

# **HAND BOOK**

## **FOR**

### **The Village at Lakewood**

# **HANDBOOK FOR VILLAGE AT LAKEWOOD HOMEOWNERS ASSOCIATION**

**Introduction:** This handbook is provided for the use of the homeowners and tenants at Village at Lakewood. It contains many of the policies, rules, and regulations, 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 any errors, but if you do, please communicate with your Association Management Company.

In accordance with the Covenants, the Board of Directors of the Village at Lakewood Homeowners Association, Inc. is empowered to establish additional rules and regulations as well as guidelines to fulfill the obligations of the Association. 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 the law.

Therefore, the following Rules, Regulations, and Guidelines have been officially adopted to cover the entire regime known as Village at Lakewood. 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 is appreciated.

## **RULES AND REGULATIONS**

### **FOR**

### **THE Village at Lakewood**

1. A 15 M.P.H. speed limit within the community is mandatory for all residents, guests, etc. for the safety of all.
2. Vehicles shall not be operated or parked on unpaved areas of The Village at Lakewood. Parked vehicles will not block ingress or egress of other vehicles. Any vehicle blocking fire hydrants, mailboxes or trash carts are 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. Ingress and egress for all vehicles should not be impeded for any reason. This is a safety measure for emergency vehicles / a courtesy to the residents, commercial vehicles and all who drive our roads. Since fire trucks cannot pass through streets in case of an emergency, made effective September 1, 2002, overnight street parking is no longer permitted for residents or their guest. A \$25.00 fine per day will be assessed to the homeowner if found in violation of this rule.
3. Sidewalks are designed for the use of pedestrian traffic ONLY and are not designed to withstand vehicular weight. Therefore, there will be no parking on the pedestrian sidewalks by either residents or their guests. Note: The driveway is not considered a part of the sidewalk.
4. No boats, trailers, mobile homes or commercial vehicles, etc., will be parked overnight on the grounds or in the parking areas, without prior consent of the Board. Any vehicle that cannot operate on its own power on public roads shall not be permitted on the premises, and shall be subject to immediate towing. 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.
5. No scooters motorized or otherwise, are allowed on the private streets of The Village at Lakewood. No skateboards shall be operated on the private streets on The Village at Lakewood.

6. In order to preserve a harmonious presentation of the exterior of the units, only clear, white non-frost or smoked exterior lights with a black finish may be utilized and all draperies covering windows which are visible from the exterior of the units shall be lined with white or some other neutral color.
7. No fences other than the fences constructed by the Declarant and maintained by the Association shall be erected upon the Properties except the rear yard may be fenced with a fence not to exceed six feet in height and subject to prior approval of the Board of Directors. **Board approval as to material size and color is required prior to installation.**
8. No tent or other temporary structure will be erected unless approved by the Board.
9. No satellite dish antennas, radio tower or antenna of any nature shall be placed or allowed to remain on said property except for a black, taupe, or dark gray satellite dish measuring no more than 24 inches in diameter, attached to the rear of the dwelling, so long as said satellite dish is not visible from the street. **THE BOARD PRIOR TO INSTALLATION MUST APPROVE ALL SATELLITE INSTALLATIONS.**
10. No sign, advertisement, notice, or other lettering shall be exhibited, displayed, inscribed, painted or affixed to, in or upon any part of the buildings, the individual unit or The Village at Lakewood property by a resident without the permission of the Board, except for "FOR SALE", "FOR RENT", or "FOR LEASE" signs displayed in windows.
11. The Village at Lakewood grounds will be used in a normal and quiet manner to allow the maximum use and enjoyment of others. The association shall not accept responsibility for the safety of any persons using the grounds. Homeowners will be held responsible for the actions and conduct of guests or tenants, and must inform such persons of these rules and regulations, and any changes which may be made from time to time.
12. Children will be the direct responsibility of their parents or legal guardians, who must supervise them while on The Village at Lakewood. Full compliance with these rules and regulations is required. Children are not permitted to play on the private streets of The Village at Lakewood, on the front gate, at the clubhouse area or in other resident's yards without prior consent. **Parental supervision is mandatory for anyone 13 years of age or younger.**

13. No resident, family member or guests shall make or allow any disturbing noises on the premises of The Village at Lakewood, nor shall the conduct of such persons interfere with the rights, comfort, or convenience of other residents. Neither shall vocalizations at volumes that disturb others nor pet nuisance barking be allowed. No resident shall play, or permit to be operated any musical instrument, phonograph, television, radio, stereo system, sound amplifier or other such equipment in or outside his unit in such a manner as to disturb or annoy other residents. Minimum volumes of all sound producing equipment should be maintained at all times, but specifically between the hours of 10:00 PM and 8:30 AM.
14. No member of any family, guests or pets may go on or in any other housing unit without the specific invitation of the owner or occupant. This includes the area in the rear of the home.
15. Residents are responsible for the care and maintenance of their individual yards. Grass should be mowed weekly during the growing season. Shrubs and flowers should be neat and orderly at all times. This includes but is not limited to weed control in the yard, driveway, sidewalk and beds.
16. Trash containers may be placed at curbs the evening prior to and removed the evening of trash pick-up day. **Trash containers must be stored inside the garage or inside the confines of a privacy fence.** Your cooperation maintains a clean and attractive community for all.
17. **There shall be no solicitation by any person anywhere on the premises for any charity, cause, organization or any other purpose whatsoever.**
18. **Yard sales are not permitted unless it is a community yard sale approved by the Board of Directors.** The Village at Lakewood is a gated community established to maintain security for all residents. To allow public access to the community would deny that security.
19. Residents will be liable for all damage to premises caused by receiving deliveries, moving furniture or appliances in or out of units or any other damage by a third party working for or under the control of the resident.
20. The maintenance of keeping, boarding and/or raising animals (et.al.) for profit and/or resale is prohibited within any unit. The breeding of animals is strictly prohibited within The Village at Lakewood.

21. **The keeping of dogs or cats as household pets shall be limited to not more than a total of two (2) per unit. All pets, to include cats, will be kept on a leash when outside the unit. The NC State and Cumberland County Animal Control Regulation (CCC 3-29 Leash Law) will be strictly adhered to.** All solid matter left by the pet must be "policed up" immediately to prevent a nuisance, unpleasant odor, and sanitation problems on unit grounds/common grounds. **A "pooper-scooper" must be in the possession of the pet owner at all times while walking their pet/pets.** Neither shall pets be allowed to urinate on landscaping/planted areas. **No pets will be left on patios/decks/in yards while the residents are not home (including unmonitored restraining devices).** Pets are required to be current on tags/shots. Residents may decide to include pet liability in their homeowners insurance. The association will not be liable for a pet's action; this is the pet owner's responsibility.
22. No obnoxious or objectionable odors, such as dog or cat waste shall be generated in such quantities that they permeate to other units or the common areas and become annoying or obnoxious to other residents. Normal cooking odors generated shall not be deemed violations of this rule.
23. No swimming pools shall be placed or allowed to remain on said property except for an in-ground swimming pool placed to the rear of the dwelling which must be approved by the Board of Directors prior to installation.
24. A mailbox and gas lantern shall be required for each single-family dwelling and must be approved by the Board of Directors. Brass or black house numbers shall be required for each single-family dwelling and must be placed in a conspicuous location so as to be easily viewed from the street.
25. No resident shall direct, supervise, or in any manner attempt to assert any control over employees of contractors of the Association. Notify the Board if you have any problems or questions about such persons.
26. Complaints regarding the service of the Association shall be made in writing or presented at any regular meeting of the Board of Directors or such other designated place.
27. Payments of monthly assessment 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. 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.

28. Every resident shall comply with the rules and regulations as set forth herein and any and all additional rules or changes that may be promulgated from time-to-time. Failure of a resident to so comply shall be grounds for action which may include, without limitation, any actions to recover sums due to damages, injunctive relief, fines imposed for infractions or any combination thereof.
29. All of these rules and regulations shall apply to all residents if not specifically so stated in portions hereof. The Board shall be permitted (but not required) to grant relief to one or more residents from specific rules upon written request there from, with good cause shown to the satisfaction of the Board.
30. 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.



## **RULES & REGULATIONS**

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