

Community Guidelines
Inlet Home Owners Association, Inc.

Adopted: March 27, 2018

Amended : 12/21/18

Amended: 10/1/19

The following Community Guidelines, along with the Declaration of Condominium and the Bylaws of the Association, shall apply to Twin Oaks Condominium, and to the Common property, the Limited Common property and all Units within the Condominium. Owners shall, at all times, adhere to the Community Guidelines and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Community Guidelines may be modified or amended by the Board of Directors from time to time at its discretion.

All Owners and invited guests, as well as any other persons who might lawfully be entitled to use the homeowner's unit or the common areas of the Association in any manner, are subject to the Bylaws and the Community Guidelines, as stated in the Declaration of Condominium. Every Owner shall be given a copy of these Community Guidelines and the Owner shall communicate same to any lessee.

1. **Dues:** Dues are charged the first day of each month and are late the first day of the following month. A late fee of \$20 will be posted to any accounts that are late. Subsequent actions include a Federal Fair Debt Collection Letter, the North Carolina Notice Letter of being turned over to a collections attorney, and the actions of the attorney including lien and finally foreclosure of the property. The Board may call an Owners meeting for a vote on any special assessments. Any special assessment will have a due date and also post a \$20 late fee if not paid by that date.
2. **Dock/Parking:** The dock and parking areas are common property and shall be used in accordance with guidelines adopted by the Board of Directors.
 - a. **Dock:** (i) The dock is for Owners and full-time tenants with valid leases. (ii) All boat owners shall provide a copy of their registration and insurance to the HOA Community Manager and both shall be kept up to date and current at all times. (iii) Individual finger docks are assigned based on the period of time an Owner has owned his or her unit so that Owners who have owned the longest have priority of choice and so forth. (iv) Each unit may use one (1) boat slip. (v) Boat slips may not be leased. (vi) Boats kept in slips must be solely owned and solely registered to a unit Owner or tenant with a valid lease. (vii) Docks, decks and walkways may not be used for storage and must be kept clear. Boats, kayaks, surf boards, etc. must be removed from these areas at the end of the day. (viii) Under a Hurricane Warning, all boats must be removed from the dock and the water turned off.
 - b. **Parking:** (i) Each unit has one (1) vehicle parking space along the north edge of the parking area. Individual parking spaces are assigned. Assignments are based on the period of time an Owner has owned his or her unit so that Owners who have owned the longest have priority of choice and so forth. (ii) If a resident has more than one vehicle, they must be parked in the grass area of the yard or directly behind the other vehicle. (iii) Parking is only permitted in the pull-up gravel area for pick-up, drop-off, loading and unloading. Overnight parking is not permitted in this area. (iv) No cars or trucks without current registration shall be kept on the property. All vehicles must be in roadworthy working order. (v) All boat and other trailers must be kept in a neat and organized manner. Each unit may store up to two boat trailers, solely owned and registered to an Owner, in the designated area along the east side of the property. (vi) No commercial vehicles, recreational vehicles, motor homes, campers, or unlicensed vehicles may be stored or parked overnight on the property. Any exceptions shall be requested and are subject to approval of the Board of Directors. (vii) All guests shall park in the grass area of the yard only. A guest parking pass should be placed on the dash board during holidays or under other special circumstances. (viii) Towing for violators is at the vehicle owner's expense.

3. **Egress/Storage:** Ingress and egress to the units and parking lot shall be kept clear at all times to limit liability. Storage beneath the units shall be organized and dangerous flammable materials such as gasoline shall not be stored under the unit. The personal property of any Owner shall be stored within the Owner's Unit and within any storage space which is a part of each Owner's Unit, not on the exterior of the unit. Storage sheds shall not be erected in any common area.
4. **Garbage:** Each Owner shall keep their unit in a good state of preservation and cleanliness. The dumpster is for the residents of Inlet HOA only. All materials must be placed inside the dumpster for pick up. Items such as cans of paint, electronics, and tires cannot go into the dumpster and must be taken to a recycling center. Large objects such as beds, mattresses and furniture cannot be left outside the dumpster and residents must make special arrangements to have them hauled away to the land fill. Recycling is encouraged and a recycling container is available for Owner use. All yard waste shall be deposited in the area designated for vegetative debris. No excuse will be acceptable for leaving garbage, refuse or debris around the dumpster or any of the common areas.
5. **Landscaping:** Landscaping shall be protected at all times. The association maintains the general landscaping but gardens in front of and behind a unit must be maintained by Owners. The association will trim and remove Owner's vegetation that impedes or damages pathways and walkways. All beds shall be kept weeded, trimmed and in good order. Owners may add plantings to the common area, in consultation with the President of the Board of Directors.
6. **Noise:** Loud noises, i.e. party noise, music, loud conversations on the decks, hammering and running power tools shall not occur before 8 AM and after 11 PM. Residents must minimize dog barking at all times in and outside the unit so that others are not disturbed. All residents shall have respect for their neighbor's peaceful enjoyment of their properties.
7. **Pets:** No animals other than those considered normal household pets (e.g. dogs, cats) may be kept on the property. Livestock and poultry are not permitted. No animal considered dangerous and a threat to others may be kept on the property. Residents are fully responsible to clean up all animal waste and dispose of it properly and to pay for any damage to the property an animal may cause. All pets must be leashed or under the voice control of the resident. Neighbors are not permitted to walk animals on the property.
8. **Repairs:** Any alteration or repair of the exterior of a unit must be aesthetically similar to the existing exterior of the property. Unit deck repairs and replacements are the responsibility of the Owner.
9. **Signs:** Each unit may have one "for sale" sign and one "for rent" sign. All such signs must be of standard real estate size and no larger than 2 x3 feet. At no time shall any unit have signage advertising commercial services. Political signs may not be placed in any of the common areas. The Board has the exclusive right to approve and remove any and all signs.
10. **Use/Leasing:** All condominium units are to be used for single-family residential purposes only. The Board may designate one day per year for a yard/moving sale. Leasing of units by Owners is discouraged but is not prohibited. No rentals of any units will be permitted for a period of less than one (1) month. Owners are required to furnish "Lessee" or "Renter" information to the HOA Community Manager. This information shall include but is not limited to Lessee's name, place of employment, emergency contact person, home/work phone numbers, and make/type/license number of vehicle/boats/trailers applicable to that lessee. No unit or part of a unit shall be sublet. Owners are responsible to see that each lessee receives a copy of the Inlet HOA Community Guidelines and that they are made part of any lease or rental agreement.

11. **Board of Directors:** Inlet HOA by-laws designate 3 members of the Board of Directors. Other homeowners may serve on the Board as non-voting members.

12. **Penalties:** Any violation of the community guidelines will be subject to owner fines and other legal actions. After a warning letter, the first fine shall be \$25, the second \$50 and third \$100. On serious violations the Board has the right to increase fines up to the North Carolina legal limit of \$100 per day. The Board always reserves the right to employ the services of legal counsel and take whatever ever actions such counsel deems necessary to gain compliance.