



Crown Oaks Townhomes Association



Guidelines, Rules, and Information for Living in Crown Oaks Townhomes

Revised and Approved – March 1, 2026

Community Management by:
Lemmon Tree Management

PO Box 17565
Raleigh, NC 27619
919-412-6747

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INTRODUCTION:

Crown Oaks Townhomes (HOA), located in North Raleigh off Six Forks Road, is made up of 134 two- or three-bedroom homes on five private streets along Crown Oaks Drive; Bryna, Huey, Ohmann, Kingsberry, and Crown Crest Courts. The beautifully landscaped, wooded community is conveniently situated between 440 and 540, with easy access to shopping, parks, and restaurants. Amenities include a nice swimming pool facility, tennis courts, and private parking.

Policies and procedures of the association are set forth in the Declaration of Covenants, Conditions, Restrictions (CCRs), and the Bylaws. These Governing Documents are attached to the deed of the property and as the owner you are subject to adhere to these guidelines. The operation of the HOA is supervised by a Board of Directors (BOD) elected by the HOA members and day to day administration is provided by Lemmon Tree Management (LTM). "We", the BOD and LTM, work together for the Association with the goal of doing what is in the best interest of all owners and the community. Townhome living provides a unique lifestyle which allows owners to live in a well maintained setting without the responsibility of personally maintaining the exterior of a structure and grounds. Because of shared walls and common areas, extra consideration and respect for others is crucial. The Governing Documents of the Association and rules developed from them must be adhered to strictly as to maintain and preserve the value of the property and desirability of the community. Compliance with these rules and regulations is not voluntary.

The community of Crown Oaks Townhomes strives to maintain high standards and provide a safe and attractive place in which to reside harmoniously with our neighbors. As an added benefit, the HOA also provides for the routine patrol and services of private security company, On Point Protection Agency. See their contact information on Appendix E to report suspicious activity or to notify them if you will be away for a period of time.

CONTACT INFORMATION:

Any questions regarding the HOA can be directed to:

Lemmon Tree Management, LLC
PO Box 17565, Raleigh, NC 27619
www.lemmontreenc.com

Mary Hardin, Owner/Manager
Phone: 919-412-6747
Email: mhardin@lemmontreenc.com

Amanda Mauro, Office Administrator
Phone: 607-725-2275
Email: amanda@lemmontreenc.com

Crown Oaks Board of Directors
Email: crownnoaks@lemmontreenc.com

BOARD OF DIRECTORS RESPONSIBILITY AND AUTHORITY:

The volunteer Board of Directors is obligated to uphold the Declaration, Covenants, Conditions, Restrictions and the Bylaws of the Association. **For current Board Members, see Appendix A.**

Under Article XI, Section 1 of the Declaration: *"The Board of Directors of the Association shall have the power to formulate, amend, publish, and enforce reasonable rules and regulations concerning the use and enjoyment of the front yard space of each lot and the common area including Amenities."*

Article VIII, Section 1 of the Bylaws further states, that the Board has the power to govern *"the use of the Common Area and Amenities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof."*

BE AN INFORMED OWNER:

To be an informed owner/resident you should access and be familiar with the Declaration and Bylaws and the Rules and Regulations developed from them. Compliance with these guidelines is not voluntary. A complete set of these documents is available through your online portal at www.lemmontreenc.com. In addition, please stay in touch via email for the most up-to-date information. Rules and regulations are reviewed and updated from time to time, so contact the Board directly with questions or concerns via email at crownosaks@lemmontreenc.com. A meeting of the membership is held annually.

ASSESSMENTS AND COLLECTION POLICY:

The term assessment will be used in regard to the monthly assessments, Association Dues, and any special assessments. Article VII, Section 1 of the Declaration states the following: *"...every other Owner of any Lot by the acceptance of a deed therefore, ...is deemed to covenant and agree to pay the Association: Annual assessments which are common expenses and Special assessments for capital improvements."* **The details of the assessments and collection policy can be found in Appendix B.**

INSURANCE:

Each owner is responsible to maintain full hazard and liability coverage on their townhome. The Association only insures the common areas and amenities.

MAINTENANCE:

The Association is responsible for maintaining the common and front yard areas, as well as the exterior of the buildings. Maintenance of rear fenced in yards is the responsibility of the homeowner. **A maintenance responsibility chart can be found in Appendix G.**

LEASING: (See Appendix H)

Landlords should have a properly prepared legal lease agreement. It should include a provision that tenants must abide by all conditions of the Declaration, Covenants, and Rules. Owners are responsible for the behavior of their tenants and any violations or property damage.

GENERAL RULES AND REGULATIONS:

Article XI Section 3 of the Declaration states: *"No obnoxious or offensive activity shall be carried on upon the property, nor shall anything be done which may be or may become a nuisance or annoyance to residents within the property."*

1. Common Area Use:

"Common Area" shall mean all real property owned by the Association for the common use and enjoyment of members or designated classes of members of the Association, including Limited Common Area and Amenities. "Limited Common Area" shall mean those portions of the Common Area that serve only a limited number of lots and which may include, but specifically is not limited to, driveways, walkways, yards, parking spots or areas serving only specified lots, and such other similar areas as may be designated by the Association.

1.1 The private streets, parking lots, sidewalks, front yards, entries, and passages shall not be obstructed nor used for any other purpose than for ingress or egress to and from their respective townhomes. Therefore, you may not store items, loiter, or engage in recreational activities in these areas (including skating, scootering, game playing, biking, etc.).

1.2 Open green spaces may be used for outdoor enjoyment and supervised play. The grounds and plant life should not be damaged and no trash, debris, or personal property should be left behind.

1.3 Due to proximity of units, gas or charcoal grills should be used with caution and 6 feet away from any wall, fence, or railing, etc. at Crown Oaks.

1.4 Due to heavily wooded grounds, fire pits may not be used anywhere on Crown Oaks property.

1.5 No clotheslines may be erected on any portion of Crown Oaks, and clothing, towels, rugs, etc. shall not be hung out on porches, decks or fencing.

1.6 A well-maintained plant container is permitted in front of the townhome as long as it does not impede the work of the groundskeepers. No in-ground plantings are permitted in the common areas without the prior written approval of the Board.

1.7 Personal property, toys, swings, hammocks, etc., should not be left in the common areas, trees, sidewalks, or in the way of grounds maintenance.

1.8 No lumber, firewood, paper or cardboard is to be stacked against the buildings, in the crawlspace, or on decks or patios, as this is conducive to attracting termites/insects.

1.9 Yard sales shall not be conducted upon the property at any time without notifying the Property Management Company. If approved, the sale must be held in common areas along Crown Oaks Drive, as to not interfere with other residents or increase traffic on Crown Oaks' private streets.

1.10 No homeowner shall operate a business from their townhome or conduct activities that generate noise, traffic, odor, or other disturbance.

1.11 Please be reminded that you have shared walls and buildings are close together, so residents should be careful not to play stereos and TVs, too loudly or have parties or gatherings that are loud and offensive. Excessive noise at any time should be settled between neighbors if possible; otherwise the Raleigh Police Department should be contacted at the non-emergency number **919-831-6311**.

2. Parking and Private Streets:

2.1 One numbered reserved parking space is assigned for each residential unit. Two-bedroom homes are entitled to the use of one additional space and three-bedroom homes, two additional spaces. No owner may regularly use more than three parking spaces. Please ensure your guests park in designated visitor spaces.

2.2 All vehicles parked on Crown Oaks property must have a current license plate with updated, valid, registration sticker, and should be registered with the HOA.

2.3 Only personal passenger vehicles may be parked on Crown Oaks property. Commercial vehicles are not allowed to park on Crown Oaks property, unless the vendor is working on site. For example: vehicles branded with graphics/signage, attached tools, work vans, licensed weighted, oversized, etc. are not permitted. No trailers, campers, boats, or trucks shall be parked on site, except standard ½ ton or less personal pickup trucks.

2.4 No vehicles may be stored in the parking areas (remain unmoved for 15 consecutive days). If you are going to be out of town longer than 15 days, you should alert management so that your vehicle will not be tagged/towed.

2.5 All vehicles should be in good condition and working order. A vehicle would be considered in violation for the following: flat tires, fluid leaks (oil, gas, etc. deteriorates the asphalt), broken glass, graffiti, extensive rust, collision damage, etc.

2.6 Repairs and routine maintenance to vehicles may not be done in the parking lots of Crown Oaks. Only an emergency tire change or battery jump may be performed.

2.7 Vehicles must only park in designated parking spaces, not along or on curbs, sidewalks, or grounds. The owner will be charged for any damage to the grounds, concrete, underground sewer or water lines.

2.8 The speed limit within the property is 10 mph.

2.9 Drivers should lower the stereo volume while driving through Crown Oaks.

2.10 Vehicles in violation of these guidelines are subject to being tagged and towed.

3. Exterior Modifications / Architectural Requests / Appearance Standards:

Article X of the Declaration states: *"No site preparation or initial construction, erection, or installation of any improvements, including, but not limited to, residences, outbuildings, fences, walls, screens (whether by plants or structures) and other structures, shall be undertaken upon the properties unless the plans and specifications therefore, showing the nature, kind, shape, height, materials, and location and elevations of the proposed improvements shall be submitted to, and approved in writing, as to harmony of external design and location of the proposed improvements shall have been submitted to the Declarant or its agent and expressly approved in writing. No subsequent alteration or modification of any existing improvements nor construction, erection, or installation of additional*

improvements may be undertaken on any of the Properties without prior review and express written approval of the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board." If a written request is not submitted or is submitted after the change has been made, the Board of Directors reserves the right to disapprove such request. In addition, the owner may be asked to restore the property to its previous condition at the owner's expense. If the owner fails to restore the property to its previous condition within the timeframe allowed, the association shall restore the property to its previous condition and charge all costs associated with this action to the owner.

3.1 You should not make any exterior changes such as painting, staining, sealing of the buildings, decks, fencing, sidewalks, or steps. Limited traditional colors are chosen periodically by the HOA. Contact Lemmon Tree for specific information or questions.

3.2 You must obtain written permission from the Board before you make any changes affecting the exterior or grounds, such as installing any doors or windows, adding fencing/edging, patio, deck, changing light fixtures, planting trees, shrubs, or flowers, etc. ****This can be done through our online portal, or by submitting the Architectural Request Form which can be found in appendix F or you may request it through your portal at www.lemmontreenc.com **Examples of previously approved door replacements, etc. can be found in Appendix C.**

3.3 Personal items should be very limited in front of the buildings. A well-maintained planter or seasonal decoration may be used on the front porch/door. Decorative items, yard ornaments, etc., must be minimal, in good condition, directly in front of the unit, and are reviewed on a case by case basis. The use of American flags are permitted by statute G.S. 47F-3-121.

3.4 To encourage a spirit of continuity at Crown Oaks, occupants should use white or off-white sheers or blinds, or lined colored drapes (should appear white/off-white from the exterior).

3.5 Window mullions/dividers must be in good condition and consistent between all windows (windows should have all or no dividers).

3.6 Window A/C units are not permitted.

3.7 Decks, patios, and backyards must be kept in a clean and orderly manner. Patio type furnishings, well maintained plant containers, and grills are the only items that should be placed or stored in these areas. Please utilize coasters or stands under pots to prevent damage to wood decking. No alterations of any kind (including attaching wire fencing, baby gates, etc.) may be added to the deck without the prior written approval of the Board. Any gate or enclosure added to the deck must be custom made to match the deck.

3.8 Signs. Article XI Section F of the Declaration states: "No owner shall display, or cause or allow to be displayed, to the public view any sign, placard, poster, billboard, or identifying name or number upon any townhome, building, or any portion of the common area and facilities, except as allowed by the Association pursuant to its bylaws and required by the Raleigh City Code;" For Sale signs and professional realtor boxes may be used directly in front of the home. For rent/lease signs must be used in the windows only. Celebratory signage/decorations may be used short term. Per statute G.S. 47F-3-121, Political signs are limited to one, must be no larger than 24" x 24", and be used no earlier than 45 days or beyond 7 days of an election day.

3.9 Holiday decorations are permitted as long as they are done in moderation and used for a reasonable time frame before and after a holiday.

4. Pets:

- 4.1 All pets must be leashed and not allowed to roam freely per City of Raleigh ordinance.
- 4.2 No dog or cat is to be left unattended, in a yard or on a deck/porch.
- 4.3 No pet may be tied outside, whether the owner is present or not.
- 4.4 There is a pooper scooper rule in effect. Animal waste must be immediately picked up and placed in trash receptacle in a properly sealed plastic bag.
- 4.5 Pens and doghouses may not be erected on decks, porches, or any other area of Crown Oaks.
- 4.6 Violations of the city animal control codes may be reported to the city animal control officer.
- 4.7 Violators of the Crown Oaks pet rules will be subject to a \$25.00 per incident/per day fine to be paid to the Crown Oaks Townhomes Association.
- 4.8 Animal urine will kill the grass on the property. Please walk your animal to an exterior natural area to prevent turf damage.

5. Trash and Recycling:

- 5.1 All residents must use the city issued garbage and recycling containers for household garbage collection. They should be stored behind your building and then placed on the curb the night before pickup and returned to the rear of the building afterwards. Residents are expected to follow the City of Raleigh trash pickup schedule, which is currently Tuesday. Containers should not be left at the curb for more than 24 hours.
- 5.2 All items must be placed inside the city container to be picked up. For large items, residents must make arrangements for a special load pickup by contacting Solid Waste Services, or take them directly to the landfill. Please do not leave any furnishings, boxes, debris, etc. on the curb or in the woodline.

6. Amenities:

Crown Oaks pool and tennis courts are locked and require an HOA issued pass and key for use. **The tennis courts may be used for tennis only. See Appendix D for pool rules and Appendix J.1 and J.2 for pool pass / key and tennis key agreement.**

ENFORCEMENT:

All rules and regulations shall be enforced by the Board of Directors, and its management agent, in the manner set forth in the Declaration and Bylaws, and/or Article 47F-3-107.1 of the North Carolina Planned Community Act, including but not limited to suit or other legal proceedings to enforce compliance. Article XIV, Section 2 of the Declaration states: "*the association, or any owner, shall have the right to enforce, by any proceeding at law, all restrictions, conditions, covenants, and liens, imposed by the provisions of this Declaration. Failure by the Association or any owner to enforce any covenant or restriction shall in no event be deemed a waiver of the right to do so thereafter.*"

A hearing shall be held before the Executive Board and the Lot owner given the opportunity to be heard and to present evidence to determine whether a fine should be imposed or suspension of planned community privileges be revoked. If it is decided that a fine should be imposed, a fine of up to \$100.00 per incident/per day for repeated offenses may be charged, so long as such offense(s) continue unabated, and to be added to and become a part of the monthly assessment imposed on the owner of the unit which is occupied by the offending party.

**THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE.
REVISIONS OF THE RULES AND REGULATIONS WILL BE PUBLISHED
AND DISTRIBUTED AS NEEDED.**

THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION.

Rev. 03/2026

Appendix A



CROWN OAKS HOMEOWNERS ASSOCIATION BOARD OF DIRECTORS – 2026



Board Seat	Member	Court	Position	Term Completion Yr
Board Seat # 1	Sara O'Neil	Ohmann	Secretary	2028
Board Seat # 2	Joan Ramsey	Crown Crest	President	2027
Board Seat # 3	Jodie Bell	Huey	Member at Large	2028
Board Seat # 4	Lee-Ellen Celeste	Bryna	Treasurer	2027
Board Seat # 5	Nick Dobrow	Crown Crest	Member at Large	2026
Board Seat # 6	Jenna Peterson	Crown Crest	Member at Large	2026
Board Seat # 7	Ashley Schwartz	Ohmann	Vice-President	2028
Board Seat # 8	Srinivas Saraswatula	Kingsberry	Member at Large	2027
Board Seat # 9	Erica Nelson	Crown Crest	Member at Large	2026

Crown Oaks documents provide that the Board of Directors can operate with a minimum of three and a maximum of nine members. The Board has found a seven member group to be the most efficient, however there was additional interest for the 2026 BOD and votes cast were close, so the Board offered to increase to nine members. The Board Members are typically elected at the Annual meeting by the membership for a term of three years, however to maintain staggered terms and accommodate more directors, new members in 2026 were offered terms of one to three years. Officers within the Board are elected on a yearly basis. The volunteer service provided by those that serve is invaluable to Crown Oaks and the community at large. If you have interest in being more involved in the HOA, reach out to the current Board or Management.

As a rule, the Board of Directors meets the third Tuesday of each month at 6:30 pm. Confirmation of date and location can be provided by Lemmon Tree Management. The Board allots 15 minutes at the beginning of their meeting to allow homeowners to speak on issues or concerns if desired. In order to be heard, please contact Lemmon Tree Management or the Board President to be added to the agenda, prior to the meeting.

Day to day management of the Association is provided by Lemmon Tree Management and your input is welcome at any time. Email questions, concerns, or feedback to crownnoaks@lemmontreenc.com

LEMMON TREE MANAGEMENT, LLC
PO BOX 17565
RALEIGH, NC 27619
919-412-6747 – Mary Hardin



Appendix B



CROWN OAKS TOWNHOMES ASSOCIATION

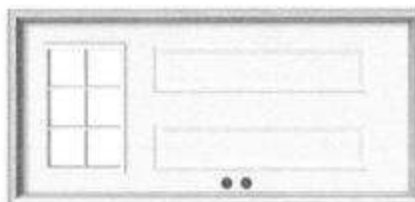
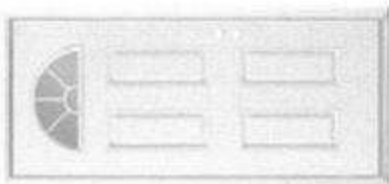
HOA Assessment Collection Policy and Procedures

Crown Oaks HOA's collection policy follows the guidelines of the North Carolina Planned Communities Act and the Fair Debt Collections Act.

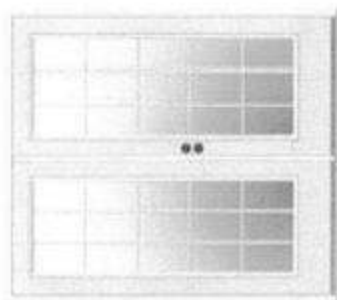
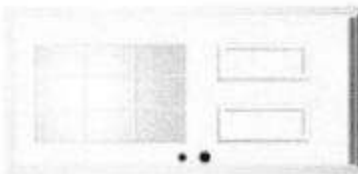
- Notices for the annual assessment (monthly dues) will be mailed to homeowners by the 1st of December. A copy of the annual budget will be included
- The monthly amount of the HOA assessment will be charged to your account on the 1st of every month. Payments must be received by the 15th of the month or a late fee of \$20 will be assessed each month until the account is current and paid in full. All payments will be applied first to fines, late fees, attorney fees, and then to assessments.
- **The preferred method of payment is by the secure online portal provided by Lemmon Tree Management.** You will be able to access and monitor your assessment account as well as set up automatic payments free of charge utilizing your bank account information. Credit and debit card use will incur a service charge. For assistance with the portal email Amanda Mauro at amanda@lemmontreenc.com. Payments can also be made by check or money order, sent by **First-Class Mail**, in time to reach us by the 15th of the month. Checks should be made payable to **Crown Oaks HOA**, and mailed to **Lemmon Tree Management, PO Box 17565, Raleigh, NC 27619**. The HOA cannot accept cash and will not accept payments via Certified Mail.
- **Should a payment made through the portal or a check be rejected or returned for NSF** (non-sufficient funds), stop-payment, or closed account, a charge of \$25 will be assessed in addition to any late fee. **If a payment is not received within 30 days** the owner will be contacted via email or late notice via mail. A second notice will be sent if an owner becomes more than 60 days delinquent. **If an owner is more than 75 days delinquent** the HOA may send a legal demand letter, and the right to use amenities and voting privileges may be suspended. **If the HOA sends the demand and does not receive a response or payment in full within 15-days from the date of the letter, the account may then be referred to the law firm, Hatch, Little, & Bunn, for collection.** Attorney referral will result in significant legal fees, and possibly a lien against the property, and ultimately foreclosure if payment arrangements are not made. Payment plans should be structured to bring the account current within 6 months, including all assessments, late fees, attorney fees, etc.

Appendix C Images of Approved Doors for Crown Oaks

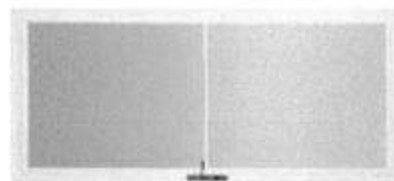
Entry Doors (Front):



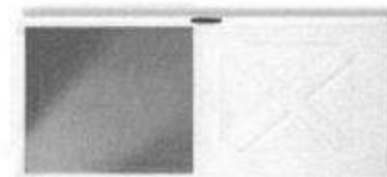
Entry Door (Rear):



Storm Doors (Front):



Storm Door (Rear):



Shed Door:



Appendix D
Crown Oaks Townhomes Association Pool Rules
Pool hours daily from 10:00 am to 8:30 pm

The pool is for the exclusive use of the members of Crown Oaks Townhomes Association or their Authorized Lessee. **Homeowners must be issued a pool pass by the Management Company; Text or call Mary at 919-412-6747 or LaMont at 919-744-4194. Landlords must secure the non-transferable pass for their tenants. You must have your pass present to use the pool facilities. Trespassers are subject to prosecution.**

FYI, the pool may be closed at anytime due to weather or operational issues.

Per the community Governing Documents - Article IV- **USE AND OPERATION OF AMENITIES**, Section 1, Use by Association Members. *As long as the assessments owed to the Association by the Homeowner are current, he shall be entitled to use the Amenities subject to reasonable rules and regulations governing their use imposed by the Association. No additional fee other than annual and special assessments as provided herein shall be charged to members of the association.*

Owners/Lesseees will be responsible for all actions and conduct of their guests including proper use of pool facility and restrooms, and any resulting damage or liability. The facility is under 24-hour video surveillance. The Crown Oaks Townhomes Association assumes no liability or risk for any bodily injuries, deaths, loss or damage to personal property. Following these simple rules will help to protect your investment and maintain a safe and inviting environment for all. It is the responsibility of all residents to ensure rules are followed and issues reported.

1. **NO LIFEGUARD ON DUTY- SWIM AT YOUR OWN RISK** as such, minors under eighteen (18) years of age must be accompanied by their parent or guardian at all times to use the pool facilities.
2. The pool gates **must** be closed and locked at all times.
3. No GLASS, PETS, or SMOKING allowed inside the fenced-in pool area.
4. The following items are also **not permitted** in the pool area: grills, bikes, skateboards, ride on toys, etc.
5. No running, rough play, foul language, or throwing things in or around the pool area.
6. Absolutely NO sitting or playing on the ropes; if damaged, the pool must close until replaced.
7. Fins, masks, snorkels, beach balls, inner-tubes, small rafts and other swim equipment are allowed only during inactive periods. Toys, footballs, etc should not be thrown around the pool.
8. Please be mindful of those that live near the pool, others enjoying the pool and temper your group's noise levels, and any individual bringing an audio device should be considerate of others and keep the volume low.
9. Please do not consume food or beverages in the pool. Be sure to clean up after yourselves; all trash, food, etc. should be deposited in trash/recycle bins.
10. UMBRELLAS – Please use with care and lower them ahead of wind or threatening weather.
11. Pool users must wear proper bathing attire; babies should have special swim diapers. Please, no cut-off shorts, as fringe clogs the filters.
12. To help keep the pool clean, please shower off lotions and hair products before entering the pool.
13. Individuals with any type of infection, open wounds, or symptomatic illness should not use the facility.
14. Each Crown Oaks household may bring up to four (4) additional guests at one time and **must accompany their guests at all times.**

Penalty for violation of the above rules:

- 1st Offense --- Warning by HOA Member, the Pool Company, or Management Company**
- 2nd Offense --- Loss of use of the pool facilities for one week**
- 3rd Offense --- Determined by the Board of Directors**

Please text or call Lemmon Tree Management at 919-412-6747 if you have any questions or concerns.

In case of emergency dial 911 on the pool phone.

The pool facility is maintained by Southeast Pools. Email info@sepoolsnec.com

Appendix E

Directory of Services

Management Company: www.lemmontreenc.com

Lemmon Tree Management, LLC
PO Box 17565
Raleigh, NC 27619
919-412-6747
mhardin@lemmontreenc.com

Security:

On-Point Protection Agency
info@onpointprotectionagency.com 919-851-5700, Option 1

Animal Control: www.wakegov.com/pets

City of Raleigh – Dispatch: 919-831-6311 or 919-996-1449
Wake County Animal Shelter: 919-250-1475

Municipal Information: www.raleighnc.gov or www.wakegov.com

In Case of Emergency: 911
Non-Emergency Police: 919-831-6311

Utilities:

Duke Energy
www.progress-energy.com 800-452-2777
AT&T
www.att.com 800-288-2020
Spectrum
www.spectrum.com 855-707-7328
City of Raleigh
www.raleighnc.gov/water or www.raleighnc.gov/services/trash-recycling-and-clean
Special Load Pickup
www.raleighnc.gov/solid-waste-services 919-996-3245

Other Services:

Integrity Towing Solutions 919-790-9393
Impound@integritytow.com

Appendix F
ARCHITECTURAL REQUEST
Crown Oaks Home Owners Association

Before you begin any work, you ***must*** have in place an approved Architectural Request. **PLEASE ALLOW TWO (2) WEEKS FOR THE APPROVAL PROCESS.** You may submit your request through the online portal by visiting www.lemmontreenc.com or you may return this form to Lemmon Tree Management, LLC either by email (mhardin@lemmontreenc.com) or mail (PO Box 17565, Raleigh, NC 27619).

Thank you for your interest in improving your investment in Crown Oaks.

Property Owner Name(s) *Print Please*

Property Address

Telephone Number (day)

Telephone Number (evening)

Description of Improvement, Change, or Addition:

Materials to be Used:

Color(s) _____

Estimated Start Date: _____

Estimated Completion Date: _____

Please include drawings, or relative pictures with this request showing any proposed improvements including the relationship to existing structures, lot lines, and landscaping.

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described, and met any and all codes, permits, or other requirements deemed necessary by county, state, or other applicable authority.

Owner's Signature(s)

Date

Date Received

CO Representative initials

Approved Pending Denied

Status / Date _____

Notes: _____

Neighbor approval _____

Address

Yes/No Signature/date

Neighbor approval _____

Address

Yes/No Signature/date

Item	Who's Responsible?		Notes
	HOA	HO	
Foundation/ Structural Parts of Unit		X	
Crawl Spaces		X	Owner is responsible for maintaining moisture barrier, insulation, foundation vents.
Exterior Siding and Trim (cleaning, painting, repair)	X		Work is scheduled in phases, but HO should report issues as discovered.
Exterior Townhouse Numbers	X		
Roof (repair and/or replacement)	X	X	The Association maintains the roof with repair and replacement for normal wear and tear as needed. In the event of a roof leak, the HOA repairs the exterior and the HO and/or your insurance covers any interior repairs. For hazard, fire, storm damage, the owner's insurance is responsible for the roof repairs. Call LTM ASAP with any leak.
Attics		X	Owner is responsible for attic interior, insulation, etc.
Built in Roof Vents	X		
Chimney/Pipes and/or Caps		X	The HOA will periodically paint the exterior of the chimney.
Animals in Chimney or Attic		X	
Storm Door/Entry Door/Shed Door/Crawl Space Door		X	Doors are the responsibility of the HO, however, the HOA will periodically clean and paint the exterior.
Weatherstripping		X	
Door Frame and Sill (exterior only)	X		
Storage Sheds	X	X	HOA maintains the exterior and the HO is responsible for the interior
Exterior A/C or Heat Pumps		X	
Door Bells/Buzzers/ Knobs/Locks		X	
Exterior Light Fixtures Mounted on Unit		X	Changing fixtures requires HOA approval.
Exterior Street and Area Lighting	X		Report pole outages to Lemmon Tree
Windows/Screens		X	Window replacements must be approved. HOA will periodically paint exterior window trim.
Shutters	X		
Gutters	X		Make sure downspout is flowing and gutters are not leaking down behind or over. HO should check during rain. Gutters are cleaned and maintained by the HOA, as needed.
Exterior Water Spigots and/or Hose Bibs		X	
Exterior Utility Meters/ Boxes (attached to unit)		X	
Brick/Concrete Steps and/or Porches	X		
Wood Porches/ Steps/Decks	X		Only those that were of original construction. Contact Lemmon Tree with questions.

Appendix G Crown Oaks - Who's Responsible? - HOA or Homeowner

Wood Privacy Fences	X	X	Side privacy fences were original and are the HOA responsibility. Back fence and gate additions are the HO's. HOA will periodically clean and stain.
Handrails	X		Additions should be approved.
Sidewalk Maintenance	X		
Ice and Snow Removal	X	X	The HOA does NOT treat or remove snow from walkways, steps, porches, or decks. Generally, sloped lot entrances are treated with ice melt and/or plowed if significant accumulation.
Landscaping	X		Responsible for open yards, common areas, shrubs, trees, entrances. HO should not add plantings to front of buildings. Landscape contractors cannot take directions from HO.
Water Leak/Sewer Back Up/High Water Bills	X	X	Plumbing issues are often a shared responsibility between owner and the HOA. Plumbing issues or repairs on the inside of a unit are the owner's responsibility and the plumbing lines outside of the building are the Association's responsibility. Report any plumbing issues to Lemmon Tree ASAP.
Interior Repairs (caused by leaks or backup)		X	
Trash/Recycling/ Large Load Pick Up		X	Trash must be in city provided green cans. Pickup curbside on Tuesdays; return can to rear of building by Wednesdays. NO DUMPING ON CURBS!! Call city 919-831-6728 for special load pick up or bulky items. Recycling picked up curbside in blue bins; check city for schedule. Store bins behind building.
Termite Inspection/ Pest Control	X	X	Association covers termites and provides yearly inspection and treatment if needed. HO handles all other interior pest issues. Any damage due to termites or pests are the HO responsibility.
Insurance (damage from flood, fire, wind, vandalism, or civil disturbance)		X	HO must carry fire and hazard insurance equal to full value of home. Article XIV, section 3 of the covenants.
Mail/Mailboxes		X	CO mailboxes/keys are managed by North Ridge PO. Call Post Office at 919-846-1942.
Private Streets/ Parking Lots	X		Responsible for maintenance and rights of use.

Crown Oaks Townhomes Association

Addendum to Leasing Section of the Guidelines, Rules, and Information for Living in Crown Oaks Townhomes to clarify the Rules and Guidance Regarding Short Term Rentals/Airbnbs/VRBOs

The townhomes association does not permit the use of the property for short term rentals, such as Airbnb or VRBO. The Crown Oaks community was developed as a homeowners' association with a lot of commonly owned property and amenities to be used and shared by the membership. The organization is not well suited, staffed, or insured to regulate frequent changes in residents, traffic, or use of the common areas and amenities. This is based on the following guidance from the Declaration of Covenants, Conditions, and Restrictions for Crown Oaks:

Article XI, Section 2 – Use of Property, (2a) states that "each townhome shall be used as a single-family residence and for no other purpose."

Article XI, Section 2e states that "no industry, business, trade, occupation, or profession of any kind, whether commercial or otherwise, shall be conducted, maintained, or permitted on any part of the Property."

Article XI, Section 2h states that "the common area and facilities shall be used only for the purposes for which they are intended and reasonably suited, and which are incident to the use and occupancy of the townhomes, subject to any rules or regulations that may be adopted by the Association pursuant to its bylaws."

LEASING:

Landlords should have a properly prepared legal lease agreement. It should include a provision that tenants must abide by all conditions of the Declaration, Covenants, and Rules. Owners are responsible for the behavior of their tenants and any violations or property damage. The HOA asks that you register the authorized vehicles for the unit with Lemmon Tree in lieu of a parking pass.



CROWN OAKS HOMEOWNERS ASSOCIATION

Appendix I - Towing Policy

Effective March 1, 2026

RE: Towing Policy 2026

**Crown Oaks Community Towing is provided by INTEGRITY TOWING SOLUTIONS
919-790-9393**

Towing will be done by request and may only be called in by the following:

- Lemmon Tree Management - Mary Hardin or LaMont Crumpler
- On Point Protection Company - Officer on Duty

Vehicles in violation of the HOA's parking and private street guidelines are subject to being towed at the owner's expense. The guidelines are included in the HOA rules and on page 2 of this notice. **Crown Oaks residents are entitled to one numbered reserved parking space.**

If someone is in your reserved space, you are unable to locate the owner, and you need the vehicle to be towed, the following steps must be followed.

- Between 6am - 6pm, contact HOA Management (see below).
Between 6pm - 6am, contact On-Point Protection at 919-851-5700
- **You must be able to provide the make, color, and tag number of the vehicle, along with the address number painted on the parking space.** (this is to ensure the correct vehicle is towed in case the car is moved and you put your vehicle in your space). The response time can vary greatly, depending on the tow company's availability

We always encourage friendly community interaction, so checking with neighbors before towing is recommended. *** The HOA cannot guarantee towing will be available at all times.

PO Box #17565 • Raleigh, NC 27619
919-412-6747 (call or text)
mhardin@lemmontreenc.com





CROWN OAKS HOMEOWNERS ASSOCIATION

2. Parking and Private Streets:

2.1 One numbered reserved parking space is assigned for each residential unit. Two-bedroom homes are entitled to the use of one additional space and three-bedroom homes, two additional spaces. No owner may regularly use more than three parking spaces. Please ensure your guests park in designated visitor spaces.

2.2 All vehicles parked on Crown Oaks property must have a current license plate with updated, valid, registration sticker, and should be registered with the HOA.

2.3 Only personal passenger vehicles may be parked on Crown Oaks property. Commercial vehicles are not allowed to park on Crown Oaks property, unless the vendor is working on site. For example: vehicles branded with graphics/signage, attached tools, work vans, licensed weighted, oversized, etc. are not permitted. No trailers, campers, boats, or trucks shall be parked on site, except standard ½ ton or less personal pickup trucks.

2.4 No vehicles may be stored in the parking areas (remain unmoved for 15 consecutive days). If you are going to be out of town longer than 15 days, you should alert management so that your vehicle will not be tagged/towed.

2.5 All vehicles should be in good condition and working order. A vehicle would be considered in violation for the following: flat tires, fluid leaks (oil, gas, etc. deteriorates the asphalt), broken glass, graffiti, extensive rust, collision damage, etc.

2.6 Repairs and routine maintenance to vehicles may not be done in the parking lots of Crown Oaks. Only an emergency tire change or battery jump may be performed.

2.7 Vehicles must only park in designated parking spaces, not along or on curbs, sidewalks, or grounds. The owner will be charged for any damage to the grounds, concrete, underground sewer or water lines.

2.8 The speed limit within the property is 10 mph.

2.9 Drivers should lower the stereo volume while driving through Crown Oaks.

2.10 Vehicles in violation of these guidelines are subject to being tagged and towed.



Appendix J.1 – Pool & Tennis Keys

Attachment B to Declaration
SEC 2973 REC 149
BYLAWS
OF
CROWN OAKS TOWNHOMES ASSOCIATION

RECEIVED
ELECTRONIC
MAY 9 9 05 AM '18
CLERK OF COURT
CLERK OF COURT

ARTICLE VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

Section 1. Powers. The Board of Directors shall have power:

(a) To adopt, amend and publish rules and regulations governing the use of the Common Area and Amenities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;

Due to the increased costs of the security keys for the pool and tennis court and frequency of these keys being "lost", the Crown Oaks Board of Directors has passed a resolution to increase the replacement costs for pool and tennis keys. All owners are provided a set of keys and a pool pass at no cost when a home is purchased. Each home is provided one key for the pool, one for tennis, and a pool pass.

Starting in May of 2025, replacement cost of each key will increase to \$35 for the first replacement. If the same owner needs a second replacement it will then be \$70, third replacement will be \$105 and so on. If a laminated pool pass needs to be replaced it is \$20.

These keys cannot be duplicated and must be ordered from a locksmith each time and so changing locks is not an option.

Landlord owners are encouraged to only issue keys to tenants that request to use the amenities and require a deposit from tenants for the keys and/or make the return of the keys a stipulation of the lease and getting their deposit returned.

The HOA has experienced several incidents in the past, of former tenants showing up at the pool and at one point, an individual showed up and stated they paid someone for the pool membership and key and they did not even live in Crown Oaks.

The Crown Oaks Pool is one of the costliest budget items that the HOA is responsible for and must be protected for the enjoyment of current owners and tenants.

Appendix J.2 – Pool & Tennis Keys

J.2

Crown Oaks Homeowners Association, Inc.

c/o Lemmon Tree Management, LLC

*PO Box 17565 * Raleigh, NC 27619*

*(919) 412-6747 * crownoaks@lemmontreenc.com*

Replacement of Pool or Tennis
Keys will cost \$35 each/1st time,
\$70 / 2nd time, \$105 / 3rd time,
and so on. (initial) _____

Pool Use Policy

Pool Pass Agreement

- Initially pool passes will be issued free of charge; replacements will be available for a fee of \$20.00. ~~Key replacements, \$20.00 each~~
- The pool pass will be issued to the homeowner and it must be in hand to enter the pool facilities. (initials) _____
- If you lease your townhouse in Crown Oaks you may secure a pool pass for your tenant by contacting the community manager. You will need to provide information about the approved residents of that address.
- If your pool pass is misused in any way by breaking the rules or admitting unapproved visitors, your pool privileges may be revoked. (initials) _____
- Children under 18 must be accompanied by their parent or legal guardian to use the pool facilities. (initials) _____

I, _____, a member of the Crown Oaks Homeowners Association and owner of _____, have read the policy above and have received the following:

____ Pool pass number _____

____ Pool rules

____ Pool gate key (n/a if already have a key) (339) _____

____ Tennis key (206) _____

(initials) _____. I live in Crown Oaks full time; pool pass for personal use.

(initials) _____. This pool pass is for my tenant, info as follows. I understand that it is my responsibility to ensure that my tenant abides by the pool use policy.

Tenant / Lessee Name(s) _____

Authorized occupants of the home:

Name(s) _____	date of birth _____
_____	date of birth _____
_____	date of birth _____
_____	date of birth _____

Signed _____ Date _____

HOA Rep. Signature _____ Date _____

