

On March 15, 2017, the Board approved a number changes in the language of the Fleetwood Rules and Regulations. The intent of the changes was to include in a single document all rules and regulations, or at least the identification of and reference to those rules and regulations. The previous version was reorganized, and rules that were “on the books” and informational items not previously included were added. A few new rules and informational items were also drafted and approved. [Click here to go to the revised document.](#) Aside from the reordering done, the changes are as listed below:

The following:

Changes in Use Restrictions, Rules, Requirements, Recommendations, and Other Guidelines

In the interests of Fleetwood resident, the Board may promulgate, modify, or delete any of the following items. [See Declaration, Section 7.19]

was deleted and replaced by:

Authority

The Board is authorized to make, modify, repeal, and enforce reasonable rules and regulations governing the conduct, use, and enjoyment of units and the Common Elements. [See Declaration, Article 16.1]

The following new article (which is not a new rule) was added.

Communications

From the Board: The Board communicates via U.S. mail, email, and the website. Each owner and renter is responsible for notifying the Board of his/her current email address and/or preferred mailing address. For individuals with more than one mailing address on record, the Board will use the address understood to be that of the primary residence, unless notified otherwise. Please use the online Personal Information form for changes or corrections.

To the Board: Please USE THE ONLINE FORMS to communicate requests or concerns to the Board or to standing committees. There are forms for

- Departure notification
- Guest Registration
- Leasing request
- Change of Personal Information
- Specification of Emergency Contact person(s)
- Building Maintenance Request
- Exterior Change Request
- Grounds Request
- Trenching Requirements Agreement

- Clubhouse Reservation Request
- Email to Board – to communicate to the Board and officers with suggestions, concerns, questions, etc. DO NOT use this form to communicate complaints or concerns about fellow residents; instead, you should use the
- Owner Complaint Form. Please read and follow the process detailed there.

The Board, officers, and committee chairs will do their best to deal promptly with requests, complaints, or concerns communicated via these forms and in compliance with the directions included there.

The following new article (which is not a new rule) was added.

Guests

Residents may allow use of their unit by relatives or close friends when not present provided the Guest Guidelines (Appendix A3 below) have been followed, including completing and submitting the Guest Registration form and providing the guests with a completed copy of the Instructions & Information for Guests (Appendix B1 below).

[Note: these requirements apply only to guests occupying a unit in the absence of the owner or lessee. Nothing is required if guests are visiting while the owner or lessee is present].

The following new article (which is not a new rule) was added.

Leaving a Unit Empty

Each unit owner is responsible for protecting his unit when it is left empty. The full details of one's responsibility can be found in the Fleetwood Emergency Plan (Appendix A1 below). In particular:

- If the unit is vacant overnight, the water must be shut off.
- In addition, if the unit will be vacant for more than 72 hours, the appropriate parts of the online Departure Notice must be filled out and submitted.
- In addition, if the vacancy is more than 72 hours AND falls between December 1st and March 15th, part A of the online Departure Notice must also be filled out and submitted.
- If the vacancy is more than two weeks AND falls between December 1st and March 15th, the unit must be winterized [See Winterizing and Draining Check List – Appendix B2 below] and the online Departure Notice, including parts A and B, must be filled out and submitted.

Because the rules regarding leasing and renting are more detailed than those regarding selling (where only notice to the Board is required), the article on notice was amended to drop the reference to leasing

Notice of Desire to Sell

Owners intending to sell their unit must give written advance notice to the Board, as expediently as possible. [See Declaration, Article 13.2]

and the existing rules about leasing were collected into a single article:

Leasing

- No unit owner is permitted to lease his/her unit for transient, hotel or time-sharing purposes. [See Declaration, Section 7.18]
- All leases must be for no less than one year. [See Declaration, Article 13]
- No more than eight units may be leased at any one time.
- Owners who wish to lease must fill out a Unit Leasing Request Form. Requests will be granted in order, up to the limit of the available number of leases, and requests beyond that limit will be placed on a waiting list. [See detailed information in the Unit Leasing Policies, Appendix A2 below]
- All leases must use the Board-approved Lease form. [See Lease Agreement Form] A copy of the signed lease form must be provided to the Board within fifteen days of signing AND prior to occupancy. [See Declaration, Article 13.2]
- For renters, a Board interview and approval is needed prior to occupancy. [See Declaration, Article 13.1]

A new informational article on maintenance was added

Building and Grounds Maintenance

Standing Committees are in place to oversee the routine, scheduled maintenance of the common elements and limited common elements at Fleetwood Plaza (clubhouse, pool, road, grounds, carports, exteriors of buildings, etc). Residents may request maintenance for particular items at or near their unit via a Building Maintenance Request or a Grounds Request.

and existing rules from two articles, “Building Modifications” and “Regulations Governing Building and Grounds Modifications”, were edited and merged into a single article:

Building and Grounds Modifications [See Declaration, Section 7.4]

- No unit owner shall make structural alterations or modifications to his unit, internally or externally, or to common areas & facilities without first getting written approval from the Board.

- **MODIFICATIONS TO BUILDINGS:** Any changes to the Limited Common Elements (Declaration, Article 6) that have been made by any owner, past or present, are the responsibility of the owner-of-record. The expense of maintaining the alterations or additions to meet safety and aesthetic standards, as defined by Fleetwood Plaza Regime, Inc., will be borne by the owner-of-record. Should the Board of Directors determine that the owner is not properly maintaining the alterations or additions, Fleetwood Plaza authority to contract for the repairs or modifications at the owner's expense. If it is necessary to remove any addition or alteration during the course of maintenance efforts, Fleetwood will not be responsible for restoration of the addition or change. All work will be done by a Contractor approved by Fleetwood. Fleetwood will retain a record of all additions or alterations to the Limited Common Elements.
- **SOUNDPROOFING:** When any hard surface is placed as flooring in the upstairs units of any Fleetwood buildings, adequate sound proofing material must be installed before the finished surface is put in place. [See detailed information in the Soundproofing Policy, Appendix A6 below]
- **MODIFICATIONS TO GROUNDS:** Unit owner requests for landscaping modifications or additions will only be granted subject to the unit owner's agreement to restore the area to its original state (at owner's expense) or to confirm before closing that the buyer agrees to maintain the modified area. This condition will include all subsequent ownership.
- **CONVEYENCE:** A unit owner shall convey to a potential buyer the responsibility for the maintenance of all Board-approved modifications or additions to a Limited Common Element and the maintenance of all Board-approved grounds modifications or additions.

The article on unit access was amended by the addition of a new final sentence:

Owners may identify one or more persons as contacts in the event of an emergency. [See Contact Preferences form]

The article regarding exterior cable connection was amended by the addition of a sentence (which is not a new rule) about trenching:

If any trenching is required, the Trenching Requirements and associated form (Appendix A7) must be followed.

The old article on “Signs” suggested incorrectly that “revised declarations” contained information about political signs, so it was amended by replacing the sentence

Exceptions exist for political signs (see revised declarations.)

with a new rule the following:

An exception is allowed for political signs (signs intended to influence the outcome of an election, including supporting or opposing an issue on the

ballot). No earlier than 45 days prior to and 7 days after an election, one (1) such sign may be exhibited on or near one's own unit provided it is no larger than 24 inches by 24 inches.

The following new article (which is not a new rule) was added.

Water Shutoff

Water must be shut off in any unit left vacant overnight or longer. [See Fleetwood Emergency Plan, Appendix A1 below.]

The article on winterizing

Winterizing [See Declaration, Section 7.14]

All unit occupants must follow the winterization regulations. These are found on the website. A reopening checklist is also posted on the website. [See Winterizing-Reopening Checklist]

was deleted and replaced by a new article (which is not a new rule):

Winterizing [See Declaration, Section 7.14; see Fleetwood Emergency Plan, Appendix A1 below.]

All unit occupants who are away from their units between December 1 and March 15

- a) for more than two weeks – must winterize their units.
- b) for more than 72 hours but less than two weeks – must EITHER winterize their unit OR leave a full gallon of nontoxic antifreeze on their washer/dryer to be utilized should emergency winterization of all units become necessary.

The informational article on town services was expanded to include existing information found in the Welcome Packet:

Garbage, Recycling, Water & Sewer Service:

The Town of Laurel Park and the City of Hendersonville furnish these services.

At Fleetwood, we do not have to place trash bags at the roadside. As a courtesy to Fleetwood, the handlers will remove the bags from our own individual garbage areas. If you experience any problems with trash pickup, please contact one of the Board Members. Please Do NOT contact Laurel Park directly.

Red golf tees and holders (screw-in eye bolts) are provided for each unit. These are usually placed on or near the door handle to a unit's trash area. If you are to be gone for an extended period, please arrange for a neighbor to insert the tee in the holder after your trash has been picked up. This is a signal to the trash handlers that they do not need to open the door and check for trash (because there isn't any). This system has two objectives:

- A courtesy and time-saver for the trash handlers (who actually do us a big favor by not requiring road-side placement of trash)
- Reductions in wear and tear on the heavy trash enclosure doors. Maintenance and repair of the doors and latches are constant and costly headaches. Minimizing wear and tear saves Fleetwood money

The article on use of the clubhouse was amended by addition of the following sentence (which is not a new rule, though it is a technical change requiring the request to be made online rather than via paper form):

The clubhouse may be reserved by residents for private functions; a resident wishing to reserve the clubhouse must follow the Clubhouse Reservation Guidelines [Appendix A4 below] and request permission from the Board via the online form.

The PDF (printable) version of the Redbook – Declaration, Bylaws, and Rules and Regulations – was also amended by the addition of a number of appendices, existing (A) policy documents and (B) informational documents, which are the references cited in some of the changes noted above. In the online version, these references are replaced by hyperlinks to the already-existing online documents themselves. [Click here to go to the revised online Rules and Regulations document.](#)

The appendices are:

- Appendix A1 – Fleetwood Emergency Plan**
- Appendix A2 – Unit Leasing Policies**
- Appendix A3 – Guest Guidelines**
- Appendix A4 – Clubhouse Reservation Guidelines**
- Appendix A5 – Clubhouse & Pool Rules**
- Appendix A6 – Soundproofing**
- Appendix A7 – Trenching Requirements (and form)**
- Appendix B1 – Instructions & Information for Guests**
- Appendix B2 – Winterizing and Reopening Check Lists**
- Appendix B3 – Fleetwood Grounds Information and Tips**
- Appendix B4 – Revised Building Captain Duties**