

**SUNSET VILLAGE - RULES AND REGULATIONS**  
**(Revised October 2024)**

**I GENERAL MAINTENANCE AND USE**

Each unit owner is responsible for the proper conduct of their family and guests (including tenants and service personnel) while on Homeowner Association (HOA) property. A copy of these Rules and Regulations must be posted on the inside of all condos in the rental program and provided to all guests, tenants and service personnel.

**All violations of the Rules and Regulations will be the responsibility of the condo owner and will be subject to fines.**

- A. Each condo owner/guest shall maintain, use the condo and HOA property in such a manner so as to:
  - 1. Insure the safety and comfort of everyone utilizing the facilities;
  - 2. Preserve the exterior appearance of the condos
  - 3. Promote maximum enjoyment of the facilities and amenities.
  
- B. Each Unit owner has one (1) storage closet for personal belongings. Mechanical closets are considered Common Area and for the use of telephone and cable equipment, only. Each mechanical closet will be randomly inspected through the year and any personal belongings discovered stored in the Common Area will be disposed of.

**II RENTERS AND RENTAL AGENTS**

- A. It is the responsibility of the unit owners to provide a copy of the Rules and Regulations to renters and Leasing/Rental agents and to post a copy of the same in full view in their unit
- B. OWNERS are ultimately responsible for informing renters and rental agents of such Rules and Regulations and for enforcing rules for family members, guests and renters.
- C. RENTAL OCCUPANCY IS LIMITED TO SIX (6) PERSONS IN A TWO-BEDROOM UNIT AND EIGHT (8) PERSONS IN A THREE-BEDROOM UNIT FOR OVERNIGHT STAYS. THIS IS IN ACCORDANCE WITH NC STATE RENTAL LAWS AND ANY VIOLATIONS WILL RESULT IN A FINE TO THE OWNER.

**III CONDUCT OF CHILDREN**

- A. Homeowners are responsible for the general conduct of their children or their renter's children at all times. Damage to any of the HOA's property or personal property of other owners or guests by children will be the responsibility of the homeowner. **AN ADULT (AGE 18 OR OVER) MUST ACCOMPANY ALL CHILDREN UNDER 18 IN THE POOL AREA.**
- B. Children under the age of fourteen (14) ARE NOT ALLOWED IN THE JACUZZI. Flotation devices are NOT allowed in the Jacuzzi.
- C. There are no lifeguards on duty: Your children are YOUR RESPONSIBILITY.

**IV FIRE PROCEDURES**

- A. If you discover a fire please do the following:
  - 1. From a safe location immediately call 911 and give the address of the emergency - street name, building number and unit number;
  - 2. Leave the condo unlocked and close doors and windows;
  - 3. Alert any other occupants in the building;
  - 4. Call CAMS at 843-249-1779
- B. It is required by state law that all owners have a fire extinguisher in their unit.

**V SECURITY**

Security is the responsibility of each and every owner/guest. Depending upon the nature of the situation, owners/guests are requested to notify the SUNSET BEACH POLICE DEPARTMENT AT 910-579-2151 for non-emergency or 911 for emergencies. Rules violations should be reported to the management company at 843-249-1779.

**VI NOISE**

It is essential to be thoughtful of one's neighbors in a multi-family community, especially if you have people below you. Noise becomes an annoyance during certain hours of the day, such as early morning or late evening when most people are resting. Therefore, excessively disturbing noises in condos or on HOA property (to include parking lots, pools, and stairways which interfere with the rights and comforts of other conveniences of neighbors will not be tolerated. Please note: this also includes dogs who are left alone during the day or evening, as they may be in a strange home and bark continuously.

**Quiet time is between 10:00 pm and 8:00 am.**

## VII AMENITIES

Amenities at Sunset Village including but not limited to the pools, tennis court and pond fishing are available to owner's immediate families, guests and invitees provided that are residing at the owner's unit or accompanied by the owner. Renting a unit carries with it the use of the amenities but still requires the presence of the guests or invitee. All unit owners and guests are cautioned that they are to use the swimming pools, Jacuzzis, tennis courts and fishing pond at their own risk.

**POOLS:** Owners have been issued two (2) new pool fobs. These allow access to the pools during pool hours. Every unit owner or guest **MUST USE** this fob for access - do not use a stone or other implement to keep the door open, as it is a liability. If an owner or guest has forgotten their fob, they must return to the unit and retrieve it. Do not ask anyone in the pool to let you in. Do not attempt to jump the fence. The pools are open from April 1 to October 31. **Note: pool fob replacement fee \$75 each.**

The amenities are available to all unit owners or guests as long as their account is in good standing and dues are paid. The collection policy begins when a unit owner is \$2,500 or more in arrears. If the account is in default, access to both pools will be restricted until their account becomes current.

## VIII POOL

- A. The pool hours are 9:00 am to 8:00 pm April 1 through Memorial Day. From Memorial Day to Labor Day the hours are 9:00 am to 9:00 pm, then back to 9:00 am to 8:00 pm Labor Day to October 31.  
**Owners and guests must vacate the pool area at closing. Cameras are activated and monitored. The pools are closed November 1 through April 1.**
- B. Be respectful: No profanity, excessive noise or dangerous behavior in the pool. No loud music.
- C. If you hear thunder or see lightening, leave the pool **IMMEDIATELY**.
- D. No diving in the pool. Jumping is with respect to other guests.
- E. No throwing of any object within the pool, including balls, Frisbees, toys, etc. No rough playing or pushing.
- F. **NO ONE UNDER THE AGE OF 14 ALLOWED IN THE JACUZZI AREA. A VIOLATION OF THIS ORDER WILL BE MET WITH EXPULSION FROM THE POOL.**
- G. Adults are responsible for their children adhering to the rules and maintaining proper behavior.
- H. No food or drinks allowed in the pool or Jacuzzi. **NO GLASS CONTAINERS ARE ALLOWED INSIDE THE POOL GATES.**
- I. **When departing the pool, please cleanup your area including lowering and tying off the umbrella at your table.**
- J. In the event of an emergency dial 911 from the phone located at the Rest Room.
- K. No child under the age of 18 can enter the pool area without an adult, age 18 or older, and will be asked to leave immediately.
- L. Management and the HOA Board retains the right to remove anyone from the pool for disruptive behavior or disregarding the rules.
- M. Again, flotation devices are **NOT** allowed in the Jacuzzis. Small devices are allowed in the pool.
- N. Persons with ear, skin or nasal infections are not allowed in the pool.
- O. Persons with any type of communicable illnesses are not allowed in the pool.
- P. First Aid Kit and emergency telephone are located on the wall adjacent to the main entrance.
- Q. Again, owners/guests **MUST HAVE THEIR KEY FOB TO ENTER THE POOL.**

## **IX BICYCLE RACKS**

Bicycle racks are located at each pool and throughout the village. These racks are not to be used as permanent storage. Owners utilizing them must be currently occupying a unit at Sunset Village. An owner must register their bicycle with the Maintenance Manager and obtain a sticker to be placed on the bike designating the building and unit number. If a renter, a temporary sticker with an "R" designation will be issued. The HOA is not responsible for stolen or damaged bicycles. **No bicycles are to be stored on the front or rear porch or beside any building.**  
**Violations carry a fine.**

## **X TENNIS/PICKLEBALL COURT**

Shoes must have white or non-marking soles. No roller blades, bicycles, scooters or skate boards are allowed on the court.

## **XI FISHING is allowed under a catch and release rule. DO NOT FEED OR CATCH THE TURTLES: FOOD WILL ATTRACT ALLIGATORS.**

Most of our ponds have alligators. Look but do not approach or feed them. The state of NC has a **\$500 penalty for feeding alligators**. HOA fines will also be assessed to any owner if owner or guests are found feeding alligators.

## **XII PETS**

Pets, (dogs or cats, ONLY) are allowed in the Common Area only if they are on a leash no longer than 8' and under the direct supervision of the owner. The owner shall indemnify the HOA and hold it harmless against any loss or liability of any kind or character whatsoever arising from or growing out of having any animal in the condo.

Under certain circumstances the HOA may impose special conditions upon keeping of a particular pet on the property. Excessive barking by the pet or other annoyances to residents may be cause for an order by the HOA to remove the pet from the property. Pets are to be walked away from the immediate area of the buildings and kept out of the landscaped areas. **DOGS ARE NOT TO BE TIED OUTDOORS ON A LEAD.**

All animal waste must be promptly removed. There are several waste stations with bags to help with compliance.  
**PET OWNERS ARE RESPONSIBLE FOR CLEANING UP AFTER THEIR PETS. FINES WILL BE ASSESSED TO THE OFFENDING OWNER, EVEN IF THE VIOLATION WAS CAUSED BY A RENTER.**

## **XIII MOTOR VEHICLES**

- A. As stated in the Association's Master Deed (Section XIX), no campers, trailers, motor homes, boats, watercraft or unregistered, abandoned or inoperable motor vehicles are permitted overnight on any portion of the Association property. Unregistered, abandoned or inoperable motor vehicles are subject to towing at the owner's expense.
- B. Parking spaces are not assigned, but in general there are 1.5 to 2 spaces per unit. Please be considerate of your neighbors and park between lines. Inform your guests and/or renters that everyone cannot always park directly in front of their unit. Overflow parking and parking for owners leaving their cars on the property while not present is available on Moorhen Lane facing the lagoon, Great Egret Circle facing the pond across from the small pool and the space by the dumpster near building 66. When parking, **DO NOT OVERHANG THE SIDEWALK**. The HOA, under certain circumstances may impose special conditions upon the keeping of particular vehicles. Condo owners must contact the HOA's management company during office hours and at least 48 hours in advance.
- C. All vehicle owners (and guests) including but not limited to cars, trucks, bicycles, moped, motorcycles, etc. are responsible for any damage done to HOA property. This includes but is not limited to any damage to grassy areas, sidewalks, and posts as well as to pavement by kickstands. Any vehicle such as a motorcycle utilizing a kickstand must have some type of wooden or metal plate under said kickstand to eliminate damage to the asphalt. Any fine/charges assessed by local or municipal offices will be passed on to the owner of the condo.
- D. No car repairs may be made unless in an emergency situation: dead battery, flat tire, etc.
- E. Parking in a handicapped parking space is permissible with proper identification.
- F. All cars must be in running condition with current tags and inspections. Vehicles will be tagged and towed at the owner's expense 24 hours after notice. Vehicles to be left for extended periods of time are to be registered with the Management Company. Towing will be enforced.
- G. Motorists shall at all times drive carefully in conformity with conditions and circumstances, but in no event exceed the **15 MPH speed limit**.
- H. **Golf carts are not allowed on the property. Owners: please instruct your renters and friends; fines will be imposed.**

### **XIII MOTOR VEHICLES cont'd**

- I. Parallel parking is not permitted.
- J. There are no charging stations for EV's. Please inform your guests/renters that under no circumstances are they to use the outdoor or indoor electrical outlets to charge their vehicle.

### **XIV ALTERATIONS TO CONDOS**

Alterations or additions to any of the Common Areas shall not be made by any resident without prior written approval from the HOA. Procedures for obtaining approval are outlined in the HOA's Master Deed and includes the submission to the ARC committee (the HOA board). Any owner may install the HOA APPROVED **white full glass storm/screen door** on the front door without approval.

### **XV EXTERIOR APPEARANCE**

- A. The screened porches shall be used only for the purposes intended and not for storage, hanging garments or other objects, or for the cleaning of rugs or other household items. Exterior screens on porches and windows must be kept in good repair.
- B. All exterior doors and shutters must be painted the same color. This paint can be purchased at Sherwin Williams in Ocean Isle. Please ask for Sunset Village Community Account paint. It is the owners responsibility to paint the entry door to their condo.

#### **ATTORNEY'S OPINION ON LIMITED COMMON AREA LIABILITY**

In 2009 and upon the Board's request, attorney Mark Nappier provided his legal opinion based on the Master Deed that the maintenance and repair of the back screened porches was the responsibility of the individual homeowner. The association was able to get several buildings repaired under the original warranty clause which is no longer valid. Several homeowners have asked the association to repair the corrosion on their porch where the aluminum trim was applied over treated lumber. According to the Master Deed, repairs by homeowners must be approved by the Board to assure the original appearance is maintained. For further details, contact the management company.

- C. No radio or television antenna or any wiring for such purpose may be installed on the exterior of the building or upon the common elements. It is important to maintain a uniform and pleasing appearance to the exterior of the building.
- D. No awnings or projections shall be attached to the outside walls, decks or the screened porch.
- E. Decorative interior window lights are permitted between December 1 and January 10.

### **XVI HALLWAYS AND ENTRANCE WAYS**

- A. Hallways and entrance ways are part of the Common Areas

#### **MESSAGE FROM THE SUNSET BEACH FIRE DEPARTMENT:**

On November 2, 2010 the Association was issued a warning from the Sunset Beach Fire Department. The warning was based on Article 1009.5.3 of the NC Fire Code which covers all Common Areas in a multifamily building. ALL of the Common Areas which include ALL front entry and walkway areas including under the steps and sidewalks MUST be kept clear at ALL times. This includes bicycles, chairs, flower pots or any decorations. The Common Area stops at each front door. The Fire Marshall and members of the Fire Department will be randomly inspecting our property for compliance. These inspections will occur throughout the year looking for violations. No warning will be given the unit owner - **WE MUST OBSERVE THIS ORDINANCE.** The Association will issue our own fines when violations are discovered in an attempt to avoid a more serious and costly fine from the Fire Department. Fire code violations fines (\$100.00) will be charged against the unit found in violation directly by Sunset Beach. Owners that rent their units must inform their tenant to observe this ordinance, since the unit owner will be charged for the tenant's violation. For further details, contact the management company.

- B. The walkways to the condos shall not be obstructed or used for any purposes other than ingress or egress (See Fire Code stated above). NO items may be stored or left in any of the passageways, railings, access areas or routes of stairs. Towels left to dry on railings are a violation and subject to a fine against the Owner.

## **XVII SIGNAGE**

No signs, flags, (including garden-type flags), advertisements or notices of any kind or type whatsoever, including but not limited to "For Rent", "For Sale", "Welcome to the Smith's" shall be permitted or displayed on the exterior of any condo, nor shall be posted or displayed in such a manner as to be visible from the street. Garden flags, flower pots, and planted flowers can be placed on the back of the buildings however, **vegetable planting is not allowed**. Please be sure the effect is pleasing, as it can be seen from the golf course and neighbors. Garden flags may not exceed 12"x18"

## **XVIII REFUSE**

All refuse must be put in secured, heavy-duty plastic bags and placed IN the trash dumpsters provided by the HOA. The doors and lids of the dumpsters are to be closed after use. Under no circumstances shall refuse be left in the hallways, stairways, sidewalks or common areas, nor should any overflow of trash or discarded items be placed by the dumpsters, as these items will not be picked up by the refuse company and will attract stray animals and insects to the area. Trash left in the common areas is a violation and the owner shall be assessed a fine. The dumpsters are for household trash, ONLY. It is a violation to dump furniture, mattresses, etc. in the dumpster and again, a violation which is subject to a fine.

## **XIX RESPONSIBILITY FOR DAMAGE**

Owners shall be liable for ALL DAMAGES to the buildings and/or Common Areas caused by any negligence, receiving deliveries, moving, or removing of furniture or other articles to or from the condo or DAMAGE CAUSED BY RENTERS ON THE PROPERTY. THIS INCLUDES THE POOL AND SURROUNDING AREAS.

## **XX UNOCCUPIED CONDOS**

To prevent damage to your condo or adjoining condo, please insure that the windows and doors to the outside are closed when departing. Please turn off your main water line at the water heater. The indoor thermostats shall be set no lower than 58° in the winter and no higher than 77° in the summer to prevent damage and mold.

In case of severe thunderstorms or hurricanes, each owner who plans to be absent from their condo for an extended period of time should insure that all furniture and plants or other objects be removed from the screened porch prior to departure. If there is a renter, please instruct them to clear the porch and stack the furniture to prevent damage to the screens and sliding glass doors.

**XXI GRILLS** Grills are provided in safe areas for all owners, tenants and guests. No other grills of any kind are permitted on HOA property. The HOA will strictly enforce this fire safety rule. This includes the electric George Foreman Style grills. The electrical circuit on the screened porch is not properly wired for these grills.

No owner shall use or permit to be brought into the condo or storage closet any flammable oils or fluids such as gasoline, kerosene or other explosive articles deemed extra hazardous to life and/or property.

## **XXII SANDPIPER BAY GOLF COURSE**

Sandpiper Bay Golf Course is private property to be used by those paying greens fees, only. For your own safety and liability purposes, no one should be on the golf course property at any time jogging, walking, practicing or for any other reason unless having paid to play golf or use the practice areas. Any owners or guests found on the golf course property may be charged with trespassing. Fishing in the ponds is allowed, catch and release only, but you must be on the associations property to avoid a violation of trespassing.

### XXIII VIOLATIONS

- A. Violations of the Rules and Regulations are subject to fines which shall be collected in the same manner as common assessments. Fines may be assessed repeatedly upon the failure of an owner or guest to correct the infraction after notice by the HOA to obey these Rules and Regulations as well as other obligations imposed by the HOA documents. It is the responsibility of the owner to recover the amount of the fines and any expenses from their guest if the guest is causing the infraction. **The association will not deal with rental agents or renters.**
- B. A notice will be placed on any vehicle violating the Rules and Regulations and towed if the violation is not corrected within 24 hours at the owner's expense. The only exception is the immediate towing of vehicles creating a fire or safety hazard.
- C. The HOA may take action by removing the prohibited items or making necessary repairs at the owner's expense.
- D. In the event of an infraction a courtesy notice will be sent to the owner listing the infraction. If the violation is not rectified a warning letter will be sent. If the violation continues, a \$25 fine will be assessed. If not rectified, the fine increases to \$50 and then to \$100. If you receive a notice of violation and are assessed a fine you may submit a written request for appeal within 10 days to the HOA Board, whose decision will be final. Any resident receiving notices of violation will have 10 days to request a hearing prior to the assessment.
- E. The HOA strongly urges anyone observing a violation to contact CAMS Management to report it.

### XXIV CONTROLLED SUBSTANCES.

**Under no circumstances is there to be any use or distribution of any controlled substances on HOA property The Sunset Beach Police will be notified if such action is observed.**

- XXV NOTE** The Board reserves the right to change, revoke or add to existing Rules and Regulations. These changes may be necessary to support local laws or desirable for the safety and protection of the HOA's property and its owners/guests and to promote cleanliness and good order to the property and assure the comfort and convenience of owners/guests.

### XXVI CONCLUSION

Condo owners of Sunset Village at Sandpiper Bay and their guests are requested to cooperate by adhering to the Rules and Regulations. These were not set up in an arbitrary fashion, nor were they created to bear hardship on anyone. Their purpose is to insure safety and comfort of everyone using the facilities while protecting the legal status of the association.