



## Community Policies

**Welcome to our Fifth and Poplar Family  
We look forward to having you as a neighbor!**

### Some plain speaking about community living...

Ours is a one-of-a-kind, upscale community and we all play a role in maintaining it. Our monthly dues pay for our property management staff, insurance, landscaping and the overall maintenance of our building and amenities. Carelessness and irresponsibility cost us all time, money and property value, so please treat your neighbors, the building and grounds with respect and common courtesy.

These **Community Policies** are provided to all residents of Fifth and Poplar in order to create a common understanding of the community policies. These rules and regulations apply to all Owners, their families, guests, tenants and tenants' guests as well. These policies are in place to help maximize enjoyment, maintain our property values, and assure the continued aesthetic beauty of our community, in particular the common elements. They are also to make sure common courtesies and consideration is given to all our neighbors. If you witness a policy violation, please notify the property management staff immediately.

Violations may result in a \$100 fine per occurrence and are enforceable by NC law.

Our Property Manager and Staff Members work very hard so that we can enjoy our community. Please help them by reading and adhering to these guidelines.

### Owners and Tenants Use of Amenities

- If a condominium owner elects to lease their unit to a tenant, the condominium owner relinquishes the use of the amenities to their tenant. **Owners with tenants may not have use of the amenities at Fifth and Poplar\***
- All homeowners, tenants of homeowners or St. Peter's members who are delinquent in payment of HOA dues (or St. Peter's membership fees) greater than 60 days will not be entitled to use of any of the amenities until all arrears have been paid in full. (i.e. cyber café, fitness center, media room, pool, etc.)
- You will be responsible for any and all cost of repairs necessary to furniture or interiors due to misuse by you, your children or your guests
- All of our interior amenity areas are smoke-free
- Violations of any policy can result in loss of rights to use any of the amenities

***\*St. Peter's owners may convey the use of amenities to their tenant or may retain the use for themselves, but not both.***

### Clubhouse

(Lobby, cyber café, lounge coffee bar, fitness center, media & billiards room and terrace)

- Dangerous horseplay, bicycles, running etc. are prohibited
- The pool table is not to be used by anyone under the age of 16 without adult supervision
- Parents are responsible for the behavior of their children. We would appreciate no jumping on the furniture, or playing on top of the pool table
- Pets are never allowed into the Clubhouse area

## Package Policies (applies only to packages received by concierge staff)

- All packages must be picked up from the concierge desk within 30 days (any packages in inventory longer than 30 days will be returned to sender)
- Oversized packages (those exceeding 20" x 20" x 20") must be collected within 8 hours of delivery; residents should make arrangements for extra large packages such as furniture or tires to be delivered directly to their condo
- Perishable packages are to be picked up immediately, as chilled storage is limited
- Due to storage and staffing limitations, owners and residents may not receive more than 20 packages per day and may not have more than 40 packages in the concierge inventory at any given time (regardless of size)
- Failure to abide by package delivery policies may result in refusal or return of packages received by the concierge

## Fitness Center

- In order to use the facilities, **all residents and their guests must sign a waiver of liability, available at the concierge desk and also part of the welcome packet**
- Persons under the age of 16 must be accompanied and supervised by an adult
- Number of guests is limited to 2 adult persons
- Please wear shirts and shoes at all times
- Please be considerate and use headphones when watching television
- Dangerous horseplay, running etc. is prohibited
- All equipment is to be wiped down after use
- Free weights are to be put back on the racks after use
- Fifth and Poplar is not responsible for any lost or stolen personal belongings
- All persons are required to clean up after themselves, i.e. dispose of any trash, paper water cups etc.
- You will be responsible for the cost of any repair or service on equipment or facilities due to misuse by you or your guests

***Fifth and Poplar reserves the right to issue a fine, refuse admittance and/or eject any persons failing to comply with the above rules or safety regulations***

## Pool Policies

- Pool Hours are 6:00am – 10:00 pm
- The Gates will be locked on weekends during the pool season and all residents and guests must enter through the lobby and sign in.
- **NO GLASS** or anything breakable of any kind is allowed in pool area, including the wet bar, grill areas and tables (bottles, cups, jars, platters, dishes, etc.)
- All coolers and bags are subject to inspection
- Anyone with glass at the pool will be denied admission for the day and subject to a \$100 fine
- No more than 2 adult guests per unit are allowed on weekends, 25 wristbands will be available on Saturday and Sunday on a first come/first serve basis for 2 additional guests, who must be present at time of request
- All children 16 and under require adult supervision at all times
- According to NC law, under no circumstances are pets allowed within the pool area for any reason, at any time
- Any intoxicated person is prohibited from the pool area
- Swim at your own risk, there is no lifeguard on duty
- No games (ring toss, football, Frisbee, etc.) or roughhousing at the pool
- For obvious reasons please have your toddlers and infants in swim diapers
- To prevent any slips on wet tiles, no wet swimsuits or bare feet are allowed in the club house
- No nudity or partial nudity and please wear a cover-up when in the common areas
- Lounge chairs may not be reserved or saved for anyone
- There is to be **no eating in the pool**
- **A single beverage is allowed in the pool but no coolers or drinks/cans/(plastic) bottles, etc. are to be lined up on the edge or within five (5) feet of the edge of the pool**
- Grills are to be cleaned after each use and not to be left unattended
- Please be considerate and leave the area ready for the next resident to use (grill, bar, chairs, tables, etc)
- Personal radios without headphones are prohibited but we are happy to play your music (if appropriate) through the pool stereo system

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## Courtyard Policies

- Children must be supervised by parents and play in a safe and responsible way
- For safety reasons and to prevent damage to the courtyard, no motorized toy cars, skateboards or similar recreational equipment are to be used in the courtyard
- Activities such as ring toss, football, Frisbee, bean bag toss etc. may be held in the lower level of the courtyard next to the dog park
- **For safety reasons, the putting green flags must stay in the cups and are not to be removed (or used as toys) by anyone**
- No adult, pet or child is allowed in the fountain

## Noise & Disorderly Conduct

- In accordance with City's noise ordinance, please be considerate of your neighbors and keep noise levels down, particularly after 11:00 pm
- No loud, offensive or intoxicated behavior or unlawful activity will be tolerated at any time
- No activities should endanger the safety and health of any owner
- No illegal items or unlawful activities or substances shall be done or kept on the property

## Pets

- **According to NC Law, under no circumstances are pets allowed within the pool area or in the fountain at any time**
- It is unsightly and unsanitary, so please do NOT allow your pet to relieve themselves on any portion of the building, including the pillars at the front entrance, the entrance ramp to the mailbox area or any of the flower beds in front of the property, the courtyard lawn areas and grass. In addition to the dog park in the courtyard, there is a five (5) foot dog area of mulch on Fifth Street, and the cemetery on Poplar. "He or she can't wait that long" is not an excuse
- **Pet owners must clean up after their pets at all times (including the dog park and any accidents that may happen in the common areas (hallways and elevators) Failure to clean up after your pet will result in a \$25 clean-up fee in addition to a potential fine for violation of community policies**
- All pets must be kept on a hand-held leash at all times, retractable leashes must be locked with pets held close to its owner in all common areas including the courtyard and hallways. Pets shall be controlled so as to not create a nuisance or unreasonable disturbance (i.e. excessive barking in any common area including balconies)
- Pets are **never** allowed in the interior amenity areas (clubhouse, lounge, cyber café, fitness & media centers)
- Only common household pets are allowed and no more than two (2) pets are allowed per unit
- All pets must be photographed and registered by property management in addition to being inoculated as required by law
- The Association maintains the right to require the owners/residents to permanently remove the pet from the Condominium for any two (2) violations of these policies in a twelve (12) month period
- Owners are required to pay a one-time fee of \$250 to the association for any dog that is moved into the condominium by the owner or his/her tenant after July 17, 2014

## Private Events

- Only the Media Room and Fireside Terrace are available for private events
- The Pool and Courtyard may not be reserved for private events
- Events are limited to no more than fifty (50) participants and must end at 11:00 pm
- \$250 deposit is required for private events held in the media room and terrace, to be returned after the area as been inspected and returned to original condition. Any damage, cleaning charges or replacement costs incurred in excess of the deposit will be charged back in full to the resident, in addition to being fined where appropriate
- Residents must be in good standing with the RCOA to be eligible to host private events
- Residents must submit a reservation online through **FifthandPoplar.com** at least seven (7) days in advance for review and approval by Property Management
- The Executive Board reserves the right to revoke permission for use at any time during any event
- The Executive Board reserves the right to charge a non-refundable user fee at some point to help off-set the wear and tear of the premises

## Parking

- **There is one parking space per unit.** Vehicles must be parked only within designated parking spaces and must display provided parking stickers, in a visible location at all times
- For additional parking information please see brochure at front desk
- No vehicles shall block any entrances, drive aisles, or fire lanes
- The RCOA has the right to tow any vehicle in violation at the owner's full expense
- Nothing of any kind is to be left or stored in the parking spaces (children's motorized toys, bicycles, boxes etc.)
- **There is to be no overnight parking in the Harris Teeter parking lot. All cars parked in the HT parking lot more than 90 minutes are subject to towing**
- **The RCOA is not responsible for any damage to vehicles whatsoever**

## Balconies & Terraces

- Balconies and terraces shall be kept neat, clean, and orderly
- **Do not store items on your balcony** (garbage, laundry, bicycles, exercise equipment, or interior furniture)
- Do not throw cigarettes from balconies as they land on furniture and awnings below and are a fire hazard
- No towels, banners or flags shall be hung on the balcony railings
- Planter boxes must face inside of the balcony; planters are not allowed to be placed on top of balcony walls
- According to NC law, LP-gas grills are permitted on courtyard patios only, and must be used ten feet away from the building; No open fires are permitted anywhere on the premises
- **Only electric grills are permitted on balconies**
- No decorations or lights are to be hung or attached to the building without Board or Management approval and permitted Holiday Decorations must be removed no later than January 15th
- No objects of any sort shall penetrate the exterior balcony or building walls
- For safety reasons, please make sure your umbrellas are closed when not in use

## Trash

- Trash should be deposited in appropriate trash chutes located on each floor
- **Nothing should be left on the floor of the trash room**, so that our housekeeping staff can devote their time on their primary responsibilities
- **Boxes are to be placed in the loading dock dumpster in the parking garage**

## Move-In/Out and Loading Dock Procedures

- Move-ins and Move-outs are only to take place Monday thru Friday between the hours of 9:00–1:00; 1:00-5:00 and 5:00-9:00
- Residents must use a reservation form (available at concierge desk), or through the **FifthandPoplar.com** website to reserve the loading dock and freight elevator at least fourteen (14) days in advance
- All moves must use the freight elevator regardless of the proximity to other elevators, except 8<sup>th</sup> Floor residents
- 8<sup>th</sup> Floor residential moves must notify the concierge so that proper padding may be put in the elevator servicing the 8<sup>th</sup> Floor so as not to damage the interior walls
- Loading dock doors must remain locked and secured between loading and unloading intervals
- Furniture and other large items must be covered with protective pads
- No furniture or other household items are to be left by residents in the Trash Rooms and Loading Dock
- For bulky item pick-up, call 311, inform management, and place items on the loading dock no earlier than one day prior to scheduled pick-up
- A \$250 deposit is required for use of the loading dock and will be returned (within 10 days) after the common areas have been inspected by the property manager or a staff member
- A \$250 non-refundable fee will be charged to all owners for loading dock and freight elevator usage upon each move-in by the owner or his/her tenant (this fee covers the dock/elevator usage upon move-out as well)
- Any damage, cleaning charges or replacement costs incurred in excess of the deposit will be charged back in full to the resident, in addition to being fined where appropriate
- The Executive Board reserves the right to charge a non-refundable user fee to help off-set the wear and tear of the premises

## Common Elements and Limited Common Elements

- Common areas and limited common elements include, but are not limited to: entrances, lobbies, stairwells, hallways, sidewalks, driveways, parking areas, balconies & terraces, elevators and dog park
- Door mats in the common corridor are prohibited
- The Courtyard gates will be locked from Thursday night through Sunday night at 11 pm and shall reopen at 6 am the following morning. The only available entrances will be the two side doors at the Fifth & Poplar entrance, the door by the mailboxes and the Harris Teeter elevator
- The entry doors to the lobby for the P2 elevator and shops are open from 9 am to 6 pm seven days a week
- Shall not be used for any marketing, flyers, communications, or postings of any kind by residents or 3<sup>rd</sup> parties without prior approval and consent of the Property Management
- Shall not be obstructed in any way at any time
- There is a common satellite dish for all residents located on the roof. No individual satellite dishes are to be installed on or in any common areas, limited or otherwise (including balconies or planter beds)

## Appearance, Use, and Maintenance

- Units are for single family residential purposes only
- No retail business, trade, or industry of any kind, whether for profit or not for profit, may be conducted, maintained, or permitted on any part of the Condominium Property unless permitted by Property Management
- Units shall be kept in a clean, neat, and a good state of maintenance and repair
- Each owner shall obtain and maintain public liability insurance coverage in the amount of at least \$100,000 for bodily injury, including deaths of persons and property damage, arising out of a single occurrence
- Each owner shall file a copy of each such individual policy with Property Management within thirty (30) days after purchase of a Unit and shall provide, upon renewal, evidence of such renewal
- Only curtains or draperies with white lining or backing facing the exterior of the Unit are allowed
- Storm windows are not allowed
- To insure the health and safety of our residents, periodic Property Management inspections will be done from time to time, giving a reasonable notice prior to inspection
- **A working key to your Unit is to be given to Property Management** (and kept securely by them) to be used in case of emergency, (i.e. fire alarms going off; water overflowing, etc)

## Lease of Units

- All lease agreements shall be in writing with a copy given to the management office prior to move-in
- **Prior to leasing, owners must check with management to verify the condominium owner-occupancy ratio. Owners who purchased their condo after July 17, 2014, are prohibited from leasing their condo** if doing so would result in forty percent (40%) or more of the total number of Units within the condominium being occupied by persons other than the Unit Owner
- All lease agreements are subject to the terms of the Condominium governing documents and these community policies
- Failure of lessee to comply with terms of the Condominium governing documents shall constitute default of the lease agreement
- No residential unit shall be part of a time share program or rented for transient or hotel purposes
- Landlords will be held liable and responsible for the actions of your tenants
- **Any failure by the Lessee to comply with all the terms of the condominium documents and ancillary policies shall constitute a default under the lease**

**Our goal is not to harass people but rather to remind them of our policies and, if necessary, deal with offenders with official notices and/or fines, so...**

**Please say something, if you see something. Fifth and Poplar is our home!**

## Schedule of Fees

<b>Purpose</b>	<b>Type</b>	<b>Amount</b>
Dock/Elevator Usage Fee (charged upon move-in only)	Non-Refundable	\$250.00
Moving Damage Deposit (charged at move-in and move-out)	Refundable	\$250.00
Dog Waste Clean-Up Fee	Non-Refundable	\$25.00
Media Room/Terrace Damage Deposit	Refundable	\$250.00
Dog Move-In Fee	Non-Refundable	\$250.00





