

**1. INTRODUCTION**

The Board of Directors has established these Rules and Regulations to promote harmonious living in a multi-family environment. The rules are based on the association's Declaration and Bylaws, state and local government statutes and ordinances, and best practices of other associations.

**2. GENERAL**

Each owner is fully responsible, legally and financially, for the proper conduct of family, guests, renters, and service personnel. Each owner should observe these Rules and brief their renters / guests. The CCMC private website for Owners has the Delinquency Policy, Pet Policy, Renters and Guests Rules.

**3. CONTACTS**

**Rules Violations:** Security 252-342-0993 or Maintenance Staff 252-241-0415

**Emergency Maintenance**

**Requests:** 252-670-2300

**Management Services:** 252-637-5600

**Crimes/Ordinance Violations:** Emerald Isle Police Dept. 252-354-2021

**Emergencies:** 911

**4. FACILITY AVAILABILITY**

ACTIVITY	SCHEDULE
Quiet Time	11pm to 7am per town ordinance
Security	10am to 1030pm, Memorial Day thru weekend after Labor Day, daily.
Indoor Pool	9am to 10pm, Year round

Outdoor Pools	9am to 10pm, Easter thru September
Tennis Courts	9am to 10pm
Exercise Room	9am to 10pm

**5. MAINTENANCE STAFF**

Work requests should be sent to Association Manager, not Maintenance Staff. Enter request on the Management Services website.

**6. GATE CARDS AND PARKING PASSES**

There are three means to access the Pebble Beach property: (1) Gate card, (2) Gate remote, (3) Call the unit from the gate and the number can be long distance. Security cannot and will not provide gate access.

GATE CARDS / REMOTES	
Owner	6 Max, 4 Free, 2 Buy (\$25 each)
Multi Owners per Unit	More than 6 cards, each bought for \$25
Rental Companies	Justify quantity, Buy \$25 each

Gate cards/remotes lost or stolen will be replaced for \$25 fee and after deleting the card number from the gate database.

PARKING PASSES AND DECALS	
Owner and Guest	2 Decals, 4 Passes (card stock), No year
Long Term Renter	Owner decal or guest pass from Owner, \$25 / Unit
Vacation	Renter Pass

Renter	(card stock) from Rental Co. with Expire Date
Clubhouse Guest	Clubhouse guest Pass (card stock) from Committee
Owner Boat Trailer	Buy permit \$250 each, per year. Maximum 18 spaces on first come first serve basis
Long Term Renters(>1year)	Must display permit if owner has paid annual fee
Vacation Renters not allowed boats	

**7. BOAT, TRAILER, RV PARKING AND BICYCLES**

- All boats, trailers, RVs, and bicycles must be removed from the property for the month of January each year.

-Parking is by permit only to ensure the facilities are used only by owners, guests, or tenants.

- All vehicles, boats, trailers, jet skis, campers, etc. must display valid permit and license plate. Otherwise vehicle will be assumed to be trespassing and subject to towing without notice at owner expense.

**- NO STORAGE TRAILERS OR GOLF CARTS ALLOWED - EXCEPT STREET LEGAL GOLF CARTS. (PARKING DECAL, VALID LICENSE PLATE AND REGISTRATION REQUIRED). Not the same as the Emerald Isle golf cart registration.**

- Boats, trailers, jet skis, RV/campers, or other recreational property must park between Building G and the wastewater treatment plant on first come, first serve basis.
- RVs may not be used for sleeping overnight.
- Violations will be addressed by
  - (1) Apply violation sticker to vehicle driver window,
  - (2) If not corrected within 2 hours, that vehicle is subject to be towed at owner's expense.

### 8. KEYS

Each owner should provide the association manager with a key to their unit for emergency situations and pest control. If a key is NOT provided, (1) The association may have to forcefully open your door in an emergency where your unit is causing damage to other units and (2) If your unit is receiving damage, the manager will merely inform you for your own mediation action.

### 9. CHILDREN

No children under 18 years of age are permitted to occupy a unit unless the parents, owner, or an adult renter (21 years of age) are in residence at the same time. Children must be supervised when playing on the grounds or swimming in pool.

### 10. PETS

- Pets may be kept by OWNERS ONLY per the Association Declaration and must conform to the Pet Policy listed in the Pet Registration document.
- Pets must wear a Pebble Beach registration tag and be kept on a leash. Owners are required to clean up after their pet.

- Tenants and guests are not allowed to bring pets on the property at any time. If a non-owner has pet on premises, the unit owner will be fined up to \$25 per day until the pet is removed from the property.
- Service Animals with documentation are allowed.

### 11. SWIMMING POOLS

- The pool rules are posted at the pools. There is no lifeguard so use the pools at your own risk. Children under the age of 12 must be accompanied by an adult.
- Young children must wear swim wear to prevent infecting water and possibly closing pool for disinfection.
- There must be NO glass bottles, glasses, carafes, plate ware or any shatterable object in the pool or on pool deck. If a pool must be drained to be sure all shards of glass, etc. will no longer present a danger to any owner, guest or renter, the full cost of draining and refilling the pool to the owner responsible.
- If there is a thunderstorm, the pools will be closed. Please get out of pool area immediately if you hear thunder.
- Pets are not allowed in the pool area in accordance with town and state health ordinances.

### 12. EXERCISE ROOM

Children under the age of 18 years must be accompanied by an adult. Exercise equipment use is at the user's own risk and is accessible via your gate card.

### 13. CLUBHOUSE

- The ocean front clubhouse is available on a reservation only basis and remains locked when not in use.
- The restrooms located at the rear of clubhouse remain open.

- Owners, owner sponsored guests, and tenants may reserve the clubhouse by contacting Sandra Reopelle 252-725-2947. Rules, fees, and rental agreement on newbernforrent.com website.
- **If rented in Owner name, Owner must be present for event.**

- The indoor pool clubhouse is not available for reservation or parties.

### 14. TRASH AND RECYCLING

- All residents should help keep our grounds clean.
- Trash should be placed in the proper containers and INSIDE the dumpsters/recycle cans.
- Trash and recycling may not be deposited in receptacles in the grilling areas.
- Mattresses, old appliances, etc. must be removed from the property.

### 15. EXTERIOR APPEARANCE

- To maintain a uniform exterior building appearance, no awnings, projections, screen, or permanent flag should be attached to exterior or balcony.
- Satellite dishes are prohibited except where specifically allowed by law and if allowed by law placed in a location identified by the Manager.

### 16. ENTRANCE WALKWAYS AND HALLWAYS

- Stairwells, staircases, hallways, landings, and walkways to the units must be kept free of personal property (ie, bicycles, scooters, toys, surfboards, chairs, etc.) in accordance with fire code ordinances.

### 17. BALCONIES AND DECKS

- No clothing, linens, towels, etc. shall be hung from balconies or

window sills. No objects shall be placed on ledges of balconies, porches, or windows.

- Do not discard cigars or cigarettes except in proper containers as this can lead to fires based on past experience.
- Grilling is not permitted on balconies or hallways per the fire code ordinance. Grilling is only allowed in locations provided by the association.

### **18. STORM PREPARATION**

- To prevent damage from sudden storms to your unit or your neighbor's, please ensure windows and exterior doors are closed and casement windows are latched when leaving your unit. Before an extended absence from their unit, the Owner should prepare their unit (ie, turn off water and water heater, remove furniture and plants from balcony, keep thermostat at reasonable temperature to minimize mold).
- If you plan to board up your unit before a storm, please contact the association manager to ensure proper installation. After the storm, boards or storm shutters must be removed within 48 hours after island access is restored.

### **19. RESPONSIBILITY FOR DAMAGE**

- Owners are responsible for damage to the common areas caused by moving or removing furniture, appliances, etc. to and from their unit.

### **20. SIGNS**

No sign, notice, or ad, including "For Sale" or "For Rent" signs are allowed on property. There is a message board located in the ocean front clubhouse. Please contact the Manager

with your printed notice to be posted.

### **21. FEEDING OF ANIMALS AND BIRDS**

Please do not feed stray animals, sea gulls, or other beach birds on the premises.

### **22. DUNES**

Do not walk on the dunes as this is against the LAW. NC state law prohibits damage to the sea oats or other vegetation on the dunes. Any holes dug in the sand must be refilled before leaving beach so no safety issue for humans or sea turtles.

### **23. HAZARDOUS MATERIALS**

Hazardous materials and flammable fluids (ie, kerosene, gasoline, explosives, etc.), fireworks, noise making, or explosive devices are prohibited on the premises.

### **24. SKATEBOARDS, ROLLER SKATES, ETC**

Skateboards, roller skates, roller blades, inline skates, scooters, golf carts, and "heelies" are not permitted on the property.

### **25. INTERIOR MAINTENANCE**

Owners are responsible to ensure plumbing lines and hoses, water shut off valves, and A/C condensation lines are maintained to prevent water damage to other units. Water should be turned off in your unit for extended absences.

### **26. WINTERIZATION**

- Main water supply valves should be in proper working order and turned off when unit is vacant. The old gate valves should be changed to ball type (lever).
- Water heaters should have drain pans with lines draining out of building.

- Water heaters should be turned off when unit is vacant.
- All water supply lines should be steel mesh.
- Air handler drain lines are connected to main drain and should be cleaned with cup of bleach.
- Refrigerator ice maker lines should be checked for leaks or kinks.
- Heat should be left ON during winter and thermostats set at 55 degrees or higher to ensure pipes do not freeze.

### **27. WASTE PLANT**

Please do not put the following down the kitchen sink:

- **No Grease:** fats, butter, wax, cheese, heavy cream
- **No Liquid Waste:** pesticides, drain cleaners, household chemicals, paints, paint thinners, photographic solutions, solvents, oils
- **Other:** coffee grounds, excess food waste

Please do not flush the following down the commodes:

- **No Plastics/Latex:** product wrappers, feminine product covers, lids/liners/rings, condoms, band aids
- **No Paper/Materials (other than toilet tissue):** baby wipes, paper towels/towelettes, facial tissues, napkins, gauze, dental floss, matches, feminine products/paper covers
- **Other:** all medicines, coffee grounds, cigarettes, leftover food, hair clippings, kitty litter/pet waste, grease or oils

### **28. WINDOWS AND DOORS**

When replacing a window or door, please see Maintenance Specs file on newbernforrent.com website for window and door product and installation specs.