

**PARSLEY WOODS OWNERS ASSOCIATION  
RULES and REGULATIONS  
ENFORCEMENT PROCEDURES**

The By-Laws, Declaration of Restrictions, and the Rules and Regulations have been developed by the PWOA for the enjoyment and protection of the common grounds, amenities, appearance, ambiance, and general well being of the neighborhood. Homeowners are responsible for the conduct of the residents, guests, and/or any tenants in their home. It is the responsibility of owners to inform their residents, guests, and/or tenants of the Declaration of Restrictions, By-Laws, and Rules and Regulations of the PWOA.

**I. RULES AND REGULATIONS FOR RECREATIONAL AMENITIES**

These Rules and Regulations governing the commonly owned recreational amenities have been developed by the Board of Directors in accordance with the PWOA Declaration of Restrictions and By-laws. Each homeowner is provided a copy of the aforementioned documents when property is purchased within Parsley Woods, and at the time of any document revision. All residents, tenants and guests are expected to observe these Rules and Regulations when using neighborhood amenities.

**CLUBHOUSE: RULES AND REGULATIONS**

A. The Parsley Woods clubhouse may be reserved only by members of the PWHAO for personal or Parsley Woods HOA social and recreational events. The clubhouse shall not be used for any business or commercial purposes, either for-profit or non-profit organizations. Residents may reserve the clubhouse for use by invited guests only, and under no circumstances shall any event be "open to the public". Requests to reserve the clubhouse shall be made to the person(s) designated by the Board of Directors for such purpose, and this person is authorized to defer such requests for review by the Board of Directors when necessary. The member reserving the Clubhouse must be present, the entire time, during the event for which the Clubhouse was reserved by the member. Persons under the age of twenty-one are not permitted to reserve the Clubhouse, and persons under the age of eighteen (18) are not permitted in the Clubhouse unless accompanied by the child's parent or another PWOA adult resident.

B. The Clubhouse is available for reservation on a "First come, first served" basis.

C. Reserving the Clubhouse does not automatically reserve the pool or tennis court. On weekdays only, the Clubhouse can be reserved for functions at which the pool and/or tennis court are to be used also. At these times, the pool and tennis court can be used exclusively for a two (2) hour maximum interval, and only between the hours of 12:00 noon and 4:00 p.m. Such exclusive reservations exclude holidays and weekends, as these are preserved for homeowners' use.

D. Reservation of the Clubhouse ensures priority use of the clubhouse parking lot during the event.

**E. The key to the Clubhouse may be picked up the day of the event (or prior to the day of depending on the timing of prior reservations) from the designated Clubhouse Committee Chair, or his/her designated agent. The key to the Clubhouse must be returned to the same individual by noon the following day, or earlier if a subsequent early reservation has been made.**

**F. Owners who reserve the Clubhouse are responsible for ensuring that no guests park on neighbors' properties, or on the grass of common areas. Vehicles are to be parked along one side of the street only, or in the clubhouse parking lot.**

**G. The Clubhouse is a non-smoking facility. Smoking is permitted only outside on the deck areas, and all cigarette debris is to be deposited into the outside smoking receptacles provided for this purpose.**

**H. No alcoholic beverage shall be consumed by any person under the age of twenty-one (21) in the Clubhouse, pool area, or any other common area of Parsley Woods. Alcohol consumption is governed by North Carolina state law, and the PWOA assumes no responsibility for monitoring alcohol consumption, and will be held harmless for any violations of same, or accidents due to such violations. Members of the PWOA and their guests are expected to comply with state law.**

**I. No wet bathing suits or towels are allowed on the Clubhouse furniture or carpeting, as the chlorine can discolor both fabric and carpeting.**

**J. Users shall refrain from abusive language, intoxication, loud music, and/or vandalism while using the Clubhouse.**

**K. The PWOA recognizes that use of the Clubhouse has the potential to disturb the general enjoyment of the neighborhood by adjacent residents. In respect and recognition of such conflict the following time limits are imposed upon Clubhouse reservations:**

**Sunday - Thursday nights: no outside speakers or loud noise after 11:00 p.m. Friday, Saturday and Holiday evenings: same applies after 12:00 midnight.**

**L. Any party with an anticipated attendance of over fifty (50) guests must notify the PWOA Board Member acting as Clubhouse Liaison.**

**M. The Clubhouse key may not be duplicated for any reason by anyone other than the Chair of the Clubhouse Committee, or his/her designated agent.**

**N. Any PWOA member who has reserved the Clubhouse for a personal event is responsible for returning the Clubhouse to the condition in which it was received, prior to the next reservation or within twenty-four (24) hours, whichever is sooner, so that any subsequent member reservation may occur without need to clean, refurbish, or otherwise repair the furnishings, amenities, or appliances within the clubhouse prior to their use. For the purposes of this requirement, cleaning includes, but is not limited to, sweeping and mopping all areas covered in vinyl or tile, vacuuming all carpet areas, cleaning the surfaces of all furniture, cleaning the fixtures, surfaces and appliances in the bathrooms and kitchens, removing all trash to outside receptacles, clearing the outdoor planters from cigarette debris into the proper receptacles, and removing all debris from any**

outdoor surrounding areas into the proper outside trash receptacles. Cleaning supplies and a detailed list of expected cleaning activities is posted within the Clubhouse.

O. Any spills or damage to furniture, appliances, contents or Clubhouse building requiring professional cleaning, repair, or replacement shall be the responsibility of the owner at whose reserved event the damage occurred, ordinary wear and tear excepted.

P. Upon vacating the Clubhouse following an event, the PWOA member who reserved the clubhouse should make sure that the fireplace and kitchen stove are secured and clean, that the thermostat is set appropriately, that all interior lights are turned off, and that the outside doors are locked and secure.

Q. A member of the Clubhouse Committee shall inspect the clubhouse between each member reservation and determine that the condition meets the requirements of (N), (O) and (P) above. The Clubhouse Committee shall have the final authority to determine any PWOA member's responsibility for cleaning, repair, or replacement as outlined in (O) above, and shall present such evaluation to the PWOA Board for final action.

R. All users of the Clubhouse should be alert for possible theft or vandalism, and the presence of unauthorized strangers.

S. No skateboards, bicycles, or motorized vehicles shall be used on the Clubhouse deck or concrete walkways.

**POOL: RULES AND REGULATIONS**

A. Only PWOA members, Parsley Woods residents, and guests of either may use the pool. All guests must be accompanied at the pool by a resident. The host is responsible for the conduct of his/her guests.

B. Everyone who uses the pool does so at their own risk. There is no lifeguard on duty. The PWOA is not responsible for the loss, theft of, or damage to anyone's personal property which is used at the pool, or left on the pool premises.

C. Life rings and other safety equipment are for emergency use only. Pool users must not use rescue floatation devices for any other purposes.

D. The dates of opening and closing of the pool shall be published by the PWOA Board to the membership at either The Annual Meeting or by other notice in a timely and appropriate fashion. Hours of operation are as follows:

Sunday through Thursday: Dawn until 11:00 p.m.

Friday, Saturday and Holiday Evenings: Dawn until 12:00 midnight.

E. It is expected and required that all persons who use the pool shall be respectful of other users, as well as adjacent neighbors, and shall refrain from abusive language, intoxication, boisterous conduct, loud playing of music, and/or vandalism.

F. All users of the pool must be courteous and alert to any unsafe conditions.

- G. All users must shower before entering the pool.
- H. No diving, shoving, pushing, or running is allowed in the pool area.
- I. No glass containers or breakable objects are permitted in the pool area.
- J. No cooking equipment is allowed in the pool area.
- K. No pets are permitted in the pool area.
- L. Wet swimming suits and/or towels are not allowed inside the clubhouse.
- M. Proper swimming attire must be worn in the pool. No cut-off jeans or other filter-clogging clothing is to be worn in the pool.
- N. All persons who use the pool should be conscious of keeping the area clean; all litter must be placed in the trash containers provided.
- O. Swim toys and equipment may be stored in the storage room during the open pool season, but must be removed following seasonal closing of the pool so that pool furniture can be stored during the winter. Those making use of this room should make sure the door is securely closed and locked when they leave. The PWOA is not responsible for the loss, theft of, or damage to anyone's personal property left in the storage room.
- P. All children who are not yet "toilet trained" must wear swim diapers. Disposable diapers are not allowed to be used on children who enter the pool.
- Q. The last person to leave the pool area should make sure lights and fans are turned off in the bathrooms, and the pool gate securely closed and locked behind them.
- R. Children must be supervised by an adult at all times.
- S. No skateboards, bicycles, or motorized vehicles are to be used in the pool area.

**TENNIS COURT: RULES AND REGULATIONS**

- A. Only PWOA members, residents of Parsley Woods, and guests of either may use the tennis court. All guests must be accompanied by a member of the PWOA and/or resident of Parsley Woods during use of the tennis court.
- B. The tennis court is available on a "First come, first served" basis. Playing time is limited to two (2) hours for singles matches, and two (2) hours for doubles, when others are waiting to play.
- C. No skateboards, bicycles, tricycles, toys, pets, or other non-tennis vehicles or objects are ever to be used on the tennis court.
- D. No glass containers are allowed on the tennis court.

- E. Rubber soled tennis shoes **ONLY** are to be used for tennis play on the court.
- F. Trash is to be placed in the proper receptacles, either within the court or outside of the clubhouse.
- G. Users shall refrain from abusive language, intoxication, boisterous conduct, loud playing of music, and/or vandalism.
- H. The tennis court shall be left as it was found, and locked up after use.
- I. Children must be supervised by an adult at all times.
- J. Hours of Operation:
  - Sunday through Thursday: Dawn until 11:00 p.m.
  - Friday, Saturday and Holiday Evenings: Dawn until 12:00 midnight

### **PIER RULES AND REGULATIONS**

- A. The pier and its water access is for the use of PWOA members, Parsley Woods residents, and their guests only. Guests must be accompanied by an owner or adult resident when using the water access. Members and residents are responsible for the behavior of their guests.
- B. Hours of operation are:
  - Sunday through Thursday: Dawn until 11:00 p.m.
  - Friday, Saturday and Holiday Eves: Dawn until 12:00 midnight
- C. Everyone who uses the pier and kayak launch does so at his/her own risk. There is no lifeguard on duty. The PWOA is not responsible for the loss, theft of, or damage to anyone's personal property which is used at the pier or kayak launch.
- D. Children must be supervised by an adult at all times when using the pier.
- E. No running, diving, pushing, climbing or swimming from the pier is allowed.
- F. The entry gate must be fully closed and locked upon entering and exiting the water access area.
- G. Users shall refrain from abusive language, intoxication, boisterous conduct, loud playing of music, and/or vandalism.
- H. No skateboard, bicycle, or motorized vehicle shall be used on the pier.

### **PLAYGROUND RULES AND REGULATIONS**

- A. The Playground is for the use of PWOA members, Parsley Woods residents, and their guests only. Guests must be accompanied by an owner or adult resident when using the Playground. Members and residents are responsible for the behavior of their guests.

**B. Everyone who uses the Playground does so at his/her own risk. The PWOA is not responsible for the loss, theft of, or damage to anyone's personal property which is used at the Playground.**

**C. Children must be supervised by an adult at all times when using the Playground.**

## **II. ENFORCEMENT PROCEDURES**

**Violation of the Rules and Regulations, Declaration of Restrictions, or the By-Laws of the PWOA will be subject to the following enforcement procedures:**

**A. FIRST NOTICE FOR A VIOLATION (S): Written notice will be sent from the designated agent of the PWOA, to the owner of the property (with copy to the property resident if the property is leased), specifying the violation(s), and a request for a reasonable time of compliance. Such notice will include the statement:**

**“The Board offers you the opportunity for a hearing to consider the violation(s) if you request such hearing in writing to the designated business office of the PWOA within fifteen (15) days from the date of this notice. The written appeal should be sent to the designated business office of the PWOA, and should include a copy of the violation(s) notice. The hearing must be held within thirty (30) days from the date of this notice. Failure to either correct the violation(s) or to submit a written appeal within the time limits herein stated will result in a second notice and advisement of a fine.”**

**B. SECOND NOTICE FOR CONTINUED VIOLATION (S). In the absence of a written appeal from the owner(s) and failure to correct the violation(s), written notice will be sent from the designated agent of the PWOA to the owner(s) of the property (with a copy to the property tenant/resident if the property is leased), specifying the violation(s), a request for immediate compliance, and the imposition of a \$100 (one hundred dollar) fine on the owner(s) for failure to either appeal or correct the violation within the stated time. Such notice will include the statement:**

**“The Board offers you the opportunity for a hearing to consider the violation(s) and the fine if you request such hearing in writing to the designated business office of the PWOA within fifteen (15) days from the date of this notice. The written appeal should be sent to the designated business office of the PWOA, and should include a copy of the violation(s) notice. Failure to either correct the violation(s) AND to pay the fine, or to submit a written appeal within the time limits herein stated, will result in a third notice and the imposition of an additional fine of \$25.00 (twenty-five dollars) for each day the violation(s) continue(s), beginning two (2) weeks from the date of this letter. Furthermore, failure to respond or correct the violation(s) will result in the suspension of all voting rights of the owner(s), and loss of privileges to use the recreational amenities by the owner(s), or tenants if applicable.**

**C. THIRD NOTICE FOR CONTINUED VIOLATION (S): In the absence of a written appeal as described above, and failure to correct the violation(s), written notice**

will be sent from the designated agent of the PWOA, to the owner(s) of the property, with copy to the property resident/tenant if applicable, informing them of the \$100.00 fine on the owner for failure to either correct or appeal the violation(s), and the imposition of a \$25.00 (twenty-five dollar) per day fine to begin on the specified date, and to continue until such time as the violation(s) is corrected. Correction or appeal of the violation following the third notice does not waive the \$100.00 (one hundred dollar) fine, any subsequent daily fines, nor any late charge fees, collection fees, legal fees, or interest on the same. Such notice will include the statement:

“Due to continued noncompliance with the By-Laws, Declaration of Restrictions, or the Rules and Regulations of the PWOA, and the existence of an unpaid fine to your account, all voting rights are hereby revoked, as are your privileges to use the neighborhood recreational amenities. Continued failure to correct the violation(s) AND to pay the fines within 10 (ten) days from the date of this letter will result in an additional fine of \$25.00 (twenty-five dollars) for each day the violation(s) continues, beginning 12 (twelve) days from the date of this letter. Furthermore, failure of the owner(s) to pay any and all fines that may accumulate for the next ninety (90) days will result in a lien being placed on the owners’ property for those total amounts.

Following correction of the noted violation(s), any recurrence of the violation(s) within one (1) year of the third violation will result in an immediate fine of \$100.00 (one hundred dollars) with an additional \$50.00 (fifty dollars) for each day that the violation(s) continues, beginning 10 (days) days from receipt of notice of the same.”

#### **D. REPEATED VIOLATIONS.**

1. **FINE.** In the case where an owner or tenant/resident repeatedly violates a particular By-Law, Restriction, or Rule and Regulation, a notice will be sent from the designated agent of the PWOA to the owner(s), with a copy to the tenant/resident if applicable, advising: the owner is being fined \$100.00 (one hundred dollars) for the repeated violation(s); the imposition of a \$25.00 (twenty-five dollar) per day fine to begin on the specified date, and continue until such time as the violation(s) is corrected; the owner(s), and the tenant/resident if applicable, have their voting privileges and use of the recreational amenities revoked until such time as the violation(s) is corrected.

2. **APPEAL PROCESS.** Any fine placed upon an owner for repeated violation(s) as described in “D” above may be appealed by submitting a written letter of appeal to the designated business office of the PWOA within ten (10) days from the date of the most recent notice of violation(s). The written appeal should be sent to the designated business office of the PWOA, and should contain (a copy of the violation notice] and a reason for the appeal.

**E. DELINQUENT FINES AND THEIR COLLECTION.** All fines are due and payable upon receipt. Delinquencies and the collection of delinquent fines, late charge fees, collection fees, legal fees, and interest on the same shall be handled according to II.C above, and in accordance with Article VII FISCAL MANAGEMENT, of the By-Laws.

### **III. AMENDMENT**

Amendments to the Rules and Regulations and the Enforcement Procedures may be proposed in writing to the Board. The Board may initiate or approve proposed

**amendments to the Rules and Regulations and Enforcement Procedures by a majority vote at any Board meeting at which a quorum is present. The Board shall advise each homeowner of any revision in a timely manner, either by U.S. Mail, hand delivery, or electronic means.**