

# Rules and Regulations for Caswell Dunes, Inc. (Last Update: 10/22)

Throughout this document, you will see the term, **LSV**, which is an acronym for Low-Speed Vehicle. For purposes of the Caswell Dunes Rules and Regulations, this term will be defined as electric or gas vehicles and bikes that generally have a top speed of less than 30-35 mph. **LSV** will include, but may not be limited to, the following types of vehicles: golf carts, electric carts/low-speed vehicles (example Polaris GEM and like vehicles), and E-Bikes.

## Rule 1 - General Applicability:

Community Rules and Regulations may be changed at any time by the Board of Directors in accordance with the **Declaration and By-Laws** of Caswell Dunes, Inc. Changes or revision will be voted on at the Annual Meeting.

## Rule 2 - Walkways:

The walkways in front of the units and the entrance ways to the units shall not be obstructed. No bicycles, skateboards, rollerblades, scooters, LSVs or similar recreational items are permitted on the pedestrian walkways leading to the units, ocean/beach or pools.

## Rule 3 - Exterior Decorations:

1. **General Rule:** Owners/Renters/Guests are encouraged to keep decorative elements to a minimum because of the projectile risk during storms. Owners are responsible for damage sustained to other property when caused by flying yard and outdoor ornaments.
2. **Temporary Decorations:** Decorations, including lights, to recognize a holiday or event may not be displayed any earlier than one week before, or any later than one week after the holiday or event. The exception is decorations celebrating the Winter Holiday season, which may be displayed anytime between Thanksgiving and January 10th.
3. **Decorative, School, Political, National and State Flags:** Our Rules and Regulations do not prohibit the display of decorative, school, political, National or State flags in either the front or back of your unit. The United States and all State flags must be displayed in accordance or consistent with the customs set forth. The size of all outdoor flags may not exceed 4 ft. by 6 ft.
4. **Political Signs:** Signs must follow ordinances and other regulations noted below.
  - a. Political signs must be limited to no more than one such sign for a particular election.
  - b. The dimensions of political signs must be no greater than 24 inches by 24 inches.
  - c. Political signs may not be displayed earlier than 45 days before the day of the election at issue and no later than 7 days after the day of the election.
  - d. Political signs must be displayed upon property owned by the property owner.
5. **Ordinances and Regulations:** Various government ordinances regulate signs and flags in, on, or around the exterior of residences. Those ordinances are available to the public on the websites of the Brunswick County government and the town of Caswell Beach. The owner/guest/renter is responsible for ensuring compliance with these ordinances and regulations.

## Rule 4 - Vehicles, Streets and Parking:

1. No boats, trailers, campers, motor homes, LSVs, bicycles, scooters, baby carriages, or other similar vehicles, toys (example; basketball hoop), or personal articles shall be allowed to stand, remain in, or encroach upon common areas, easements, rights-of-way, or areas owned by others.
2. Boats, boat trailers and other non-automobile vehicles may be parked in designated carports and/or garages providing that their dimensions are fully contained within that area. Campers and boats that do not fit in the carport or garage area for the unit are permitted on property for loading and

unloading purposes only. Overnight parking is prohibited without the express consent of the Association Management Company.

3. No parking in front of stairways of multifamily units. This is for emergency vehicles only.
4. Requested parking permits will be mailed to owners upon request. Owners may email this request through the Question/Comment form on the Caswell Dunes website or the [caswelldunes@outlook.com](mailto:caswelldunes@outlook.com) email address.
5. The use of LSVs is generally subject to the same Rules and Regulations for other motor vehicles. The use of LSVs must comply with local ordinances. Requirements include safety equipment features on LSVs, a minimum age for unaccompanied operators (at least **15** with a **valid driver's permit**), limits on hours of operation, and a **permit** issued by the town of Caswell Beach. This is State law (E-Bikes excepted). Caswell Dunes vehicle speed limits apply to LSVs. LSV operators must obey traffic signs, rights-of-way and patterns, and they are expected to pull over for regular vehicle traffic to pass. LSVs operated after dark must have appropriate headlights and tail lights (or highly visible reflective markings on the rear of the vehicle).  
LSV owners are strongly encouraged to maintain liability insurance on the LSV.
6. All cars, vans, and trucks must fit within a designated parking space, garage or carport. Multiplex units have 3 spaces per unit – the unit's garage, unit's carport and 1 of the common parking spaces in the parking lot near the unit. Cars in excess of the unit's parking spot allowance should be parked in the parking lot at the Hilltop Pool on Foxfire Trace. On-street parking in the Village is only allowed for cars for a short term (less than 72 hours). Owners/Renters/Guests are encouraged to minimize on street overnight parking because our streets are narrow. Clear passage for ambulances, fire engines and garbage trucks is necessary.

#### **Rule 5 - Nuisances:**

1. No owner/guest/renter shall make or permit noises, nor do or permit activities that would disturb, annoy, or unreasonably interfere with the rights, normal use, or quiet enjoyment of other owners/renters/guests within the community. Under no circumstances shall excessive noises be permitted within the community after **11pm**. This is also a **Caswell Beach Town** ordinance.
2. At no time are owners/guests/renters allowed to do vehicle, boat or other maintenance in their carport or common parking areas. All renovation workers must keep the site clean and available to other unit owners. Construction work must be cleaned up nightly. No dumping of any unwanted furniture, yard or renovation waste is allowed on Caswell Dunes property. Construction dumpsters, trailers and oversized vehicles must be able to fit fully in the garage/carport for the unit or be moved nightly. They may be parked overnight in the Hilltop parking area with the express consent of the Association Management Company. The company must have liability and other required insurance so that the Association is not responsible if someone is hurt on the equipment while it is on Caswell Dunes property.

#### **Rule 6 - Windows and Doors:**

Each owner is required to maintain his or her windows, doors, garage doors, and screens in good clean condition. The failure to properly maintain windows, doors, garage doors and screens in good clean condition will result in a written warning by LRES. Expenses incurred by the Association, for repairs or restoration of the defective condition, will be billed to the homeowner.

### **Rule 7 - Curtains, Blinds, Visible Fixtures and Features:**

Draperies, blinds, and curtains visible from the outside of the unit must be of neutral color. No shades, awnings, fans, window boxes, hot tubs or portable air conditioning devices shall be installed, attached or affixed to the exterior. Window coverings must in working order and not visibly broken.

### **Rule 8 - Garbage and Recycling:**

1. Garbage and recycling material shall be put in the approved garbage or recycle containers. Containers must be retrieved and re-stored after collection day. Garbage is collected every Wednesday and Recycles are collected **every other** Wednesday.
  - a. Summer collection is every Wednesday (garbage only) and Saturday (garbage and recycle) for multi units. (Check the Town garbage/recycling collection calendar at the end of May for the current summer collection schedule)
2. Containers kept outside between collections must be situated in inconspicuous areas behind screens, fences or bushes so as to be obscured from view as much as possible. No such containers may be kept **underneath stairwells**. Fire Marshall fines will be assessed if stored under the stairwell. The owner, lessee or tenant is responsible for abiding by applicable local or county ordinances regulating the storage and disposal of refuse and recycling materials.
3. Owners/Renters/Guests are required to pull out carts the evening before collection and return garbage/recycle bins by 6 pm the day of pickup. Rental-unit owners need to coordinate the return of their garbage/recycle bins.
4. Owners/Rentals/Guests are advised not to put charcoal ashes in solid waste receptacles to avoid starting fires in the receptacle or collection truck. After ashes are wetted down for 4 days of cooling they may be discarded in the trash.

### **Rule 9 - Pets:**

Pets are permitted on Caswell Dunes grounds and must be kept on a leash or carried. Absolutely no pets (with the exception of certified service animals) are permitted in the enclosed pool area, and no pets are permitted in the water at any time. All pet waste shall be picked up, placed in a bag and discarded in a garbage container. Pet fencing, either visible or invisible, and dog housing is not allowed on the property.

### **Rule 10 - Trades and Professions:**

Owners/Renters/Guests may be employed in connection with a home occupation. The home occupation shall be clearly incidental to the residential use of the unit and shall not change the residential character of the unit. No display of products shall be visible from the street.

### **Rule 11 - Real Estate Signs and Community Advertisements:**

1. Signs offering a property for **rent** are not allowed within or on the property. Signs offering a property for sale, shall not be displayed within or on the property, except as specifically provided in this rule.
2. "For Sale" signs are permitted if a homeowner is trying to sell his or her property. Only **one** sign may be displayed in one window of the **multiplex units**. For Sale signs for the **patio homes** may be erected on the lawn as long as the sign is setback at least 10 feet from rights-of-way or property lines.
3. Community event signs should only be posted at the mailbox, pool bathhouse or clubhouse bulletin board.
4. All signs in violation of the Rule are subject to removal without notice.

5. Banners must have written approval from the Board prior to display. Banners may not be displayed earlier than two weeks before the event.

#### **Rule 12 - Alterations:**

Subject to the provisions of the Governing Documents and other provisions of law/code requirements, an owner:

1. May make interior improvements or alterations to his/her unit that do not impair the **structural integrity** or lessen the support of any portion of the building. ARB guidelines will address weight limits of flooring, cabinets and appliances.
2. May not change the appearance of the common elements or the exterior appearance of a unit or other portion of the condominium without permission of the Association.
3. Is **required** to file an online application through the Caswell Dunes website for all proposed changes to the exterior of their home. The application will be reviewed by the Architectural Review Committee and recommendations will be sent to the Board of Directors. No exterior alterations are allowed without prior written approval from the Board of Directors. See the Caswell Dunes website for guidelines and restrictions.

#### **Rule 13 - Radio, TV, Cable and Related Electronic Equipment:**

All radio, television, cable, internet, and other electrical systems and related equipment associated with similar services shall fully comply with all applicable rules, regulations, requirements and recommendations of the National Board of Fire Underwriters and the public authorities having jurisdiction over the related infrastructure and/or utility supply systems, as well as any regulations of the Federal Communications Commission (FCC) that may apply. All unit owners are responsible for their own equipment.

#### **Rule 14 - Reasonable or Necessary Access:**

1. The agents of the Board of Directors and contractors or workers authorized by the Maintenance Management or Board of Directors of Caswell Dunes, Inc., may enter the unit. The owner/guest/renter shall provide such designated individual(s) access to the unit after advance notice and during reasonable hours for the maintenance, repair, or replacement in the unit.
2. In case of emergencies, when immediate access is reasonably necessary to prevent such damages or to address other potentially hazardous or dangerous conditions requiring immediate attention, the designated individual(s) may enter the unit without advance notice.
3. All owners must provide to LRES keys or keypad code necessary to access their unit. Code and/or keys for home entry must be updated when changes are made.

#### **Rule 15 - Responsibility for Repairs and Damages:**

Owners are responsible for the maintenance, repair, replacement, and general upkeep of their properties, in accordance with the provisions of the Association Documents.

Owners are also responsible for damages they (or whose renters and/or guests) cause to Common or Limited Common areas or facilities or to another owner's property.

### **Rule 16 - Flammable and Explosive Materials:**

No flammable oils, fluids, or explosive materials shall be permitted in any unit. Exceptions and additional information:

- flammable liquids commonly used for cooking, which are safely stored and properly used in reasonable quantities for such purposes.
- Oxygen tanks for medical use must be stored properly.

### **Rule 17 - Painting and Staining:**

Owners/Renters/Guests may NOT paint the exterior of the unit or stain decks, stairs or other elements of the Limited Common areas, without the written consent of the Board of Directors and after first completing the Architecture Review Board (ARB) process. Approval may be granted to allow a patio unit owner to stain their deck a different color. Foundation painting and exterior enclosure painting for patio units is owner responsibility after approval is granted. The owner is responsible for all future maintenance. Multiplex owners may NOT do deck staining.

### **Rule 18 - Landscaping:**

1. The Board of Directors must approve in writing digging, installing irrigation systems, planting trees or shrubs, or the undertaking of other forms of decorative landscaping within or encroaching upon the common areas. Submit an ARB request for consideration. Should such permission be granted, the owner must agree in writing to properly maintain and care for the landscaped area, as well as restore the area to its original condition should he or she later become unable or unwilling to properly maintain it. Planting annuals yearly is permitted if they are properly maintained and removed at the end of the season.
2. Owners/Renters/Guests may **not** perform tree pruning, topping or tree removal without permission. This is the responsibility of the HOA under the direct guidance of the landscaping provider and the BOD.
3. The installation of impervious surface material is not permitted because of County and State zoning regulations.
4. Owners who themselves or whose renters/guests cause landscaping damage to common property will be held liable for repairs and potential HOA fines.

### **Rule 19 - Pool Rules:**

Always obey the posted rules. The pool hours are *from 8am until 8pm*. No swimming after dark. Everyone using the pool does so at his or her own risk. Showering to remove sand is **required** before entering the pool. Neither smoking nor food is allowed within the enclosed pool area. No glass containers are allowed in the pool area.

### **Rule 20 - Grills and Propane Tanks:**

1. No grills are permitted to be used on or under the wooden decks or carport area of any structure. All outside cooking must be conducted at least **10 feet** from any wooden deck or part of a structure. Outside cooking should take place on appropriate non-flammable surfaces, and with equipment and burning materials reasonably safe and in compliance with all applicable local, county and state regulations. Charcoal ashes should be cooled and placed in a fireproof container.
2. Installation of liquid propane gas tanks shall conform to the standards as established by the Board of Directors, and with applicable local, County, or State regulations. Exterior gas tanks must be enclosed in latticework, fencing or hidden from view by shrubbery.

### **Rule 21 - Decks and Porches:**

All decks and porches for multi units and patio homes shall be kept free of unsightly articles. Towels, linens, and articles of clothing may not hang on decks. Other items inappropriate for display or storing on or around decks or porches shall not be permitted to hang on railings or left on decks or porches in a manner visible from other decks or the common area. Clotheslines are not allowed on decks or common property.

### **Rule 22 - Fireplaces:**

No burning of wood or other material in unit fireplaces is permitted unless a certified chimney sweep certificate of approval is recorded **annually**. Please email (CaswellDunes@outlook.com), mail (45 Pinehurst Drive) or drop off a copy of this certificate of approval to the Clubhouse. It is the unit owner's responsibility to notify renters and/or guests of this regulation.

### **Rule 23 - Extended Absences:**

In the event owners/renters shall be absent from their unit for more than 30 days, they are required to provide a phone number or email address in case of problems with their property. Electricity must be on at all times in the multi-units due to the need for stairway lighting and to prevent freezing of pipes. Water must be **shut-off** if leaving for a **week or more** in **all** units. In multifamily units the water must be turned back on in stages to prevent water surges and potential leaks.

### **Rule 24 - Gutters:**

In addition to the other maintenance and upkeep responsibilities of owners as provided in the Association Documents, the maintenance of gutters on units with gutters is the sole responsibility of the owner. Gutters must be cleaned out annually, to remove soil, roofing materials, and other vegetation debris. An owner who wants to add gutters to their unit must go through the ARB approval process.

### **Rule 25 - Hurricane Shutters:**

The maintenance and upkeep of hurricane shutters is the responsibility of the owner. An owner who wants to add hurricane shutters to their unit must go through the ARB approval process.

### **Rule 26 - Heat Pumps:**

Owners shall take the responsibility of ensuring regular upkeep and maintenance of their exterior heat pump units. This maintenance will include monitoring for unwanted vine invasions. HVAC pipes can crack from storm vibration. HVAC inspections should be done periodically to inspect for leakage on ceilings and in crawl spaces. HVAC lines and water damage is the owner's responsibility.

### **Rule 27 - Chairs and Tables:**

Owners may borrow chairs and tables from the Caswell Dunes Clubhouse for use in their unit, as may be available, under the following guidelines.

1. Email ([CaswellDunes@outlook.com](mailto:CaswellDunes@outlook.com)) several days in advance to make a request.
2. A record of your request with your name, date and items will be recorded by the Association Manager.
3. All items must be returned in the same condition. Owner assumes responsibility for damages.

**Rule 28 – Rental units**

Owners who rent their property must report rental information to the Association Manager, to include if the unit is rented short or long term, the name/contact information for the rental agency or person used to manage the rental agreement.

**Rules and Regulations are an important part of making the Caswell Dunes community a positive experience for all members. A thorough review and understanding of what the rules require from owners/renters/guests is a good place to start.**

**It is important to understand your rights and responsibilities when it comes to Caswell Dunes, Inc., rules, how they can be enforced, and what you can do when observing violations of the rules in our community. Ultimately the goal is to have a positive living environment that works to maintain the value of the properties in our community.**

**The Homeowners Association will make every effort to work with homeowners. In the event there is a violation of the rules, fines as outlined in our by-laws may be assessed. In the event you see a violation please email [CaswellDunes@outlook.com](mailto:CaswellDunes@outlook.com) or submit a Question/Comment form on the Caswell Dunes website with details of your concern. A board member or the Association Manager will respond.**