

# *KEYS AT KURE BEACH*

## HOMEOWNER'S MANUAL

Website: <https://keyshoa.com>

Username: keys

Password: keys

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# KEYS AT KURE BEACH - HOMEOWNER MANUAL

## TABLE OF CONTENTS (Revised 06/21)

	<u>Pages:</u>
<b>I. Governance – Homeowners Associations</b>	
Keys at Kure Beach.....	1
Annual Budget & Quarterly Dues Payment Policy .....	1A-1B
Kure Beach Village .....	2
<b>II. KEYS at Kure Beach</b>	
Rules and Regulations.....	3A-3E
Change Request Form/Process .....	4A-4C
<b>III. Kure Beach Village Amenities</b>	
Rules and Regulations.....	5A-5B
Access Keys.....	6
Clubhouse Reservation Procedures .....	7
<b>IV. Maintenance and Repair</b>	
Overview .....	8A-8B
Materials Reference .....	9 - 10
Original Contractors.....	11
<b>V. Landscaping and Grounds Maintenance .....</b>	<b>12A-12B</b>
	13
<b>VI. Architectural Control .....</b>	<b>14</b>
<b>VII. Termite / Pest Control.....</b>	<b>15</b>
<b>VIII. Town of Kure Beach</b>	
Town Decals, Garbage Disposal and Recycling Information .....	16 - 17
<b>IX. APPENDIX</b>	
Website resources.....	18

## I. GOVERNANCE

Keys at Kure Beach property owners are **automatically members of BOTH the Keys at Kure Beach AND the Kure Beach Village Homeowners Associations** [HOA(s)]

As a member, each owner has the duty to comply with and to obey the Amended Declaration of Covenants, Conditions and Restrictions (hereafter referred to as Covenants) the By-Laws, and Rules and Regulations of both Associations.

Keys owners have exclusive control over their individual units, but share control with other owners over common areas that are exclusive to the Keys. Keys owners also share control and maintenance of Kure Beach Village common areas, including the clubhouse, cabana, two pools, two tennis courts, oceanside gazebo, entrances, signs and mailboxes.

The Covenants define these shared responsibilities and stipulate the conditions and restrictions each owner must observe. These regulations are necessary to preserve the appearance, design, and character of the planned community and to safeguard the investment and interest each owner has in his or her individual property. The Associations have each adopted By-Laws for operation.

Copies of all governing documents for both Associations are on their respective websites:

Keys: <https://keyshoa.com> Kure Beach Village: <https://www.kurebeachvillage.com/>

### THE KEYS HOA

The Keys townhouses are governed by a Board of Directors elected by the Keys HOA for three-year terms at an annual meeting held the first Saturday in October. All homeowners in good standing are given an opportunity to be nominated as members of the Board. The Keys does not use the services of a management company.

The principal officers of the Keys Board of Directors, mandated by the By-Laws are President, Vice President, Secretary and Treasurer. The Board of Directors may provide the option for the election of additional officers and appoint other assistants as may be necessary.

The Keys Board of Directors has the responsibility for adopting and enforcing the By-Laws, Maintenance Guidelines and Rules and Regulations (pp. 3-4).

**I. GOVERNANCE (cont.)**

**• ANNUAL BUDGET**

The Keys HOA adopts an ANNUAL BUDGET at its annual meeting to provide funds for operation as follows:

**❖ Annual Operations/Maintenance Fund** to include:

- Groundskeeping, Landscaping, Irrigation, and Pond
- Board Liability and Common Area Insurance
- Pest Control (including termite bond and protection)
- Administrative and Other

**❖ Reserve Funds** for long term maintenance and improvements to include:

- Roof Re-shingling, Exterior Painting, as specified in the Maintenance Guidelines (p. 8B).

**• QUARTERLY DUES & ASSESSMENTS PAYMENT & COLLECTION POLICY**

The Keys HOA dues (invoiced quarterly) are determined by the annual budget requirements.

Quarterly dues are invoiced on the First day of the first month of each quarter and are due on the last day of that month.

Annual Schedule:

<b>Quarter</b>	<b>Billing Date</b>	<b>Due Date</b>
First	1/1	1/31
Second	4/1	4/30
Third	7/1	7/31
Fourth	10/1	10/31

To assure an equitable payment policy, the collection of unpaid dues and any assessments is as follows:

- If payment is not received on or before the 'due date' above, a statement will be mailed by the Accountant on the first day of the second month of the quarter detailing all outstanding charges. A late fee of \$5.00 will be assessed from the first billing date and for each month the dues remain unpaid thereafter.
- If any unpaid assessments and/or quarterly dues delinquencies reach \$1,000, owners will be given 15 days notice to either pay the full amount due or set up a payment plan with the Keys Accountant. If no response is received, a lien will be filed at the end of the 15-day period.

## I. **GOVERNANCE** (cont.)

- If assessment and/or quarterly dues delinquencies reach \$2,000, a second lien will be recorded.
- If assessment and/or quarterly dues delinquencies reach \$3,000, owners will be given 15 days notice to either pay the full amount due or set up a payment plan. If no response is received, a personal judgment will be sought OR the case will be sent to a collection agency.
- In all cases, additional charges will be assessed (based upon all fees incurred) if collections are referred to our attorney.
- NOTE: All delinquency notifications include the reminder that owners may at any time request a payment plan for the amount due.

## I. GOVERNANCE (cont.)

### KURE BEACH VILLAGE HOA

The KBVHOA is governed by a five-member Board elected by all homeowners (KBV and Keys) in good standing at an annual meeting (separate from the Keys annual meeting) on the first Saturday in October. All homeowners in good standing are given an opportunity to be nominated as members of this Board. This Board also supports many committees, including Architectural Review, Beautification, Clubhouse Reservations, Landscaping, Social, Welcome, etc. KBVHOA does not use the services of a management company.

KBVHOA adopts an Annual Budget at its October annual meeting to provide funds for annual and long-term operations and maintenance of the clubhouse, cabana, two pools, two tennis courts, oceanside gazebo, entrances, signs, mailboxes and all adjacent common grounds.

The KBVHOA dues (invoiced annually in January) are determined by the annual budget requirements. (See website <https://www.kurebeachvillage.com/> for current budget; also posted in clubhouse.)

### **SUMMARY:**

#### **We are one community.**

Kure Beach Village was developed in four phases. The Keys townhouses are one of those phases. The Keys Covenants and Board of Directors were established to manage the special requirements of the Keys townhouses and adjacent limited and common areas.

## II. KEYS AT KURE BEACH RULES and REGULATIONS

*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.

## II. KEYS AT KURE BEACH Rules and Regulations (cont.)

### 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, in compliance with federal and state law.
- f. Decorative flags, windsocks and like items may be attached only to the rear of the unit.
- 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).



## II. KEYS AT KURE BEACH Rules and Regulations (cont.)

- 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.

## II. KEYS AT KURE BEACH Rules and Regulations (cont.)

### 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.

## **II. KEYS AT KURE BEACH Rules and Regulations (cont.)**

### **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. Fines for flagrant or excessive failure to provide proof of insurance coverage may be subject to fines up to \$100 per day per Rule 11 below.***

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

### **11. Violation of the Rules and Regulations**

**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.**



## II. THE KEYS AT KURE BEACH HOMEOWNERS ASSOCIATION Keys Change Request Form (cont.)

### Keys Change Request (back)

**SIGNATURES:**

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Adjoining/Adjacent Neighbor(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Neighbor Comments on request: \_\_\_\_\_

\_\_\_\_\_

**Adjoining/Adjacent Neighbor(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Neighbor Comments on request: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

**BOD / Liaison Decision:**

Approved	Rejected	Original/ Modified	Liaison/BOD	Signature	Date

**Rejection Reason:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Modification Suggestions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date decision shared with Owner:** \_\_\_\_\_

**Date for Appeal Hearing:** \_\_\_\_\_

**Owner Signature accepting modification:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## II. THE KEYS AT KURE BEACH HOMEOWNERS ASSOCIATION

### Keys Change Requests

#### 1. Unit/Yard Change Requests (Architectural, Landscape, Decorations)

- a. **Purpose:** The Keys requires owners to submit change requests to protect the attractiveness and safety of our community. Approval must be received **BEFORE** owners make the requested change. Changes include:

1. Adding planters/pots/pavers, shrubs, trees, and/or decorations to common areas,
2. Removing shrubs and trees from common areas,
3. Making exterior changes to unit.

b. **Submitting a Keys Change Request:**

1. Owner completes form and gathers supporting information (e.g. drawings, pictures, diagrams, material lists, etc.)
2. Owner reviews request with their adjoining neighbor(s).
3. Neighbors sign the form to show their awareness and agreement with the change request.
  - i. Adjoining neighbor(s) signature is required for all requests.
  - ii. Adjacent neighbors may be requested to sign if deemed necessary by the liaison.
4. Owner turns in completed request form to Keys Admin Staff at the clubhouse.
5. Keys Admin Staff logs request and gives owner a date for HOA decision.

c. **Review Process:**

1. Keys Admin Staff hands request over to responsible Board member or Community Liaison (see #3 below for more on Community Liaisons).
2. Liaisons approve/reject simple requests (e.g. a decoration that conforms to Keys R&R; a planter in the common area). Liaison provides feedback to owner within 14 days.
3. The Keys Board approves/rejects the remaining requests. Requests are decided at each Board meeting.
  - a. Requests with complete support documentation must be received 5 days before board meeting to receive BOD decision at that meeting.
  - b. Approval/reject decision will not be made off-cycle unless the request fixes an unsafe situation.
  - c. Owner may appeal decision. Appeal hearing will be set with a Board member, Community Liaison and Owner within 14 days. The Board member will make final decision.

d. **Modification Process:**

1. Liaisons and/or Board may approve a request with prescribed modifications.
2. Owners who accept the modifications will sign off on the changes on the request form.

[Click Here to access change request form.](#)

### III. KURE BEACH VILLAGE Common Area Amenities Rules

#### A. Pool Rules and Regulations

1. Residents, Tenants, and/or family members using ANY of the facilities must be in good standing (ie. Dues paid to date).
2. To enter the Clubhouse you need a **CLUBHOUSE CARD KEY**.
3. To use the Pools, Exercise room, Tennis Courts, and the Gazebo & Cabana Restrooms you need your **ACCESS KEY**.
4. Residents must accompany non-family members and guests. It is the resident/homeowners responsibility to inform every one of the rules.
5. Children age 14 or under must be accompanied by an adult, 18 or older, in order to use the pools, bathrooms, or any other facility.
6. Babies and toddlers are **REQUIRED** to wear "**SWIMMIES**" in the pools.
7. Children age 14 or under are **NOT ALLOWED** to use the exercise equipment at the cabana.
8. You must observe posted pool hours. They are **9:00AM to 10:00PM**.
9. **No alcoholic beverages are allowed in the pool area.**
10. **No glass containers are allowed in the pool area.**
11. No large floatation devices or inner tubes are allowed in the pools. Smaller items (water wings, noodles, etc.) can be used by children. "Roughhousing" is not allowed.
12. When ready to leave...
  - a. Please close the umbrellas, straighten chairs and chaises.
  - b. Clean-up any food, drink, or spills that might have occurred.
  - c. Put all trash in the appropriate container.
13. Suntan oils/lotions will stain and stick to the furniture. **To prevent that PLEASE PLACE A TOWEL ON THE FURNITURE.**
14. **Wet bathing suits are not allowed** on the carpet or in the Clubhouse proper.
15. The HOA will have a pool monitor checking for keys and infractions of pool rules.

### III. KURE BEACH VILLAGE Common Area Amenities Rules

#### B. Clubhouse Facilities

1. No pets are allowed inside the clubhouse or pool area.
2. People 18 and older who use the clubhouse should make sure to
  - a. Return pool balls to holder.
  - b. Turn off TV and DVD.
  - c. Turn off Fans and Lights.
3. People under the age of 18 **MAY NOT** use the clubhouse without adult supervision.
4. Tennis courts are for playing tennis **only**. An access key is required.
5. If you find it necessary to bring your vehicle to the Gazebo, please consider there are limited spaces. Remember to **hang your permit** on your rear view mirror or **your vehicle will be towed** (from April to October).
6. Items stored under the Gazebo should be placed on the overhead pegs. Nothing will be allowed to block the entrance or be visible from the parking lot. The **HOA is not responsible for theft or breakage.**
7. **Remember: all items must be removed by October 31<sup>st</sup> or they will be discarded!**

#### C. LAWNS & LOTS (only those including Keys)

**It is required you pick up after your dog!**

#### D. TRASH CANS

According to our covenants, (Art. V. Sect. 10), Trash cans should be kept in a screened area or storage bin and not visible from the street except on garbage and recyclable pick-up days. Shrubs or other vegetation is an acceptable method of screening. Town ordinances require you put out your trash cans no earlier than the evening before pick-up, and return the cans to storage the day of pick-up.

*If you see anyone violating any of the rules, please speak to them. These rules belong to all of us and we all have a say in the maintenance, appearance, and operation of our community.*



### III. KURE BEACH VILLAGE KBV Amenities – Access Keys

#### ***Tennis Courts, Restrooms, Pools, Gazebo Beach Entrance & Cabana***

1. One Key will be required to open the Cabana bathrooms, Exercise Room, Gazebo bathroom and beach entrance, both Tennis Courts, Cabana Pool gate, & Club House pool gates.
2. All owners who do not have a key should contact the office at 707-0843 or stop by between 10 – 12 AM Mon-Fri, to complete the "[Kure Beach Homeowner's Access Key Agreement](#)".
3. We provide the first key to a lot owner free of charge. If you need a replacement key or additional keys for family members, there is a \$25.00 charge per additional key. Please note that only one additional key is allowed.

### III. KURE BEACH VILLAGE KBV CLUBHOUSE RESERVATION PROCEDURES

*The Kure Beach Village Clubhouse may be reserved for official KBVHOA meetings or KBVHOA socials without Fee or a cleaning deposit.*

1. Members in good standing with the KBVHOA may apply to reserve the clubhouse for private parties and other planned events. Reservation Fee: A non-refundable deposit of \$50.00 is payable when reservation is approved. Additionally, a refundable fee of \$200.00 is also required. Make check(s) payable to KBVHOA (Kure Beach Village Homeowners Association). See the KBV-HOA website: [www.kurebeachvillage.com](http://www.kurebeachvillage.com) for reservation application forms and contact information.
2. This deposit will be returned upon satisfactory clean-up inspection. Damage or clean-up excess of \$200.00 will be the responsibility of the resident who makes the reservation.
3. No commercial business, training or sales may be conducted in the clubhouse.
4. Reservation application may be made by calling the KBVHOA representative at least 7 days in advance of the event.
5. The KBVHOA representative will provide an application, verify eligibility, collect the cleaning deposit, discuss rules, and post the notice of event on the clubhouse doors.
6. Clean-up is required immediately following any party or scheduled event. (See Reservation Application front page for details). If clean-up is not done in a timely manner a \$50.00 late fee will be deducted from your deposit.
7. A clubhouse reservation does not include reserved use of the pool. And for safety reasons, the door from the Clubhouse to the pool area must remain closed and locked.
8. Music must not disturb the neighborhood.
9. Scheduled events must not continue after 11:00 P.M. except New Year's Eve parties which must end at 12:30 AM

#### IV. MAINTENANCE and REPAIR

The Keys and Kure Beach Village Covenants define the areas for which the two Associations and homeowners have maintenance and repair responsibility as follows:

A. **KURE BEACH VILLAGE HOA owns and is responsible for:**

**Common Area** including: the clubhouse, cabana, two pools, two tennis courts, two mailbox units, ocean side gazebo the entrance gatehouse, entrance walls and all driveways, parking lots and signage adjacent and/or related to these areas.

B. **KEYS HOA owns and is responsible for:**

**Common Area (CA)** – all real and personal property and facilities owned or enjoyed by the Association, other than a Unit. Common Area includes, without limitation, roads, road rights of way, recreation pathways, stormwater facilities, stormwater ponds, gazebos, lighting, irrigation (lines, sprinklers, timers, backflow devices, etc.), furnishings, equipment, and common landscaped areas. The Association shall keep such areas and improvements in good repair and in a clean, attractive, and sanitary condition consistent with the Keys Covenants guidelines unless specifically called out in the maintenance and repair lists below.

NOTE: The only property that is yours is your unit footprint (excluding ground under deck); all else is common area.

**Keys HOA is also responsible for:**

1. **PAINTING ONLY of all units, @ every 6 to 7 years, including:**

- Siding
- Front Porch railings, Front Door and Frame
- Rear Deck -- railings and lattice
- Gutters
- Garage Door Frame (door should not be painted)
- Note: window frames and garage door should not be painted – contact Architectural Chair for garage door rust removal recommendations.

2. **Oversight of FULL SHINGLE REPLACEMENT (not maintenance) @ every 15-20 years** - The HOA sets the specifications for the type of shingles required and reimburses owners an approved amount i.e., \$2,000. Owners contract with roofing vendor and are responsible for paying the full cost.

#### IV. MAINTENANCE and REPAIR (cont.)

**Keys HOMEOWNERS are responsible for:**

- Damage repair, and maintenance of
  - Rear Deck: floor, steps, railings and lattice below deck.
  - Front Porch: floor, railings, steps and roof.
  - Roof: wood and shingles, etc.
  - Siding, Gutters (including debris removal), Downspouts, Garage Doors and Trim.
  - Front & Rear Doors and all Windows.
  - Driveways/Walkways (including front steps)
    - Per Keys Covenants, Article 5.1, driveways, walkways (including front brick steps) are included in Keys Common Area, but owners are responsible for maintenance and repair.
  - Additions to units such as: awnings, hurricane protection devices, exterior lights, etc.
- Maintenance:
  - Outside plantings added by owner, including weeding.
  - Heating, A/C equipment, propane tanks and exterior light fixtures.
  - Locks, storm & screen doors, interior of screened porch, and hurricane shutters.
  - Rear Deck floor & steps and Front Porch floor, including painting.
- Providing crawl space access.

**In areas other than those itemized above, the Board of Directors will determine the responsibility for repair and maintenance.**

NOTE: Ownership of each unit includes the rear deck through a 'right of encroachment' over the ground upon which they are built. The ground underneath is included in the Keys Common Area.

**IV. MAINTENANCE and REPAIR (cont.)****Materials Reference****1. Painting:**

- A. The Keys units were last painted in 2018-2019 by Kerwick Painting Services  
 B. Porter Paints (supplier) – 910-452-3289  
 4125 Oleander – Wilmington, NC 28405

Area	Color	Paint Type	Paint #
Siding	Unit specific color *	Acri-Matte Solid Color Stain	#42484
Foundation			
Porch Railings	White	Acri-Shield Satin Exterior Acrylic	#PP735
Gutters, Downspouts, and Front Door			
Eaves Trim & Vertical Edging	White	Acri-Matte Solid Color Stain	#42484
Rear & Front Deck Floors & Rear Lattice	Grey	Acri-Shield	#PP1975

\* *Siding/Foundation*: Color formulas are on file by unit # at Porter Paints under: "Kerwick Painting - Keys Project". The 7 color names used are not Porter Paint 'names'. Owners provide unit address and product will be mixed accordingly.

**2. Re-Shingling:**

- A. The Keys units were last re-shingled during period 2008 – 2011.  
 B. The process, materials and specifications required are detailed in a document dated 12/3/07 on the Keys website. All owners retain a direct warranty with the contractor; they are not held by the HOA.

#### IV. MAINTENANCE and REPAIR (cont.)

##### Smoke Detectors:

The smoke detectors originally installed in the Keys townhouses are tied to the electrical service in each home. They do NOT have a battery backup. This unit will NOT sound a warning if a fire were to occur during a power failure.

Should you wish additional protection, consider the installation of an additional smoke detector on each level of your home which is battery operated, OR change the existing detectors to the type that is electrically wired AND contains a battery backup.

##### Bathroom Ceiling Fans:

The original bathroom ceiling fans are NOT vented outside of the bathrooms. They are not exhaust fans and do not remove moisture. It is suggested that the bathroom door remain open to eliminate moisture while the shower is in use and that the air conditioner circulating fan be turned on. Owners who wish to correct this problem by providing appropriate vents to the exterior of the attic must submit a 'Request for Exterior Change' to the Board of Directors. (See page 14)

##### Kitchen Sink:

Americast, American Standard is the manufacturer of the kitchen sinks originally installed in the units. They have a limited lifetime warranty. A claim can be made through the dealer – See Contractors Listing, page 11.

##### Window Replacement

Pennco is the manufacturer of the windows originally installed in Keys units. The ten-year warranty ended December 2005. Atlantic Glass is a local provider for installing Pennco glass -- See Contractors Listing, page 11. Owners must submit a "Change Request Form" for any window replacements.

##### Light Fixture above Garage

Original fixtures are no longer available and are not non-corrodible.

Approved replacement fixture:

- Manufacturer: Adjusta-Post Lighting Company
- Fixture: Non-corrodible #21SC-GN – (stone)
- Submit "Change Request Form" for all exterior light fixture replacements.

**IV. MAINTENANCE and REPAIR (cont.)****ORIGINAL CONTRACTORS** – for reference / some may no longer be in service.

<b>Area</b>	<b>Original Contractor</b>	<b>Phone</b>
Cabinets	Cabinet Gallery	910-799-3535
Electrical	M H Electric	910-791-7271
Garage Door	Pro-Tech Doors	910-270-3035
Gutters	SENC-LAND Custom Gutter	910-791-4127
Heating/Air	ARS (formerly Cape Fear Wood & Son)	910-799-8810
	Hudson AC & Heating	910-675-9205
Kitchen Sinks	Americast, American Standard (Mfg)	1-800-223-0068
	Long Leaf Supply (Supplier)	910-762-7794
Lighting Fixtures	Kitchen & Lighting Design	910-452-3476
Plumbing	M & M Plumbing	910-799-4857
Windows	Pennco -(Mfg)	1-800-333-5601
	Atlantic Glass (for local installation)	910-452-4155

## V. LANDSCAPING AND GROUNDS MAINTENANCE

### A. Overview of Landscape procedures

The Keys Board of Directors is responsible for the award of contract for landscaping and grounds maintenance of all common areas at the Keys.

#### 1. Keys responsibilities

The Landscaping and Groundskeeping Chair oversees the landscaping plan and the grounds maintenance contractor.

#### 2. Contractor responsibilities

- a. The grounds maintenance contractor is responsible for grass mowing, edging, and blowing of debris. They also take care of pruning, fertilizing, weeding, laying of bark chips and pine needles, spraying and care of turf and woody plants.
- b. A one foot "cutback" of all plants and shrubs adjacent to the foundation of each unit will take place two times each year. (Improves ventilation for unit and provides necessary access for Termite Retreatment program.)

#### 3. Sprinklers

Sprinklers in the Keys Common Areas are metered at Keys HOA expense. The Common Area around the pond is watered by a pump which circulates pond water to areas not covered by the metered sprinklers. All areas are monitored to insure proper irrigation.

#### 4. Maintenance and care of pond

The Board of Directors has contracted with a Retention Pond Service to control algae, vegetation and to keep the pond healthy.



## V. LANDSCAPING AND GROUNDS MAINTENANCE

### B. Landscape guidelines for homeowners

#### 1. Planting of trees and shrubs

An approved Change Request is required prior to planting, changing or removing trees or shrubs. Changes without approval may be subject to plant removal or subsequent fine for the offender. See Keys Rules & Regulations (Section II) for specifics.

#### 2. Annuals/Perennials

They can be no more than two feet in height (e.g. no sunflowers, cannas, etc.)

#### 3. Decorations, Figurines, etc.

See Keys Rules & Regulations (Section II) for specifics.

#### 4. Groundskeeping and Landscape Workers

All grounds/landscape direction comes from the Landscaping/Groundskeeping Chair. Homeowners' interference with landscape workers will not be tolerated! Interference may result in a violation and subsequent fine for the offender.

#### 5. Trees

- a. When fully grown, branches cannot hit homeowners' roof. Submit Change Request form to alert Board of overgrown branches.
- b. There must be adequate clearance from concrete, decks, or walls for approval for new plantings.
- c. Damaged and dying trees will be replaced by the contractor per Landscaping/Groundskeeping Chair instructions. Submit Change Request form to alert Board of damaged/dead trees.

#### 6. Irrigation

Homeowners may not alter irrigation system in any way. A fine may result.

#### 7. Safety

Submit Change Request form to alert Board of any unsafe tree, plant, shrub, or malfunctioning irrigation.

**V. LANDSCAPING AND GROUNDS MAINTENANCE**

**Landscape Comment Form**

We would like to hear from you. Please feel free to write any comments you may wish to make regarding our landscape programs. It is only through your candid feedback that we will know if we are living up to your expectations in the community. You do not have to give your name if so desired.

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

**Optional:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Unit #/Street: \_\_\_\_\_

You can print and mail, e-mail, or scan this form as an attachment.

If using e-mail, please send it to [keysboa@gmail.com](mailto:keysboa@gmail.com)

or snail mail to: Landscape Committee  
Keys HOA  
701 Sailor Court  
Kure Beach, NC 28449

## VI. ARCHITECTURAL CONTROL

The purpose of Architectural Control / Design Review is to promote those qualities in the environment that bring value to the properties and foster the attractiveness and functional utility as a place to live, including a harmonious relationship among structures, vegetation and typography. In essence, the purpose is to keep the community attractive and to protect property values.

Article 10 of the Keys HOA Covenants is the basis upon which the Board of Directors makes decisions for approval of exterior changes or alterations.

**Plans and specifications showing the “nature, kind, shape, heights, materials and location” must be submitted to the Board of Directors before any work or alterations may be commenced. The Board of Directors will render a decision in writing to authorize any changes or alterations. On occasion, the Board of Directors will submit the request for vote from all homeowners (such as was done for approval of a variety of hurricane shutters).**

In making a decision, the Board of Directors will consider the following:

- **Harmony** with overall community design and contextual relationship in relation to existing structures, the neighborhood, and the individual site.
- **Location** in relation to surrounding structures and **impact** on neighbors. This includes relationship to landscaping, topography, and the existing character of the neighborhood. Concerns are preservation of access, sunlight, ventilation, view and drainage, as well as the impact on privacy and normal use of nearby property.
- **Impact** of the additional change or alteration on the general maintenance requirements of the property.
- **Quality** of work should be equal to or better than that used in the original construction of the neighborhood. All work must meet Code requirements of the Town, County and State.
- **Decisions:** Requests with complete support documentation must be submitted 5 days before board meeting to receive Board decision at that meeting. See Keys Change Requests (Section II) for form and specifics. No work can begin until the request is approved in writing. All approved changes must be made within 24 months of approval, or the approval is cancelled.
  - A Change Request Form is **REQUIRED** for any exterior change to your unit. The form is available on the Keys website or at the Keys Office.

**NOTE:** Owners are responsible for obtaining **any permits** required by the Town of Kure Beach.

## VII. TERMITE / PEST CONTROL

### Contractor: **CANADY & SON EXTERMINATING**

8001 Market St. - Wilmington, NC 28411 - 910-686-9541

#### **Termite Protection:**

- On October 7, 2000, the Keys homeowners voted for community-wide termite protection to be included in all subsequent Keys HOA annual budgets.
- Ten-year contracts with Canady & Son include an initial treatment process of all buildings, followed by annual inspections of each unit.

#### **Retreatment History:**

- **September 2002** -The first retreatment process included insertion of chemicals in:
  - trenches around EXTERIOR of all buildings and
  - drillings every 12 inches along the INTERIOR perimeter of all garage floors
- **September 2013** – The second retreatment included insertion of chemicals in:
  - trenches around EXTERIOR of all buildings and
  - drillings every 12 inches on the DRIVEWAY area adjacent to garage door.

#### **Annual Inspections: First Friday in October:**

- All units will be inspected on the same date.
- Advance notification will be provided by the Keys Board of Directors.

#### **Annual Inspection Access Requirements:**

**All homeowners are responsible for guaranteeing access to their unit(s) as follows:**

- **Garage**
  - garage door to be open at the appointed time.
  - all items adjacent to cinder block walls to be moved by at least one foot.
- **Foundation Below Rear Decks:**
  - one section of wood lattice below rear deck must be available for easy removal by inspectors.
- **Non-compliance with the above underlined items will result in a \$150 fine unless alternate arrangements are made prior to the date of inspection. An additional \$50 per month will be charged until inspection is completed.**

#### **For Additional Termite Protections:**

- Do not keep wood, or other items made from wood flush against garage walls.
- Check for “mud trails” along garage walls (looks like coffee grinds). If found, notify Canady immediately.

#### **Interior Pest Control:**

Homeowners are responsible for all non-termite pest control in their units.

## VIII. TOWN OF KURE BEACH

### Town Hall

117 Settlers Lane

Kure Beach, NC 28449

Phone: 910-458-8216 -- Fax: 910-458-7481

[www.townofkurebeach.org](http://www.townofkurebeach.org)

### Town Decals:

All residents of Kure Beach are required to have a Town Decal displayed on each vehicle owned. They are to be renewed annually.

NOTE: Decals are required for reentry following hurricane evacuation.

### Garbage Pick-up – weekly / Tuesday (place curbside on Mon. evening)

Garbage must be placed in the large green containers required by the waste disposal vendor. To obtain this container, submit request to Town through their website or via phone.

### Recycling - weekly / Tuesday (place curbside on Mon. evening)

Items for recycling must be placed in the large green and yellow container required by the vendor. Recycle cart order form is available on Town's website.

For additional recycling information, see Page 17.

### Town Policies of Note:

- NO PARKING ON STREETS in the KEYS or KURE BEACH VILLAGE
- NO PARKING ON BIKE PATH
- NO DOGS ALLOWED ON BEACH - April 1 through September 30

## VIII. TOWN OF KURE BEACH

### KURE BEACH RECYCLES!

#### Waste Management of Wilmington

(contractor)

PO Box 4730 - 3920 River Road Wilmington, NC 28406

**919-798-1238**

**Billing Questions:** Contact Town Hall - 910-458-8216

**For Extra Pick-ups:** Contact contractor listed above.

#### What Should Be Recycled:

- List is on cover of container – it may also be found on the Town website.

#### TOWN OF KURE BEACH Requirements:

- Place recycle bin at your curb (approximately 5 ft off the street) by 7:00 AM on your designated service day.
- Remove recycle bin from curb on the day of collection.

#### KEYS Requirements:

- Bins are not to be stored in front of the units.

#### Locations for Other Recyclable Items:

- **Oil:** most auto shops or The Landfill
- **Gasoline:** Southeast Response & Remediation, Inc. - 763-6274  
Specialty Motors - 799-5305
- **Car Batteries:** most battery dealers; The Landfill
- **Alkaline Batteries:** Call New Hanover Environmental Management 341-4340
- **Antifreeze:** The Landfill
- **Telephone books:** your recycle bin

## IX. APPENDIX

The following items may be found in sections of the Keys website (password: Keys) marked as follows:

### **Contact Sheets:**

- Keys Board of Directors
- Kure Beach Village Board of Directors

### **Current Annual Operating Budgets:**

- Keys at Kure Beach
- Kure Beach Village

### **Keys Documents:**

- Covenants/By-Laws
- Manual, Policies, Rules & Regulations
- Architectural Specifications
- Board Meeting Minutes
- Landscape Keys Address Book – residents and renters
- KBV Documents
- FAQ

### **Keys Forms:**

- Change Request Form
- Resident Complaint Form