



# **RIVERS EDGE GOLF & PLANTATION PROPERTY OWNERS ASSOCIATION, INC. ("REPOA")**

## **RULES, REGULATIONS, POLICIES, AND PROCEDURES**

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# RIVERS EDGE PROPERTY OWNERS ASSOCIATION, INC. ("REPOA")

## Property Owners' Rules & Regulations Handbook

### PREFACE

The Rules & Regulations contained in this document are intended to clarify the guidelines and to further explain those guidelines, where considered necessary to ensure understanding, as contained in governing documents that have been developed and issued for Rivers Edge Golf Club & Plantation.

The basis for the Rules & Regulations contained in this Handbook and the authority for their enforcement are contained in the Master Declaration & Development Plan for the Rivers Edge Plantation and supplemental documents formally amended to that document. The limitations, restrictions, by-laws, covenants, and conditions represented herein are binding on all parties having acquired any right, title, or interest in property within Rivers Edge.

All Residents & Property Owners are expected to be fully aware of these Rules & Regulations and are responsible for ensuring that their family members, tenants, and guests fully understand these guidelines and comply with them. Ignorance or unfamiliarity of the Rules & Regulations is not an acceptable reason for non-compliance. Any questions relating to the contents of this document will be directed to the REPOA at PO Box 6895, Ocean Isle Beach, NC, 28469.

#### I. GENERAL INFORMATION

All Rivers Edge Property Owners are provided copies of the Master Declaration & Development Plan with all formal supplements/amendments to that document in addition to the current REPOA Rules & Regulations at the time of purchase or closing. If you are a Property Owner and renting your unit, you must provide a copy of this handbook to your tenants and ensure that they fully understand all established Rules & Regulations.

**Special Note: Observing the provisions contained within this booklet is the obligation of every Property Owner, whether a Resident or a Nonresident, Tenant and/or Guest. However, the Property Owner will ultimately be held accountable for the actions and activities of their Family Members, their Tenants, and their Guests while they are on Rivers Edge property.**

If you have lost or misplaced any of these documents, copies are available by registering for access to the REPOA Website [www.riversedgepoa.com](http://www.riversedgepoa.com).

The Rivers Edge Property Owners Association falls under the jurisdiction of the State of North Carolina, Brunswick County, and all ordinances and codes apply.

#### II. PROPERTY OWNERS

Property Owners named in the recorded deed automatically become members of REPOA. Relatives whose names are not on the deed are neither Property Owners nor considered members for the purposes of these Rules & Regulations.

Mailing addresses and phone numbers of the Property Owner must be filed with the REPOA Administrative Office within ten (10) days of recording the Title Deed, so that official notices can be mailed to the Property Owner and contact can be made in case of an emergency.

It is the responsibility of each Property Owner to notify the REPOA Administrative Office of any change in their mailing address, telephone number or residency status (i.e. renting their property).

If a Rivers Edge Property Owner rents their Residence, they are required to complete a Rivers Edge Golf Club & Plantation Property Owners Association Tenant Information Sheet. Completion of this sheet by the Property Owner is mandatory and must be forwarded to the REPOA Administrative Office within ten (10) days of signing a lease. **The Tenant Information Sheet is available by contacting the POL or online at [www.riversedgepoa.com](http://www.riversedgepoa.com).**

### III. VIOLATION OF RULES & REGULATIONS

Residents and Property Owners are encouraged to report observed violations either by email to the POL at: [theronm@waccamawmanagement.com](mailto:theronm@waccamawmanagement.com) , or by writing to the REPOA at: 605 Briarwood Drive, Suite 3 Myrtle Beach, SC 29572. A Rule Violation Report Form is available on the REPOA website.

Each Resident/Property Owner is responsible for the conduct of their family members, guests, agents, contractors and tenants and for any violations by these persons. They are likewise responsible for the owner's family, and for the family members, guests, agents and contractors of any tenant.

Management has been instructed by the REPOA Board to do any or all of the following, as required;

- A. Note the nature of the alleged violation, obtain the name and address of violators, and immediately forward the information to the REPOA Rules & Regulations Committee Chair.
- B. In the case when children are solely involved, make every reasonable & responsible effort to immediately contact their parents, guardian, or sponsor/host prior to taking further action.
- C. Call upon a law enforcement agency for any assistance, if necessary.

The most current version of the Rivers Edge Residential Design & Construction Guidelines includes additional rules, violations, and authority for enforcement and fines. A copy of these guidelines was provided to all Rivers Edge Property Owners at the time of their purchase. If that copy is lost or misplaced, a replacement can be obtained online at [www.riversedgepoa.com](http://www.riversedgepoa.com).

### IV. RULES ENFORCEMENT

REPOA Rules Enforcement Policy, as adopted by the REPOA Board of Directors, defines the process by which the Rules & Regulations are to be enforced (see Table of Contents for specific item location).

Any Resident/Property Owner, guest or tenant violating these Rules & Regulations may be subject to corrective action.

Notice of validated rules violations formally reported will be expeditiously brought to the attention of the responsible Resident/Property Owner, either by a courtesy phone call, email, or in writing by REPOA Management, a Member of the Rules Committee or a REPOA Board designee.

Failure to correct the violation by the responsible Resident/Property Owner may result in the levy of fines, suspension of facility use and/or legal action. Any cost for such required actions to obtain compliance will be the responsibility of the offending Resident/Property Owner.

Complete information on the **VIOLATION REPORTING PROCESS/PROCEDURES & RULES ENFORCEMENT POLICY** is provided at the end of this document.

## **V. DISCLAIMER**

**The material in this Handbook is not intended to be a substitute for the stipulations contained in the governing source documents used for these guidelines or for the services of an attorney. The law and its interpretation are constantly changing. Please consult your professional advisor regarding your involvement, obligations and rights of Property Ownership in this common interest community association.**

## **RULES & REGULATIONS**

The following is the adopted Rules & Regulations of the Rivers Edge Property Owners Association, Inc. The Rules & Regulations are presented by category. Following the Rules, this Handbook contains the Rules Hearing Committee Procedures, which will be used for the settlement of any disputes. For reference to specific Rules, refer to the Table of Contents at the front of this document.

## **COMMUNITY SAFETY & PROTECTION**

Safety and protection are top priorities within Rivers Edge. It is important that a safe and secure living environment is created free of avoidable hazards and crime for all Property Owners, tenants, and guests.

Safety and protection involves every aspect of community life, including entrance procedures, speed limits, and use of common areas and facilities.

### **I. ENTRANCE REQUIREMENTS**

**A. Residents, Property Owners & Tenants** - These individuals are provided with a vehicle identification window decal for vehicles owned & operated within Rivers Edge. Residents & Property Owners will be provided the "Rivers Edge - Property Owner" decal. Tenants will be provided with a "Rivers Edge" decal specifically designed for tenants. The decal must be permanently affixed the driver side windshield on all vehicles.

**Stickers that are not permanently affixed to the left upper corner of the vehicle window will not be recognized as legitimate evidence of access privileges into Rivers Edge.**

The right lane of the Front Entrance is designated for Resident/Property Owner entry only. The automated gate on this lane is closed at all times and can only be activated by the use of an electronic "Key Fob" purchased by the Resident/Property Owner.

Access Devices possessed by Property Owners can be temporarily loaned to their Tenants during the period of a lease but, if they are, the Resident/Property Owner relinquishes their rights to also use these devices during that same period.

During daylight hours, all Residents & Property Owners using the left entry lane should slow to be recognized by Front Entrance Personnel prior to proceeding into the property.

**Do not simply drive through the entrance just because the Front Entrance Staff person is not standing at the curb.**

The same Access Cards used for the River Hall Residents Club and the Beach Club will be used by Residents/Property Owners to gain nighttime entry into Rivers Edge when the Front Entrance is not staffed.

**B. Visitors/Guests**

**(From 6:00 AM to 5:00 PM Daily)** The Resident/Property Owner must notify the Front Entrance Personnel before the anticipated arrival of any visitor/guest, if uninterrupted entry is desired. If such prior notification is provided, a "Guest Pass" will be prepared and will be issued upon the arrival of the visitor/guest. Absent this advance notification, the Resident/Property Owner will be called upon the arrival of the visitor/guest. If the Resident/Property Owner does not respond to the phone call, the visitor/guest entry will be denied.

**(From 5:00 PM to 6:00 AM Daily)** The Front Gate will be closed during this period and will be unmanned. If the visitor/guest arrives during this period, the only way to gain entry is by use of the Electronic Directory. The arriving visitor/guest will use the electronic directory located on the left entry lane to identify the name of the person they are visiting. They will "Call" their party through the panel and the Resident's/Property Owner's telephone number will ring. If the Resident/Property Owner is home and answers the call, they can remotely activate the gate and entry is allowed. If entry approval is not desired, they will hang up and the gate will not open. Pre-recorded Voice Answering Messages will not activate the gate. The designated code/number must be entered by the Resident/Property Owner during the call for the gate to open.

**Individuals interested in visiting, inspecting and/or checking out any property for sale or rent within Rivers Edge shall be accompanied by the property owner or the property owner's agent, or a North Carolina licensed real estate agent. The property owner or authorized agent must notify the Front Gate personnel regarding the date, approximate time and address of the property to be visited. Unaccompanied non-residents of Rivers Edge will not be permitted to enter Rivers Edge and will be turned away. An exception to this rule will be an authorized Open House conducted by either the property owner and/or an authorized agent. The Front Gate personnel must be notified of such an event pursuant to the aforementioned notice requirements.**

**C. Service Providers**

Residents/Property Owners must notify the Front Entrance personnel before the anticipated arrival of any sponsored service provider. For the safety & protection of all Property Owners, if the Front Gate personnel have not received advance notification, the Resident/Property Owner sponsoring the service provider will be called upon the arrival of the provider. If the Resident/Property Owner does not respond to the phone call, the service provider will be denied entry and will be turned away. This access control policy does not apply to general service providers such as the United States Post Office, FedEx, UPS, ATMC, newspaper delivery, Waste Industries, utilities, or emergency responders.

Service Providers should be encouraged to provide their services during the period 6:00 AM to 5:00 PM when the Front Gate is staffed. Granting entry of any service provider before or after those hours will be the sole responsibility of the Resident/Property Owner through the use of the electronic link to the Automated Gate Electronic Control Panel located at the Front Entrance. Such entry should be discouraged to the maximum extent possible.

Residents/Property Owners may have packages (UPS, FedEx, etc.) requiring signature delivered to the Front Gate, if the Resident/Property Owner will be unavailable at the scheduled delivery time. Note that some carriers will not agree to

change the delivery address. Residents/Property Owners must notify the Front Gate staff of the expected delivery and the expected pickup time for retrieving the package. Residents/Property Owners are reminded this is a service provided for Rivers Edge Residents'/Property Owners' convenience & should not be abused.

**D. Safety Documentation & Reporting**

1. Residents/Property Owners should monitor vehicular traffic for compliance with the posted speeding and traffic signs. Inform the REPOA Access & Safety Committee Chair, in writing (e-mail is acceptable), if you note a recurring speeder within Rivers Edge. Include the dates, times, vehicle make/model/color, location (lot number or address), and license number, if possible.
2. The Front Gate personnel maintain a Daily Incident/Event Log. This log is used to document major problems, complaints/assistance calls from Residents/Property Owners, boisterous/dangerous activities, inappropriate behavior, horseplay, stolen property, break-ins, emergency actions (death, fire, accident, injury, etc.), suspicious individuals, or anything of interest or observed. The Front Gate staff person on duty is required to record and report to the Access & Safety Committee Chair any reports or observations received.

**II. USE OF MOTORIZED VEHICLES, PARKING/STORAGE & STREETS**

**A. Motorized Vehicles**

1. Golf Carts: Private golf carts are authorized for use in Rivers Edge. However, golf carts may not be driven on sidewalks, must obey all traffic signs and yield to pedestrian and vehicular traffic, when necessary. Golf carts may not be operated after dark unless equipped with headlights and taillights.
2. Motorcycles/Motorbikes: No motorcycle or motorbike shall be operated on the streets within Rivers Edge except for the purpose of coming or going from Copas Road or to a dwelling, the Amenity Facility, Sales Office, or the Golf Club.
3. Other Vehicles: No dirt bike, go-cart, or similar vehicle may be operated in Rivers Edge at any time under any circumstances.

**No person may operate any authorized vehicle within Rivers Edge unless the person holds a valid driver's license.**

**All motorized vehicles operated within Rivers Edge will be installed with a quiet muffler.**

**B. "Rules of the Road"**

1. All vehicles operated within Rivers Edge are expected to be driven at or below the posted speed limits. This includes all vehicle types including contractor's construction vehicles, construction materials delivery vehicles, service providers, delivery vehicles, and maintenance vehicles. The only exceptions to compliance with posted speed limits are emergency vehicles responding to emergency situations.
2. All posted traffic signs are to be obeyed just the same as if they were outside the community. Any violations or infractions of posted traffic or speed limit signs shall subject the vehicle operator to the levy of fines by the REPOA Board.



3. Vehicle operators will be observant of all pedestrians and will yield the right of way to them when crossing the roads or when on the roads. Since some areas within Rivers Edge currently do not have sidewalks available, pedestrians are forced to walk & run in the interior streets.
4. Vehicle operators will yield the right of way to golf carts crossing interior roads within Rivers Edge.
5. Vehicle operators will share the road with the smaller maintenance carts that are used by golf course maintenance personnel.

**C. Streets**

1. All vehicles must be driven at or below the posted speed limits throughout the community.
2. All posted traffic signs must be obeyed at all times. Speeding, wrong-way travel, off-road operations, and entry into Rivers Edge via unauthorized routes may expose violators to fines and/or other actions which would restrict vehicle operations on property. Such actions would be imposed as deemed appropriate by the REPOA Board.
3. All vehicles, including bicycles and other non-powered wheeled vehicles or modes of transport must always yield to pedestrian traffic walking on sidewalks and when in crosswalks.

**D. Parking & Storage**

1. RE Property Owners, guests, tenants, etc. may not regularly park vehicles of any kind on the streets, right of ways, common grounds, or unimproved home sites.
2. Vehicles will not be parked in designated “No Parking” zones/areas at any time including roadways, grassed areas, curbs, and sidewalks along Arnold Palmer Drive between the Bluffs townhomes and RE Golf Course Driving Range
3. Delivery, landscaping, and similar service provider vehicles should use Residents’ driveways whenever possible for temporary parking.
4. Moving vans/trucks may be temporarily parked on the Resident’s property for the purpose of moving furniture/personal property into or out of a residence. Such moving vans/trucks must be removed within forty-eight (48) hours, unless prior approval of the REPOA has been obtained.
5. There shall be no storage or overnight parking of any mobile home, trailer (with or without wheels), motor home, tractor, truck (other than pick-up trucks), commercial vehicles of any type, camper, motorized camper or trailer, recreational vehicles, boat or other watercraft, boat trailer or any other related forms of transportation devices on streets, driveways, yards, or Common Areas of Rivers Edge. Prohibited vehicles may only be stored in garages with the garage door completely closed.  
  
However, boats on trailers, other watercraft, motor homes, campers, motorized campers and RVs shall be permitted to park in driveways, for a single period not to exceed 24 hours, to prepare for use, packing and unpacking and/or cleaning the vehicle.
6. No stripped, partially wrecked or junk vehicle or part thereof shall be parked or kept on any property, street or street right-of-way within Rivers Edge.

7. Vehicles are allowed to park on the curb adjacent to a Resident's/Property Owner's home for a limited time period to satisfy the extra parking needs of private gatherings. In no case will vehicles be allowed to park overnight at curbside. Vehicles shall not block driveways, cart paths, or sidewalk ingress or egress. Overnight parking of vehicles on property shall be either in the garage or on the footprint of the driveway.
8. Emergency repair (not restorative repair) of automobiles will be allowed as long as work is accomplished in a timely manner.
9. Boats may not be parked overnight in driveways, on lots, streets, or grassed areas in Rivers Edge and must be taken outside RE property for storage or stored in a garage with the doors completely closed. (**See # 5 above**)
10. Portable storage containers may be temporarily placed on a homeowner's property for the purpose of temporary storage of the homeowner's household property. Such containers must be removed within three (3) days, unless prior approval of the REPOA has been obtained.

### **III. SOLICITATION**

The following policy is in effect with regard to solicitation within Rivers Edge.

- A. No solicitation is allowed within the boundaries of RE without the prior written consent of the REPOA Board or its designee. This written approval must be obtained thirty (30) days prior to any act of solicitation.
- B. The only types of solicitation that will be considered for authorization are those deemed appropriate and will provide a service to Rivers Edge Residents/Property Owners. All applicants for solicitation will be required to show proof of the issuance of all required permits from the local municipalities and/or the County prior to submitting any solicitation request.
- C. A sign will be posted at the Front Entrance as the official notice of the intent to exercise the right to refuse solicitation.

### **IV. GOLF COURSE USE & SAFETY**

The golf course is owned and operated by a private entity, separate and distinct from the REPOA. Specific Rules & Regulations governing the safety and use of the golf course facility have been published and implemented by the golf course owner/operator. The REPOA Rules & Regulations listed here are meant to serve as a supplement to the Rules & Regulations published by the Rivers Edge Golf Course Owner/Operator.

- A. Golf carts and maintenance vehicles belonging to the golf course are the only vehicles permitted on Rivers Edge Golf Course property and related cart paths. No bicycles, skateboards or vehicles other than golf carts and golf maintenance equipment are allowed on the course or cart paths.
- B. Golf patrons are allowed to enter private home sites, on foot, to retrieve errant golf balls. However, golf patrons are not allowed to "play" a ball located on a private home site. Golf course patrons are solely responsible and liable for damages caused to RE Residences resulting from errant golf balls.
- C. Under no circumstance is a golf cart to be driven onto any private home site. Instances of such unauthorized entry should be reported directly to Rivers Edge Golf Course Management.

# USE OF COMMON FACILITIES

## I. COMMON FACILITIES

- A. The Property Owners Rules & Regulations Handbook is compiled by the Rivers Edge Property Owners Association, Inc. (REPOA) for the purpose of describing the specific guidelines for use of the following Rivers Edge Common Facilities.
1. River Hall Residents Club
  2. Beach Club at Holden Beach
  3. Nature Trails
  4. Walkways
- B. The Common Facilities are operated for the benefit of the Owners of Record of property within Rivers Edge Plantation. Anyone using the Common Facilities, or any of their components, shall do so at his or her own risk.
- C. Compliance with the provisions contained within this document is the responsibility of every Rivers Edge Resident/Property Owner, tenant (with Amenity use privileges) and house guest. Violation of these Rules & Regulations may result in fines, the suspension of privileges, and/or denial of the use of the Common Facilities.

## II. ACCESS TO COMMON FACILITIES

For purposes of Access Card distribution, two (2) cards will be issued by the Rivers Edge POL at no cost to a Property Owner. Multiple Owners of a single property & owners of multiple properties do not qualify for additional free Access Cards. Access Cards will be activated when issued. In addition, a Property Owner can purchase up to four (4) additional Access Cards from the POL at a unit cost of \$10.00. The same Access Card is used for both the River Hall Residents Club and the Beach Club at Holden Beach.

- A. The Common Facilities open daily at 5:00 AM and close at 10 PM. The following hours apply to specific amenities.

### River Hall Residents Club

Main Facility	5:00 AM to 10:00 PM
Outdoor Pool & Hot Tub	Dawn to Dusk, April - October
Indoor Pool & Hot Tub	5:00 AM to 10:00 PM
Sauna	5:00 AM to 10:00 PM
Exercise & Fitness Center	5:00 AM to 10:00 PM
Library/Card Room	5:00 AM to 10:00 PM
Meeting Room & Kitchen	5:00 AM to 10:00 PM
Tennis Courts	Dawn to Dusk

### Beach Club at Holden Beach

Main Facility	7:00 AM to 10:00 PM
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Without prior notification, REPOA or its designee reserves the right to change the hours of operation or close any of the facilities/amenities as may be necessary.

- B. To protect the privacy of the Common Facilities, in the event that an Access Card is lost, stolen or damaged, the responsible Property Owner must notify the POL Office immediately (843) 272-8705 to report the loss and request a replacement. The subject Access Card will be deactivated and, upon request, a replacement issued for a fee of 10 dollars.

- C. All guests must be accompanied by a Rivers Edge Property Owner/Resident, unless the guest is properly authorized. The number of “non-immediate family” guests per home within Rivers Edge may not exceed six (6) for any single visit to an Amenity Facility. The Property Owner is responsible for the proper conduct of their guests at all Amenity Facilities.

### III. RULES APPLICABLE TO ALL RIVERS EDGE COMMON FACILITIES

- A. Individuals under the age of eighteen (18) must be accompanied and supervised by an individual of the age eighteen (18) or older to use Common Facilities.
- B. All Common Facilities are designated as Non-Smoking Areas.
- C. Pets are not permitted within the confines of any Common Facility or their immediate exterior property. The only exception to this rule is a Service Animal, assisting a person using a facility.
- D. Any conduct detrimental to the health, safety, or enjoyment of the participant or others using the Common Facilities is prohibited.
- E. Care should be taken to protect the landscaped and parking areas from damage and debris.
- F. All individuals using the Common Facilities must cooperate by following the posted “Rules”, keeping the areas clean by disposing of paper goods, trash, cans, etc. in the containers provided.
- G. No advertisements shall be posted or circulated in the Common Facilities. Announcements/schedules of REPOA endorsed activities/events can be posted on designated REPOA bulletin boards.
- H. The laws and regulations of the State of North Carolina and local governments concerning the use of alcoholic beverages and illegal drugs shall govern the Common Facilities. Unless prohibited by statute or ordinance, the responsible consumption of alcoholic beverages by those of legal drinking age is permitted unless otherwise prohibited in specified areas.
- I. All damaged or broken equipment should be reported immediately to the REPOA Facilities Committee or the POL office as soon as possible.
- J. Playing musical instruments or other entertainment items in a loud or disturbing manner is prohibited.
- K. Skateboarding is prohibited at all RE Common Facilities.

### IV. RULES SPECIFIC TO THE RIVER HALL RESIDENTS CLUB

- A. The laws and regulations of the State of North Carolina concerning the use of alcoholic beverages and illegal drugs shall govern the Residents Club complex. The responsible consumption of alcoholic beverages by those of legal age is permitted in all area of the Residents Club, except for the Sauna and the Exercise and Fitness Center. Any persons under the influence of alcohol or controlled substances may not use the Resident Club Facilities.
- B. **WARNING:** Persons taking prescribed medication which may impair normal activities should not use the Residents Club.
- C. With the exception of the Meeting Room, Kitchen & Library/Card Room, no glass objects are allowed in the Residents Club.
- D. Swimming attire is permitted only in the Indoor and Outdoor Pool/Hot Tub/Sauna Areas only to include the hallways and rest rooms that serve these areas located

downstairs adjacent to the Reception Desk. Such attire is not allowed in the Meeting Room, Kitchen, Library/Card Room, or the Fitness and Exercise Area. Footwear should be worn at all times in non-pool areas of the Residents Club.

- E. In case of an emergency, call 911 for immediate assistance. Emergency Telephones are located on the wall in the Indoor Pool Area (Downstairs), the Outdoor Pool Area (Downstairs), and in the hallway in the Fitness & Exercise Area (Upstairs). All lines are "Hot Lines" to Emergency Services. If you pick up the receiver and a connection is made, Emergency Services will respond even if the caller hangs up the receiver. A First Aid Kit is located at the Reception Desk at the entrance to the Indoor Pool Area (Downstairs).

**Do not pick up the receiver of a 911 Emergency Telephone unless there is a valid emergency. Emergency Service Personnel will respond.**

- F. Any games, sports, or other activities which are deemed to be, at the sole discretion of the REPOA Board, detrimental to the health, safety, or enjoyment of the participant using the Residents Club are prohibited.

**G. RIVER HALL MEETING ROOM/KITCHEN AREAS**

The River Hall Meeting Room/Kitchen Areas serve the community as the site to hold many of the activities and special events created by and for the Rivers Edge Residents and Property Owners. It is important the Meeting Room/Kitchen Areas be designated for uses that will serve the population and maintain that sense of community.

The Meeting Room/Kitchen Areas have been designated for use based on property ownership in Rivers Edge for events and activities endorsed and/or sanctioned by REPOA. Any event or activity utilizing the Meeting Room/Kitchen Areas must have open participation. No additional action is required on the part of the participant(s) other than any personal expense to support or take advantage of participating in the event or activity.

**Permitted Use of the Meeting Room**

All REPOA sponsored or sanctioned events and activities (such as those listed below) may be held within the Meeting Room/Kitchen Areas:

- Community-Wide Events
- Neighborhood Block Parties
- Covered Dish/Pot Luck Dinners
- Games and Card Playing
- Exercise/Fitness Classes
- Art/Craft Shows
- Miscellaneous Group Functions or Meetings (All attendees must be Rivers Edge Residents, Property Owners or their Houseguests)
- Community Gatherings for Deceased Residents/Property Owners following Funeral Services
- Guest Speaker Events
- REPOA Sponsored Meet-The-Candidates Events

**Prohibited Use of the Meeting Room**

The Meeting Room/Kitchen Areas in the Residents Club may not be used for any of the following:

- Political Meetings/Political Fund Raisers
- Activist Group Meetings/Activities
- Religious Services

- Weddings/Wedding Receptions
- Commercial/Business Events

## **PROCEDURES FOR REQUESTING MEETING HALL FOR PERSONAL USE**

River Hall is available to all property owners except when reserved by the Social Committee for community functions or by the Board of Directors for meetings.

The facility cannot be exclusively reserved for private functions such as birthday parties, showers or meetings. However, these events can be held at River Hall with the prior approval of the Social Committee chairs.

To manage the scheduling of River Hall and minimize risks of conflicts, the following procedures have been approved by the Rivers Edge Board:

- Check the calendar on the REPOA website before requesting use of River Hall to avoid conflicts.
- Contact one of the Co-Chairs of the Social Committee. The contact information for the current chairs can be found on the POA website
- Provide the date of the proposed event, start and end times requested (including time needed for set up and clean up), type of event and number of attendees expected. Due to the local fire code, the capacity of the meeting room is limited to 70 persons. Please note, River Hall closes at 11 pm. All private functions, including clean up, should end before 11 pm.
- If the date and time is available, the function will be listed on the POA website calendar ([www.riversedgePOA.com](http://www.riversedgePOA.com)).
- A \$50 fee is required for use of River Hall. Checks can be made payable to RE Social Committee and given to the Social Committee Treasurer (currently Sandy Campbell) along with the completed receipt/request form.
- Either a member of the Social Committee or River Hall Facilities Committee will assist in accessing tables and chairs for the event.
- You will be provided signs to post on the meeting room door to indicate the function has been approved.
- On the day of the event the host must notify the front gate personnel if non-residents are expected.

The person(s) hosting the event is responsible for set-up, clean-up, removing all decorations, taking out trash and generally returning the facility to its original condition (or better.) Any damage should be reported to the River Hall Facilities Chairperson (currently Bruce Lyons, [bruceclyons@outlook.com](mailto:bruceclyons@outlook.com)).

DJs or live music are not allowed at private functions in River Hall without prior approval. Please include your intentions to have a DJ or live music when making the request.

**NOTE; These procedures do not apply to the Beach House. The Rivers Edge POA Beach House cannot be used for private functions.**

### **Responsibilities When Using the Meeting Room/Kitchen Areas**

1. All groups are expected to be in and out of the Meeting Room/Kitchen Areas within the time reserved consistent with the approved Hours of Operation approved for the Residents Club. No approved activity/event will extend later than 11:00 PM without prior approval of the REPOA.
2. Users of the Meeting Room/Kitchen Areas are responsible for setting up the areas according to their own needs.
3. No modifications, connections of user provided components, or rewiring of any of the electronics located in the Members Lounge are allowed. This includes the flat screen television and the stereo. If evidence of such actions is found, the owner will be billed for any additional costs to have these systems operationally checked to validate serviceability.
4. Anyone using the Meeting Room/Kitchen Areas must complete the following items on the post-event/activity cleaning check list before leaving. These actions are not to be deferred until the next day:
  - a. Vacuum carpet.
  - b. Spot clean any spills on carpets.
  - c. Return all furniture (chairs & tables) to original pre-event location.
  - d. Empty all trash containers and reline trash receptacles.
  - e. Remove all trash to outside trash container.
  - f. Wipe clean all counter tops and sinks.
  - g. Clean oven and stovetop spills and ensure that oven and burners are off.
  - h. Empty all perishables from refrigerator & wipe clean, as required.
  - i. Clean any spills in the microwave.
  - l. Wash any dishes/utensils that are borrowed from the kitchen and return them to storage. Do not leave dishes/utensils in the sink or dish washer.
  - k. Turn off lights.
  - l. Report any post event/activity damages/shortages to the REPOA Facility Reservation Contact as soon as possible.

No food or drink is to be left in the Meeting Room/Kitchen Areas after an activity/event.

### **Reserved Use by Others - For Business/Profit**

The Meeting Room/Kitchen/Pool Areas can be reserved for profit-based business activities and events which have been identified by or requested by Residents/Property Owners. Such activities, events, or classes at the Residents Club will not be approved by the REPOA when solicited solely by the business interest.

The following rules/guidelines apply.

1. A request for a business-based activity, event, or class at the Residents Club must be approved by the Rivers Edge Board.
2. This activity, event, or class is exclusively for Rivers Edge Residents/Property Owners, their immediate family members, their guests, & Tenants (with Amenity use privileges).
3. Person(s) offering the event, activity, or class must provide proof of “in force” liability insurance coverage, if determined to be required by the REPOA Board, by way of a Certificate of Insurance prior to approval of Resident Club use.
4. Both the Indoor & Outdoor Pools cannot be reserved for classes at the same time and the same day. Classes conducted in the Pool Areas should be conducted in such a manner as to maintain the opportunity for non-participants to concurrently use portions of these areas.
5. After the activity, event, or class, areas must be clean with all furniture or equipment used returned to their original location/configuration.
6. Any damages or conditions requiring maintenance attention will be identified immediately after the activity, event, or class to the REPOA Facilities Committee.

#### **H. CARD ROOM**

The Card Room can be used for all types of cards and any other game activity. While the room will not normally be privately reserved, its use can be scheduled on a recurring long term basis for activities endorsed by the REPOA for community-wide participation (such as bridge, canasta, etc.).

These community-wide activities should be identified to the Social Committee for posting to the club calendar. Food and drinks are allowed in this area; however, users will ensure that this area is completely cleaned prior to departure. Users should ensure that tables are cleared after use and furniture is arranged to its original location.

#### **I. OUTDOOR BARBEQUE GRILL**

The Outdoor Barbeque Grill at River Hall cannot be reserved for exclusive use by Residents/Property Owners. It is available for use on a first come, first served basis. No person under the age of eighteen (18) years of age is allowed to use or operate the grill. Cleaning of the grill is the sole responsibility of the user. The user will provide all of their own cooking fuel & utensils.

#### **J. LENDING LIBRARY**

Residents and Property Owners will periodically volunteer hours for the maintenance of the Lending Library. Library users are asked to please place all donated and returned books in the clear bin provided in the library. A member of the library volunteers will reshelve the books.

An honor system is used. Return dates are not required and no fines are imposed. Paperback books may be taken from the Library and either returned or kept by the borrower.

Periodically, worn or duplicate books are removed from the Library and donated locally. Games, magazines, and puzzles are also available in the Lending Library and may be borrowed and returned.

Donations are always accepted however, please be sure they are “gently” used books. The Lending Library should not be used as a “dumping ground”.



While the room will not normally be privately reserved, its use can be scheduled on a recurring long term basis for activities endorsed by the REPOA for community-wide participation (such as book club meetings, etc.).

#### **K. FITNESS CENTER**

Individuals eighteen (18) years of age and older may use the Exercise and Fitness Center without having a parent/guardian present. Exceptions may be requested, in writing, to the REPOA Facilities Committee for review/approval. All such requests will be addressed on a case-by-case basis.

**Under no circumstances shall children under twelve (12) years of age be allowed in any part of the Fitness & Exercise Center.**

Users of the Fitness & Exercise Center are subject to the following rules, regulations, policies, & procedures:

1. Proper attire must be worn while using the exercise equipment. Wet swimwear is not allowed. Proper athletic footwear is recommended.
2. User Instructions are posted on each piece of equipment & must be followed at all times.
3. After each use, all contact surfaces on all machines will be wet wiped using available spray bottles/towelettes.
4. Use of cardio equipment is restricted to thirty (30) minutes per session when others are waiting to use the equipment.
5. Free weights must be returned to the proper rack after use.
6. Food is not permitted in the Exercise & Fitness Center. Water & sports drinks, in proper non-glass containers, are allowed.
7. Individuals using the Fitness Center shall be considerate and respectful of other users. The volume of the television, radio, recorders & CD players shall be kept at a level not to disturb others.

#### **L. SWIMMING POOLS, HOT TUB, & SAUNA ROOM**

The pool areas may not be reserved for private parties/functions. The use of the swimming pools, hot tubs, sauna and adjacent decks are at the user's own risk at all times. **NO LIFEGUARD IS PRESENT.**

**Individuals under the age of eighteen (18) must be in the immediate presence of and under the direct supervision of an individual who is eighteen (18) years of age or older. Users of the pool areas are subject to the following rules, regulations, policies and procedures:**

1. Indoor showers are provided for the use prior to and after utilization of the pools, hot tub, & sauna facilities. The North Carolina State Bathing Code requires showers prior to entering pools and hot tubs. This also removes excess sunscreen & body oils which can pose maintenance problems for the filtration equipment. Using these showers to rinse off beach sand is strictly prohibited.
2. The following are **NOT** permitted;
  - a. Running
  - b. Spitting or nose blowing in the pools
  - c. Noisy or hazardous activity, boisterous or rough play, & excessive splashing

- d. Eating or drinking in the pools
  - e. Glass or breakable containers in the pool areas
  - f. Diving
3. Drinking and eating in the Indoor and Outdoor Pool Areas are permitted.
  4. Persons under the influence of alcohol, or prescribed medication which may impair normal activities may not use the facilities.
  5. Persons with communicable diseases, skin, eye, ear or nasal infections are not permitted in the pools or hot tubs.
  6. Flotation devices are permitted for use by non-swimmers. No snorkeling or scuba equipment, other than a mask, is permitted in the pools. No diving sticks are allowed. The use of small floats, toys, balls, or other similar objects is permitted, but must not disturb other pool users.
  7. As a courtesy to others, swimmers and sunbathers are not permitted to reserve chaise lounges, tables, or chairs in advance of arrival. Towels must be used on the deck furniture to prevent staining from suntan lotion.
  8. Umbrellas should be kept closed when not in use.
  9. Appropriate attire should be worn at all times. Wet swimming attire is not permitted in the Exercise & Fitness Center or the Residents Club, other than the Indoor Pool Area and the foyer to the Restrooms adjacent to the Indoor Pool.
  10. Infant children must wear a product similar to "Huggies Little Swimmer Pants" while using the pools. Diaper changing is restricted to the Restrooms.
  11. For health reasons, swimming pools may be closed for up to 24 hours after someone accidentally defecates in the pool while the pool is shocked with chemicals. Parents with younger children are encouraged to provide a degree of due diligence to ensure children are taken to restrooms periodically to prevent accidents.
  12. Sauna use is limited to a maximum of six (6) people at one time. Children under the age of sixteen (16) are not allowed in the sauna. Individuals should spend no more than fifteen (15) minutes in the sauna at any one session.
  13. Children under the age of sixteen (16) years are not allowed in the hot tub.
  14. Disposable bottles/containers/dishes and other trash must be placed in trash receptacles.
  15. The volume of audio equipment shall be kept at a low level at all times, so as not to disturb others using the pool and hot tubs.
  16. Pool facilities require proper maintenance and are subject to closing without notice for repairs or other reasons. Use of a closed facility is not permitted.
  17. Swimming in either the indoor or the outdoor pools during inclement weather conditions is not recommended. No safety procedures or storm warning systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Responding to changing weather patterns is the responsibility of the users.

**M. TENNIS/PICKLEBALL COURTS**

The use of the tennis courts shall be subject to the following rules, regulations, policies & procedures:

1. Courts are to be used exclusively for tennis or pickleball. Any other use of the tennis courts must be approved by the Rivers Edge Board.
2. Courts are for the exclusive use of Rivers Edge Property Owners, Tenants (with Amenity use privileges), and their guests.
3. Play is on a first-come, first-serve basis. There is no “reservation” policy/ procedure in place at this time.
4. Court time shall be limited to one (1) hour if other players are waiting.
5. All players must be appropriately attired in garments & footwear designed specifically as tennis wear. Shirts are required.
6. Good sportsmanship and proper tennis etiquette must be observed at all times. Excessive noise, racquet throwing, or profanity is not permitted.
7. All courts are subject to closing without notice for maintenance, repairs or other reasons. Play on a closed court is not permitted.
8. Playing tennis during inclement weather is not recommended. No safety procedures or storm systems are being utilized to protect individuals from lightning strikes or other dangerous weather conditions. Responding to changing weather patterns is the responsibility of the users.

## V. RULES SPECIFIC TO THE BEACH CLUB

### A. GENERAL

1. The Beach Club cannot be reserved for individual events or activities.
2. The outdoor showers, foot wash, etc. must be used to remove sand prior to entering the Beach Club. When water is not available, use appropriate means to remove sand prior to entering the Beach Club.
3. No grilling is allowed on the Beach Club property.
4. The lift located in the Beach Club is designated for use by authorized “handicapped individuals” only. It should only be used by a handicapped person, his/her equipment (wheelchair, etc.), and one support person. The lift is not to be used for freight.

**To operate the lift, a key must be obtained by completing a lift use authorization form. Contact the REPOA Office at (843) 272-8705.**

### B. BEACH CLUB PARKING

1. Parking at the Beach Club facility is exclusively for Rivers Edge property owners, their guests, and tenants with amenity privileges. **Any owner or tenant vehicle parked at the Beach Club must display a current Rivers Edge vehicle decal (issued by the REPOA) that is permanently attached on the outside upper left corner of the driver’s side of the windshield.** A property owner **temporarily utilizing** a vehicle without a decal can obtain an **Orange** Property Owner Pass (paper) at the front gate.
2. Guests parking at the Beach Club must have a **Purple** RE Guest Pass visibly displayed on the left corner of the front dash of their vehicle. RE Owners or Tenants with amenity privileges must contact the security personnel at the front gate to request a Beach Club pass for their guest. Passes for up to three days can be requested. Each pass can be picked up at the front gate **ONLY** on the specific date authorized. Only one guest pass per owner will be issued

for each day. The **Yellow** Guest Passes issued for parking in the Rivers Edge community are **not valid** for parking at the Beach Club.

3. A car that is legally parked at the Beach Club will display either:
  - a current **Blue/White** Rivers Edge Property Owner decal,
  - a current **Burgundy** Rivers Edge Tenant decal (tenants with amenity privileges),
  - a current **Orange** Rivers Edge Property Owner Pass, or
  - a **Purple** Beach Club Guest Parking Pass valid for the current date.
4. Non-resident RE property owners can authorize the issue of the **Purple** Beach Club Guest Parking Pass by contacting the RE front gate as described above. The pass can be picked up at the front gate by the named guest on the effective date by presenting proper identification.
5. **Any vehicle not displaying the proper validation described in the previous paragraphs (section B 1 - 4), will be towed away at the owner's expense and/or ticketed by the Holden Beach Police Department.**

## VI. RULES SPECIFIC TO THE NATURE TRAILS & WALKWAYS

The Nature Trail/Walkway Complex, located throughout Rives Edge and adjacent to Palmer Lake, is provided for the enjoyment of the Property Owners and their guests. Users must remain on the trail/walkways and care should be taken not to disturb wildlife or plant life. Bicycles, skateboards, and golf carts are prohibited on the trail/walkway. A "No Littering" policy is in effect. Vehicles within Rivers Edge shall yield right of way to pedestrians at all crosswalks.

## PROPERTY USE, COMMUNITY STANDARDS & LANDSCAPING REQUIREMENTS

The Master Declaration & Development Plan for Rivers Edge governs community property use and maintenance requirements and responsibilities. Property Owners are urged to refer to the Article 8 (Maintenance), Article 12 (Architectural & Landscaping Standards), & Article 13 (Use Guidelines & Restrictions) for the specific stipulations relative to property use and maintenance concerns. Property Owners should also be aware of the possibility of additional provisions regarding property use and maintenance that can be incorporated through Supplemental Declaration amendments. The REPOA Rules & Regulations listed here are stated in "layman's" terms and are intended to function as a quick reference for the benefit of the Property Owner.

### I. Property Use & Community Standards

- A. **Storage Receptacles** - Fuel storage tanks and receptacles for ashes, trash, rubbish, or garbage shall be buried below the surface of the ground or screened to the satisfaction of the Architectural Review Board (ARB). No temporary structure may be placed or erected on any lot with the exception of that used for the storage of materials during construction. No permanent, separate sheds for storage of such things as gardening equipment are permitted.
- B. **Fences** - Fences, including dog runs, must be clearly shown on building plans, including location and dimensions, and materials to be used in construction, and must be approved by the ARB.

Fences may be of wood, brick, or other suitable materials and must harmonize in character and color with the house. The maximum height is five (5) feet. Gates should be of comparable design and color. Fences should define and create spaces rather than be used to delineate property. Fences running more than fifty (50) percent of the property line are prohibited. No chain link fences are permitted.

- C. Outside Fireplaces** - Permanent charcoal fireplaces for grilling purposes must be submitted to the ARB for approval as part of either the home construction or landscape approval process, or if added later.
- D. Outside Burning** - No outside burning of wood, leaves, trash, garbage, or household refuse shall be permitted except in accordance with a validly issued burning permit from Brunswick County and the REPOA.
- E. Concealment** - All exterior HVAC equipment, irrigation equipment, and trash receptacles shall be screened or so placed and be kept as to not be visible from any street, recreation area, adjacent home site or golf course property.
- F. Flags & Statuary** - Except as authorized by Federal, State, County, or City laws and regulations, any banners, flags, flagpoles, fountains, statuaries, bird baths, ornaments, numbers, letters, etc., not submitted and approved with the original landscaping plan, are discouraged and shall be submitted to and approved by the ARB prior to installation. The Flag of the United States of America and the Flag of North Carolina are allowed and regulated per statutes.

For purposes of this section, "The Flag of the United States" and "The Flag of North Carolina" means flags that are made of fabric, cloth, or paper. Flags under this section do not mean a flag depiction or emblem made of lights, paint, roofing, siding, paving materials, flora, or balloons, or of any similar building, landscaping, or decorative component.

- G. Signs** – No signs of any type shall be erected or maintained on any property without the prior approval of the REPOA and/or the ARB. Political signs are allowed and regulated per statutes.
- H. Political Signs** -
  - 1. No political signs may be displayed on Property Owners' residence or home site earlier than forty-five (45) days before the day of elections and later than seven (7) days after an election day.
  - 2. No more than one (1) political sign with the maximum dimensions of twenty-four (24) inches by twenty-four (24) inches will be permitted on property owned within Rivers Edge. A "political sign" means a sign that attempts to influence the outcome of an election including supporting or opposing an issue on the election ballot.
  - 3. These regulations shall apply to Property Owners who display political signs on property owned exclusively by them and does not apply to common areas, easements, rights-of-way, or other areas owned by others within Rivers Edge.
- I. Laundry & Clothes Lines** - No outdoor clothes lines, poles, or similar equipment shall be placed on any lot. Clothing, towels, and laundry may not be hung on exterior porches, patios, decks, railings, lawns, furniture, or hanging devices.
- J. Playground & Exterior Equipment** - Playground equipment, including sports equipment, must be approved by the ARB prior to installation.
- K. Antennas & Dishes** - No television antenna or satellite dish of more than forty (40) inches in diameter shall be allowed or placed on any lot. Antennas or dishes forty (40) inches or less shall be placed or screened so they will not be visible from the

street and, to the extent possible, from adjoining properties including the RE Golf Course. Such devices shall comply with ARB or REPOA guidelines except any guidelines in clear violation of the Telecommunications Act of 1996. No antenna or dish will be located/installed on RE Common Areas without the approval of the REPOA

**For the Bluffs & the Gallery: Every opportunity should be used to “share dishes/satellites” to minimize their visual impact.**

- L. Well Installation** - Single-family residential owners shall be allowed to install one (1) single well per lot for irrigation purposes. The well must be buried beneath the earth’s surface or within the enclosed crawl space of the house. Well location, equipment housing and screening must have ARB approval prior to any such installation. Under no circumstances shall any water be diverted from or taken from any lakes, ponds or lagoons for any purpose.
- M. Use of Common Areas** - The Rivers Edge Common Areas, to include (but not limited to) the front gate area, planted areas, amenity facilities, side/trails, grassed areas on the street side of sidewalks, street lights, street signs, traffic and speed limit signs, and the like, may not be utilized by Residents/Property Owners, for any purpose, without advanced approval from the REPOA Board of Directors. This restriction includes the placement of signs, banners, ribbons, and the like.
- N. Home Business** - A Rivers Edge Property Owner or a tenant residing in a home may conduct business activities within the home so long as:
  - 1. The existence or operation of the activity is neither apparent nor detectable by sight, sound, or smell from outside the home.
  - 2. The activity does not involve regular visitation of the home by clients, employees, agents, customers, suppliers, or other business invitees, or any form of local solicitation.
  - 3. The activity is consistent with the residential character of Rivers Edge and does not constitute a nuisance, hazardous or offensive use, or threaten the safety of other Rivers Edge Residents & Property Owners.
- O. Quiet Enjoyment & Offensive or Illegal Activity** - All Rivers Edge Residents, Property Owners, tenants and guests are expected to act with respect and regard toward all members of the community. No obnoxious, vulgar, offensive, or illegal activities shall be tolerated within the confines of Rivers Edge.
- P. Restricted Activities** - The following activities are prohibited within Rivers Edge.
  - 1. Activities, which could disturb or restrict Property Owners’ and tenants’ rights to quiet enjoyment, parking, and/or traffic flow or which could potentially destroy vegetation, wildlife, water, or air quality.
  - 2. Any retail trade, garage sales, moving sales or similar activity.
  - 3. Hunting of animals or birds of any kind.
  - 4. Fishing in ponds on or around the RE Golf Course.
  - 5. Feeding of wildlife such as alligators, deer, geese and ducks.
  - 6. Discharge of any fireworks or firearms, including long guns, handguns. This includes air guns, BB guns, & paint ball guns any size or description.
- Q. Exterior Lighting** - Exterior lighting fixtures and bulbs should be mounted & powered to provide decorative and security lighting for individual homes. Spotlights and security lights should be carefully directed so they do not act as an irritant to nearby neighbors. In-ground yard lights (used to line driveways, sidewalks, patios, or planted

areas) whether powered by the sun or wired for electricity, must be approved by the ARB before installation.

- R. Holiday & Event Lights** - Holiday and special event exterior decorating should be tasteful and considerate of other Property Owners. Excessive lighting, flashing lights, blow-up and plastic holiday figures, large seasonal or holiday displays, large exterior Christmas trees on decks or porches are discouraged. Christmas decorations may not be displayed on home exteriors outside the period between the Friday after Thanksgiving and January 7<sup>th</sup> of the following new year. Displays of other holiday exterior decorative items (Halloween, Easter, July 4<sup>th</sup>) are limited to the period three (3) weeks before two (2) weeks after the holiday.
- S. Sound Devices** - Sound devices shall not cause an adverse environment to any surrounding property, with the exception of alarm devices used exclusively for security purposes in individual residences.
- T. Painting & Exterior Alterations** - Any owner may remodel, paint or redecorate the interior of the property without approval. No approval shall be required to repaint the exterior of a structure in accordance with the originally approved color scheme.
- U. Garbage and Trash Disposal** - Property Owners shall be responsible for the proper disposal of all garbage and trash. Each Property Owner shall utilize the garbage receptacles provided by Brunswick County. Garbage and trash must be placed at the end of the residential driveway no sooner than the night before the day of collection, and removed from the street the day of collection, unless conditions dictate otherwise. Trash and debris shall not be placed in the street, street right-of-way or on any undeveloped property. It is the responsibility of the Property Owner to prohibit the development of any unclean or unkempt condition of the buildings or grounds within their residential home site.
- V. Storm Water Run-off Rules** - All residential home sites are subject to the State of North Carolina storm water Rules & Regulations as these Rules & Regulations may be amended from time to time, and to applicable provisions of the Master Declaration & Supplemental Declarations.
- W. Mail Boxes** -
1. A standard mailbox and newspaper receptacle will be identified for use throughout Rivers Edge. No deviation will be allowed. The only exception is the use of a temporary mailbox approved by the ARB based upon on-hand non-availability of the standard unit. A temporary unit will be replaced immediately upon delivery of standard unit.
  2. Mailbox maintenance and repair is the responsibility of the individual property owner. No modification of the mailbox is allowed.
- X. Netting** - Unobtrusive netting or coverings of individual shrubs is allowed to protect against frost/freeze and animal invasion or destruction. Coverings, netting, etc. attached to stakes, trees, surrounding property, etc. is not permitted.
- Y. Property Owner Use of Party Canopies** - At various times, Rivers Edge Property Owners may desire to temporarily use canopies to hold events such as wedding receptions, family gatherings, or neighborhood functions on their property. The temporary use of canopies for such events shall be limited to party canopies, cabanas, or similar items which can be assembled or disassembled within one (1) twenty-four (24) hour day.

**Size and Placement**

1. Canopies as defined above shall not exceed twenty (20) feet by thirty (30) feet in terms of covered area. One canopy cannot exceed twenty (20) feet by

thirty (30) feet. Multiple canopies are included provided that no one canopy has a dimension longer than thirty (30) feet & the total ground covered area must not exceed six hundred (600) square feet.

2. Use of these canopies will be limited to the rear of the property and shall not impinge on common areas, golf course, or upon any neighboring properties.
3. No canopy will be allowed to exceed fifteen (15) feet in height & must be placed on the property so as to minimize blockage of neighboring property views.
4. Any such canopy shall not be used longer than five (5) days which includes the time for its assembly and disassembly.

#### **Application for use and approval**

The temporary use of canopies requires the approval of the REPOA. Requests for approval of their use must be made to the POL at least ten (10) working days prior to the planned use. The request must include:

1. Size and number of canopies, including installed height and external dimensions.
2. Functional description of the usage and placement on the property.
3. Time of installation and duration of use.

## **II. Landscaping Requirements**

- A. Property Owners are responsible for maintaining their property grass and all plantings in a manner that will enhance and maintain the beauty of Rivers Edge. It is the responsibility of all Property Owners to remove any dead and/or fallen trees promptly and to prevent the accumulation of trash, debris, and any other unsightly litter that would detract from the cleanliness and beauty of the community. No property owner shall dump any yard waste (such as grass clippings, shrubbery clippings, tree branches, etc.) on any unimproved lot or common ground.
- B. All landscaping, grading, and excavation implemented or installed in the community must be submitted in writing and approved by the ARB.
- C. Plans shall be reviewed considering the harmony of the design with the environmental character of the surrounding area, preservation of drainage patterns, and visual impact.
- D. The ARB will provide standards and criteria for general landscaping plans.
- E. Unoccupied lots must be mowed or bush hogged at least once a year. Dates are set in the Master Declaration as between September 1<sup>st</sup> and October 15<sup>th</sup>, but a variance can be allowed until November 30<sup>th</sup> to allow for the final frost of the season. Bush hogging of unoccupied lots will be provided by the REPOA at the owners expense.
- F. No tree, shrub, or bush located over five (5) feet from a building or parking area with a diameter of over six (6) inches at a point four (4) feet above the ground may be cut, removed, or damaged. Any such vegetation removed without ARB approval must be replaced. If the Property Owner fails to replace it satisfactorily, a damage fee shall be assessed of up to \$1,500 per tree or shrub, payable to the REPOA, which shall have the right to enter the property to replace the tree or shrub.

## **PETS & ANIMALS**

All pets must be kept and maintained in a manner that does not damage any private or common property nor disturb the peace.



- I. Only ordinary domestic pets such as dogs, cats, aquarium fish, and birds may be kept within a residential unit, provided they are not kept, bred or raised for commercial purposes.
- II. No livestock or poultry may be kept, raised or bred in or on any property within Rivers Edge.
- III. Unattended pets may not be permitted to roam freely within Rivers Edge. All dogs must be under the control of the owner when outside the confines of the pet owner's private property. Brunswick County & Shallotte ordinances will be in effect.
- IV. **It is the responsibility of pet owners in the Rivers Edge community to respect community common property and privately owned property, whether developed or undeveloped, regarding the walking of pets and the removal of their waste.**

**Individuals who are observed not attending to the removal of their pet's waste shall be subject to the following procedures:**

**First Violation: Written Notice of Violation**

**Second Violation: Written Warning of Potential Sanction(s) for a Subsequent Violation**

**Third Violation: Imposition of a fine of up to \$100 for the third and any subsequent violation(s)**

**Continued violation of this rule may have the pet determined to be a "nuisance" and addressed pursuant to IX below.**

**Individuals who have been notified of a violation shall have the right of appeal to the REPOA Board of Directors.**

**Enforcement of this Rule shall be under the authority of the Rules and Regulation Committee**

- V. All pets must have a current rabies tag and wear a collar with the tag displayed when outside.
- VI. Fencing dog runs, and/or doghouses must be approved by the ARB prior to construction.
- VII. Pets are not permitted within the confines or the exterior properties of the River Hall Residents Club & the Beach Club. The exception is a service animal for the blind used to assist handicapped individuals or those used to sense medical emergency conditions.
- VIII. The REPOA reserves the right to fine the Property Owner and/or to expel or control any pet which becomes a nuisance in any way within Rivers Edge. The REPOA shall also have the right to prohibit housing to any pet that constitutes a public nuisance.
- IX. Property Owners, tenants and guests shall be held responsible and liable for any personal injury and/or property damage due to the actions of their pets. Any such damage resulting from a pet's action shall be corrected either through financial reimbursement or by corrective action to be determined by REPOA with the concurrence of the owner of the damaged property.

## **TENANTS**

For the purpose of these Rules & Regulations, a tenant shall be defined as anyone in possession of a Rivers Edge Property Owner's home in exchange for any sort of consideration.

- I. Tenants, unless also Property Owners, are not members of the REPOA. However, they are subject to the Covenants, By-laws, Rules & Regulations, and Policies that govern the REPOA and its Common Areas. Property Owners are responsible for providing their tenants with all documentation concerning current Rule & Regulations.
- II. A Rivers Edge Residence (Single or Townhome) may not be leased or rented for a continuous term of less than one-hundred and eighty (180) days. A responsible adult tenant,

named on the lease, must be a fulltime resident of the property during the rental period. Pooling or sharing a rental property by multiple tenants (at one time or over time) is prohibited.

III. Prior to occupancy, it shall be a mandatory requirement of the Property Owner to ensure that a Tenant Information Sheet is completed and furnished to the POL office acting as the designated agent for the REPOA. The Tenant Information Sheet is available on the Rivers Edge website.

**IV. Rivers Edge Amenity Facility Access for Tenants**

A. If Amenity Facility use privileges are transferred to the tenant by the Property Owner during the lease period, the Property Owner is solely responsible for providing their tenants with their Amenity Facility Access Cards.

**These Access Cards will only be activated for tenant use by the POL upon receipt of a completed Tenant Information Sheet. If Property is leased without this form being received by the POL, all Access Cards issued to the Property Owner will be deactivated for Amenity Facility use until that completed form is received.**

B. Should the terms of the lease provide the tenant with Amenity Facility access privileges, the Property Owner must forfeit those privileges during the lease period.

**V. Rivers Edge Front Entrance Access for Tenants**

A. A Property Owner is responsible for providing their tenant with one (1) Access Card for use in gaining entrance into Rivers Edge. If the tenant is also given Amenity Facility privileges, the same Access Card(s) will work at those locations. If the tenant is not given Amenity Facility privileges, the Access Card(s) will only function at the Front Entrance.

B. The Property Owner may also provide a Key Fob for the Automated Front Entrance for one or more tenant vehicles, but this is not required.

C. Upon request to the POL, the name of the tenant can be loaded in the Electronic Directory located at the Front Entrance to allow remote access to visitors/guests. A local telephone number must be available for this option.

D. The POL with the assistance of the Access & Safety Committee will issue a vehicle identification sticker for each vehicle located and operated in Rivers Edge during the lease period. This sticker must be applied to the top of the windshield (driver side) to be valid and accepted for granting access into Rivers Edge.

**This sticker will only be issued to the tenant by the POL upon receipt of a completed Tenant Information Sheet.**

VI. The Property Owner is responsible for the actions of their tenants and will be held financially liable for any damage to REPOA's Common Facilities, equipment, or Common Areas. The Property Owner will also be held liable, financially or otherwise, for any violations of the Covenants, By-laws, & Rules & Regulations by their tenants.

## **VIOLATION REPORTING PROCESS/PROCEDURES**

When an alleged violation occurs, the person observing the alleged violation **may** contact the alleged violator and provide the person with the specific rule violated. If the alleged violator does not respond or if the person observing the alleged violation prefers, he/she can follow the process outlined below.

- I. Alleged violation is observed.
- II. Alleged violation is reported by:
  - A. Completing a Rule Violation Form and sending via email to the POL at [theronm@waccamawmanagement.com](mailto:theronm@waccamawmanagement.com) or by hard copy to the REPOA, 605 Briarwood Drive, Suite 3 Myrtle Beach, SC 29572  
 A Rule Violation Report Form is available on the REPOA website.
  - B. Telephone call to the POL at (843) 272-8705 (only if immediate attention is required)
- III. Report of the alleged rules violation is received and logged by the POL, and is forwarded to either the REPOA Rules & Regulations Committee Chair or the ARB, as appropriate based upon the nature of the alleged violation, for review and action. The responsible committee or board will:
  - A. Investigate the alleged rules violation.
  - B. If the alleged rules violation is validated by the REPOA Rules & Regulations Committee or the ARB, REPOA Management is notified to commence enforcement action in accordance with the approved Rules Enforcement Policy.
- IV. Rivers Edge Rules Enforcement Policy is implemented by REPOA Management as follows.

## **RULES ENFORCEMENT POLICY**

- I. **PURPOSE:** This policy is established for the purpose of defining the process by which the Rules & Regulations of the Rivers Edge Property Owners Association, Inc. (REPOA) will be enforced and has been approved by the REPOA Board of Directors in accordance with the mandates and responsibilities contained in the Master Declaration, By-Laws, and other governing guidelines applicable to the Association.
- II. **SCOPE:** The Rules Enforcement Policy applies to all Rivers Edge Property Owners, tenants and guests and shall be enforced in a consistent and impartial manner. Each Property Owner is responsible for the conduct of and for any violations by such owner's family members, guests, agents, contractors and tenants, and for the family members, guests, agents and contractors of any tenant.
- III. **PROCESS**
  - A. **Discovery of Violation**
    - 1. The alleged violation will be reported through the use of the **"RE Rule Violation Report Form" contained in this handbook.**
    - 2. A violation is defined as an act in conflict with Rivers Edge Covenants, By-Laws, or Rules & Regulations.
    - 3. Any alleged violation of the above mentioned governing documents of the REPOA will be processed according to the procedures outlined below.
  - B. **Enforcement Procedures**
    - 1. The Property Owner responsible for the observed/reported violation **may** receive a Courtesy Notice (telephone call from REPOA Management or designee), but this is not required. Any such notice is considered a courtesy.
    - 2. REPOA Management or designee will log the Rule violation in the Rules Violation Record for the particular property.
    - 3. A first Notification of Rule Violation Letter defining the:

- a. Date of the violation
  - b. Specific rule violated
  - c. Request to cure the violation by a specified date will be delivered to the Property Owner. Delivery shall be defined as the “mailing” of the letter, with appropriate postage affixed, to the address then currently listed in the records of REPOA for the property in question. **4.** This letter will also indicate whether this is a **FIRST, SECOND or SUBSEQUENT**, etc., Notification of a Rules Violation.
- 5. After the first Notification of Rules Violation letter has been delivered, the Property Owner has ten (10) days, from the date of the first violation notification letter to correct the condition. Failure to cure the violation within the ten (10) days will result in a Second Notification of Rule Violation.
  - 6. If multiple Rules have been violated in a single incident, each violation will be considered as a separate infraction.
  - 7. The violation notification letter will include a summary of the REPOA’s hearing and appeal process.

**C. First Notification of Rule Violation**

No fine is levied on the Property Owner or billed to the property’s assessment account. Should the violation not be cured within ten (10) days following the delivery of the first notification of rules violation letter, a Second Notification of Rules Violation letter will be delivered to the Property Owner indicating that the Property Owner may be subject to the imposition of fines.

**D. Second and Subsequent Notification of Rule Violations**

The Property Owner may be provided a second notification of rule violations, if, in the opinion of the REPOA Rules & Regulations Committee, an undue hardship would result if the Property Owner was not provided additional time. The Property Owner in receipt of a First Notification Letter of Violation should contact the individual who signed the First Notification Letter of Violation and describe the hardship. Based on the information provided and the nature of the violation, the REPOA Rules & Regulations Committee will decide if additional time is warranted. The additional time provided will be communicated to the Property Owner in a Second Notification Letter of Violation. The Second Letter of Violation shall define the:

- 1. Date of the violation
- 2. Specific rule violated
- 3. Request to cure the violation by the new cure date.

If an extension is not requested or allowed, a second notification of rule violations will give the Property Owner notice of a hearing date, at which time the owner will have an opportunity to present evidence to the REPOA Board of Directors. If the hardship extension is permitted a subsequent notification letter will give notice of a hearing date, at which time the owner will have an opportunity to present evidence to the REPOA Board of Directors. Within fifteen (15) days of the hearing, the REPOA Board of Directors will forward their decision to the Property Owner and to the REPOA Rules & Regulations Committee.

**E. Fines and Hearing Process**

Within fifteen (15) days of the decision the action of the REPOA Rules & Regulations Committee will be delivered to the Property Owner, including the amount of the fine if imposed. If it is decided that a fine should be imposed, a fine not to exceed \$100.00

may be imposed for the violation without further hearings, for each day more than five (5) days after the decision that the violation occurs. After delivery of the REPOA Rules & Regulations Committee decision, the property owner has fifteen (15) days to request a hearing with the REPOA Board of Directors concerning the violation. After thirty (30) days, any fine levied against the property owner remaining unpaid shall constitute a lien(s) against the owner's property per authority granted to the REPOA Board of Directors in Article 11, Section 5, & Article 14, Section 1, of the RE Master Declaration.

**F. Serious and Persistent Rules Violations**

If a serious or a persistent breach of the Rules occurs, the REPOA Rules & Regulations Committee may take additional action by increasing a previously imposed fine, to a total amount not to exceed \$100.00 per day per violation, as they, in their sole discretion deem to be appropriate to the circumstances, and/or revoking the community privileges of the Property Owner, to include rescinding the use of all Rivers Edge Amenity Facilities. If it is decided that a suspension of planned community privileges or services should be imposed, the suspension may be continued without further hearing until the violation or delinquency is cured.

**IV. CONSIDERATIONS**

**A. Safety Violations**

For violations that involve the endangerment or safety of any person or property, the Association may immediately take any necessary and appropriate action.

**B. Property Damage Violations**

For violations that involve property damage to the Common Area/Facility or another individually owned property, all parties involved will be held responsible for reimbursement to REPOA and/or the individual Property Owner for the cost of all repairs.

**C. Compliance Disputes**

The Property Owner retains the right to appeal the enforcement policy actions directly to the REPOA Board of Directors. Appeals may be initiated either verbally or in writing through REPOA's Management Office. The REPOA BOARD of Directors shall issue a finding regarding compliance disputes through the use of the Rules Violation Hearing/Appeals Procedures Form (copy attached).

**D. Appeals to the REPOA Board of Directors**

All decisions of the REPOA Rules & Regulations Committee may be appealed to the REPOA Board of Directors by the Property Owner. Appeals to the full REPOA Board of Directors may be initiated either in person at a hearing scheduled by the Board or by submitting a written appeal to the Board within fifteen (15) days of the decision of the REPOA Rules & Regulations Committee.

**E. Results of Appeals**

The REPOA Board will communicate the results of appeals to the Property Owner in writing. If, as a result of the appeal, the violation(s) in question was determined to be unfounded or unfair in any way, that violation will be expunged from the Property Owner's record.

# RULE VIOLATION REPORT FORM

Date of Report:

I. **PERSON MAKING REPORT:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

II. **DESCRIPTION OF ALLEGED VIOLATION:** (complete as fully as possible)  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

III. **DESCRIPTION OF ALLEGED VIOLATOR:**  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

IV. **WITNESS:**  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

\*\*\*\*\***FOR RULES ENFORCEMENT COMMITTEE USE**\*\*\*\*\*

**RULES ENFORCEMENT COMMITTEE ACTION TAKEN:**  
Date \_\_\_\_\_ Committee Representative \_\_\_\_\_  
Description of Action \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOARD APPROVAL:**  
Board Representative \_\_\_\_\_ Date \_\_\_\_\_

# HEARING PROCEDURES

## APPEAL HEARING PROCEDURE

- I. Statement of violation by REPOA Rules & Regulations Committee Chair
- II. Violator's statement of appeal
- III. Review of relevant Covenant, By-law, Rule & Regulation, Guideline & Policy requirements
- IV. Discussion and/or questioning of violator by the REPOA Board Members
- V. Questions and final statement by violator
- VI. Violator excused
- VII. Discussion and decision by REPOA Board Members
- VIII. Publishing of REPOA Board Members decision to violator
- IX. Adjournment

## DOCUMENTATION

Name of Violator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Violated Rule Reference: \_\_\_\_\_

Description of Violation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## RULING

REPOA Board of Directors Findings/Decision:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REPOA Board President: \_\_\_\_\_

Date: \_\_\_\_\_