

Rules and Regulations
Williamsburg Bluffs Community Association

Order: 6PBVLZ2ST
Address: 901 Lantern Pl
Order Date: 05-14-2020
Document not for resale
HomeWiseDocs

WILLIAMSBURG BLUFFS CUSTOMS RULES AND REGULATIONS
REVISED March 20, 2012

The Board of Directors of the Williamsburg Bluffs Community Association has adopted these Rules and Regulations pursuant to the authority set forth in Article III, Section 3(a) and Article VI, Section 19 of the Declaration of Covenants and Restrictions and which empowers the Board of Directors to adopt and publish rules and regulations governing the use of the Common Area and facilities and the conduct of Owners and Occupants and their families, guests, tenants, agents and invitees; and Va. Code Ann. § 55-513 which empowers the Board of Directors to adopt and publish rules and regulations governing the use of the Common Area and such other areas of responsibility assigned to the Association by the Declaration.

SECTION 1 APPLICABILITY

All owners, residents, and guests shall comply with the Rules and Regulations as set forth herein and as the same may be amended from time to time. Owners are responsible for the actions of their residents, tenants, and/or guests and have the duty to inform such persons of the Rules and Regulations. Failure to comply with the Rules and Regulations may result in the imposition of fines to owners and/or the suspension of certain rights of the owners pursuant to Section 7 below.

SECTION 2 ASSOCIATION GOALS AND VALUES

- 2.1 To keep and adorn the property so that it is attractive to owners, prospective buyers and visitors.
- 2.2 To respect and enjoy the individualities of occupants while respecting the proximity to one another.
- 2.3 To act with a positive perspective in relationships with one another.

SECTION 3 USE OF PROPERTY

3.1 *Quiet Enjoyment.* Owners, residents, and guests have the right to reasonable quiet enjoyment of their property and the Common Area without the interference of others by annoying or nuisance behavior.

3.2 *No Commercial Use.* No property shall be used for industry, business, trade or commercial activities such as manufacturing, mercantile, vending, or other nonresidential purpose. However, an Owner or Occupant may engage in home professional pursuits if the venture does not involve employees, public visits.

3.3 *Appointment of Architectural Control Board.* Article V of the Declaration permits the Board of Directors to appoint an Architectural Control Board (the "ACB") to regulate the external design, appearance, use, location and maintenance of the Property of the improvements. These guidelines are designed to guide the ACB in its approval of exterior alterations so as to preserve and enhance values; maintain a harmonious relationship among structures and the natural vegetation and topography, and to conserve existing natural amenities, ecologically sensitive areas and important historic elements.

3.4 *Procedures.* Exterior additions, improvements, repairs, changes of paint colors, excavations, changes in grade or other work which in any way alters the exterior of any property or the improvements located thereon, fences, buildings, walls, residence or other structures require approval of the Association through the ACB prior to it being commenced, erected, improved, altered, made or done. An Owner shall submit a written request on ACB Project Review Request Form provided by the ACB or Management Company and obtain approval before commencing any such alteration. The property of neighbors should not be infringed upon by additional

construction and/or landscaping. The Association shall provide a written decision to an Owner within sixty (60) days of the submission of a request that includes all necessary and required information. An Owner shall comply with all federal, state, and local regulations concerning permits and inspections. An Owner must be in good standing with the Association for a request to be considered. An Owner may appeal a denial of a request for alterations to the Board of Directors. The Owner is responsible for contacting the President of the Board of Directors or current Property Manager to ask that the issue be placed on the agenda of the next scheduled Board meeting.

3.5 *Specific Prohibitions to Exterior Use and Appearance.* The following are considered to have negative impact on the Association goals and values and are prohibited:

3.5.1 Clotheslines of any style or type.

3.5.2 Stacking, propping or placing any item on a retaining wall, sidewalk, street, path, curb area or Common Area.

3.5.3 Obstructing, blocking, or altering any part of the drainage system.

3.5.4 Placement of household appliances outside a building structure or garage, with the exception of awaiting disposal or pickup if an Owner takes precautions to avoid accidental entrapment.

3.5.5 Dumping, storing, or piling trash or rubbish on an Owner's property or Common Area. Trash shall be placed in a lidded or locked container, or an appropriate recycling container.

3.5.6 Storage of yard maintenance tools or implements, and the like where visible, except that an Owner may coil and neatly hang hoses. Garbage and recycling containers may not be visible from the front of the home. Contact ACB about acceptable screening for trash & recycling containers.

3.5.7 A Placement of any plant or other item on the Common Area without Board of Director approval. A request for placement of items on the Common Area shall be submitted to the Board through an application to the ACB. In recommending approval, the Board shall consider: 1) the ability of Owners to peacefully enjoy the property and the Common Area; 2) hazards to utilities, drainage, or other landscaping; 3) the Owner's financial ability to maintain the item or planting at the Owner's expense; 4) the compatibility of the proposed placement to existing plants or other items; and 5) any other factor or circumstance the Association deems relevant.

3.6 *Flags and Flagpoles.* The Board of Directors encourages displays of patriotism by Residents through flag display. At the same time, the Board must establish rules and regulations identifying the flags that may be flown, the manner in which they may be flown, and the number that may be flown at any one residence in order to maintain the high standards that characterize Williamsburg Bluffs generally.

3.6.1 Residents may fly the flag of The United States of America; the Commonwealth of Virginia; any active branch of the armed forces of the United States; or a military valor or service award of the United States. The Board, acting in its sole and absolute discretion may prohibit the display of any other type of flag that it deems inappropriate or offensive.

3.6.2 No flag may be placed within any residence at Williamsburg Bluffs so as to cover a door or window in whole or in part

3.6.3 Flags may only be flown on a house mounted pole not more than six (6) feet in length.

3.6.4 Free standing or in-ground flagpoles of any type are prohibited.

3.6.5 No more than one house mounted pole may be installed on any lot.

3.6.6 Residents must exercise due care to assure that any flag that is flown is in good condition.

The Board may require the removal of any flag being flown that it finds to be torn, frayed or tattered, stained or otherwise if a resident fails to replace such flag with a suitable replacement within ten (10) days after receiving a request to do so from the Board.

3.6.7 If the flag of the United States of America is flown, it must be flown in compliance with the provisions of the American Flag Code. The Board may require the removal of any flag not being

flown in compliance with such Code if the resident fails to remedy any violation of such Code within ten (10) days after receiving a request to do so from the Board.

3.7 Signs. No signs of any type shall be displayed on any of the Common Area or individual Lots or homes, except that one sign of not more than ten (10) square feet advertising a home for sale or rent are permitted on individual Lots without approval of the Architectural Control Board. The sign shall be a professionally crafted "For Sale" or "For Rent" sign and mounted on a post or bracket no more than 4 ft. off the ground.

3.8 Outdoor Decorations. Owners must keep all decorations in good repair and appearance. They shall not encroach on neighboring property or the Common Area. Owners may display one flag, banner, windsock, emblem or the like per side of a building with not more than a total of two items displayed. No item may measure more than 5 sq. ft. All items combined shall not measure more than 10 sq. ft. Outdoor Christmas decorations put up for Christmas season shall be down the following month by 31 January.

SECTION 4 PETS

4.1 Pets may not be kept, bred, or maintained for any commercial purposes. An Owner or Occupant shall not have more than two (2) pets.

4.2 All animals must meet the requirements of local ordinances regarding inoculations, licensing and leashing. No animals are allowed to run at large. All dogs must be leashed and under positive control.

4.3 The Association may permanently ban any pet causing or creating an unreasonable disturbance, noise, or nuisance from the Properties upon proper notice and a hearing as required for rule violations.

4.4 Actions that constitute a nuisance include, but are not limited to:

- 4.4.1** Excessive, continuous, or untimely crying or barking;
- 4.4.2** Molesting a passerby;
- 4.4.3** Biting or attacking any person without provocation;
- 4.4.4** Habitually attacking other domestic animals; and
- 4.4.5** Trespassing upon private property.

4.5 An Owner or Occupant with a nuisance complaint should take appropriate action which may include the following: (1) notify the pet owner of the actions creating the nuisance; (2) file a complaint with York County Animal Control; (3) file a criminal complaint in the General District Court; (4) notify the Association.

4.6 Owners and Occupants are fully responsible for any personal injuries and/or property damage caused by their pets. An Owner and Occupant will compensate any person hurt or bitten by their pet, whether while in their care or the care of a designee, and will indemnify and hold the Association harmless from any claim resulting from any action of their pet.

4.7 Owners and Occupants or their designees who have responsibility for pets must promptly clean up their pet's droppings. It is the Law in Hampton Roads.

SECTION 5 VEHICLES AND PARKING

5.1 Motorized vehicles may be operated only on streets, driveways and in designated parking spaces. Operators of vehicles must obey all regulations posted on the property, including but not

limited to, speed limits (currently 25 m.p.h.), disabled parking designations and parking assignments.

5.2 All vehicles parked on the property must be in good repair with current state and local licenses and inspection.

5.3 No disposal of vehicle fluids is allowed on the property or in drainage areas. No major vehicle repairs that take more than a day can be done in the driveways or street ways.

5.4 ATV's, snowmobiles, and vehicles with un-muffled motors or other loud accessories may not be operated on the property. No motor homes, boats or trailers, campers or other wheeled non-self propelling vehicles of any type shall be allowed to stand for more than twenty-four (24) hours on any Lot without a dwelling or forward of the rear wall of the dwelling constructed thereon. No self-propelled operative or inoperative vehicles shall be kept or stored for more than twenty-four (24) hours, except in a garage.

5.5 Tricycles, wagons, and the like may be used on sidewalks and pathways, but must be removed from Common Area when not in use.

5.6 Bicycles may be operated on streets and in parking areas only. When not in use they must be removed from Common Area, including sidewalks and pathways.

5.7 Portable Basketball stands/hoops may only be used on an owner's property. They may not be placed on the sidewalks and streets.

5.8 No commercial vehicle may be operated, parked or stored on the property. Commercial vehicles are vehicles that are not designated and used for customary personal/family purposes. The absence of commercial lettering or graphics shall not be determinative of whether it is a commercial vehicle. Any vehicle with a gross vehicle weight of ten thousand (10,000) pounds or more, or a length of 21 feet or more, including trailers or other attachments are commercial vehicles as per the York County Code.

SECTION 6 POOL USE

6.1.1 Lifeguards are NOT employed, so it's every resident's responsibility to maintain a safe pleasant environment at the pool for Association members and invited guests.

6.1.2 Adults are asked to actively promote preventive safety measures through enforcement of the rules, while being prepared to take proper actions in the event of an accident. Members are required to enforce pool rules (which are posted at the pool), policies and operating procedures.

6.1.3. Any Recreation Area or Swimming Pool Committee member or Board of Directors member may restrict anyone from the use of the pool area for the balance of a day if in their opinion the individual's presence is detrimental to the health and safety of the other patrons.

6.1.4 Complaints or suggestions should be directed in writing to a member of the Swimming Pool Committee. Should an Association member witness an unsafe act or condition, they should immediately notify the person committing the unsafe act to stop or take action to rectify the unsafe condition, and notify a Swimming Pool Committee member, safety is everyone's job. Parents have the responsibility of teaching their children proper rules of safe swimming and orderly conduct while at the pool. We must insist on strict obedience to pool rules and instructions. Any person not adhering to rules, policy and procedure or instructions will be asked to leave the pool area. If violations persist, person(s) can be banned from the pool area.

6.1.5 Only members in good standing, and their authorized guests, will be permitted in the pool area. *(Good standing is defined as a homeowner whose dues are current and who has No outstanding or unresolved covenant violations verifiable through Association Management Company.)*

6.1.6 Homeowners are allowed a maximum of five (5) guests, unless a Pool Committee member approves special circumstances. Children (13 and over) of homeowners are allowed two (2) guests in one day at the pool.

6.1.7 A sponsoring member must accompany all guests. Out of town guests actually residing in a Homeowner's home will be allowed to use the pool free of charge.

6.1.8 A person 16 years or older must accompany children 12 and under, regardless of swimming ability. Children 13 years and above are allowed at the pool without supervision at their own risk.

There will be no exception to this rule. Parents are responsible for ensuring the safety of their children.

6.1.9 Families renting homes in Williamsburg Bluffs will be afforded the status of homeowner for the purpose of using the swimming pool.

6.1.10 No Alcohol allowed at Pavilion, Pool enclosure, and Recreation Area in accordance with Virginia State Law article 4.1.308. Anyone showing signs of intoxication may not use the pool.

6.1.11 Animals will not be permitted within the pool enclosure.

6.1.12 No glass containers are permitted. Plastic containers or cans are permitted.

6.1.13 Skate Boards or other recreational equipment not related to swimming are not permitted.

6.1.14 No chewing gum is allowed inside the pool enclosure.

6.1.15 Profanity and other verbal abuse will not be tolerated.

6.1.16 Flotation devices, such as floats and tubes, must be removed from the pool when not in use.

6.1.17 Running, wrestling, dunking and other types of horseplay are not allowed.

6.1.18 Jumping, hanging, or pulling on dividing ropes is not allowed.

6.1.19 Any conduct, other than that mentioned above, that may be detrimental to an enjoyable, safe, and sanitary pool operation is not allowed.

6.1.20 Smoking inside pool enclosure is not allowed.

6.1.21 Showers are required before entering the pool.

6.1.22 No inappropriate swimming attire will be allowed, i.e., thongs or cut-off jeans.

6.1.23 Flotation devices are not a safe substitute for close parental supervision. Therefore, only arm floats are permitted in the kiddy pool, with the close supervision of the parent.

6.1.24 Persons with skin diseases, open lesions, bad colds, inflamed eyes, nasal or ear discharges, or communicable diseases will not be allowed to use the pool. Person wearing tape or bandages will not be allowed to use the pool. If someone gets sick in the pool, all persons in the pool should get out and an adult should notify someone on the pool committee to put chemicals in the pool.

6.1.25 All members are expected to keep the pool area clean of trash and debris. Waste containers will be available for this purpose. All members are also asked to help keep the restrooms clean.

SECTION 7 RECREATION AREA RULES:

7.1 Abusive or profane language will not be tolerated on the recreation area. Anyone using such language may be ejected for a period of 10 days for the first offense. A warning letter will be sent to the resident for the first offense. Second offenses involving the same person can result in immediate ejection for a period of 30 days. Third and subsequent offenses involving the same person can result in immediate ejection for a period of 90 days.

7.2 Persons using the Recreation Area must self-identify themselves to any resident to validate their authorization to use the area upon request. No identification card, etc. is required to use the recreation area; however, persons using the recreation area must be able to inform a requestor of their address in the neighborhood. Only members in good standing and their authorized guests will be permitted in the Recreation Area. *(Good standing is defined as a homeowner whose dues are current and who has No outstanding or unresolved covenant violations verifiable through Association Management Company.)*

7.3 The recreation area operating hours are 1 hour before sunrise to 1 hour after sunset. Closed from

dusk to dawn.

7.4 An Association member must accompany their guests visiting. The Swimming Pool Committees or BOD reserve the right to limit the number of guests an Association member may bring at one time.

7.4.1 Association members are responsible for the conduct of their guests and informing them of the rules. It is the BOD intent to limit the number of the guests that a single resident may have unless a special event is scheduled and approved by the Swimming Pool Committee.

7.4.2 A maximum of 5 guests is allowed for a single Association member. Persons living in adjoining or local neighborhoods are not allowed to meet acquaintances or friends at the recreation area without first being an invited guest at an Association member's Home.

7.5 Fireworks will not be allowed on the grounds except as a BOD planned event.

7.6 Pets will be allowed in designated areas of the Recreation Area if on a leash. Two areas have been designated as primary pet areas, and we ask all pet owners to use these areas, and limit pet access to these areas only. One area is behind the tennis court, and the other is in the wooded area beside the multi-purpose field. Pets are not allowed inside the pool area under any circumstances. Pets may be walked on a leash from one designated pet area to the other by staying closest to the perimeter fence.

7.6.1 Owners are responsible for their pet's actions, damage, etc. (See Section 4)

7.7 Smoking will not be permitted on the tennis courts or the play ground area.

7.8 Smokeless tobacco, i.e., chewing tobacco, snuff, etc. is not allowed anywhere on the Recreation Area.

7.9 Children under 8 years of age must be accompanied by an adult when on the Recreation Area.

7.10 Association members are responsible for their children while on Recreation Area.

7.11 Weapons of any kind are strictly prohibited.

7.12 No Alcohol allowed on Soccer field, Tennis Courts in accordance with Virginia State Law article 4.1.308.

SECTION 8 Tennis Court Rules:

8.1 Tennis courts are for tennis play only. Only members in good standing and their authorized guests will be permitted on the Tennis Court. (*Good standing is defined as a homeowner whose dues are current and who has No outstanding or unresolved covenant violations verifiable through Association Management Company.*)

8.2 Clean tennis shoes must be worn on the court. No Street shoes, cleats, heels, etc. are allowed on the court.

8.3 Playtime is unrestricted unless others are waiting (adults or children). When others are waiting to play, single matches are restricted to 45 minutes/and double matches are restricted to 60 minutes. Double matches should be arranged in lieu of single matches when others are waiting to play. (An exception to this rule is during tennis lessons or scheduled team matches authorized by the Pool committee. Proper notices will be posted on the tennis court doors in these cases.)

8.4 The Pool Committee has the right to post and reserve the court for tennis lessons, team matches, and tournaments.

8.5 All persons not playing tennis will remain outside the fenced area for safety reasons.

SECTION 9 Play Ground Rules:

9.1 Parents must accompany children under 8 years old using the playground.

9.2 Parents are advised to warn children to play carefully, not to litter, and to be considerate of adjoining property owners...keeping noise to a reasonable level.

9.3 No horseplay especially by older children in this area.

Other COMMON AREA Guidelines

Multi-Purpose Field

The multi-purpose field is available for all Association members to use. It can be reserved through the Pool committee. An Association member must sponsor any use by outside organizations or groups over the age of 18. The Association member must be present while the sponsored group is using the field. Reservations will be on a first come, first available basis. During unreserved time, groups may use the field for one hour if there is another group waiting to use the area.

Covered Shelter Use: The covered shelter (Pavilion) is available for family picnics and neighborhood gatherings. The Pavilion area can be reserved on a first come, first available basis through the Pool Committee. A sponsoring Association member over the age of 18 must be present during reserved use of the Pavilion. Users of the covered shelter are responsible for taking all trash with them upon their departure.

RESPONSIBILITY: Members and guests are responsible for their children. All persons using the Recreation Area do so at their own risk. The Association is not responsible for any accident or injury in connection with such use. All accidents must be reported to the Pool Committee. The Association will not be responsible for any loss of money or other property by residents or their guests. The cost of any damage to the Recreation Area property will be charged to the responsible resident, including, but not limited to damage to or removing shrubs, trees, flowers, etc. Each resident is responsible for keeping the grounds clean. Residents are responsible for their, their children's, and their guest's actions. Members having physical handicaps should make their special needs known to the Pool Committee for your safety.

SECTION 10 COMPLIANCE AND LEGAL ACTION

10.1 *Applicability.* All Residents, whether Owners or lessees, (and their guests), are subject to the Association documents including these Rules and Regulations. An Owner may be held responsible for the actions of their Resident, lessee, and/or guest.

10.2 *Violation.* When an Owner, Resident, or lessee violates any provision of the Governing Documents including the Rules and Regulations, the Association shall notify the Owner in writing. Should the violation continue for more than 10 days after the date of notice, the Association shall have the right to treat the violation as an intentional, material breach. No Association action shall be deemed an election of remedies. In the event the Association incurs costs or attorney fees in enforcing the Governing Documents, including the Rules and Regulations, the offending Home Owner shall be charged and such costs and/or fees shall be a lien against the Property.

10.3 Penalties. The Board of Directors has the power to (1) suspend a member's right to use facilities or services, including utility services, provided directly through the Association, for nonpayment of assessments which are more than sixty (60) days past due, to the extent that access to the Lot through the Common Area is not precluded and provided that such suspension shall not endanger the health, safety, or property of any owner, tenant, or occupants, and (2) assess charges against any member for any violation of the Governing Documents including the Rules and Regulations for which the member or his family members, tenants, guests, or other invitees are responsible.

Before any such charges or suspension may be imposed, the member shall be given an opportunity to be heard and to be represented by legal counsel before the Board of Directors. Notice of a hearing, including the charges or other sanctions that may be imposed, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record at least fourteen (14) days prior to the hearing. The amount of any charges so assessed shall not be limited to the expense or damage to the Association caused by the violation, but shall not exceed fifty (\$50.00) dollars for a single offense or ten (\$10.00) dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of establishing, perfecting, and enforcing a lien. The hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the Association within 7 days of the hearing.

10.4 Mediation. An Owner or Resident may request mediation to resolve a neighbor-to-neighbor or Association-to-neighbor disagreement concerning property use, Common area, or maintenance issues. Mediation emphasizes solutions rather than conflicts. A request for mediation shall be sent in writing to the Association President. The President shall establish a mediation team consisting of the parties involved in the disagreement, the Association President, and two Directors. A party or the Board of Directors may, at their expense, retain a professional mediator. The mediator shall submit a written report to the Board of Directors.

10.5 Assessments. The Board of Directors determines assessments annually. It is the Owner's responsibility to provide the Association with a current mailing address. Additional collection policies and procedures may be adopted by resolution.

GENERAL INFORMATION

Board of Directors: The Board of Directors (BOD) is elected by members to run the Association. The BOD has a fiduciary responsibility to the members of the Association to govern within the guidelines of the By-Laws, articles of Corporation and the Declaration of Covenants and Restrictions. In addition to the duties as outlined in the governing documents the President will assign members of the board to oversee areas of the Association.

Official Address: All official correspondence will be addressed to the association at:

**Williamsburg Bluffs Community Association
c/o UNITED PROPERTY ASSOCIATES
103 BULIFANTS BLVD. SUITE A, WILLIAMSBURG, VA 23188**

Our Property Manager is Randy Kline, (757) 345-5383 EXT 486

Duties of the BOD

President: The president is the official spokesperson for the Association. The President will preside over all regular and special meetings of the Association and the BOD. The president is the primary contact for any business for the Association. However, he may delegate actions as necessary.

First Vice-President: The First Vice-President (FVP) assists the president in the leadership of the Association. The FVP leads the Association in the absence of the President

Second Vice-President: The Second Vice-President (SVP) is assigned duties by the President.

Secretary: The secretary is the official repository of all documents other than financial for the Association. The secretary takes the minutes of all meetings of the BOD Association. The secretary ensures that the master copy of the By-Laws, Articles of Incorporation, Declaration of Covenants and Restrictions and Customs, Rules and Regulations are maintained and up to date. The Secretary publishes the official newsletter of the Association. The newsletter is published and distributed to the community on an as needed basis. Items to be published are collected by the Secretary. Any homeowner, in good standing, can submit an article to the newsletter that must contain the owner's name. The Board of Directors has the final approval of the appropriateness of all items published in the newsletter.

Treasurer: The treasurer will be responsible for the finances of the Association. These duties include but may not be limited to the following:

- Providing financial information to the BOD and the Association at regular, special and annual meetings.
- Working closely with the Finance Committee to prepare the budget to be voted on at the annual meeting. Providing the Finance Committee monthly financial information and a comparison of year-to-date expenses against budgeted expenses. Consulting with the Finance Committee on contributions to the Reserve Fund.
- Acting as Petty Cash Cashier.
- Ensuring that the federal and state income tax filings are prepared and submitted annually.

Financial Operations

Assessments: The Disclosure Package Assessment is a fee charged to the seller at closing which includes the cost of materials in the Disclosure Package. The Disclosure Package Assessment is assessed in the month of the closing of the home. The seller is required to present the Disclosure Package to the buyer before the closing. Thereafter, a monthly assessment is charged to the owner of each home in Williamsburg Bluffs. The current monthly assessment is \$38.00. The BOD may adjust the monthly assessment annually, as needed, to meet the financial obligations of the Association.

Disclosure Statement and Package: Per Title 55-512, Code of Virginia, a disclosure package is made available to an owner or his authorized agent. The Disclosure package will include:

- A copy of the current declaration, the Association's articles of incorporation and bylaws and any rules and regulations or architectural guidelines promulgated by the Association.
- Statements required by Title 55-512, Code of Virginia.
- A copy of the Association's current budget or a summary thereof, and a copy of its statement of income and expenses or statement of its financial condition for the last fiscal year for which such statement is available.

Budget Preparation and Approval: The BOD will develop a two-year budget for approval by the Membership at the annual meeting. The second year budget is a planning budget and will be revised as needed.

Financial Review of Records: A review of the financial records will be conducted on an annual basis. The president will appoint a member or members of the Association to conduct the review. A written report on the condition of the financial records will be provided at the annual meeting.

Federal and State Tax Returns: The Association is required to submit Federal and State Tax returns. Federal tax return must be submitted prior to March 15th. State tax return is due by April 15th.

Petty Cash Procedures: The purpose of the Petty Cash Fund is to pay small bills and reimburse members for authorized small purchases that cost no more than \$25.00. The Petty Cash Fund will consist of \$200.00. The Treasurer will hold the Petty Cash Fund. The Treasurer upon receiving a current receipt will reimburse small-authorized purchases by members. The Petty Cash Fund will be replenished on a monthly basis or when the level of the fund is below \$100.00. The Treasurer will submit a detailed list of purchases with receipts to the management company. A check will be written to the Treasurer in the amount of the receipts. Another member of the Board of Directors will audit the Petty Cash Fund on a semi-annual basis. The report of the audit will appear in the Board of Directors minutes.

Swimming Pool Committee

GENERAL: The Swimming Pool Committee ensures that the recreation and pool areas, which are regulated by these rules, are maintained in a safe and clean manner either through volunteer help or the hiring of professional services. The Swimming Pool Committee will be responsible for management of the parking lot, tennis court, play ground, multi-purpose field, and the covered shelter. The Swimming Pool Committee is responsible for the area and operation of the swimming pool. Any Association member may eject any person or persons from the recreation area who are endangering themselves, or any other person's rightful enjoyment of the recreation area. The Recreation Area is intended for our residents and their guests only. No outside team or organization can reserve any part of the Recreation Area for use, i.e., tennis team, baseball team, soccer team, swim team, etc. unless authorized by the Swimming Pool Committees or BOD and sponsored by an Association member.

The BOD adopted these Custom Rules and Regulations on March 20, 2012

Mary E. Price

Secretary



WILLIAMSBURG BLUFFS

Architectural Control Board (A.C.B.)

GUIDELINES FOR SHEDS, RECREATIONAL EQUIPMENT, ETC.

SHEDS:

ALL SHED PLANS MUST BE SUBMITTED IN WRITING FOR APPROVAL TO THE Architectural Control Board (A.C.B.). IN ORDER TO FACILITATE APPROVAL PLEASE BE ADVISED THAT THE GUIDELINES FOR SHEDS WILL BE AS FOLLOWS:

SHEDS MUST BE OF WOOD FRAME CONSTRUCTION, TRIMMED OUT WITH WHITE FACIA, WINDOW AND DOOR FRAMES, SHINGLED TO MATCH DWELLING ROOF AND SIDED WITH PAINTED/STAINED WOOD/VINYL SIDING TO MATCH HOUSE COLOR;

MAY BE SET OR CONSTRUCTED ON A CONCRETE SLAB OR SKIRTED SKIDS WITH PROPER LANDSCAPING AND MUST MEET MINIMUM COUNTY REGULATIONS FOR SET BACKS, RIGHTS OF WAY, ETC;

REQUIREMENTS NOT SPECIFIED BY THE COUNTY SHALL BE DEFINED AS FOLLOWS; NO SHED WILL BE PLACED FURTHER FORWARD THAN THE REAR WALL OF ANY DWELLING AND A MINIMUM OF 5' FROM THE INSIDE OF ANY PROPERTY LINE;

SHEDS WILL BE LIMITED IN SIZE TO A MAXIMUM OF 12' X 12'. HOWEVER, PLEASE KEEP IN MIND THAT THE MAXIMUM LOT COVERAGE IS LIMITED TO 25% INCLUDING ALL STRUCTURES (HOUSE, DECKS, PORCH, SHED, ETC.)

THEY MUST BE PROPERLY MAINTAINED WITH REGARD TO PAINT, STAIN, LANDSCAPING. ETC.

NO SHED SHALL HAVE AN ATTACHED "LEAN-TO" ROOF. (ALL LAWN & GARDEN EQUIPMENT SHALL BE KEPT BEHIND CLOSED DOORS)

SWING SETS/GYMS/RECREATIONAL EQUIPMENT:

MUST BE OF TREATED WOOD CONSTRUCTION. THEY SHOULD BE PROPERLY MAINTAINED AND BE ANCHORED IN THE GROUND. CONSTRUCTION, SIZE AND PLACEMENT DOES COME UNDER THE JURISDICTION OF THE "RESTRICTIONS" (ARTICLE V, SECTION 3)

FENCES:

MAINTAINED CEDAR OR TREATED PINE, PICKET OR BOARD-ON-BOARD, LIMITED TO A MAXIMUM OF 6' HEIGHT. (ARTICLE VI, SECTION 14)

TRASH RECEPTACLES:

*SHALL BE CONCEALED IN A MANNER THAT THEY CAN NOT BE SEEN FROM THE FRONT OF THE RESIDENCE (ARTICLE VI, SECTION 9).

WILLIAMSBURG BLUFFS PROJECT REVIEW REQUEST

Architectural Control Board (A.C.B.)

All structural and appearance changes must be approved by the ACB before construction begins. This applies to all structures, including (but not limited to) swing sets, decks, sun rooms, room additions, fences, storage buildings, pet homes, etc. The ACB must also pre-approve any changes in appearance such as paint colors, siding, architectural design, roofing, etc.

Please use the following form to submit your plans for review by the ACB.

Date: _____

Name of Owner(s) _____

Property Address _____

Home Phone: _____ Work or Cell Phone _____

Specific Project Description: (include drawings or photos if possible)

The ACB has up to 60 days to review your request.

Please submit this form to Brooks Property Management Company

UPLOADED

5/4/2021