



RULES & REGULATIONS

(Revised 07/2016)

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HANDBOOK

FOR

BRIARCLIFFE CONDOMINIUMS

Revised 08/2016

Introduction: This handbook is provided for the use of the homeowners and renters at Briarcliffe Condominiums (the “Condominium”). It contains the policies, rules, and regulations governing the use of the Briarcliffe Condominium Association, Inc. 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 these with your Association Manager.

In accordance with the Covenants, the Board 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 concern which may override individual desires. Since we live in close proximity to one another, if one unit deteriorates, it affects us 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 the law.

Therefore, the following Rules, Regulations and Guidelines have been officially adopted to cover the entire area known as Briarcliffe 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 is appreciated.

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

1. No boats, trailers, mobile homes, or commercial vehicles shall be permitted at the Condominium except in the designated overflow area without prior written consent of the Board.
2. No vehicle which cannot operate on its own power on city streets shall be permitted at the Condominium. Repairing of vehicles at the Condominium is prohibited. Only such vehicles as those used on a regular basis shall be parked in front of the individual units.
3. Vehicles can and will be towed without notice for the following reasons: (1) Vehicle cannot operate on its own power on city streets; (2) Vehicle does not have proper Little & Young Briarcliffe Condominium parking sticker displayed in car window; (3) Vehicle does not have current or proper registration/license plates or is lacking proper registration/license plates on the vehicle. Any vehicle that is towed will be done so at the vehicle owner's expense only.
4. The parking facilities shall be used in accordance with the regulations adopted by the Board. Vehicles shall not be allowed on unpaved areas in any part of Briarcliffe. Parked vehicles will not block ingress or egress of other vehicles.
5. Motorcycles and motor bikes may be used for ingress and egress only. No automobiles, motorcycles, or motor bikes without full operational mufflers will be operated on the premises at anytime.
6. The sidewalks, entrances, roadways, and similar areas of the common elements shall not be obstructed and not used for any purpose other than the ingress and egress and to and from the Condominium; nor shall any carts, bicycles, motorcycles, carriages, toys, chairs, barbeque grills, tables, or any other similar objects be stored thereon.
7. The personal property of the Unit Owners must be stored in their respective units: yard ornaments such as wagon wheels, plastic, concrete, or ceramic figurines must be located inside the patio. If wood piles are kept, they must be stored on metal racks only and no more than 1/8 cord shall be kept at any time.
8. 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. **AT NO TIME IS GARBAGE TO BE LEFT BY DOORS.** Leaving garbage by the Condominium door will result in a \$75 fine to the unit owner. All dumpster lids and doors must be kept closed. Boxes must be broken down and placed in the dumpster, not left beside the dumpster or on top.
9. Toilets and other plumbing shall not be used for any purpose other than those for which they are constructed. No sweepings, rubbish, rags or other foreign substances shall be thrown in them. The cost of any damage resulting from misuse shall be borne by the Unit Owner responsible for the damage.

10. No flammable, combustible, or explosive fluids, chemicals or substances shall be kept in any unit or on the common area.
11. To maintain a uniform and pleasing appearance of the exterior of the buildings, no awnings, canopies, shutters, screens, glass enclosures, or projections shall be attached to the outside walls, doors, windows, roofs or other portion of the buildings or on the common area. Additionally, no clothes lines are to be strung for the drying of anything nor will anything be thrown over the railing for drying. All patios are to have a neat and orderly appearance, including any landscaping located inside the fence.
12. No Unit Owner shall allow anything whatsoever to fall from the window, balcony, or doors of the premises. Do not sweep onto the balcony or throw any liquids on the balcony floor. Cigarette butts are to be disposed of properly, not thrown on the ground or floor. Be courteous of the people and personal property around you.
13. No unit shall have any aluminum foil placed in any window or glass door, nor any reflective substance placed on any glass, except such as is approved by the Board for energy conservation purposes.
14. Where curtains are other than white or off-white, they must be lined, or "under draped" or "black-out" draped in white, which liners must be approved by the Board.
15. No Unit Owner, nor his family, guests, invitees, or tenants, shall make or permit any disturbing noises in the buildings, or upon the common area, nor permit any conduct by such persons that will interfere with the rights and comforts of others. No music player, sound amplifier or other sound equipment shall be played in such a manner so as to disturb or annoy other Unit Owners. No Unit Owner shall conduct, nor permit to be conducted, vocal or instrumental instruction or practice at any time which disturbs other Unit Owners. Minimum volumes of all sounds and sound producing equipment shall be enforced between the hours of 10:30 PM and 8:00 AM.
16. No radio, television, or other electronic installation may be permitted in any unit which interferes with the television or radio reception of another unit.
17. No exterior antennae shall be permitted on the buildings or common elements unless State or Federal law mandates differently.
18. No noxious or unusual 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 unit owners or tenants. Normal cooking odors, normally and reasonably generated, shall not be deemed violations of this regulation.
19. For the convenience of the homeowner and protection of your investment in the buildings, ash dumps are provided at special locations. These will not be for trash but for ashes from the fireplaces. Do not dump ashes on the ground or in the planted areas.

20. No flammable, combustible, or explosive fluids, chemicals, or substances shall be kept in any unit or on the common area. The only type of cooking device permitted on the patio/balcony is electrical. **CHARCOAL AND GAS GRILLS OTHER THAN THE ONES PROVIDED ARE PROHIBITED IN THIS COMMUNITY.** No other fire, cooking device, or other devices which emit smoke or dust shall be allowed on any porch/balcony.
21. There shall be no solicitation by any person anywhere in the Condominium for any cause, charity, or any purpose whatever, unless specifically authorized by the Board.
22. Unit Owners shall be liable for all damages to the buildings caused by receiving deliveries, or moving or removing furniture or other articles, to or from the building.
23. A 15 m.p.h. speed limit within Briarcliffe shall be adhered to by residents and guests.
24. No Unit Owner or resident shall direct, supervise, or in any manner attempt to assert and control over the employees of the Association.
25. No tent or other temporary structure will be erected on common areas unless approved by the Board.
26. Homeowners will be held responsible for the actions of any tenants residing in their property. This includes informing them of the Rules, Regulations and changes made by letter from time to time.
27. No member of any family or his guest may go on or in any other unit without the specific invitation of the owner or occupant. This includes the patio areas in the rear of the unit.
28. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on, or upon any part of the condominium unit or Association property by any unit owner or occupant without written permission from the property Board. No door to door solicitation will be permitted.
29. Recreational facilities (pool, tennis courts, etc.) will be used in a normal, quiet manner in order to allow the maximum use and enjoyment of others and shall be subject to the rules of the Association. Swimming pool use shall be limited to such as the Association designates. Parental care is mandatory for anyone under 13 years of age. The Association shall not accept any responsibility for the safety of any persons using the facilities offered by the Briarcliffe Homeowners Association. Observance of these rules shall be mandatory.
30. Outdoor cooking is prohibited unless cooking is done on an electric grill or one of the grills provided by the Briarcliffe Homeowners Association.

31. Storm doors may be placed on exterior doors but they must be “Light Brown Bronze” type. If there are any questions as to the approved type, the board will be to show the required type.
32. The maintenance, keeping, boarding and or raising of animals, livestock, poultry or reptiles, with the exception of aquarium fish, shall be and are prohibited within any unit or the common area.
33. **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 20lbs, full grown.** All pets will be kept on a leash. 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 Briarcliffe Homeowners Association are encouraged to call the Animal Control Department (910-32-6852) to help enforce this law. All solid left by the pet must be policed up **IMMEDIATELY** to prevent unsightly nuisance, unpleasant odor and a sanitation problem. This is the responsibility of the individual pet owner. No pets are allowed to be left on patios or balconies while occupants are not home, and no pets will be left on any restraining device on the landscaping or common areas at Briarcliffe. A “pooper-scooper” must be in possession of the pet owner at all times while walking their pets. Pets are not allowed in the pool, tennis courts or volleyball areas. All pets are required to be registered at Little & Young, Inc.
34. Payments of monthly assessments shall be made at a place designated by the Board. Payments made to the order of Briarcliffe Homeowners Association, P.O. Box 87209, Fayetteville, NC 28309. Payments of regular assessments are due on the first (1st) day of each month. All payments received after the close of business on the fifteenth (15th) day of the month will be assessed a 10% late fee.
35. Every unit owner and occupant shall comply with the Rules and Regulations as set forth herein, and any and all Rules and Regulations which from time to time may be adopted, as amended from time to time. Failure of a unit owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, fines imposed for infractions or any combination thereof.
36. Anything to the contrary herein notwithstanding, these Rules and Regulations shall not apply to the Declarant, not its agents or employees, nor to the units owned by the Declarant until conveyed. All of these Rules and Regulations shall apply, however, to all other unit Owners and occupants even if not specifically so stated in portions hereof. The Board shall be permitted (but not required) to grant relief to one or more Unit Owners from specific Rules and Regulations upon written request therefore and god cause shown in the sole opinion of the Board.
37. Any Homeowners whose account is more than thirty (30) days past due, will not be allowed use of the common area facilities, including the pool, tennis courts, volleyball courts and parking areas. This rule applies without further notice. If a delinquent owner is renting his unit, said tenant also may not use the facilities. Violation of these rules will be subject the resident to arrest for trespassing.

DO'S AND DONT'S OF BRIARCLIFFE

DO'S

- Keep pets confined and when not confined, on a leash. Cumberland County has a leash law. Pick up solid matter left behind immediately.
- Respect your neighbor's right to peace and quiet.
- Keep your balcony/patio neat and clean.
- Park boats, trailers, campers and cars which are not used on a regular basis in the overflow lot.
- Obey the 15 m.p.h. speed limit within Briarcliffe.
- 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.
- Pay your association dues every month.
- Maintain your residence in good repair.

Don'ts

- Leave garbage by doors or on balcony/patio.
- Work on your car in the common area.
- Use or store a charcoal grill on your balcony/patio.
- Make any changes to the exterior of your home without prior approval.
- Park or allow your guests to park on unpaved areas or block driveways.
- Misuse facilities.
- Place fireplace ashes on grounds or planted beds.

Briarcliffe Association Rules
Reporting Violations and Addressing the Board

1. To report an emergency call 911.
2. To report a malfunction or request a high priority repair call Little and Young at 910-484-5400.
3. To report a violation of Rules or Covenants call Little and Young at 910-484-5400, option 4.
4. To request to add an item to the agenda of the next board meeting call Little and Young at 910-484-5400.
5. The board will allot five minutes to each resident who requests such time to address an agenda item to the board at the HOA meetings.
6. Notices of board meetings will occur in accordance with the By-laws of Briarcliffe COA.
7. Owners and Residents should maintain even temperament and decorum during board meetings and the board may stop the meeting and /or move into a closed session if it is not maintained.
8. Individual property owners and residents have a right to privacy, and the status of violations, fines, liens and other business will not be shared outside the board members.