



# queens court

## Rules and Regulations for Owners and Occupants of Queens Court Condominiums

Revised June 20, 2022

The following rules and regulations have been updated by the Queens Court Homeowners Association (QCHOA), Inc. The goal is to have a safe and pleasing environment for all owners and occupants. All owners shall obey these rules and assure that these rules are observed by their families, guests, invitees, licensees, servants, lessees, and persons for whom they exercise control and supervision. The Board may adapt or amend these rules and regulations governing details of the use, improvement, maintenance, operation, management, and control of the property. If the rules and regulations listed below plus those as indicated in the Declarations of this Association are not followed, the owner of the unit responsible may be subject to a fine or penalty.

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### **Rules, Regulations, Policies**

OWNERS ARE RESPONSIBLE FOR REVIEW OF THESE DOCUMENTS AND ADHERANCE TO ALL RULES, POLICIES, AND REGULATIONS. Owners are responsible for posting these rules in rental units and for assuring that users/guests of their units are made aware of these rules. Abbreviated partial rules are posted on premise via signs that are located at the entry gate, the Clubhouse, in elevators, and the beach gazebo.

### **Condo Life and Leadership**

Queens Court condominiums are considered multi-family dwellings and therefore every action taken must be for the benefit of the integrity of the buildings/complex and all owners. All efforts must be made to ensure the safety of owners and their guests/renters. Your understanding of local laws and ordinances, Bylaws and Declarations of the HOA and the protection of the property from damage and unnecessary liability/litigation are a part of our shared responsibility. The Queens Court Homeowners Association through its delegation of authority to the owner-elected Board makes the decisions and determines expenditures with input from the owners. Names of board members are available on the CAMS portal/website.

### **QCHOA Meetings**

QCHOA meetings are held on a quarterly basis. The annual meeting is normally in March. Meeting notifications will originate from CAMS to owners. Minutes of meetings are available on the CAMS portal/website. Owners wishing to bring forth issue(s) at a meeting should notify the President so they can be reviewed and, as necessary, placed on the agenda. A time for comments and questions is made available for attendees at the conclusion of the HOA meetings.

Owners are responsible for staying up to date with all Queens Court business by referring to posted minutes, emails, and documents on the CAMS portal/website.

### **Bylaws/Declarations**

In addition to the rules and regulations as specified in this document, all owners and others as outlined above must comply with the Association and Corporation governing documents. These items, known as Bylaws and Declarations, should have been obtained at the time of the purchase from the previous unit owner or their legal representative in the transaction. Bylaws and Declarations are also located on the CAMS portal/website. Each owner should take it upon themselves to familiarize themselves with these documents.

### **Dues/Assessments and Special Assessments**

Dues and assessments are different terms for the same; however, CAMS uses the term assessments on their portal/website.

Dues/Assessments include: Basic cable, water, trash, general maintenance of premises.

HOA Special Assessments: Occasional costs for projects that may be levied for special circumstances beyond the dues/assessments as determined by the Board according to the needs of the owners.

### **Sale of Unit**

When a unit is sold, the seller should notify CAMS immediately. The New Owner shall provide their contact information to CAMS immediately upon purchase. Sellers are expected to provide new owners with keys/key cards, gate entry cards/remotes, and the Re-entry Permit for your unit (see elsewhere in document for definition).

### **Occupancy of Units Used for Rental**

Units may only be rented by individuals 21 years or older.

Rental occupancy of a unit by more than the designated number below is not allowed:

One bedroom – 4 persons

Two bedrooms – 6 persons

Three bedrooms – 8 persons

### **Verification of Insurance Coverage**

Verification of proper insurance coverage must be sent annually to CAMS. The LIMITS OF PERSONAL LIABILITY INSURANCE ARE REQUIRED TO BE ON FILE WITH THE HOA. THE CURRENT MINIMUM AMOUNT IS \$100,000.

### **Gate Access for Guests/Vendors**

It is your responsibility to assure that only appropriate individuals are allowed on premises.

Day visitors to our complex must be accompanied by an owner while on premises or the visitors must have full access to the owner's unit the same as a renter.

### **Entry Cards/Remote Devices**

The entry gate is a means of security for our community. All vehicles passing through the gates are recorded. Gate cards should not be provided for unauthorized use. The white gate entry cards are waved in front of the electronic eye on the control box to raise the gate. Remote clickers are available to owners only and allow the gate to be raised from a distance. The exit gate raises automatically when a vehicle approaches. Only one vehicle at a time may pass through either gate.

Access is also provided by means of remote telephone entry. A guest arriving may enter the unit number on the keypad at the gate and this will ring to a telephone associated with that unit. Please contact our property manager for programming and directions for use.

Each unit is authorized to have five (5) cards and/or clickers. Original and replacement gate passes and pricing information can be obtained from our property manager who may be reached via the Portal at [www.camsmgt.com](http://www.camsmgt.com), email at [email@camsmgt.com](mailto:email@camsmgt.com), or telephone at 877-672-2267. All problems with gate entry should be reported to CAMS.

**New/additional gate cards are \$25.00 each. There is a reduced fee for damaged cards that are turned in for replacement. Remote clickers are \$50.00 each.**

### **Parking**

There are handicapped spaces that require a handicap hangtag for use. Other parking is not reserved. Please do not block the doors that are on the ground floor as this prohibits owners from entering their storage units. No vehicle should be greater in length than the parking space it will occupy. The Association is not responsible for damaged or stolen property and owners are encouraged to lock their car doors.

### **Access to Your Unit**

Each owner should share a key/keypad code with a trusted neighbor in the complex to handle issues that may arise when the owner is unavailable. An example would be when, during your absence, a storm or hurricane necessitates the removal of all items from your deck and you cannot do so yourself.

### **Keys/Keycodes**

The HOA must have a key to each unit (not a keycode) and any locked owner closet that contains your HVAC unit, Water Heater, or Water Cutoff Valve. These shall be available in the Association office for access during an emergency or for pest control treatment. These keys will be locked and secured. It is the responsibility of the owner to provide the key to the Property Manager and to make sure that it is current. Keys needed for rental units are not available from the Property Manager and are the sole responsibility of the owner and/or their leasing agent.

### **Maintenance Staff and Problem Notification**

Requests for maintenance for common/public area concerns are to be made on the CAMS website. Emergency maintenance affecting the premises is to be reported to CAMS at 877-672-2267.

### **Handymen, Contractors, Vendors**

The HOA does not provide a list of recommendations for owners. It is suggested that you communicate with your neighbors for independent references and contact information. Handymen, vendors, and contractors of any kind should be qualified, appropriately licensed, and properly insured.

### **Clubhouse Usage**

The Clubhouse is for the use of owners only, except for the restrooms which may be accessed from the door on the east side of the building. Owners are expected to maintain the cleanliness of the Clubhouse after use. Cleaning products and implements are provided. Please remember to remove all trash when you are finished. Please help keep this space clean for all to enjoy.

### **Mailboxes/Deliveries**

Owners who reside on site a combined total of six months or longer per year may lease a mailbox which is located outside the Clubhouse. Contact CAMS for further information. UPS and FedEx will deliver to your door and have access to the entry gate.

### **Pool**

Pool hours will be designated on an annual basis by the Board and posted. Current rules of conduct and use are posted at the pool area. Lifeguards are not provided; therefore, swimming is at your own risk. Children swimming and/or playing in or near the pool are to be supervised at all times. No glass or pets are allowed in the fenced in pool area. Do not remove tables or chairs from the pool area. An emergency telephone is available in one corner of the pool area. Restrooms are located on the east side of the Clubhouse. Please help keep the restrooms clean.

### **Athletic Complex**

The athletic courts are for owners and registered guests of Queens Court only. Use of courts and equipment is at your own risk. Please wear appropriate sport footwear. Absolutely no bicycles, skateboards, rollerblades or similar devices allowed on the courts. No pets; no glass containers allowed. Children under the age of 12 must be accompanied by an adult. Do not hang on rim or net systems. Courts close at 9 pm.

### **Grills**

There are grills located for use beside the pool. No gas/charcoal grills may be used on the ground floor under the unit or within 25 feet of any part of the building structure, the gazebo or on any of the decks. The Town of Emerald Isle has ordinances for fire safety which must be followed.

Only electric grills may be used on the decks of each unit.

Gas grills are not permitted except in the designated grill area and they may not be permanently stored anywhere on the premises due to the potential of fire/explosion. Users are responsible for clean up after grilling.

### **Gazebo**

Our gazebo belongs to the whole community. Please do not remove the outdoor furniture from this community space. The garbage can is for your use while at the gazebo but should not to be used for garbage from your unit. When using the water hose/shower please make sure that the water is turned off completely.

**Smoking is prohibited at the gazebo.**

### **Bicycles/Motorcycles and Other Motorized Devices**

Golf carts are not allowed on the property except for the usage of employees of the property management firm. Motorcycles/scooters must follow the same rules as automobiles.

Skateboards, rollerblades, scooters, Hoverboards, Heelys and all similar devices are not allowed on the premises.

Bicycle racks are located on the ground floor of each building. You may place bikes either in your personal storage rooms or the bike racks only. Do not park bikes in the common storage areas that house the HVAC units. Queens Court is not responsible for damaged or stolen bicycles.

### **Boat/RV, Other Motorized Watercraft & Transport Trailer registration**

Boat/RV/other motorized watercraft, non-motorized watercraft and transport trailer storage is available only for owners with proof of valid registration in owner's name. No renter may have these items on the premises.

If an owner stores one of these vehicles on QC premises a registration form must be completed. Please obtain from the CAMS portal/website, complete the form, and give to the Property Manager or email to CAMS, along with a copy of your vehicle registration. This storage is in the fenced in area surrounding the dumpsters.

No vehicle may block access to the dumpsters, recycling bins or the wastewater treatment gate.

### **Pets**

If a pet is to be brought on premises by an owner (renters may not have animals), a registration form must be completed, and the tag provided must be displayed on the pet's collar while on QC premises. The pet registration form is located on the CAMS portal/website and the completed form should be given to the property manager or emailed to CAMS.

All pets must be leashed when outdoors and on the beach. Pets are not allowed in the fenced area of the pool or on the athletic courts. **ALL pet owners/owners' visitors are responsible for cleaning up waste from their pets.** There are several waste stations throughout the complex for this purpose.

Owner's immediate family (children/grandchildren) may have a registered pet(s) without the owner being present. Owner's guests may have a pet only if the owner is also on the premises while guest(s) and pet(s) are on the premises.

### **Fire Alarms and Extinguisher**

Functioning smoke detectors are required in each unit.

A fire extinguisher is located beside each elevator and each stairwell. A fire alarm is also located in each stairwell. Everyone should be familiar with exits from the building in case of fire. Elevators are not to be used if there is a fire in the building. Anyone turning in a false alarm, stealing, or damaging the fire equipment could be prosecuted to the fullest extent of the law.

### **Elevators**

If a malfunction occurs while the elevator is in use and the door will not open, the telephone in the elevator is to be used. It will dial directly to the 911 Carteret County Emergency Call Center. The Center will notify the local fire department and they will come to open the elevator door. The fire department has a key to all elevators on the complex.

**Smoking is prohibited in elevators. DO NOT USE THE ELEVATORS IF THERE IS A FIRE!**

### **Utilities: Electric Company, Water, Cable and Internet**

Carteret-Craven Electric Cooperative is our electricity provider.

All contact regarding electric service is the responsibility of the owner/resident.

Water is included in your monthly dues/assessment.

Basic cable TV is provided to each unit as a part of your monthly dues/assessment under a BULK account through Spectrum. The owner must contact Spectrum to set up the account initially. If more than basic cable is desired, the owner is responsible to add to their service. When contacting Spectrum, ask for the BULK ACCOUNT representative. Be insistent that they will be the only individuals with whom you will discuss your account. Many times, first line representatives do not seem to be aware of bulk accounts and, even if they try, they are unable to be of aid to you.

Internet service in an individual unit is the responsibility of the owner. Wi-Fi is available at the pool and in the Clubhouse.

The login is: QUEENSCOURT      password is: queenscourt5070

## **HVAC Units**

HVAC units are the owner's responsibility for installation and maintenance. The inside HVAC unit should have a small opening with a cap into which owners must pour a small amount of liquid bleach or substance as recommended by your HVAC technician.

When departing your unit for more than 24 hours, you must turn your thermostat no higher than 78 in the summer. This action will lessen the risk of mold/mildew inside your unit.

In the winter you must keep your thermostat at 55 or higher to prevent the freezing of pipes as required by the HOA master insurance policy's 55-degree rule. These issues not only adversely affect your unit but may impact that of your neighbors. This requirement protects your unit as well as the entire complex.

## **Water Supply**

When the unit is to be vacant for longer than a 24-hour period the resident must turn the main waterline to the unit off. Often this valve is in the laundry area but discuss this with the seller of your unit before you take occupancy.

## **Wastewater Treatment Plant**

All water used on premises must be treated by our on-site wastewater treatment plant. Owners/renters/guests are asked to be extremely careful about what is placed in drains and toilets. No sanitary products or diapers should be flushed nor any type of wipe. Grease/oil should not be poured down the drain as this will clog the systems. Instead place your used, cooled grease/oil in a bottle or can and dispose along with regular trash.

## **Washing Machines/Dryers**

Do not leave running washers and/or dryers unattended. The dryer lint traps should be cleaned after each use. All dryer vents should be cleaned professionally on an annual basis to reduce the risk of fire. The washing machine hose should be checked often for leakage. Stainless steel water hoses are required.

## **Trash and Dumpsters**

All garbage and trash must be placed in closed plastic bags and disposed of inside one of the dumpsters. Please make sure the lid is closed when you finish. Dumpsters are available next to the maintenance building and behind the athletic courts. No household trash or garbage is allowed in the storage rooms, picnic and/or pool garbage cans.

NO HOUSEHOLD ITEMS MAY BE LEFT OUTSIDE THE DUMPSTERS. If items are intended for donation, the owner must plan for their removal from the unit as no items may be left elsewhere for pick-up. Building materials, old appliances, carpet, padding, etc. may be disposed of at Fire Tower Road off Highway 58 North, which is 4.7 miles from the intersection of Highway 24 and Highway 58.

Please properly dispose of cigarette butts and do not throw them off the decks or dispose of them in public areas.

**Recyclable materials are to be placed loosely in the blue recycling bins-not in a plastic bag.**

NO glass containers allowed on the beach per a Town of Emerald Isle ordinance. Remove your trash from the beach and place it in the provided containers.

## **Pest Treatment**

Pest treatment is done in each unit every other month. Pest control is onsite the 3<sup>rd</sup> Thursday of every month. Buildings 1 and 2 are treated in even months and Buildings 3 and 4 are treated in odd months. Please be cautious and do not leave food and particles behind in your unit to lessen our issues with pests. A current key must be available to the Property Manager so that entry can be made to provide this treatment.

## **Architectural and Paint Requirements**

There are specific guidelines that must be followed regarding:

- a. colors of exterior doors and windows including the color of the entry door to the unit from the interior walkways, entry storm door and storage room door.
- b. type of sliding glass doors/door pans/windows/entry doors/storage room doors that must be used in replacements.
- c. decks have specific architectural requirements which must be adhered to as revisions/updates and repairs are made.
- d. hurricane shutter style and color.

See CAMS portal/website for further information. No changes/repairs/alterations affecting the exterior may be made until the owner has submitted an ARC request for review and approval. Guidelines are posted on the CAMS portal/website.

## **Decks**

Decorative electrical lights may only be used on decks from Thanksgiving through January 6 (which is known as Old Christmas). The color of the lights is the choice of the resident. Items, including lights, may not be mounted in any way on exterior walls/decks of the unit that would require a hole being made into the siding/decking. To place holes into the structures allows water to penetrate and will cause issues related to moisture and leakage. If items are hung on the exterior walls or on a deck it must be hung using a non-penetrating hanger (such as a 3M hanger).

Nothing can be hung over the deck railings including décor, rugs, towels, swimsuits, etc. When sweeping, washing, or removing debris from the decks be cognizant of the decks and cars that may be below your unit. Seek permission from those affected and make every effort to assure that your cleaning does not jeopardize the condition of someone else's property. All levels of decks should be considerate of items falling below to those in units beneath them and in public areas beneath all units. Do not throw food, debris, or any liquids from the decks. Do not feed the birds/gulls/wildlife.

## **Exterior Maintenance of Windows and Doors**

The Declarations of this association clearly state that the maintenance and installation of windows and doors (sliding glass doors, front entry door and storage room door) in each unit are the responsibility of the owner. The Declarations are available on the CAMS website if further clarification is needed. There are special requirements for any door's replacement or maintenance as indicated elsewhere in this document.

## **Walkways**

Due to safety/fire/fall hazard concerns, there can be no storage of items in common walkways or in the walkways from your unit to the common walkways. Please do not have plants/chairs, etc. in the walkways as these items may increase the liability of the homeowners of this complex. The addition of plants causes dirt and debris to fall to lower levels and when these plants are watered the pools of water that may be left on any level can result in slipping/falling of owners, renters or guests.

## **Storage**

Fenced in storage areas under buildings house HVAC units. No storage of any items is allowed in this area.

## **Noise**

Loud parties and loud music are not permitted. Music, television, wind chimes and other sounds are permitted if they are not offensive or a nuisance to others. Neighbors may call the Emerald Isle Police non-emergency number at 252-354-2021 to report prohibited noise between 11:00pm-7:00am.

## **Hurricane Preparedness**

Hurricane shutters or hurricane rated glass is **mandatory** on/in all sliding doors. Shutters must be kept in proper working order. Instructions on shutter function must be provided to rental companies/renters/unit users. The Hurricane Protocol is posted on the CAMS portal/website and is in effect when a hurricane WATCH is established for Carteret County. The requirements include closing hurricane shutters and the removal of ALL items from unit deck(s). Adhering to these rules is the responsibility of the owner. If the unit is used for rental purposes it is still the owner's responsibility to ensure that the rental agent or designated person make required preparations. If this is not done, the owner is subject to a fine. Owners are responsible to keep up with weather conditions to assure that all preparedness is accomplished in the appropriate timespan.

## **Disaster Access**

During disasters/hurricanes, the bridges to the island may be closed. You will not be allowed to cross a bridge without a Re-entry Permit which you may purchase from the Town of Emerald Isle. Please visit their office if you need to purchase this permit and do not wait until hurricane season as they may not be open on a regular schedule. Keep this permit at your home, in your car or some other easily accessible area but do not keep it in your unit.

## **Ocean Hints/Staying Safe**

Please be aware of the danger of rip currents! Know what the different flag colors on the beach mean and have special consideration for sea turtles and other marine life. Contact the Town of Emerald Isle or refer to their website for further information. The Town of Emerald Isle requires that all holes dug in the sand be filled before leaving the beach. Cigarette butts are to be properly disposed of as is all trash on the beach. Pet debris/waste must be removed from the beach and on the Queens Court premises.

## **Beach Address Signs**

Along the beach you will see address signs providing the block number of each area. Should you encounter the need for 911, it is critical that you be able to give them the block number. Be aware of your location so you can provide that vital information to ensure rapid response by Fire and Rescue personnel.

## **Sand Dunes/Beach**

North Carolina law requires that sand dunes must not be disturbed. When needing access to the beach, use the walkway provided. There should not be anything left on the beach overnight. Without prior approval from the Town of Emerald Isle, items will be picked up and disposed of if left on the beach overnight. Do not feed the sea gulls or any wildlife from the decks or grounds around the Queens Court complex. They cause damage to the roof and other property and their presence is not to be encouraged in any way.