

Woodfield Homeowners Association, Inc.

Rules and Regulations

May 1, 2020

In order to afford residents of Woodfield a congenial community, the Board of Directors has established the following “Rules and Regulations” for all owners, tenants, guests and their families to follow and abide by.

All rules and regulations are compliant with the North Carolina Condominium Act (Chapter 47C), Woodfield Declaration of Condominiums, and the Bylaws of Woodfield Association, Inc.

1. Parking and Vehicles

Each owner/resident may park two (2) authorized vehicles appurtenant to his/her unit. Additional vehicles should be parked in the extra parking spaces available at the postal facility and pool areas.

Residents shall not park in the vendor/emergency access spaces.

Do not park in front of dumpster as it may impede access.

Always maintain an open fire lane/emergency response lane.

No commercial vehicles, RV's, campers, boats, or motorcycles shall be allowed to park over night unless given prior approval by the Board of Directors. Only conventional passenger vehicles are allowed.

Guests shall park in spaces appurtenant to their hosts. If space is unavailable, then they may use guest parking at the postal facility and pool areas.

NOTE: Violators may be subject to towing at the owners' expense.

2. Nuisances

Each resident is responsible for keeping the outside of his/her unit clean and free from clutter, debris, trash cans, etc.

No resident shall permit disturbances at his/her unit that would prevent the neighbors from enjoying the quiet serenity of our community.

3. **Mail**

When you receive mail in your box that does not belong to you, please deposit it immediately into the outgoing mail slot. Do Not leave any mail on the counters. This includes unwanted magazines, flyers, or any kind of advertisements.

If you receive a package, you will find a key in your box. Insert the key into the package receptacle and remove your package. Leave the key in the receptacle lock. Do Not Remove It. The postal person is responsible for this key.

Any posting for our bulletin board/sandwich board in the postal facility must first be approved by the Board of Directors.

4. **Pets**

All pets must be walked on a leash. All pet walkers are responsible for cleaning up after their pets. Plastic bags are available in the small bird houses located throughout the neighborhood.

Remember.... We have security cameras and their images can be reviewed for security breaches.

**Violators may be subject to monetary fines.

Only 2 total cats/dogs are allowed per unit. Dogs must not exceed 60 pounds without prior approval from the Board of Directors. Please be aware, we are not allowed to tie pets anywhere in the common areas. Pets must not become a disturbance to the community. All pets must fall within the current Woodfield pet policy (see Amendment: June 10, 2011).

All pets shall be housed inside the owners/resident's unit. No pens or runs will be permitted. No pets in the pool or pool area.

Guests and their pets are required to follow the same regulations as set forth for our own Woodfield pets.

5. HVAC

All heating and air conditioning units, including solar water heating and floor heating units, and all appliances are the responsibility of the unit owner. If you need maintenance assistance for these fixtures, please call a reputable service center.

6. Canvas Awnings

Please lower and raise your canvas awning carefully so as not to damage the awning or solarium. Tie down the cords securely on the cleats. During winter months, please lower the awning at your unit monthly to allow it to dry out and thus prevent mold from forming. This practice will extend the life of the canvas and ultimately save the Homeowners Association (you) money. Contact the Board of Directors if you need assistance with your awning.

Additionally, please lower your awning to cover the curved glass and/or open windows in the summer as the glass can crack if it gets too hot. This practice will extend the life of the solarium glass, which is a considerable portion of the annual budget.

7. Communication

Please watch the bulletin board and sandwich board at the postal facility for announcements from the Board of Directors. Your newsletter will be sent via email. If you do not have email access, extra hard copies will be located in the postal facility for easy pick-up.

ATTENTION: Information needing immediate action will be communicated throughout the community via “Email blasts”. For example, bear sightings, impending serious weather, potential intruders, etc.

If you see one of these blasts, please alert your immediate neighbors.

8. Commercial activity

No resident (owner or tenant) shall conduct a garage sale, rummage sale, or any other commercial activity. An estate sale may be permitted after obtaining prior approval from the Board of Directors.

9. Water faucets

If your unit has an outdoor water faucet, you are responsible for taking precautions to prevent freezing. Never leave a hose connected to the faucet in the winter. There are several faucets on the common grounds (currently inoperable) which were previously used to care for the common areas. These are not for individual or personal use.

10. Travel

If you plan to be away, please notify a board member or responsible neighbor. Leave a key and contact information in case of an emergency. For example: fire or water leaks.

11. Dumpster Etiquette

Dumpsters are for current Woodfield residents ONLY!

You may place “garbage”, small cartons, and packing materials (broken down) in the dumpsters. All large boxes, crates, discarded furnishings, appliances and used/unused construction materials must be disposed of at your personal expense.

If your dumpster appears “full”, please take your garbage to the 200, 400, or 600 row dumpsters. Do Not place items beside the dumpsters, they will not be picked up.

Dumpster openings must be closed completely to protect from animals and odors.

Dumpster Etiquette

Please do not throw recycle items in the regular garbage. We have biweekly recyclable pick-up. You can find a copy of the pick-up schedule on the bulletin board in the postal facility.

12. Exterior changes/modifications

If you wish to make any changes, modifications, additions, or improvements to the outside of your unit or the common areas (grounds), you must obtain written approval from the Board of Directors PRIOR to initiating any work.

Such changes include, but are not limited to, the following:

- Changes to the doors of your unit

- Changes in common grounds (planting shrubs, trees or flowers)

- Adding a garage or access ramp

- Installing an exterior radio/speakers, TV or satellite dish or antenna

- Installing additional lighting, solar tube, or an awning over your back porch/deck, etc.

No modifications may be made to the inside of the unit if it can be seen from the outside without prior approval from the Board of Directors.

A REQUEST TO CHANGE EXTERIOR AND INDEMNITY AND HOLD HARMLESS AGREEMENT form shall be completed in full and submitted to the Board of Directors for review and possible approval. If forms are not completed in full, they may be returned for completion or simply denied. These forms are available in the postal facility or you may contact any board member for a copy.

13. Insurance

No member shall do anything or allow any condition to exist that would increase the insurance rates of other units or our community. For example, but not limited to, grilling or deep frying on your deck/porch, using a burn barrel to dispose of waste, or utilizing a fire pit on your deck/porch.

All grilling should be done in the driveway or an area that is not attached to any unit. When grilling you should always have immediate access to a working garden hose.

14. Home Inspections

All residents are responsible for periodically checking and notifying Woodfield Board of Directors (asap) of any noted damage, such as loose boards, leaks, etc. The Board of Directors will assess the damage and arrange for repairs. After the work is completed, please notify the Board if the repair is inadequate.

15. Signage

No signage, advertisement, notice or other lettering shall be exhibited in any manner on or around any Woodfield unit, unless approved by the Board of Directors.

16. Outdoor Décor

No clotheslines, beaded curtains, drapes or shower curtains (etc.) shall be permitted outside the units.

All outdoor Christmas decorations may be displayed in November, December, and January. All outdoor holiday decorations must be removed before February 1st. This allows landscapers to begin work as soon as weather permits.

17. Vendors

Workmen are hired by the HOA and are to be directed ONLY by the Board members. If you have questions/concerns regarding any of our workmen and their assignments, please direct those questions/concerns to any Board member.

If you become upset with a task being performed by a vendor, please do not direct your frustrations toward the workmen. This action could cost our community (you) legal fees, possible retaliation, and/or loss of vendor services.

REMINDER: As stipulated in rule #1, residents shall not park in the vendor access spaces. Violators may be subject to towing at the owners' expense.

18. Woodfield HOA Management

Beginning January 1, 2020 Woodfield Homeowners Association became a self-managed community. With the financial assistance of Crawley, Lee and Company, PA. the Board of Directors shall manage all HOA affairs as directed in the Bylaws of Woodfield Association, Article IV: Board of Directors, Section 13: Powers and Duties. Board of Directors shall have full authority to implement, interpret, and apply these rules and regulations in accordance with established procedures. Crawley, Lee and Company, PA shall collect HOA dues, pay HOA bills, and file taxes, maintain financial records, and provide the Board of Directors with financial guidance and referrals.

19. Traffic

Safe driving habits must always be followed. Exercise caution and be observant of children and pedestrians.

20. Contact Information

Every owner, whether living in Woodfield or not must keep the Board of Directors apprised of any changes in mailing address or telephone numbers, listed or unlisted. Owners are also responsible for providing current tenant information. To change or update your information please contact the Board of Directors at the following email address:

woodfieldboardofdirectors@gmail.com.

21. Responsibilities

Owners and tenants are responsible for following all rules and regulations stated in the Woodfield legal documents (Declaration, Bylaws and amendments) as well as rules, regulations and procedures. All residents (owners or tenants) are responsible for the actions of their guests and guest pets. Parents are fully responsible for the actions and safety of their children.

22. Air/B&B's

The Board of Directors restricts any Air/B&B's of any kind and this is pursuant to our present By-Laws. There will be no exceptions.

23. Responsibilities for Common Area Damages

In accordance with the N.C. Condominium Act and the Woodfield Bylaws, any willful or unwilful damages to common areas caused by an owner, tenant, guest or their pets shall be the sole responsibility of the unit owner. This includes but not limited to:

- 1) Nail/screw holes to exterior areas leading to water damage and/or rotting wood.
- 2) Splits in the wood due to hanging decorations, flower planters, flags, etc.
- 3) Broken exterior lights due to misuse or misbehavior.
- 4) Damages caused to property due to reckless driving.

**HOA Board of Directors have the authority to recover full repair costs from the obligated homeowner.