



Rules & Regulations Handbook

Cobblestone Trace Condominium

Preface to the Rules & Regulations

CTCA is a private non-profit corporation established under the Virginia Condominium Act. Acquiring a real estate interest in a residential unit in Cobblestone Trace concurrently establishes a membership interest in CTCA documents: Declaration, Bylaws and Rules and Regulations.

CTCA is governed by a volunteer Board of Directors (elected by the owners) a core of volunteer Officers (selected by the Board), Committees as needed, (established by the President, CTCA), and a professional community Association Manager (hired by CTCA).

The Board is empowered to establish and enforce Rules and Regulations for the preservation and well being of the Cobblestone Trace Community. All Unit Owners, Residents, their Guests, Employees and Agents are subject to these rules and regulations. Failure to comply with procedures, obligations or restrictions published in these Rules and Regulations, the Bylaw or Declarations may result in legal recourse by CTCA including fines and loss of privileges.

Any questions or concerns may be addressed to:

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1) USE OF PROPERTY

All of CTCA Property shall be in accordance with the provisions of the Declaration, the By Laws and these Rules and Regulations.

2) LIABILITY FOR ACTIONS

These Rules and Regulations shall apply to each Unit Owner, Guest, Employee, Agent and Tenant, individually and collectively, with the Unit Owner(s) directly accountable for the actions of Self, Guest, Employee, or Tenant.

3) ADMINISTRATION AND LEASING

A) Owner Address Change Notification

All Owners are required to supply their current address and telephone information to the Association Manager for correspondence and emergency purposes.

B) Leases

Unit Owners are responsible for filling out Cobblestone Trace Unit Owner Information Form to the association management company within 10 days after move-in. Management must be notified of renewal, extension, or termination of all leases. When vacant utility services must be left on to mitigate the possibility of water pipe breakage during extreme cold & moisture control during extreme hot weather conditions.

C) Lease Terms

All leases must be for a minimum period of six (6) months & renters are encouraged to have renters insurance.

D) Use

Lease must be used for residential purposes only.

E) Occupancy

Lessee, the one who is responsible for the lease, must be 21 years of age and actually occupy the unit.

F) Subleasing

The lease agreement must contain language prohibiting Subleasing.

G) Tenant Contact Information

Tenants shall provide information to the association management company for correspondence and for emergency purposes. The information is to include: name, address, home phone, business phone, and emergency contact.

H) Access to Units

CTCA and its authorized Agents are authorized to enter any unit at any reasonable time in order to accomplish repairs to the common elements and the units, as necessary.

Occupants of units shall grant access for such purposes at reasonable times. (ie: roof leaks, infestation (racoons) and/or structural implications.

4) VIOLATION REMEDIES

A) Due Notice

As provided in the Virginia Condominium Act, the CTCA Board of Directors has the power to assess punitive charges against any Unit Owner who violates the CTCA covenants. Before any such charges may be assessed, the Unit Owner shall be given an opportunity to be heard and to be represented by counsel before the Board of Directors. Notice of such hearing shall be given to the Unit Owner at least 14 days in advance thereof via hand delivery or sent registered or certified through the United States mail, return receipt requested, to such Unit Owner at the address of record.

B) Fine Limits

The amount of charges shall not exceed nine hundred (\$900.00) for a single offense or ten dollars (\$10.00) per day for any events of a continuing nature. These charges shall be treated as an assessment against such. Unit Owner's con- dominium unit and may be perfected in the same manner as every other lien for assessment in accordance with the Virginia Condominium Act and CTCA Instruments. Funds received from fines shall be set aside and utilized to finance the Annual Meeting or social event open to all CTCA members.

C) Insurance Risk

Any and all acts that would cause an increase in cost or coverage of CTCA maintained insurance policies are strictly forbidden.

5) IMPROVEMENTS/ALTERATIONS

Improvements and alterations visible from the exterior of the property require the prior written consent of the Board. This shall include, but not be limited to: additional buildings, terraces, patios, sidewalks, driveways, walls, fences, awnings, windows, doors, screens and enclosing of patios/balconies.

- A. Only wiring of antenna (for cable, TV, etc.) approved by the Board shall be installed where visible from the exterior. Satellite dishes may not be secured to the roofs at any time. Satellite dishes shall be placed on a pole secured in a flower pot filled with dirt or concrete & placed in fenced yard not to exceed height of fence & not in common area.
- B. In order to preserve the uniform appearance, only exterior painting approved by the Board will be permitted.
- C. The outdoor lights that are the responsibility of the Unit Owner (the lights by the front door and patio door) are to be repaired/replaced as needed in accordance with guidelines by CTCA. The light fixture for front & back door—Hampton Bay #HB7002-05 color Black.
- D. Front & Shed Doors—6 panel steel door with Antique Bronze Hardware.
- E. Storm Doors—full view white with lever handle no kick plate.

6) UNSIGHTLY OBJECTS

- A. Patios, decks, stairways and porches must be kept reasonably clean and free from unsightly objects. Tools, sporting equipment and other equipment must be kept within the unit or storage area.
- B. Hanging garments, towels, blankets, rugs and the like from the decks, porches, balconies OR windows (or from any of the facades of the unit) is prohibited.
- C. Firewood may be unloaded in the Unit Owner's assigned parking space. However, it must be removed within 48 hours and stored within the fenced patio area of the respective unit.
- D. No solar power to erected without prior written approval. Use ARC form for submittal.

7) BUILDING AND GROUNDS

A) Noise

Care shall be taken at all times in using musical instruments, radios, televisions, car stereos or any other noises or sounds that may disturb residents. Please lower the volume on your car stereo before entering the community. All residents must comply with the City of Virginia Beach noise ordinance ORD.3180.

B) Advertisements & Flags /Signs

No advertisements or posters other than one standard "FOR SALE" or "FOR RENT" sign must have Board approval. Flags/Signs that are considered decorative in nature are prohibited.

C) Window Coverings

May be placed in a window of the unit the side of the window coverings which face the exterior shall be white or off white.

D) Planting/Landscaping

CTCA shall have the responsibility for all planting and landscaping; individual plants and planting are permitted on patios and balconies only. Any other landscape upgrades or changes must be approved by submitting ARC form.

E) Grills and Fire pits

No grills or fire pits are allowed to be used on the patios, balconies or common areas. *Virginia statewide fire prevention code, Section 307.5, Effective October 2003. Charcoal burners and other open flame (gas) grills shall not be operated on combustible balconies or within ten feet of combustible construction. Small Hybachi/camping grills with 1 lb or less propane tanks/bottles are prohibited.*

F) Garbage/Trash

1) Garbage/Trash shall be placed on the curb in heavy duty black trash bags on the morning of scheduled pick up (once a week). All Garbage/Trash must be stored within a unit or fenced area where it is not visible from neighboring property on days other than trash pick-up day. Garbage/Trash must be removed regularly and may not be allowed to accumulate. Please note: No trash cans are allowed to be placed at the curb. Failure to comply will result in a due notice process hearing per Virginia Condominium act.

2) "Bulk Pick-up Requests" for items such as furniture, appliances, carpeting etc. must be called into Waste Industries at 757-487-2220 ext.214. The refuse removal contractor will not remove these items without a prior request. Removal of these items will also be done at the owner's expense.

8) PARKING

A) Resident and Guest Parking

Each unit is assigned one reserved parking space. All other spaces are for multiple vehicle households and guests of residents.

B) Restrictions

1. Recreational vehicles, trailers, campers, boats as well as inoperable vehicles or stored vehicles may not be parked on CTCA property. Commercial vehicles may be parked when contracted services are being provided only for no more than 30 days with prior approval from the Board.
2. Vehicles are to be parked so as not to obstruct the entrance to or exit from parking areas, spaces or streets.
3. Cars/trucks/vans that are inoperable, deteriorated or unlicensed may not be kept on the grounds. All tags and inspections stickers must be current. Violators will be notified & towed within 3 days notification @ owners expense.
4. Bicycles may not be kept outside a unit or patio.
5. Motorcycles are permitted in the parking area and must meet state noise restriction requirements.

9) VEHICLE MAINTENANCE & REPAIR

Washing is permitted unless prohibited by City Ordinance, (i.e. Water Restriction). Repairs are prohibited except for minor adjustments.

10) TOWING

Since the available parking spaces are limited, CTCA and the Board consider the parking violations a serious offense and subject to swift and positive action.

- A. Unit Owners finding unauthorized vehicles in their reserved space may have the vehicle towed at the vehicle owner's expense and without prior warning by calling Affordable Towing at 757-543-2372.
- B. There is NO parking in NO Parking zones.
- C. Vehicles in violation of these Rules and Regulations may be towed at the Owner's expense even if the vehicle is in the respective Unit Owner's reserved parking space. A classic example is a two car family parking their cars in two "guest" spaces to free their designated parking space for a recreational vehicle.
- D. Documented repeated offenders may incur the expense of towing and storage costs and may also be assessed a fine by CTCA.

11) PETS

Definition: A domestic animal, sea creature or fowl kept for companionship.

All other considered Pets must be approved by the Board.

A) Leash

Pets must be kept on a leash when outdoors.

B) Waste

Waste must be picked up and disposed of in a waste receptacle. Failure to comply will result in a due notice & fine process hearing per Virginia Condominium act.

C) Quantity

Other than fish or caged fowl, a total of two pets per household are permitted. The Board must approve any additional pets.

D) Pet Conduct

Pets are not allowed to be a nuisance and must be in control at all times by owner. A barking dog will be considered a nuisance.

F) Rabies Records

Owners of all cats and dogs over six months old are to maintain current rabies records on their pets.

G) Cruelty to Animals - Cruelty to animals will be reported to Animal Control.

H) Complaint Procedures Concerning Pet Violations

- 1) A neighborly first step is to first talk directly to the pet owner, if at all possible.
- 2) If the problem persists, contact the association manager in writing.
- 3) If the problem is not resolved or becomes a frequently reported item, the association manager will seek Board involvement and take appropriate action.
- 4) In bodily harm situations, take immediate action as deemed appropriate, then contact the Association Manager. Follow up with a written incident report.

1) Removal of Pet from CTCA Property

Pets that are habitually in violation of Pet Rules, after due process, may require removal from Cobblestone Trace at the discretion of the Board.

12) AMENDMENTS

The Board of Directors reserves the right to amend these Rules and Regulations as the Board sees fit for the safe and efficient operations of Cobblestone Trace Condominium Association.

