

Willoughby Park and Willoughby Park II Condominiums

Architectural and Community Rules

Exterior Modifications

No part of the exterior of any building may be altered without prior written approval from the Willoughby Park Condominium Association Board of Directors.

Window Coverings

- Window blinds and shades visible from the exterior must be white or cream in color
- Damaged blinds or shades must be repaired or replaced promptly.
- Covering windows with blankets, sheets, or similar materials is prohibited.

Doors and Windows

Unit owners are responsible for the maintenance, repair, and replacement of all doors and windows, including:

- Wood rot
- Broken glass
- Window and door replacement

All replacement doors and windows must match the original style, size, design, and color of the existing building. Any changes to patio doors need pre-approval.

Signs

No "For Sale," "For Rent," or other advertising signs or displays may be placed on any part of the condominium property, including Common Elements, Limited Common Elements, or at the entrance to Willoughby Park, without prior written approval of the Board of Directors.

If approved, signs may not exceed **18 inches by 24 inches** and must be displayed inside a window.

Common and Limited Common Elements

Owners and occupants may not:

- Construct or alter any Common or Limited Common Element.
- Paint any exterior surface.
- Install landscaping.

- Attach flagpoles, birdhouses, or similar items to the exterior of the building.

Landscaping

Window flower boxes are prohibited.

Flowers, shrubs, or other vegetation may not be planted directly in the ground adjacent to any building. Plants must remain in movable containers or pots. These pots can be placed on the patio and balcony. Limited number, no water runoff below your unit if on the second floor

Unauthorized landscaping may create moisture problems and structural damage. The owner, and if applicable the tenant, will be responsible for all costs associated with restoring the area to its original condition.

Patios and Balconies

Patios and balconies are intended for outdoor recreation and enjoyment and may not be used for storage.

The following are permitted:

- Moveable potted plants
- Contained container gardens
- All hoses are to be disconnected from the spicket and removed from the area

No items may be placed around the outside perimeter of patios or decks.

White, Cream, or light tan color, roll-up bamboo or plastic shades that complement the building colors are permitted. Shades must remain rolled up when not in use. No drapes.

Lattice is prohibited.

Owners who wish to install an exterior concrete patio where one does not currently exist must submit a written request to the Board of Directors for approval before construction begins.

Approved patios may not exceed **6 feet 8 inches** in depth.

Outdoor rugs or carpeting may not be permanently attached to patios.

NO GRILLS OF ANY TYPE PERMITTED ON BALCONIES. NO storage.

This is City Code, and per the Fire Marshal. Fines will apply from the Fire Marshal.

All Grills are to be 10 feet from the building when in use. Once cooled, store on patios.

Window Screens

Window screens are the responsibility of the unit owner.

Screens must remain installed on all vinyl windows and be maintained in good condition.

Missing or damaged screens must be repaired or replaced within **10 days** of notification.

If the repairs are not completed within 10 days, the Association may complete the work and bill the owner for all associated costs.

Window Air Conditioning Units

Window air conditioning units are prohibited. Fine will apply.

Vehicles and Noise

Please drive slowly and courteously throughout the community.

Motorcycles should not be excessively revved, particularly during evening and nighttime hours.

Pets

Pets must remain on a leash whenever outside. This is the City Codes leash law. You will be fined by the City and the HOA. Owners, if you rent your unit, you will receive the fine.

Pet owners are to clean up after their pets. This is City Code. You will be fined by the City and the HOA. Owners, if you rent your unit, you will receive the fine

Residents experiencing repeated disturbances should contact the Greenville Police Department Non-Emergency Line at **252-329-4315**.

Parking

Only park in your numbered spot. You could be towed at the owner's expense. Cars with flat tires, expired tags, or non-working vehicles will be towed at the owner's expense

Dumpster Rules

Only Willoughby Park residents may use the community dumpsters

Friends, relatives, contractors, or other non-residents are not permitted to dispose of trash in the Association's dumpsters.

Furniture, appliances, construction materials, and other oversized items may not be placed inside the dumpsters.

Large items may only be placed beside the dumpster after contacting the City of Greenville Public Works Department (**252-329-4527**) to schedule immediate pickup. This service is provided free of charge.

Violators may be reported to the City of Greenville and/or local law enforcement.

Owners, if you have an eviction, you are responsible for all items cleaned out from your unit. You or your property management company will need to hire someone to remove the items. Items are not to be left at the dumpster.

The City will not pick up most of the items.

Resident Responsibility

Residents are responsible for any damage to the Common Elements caused by themselves, their family members, tenants, guests, or invitees.

Residents may use the common grounds for recreational activities provided that:

- Grass and landscaping are not damaged.
- Activities do not create excessive noise or disturb neighboring residents.

Playground equipment may not be installed on Common Elements.

Yard Sales

Yard sales and similar sales events are prohibited anywhere within the community.

Pool Access

Residents of **Willoughby Park II** do **not** have access to the community pool.

These rules can be added to at any time as needed by the Board of Directors.