

# **Narrative SUMMARY of Use Restrictions, Condensed Rules, Requirements, Recommendations and Other Information**

Approved by Fleetwood Board on August 5, 2015

**Important Note: This is only a summary of these important items. It is published for helpful use as a general information document. For many of these items, additional details can be found in the Red Book, Website and other documents.**

## **USEAGE:**

- All units are restricted exclusively to single-family residential use.
- No unit may be divided or subdivided into smaller units unless the Declaration is amended.
- No commercial business activities shall be conducted on any portion of the property except in the unit owners own individual unit. Even in these instances, written Board approval must be obtained.
- No activities shall be carried on nor condition maintained by any unit owner, either in his unit or upon common areas, if such activities should despoil, or tend to despoil, the appearance of the condominiums or the reasonable enjoyment of other residents.
- No nuisances, as determined by the Board, shall be allowed upon the condominium property.
- No unit owner is permitted to lease his/her unit for transient, hotel or time-sharing purposes.
- All leases must be for no less than one year; no more than eight units may be leased at any one time.

**NOTICE OF DESIRE TO LEASE OR SELL:** Owners intending to lease or sell their unit must give written advance notice to the Board, as expediently as possible. Leasing provisions, including the required lease document, are detailed in the Red Book. For renters, a Board interview and approval is needed prior to occupancy.

**NEEDED ACCESS:** Official representatives of Fleetwood Plaza Regime, Inc. will have access to each unit for maintenance, repairs and inspections deemed necessary, upon oral or written notice to its owner. Notice will, understandably, be waived in emergency situations.

## **VEHICLES:**

- Per unit, only two passenger vehicles that are licensed for passenger use only are allowed.
- Trucks, RV's, pickup trucks for commercial use or that have more than four wheels, trailers, motor homes and commercial vans are not allowed.
- No recreational vehicles (boat, trailer, mobile home, motor home or similar) shall be stored in or upon common areas and facilities. Temporary parking and/or use (generally, less than five days) will be considered by the Board upon request.
- Customarily, the carport space closest to the carport storage shed is used by the upper unit and the other carport space by the lower unit.
- Second vehicles may be parked in driveway side spaces or upper circle spaces, but not on the road.

**STORAGE IN CARPORTS:** Overhead storage belongs to the upper unit.

## **BUILDING MODIFICATIONS:**

- Building and grounds modifications must be pre-approved by the Board of Directors.
- No unit owner shall make structural alterations or modifications to his unit or to common areas & facilities without first getting written approval from the Board.
- Modifications that modify the external appearance of units must also be pre-approved by the Board.

**GARBAGE, WATER & SEWER SERVICE:** The Town of Laurel Park and the City of Hendersonville furnish these services. Please review the separate portion of the website for these guidelines.

**SPEED LIMIT:** Do not exceed the posted limit of 14 miles per hour.

**PETS:**

- No more than one pet per unit.
- Maximum weight is subject to approval by interview of the owners and pets by the board.
- Pets should not be allowed to create a nuisance in terms of noise (barking, yipping, growling, etc.)
- Whenever such pet is allowed outside the living unit, then the pet must be on a leash.
- Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in the household garbage only.
- Cat litter may not be disposed of in toilets.

**USE OF CLUBHOUSE:** The Clubhouse is for the use and enjoyment of all residents and their guests. Friendliness, courtesy and respect will enhance the experience for everyone. Please welcome the guests and visitors of unit owners. Guidelines for use of the Clubhouse (including Pool and Workout Room) are found on the website.

**POOL SEASON:** The pool will generally be open from sometime in May to approximately October 1<sup>st</sup>. Specific opening/closing dates and times of pool operation will be communicated to the community. All users must observe signs posted in the area and the pool guidelines approved by the Board and/or posted on the website.

**WINTERIZING:** All unit occupants must follow the winterization regulations. These are found on the website. A reopening checklist is also posted on the website.

**OPEN DECKS:** Heavy loads such as large flower boxes, hot tubs and the storage of firewood, etc. are prohibited on open decks.

**SIGNS:** No sign, advertisement, notice, or other lettering shall be exhibited, inscribed, painted or affixed on any portion of the exterior or (interior if visible from the outside) without written permission from the Board. This prohibition also includes signs displayed in or on motor vehicles (other than “ bumper stickers), if those motor vehicles are regularly parked at Fleetwood. Exceptions exist for political signs (see revised declarations.)

**PORTABLE GRILLS:** The use of portable charcoal, gas and/or electric grills on open decks and porches (on both levels, including patios) is prohibited. Further, when such grills are used on lawns and grassy areas, they must be ten (10) feet from any Fleetwood building.

**CABLE TV, INTERNET AND PHONE CONNECTIONS:** Consistent with the limitations on exterior changes, Board approval must be obtained before stringing lead-in or any external wires across the

exterior of any building. Further, there shall be no exterior antenna or dishes unless approved by the Board

**FIREWOOD:** Should be stored 18" away from the building foundation and wall, including garbage area enclosures, and all other foundation walls. This requirement will preclude firewood being stored on porches or decks

**CHIMNEY CLEANING:** Units that burn firewood in their fireplaces **MUST** be professionally cleaned at least once a year in consideration of the protection of the entire building (see Bylaws Article VII, Section I., last sentence).

**SMOKE ALARMS:** Both battery and wired, should be replaced after ten years use. Batteries are generally recommended to be replaced twice a year. (The date of change to/from daylight savings time is a good reminder point.)

**FIRE EXTINGUISHERS:** Insurance carriers and fire departments generally recommend that households install at least one dry chemical extinguisher in a location either in or convenient to the kitchen.

**GARDEN HOSES:** Should be put away after use, rather than left on sidewalks, yards or gardens where they create a walkway hazard and an unattractive appearance.

**DOOR KEYS:** If you change the locks on your doors, which is certainly within your right to do, it is required that you submit copies of the keys for emergencies. The keys should be given to 1) the Board President or Emergency Coordinator; and 2) your building captain. Other than your building captain, your emergency key is kept in a lock box that is kept inside the locked records file room in the maintenance annex of the Clubhouse. Only authorized officials have the access code to the key box and the key to the file room.

**CHANGES IN USE RESTRICTIONS, RULES, REQUIREMENT, RECOMMENDATIONS AND OTHER GUIDELINES:** In the interests of Fleetwood resident, the Board may promulgate, modify, or delete any of the above items.

**COMPLIANCE:** All residents shall comply with both the "letter and spirit" of the above items.

Approved by Fleetwood Board on August 5, 2015

## **Miscellaneous Items**

### **Snow and Ice Removal**

When snow and ice conditions occur, the Fleetwood Regime will act as follows:

The weather forecast and existing conditions will be evaluated to determine if snow and/or ice removal is necessary. If the outlook is such that it appears the snow and ice will melt during the day, no action will be taken. If the conditions indicate that the snow and ice will remain during the day and continue into the next day, then arrangements will be made to obtain removal service as soon as possible. When removal service is activated the contractor will remove snow and ice from the sidewalks up to the front stoop or steps of the units and will clear a path to the mailboxes. Owners may engage services for additional removal at their option. Please note that stairs to the upper units are the responsibility of the owner and Fleetwood does not remove snow and ice from these steps. It is recommended that owners have snow melt and the proper tools for step cleaning.

Approved by Board October 4, 2005

### **Soundproofing Policy**

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. Hard surfaces include, but are not limited to the following, tile, wood, laminates, poured hard surfaces, slate and other natural quarried products, plus synthetic hard surface flooring. Board approval is required for any new, replacement, or additional hard surface placed in upstairs units. The request should include the type surface, the sound proofing material to be used, and the name of the contractor doing the work. Recommendations for sound proofing materials may be obtained by contacting the "VP - Building Maintenance".

Approved by Board 11/16/2006

### **Statement of Assessment Policy**

Questions occasionally come up concerning Fleetwood's assessment policy as it relates to the late payment penalty. First, the due date is the key to understanding how the late payment penalty works. The due date for assessment remittance is the first day of each fiscal quarter, i.e., the first day of October, January, April and July. Statements are mailed to the address of record or hand delivered to the mailbox of those in residence on or before the 15th of the month preceding the due date.

A ten-day grace period beyond the due date is extended to allow for extenuating circumstances. Any payment received after the tenth day following the due date that is not postmarked prior to the due date will automatically be assessed a penalty of five percent (5%) payable immediately upon

notification. Payment must be in the Regime mail box at 400 Fleetwood Plaza Drive on or before the tenth whether mail is delivered on the tenth or not, i.e., Sundays, Federal holidays, etc.

Board Approved 11/10/05

### **Fleetwood's Waste System, Sewage and Other Topics**

Please personally review this information with all of your unit occupants, visitors, cleaning and trades people.

**Do not use the toilets in your unit to dispose of anything other than human waste and toilet paper.**

Sewage from Fleetwood Plaza is collected at the sewer lift station on Pinewood Circle at the foot of Fleetwood.

When anything other than human body waste and toilet paper is flushed down a toilet, it jams the grinder pumps and burns out the motors. This then shuts down the entire sewer system that includes ALL of the TOILETS, SINKS, TUBS, SHOWERS, DISH AND CLOTHES WASHERS in Fleetwood's 63 units and our Clubhouse.

Again, **the system will not handle anything but human waste and toilet paper.**

The grinder pumps will NOT handle...

- baby wipes (including so-called "flushable")
- diapers of any kind
- dental floss
- sanitary pads - tampons
- condoms
- disposable underwear
- underwear of any type
- cleaning rags
- rubber gloves
- gauze dressings
- facial tissues - cotton balls
- paper towels
- cooking oil
- oils of any kind

The sewer system at Fleetwood belongs to the Fleetwood unit owners... nobody else. Repair costs get very expensive (several thousand dollars per call when a motor burns out or a line gets plugged). Any costs are borne by all Fleetwood owners. PLEASE be mindful and vigilant about this issue. Also, please make sure your guests and visitors follow these guidelines.