

Flagmarsh Hills Subdivision Owners Association

Owners Association Rules & Regulations

1. Introduction and Scope

Property owners in Flagmarsh Hills Sections 7 and 8 (Zoysia Drive, Fescue Road, and 1400 block of Centipede Drive) are mandatory association members. This document summarizes key rules based on the subdivision's restrictive covenants; please refer to those covenants for full compliance requirements.

2. Violation & Enforcement Procedures

When in violation of the HOA rules and restrictions, the owner will be notified via email and, if applicable, a photo of the violation will be provided. When the violation is corrected, it is the owner's responsibility to alert HOA Management and provide a photo to substantiate. If no reply (with photo) is received from the owner, the violation will remain in effect until verification of correction is provided.

1. **First Notice:** If a violation is observed, a 30-day notice will be issued to the owner, requesting that the issue be addressed within that timeframe.
2. **Second Notice:** If the violation is not corrected within 30 days, the violation will be escalated to a second warning with 15 days to correct.
3. **Third Notice:** If the violation persists, a third and final warning will be sent with a 10-day grace period to take corrective action.
4. **Hearing:** If the violation persists, a hearing will be scheduled where the board will determine the fine amount and the frequency of any recurring fines.
5. **Ongoing Violations:** Beyond the third notice, a recurring fine per day will be charged until the violation is resolved. These fines will be billed to the owner

If there is an extenuating circumstance that an owner feels warrants an extension of the deadlines listed above, please contact the HOA Manager to discuss.

3. Rules & Regulations

3.1 Property Use

- **Residential Purpose Only:** No lot shall be used except for single-family residential purposes.
- **Business or Commercial Use:** No business or commercial enterprise may be carried on upon the premises.
- **Nuisance and Quiet Time:** No noxious or offensive activity shall be permitted. Residents must observe Quiet Time: Mon–Fri (9pm–7am) & Sat (10pm–8am).

3.2 Exterior Standards

Architectural Approval: An architectural request form must be submitted for board approval PRIOR to the installation of any exterior structure.

- **Structures:** Fences, barns, or sheds must be at least 10 feet from side lot lines.
- **Recreation Equipment:** Trampolines and pools must be in the backyard, fenced, and set back 10 feet from property lines. Basketball goals must remain in driveways, not on the street.
- **Window Units & Decor:** Window AC units must not be visible from the front or sides. All window coverings must be standard materials (no sheets or blankets). Exterior furniture must be designed for outdoor use.

3.3 Pets

Each household is allowed no more than two domesticated dogs or cats kept outside. Pets must be fenced or leashed, and are not allowed to be staked into the ground. Owners must "scoop the poop." Any pet housing must be inside a fence and closer to the owner's dwelling than any adjoining dwelling.

3.4 Vehicles & Parking

- **Parking:** Vehicles must be parked on concrete driveways. Temporary parking on the grass beside the driveway is allowed for gatherings but must be moved promptly after.
- **Restrictions:** Parking is prohibited in front yards, at front doors, or blocking mailboxes/sidewalks. The maximum speed limit is 25 mph.
- **Maintenance:** Minor maintenance (oil/tire changes) must be completed within 24 hours. Major repairs must be off-site. All vehicles must be operational with valid tags.

3.5 Maintenance & Sanitation

- **Landscaping:** Grass and weeds must be kept under 8 inches. Clippings must be swept back into yards.
- **Waste Management:** Trash cans must be screened from view and moved within 24 hours of pickup. Spills or broken glass must be cleaned immediately.
- **Moving Out:** Departing residents must dispose of all trash and bulk items properly; nothing should be left on the curb.

Note on Liability: In the event of injury or property damage resulting from a rule violation, the residence owner will be held responsible rather than the association.

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4. General Information & Contact

All questions, requests, or concerns **MUST** be in writing or via email to HOA-ENC.

HOA-ENC's office is located at 1302 East Firetower Road, Greenville, NC 27858 and you can visit their website at <https://www.hoaenc.com>

Owners are responsible for providing a mailing address (if different from the address of owned property in this community), phone number and email address. If proper contact information is not provided or updated, the HOA Manager and/or the board cannot be held responsible for the owner failing to receive correspondence.

All owners and property management firms are encouraged to visit the HOA-ENC website and set up a Resident Center portal. Within the portal, owners and agents of owners can view association documents, make payments, set up autopay as well as receive notices, violations & other correspondence. Owners can also send messages to their HOA Manager on the portal.

Your current HOA Manager is Nae Martin. She can be reached via email at manager.hoaenc@gmail.com.

The HOA Management Department's general email address is info.hoaenc@gmail.com.

HOA-ENC offices are open Monday - Thursday 9 a.m. - 5 p.m. and Friday 9 a.m. - 1 p.m. The offices are closed on the weekends and for various holidays.