

**THE KEYS AT KURE BEACH HOMEOWNERS ASSOCIATION
RULES and REGULATIONS**

Keys Documents Link: <https://keyshoa.com/keyswp/documents>

NOTE: THIS DOCUMENT REGULATES OR PROHIBITS THE DISPLAY OF POLITICAL SIGNS

A. References:

1. **Common Areas:** The following rules cover limited and general common areas as defined in Keys Covenants Article I: 1.5 and 1.9.
2. **Keys Unit/Yard Change Requests:** Processes defined in Keys Manual: Sections Landscaping and Grounds Maintenance, Architectural Control, and Keys Change Requests.
3. **Rental Units:** Owners are responsible for ensuring all changes follow approval process.

B. Rules & Regulations: Permanent Changes to Unit and Common Areas

1. **Unit Changes: Architectural Request Approval Required before implementing change**
 - a. All window replacements and additions to exterior walls, including garage.
 - b. Permanent hurricane protection shutters
 - i. Approved types: Roller, accordion, and panels.
 - ii. Accordion and roller shutters must be properly maintained and the same color as the window frame.
 - iii. The esthetic look of the windows without shutters must be maintained.
 - c. Deck extensions and/or changes from wood decking & railing (e.g. replace with composite decking)
 - d. Deck awnings (must be retractable)
 - e. Screened Porch alteration.
 - f. Front storm doors (must be clear/undecorated full glass design with a white frame)
 - g. Exterior Light fixtures: Front Porch and Garage
 - h. Skylights, solar collectors & roof vents
 - i. Gutter additions and protection
 - j. Whole House Generators
 - k. Any similar permanent changes to unit that alter physical appearance
2. **Shrubs/Trees – Common Areas – Landscaping Approval Required before implementing change**
 - a. A list of shrubs/trees recommended for our environment will be maintained by the Landscape Chair. Shrubs/trees deemed to cause damage to the property, not recommended for our environment, or otherwise found to be inappropriate for the Keys as per the Landscape team’s decision will not be permitted.
 - b. Shrubs/Trees may be placed in common areas, except for a one foot “no plant” zone around the foundation of the townhomes, with HOA approved change request.

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C. Rules & Regulations: Temporary Changes to Unit and Common Areas

1. Planters/Pots/Pavers

- a. Live plants in decorative planters/pots (pots no more than 3 ft. in height) may be placed in the common areas with HOA approved change request. Planter/pot colors need to blend in with the properties and the surrounding areas. A reasonable number of pots are allowed as per agreement with the Community Liaison.
- b. Pavers/Stepping Stones/Concrete Patio Stones , no larger than 17"x17"x2", are permitted in the following common areas:
 - i. To/from water faucets, both front and back of houses
 - ii. Supporting grills located on the ground below the deck
 - iii. Extension/expansion of walkway pavers between units
 - iv. Supporting trash and recycle cans, gas tanks, air-condition units and permanent whole house generators.
- c. Paver request in common areas not included in #b above require HOA approved change request.
- d. Placement of planters/pots/pavers must not: interfere with landscaping work, hinder free access to the property, or otherwise create safety concerns.

2. Unit/Yard Decorations

- a. Yard ornaments and seasonal flags (neither to exceed 2x2 ft) and benches (not to exceed 4x3 ft) are permitted in mulched areas (benches limited to mulch by front porch) with HOA approved change request.
- b. Solar lights up to 2 ft high and security signs up to 1 square ft are permitted (Change Request Form and agreement with the Liaison are not required).
- c. Political signs are not permitted. Influencing placards, advertisements, artificial plants, animal stakes, dog runs and similar items deemed inappropriate by the Landscaping Committee are not permitted.
- d. Front and side exterior walls and front porch railings: no decorations of any type permitted.
Front porch walls: ornamental plaques and one non-political sign (maximum size 10 by 12 inches) permitted.
Front Door: wreathes and ornamental plaques only.
Windows: no signs on or in any window, except security system signs.
- e. The USA and NC State flags are the only ones that may be displayed in the front of the unit.
- f. Decorative flags, windsocks and like items may be attached only to the rear of the unit.

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- g. Temporary holiday decorations (not flags) may be attached to the front or side exterior and placed in the common areas. Decorations must be removed by the end of the holiday season (no more than 2 weeks following recognized holiday).
- h. House numbers must only be those provided by the HOA.
- i. Interior window coverings, if used, must be white backed and maintained at all times.
- j. The walkways in front of the units must be unobstructed and used only for ingress and egress.

3. Unit Accessories

- a. Plywood and cloth are acceptable as temporary window protection against hurricanes.
- b. Shades, front and side awnings, shutters, window guards, fans, air conditioners or similar type devices shall not be attached to the exterior of the unit.
- c. Appropriate deck furniture is allowed on deck; hot tubs are not permitted.
- d. Fire pit/tables that are fueled by propane and approved by Underwriters Laboratories (UL), Canadian Standards Associations (CSA), and/or American National Standards Institute (ANSI) are allowed and subject to state and local fire codes. Owners that use these devices must be present during their operation and are responsible for any damage to their unit or surrounding areas. Fire extinguishing equipment (e.g. water hose, extinguisher, fire mat, etc.) is recommended to be readily available near the burning table/pit. Charcoal and wood burning devices (grills, firepits/tables, tiki torches, etc.) are not permitted.

4. Hurricane Protection

Hurricane protection cannot be used prior to a hurricane warning (as defined by the National Weather Service) and must be removed within 14 days after danger has passed. If not removed within the aforementioned time, the Keys HOA may do so at the owner's expense or *fine the owner \$10.00 per day until the shutters are removed or opened*.

D. Rules & Regulations: General

1. Unit Maintenance

- a. Each owner shall keep his/her unit in a state of good repair, preservation, and cleanliness.
- b. Each owner is responsible for repairing all damage to the exterior of the unit. HOA approved change request required.
- c. Owners are permitted to touch up or repair exterior paint with a matching color.
- d. All garbage/refuse shall be deposited in containers which shall be placed on the curb late the day before pickup and removed from the curb on the day of collection. Containers shall be stored at the side of the unit with the least visibility from the street. Middle units of quad-plexes must store the container at the rear of the unit.

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2. Parking

- a. Vehicles belonging to an owner or guest shall not obstruct another unit.
- b. All Kure Beach town ordinances pertain to the Keys units.
- c. Parking or driving of vehicles on lawns is prohibited. Sprinkler heads adjacent to driveways which must be replaced will be charged to the homeowner (cost of labor & materials.)
- d. The following are not permitted to remain in driveways or any other Common Areas overnight unless by prior written consent of the Board: scooters, baby carriages, toys, boats, trailers, jet skis, dune buggies, campers, motor / mobile homes, recreational vehicles, automobiles on jack stands, tractor trailer trucks or cabs, cube or box trucks, abandoned vehicles (e.g. not currently registered, unsightly, affecting the value and integrity of the community, etc.- as cited in Town of Kure Beach Ordinances) - and other similar items.
- e. The Board has the authority to have item(s) towed & stored at the owner's expense.

3. Boarding – Skate, hover, and similar type boarding is not permitted in the Keys Common Areas.

4. Noise - Owners and renters shall not create or permit situations that will disturb or interfere with the right, comfort or convenience of other unit owners.

5. Pets

- a. Per Town of Kure Beach ordinance, dogs must be on a leash in hand and picked up after.
- b. No staking of pets is allowed per New Hanover County law.

6. Leasing

- a. Leasing of any unit is not permitted for a period of less than 12 months. Copies of leases must be submitted to the Board prior to Unit being occupied by the tenants.
- b. Individual rooms of the Unit may not be rented/sublet for any period of time.

7. Commercial Business

- a. No commercial business (as defined by Kure Beach town ordinances) may be conducted from any unit. Only KBV/Keys community yard sales are permitted.

8. Termite Protection

- a. Participation and compliance with the Keys Termite Protection program is mandatory.

9. Homeowner Insurance Coverage

- a. **Each owner must provide the Board annually with satisfactory proof that current property and wind / hail insurance coverage is in effect and in an amount equal to 100% of the unit's replacement cost. Owner subject to a fine of \$50.00 per month until information is provided.**

10. These Rules and Regulations may be added to or repealed at any time by suggestion of the Board of Directors.

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11. Violation of the Rules and Regulations

- a. **Violations must be corrected within 30 days of the date notice is given of the violation. If the violation is not remedied within the prescribed time, then per Chapter 47F-3-107.1 of the General Statutes of North Carolina, Homeowners have the right to attend a hearing (scheduled as soon as possible thereafter) before any fine is levied or item(s) towed & stored. If the person does not contact the Board or appear at the scheduled hearing, the violation is assumed to be valid. If the board decides that a fine should be imposed, a fine not to exceed one hundred dollars (\$100.00) may be imposed for the violation and without a further hearing, for each day more than five days after the decision that the violation occurs. Should legal assistance be required by the Board, the resulting cost may be incurred by the owner**