

# **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. All vehicles must have license plates, current registration and a Little and Young sticker on the vehicle. If you do not have a sticker, please contact Little and Young to obtain one at 910-484-5400. 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 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. No motorized vehicles will be allowed in Breezeways or on sidewalks.
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. The resident will be charged a removal fee 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, doors or patio flooring 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. Yard ornaments such as wagon wheels and plastic, concrete or ceramic figurines must be located inside the patio. The Association will permit one (1) garden/décor type flag to be placed just outside of any patio area as long as it is well maintained. Any empty planters/pots or planters/pots that contains remnants of dead plants must be removed from the patio/balcony at the end of each growing season. If residents would like to install the banister style planters/pots; no more than three (3) are permitted to be in place at any time. In addition, no more than half of any patio/balcony area may be used for decorative plants, outdoor furniture, décor, etc. Use of outdoor furniture is limited to furniture that was manufactured specifically for outdoor use and must be maintained in good condition.

10. No storage containers, i.e., Rubbermaid, military footlockers, plastic or cardboard boxes are to be on the patios. No trash is to be left on patios or in breezeways. No cleaning supplies, i.e., mops, brooms, buckets or pooper scoopers are to be left on patios. Cigarette butt containers are prohibited. Clothes/laundry or rugs may not hang over patio fencing. Pet fencing is allowed; however, it must be black and discreet to maintain the aesthetically pleasing look of the patio.
11. 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 or any remodeling project.
12. 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. If you have large items that need to be removed, call Little and Young at 910-484-5400 for assistance.
13. 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 person property below them.
14. 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.
15. 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.
16. 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.

17. No radio, television or other electronic device may be placed in any unit that interferes with the television or radio reception of another unit.
18. **All Satellite installations must be approved by the Board of Directors prior to installation.** Each building will have one designated area on each side of the building for a satellite dish, which will allow for multiple units to access it. For further information please contact Little and Young at 910-484-5400 for guidelines and directions on placement of dish.
19. No tent or other temporary structure shall be erected on common areas unless approved by the Board of Directors.
20. 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.
21. 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.
22. Residents are not permitted on the roofs for any purpose, except as otherwise permitted by the Board of Directors.

23. 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, reasonable generated, shall not be deemed violation of this regulation.
24. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit or on the common area.
25. **OUTDOOR COOKING IS PROHIBITED UNLESS DONE ON AN ELECTRIC GRILL or on the association furnished charcoal grills. Grills and picnic areas should be cleaned after each use. Please police the area before you leave.**
26. No resident shall direct, supervise, or in any manner attempt to assert any control over the employees or contractors of the Association.
27. 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.
28. **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 Lease 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.**

29. 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.
30. Children are the direct responsibility of their parents or legal guardians who must supervise them while they are within the Condominium units grounds and pool areas. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of such children.
31. 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.
32. 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.
33. 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.
34. 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.
35. 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.

36. 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.

### **37. Pool Rules and Regulations**

**\*\*POOL ACCESS KEY MUST BE IN POSSESSION WHEN USING THE POOL\*\***

- a. The pool is for the use of residents and their guests only.
- b. Residents are responsible at all times for the conduct of their guests and for any damage that is done. The resident must be present while any guests are at the pool.
- c. **Pool hours are from 10:00 AM to 10:00 PM during pool season (May thru September). Anyone in the pool area before these hours is trespassing.**
- d. Children under thirteen (13) years of age are not permitted in the pool area unless accompanied by an adult over the age of eighteen (18). Any child under 13 observed in the pool area without an adult will subject themselves and their families to loss of pool privileges.
- e. Residents are limited to **TWO (2) IN TOWN GUESTS**. No limit will be placed on out-of-town guests, provided they are pre-registered with the Association Manager.
- f. Only authorized personnel are permitted in the pool pump house.
- g. **IMPORTANT-** Showers are required before entering the pool. Suntan oils and lotions can permanently damage the filter system.
- h. **ABSOLUTELY NO PETS/ANIMALS are permitted in pool area or pool.**

- i. **NO GLASS** containers of any kind are permitted in the pool area. Anyone found with any type of glass (besides eyewear) will lose pool privileges for the balance of the pool season. Plastic containers and pop tops and cans must be disposed of in a proper waste container.
- j. Each resident will be responsible for policing and cleaning up after him/herself. This includes cigarette butts, candy wrappers, etc. Failure to do so will result in clean-up charges or losing pool privileges.
- k. Anyone acting in an obnoxious manner can be barred from further use of the pool.
- l. No running, rough playing, splashing, foul language, lewd and lascivious behavior, Frisbees, bikes, scooters, skates or skateboards are allowed in the pool area.
- m. **Proper swimming attire (bathing suits) is required** when using the pool. **NO CUTOFFS** are permitted at anytime.
- n. The door/gate to the pool area must be kept closed. Please make sure the door is closed when passing through.
- o. **No blaring music...**Please use the facility in a normal, quiet manner in order to allow the maximum use and enjoyment of others.
- p. Association staff members may suspend pool privileges if any resident/guest is found violating the pool rules.
- q. There are **'NO LIFEGUARDS ON DUTY AT ANY TIME, SWIM AT YOUR OWN RISK.** When security guards are present, they are not acting as a lifeguard. Be Safe- have fun!
- r. The Association will not tolerate use of illegal drugs or the underage usage of alcohol. The Association will cooperate fully with law enforcement agencies with this rule.
- s. An amenity fee of \$100 a year will be charged to all units that are not owner occupied to have access to pool and pool house privileges.



## **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 and tenants.**

Violators will be given an “on the spot” notification requesting compliance with the Covenants, Rules and 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.