

**HOMEOWNER INFORMATION**  
**AND**  
**RULES & REGULATIONS**  
**BRETTON WOODS TOWNHOMES ASSOCIATION**

Revised December 2023

These Rules & Regulations are intended to summarize, supplement and highlight areas of the “Declaration of Covenants, Conditions and Restrictions” which are incorporated as part of the deed of each property owner. This document also includes some general information for homeowners.

In the event of conflicts between these Rules & Regulations and the Declaration of Covenants, Conditions and Restrictions, the latter will prevail.

All homeowners in Bretton Woods are members of the Bretton Woods Townhomes Association (Association). The Association is governed by a Board of Directors (Board) elected by the Homeowners and is managed by a management firm selected by and under the direction of the Board.

Welcome to the Bretton Woods community. With your cooperation, we strive to enhance our sense of community and the harmonious appearance of our property. Please courteously work with your neighbors to ensure that our community remains a peaceful and attractive place to reside.

## **Unit Requirements**

- Owners renting their units must rent for a minimum of twelve (12) months and provide a copy of the rental agreement to the management company and HOA President prior to occupancy. At the conclusion of the initial 12 month rental period, extensions to the rental period for the same renter of less than twelve (12) months are permitted. Subleasing is not permitted.
- Residents or renters shall avoid making or permitting loud and/or objectionable noises and shall not operate musical instruments, radios, televisions or stereos between the hours of 11:00 PM and 7:00 AM in a manner that is disturbing to other residents.
- Working smoke detectors and carbon monoxide detectors must be in each unit. They should be checked frequently to be sure they are in working order.

## **Owner Responsibilities**

- To maintain and monitor the exterior of the units to ensure they are in good order and repair, please notify the property manager and Association President in writing of maintenance needs. The division of maintenance responsibilities between owners and the Association are defined in the DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS of the BRETTON WOODS TOWNHOMES ASSOCIATION document as filed in the Moore County Registry of Deeds and provided to each owner. **A short summary is included herein as Addendum A.**
- Maintain the cleanliness of windows, doors, and fences surrounding the courtyards.
- Maintain fenced courtyard area in good order and repair, including keeping all shrubs cut two to three feet away from the building and no more than three feet in height above the top of the foundation. This is recommended to prevent damage to the building siding.
- Periodically check the exterior of your unit for any maintenance issues that need to be reported to the Association.
- Each owner shall maintain appropriate Homeowners Insurance, including property and liability coverage and provide the Association and Management Company with evidence of such insurance.

## **Rental Unit Owner Responsibilities**

- Provide a copy of the rental agreement to the Management Company and Board.
- Provide a copy of the current Rules & Regulations document to any renters or guests and ensure their compliance.
- Provide Renters with keys to the unit, including a mailbox key. Lost mailbox keys must be replaced and obtained from the Pinehurst Post Office.
- Ask renters to promptly report all maintenance needs to the owner.

## **Association Manager Responsibilities**

- Repairs and improvements to common areas as approved by the Board.
- Contracting for maintenance services, repair work and follow up to completion.
- Accounts receivable and payable for work done in common areas and building maintenance under their direction.
- Preparing quarterly financial statements including income and expense, reserve replacement, delinquencies and general asset analysis.
- Preparing preliminary budgets for Board of Directors review.
- Advising/informing the Board of the status of outstanding Association issues, requests, work orders, etc on a regular basis with appropriate follow up.

## **Board of Director Responsibilities**

- Enforcing covenants in accordance with the Declarations and By-Laws of the Bretton Woods Townhomes Association.
- Review, update and enforce the Association Rules and Regulations for the betterment of the community.
- Maintaining and enhancing the overall value of the property.
- Reviewing and approving the yearly budget for presentation to the owners.
- Consulting and directing the Association Manager.
- Initiating legal action when it becomes necessary to ensure compliance with the covenants.

## Restrictive Covenants

- Driveways and entrances may not be obstructed or used for storage. Garage doors must be closed when not in use. Decks and porches should be kept clean and neat.
- No signs or other advertising shall be displayed in a manner that are visible from the exterior of the unit or on the common area without prior written permission of the BOARD.
- Satellite dishes are permitted with written APPROVAL OF THE BOARD.
- Written plans for exterior alterations MUST be submitted in advance to BOARD FOR APPROVAL. **If in doubt, please contact the Management Company for approval requirements.**
- No drying or airing of any clothing or bedding shall be permitted outdoors.
- No structure of any nature shall be erected on the owner's property.

## Vehicle Regulations

- For the safety of our residents, the 15-mile per hour speed limit must be observed.
- Two (2) currently licensed and state inspected vehicles per unit are allowed. Parking should be in the unit's garage or driveway. Vehicles improperly parked are subject to towing at the owner's expense.
- Golf carts must be parked in the garage.
- No trailers, boats, tractors, campers, commercial vehicles, motorcycles or minibikes or recreational vehicles may be parked or kept with the Properties.
- Commercial vehicles are defined as any vehicle with a name, address, phone number or any enterprise displayed on the vehicle and/or any vehicle with commercial plates.
- Unlicensed or inoperable vehicles may not be parked in Bretton Woods. Oversized, unconventional and unsightly vehicles are prohibited.
- Parking or driving on non-paved surfaces is prohibited. Resulting damage from such actions shall be charged to the unit owner. Visitor parking should be in the owner's driveway or paved overflow areas within Bretton Woods.
- No overnight parking is permitted on Bretton Woods roadways.

## **Safety**

- To meet fire regulations, no wood or coal-burning heaters, kerosene lamps or flammable materials such as gasoline or kerosene should be used or stored in the units or on the decks/porches. Installation of propane tanks requires prior WRITTEN APPROVAL OF THE BOARD and is governed by the Village of Pinehurst with appropriate Town permits required.
- Outdoor cooking is permitted on a propane gas, charcoal grill or electric grill within the confines of the courtyard. ALL GRILLS are required to be at least ten (10) feet away from the buildings and pine straw.
- Open-flame devices, such as torches, firepits, chimineas etc are not allowed to be used anywhere on the premises.

## **Maintenance and Repairs**

- Any exterior unit work that encroaches on or otherwise impacts Association common area (any area outside of the courtyard) MUST BE APPROVED in writing by the BOARD PRIOR to such work commencing.
- For insurance purposes, the Board suggests using only licensed contractors for individual unit repairs. To avoid damage to other units, all air conditioning, interior plumbing, and water leaks must be repaired immediately at the expense of the unit owners. Owners are responsible if attached units sustain any damage resulting from plumbing leaks.
- Heating and air conditioning equipment, including condensate drains, are the property and responsibility of the unit owner. No changes or additions to the heating/cooling system that involve exterior positioning of system components different from the original position may be made without written approval of the Board. Unit owners are responsible for cleaning and maintenance of the system. To prevent damage and to enhance the effectiveness of the system, it is recommended that it be serviced twice a year and filters changed monthly.
- It is recommended that dryer vents be inspected and cleaned on a routine basis to prevent fire hazards.

## Pets

- Household pets are allowed at Bretton Woods, provided they are not kept for commercial purposes. No animals, livestock or poultry of any kind shall be kept or maintained on any lot or in any dwelling. Dogs may not be tied outside or enclosed in containers on porches, decks or common areas. Owners must always control their pets and be on leashes. Owners must immediately clean common grounds and courtyards of pet debris and waste and dispose of such properly. Please keep pets away from plantings, shrubbery, and buildings.
- Please do not feed stray or wild animals. Bird feeders are permitted within the courtyard area.
- In cases of frequent barking or if a pet attacks a person or other animal, the Board will review the case via a hearing with the owner to determine whether the pet must be removed from the property. This also applies to pets causing damage to common areas.

## Other

- Garbage/trash and recycling should be put in cans provided by the Village of Pinehurst and set on the curb for Tuesday pickup. **Please do not put your trash/recycling out until 5 PM the day before pickup day and remove the empty containers from the curb by the end of the pickup day.** Refer to the Village of Pinehurst website for details on trash/recycling schedules, requirements and trash/recycle/yard debris guidelines.

## Charges For Violations

The Management Company shall have the power acting through the Board of Directors to assess charges against a unit owner for violations of the Declarations, By-Laws or the Restrictive Covenants for which such unit owner, family members, renters or guests are responsible. Before any such charge may be assessed, a hearing shall be held according to the NC Planned Community Act. The unit owner shall be given notice of the charge, the opportunity to be heard and to present evidence, and notice of the decision. A fine, not to exceed \$100 per day, per violation can be imposed for each day more than five days after the violation decision occurs. Such fines shall be assessments secured by liens against the unit property.

