



Forward - 2023

This handbook was prepared as a guide for homeowners to explain some of the rules, operating principles, and procedures for Serenity Point. This manual is intended for informational purposes only and is not intended to be a thorough or complete explanation of the rules and by-laws of the association.

This information does not supercede the by-laws or articles of incorporation of the Association or any motions duly passed by the board of directors. As such, the content of this manual is subject to change.

Failure to comply with these and other rules as stated in our governing documents may be grounds for an action by the Association. Such actions may include monetary fines, suspension of voting rights, suspension of facilities use in the common elements or suspension of other HOA services.

We hope this manual helps you understand some of the important information that you need to know and to help us maintain the beauty and harmonious atmosphere that is Serenity Point.

If you have questions or need additional information, please contact the association manager or one of the members of the board of directors.



General Rules of the Association

- 1. GRILLS** Grills must only be used on driveways and placed at least 10 feet from buildings. Fire regulations prohibit use of gas and charcoal grills on decks, porches, or under units.
- 2. PARKING** Park only in your unit driveway or under your unit. Parking is prohibited on the grass (damages underground sprinkler system and landscaping) and in the driveways of other units. The number of vehicles permitted per unit is limited by the capacity of each driveway; this varies from unit to unit. You must ensure comfortable access to the driveway for the users of the adjoining unit or make arrangements to park excess vehicles elsewhere. The parking of campers, RV's and mobile trailers is prohibited on Serenity Point property. Golf carts (owned or rented) are allowed but must be parked in the driveway area designated for the unit.
- 3. PETS** Traditional household pets may be kept so long as they are of size and in number which does not create disturbance for other owners and occupants or damage property. According to town law, dogs must be leashed or under voice control of an adult at all times. The town noise ordinance prohibits excessive barking. Always clean up after your pets.
- 4. BEACH GEAR** Do not hang towels, clothing, or beach gear on the street side deck or porch. Clotheslines are permitted only under your unit, not on the porches.
- 5. REFUSE COLLECTION** Refuse is collected twice a week in the summer (Mondays and Thursdays) and once a week the rest of the year (Mondays). Return containers to the space under your unit after collection. If your neighbor is away, we encourage you to return their containers to the space under their unit.
- 6. FIREWORKS** Fireworks are not allowed in Serenity Point!

7. **POOL** Depending on the weather, the pool opens on Memorial Day weekend, and closes in October. The pool closes each day at 9 PM. The pool is for the use of Serenity Point owners, renters, and overnight guests only. Children must be supervised at all times. Swimming is at your own risk. No lifeguard is on duty.
8. **THE BEACH** Never walk or play on the dunes. Dunes are a fragile resource that protect our property during high tides and provide a nesting area for protected species of birds. Do not leave cigarette butts on the beach. They are harmful to sea life.
9. **UNIT OCCUPANCY** When the wastewater treatment plant is non-operational, occupancy of units at Serenity Point is prohibited by state law. We have a gas generator that will run the plant for a few days in the event of a power outage.
10. **SPEED LIMIT** The speed limit on our private road is 19 MPH. Please watch for children, walkers, and bikers.
11. **RESIDENTIAL USE RESTRICTION** Each unit is restricted to residential use by owners, guests, and renters. Units cannot be used for any other purposes.
12. **RENTERS AND GUESTS** Renters and guests are subject to the rules of the Association. The unit owner is responsible for all actions of their guests and renters. Any lease or rental agreement must bind the lessee to the rules of the Association and Association documents. A failure to comply shall constitute a default of the lease.
13. **CAMPERS** The hook-up and use of campers at Serenity Point is prohibited.
14. **FIREPLACES** Wood burning in fireplaces is prohibited. Gas logs are allowed but must be ventless. Electric fireplaces are also permitted.
15. **SEA TURTLES** In addition to being a great place for humans, Topsail Beach is a nesting ground for the loggerhead sea turtle. The turtles swim for thousands of miles to nest here each year. The loggerhead turtle is on the endangered species list. The following are things you can do to help protect the loggerhead turtles.
 - Do not walk on or disturb nests. Nests are marked with stakes and survey tape.
 - Do not leave oceanside porch lights on all night. Outside lights confuse adult turtles and hatchlings. Confused hatchlings will move toward the light rather than the ocean and be lost in the dunes or killed on the roads.
 - If you see a turtle in the nesting process, keep a respectful distance, do not shine lights in her eyes, and do not harass her in any way. This is a Federal and North Carolina law; report all violations to the Topsail Beach police. A disturbed turtle

will return to the ocean without laying her eggs and can subsequently loose then in the ocean.

- Report nest sightings to the Topsail Turtle Project at 910-470-2880.

- 16. Personal Property on Common Elements** Without the prior written consent of the Board, no structure shall be placed or permitted to remain on any balcony, railing or other portion of the Common Elements, including Limited Common Elements.
- 17. Flags and Signs** No Owner shall post or display any sign, decoration, art work, flag, political statement or banner either upon the Common Elements, Limited Common Elements or within his Unit which is visible from any Common Elements other than: (a) the flag of the United States, (b) the flag of the state of North Carolina, (c) the official flag of the town of Topsail Beach, (d) the flag of any nationally recognized university or college and (e) any decorative flags which are consistent with the overall aesthetics and plan of uniformity of the Association. Flags must be no larger than 5'by3' and be on a flagpole on a single bracket to be mounted on the deck or landing column. No brackets are allowed to be mounted on the siding.
- 18. Plantings** No Owner shall plant any flower, vegetation or any other plant type on common elements of the property. Potted plants may be maintained on limited common elements of the property so long as they are portable and do not present an obstruction to maintenance of either common elements or limited common elements.



Operation of the Homeowner's Association

- 1. BOARD OF DIRECTORS** The board consists of five members who are elected to staggered three-year terms. Board members are elected by the membership at the annual meeting held in November of each year. The board elects their officers each year.

2. **DUES** Dues are set annually at the November meeting by the Board of Directors. Special assessments that apply to a single year must have assent of 2/3 of the unit owners. Members are encouraged to use automatic debiting to pay dues. When dues or assessments are not paid, the board will follow the Assessment Collection policy as established by the HOA (see attached). Failure to stay current on dues and assessments may also lead to loss of voting privileges, loss of certain common elements and loss of other HOA services
3. **MEETINGS** The annual meeting of the membership is held on the first Saturday of November. An annual informational meeting is traditionally held with the membership on the last Saturday of April. An agenda will be mailed thirty days prior to the meeting. If you cannot attend the meeting, please certify your proxy either to another Association member or the President of the Board of Directors. If you designate the association manager as your proxy, your proxy will be void. Open Board meetings are held once per quarter. Submitted Proxies are valid for a period of one year.
4. **OBLIGATION TO MAINTAIN UNITS** Each unit owner has the obligation to maintain the property for which they are responsible. If a unit owner is negligent, the Board has the right to demand repairs that are necessary to protect the integrity of the buildings or maintain the appearance of the property. If such repairs are not made promptly, the Board has the right to contract for the repairs, bill the cost to the unit owner and, if necessary, collect costs according to item #2 of this section.
5. **MAINTENANCE AND REPAIR RESPONSIBILITY** Homeowners are responsible for funding the repair of limited common elements including decks, deck railing, deck stairs, deck landings, window frames, panes, screens and doors. The HOA is responsible for assuring the proper maintenance of these elements with any required repairs or replacement to be paid by the owner. Homeowners are responsible for the maintenance of their units within the walls of the unit. The Association is responsible for maintenance of all common property including building supports and exterior building maintenance of siding, roofs, lattice, window trim, and attic fan. Routine maintenance is scheduled for each building on a rotational basis. Any external building maintenance or maintenance of limited common elements which may be needed outside of the established maintenance schedule should be brought to the attention of the Board for determination of what, if any, action should be taken outside of the scheduled maintenance period.
6. **MAINTENANCE OF UTILITIES** The responsibility for repairs to utilities is as outlined below:
 - **WATER LINES** The city is responsible for leaks that occur at the water meter and from the meter to the street. If you detect a leak in the water meter or on the

street side of the meter, call the town at 328-5841, or if after hours call the Topsail Beach police at 328-4851. The Homeowner is responsible for lines and connections from the water meter into the building (including repairs to plumbing of shower stalls and repairs caused by negligence or damage by unit owners, guests, or tenants).

ELECTRICITY The Owner is responsible for the exterior electrical boxes and for electrical lines which provide power to the unit. Each owner is responsible for submitting plans (including full description of the replacement box to be used) to the HOA Board for approval, prior to any work being completed in order to assure consistency of design and appearance. All work must be completed by a licensed electrical contractor.

- **CABLE TELEVISION** The unit owner is responsible for cable television. The unit owner is also responsible for any damage done to the irrigation system that is caused by the installation of underground cable television lines. To avoid damage, you must make the cable company aware of the location of the irrigation lines for your unit. A map is available from the Association manager.
- **SEWER LINES** The Association is responsible up to the point that the line enters the unit.
- **PROPANE TANKS AND LINES** The unit owner is responsible for the installation and maintenance of propane tanks and lines used to power internal appliances or gas logs.

7. RIGHT OF ENTRY – EMERGENCIES A key for entrance into units for emergency repairs will be kept by the Association manager. In the event of an emergency, the Association has the right to enter a unit for purposes of remedying or abating the emergency. The right of entry is immediate. If a unit owner declines to provide a key, then the Association has the right to take whatever means are necessary to gain entrance to the unit in the case of an emergency. In such cases, the homeowner and not the Association is responsible for the cost of repairs associated with gaining entry.

8. RIGHT OF ENTRY – MAINTENANCE For purposes of maintenance or repair of a unit for non-emergency purposes, the Association's right of entry shall be only at reasonable times and with reasonable notice.



Architectural

- 1. ALTERATIONS OF CONDOMINIUM UNITS** Any structural alteration or modification to your unit (including the area under your unit) must be approved by the Board of Directors in advance. Submit your request in writing or by email to the Association manager, the president of the Association, or the chair of the Architectural Committee. Approval of your projects can be done easily. Advanced approval is intended to preserve the architectural consistency of our community, which is a major reason why Serenity Point has maintained both its charm and economic value.
- 2. DECKS** Determination of needed maintenance and repair of wooden decks and rails are the responsibility of the HOA. Funding of required work on these limited common elements is the responsibility of the owner. Deck work will be contracted by the HOA with billing to the HOA followed by special assessment billing to the Owner. Owners may not alter the appearance of decks in any way without prior consent of the board. We encourage you to power wash your deck and porch and treat them with an oil-based deck sealer that contains a mildew inhibitor (protects from darkening) and UV protection (prevents cracking and warping). Be careful, not all deck sealers have these features. Water-based sealers do not hold up in a marine environment and do not fade uniformly, resulting in variations in coloring.
- 3. SIGNAGE** No permanently affixed signs of any kind are allowed on the buildings or in the yards, (e.g., for sale signs, advertisements, mail/paper boxes, etc.). Removable decorations, (e.g., flags, windsocks) are permitted.
- 4. PAINTING** The Association is responsible for painting the exterior of buildings on a schedule as determined by the Board.
- 5. HURRICANE PROTECTION SYSTEMS** The only system approved for Serenity Point is the Metaltech storm panels, and the only approved installer is Wilmington Awning (wilmingtonawning.com). Use of plywood boarding is not allowed.
- 6. WINDOW Replacement** Determination of need for maintenance or replacement of windows is the responsibility of the HOA. Funding for required work on these limited common elements is the responsibility of the owner.
- 7. STORM DOORS AND WINDOWS** Storm doors must be full pane design only. The color of storm doors must be almond/beige. Existing doors that are white can remain. When they are replaced, they must conform to the color code of the Association. Storm windows are

prohibited. Existing storm windows can remain until the windows are replaced, after which the storm windows must be removed.

8. **CONTRACTORS** The Association must approve all contractors for work done on limited common elements. Your contractor for any work MUST have Workers Compensation and Liability Insurance (to protect both you and the Association from legal liability). The Association does not recommend, certify, or approve contractors. You may contact the Association manager or the Architectural Committee if you have questions about our past experience with a particular contractor.
9. **BUILDING PROTRUSIONS** The placement of antennas, satellite dishes, or any other protrusion from the building, including decks and porches, must be approved in advance by the Architectural Committee.
10. **FIREPLACES** The homeowner is responsible for the maintenance, repair, and replacement of fireplace inserts and chimney flues. The Association is responsible for the maintenance and replacement of chimney caps.

Burning wood in fireplaces is prohibited due to the fire hazard caused by deteriorated fireboxes and flues. Anyone who observes wood being burned in a Serenity Point unit should contact the Association Manager or the Topsail Beach Fire Marshall.

If you install a gas log system, you must install an approved ventless system. Vented Gas systems will not be approved.

11. **WATER POLICY** The homeowner is responsible for shutting off the water supply to the unit during the cold weather months specified below and during any extended periods of known vacancy during the remainder of the year. The purpose of this policy is to protect the building from excessive damage from leaking pipes, which can occur at any time of the year. Water supply should be cut off during the winter season of each year, which is defined as November 1 through March 31 or during any other time of extended vacancy.

Instructions for closing units in winter:

To protect your units during the winter months, please follow these recommendations.

1. Turn off water at the cut off under your unit.
2. Disconnect all hoses from outside faucets.
3. Open outside faucets and shower valves.
4. Set thermostat to 'heat' and set temperature at its lowest setting.
5. Open sink cabinets and laundry doors on the first floor.
6. Turn off the breaker to the hot water heater.
7. Turn off the ice maker.

For those who are occupying their unit during extreme cold (below 32 degrees), let a small stream of water run from the faucet in the first floor bath.

NOTE: NO HEAT TAPE IS ALLOWED. THIS IS A MAJOR FIRE HAZARD!!!



Landscaping

1. **REQUESTING LANDSCAPING MAINTENANCE** Contact the Serenity Point manager to request any landscaping work that needs to be done around your unit. Please do not prune or perform any maintenance around your unit. If the shrubbery is rubbing against your car when you drive into your driveway or hitting you in the face when you walk up your steps or blocking your view, the landscaping contractor will be asked to remedy the situation on the next visit.
2. **LANDSCAPE ADDITIONS** You must receive approval in advance from the Landscape Committee and the Board of Directors to install yard ornaments, bird houses, sand fences, etc, around your unit. Landscaping done by owners must not interfere with the work performed by the landscaping contractor.
3. **IRRIGATION SYSTEM** Owners often report malfunctioning irrigation heads when in fact the system is operating as designed. If you suspect that the system is malfunctioning, report what you have observed to the Association manager. Be aware of the following:
 - The system operates on different cycles in different parts of the property.
 - In most cases, the grass and the shrub beds are irrigated at different times and at different frequencies during different times of the year.

4. LANDSCAPING CONTRACTOR

Responsibilities:

- Mow the grass
- Edge the walks and driveways
- Remove debris
- Prune plantings as needed

Perform weed and insect control
Mulch the beds
Maintain the sprinkler system

Grounds maintained:

Grassed areas
Beds next to units
Standalone beds

Grounds not maintained:

Area behind units, starting from the chimney
Pits and other natural areas, (e.g., area between Units 22 and 23)
Driveways

5. **PLEASE HELP US KEEP SERENITY POINT NEAT** When you see trash and debris on the Serenity Point grounds or beach, please pick it up and deposit it in an appropriate container.



Hurricane Procedures

1. **36 HOURS PRIOR TO PROJECTED LANDFALL AND IN HURRICANE “WATCH” CONDITIONS**, the securing and storing of all deck furniture and outside items, including trash cans, gas grills, and any other objects will begin.

12-24 HOURS PRIOR TO PROJECTED LANDFALL AND UNDER EVACUATION CONDITIONS, we will complete “lashing down” procedure, contact vendors for shut down of pool area, sprinkler system, pumps for irrigation, and the wastewater treatment plant. Begin to secure our office and remove all current files and records, and the keys for the units. They will remain in the hands of the manager until the island is open for re-entry.

2. **INFORMATION ON THE CONDITION AND/OR STATUS OF THE ISLAND AND RE-ENTRY INSTRUCTIONS.**

Topsail Beach emergency numbers will be posted on the Serenity Point website as they become available. The Town Hall phone number is 910-328-5841. If you have trouble getting through to the town number, the HOA Manager will provide voice mail phone service with information as often as possible.

3. **THE TOWN OF TOPSAIL BEACH HURRICANE PROCEDURES** are posted on the town’s website (www.topsailbeach.org).

4. **FOR RE-ENTRY TO THE ISLAND**, you must have or display your town sticker. Stickers are sent in your water bill each year. If you do not have one, a water bill or tax bill with your name and island address should be sufficient to gain access.

5. **ANY HOMEOWNERS CLOSE ENOUGH TO THE AREA AND WITH TIME TO TRAVEL HERE** are encouraged to come and secure their property once notice of an impending storm is announced. Manpower is at a premium during these times and there is no guarantee with a fast approaching storm that the Association can perform all the unit protection procedures as planned. You should call the town hall (**910-328-5841**) to determine your time restraints, because no one is allowed over the bridge within a few hours after an evacuation has been ordered.

6. **STORM PANEL INSTALLATION IS THE RESPONSIBILITY OF THE HOMEOWNER AND AT THEIR EXPENSE.** If you have hurricane panels for your windows, you need to make sure you have a contractor on-call to install them.

It is almost impossible to find someone in the last hours, so make your arrangements beforehand.

7. **IMMEDIATELY FOLLOWING A STORM AND/OR EVACUATION**, an initial inspection and assessment of damage will be made by the association manager and emergency repairs will be made to reduce further damage to the properties. Insurance adjusters will be notified and appointments set for their inspection of the property. If you do not have a key on file with the association manager, it is your responsibility to provide access for the insurance adjuster's inspection according to the schedule of the adjuster. If your unit is not accessible, your damages will not be covered by insurance proceeds or by the Association.
8. **ONCE THE SIZE AND NATURE OF ANY INSURANCE CLAIMS HAS BEEN DETERMINED**, the Board of Directors will interview potential insurance restoration contractors or local contractors and contract for the completion of any repairs to the buildings. All repairs will be made by the Association and no cash settlements will be paid to unit owners. Subject to the deductibility limits of the Association policy, interior damage (drywall, painting, etc.) is covered by insurance proceeds when the damage is proven to be from an outside source. This is a determination made by the insurance company. Any damage to furnishings, accessories, or such should be claimed on your personal contents policy and is the sole responsibility of the homeowner.
9. **YOUR INSURANCE** According to our by laws, the proceeds from an insurance claim (fire, wind, or flood) are first applied to cover damage to common property, and any remaining proceeds are applied to damage to personal property of the unit owner. This means that the deductible amount comes out of the proceeds for the unit owners. Therefore, you should ensure that you have sufficient insurance coverage on your personal contents policy to cover any casualty damage that may be done to personal property for which owners are responsible (e.g., carpet, paint, cabinets, and fixtures).

