

# HANDBOOK FOR SHEFFIELD CONDOMINIUMS

**Introduction:** This handbook is provided for the use of the homeowners and renters at the Sheffield Condominiums (the "Condominium"). It contains the policies, rules and regulations governing the use of the Sheffield Condominium facilities, as well as general information of value to all residents. The recorded documents prevail if they are in conflict with any information contained herein. We hope you do not find errors, but if you do, please communicate with your Association Management Company.

In accordance with the Covenants, the Board of Directors of Sheffield Condominium Association, Inc. is empowered to establish additional rules and regulations as well as guidelines to fulfill the obligations of the Association. This is necessary and very important, since this type of community has many areas of common concern, which may over-ride individual desires. Since we live in close proximity, if one unit deteriorates, it affects all. The association must protect the facilities so that we may all have enjoyable use. These rules, regulations and guidelines have the same effect as the Covenants when officially adopted by the Board and may be enforced as provided by law.

Therefore, the following Rules, Regulations and Guidelines have been officially adopted to cover the entire regime known as Sheffield Condominiums. They are subject to review and change by the Board at any time. You will be notified of any changes. Your cooperation in adhering to these rules will be appreciated.

**For standardization, the term "resident" will apply to owners, their tenants, family members and all persons occupying a unit.**

**RULES & REGULATIONS**  
**FOR**  
**SHEFFIELD**  
**CONDOMINIUMS**

1. A 15 M.P.H. speed limit within Sheffield Condominiums shall be adhered to by residents and guests.
2. No boats, trailers, mobile homes or commercial vehicles etc... shall be permitted at the Condominium except in designated areas. A vehicle that cannot operate on its own power on city streets shall not be permitted on the premises, and shall be subject to immediate towing. Vehicles may be washed only at designated water points. Vehicular repair at the Condominium is prohibited. Oil/fuel leaks from vehicles will not be permitted, as petroleum products destroy asphalt surfaces. If leaks occur and damage is sustained, owners of the vehicle may be liable for repairs. The car wash area is to be used for washing and vacuuming of vehicles only. This is not a car maintenance or car repair area. Please clean up all debris upon departure from the car wash area.
3. Vehicles shall not be operated or parked on unpaved areas of Sheffield Condominiums. Parked vehicles will not block ingress or egress of other vehicles. Any vehicle blocking fire hydrants, mailboxes or trash dumpsters is subject to being towed immediately, without notice. Any towing fees or additional costs for attempt to pick up garbage will be borne by the vehicle owner. Cars on blocks, junk cars and disabled vehicles are prohibited and any such vehicles are subject to immediate towing.
4. Motorcycles and motorbikes may be used for ingress and egress only. Automobiles, motorcycles or motorbikes lacking fully operational mufflers will not be operated on the premises at any time. Motorized vehicles can be parked only in areas designated as vehicular parking areas. Vehicles shall not be parked on patios, lawns or other areas not designated as areas for vehicles.
5. The sidewalks, entrances, roadways and similar areas of the common elements shall not be obstructed or used for any purpose other than ingress and egress to the condominium. Residents shall not place any cars, bicycles, motorcycles, carriages, toys, chairs, barbeque grills, tables, firewood or any other similar objects on the sidewalks, entrances, roadways and similar areas of the common elements. Any such items left unattended are subject to

immediate removal and disposition. The Board of Directors and management assume no responsibility for such items.

6. No skateboards, bikes, tricycles, scooters or any wheeled vehicles (not to include medically necessary vehicles such as motorized wheelchairs) of any kind are allowed on the sidewalks, breezeways or on Sheffield Condominium landscaping. Ramps and jumps shall not be constructed, erected or placed anywhere on Sheffield Condominium property, including roadways, grass and natural areas.
7. To maintain a uniform and pleasing appearance of the exterior of the building, no awnings, canopies, shutters, screens, glass enclosures, or projections will be attached to the outside of any part of the building. No modifications or additions to exterior walls, windows or doors may be made without prior permission of the Board/Management. This rule does not apply to outdoor furniture and umbrellas on the decks of the individual units.
8. Storm doors may be installed. Board/Management approval of the style and color must be obtained prior to installation.
9. The personal property of residents must be stored in their respective units. No storage containers, i.e. Rubbermaid containers, military footlockers, plastic or cardboard boxes are to be left on patios. No cleaning supplies, i.e. mops, brooms, buckets, or pooper scoopers are to be left on patios. Cigarette butt containers are prohibited. Clothes/laundry, rugs or miscellaneous items may not hang over the patio railing. Yard ornaments such as decorative flags, concrete or ceramic figurines must be located inside the patio and must be kept to a minimum.
10. Unit owners are responsible for any damage done to their unit or any unit below or adjacent to their unit as a result of water or other liquid leaking from their unit into another. This includes but is not limited to leaks from washing machines, dishwashers, icemakers, refrigerators, bathrooms and/or kitchen fixtures, waterbeds located within the units.
11. All refuse, waste, bottles, cans and garbage shall be securely contained in plastic bags and stored in trash containers in designated areas of the Condominium. No trash is to be left overnight in breezeways or on porches or patios at any time. The trash compactor door must be kept closed. Boxes must be broken down for placement in the compactor and are not to be left beside or on top of the compactor. Residents are responsible for removal of large or bulky items, mattresses, appliances and all similar type items.
12. No resident shall allow anything to fall from the window, balcony, or doors of the premises. Residents shall not sweep on to the balcony or throw any

liquids on the balcony floor. Residents shall be courteous of the people and personal property below them.

13. No resident shall place any aluminum foil, plastic or any reflective substance in any window, glass or door except those objects approved by the board of Directors for energy conservation purposes.
14. Where curtains other than white or off-white are hung, they must be lined, or "under draped" in white or off-white facing the exterior.
15. No resident, family member, guest, or invitee shall make or permit any disturbing noises in the building or the common area. Residents shall not engage in or permit any conduct by family members, guests or invitees that will interfere with the rights, comforts or conveniences of other residents.

Residents shall not play or permit to be played any musical instrument, phonograph, television, radio, sound amplifier or other sound equipment in any unit in such a manner as to disturb or annoy other residents. No resident shall conduct or permit to be conducted, vocal or instrumental instruction or practice at any time that disturbs other residents.

MINIMUM VOLUMES OF ALL SOUND PRODUCING EQUIPMENT MUST BE MAINTAINED AT ALL TIMES, BUT ESPECIALLY BETWEEN THE HOURS OF 10:30 PM and 8:00 AM.

16. No radio, television or other electronic device may be placed in any unit that interferes with the television or radio reception of another unit.
17. No exterior antennae or satellite dishes shall be permitted on the buildings, common elements or patio areas except small satellite dishes, not to exceed 18" in diameter, may be placed on rear patios & balconies provided they are **not** permanently attached to the building and do not protrude from the confines of the patio/balcony. **All satellite installations must be approved by the Board prior to installation.**
18. No tent or other temporary structure shall be erected on common areas unless approved by the Board of Directors.
19. There shall be no solicitation by any person anywhere in the Condominium for any cause, charity or any purpose unless specifically authorized by the board of Directors.
20. No signs, advertisements, notices or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on or upon any part of a condominium unit or Association property by any resident without written

permission from the Board of Directors except sale and lease signs in a window. Sale or lease signs shall not be affixed on the exterior of any building.

21. Residents are not permitted on the roofs for any purpose, except as otherwise permitted by the Board of Directors.

22. No noxious or unusual odors (including pet odors) shall be generated in such quantities that they permeate to other units or the common area and become annoyances or become obnoxious to other residents. Normal cooking odors, reasonably generated, shall not be deemed violation of this regulation.

23. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit or on the common area.

**24. OUTDOOR COOKING IS PROHIBITED UNLESS DONE ON AN ELECTRIC GRILL or on the association furnished charcoal grills. Grills should be cleaned by after each use. Please police the area before your leave.**

25. No Resident shall direct, supervise, or in any manner attempt to assert any control over the employees or contractors of the Association.

26. The maintenance, keeping, boarding and or raising (breeding) of animals, livestock, poultry or reptiles, with the exception of aquarium fish, is prohibited within any unit or on the common area.

**27. The keeping of dogs and cats shall be limited to not more than a TOTAL of two (2) per unit of which neither may exceed 25 pounds (except medical assistance dogs), which must be registered at the Management office.** All pets, to include cats, must be kept on a leash when outside the unit. The N. C. State and Cumberland County Animal Control Regulation (C-C-C-3-29 Leash Law) will be strictly adhered to. All occupants of Sheffield Condominiums are encouraged to call the animal control department to help enforce this law. All solid matter left by the pet must be "picked up" **immediately** to prevent unsightly nuisance, unpleasant odor and sanitation problems. It is NOT the responsibility of the grounds people to police this problem. It is the responsibility of the individual pet owners.

No pets shall be left on patios or balconies while residents are not at home, and no pets shall be left on any restraining device on Sheffield Condominium landscaping. No pet is to be left on the porch/patio at night. A "pooper scooper" or other means of immediately removing pet waste must be in possession of the pet owner at all times while walking his pet(s). Pets must

be maintained in the pet owner's unit. Pets are prohibited from entering other units without invitation of the unit's owner. This includes the patio area on the rear of the unit. **No pets allowed in the pool or volleyball court areas.**

28. Residents shall be liable for all damages to the buildings and/or grounds caused by receiving deliveries, or moving or removing furniture or other articles to or from their unit or the buildings.

29. Children are the direct responsibility of their parents or legal guardians who must supervise them while they are within the Condominium. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of such children.

30. Homeowners shall be responsible for the actions of any guests or tenants residing on their property. Homeowners shall inform tenants of the rules, regulations and changes made by letter from time to time.

31. No member of any family or his guests may go on or in any other housing unit without the specific invitation of the owner or occupant. This includes the patio at the rear of the units.

32. Every resident shall comply with the rules and regulations as set forth in this handbook, and any rules and regulations that may be adopted or amended from time to time. Failure of a resident to comply shall be grounds for action that may include, without limitation, an action to recover sums due for damages, injunctive relief, fines imposed for infractions or any combination thereof.

33. Anything to the contrary notwithstanding, these rules and regulations shall not apply to the declarant, its agents or employees, or to the units owned by the declarant until conveyed. All of these rules and regulations shall apply, however, to all other residents even if not specifically so stated in this handbook. The board of directors shall be permitted (but not required) to grant relief to one or more residents from specific rules and regulations upon written request and good cause shown.

34. Payments of monthly assessments shall be made at a place designated by the Board of Directors. Payments made in the form of checks shall be made to the order of such party as the Treasurer shall designate. Payments of regular assessments are due on the first day of each month and if payments are 15 or more days late, they are subject to charges as provided.

35. The Board of Directors of the Association reserves the right to make additional rules and regulations as may be required from time to time. These

additional rules and regulations shall be binding as all other rules and regulations previously adopted. For details of the Restrictive Covenants, please refer to the Association documents.

## VIOLATIONS

Your Board encourages the assistance of all residents in the enforcement of these rules and regulations. Violations should be reported, in writing, to the managing agent, not to the Board. The Board and/or its authorized agents will give notice of the violation to the violating resident(s) and any other appropriate persons. All disagreements will be presented to the Board, which will take appropriate action. Residents are once again reminded that **they are responsible for the conduct and actions of their guests or tenants.**

Violators will be given an "on the spot" notification requesting compliance with the Covenants, Rules or Regulations. If the problem persists after the first notification or warning, the resident will be assessed a fee of \$25.00, along with a second notice. If after 72 hours of the issuance of the second notice, the violation remains uncorrected, the Association may take corrective actions on its own volition. Any costs incurred will be billed to the offending resident, and/or legal actions may be pursued.

We, the Board of Directors, earnestly solicit your cooperation in helping us make Sheffield Condominiums the desirable place to live we all envisioned at the time of purchase. We also ask your involvement in the management of the Association. Please volunteer your services where you feel you can contribute by talking to the appropriate Board member. Let us know how you feel about what we are doing; this is best done by attending the meetings of the Board, by personal contact, or in writing. We need your ideas and involvement.

## **DO'S AND DON'TS OF SHEFFIELD CONDOMINIUMS**

### **DO:**

- Keep your pets confined and when not confined, on a leash. Cumberland County has a leash law. Pick up solid matter left behind immediately.
- Respect your neighbors right to peace and quiet.
- Obey the 15 M.P.H. speed limit within Sheffield Condominium community.
- Protect the landscaping throughout.
- Take full responsibility for the actions of your children and guests.
- Volunteer your services. Communicate with Management and the Board. Get involved.
- Attend the Board meetings. This invitation is to anyone who owns in Sheffield Condominiums.
- Pay your Association dues every month.
- Maintain your residence in good repair.
- Always notify your Association management company of phone number and address changes. If renting your unit make sure the Association management office knows your rental management information.

### **DON'TS:**

- Leave garbage by doors or on balcony/porches/patios.
- Work on your car in the common area.
- Use or store any grill other than electric on your balcony/patio or in your storage rooms.
- Make any changes to the exterior of your home without prior approval.
- Park or allow your guests to park in another unit's numbered parking space. Don't park on unpaved areas or block driveways.



➤ Misuse facilities.