

OCEAN RIDGE MASTER ASSOCIATION  
GENERAL RULES & REGULATIONS

20th Revision Approved & Adopted by the ORMA Board of Directors

November 17, 2020

Ocean Ridge Master Association General Rules & Regulations

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# Ocean Ridge Master Association Rules & Regulations

## I. PREFACE

The “Rules” documents are compiled for the purpose of providing Property Owners with an easy to use reference for most common situations, questions, and violations. They do not cover every rule and regulation contained in the various Governing Documents (as defined below). You are encouraged to familiarize yourself with all Governing Document for a complete understanding of all applicable rules.

The rules and regulations contained within are intended to preserve and maintain the quality and aesthetics of Ocean Ridge Plantation, and protect the enjoyment, health, and safety of residents and visitors. Please read the ORMA Rules & Regulations carefully, you are responsible for ensuring you, your family, tenants, and guests understand and comply fully. Ignorance of, or unfamiliarity with, the ORMA Rules & Regulations is not an acceptable reason for non-compliance.

Questions regarding rules and regulations should be emailed to [ask@ormaonline.org](mailto:ask@ormaonline.org).

For information regarding the current Board of Directors or non-rules related questions please email [ask@ormaonline.org](mailto:ask@ormaonline.org) or contact the ORMA HOA Community Manager at the ORMA Management office.

ORMA HOA Community Manager contact information:

190 Ocean Ridge Parkway Ocean Isle Beach, NC 28469.

Tel: (877) 672-2267; Email: [ask@ormaonline.org](mailto:ask@ormaonline.org)

### A. Document Structure

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This document contains information on:

- General Rules and Rules of Conduct, Facility Rules, Community Access and Safety
- Property Use and Maintenance Rules
- Violations Reporting and Rules Enforcement

An Addendum document contains select information on rules and regulations for the most common inquiries about home construction and modification. Property owners must refer to the Declaration of Covenants, Conditions & Restrictions (“CCR”) and, Residential Design Standards (“RDS”) documents to fully understand requirements for home and landscaping construction or modification prior to commencing any projects and to avoid potential costly mistakes.

This ORMA Rules and Regulations document is organized by the following major categories:

- Community Access and Safety
- General Rules of Conduct
- Facilities Rules and Regulations
- Property Rental and Tenants
- Property Use and Maintenance Rules
- Violations Reporting and Rules Enforcement

The reader may quickly access the topics and subtopics of the categories (listed above) by “clicking on” the specific topic in the Table of Contents which will move you to the page for that specific topic through imbedded hyperlinks.

This document is written with the intent of addressing rules, it does not include other types of work processes (i.e., how to obtain a card key) that are addressed in other ORMA documents.

## Ocean Ridge Master Association Rules & Regulations

### B. Definitions

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For the purposes of these ORMA Rules and Regulations, unless otherwise specified in the ORMA Governing Documents, the following definitions apply:

1. The term "ASC" shall mean the Architectural Standards Committee.
2. The term "Act" shall mean and refer to the North Carolina Planned Community Act.
3. The terms "Banner" or "Decorative Banner" shall mean any flag, standard, piece of fabric or cloth bearing a symbol, logo, slogan, or other message other than that of a nation, state, or governmental entity.
4. The term "Board" shall mean and refer to the ORMA Board of Directors.
5. The term "Developer" shall mean *The Coastal Communities* developer in the Ocean Ridge Plantation main campus, Waterbrook Woods, and Jaguar's Lair and the *Cameron Woods* developer as it pertains to access to the Waterbrook Woods development.
6. The term "Flag" shall refer to those that are a symbol of a nation, state, or governmental entity.
7. The term "Governing Documents" shall mean and refer to the approved Ocean Ridge Plantation Articles of Incorporation, Master Declaration of Covenants, Conditions & Restrictions ("CCR"); By-laws; Rules & Regulations; Community Wide Standard for Property Landscapes, and Residential Design Standards ("RDS").
8. The term "Hunting" in Ocean Ridge Plantation (ORP), by way of clarification to the provisions of the ORP Covenants, Conditions and Restrictions, is defined as all operations during, immediately prior to, and immediately subsequent to an attempt, successful or not, to capture, kill, hunt, or otherwise harm or reduce to possession any wildlife, for any purpose other than wildlife management as specifically authorized by the ORMA Board of Directors.
9. The term "ORG" shall mean Ocean Ridge Golf.
10. The term "ORMA" or "Association" shall mean and refer to Ocean Ridge Master Association, Inc.
11. The terms "ORMA Common Area" or (ORMA Common Property) shall mean all property, roads, rights-of-way conveyed by Deed to ORMA from Developer, but excluding the "ORMA Common Facilities" as defined below.
12. The term "ORMA Common Facilities (or Facility)" shall mean the facilities listed below:
  - Beach House
  - Plantation Club
  - Outdoor Swimming Pools, Hot Tub, Grill, and Deck
  - Indoor Swimming Pool, Steam Room, Sauna
  - Fitness Center
  - Member's Lounge
  - Lending Library
  - Tennis and Pickle Ball Courts
  - Nature Pavilion
  - Plantation Gardens
  - Leased Meeting Room Space at Sunset Beach Commons

## Ocean Ridge Master Association Rules & Regulations

13. The terms “ORP” and “Plantation” shall mean and refer to the Ocean Ridge Plantation.
14. The term “Property Owner(s)” or “Owner(s)” shall mean those individuals named in the recorded deed which automatically become members of ORMA. If the spouse is not named in the recorded deed, the spouse may exercise ORMA Owner privileges. Relatives whose names are not on the deed are neither Property Owners nor considered members.
15. The term “Rules” shall mean and refer to the ORMA Rules and Regulations.
16. The term “Wildlife Management” shall mean and refer to any program within ORP specifically authorized by the ORMA Board of Directors with the intent to reduce a wild animal population within the boundaries of ORP which presents a threat or nuisance to property or residents of ORP and is otherwise sanctioned under provisions of Chapter 113 of the N.C. General Statutes.

### **C. Owner Mailing Addresses and Phone Numbers**

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Owners must file mailing addresses and phone numbers with the ORMA HOA Community Manager within ten (10) days of recording the Title Deed, so that official notices can be mailed, and contact made in case of an emergency. It is the Owner’s responsibility to notify the ORMA HOA Community Manager of any change in mailing address, phone numbers, emails, or residency status (i.e. renting their property).

Owners must notify the HOA Community Manager within 10 days of closing of sale of their property.

### **D. Distribution of ORMA Governing Documents**

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Owners should be provided copies of all Governing Documents prior to or at the time of closing on a property in Ocean Ridge Plantation. Copies of the latest versions of the Governing Documents are also available on the ORMA website at [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

### **E. Owner’s Responsibility to Know and Abide by Rules**

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Ignorance or unfamiliarity of the Rules is not an acceptable reason for non-compliance. As an Owner, you are urged to read all the Governing Documents since they set forth the rights, duties, and obligations of each Owner and are the official governing documents which cover these rights.

Owners renting out their home must provide a copy of these documents to the tenants and ensure they fully understand all Rules.

### **F. Authority to Create, Modify, and Enforce Rules**

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The Ocean Ridge Master Association falls under the jurisdiction of the State of North Carolina, Brunswick County, and all federal, state, and county ordinances and codes apply. By state statute, the ORMA Board may establish rules and regulations that are more restrictive than state and local ordinance, but not less restrictive.

The basis for the Rules and the authority for enforcement are contained in the Governing Documents 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. Observing the provisions contained within the Governing Documents is the responsibility of every Owner, whether a resident or nonresident, and Owner’s guests and tenants.

## Ocean Ridge Master Association Rules & Regulations

### II. COMMUNITY ACCESS

#### A. Entrances and Controls

ORMA reserves the right at any time to install and manage security gates, cameras, attendants, watchman and/or other means to control and limit access.

##### 1. ORP Main Campus

Route 17 (main / front) entrance.

NCSR 904 entrance has electronic gates that are open during daylight hours and closed at night (8 pm to 6am from May through September and 6pm to 6am from October through April). Owners may obtain a fob to operate this gate from the HOA Management Company.

Old Georgetown Road (back) entrance.

The Watts Road entrance is not currently in service, except it may be used as an emergency exit at the discretion of the ORMA Board.

##### 2. Ocean Ridge Plantation at Jaguar's Lair

One entrance on Old Georgetown Road.

##### 3. Ocean Ridge Plantation within Waterbrook Woods

One entrance on Jenrette Road open during daylight hours and closed at night (8pm to 6am from May through September and 6pm to 6am from October through April). Owners may obtain a code to operate this gate from the Cameron Woods HOA Management Company.

##### 4. Beach House at Sunset Beach

One entrance on Main St in Sunset Beach. During the summer season, ORMA utilizes a parking attendant during peak periods to limit access to only Owner vehicles with a current decal properly affixed to the windshield, or Owners driving rental vehicles with a valid Temporary Parking Pass hang tag displayed from the rear view mirror. Individuals utilizing the Beach House must follow the instructions of the attendant.

##### 5. Access Cards and FOBs

Entry to the select amenities requires a valid access card. Access cards are issued to deeded Ocean Ridge property owners and are intended for their personal use.

- A maximum of two access cards will be issued to the deeded owner(s).
- Multiple deeded Owners, owners of multiple properties and corporate owners, do not qualify for additional access cards.
- Access cards may only be used by family members or guests:
  - That legally reside in Ocean Ridge with a fulltime or part time property owner.
  - While visiting a property owner currently staying in Ocean Ridge or the immediate area.
- Property owners are not to loan access cards to family members and friends visiting the area unaccompanied by the owner.
- Access cards are not to be loaned to owner's service providers, or others, as tips, gratuities, or other forms of compensation or consideration.
- At its discretion, the ORMA BOD may elect to issue access cards to ORMA vendors or providers of a service.

## Ocean Ridge Master Association Rules & Regulations

### B. Vehicles, Other Transportation Devices

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#### **1. ORMA Decals and Vehicle Registration**

Owners are required to register all vehicles requiring unimpeded access to Ocean Ridge Plantation locations. ORMA vehicle decals are available by visiting the HOA Community Manager office or completing the online form found on [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

Decals are issued for vehicles registered to the deeded Owner/spouse, and family members who reside full time in Ocean Ridge Plantation, provided their vehicle is registered to the Ocean Ridge address.

The current ORMA decal must be affixed to the outside top corner of the driver side window. Decals for motorcycles must be affixed to the lower left side of the windshield (if present) or lower left side of the front fork (must be visible to facility attendants on driver/left side of vehicles).

ORMA decals and passes are the property of ORMA and are issued for a specific vehicle.

Transferring decals / passes to another vehicle is strictly prohibited.

Owners must remove ORMA decals and notify the HOA Community Manager upon sale of their ORP Property, the replacement of the windshield, or sale of the registered vehicle. Owners must notify the HOA Community Manager if a vehicle with an ORMA decal has been stolen.

Temporary Parking Pass hang tags may be requested by Owners driving rental cars.

Tenants are required to register their vehicles and request Temporary Parking Pass hang tags. The hang tag is required to be hung from the rearview mirror when in use and clearly visible from outside the vehicle.

Visitor vehicle passes are not required at this time. ORMA reserves the right to require visitor vehicle passes at any time.

Business temporary tags will be issued to real estate sales staff for limited (20 mins) parking access to all amenities, for the purposes of showing ORP amenities during sales opportunities.

ORMA reserves the right to deny issuance of a decal / pass, or to remove a decal / pass if it is not used in accordance with the Rules.

#### **2. Recreational Paths**

Pedestrians must utilize recreational paths where they exist and share the road where recreational paths do not exist.

Skateboarding, rollerblading, and hover boarding is only allowed on the recreational paths and are not permitted inside a facility. These activities are prohibited on all streets, parking lots and Common Area grounds. The use of helmets is strongly recommended.

#### **3. Speed Limit**

The ORP community-wide speed limit is 25 mph except the speed limit for Windsor Circle is 20 mph due to the narrower roadway.

All vehicles are to be driven at or below the posted speed limits within ORP.

## Ocean Ridge Master Association Rules & Regulations

### **4. Golf Carts for Personal Use**

Privately owned golf carts and those for personal use are prohibited in ORP.

### **5. Vehicle Maintenance and Junked / Wrecked Vehicles**

Vehicles in ORP must be in operating condition and have current registration, insurance, and license plates.

Maintenance of vehicles on private property must be performed in the garage.

Unlicensed, junked, wrecked, or stripped vehicles on any kind are not allowed on any lot, property, street or right-of-way in ORP.

## **C. Parking**

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### **1. General Parking Restrictions**

Vehicles must be regularly parked on Owners' paved driveways or in garages. The use of protective covers on vehicles parked outdoors is prohibited.

Overnight parking on roads, vacant lots and ORMA Common Facilities is prohibited.

Temporary daytime parking on road rights-of-way is permitted except where posted with No Parking signs. All tires must be completely on the paved road surface to be legally parked.

Temporary daytime parking on unimproved / vacant lots is allowed with the express written permission of the lot owner.

Parked vehicles cannot block passage of a street or a driveway or encroach upon private property.

### **2. Class I Commercial Vehicle Owned by a Resident**

Class I commercial vehicles owned by residents are permitted overnight on the resident's driveway only if no commercial equipment, lettering, or logos are visible.

### **3. Contractor / Non-Resident Commercial Vehicles**

Commercial vehicles may be parked on driveways or lots only during the permitted hours allowed for construction activity: 7:00 a.m. to 7:00 p.m. Monday through Friday, and from 8:00 a.m. to 5:00 p.m. on Saturday.

No construction activity is permitted on Sunday, Thanksgiving Day, Christmas Day, or New Year's Day. Emergency repair work is exempt from this restriction.

### **4. Recreational Vehicle Parking / Storage, Moving Containers / Trailers**

Storage or overnight parking of recreational vehicles, trailers, motor homes, watercraft, and similar types of vehicles is prohibited on any property within ORP.

PODS or similar type moving / storage containers must be placed in the driveway and are allowed for a maximum of 5 days.

## **D. Golf Courses**

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Ocean Ridge Golf (ORG) is a separate entity and has no affiliation with Ocean Ridge Master Association. The use of the golf courses is controlled by ORG. Access to and use of the Golf Course is strictly subject to the rules and procedures of the respective owners and operators of the Golf

## Ocean Ridge Master Association Rules & Regulations

Course and no Person gains any right to enter or to use those facilities by virtue of membership in the Association or ownership or occupancy of a unit.

### **1. Golf Patron Access / Errant Golf Balls**

Golfers may enter on foot private property (developed / completed home sites and vacant lots) and common areas to retrieve errant golf balls. Golfers are not allowed to “play” a ball located on private property or outside of the golf course boundary markers.

### **2. Out of Bounds Markers and Other Golf Course Informational Devices**

Out of Bounds markers, and other golf related signs, placards, markers, and flags are the property of ORG and are placed on ORG Property. If there is any question or doubt regarding proper placement of these markers, the Owner is to contact ORG for resolution.

## **E. Solicitation Restrictions**

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No door-to-door vendors, salesmen, or solicitations are permitted within ORP.

## **III. CONDUCT**

### **A. Owner’s Conduct and Responsibility for Guests, Tenants, and Contractors**

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Owners are responsible for their own conduct, and the conduct of their family, tenants, guests, and contractors under their employment. All persons must conduct themselves so as not to jeopardize or interfere with the rights and privileges of other Owners, residents, or their guests.

Owners who conduct themselves or allows their tenants or guests to conduct themselves in an unbecoming manner or who violate an ORMA rule or regulation are subject to disciplinary action by the Board of Directors, including suspension of the use of ORMA amenities and/or fines.

#### **1. Quiet Enjoyment**

Owners, tenants, and guests must act with respect towards all members of the community.

Loud, profane, offensive, or abusive language or music is not allowed.

Illegal, vulgar, offensive, or obnoxious activities are not allowed within the confines of ORP, including its Facilities.

#### **2. Respectful and Courteous Conduct**

Owners are expected to address residents, guests, ORMA service providers, Directors, Officers and Committee members in a courteous manner.

Physical or verbal abuse, harassment, threats, or accosting of any of these persons will not be tolerated and is considered a rules violation. Such actions may constitute Assault and are subject to reporting to law enforcement.

#### **3. Safety**

All persons must act in a manner that will not jeopardize the safety of others by their actions.

All persons must obey all safety rules and must cease and desist unsafe activity when instructed by ORMA representatives or service providers.

## Ocean Ridge Master Association Rules & Regulations

### **4. Damage to ORMA Common Property**

Owners will be held responsible for any damage to ORMA Common Facilities caused by themselves, family members, guests, or tenants.

### **5. ORMA Service Providers**

The actions of ORMA service providers are the responsibility of the HOA Management Company and the Board. It is inappropriate for Owners and guests to interfere with the management of ORMA. Comments and complaints are to be directed to the HOA Management Company or the ORMA Board of Directors. Reprimands for alleged staff misconduct are the task of the HOA Management Company or the ORMA Board.

## **B. Pets and Animals**

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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. No animals such as livestock or poultry may be kept, raised, or bred within any residential unit or anywhere within Ocean Ridge Plantation.

### **1. General Pet Rules**

Owners, tenants, and guests are responsible for the actions of their pets while on ORMA property.

Brunswick County leash laws and ordinances are always in effect within ORP. Please visit <http://aps.brunswicksheriff.com/ordinances/> for more information. Any violation will be deemed a violation of the ORMA regulations, and the offended Owner should register a Rules Violation Complaint. At the minimum, the following Rules will be enforced:

- Valid rabies tags must be attached to a collar or harness and worn by a dog or cat.
- Unattended pets may not run loose outside.
- Persons walking dogs, other than on their own property, must keep the animals on a leash.
- Persons walking dogs must clean up and dispose of excrement in the Owner's home trash receptacle.

### **2. Dangerous or Nuisance Pets**

The owner of any pet that endangers the health of any person or persistently creates a nuisance as defined in the Brunswick County Animal Control Ordinances is subject to enforcement action by Brunswick County Animal Control.

### **3. Complaints Regarding Nuisance Pets or Animals**

Owners or guests having concerns about, or feeling threatened by, a pet or stray animal within ORP should first contact the owner of the pet to resolve the issue. If this proves unsuccessful, then he/she should contact the Brunswick County Animal Control office for proper, safe management and resolution.

Contact Brunswick Animal Control by calling the shelter at 754-8204. Regular hours are Monday – Friday 8am – 5pm and Saturday 10am-2pm. After office hours or on holidays, call 911 and they will dispatch an on-duty-officer.

Violations reported to Brunswick Animal Control Services should also be reported to the HOA Community Manager for tracking of rules violations.

## Ocean Ridge Master Association Rules & Regulations

### **C. Burning**

No outside burning of wood, leaves, trash, garbage, or household refuse is permitted without a valid burning permit from the appropriate government agency having jurisdiction over such activities and from the Association through the HOA Community Manager.

### **D. Fishing, Hunting, Firearm, and Fireworks Restrictions**

Fishing is not permitted in any of the ponds or lakes within Ocean Ridge Plantation, except for fishing from the pier located in Reflection Lake at the Plantation Club. In accordance with the signs posted at each entrance violations should be reported to Brunswick County Sheriff by calling 911 to make a non-emergency report.

Reflection Lake fishing is strictly catch and release.

Hunting, as defined in this document, is prohibited within ORP except for wildlife management programs specifically authorized by the ORMA Board of Directors.

No discharge of firearms, including but not limited to, long guns, handguns, air guns, or BB guns of any description or size is permitted within Ocean Ridge Plantations.

The use of bow and arrows, slingshots, paint ball guns, etc. is not permitted with Ocean Ridge Plantation except for wildlife management programs specifically authorized by the ORMA Board of Directors.

The feeding of alligators, turtles, fish, and other aquatic or amphibian animals is prohibited in ORP.

The use of fireworks as banned by North Carolina N.C. Gen. Statutes §§ 14-410 through 14-415, 58-82a-1 through 58-82a-55; and 11 N.C. Admin. Code 5D.0101 through 5D.0115 are not permitted within Ocean Ridge Plantation.

## **IV. FACILITIES RULES & REGULATIONS**

### **A. General Rules Applicable to All Common Facilities**

ORMA Common Facilities are for the use of Owners, residents, and their guests.

Exceptions may be granted by the ORMA Board of Directors for speakers and lectures, instructors of classes, and for medical personnel conducting events such as blood drives.

Owners may bring guests, not to exceed eight (8) for any single visit, to ORMA Common Facilities. Owners wishing to bring more than eight guests may request an exemption through the HOA Community Manager office.

Invitations to guests to use ORMA Common Facilities by non-resident owners is not permitted unless the owner is accompanying the guest on a visit to the local area.

Individuals under the age of 16 must be accompanied and supervised by an adult, age 16 or older.

#### **1. Advertisements**

Posting or circulating advertisements in ORMA Common Facilities is prohibited. Exceptions are allowed for announcements of events sponsored by the Ocean Ridge Social Activities Committee or various Ocean Ridge club events.

## Ocean Ridge Master Association Rules & Regulations

### **2. Alcohol**

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 ORMA Common Facilities.

Unless prohibited by statute or ordinance, the responsible consumption of alcoholic beverages by those of legal drinking age is permitted.

### **3. Attire**

Appropriate attire is always required. Upper body garments must be worn in all activities, except males when using pool facilities.

Bathing suits are required when using pool, hot tub, sauna, and steam room facilities.

### **4. Conduct**

Common sense and sensitivity to others should be exercised when using the ORMA Common Facilities.

All individuals using ORMA Common Facilities must abide by all posted Rules.

Any conduct detrimental to the health, safety, or enjoyment of the participant or others using the ORMA Common Facilities is prohibited.

### **5. Damage to ORMA Common Facilities**

Damaged or broken equipment must be reported immediately to the HOA Community Manager.

### **6. Diaper Changing**

Diaper changing must be performed in a restroom where diaper changing tables are installed.

Where tables are not installed, every effort should be made to perform diaper changing in a sanitary manner in a discrete location.

Diaper changing is prohibited on tables, chairs, and counters at all ORMA amenities.

Proper sanitary disposal of used diapers and supplies is required.

### **7. Housekeeping**

Anyone enjoying the use of ORMA Common Facilities is expected to clean up before they leave, ensuring that all garbage is appropriately placed in available trash receptacles, tables are wiped clean, furniture is returned to its proper location, and lights and ceiling fans are turned off.

### **8. Parking at ORMA Common Facilities**

Parking is not to obstruct the normal flow of traffic. Designated parking areas are to be used where provided.

Parking may be limited at times, and we encourage car-pooling to any of our ORMA Common Facilities to mitigate this challenge.

### **9. Pets**

Pets are not permitted inside, or within the exterior areas of any ORMA Common Facility, except for registered service animals.

## Ocean Ridge Master Association Rules & Regulations

### **10. Removal of ORMA-owned Equipment or Furniture**

Removal of ORMA owned equipment and furniture for personal use / private events is prohibited.

### **11. Reserving ORMA Common Facilities**

Select ORMA Common Facilities may be reserved for events open to all ORP Owners or for activities of members of an Ocean Ridge club, group, or neighborhood. Facilities cannot be reserved for private events. Refer to the section specific to each amenity for more information.

Instructions on how to reserve Facilities can be found on [orma.nabrnetwork.com](http://orma.nabrnetwork.com). Examples of events that may be reserved include:

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

Prohibited Events:

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

The ORMA Board has the discretion to alter or cancel a reservation to support the needs of the ORMA Board and its committees.

### **12. Safety and Users' Assumption of Risk**

Anyone using ORMA Common Facilities does so at his or her own risk.

All users of ORMA Common Facilities assume sole responsibility and liability for their personal safety, and security of their personal vehicles and possessions.

All persons utilizing the ORMA Common Facilities should acquaint themselves with the health and safety equipment available within each location.

### **13. Smoking, Tobacco Use, Vaping**

All ORMA Common Facilities and common areas are Smoke Free. This includes all tobacco, e-cigarettes, and vapor products.

## Ocean Ridge Master Association Rules & Regulations

### 14. Trash

Trash receptacles are available for the disposal of waste and recyclables generated while using the amenity. Owners are prohibited from disposing of personal household or business waste in amenity trash cans and dumpsters.

All trash must be placed in a receptacle, if available, or must be removed from the site. Where recycling containers are available, plastic, aluminum, and glass bottles must be recycled.

### B. Hours of Operation for ORMA Amenities and ORMA Common Facilities

• Plantation Club Members Lounge	5:00am – 10:00pm
• Plantation Club Fitness Center	5:00am – 10:00pm
• Plantation Club Indoor Pool Area	5:00am – 10:00pm
• Plantation Club Pickle Ball/Tennis Courts	7:00am – 10:00pm
• Plantation Club Outside Pool Area	Dawn to Dusk*
• Pavilion Recreational Center	5:00am – 10:00pm
• Pavilion Outdoor Facility	7:00am - Sunset*
• Plantation Garden	6:00am - Sunset*
• Preserve Point Nature Walk	Sunrise to Sunset*
• ORMA Beach House	5:00am – 10:00pm
• Leased Meeting Rooms Sunset Beach Commons Mall	5:00am – 10:00pm

\*no later than 10:00pm

The ORMA Board of Directors may, at their discretion, grant an extension to the above listed hours of operations to accommodate specific events.

### C. Beach House

#### 1. Appliances and Furniture

The indoor furniture is not to be moved outdoors. The outdoor furniture is not to be moved indoors.

Overnight storage of personal food / beverages within the building is prohibited. This includes the refrigerator or other appliances, cabinets, or other storage areas. Items left will be discarded.

#### 2. Elevator / Lift

The lift located in the Beach House is designated for use by authorized handicapped individuals only and is not to be used for freight.

The lift can accommodate up to two (2) persons.

To operate, a key must be obtained from the ORMA Community Manager. Users must follow all posted instructions.

#### 3. Grilling

Grilling is not permitted on Beach House property.

#### 4. Outdoor Showers / Foot Showers

Outdoor showers must be used to remove sand prior to entering the Beach House. During winter months (when water is not available outside) use appropriate means to remove sand prior to entering the Beach House.

## **Ocean Ridge Master Association Rules & Regulations**

The sinks in the interior of the building may not be used to remove sand from persons or personal belongings.

### **5. Parking**

Parking at the Beach House is exclusively for ORP Owners and available on a first come first served basis.

Any vehicle parked at the Beach House facility must display either a current ORP decal (issued by ORMA) and be permanently attached in accordance with the Rules, or a valid Temporary Parking Pass hang tag. Temporary Parking Pass hang tags are only available from the HOA Community Manager for Owners driving rental vehicles or tenants.

Any unauthorized vehicle may be ticketed or towed away at the owner's expense.

Guests must park their vehicles in the Town of Sunset Beach general lots or private paid parking areas.

### **D. Plantation Club General Rules**

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No glass or breakable containers are permitted in the Plantation Club facilities, except in the kitchen area of the Members' Lounge.

Swimming attire is not permitted in the Members' Lounge, Conference Room, or the Fitness Center.

### **E. Fitness Center at Plantation Club**

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#### **1. Age Restrictions on Use of Fitness Center**

No one under the age of 12 may use the Fitness Center. Individuals aged 12 to 15 must be accompanied by and remain in the immediate supervision of an individual 16 or older.

#### **2. Fitness Center Rules:**

- The fitness center may not be reserved.
- Proper athletic apparel is required, including specific footwear and clothing, while using the exercise equipment.
- Instructions posted on each machine must be followed
- Contact surfaces on machines must be wet wiped after use with supplies provided
- Use of cardio equipment is restricted to 30 minutes when others are waiting
- Hand-weights must be returned to the proper storage location after use
- Eating is not permitted in the Fitness Center
- Persons taking prescribed medication which may impair normal activities should not use the facilities
- The volume of the television, radio, recorders, and personal listening devices must be kept at a level not to interfere with the peaceful enjoyment of others.

### **F. Members' Lounge at Plantation Club**

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#### **1. Reservations**

The Members' Lounge may be reserved for activities as outline in Section IV.A.12, above.

Various activities such as Board Meetings, exercise classes, and club meetings are routinely held in the Members' Lounge. Refer to the ORMA calendar for scheduled events and activities.

## Ocean Ridge Master Association Rules & Regulations

### **2. Restoration Following Use**

Users must restore the furniture to its original position, clean all surfaces used, and remove and dispose of trash into the containers located in the outside enclosure of the Plantation Club.

Failure to comply may prevent acceptance of future reservations of the offending group.

### **G. Pool and Hot Tub Rules**

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Individuals under the age of 16 must be accompanied and supervised by an individual 16 years or older.

The outdoor pools and the pool deck cannot be reserved.

Recreational swimming is allowed whenever group exercises are not in session, and from 11:00 am until 10:00 pm on weekdays and on weekends from 5:00 am until 10:00 pm.

During winter holiday weeks, the indoor pool is open to all swimming activities from 6:00 am to 10:00 pm. Winter holiday weeks include Easter, Thanksgiving, and Christmas.

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.

Children under the age of 12 years are not allowed in the hot tub.

Indoor showers are provided for use prior to and after utilization of the hot tub, sauna, and steam room facilities. Using these showers to rinse off beach sand is strictly prohibited.

#### **1. Lifeguards are Not on Duty at ORP Pools**

Swimmers assume responsibility for their safety and that of their minor children. It is strongly encouraged that no one use the pool unaccompanied, especially non-swimmers.

Swimming in either the indoor or outdoor pools during inclement weather conditions is not recommended.

No safety procedures or storm warning systems are utilized to protect individuals from lightning strikes.

#### **2. Pool Code of Conduct**

Pool users and their guests must adhere to all general code of conduct rules pertaining to ORMA Common Facilities, as well as the following rules specific to pool use:

- Incontinent individuals and children not potty-trained must wear secure-fitting, waterproof swim diapers. Should an accident occur, the Owner is subject to financial liability for any costs incurred to clean and restore the pool to compliance with all applicable health codes.
- Children under age four (4) and not potty-trained are to use the baby pool under parent supervision. Violators will be asked to either move to the baby pool or leave the facility.
- Flotation devices such as arm floats and life vests may be used by non-swimmers. Except for "noodles" all other flotation devices are prohibited. This includes, but is not limited to inflatable rafts and chairs, flotation mats, boogie boards, and inner tubes.
- Small pool toys are allowed and must not interfere with the quiet enjoyment of others using the pools.
- Swim wear must always be worn.
- The indoor shower is not to be used to rinse off beach sand.

## Ocean Ridge Master Association Rules & Regulations

- Lounges, tables, or chairs cannot be reserved.
- Umbrellas must be kept closed when not in use, prior to leaving the facility pool furniture must be straightened.
- User must adhere to any additional posted rules.

### **3. Pool and Deck Prohibitions**

- Glass containers
- Running, boisterous and/or rough play
- Diving
- Personal chairs or lounges
- Scuba and snorkeling gear except for swim goggles or masks
- Spitting or blowing nose within the pools, hot tubs, sauna, and steam room
- Anyone with a communicable disease or open lesions / wounds must not use the pools.
- Anyone with skin, eye, or ear respiratory infections

### **4. Aquatic Fitness Classes**

Formal/organized pool activities, such as water aerobics classes, are held during specific days and times of the week which can be found on the ORMA calendar.

A formal/organized group (must consist of six (6) or more participants) may request a reservation for the indoor pool using the instructions found on [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

Formalized group exercise classes may reserve the indoor pool from 8:00 am to 10:00 am on weekdays. The reservations will be for one-hour block of time per day, beginning on the hour.

Group exercises must be open to all Owners and their guests (a fee may be required to participate).

### **5. Steam Room, and Sauna**

Children under the age of 12 years are not allowed in the steam room, or sauna. Those aged 12 to 15 must be under the direct supervision of an Individual 16 years of age or older.

All posted rules must be followed.

### **6. Outdoor Grill and Cookout Terrace**

The grill in the cookout terrace is available on a first come first serve basis and cannot be reserved for exclusive use.

No one under the age of 16 years of age may use or operate the grill.

Cleaning the grill after use is mandatory and is the sole responsibility of the user.

## **H. Tennis and Pickle Ball Courts**

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### **1. Hours of Operation and Lighting**

The 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 courts area.

Play on a closed court is not permitted.

All courts are subject to closing without notice for maintenance, repairs, or other reasons.

## Ocean Ridge Master Association Rules & Regulations

Playing tennis or pickle ball during inclement weather is not recommended.

No safety procedures or storm warning systems are utilized. Players assume responsibility for their own safety.

### **2. Organized Pickle Ball or Tennis Groups**

Organized Pickle Ball play is held during specific days and times of the week which can be found on the ORMA calendar found on [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

### **3. Reservations and Court Usage Time**

Reservations for play outside of organized play hours are not required. Those that would like to reserve courts outside of the organized play times may submit a request via [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

Reservations have priority over walk-on play.

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).

If players are waiting, reservations will not be held for late arrivals.

Court time is be limited to one hour if other players are waiting. Players with reserved court times may extend their play if other players are not waiting to use their court.

### **4. Sportsman-like Conduct**

All players must be appropriately attired in garments and footwear designed specifically as pickle ball/tennis wear. Shirts are required.

Good sportsmanship and proper etiquette must always be observed. Excessive noise, racquet throwing, or profanity is not permitted.

## **I. Nature Pavilion**

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### **1. General Rules**

Those using the Nature Pavilion for gatherings must follow the General Rules applicable to all ORMA Common Facilities and are expected to share the space with any other residents.

Activities at this facility must be concluded early enough to complete cleanup and turn off all lights and fans by dusk in respect for the Owners in the surrounding area.

### **2. Decorations**

Decorations are allowed provided they are installed in a manner which does not cause any damage to any structure or equipment

All decorations must be removed prior to leaving the facility.

### **3. Grills**

The grills in the Nature Pavilion area are available for use on a first come, first served basis.

No person under the age of 16 years of age can use or operate a grill

Users must extinguish charcoal and clean the grill prior to leaving.

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### 4. Reserving the Nature Pavilion

The Nature Pavilion, including the bocce and horse-shoe courts may be reserved for activities as outline in Section IV.A.11, above. Instructions on how to reserve ORMA Common Facilities can be found on [orma.nabrnetwork.com](http://orma.nabrnetwork.com).

## J. Plantation Gardens

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### 1. Restricted Use

The Plantation Gardens are planted, cultivated, and maintained by Owner volunteers.

Owners may only pick from the community garden on Garden Pick Days, determined by the Plantation Garden Committee.

- Dates and times will be posted on [orma.nabrnetwork.com](http://orma.nabrnetwork.com)
- Portions available on Garden Pick days are determined by the Plantation Garden Committee.
- Picking outside of the approved dates/times, or picking items not approved by the Committee is a rules violation.

Sections or plots of the Plantation Gardens are available for rent by owners for personal gardens.

- Items grown in these designated and marked areas are not available for others.
- Picking from a rented lot without the owner's permission is a rules violation.
- Specific rules apply for renting and maintaining individual garden areas and are available from the Plantation Gardens Committee.

### 2. Garden House

Access into the Plantation Garden House is restricted to Plantation Garden Committee members and Owners renting garden plots.

### 3. Parking at the Plantation Garden

The Plantation Garden parking area is for the use of persons using or visiting the facility and may not be used as parking for any other purpose.

## K. Preserve Point Nature Walk

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The Nature Walk located at the end of Preserve Point is not owned by, or under the control of, ORMA. Issues or concerns with this amenity should be directed to the Coastal Communities staff.

Users must observe all rules posted by Coastal Communities.

## V. RENTAL PROPERTY AND TENANTS

For these Rules, a Tenant shall be defined as anyone in possession of an Owner's home in exchange for any sort of consideration. Although Tenants are not members of ORMA, they are subject to the Governing Documents and other policies that govern ORMA and its Common Areas and Common Facilities.

### A. Owner Responsibility for Tenant Actions

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The owner is responsible for the actions of tenants and tenants' guests; and will be held financially liable for any damage to ORMA's Common Facilities, equipment, and/or Common Areas. The Owner will also be held liable, financially, or otherwise, for any violations of the ORMA Governing Documents of their tenants and tenant's guests.

## Ocean Ridge Master Association Rules & Regulations

Owners renting out their home must provide a copy of these documents to the tenants and ensure they fully understand all Rules.

### **B. Rental Term and Tenant Requirements**

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#### **1. Rental Term**

Residences cannot be leased or rented for a term less than ninety days.

#### **2. Tenants Information Sheet Required**

Prior to occupancy, it is the responsibility of the Owner to ensure that a Tenant's Information Sheet is completed and provided to the HOA Community Manager.

#### **3. Tenant Parking Permit and Access to ORMA Common Facilities**

Tenants are required to register vehicles and request ORMA Temporary Parking Pass hang tags.

Upon providing the Tenant's Information Sheet, tenants will be furnished hang tags for use during the term of the lease. The tag is to be hung from the rearview mirror and clearly visible from outside the vehicle when in use.

Owners must not give their ORMA vehicle decals to tenants.

If the terms of the lease include access to ORMA Common Facilities, the Owner must provide their access card(s) to the tenant and forfeit his/her rights to use the ORMA Common Facilities during the term of the lease.

## Ocean Ridge Master Association Rules & Regulations

### VI. PROPERTY USE AND MAINTENANCE

#### A. General Rules for Residential Use

All residences shall be for single family living.

All activities must be consistent with the residential character of ORP and must not constitute a nuisance, hazardous or offensive use, or threaten the safety of other residents of ORP, and determined at the sole discretion of the ORMA Board of Directors.

Activities that disturb the quiet enjoyment of neighbors, or damage the vegetation, wildlife, water, or air quality within ORP are expressly prohibited.

A home office is permitted. Any business, trade, garage sale, moving sale or similar activity must be fully contained within the home, provided the existence or operation of the activity is neither apparent nor detectible by sight, sound or smell from outside the home. Activities may not involve regular visitation of the home by clients, employees, agents, customers, suppliers, or other business invitees.

#### B. Community Wide Standards for Property Landscapes Compliance Requirement

You are responsible for maintaining your property in a manner that enhances and maintains the beauty and aesthetics of the community.

Owners must maintain their property, all structures, landscaping, parking areas, and other improvements consistent with the Community-Wide Standards for Property Landscapes and all applicable covenants, unless maintenance responsibility is otherwise assumed by or assigned to ORMA or a Village by the Supplemental Declaration or other declaration of covenants.

You are responsible for preventing the accumulation of trash, debris, and other unsightly litter that would detract from the cleanliness and beauty of the community.

The complete current version of the Community-Wide Standards for Landscapes may be viewed or downloaded from the [orma.nabrnetwork.com](http://orma.nabrnetwork.com) website. In general:

##### **Improved Lots**

- Turf shall be kept green, reasonably weed-free, and in good condition during the regular growing season. Bare spots should be seeded or re-sodded as needed.
- Turf shall be maintained and mowed on a regular basis. In no case should the grass exceed six inches (6") in height between mowings.
- All planting beds defined by bed edges must be neatly maintained, completely covered by organic material such as pine straw or mulch conforming to a type specified in the Residential Design Standards, and be kept free of weeds, vines and debris.
- Pine straw or mulch should be periodically reapplied to cover bare spots.
- All plantings must be living, disease free, pruned on a periodic basis, and in good shape. Dead shrubs should be replaced with the same or similar species.

##### **Unimproved Lots**

- Lots must be periodically mowed and/or bushhogged in their entirety and maintained consistent with the surrounding area, as further defined in the Vacant Lot Program. Lots shall have a grass height under twelve (12) inches.
- Unimproved lots may remain in a "natural" state with no additional landscape plantings or improvements required but shall nonetheless be maintained to be cleared of fallen trees, tree

## Ocean Ridge Master Association Rules & Regulations

limbs, dead vegetation, rubbish, and vines.

- Property owners have the option of contracting for this maintenance, performing the maintenance themselves, or requesting ORMA to perform the maintenance at its cost and be specifically assessed for it.

### C. Property Alterations, Decorations, Maintenance, and Use

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#### **1. Clothes Drying**

Hanging of laundry visible to any neighbor, street, common area, or golf course is not permitted.

#### **2. Debris Removal**

Storm debris, rubbish, logs, vines, and other materials may not be placed on the Common Area or roads unless an authorized pickup has been scheduled.

At no time can debris, (including storm debris), yard waste, trash, or logs be placed on a neighboring lot, common areas, or developer or golf course property.

Debris must be removed from the lot within forty-five (45) days of the storm or natural disaster event.

#### **3. Decorations**

Holiday lights, ornaments, and decorations are permitted beginning the week of Thanksgiving and must be removed within two weeks following Christmas Day.

Other seasonal decorations and those celebrating U.S. National holidays, Halloween, and major religious holidays are permitted in the period two weeks prior to and one week after the Holiday.

#### **4. Flags, Flagpoles, and Banners**

ORP flag rules are consistent with the United States Code and the North Carolina Planned Community Act.

- Only the United States of America Stars and Stripes flag, as defined in Chapter 1 of Title 4 of the United States Code, the official flag of the State of North Carolina, and the official POW/MIA flag may be displayed as permitted below.
- Flags of any government or type other than those of a decorative banner nature as defined and approved under the *Decorative Banner* section below are prohibited.
- U.S. and N.C. flags may be displayed in accordance with or in a manner consistent with the patriotic customs set forth in Chapter 1 of Title 4 of the U.S. Code, as amended, North Carolina State Statutes, and the North Carolina Planned Community Act.
- The official POW/MIA flag must be flown below the U.S. Flag and is only permitted on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veterans Day per U.S. Department of Defense protocol for non-government buildings.

#### ***General Requirements:***

- Flags must be flown from an outrigger pole affixed by a bracket to the house or on a permanently installed in-ground pole.
- Flags cannot be hung from the structure other than by use of an outrigger pole.
- Flags cannot be attached to trees.
- If ASC approval of location and materials was not obtained as part of the original home construction plan, then ORMA approval is required by submitting the Design Change Application form to the HOA Community Manager prior to installation.

## Ocean Ridge Master Association Rules & Regulations

- Flagpole colors must be natural or anodized aluminum and in good condition.
- Owners are permitted to have one flagpole at the front of the home, and one flagpole at the rear of the home.
- Flags displayed in the interior in a manner visible from any adjoining property, common area, roadway, or golf course must comply with all ORMA flag rules including type and size.
- Flags must be in good condition.
- Flags may be flown continuously if properly illuminated for night display.

### **Size:**

- For ground set poles, pole height shall not exceed fifteen (15) feet and flag size shall not exceed four (4) by (6) feet.
- For outrigger poles, maximum pole length shall be eight (8) feet and the flag shall not exceed three (3) by five (5) feet.

For purposes of this section “The Flag of the United States”, “The Flag of North Carolina”, and “The POW/MIA Flag” 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.

### **Decorative Banners:**

Decorative banners, as permitted below, may be flown from an outrigger pole attached to the structure or an inground stake or frame.

- Types of decorative banners permitted are those with a seasonal or holiday theme, those supporting a sports team, or honoring a branch of the U.S. Armed Forces. Sport themed banners may only be displayed on the team’s game days.
- Some examples of banner types prohibited include those in support of or opposed to a candidate, referendum, campaign, political or social cause; or those containing advertising or obscene or offensive language or images.
- Banners cannot be flown from trees or strung from the structure.
- Banners on outrigger poles are prohibited on the same side of the house that an outrigger pole is used to display the U.S. or N.C. flag.
- Banners flown from outrigger poles are restricted to a maximum size of three (3) feet by five (5) feet.
- Banners displayed from an in-ground mounting device are limited to a maximum size of 24 inches by 24 inches.

## **5. Garbage Receptacles, Trash, Yard Waste**

Owners are responsible for the upkeep and cleanliness of the buildings and grounds within their home site by properly disposing of all garbage, trash, recycling waste, and yard waste and comply with the following:

- Other than the day of collection, all trash, recycling, and yard waste containers must be stored within an enclosure or the garage.
- Trash, recycling, and yard waste containers 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.
- Trash and debris shall not be placed in the street, street right-of-way or on any undeveloped property.
- Owners must utilize residential garbage & recycling receptacles and collection services

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provided by Brunswick County.

- Yard waste must be disposed of through a private landscape maintenance contractor, the semi-monthly subscription to Brush Bandits, or by personally transporting the material to the Brunswick County Bolivia landfill or the convenience center off NCSR 904.
- Dumping of trash, landscaping waste, or construction debris on any vacant lot, ORMA Common Area, or golf course property is strictly prohibited.

### **6. Landscape Ornaments**

Prior approval is required for the installation of statuary, landscape, and house ornaments such as fountains, banners, flags, trellis, and other decorative elements in the front yard. If ASC approval of location and materials was not obtained as part of the original home construction plan, then ORMA approval is required by submitting the Design Change Application form to the HOA Community Manager prior to installation.

Excessive landscape ornamentation is not permitted.

Benches, tables, chairs, etc. are restricted to the porch.

Hammocks are not permitted in the front yard.

All landscape ornamentation should be an integral part of, and harmonize with, the overall landscape plan and architectural style of the home. It cannot block desirable views and vistas nor negatively impact adjacent Home Sites and should maintain high design standards and be aesthetically pleasing. It should incorporate natural finishes and blend with and enhance the natural surroundings.

### **7. Landscape and Exterior Home Modifications and Painting**

No approval is required to repaint the exterior in accordance with the originally approved color scheme. All other exterior modifications, additions, remodeling, painting of a color not originally approved, or revised landscaping design must have prior approval of the ASC through the Design Change Application process. Owners should refer to the CCR's and Architectural Design Standards, including all addendums for specific rules. Examples of other modifications requiring ASC approval include, but are not limited to:

- Exterior Landscape Lighting
- Screened Porch Conversions
- Tree Removal
- Installing rock, stone, or boulders
- Retaining walls and planting bed borders
- Detached Structures (gazebos, pergolas, etc.) and Fire Pits
- Fences (including dog runs)
- Fill or Drainage Modifications

### **8. Mailboxes and Posts**

The mailbox, posts, and numbers must be kept in good condition, and be of the approved colors.

The Mailbox Maintenance Policy listed below is taken from the Ocean Ridge Residential Design Standards.

- The post must be painted with the approved "Ocean Ridge Green" which can be obtained at Sherwin Williams in Ocean Isle Beach or Spectrum Paints in Shallotte.
- The street address numbers must be "standard 4" Hyco Reflective Numbers" and in good

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condition.

- The mailbox color is gloss black.
- If a replacement mailbox is required, the standard is a Fulton – size 1 ½ Black Enamel #19342 mailbox and is readily available at Coastal Hardware on NCSR 904, other local hardware and home improvement stores.
- An optional low maintenance poly-wood post is available. For information on pricing and ordering contact the ORMA HOA Community Manager.

### **9. Netting and Plant Coverings**

Unobtrusive netting or coverings of individual shrubs is allowed for protection against frost/freeze and animal invasion or destruction.

Coverings, netting, nylon filament line, or similar materials attached to trees are not permitted. The use of PVC pipe, flexible fencing, chicken wire, or other materials is prohibited.

### **10. Open House / Model Home Showing / Personal Property Auctions**

Anyone planning this type of event on the Plantation is required to contact the HOA Community Manager prior to the event for authorization and instructions.

No signs are to be posted within ORP, including on the Owner's property. All items for sale are to be contained within the home, e.g. no garage/drive-ways sales, or sales visible outside of the property.

Parking must be managed such that the flow of traffic is not impeded on any street, nor damaging to any lots.

### **11. Outdoor Burning**

No outdoor burning is allowed within ORP except for ASC approved propane fire pits.

### **12. Party Canopies**

Temporary use of canopies requires prior approval by ORMA via the HOA Community Manager and should be requested at least 10 business days prior to the planned use.

Canopies may not exceed 15 feet in height and must be placed on the property to minimize blockage of neighboring property views.

Individual canopies may not exceed 20 feet by 30 feet of covered area. Multiple canopies may be used provided that no one canopy has a dimension longer than 30 feet and the total ground covered area does not exceed 600 square feet.

Use of canopies is limited to the rear of the property and must not impinge on common areas, golf course, or neighboring properties.

Canopy use is limited to 5 days, which includes the time to assemble and disassemble the canopy.

### **13. Playground Equipment and Basketball Hoops**

Children's play equipment requires ASC approval and is restricted to within the building envelope so as not to obstruct neighbors' views. Play equipment must meet the requirements of the Residential Design Standards and be of a finish that will blend with the natural surroundings.

Play equipment attached to trees is prohibited.

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Portable basketball hoops are permitted without ASC approval. Except when being used for play, portable hoops must be lowered and stowed in an inconspicuous location and not visible from any roadway, common area, or adjoining property.

Permanent in-ground pole and structure mounted installations of basketball hoops are not permitted.

### **14. Reflectors and Roadway Edge Markers**

Use of any type of reflectors or other device to mark roadway edges, or vehicle impediments (such as rocks, poles, etc.) along the edges of roadways (which is Common Area property) is prohibited.

- For clarification, the ORMA roadway right-of-way encroaches between ten (10) to fifteen (15) feet onto most Owner properties.
- Nor can any other kind of item be placed on this Common Area property except for protection sprinkler heads.

An exemption may be requested by Owners of property abutting roads without curbing for the installation of solar lights to impede inadvertent vehicle traffic on the Owner's lawns.

- The solar lights must be spaced at intervals of no less than 15 feet and at least one foot from the edge of the roadway.
- An application form for approval of a request to install solar lights for this purpose may be found on the ORMA website under the Documents tab in the Miscellaneous Documents section and should be submitted to the HOA Management Company.

### **15. Signs:**

No signs, advertisements, placards, posters, or billboards are allowed within ORP except for:

Generic home security signs (available for purchase from HOA Community Management office).

- Security signs are limited to a maximum of one (1) in the front and one (1) in the rear of the residence (the use of a rear sign is optional).
- The sign(s) are to be placed in a location primarily visible to foot traffic approaching the residence's entry and shall be installed within a landscaped bed immediately adjacent to the entry.

Political Signs adhering to the following specific guidelines:

- For this rule 'political sign' means a sign that attempts to influence the outcome of an election by supporting or opposing a candidate or issue on the election ballot.
- Only one (1) political sign, no more than 24"x24" may be displayed on any property.
- The sign may only be displayed no more than 45 days before and 7 days after the day of the general election.
- Federal / U.S. Government election signs must comply with all regulations in 11 CFR 110.11.

No sign, advertisement, banners, placard, poster, billboard, or flag of any kind shall be maintained or permitted within any windows or on any "Unit", or displayed in the interior in manner that is visible from any adjoining property, roadway, common area, or golf course except for:

- Those required by the ASC for new home construction.
- Those required by law or legal proceedings.

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As provided in the Master Declaration, this section does not apply to any activity conducted by the Declarant (as defined in the Master Declaration) with respect to the development and sale of the property at Ocean Ridge Plantation® or any commercial activities of the Declarant.

### **16. RENTAL PROPERTY AND TENANTS**

For these Rules, a Tenant shall be defined as anyone in possession of an Owner's home in exchange for any sort of consideration.

Although Tenants are not members of ORMA, they are subject to the Governing Documents and other policies that govern property use and maintenance within ORMA.

Owners will be held liable, financially, or otherwise, for any violations of the ORMA Governing Documents of their tenants and tenant's guests.

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### **VII. VIOLATIONS REPORTING PROCESS**

Property owners are encouraged to report observed violations.

The confidentiality of all reported potential violations is strictly maintained. The name of the individual(s) making such reports is never divulged to the potential violating party. Only members of the Rules & Regulations Enforcement and Rules Hearing Committees, ORMA Board, and the ORMA HOA Management Company with a “need to know” will have access to detailed information contained in reported violations.

#### **A. Violation Reporting Methods:**

Suspected violations can be reported by:

- Online Submission of a Rules Violation Report via the ORMA Property Owner Portal at <http://portal.camsmgt.com> or
- Emailing the HOA Management (CAMS) at [ask@ormaonline.org](mailto:ask@ormaonline.org) or
- Postal mailing a Rules Violation Report to ORMA, 190 Ocean Ridge Parkway, Ocean Isle Beach, NC 28469-6960 or
- Calling the HOA Management Call Center (CAMS) at 1-877-672-2267

#### **B. Required Information for Rules Violation Reports**

The following information is required for rules violation reports:

- Name and contact information of the Owner who is submitting the Rules Violation Report.
- The nature of the potential violation (e.g. describe the rule that was broken and what was witnessed).
- Time, date, and location of the violation.
- Name and address of the violators, if obtainable.
- Pictures are optional, but helpful during the investigation process.

#### **C. ORMA Management Response to Reported Violations**

Should a potential violation be reported, ORMA’s Management has been instructed to do any or all the following:

- Obtain the name and address of the potential violators.
- Investigate the potential violation.
- Provide all related information to the appropriate ORMA committee or the ORMA Board.
- In the case that children are involved, every reasonable and responsible effort will be made to contact the parents, guardian, or host prior to acting.
- Call upon a law enforcement agency for assistance, if necessary.

#### **D. Multiple Rules Violated in a Single Incident**

Reports of multiple rules violated in a single incident are considered separate infractions.

### **VIII. RULES ENFORCEMENT POLICY**

ORMA’s Rules Enforcement Policy adopted by the Board of Directors defines the process by which the Rules are to be enforced. Any Owner, resident, guest, or tenant violating these Rules may be subject to corrective action.

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### **A. PROCESS**

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#### **1. Log Rule Violation**

ORMA HOA Management Company or designee will log the Rule violation in the Rules Violation Record for the particular property.

#### **2. Courtesy Call (optional)**

The Owner may receive a call from ORMA HOA Management, Rules Enforcement Committee, or designee; however, this is not required. Any such notice is considered a courtesy.

#### **3. First Notification of Rule Violation Letter**

Except for serious or persistent violations, or those involving safety or property damage, a first Notification of Rule Violation Letter will be sent to the Owner (email &/or postal mail) defining the:

- Date of the violation.
- Specific rule violated.
- Request to cure the violation within a specified period. Most violations are given a required cure date of ten (10) business days or less from the first notification.

Delivery of the notice will be physically mailed (via US Postal Service) to the address listed in the ORMA Property Owner database for the property in question. Delivery may also include an emailed copy of the notification but is not required.

Fines are not levied on Owners or billed to the Owner's assessment account at this stage.

After the Rules Violation Notification is issued, the Owner has the time stipulated in the notice to correct the condition.

#### **4. Owner's Request for Extension to Cure Violation (optional)**

After delivery of the first Letter of Notification, an Owner may request an extension of time to cure the violation, within ten (10) business days of the first Letter of Notification. If, in the opinion of the Rules Enforcement Committee, an undue hardship would result if the owner were not provided additional time, the Owner will receive a second Letter of Notification, with any approved additional time to cure the violation.

#### **5. Second Notification of Rule Violation Letter (for uncured violations)**

Failure to cure the violation within the specified period will result in a Second Notification of Rule Violation.

A Second Notification of Rule Violation will give the Owner notice of a hearing date.

#### **6. Hearings, Fines and / or Suspension of Privileges for Rule Violations**

The owner will have an opportunity to present evidence to, and ask pertinent questions of, the Rules Hearing Committee. The Committee will also have an opportunity to ask questions of the owner for the purpose of reaching an appropriate ruling.

Hearings occur as scheduled even if the owner chooses to not participate.

After the owner, if attending, has presented any evidence, they will be excused. The Rules Hearing Committee will deliberate and when satisfied they have the necessary evidence a vote is taken. A simple majority of the Committee is required to affirm or null the violation.

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If the violation is affirmed, the Committee then determines the appropriate penalty.

If the Rules Hearing Committee determines a violation has occurred it may impose a fine, suspension of privileges, or both against the Owner(s).

- An initial fine of not more than \$100 may be assessed for the violation
- Beginning five (5) business days from the date of the decision additional fines may be assessed of not more than \$100 for each day the violation is not cured, and for each future occurrence.

Within five (5) business days of the hearing, the Rules Hearing Committee forwards their decision, including the amount of any fine(s) imposed or suspension of privileges, to the Owner.

After thirty (30) business days, any fine(s) levied against the Owner remaining unpaid may be subject to a lien(s) against the Owner's property in accordance with Article 4.4 and 10.9 of the Ocean Ridge Plantation Master Declaration.

### **7. Appeals to the ORMA Board of Directors (optional)**

After delivery of the Rules Hearing Committee decision, the owner has the right to request an appeal with the ORMA Board of Directors concerning the violation.

- Appeals must be requested by submitting a written appeal to the ORMA Board within fifteen (15) days after the decision was delivered to the Owner.
- Owners can submit appeals via email ([board@oceanridge.com](mailto:board@oceanridge.com)) or postal mail to the ORMA HOA Management office.

The Board will communicate the results of appeals to the Owner in writing, via the ORMA HOA Community Manager. If, because of the appeal, the violation(s) in question is later determined to be unfounded or unfair, that violation will be expunged from the Owner's record.

### **8. Serious and Persistent Rule Violations**

If a serious or persistent breach of the Rules occurs a hearing notice may be issued to the owner without issuance of a new "First Notice of Violation". Also, any previously imposed fine may be increased to a total amount not to exceed \$100 per day per violation, and/or the community privileges of the Owner may be suspended. If it is decided that a suspension of the community privileges should be imposed, the suspension may be continued without further hearing until the violation is cured.

### **9. Safety and Property Damage Rule Violations**

**Safety Violations:** For violations that involve the endangerment or safety of any person or property, ORMA may immediately take any necessary and appropriate action.

**Property Damage Violations:** For violations that involve property damage to the ORMA Common Area or Facilities all parties involved will be held responsible for reimbursement to ORMA for the cost of all repairs.

## **B. OWNER'S GUIDELINES FOR PROPOSING RULES AND RULE CHANGES**

Owners may propose new rules or changes to existing rules by submitting the proposed change, including justification for the change, to [ask@ormonline.org](mailto:ask@ormonline.org). The ORMA Rules Committee will conduct the following on any proposed change requested.

- Determine if the proposed rule comes within the purview of the ORMA Rules Committee. If

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not, they will refer the suggestion to the appropriate jurisdiction.

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