinds of changes you need to file an Application first:

Change in Door Color	Change in Exterior Paint Color	Carport	Deck	Patio	Hot Tub or Spa
Shutters	Shed Buildings	Dog Run	Addition	Tree House	Pool
Play Structure	Wall	Hedge	Major Landscaping	Water Feature	Satellite Dish
Trellis/Arbor	Mailbox	Gazebo	Awning	Air Conditioner Units	Clearing
Grading and Filling	Protected Tree Removal	Solar Energy Panels	Fence	Standby Generators	Permanent Basketball Goals

2. **Fences.** Within the Community, you may only build standard fences. You must apply to the ARC for permission to build any fence. Please be a good neighbor by notifying your neighbors that you plan to build a fence. Then file an application with the ARC at least 45 days before you wish to begin building any fence. Maintain fences in good working order and in good condition, at all times. Rotting fence boards should be replaced in a reasonable time. Painted/stained fences must be refinished periodically so that fence boards are not peeling, chipping, or unduly faded. Any changes to original fence color have to be approved by the ARC. Refer to “Policy #2, Design Guidelines, PIM 1” for other fence requirements.
3. **Temporary Structures.** No trailer, tent, shack, garage, barn or other outbuilding shall be installed on your lot and used as a residence.
4. **Antennas and Satellite Dishes.** You may install an antenna or satellite dish outside of your home structure, not on the lot itself, if it is no more than one meter in diameter or diagonal measurement and visually shielded from most of the view of the residents traveling upon streets located within the Properties. Dishes must be below the top of the roof or hidden from the street front view of your home. You must fill out the satellite dish notification form and submit to the ARC. No ARC application is necessary if the dish notification is completed and approved.
5. **Landscaping.** The way your yard looks affects your neighbors as well as your own property. Everyone in Greystone is asked to maintain their landscaping in good order.
 - a. What the Association is responsible for: The Association takes care of the landscaping in Common Areas.
 - b. What Owners are responsible for: You are responsible for maintaining your front, back, side yards. This means: **keeping your lawn green (watered, not painted), mowed, trimmed and weed free. All planting beds are kept weed-free, and all plantings in the beds trimmed, in good health, and appropriate in size, scale, and scope for the home.** You must rake, clean leaves, and remove storm debris within a reasonable time period. You must mulch your beds with organic wood bark which is consistent with the Association materials.
 - c. Activities limited to the front and side yard: **You may not store firewood, bicycles, toys, sport equipment (including nets, goals, etc), trash containers, equipment and other items in the front or unfenced side yard.** No swings suspended from any trees in the front or side yards, visible to the street. Clean up pet waste promptly. No vegetables gardens are permitted in the front yard and/or porch area.
 - d. Landscaping approval: You must apply to ARC for its approval before you expand planting beds, install new shrubs or trees in your yard, or build anything in your yard, front, side and back.
 - e. There shall be no dumping of grass clippings, limbs, garden debris, etc., on any empty lots without the express written permission from the lot owner, and then only in areas which are not visible from the street. Refer to “Policy #2, Design Guidelines, PIM 7” for other fence requirements.
6. **Common Area Use.** Common Areas, including streets, parks, and native growth protection areas are for the use and enjoyment of all Owners at Greystone. They are maintained by the Association.
 - a. Pick up your trash: There is no trash service for the Common Areas, so everyone must pick up their trash, especially pet waste.
 - b. No off-leash areas: No person may allow animals to roam off-leash in Greystone.
 - c. Fires: Open wood fires are not permitted.
 - d. Activities limited in Common Areas: In consideration of neighbors, only quiet activities are allowed in the Common Areas after dark. You may not plant, prune or cut trees, shrubs or any other vegetation in the Common Areas. No personal items may be stored in the Common Areas. No temporary apparatus, such as but not limited to, trampolines, water toys, bouncy houses, etc., may be setup in the common areas



- without Board approval and other appropriate conditions met.
- e. No signs may be placed in any common areas, except with prior approval from the HOA Management Company. An Open House sign may be approved on the day of the Open House. (see 9. Signs below).
 - f. All streets in Greystone have a 20 mph speed limit. Please respect your neighbors and limit your speed to the posted speed limit.
7. **Holiday Decorations.** You may display holiday decorations 30 days prior to the holiday. You must remove all outside holiday lights and decorations within 30 days after the date of the holiday.
8. **Parking.** Parking space is limited in Greystone
- a. Where you may park: Please respect your neighbors and limit parking to your garage and driveway as much as possible. You may never park vehicles on the yard. Vehicles are not to be parked in the street overnight, except for vehicles belonging to overnight guests (see c. and d. below).
 - b. RVs, boats and commercial vehicles: **Except while loading and unloading, no outdoor parking is permitted for commercial vehicles, motor homes, RVs, boats, trailers, motorcycles, inoperable vehicles, etc.** These must be parked either in a garage, screened in the rear yard or offsite. You may request a three-day pass, limited to twice annually, from the HOA Management Company while making other arrangements for permanent storage or parking of recreational vehicles or boats, etc.
 - c. Owners who have guests visiting them may secure written permission from the HOA Management Company for guest to park a recreational vehicle at the unit not to exceed two weeks in any calendar year. Guests will receive a written pass to be placed in vehicle clearly visible through front windshield.
 - d. If you have overnight guests, make every effort to have them park in your driveway. If unable, please ensure that their vehicles are only parked in front of your house, not your neighbor's house or lot.
9. **Pets.** Household pets are permitted at Greystone subject to conditions set by the Board. All pet owners are responsible for picking up their pet's waste immediately and depositing it in their own trash cans. All pets not confined in their yards must be on a leash. There are no off-leash areas in Greystone.
10. **Signs.** Only one sign no more than 24" x 24" advertising a home for sale may be posted in your yard. Signs may be hung from a white 4" x 4" mast-arm-style post, which must be at least four feet from the ground to the top of the post. Hand-painted signs or plastic signs with handwritten words or numbers are not permitted. No business signs may be posted in your yard or visible from the street (unless approved in advance by the ARC). During political campaigns, you may post up to three signs from 30 days before the election to 5 days after. Signs may not block streets or sidewalks or be posted in planting strips along the side of the road. No signs whatsoever may be posted in any Common Area or on mailboxes. Signs may not be posted in Common Areas unless approved by the HOA Management Company. The HOA Management Company may remove any sign that violates this rule or other rules of the local jurisdiction.
11. **Window Coverings.** No newspapers, bed sheets or other makeshift window coverings shall be visible from the exterior of the Structure. All window coverings visible from the exterior of the structure shall be neutral in color and design and compliment the exterior of the building both in color scheme and architectural theme.
12. **Trash Containers.** For the benefit of everyone, the Association requires that all property owners store their trash containers out of view from the street either in their garage, behind a fenced side or back yard or screened adequately (approval by Board required via ARC application). Trash containers may only be on the curb for pickup for a 24-hour period. Trash containers are to be returned to their storage area within 24 hours of pickup. Greystone's preferential waste provider is *Home Town Disposal*, (901)794-9096, [website](#).

13. **Unsightly Conditions or Nuisances.** For the benefit of everyone, the Association asks that all property owners be responsible for keeping their property clean and in good order. This includes removing all litter, trash, junk or other debris, and removing inappropriate, broken or damaged furniture, dead plants or other such items. You cannot attach overhead utility wires to any building or property. Please respect your neighbors: quiet hours in Greystone are from 10:00 p.m. to 7:00 am.
14. **Business Activities.** Greystone is a residential community. You may conduct business activities inside your home ONLY if you have obtained Approval by the Board;
- No one outside can tell there is a business operating inside the home, whether by sight, sound, smell or visitors
 - The activity of the business conforms to all zoning requirements for the local jurisdiction
 - The business does not result in more than three commercial vehicles visiting the Unit per week
 - The business does not involve the use of more than 25% of the Unit's total residential floor area
 - The business activity is consistent with the residential character of Greystone and does not constitute a nuisance or a hazardous or offensive use of or threaten the security or safety of other Owners of Greystone.

Any other business activity, including moving sales and garage sales must be approved by the HOA Management Company and may require written approval of the Board. The Board has the sole discretion to decide whether any proposed business violates these rules.

15. **Rentals.** All tenants are held to the same standards as the property owners. Property owners, and their tenants, are both subject to the Covenant Enforcement Policy if tenants violate the Covenants or these Rules. You must provide the HOA Management Company / BOD your tenant information to assist in keeping the tenants informed of the community activities.
16. **Damage.** Any damage to lot or common areas by Lot Owners or their associates must be repaired and restored within twelve (12) days from the occurrence of damage. Damage to streets and/or curbs will be repaired by the HOA, and the cost of repair will be charged back to the homeowner or builder that caused the damage.
17. **Sports Equipment.** No sports equipment of any kind, including portable basketball goals, may be left/stored in the front or side yards (visible to the street) at any time. Permanent basketball goals are only allowed with Board approval and require a submission to the ARC.
18. **Street Lamps and Mailboxes.** Street lamps and mailboxes must be maintained in good working order at all times. Repairs and replacement of street lamps and mailboxes (other than bulb replacement) are the responsibility of the homeowner. The Association will be responsible for changing any bulbs which are burned out. **The Association will also be responsible for repainting all street lampposts, mailboxes, and street signs/sign posts.**
19. **Swimming Pools/Ponds.** All swimming pools must be kept in good working order at all times, including water that is cleaned and circulated (not a health hazard). Pool heaters, pool equipment, and pool pumps must be screened from view and sound insulated as to not create a noise nuisance to surrounding neighbors. Refer to "Policy #2, Design Guidelines, PIM 6" for other Property Improvement requirements. Likewise, ponds must be kept in good working order. Water pond circulators must be installed to eliminate stagnant water, limit mosquito reproduction, and unwanted aquatic plants. Ponds are not allowed to leach into adjacent lots at any time. Ponds are required to have overflow drainage as to not flood adjacent lots.



20. **Roof, gutters, & shutters.** All roofing material, gutters, and shutters shall be maintained in good general condition. Any missing shingles must be replaced immediately. Heavy black mold streaks must be cleaned. No excess debris from leaves and/or limbs can accumulate on the roof or in the gutters. Gutters and shutters must be properly secured and kept clean. Painted gutters and shutters must be kept in good repair and repainted whenever necessary.
21. **Exterior House Paint/Stain.** All paint/stain on the exterior façade of the house shall be maintained in good condition at all times. Faded, chipped, or peeling paint/stain shall be repaired, as necessary, to keep the exterior of the structure in good repair, at all times. Any change from the original ARC approved colors, including changing the color of the front door, must be approved by the ARC.
22. **Entrance Gate (ButterflyMx).** No Greystone member may share their personal gate code PIN. For the safety and security of the neighborhood any member who shares their personal PIN will be required to use the ButterflyMx App to generate a new PIN. Gate administrators are authorized to use their discretion in matters relating to gate access.

ENFORCEMENT OF COVENANTS AND RULES

1. **Voluntary Compliance.** The primary way high community standards are preserved at Greystone is for everyone to voluntarily follow the Rules and be good neighbors. As a result, the Board should not have to take enforcement action often to restore compliance with the Rules and Covenants.
2. **Board Authority.** Occasionally some Owners will fail to comply with the Rules and the Covenants, so something more is needed to bring them into compliance. This Enforcement Policy (“Policy”) is meant to guide the Board in acting to restore a homeowner’s compliance with the Rules and Covenants through a process that is fair, efficient and effective.

The Covenants give the Board broad authority and a variety of tools to use in preserving and advancing the community-wide standards through enforcement of the governing documents. The Board is authorized to create rules, regulations, procedures and penalties, and may use its discretion to determine the manner in which enforcement is to be achieved.

The Board has a variety of means to assure that everyone follows the rules, including:

- a. Imposing a fine
 - b. Taking action to cure the violation and charging Owner for the cost of the work
 - c. Charging Owner for all legal fees incurred by the Association
 - d. Preventing a contractor, agent, or others from continuing work
 - e. Preventing a builder or contractor from any future work within the HOA
 - f. Requiring Owner to pay for the costs of removing the problem and restoring the condition of the property
 - g. Imposing a specific assessment or charge to cover the costs of repair
 - h. Filing a lien against the property
 - i. Filing a lawsuit to get a court order requiring compliance, as well as a judgment for all damages, attorney’s fees and costs incurred
3. **Enforcement Procedures.** The following procedures have been adopted by the Board to enforce the Covenants and Rules:

- a. **Discretion of Board:** This Policy is a guideline for the Board and Owners, describing the typical way the HOA Management Company and the Board maintain compliance with the Covenants and Rules. The Board retains discretion to determine whether it will enforce against any violation, whether and the extent to which the Association will spend money, issue notices, impose fines or conduct hearings to seek compliance.
- b. **Identifying a Possible Violation:** Greystone has, primarily, a complaint-based enforcement system. Possible violations may be identified by periodic inspections by the HOA Management Company or the Board, by an Owner's written complaint, or by other reasonably reliable means. The HOA Management Company and the Board have no obligation to perform inspections.
- c. **Written Complaint:** Owners are encouraged to take responsibility for the condition of the Association. Any Owner may bring a possible violation to the Board's attention through a written complaint, e-mailed, faxed or mailed to the HOA Management Company. The complaint must identify the property address or Owner and must specifically describe the violation and date of the violation. Complaints may, but are not required to, be kept confidential.
- d. **"Three Step" Approach and Fine Schedule:** The Board may use a "three step" approach for handling violations "unless a violation constitutes a health or safety hazard in the Board's sole subjective determination. In that case, the Board may impose a fine within seven days after sending a notice". Owner may request a hearing in front of the Board about any of these steps.
 - i. **Step One:** Written request to Owner: After the first violation, the HOA Management Company and/or Board Representative will send or deliver a notice to Owner at the property address, requesting voluntarily restoration of compliance with the Covenant or Rule being violated.
 - ii. **Step Two:** Second written request sent advising the owner of a continuing violation and notification that a fine may be levied if the violation is not corrected within specified days of the first request.
 - iii. **Step Three (Fines):** If Owner fails to correct the violation identified in a second written notice, a fine may be imposed. If the violation continues after 30 days from the date the first fine was imposed, the Board may impose a daily fine until the violation is cured. An invoice showing the fines will be sent to Owner.

Front yard non-compliance and failure to cure any defect within thirty (30) days after the first notice can result in the Board hiring a commercial landscape company to correct the defect and assess the expense to the owner.

Fines are not an exclusive remedy. The Board may resort to other remedies in addition to, or instead of, fines. Fines become special assessments, which may be collected as described in the Covenants. Paying a fine does not relieve a person from the responsibility to cure a violation.

- e. **Stop Work Order.** In addition to imposing a fine, if appropriate based upon the nature of the violation, the HOA Management Company, ARC, or Board, may issue a Stop Work Order to any person engaged in an unauthorized activity. An unauthorized activity is any activity which requires the prior written approval of the Board or the ARC, which has not received prior written approval. A Stop Work Order shall:
 - i. Identify the property's address
 - ii. Describe the unauthorized activity



- iii. Identify the specific prior approval requirement being violated
- iv. State that the unauthorized activity shall immediately cease, and describe any additional sanctions to be imposed
- v. State that the delivery of the Stop Work Order serves as a determination that a violation has occurred
- vi. State that this determination is final unless it is appealed to the Board, in writing, to the within 10 days of the date that the Stop Work Order was issued
- vii. State that failure to immediately comply with the terms of the Stop Work Order will cause a fine to be imposed and that for each week thereafter in which noncompliance with the Stop Work Order takes place, a separate fine will be imposed
- f. **Late Fees on Fines.** All fines become special assessments and are subject to the Delinquent Assessment Policy.