

**Reefs IV Home Owner's Association, Inc.  
1308 Carolina Beach Avenue North  
Carolina Beach, NC 28428**

## **Owner Regulations and Guidelines**

1. **Each Owner, his or her family members, tenants, guests, and service personnel are subject to the Occupant Regulations and Guidelines of the Reefs IV Home Owner's Association. The Owner is responsible to ensure that all of the above are informed of the Occupant Regulations and Guidelines and that all tenants are provided copies of the Occupant Regulations and Guidelines.**
2. The Reefs IV property includes the building, Owner units, decks, balconies, landings, pool area and parking areas (Property).
3. No children or guests of an Owner that are under eighteen (18) years of age are permitted to occupy a unit unless a supervising adult is in residence during the entire time of occupancy.
4. Owners shall include proper language in their lease agreements to allow for lease termination for violations of the Occupant Regulations and Guidelines.
5. Reefs IV Home Owner's Association or any of its Board of Directors is not liable for any loss of or damage to personal property (including automobiles) that may occur on the Property.
6. Costs, or any portions of costs thereof (including the deductible), not covered by the Home Owner's Association insurance policy for repairs of damages resulting from plumbing fixtures or apparatus exposed within a unit will be the responsibility of the Owner in whose unit the problem initiated.

Some examples of problems under the control of unit use that can cause damages to others' property include: overflowing bath tubs, shower water leakage into walls at tub/wall joints, overflowing commodes, improperly installed plumbing fixtures and hoses; washer hoses bursting in winter; etc. Owner's are requested to maintain units to control such issues.

Owners are requested to maintain interior temperatures no less than 45 degrees Fahrenheit.

7. Reimbursement of cost for the repair of any damage to the Property's common areas, furnishings, or equipment caused by an Owner, guest of an Owner, or a tenant, including children of any of the preceding, will be the responsibility of the Owner. All repairs shall be made solely at the direction or approval of the Home Owner's Association Board of Directors.

8. Only the Home Owner's Association Property Manager (or agent thereof) is authorized to give instructions or to direct the activities of the Home Owner's Association's onsite maintenance personnel.
9. No Owner, guest of an Owner, or a tenant shall direct, supervise, induce or in any manner attempt to assert any undue or disproportionate control over the Property Manager (or agent thereof) or any employee of the Home Owner's Association.
10. Any alteration or added decoration to the exterior of the Property or to a unit is subject to the provisions of the by-laws. The Home Owner's Association Board of Directors must give prior authorization for any alteration or addition.
11. No Owner, guest of an Owner, or a tenant shall post any advertisements, posters, or signs of any kind in or on the Property without prior authorization of the Board of Directors with one exception. An Owner may place one standard size For Sale sign on the unit's street balcony railing. For clarity, only a For Sale sign can be posted, not a For Lease sign.
12. No Owner, guest of an Owner, or a tenant shall install wiring for computer, computer peripheral equipment, data network, electrical or telephone installation, television antenna, air conditioning units, or the like, on the exterior of the Property without prior authorization of the Board of Directors.
13. The Property Manager (or agent thereof) and the pest control technician are authorized to access every unit every two months for purposes of treatment. Refusal of entry is subject to a fine, as determined by the Board of Directors, per occurrence.
14. All Owners must furnish the Property Manager (or agent thereof) with keys for access to their unit. Should the Property Manager (or agent thereof) be unable to access a unit when necessary, Owner will be fined an amount as determined by the Board of Directors for each month operable keys are unavailable.
15. Owners may not permit anything to be done or kept in a unit that would increase insurance rates on the Property.
16. Owners may not advertise to rent units for durations less than 3 days in duration. Rental for durations of less than 3 days places the entire building at risk of being categorized for hotel usage.
17. Owners, guest of an Owner, a tenant, employees, service companies, occupants, or visitors shall not at any time or for any reason enter upon or attempt to enter upon the roof, attic, or utility rooms of the Property without prior authorization of the Board of Directors or the Property Manager (or agent thereof) company.
18. Owners shall not alter any wall structures within the unit without prior written authorization of the Board of Directors. Alterations could change the overall structural integrity of the building.

19. Owners are responsible and liable to replace sliding doors, storage room doors, and main entry doors as may be needed. Replacement shall be at least in kind, color, and quality of the existing items. Owners shall submit description of replacements to the Board of Directors for approval prior to installation.

Windows on the north and south exterior walls are considered part of the common exterior of the building and are the responsibility of the Home Owner's Association to repair or replace as needed from normal use. Section 7 above otherwise applies.

20. All Owners shall follow the current written pet plan/policy as established by the Board of Directors.
21. All Owners shall follow the current written parking plan/policy as established by the Board of Directors.

Reefs IV Home Owner's Association  
Board of Directors  
Updated: April, 2011