

# *Preston Woods Condominiums*

## *Rules and Regulations*

*Professionally Managed by*

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## **Rules & Regulations:**

**Revised May 18, 2018**

Your Preston Woods Board of Directors welcomes the assistance of all unit owners/residents in the enforcement of these Rules & Regulations. Violations will be reported **in writing** to the Management Agent of the condominiums, and not to the Board of Directors of the Association. The managing agent will give notice of violation to the violating unit owner/resident and any appropriate committee. Unit owners are responsible for the compliance of their guests, invitees, and residents.

### **General Rules:**

1. The sidewalks, entrances, roadways and similar areas of the common areas shall not be obstructed nor used for any purpose other than for ingress and egress and to and from the Condominium; nor shall any carts, bicycles, carriages, chairs, tables, toys, playground equipment, or any other object stored thereon, any of these violations will be subject to a fine.

2. The personal property of unit owners/residents must be stored in their respective units. Yard ornaments such as wagon wheels, and plastic, concrete or ceramic figurines must be located inside the patio. Children's toys must also be stored either indoors or on the patio.

3. Toilets and other plumbing shall not be used for any other purpose other than those for which they were constructed. No sweeping, rubbish, rags, or other foreign substances shall be thrown in them. The cost of any damage resulting in misuse shall be borne by the unit owner/resident responsible for the damage.

4. No owner/resident shall allow anything to fall from the window, balcony, or doors of the premises, including over/watering of plants where water may run down on the unit below. Dropping or throwing items from balconies to the ground for the purpose of discarding, moving, or any other reason is strictly forbidden. Owner/Resident shall be considerate of those below when sweeping or cleaning the balcony floor. Owner/Resident shall not throw cigarette butts on the grounds. Owner/Resident shall be courteous of the people and personal property below them.

5. No flammable, combustible, or explosive fluids, chemicals or substances shall be kept in any or on the common areas or storage.

6. To maintain a uniform and pleasing appearance of the exterior of the buildings, no awnings, canopies, or shutters. No glass enclosures or projections shall be attached to the outside walls, doors, windows, roofs, or other portion of the buildings or on the common areas, unless approved by the Board of Directors. Sunscreens are permitted, but they must be neutral in color.

7. No holes shall be places in the vinyl siding of the buildings.

8. Any decorative lights are to be white in color, except during the Christmas season. All holiday decorations must be removed within 2 weeks of the passing of that holiday.

9. Owner/Resident will select exterior doors and screens that are approved for purchase by the Board or Management Company. **MAKE NO CHANGES WITHOUT PRIOR APPROVAL OF THE BOARD OF DIRECTORS.** Homeowners are responsible for the proper inside security of their individual units. Homeowners can change locks and/or deadbolts as they deem necessary for their own security if it does not change the outside appearance of the door.

10. No unit shall have aluminum foil placed in any window or glass door, or any reflective substance placed on any glass.

11. Where curtains are other than white or off-white, they must be lined or "under draped" or "blacked out" draped in which liners are approved by the Board of Directors. Replacement blinds should be white.

12. No radio, television, or other electronic installation may be permitted in any unit which interferes with the television or radio reception of another unit.

13. No exterior antennae shall be mounted on the building or common areas.

14. No noxious or unusual odors shall be generated in such quantities that they permeate to other units or the common areas. Normal cooking odors, normally and reasonably generated, shall not be deemed violations of this regulation.

15. Per North Carolina Fire Code, Section 308, No charcoal burners or other open flame cooking device is permitted within 10 feet of a combustible balcony. Electric grills will not be allowed on patios/balconies.

16. There shall be no solicitation by any person or organization anywhere in the condominium complex for any cause activity, charity or purpose whatsoever.

17. Unit Owner/Residents shall be liable for all damages to the buildings caused by receiving deliveries, moving or removing furniture or other items to and from the building.

18. Children will be the direct responsibility of their parents or legal guardians who must supervise them while they are within the condominium complex. Full compliance with the Rules & Regulations and all other Rules & Regulations of the association shall be required of such children. Children are not to color, chalk, or put any type of graphite on any area of the common areas to include; sidewalks, buildings, and parking lot.

18. Unit Owners/Residents are not permitted on the roofs for any purpose.

20. Unit Owners/Residents, their families, and guest(s), shall not appear in, nor use the commons areas except in appropriate attire.

21. A 15MPH speed limit within the Preston Woods Condominiums shall be adhered to by residents and guest. This is to protect children and residents.

22. No commercial activity shall be undertaken that would impinge with the rights, comforts, or convenience of others.

23. No objects may be draped or hung from any balcony or patio rear to include; clothes, towels, sheets, diapers, etc. Items such as windchimes are permitted.

**\*Balcony storage shall consist of patio furniture, plants, and small toys (nothing that shows above the railings), bicycles must be kept on the interior side of the patio (they can't be against the railings & they can't be hung).**

24. No signs of any kind shall be visible in windows except, For Sale/For Rent signs, unless approved by the Board of Directors.

25. No trash of any kind is to be left in front doors, stoops, porches, or under the stairwells.

26. **Refuse, waste, and garbage** shall be securely contained in plastic bags and immediately disposed of in the trash dumpster. Boxes, chemicals, and trash items too large to fit into the dumpster is the responsibility of the owner/resident to dispose of. If the dumpster is full **DO NOT** leave trash on the ground.

27. Every unit owner/resident and occupant shall comply with the Rules & Regulations and set forth herein or amended. Failure of a unit owner/resident or occupant to so comply shall be grounds for action, which may include, without limitation or action to recover sums due for damages, injunctive relief, or any combination thereof.

28. The Board of Directors at its discretion can change, add or delete Rules & Regulations as determined by circumstances.

### **Pool Rules:**

1. The pool is open from Memorial Day weekend through Labor Day weekend. With pool hours from 8AM until dusk. The Board of Directors must authorize use of the pool area outside these dates and times.

2. **Unit owner/resident failing to follow the pool rules will receive a warning letter from the management agent for the 1<sup>st</sup> infraction and each additional infraction are subject to a fine. Unit owners/residents observed in the pool area with glass of any type will be fined \$2000 for every infraction.**

3. **NO GLASS OF ANY TYPE is permitted in the pool-fenced area!**

4. **All unit owner/residents and guest(s) shall enter and exit the pool area with a key. Lost/stolen keys can be replaced for a \$50 fee.**

5. The unit owner/resident is responsible for the behavior of all guest(s) and for cleanup, as well as enforcement of pool and association rules.

6. No children under the age of 13 shall be at the pool without adult supervision. Adult supervision is someone 18 years of age or older.

7. **NO LIFEGUARD ON DUTY**-unit owner/resident and their guest(s) swim at their own risk.

8. Read and abide by all pool rules posted around the pool area.

9. No more than 4 guests over the age of 18 (children do not count as a guest) allowed per unit without approval. Approval must be obtained to rent the cabana area. Approval would be obtained by submitting a pool party request to the management company (1) week in advance. A \$100 deposit is required, the deposit will be refunded if all pool party requirements are met. **POOL IS STILL OPEN TO ALL PRESTON WOODS RESIDENTS DURING POOL PARTY.**

10. No guest(s) can be in the pool area without the unit owner/resident present.

11. Jumping/climbing the fence to enter/exit the pool area will not be allowed.

12. No diving, no running, and no horseplay in the pool area.

13. No pets are allowed in the pool fenced area.

14. Use provided trash receptacles to dispose of waste, cigarette butts, and recyclables.

15. Upon leaving the pool area please ensure the restroom doors are closed and the pool house lights and fan are off, and that the gate is closed.

16. All pool parties must be approved by the management company.

17. Owners that are more than one month behind on their HOA dues will have pool, pool grills, and common area access revoked. This includes the tenant(s) of that owner.

18. Unit owner/resident that continues to not follow the posted pool Rules & Regulations will lose their pool privileges for the season.

**NOTE: All fines will be directed to the unit owner/renters.**

### **Noise Policy:**

No unit owner/resident, nor their family, guest, or tenant shall make or permit any disturbing noises in the building or upon the common areas, nor permit any conduct by such persons that interfere with the rights, comforts, or conveniences of other unit owners/residents as outlined below:

1. Minimum volumes of all sounds and sound producing equipment shall be enforced between the hours of 10:30PM through 8:00AM.
2. No unit owner/resident shall play or will be permitted to play any musical instrument, not operate or permit to operate a phonograph, television, radio, sound amplifier, or other sound equipment in their unit in such a manner as to disturb or annoy other unit owner/resident.
3. No unit owner/resident or guest(s) shall conduct, no be permitted to be conducted, vocal or instrumental instruction or practice any time that disturbs other unit owner/residents.
4. All tenants and their guest(s) shall conduct themselves with respect for others. Speech and music that contains language considered by some individuals as obscene, demeaning, and/or offensive shall not be tolerated in and around the common areas.
5. No domestic disturbances that will disturb unit owner/residents shall be tolerated.
6. All disturbances of any nature will be referred to the police for action.
7. Fines will be given to those who do not comply with these rules.
8. Unit owner/resident failing to follow said rules will receive a warning letter from the management company for the 1<sup>st</sup> infraction and each additional infraction will lead to a fine.

9. After the 3<sup>rd</sup> infraction the management agent will schedule a meeting to work out a resolution with the unit owner/resident or owner representative.

**Note: All fines will be directed to the unit owner/renters.**

### **Pet Policy:**

The maintenance, keeping, boarding/raising of animals, livestock, poultry or reptiles of any kind regardless of the number, shall be prohibited within any unit or upon the common areas except as outlined below. The policy is a set of rules governing registration and expected pet owner behaviors.

1. Each condo will be allowed to maintain (2) orderly, domestic pets. It is expected that all pets are to be inoculated as required by law. All owner/residents must maintain insurance specific to dog breeds that insurance industry considers hazardous breeds and must be submitted to management company.
2. Pet owners must keep their animals in control always. All pets, to include cats, must be kept on a leash under the control of a person capable of restraint and control of same when outside the unit. The NC State and Cumberland County Animal Control Regulation (C-C-C-3-29 Leash Law) will be strictly adhered to. All occupants of Preston Woods Condominiums are encouraged to call the animal control department to help enforce this law. All solid matter left by the pet at any place on the premises must be "picked up" immediately to prevent unsightly nuisance, unpleasant odors, and sanitation problems.
3. Animals deemed dangerous and/or recurring nuisances will be recommended for removal from the property.
4. Pet owners are responsible for picking up pet waste and disposing in the trash.
5. Fines will be given to those who do not comply with these rules.

6. After the 3<sup>rd</sup> infraction the management company will schedule a meeting to work out a resolution with the unit owner/resident or representative.

7. The pet may be recommended for removal if compliance these rules are not met.

8. The Board of Directors has final approval for any unexpected issues, concerns, or special circumstances which may arise.

**NOTE: All fines will be directed to the unit owners/renters.**

### **Parking Policy:**

To promote resident safety, enhance area security, and to assure equitable parking accommodations, the following rules have been written for the residents of the Preston Woods Condominiums:

1. Unit owner/residents of the Preston Woods Condominiums are entitled to use available common element parking spaces for approved vehicles. An approved vehicle shall include a conventional passenger vehicle, motorcycle, van, and truck.

a. Only space per unit is provided in the area directly in front of each building with spaces designated by the unit number. Unnumbered spaces may be utilized at the building of residence on a first-come, first-served basis. Parking in the overflow sections are also available.

b. No parking is permitted on curbs opposite of buildings 2701, 2705, 2713, and 2717, this blocks the safe ingress and egress of vehicles parked in legitimate spaces.

2. Vehicles must be parked so as not to prevent access to the sidewalks.

### **Restrictions:**

1. No storage of trailer, boats, or recreational vehicles (RV) may be parked in any common area parking (a trailer is defined as a vehicle which cannot be self-propelled). Boats that can fit safely within the confines of (1) normal parking space are permitted but must be parked in an unnumbered parking space in the lot across from the 2709 building.

2. No moving pod containers shall be in the common area for more than 30 days without approval by the Board of Directors.

3. No vehicle shall obstruct reasonable flow of traffic or park to block entering or exiting of any other vehicle.

4. All vehicles must be current with their state registration. Property Management shall be notified by the unit owner/resident who are being deployed or on a long absence.

5. All vehicles must be in operating condition. Disabled vehicles will be towed at the owner's expense.

6. Parked vehicles may not be covered (i.e. tarpaulin) in any way.

7. Driving or parking motorized vehicles of any kind on the common areas not designated for vehicle use (i.e. grass, sidewalks, or access road) is strictly prohibited.

8. Vehicles/motorcycles not used on a regular basis, multiple vehicles, deploying residents, or on a long absence, must be parked in unmarked spots. Violators will be towed at the owner's expense.

### **Vehicle Maintenance:**

1. Vehicles may be washed only at the designated car wash area, there is a hose provided for the unit owner/resident to use.

2. Simple vehicle maintenance such as waxing, detailing, vacuuming, replacing some light bulbs, checking tire pressure, changing wiper blades, changing batteries, and performing normal safety checks are permitted.

3. To protect our environment, maintenance activities where dropping of fluids may occur, such as oil and transmission fluids, or removing multiple parts where as to render a vehicle inoperable, are prohibited.

### **Association Not Responsible:**

Nothing in this policy shall be constructed to hold the Board of Directors or management company responsible for damage to vehicles or loss of property from vehicles parked in the common areas.

### **Damages:**

Any damages to the Preston Woods Condominiums common areas by the use of any vehicle, including hired and leased moving vans, shall be responsibility of the unit owners/residents.

### **Enforcement of the Regulations:**

In addition to the towing provisions above, breaches of the above regulations are subject to appropriate action by management. Authorization and supervision will be done by management company and/or the Board of Directors only.

## **Violations:**

Your Board encourages the assistance of all residents in the enforcement of these Rules & Regulations. Violations should be reported to the management agent, not to the Board and/or its authorized agents will give notice in writing of the violation to the violating resident(s) and any other appropriate persons. All disagreements will be presented to the Board, which will take the appropriate action. Owners are reminded that they are responsible for the conduct and actions of their guest(s) or tenant(s).

## **Penalties for Violations:**

**(Unless otherwise stated)**

**First Offense → Warning Letter (Owner/Resident must comply within 14 days.)**

**Second Offense → \$100 Fine**

**Third Offense → \$150 Fine**

**\$200 Fine for each day thereafter.**

**NOTE: All fines will be directed to the unit owner/residents.**

Thank you for your cooperation, Your current Board of Directors

## **Responsibilities:**

There are two (2) areas of responsibilities in the Preston Woods Condominiums complex. First is the management area which is handled by a property manager hired by the HOA through the Board of Directors. Second is the owner responsibility. This article is intended to distinguish between the two (2).

## **Property Manager:**

The property manager is hired to oversee and handle matters concerning the HOA that cannot be done on an individual basis. These include, but are not limited to, financial responsibilities that are collective of all HOA members such as monthly utilities, outside improvements, and maintenance. He/She works directly with the Board of Directors in a collaborative effort to establish and make the most of our spending of the monthly dues collected. It is his/her expertise that directs us, his hard work that accomplishes tasks related to the association's property and his/her vision that can result in the overall enhancement and value of our property. He is not contracted to deal with nor manage renters here that hold contracts with other property managers or owners; his/her responsibility lies with the property owners. Those owners who elect to rent through a property manager or on their own bear the responsibility of managing their own tenants; ensuring a copy of this document is accessible in each unit you own. The association manager is never expected to engage in the settlement of personal problems/issues with other neighbors; his involvement would only come with the respect to damage caused to the area of his/her jurisdiction or the breaking of established rules & regulations that a renter's landlord may fail to handle. All renters should refer any concerns to the person to whom they pay their rent, whether it be the owner or a contracted property manager. Issues with other neighbors that cannot be resolved by personal contact should be referred to the local police department. The HOA manager should never be called nor asked to assist in matters which should be referred to others. This is expensive in time and personnel. Please help keep our rates down by cooperating! Know who to call and keep their contact numbers handy. Ask them for weekend and night numbers also. They are familiar with the Association Manager's numbers and they know when he/she should be involved. Owners who live on-site should keep numbers on file for police department, insurance agent, plumbing contractors, electricians, etc. In case of fire or water leak follow the rules to expedite getting help. The rules are plainly laid out for you and every second counts in an emergency.

## **Owners:**

As owners, we have purchased interior space here. It is our pleasure to live in that space and that space is our responsibility to maintain and improve. The rules & regulations should be followed to the letter as this is what keeps us safe, saves insurance expense for the Association and each owner, and promotes good living practices among neighbors in such proximity. Your Property Manager and Board of Directors have worked diligently to reduce insurance costs, to find ways owners can prevent needless accidents and mishaps, and to insure the comfort and safety of living here. Any cost borne by the HOA is money out of our pockets via monthly dues and assessments. HO6 as well as Loss Risk Assessments of \$50,000 should be effective at all times. With cooperation of owners via following rules & regulations we can make drastic reduction in unnecessary expense. Your compliance is appreciated.

## HOA/Owner Responsibility Chart

The following graph will be found helpful in determining the areas and items for which both the Association Manager and the Owners are responsible. Please consult your rules & regulations for any further details and maintain a copy that is readily available to you.

<b><u>HOA:</u></b>	<b><u>Owners:</u></b>
Structure of Buildings	Windows
Outside Structures	Doors
Pool	Interiors
Lawn	Water Pipes & Lines to Unit
Sidewalks	Electrical Wiring in Unit
Parking Lot	HVAC (and any damage caused as a result of leaking HVAC unit)
Outside Lighting	Appliances
	Flooring
	Hot Water Heaters
	Any Water Damage Caused by Plumbing Issue
	Light Bulb Change on Back Deck