



RULES, REGULATIONS, POLICIES, PROCEDURES & FORMS

FOR

GENERAL RULES PLANTATION CLUB FACILITY BEACH CLUB FACILITY NATURE PARK & PAVILION

Approved & Adopted by the ORMA Board of Directors:	May 9, 2007
1st Revision Approved & Adopted by the ORMA Board of Directors:	May 7, 2008
2nd Revision Approved & Adopted by the ORMA Board of Directors:	August 13, 2008
3rd Revision Approved & Adopted by the ORMA Board of Directors:	November 12, 2008
4th Revision Approved & Adopted by the ORMA Board of Directors:	August 12, 2009
5th Revision Approved & Adopted by the ORMA Board of Directors:	May 12, 2010
6th Revision Approved & Adopted by the ORMA Board of Directors:	August 11, 2010
7th Revision Approved & Adopted by the ORMA Board of Directors:	January 12, 2011
8th Revision Approved & Adopted by the ORMA Board of Directors:	May 11, 2011
9th Revision Approved & Adopted by the ORMA Board of Directors:	November 16, 2011
10th Revision Approved & Adopted by the ORMA Board of Directors:	May 9, 2012
11th Revision Approved & Adopted by the ORMA Board of Directors:	November 14, 2012
12th Revision Approved & Adopted by the ORMA Board of Directors:	May 8, 2013
13th Revision Approved & Adopted by the ORMA Board of Directors:	May 14, 2014
14th Revision Approved & Adopted by the ORMA Board of Directors:	October 22, 2014
15th Revision Approved & Adopted by the ORMA Board of Directors:	July 15, 2015
16th Revision Approved & Adopted by the ORMA Board of Directors:	January 13, 2016

OCEAN RIDGE MASTER ASSOCIATION, INC.

Property Owners' Rules & Regulations Handbook

PREFACE

This Rules & Regulations Handbook was compiled by the Ocean Ridge Master Association ("ORMA") for the purpose of providing the Property Owners with an easy to understand document. The Rules & Regulations contained in this document are intended to enhance everyone's quality of life.

The basis for the Rules & Regulations and the authority for enforcement are contained in the Master Declaration of Covenants, Conditions and Restrictions (hereinafter referred to as "CC&R's") for Ocean Ridge Master Association, Inc. These limitations, restrictions, covenants and conditions are binding on all parties having acquired any right, title or interest in property within Ocean Ridge Plantation.

Please read the Rules & Regulations carefully and be sure your family, tenants, and guests understand them fully. Ignorance or unfamiliarity of the Rules & Regulations is not an acceptable reason for non-compliance. For information regarding the current Board of Directors or any other questions, please contact the Property Owners Liaison ("POL") at the ORMA Management Office or go to www.ormaonline.org.

I. GENERAL INFORMATION

All Property Owners should be provided copies of the CC &R's, the By-laws, and the Rules & Regulations at the time of purchase or closing. As a property owner, you are urged to read all of these documents since they set forth, in complete and detailed form, the rights, duties, and obligations of each Property Owner and are the official governing documents which cover these rights. If you are an owner and renting your unit, you must provide a copy of this handbook to your tenants and ensure they fully understand all Rules & Regulations.

Observing the provisions contained within this booklet is the responsibility of every owner, whether a resident or a nonresident, tenant and/or guest.

Copies of the above documents are available on the ORMA website at www.ormaonline.org. The Ocean Ridge Master Association falls under the jurisdiction of the State of North Carolina, Brunswick County, and all ordinances and codes apply.

Property Owner Liaison Office & Contact Information
190 Ocean Ridge Parkway
Ocean Isle Beach, NC 28469
Tel: (877) 672-2267
Email: cs@camsmgmt.com

II. PROPERTY OWNERS

Property Owners named in the recorded deed automatically become members of ORMA. Relatives whose names are not on the deed are neither Property Owners nor considered members for the purposes of these Rules & Regulations.

Mailing addresses and phone numbers of the Property Owner must be filed with the ORMA office within ten (10) days of recording the Title Deed, so that official notices can be mailed to the Property Owner and contact can be made in case of an emergency. It

is the responsibility of each Property Owner to notify the ORMA office of any change in their mailing address, telephone number or residency status (i.e. renting their property).

III. VIOLATION OF RULES & REGULATIONS

Each Property Owner is encourage d to report observed violations either by calling the POL office at (877) 672-2267, emailing cs@camsmgt.com or writing to ORMA, 190 Ocean Ridge Parkway, Ocean Isle Beach, NC 28469-6960. The Rule Violatio n Report form is available at www.ormaonline.org.

Each Property Owner i s responsible for the conduct of and any violations by such owner's family members, guests, agents, contractors and tenants, and for the family members, guests, agents and contractors of any tenant.

Should a violation be reported, ORMA's Management has been instructed to do a ny or all of the following;

- A.** Note the nature of the alleged violation, obt ain the na me and address of violators, and forward the information to the appropriate ORMA committee.
- B.** In the case of children, every reasonable and responsible effort should be made to contact the parents, guardian, or host im mediately, prior to taking further action.
- C.** Call upon a law enforcement agency for any assistance, if necessary.

The most current version of the Ocean Ridge Plantation Residential Design Standards includes additional rules, violations, and authority for enforcement and fines. These are listed in, Section IV, Violations, Enforcement & Fines, which is av ailable online at www.ormaonline.org.

IV. RULES ENFORCEMENT

ORMA's Rules Enforcement Policy adopted by the Boa rd of Directors defines the process by which the Rules & Regulations are to be enforced.

Any Property Owner, resident, guest or tenant violating these Rules & Regulations may be subject to corrective action.

Notice of actual violati ons will be brought to the attention of the Property Owner or tenant, either by a courtesy phone call or in writing, by the Rules & Regulations Committee or designee.

Failure to correct the violation by th e Property Owner or tenant may result in the levy of fines, suspension of facility use and/or legal action. Any cost for such required actions to obtain compliance will be the responsibility of the Property Owner.

V. DISCLAIMER

The material in this Ha ndbook is n ot intended to be a substitute for the stipulations contained in the CC&R's or for the services of an attorney. The law and its interpretation are constantly changing. Please consult your professio nal advisor regarding your involvement, obligations and r ights of Proper ty Ownership in this common interest community association.

VI. PROPERTY OWNER'S GUIDELINES FOR PROPOSING RULES AND RULE CHANGES

The input o f Property Owners for proposing rules changes is en couraged. Property Owners seeking new rules or chang es to existing rules should contact any member of the Rules Committee and provide a written proposal, including justification. The Rules Committee will conduct the following on any proposed change requested:

- The Rules Committee will determine if the proposed rule comes within the purview of Rules Committee. If not, they will refer the suggestion to the appropriate jurisdiction.

- Review the proposed rule change for its impact on the entire community.
- Determine if the proposed rule is enforceable, if violated.
- If the Rules Committee approves the proposed change for consideration, a recommendation will be made to the ORMA Board of Directors for their approval.

The homeowner will be advised of the actions taken and ultimate disposition of the suggestion.

RULES & REGULATIONS

The following is the adopted Rules & Regulations of the Ocean Ridge Master Association, Inc. (“ORMA”). The Rules are presented by category. Following the Rules, this Handbook contains ORMA’s “due process” Rules Hearing Committee Procedures which will be utilized for the settlement of any Rule disputes. For reference to specific rules, please see the Index of Rules at the back of this document.

COMMUNITY SAFETY & PROTECTION

An important priority of Property Owners, tenants, and guests is the maintenance of safeguards for the betterment of the entire Plantation. ORMA’s CC&R’s, By-laws, and Rules & Regulations are in place to support the desire of Property Owners and guests for a safe environment.

Safety involves every aspect of community life, including entrance procedures, speed limits and use of common areas and facilities.

I. ENTRANCE REQUIREMENTS

- A. **Property Owners** - Entrance into Ocean Ridge Plantation for Property Owners requires a vehicle identification window decal. Property Owners must complete a “Vehicle Decal Registration Form” available online at www.ormaonline.org and at the back of the Rules Handbook. The decal must be placed on the top corner of the driver side on the outside of the windshield on all vehicles. Decals for motorcycles shall be placed either on the front left fork, visible to the gatehouse or on the lower left side of the windshield if present. In the event neither of these locations is acceptable, the Property Owner shall be required to stop and present identification to the gatehouse prior to proceeding. The right lane of the main entrance into the Plantation is designated for Property Owner entry. During daylight hours, Property Owners must slow to be recognized. After dark, all vehicles must use the left-hand lane and stop at the gatehouse before proceeding.
- B. **Tenants** - Entrance into Ocean Ridge Plantation for Tenants requires a temporary parking permit with an expiration date. The parking permit is provided by the Property Owner Liaison Office. The tag must be placed on the bottom corner of the driver side on the inside of the windshield on all vehicles. The right lane of the main entrance into the Plantation is designated for Property Owner entry. During daylight hours, Tenants may use the Property Owners lane, but, must slow to be recognized. After dark, all vehicles must use the left-hand lane and stop at the gatehouse before proceeding.
- C. **Visitors** - The Property Owner must notify the Main Gate personnel before the anticipated arrival of a ny visitor. Absent advance notification, the Property Owner will be called upon the arrival of the visitor. If the Property Owner does not respond to the phone call, entry will be denied.

- D. Service Providers** - The Property Owner must notify the Main Gate personnel before the anticipated arrival of any service providers. For your protection, if the Main Gate has not received advance notification, the Property Owner will be called upon the arrival of the service provider. If the Property Owner does not respond to the phone call, entry will be denied and the service provider will be turned away. Entry for recurring service providers will be addressed by ORMA on a case-by-case basis.

II. USE OF MOTORIZED VEHICLES, PARKING & STREETS

A. Motor Vehicles

1. All definitions in this section shall be the definitions of the North Carolina Motor Vehicle statutes.
2. No private golf carts or Low Speed Vehicles are permitted within the Plantation unless previously approved by ORMA.
3. All vehicles within the Plantation must be continuously titled, licensed, inspected, registered and insured as required by state statutes.
4. All property owners' vehicles must be registered with the ORMA Property Owner's Liaison (POL) office and display a property owner's decal on the driver's side front windshield.
5. All motor vehicles must be driven in a safe and reasonable manner, driven only on designated roadways and observe all posted traffic signs. Only licensed drivers shall operate any motor vehicles within the Plantation.
6. No unlicensed, junked, wrecked or stripped vehicles on any kind are allowed on any property owner's lot, Plantation property, street or right-of-way.
7. Vehicles are only allowed to be regularly parked on property owner's paved driveways or in garages.

B. Parking and Streets

1. Vehicles are only allowed to be regularly parked on property owners' paved driveways or in garages.
2. There shall be no storage or overnight parking of any mobile home, trailer (with or without wheels), motor home, tractor, truck (other than pick-up trucks), commercial vehicles of any type, camper, motorized camper or trailer, recreational vehicles, boat or other watercraft, boat trailer or any other related forms of transportation devices upon any portion of the Plantation.
3. Portable storage containers may be temporarily placed on a homeowner's property for the purpose of temporary storage of the homeowner's household property. Such containers must be removed within five (5) days, unless prior approval of ORMA management has been obtained.
4. Moving vans/trucks may be temporarily parked on homeowner's property for the purpose of moving into or out of a residence. Such moving vans/trucks must be removed within forty-eight (48) hours, unless prior approval of ORMA management has been obtained.
5. No stripped, partially wrecked or junk vehicle or part thereof shall be parked or kept on any property, street or street right-of-way within Ocean Ridge Plantation.

C. "Rules of the Road"

1. All vehicles are to be driven at or below the posted speed limits within Ocean Ridge Plantation.

2. All posted traffic signs are to be obeyed just the same as if they were outside the community. Any violations or infractions of posted traffic or speed limit signs shall subject the vehicle operator to the levy of fines by ORMA.

III. SOLICITATION

Although the members of ORMA are in a public environment, the following policy is in effect with regard to solicitation.

- A. No solicitation is allowed within the boundaries of Ocean Ridge Plantation without the prior written consent of ORMA Management or designee. This written approval must be obtained thirty (30) days prior to any act of solicitation.
 1. The only types of solicitation that will be considered for authorization are those deemed appropriate and will provide a service to the Property Owners and residents of Ocean Ridge Plantation. All applicants for solicitation will be required to show proof of the issuance of all required permits from the local municipalities and/or the County prior to submitting any solicitation request.
 2. Signs are posted at the entrance gates to the property as the official notice of the intent to exercise the right to refuse solicitation.
- B. Exceptions to this Solicitation Rule are
 1. Occasional sales or fund-raising efforts by school children, Boy Scouts, Girl Scouts, etc., living within the boundaries of Ocean Ridge Plantation; and
 2. Any resident or Property Owner, acting as a representative of any charitable or nonprofit organization, when members are unpaid for such services.

IV. GOLF COURSE USE & SAFETY

The golf course is owned and operated by an entity, separate and distinct from ORMA. Specific Rules & Regulations governing the safety and use of the golf course facility have been published and implemented by the golf course owner/operator.

- A. Golf patrons are allowed to enter private home sites, on foot, to retrieve errant golf balls. However, golf patrons are not allowed to "play" a ball located on a private home site. Under no circumstance is a golf cart to be driven onto any private home site.

USE OF COMMON FACILITIES

I. COMMON FACILITIES

- A. The Property Owners Rules & Regulations Handbook is compiled by the Ocean Ridge Master Association, Inc. ("ORMA") for the purpose of describing the specific guidelines for use of the Common Facilities of Ocean Ridge Plantation.
 1. Plantation Club
 2. Beach Club
 3. Plantation Gardens
 4. Nature Park & Pavilion
 5. Preserve Point Nature Walk
 6. Walkways
- B. The Common Facilities are operated for the benefit of the owners of record of property within Ocean Ridge Plantation. Anyone using the Common Facilities, or

any of their components, shall do so at his or her own risk. **All users of the Common Facilities shall have executed a Waiver of Liability form prior to being allowed access (contact POL or go to www.ormaonline.org to obtain the Waiver of Liability form).** The form is also included at the back of the Rules Handbook. ORMA has designated the Property Owner Liaison (POL) to be the point of contact on all matters relating to the Common Facilities.

- C. Compliance with the provisions contained within this document is the responsibility of every Property Owner, tenant and house guest. Violation of these Rules & Regulations may result in fines, the suspension of privileges and/or denial of the use of the Common Facilities.
- D. The use of the common facilities is for the exclusive use of the residents, property owners and houseguests. No invitation to use any common facility is to be issued to non-residents, non-property owners or the general public. Exceptions may be granted for medical personnel conducting blood drives, for speakers and lecturers, etc.

II. ACCESS TO COMMON FACILITIES

For purposes of Access Card distribution, only one (1) Access badge will be issued to the deeded property owner. If a second adult person lives fulltime with the deeded property owner, an additional Access badge can be requested from the POL. Multiple deeded property owners beyond two, owners of multiple properties and corporate owners do not qualify for additional Access badges. Please contact the POL to activate Access badges.

- A. The Common Facilities open daily at 5:00 AM and close at 10:00 PM, including access to the indoor pool, sauna and spa at the Plantation Club. The Outdoor Pool, Spa and Wading pools will open daily at SUNRISE but not before 6:00 AM and CLOSE daily at dusk but not after 10:00 PM in accordance with Brunswick County and NC Pool Safety Lighting Requirements covered in State Code 15A NCAC 18a. 2500. Without prior notification, ORMA or its designee reserves the right to change the hours of operation or close any of the facilities as may be necessary.
- B. Access to the Common Facilities can only be accomplished with a properly issued magnetically coded card. Access Cards are issued to Property Owners and other authorized individuals. Only the person to whom it is issued may use an Access Card. To protect the privacy and safety of the Common Facilities, in the event that an Access Card is lost, stolen or damaged, the responsible Property Owner must notify the POL office immediately (877) 672-2267 to report the loss and request a replacement. The subject Access Card will be deactivated and upon request a replacement issued for a fee.
- C. Guests of Property Owners may use the ORMA facilities if they are accompanied by a valid Property Owner or with the permission of the Property Owner or their Designee. Guests of Property Owners who use the ORMA facilities must be eighteen (18) years of age or in the presence of someone eighteen (18) years of age. Guests must comply with the special age requirements for use of the fitness center, pools, hot tubs and sauna. Extraordinarily frequent use of the ORMA Facilities by a guest, as determined at the sole discretion of ORMA, shall be considered a violation of these Rules, Regulations, Policies & Procedures. The Property Owner is responsible for the proper conduct of their guests at all times.

III. RULES APPLICABLE TO ALL COMMON FACILITIES

- A. The number of guests per home within Ocean Ridge Plantation may not exceed six (6) for any single visit to a common facility. The Property Owner is responsible for the proper conduct of their guests at all common facilities.
- B. Individuals under the age of 18 must be accompanied and supervised by an individual of the age 18 or older to use Common Facilities.
- C. Clearly designated exterior areas are the only permitted smoking areas on the Plantation Club premises and at the Nature Park and Pavilion and associated facilities. The Common Facilities and all associated decks at the Plantation Club are designated as Non-Smoking areas. Smoking is also prohibited both "under" the Pavilion and within the Pavilion restrooms/storage facility. Smoking is prohibited at all times in the Beach Club and all surrounding areas.
- D. Pets are not permitted within the confines of Common Facility or their exterior property. The exception to this rule is a Service Animal, assisting a person using a facility.
- E. Any conduct detrimental to the health, safety, or enjoyment of the participant or others using the Common Facilities is prohibited.
- F. Care should be taken to protect the landscaped and parking areas from damage and debris.
- G. All individuals using the Common Facilities must cooperate by following the posted "Rules", keeping the areas clean by disposing of paper goods, trash, cans, etc. in the containers provided.
- H. No advertisements shall be posted or circulated in the Common Facilities.
- I. The laws and regulations of the State of North Carolina and local governments concerning the use of alcoholic beverages and illegal drugs shall govern the Common Facilities. Unless prohibited by statute or ordinance, the responsible consumption of alcoholic beverages by those of legal drinking age is permitted.
- J. All damaged or broken equipment should be reported immediately to the POL office at 877-672-2267, or to the Main Gate at 579-7911, if after normal business hours.
- K. Playing instruments or other entertainment items in a loud or disturbing manner is prohibited.
- L. Skateboarding is prohibited at all common facilities.
- M. The removal of any ORMA owned equipment or furniture from any common facilities for personal use or private events is strictly prohibited.

IV. RULES SPECIFIC TO THE PLANTATION CLUB

- A. Persons under the influence of alcohol or controlled substances may not use the facilities.
- B. **WARNING:** Persons taking prescribed medication which may impair normal activities should not use the facilities.
- C. No glass or breakable containers are permitted in the Plantation Club facilities, except in the kitchen area of the Member Lounge.
- D. Swimming attire is not permitted in the Member Lounge, Conference Room, or the Fitness Center.

- E. Fishing in Reflection Lake, adjoining the Plantation Club, is allowed only from the pier. Fishing from the swimming pool deck is not allowed. A “catch and release” rule applies to any fish caught from Reflection Lake.
- F. In case of an emergency, call 911 for assistance and contact the Main Gate at 579-7911. Telephones are located at the Reception Desk and in the kitchen area of the Member Lounge.
 - 1. A first aid kit is located in the first aid cabinet in the hallway by the Conference Room door.
 - 2. An AED (Automated External Defibrillator) is located in the first aid cabinet in the hallway by the Conference Room area and in the US Hwy 17 Main Gate House.

H. PLANTATION CLUB MEMBER LOUNGE

The Member Lounge serves the community as the site to hold many of the activities created by and for the residents. The Member Lounge cannot be reserved for private parties. It is important the Member Lounge be designated for uses that will serve the population and maintains that sense of community.

Groups with less than 10 participants are encouraged to hold events/activities in their homes or other facilities. All rules of use and clean-up for the Member Lounge must be followed.

The Member Lounge has been designated for use based on property ownership in Ocean Ridge for events and activities approved by ORMA. Any event or activity utilizing the Member Lounge must be open to all Ocean Ridge Plantation Property Owners. No additional action is required on the part of the participant(s) other than any personal expense to support or take advantage of participating in the event or activity.

The Plantation Club Member Lounge can only be reserved for ORMA approved events and activities (such as those listed below), which may be held within the Member Lounge:

- Community Events
- Neighborhood Block Parties
- Covered Dish/Pot Luck Dinners
- Games and Card playing
- Exercise Classes
- Art/Craft Shows
- Miscellaneous Group Functions (All attendees must be residents, property owners or houseguests of Ocean Ridge.)
- Community gatherings for Deceased Residents following Funeral Services
- Guest Speaker Events

The Member Lounge cannot be reserved for private parties. All rules of use and clean up for the Member Lounge must be followed.

THE MEMBER LOUNGE MAY NOT BE USED FOR THE FOLLOWING:

- Political Meetings/Political Fund Raisers
- Activist Group Meetings/Activities
- Religious Services
- Meetings of legally registered organizations, whether for profit or not for profit, unless approved by the ORMA Board of Directors

RESERVING THE MEMBER LOUNGE

Requests to reserve the Member Lounge for any of the approved activities/events must be made by:

1. Completing and submitting to the POL office the Plantation Club Reservation Form available on the website and at the back of the Rules Handbook.
 - a. Name of the Committee/Group requesting the reservation
 - b. Reservation Date
 - c. Reservation Time (Include total time for setup, event, cleanup)
 - d. Purpose/Description of Activity/Event
 - e. Expected Number of Attendees
 - f. Name of Contact Person
 - g. Contact Person's Telephone Number

A reservation and/or damage/cleaning deposit or fee may be required by ORMA

Concurrent reservations may be granted on the basis of availability and at the discretion of the POL office or ORMA. Multiple requests for the same date may be granted if group sizes permit sharing the space. Reservations are normally made on a first come, first serve basis. Any requests that do not meet the criteria for use or reserving the Member Lounge must be referred to the ORMA Rules & Regulations Committee.

Regardless of reservation date, the meeting or administrative needs of ORMA and ORMA sponsored events will take precedence over and may preempt, with timely notification (a minimum of seven (7) days), any prior reservation. ORMA reserves the right to limit and/or suspend group activities when requests for the Member Lounge increase and priorities must be established.

RESPONSIBILITIES WHEN RESERVING THE MEMBER LOUNGE

1. All groups are expected to be in and out of the Member Lounge within the time reserved and allotted for their purpose. Over staying allotted reservation times (if an other group is waiting) may result in forfeiture of future bookings.
2. Users of the Member Lounge are responsible for setting up the room according to their own needs.
3. ALL groups, events or individual activities involving refreshments, buffet or catered meal services MUST complete all the items on the "Cleaning Checklist" which may be found in the labeled display rack at the rear of the room. Checklist items include:
 - a. Vacuum carpeted areas (check and empty the vacuum tank when required) and sweep hard surface floors.
 - b. Spot clean any spills on carpets or upholstered furniture.
 - c. Replace all furniture to its original room set-up condition.
 - d. Replace any extra folding tables and/or chairs to the appropriate storage closet following all posted instructions.
 - e. Empty all trash containers and re-line using extra trash bags in the bottom of the container.
 - f. Place trash bags in the large hinged cover trash bins located outside of the building. Note: If requested in advance, janitorial services will bring large containers around to immediately outside the room poolside access doors for your convenience.
 - g. Clean oven, stovetop and microwave spills and ensure that the oven, stovetop and microwaves are turned off when leaving.
 - h. Wipe down all countertops and room tables in event of spills or food particles.

- i. Empty refrigerator, freezer and cabinets of any/all perishables.
- j. Turn off all lights and ceiling fans and close lounge doors when leaving the facility.
- k. DO NOT turn off the ice machine.

The person(s) who reserved the Member Lounge must complete the "Lounge Courtesy Cleanup Checklist" and place it in the completed checklist file on the rear wall or return it to the ORMA Office. Failure to comply with these requirements could result in suspension of future use privileges to the Member Lounge.

For ALL meetings, group activities or individuals using the member lounge but NOT serving or preparing any refreshments or foods the completion of the "Lounge Courtesy Cleanup Checklist" MAY NOT be required. Regardless of group size or activity scope all room furniture must be wiped down and returned to the normal set-up and countertops cleaned before leaving. All lights and fans should be turned off when leaving the room area.

Failure to comply with these requirements could result in suspension of future use privileges to the Member Lounge.

The ORMA facilities committee area coordinator/s and Chairperson are available to clarify any questions you may have regarding room cleanup or setup requirements.

- 4. No food or drink is to be left in the Member Lounge after an activity/event.
- 5. Failure to restore the Member Lounge to its original condition may result in the forfeiture of future bookings. Use of the meeting room may also be withheld from groups that damage the room, floor covering, equipment, or furniture. Cost for extraordinary cleaning will be charged to the responsible party.

I. CONFERENCE ROOM

In order to increase the functional use of the Plantation Club, the Reception Desk room has been converted to a Conference Room. The primary use for this room is intended for meetings of up to 10 people. Scheduling procedures will be maintained, monitored, implemented, and revised as needed by the POL office.

CONFERENCE ROOM – PERSONAL USE

The Conference Room cannot be reserved for personal use. When the Conference Room is not in use, property owners may access the Conference Room.

RESERVING THE CONFERENCE ROOM

Requests to reserve the Conference Room for approved meetings must be made by:

- 1. Calling the POL office at 877-672-2267 or in person at the POL Office and providing the following information.
 - a. Name of the Committee/Group requesting the reservation
 - b. Reservation Date
 - c. Reservation Time (Include total time for setup, event, cleanup)
 - d. Purpose/Description of Activity/Event
 - e. Expected Number of Attendees
 - f. Name of Contact Person

supervision of an Individual who is 18 years of age or older. Users of the pool areas are subject to the following rules, regulations, policies and procedures:

1. Indoor showers are provided for the use prior to and after utilization of the pools, hot tub, sauna and steam room facilities. Using these showers to rinse off beach sand is strictly prohibited.
2. The following are **NOT** permitted;
 - a. Running
 - b. Spitting or nose blowing in the pools
 - c. Noisy or hazardous activity, boisterous or rough play, and excessive splashing
 - d. Eating or drinking in the pools
 - e. Glass or breakable containers in the pool areas
 - f. Diving
3. Persons under the influence of alcohol, or prescribed medication which may impair normal activities may not use the facilities.
4. Persons with communicable diseases, skin, eye, ear or nasal infections are not permitted in the pool facilities.
5. Flotation devices are permitted for use by non-swimmers. No snorkeling or scuba equipment, other than a mask, is permitted in the pools. The use of small floats, toys, balls, or other similar objects is permitted; however, use of such objects must not interfere with the peaceful enjoyment of others.
6. As a courtesy to others, lounges or chairs cannot be reserved. Umbrellas should be kept closed when not in use.
7. Appropriate attire should be worn at all times.
8. Infant children (not potty trained) must wear a product similar to "Huggies Little Swimmer Pants" or "Pampers Swim Pants" when using any of the pools. Diaper changing is restricted to the restrooms. Only children five (5) years or younger are allowed to use the Kiddy Pool. Regular diapers are not permitted in any of the pools.
9. For health reasons, swimming pools must be closed for up to 24 hours after someone accidentally defecates in the pool, while the pool is shocked with chemicals. Parents with younger children are encouraged to provide a degree of due diligence to ensure children are taken to restrooms periodically to prevent accidents. If an accidental release occurs, the pool will be immediately closed and the POL office must be contacted (287-5656) during operating hours (8:30 AM – 5:00 PM) to arrange cleaning of the pool. After hours a member of the Facilities Committee should be contacted (See Contact List).
10. The hot tub use is limited to a maximum of 8 people at one time. Individuals should spend no more than fifteen minutes in the hot tub at any one session.
11. Children under the age of 12 years are not allowed in the hot tub. Those from ages 12-17 should be under the direct supervision of an Individual of the age of 18 years or older.
12. "Wet traffic" into the Plantation Club should be limited. Restroom facilities are provided in the outdoor Pool House.

13. Pool facilities require proper maintenance and are subject to closing without notice for repairs or other reasons. Use of a closed facility is not permitted.
14. Swimming in either the indoor or outdoor pools during inclement weather conditions is not recommended. No safety procedures or storm warning systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Responding to changing weather patterns is the responsibility of the users.

To facilitate the increased use of the Ocean Ridge Plantation indoor pool, especially during the winter months, the following policy applies for designating times for exercise in the indoor pool.

1. From 5:00 am until 11:00 am on weekdays, the indoor pool schedule gives priority to exercise activities, such as lap swimming, water walking, water aerobics, and the rapy. During these hours, the indoor pool is not available for recreational swimming unless the pool is not in use for exercise activities.
2. From 11:00 am until 10:00 pm on weekdays and on weekends from 5:00 am until 10:00 pm, this pool is available for recreational swimming. Property owners and guests may use the pool for exercise during these times, but this pool is open to all for swimming activities.
3. During holiday weeks, the indoor pool is open to all swimming activities from 6:00 am to 10:00 pm. Holiday weeks include but are not limited to Easter, Thanksgiving, and Christmas.
4. From 8:00 am to 10:00 am on weekdays, the indoor pool may be reserved for formalized group exercises. The reservations will be for one (1) hour block of time per day, beginning on the hour. Group exercises must be open to all property owners and their guests (a fee may be required to participate).

RESERVING THE INDOOR POOL (A formal group must consist of six (6) or more participants)

1. Requests to reserve the indoor pool for formalized group exercises must be made by:
 - a. Calling the POL office at 877-672-2267 or in person at the POL Office.
 - b. When calling the POL office to reserve the Indoor pool, the following information must be provided:
 - Name of the Exercise Group requesting the reservation
 - Reservation Date(s)
 - Reservation Time
 - Description of Exercise
 - Expected Number of Attendees
 - Name of Contact Person
 - Contact Person's Telephone Number & e-mail address
2. Concurrent reservations may be granted on the basis of availability and at the discretion of the POL office or ORMA. Multiple requests for the same date may be granted if group sizes permit sharing the space. Reservations are normally made on a first come, first serve basis. Any requests that do not meet the criteria for use or reserving the indoor pool must be referred to the ORMA Rules & Regulations Committee.

3. Regardless of reservation date, the administrative needs of ORMA and ORMA activities will take precedence over and may preempt, with timely notification (a minimum of seven (7) days), any prior reservation. ORMA reserves the right to limit and/or suspend group activities when requests for the indoor pool increase and priorities must be established.

RESPONSIBILITIES WHEN RESERVING THE INDOOR POOL

1. All groups are expected to be in and out of the indoor pool within the time reserved and allotted for their purpose. Over staying allotted reservation times (if another group is waiting) may result in forfeiture of future bookings.
2. Users of the Indoor pool are responsible for setting up the pool according to their own needs and returning the equipment.

N. TENNIS COURTS

Tennis courts are open during hours of operation of the Plantation Club. Automatic timers allow players to control lighting in evening hours. The last player to leave should turn the lights off manually when exiting tennis area. The use of the tennis courts shall be subject to the following rules, regulations, policies and procedures;

1. ORMA reserves the right to require court reservations. Reservations shall have priority over walk-on play.
2. No one individual may reserve two courts consecutively. Playing on a court constitutes having that court reserved, (i.e. Jones may not play Smith's court at 10:00 AM and have a court reserved in his/her name at 11:00 AM).
3. If players are waiting, reservations will not be held for late arrivals. At least two players must be present to hold a court reservation.
4. Court time shall be limited to one hour if other players are waiting. Players may extend their reserved court time if other players are not waiting to use their court.
5. All players must be appropriately attired in garments and footwear designed specifically as tennis wear. Shirts are required.
6. Good sportsmanship and proper tennis etiquette must be observed at all times. Excessive noise, racquet throwing, or profanity is not permitted.
7. All courts are subject to closing without notice for maintenance, repairs or other reasons. Play on a closed court is not permitted.
8. Playing tennis during inclement weather is not recommended. No safety procedures or storm systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Responding to changing weather patterns is the responsibility of the users.

V. RULES SPECIFIC TO THE BEACH CLUB

- A. The Beach Club cannot be reserved for individual events or activities.
- B. The outdoor showers, foot wash, etc. must be used to remove sand prior to entering the Beach Club. When water is not available, use appropriate means to remove sand prior to entering the Beach Club.
- C. No grilling is allowed on the Beach Club property.
- D. **Smoking in and around the Beach Club property is prohibited.**

- E. The lift located in the Beach Club is designated for use by authorized "handicapped individuals" only. It should only be used by the handicapped person, their equipment (wheelchair, etc.), and one support person. The lift is not to be used for freight. To operate, a key must be obtained from the POL Office. The Lift Key Request Form is available on the website www.ormaonline.org and at the end of the Rules Handbook.

F. BEACH CLUB PARKING

1. Parking at the Beach Club facility is exclusively for Ocean Ridge Property Owners. **Any vehicle parked at the Beach Club facility must display a current OCEAN RIDGE Plantation identifying decal (issued by ORMA) and be permanently attached on the outside of the driver's side of the windshield.** Any unauthorized vehicle may be ticketed or towed away at the owner's expense.
2. Parking is on a first come, first serve basis. Due to the limited parking spaces available at the Beach Club, temporary parking passes will not be issued. Guests must park their vehicles in the area's General Lots.
3. Exceptions may be granted to Property Owners visiting without their vehicles, who have completed all necessary forms and waivers and who have obtained a temporary pass through the POL.

VI. RULES SPECIFIC TO THE PLANTATION GARDENS

- A. The Plantation Gardens are planted, cultivated and maintained by volunteers.
- B. Sections or plots of the Plantation Gardens are available for rent by Ocean Ridge Property owners for personal gardens. Items grown in these designated and marked areas are not available for others. Specific rules apply for renting and maintaining individual garden areas and are available from the Plantation Gardens Committee.
- C. Flowers and vegetables produced in the Community Gardens are available to all property owners in Ocean Ridge Plantation. Property Owners may pick from the community garden, taking a fair share and leaving enough for others.
- D. Ocean Ridge Plantation property owners may cut flowers, pick fruit from the trees, and harvest grapes in the Community Gardens.

VII. RULES SPECIFIC TO THE NATURE PARK & PAVILION

- A. Since the Nature Park and Pavilion is an outdoor amenity, in respect for the property owners in the areas surrounding the Nature Park and Pavilion, users of this facility **MUST** schedule their activity so that the function is concluded early enough to complete cleanup and turn off all lights and fans by dusk.
- B. Decorations and/or temporary curtains may not be attached to the pavilion.
- C. The grills in the Nature Park and Pavilion area cannot be reserved for exclusive use. They are available for use on a first come, first served basis. No person under the age of 18 years of age is allowed to use or operate a grill. Cleaning of the grills is the sole responsibility of the user. If you use a grill, extinguish charcoal prior to leaving the Nature Park and Pavilion area.
- D. A telephone is not available at the Pavilion.
- E. A first aid kit is located in the entrance to the restrooms adjacent to the Pavilion.

The Pavilion has been designated for use based on property ownership in Ocean Ridge for events and activities approved by ORMA. Any event or activity utilizing the Pavilion must be open to all Ocean Ridge Plantation property owners. No additional action is required on the part of the participant(s) other than any

personal expense to support or take advantage of participating in the event or activity.

The Pavilion can only be reserved for ORMA approved events and activities such as those listed below.

- Community Events
- Neighborhood Block Parties
- Covered Dish/Pot Luck Dinners
- Games and Card playing
- Exercise Classes
- Art/Craft Shows
- Miscellaneous Group Functions or Meetings (All attendees must be residents, property owners or houseguests of Ocean Ridge.)
- Community gatherings for Deceased Residents following Funeral Services
- Guest Speaker Events

- F. Smoking under the Pavilion and within the Pavilion restrooms/storage facility is prohibited. Smoking is permitted in the bocce and horse shoe pit areas only.

PAVILION – PERSONAL USE

The Pavilion cannot be reserved for private parties. If the Pavilion is not being used for an ORMA approved event, residents may use the Pavilion for gatherings. All rules of use and clean up for the Pavilion must be followed.

THE PAVILION MAY NOT BE USED FOR THE FOLLOWING:

- Political Meetings/Political Fund Raisers
- Activist Group Meetings/Activities
- Religious Services
- Meetings of legally registered organizations, whether for profit or not for profit, unless approved by the ORMA Board of Directors

RESERVING THE PAVILION

Requests to reserve the Pavilion for any of the approved activities/events must be made by:

1. Calling the POL office at 877-672-2267 or in person at the POL Office and providing the following information.
 - a. Name of the Committee/Group requesting the reservation
 - b. Reservation Date
 - c. Reservation Time (Include total time for setup, event, cleanup)
 - d. Purpose/Description of Activity/Event
 - e. Expected Number of Attendees
 - f. Name of Contact Person
 - g. Contact Person's Telephone Number
2. OR by completing and submitting the Plantation Club Reservation Form to the POL Office. The form is available online and at the back of the Rules Handbook.

A reservation and/or damage/cleaning deposit or fee may be required by ORMA

Concurrent reservations may be granted on the basis of availability and at the discretion of the POL office or ORMA. Multiple requests for the same date may be granted if group sizes permit sharing the space. Reservations are normally made on a first come, first serve basis. Any requests that do not meet the criteria

for use or reserving the Pavilion must be referred to the ORMA Rules & Regulations Committee.

Regardless of reservation date, the meeting or administrative needs of ORMA and ORMA sponsored events will take precedence over and may preempt, with timely notification (a minimum of seven (7) days), any prior reservation. ORMA reserves the right to limit and/or suspend group activities when requests for the Pavilion increase and priorities must be established.

RESPONSIBILITIES WHEN RESERVING THE PAVILION

1. All groups **MUST** complete the cleanup of the Pavilion and vacate the Pavilion by dusk.
2. All groups are expected to be in and out of the Pavilion within the time reserved and allotted for their purpose. Over staying allotted reservation time (if another group is waiting) may result in forfeiture of future bookings.
3. Users of the Pavilion are responsible for setting up the space according to their own needs.
4. Anyone using the Pavilion must complete all the items on the cleaning checklist, including the following before leaving:
 - a. Replace all furniture/equipment to their original position.
 - b. Remove trash and place in trash receptacles.
 - c. Ensure all charcoal in all grills used are extinguished.
5. No food or drink is to be left in the Pavilion after an activity/event.
6. Failure to restore the Pavilion to its original condition may result in the forfeiture of future bookings. Use of the Pavilion may also be withheld from groups that damage the facility. Cost for extraordinary cleaning and/or repair will be charged to the responsible party.

VIII. RULES SPECIFIC TO THE PRESERVE POINT NATURE WALK

The Nature Walk, located at the end of Preserve Point, is provided for the enjoyment of Ocean Ridge Property Owners and guests. Users must remain on the walkway and care should be taken not to disturb the plant life. Bicycles, skate boards, and golf carts are prohibited on the Preserve Point Nature Walk. A "No Littering" policy is in effect.

IX. RULES SPECIFIC TO THE WALKWAYS

Paved walkways throughout the Plantation are intended for the use of pedestrians and bicyclists. **Vehicles shall yield right of way at crosswalks.**

PROPERTY USE & MAINTENANCE RESPONSIBILITIES

The Master Declaration of Covenants, Conditions and Restrictions ("CC&R's") governs the use and maintenance responsibilities of the property. Property owners are urged to refer to the CC&R's Article XI "Architectural Standards" and Article XII "Use Guidelines and Restrictions" for the specific stipulations relative to property use and maintenance concerns. Property Owners should also be aware of the possibility of additional provisions regarding property use and maintenance that can be incorporated through Supplemental Declaration amendments.

The ORMA Rules & Regulations listed here are stated in “layman’s” terms and are intended to function as a quick reference for the benefit of the Property Owner.

I. PROPERTY USE

- A. Residential Use** All residences shall be used for single family living. A home office is allowed, but is a “*Restricted Activity*”. Refer to item D 2 below.
- B. Detached Structures** No permanent or temporary tent, trailer, mobile home or any other detached structures shall be placed on any residential lot without the prior approval of the Architectural Standards Committee (“ASC”). Moving vans/trucks or portable storage containers may be temporarily parked on homeowner’s property for the purpose of moving into or out of a residence. See USE OF MOTORIZED VEHICLES, PARKING & STREETS, II.B.3.
- C. Quiet Enjoyment** All Property Owners, tenants and guests are expected to act with respect and regard toward all members of the community. No obnoxious, vulgar, offensive, or illegal activities shall be tolerated within the confines of Ocean Ridge Plantation or common facilities.
- D. Restricted Activities** The following activities are prohibited within Ocean Ridge Plantation, unless expressly authorized by ORMA and subject to any conditions imposed by the Board;
1. Activities, which materially disturb or destroy the vegetation, wildlife, water or air quality within Ocean Ridge Plantation.
 2. Any business, trade, garage sale, moving sale, or similar activity. However, a Property Owner or a tenant residing in a home may conduct business activities within the home so long as
 - a. The existence or operation of the activity is neither apparent nor detectable by sight, sound, or smell from outside the home.
 - b. The activity does not involve regular visitation of the home by clients, employees, agents, customers, suppliers, or other business invitees, or door-to-door solicitation of other residents of Ocean Ridge Plantation.
 - c. The activity is consistent with the residential character of Ocean Ridge Plantation and does not constitute a nuisance, hazardous or offensive use, or threaten the safety of other residents of Ocean Ridge Plantation, as may be determined at the sole discretion of the ORMA Board of Directors.
- E. Hunting** - Ocean Ridge Plantation is a wildlife sanctuary. No hunting of animals or birds of any kind is allowed. No discharge of firearms, including long guns or handguns, is permitted within Ocean Ridge Plantation. This includes air guns, BB guns, bow and arrows, paint ball guns, etc. of any description or size.
- F. Fishing**
1. Only property owners and their guests are permitted to fish from the pier in Reflection Lake which adjoins the Plantation Club. Fishing at this location does not include fishing from the swimming pool deck. Any fish caught from the pier in Reflection Lake are to be released back into this lake at the pier.
 2. No fishing by anyone is permitted in any of the other ponds or lakes within Ocean Ridge Plantation.

II. PROPERTY MAINTENANCE

Each Owner shall maintain his or her Unit and all structures, landscaping, parking areas, and other improvements comprising the Unit in a manner consistent with the Community-Wide Standard and all applicable covenants, unless such maintenance responsibility is otherwise assumed by or assigned to the Association or a Village pursuant to the Supplemental Declaration or other declaration of covenants applicable to such Unit.

- A. Landscaping** - Property Owners are responsible for maintaining their property grass and all plantings in a manner that will enhance and maintain the beauty and aesthetics of the community. It is the responsibility of all Property Owners to prevent the accumulation of trash, debris, and any other unsightly litter that would detract from the cleanliness and beauty of the community. No property owner shall dump any yard waste (such as grass clippings, shrubbery clippings, tree branches, etc.) on any unimproved lot or common ground.
- B. Burning** - No outside burning is allowed.
- C. Exterior Lighting** - Exterior lighting shall not cause an adverse nighttime environment to any surrounding property.
- D. Damage Removal** - Any building or improvement wholly or partially destroyed must be rebuilt in such a way that meets the standards of the ASC and any debris must be expeditiously removed.
- E. Antennas & TV Dishes** - Antennas and TV dishes are permitted. Every effort should be made to screen the dish or antenna so that it is not visible from any street, recreational area or golf course property. ASC approval of the location and/or placement of any antenna or dish and any screening must be obtained prior to installation.
- F. Sound Devices** - Sound devices shall not cause an adverse environment to any surrounding property, with the exception of alarm devices used exclusively for individual residence security purposes.
- G. Laundry** - Hanging of laundry is not permitted from any area.
- H. Signs** - No signs of any type shall be erected or maintained on any property without the prior approval of the ASC. The use of any type of reflectors or any other vehicular impediments, such as rocks along the roadway is prohibited. Political signs are allowed and regulated per statutes.
- I. Political Signs**
 - 1. No political signs may be displayed on property owners' residences or home sites within Ocean Ridge Plantation earlier than 45 days before the day of elections and later than seven days after an election day.
 - 2. No more than one political sign with the maximum dimensions of 24 inches by 24 inches will be permitted on property owned within Ocean Ridge Plantation. A "political sign" means a sign that attempts to influence the outcome of an election including supporting or opposing an issue on the election ballot.
 - 3. These regulations shall apply to Property Owners who display political signs on property owned exclusively by them and does not apply to common areas, easements, right-of-way, or other areas owned by others within Ocean Ridge Plantation.
- J. Flags, Flagpoles, Banners, Statuary, etc.** - Flags, flagpoles, banners, numbers, letters, fountains, statuary, birdbaths, bird feeders, and anything of that nature, other than natural vegetation, may require ASC approval. The Flag of the

United States of America and the Flag of North Carolina are allowed and regulated per statutes.

K. US & NC Flags

1. Property Owners may display the Flag of the United States of America and the Flag of North Carolina of a size no greater than four feet by six feet and displayed in accordance with or in a manner consistent with the patriotic customs set forth in 4 U.S. C. §§ 5-10, as amended, governing the display and use of the flag of the United States. The flag of the United States of America and State of North Carolina may be placed on owned property home sites only within Ocean Ridge Plantation and does not apply to common areas, easements, rights-of-way or other areas owned by others.
2. Location of flag poles for displaying the Flag of the United States of America or State of North Carolina must be approved by the Architectural Standards Committee (ASC).
3. For purposes of this section "The Flag of the United States" and "The Flag of North Carolina" means flags that are made of fabric, cloth, or paper. Flags under this section do not mean a flag depiction or emblem made of lights, paint, roofing, siding, paving materials, flora, or balloons, or of any similar building, landscaping, or decorative component.

L. Playground Equipment - Playground equipment must be approved by the ASC prior to installation.

M. Painting & Exterior Alterations - Any owner may remodel, paint or redecorate the interior of the property without approval. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme. All other exterior modifications, additions, remodeling or painting must have prior approval of the ASC.

N. Concealment - Every fuel tank or storage tank must be EPA approved and buried below the surface of the ground. All exterior HVAC equipment, irrigation equipment, and trash receptacles shall be screened or so placed and be kept as to not be visible from any street, recreation area, adjacent home site or golf course property.

O. Garbage and Trash Disposal - Property Owners shall be responsible for the proper disposal of all garbage and trash. Each Property Owner shall utilize the garbage receptacles provided by Brunswick County. Garbage and trash must be placed at the end of the residential driveway no sooner than the night before the day of collection, and removed from the street the day of collection, unless conditions dictate otherwise. Trash and debris shall not be placed in the street, street right-of-way or on any undeveloped property. It is the responsibility of the Property Owner to prohibit the development of any unclean or unkempt condition of the buildings or grounds within their residential home site.

P. Irrigation Wells - All single family residential home sites shall be allowed to install one (1) well for the purpose of providing irrigation water benefiting the home site's landscaping improvements. Well location, equipment housing and screening must have ASC's approval prior to any such installation. Under no circumstances shall any water be diverted from or taken from any lakes, ponds or lagoons for any purpose.

Q. Storm Water Run-off Rules - All residential home sites are subject to the State of North Carolina storm water Rules & Regulations and as these Rules & Regulations may be amended from time to time, and to applicable provisions of the CC&R's and Supplemental Declarations.

- R. Mail Boxes** (As per ORMA Mail Box Policy available at www.ormaonline.org)
1. The initial mailbox is supplied and installed by the ASC at the completion of a residence's construction, and includes a one (1) year warranty.
 2. Mailbox maintenance and repair is the responsibility of the individual property owner.
 3. The mailbox, posts, and numbers must be kept in good condition, and be of the approved colors. Replacement, repair, paint information and other requirements are available from the POL at the ORMA office and at www.ormaonline.org.
 4. Covers, ribbons, decorations, etc. are prohibited on the Mail Box, except during the traditional "Holiday Season" during which Mail Box decorations will be allowed. Decorations may be displayed beginning on Thanksgiving Day and must be removed by the second week of January.

S. Netting – Unobtrusive netting or coverings of individual shrubs is allowed to protect against frost/freeze and animal invasion or destruction. Coverings, netting, nylon filament line, or similar materials attached to stakes, trees, surrounding property, etc. is not permitted. Property owners may employ small, green stakes (maximum height of 48") with transparent, nylon filament line around the home foundation area."

T. Property Owner Use of Party Canopies – At various times, property owners may desire to temporarily use canopies to hold events such as wedding receptions, family gatherings, or neighborhood functions on their property. The temporary use of canopies for such events shall be limited to party canopies, cabanas, or similar items which can be assembled or disassembled within one twenty four (24) hour day.

Size and Placement:

1. Canopies as defined above shall not exceed 20 feet by 30 feet in terms of covered area. One canopy cannot exceed 20 feet by 30 feet. Multiple canopies are included provided that no one canopy has a dimension longer than 30 feet and the total ground covered area must not exceed 600 square feet.
2. Use of these canopies will be limited to the rear of the property and shall not impinge on common areas of the plantation, golf course, or upon the neighboring properties.
3. No canopy will be allowed to exceed 15 feet in height and must be placed on the property so as to minimize blockage of neighboring property views.
4. Any such canopy shall not be used longer than 5 days which includes the time to assemble and disassemble the canopy.

Application for use and approval – The temporary use of canopies requires the approval of ORMA. Requests for approval of their use must be made to the ORMA POL at least ten (10) working days prior to the planned use. The request must include:

1. Size and number of canopies, including installed height and external dimensions.
2. Functional description of the usage and placement on the property.
3. Time of installation and duration of use.

PETS

All pets must be kept and maintained in a manner that does not damage any private or common property nor disturb the peace.

- I. Only ordinary domestic pets such as dogs, cats, aquarium fish, and birds may be kept within a residential unit, provided they are not kept, bred or raised for commercial purposes.
- II. No animals such as livestock or poultry may be kept, raised or bred within any residential unit or anywhere on Ocean Ridge Plantation property.
- III. Unattended pets may not be loose outside the confines of any residential lot or in any of the common areas.
- IV. Property Owners shall make every effort not to allow pets to defecate or urinate on grass, plants, trees or shrubs situated on another Property Owner's property. In the event of an accident, defecation should be removed immediately.
- V. Appropriate governmental ordinances regarding leash laws will be in effect and enforced within Ocean Ridge Plantation. All dogs must be on a leash at all times and under the control of the pet owner when outside the confines of the pet owner's private property. All pets must have any required and/or applicable license visibly displayed.
- VI. Fencing, dog runs, and/or doghouses must be in compliance with the stipulations of the CC&R's and approved by the ASC prior to construction (see page 28 of the CC&R's).
- VII. Pets are not permitted within the confines of the Common Facilities' buildings or their exterior property. The exception to this rule is a Service Animal, assisting a person using a facility.
- VIII. ORMA reserves the right to fine the Property Owner and/or to expel or control any pet which becomes a nuisance in any way anywhere within Ocean Ridge Plantation. ORMA shall also have the right to prohibit housing to any pet that constitutes a public nuisance.
- IX. Property Owners, tenants and guests shall be held responsible and liable for any personal injury and/or property damage due to the actions of their pets. Any such damage resulting from a pet's action shall be corrected either through financial reimbursement or by corrective action, which will be determined by ORMA with the concurrence of the owner of the damaged property.
- X. If a Property Owner, tenant, or guest is bothered, disturbed or threatened by a pet within Ocean Ridge Plantation, he/she should first contact the owner of the pet in an effort to resolve the issue. If this proves unsuccessful, then he/she should call the County Animal Control office to formally register a complaint. Additionally, if the Property Owner is in violation of the Rules & Regulations regarding pets, a complaint can be registered as outlined in this handbook.

TENANTS

For the purpose of these Rules & Regulations, a tenant shall be defined as anyone in possession of a Property Owner's home in exchange for any sort of consideration.

- I. Tenants, unless Property Owners, are not members of ORMA. However, they are subject to the CC&R's, the By-laws, the Rules & Regulations, and Policies that govern ORMA and its common areas.
- II. A residence may not be leased or rented for a term less than ninety (90) days.

- III. Prior to occupancy, it shall be the responsibility of the Property Owner to ensure that a Tenant's Information Sheet is completed and furnished to ORMA. The Tenant Information Sheet is available at www.ormaonline.org as well as the back of the Rules Handbook.
- IV. **Facility Access for Tenants**
 - A. Should the terms of the lease provide the tenant with access privileges, the Property Owner must provide their access card(s) to the tenant and forfeit his/her facility use rights during the lease term.
 - B. Tenants will be provided a "Temporary Parking Permit" for use during the term of the lease. Owners must not give their personal auto decals to the tenants.
- V. The Property Owner is responsible for the actions of their tenants and tenants' guests and will be held financially liable for any damage to ORMA's Common Facilities, equipment, or common areas. The Property Owner will also be held liable, financially or otherwise, for any violations of the CC&R's, the By-laws, or the Rules & Regulations by their tenants and/or tenants' guests.

VIOLATION REPORTING PROCESS

When an alleged violation occurs, the person observing the alleged violation **may** contact the alleged violator and provide the person with the specific rule violated. If the alleged violator does not respond or if the person observing the alleged violation prefers, follow the process outlined below.

- I. Alleged violation is observed.
- II. Alleged violation is reported by;
 - A. Telephone call to POL.
 - B. Telephone call to Rules & Regulations Committee Chairperson
 - C. Completing Rules Violation Form and submitting the form to the POL.
- III. Alleged violation report forwarded to appropriate committee;
 - A. ASC
 - B. Rules & Regulations
- IV. Enforcement process begins
 - A. Investigation
 - B. If appropriate, enforcement commences in accordance with the Rules Enforcement Policy which follows.

RULES ENFORCEMENT POLICY

- I. **PURPOSE:** This policy is established for the purpose of defining the process by which the Rules of the Ocean Ridge Master Association, Inc. (“ORMA”) will be enforced and has been approved by the Board of Directors in accordance with the Master Declaration (“CC&R’s”) and the By-Laws of the Association.
- II. **SCOPE:** The Rules Enforcement Policy applies to all Property Owners, tenants and guests of Ocean Ridge Plantation and shall be enforced in a consistent and impartial manner. Each property owner is responsible for the conduct of and any violations by such owner’s family members, guests, agents, contractors and tenants, and for the family members, guests, agents and contractors of any tenant.
- III. **PROCESS**
 - A. **Discovery of Violation**
 1. ORMA will log all violations discovered or reported through the use of the “Rule Violation Report” (available from the POL at the ORMA office or at www.ormaonline.org, or via telephone, e-mail, or mail contact.
 2. A violation is defined as an act in conflict with the CC&R’s, the By-Laws, or the Rules & Regulations.
 3. Any alleged violation of the above mentioned governing documents of ORMA will be processed according to the procedures outlined below.
 - B. **Enforcement Procedures**
 1. The Property Owner **may** receive a Courtesy Notice (telephone call from ORMA Management or designee), but this is not required. Any such notice is considered a courtesy.
 2. ORMA Management or designee will log the Rule violation in the Rule Violation Record for the particular property.
 3. A first Notification of Rule Violation Letter defining the:
 - a. date of the violation
 - b. Specific rule violated
 - c. Request to cure the violation by a specified date will be delivered to the Property Owner or the tenant, if applicable. Delivery shall be defined as the “mailing” of the letter, with appropriate postage affixed, to the address then currently listed in the records of ORMA for the property in question.
 4. This letter will also indicate whether this is **FIRST, SECOND or SUBSEQUENT**, etc. Notification of a Rules violation.
 5. After the first Notification of Rules Violation letter has been delivered, the Property Owner, resident, guest, or tenant has ten (10) days, from the date of the first violation notification letter to correct the condition. Failure to cure the violation within the ten (10) days will result in a Second Notification of Rule Violation.
 6. If multiple Rules have been violated in a single incident, each violation will be considered as a separate infraction.
 7. The violation notification letter will include a summary of the ORMA’s hearing and appeal process.

C. First Notification of Rule Violation

No fine is levied on the Property Owner or billed to the property's assessment account. Should the violation not be cured within ten (10) days following the delivery of the first notification of rules violation letter, a Second Notification of Rules Violation letter will be delivered to the property owner indicating that the property owner may be subject to the imposition of fines.

D. Second and Subsequent Notification of Rule Violations

The property owner may be provided a second notification of rule violations, if, in the opinion of the Rules Enforcement Committee, an undue hardship would result if the property owner was not provided additional time. The property owner in receipt of a First Notification Letter of Violation should contact the individual who signed the First Notification Letter of Violation and describe the hardship. Based on the information provided and the nature of the violation, the Rules Enforcement Committee will decide if additional time is warranted. The additional time provided will be communicated to the property owner in a Second Notification Letter of Violation. The Second Letter of Violation shall define the:

1. Date of the violation
2. Specific rule violated
3. Request to cure the violation by the new cure date.

If an extension is not requested or allowed, a second notification of rule violations will give the property owner notice of a hearing date, at which time the owner will have an opportunity to present evidence to the Rules Hearing Committee. If the hardship extension is permitted a subsequent notification letter will give notice of a hearing date, at which time the owner will have an opportunity to present evidence to the Rules Hearing Committee. Within fifteen (15) days of the hearing, the Rules Hearing Committee will forward their decision to the Property Owner and to the Rules Enforcement Committee.

E. Fines and Hearing Process

Within fifteen (15) days of the decision the action of the Rules Enforcement Committee will be delivered to the property owner, including the amount of the fine if imposed. If it is decided that a fine should be imposed, a fine not to exceed \$100.00 may be imposed for the violation without further hearings, for each day more than five (5) days after the decision that the violation occurs. After delivery of the Rules Enforcement Committee decision, the property owner has fifteen (15) days to request a hearing with the ORMA Board of Directors concerning the violation. After thirty (30) days, any fine levied against the property owner remaining unpaid shall constitute a lien(s) against the owner's property in accordance with Article 4.4 and 10.9 of the Ocean Ridge Plantation Master Declaration.

F. Serious and Persistent Rules Violations

If a serious or a persistent breach of the Rules occurs, the Rules Enforcement Committee may take additional action by increasing a previously imposed fine, to a total amount not to exceed \$100.00 per day per violation, as they, in their sole discretion deem to be appropriate to the circumstances, and/or revoking the community privileges of the Property Owner, to include rescinding the use of recreational areas and the Plantation Club. If it is decided that a suspension of planned community privileges or services should be imposed, the suspension may be continued without further hearing until the violation is cured.

IV. CONSIDERATIONS

A. Safety Violations

For violations that involve the endangerment or safety of any person or property, the Association may immediately take any necessary and appropriate action.

B. Property Damage Violations

For violations that involve property damage to the common area or individually owned property, all parties involved will be held responsible for reimbursement to ORMA and/or the individual Property Owner for the cost of all repairs.

C. Compliance Disputes

The Property Owner retains the right to appeal the enforcement policy actions through ORMA's Rules Hearing Committee. Appeals may be initiated either verbally or in writing through ORMA's Management Office. The Rules Hearing Committee shall issue a finding regarding compliance disputes through the use of the Rules Hearing Committee Procedures (sample copy attached below).

D. Appeals to the Board of Directors

All decisions of the Rules Enforcement and/or Rules Hearing Committees may be appealed to the ORMA Board of Directors by the Property Owner. Appeals to the full Board of Directors may be initiated either in person at a hearing scheduled by the Board or by submitting a written appeal to the Board within fifteen (15) days of the decision of the Rules Enforcement and/or Rules Hearing Committees.

E. Results of Appeals

The Board will communicate the results of appeals to the Property Owner in writing. If, as a result of the appeal, the violation(s) in question was determined to be unfounded or unfair in any way, that violation will be expunged from the Property Owner's record.

RULES HEARING COMMITTEE PROCEDURES

HEARING PROCEDURE

- I. Statement of violation by Committee Chairperson
- II. Violator's statement of appeal
- III. Review of CC&R's, By-laws, Rules & Regulations, and Policies requirements
- IV. Discussion and/or questioning by the Rules Hearing Committee of violator
- V. Questions and final statement by violator
- VI. Violator excused
- VII. Discussion and decision by Rules Hearing Committee members
- VIII. Publishing of Rules Hearing Committee's decision to violator
- IX. Adjournment

DOCUMENTATION

Name of Violator: _____

Address: _____

Telephone: _____

Violated Rule Reference: _____

Description of Violation: _____

RULING

Rules Hearing Committee Findings/Decision:

Committee Chairman: _____

Dated: _____

INDEX OF RULES

<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>	<u>Topic</u>	<u>Page</u>
Access to Common Facilities .	6	Golf Course Use & Safety	5	Residential Use Restrictions	17
Activity Registration.....	9	Guests	6	Restricted Activities.....	17
Antennas	18	Home Office.....	17	Rights of Way.....	4
Auto Windshield Decals	3,22	Hot Tub	12	Rules Enforcement	2
Banners, Lettering, Numbers	19	Hunting	18	Rules Enforce. Comm.....	23
Beach Club Parking	14	Junk Vehicle	4	Rules Enforcement Policy....	23
Beach Club Rules	14	Landscaping Maintenance....	18	Rules Hearing Procedures...	25
Bicycling	17	Laundry.....	18	Rules of the Road	4
Boats & Boat Trailers	4	Leasing	22	Main Gate	910-579-7911
Burning	18	Lending Library	11	Service Providers – Entry	3
Campers.....	4	Lighting, Exterior.....	18	Skate Boards	7
Commercial Vehicles	4	Low Speed Vehicles	4	Signs	19
Common Facilities.....	5	Mailbox	21	Smoking	7, 14
Common Facilities Rules	6	Member Lounge	8	Solicitation.....	5
Community Safety & Protection	3	Motor Homes	4	Sound Devices	18
Compliance		Motor Vehicles.....	4	Speed Limit	4
Disputes/Appeals.....	25	Nature Park & Pavilion	14,15	Statuary.....	19
Concealment & Screening ...	19	Reserving Pavilion.....	15	Steam & Sauna Rooms	12
Conference Room	9	Netting	21	Storage.....	4
Damage Removal	18	Outdoor Grill	11,16	Storm Water Drainage	20
Detached Structures	17	Painting, Exterior	19	Swimming Pools	12
Entrance Requirements	3	Parking & Streets.....	4	Reserving Indoor Pool.....	12
Exterior Alterations.....	19	Pets.....	22	Tenants	3,22
Exterior Lighting	18	Plantation Club:		Tenants Facility Access	22
Fishing.....	18	Rules	7	Tennis Courts.....	13
Fitness Center.....	10	Conference Room	10	Trash.....	9,19
Flags & Flagpoles	19	Reserving Conference Rm.	10	Traffic Signs	4
Forms-see back of Handbook		Member Lounge	8,9	Trucks	4
-Rules Violation Form		Reserving Member Lounge	8	TV Dish & Antennas.....	18
-Vehicle Decal Request Form		Plantation Gardens.....	14	Vehicles.....	3
-Access Card Request Form		Playground Equipment	19	Violation Reporting.....	2
-Activity Registration Form		Political Signs	19	Violation Reporting Process.	23
-Beach Club Lift Key Form		Portable Storage Units	4	Visitor & Guest Entry.....	3
-Tenant Information Form		Preserve Point Nature Walk .	16	Walkways	5,16
Garbage & Trash.....	20	Property Owners.....	1	Wells, Irrigation	19
General Information	1	Property Owner Liaison			
Golf Ball Retrieval	5	(POL).....	877-672-2267		
Golf Carts	4,5	Property Use & Maint	17		
		Reflectors.....	18		

USEFUL FORMS

The corresponding forms noted in the Rules Handbook and following here can also be found by clicking on the “Misc. Forms and Documents” tab on the ORMA website at www.ormaonline.org.

- Rule Violation Report Form
- Vehicle Decal Request Form
- Access Card Request Form w/Waiver of Liability
- Activity Registration Form
- Beach Club Lift Key Request Form
- Tenant Information Form

RULE VIOLATION REPORT

Date of Report: _____

I. **PERSON MAKING REPORT:** Name _____
Address _____
Phone No. _____

II. **DESCRIPTION OF ALLEGED VIOLATION:** (complete as fully as possible)
Date _____ Time _____ Location _____
Explanation _____

III. **DESCRIPTION OF ALLEGED VIOLATOR:**
Name _____ Phone No. _____
Address _____

IV. **WITNESS:**
Name _____ Phone No. _____
Address _____

Name _____ Phone No. _____
Address _____

******FOR RULES ENFORCEMENT COMMITTEE USE******
*ONLY******

RULES ENFORCEMENT COMMITTEE ACTION TAKEN:
Date _____ Committee Representative _____
Description of Action _____

BOARD APPROVAL:
Board Representative _____ Date _____

**OCEAN RIDGE MASTER ASSOCIATION, INC.
VEHICLE DECAL REQUEST FORM**

*Note: A pre-numbered decal is required and will be provided for those vehicles permanently housed and owned/leased by Ocean Ridge property owners only. Please print all information and sign where indicated at the bottom of the form. **A VALID VEHICLE REGISTRATION MUST ACCOMPANY THIS FORM.***

PROPERTY OWNER INFORMATION

DATE: _____

Name(s): _____

Ocean Ridge Address: _____

Mailing Address (if different): _____

Telephone #(s): _____

Email: _____

VEHICLE INFORMATION:

Year	Make/Model	LPlate (State/#)	Decal # Assigned

PROPERTY OWNER(S): _____
(signature)

**Mail/Email Form to:
Ocean Ridge Master Association
190 Ocean Ridge Parkway
Ocean Isle Beach, NC 28469
Email: cs@camsmgt.com
Phone: 877-672-2267**

OR Property Owners must maintain continuous adherence to state vehicle registration, inspection and insurance requirements.

Ocean Ridge Master Association, Inc.

Amenity Access & 904 Gate Entry System Access Card & Key Fob Request Form with Waiver of Liability

PROPERTY OWNER APPLICANT:

Owner: Name: (Please Print) _____
Resident _____ Non-Resident _____ Home Phone: _____

Owner: Name: (Please Print) _____
Resident _____ Non-Resident _____ Home Phone: _____

Ocean Ridge Street Address or Phase/Sec/Lot: _____

Mailing Address: (if different) _____

Access Cards and Key Fobs may be requested/purchased by Owners only and will be limited to the following conditions:

Access Card(s):

a) One (1) free Proximity Access Card per OR Resident/Property Owner. Residents/Property Owners with multiple properties do not qualify for additional cards. A fee of \$25.00 will be charged to replace a lost access cards. Need Access Cards? Yes NO

Key Fob Transmitter(s):

a) Key Fob Transmitter Devices are available for all property owners for access into the Highway 904 entrance.

Key Fob Transmitter(s): Total Number Requested x \$45.00 each _____ NOTE: Make Checks payable to ORMA

Please note that the Owners' Key Fob(s) and/or Proximity Access Card(s) can be transferred to their Tenants for *temporary* use during the lease period. When an Owner leases an OR Property, they give up the right to "Resident" privileges unless they are the owner of multiple OR properties.

=====

It is the responsibility of the Property Owner to notify the Ocean Ridge Property Owner Manager when an individual is no longer qualified for possession of a Proximity Access Card/Key Fob. Use of an issued Proximity Access Device by an unauthorized individual, or requesting a Proximity Access Device for an individual who is known by a Responsible Party to be unqualified for the use of facilities of Ocean Ridge under the Rules and Regulations then in effect, may result in fines, the suspension of privileges and/or denial of the use of Ocean Ridge facilities with regard to the Property Owner and anyone for whom he/she has requested access. By signature, the undersigned acknowledges that he/she is utilizing the facilities including but not limited to, physical fitness equipment and activities, swimming pool, aerobic activities, tennis courts, and all other related equipment, property and activities and the use and enjoyment of the facilities of the Beach Club at Sunset Beach, at his/her own risk and peril and agrees to assume responsibility for the rules compliance and actions of their guest(s) while using the facilities.

AUTHORIZED SIGNATURE(S):

DATE: _____

DATE: _____

FOR OFFICE USE ONLY:

Issued Proximity Access Card and/or Key Fob #'s: _____

Mail to: Ocean Ridge Master Association, Inc., C/O CAMS, 190 Ocean Ridge Parkway, Ocean Isle Beach, NC 28469

Email: cs@camsmgt.com

Phone: 877-672-2267

Updated 2/26/19



190 Ocean Ridge Parkway, Ocean Isle Beach, NC 28469 Email: cs@camsmgt.com Phone: 877-672-2267

Ocean Ridge Plantation Beach House Handicap Lift Key Request

Property Owner Applicant (Please Print): _____

Street Address: _____

Mailing Address: (if different): _____

Key Needed From _____ **to** _____

Reason/Infirmary: _____

It is the responsibility of the Property Owner to notify the POL office when an individual is no longer qualified for possession of a Lift Key. All unauthorized keys must be returned to the POL office. The Property Owner will be charged a \$25.00 fee for any key lost or not returned at the end of the authorized usage period.

Instructions for Lift at Beach House

- The lift will transport from the parking level to the first floor and back. There is no handicapped access to the second floor.
- Please remember that this is a handicap lift, not an elevator, and weight limits do apply. Only the handicapped person and an assistant, if necessary, should use the lift. The lift is not to be used for transporting freight.
- In order for the door to open, the lift must be on the level at which entry is required. To relocate the lift from one level to another for entry, insert the key into the door and turn to "on" position. Press and hold the switch up or down until the lift arrives. The door can then be opened.
- Enter the lift and insert key and turn to "on" position. Press and hold the switch up or down until the lift arrives at next level. Exit lift.
- When exiting at the ground level, hold the switch in the "up" position until the lift has moved approximately six inches from ground level; thus locking the lift door and not allowing access to unauthorized individuals.

I have read the above Lift Instructions and Use Responsibilities. I acknowledge use of the Lift is at my own risk.

Authorized Signature _____ **Date** _____

Lift Key # Distributed: _____

TENANTS INFORMATION FORM

TENANT INFORMATION:

Last Name _____
First Name _____ MI _____
Property Address _____
Property Owner's Name _____
Move in Date _____
Length of Lease: From _____ To _____
Telephone _____ Cell Phone _____
Email _____

ADDITIONAL OCCUPANTS:

Adults (Names): 1. _____ 2. _____ 3. _____
Children (Names/Ages): 1. _____ / _____ 2. _____ / _____ 3. _____ / _____
Pets (Type/No.): 1. _____ / _____ 2. _____ / _____ 3. _____ / _____

DRIVER'S LICENSES:

Name _____	License # _____	State _____
Name _____	License # _____	State _____
Name _____	License # _____	State _____

VEHICLES:

Make/Model _____	Year _____	Lic.Tag # _____
Make/Model _____	Year _____	Lic.Tag # _____
Make/Model _____	Year _____	Lic.Tag # _____

ACCESS DEVICES ISSUED:

I/We hereby confirm the information provided is to the best of my/our knowledge true and accurate. I/We further understand that all access cards/passes must be returned to ORMA when lease is terminated.

Property Owner: _____ Date _____

Tenant: _____ Date _____

.....Mail or Ya Uj form to:

.....ORMA

c/o CAMS
190 Ocean Ridge Parkway
Ocean Isle Beach, NC 28469

Telephone: 877-672-2267

Email: cs@camsmgt.com

**OCEAN RIDGE PLANTATION CLUB
ACTIVITY REGISTRATION FORM**

NOTE: PARTICIPATION IN ACTIVITIES HELD IN THE PLANTATION CLUB IS FOR OCEAN RIDGE PROPERTY OWNERS AND THEIR GUESTS ONLY.

Activity Description: _____

Reservation Date(s): _____

Reservation Time(s): Beginning: (include set-up) _____

Ending: _____

(Groups wishing to reserve the Member Lounge may be asked to consider sharing the facility.)

Activity Coordinator Contact Information:

Name: _____

Telephone: _____ Email: _____

Anticipated Number of Attendees: _____

(Groups with less than 10 participants are encouraged to hold activities in their homes or other facilities.)

Facilities Reserved (Check all that apply):

- Member Lounge
- Conference room
- Indoor Pool

Date Submitted & Entered Into ORMA Calendar: _____

Quarterly Attendance Report			
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

CFA5
Property Owner Liaison
Tel: (, ++)* +&!&&* + – Email: Wg@WUa ga [hcom