



# VZ TOP RULES AND REGULATIONS

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## RENTERS AND GUESTS

### SAFETY

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*Safety is of the utmost importance at VZ Top. Please read the following sections carefully and be familiar with safety procedures.*

#### **Access:**

The Property Manager must have keys to all outside doors of each unit.

These will be used in case of emergency and for periodic inspection when a unit is unoccupied. **Owners are required to supply new keys to the Property Manager anytime locks are changed or re-keyed.**

#### **Driveways, Parking, Speeding:**

Drive friendly. The speed limit on VZ Top property is 10 miles per hour. Excessive speed is dangerous to walkers, joggers, children and pets. The ring road is a ONE-WAY road. Please ensure guests and vendors are aware and follow the directional arrows.

Parking spaces are not pre-assigned to homeowners. When occupied, each of the 40 condominium units shall have the use of one parking space located in front of the unit's building on a first come, first served basis. **However, homeowners in each building may, by unanimous agreement, have assigned parking.** Owners may designate their parking space by a sign approved by the Association and Property Manager.

When all units in a building are not simultaneously occupied, the parking space for the unoccupied unit shall be available to the occupied units on a first come, first served basis. Each homeowner

should endeavor to accommodate the parking needs of others in the building, particularly when all units are simultaneously occupied.

Additional parking is available near the Property Manager's office and at designated locations along the road when parking is at a premium. These are marked with guest parking signs. Automobiles should be parked in a manner to avoid blocking condominium entrances. Each owner is responsible that their guests, tenants and employees observe these rules.

Overnight parking of large commercial trucks, U Hauls, boats, campers, oversized vans, trailers, and similar vehicles in any parking space is prohibited. Construction trailers or other large equipment used during winter months shall be removed between April 1 and November 30. Additionally, between April 1 and November 30 each year, construction vehicles (cars, trucks, vans and others) are limited to one parking space per unit. All other construction vehicles shall be required to park in guest spaces across from the Maintenance office.

**All parking shall be on the left side of the VZ Top road.**

**Enforcement:**

Homeowners should attempt to resolve complaints of a minor or personal nature neighbor-to-neighbor. Minor infractions reported to the Board will be referred back to the involved neighbors for resolution. Examples of minor/personal complaints include (but are not limited to) parking across lines or in space of homeowner in residence; spills from upper decks; leaks between units not part of common structure; etc. If the complaint is of a more serious nature and/or is in violation of the Rules and Regulations contained herein, the complaint should be reported in writing, to the Board. Complaints will be presented to the Board for adjudication and/or appropriate action through assessment of fines (defined herein) or with enforcement by civil legal process if necessary.

All fines assessed to any homeowner for any violation described herein will be billed to the homeowner through the HOA's accounting service.

## **Fire Safety:**

VZ Top condominiums are far from fireproof and all occupants should be aware of the possibility of fire. Each person is encouraged to take whatever individual or collective effort necessary to prevent or contain a fire in their unit or surrounding area. Extinguishers are located outside each unit.

Each unit at VZ Top is equipped with both heat sensors and smoke alarms. These detectors are linked by telephone lines to our alarm service which is manned 24 hours a day and automatically notifies the Highlands Fire Department and emergency personnel in case of fire. An audible alarm bell, mounted outside each building, is also activated. Each building also has a red fire alarm reset button in case you need to report a fire. This signal is also tied into our alarm company system. If you accidentally trigger a sensor or smoke alarm, please **DO NOT** pull out the wiring to silence the alarm. Doing so shall result in a \$50 fine plus cost of repairs to the homeowner. Firefighters will already be on their way. **In case of a false alarm, please do the following as promptly as possible:**

1. Dial Highlands Fire Department 828-526-4131 and report the false alarm.
2. Turn off the alarm outside your building by pushing the silence on the alarm.
3. Reset the alarm by entering the numbers 1-2-3-4-1 TWICE. This will silence your alarm noise. Inform our maintenance personnel so that they can reset the alarm system
4. Call the Property Manager on his Cell phone 828-200-3786 to inform him of the issue so that he can check out all of the units in the building.
5. Dial the alarm company 1-800-627-2175 and report the false alarm. Give the code word "VZ Top" to the operator who will answer and inform him/her of the false alarm.

These instructions are posted outside of each condominium unit. Failure to report a false alarm will result in a false alarm charge by the Highlands Fire Department (\$250.00 since 10/95) being assessed to the responsible unit owner.

If you do not know the location of the fire alarm reset button and the master cut-off switch in your building, take a few minutes to familiarize yourself and your family with where they are. Check the location and condition of your fire extinguishers. Fire extinguishers are professionally inspected and maintained yearly.

When using your fireplace, be certain that the damper is open.

When thoroughly cooled, fireplace ashes may be placed in plastic bags and put in roadside trash boxes. Ashes should never be placed in paper bags or cardboard containers and left inside your unit. The use of charcoal grills is prohibited. This rule is strictly enforced.

### **Sewage System:**

VZTOP owns and operates its own licensed waste treatment plant and sewer system. Because of the nature of this system, it is important that all occupants and owners are aware of the problems caused by flushing foreign objects down the toilets (such as sanitary napkins, tampons, tampon containers, panty liners, disposable diapers, etc.) The objects clog the pipes, burn out the waste grinding pumps, shut down the system and cause very expensive repairs.

Most of our previous problems have been caused by individuals who were unaware of our operation. **Please inform guests and renters and request their cooperation.** Please do not place any protein (animal fat) or oils down your kitchen drain. Please dispose of all oil in the trash, using a jar or container.

### **Trash Disposal:**

Our Declaration of Condominium provides "All parts of the condominium property shall be kept clean and sanitary. No rubbish, refuse or garbage shall be accumulated, nor any fire hazard be allowed to exist. No owner shall make, or permit, any use of his unit or the common elements which violate these provisions."

All trash and garbage not disposed of in the garbage disposal or the compactor must be placed in plastic bags; paper bags or

cardboard containers are disallowed because of heavy dew or rain. The Association has arranged for the Town of Highlands to place a dumpster at the sewer plant. Garbage will be picked up from the trash bins on Monday, Thursday and Saturday on holiday weekends by our staff. Homeowners may take their garbage, and items that do not fit in the trash box, to the dumpster at other times. Securely tied plastic bags containing trash or garbage should be placed in trash boxes each collection morning prior to 9:00 AM. Be sure you have properly secured the lid on the trash box to prevent wildlife from getting into the trash box. **If you find a trash box lock not working, please submit a work order request through Building Engines identifying the location of the box and the problem.**

## **COMMUNITY LIVING**

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*To ensure the enjoyment of all homeowners the following have been adopted:*

### **Bird Feeders:**

Most people like birds and provide feeders to attract them. But birds, and the squirrels which are equally prevalent, are not neat in their eating habits. Feeders on the upper decks of condominium flats should be well away from the outside railing, so that the seed hulls are not a problem for their neighbors below. All bird seed should be removed from units when they are closed for the season so rodents will not be encouraged to visit.

### **Business Use of Condominium:**

Our Declaration of Condominium states: "Each unit shall be used for residential purposes only and no business of any kind shall be carried on therein." The use of the internet for business purposes is allowed.

### **Children:**

We are concerned with the safety of all, particularly children. Parents and guardians are responsible for their safety and behavior.

### **Damage to Property:**

Our Declaration of Condominium requires that each owner, at his own

expense, keep the interior of his unit in good and sanitary repair. It also requires: Each unit owner shall also be responsible for all damages to any part of his unit, to any other unit or to any of the common elements or limited common elements, which may result from the neglect, negligence, misuse, or misconduct of such unit owners, members of his family, his or their guests, employees, agents, invitees or tenants, and the cost of any such damage shall be added to his next assessment billing.

If a situation develops during an owner's absence (fire, broken water lines, etc.), which causes damage, the Property Manager is empowered by the Board to enter the unit and take steps to correct the situation. Any corrective costs will be charged to owner's account.

### **Deck Use:**

All decks and porches overlook a beautiful area and each owner or tenant is expected to play their part in keeping it clean and attractive. Occupants shall not allow anything to fall or be thrown from decks or porches. Also to be avoided is the use of decks or porches for purposes which may make them unsightly from the outside, such as the drying of clothing.

The use of charcoal for outside cooking is prohibited because this creates a fire hazard to our buildings and forest. **When using gas or electric grills you must have a fire extinguisher within reach.** Please be considerate of your neighbors regarding smoke or cooking odors.

### **Guests (Owner Not In Residence):**

Owners shall notify the Property Manager by phone (828-526-3021), by email (maintainance@vztop.com) or through Building Engines (<https://www.buildingengines.com/login>) of the arrival of guests. This is for your protection from unauthorized persons being in your unit.

Guest information should include the following:

- a. Name of occupants
- b. Number of occupants
- c. Relationship to owner
- d. Expected date of arrival
- e. Expected date of departure

**It shall be the responsibility of owners to provide their guests a copy of the Rules and Regulations to which they are to conform during their visit.**

**Mail:**

Individual units are assigned postal boxes located near the maintenance office. Please advise your guests and tenants.

Your address at VZ Top is: Your unit number, VZ Top Road, Highlands, NC 28741. In the event you lose your mailbox key, please notify the Property Manager. Do not pry open the mailbox as that is a federal violation.

**Noise:**

Our Declaration of Condominium states “No nuisances shall be allowed on condominium property, nor any use or practice which is a source of annoyance to residents, or which interferes with peaceful possession and proper use of the condominium property by its residents.” This prohibits disturbing noises such as a barking dog, loud TV or stereo, etc., by owners, guests, tenants or employees as well as other nuisances. It is recommended that occupants give consideration to the time of day when using washers and dryers. All other unnecessary noise such as loud conversation on balconies and in common areas should be avoided. Front load washers (in flats) should not be installed due to the excessive vibration they may cause.

**Pets:**

Our Declaration of Condominium reads in part, “No animals, livestock or poultry of any kind should be raised, bred or kept on any part of the property, except that dogs, cats or other household pets may be kept - if they do not endanger the health, or in the sole discretion of the Board, do not unreasonably disturb the owner of any unit or any resident thereof.”

**Owners must clean up after their pets.** No homeowner of any dog shall allow the dog to soil, defile or defecate on VZ Top property without immediately removing and disposing of all fecal matter from the ground. Waste disposal posts with scoopers are found throughout the property. Please use them. Dog waste bags should be placed in the trash bin, in the receptacle provided. **The Homeowner is responsible for conveying the rules regarding pets to all guests and renters who are required to abide by these rules.**

**The dog owner must be in control by leash, chain or harness of their dog(s) at all times.**

1. During HOA functions on The Lawn dogs must be leashed.
  - a. Informal gatherings – any resident may request that a homeowner leash his/her dog.
2. At other times, dogs may be off the leash on The Lawn, but **MUST** still be in verbal control of the homeowner.
  - a. Cleaning up after your pet still applies to this area.

**Leash Violations:**

1. 1st Violation – Request to keep pet leashed made by HOA board via phone call or email.
2. 2nd Violation – Formal letter sent to homeowner from HOA board.
3. 3rd Violation – \$50 fine, to be billed to the homeowner through the HOA accounting service.

**Use of Firepit, the Lawn, Picnic Tables, and Games:**

All homeowners are welcome and encouraged to make use of the firepit, The Lawn, picnic tables and games provided by the Association.

Prior to using the firepit, please ask the Property Manager for instruction in its use. Children **MUST** be accompanied when firepit is in use. **DO NOT** throw any ignitable materials into the firepit. If roasting marshmallows or other food items, please clean all residue from rocks and general area of firepit when done. Please **TURN OFF** the gas to the firepit before leaving the area. **DO NOT** leave an active fire unattended. Please replace all chairs and tables in an orderly fashion around the firepit on the slate skirt. **DO NOT** leave any trash or other discarded materials around firepit. Violations of any of the above shall result in a \$50 fine for each item (example, \$50 if left unattended; \$50 for leaving it on; \$50 for left dirty, etc.)

When using The Lawn, please be careful to leave it in the same condition in which you found it. This means, no holes should be dug; all pet excrement should be bagged and removed; all games should be re-housed; all furniture should be returned to the area and placed in the order in which

it was found; and all trash and other debris should be removed. Violations of any of the above shall result in a \$50 fine.

Picnic tables should remain in their original location. If moved, please return them to their original location before leaving. All trash and other debris (including crumbs/residue) should be removed from tables when done. Violations of any of the above shall result in a \$50 fine.

Games are available for the enjoyment of all homeowners and their guests. They are stored in a Rubbermaid storage unit at the rear of The Lawn. If you are unsure how a game should be assembled, please ask before going with your assumptions. When done, please return all game pieces to their packaging (if packaging was available) and return to the storage unit. Please be sure the doors to the storage unit are securely closed before leaving. Violations of any of the above shall result in a \$50 fine. Damage or destruction of equipment shall result in a fine of \$100 for each incident.

### **Use of Common Area:**

Our Declaration of Condominium states, "No one may add to or alter, or take from, or store items in the common area except on the prior written consent of the Board of Directors." Roadways, unit entries and other common areas of travel must not be obstructed in any manner and are to be kept free of any materials, which would be unsightly or hazardous.

### **EMPLOYEES OF THE ASSOCIATION**

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*There will be employees and tradesmen working for the Homeowners Association on the grounds much of the time cutting grass, landscaping, making repairs, etc.*

Owners and renters are requested to avoid giving instructions to these people. If instructions are believed to be necessary, the Property Manager should be contacted. The Property Manager may be consulted by all owners, renters and guests; however, unless an emergency exists, his participation in the remedy of a problem within your individual unit should be confined to consultation only. Any subsequent personal employment of the property manager or other individuals should be limited to hours

after normal HOA work hours. Payment for personal service is strictly between the employing homeowner and the employee.

**In the event a homeowner, guest or renter requires the Property Manager or Assistant Property Manger to come on-site on a weekend, on a holiday or after normal weekday work hours for the purpose of unlocking a unit due to loss of key, forgotten key or otherwise not having the key to their unit in their possession, the homeowner shall be assessed \$200 per incident.**