

*Welcome & Introductory letter to accompany Rules & Regulations*

## **PEBBLE CREEK RULES AND REGULATIONS**

Welcome to Pebble Creek.

These are the Rules and Regulations of the Pebble Creek Unit Owners Association, together with some discussion of matters of common interest. These Rules and Regulations apply to all unit owners and tenants accordingly.

Since Pebble Creek is a relatively small association of 42 individual units, we depend heavily on the voluntary services of the residents and members of the Board. We hope that all residents will demonstrate their interest in the community by participating in the care, maintenance, and upkeep of the area and by assisting the Board in projects which require your cooperation to accomplish.

We particularly urge unit owners to attend the monthly meeting of the Board held the fourth Monday of each month at the Club House as well as the Annual Meeting which is held on the first Monday in March.

Your observation of our rules will ensure a living environment most enjoyable for all of us. Should you have questions regarding this information or if the Board can be of assistance, please do not hesitate to contact any member of the Board.

Board of Directors  
Pebble Creek Unit Owners Association

Fall 2019

## THE ASSOCIATION

As a unit owner at Pebble Creek, you are automatically a member of the non-profit organization called "The Pebble Creek Unit Owners Association".

The principal purpose of this Association is to administer the common affairs and property of the individual unit owners. These responsibilities include, but are not limited to:

1. Operating and maintaining the common areas and facilities.
2. Employing personnel necessary for maintenance and operation of common areas and facilities.
3. Providing fire and casualty insurance on the common property and exteriors of all condominium buildings and common property and facilities.

The Association is managed by the Board of Directors elected annually by and from the unit owners. The offices of President, Vice President, Secretary, and Treasurer are elected annually by the Board from its members. A list of current Board members and officers is posted at the Club House.

The Annual Meeting of the unit owners is held at 8:00 P.M. on the first Monday of March each year. Each unit owner votes in electing members to the Board for the following year and on issues brought to the meeting by unit owners or the Board of Directors.

The Board of Directors meets monthly. The dates and times are posted on the Club House calendar. Information of this type is also found online on Pebble Creek's *groups.io* site. Meetings are open to all unit owners and are held at the Club House. In order to bring matters of concern before the Board, unit owners should notify the President of any proposed agenda matter at least one week prior to the monthly meeting and provide any background appropriate for advance preparation.

## ASSOCIATION SERVICES

The Board of Directors has the responsibility to administer the affairs of the Association according to the Declaration (*Covenants*), ByLaws, and Articles of Incorporation. The duties of the Board include, but are not limited to:

1. Managing and making available the common recreational facilities for the use and enjoyment of the residents and their guests.
2. Maintaining and improving the common areas.
3. Enforcing the Rules and Regulations so that the enjoyment of all will be enhanced.
4. Maintaining the exterior of all condominium buildings, including painting of trim and siding and normal replacement of roof shingles.

5. Providing casualty and liability insurance for all common property and Association facilities.
6. Reviewing all proposals by unit owners desiring changes or modifications to the exterior of individual units or to any of the common areas.
7. Setting and collecting the common monthly charges for expenses required for the affairs of the Association, and the operation and maintenance of the property.
8. Setting and collecting any special assessments which might be required for the affairs of the Association and/or the operation and maintenance of the property.
9. Repair and clearance of blocked and damaged sewer pipes located outside of an individual unit, including lateral lines. The Association will contract and pay for cleaning outside blocked/damaged pipes.

The Board of Directors prepares an annual budget for the Association and determines the amount of common charges payable by individual unit owners, with input from the community. The common charges are assessed among the unit owners according to their respective interest in the common areas and facilities. The common expenses include:

1. The maintenance of the grounds and the maintenance of the parking lots, roadways, recreational facilities, building exteriors and exterior utility lines.
2. All water and sewer charges for the Association and unit owners.
3. The electric and lighting costs for all common areas and facilities.
4. The cost for all insurance premiums required for:
  - a. Fire and extended casualty coverage for buildings of Pebble Creek, though not the contents of the individual units
  - b. Liability insurance relative to the administration, use, occupation, and operation of Pebble Creek common areas
5. Annual termite inspection and spraying.

#### YOUR OBLIGATIONS

Your principal obligations to the Association are to pay the monthly dues and any assessments and to abide by the Rules and Regulations, which stem from the Declaration (*Covenants*), the Bylaws, and the Articles of Incorporation.

Unit owners are responsible for payment of the monthly dues and annual special assessments. The monthly dues are due on the first of each month. Automatic bank drafts are an option; please contact Community Focus of NC, our property management company, for instructions on setting this up. The Board is required to take prompt collection action should any such assessment remain unpaid for more than thirty (30) days. The owner in default is obligated to pay interest and penalty as set by the Board. In the event of delinquency for a period in excess of ninety (90) days, legal steps shall be taken by the Board as prescribed in the Bylaws.

The Association monthly dues and the Association assessments should be made payable to Pebble Creek HOA and sent to:

Pebble Creek HOA  
c/o Community Focus of NC  
P.O. Box 98806  
Raleigh, NC 27624-8806

Unpaid common monthly dues and assessments are a legal lien upon your property title. Obviously, the Association has no interest in a lien on your property, but you must be prompt in payment of common expenses so that your Association can act quickly, smoothly, and appropriately in caring for our common property.

The RULES AND REGULATIONS follow.