

SECTION 4

POLICIES TO ENHANCE THE LIVABILITY OF THE PARK

In addition to the Rules and Regulations in Article VI of the bylaws, other specific rules have been adopted by the Board over time to maintain and enhance the livability of the Park. The following is a complete listing of rules, whether they are in the Bylaws or have been adopted by the Board to ameliorate an adverse situation. They have been grouped here for easier reading, so the sequence is different than in the bylaws. However, those cited in Article VI of the Bylaws have a * at the beginning. In some cases, explanatory information has been added.

The bylaws state that “All requests for exceptions to these rules must be submitted in writing to the Board for approval. Requests will be handled on an individual basis and not set a precedent for future requests. All Shareholders must observe these rules and regulations.”

A. Shareholder Rights and Privileges

1. *Right to enter, occupy and enjoy your home at your designated 911 address as evidenced by Lease Agreement in the form attached hereto as Exhibit A and by reference made a part hereof.
2. *Right to park one (1) or two (2) non-commercial vehicles and one (1) golf cart. Due to the potential for damage to utilities, there is no parking in grassy common areas.
3. *Full right to ingress and egress through the common areas.
4. *No living unit is to be sub-let. Use by anyone other than registered owner/resident is not permitted.
5. *All home sales must be approved through the Association office. A transaction fee payable to Pine Hill Residence Inc. shall be charged on all sales. The amount of the transaction fee shall be determined by the Board annually. No for sale or realtor’s signs may be displayed on or in your living unit or on common ground.
6. *Overnight guest length of stay cannot exceed twenty-one (21) days in any rolling 12-month period.
7. *Pine Hill Park is for adult residents only, 55 years and older. When children are overnight guests, they must always be supervised by the Shareholders who are accountable for any problems or rule infractions caused by their guests.

8. *All requests for exceptions to these rules, must be submitted in writing to the Board of Directors for approval. Requests will be handled on an individual basis and do not set a precedent for future requests.

B. Board of Directors' Responsibility

1. *When the Board receives three (3) or more complaints about the appearance/condition of the site or the behavior of a Shareholder which is not covered by a specific established rule but is contrary to the mission statement, it must review these complaints on an emergency basis and take action to resolve the matter.
2. The Board may approve additional rules on the recommendation of the Rules Committee.

C. Responsibility for Paying Maintenance Dues

1. *Each shareholder is responsible for payment of Maintenance Dues on or before May 1st and November 1st each year.
2. *Rates are for one or two persons per unit. Residents are limited to two persons per site except for board approved exceptions during such period as an owner/resident may require around the clock home health care.
3. *A surcharge (*to be determined annually by the Board*) per month per person for residents exceeding two per site shall apply.

D. Appearance and Safety

1. *Each Shareholder is required to obtain and have in effect Homeowners Insurance.
 - a. This is not only to protect you and your home against loss. If you have a fire, for example, and your neighbor's home is damaged by your fire, you could be held liable. Pine Hill Residents, Inc. accepts no responsibility for any loss of any kind to your property or the property of your neighbor's This is not intended to be legal advice. You should consult an attorney and/or your insurance agent for advice regarding your individual situation.
 - b. If the Shareholder has a Golf cart, he is expected to have liability insurance on the cart.
2. *New units must be pre-approved by the Architectural Committee. No used units will be allowed. A complete plot plan must be pre-approved by the Board including unit, utility room, driveway, cover for same, porch (screened or closed), location of air conditioning

power, water, sewer, etc. Unit must be professionally installed, including utilities and meet all requirements of Macon County and State of North Carolina.

3. *All construction or additions to living units or area around living units must be approved by the Architectural Committee. This includes utility-workshop, storage units, porches, steps, driveways, carports, awnings, exterior paint colors and lawn decorations. Outside TV antennas are NOT allowed. Satellite dishes are limited in size to those provided by The Dish Network and Direct TV (*in other words Local Services*).
4. *No RVs, trailers, motor bikes, motorcycles, ATVs, or watercraft of any type (boat, canoe, pontoon boat – powered or manual) are allowed in the park, except that small canoes and kayaks may be kept in the Park if stored in storage units or under the living unit. No unlicensed vehicles may be kept in the park.
5. *All living units must maintain a clean exterior. Each home should be washed annually. Home inspections will be held annually. (See Section 10 under “Home Inspections” of the Policy & Procedure Manual.)
6. *When a shareholder leaves the Park for extended periods of time, he must leave the premises in a condition in accordance with the Home Inspection guidelines. Windows must have regular curtains, drapes, or blinds (no sheets, blankets, or other makeshift arrangements), and all garden decorations and yard items must be stored and secured against winds and storms.
7. *Planting AND removal of trees must be approved by the Park Beautification Committee.
8. *The Association is responsible for trimming and mowing all common property. Selective trimming of trees is NOT the Association’s responsibility but must have approval by the Maintenance Committee.
9. *The Association reserves the right to regulate what it considers excessive use of metered city water.
10. *Proper attire is to be worn whenever outside or away from patio. No laundry or towels to be in public view. All residents are responsible for their own actions and those of their guests.
11. *Signs identifying the Resident(s) and the Street address may be located at the front of the Home. No other signs visible from the Street are allowed, except with the approval of the Board. No signs may be displayed in windows.
12. *Seasonal decorations are allowed but must be removed in good time.
13. *Flags may be displayed on any lot or home only as follows:

- a) one official United States flag and one additional flag which may be the State, the US Army, Air Force, Marines, Coast Guard, or POW-MIA flag.
- b) additionally, one sports flag may be displayed on game days only.

E. General Park Environment

1. * No Smoking in the barn, near the open door of the barn, the Office, or in the Clubhouse, including bathrooms.
2. *Only homeowners and their guests can participate in recreational activities, including swimming in the pool. Young children are allowed with resident supervision but must not be a nuisance to other guests and must be potty trained – no diapers.
3. *No excessive noise from radios TVs, hammering, sawing, vehicles with loud mufflers, etc., before 9:00 a.m. and after 7:00 p.m.
4. Section 4 describes all of our rules and policies but they also assume common sense. For example, our pet rule, below, is intended to minimize the disturbance caused by pets which residents commonly have. It does not consider all animals. For example, fish may be your pets, but they do not disturb your neighbors, and, of course, this rule does not regulate their number. Parrots, on the other hand, can disturb your neighbors. Consequently, this rule applies, even though the bird may be squawking rather than barking.

*Do not feed stray (and wild) animals. Pets are allowed under the following conditions: a) all pets must be registered with the Office, b) pets must be on a leash, c) all waste must be picked up (if poop – then scoop), d) pets may not disturb other residents, e) two pets (under 20 pounds each when full grown) are permitted. (Bylaw Article VII, #18)

The following additional explanations and provisions to Article VII, #18 have been enacted by the Board.

1) *Regarding feeding stray (and wild) animals:* Do not feed stray dogs or cats. Stray animals pose a potential health risk to our residents and their pets. Please report the stray to Animal Control.

2) *Regarding registering your pet:* The procedure for registering your pet with the Office is as follows:

- a. If the pet is under 2 years old, a certificate from the Veterinarian showing all immunizations given and stating the breed of the pet, current weight, and estimated weight when full grown. If the Veterinarian will not estimate weight when full grown, the Resident has the responsibility to look up the average weight of a dog from that breed (or breeds if mixed) and provide it.

b. If a pet is over 2 years old, this dog should be full grown and must be under 20 lbs., so only documentation of immunizations is required. This information may be contained in a recent bill from the Veterinarian.

3) When walking a dog on a leash, although all grounds are “common,” show respect for each Shareholder’s flower gardens and lawn and shorten your leash to allow your dog no closer than 6 ft. from a Shareholder’s home. This will also protect your dog if the resident has recently sprayed fertilizer or weed killer.

4) Consistent barking over 15 minutes is considered disruptive and a neighbor should bring this to the attention of the pet owner. If the disruptive barking continues and complaints are received by the Board, the owner will be notified that this rule has been violated and rule violations procedures will apply.

5. Regarding a service animal, the animal must meet the requirements of the specific disabled individual applying for residency. The animal must be trained to assist with the disability of the Resident. A service animal that is no longer in use as a service animal (retired) would be classified as a pet and must meet the same restrictions of any other pet residing at Pine Hill Park. The Resident must provide to Pine Hill Park the tag with the North Carolina Service Animal Permanent Registration Number for the animal as per North Carolina, G.S. 168-4.2. The tag and number will be verified with the Department of Health and Human Services.

F. Household Trash

1. *No garbage disposals are allowed due to clogging of septic system.
2. The disposal of household trash is the responsibility of the Shareholder. The dumpster is located along the side the barn on Park Ave All household garbage must be placed into a plastic trash bag. No loose items should be placed in the dumpster. Large plastic bottles should be crushed to save space and to facilitate just have one pick up a week as two pick-ups would cost more. Additionally, the top of the dumpster must be closed completely, there should be no garbage over the top or hanging over the sides. (The Company that is supplying the dumpster will not make a pick-up if it is over filled.) There are County dumps and recycle centers close to the Park, and Shareholders are encouraged to use these rather than the dumpster.
3. Aluminum and metal cans, small-size plastic water and soda bottles, and newspapers should be placed in the recycle shed.
4. Cardboard, paint cans, lumber, and other miscellaneous trash must be disposed of at the dump. (Do not place in the dumpster.)
5. Tree branches and yard waste removal will be on 1st and 3rd Fridays only, please do not put it out before Thursday evening. Place yard waste in paper bags or empty directly into truck

bed. When volunteers are removing brush at the recycle center, they must rip open plastic bags and then dispose of them. It causes extra work.

G. Yard Sales

Yard Sales by individual Residents are prohibited. It is the intention of the Park's policies to limit any business type function that would increase non-resident vehicle and pedestrian traffic within the property. Pine Hill roads do not have enough space for the extra vehicle parking that would be required for a yard sale. Also, the inconvenience this activity would generate for other Residents is not acceptable.

H. Volunteering at the Park

Any Resident performing volunteer work of a hazardous nature that is requested by a board member must first sign a Volunteer Waiver Form. All signed copies of the Waiver will be kept in the Volunteer Waiver Form File in the Office. This rule is intended to ensure that individuals offering their services and labor as a volunteer understand and agree with their own responsibilities. It is the responsibility of the Board member to remind the Resident to sign the Volunteer Waiver Form.

This Form discharges the *Corporation* from any liability or claim that the Volunteer may have against the Corporation with respect to bodily injury, personal injury, illness, death or property damage that may result from the Volunteer's participation on a work site at the Park. The Form also discharges the Corporation from the responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury illness, death, or property damage.

Safety of our Pine Hill Park residents is paramount. Volunteer workers must realize that there can be hazards and risks associated with the physical and other labor required to accomplish various tasks. General work conditions may include rough, wooded, sloped terrain; challenging footing; winter conditions (possible cold temperatures and snowy, icy, slippery surfaces); etc. Workers performing these tasks, require constant alertness and vigilance to minimize inherent risks and to avoid potential liability issues. the following guidelines are established for volunteers performing work in support of this community as directed by a Board Member. While working on a Project, Volunteer workers need to:

- Always work with SAFETY in mind; take action to stop observed unsafe acts.
- Provide and wear eye protection (goggles or safety glasses) and hearing protection when working with tools.
- Provide and wear protective clothing, footwear, and gloves appropriate to the weather and work conditions.

I. Home Based Business

Residents wishing to conduct a business from their Home shall submit a request form to the Board of Directors for approval. Further, compliance with all appropriate laws of North Carolina must be demonstrated by the Resident when the Request is submitted (e.g., license). If a Resident fails to conform to the following requirements or the purpose stated within the application for the Home-Based Business, the Board will require that all such business activity cease. Activities such as a home-based business can have a serious impact on property value and the quality of life for Residents and are, therefore, restricted to those approved by the Board of Directors. The following rules are in force:

- a. There shall be no visible evidence that the home is being used for any other purpose than that of a residence.
- b. No advertising display signs indicating or suggesting that an Incidental Business is being conducted on the site will be permitted, whether on the site itself or on any vehicle at the site. No sign that lists the address of the Incidental Business shall be on any vehicles owned by the resident. Other than business cards, no advertising shall indicate the residential address of the Incidental Business nor refer to Pine Hill Park or the Pine Hill community in any manner.
- c. Other than the Resident's personal transportation, there shall be no vehicles or equipment on the property associated with the Business which would not normally be found at a residence. That is, no additional off-street parking spaces for employees, clients, or customers of the Business is allowed.
- d. Vehicular or pedestrian traffic created by the Business shall be no greater than normal for other homes which are not conducting a Home-Based Business. For example, no continuing deliveries or pickups other than what might normally occur at homes in Pine Hill Park which are not conducting a Home-Based Business can occur.
- e. The Business shall not require an increase in the use of other Park services such as use of water or disposal of trash in the Park's trash facilities.
- f. It may not produce offensive noise or offensive or toxic smell.
- g. It may not cause fluctuation in line voltage beyond the premises or interfere with any radio or television receiver of other Residents of the Park.
- h. It must not require the storage of toxic, explosive, flammable, corrosive, or other restricted materials.
- i. No business that involves the breeding, raising, or keeping of animals, livestock or poultry is allowed.
- j. The Corporation will advise and cooperate with any law enforcement agency that determines that any Home-Based Business is illegal.



Pine Hill Residents, Inc.
96 Pine Ave.
Franklin, NC 28734

Volunteer Waiver Form

Shareholder Name: _____ Effective Date: _____

Address: _____

Phone Number: _____ Email Address: _____

I, the above, desire to work as a volunteer for Pine Hill Residents, Inc., a/k/a The Corporation, and engage in the activities related to being a volunteer for a work project as described below.

I hereby voluntarily, execute this Volunteer Waiver under the following terms:

I, the Volunteer, release and hold harmless the Corporation and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with The Corporation.

I understand that this Waiver discharges The Corporation from any liability or claim that I, the Volunteer, may have against The Corporation with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation on The Corporation's work site. I also fully understand that The Corporation does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.

I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of The Corporation beyond what may be offered freely by the representative of the Corporation in the event of such injury or medical expense.

I hereby release The Corporation from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with the Corporation.

I understand that my time with Pine Hill Residents, Inc. may include various activities that may be hazardous to me and hereby expressly and specifically assume the risk of injury or harm in these activities and release The Corporation from all liability for injury, illness, death, or property damage resulting from the activities of my time with the Corporation.

Assigned Project: Start Date of Project: _____, End Date of Project (if applicable) _____

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina in the United States of America, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of North Carolina. I agree that if any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Volunteer Signature

Date

Print Volunteer Name _____

Pine Hill Residents, Inc.
96 Pine Ave.
Franklin, NC 28734

Request for Approval of Home-Based Business

NOTE: No business of any kind shall be conducted from a Home located within the boundaries of Pine Hill Park without the explicit written approval and consent of the Board of Directors. All approved businesses must follow the Rules set forth in the Pine Hill Procedure Manual at all times.

Applicant Name: _____

Phone Number: _____

Email Address: _____

Address of proposed business: _____

Nature of business to be conducted: _____

	YES	NO
Have you read the Pine Hill Residents, Inc. Policy governing the conduct of a business from your residence?		
Will the conduct of this business conform with all the Rules stated in the Pine Hill Residents, Inc. Policies and Procedures Manual at all times?		
X		

Signature of Applicant

Date