

Aronimink Townhomes

Rules and Regulations

January 30th, 2018

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Aronimink Tenant Agreement

I
(We) _____
_____, do
Name(s), Sign and print

Acknowledge I (We) have read and understand the Aronimink Townhomes Association Rules and Regulations and agree to abide by the provisions and conditions contained therein for the entirety of the lease.

Beginning date: _____ day of _____, 20 _____ ,

Termination date: _____ day of _____, 20 _____ .

Address: 285 Sugar Gum Lane, Unit # _____ .

Signature of Tenant (s):

Printed Name:

Signature of Tenant (s):

Printed Name:

Date: ___/___/___

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The Aronimink Townhomes Association Mission Statement

To provide a safe, peaceful, attractive community in which to live and to preserve, protect and enhance the values and amenities of all properties within The Aronimink Townhomes Association.

Overview

The Covenants, Conditions and Restrictions are the single, most important, document that governs the Association. The By-Laws contain a more in-depth and comprehensive communication of the many elements of Covenants, Conditions and Restrictions. The By-Laws provide information

regarding ownership, elections, general rules, and other information not found in the Rules and Regulations. The Rules and Regulations were enacted to provide guidance and direction in meeting the Mission Statement for the Association. They contain information not included in the other two documents. These three documents define the rights, privileges and responsibilities afforded to the Unit Owners of the Association.

Below are key contacts for the association management company and Board of Directors. Your initial point of contact should generally be the management company.

Contact Information:

Association Management Company

Contacts: Claire Crump – Property manager

Telephone: 910-295- 3791 – ext.1126

Board of Directors

Jim Maynard, President
Director

285 Sugar Gum Lane, Unit 20
Lane, Unit 40

Pinehurst, NC 23874

Phone: 910-215-0295

Email: Jmaynard3@nc.rr.com
fpk419@gmail.com

Fred Kaktzman

285 Sugar Gum

Pinehurst, NC 28374

910-215-9242

Email :

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The Board of Directors has adopted the following Rules and Regulations. The Rules and Regulations are intended to enhance the safety and quality of life for all Association owners, renters, and guests. The Rules and Regulations define acceptable conduct and are intended to assure the preservation and growth of the value of the properties of the Association. In establishing and maintaining the Rules and Regulations, the Board of Directors shall make every effort to ensure that they do not affect the rights of Unit Owners and renters to enjoy reasonable use of their property and privileges of ownership.

The Unit Owner is responsible for compliance with the Rules and Regulations. When necessary, the Rules and Regulations may be modified, added to, or repealed in whole, or in part, by the Board of Directors in the best interests of unit owners. The Rules and Regulations do not replace the Covenants or By-Laws but provide additional specifics for governing the Association. In case of conflict between the three documents due to wording, the Covenants will prevail.

Violation of these Rules and Regulations may subject the violator to any and all remedies available to the Association. These remedies may include any combination fine, suspension of rights, and legal action. The Association shall be entitled in such matters to recover all legal costs incurred in the enforcement process. All actions will be taken in accordance with the North Carolina Condominium Act and the Covenants and By-Laws of the Association.

A. Violations should be reported to the Management Company representative or a Board member.

B. A three step resolution process will initiate:

Step 1. If possible, the violator (Unit Owner) will be called by the Management Company, apprised of the violation, provided a next step in writing. This includes a maximum of fifteen (15) days to comply, indication of penalty for noncompliance, and option to appeal in writing.

Step 2. If Unit Owner complies, no further action takes place. After fifteen (15) days, the owner is notified of a five (5) day “grace” period to comply, after which imposition of fine/other action will begin.

Step 3. Continued monitoring of situation by Community Manager.
Continuation of fine/other action until Unit Owner complies.

Unit Owners are responsible for the conduct and compliance of tenants, guests, and all others.

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Responsibilities of the Board of Directors

1. The Board of Directors has the responsibility to fulfill their duties as outlined in the Association By-Laws. The Board of Directors approves all projects, contracts, and works with the management company to ensure compliance with the Covenants, By-Laws, and Rules and Regulations.

Responsibilities of the Management Company

1. The management company is responsible for the day to day operations of the Association at the direction of the Board of Directors.

2. All maintenance requests and inquiries are directed to the management company for resolution.

3. The management company prepares monthly financial statements, including income and expense statements, delinquency reporting, and general asset analysis.

Contact information:

Responsibilities of the Owner

1. The Unit Owner is responsible for maintaining, repairing, and replacing all interior portions of the unit which shall need repair, at Unit Owner expense, including the following items:

- Patios
- Front and rear decks
- All bathroom fixtures
- All kitchen fixtures/appliances
- Light Fixtures
- All other electrical or plumbing equipment, pipes, and fittings serving the Unit Owner's unit which are located in the party wall.
- Heating and air conditioning systems serving the Unit Owner's unit.
- The cost of reasonable repair and maintenance of a party wall shall be shared by the Unit Owners who make use of the wall in proportion to such use.

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Responsibilities of the Owner – Continued

2. Unit Owners are responsible for maintaining and repairing all glass surfaces, including sky lights.

3. Contact the management company immediately if there is a need for maintenance of common areas or building exteriors.

- All nonpermanent owners should have their units inspected for any evidence of roof leaks at least once a month. Any evidence of a potential leak must be reported to management within 24 hours of its discovery. The Homeowners Association will immediately inspect the roof to determine the source of the leak and perform the necessary roof repairs.
- Any extraordinary weather event such as, heavy snow, ice, wind or rain storms, should trigger an immediate inspection of the unit and the homeowner's association will closely monitor the condition of the roofs. The HOA or management will inform our nonresidents when these events occur.
- The Homeowners Association will only consider contributing to the repairs inside a unit if the leak was reported within 30 days of its occurrence. The homeowner should immediately contact their insurance company and report the damage. If the insurance company refuses the claim for damage the denial document should be presented to the HOA and a decision will be made on a case by case basis whether the HOA will contribute to the internal repair expenses. Verifiable facts will be the determining criteria considered by the BOD when these issues are reviewed.

4. All Non-Permanent owners should have their units inspected for any evidence of roof leaks at least once a month. Any potential leak should be reported to the management company within 24 hours of its discovery. Extraordinary weather events should trigger an immediate inspection of the unit. The Homeowners Association will only consider contributing to the repairs inside a unit if the leak was reported within 30 days of its occurrence. Homeowner should contact their insurance company immediately and report interior damage. If insurance company refuses the claim, the homeowner should present the document to the HOA Board and the board will then make a decision on contributing funds for interior repairs on a case by case basis.

5. Unit Owners are responsible for their guests, family, and all other compliance regarding the Rules and Regulations of the Association.

7. Any proposed changes to the exterior of any unit must be submitted to the Board of directors for approval Prior to performance of work.

8. Unit Owners are responsible for maintaining decks with and appearance consistent with the rest of the community. Decks may not be used for storage and/or collection of extraneous debris.

9. Unit Owners that rent their property are responsible for providing a copy of these Association Rules and Regulations and By-Laws to the renter. The

Unit Owner is responsible for renter compliance to all Association Rules and Regulations and By-Laws.

Renter Responsibilities

1. Renters are responsible to the Unit Owner to follow all Rules and Regulations and By-Laws.
2. Renter will contact Unit Owner if maintenance of commons areas or exterior of unit is required.

General Rules and Regulations

Rental of Units:

1. The renting of any unit must meet the requirements established in the Association By-Laws, Article XV, Page Nine, Section a), b), c).
2. The By-Laws prohibit Renters from having pets.
3. All renters must sign the Aronimink Tenant Agreement prior to moving into the unit which attests to the fact that the renter has received and read the Association Rules and Regulations and agrees to comply to same.
4. The Unit Owner is responsible for communicating reported violations of the Rules and Regulations and By-Laws to the renter.
5. The Unit Owner is responsible for all property damage, personal or Association, caused by the renter and/or guests.
6. Units may be leased for residential purposes only.

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Use of Units:

1. All units shall be used for single family purposes and ancillary home office use. No other form of business, trade, or similar activity shall be conducted within a unit.
2. Any proposed contract for sale by a Unit Owner must be reviewed and approved by the Board of Directors as specified in the By-Laws of the Association.
3. Skateboarding, inline skating, or other forms of roller sports are prohibited throughout the Association.
4. Helmets must be worn at all times when riding bicycles within the Association in accordance with insurance requirements.

Solicitation

1. Solicitation within Aronimink is prohibited. Placing of materials on or under unit doors is strictly prohibited unless permitted in writing by the Board of Directors. Exceptions include any materials distributed by the Board of Directors, including newsletters, pamphlets, or letters of notification.

Pet Restriction

1. Unit Owners are permitted to have ordinary house pets, which shall include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, and aquarium fish. All ordinary house pets are permitted subject to the guidelines in the Rules and Regulations. Other ordinary house pets may be approved by the Board of Directors on a case by case basis.

2. Unusual, or exotic pets, such as, but not limited to snakes, insects, anthropoids, or rodents, are not permitted.
3. Pets are permitted by Unit Owners only as long as they are NOT kept, bred, or maintained for commercial purposes.
4. Dogs and cats must be on leash and said leash in master's hand at all times when outside the Unit Owner's unit.
5. All Unit Owners are required to immediately clean up and dispose of any waste caused by or deposited by the Unit Owner's pet in Association common areas.
6. Pet Owners are responsible for any property damage, injury, or disturbance caused or inflicted by the Unit Owner's pet.
7. Pets are to be walked away from shrubs and buildings.
8. The number of ordinary house pets per unit may not exceed two (2).

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9. All pets must have and display, as appropriate, evidence of all required registrations and inoculations.
10. After two (2) violations for the same cause which result in fines (as set forth in "Enforcement") in any 12-month period, the Association reserves the right to have the pet removed from Association property, following a ten (10) day notice to remove.

Outdoor Cooking

1. The Village of Pinehurst and the State of North Carolina fire codes prohibit all charcoal, or other open flame cooking devices (including LP gas grills) from being operated on combustible surfaces, or within ten (10) feet of combustible surfaces, to include pine straw.

Parking/Vehicle Operation

1. Parking spaces designated for the exclusive use of visitors to the Association shall not be used by any Unit Owner for the parking of Unit

Owner vehicles but may be used by persons visiting Unit Owners or renters for a period not to exceed one week.

2. No recreational vehicles, trailers, boats, jet skis, campers *trucks, vans, motorcycles, or minibikes may be parked or kept within the Association.

3. All vehicles must be in running condition and have a current license tag and inspection sticker.

4. No vehicles, including golf carts, may be operated by anyone under the age of 16. Anyone operating a vehicle within the Association must have a valid driver's license.

* Pickups are defined as light motor vehicles with an open rear cargo area, a maximum of four wheels, a maximum payload of 4,000 pounds, not licensed and registered as a "truck", and bearing no signage or advertising. Said vehicles fitting the description of a "pickup" may be excluded from the "truck" category of item two (2), this section.

Trash

1. Trash is to be placed in a container and the container placed at the end of the individual unit driveway on the designated trash pickup day (s), as designated by the Village of Pinehurst. Containers are not to be placed at the collection point before 5 pm on the day prior to collection. Containers are to be returned to storage by the end of collection day. Trash and recyclables are collected by the village of Pinehurst. The collection schedule is subject to change as determined by the Village of Pinehurst. Contact the Village of Pinehurst to determine the collection day. Any ordinances, or regulations instituted by the Village of Pinehurst which may deviate from this document will prevail. Unit Owners/renters are responsible for removal of items not considered regular household trash.

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Clothes/Laundry Displayed Outside of Unit

1. No drying or airing of laundry, clothing, or bedding shall be permitted outside a unit, including decks. This requirement is a Village of Pinehurst ordinance.

Noise

1. No noise annoyance of any kind is permitted after 10:00 pm, or before 7:00 am. This includes, but is not limited to, loud radio, stereo, television, or loud parties. Any Unit Owner or renter may call the police to report violators.

2. No Unit Owner, renter, or guest shall make or permit any noise that will disturb, or annoy the occupant of any other unit, or permit anything to be done which will interfere with the rights, comfort, or convenience of other Unit Owners, renters, or guests.

Landscaping

1. Landscaping for all common areas is the responsibility of the Association. The interior courtyard of each unit is the responsibility of the Unit Owner. Interior courtyards should be maintained with appropriate landscaping and kept neat and tidy. Planting plants, shrubs, or trees used to landscape courtyards that come into contact with the exterior of the unit and/or roof should be avoided.

Curtains/Blinds/Screen Doors/Storm Doors

1. Any curtains, draperies, or blinds that are installed must have a white (or similar) backing on the side exposed to the window. No window screens are to be placed on the outside of the window. Only Screen doors/Storm doors of a design approved by the Board of Directors are permitted on the exterior of openings.

Outdoor Lamps

1. The individual lamp adjacent to each unit is a shared responsibility of the Unit Owner and the Association. The controlling light switch in each unit must remain in the "On" position for the lamp to operate correctly. Do not turn off this light switch. The sensor on each lamp will illuminate the light at dusk and extinguish it in the morning. The replacement of bulbs, repair or replacement of the fixture, including sensors, is the responsibility of the Association.

Insurance

1. The Association will obtain and maintain at all times the following types of insurance to protect Unit Owners:

> Property Insurance: provides blanket protection on all dwelling units within the Association.

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> Liability Insurance: provides protection should any member of the public suffer either bodily injury, property damage, or personal injury (eg. False arrest, defamation of character, false advertising, etc.)

> Fidelity Insurance: Protects the Association against dishonest acts on the part of any Association member who handles Association funds.

2. Each individual Unit Owner is encouraged to obtain and maintain at all times the following types of insurance (those types that cover personal liability and personal property). These coverages are contained in a North Carolina Condominium Owners Policy (HO-6).

> Extended coverage for Personal Property.

> Comprehensive Personal Liability insurance for damage to person (s) or property of others occurring on Unit Owner's Lot, in an amount as determined by the individual Unit Owner.

> Any other insurance coverage as desired by the Unit Owner.

3) All nonpermanent resident owners should have their units inspected for any evidence of roof leaks at least once a month. Any evidence of a potential or actual leak must be reported to the property manager immediately (within 24 hours of its discovery). The Homeowners Association will inspect the roof within 24 hours or as soon as possible to determine the source of the leak and will have the necessary repairs attended to by a licensed roofing contractor.

*** Any extraordinary weather event such as a large snow or ice storm, high wind or rain storms, should trigger an immediate**

inspection of the unit and the homeowners association will closely monitor the conditions of the roofs. The HOA or the property management company will inform as soon as possible our nonresident owners when these events occur.

*** The Homeowners Association will only consider contributing to the repairs inside a unit if the leak was reported within 30 days of its occurrence. The homeowner should immediately contact their insurance company and report the damage. If the insurance company refuses the claim for damage the denial document should be presented to the Homeowners Association and a decision will be made on a case by case basis whether the HOA will contribute to the internal repair expenses. Verifiable facts will be the determining criteria considered by the HOA when these issues are reviewed.**

Flag/Banner Displays

1. American flags, State flags, University flags, and Seasonal flags may be displayed by Unit Owners only while they are in residence. The display of all other flags is not permitted. If the Unit Owner's unit is unoccupied for more than 48 hours, the displayed flag (s) must be removed and stored.

Yard Sales/Tag Sales/Estate Sales

1. Yard sales, tag sales, estate sales, flea markets, or similar activities are prohibited.

Signage

1. Except as may be required by legal procedures, no signage of any kind is permitted on the Association common areas, or in front of any unit. No political signage, advertising posters, or bill boards of any kind shall be erected, placed, or permitted on the property. Absolutely no signage may be placed outdoors on the golf course.

Enforcement Procedures

The Association shall have the power, acting through its Board of Directors, to assess penalties upon any Unit Owner for any violation of the By-Laws or Rules and Regulations promulgated thereto, for which such Unit Owner or renter, family member (s), guest (s), or other invitees are responsible. The Association may not impose any penalty or infringe upon

any rights of a Unit Owner for violations of the By-Laws or Rules and Regulations until the following procedures have been executed. Any and all penalties assessed will be in compliance with the Association's Covenants, By-Laws, Rules and Regulations, and the North Carolina Condominium Act.

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1. An alleged violation of the By-Laws or Rules and Regulations must be submitted to the Board of Directors in written complaint form. If the complaint is determined to be valid the Board will notify the alleged violator in writing to cease and desist the violation. The notification will include: 1) the nature of the violation, 2) the action required to correct the violation, and 3) notification of a grace period (length of grace period will be specific to the violation) within which the violation may be corrected without penalty. Should the violation continue beyond the grace period, a monetary fine will be assessed effective as of the end of the grace period.
2. The violator may request a hearing in writing within ten (10) days of the imposition of the fine. The request must be in written form and addressed to the Board of Directors. A hearing will be scheduled at the earliest possible date. The hearing will be held in Executive Session, with the Board of directors, and will afford the violator reasonable opportunity to be heard. Based upon the case presented by the violator, the Board of directors will render a decision to enforce or waive the fine (s)/penalty (s) assessed.
3. If a violation is repeated within a twelve (12) month period of the first offense, a fine will be imposed without a grace period.

Fines will be imposed for violations in accordance with the following schedule:

- > First violation following the grace period: \$25.00
- > Repeat violations: \$50.00

> A per diem assessment of \$10.00 will be levied for each day beyond the due date of the assessed penalty. If this penalty remains unpaid, a lien may be placed against the unit in question, to satisfy the assessment.

If any Unit Owner fails to comply with the By-Laws or Rules and Regulations, or with any decision rendered under the By-Laws or Rules and Regulations, the Unit Owner may be sued for damages or injunctive relief, or both, by the Association.

Capital Reserve Fund Rules and Regulations

The Aronmink Capital Reserve Fund was established to provide the Homeowners Association with resources to improve or replace any structure or infrastructures which may need attention in order to maintain the high standards of excellence and above average appearance we expect and require at Aronimink.

The features and protections of the fund are specified as follows :

- The capital reserve funds are **not** to be used to supplement the annual HOA operational budget.
- Owner's annual contributions to the capital reserve fund will be established by the board of directors no later than December 1 of each calendar year. The funds will be applied to the capital reserve account for the following year. The capital reserve contribution will be the same for all unit owners.
- The Capital Reserve Fund account may only be assessed with the approval of two thirds of the owners.
- Purchasers of a unit will be required at closing to contribute 50% of that years required capital reserve assessment. For example, if the capital reserve contribution for the year 2022 was \$120, the new owners will be required to contribute \$60 at closing to the capital

reserve fund. A seller of a unit will **not** receive a refund of that year's capital reserve contribution.

- Any changes or amendments to the capital reserve fund rules and regulations must be approved by two thirds of the owners