

# The Preserve at Jordan Lake Community Association

## Policies, Rules, Regulations, and Charters

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Version:	13



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## Document Control

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### Change Record

Date	Author	Version	Change Reference
03/01/18	Donald Ferranti	1	No previous document
04/17/18	Donald Ferranti	2	Submitted Charter Section for Board Approval and the Charter Section was approved
06/19/18	Donald Ferranti	3	Updated estate Sale Rules based upon the Attorney's comments. Added boat yard rules.
7/6/18	Donald Ferranti	4	Added Golf Cart & Vehicle Rule Section
7/10/18	Donald Ferranti	5	Rearranged sections and make minor corrections to text.
7/17/18	Donald Ferranti	6	Included minor textual corrections from Bob bell, changed Executive Committee to "President's Advisory Committee, eliminated the Traffic Advisory Committee (overlaps Safety Committee) This version was submitted for final adoption by the Board on 7/17/2018.
10/16/18	Donald Ferranti	7	Clarified the scope of the Spending Policy and removed Adopt-a-highway from Grounds Committee Charter
1/21/20	Donald Ferranti	8	Change trusted vendor spending limit to \$5000
3/26/20	Donald Ferranti	9	Made Pool hours generic and added Key Card Policy
5/5/20	Donald Ferranti	10	Clarified assessment interest and penalty process, minor typographical corrections
5/30/20	Donald Ferranti	11	Added Covid-19 Phase 2 pool policy as edited by the Association Attorney
7/21/2020	Donald Ferranti, Marina Martin	12	Added rules for display of signs and flags and eliminated old rules page revised Security Advisory Committee Charter, Added remedies for non-payment policy
7/21	Board	12a	Increased spending limit per transaction, for committees to \$1500 per Board resolution
8/04	Board	12b	Corrected Flag size to 48 x 72 inches
9/15/2020	Board	13	Road Infrastructure Advisory Committee Charter

# Reviewers

Version 113

Name	Position
James Brown	President
David Lincoln	VP
Marina Martin	Secretary
Donald Ferranti	Treasurer
Beth Cornwall	Director at Large.

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### Overview

This document is intended to group together all the policies, rules, regulations, and resolutions approved by The Preserve at Jordan Lake's Boards of Directors. The policies and rules are based upon the covenants and by-laws of the Preserve at Jordan Lake Community Association, the North Carolina Planned Community Act, and the motions and resolutions passed by the various Boards of Directors of the Preserve at Jordan Lake Community Association since its formation in 2002. Where appropriate, each policy and/or rule will reference the appropriate section of the governing documents, laws, or resolutions of the board.

This document is not intended to override or infringe upon the official governing documents of the community, but, is intended to provide clarity and conciseness to otherwise complex rules and to, thereby, facilitate transitions between boards of directors in a consistent and orderly manner. It will also serve as an official record of all active rules and regulations for reference by property owners and elected board members.

This policy document must be included in an annual board packet to be distributed to all newly elected board members. The document will be maintained by the Board's Secretary and be updated based upon board resolutions and determinations made through legal review and amendments to existing rules and regulations.

Copies of version 1 of this document were provided to all residents and were considered sufficient notice of all rules and regulations and potential enforcement actions. The original document was posted to the community website, [preserveatjordanlake.com](http://preserveatjordanlake.com).

Revisions to the document will be communicated to the residents by publication in the community newsletter, which is delivered on a monthly basis to each home in the Preserve, and by posting to the Preserve at Jordan Lake's official website, [preserveatjordanlake.com](http://preserveatjordanlake.com). All property owners are strongly encouraged to sign up for access to the website so that they have a means of referencing the current rules and regulations. It is not necessary to be registered on the website to see all governing documents in the real Estate and Information section of the website

The initial completed Policy, Rules, Regulations, and Charters Document shall be considered the current Rules, Regulations, and Charters of The Preserve at Jordan Lake Community Association. Prior rules, regulations, and charters will be revoked at the time of this document's approval. All future adoptions of rules, regulations, and charters as well as interpretations by legal counsel, shall become part of this document.

Nothing in this document is intended to override the Covenants, By-laws, or Federal and State laws, which will take precedence where applicable.

## Definitions

Association	The Preserve at Jordan Lake Community Association
Board	The Board of Directors of The Preserve at Jordan Lake Community Association
Governing Documents	The Declarations, By-laws, and Rules of the Association and NC Planned Community Act
Membership / members	All property owner's within The Preserve at Jordan lake
PJL	The Preserve at Jordan Lake
PJL CA	The Preserve at Jordan Lake Community Association

## Regulations

Regulations are the processes for conducting the business of the association based upon the covenants, by-laws, and federal and state law. The governing documents give the board a great deal of authority with respect to managing the affairs, appearance, and safety of the community. The board is also granted a great deal of power to establish rules and policies for the Community.<sup>1</sup>

### Board Meetings – Regularly Scheduled and Special

#### Regulation – Regular Meeting Date, Time, Quorum

The Board of Directors of The Preserve at Jordan lake Community Association shall meet on a day and at a time voted upon by the board. This day and time will remain in effect until a new day and time is voted upon by the board.<sup>2</sup> A quorum, for board meetings, is equal to a majority of the number of board members.<sup>3</sup> Currently, a quorum consists of 3 of the 5 board members. Notice of such meetings must be sent not less than four days prior to the meeting.

#### Regulation – Conduct of business and voting at board meetings

It is required that all business of the association shall be conducted, in person, at board meetings or duly scheduled special meetings. The covenants, and North Carolina State law, expect that the meetings be conducted under Robert's Rules of Order and that all board members shall have an opportunity to ask and have answered questions regarding the business at hand. Board members and other persons may attend the meeting via phone, video, or other electronic means as long as that method allows them to hear and be heard.<sup>4</sup>

#### Regulation – Voting other than in person

It is expected that all voting take place at the actual board or special meeting. However, if the board has a serious matter under consideration, which must be resolved between meetings, the board can approve, in advance, that that matter is voted upon via e-mail as the required information is shared. Voting, other than in person, can only be conducted if the right to meeting notice and the use of e-mail or other electronic means is approved by 100% of the board members.<sup>5</sup> Otherwise, voting between meetings can only occur if a special meeting is convened.

#### Regulation – Special Meetings of the Board

From time to time, it may become necessary for the board to convene on specific matters at times other than the regularly scheduled monthly board meetings. Special meetings may be held when called by written notice signed by the president, or vice-president, or by any two directors. Notice of a special meeting and agenda must be communicated to the directors not less than three calendar days prior to the meeting.<sup>6</sup>

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<sup>1</sup> Covenants Section 4.

<sup>2</sup> Board Minutes for January 2018

<sup>3</sup> By-Laws 3.13

<sup>4</sup> By-laws 3.11

<sup>5</sup> By-laws 3.17

<sup>6</sup> By-laws 3.10



## **Annual Meeting of the Association Membership**

### **Notice of the Annual Meeting of the Membership**

Written notice of the annual meeting must be sent not less than 10 nor more than 60 days prior to the annual meeting at the direction of the President or the Secretary of the Board. Notice shall be deemed delivered when deposited, with postage, in the US mail. In the case of a Special Meeting, the purpose of the meeting must be stated in the notice and no other business may be transacted at the special meeting.<sup>7</sup>

The Board shall prepare a list of all those eligible to receive notice; at the time the date of the meeting notice is set.<sup>8</sup>

### **Proxies**

Any member may cast his/her vote by proxy. Every proxy must be in writing. In the event of two or more proxies for the same voting matter, the later dated proxy is in effect. Every proxy is revocable by the person giving the proxy and shall cease to be valid should a property be sold and title conveyed. Proxies automatically expire 11 months from the date of the proxy.<sup>9</sup>

### **Quorum**

Membership in attendance or through proxy representing 20% of the properties owned shall constitute a quorum for all meetings of the association.

### **Conduct of Meetings of the Association**

The President shall preside over all meetings of the association and the Secretary shall keep the minutes of the meeting and shall record in the minute book, all resolutions adopted or other transactions occurring at the meeting<sup>10</sup>

### **Action Without a Meeting**

Actions may be taken without a meeting, provided all members supply a written consent, within 60 days of the first such consent.<sup>11</sup>

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<sup>7</sup> By-laws, 2.5

<sup>8</sup> By-laws, 2.9

<sup>9</sup> By-laws , 2.10

<sup>10</sup> By-laws, 2.12

<sup>11</sup> By-laws, 2.13

## **Annual Meeting of the Association Membership– Election Process**

### **Nomination of Directors**

Nominations for election to the Board of Directors shall be made by a Nominating Committee appointed by the Board of Directors not less than 30 days prior to each election. The Nominating Committee shall serve for one year or until their successor committee is appointed. The committee shall consist of a chairperson, currently a board member and at least three other members of the Association. The nominating committee for the following year shall be announced at the Annual Meeting of the membership.<sup>12</sup> Nominations may be made from the floor.

### **Election Procedure**

Each owner may cast one vote for each property unit held for each candidate. There is no cumulative voting. The number of candidates receiving the highest number of votes, up to the number of positions being filled, shall be elected.

### **Elected Board Members Term of Office**

Board members are elected for a term of 2 years. Elected directors shall serve until their respective successors are elected.<sup>13</sup>

### **Removal of Directors**

A director may be removed by a majority of the membership by calling a special meeting for that purpose. Should the director be removed, the membership will elect a replacement at the same meeting.

Any director who has three unexcused absences from Board Meetings, or who is 30 days delinquent in payment of assessments or other monies owed to the Association may be removed by a majority of the directors. The Board may appoint a successor to fill that position until the next annual meeting of the membership.

The board may appoint a successor for any other board member unable or unwilling to serve the balance of their term. All such successors will serve until the next meeting of the membership.<sup>14</sup>

### **Organizational Meetings**

Within 30 days of the election of new board members, the Board shall hold an organizational meeting.<sup>15</sup> The officers of the organization shall be: President, Vice-president, and Secretary. The board members shall elect the President and the Secretary. The Treasurer may be appointed by the board and needs not be a board member. Board Members may hold two positions but may not be both President and Secretary<sup>16</sup>

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<sup>12</sup> By-laws, 3.4a

<sup>13</sup> By-laws, 3.5b

<sup>14</sup> By-laws, 3.6

<sup>15</sup> By-laws, 3.7

<sup>16</sup> By-laws, 4.1

## Assessment - Types and Calculation

There are three types of assessments, in force, in The Preserve at Jordan Lake Community.

### General Assessment –

This assessment provides the funds necessary to support common expenses, reserve contributions and any reasonable contingency amounts. The Board, at its discretion, may use other sources of income and prior year surpluses in calculating the assessment. General Assessments are levied on all units. At least 30 days prior to the end of the fiscal year, the Board shall adopt a budget covering all estimated common expenses, which may include capital contributions to the reserve fund. At least 30 days prior to the end of the fiscal year and no more than 30 days after adoption of the budget, the Board shall send a summary of the budget and notice of a meeting to ratify it to each Owner. The budget shall be ratified unless 67% of the owners vote to disapprove the budget. Should a budget fail to be approved, the prior year's budget shall remain in effect until such time as a new budget is approved<sup>17</sup>

The Board has chosen to include the Reserve/Capital budget in the General Assessment, each year. <sup>18</sup>

### Special Assessments

The Board may, from time to time, declare Special Assessments to cover unanticipated expenses or expenses over budget. Special assessments shall be levied against all units. The board does not require approval for special assessments, but they may be disapproved by vote of 67% of the units, at a special meeting called by the membership (see by-laws section 2.4). Such meeting must be called and the vote taken within 20 days of the notice of the special assessment.

The board is not obligated to call a meeting regarding the special assessment and it can determine the schedule for payments, which may extend beyond the current year.<sup>19</sup>

### Specific Assessments

The Board has the authority to issue Specific Assessments against a particular unit or units as follows:

1. Cost and overhead associated with providing services to a unit or group of units as requested by owner(s). Services may include, but are not limited to, landscape maintenance, other maintenance, janitorial services, pest control, etc.
2. Cost associated with maintenance, repair, replacement, management, and insurance of an exclusive common area. (The boat yard is an example of a Specific Assessment)
3. Cost of bringing the unit(s) into compliance with the terms of the Governing Documents or costs incurred due to the actions of owners, occupants, agents, contractors, employees, licensees, guests, etc. provide the owner is given written notice and the opportunity for a hearing, before levying the specific assessment.<sup>20</sup>

### Remedies for Non-payment of Assessments

Any Assessment, which is not paid when due, shall be delinquent. Delinquent payments, together with late fees, shall bear interest at a rate established by the board or if not set by the Board, the highest rate permitted by law. Penalties and Interest shall be added monthly, to all accounts delinquent for 30 days or more. Interest will be calculated on the total delinquent balance of each account, which includes all prior interest and penalties. Penalties shall be added each month an account is delinquent. No penalty, fee, or interest charge may be waived without authorization of the board.

The Board may file a lien for any assessment that remains unpaid for 30 days or longer. The Association's lien may be foreclosed per Chapter 45 of the North Carolina general Statutes.<sup>21</sup> See Administrative Resolution 2014-1, in the Resolution Section of this document, for the current collection policy.

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<sup>17</sup> Covenants, Section 8.3

<sup>18</sup> Covenants, 8.5

<sup>19</sup> Covenants, 8.6

<sup>20</sup> Covenants, 8.7

## Covenant and Rule Enforcement

### Function of the Association

The Association is responsible for maintenance, operations, and control of common areas and improvements thereon. The Association shall be the primary entity responsible for enforcement of the Declaration and such rules regulating use of the Properties as the Board may adopt pursuant to Use Restrictions<sup>22</sup> The Association is also responsible for administering and enforcing architectural standards and controls set forth in the declarations and Architectural Design Guidelines.<sup>23</sup>

### Powers of The Board of the Board

The Board of Directors has the power to administer all affairs of the Association as set forth in the Declarations and North Carolina State law. The Board may do all things that are not specified by the Covenants and NC Law as necessary for the membership<sup>24</sup>

### Duties of the Board

The duties of the Board include, without limitation:

1. Preparing and adopting the annual budget.
2. Levying and collecting assessments
3. Providing for the operations, maintenance, and upkeep of the common areas.
4. Hiring and dismissing staff
5. Depositing funds on behalf of the Association and using funds on behalf of the Association
6. Making and amending use restrictions and rules.
7. Opening bank accounts on behalf of the Association and designating signatories.
8. Contracting for repairs, additions, and improvements to the Common areas
9. Obtaining and carrying insurance policies
10. Paying the costs of services rendered to the Association
11. Keeping detailed books and receipts for the Association
12. Making governing documents and financial records available to owners and other business entities.
13. Permitting utilities to use common areas as required
14. Indemnifying directors, officers, and committee members as required by NC law.
15. Assisting in the resolution of disputes between owners and others without litigation.<sup>25</sup>

### Enforcement

The Board, or any committee established by the board, may impose sanctions for violation of the Governing Documents provided notice and hearing procedures are followed.<sup>26</sup> Such sanctions may include without limitation<sup>27</sup>, after notice and an opportunity to be heard, impose reasonable fines or suspend privileges or services provided by the association (except rights of access to lots) for reasonable periods for violations of the declaration, bylaws, and rules and regulations of the association.<sup>28</sup> Such sanctions may include, without limitation:

1. Imposing fines on any occupant or owner
2. Filing liens for non-payment of assessments
3. Filing notices of violations in the Public Record
4. Suspending an owner's right to vote
5. Suspending any person's right to use recreational facilities within the common area.
6. Suspending any services provided to the owner or the owner's unit.
7. Levying Specific Assessments to recover costs incurred in bringing a Unit into compliance with maintenance, repair, or insurance<sup>29</sup>

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<sup>21</sup> Covenants, 8.8

<sup>22</sup> Covenants, 10

<sup>23</sup> Covenants, 4.1

<sup>24</sup> By-laws, 3.18

<sup>25</sup> By-laws, 3.19

<sup>26</sup> By-laws, 3.25

<sup>27</sup> Covenants, 4.3

<sup>28</sup> NC Planned Community Act, 47F-3-102 (12)

<sup>29</sup> Covenants, 4.3, By-laws, 8.7b

Additionally, the Board or Covenants Committee may elect to enforce the Governing Documents by, but not limited to:

1. Towing of vehicles in violation of parking rules.
2. Removal of pets in violation of pet rules.
3. Correction of maintenance, construction or other violations.
4. Suit, at law or in equity, to enjoin any violation or to recover monetary damages.

#### **Notice**

Prior to imposition of any sanction requiring compliance with these procedures as set forth in the declaration, the board or its delegate shall serve the alleged violator with written notice including (I) the nature of the alleged violation, (ii) the proposed sanction to be imposed, (iii) a statement that the alleged violator may present a written request for a hearing to the Board or the covenants committee, if one has been appointed pursuant to article 5, within 15 days of the notice; and (iv) a statement that the imposed sanction shall be imposed, provided, however, the Board or covenants committee may, but shall not be obliged to, suspend any proposed sanction if the violation is cured within the 15 day period. Such suspension shall not constitute a waiver of the right to sanction future violations of the same or other provisions and rules by any person. In the event of a continuing violation, each day the violation continues beyond the 15-day period constitutes a separate offense, and fines may be imposed on a per diem basis without further notice to the violator. In the event of a violation, which recurs within one year from the date of any notice hereunder, the Board or covenants committee may impose a sanction without notice to the violator.<sup>30</sup>

#### **Hearing**

If a hearing is requested within the allotted 15-day period, the hearing shall be held before the covenant committee, or if none has been appointed, then before the Board in executive session. The alleged violator shall be afforded a reasonable opportunity to be heard. Prior to the effectiveness of any sanction hereunder, proof of proper notice shall be placed in the minutes of the meeting. Such proof shall be deemed adequate if a copy of the notice, together with a statement of the date and manner of delivery, is entered by the officer, director, or agent who delivered such notice. The notice requirements shall be deemed satisfied if the alleged violator or its representative appears at the meeting. The minutes of the meeting shall contain a written statement of the results of the hearing and the sanction, if any, imposed. The Board may adopt a schedule of sanctions for violations of the Governing Documents.<sup>31</sup>

#### **Recovery of Cost**

The Association is entitled to recover all costs, including, without limitation

1. Attorney's fees.
2. Court costs
3. Other costs associated with enforcement.<sup>32</sup>

#### **Obligation to Take Action**

The Association shall not be obligated to enforce any covenant, restriction, or rule which the Board judges to not be in the interest of the Association. Election not to take action is not a waiver of the right of the Association to enforce a provision, under any circumstances or does it prevent the Association from enforcing any other covenant, restriction, or rule.

#### **Implied Rights**

The Association may exercise any right or privilege expressly given by the Covenants or By-laws or reasonable implied to effect such right or privilege. The Board, without further vote of the membership, may exercise all rights and privileges of the Association.<sup>33</sup>

#### **Indemnification**

The Association shall indemnify every officer, director, ARB member and committee member against all damages, liability, and expenses in connection with any action, suit, or proceeding to which they are a party due to their being a officer, director, or committee member of the Association.<sup>34</sup>

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<sup>30</sup> By-laws, 3.25 (a)

<sup>31</sup> By-laws, 3.25 (b)

<sup>32</sup> Covenants, 4.3

<sup>33</sup> Covenants, 4.4

<sup>34</sup> Covenants, 4.6

## Policies and Rules

### Spending Policy – Accounts Payable and Committee Reimbursement

#### Maintenance, Repair, and Operations

The purpose of this process is to ensure that the Community Association properly approves all expenditures and that their management company records them properly. Listed below are types of expenses and the related processes for approval, payment and reimbursement

- 1) Recurring utility, service, and operating expenses (Monthly or annual expected expenses – electric, gas, lights, mgmt. fee, etc.)<sup>[1]</sup>
  - a) Utilities and services - the management company is authorized to pay recurring service and utility bills without further Board approval. Expenses must be charged to the appropriate expense account.
  - b) The management company is authorized to withdraw their contracted monthly fee from the operating account. Expenses, over and above the contracted rate, must be sent to the treasurer for approval.
  - c) Board approved ongoing expenses – once the Board approves a new, ongoing, contract, the management company is authorized to make the recurring payments against that contract.
- 2) Budgeted Committee Expenses
  - a) Committee chairs are authorized to spend funds budgeted for their committee functions. All expenditures that fall within their total budget limit may be made at the Committee Chairperson's discretion
  - b) Any expenditure, which will cause the annual budget amount to be exceeded or will cause a specific itemized budget line to be exceeded by 10%, cannot be made without additional Board approval.
  - c) Committee chairpersons must notify the board prior to committing to any individual expenditure of \$1500<sup>35</sup> or more.
  - d) All committee expenditures must be sent to the treasurer for final review and coding of the proper expense account.
- 3) The management company is authorized to make maintenance, repair, operations, and committee expenses in the following manner:
  - a) By check from the Community Association operations Checking Account
  - b) By auto draft for recurring utility payments.

#### ARB Expenses

The management company is authorized to pay the ARB fees that are presented to the Board at each Board Meeting

Such payments shall be presented on a monthly financial report. The management company will seek prior approval for any ARB invoices that appear to be unusually large or greater than the expected fee being charged to cover such expenses.

#### Other Invoices

Any maintenance, repair, operations, or committee invoice received that does not fall into an above category or seems unusual, shall be submitted to the treasurer for review prior to payment. The Treasurer will review the invoice with the board if deemed necessary, prior to payment. All such invoices will be reported to the Board at the next, following, board meeting.

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<sup>35</sup> Limit raised to \$1500 per Board Resolution 7/21/2020



## **Spending Policy – All Expenditures Other Than Utilities**

Besides ongoing maintenance, repair, operations, and committee expenditures, there is a need for accumulating and spending reserve funds for major repairs and replacements as well as spending funds to perform capital improvements for the community. The Board will authorize that reserve studies to be performed with a two to four year period between studies depending on the condition of the community infrastructure as it relates to reserve study expectations. The board will also contract for specialized studies for major replacements, such as roads, and capital expansions, such as adding facilities or previously non-existent infrastructure.

### **Reserve expenditures**

The Treasurer will keep a record of reserve expenditure expectations and will track the actual expenditures against the reserves. The projected reserve balances and authorizations will be reported to the Board in the monthly treasurer's report. All reserve expenditures will require board approval and the following of the RFP (request for proposal) / RFQ (request for quotation) process.

### **Capital expenditures**

The Board may authorize capital improvements for the community. These are additions to the infrastructure, which increase the footprint of some part of the infrastructure or completely replace an existing facility or infrastructure item. All capital expenditures will be approved by the Board and will require the following steps to take place prior to initiating a capital project or reserve expenditure project greater than \$100,000:

- (1) A town hall meeting will be conducted to present the conceptual project to the community
- (2) Community members will be given the opportunity to comment on the project at the town hall meeting
- (3) The Board has the sole discretion of whether to proceed with the project or not.
- (4) An additional town hall will be scheduled for projects over \$100,000. The following will be presented at that town hall meeting
  - (a) RFQ responses
  - (b) Vendor selection process
  - (c) Method of financing
  - (d) Impact on assessments
  - (e) Projected timeline

### **Other Expenditures**

- (a) In addition to Capital and Reserve Expenditures, all other expenditures authorized by the Board must follow the purchasing policy outlined below:



Purchasing Policy

When the Board determines the need for expenditure, the following Purchasing Process is required:

1. Requests for quotation are required under the following guidelines:

Project Cost from:	Project Costs to:	Number solicited	Number proposing
\$ 0	\$ 5,000	1	1 (trusted vendor) <sup>36</sup>
\$ 0	\$1,999	1 or more	1
\$ 2,000	\$24,999	2 or more	2
\$25,000	\$ 99,999	3 or more	2
\$100,000	Above \$100,000	4 or more	3

RFQ’s must anticipate all required tasks and provide a required timeline and final acceptance criteria. Every effort must be made to ensure that the RFQ does not lead to unanticipated costs greater than a planned contingency amount.

2. The responsible board member or authorized committee chair will summarize all proposals and quotations received
3. The Board will weigh cost, reliability, reviews, recommendations, and any other pertinent factors in select the vendor for a particular project.
4. The responsible board member, with the assistance of appropriate committee chairs, will prepare a presentation for the community when a town hall meeting is warranted per the Reserve and Capital Expenditure processes noted above.
5. The Board will consider community input from Town Hall meetings but the board is solely responsible for making decisions regarding these expenditures.<sup>37</sup>
6. A list of trusted vendors who have done quality work for the Association in the past or who come highly recommended by residents, the management company, or other associations will be maintained and can be used for emergency projects under \$2000, without competitive quotes upon approval by the Board.

**Trusted Vendor List**

Yard-Nique                      Landscaping services  
Triangle Aquatics              Pool maintenance

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<sup>36</sup> As defined in the Trusted Vendor List in this section

<sup>37</sup> By-laws 3.19 (h)

## **Funding Policy - Reserve and Capital Project Funding**

### **Expenditures for reserve and capital expenditures**

Expenditures for reserve and capital projects may be funded by the following means

- (1) Payment of reserve project expense from accumulated reserve fund accounts
- (2) Establishment of a capital reserve account and funding capital projects.
- (3) Allocation of year end surplus funds to reserves or capital reserve accounts
- (4) Increases in general assessments to increase the reserve funds available
- (5) Increases in general assessments to fund the capital project reserve account
- (6) Levying a special assessment to fund an unanticipated major repair or replacement project or a desired capital project.
- (7) Borrowing funds and increasing assessments to cover the cost of loan interest and payments

### **Year End Surpluses**

When the revenue of the Community Association exceeds the expenses in any given year, the excess funds should be allocated in the following order:

- (1) Fund an operations contingency account equal up to 5% of the prior years budget.
- (2) The prior being fully funded, contribute an additional 5% of the prior years budgeted reserve contribution, to the reserve accounts
- (3) The prior two items being completed fund a capital reserve account for future capital projects up to the maximum permitted by law.
- (4) All excess funds, allocated for use in a subsequent year, must be utilized in calculating the General Assessment for the subsequent year. Surplus funds may not be carried over to the second subsequent year per NC Tax Law

## **Boat Yard Rules**

Spaces in The Preserve Boat Yard may be reserved by residents, on a first come first served basis, by requesting such space, signing the required waiver, and payment of a specific assessment for the annual use of this space. The Boat Yard is limited to the storage of recreational vehicles, only.

### **Conditions of Rental**

Assigned spaces, in The Preserve Boat Yard, may be used for the following purposes:

1. Storage of boats, trailers, mobile homes, jet skis, golf carts, and other motorized or non-motorized vehicles.
2. Any vehicle stored in the boat yard must have a valid, current registration.
3. Items stored in the boat yard must be free of debris or additional items loaded into or onto the vehicles.
4. Items, which are visibly deteriorating or in disrepair, are not permitted.
5. No vehicle may extend beyond the dimensions of the boat yard space boundary
6. Cement markers may not be moved to create more space or to in any other way alter the dimensions of an assigned space.
7. Boat yard spaces are intended for the use of the resident to which they are assigned. No sub-leasing is permitted.
8. The Management Company must be advised if the item in the boat yard changes, i.e., new boat replaces old boat, etc.
9. Any closed trailers or containers must be empty.
10. Hazardous materials may not be stored in any part of the boat yard.
11. Yard waste, scrap materials, defective appliances, and all other non-vehicle materials are not allowed in the boat yard.
12. Each boat yard space is limited to one vehicle, unless the vehicles to be stored are small and the Management Company approves the storage of two items, such as two jet skis.
13. Items, other than those described in (1), require approval of the board before they may be stored in the boat yard.

### **Information Required**

1. Property Owner Name
2. Property Owner Address
3. E-mail
4. Item(s) being stored
5. Tag numbers, license numbers, etc.
6. Description of the item.

### **Wait List Process**

1. When the boat yard is completely full, a resident wait list will be established.
2. Newly vacated spaces, will be assigned on a first come, first served basis.
3. No resident will be assigned a second space, unless there is no one on the waiting list.

### **Penalties**

1. Any infraction of the rules outlined in the Conditions of rental shall be subject to a fine
2. Residents will be given 10 days to remedy any violation
3. After 10 days, the resident shall be subject to a fine of \$100 per infraction, per day.
4. The Association may arrange for removal of all violations, at the owner's expense, should the owner fail to comply within 30 days.

## Estate Sale Rules

### Statement of Intent

The Declaration of Covenants for The Preserve at Jordan Lake prohibits uses that are inconsistent with residential purposes and prohibits the on street parking of vehicles and display of signage except as may be allowed by the Board. The intent of this regulation is to set forth guidelines that will allow residents of the Preserve to conduct Estate Sales in a manner consistent with the Covenants and the character of the community.

### Definition

“Estate Sale” is a sale or auction to dispose of a substantial portion of personal property owned by a person who is recently deceased or who must dispose of their personal property to facilitate a move. By allowing Estate Sales, it should not be inferred that any other type of sale is permissible on the Properties other than those specifically allowed by the governing documents or additional rules.

### Responsibility

The property owner is responsible for adherence to all rules and regulations associated with an Estate Sale and they are also responsible for informing all third parties involved in the sale on their behalf of the required adherence to these regulations..

### Authorization for an Estate Sale

1. Request - A written request for Estate Sale approval must be submitted to the Community Management Company at least 20 business days prior to the date of the sale. The request must contain the following information:
  - a. Requested dates, two day maximum
  - b. Alternate date, in case there is already a sale scheduled.
  - c. Requested start and end time on each day, 6 hour maximum per day.
  - d. No more than one Estate Sale may occur within the community on the same day.
  - e. Requested location and directional signs. Maximum of two signs on common areas and one at the site of the sale. Signs may be no larger than 11 x 17 inches, or 187 sq. inches in total. The Community Manager will make the final determination of placement of signs.
  - f. No advertising may be placed on the permitted Estate Sale signs. They are for direction and location purposes only.
  - g. Signs may be placed 30 minutes prior to the scheduled start time of the sale and must be removed within 60 minutes of the end of the sale, each day..
  - h. A deposit of \$500 is required to accompany the application. Applications will not be processed until the deposit has been deposited and cleared.
2. Acknowledgement of rules – by submitting the application for Estate Sale, the applicant certifies that they have seen these regulations and that they will comply with them and will require that any third party involved in the sale will also comply with these regulations.
  - a. Parking –On street parking of vehicles will be permitted during Estate Sales as follows::
    - i. Short-term parking is limited to the side of the street on which the sale is conducted in order to allow passage and access by emergency vehicles and residents.
    - ii. “Parking Permitted” signs may be placed 200 feet to the right, at the homeowner’s home, and 200 feet to the left of the home at which the Estate Sale is being conducted.
    - iii. The homeowner is responsible for notifying all sale attendees of the parking regulations. The parking regulation should be included in any announcement of the Estate Sale.
    - iv. On-street parking will be allowed for the duration of the hours of the approved sale only. On-street parking after sale hours is not permitted.
    - v. “Parking Permitted” signs may be placed 30 minutes prior to the scheduled start time of the sale and must be taken in within 60 minutes of the end of the sale, each day.
  - b. Parking violation penalties
    - i. If there is a violation of the parking restriction, each individual violation is subject to a fine of \$100 per vehicle per day.
  - c. Signage penalties
    - i. If more than the allowed number of directional and location signs is set out for the Estate sale, a fine of \$100 will be incurred for each infraction.

ii. Signs provided by the Association that are not returned or that are returned damaged will incur a replacement charge of \$150

iii. If signs of a greater size than allowed are displayed, a fine of \$100 per occurrence will be incurred.

3. Reconciliation of Deposit

- a. Upon completion of the sale and return of borrowed materials the balance of the deposit, less \$25 and incurred fines, will be returned to the owner. The \$25 charge withheld is to cover administrative expenses.
- b. Should the fines and lost materials exceed the amount of the deposit, the deposit will be retained and the owner will be assessed the balance of fines and charges without further notice.
- c. A statement of the amounts deposited and funds withheld will be sent to the owner, along with the refund check, within 30 days of the conclusion of the Estate sale.

## Parking Regulations

### Covenant Parking Rule

The Covenant Specifically states the following as the rule for parking in the preserve:<sup>38</sup>

*“Automobiles and non-commercial trucks and vans shall be parked in the garages or driveways, if any, serving the units unless otherwise approved by the ARB”*

The following additional rules are specified in the covenants;

1. No unlicensed vehicles may be parked unless in the garage.
2. No non-operational vehicles may be parked unless in a garage.
3. No motorized vehicles shall be left on pathways or unpaved common areas.
4. Recreational and commercial vehicles, owned or visiting, motorized or towed, may only be parked in garages
5. Only licensed drivers may operate recreational vehicles.
6. The board may establish reasonable rules and regulations regarding parking of storage of vehicles.

### Rule Modifications

In order to clarify parking regulations, the Board has adopted the following rules regarding parking:

1. In any situation where street parking is allowed, no vehicles should park opposite each other, across any street. This rule is intended to ensure that emergency vehicles will be able to pass the parked vehicles should the need arise.
2. Commercial vehicles performing construction or work at a homeowner’s property may park on the street, in front of the owner’s home, if driveway parking is not practical or may cause damage to the property. Such vehicles may only park during the time they are on site and may not remain on site during non-working hours.
3. Person’s visiting a homeowner’s should park in the homeowner’s driveway. If overflow parking is needed, the person’s visiting should be asked to park on the same side of the street as the homeowner’s home but not to park opposite a vehicle already parked on the opposite side of the street.
4. Parking for community events, such as the community garage sale, should follow the guidelines in 3, above.
5. Estate sale parking restrictions are outlined in the estate sale rule section.
6. Sponsors of all events, and homeowners, should make every effort to inform those person’s or businesses coming to their home or event of the “no opposite car” parking restriction.
7. On street, overnight parking of any vehicle is not permitted. Overnight shall be defined as between the hours of 11PM and 5 AM.
8. Fines, in the amount of \$50 per occurrence per day, will be imposed for each infraction after an initial warning. No warning is required if an offense is repeated within one year of the initial warning.

The Board reserves the right to revert to strict interpretation of the covenants should the modifications become unmanageable.

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<sup>38</sup> Covenants, Section 10.4a

## Swimming Pool Rules, Temporary, under NC Covid-19 Phase 2

A lifeguard is not in attendance at the Preserve at Jordan Lake Community Pool. Swimming and other use is at the user's own risk. All pool users will be asked to sign a Covid-19 waiver and release of liability that is included in this packet.

- 1) Disclaimer
  - a) The purpose of the updated pool rules is to ensure that the below published regulations and guidelines are followed by the Association and its members. These guidelines were obtained by review of:
    - i) Governor Roy Cooper's Executive Order 141, "Easing of Restrictions on Travel, Business Operations, and Mass Gatherings, May 20, 2020"
    - ii) NC Health and Human Services, "Interim Guidance for Public Pools and Spas," May 22, 2020
  - b) As The Preserve pool is a non-lifeguarded facility, with a Certified Pool Operator in attendance, Elite Management Professionals and The Preserve at Jordan Lake Community Association, Inc., assume no responsibility for loss or damage to personal property or any accident, injury, or illness that occurs in or around the pool and the Community Association's Clubhouse and Fitness facilities. <sup>[1]</sup><sub>[SEP]</sub>
- 2) Admission
  - a) Anyone with the following symptoms should not come to the pool
    - i) Fever
    - ii) Chills
    - iii) Shortness of breath
    - iv) Cough
    - v) Loss of sense of taste or smell
    - vi) Infection
  - b) Admittance only permitted to property owners in good standing.
  - c) A signed Covid-19 waiver and release of liability must be on file with the Association prior to admission.
  - d) Family units (full time property owners of the community residing in the same house) may occupy a common table or lounging square
  - e) No guests are allowed in the pool facility
  - f) Renters, residing in the community, must have permission of the owner to utilize the amenities. Such permission must be on file with the Association's management company.
  - g) No person under the influence of alcohol or drugs is permitted in the pool.
  - h) Check in regulations:
    - i) The entry gate will be opened by the pool attendant and will remain open for the duration of the pool day.
    - ii) Pool attendant will check in a person or family unit by verifying the receipt of a waiver and release of liability and checking that they are in good standing.
    - iii) Pool attendant will check capacity restrictions and, if at total capacity, will deny access until a person or family unit leaves the pool facility.
    - iv) Pool attendant will ask where the person/family would like to locate and will sanitize the location.
    - v) Pool attendant will verify access card and update the attendance database
    - vi) Family units of more than 4 people will require more than one designated area for table seating, lounge chair usage, or placement of their own supplied furniture.
    - vii) Once assigned, the person or family unit may not change tables or lounging area. Community owned tables, chairs, and lounges may not be moved from one designated area to another.
- 3) Capacity - The Phase 2 capacity of the pool facility will be:
  - i) Emergency Maximum Capacity: 70 persons total residents
  - ii) 35 persons total "in water" limit
  - iii) 1 person limit in the swim lane
  - iv) 4 attendants, cleaners, pool service personnel, designated monitors.
  - v) The pool attendant will post current capacity status on Nextdoor each hour to avoid wasted trips to the pool.
- 4) Signage – Pool users are required to observe all posted signs regarding:
  - a) Social Distancing
  - b) Recommended Face Coverings are not to be worn in the water.
  - c) Hand Washing
- 5) Hygiene

- a) If using association furniture, it must be wiped down prior to use and after use. The pool attendant will wipe down furniture for the user.
  - b) In addition to frequent and routine cleaning by the pool attendant, we ask that any persons using the bathroom facilities wipe down any surface that they may come into contact with using the cleaning supplies made available by the Association.
  - c) Proper social distancing of six feet should be maintained at all times, including within bathroom
  - d) Doors to bathrooms will be kept open to avoid surface touching of door or its handles.
  - e) Some sinks may be blocked off to allow social distancing
  - f) Pool Covid-19 attendant will wipe all high touch surfaces, including the bathroom facilities, on an hourly basis
- 6) Conduct
- a) All incontinent persons must wear swim diapers and plastic-lined swim pants.
  - b) Bathing suits must be worn in the pool. Cut-offs, street clothes, and inappropriate swimwear are not allowed in the pool.
  - c) Children's water safety devices are permitted - Water wings, water vest, or small round floats.
  - d) All other toys, sport equipment, devices, throw toys, etc. are not permitted anywhere in the facility.
  - e) No horseplay in the pool area, such as: running, pushing, jumping in the pool onto others, dunking, wrestling, or holding others under water is permitted. No sitting on, standing on, or tampering with the swim lane and safety ropes, playing in the skimmers, or removing the skimmer lids is permitted.
  - f) No pool furniture is to be placed in the water or moved from its pre-located spot
  - g) No sitting on the pool staircase is permitted.
  - h) User supplied furniture is to be placed within the pre-marked boundaries set aside for its placement..
  - i) Diving is NOT permitted.
  - j) No pets, bicycles, skateboards, rollerblades, or skates are allowed in the pool area.
  - k) No glass is permitted in the pool area.
- 7) Food and Beverage
- a) Alcoholic beverages are not permitted during Phase 2
  - b) Non-alcoholic beverages are permitted
  - c) No grilling or food preparation
  - d) No pool parties during Phase 2
  - e) Place all trash in trash containers or take home for disposal.
  - f) Clean and wipe tables before and after use or request that the attendant wipe the table.
- 8) **The pool attendant has the authority to call law enforcement in the event a member fails to follow any requirements of the Governor's Executive Order #141. The attendant also has the authority to clear the pool in case of threatening weather and is required by law to do so.**
- 9) Early morning swimming will be suspended during Phase 2. No swimming or entry to the pool facility is permitted until the certified pool attendant is on premises.
- 10) At all times, when persons are present in the pool enclosure, the attendant must focus attention on the activities in the pool. No distracting activities are to be performed by the attendant (including but not limited to use of electronic devices, reading, hosting friends).
- 11) The following pool attendants duties to be included in the attendants' job description:
- a) Checking in pool attendees
  - b) Verifying waiver received and eligibility for pool use
  - c) Providing cleaning materials to members and clean designated pool areas
  - d) Ensuring all capacity, conduct, and safety rules are being followed
  - e) Cleaning high touch areas at least hourly and all other areas on a frequent and routine basis.
- 12) **FAILURE TO COMPLY WITH THE POOL RULES, TEMPORARY COVID-19 RESTRICTIONS OR THE INSTRUCTIONS OF THE POOL ATTENDANT MAY RESULT IN LAW ENFORCEMENT BEING CONTACTED, SUSPENSION OF POOL PRIVILEGES, AND/OR FINES. SHOULD THE NUMBER OF VIOLATIONS OF THE COVID\_19 RESTRICTIONS BECOME UNMANAGEABLE IN A SAFE MANNER, THE POOL MAY HAVE TO BE CLOSED.**



## Key Card Rules

The following rules are set forth for the distribution and request of key cards to access the pool, gym, and, as required, the Amenity Center.

### Key Card Issuance

- (1) Two Key cards are authorized per lot and shall be issued at no cost at the time a new home is occupied. The Management Company will record the names of the owner and authorize resident access.
- (2) When a home is sold, the seller shall pass their key cards on to the new owner. The management company shall change the names of the key card owner to the new owners names.
- (3) When a property is rented, the owners may either pass their key cards on to the renters or retain the cards for their own use. If retained, the renters do not have access to community amenities.
- (4) Resident access shall provide access to the following amenities during regular operating hours
  - (a) Pool
  - (b) Gym
- (5) Access to the Amenity Center shall be authorized on the key cards of those reserving or renting the Amenity Center for a period of time allowing for set up, conducting the event, and clean up. After this period, access will again be set to regular resident status.
- (6) In no event shall a resident or renter provide their access cards to persons who are not also residents or their visiting family and friends.

### Key Card Replacement

- (1) Lost cards can be replaced by requesting such from the Management Company and paying the current replacement fee.. The Management Company will deactivate the lost card and activate the replacement.
- (2) In no case shall more than two key cards be active for any property.
- (3) New residents of resale properties shall be allowed to request replacement cards at the current replacement fee if they did not secure cards from the prior residents.

### Key Card Deactivation

- (1) The board reserves the right, as specified in the covenants, to deactivate and restrict use of amenities for various violations of the covenants, rules, and regulations of the community.
- (2) Anyone violating existing and future rules imposed by the board shall also be in jeopardy of being fined for such abuse and misuse.

### Special Key Card Access

- (1) In order to have access to all facilities, in the event of an emergency, all board members shall be granted access to all facilities upon election to the Board.
- (2) Upon completing their term of office, Board members key cards shall revert to Resident Access.
- (3) The Board may authorize certain committee chairs to have access to the Board Key Box that contains an "All Access" key card.
- (4) Certain service provider, such as the cleaning service, may be granted a key cards for the duration of their service contract.
- (5) The Community Manager will also have an "All Access" key card for the duration of their management contract.

## Vehicle Use Rules

1. No motorized vehicles shall be permitted on pathways or unpaved Common Area except for maintenance vehicles authorized by the board.<sup>39</sup>
2. Recreational Vehicles as used herein include motor homes, mobile homes, boats, jet skis or other watercraft, trailers, other towed vehicles, motorcycles, mini-bikes, scooters, go-carts, ATV's, golf carts, campers, buses, commercial vehicles, and commercial vans.<sup>40</sup>
3. Only a licensed driver, in accordance with North Carolina Law, may operate Recreational Vehicles on the streets, within the Properties.<sup>41</sup>
4. No electric vehicle may be plugged into the electrical outlets of the common areas without express board permission

**Vehicles operated outside of these guidelines (1 to 4 above) will be subject to a \$100 fine per occurrence and, repeat offenders, may have their amenity privileges revoked as well as additional fines.**

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<sup>39</sup> Covenants 10.4a

<sup>40</sup> Covenants 10.4b

<sup>41</sup> Covenants 10.4c

## Sign and Flag Display Rules

### Signage

1. A single builder sign is permitted on the property under construction and must be identical to the builder's sign described in the Architectural Guidelines. No sub-contractor signs are permitted for new construction projects. This sign must be removed prior to release of construction deposits.<sup>42</sup>
2. A single home for sale or rent sign is permitted and must be identical to the "marketed by" sign described in the Architectural Guidelines.<sup>43</sup>
3. No signs shall be permitted on any common area of the properties except such signs as may be permitted by the Board in support of community, committee, social, or official matter.
4. Any sign permitted by the Board must be professionally prepared and the Board may restrict the size, color, lettering or other design criteria of such permitted signs.
5. Except as noted below, no other of any kind shall be erected within the properties<sup>44</sup>
  - a. Signs required by legal proceedings<sup>45</sup>
  - b. One professional security sign of a size no larger than 12 x 12 in.
  - c. One contractor sign, no larger than 24 x 24 may be displayed at a home site at which work is in progress. Such signs must be removed when the contractor is not present and at the end of each workday. If multiple contractors are present, only one sign may be displayed.
  - d. Estate sales may have up to three signs as specified in the Estate Sale rule section.
  - e. One seasonal celebration sign may be displayed for a maximum of 21 days surrounding a seasonal holiday.
  - f. Political signs may only be displayed during specific time periods defined by current North Carolina Law. Such signs are prohibited at all other times.<sup>46</sup>

### Flags

1. In ground exterior flag poles are not permitted at residences within the properties:<sup>47</sup>
2. One community flagpole is permitted, as approved by the Board, within the Common Area
3. Additional community flags, approved by the Board, are permitted in the common areas to celebrate national holidays of the United States.
4. A flag from the following list, not larger than 48 x 72" may be displayed on at individual's homes on a pole attached to the first level of the home and not to exceed 6 feet in length or a height greater than 10 feet from the ground.<sup>48</sup>
  - a. Flag of the United States of America<sup>49</sup>
  - b. North Carolina State Flag
5. All other flags are prohibited from display except a seasonal flag may be displayed in lieu of a sign as specified in 5e above.
6. Flags that include text, logo, advertising, phone numbers, and other advertising information are not permitted.
7. Political flags may only be displayed during specific time periods defined by current North Carolina Law. Such flags are prohibited at all other times.<sup>50</sup>

### General Provisions

1. All other outdoor display items, including, but not limited to banners, flyers, pick up boxes, dispensers, etc., are prohibited.
2. Any Federal or State or local law overriding any of these rules will take precedence over such rules.

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<sup>42</sup> Architectural Guidelines 13.0

<sup>43</sup> Architectural Guidelines 14.0

<sup>44</sup> Covenants 9.4(b)(1)

<sup>45</sup> Covenants 9.4(b)(1)

<sup>46</sup> NC Statute 47F-3-121

<sup>47</sup> Architectural Guidelines 8.04

<sup>48</sup> NC Statute 47F-3-121

<sup>49</sup> NC Statute 47F-3-121

<sup>50</sup> NC Statute 47F-3-121

3. In any instance where our covenants or by-laws conflict with this summary, the covenants and by-laws take precedence.

## **Remedies for Non-payment of Assessments, Fines, Penalties and Interest**

### **Assessments**

Any Assessment, which is not paid when due, shall be delinquent. Delinquent payments, together with late fees, shall bear interest at a rate established by the board or if not set by the Board, the highest rate permitted by law. Penalties and Interest shall be added monthly, to all accounts delinquent for 30 days or more. Interest will be calculated on the total delinquent balance of each account, which includes all prior interest and penalties. Penalties shall be added each month an account is delinquent. No penalty, fee, or interest charge may be waived without authorization of the board. The Board may file a lien for any assessment that remains unpaid for 30 days or longer. The Association's lien may be foreclosed per Chapter 45 of the North Carolina general Statutes.<sup>51</sup> See Administrative Resolution 2014-1, in the Resolution Section of this document, for the current collection policy.

### **Other Fines, Penalties and interest**

All other fines and penalties imposed by the Board, or its authorized committees, shall be added to the owner's accounts after due process. Penalty and interest shall accrue on all homeowner accounts for fines, penalties, and prior incurred interest not paid by their due date or remaining unpaid on their account at the end of each month. All remedies included in the above Assessment section also apply to unpaid fines, penalties, and interest.

### **Due Process Procedure**

See the "Covenant and Rule Enforcement" section of the document for details on "due process"

### **Schedule of Fines and Interest**

All fines levied for Covenant, Rule, and Assessment Payment violations shall be set at the maximum allowed under North Carolina Law, currently, \$100 per day.

Interest on total unpaid balances shall accrue at the maximum rate allowed by North Carolina State law, currently, 1.5% per month,

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<sup>51</sup> Covenants, 8.8

## Community Association Charters

### Amenity Committee Charter<sup>52</sup>

The “Amenities Committee” of The Preserve at Jordan Lake Community Association (CA) is established to oversee the safe and efficient operation of the facilities/areas identified in Committee Responsibilities described below. The committee shall be comprised of a Chair and other such members as necessary to accomplish the duties of the Amenities Committee. All committee members shall be members of CA. All members shall be appointed to serve by CA Board of Directors. Official actions of Committee members are covered under the CA directors and officers insurance policy.

The Amenities Committee shall:

1. Ensure facilities or areas for which responsible are operated for the safety, health, and benefit of all residents.
2. Draft rules for proper use of facilities or areas for which responsible.
3. Oversee the maintenance of facilities or areas for which responsible.
4. Identify and report needed repairs to facilities or areas for which responsible.
5. Participate with the CA Board in selection of contractors and negotiation of contract terms for maintenance of facilities or areas for which responsible.
6. Monitor and oversee the operations of the maintenance company or companies required for operation of the facilities.
7. Identify and recommend an annual budget for facilities or areas for which responsible.
8. Monitor expenditures from budget line items for facilities or areas for which responsible.
9. Recommend expenditures to the CA Board in accordance with CA operating procedure.
10. Plan for future improvements for facilities or areas for which responsible.
11. Report committee operations to the CA Board of Directors on a regular basis.
12. Prepare and present an Annual Report of Committee Operations at the CA Annual Meeting.

Committee Responsibilities:

1. Playground.
2. Basketball Court.
3. Soccer Field.
4. Tennis Court.
5. CA Clubhouse (Gathering Space).
6. Fitness Center.

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<sup>52</sup> This charter is the same as the 2009 version except for correction of the Association name

## Architectural Review Committee Charter<sup>53</sup>

Whereas, Article 9, Architectural Standards, establishes the governance of improvements, alterations, and additions to property, the Architectural Review Committee (ARC) is established to review requests that do not require permits by State or County building codes or construction other than items such as fencing as additions to property. The Architectural review board (ARB) will continue to review all construction of new homes and any additions or alterations to existing homes that require any type of permits, change the exterior color, exterior layout, or landscaping of a home.

Residents will make application for projects to be reviewed by the Architectural review Committee to the current management company for The Preserve at Jordan Lake Community Association. The management company, after reviewing the nature of the application, and verifying completeness, will direct it for review to the ARC or ARB as appropriate.

The Committee will serve at the pleasure of the Board of Directors of the Preserve at Jordan Lake Community Association and will consist of a minimum of 3 and a maximum of 5 members. The committee will meet as necessary based upon the number of applications that require review.

All votes, by the committee, for approval or disapproval, will be by simple majority. In the event of a tie, the Board liaison to the ARC will cast the tie-breaking vote.

Residents may appeal the ARC decision to the Board of Directors of the Community Association should they desire to do so. Work should not proceed on a project, which has not been approved, until the Board hears the appeal. Every effort will be made to schedule the appeal at the next scheduled Board of Directors' meeting given at least 7 days notice.

The committee has been suspended due to lack of volunteers. External ARB Committee performs these functions.

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<sup>53</sup> This document has a number of corrections and clarifications from the original charter.

## Communications Committee Charter<sup>54</sup>

The “Communications Committee” of The Preserve at Jordan Lake Community Association (CA) is established to enhance the communications between the CA and the owners. The committee shall be comprised of a Chair and other such members as necessary to accomplish the duties of the Communications Committee. All committee members shall be members in good standing of the CA. All members shall be appointed to serve by CA Board of Directors. Official actions of Committee members are covered under the CA directors and officers’ insurance policy.

The Communications Committee shall:

1. Advise the CA Board regarding all aspect of communication to and from owners. Those communication tools <sup>{L}</sup><sub>{SEP}</sub>available to the Communications Committee include, but are not limited to:
  - 1.1. The CA Website. <sup>{L}</sup><sub>{SEP}</sub>
  - 1.2. Management Company’s email to owners. <sup>{L}</sup><sub>{SEP}</sub>
  - 1.3. Email notices to Owners and Residents. <sup>{L}</sup><sub>{SEP}</sub>
  - 1.4. “Preserve Perspective” Monthly Newsletter. <sup>{L}</sup><sub>{SEP}</sub>
  - 1.5. The Preserve at Jordan Lake Telephone Tree. <sup>{L}</sup><sub>{SEP}</sub>
2. Liaison with the Chatham County Sheriff’s Office for the purpose of providing pertinent law enforcement <sup>{L}</sup><sub>{SEP}</sub>information to the community. <sup>{L}</sup><sub>{SEP}</sub>
3. Support other CA Committees in communicating their messages to the community. <sup>{L}</sup><sub>{SEP}</sub>
4. Assist the CA Board in selection of contract and negotiation of contract terms for Communications Contracts. <sup>{L}</sup><sub>{SEP}</sub>
5. Identify and recommend an annual budget for expenses necessary of operate the communication tools. <sup>{L}</sup><sub>{SEP}</sub>
6. Monitor expenditures from budget line items for which responsible, and recommend expenditures to the CA <sup>{L}</sup><sub>{SEP}</sub>Board in accordance with CA operating procedure. <sup>{L}</sup><sub>{SEP}</sub>
7. Report committee operations to the CA Board of Directors on a regular basis. <sup>{L}</sup><sub>{SEP}</sub>
8. Prepare and present a Report of Committee Operations at the CA Annual Meeting. <sup>{L}</sup><sub>{SEP}</sub>

Committee Responsibilities:

1. Communications to Owners and Residents. <sup>{L}</sup><sub>{SEP}</sub>
2. “Preserve Perspective” Monthly Newsletter. <sup>{L}</sup><sub>{SEP}</sub>
3. [preserve@jordanlake.com](mailto:preserve@jordanlake.com) Community Website
4. Preserve at Jordan Lake Community Directory. <sup>{L}</sup><sub>{SEP}</sub>
5. Telephone Tree (Emergency Notifications to Owners & Residents). <sup>{L}</sup><sub>{SEP}</sub>

NOTES:

The Communications Committee will not publish any communication without the express approval of the <sup>{L}</sup><sub>{SEP}</sub>President of the CA or a Board member designated by the President.

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<sup>54</sup> This Charter was expanded from the 2013 version to include current functions and website

## Past Advisory Committee Charter<sup>55</sup>

The President's Advisory Committee of the Preserve at Jordan Lake Community Association is established to provide advice and assistance to the sitting Board of Directors. The committee shall be chaired by the current president of the Board of Directors and composed of past Board presidents who agree to serve. All President's Advisory Committee members shall be members in good standing of the Preserve at Jordan Lake Community Association. All members shall be appointed to serve by the Preserve Board. Official actions of the President's Advisory Committee members shall be covered under the Preserve at Jordan Lake Community Association's directors' and officers' insurance policy

The President's Advisory Committee shall:

1. Provide a historical frame of reference on matters of current interest to the Board
2. Be bound by the same rules of privacy with respect to current Board matters
3. Meet at the request of the current Board President
4. Meet with newly elected Board members at their orientation meeting

Committee Responsibilities:

1. Provide advice and assistance to the current board.

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<sup>55</sup> This charter is the same as the 2014 "executive Committee" except for correction of the Association name and change of committee name.



## Finance ad hoc Committee Charter<sup>56</sup> Charter is suspended as of 1/21/2020

The finance committee is created ,as an ad hoc committee, to ensure that the financial processes of the Preserve at Jordan Lake Community Association are transparent, accurate, and effective. The committee shall be chaired by the treasurer of the association and it will be the chair persons responsibility to appoint additional members and to report its findings to the Board of Directors on a quarterly basis.

The Finance Committee shall:

1. Review current financial processes
2. Review the 2017 conversion of financial systems by the Community Association's Property Management Company, Towne Properties.
3. Review financial reporting methods
4. Review Financial Reports for accuracy and ease of use.
5. Make recommendations to the board regarding
  - a. Improvements in transparency
  - b. Improvements in compliance
  - c. Improvements in the clarity of reporting to the Board
  - d. Enhancement of procedures and controls
6. The committee will also create a transition handbook for transferring the Treasurer's function to future board members
7. Make a recommendation on future finance or audit committees
8. Document rules, regulations, and policies of the Association

Duration:

The Ad hoc finance committee shall be dissolved when the above charter tasks are completed

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<sup>56</sup> This Committee is an ad hoc committee formed in December 2017 for reviewing financial process

## Grounds Committee Charter<sup>57</sup>

The “Grounds Committee” of The Preserve at Jordan Lake Community Association (CA) is established to oversee the safe and efficient operation of the facilities/areas identified in Committee Responsibilities described below. The committee shall be comprised of a Chair and other such members as necessary to accomplish the duties of the Grounds Committee. All committee members shall be members of CA. All members shall be appointed to serve by CA Board of Directors. Official actions of Committee members are covered under the CA directors and officers’ insurance policy.

The Grounds Committee shall:

1. Ensure areas for which responsible are operated for the safety, health, and benefit of all residents.
2. Draft rules for proper use of areas for which responsible.
3. Oversee the maintenance of areas for which responsible.
4. Identify and report needed repairs or enhancement of areas for which responsible.
5. Participate with the CA Board in selection of contractors/lease companies and negotiation of contract terms for facilities or areas for which responsible.
6. Monitor and oversee the operations of the contracts required for maintenance of the common areas of the CA.
7. Identify and recommend an annual budget for areas for which responsible. This budget recommendation shall include the following:
  - a. Contracts and Leases
  - b. Maintenance
  - c. Repairs
  - d. Community Improvement Projects
  - e. Monitor expenditures from budget line items for areas for which responsible.
8. Recommend expenditures to the CA Board in accordance with CA operating procedure.
9. Plan for future improvements for areas for which responsible.
10. Report committee operations to the CA Board of Directors on a regular basis.
11. Prepare and present an Annual Report of Committee Operations at the CA Annual Meeting.

Committee Responsibilities:

1. Community common areas, except those area’s included in other committee’s responsibilities.
2. Storm water system
3. First 20 feet of all undeveloped lots

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<sup>57</sup> This charter is the same as the 2013 version except for correction of the Association name, and removal of road related tasks.

## Neighborhood Outreach Committee Charter<sup>58</sup>

The “Neighborhood Outreach Committee” of The Preserve at Jordan Lake Community Association, Inc., is established to welcome new residents to the community and to reach out to residents who might need some temporary emotional support. The committee shall be comprised of a Welcome Committee Chair, Block Captains, Welcome Gift Bag Coordinator, Caring Card Chair, Caring Meals Co-Chairs, New Neighbors Pizza Party Co-Chairs and other such members as necessary to accomplish the duties of the Neighborhood Outreach Committee. All committee members shall be members in good standing of The Preserve at Jordan Lake Community Association, Inc. All members shall be appointed to serve by the Board of Directors. Official actions of Committee members are covered under The Preserve at Jordan Lake Community Association’s director’s and officer’s insurance policy.

The Neighborhood Outreach Committee shall perform its functions thru various sub-committees, as follows:

1. The Chair of the Welcome Committee works with the community management company and the local realtors to determine who is new in the community. Individual Block Captains also monitor their own blocks to determine when someone new moves into the community.
2. When a new resident is identified, the Block Captain contacts the Welcome Gift Bag Coordinator who puts together a gift bag. The Block Captain then reaches out to the new family and provides them with a welcome gift bag containing community and area information. The information consists of information about how to access the CA website, community management company contact information, how to get a pool pass, who the President is and how to contact the President, how to join the Next Door group; an Activities interest sheet where the new resident can indicate which activities they find of interest; local maps, magazines and information about restaurants and activities in the area. A few small gifts are also included in the bag.
3. When a new resident returns their Activities information form, the Chair will contact those Activities chairs and provide the new resident’s name and contact information so that the Activities chair may contact them and invite the new residents to join the activity.
4. When a Directory form is received, the Chair forwards the form to the Communications Committee member responsible for Directory publication for inclusion in the upcoming Directory.
5. The Chair puts an article in the monthly newsletters welcoming the newcomers by name and address and encourages other residents to reach out to their new neighbors.
6. Provide contact information of new residents to the annual New Neighbors Pizza Party committee.
7. The Caring Committee Card Chair sends cards to neighbors for various situations, most commonly births, illnesses and deaths.
8. The Caring Committee Meals Co-Chairs maintains a list of residents who are willing to donate meals to families who are experiencing a need, such as an illness in the family or the death of a family member.
9. The Caring Committee Meals Co-Chairs identifies and coordinate meals for those neighbors who have a need.
10. Meals Co-Chairs coordinate what is being brought; by whom and the time the family is requesting the meal.
11. The New Neighbors Pizza Party Co-Chairs schedule and carry out the annual event. The event is intended to provide an opportunity for new residents to meet each other, various other residents and members of the Board of Directors.
12. Report committee operations to The Preserve at Jordan Lake Community Association’s Board of Directors on a regular basis.
13. Submit a Budget for the following year as requested by the Treasurer.
14. Collect and approve payment for activities of the various Neighborhood Outreach committees and forward to the treasurer.
15. Prepare and present an Annual Report of Committee Operations for presentation at the POA Annual Meeting and/or inclusion in the Annual Meeting Minutes.

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<sup>58</sup> This charter is the same as the 2013 version except for correction of the Association name and elimination of redundancy.

## Pool Committee Charter<sup>59</sup>

The “Pool Committee” of The Preserve at Jordan Lake Property Owner’s Association (CA) is established to oversee the safe and efficient operation of the facilities/areas identified in Committee Responsibilities described below. The committee shall be comprised of a Chair and other such members as necessary to accomplish the duties of the Pool Committee. All committee members shall be members of CA. All members shall be appointed to serve by CA Board of Directors.

The Pool Committee shall:

1. Ensure facilities or areas for which responsible are operated for the safety, health, <sup>[[ ]]</sup>and benefit of all residents. <sup>[[ ]]</sup>
2. Draft rules for proper use of facilities or areas for which responsible. <sup>[[ ]]</sup>
3. Oversee the maintenance of facilities or areas for which responsible. <sup>[[ ]]</sup>
4. Identify and report needed repairs to facilities or areas for which responsible. <sup>[[ ]]</sup>
5. Participate with the CA Board in selection of contractors and negotiation of <sup>[[ ]]</sup>contract terms for the Pool Management Company. <sup>[[ ]]</sup>
6. Monitor and oversee the operations of the Pool Management Company required <sup>[[ ]]</sup>for operation of the facilities. <sup>[[ ]]</sup>
7. Identify and recommend an annual budget for facilities or areas for which <sup>[[ ]]</sup>responsible. This budget recommendation shall include the following:
  - a. Contracts and Leases
  - b. Maintenance
  - c. Repairs
  - d. Community Improvement Projects
8. Monitor expenditures from budget line items for facilities or areas for which <sup>[[ ]]</sup>responsible. <sup>[[ ]]</sup>
9. Recommend expenditures to the CA Board in accordance with CA operating <sup>[[ ]]</sup>procedure.
10. Plan for future improvements for facilities or areas for which responsible.
11. Report committee operations to the CA Board of Directors on a regular basis.
12. Prepare and present an Annual Report of Committee Operations at the CA <sup>[[ ]]</sup>Annual Meeting. <sup>[[ ]]</sup>

Committee Responsibilities:

1. Swimming Pool. <sup>[[ ]]</sup>
2. Chemical and Pump Rooms. <sup>[[ ]]</sup>
3. Toilets inside pool fence. <sup>[[ ]]</sup>
4. Pavilion, to include grills and tables. <sup>[[ ]]</sup>
5. Storage Facility. <sup>[[ ]]</sup>

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<sup>59</sup> This charter is the same as the 2009 charter except for the correction of the Association name. As of 2018, the Amenities Committee is administering the pool committee responsibilities.

## Security Advisory Committee Charter (effective June 2020)

The Security Advisory Committee ("Committee") of The Preserve at Jordan Lake Community Association, Inc. ("Association") is established under provisions of Section 4.8 of the Declaration of Covenants, Conditions, and Restrictions for The Preserve At Jordan Lake to provide advice and assistance to the Board of Directors. The Committee shall be comprised of at least three (3) and not more than seven (7) property owners in good standing with the Association. All Committee members shall be appointed to serve by the Board of Directors and may be removed in the Board's discretion. The Committee shall nominate and elect a Chairperson, Vice-Chairperson, and Secretary from among its members. Committee members shall be covered under the Association's Directors' and Officers' Liability Insurance policy or policies.

The Security Advisory Committee shall:

1. Perform an on-going review of the security and traffic issues within the community;
2. Provide recommendations to the Board on actions it may consider to:
  - a. Resolve or mitigate traffic issues within the community; and
  - b. Provide security for Association common area.
3. Recommend an annual budget for areas related to the Committee's Charter. Any budget recommendations may, but is not required, to include the following:
  - a. Contracts & Leases;
  - b. Maintenance & Repairs; and
  - c. Community Improvement Projects.
  - d. Other security and traffic related expenses
4. Recommend expenditures to the Association Board in accordance with Association operating procedure. And spending policies.
5. Maintain minutes of all Committee meetings and provide copies of those minutes to the Board. These minutes shall include, at a minimum, a summary of issues and topics discussed by the Committee at the meeting, a list of Committee members present at the meeting, and identify any vote taken at the Committee meeting as well as the results of such vote.
6. Act in a manner consistent with the Association's governing documents (i.e. the Declaration and the Association's Articles of Incorporation, Covenants, Policies, and Bylaws).
7. Meet with the Board, as requested to advise and update Board members. Provide an update of committee activities at the Annual Meeting.

## Road Infrastructure Advisory Committee Charter

The "Road Infrastructure Advisory Committee" of The Preserve at Jordan Lake Community Association, Inc. (CA) is established to oversee the safe and efficient operation of the roads, curbs, and parking lots described in Committee Responsibilities below. The committee shall be comprised of a Chair and other such members as necessary to accomplish the duties of the Roads Infrastructure Advisory Committee. All committee members shall be members of the CA in good standing. All members shall be appointed to serve by CA Board of Directors. Official actions of Committee members are covered under the CA directors and officers' insurance policy.

### Committee Responsibilities:

1. Manage the long term and short term road strategy
2. Solicit Bids for each year's road project(s).
3. Finalize contracts for each approved phase of the project.
4. Recommend hiring road experts to assess road conditions as future phases evolve.
5. Update Street Saver software with the results of each road project.
6. Solicit community volunteers to oversee on-site work being performed in the community
7. Train additional committee members to be proficient in Street Saver.
8. Oversee the actual roadway utilizing hired professionals, committee members, and community volunteers.
9. Evaluate alternatives to materials in the original plan should that be necessary
10. Evaluate new road technologies as they become available
11. Develop and recommend solutions to traffic control issues within the community.
12. Draft rules to resolve traffic issues, as required.
13. Participate with the CA Board in selection of contractors/lease companies and negotiation of contract terms for CA roadways.
14. Identify and recommend an annual budget for road, curb, and parking lot repairs. This budget recommendation shall include the following:
  - a. Maintenance;
  - b. Repairs; and
  - c. Community Improvement Projects.
15. Monitor expenditures from budget line items for areas for which responsible.
16. Prepare monthly status updates for Board Meetings as appropriate
17. Prepare and present an Annual Report of Committee Operations at the CA Annual Meeting.

### Committee Responsibilities:

1. Roadways, curbs, and parking lots of the CA.

## **Social Committee<sup>60</sup>**

Social Committee of the Preserve at Jordan lake community Association is established to promote social interaction among the residents of the community. The Board of directors shall appoint the committee and all official actions of the committee shall be covered under the Preserve at Jordan Lake Community Association Director's and Officer's insurance policies.

The Social Committee chairperson may create various sub-committees for specific events. Periodic meetings of the Social Committee are open to all residents and everyone is encouraged to participate in organizing or assisting in as many events as possible.

The major events of the Social Committee shall include:

1. Pool opening party
2. Annual adult holiday party
3. Children's holiday parties (Christmas, Halloween)
4. Annual neighbor welcome party

Other events as interest and volunteers allow:

1. Food truck rodeos
2. Chile cook-off
3. Pool closing party
4. Pizza parties
5. Mac and Cheese cook-off
6. Independence day party
7. Etc.

Duties of the committee shall include:

1. Advise the Board, on a monthly basis, as to the status of events
2. Submit an annual budget for social events
3. Prepare an Annual report of activities for the annual meeting of the membership.

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<sup>60</sup> This charter has been reorganized but is very similar to the 2013 Charter with the organization's name corrected.

## Book of Resolutions

This section of the rules and regulations will list all resolutions of the Board of Directors of the Preserve at Jordan lake Community Association that affect the community and its residents. Only those resolutions affecting rules, regulations, charters, and assessments will be included in this section. Board meeting procedural and other minor motions will not be documented here but may be found in the minutes of the Board Meetings, Annual Meetings, and Special Meetings recorded and posted to the community website, [preserveatjordanlake.com](http://preserveatjordanlake.com). All prior board minutes are being reviewed so prior board decisions can be included here as well.

Date	Proposed by	Approved	Resolution
11/17/2015	Donald Ferranti	yes	Administrative Resolution 2014-1 Assessment Collections See below:
04/17/18	Donald Ferranti	yes	Adoption of this document
			Prior resolutions to be inserted



## Administrative Resolution No. 2014-1, Assessment Collections

### The Preserve at Jordan Lake Property Owners Association, Inc. Administrative Resolution No. 2014-1 Assessment Collections

WHEREAS, Article III Section C of the Bylaws assigns the Board of Directors all of the powers and duties necessary for the administration of the affairs of the Association and further states that the Board may do all such acts and things as are permitted by the Declaration or the Bylaws to be exercised and done by the Association;

WHEREAS, Article VIII of the Declaration of Covenants, Conditions, and Restrictions creates assessments and outlines the procedures to be followed for non-payment of assessments for members of the Association;

WHEREAS, The North Carolina Planned Community Act (N.C.G.S. 47-F) further clarifies the collection of delinquent assessments and allows for the collection of reasonable attorney fees;

WHEREAS, the Board recognizes the need for specific procedures to be set and followed in the collection of assessments from members of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT, the assessment collection procedure shall be outlined as below:

1. Statements will be sent to homeowners in advance of the assessment collection year. Assessments are due the first day of January and July in the year for which they are due and are considered late (past due) if received by the managing agent after the last day of the month for which they are due.
2. Assessments not received by the last day of January and July will be charged an interest fee of 1.5% and a \$10.00 late fee. Assessment Notices/Statements will be sent from the managing agent by the tenth (10<sup>th</sup>) day of the following month in which they are due free of charge. Such charges shall become a part of the assessment charged for such unit in default.
3. If the past due assessments and charges are not received by the last day of the second month in which they are due, an interest fee of 1.5% and a late fee of \$10.00 will be charged and a First Delinquency Letter will be sent from the managing agent free of charge. This letter will contain a notation, "To avoid collection charges and possible legal action, remit entire balance due no later than (the date given on the letter which will be no more than ten (10) days)".
4. If the past due assessments and related charges are not received by the date given on the Delinquency Letter, a Demand Letter will be sent adding a collection charge of \$100.00 in addition to monthly late fees of \$10.00 and interest. This letter will contain a notation, "If your account is not paid within (30) days, it will be transferred to an attorney and a lien will be filed against the property".
5. If payment is not received after thirty (30) days of mailing the Demand Letter referenced in step #4 above, the delinquent account will be transferred to the Association's attorney, Free of Charge, for further collection. Legal action will begin and all costs associated with this collection, including all legal fees, will be borne by the homeowner. Upon referral of a collection file, the Association's attorney will double-check current ownership of the property and verify that the mortgage company has not started foreclosure proceedings. A lien will then be filed against the property and sent to the homeowner by first class and certified mail.

6. After the lien is filed, the homeowner has twenty one (21) days to respond to the Attorney (pay, set up payment plan, dispute balance, etc.) If they do not pay within twenty one (21) days, a Board decision is needed to proceed with foreclosure.
7. Assessment checks returned to the Association for insufficient funds will result in a charge of \$30.00 or the current bank rate against the owner and will be added to his/her outstanding balance as of the date of return to the Association.
8. The managing agent is further empowered to notify such defaulting unit owner with past due invoices of such default until the account has been transferred to the Association's attorney. In the event the assessment is considered uncollectable by reason of bankruptcy, etc., the managing agent will advise the Board of Directors.

**RESOLUTION ACTION RECORDED**

Resolution Type: Administrative No. 2014-1  
 Pertaining to: Assessment Collections  
 Duly adopted at a meeting of the Board of Directors held: NOVEMBER 17, 2014

**VOTE:**

	YES	NO	ABSTAIN	ABSENT
<u>[Signature]</u>	✓			
<u>[Signature]</u>	✓			
<u>[Signature]</u>	✓			
<u>[Signature]</u>	✓			
<u>[Signature]</u>	✓			

ATTEST:

Secretary \_\_\_\_\_

Date \_\_\_\_\_

**FILE:**

Book of Minutes: \_\_\_\_\_

Book of Resolutions: \_\_\_\_\_

Book No. \_\_\_\_\_

Page No. \_\_\_\_\_

Type: Policy, Administrative, Special, General \_\_\_\_\_

Resolution effective: JANUARY 1, 2015

## **Charter Replacement Resolution<sup>61</sup>**

It is hereby resolved that all prior versions of committee charters are revoked and replaced with the versions contained in the Preserve at Jordan Lake Community Association's "Policies, Rules, Regulations, and Charters" Document. The Secretary will maintain all future revisions, additions, and deletions of Committee Charters, by revising the above document

Approved on 4/17/2018

Robert Bell  
Donald Ferranti  
Elizabeth Cornwall  
John Bartleme  
Greg Sheets

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<sup>61</sup> Board Minutes of April 2018

## Adoption of the Policies, Rules, Regulations, and Charters Document

WHEREAS, Article III Section C of the Bylaws of The Preserve at Jordan lake Community Association assigns the Board of Directors all of the powers and duties necessary for the administration of the affairs of the Association and further states that the Board may do all such acts and things as are permitted by the declaration or the Bylaws to be exercised and done by the Association;

WHEREAS, Article 10 of the Declarations of Covenants, Conditions, and Restrictions of the Associations allows the Board, without consent of the membership, to, from time to time, promulgate, modify, or delete rules and regulations applicable to the properties;

WHEREAS, The North Carolina Planned Communities Act (47F-3-102 (1) allows the Association to Adopt and amend bylaws, rules, and regulation and (10) Impose and receive any payments, fees, or charges for use, rental, or operation of the common elements;

LET IT BE NOTED that this document does not override and rules and regulations specified in the Governing Documents of The Preserve at Jordan Lake Community Association or any aspect of North Carolina State Law.

NOW THEREFORE LET IT BE RESOLVED THAT, The “Policies, Rules, Regulations, and Charters” document shall be adopted immediately as rules and regulations of the Preserve at Jordan Lake Community Association

Duly Adopted by the Board of Directors on July 17, 2018.

Effective date: July 23, 2018

Vote:	Signature	Yea	Nay	Date
Robert Bell	_____	_____	_____	_____
Donald Ferranti	_____	_____	_____	_____
Elizabeth Cornwall	_____	_____	_____	_____
John Bartleme	_____	_____	_____	_____
Greg Sheets	_____	_____	_____	_____

Revision 7 approved by the Board on 10/16/2018

Future revisions will be approved in Board Minutes and noted in the record of changes portion of this document