

CAROLINE PINES PROPERTY OWNERS ASSOCIATION, INC.

RULES AND REGULATIONS

August 16, 2017

*Revised Aug 2017; May 2017; Feb 2017; Oct 2015
Adopted 5/18/2010*

FOREWORD

The Caroline Pines Property Owners Association, Inc. is a Virginia Corporation controlled and operated by you and your neighbors, owners of property in Caroline Pines, Reedy Church District, Caroline County, Virginia. Its purpose is to maintain and preserve the character of your community and perpetuate the natural beauty of the surroundings, and by doing so, to protect and enhance the value of your investment for years to come.

Each owner of property in Caroline Pines, upon request, will be entitled to one copy, at no charge, of by-laws and/or rules and regulations after a revision has occurred.

FOR YOUR PROTECTION

The Caroline Pines Property Owners Association, Inc. through its Board of Directors formulates the Rules and Regulations necessary for complete, proper and orderly use of the facilities by all members. Use of amenities and common areas are for all property owners, their immediate family members, guests of owners and tenants. Common areas are not for personal use such as parking or travel to get to personal property. It is the responsibility of the Board of Directors to enforce the Rules and Regulations without exception. It is the responsibility of the Board of Directors to take appropriate action against violators not voluntarily complying with the rules. Non-compliance with the Rules and Regulations could result in suspension and/or loss of privileges and assessment of violation fees. It is the responsibility of the property owner to ensure appropriate use of the amenities and common areas as defined in these Rules and Regulations.

ROADWAY USAGE

1. All roads within the property lines of Caroline Pines are private roads belonging to and maintained by the Property Owners Association. These roads are Common Grounds, limited to the use of members, guests and other authorized users.
2. The maximum speed shall not exceed 25 miles per hour or such lower speed when indicated by the appropriate markers.
3. All persons using the Association's roads do so at their own risk and the Association will not be responsible for any delays, breakdowns and/or damage to personal property or personal injury occurring on said roads where no intentional negligence is involved.
4. Roadside shoulders may be used for parking on a short-term basis only and will not impede the flow of traffic or cause any situation deemed dangerous.
5. Effective April 16, 1981, the Board of Supervisors of Caroline County adopted an ordinance designating the roads and streets in Caroline Pines as highways as defined by Section 46.1-1, Code of Virginia, 1950, as amended. Designation of the aforesaid roads and streets as highways is made for law enforcement purposes only and shall not otherwise affect the private status of such roads and streets.

GOLF CART TRAFFIC

By the adoption of an ordinance by the Board of Supervisors of Caroline County on September 23, 2008, and in accordance with (VIRGINIA CODE) TITLE 46.2. MOTOR VEHICLES, CPPOA members may use golf carts on the roads within the confines of Caroline Pines.

1. All drivers of golf carts and passenger vehicles are asked to be aware of those around you, especially during high vehicular and pedestrian traffic hours; before and after school, morning and evening rush hours.
2. Golf cart drivers are to adhere to the same traffic laws as passenger vehicles, which includes the use of turn signals or hand signals when slowing or turning.
3. Passenger vehicles are not to pass golf carts when they are in the travel lanes. Pass only when cart drivers pull completely to the side of the road and motion you to pass. There is NO WHERE on CPPOA roads where passing is permitted. CPPOA road traffic is subject to all county and state laws governing traffic.

CPPOA GOLF CART INSPECTION AND PERMIT ISSUING

1. Annual registration of golf carts at CPPOA takes place in March for current residents and anytime thereafter for new residents or new owners of golf carts. A Golf Cart Handbook will be issued at the time of registration for first time registrants.
2. Two inspection dates will be set up by CPPOA in partnership with a state licensed safety inspector; one in the spring (April) and one in the fall (October).
3. Registered golf cart owners will be notified of inspection dates by postings, mail, or telephone call.
4. Inspections will occur on a first-come, first-serve basis, within the two (2) hour contracted time with the inspector. Failure for the cart owner to complete the inspection within the two (2) hours because of late arrival, will result in additional fees payable directly to the inspector. Please arrive at the start of the posted time to insure your inspection will be completed within the allotted two (2) hours.
5. A fee of \$10.00 is required for each cart inspected to offset the cost of the contracted inspector and administrative cost.
6. Each cart, upon a successful inspection, will receive a CPPOA GOLF CART PERMIT which shall be affixed on the golf cart at all times. If not visible, golf cart owner or operator is required to show the permit to any board member or staff member of CPPOA when asked to do so. This will assure CPPOA members that the golf cart has been inspected and found roadworthy for CPPOA roads and common property.

OFF-HIGHWAY RECREATIONAL VEHICLES

Definitions

ORV – Off-Highway Recreational Vehicle (all-terrain vehicle, 3 wheeler, 4 wheeler, dirt bikes and go-carts)
CCSO – Caroline County Sheriff's Office

Designated Riding Area (including parking and unloading)

1. Parking and Unloading Area is located behind maintenance barn on Shannon Mill Drive. Observe posted signs.
2. Riding Area is on the power lines only, from behind the maintenance barn from Lake Houston toward the center of the power lines toward RT 652 (Ruther Glen Road). Use of area is at your own risk. CPPOA will not be held responsible for accidents or repairs.

ORV Rules

1. ORV must be registered with CPPOA/proof of ownership required.
2. CPPOA sticker must be placed on the front left side of all ORVs.
3. All Federal, State, Local and CPPOA Rules and Regulations must be obeyed at all times.
4. ORV must be transported to the designated area by means other than riding.
5. Riding permitted in CPPOA designated area only. No riding on or across other owner's property on power lines.
6. No ORV is to be operated on CPPOA roadways.
7. Riding is not permitted between the hours of 10 pm and daylight.
8. No excessive speed (riding area is for riding not racing).
9. No operating of ORV while under the influence of drugs or alcohol.
10. No riding beyond the ability of operator that would endanger operator or other riding area users.
11. No double riding unless vehicle is designed and equipped for such riding.
12. Helmets must be worn by all riders at all times while vehicle is in operation.
13. Respect all people, real and personal property, wildlife and the environment.
14. Be courteous and careful while approaching other riders.
15. Keep riding area clean and safe.
16. No jumps or obstacles are to be construed anywhere in the riding area.
17. Any unsafe conditions will be reported to the CPPOA Office and/or CPPOA BOD.
18. Any other rider that is not obeying Federal, State, Local or CPPOA ORV Rules and Regulations will be reported to the CCSO, CPPOA Office and/or CPPOA BOD.
19. Failure to comply with Federal, State, Local or CPPOA ORV Rules and Regulations will result in the following:
 - A. *First Offense* - suspension from use of CPPOA designated ORV riding area for thirty (30) days
 - B. *Second Offense* - termination of privileges to use CPPOA designated ORV riding area. Anyone observed riding after privileges have been suspended or revoked will have their name turned over to the CCSO for further action.
 - C. Member Not In Good Standing
 1. Privileges will be suspended when property owner is Member Not In Good Standing.
 2. Privileges will be permanently revoked after the property owner has had four (4) occurrences of Member Not In Good Standing.

*While it is not included in the CPPOA ORV Rules and Regulations,
CPPOA recommends the use of a high visibility vest or clothing while operating ORVs particularly during Big
Game Hunting season.*

USE OF SEPARATELY OWNED PROPERTY

1. Each property owner shall maintain his property in a clean, presentable condition and shall promptly remove any fallen trees, limbs, trash or unsightly objects regardless of their source.
2. CPPOA is responsible for the lawn maintenance for common property areas and to maintain line of sight for safety. Each property owner is responsible for their property, including easement.
3. No person shall live in any hut, partially constructed dwelling and or other type of shelter which does not conform to the requirements of the restrictive covenants. In order to be eligible to occupy a dwelling unit, such unit must have been issued an occupancy permit from Caroline County.
4. There shall be no camping on any property in Caroline Pines except in the campground or duly designated camping lots. Designated camping lots may not be occupied more than 180 days in a calendar year and may not be used for permanent residence.
5. Each property owner in Caroline Pines shall provide the Association with an address and telephone number at which he/she can be reached.
6. No property owner shall park, store or otherwise keep an excessive number of unlicensed (junk) vehicles on their property. In accordance with Caroline County Zoning Ordinance Article XV, Section 5, parking and storage of certain vehicles: The storage of more than one motor vehicle or trailer which is wrecked, inoperable or without current state inspection shall be in an enclosed building or in a space that is completely screened from view from any public road by wall, fence or hedge. The storage of five (5) or more vehicles constitutes a junkyard and shall comply with the provisions of this ordinance and all applicable state regulations.
7. All building or improvements must comply with the Caroline Pines Building Permit Guidelines.
8. In accordance with 55.513.1 Virginia Property Owners Association Act owners may display the American Flag with no restrictions as long as no nuisance is created for other owners.
9. For sale signs may be posted with no restrictions as long as no nuisance is created for other owners.
10. Sign or flag display that causes a nuisance to owners shall be handled by mediation between the interested parties and the Board of Directors to rectify the nuisance.
11. Waste Management receptacles may be at curb side from 5 p.m. the day before trash pickup and must be removed from the curb the evening of trash pickup.

CAMPING LOTS/CAMPGROUNDS

There are no public Campgrounds licensed or maintained by CPPOA. ***There shall be no camping on any common area property that is owned by Caroline Pines Property Owners Association until such time as the Association is granted a permit to operate a campground on such property. To the extent that the Association can bar camping on platted lots within the development, the Association does hereby bar such camping, except as may be permitted under Virginia Law and Caroline County Law.***

RENTAL OF PRIVATE HOME REGULATIONS

Residential rental property is defined as: Any residential property in which the property owner (Landlord) has the potential to receive payment from another for occupancy of the residence and; the property owner (Landlord) does not take up residency and; the primary mailing address of record of the property owner (Landlord) differs from that of the mailing address of the residential property within Caroline Pines.

1. THE PROPERTY OWNER, (LANDLORD) PRIOR TO RENTING A PRIVATE HOME SHALL:
 - A. Register the home(s) with the CPPOA office as Rental Property Register the property owner (Landlord) mailing address
 - B. Must be current will all dues, fees and assessment in the Landlord's name(s).
2. THE LANDLORD SHALL BE RESPONSIBLE FOR:
 - A. Any rental fees, water fees, assessment of any unsatisfied penalty levied against the use of his property, whether tenant is his or her parent, child, other family member or non-related tenant.
 - B. Failure to pay will result in an assessment against the Landlord and shall affect the "member in good standing" status of the Landlord.
3. TENANT FEES
 - A. Annual Tenant Fees shall be determined by the Board of Directors at the same time Annual Membership Assessments are determined.
 - B. Payment of the Tenant Fee shall be the responsibility of the Tenant.
 - C. Failure to pay the Tenant Fees will result in loss of privileges with respect to the commonly owned facilities.
4. THE RENTER, (TENANT) WITHIN TEN (10) BUSINESS DAYS OF TAKING OCCUPANCY SHALL:
 - A. Provide a copy of the signed Lease Agreement between the Landlord and Tenant to the CPPOA business office.
 - B. Must complete a Tenant Registration Form at the CPPOA business office.
 - C. Receive a copy of the Association Rules and Regulations and sign as having received it.
 - D. Agree in writing to abide by said Rules and Regulation while a tenant in Caroline Pines.
5. UPON RECEIPT OF TENANT REGISTRATION FORM AND TENANT FEES:
 - A. Registered tenants will have the same privileges and responsibilities with respect to the commonly owned facilities as members.
 - B. Tenants will be issued pool passes/fitness room pass upon registering at main office.
 - C. Will be issued mailbox keys specific to the lot's address.

Tenant's occupancy of property shall be construed as a revocable license granted by the Association and failure to observe currently effective rules and regulations or pay fees, fines or penalties shall be cause for revocation of license.

QUIET ENJOYMENT/USE OF FACILITIES

1. No nuisance, noxious or offensive activity shall be carried on upon any lot or in the Common Areas, nor shall anything be done thereon, either willfully or negligently, which may become an annoyance or nuisance to the homeowners or occupants of the property.
2. Property owners are responsible for the actions of their tenants and guests. They will be held responsible for the proper conduct of their children, guests or the children of their guest. Property owners will be held liable for damage and repairs to CPPOA property as a result of their tenants and guests.
3. Any person intoxicated or appearing to be intoxicated shall be barred access and use of all recreational facilities. The term "intoxicated" is not restricted to any legal definition and shall be extended to mean anyone who is abusive, physically or verbally offensive, and lewd or otherwise embarrassing to other property owners, residents or their guests.
4. CPPOA tables and chairs are not available for rental.

LAKES

All persons fishing on any of the lakes shall possess a valid fishing license, unless otherwise exempted by Virginia law. When shore fishing, members may not cross or stand on property owned by waterfront property owners, unless written permission has been obtained from the property owner. Members may fish from any lake access areas belonging to the association.

All person's fishing will remove, and dispose of in proper receptacles, any personal debris generated while fishing. Care should be taken to remove and safely discard hooks and fishing line that may cause bodily harm to persons or wildlife.

Docks on private waterfront property shall not be used by members unless they have written permission of the dock owner. Members who own waterfront property may erect their own private dock. Before doing so, the property owner must prepare and submit to the Board of Directors for approval, a plan showing the size, dimensions, construction and location in reference to their property and upon approval from the Board of Directors, may proceed with the construction. Members may tie their boats at any association area at no cost for up to (60) sixty days at which time the boat must be removed. Boats left on common ground longer than 60 days will be considered abandoned and will be removed by the Association.

The Association assumes no responsibility for boats, motors or any personal equipment left at any lake or access area. No vehicles shall be parked in the boat launching areas.

THE USE OF THE LAKES ARE AS FOLLOWS

| | |
|------------------------|---|
| <i>Lake DeJarnette</i> | Small boat or canoe, no motor other than electric, swimming is permitted (<i>Also known as the swimming lake</i>) |
| <i>Lake Houston</i> | Small boat or canoe, no motor other than electric, no swimming |
| <i>Pond Houston</i> | Small boat or canoe, no motor other than electric, no swimming |
| <i>Lake Pinewood</i> | Small boat or canoe, no motor other than electric, no swimming |
| <i>Lake Shannon</i> | Small boat or canoe, no motor other than electric, no swimming |

**NO GAS MOTORS ARE ALLOWED ON THE LAKES
(EVEN IF NOT IN USE AND MAY NOT BE ATTACHED TO BOAT)**

**SMALL BOAT REFERS TO THOSE THAT ARE FOURTEEN (14) FOOT OR SMALLER
NO BOAT LONGER THAN FOURTEEN (14) FOOT ALLOWED ON THE LAKES**

BEACH AT LAKE DEJARNETTE

- Bottles and glass items are not allowed on the beach because of the dangers of broken glass
- Children under twelve (12) years of age must be accompanied by their parents or other responsible legal age adult. Parents are responsible for the conduct of their children and safety
- Improper language, excessive drinking or other improper actions will be grounds for the suspension of privilege of use of said area.
- CPPOA is not responsible for clothing, valuables or any personal injury sustained while on the beach or in the water.
- Appropriate swimming attire must be worn at all times. CPPOA's lakes are a family-oriented amenity. To keep from offending others, bathing suits should provide a certain level of modesty, therefore, no thong-type suits are permitted.
- Use of the beach is at your own risk.

HUNTING

The killing and trapping of wild animals; other than rats, mice, moles and other destructive pests, within Caroline Pines is prohibited. The discharge of any lethal firearm within Caroline Pines is prohibited. With the exception of law enforcement officers, no person may carry on their person, in or on a vehicle, any loaded firearms on Caroline Pines streets, roads, lakes, parks, beaches, access areas, or other Association owned property. The laws of Virginia relating to concealed weapons shall apply to all persons.

SWIMMING POOL

The official season for the pool is from **Memorial Day through Labor Day**. At the beginning of the pool season, pool passes may be obtained through the CPPOA Main Office. Pool passes are issued to Members in good standing and Tenants who have paid the proper fees for access to community amenities. Pool pass forms must be filled out completely and signed by the Member or Tenant of record receiving the pool pass. It is the responsibility of the member or tenant to notify the office of any changes in residency or ownership.

The pool hours of operation and applicable fees for use of the pool are subject to change and therefore will be published yearly in advance of the pool opening.

CPPOA's swimming pool is a family-oriented amenity. Proper swim attire must be worn at all times and street attire is not permitted in the pool. All infants/toddlers must wear swimmer diapers and proper swim attire

Each household with a membership in good standing is allowed a maximum total of (7) seven people within the pool area. Of these (7) seven they can be any combination of member, tenant, or guests of member or tenant and the individual using the pool has not been found in violation of rules and regulations that would prevent them from using the pool. Any number exceeding (7) seven must have a special guest pass issued from the CPPOA Main Office.

Lifeguard(s) will be in attendance at all times the pool is open for swimming and are commissioned by the Board of Directors to operate the pool and enforce the Rules and Regulations.

Please obey the Lifeguard(s) and/or authorized CPPOA representative and see that your children obey them. Failure to obey the Lifeguard(s) and/or authorized CPPOA representative may result in removal from the pool area for the day, suspension or revocation of pool pass, including but not limited to the entire household.

SWIMMING POOL

(continued)

- Guest(s) must be accompanied by a CPPOA Member or Tenant of record at all times while they are within the pool area.
- NO Alcoholic beverages are permitted within the pool area. Any intoxicated individual or individual thought to be intoxicated will be asked to leave the pool area. Failure to do so will result in the notification of proper authorities.
- Admission to the pool is forbidden, at the discretion of the Lifeguard(s) or authorized CPPOA representative, to anyone wearing bandages, or with skin abrasions, colds, coughs, extremely inflamed eyes, open sores, infections, excessive sunburn, nasal or ear discharge, or other symptoms which are determined to be detrimental to the health of others.
- NO Smoking anywhere within the confines of the pool area. This includes any and all types of tobacco related items (including but not limited to cigars, cigarettes, electronic cigarettes, vaping).
- All person using the pool do so at their own risk and the Association assumes no responsibility for injury, damage or loss of property resulting from such use whether the pool is officially open or otherwise.
- All games in the pool enclosure are subject to the approval of the Lifeguard(s) on duty.
- Rough or boisterous conduct, running, wrestling, pushing, imitation of a drowning person or use of foul or abusive language will not be permitted.
- Flotation devices and toys are subject to the Lifeguard on duty approval.
- NO Diving from any side of the pool. Jumping in feet first is permitted.
- No unauthorized person(s) on the Lifeguard chairs, in the Lifeguard house or in the filter room.
- Members, guests and tenants shall not interfere with the operations of the pool; concerns shall be expressed in writing to the Association's Main Office.
- In an emergency, the pool will be cleared. The signal will be a series of (3) three blasts from the Lifeguard's whistle. Please listen for the "Clear the Pool Signal" and obey immediately.
- Children under (12) twelve years of age must be accompanied and supervised by a qualified adult. A qualified adult is defined as a person (18) eighteen years of age or older.
- The kiddie pool is restricted to children (6) six years of age or younger.
- Children in the kiddie pool must be supervised by an adult at all times.
- No glass objects are allowed in the pool area, including beverage containers and face masks with glass faces.
- Members are responsible for the clean-up of any debris they create from food or drink.
- No pets of any kind are allowed in the pool area, except service animals.
- The pool may be closed at the discretion of the Lifeguard(s) or authorized CPPOA representative because of inclement weather or other unforeseen circumstances.
- Parking in designated areas only.
- The overall operation of the pool must in all lawful respect, conform to the requirements of the Commonwealth of Virginia.
- Anyone found in the pool when it is closed or tampering with equipment may lose privileges for season and face legal recourse.
- Food and beverages may be brought into the pool area. All trash must be placed in trash containers provided.
- Accidents should be reported to the Lifeguard(s) immediately.
- Pool Violations will be enforced as follows:
 - * *1st Offense:* Warning
 - * *2nd Offense:* One Week Suspension – All members associated with Lot
 - * *3rd Offense:* One Month Suspension – All members associated with Lot
 - * *4th Offense:* Trespassing Charges will be pursued AND Suspension for remainder of season

CPPOA BOD or authorized representative reserves the right to revoke privilege immediately for any office deemed serious in nature. Should this occur, the member may appeal the decision to the BOD.

FITNESS CENTER RULES

1. Use equipment at **YOUR OWN RISK**
2. Please follow equipment directions carefully
3. You must be a member in good standing to use your key fob
4. **No one under the age of 18** is permitted in the fitness facility, without completion and approval of Request for Admission of Minors/Children form on file
5. You may not use the fitness facility until you have signed the fitness waiver
6. Do not let people in the fitness facility, do not allow your key fob to be used by anyone else; Users must use your own key fob
7. **No Guests Allowed**, only CPPOA members and paid tenants, without completion and approval of Request for Guest Admission form on file
8. Wipe down equipment with disinfectant spray or wipes after use
9. Shirts, bottoms and shoes must be worn at all times; No sandals, flip flops or open-toed shoes
10. No food, alcohol, tobacco products, glass containers, illegal substances, animals or horseplay allowed
11. Please be watchful of your belongings; CPPOA is not responsible for lost or stolen items.
12. Place weights back on racks when finished using them and never drop or slam the equipment
13. 30-minute time limit for any cardio equipment that other members are waiting for
14. Make sure **all** your trash is picked up and TV is turned off
15. Phone is for emergency use only
16. Please report faulty or damaged equipment to a staff member immediately
17. **NO TRESPASSING**
18. **CALL 911 FOR EMERGENCIES**

FITNESS CENTER RULES **MINOR CHILD/CHILDREN** **MUST be twelve (12) years or older**

1. No one under the age of twelve (12) is to be admitted at anytime
2. No minor child/children allowed without key fob carrying parent accompanying them
3. One minor child per key fob holding parent at a time
4. Age 12 – 15 **CANNOT** use any of the free weight equipment
5. Age 16 – 17 can use all equipment but **MUST BE** spotted on any weightlifting equipment by parent – violation of this rule alone will result in 1 (one) year suspension from the facility for the parent and minor child **NO EXCEPTION**
6. No minor child/children will argue with other members, regardless of age, while occupying fitness center
7. No minor child/children will intentionally break fitness equipment
8. Any injuries to minor child/children will be reported to the CPPOA main office immediately
9. Failure to comply with **ALL** rules as set forth will result in a minimum of 1 (one) year suspension from the facility for the minor child
10. Failure to comply with **ALL** rules as set forth may result in a suspension from the facility for the parent for a time deemed appropriate by CPPOA Board of Directors

PAVILION

The Pavilion located by the pool is available for use at no charge to members, registered guests or tenants. Preference shall be given to those members who reserve the pavilion for private parties.

- Reservations will be made on a first come first serve basis at the CPPOA business office. .
- Requests for reservations should be made at least a week in advance of the desired date.
- There shall be no noxious, abusive or foul activities.
- All persons are responsible to pick up after themselves and dispose of trash accordingly.

COMMUNITY ROOM

The Community Room at the CPPOA main office may be reserved at the Association's main office by members in good standing.

- Reservations will be made on a first come first serve basis.
- Requests for reservations should be made at least a week in advance of the desired date.
- A usage agreement and waiver of liability must be completed and submitted, and all fees must be paid. A refundable security deposit is required, and will be refunded within five business days if facility is found to be free of all damage, equipment is returned to its rightful place, litter removed from the facility and facility is cleaned.
- Music and entertainment must be kept at a reasonable volume.
- If complaints are filed against people in attendance, no further reservations shall be made without prior consent of the Board of Directors.
- Use of the facilities is at your own risk.
- The Association will not be held responsible for any accident occurring while the facilities are in use by property owners and their guests.

LIBRARY

(located at the Main Office)

1. Loan limit 2 books/2 dvds or tapes
2. Indicate books/dvds/tapes taken on sign out list
3. Be careful turning pages so they don't tear
4. Read and talk quietly/Respect others
5. Always use a bookmark, keep books clean and dry and NEVER mark or write in books or on cases
6. Return books/dvds/tapes within 2 weeks
7. Your manners are appreciated
8. Hours – 9 am to 5 pm
9. No food or drink permitted

PLAYGROUNDS

- Equipment is used at your own risk.
- Children should be monitored by a parent or responsible adult when using the playground equipment.
- Children should be encouraged to use the equipment designed for their age category.
- Toddler equipment should not be used by older children due to weight limitations which could cause the equipment to fail and cause bodily injury.

GENERAL RULES OF THE PLAYGROUNDS:

- No throwing rocks, sticks or other objects, don't touch or push anyone else. No jumping off of any climbing equipment. Please climb down correctly. Be nice to others, and have FUN!

USE PLAYGROUND EQUIPMENT IN A SAFE MANNER:

SWINGS: One rider per swing. Sit on swings, hands on chains. No jumping out of swings, no twisting or swinging

sideways. Stay clear of moving swings.

SLIDES: Wait your turn, only one person on the slide at a time. Go down in a sitting position, feet first, and walk

away immediately at the bottom.

BALLS and SKATE BOARDS: Should not be used in the areas designated for playground equipment.

PAVED LOT/BASKETBALL COURTS

The paved lot and basketball court located at the mailbox and pool areas are available for members, guests and tenants at no charge on a first come, first serve basis. The association shall provide and maintain permanently installed equipment at the basketball court located at the pool. The owner is responsible to provide any accessories. The tot lot (near mailboxes) shall be used as a safe enclosed area for play. Pets are allowed provided excrement is immediately removed and the pet shall not be a nuisance or danger to those in the area.

PETS

No animals or fowl shall be kept or maintained on the said lot except customary household pets, and horses and ponies on lots designated for their use. The Caroline Ordinance concerning control of pets is also applicable within the confines of Caroline Pines. Owners and guests are required to clean up after their dog or cat if it deposits excretory matter on maintained portions of the Common Areas as well as on private property.

- All dogs must be vaccinated for rabies.
- All dogs must be registered at the office with proof of rabies vaccination. .
- Property owners may not willfully abuse any dog or cat or allow dogs or cats to run loose.
- The animals must be leashed or under the immediate voice control of a mature, responsible person.
- Property owners must not allow their animal to be a nuisance to others by excessive barking, howling or crying, particularly in the early morning or late evening hours.
- Property owners must not allow their animal to damage any property.

Property owners should report nuisance violations to the Association's principle office.

Property Owners who feel they are in a dangerous situation should call Caroline County Animal control to rectify the situation.

SCHOOL BUS STOPS

There are two sheltered bus stops for students attending Caroline County Schools. These shelters are the property of CPPOA and are maintained by the maintenance staff of CPPOA.

Parents should remind their children of the following rules while students are walking to and from the bus stop and /or waiting at the bus stop;

- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly

Safety Tips for Walking to Bus Stops and to School

- Always walk with a friend or in a group
- Walk on the sidewalk or near the roadside in order to be better seen
- Stay in well-lit or populated areas
- Never approach or talk to anyone you do not know
- Report any suspicious activity or anything that makes you feel uncomfortable. Dial 911 if necessary

BULLETIN BOARDS

Bulletin boards are available at the mail boxes to assist members with the promotion and publicity of events that may interest the community. "Family Friendly postings," (meaning appropriate for all age groups,) may include fliers advertising personal items for sale, businesses, social and community events. Because there is limited bulletin board space fliers should be dated when posted and will be allowed to be posted until the 1st of each month. Any undated or inappropriate postings may be removed at the discretion of CPPOA Board of Directors. It is the member's responsibility to hang their own postings and take them down after the advertised event. Failure to do so may result in the termination of bulletin board privileges.

General Regulations

- No sign postings on buildings, community owned fences and gates, or traffic signs are allowed.
- Do not post signs over another member's posting.
- Use thumbtacks, not staples.
- No postings will be allowed on any trash cans, or mailboxes.
- The bulletin boards at the guard shack at the entrance to CPPOA will be dedicated to Board of Directors and Committee meeting postings, and notices of water restrictions or system events.
- All postings must have a date, and name of sponsoring member or group.
- Any questions pertaining to posting can be directed to the CPPOA front office.

COMMUNITY SIGN POSTING

- Political signs are only allowed to be in the front entrance way. There can only be one per candidate not to exceed (4) four square feet. Signs may go up on or after Labor Day and must be removed (24) twenty-four hours after the election.
- Information signs (yard sale, birthday signs, for sale signs, outside community event signs, etc) would be allowed in the front of the community and at the mailbox area. Signs must be picked up (24) twenty-four hours after event.
- Caroline Pines Property Owners Association reserve the right to remove any sign on common grounds for not meeting the fore mentioned standards.

VIOLATION OF RULES AND REGULATIONS

Violation of the rules and regulations by any members, family members, guests or tenants may result in fines being assessed against the member's lot. Before such charges are assessed the member shall be given an opportunity to be heard and to be represented by counsel at the member's discretion and expense before the Board of Directors. Notice of a hearing shall be mailed by registered or certified mail, return-receipt requested to the member at the address of record with the Association at least (14) fourteen days prior to the hearing.

The amount charged, which will be treated as an assessment against the member's lot, will be (\$10.00) ten dollars per day to the maximum of (90) ninety days as permitted and for the purpose of Section 55.5 16 of the Virginia Property Owners Association Act.

REPORTING VIOLATIONS

As members of Caroline Pines Property Owners Association, Inc., each member has a right and duty to report violations of these rules and regulations and make suggestions for rules that will serve to protect and enhance our community.

Property owners or tenants who witness violations of these rules and regulations may register the violation with the office in the form of writing. All violations will be forwarded to the Board of Directors for review and action.

Owners who feel their concerns are not being appropriately handled may request a meeting with the Board of Directors for further review.

ATTACHMENTS: Caroline Pines Property Owners Association – Violation Notice *Attachment I*

CAROLINE PINES PROPERTY OWNERS ASSOCIATION, INC.
DUE PROCESS

All persons or parties owning property or renting property in Caroline Pines are responsible for following the Caroline Pines Property Owners Association's (CPPOA) By-Laws, Rules and Regulations as well as the Covenants and Deed Restrictions. Unless given written consent by the Board of Directors (BOD), no property owner or tenant at any time is exempt from the By-Laws, Rules and Regulations, Covenants or Deed Restrictions.

When a non-conformance is found, and documented, regardless of the duration of the violation,

The following steps will be taken:

1. A letter will be sent to the property owner that the Caroline Pines office has on record.
 - a. The first letter will contain the specific nonconformance(s), as well as a time frame in which all violations must be altered to be in compliance with CPPOA governing documents as well as state the action that will be taken to ensure the correction is made. At the end of the allowable time frame an inspection will be done by a member(s) of the CPPOA BOD.
 - b. Property owners voluntarily meeting compliance standards will be mailed a letter stating the corrections made and no further action will be pursued provided the non-conformances are not repeated.
2. If a property owner has not completely rectified the violations, a second letter of certified service will be sent.
 - a. The second notification sent will again contain the specific nonconformance(s) as well as a time frame in which all violations must be altered to be in compliance with CPPOA governing documents.
 - b. It will also state the action that will be taken to ensure the correction is made. If certified notification results in voluntary compliance a letter will be mailed stating the corrections made and no further action will be pursued provided the non-conformances are not repeated.
3. Property owners failing to resolve the situation after two (2) written notifications will be notified of a hearing with CPPOA BOD. This hearing is to allow the property owner or tenant an opportunity to dispute or discuss the topics the BOD has found to be in violation of CPPOA governing documents.
 - a. If there is no resolution reached by the hearings end, the CPPOA BOD has the authority, once the above three steps have been followed, to pursue any further action necessary to ensure compliance.
 - b. Further action can be in the form of, but not limited to, fines, suspension of membership privileges or legal proceedings.

The process above is known as the CAROLINE PINES PROPERTY OWNERS ASSOCIATION, INC. DUE PROCESS. This gives CPPOA BOD the authority to have violations corrected or to correct violations themselves.

Caroline Pines Property Owners Association

26036 Shannon Mill Drive

Ruther Glen, Va. 22546

Office: (804) 994-2141 or Fax: (804) 994-5004

Violation Notice

Date: _____

Lot #: _____

Name:

Address:

Lot Address:

Caroline Pines Property Owners Association has found the following violation(s) associated with your lot.

____ Roadway Usage

____ Use of Facilities/Common Area

____ Vehicles

____ Pets

____ Property Maintenance

____ Noise (Music, Yelling, Equipment)

____ Vandalism

____ Other

Explain

You have fourteen (14) days to comply with this notice and correct the violation. To protect you from receiving any charges on your lot, correct the violation within the fourteen (14) days and notify the office so the Board of Directors can inspect the violation. The board of directors can and will review the violation at end of the (14) days. If the violation has not been corrected, then charges will be assessed to your lot as described in the Caroline Pines POA Packet as follows:

Violation of Rules and Regulations – By-Laws - POA Packet

Violation of Rules and Regulations of the Caroline Pines Property Owners Association by any member, family member, guest or tenant may result in fines being assessed against the member's lot. Before any such charges may be assessed the member shall be given an opportunity to be heard and to be represented by a counsel before the Board of Directors. Notice of a hearing 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 at least (14) fourteen days prior to the hearing.

The amount charged, which will be treated as an assessment against the member's lot, will be (\$10.00) ten dollars per day to the maximum of (90) ninety days as permitted and for the purpose of Section 55.5 16 of the Virginia Property Owners Association Act.

If you have any question please feel free to contact the office and if we cannot assist you, we will contact a board member who can.

Sincerely,
CPPOA Board of Directors
Copy to Resident File

Attachment I