**MEADOW RIDGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC (MRBPPOA)**

**Rules and Regulations**

**Revised 1/15/2023**

The Meadow Ridge Business Park Condominium consists of 25 units located at 570 Meadow Summit Drive, Ocean Isle, NC 28469 and includes the common areas. The Meadow Ridge Business Park Property Owners Association (MRBPPOA) administers the condominiums. The manager of the association is Professional Association Management, Inc Attn: Stephen J. Sulkey, Community Manager; Professional Association Management, Inc.; 114 North 6th Street; Wilmington, NC 28401; (910) 833-5823. See website for documents and this updated policy. [www.PAMNC.com](http://www.professionalassociationmanagement.com).

All unit owners are responsible for delivering this letter to all tenants/occupants in units 1-25 at Meadow Summit Drive.

Inspections of the project will begin February 15, 2023. Unit owners will be sent notices for violations via email or US mail.

**1.) General appearance**. Each unit shall maintain a neat and clean appearance on the exterior of the unit. All trash, boxes and other waste shall be disposed of daily and not allowed to collect behind or in front of a unit.

**2.) Signage**. All signage is regulated by the municipal ordinances and has to be approved by the MRBPPOA board. Submit sign applications to management company above with contact data, example of signage, and dimensions.

3.) **Trash policy.** The project was designed to facilitate the removal of normal office trash/boxes. The association pays for the dumpsters to be emptied on a regular basis. The project and the budget were never designed to handle outside trash generated from operating business, contractor work or remodeling work. It’s not equitable to provide more than general office trash removal for the business park. It is the unit owner or tenant’s responsibility/cost to dispose of trash outside of general office trash.

* The dumpsters located next to unit 14 are the designated trash removal locations.
* Extra dumpsters for specific units aren’t allowed.
* Do not bring offsite job trash back to the Meadow Ridge Business Park for disposal.
* Please break down boxes to fit into the dumpsters or carboard recycling if applicable.
* MRBPPOA has contracted with our landscaper to “pick up” around the dumpster.

**4.) Parking policy.** The project has 76 unassigned parking spots for the 25 units. The parking spots can’t be altered or painted over unless approved by the MRBPPOA and Brunswick County. Please be courteous to other unit owners with respect to only using one parking spot per vehicle. Do not double park or take up two parking spots with one vehicle.

Please minimize: 1.) parking of unused vehicles 2.) parking your unused vehicles directly in front of someone else’s unit 3.) Do not store unused vehicles in the project. 4.) No inoperable, unregistered, or uninsured vehicle will be permitted on the premises. 6.) Do not park or block at the end of the street blocking the lift station behind or beside unit 13.

**5.) Nuisances:** As state in the condominium declaration: No noxious, offensive, unlawful, immoral or improper activity shall be carried on in any Unit or in the Common Elements; nor shall anything be done therein which will be an annoyance or nuisance to other owners.

6.) **Construction in common areas**. No person shall undertake, cause or allow any alteration or construction in any portion of the common area without the consent of the Association.

7**.) Temporary structures**: No structure, trailer, basement, tent, shack, garage, bar or other out building shall be used without written consent of the Association.

8**.) Fines for breach of rules.** 1st violation is a warning. Each additional violation is a $100 fine.

**MEADOW RIDGE BUSINESS PARK PROPERTY OWNERS ASSOCIATION, INC (MRBPPOA)**