

CARLETON PLACE TOWNHOMES ASSOCIATION, INC.  
RULES & REGULATIONS (As of June 2026)

The members of the Carleton Place Townhomes Association, Inc. (hereinafter “Carleton Place HOA”) welcome you. We take great pride in our Community and are confident that you will do the same. In order to keep the Community operating well and looking its best, the Board of Directors (BOD) expects that everyone shall honor the Covenants set forth in our governing documents by following the Rules & Regulations (R&R) listed below. **Unit owners are asked to provide a copy of these Rules & Regulations to their tenants upon signing a lease and to review the R&R with them. PLEASE do not assume they will read the rules on their own. The Owners are Responsible for the behavior coming from their unit(s) and the behavior of their family, tenants and guests.**

**RESIDENTIAL PURPOSES.** All units shall be used for residential purposes only.

**NUISANCES & SMOKING.** Noxious and/or offensive activity is prohibited. Nuisances and annoying activity is disruptive to the peaceful nature of our Community and we ask that due consideration for others be taken into account. To this end, please respect the property of your neighbors by walking on sidewalks, easements, and public pathways. Note that City of Wilmington noise ordinances are in effect 24/7 and they will be strictly enforced. Smoking in the Common Areas of the community, (which includes the street, front of units as well as alleyways between units/buildings), is a fire hazard and therefore, **STRICTLY PROHIBITED**. Lit cigarette butts have been the cause of several costly fires in our Community, so tossing them anywhere on the property is a proven fire hazard and is **STRICTLY PROHIBITED**.

**GARAGE DOORS.** All garage doors shall remain fully closed except when leaving, entering or actively working in the garage. Work done in the garage must follow Nuisance rules and regulations. Garages are not to be used for social activities.

**MOTOR VEHICLES.** No inoperable vehicle or vehicle without current registration and insurance is permitted on any Carleton Place property. Carleton Place HOA shall have the right to have all such vehicles towed at the owner's expense, without notice. No resident may repair vehicles, boat motors, motorcycles or any type of motor vehicle on or in any common area including driveways, parking areas and roads. Unlicensed vehicles are not permitted on the property.

**MOTOR VEHICLE PARKING ON PARKING PADS.** Because of the limited space along the side streets in our Community, parking is not allowed on the street in front of townhomes so that emergency vehicles may have access to all residences. Parking is only allowed on a parking pad or in a garage and is defined by all tires completely on the parking pad. A maximum of two cars and a motorcycle may be parked on the parking pad. Parking on another unit’s parking pad is prohibited without permission of the unit owner. Vehicles parked on the grass, landscaped area, or on the streets in front of the town homes will be subject to a fine and/or towing at the owner’s expense. Repairing irrigation lines damaged by parked cars is the responsibility of owners and the cost of such repairs will be added to the owner’s account.

**MOTOR VEHICLE PARKING ON CARLETON DRIVE.** Cars, SUVs, and pickup trucks with valid Carleton Place hangtags may be parked in designated areas on Carleton Drive, marked by appropriate signage. Vehicles parked on Carleton Drive or in the Clubhouse/Pool parking lot between 9PM and 9AM must have a valid Carleton Place parking hangtag. Each owner may purchase one (1) hangtag for each unit owned. Hangtags are not required in order to park in garages or for parking on any unit's parking pad. **Carleton Place parking hangtags must be hung, front facing, from the rear-view mirror, in full view of security, property management, towing company and not placed elsewhere in, or on the vehicle in order to be considered a valid non-towable, hangtag display. If the hangtag does not fit on the rearview mirror, the hangtag is to be placed on the dashboard in clear view to security, property management and/or the towing company.** Parking for boats, jet skis, motor homes, trailers or other nonconforming vehicles is not allowed.

Vehicles are to be parked with the traffic; any vehicle parked against the traffic is a safety hazard and such vehicles will be subject to a fine and/or towing at the owner's expense. All vehicles must be parked completely in designated space. Vehicles parked partially outside of the designated space are subject to a fine and/or towing at the owner's expense.

The BOD reserves the right to suspend the parking privileges for any vehicle producing or displaying a counterfeit hangtag, selling hangtags to nonresidents or giving hangtags to non-residents for daily use.

Parking in or on another unit's parking pad is prohibited and subject to towing unless permission has been given by the unit owner. Parking on any street, cul-de-sac, open area, any portion of the grassy area abutting a unit's concrete parking pads, or any sidewalk, will subject the vehicle to towing.

Carleton Place HOA has the right to have vehicles in violation of any parking regulation towed without notice, at the owner's expense. *Reference Addendum A – Parking Policy.*

**CLUBHOUSE PARKING.** Parking in the Clubhouse/Pool lot during daytime hours is allowed only when using the pool. When parked for pool usage, a pool pass must be displayed on the vehicle's dashboard. When parking overnight in the clubhouse/pool lot from 9PM to 9AM, a valid Carleton parking hangtag must be displayed. Displaying a pool pass on the dashboard without a valid hangtag from 9PM to 9AM will subject the vehicle to being towed. When the pool is closed for use, parking is always prohibited in the clubhouse/pool lot from 9AM to 9PM even if a pool pass or hangtag is displayed. *Reference Addendum B – Clubhouse Policy.*

When using your unit for a private event, owners may request up to nine (9) temporary Clubhouse parking permits for a \$20.00 non-refundable fee. Requests are to be directed to CSS.

**BICYCLES, SKATEBOARDS, SCOOTERS & ELECTRIC BIKES.** Except as a means of transportation, skateboarding is not permitted on the property. **Skateboards, bicycles, scooters and electric bikes must be ridden on the road and may not be operated on the sidewalks or driveways.** Bicycles, skateboards, scooters and electric bikes are to be parked or stored in the unit's garage or backyard, (this includes the bicycles, skateboards, scooters and electric bikes of visitors). Bicycles, skateboards, scooters and electric bikes left in front of town homes will be

cited as violations and subject to fines. The Carleton Place HOA is not responsible for damaged, stolen or missing items. Units with these locked items in the common areas will receive a violation letter and thereafter be subject to a fine.

**OUTDOOR ITEMS.** No owner, tenant or occupants' personal property, including but not limited to, lawn furniture, beach chairs, charcoal grills, coolers, cleaning or gardening equipment, tools, or other items shall be permitted by the front doors, in the common areas or on front porches. The Carleton Place HOA shall not be responsible for any damaged, stolen or missing items. End units with extended covered porches may have approved porch furniture. End unit owners should consult the Architectural Committee for the types of approved furniture. Children's toys and bikes may be kept on the parking pad during the day, but in all instances should be stored back in the garages or backyards at sunset. Violation letters will be sent and fines assessed after repeated violations.

**SIGNS PROHIBITED.** No "For Sale", "For Rent" or "For Lease" signs or any other signs shall be permitted on any lot, residence or fence or displayed in the common areas and facilities. Realtor lock boxes are permitted.

**ARCHITECTURAL REVIEW COMMITTEE (ARC).** The Architectural Review Committee (ARC) is responsible for overseeing and approving all exterior or exterior facing changes, additions, landscaping, and construction to maintain the neighborhood aesthetic standards and property values. The ARC is comprised of the serving board members, also known as the Executive Board. When ARC approval is required, an Architectural Review Form (ARF) is required to be submitted for review. *Reference Addendum C – Architectural Review Form (ARF).*

**FLAGS.** The only type of flag permitted in the front of units is an American Flag. The flag may not exceed three feet by five feet. Mounting brackets for flags on the outside of townhomes must be approved by the Architectural Committee or BOD. Please read the Exterior Changes section below.

**TRASH AND RECYCLING CONTAINERS.** Trash bins and recycling containers may be placed in front of residences after 5 p.m. on the day before trash pick-up (currently Tuesday) and remain there until 12 p.m. the day after trash pick-up. At all other times, the trash bins and recycling containers must be stored in a garage or inside the fence of the backyard. Trash bins and recycling containers that remain in front of a residence after 12 p.m. Wednesday will be returned to the alley behind the residence. It is the responsibility of the resident(s) to secure their containers from the common area. A "pass through cost", established by the Board of Directors, will be added to the unit owner's account to cover this concierge service. Violation Letters will be sent to owners of units that do not comply with this regulation, and "pass through costs" may turn into fines if trash and recycling containers are not stored appropriately.

Replacement/Removal of trashcans/recycling cans (not due to damage) will be at a cost set by the vendor/Board of Directors and charged back to the unit owner.

**TRASH AND RECYCLING PICKUP.** The trash contract for our Community allows for a maximum of one full trash container of refuse per week and one full trash container of recycling every other week. All trash and recycling are to be kept in the approved cans. It is the responsibility of the resident(s) to make arrangements with the community recycling company for pickup in excess of the above. Trash that has missed a scheduled pickup may be reported to CSS for later pickup. A “pass through cost” will be added to the owner’s account for this additional service. Otherwise, it is the responsibility of the resident(s) to return their trash and recycling containers, as well as the materials they may contain, to the appropriate area.

**TEMPORARY STRUCTURES.** No structure of a temporary character, trailer basement, tent, shack, garage, barn, dog kennels, or any other outbuilding shall be used on any lot at any time either temporarily or permanently.

**RECREATIONAL VEHICLES.** No boat, motorboat, camper, trailer, motor home, mobile home, or similar type vehicle shall be permitted anywhere on the Property which includes Carleton Drive, parking pads and/or the front lawns at any time. Construction vehicles may be parked on a parking pad, but only when work is being done in the unit.

**ANIMALS.** Unit owners and tenants may keep and maintain dogs, cats, or other approved household pets, provided that they are not kept and maintained for commercial purposes. Tenants are allowed to have one (1) pet each. Visiting pets are allowed for a period of 2-3 days. Pets are not allowed to run free, and must be properly leashed, escorted, and monitored for noise at all times when they are outside the units.

**Droppings must be removed and disposed of appropriately. Pet waste in backyards or anywhere in the Association is a health hazard and must be removed. Violations will result in an immediate fine of \$500. Secondary violations will result in an additional immediate \$500 fine and removal of the dog.**

If any pet shall be determined by the Board of Directors to be a nuisance, the Board will have full authority to take legal action and have such pet permanently removed from the property. All pets must be registered with the Association Management Office (CSS) and must wear a Carleton Place tag on the collar, harness or leash when out within the Carleton Place community. The fee for registration is \$50.00 annually, beginning on the first of August each year. Once initially registered, the pet will receive a tag that must be placed on the animal’s collar or leash. Owners of unregistered pets are subject to a fine of \$100 per animal. Fines will accumulate on a monthly basis and will follow the violation process. *Reference Addendum D – Pet Registration Form.*

**OUTSIDE ANTENNAS.** No outside radio or television antennas or satellite dishes shall be erected on any lot or dwelling unit within the Properties without written approval of the Architectural Committee or the BOD.

**DOOR, WINDOW COVERINGS & SCREENS.** Each unit is equipped with window, screens and window blinds (with a white backing). The blinds are considered permanent fixtures and shall remain with each unit when sold and may not be removed. Any additional window

treatments must be located inside the blinds. Unit owners shall repair or replace any broken or missing blinds or screens. Failure to retain screens and/or window and door blinds in good order is a violation and will be subject to violation notices and potential fines. Any window covering treatment other than mini-blinds must be approved by the ARC Committee.

**EXTERIOR LIGHTS/DECORATIONS.** All light bulbs or other lights installed in any fixture located on the exterior of any building or any lot shall be clear, white, or non-frost lights or bulbs. All Holiday Lighting must be in good taste. The lighting and decorations can go up no more than thirty (30) days before the Holiday and must come down within fourteen (14) days following the Holiday.

**YARD/GARAGE SALES.** Yard/Garage sales are strictly prohibited except for the community events periodically scheduled by the HOA.

**SPEED LIMIT.** Drivers are to drive cautiously on all roads and parking areas and are to obey the posted speed limit of 15mph. Drivers are to adhere to all posted traffic signs on all side streets. Notice of Violations issued within Carleton Place are collected by the HOA.

**EXTERIOR CHANGES.** The Board of Directors or the Architectural Committee must first approve, in writing, any change to the exterior of or modification to a townhouse. This includes backyard fences. Requests for changes must be submitted on an Architectural Review Form (ARF) to CSS- c/o Carleton Place HOA. Architectural Review Committee (ARC) approval is required before anything is placed in the limited common area (backyard) that is visible from other structures including, but not limited to, items such as canopy's, basketball hoops, trellises, and sunscreens/awnings. No ARC approval is required for the placement of umbrellas in the limited common area (backyard) however, umbrellas must be safely secured and removed for tropical or named storms. Any logo bearing umbrella or umbrella containing advertising requires prior ARC approval.

**SECURITY CAMERA/RING DOORBELLS.** Homeowners may install security cameras or doorbell cameras for security purposes, as per the current Carleton Place HOA Security Camera and Surveillance Policy. Architectural Review Committee (ARC) approval is required for exterior-mounted cameras or installations that involve wiring or modification of exterior surfaces. Doorbell cameras that are installed as replacements in the existing doorbell location do not require ARC approval. Cameras may not be installed on common elements or association owned structured or amenities. *Reference Addendum E – Security Camera and Surveillance Policy.*

**BACKYARD MODIFICATIONS.** The storm water runoff at Carleton Place depends on the particular grading of backyards. This grading of the swales is important in order to maintain proper storm water runoff. If you plan to place sod, artificial turf or pavers in your backyard, you must submit your request to the Architectural Review Committee for approval. Approval of the ARC form must be approved by the HOA Board before action is taken. You must also compensate for this by digging down for the thickness of the sod. It is always recommended that you call a utilities locator before you do any digging in your backyard since your power, cable,

and phone lines are buried. No structures or any other materials, other than shrubbery or mulch, may be added in the backyard. As stated above in the Exterior Changes paragraph, if you want to make changes to your backyard, and they have the potential of affecting the drainage, you must first get written approval from the Board of Directors or Architectural Committee by first contacting CSS. If changes are made to your backyard that are inconsistent with the above rules and Carleton Place HOA must correct the changes, the expense of the correction shall be charged back to the unit owner's account.

**BACKYARD MAINTENANCE.** Unit owners are responsible for maintaining the condition of their units backyards at their own expense. Backyards are to remain clean, cut, and debris free. This includes, but is not limited to the mowing of grass, removal of weeds and vines, trimming of shrubs, trees and debris cleanup. All trees are to be pruned and/or trimmed regularly so they do not touch the unit roof and gutters, neighboring unit roof, fences or obstruct any unit skylights. Backyards not in compliance are subject to a letter of violation and potential fines. The Homeowners Association Board and Management Company maintain the right to conduct backyard and tree inspections throughout the year to ensure compliance in these limited common area spaces.

**FRONT & SIDE YARDS.** Owners that make changes to the front or side yards, without written permission from the Board of Directors or the Architectural Review Committee, will be held accountable for damages, repair costs, and associated fines. Any plantings added by a unit owner/tenant is their responsibility to maintain.

**ROOFS.** In the interest of safety, and to eliminate liability issues, walking, sitting, and or climbing on the roof of any unit is prohibited.

**RENTERS.** Owners that rent their units must notify CSS within 30 days of signing a lease. The owner must provide CSS with each renter's contact information and the length of the lease. The owner also must provide a current copy of the Rules & Regulations, Pool Rules, and Clubhouse Rules to their renters. It is the unit owner's responsibility to obtain pool passes for the renters. It is the unit owner's responsibility to monitor the unit's account for service fees, pass-through costs, fines, etc. Each renter in a unit must be registered with the Association Management Company within seven (7) days of taking occupancy in the unit. Occupancy by unregistered renters is strictly prohibited and such violations will be prosecuted to the full extent of NC Law. **Due to the size of townhome units and existing constraints on the community infrastructure, no more than three (3) individuals are permitted to occupy a townhome unless two (2) or more of them are related by blood or marriage or applicable law imposes a higher occupancy requirement. Prior to entering into a lease with more than three individuals, the Owner must provide suitable evidence to CSS of familial relationships among the tenants. At a minimum, the owner shall provide sufficient evidence to establish the claimed familial relationship(s). Such evidence may include a signed attestation from the owner identifying the occupants, describing the familial relationship(s), and identifying the individual(s) through whom the occupants are related. In the alternative, the owner may submit signed affidavits from each related occupant detailing and attesting to the familial relationship.** The Board of Directors is authorized to impose a fine against unit owners of \$100 per day for any violation of this occupancy rule.

**Renters, Renters Family Members, Renters Agents or Non-Owner Occupants are not to openly communicate with the Association or Association Management Company unless it is a maintenance emergency (i.e. fire, flood or damage to the units) or maintenance issues covered by the HOA that potentially could cause damage to the units. All other issues are to go through the Owner of the unit.**

**OPEN FLAME.** We ask that everyone cooperate in ensuring the safety of all residents by not using any type of flame producing conveyance such as open flame pits, fire burners, or tikki torches. Violations will be subject to notices and fines. If it is determined that a unit owner, resident, tenant or guest caused the hazard that resulted in fire damage, the HOA will exercise its rights under Section 12.1(1) of the Association Covenants and if necessary, take legal action against such parties to recover the costs of property damage.

**FIREWORKS.** Fireworks have been the cause of several costly fires in our Community, and because of this are **STRICTLY PROHIBITED**. The penalty for using fireworks is an immediate fine in the amount of \$500.

**SOCIAL FUNCTIONS.** All party favors, including beverage containers, that remain in Common Areas of the Community or on the grounds of other units must be cleaned up **promptly** at the end of such gathering. Violations will be subject to notices and fines. In accordance with the law, residents under the age of 21 are prohibited from serving or consuming alcoholic beverages on the premises. The HOA will report any violations of this provision to law enforcement. No open containers of alcoholic beverages are allowed on community streets by either residents or their guests. Residents will be held responsible for their guests leaving with open containers.

**UNCW ACCESS.** There is no public access to UNCW from Carleton Place. Residents may access the campus through the access gate at the western section of Christian Drive. Climbing over or damaging the perimeter fence is a violation and will be subject to notices, fines and recovery of damages.

## **Violation Schedule**

**1<sup>st</sup> Violation – Warning Letter with appeals process offered to owners only**

**2<sup>nd</sup> Violation – \$50.00 fine**

**3<sup>rd</sup> Violation – \$100.00 fine**

**Continuing violation - \$100.00 fine per occurrence**

Unit owners are guaranteed an appeals process under the laws governing Homeowners Associations. The Board of Directors conducts hearings each month. Only unit owners and representatives with an executed Power of Attorney may challenge or address violations and/or fines. The violation letter will indicate the hearing date. Once the Board imposes a fine, the Board will not reconsider the violation/fine. The above fine schedule is for the violation fines placed by the Carleton Place Board of Directors only.

Community Solutions Southeast, LLC.

1213 Culbreth Drive

Wilmington, NC 28405

Chris Blake ([chris@csshoamgt.com](mailto:chris@csshoamgt.com))

## **ADDENDUMS**

Addendum A – Parking Policy (*Note: this is updated annually*)

Addendum B – Clubhouse Policy

Addendum C – Architectural Review Form (ARF)

Addendum D – Pet Registration Form

Addendum E – Security Camera and Surveillance Policy

**Addendum A – Parking Policy (Note: this is updated annually)**



**Carleton Place Townhomes Parking Program**

**EFFECTIVE SEPTEMBER 1, 2025, PARKING ON THE HOA CONTROLLED PORTION OF CARLETON DRIVE AND PARKING IN THE CLUBHOUSE/SWIMMING POOL LOT (BETWEEN 9PM AND 9AM) WILL REQUIRE A NEW HANGTAG THAT IS HUNG AND DISPLAYED FROM THE REAR VIEW MIRROR**

Carleton Place Townhomes will continue with the parking program effective September 1, 2025.

After August 31, 2025, one new **Light Blue**, optionally purchased hangtag for each unit will allow one vehicle per unit to park on the controlled portion of Carleton Drive (anytime) or in the pool lot between 9PM and 9AM. The controlled portion of Carleton Drive is defined as those parking spots east of the clearly marked signs designating control of parking spots on Carleton Drive.

**Carleton Place parking hangtags must be hung, front facing, from the rear-view mirror, in full view of Regional Security and Earl’s towing company and not placed elsewhere in, or on the vehicle in order to be considered a valid non-towable, hangtag display.** The hangtag is not required to park either in your garage or on your parking pad, so if these are the only areas in which you, your tenants, or your guests park, you may not wish to purchase a hangtag.

Under the program, from 9:00am until 9:00pm during the summer weeks the pool is open, vehicles parked in the clubhouse/pool parking must display a Carleton Place pool pass on the dashboard when using the pool. Parking in the pool parking lot from 9PM until 9AM will require the hangtag. Cars that remain in the pool lot after 9AM without a pool pass on the dashboard or remain in the clubhouse pool lot in the months when the pool is closed even with a pool pass on the dashboard, will be subject to towing.

**The cost of the hangtag is \$110 if picked up at the Clubhouse during the listed pickup dates. The cost will be \$125 if the hangtag is not picked up to include the cost of the hangtag and mailing.** The hangtag will be active September 1, 2025 – August 31, 2026. This fee is NON-REFUNDABLE. **Lost, stolen, or hangtags taken by tenants moving out, will only be replaced on a case-by-case basis presented to the HOA board for their approval. Annual hangtags are assigned to a specific unit, not to tenants and are not reissued if the unit changes tenants/owners.**

The UNIT OWNER will have to **email the hangtag request with lease** of each unit new tenant to [chris@csshoamgt.com](mailto:chris@csshoamgt.com). Hangtag requests begin on 07/01/2025. **The Light Blue hangtags are not for use until September 1, 2025. The hangtag will not be processed until all required information is received.**

All unit related dues/fines/fees must be paid in full before a hangtag will be issued.

There are no registration forms, and the hangtag will be able to be picked up at the clubhouse or mailed to the address the Owner assigns. If picked up, one tenant will need to produce a State photo ID and sign for the hangtag. After the pickup times, the hangtags will be mailed to the address on file of the Owner. These will be mailed once a week only. The Association suggests that you act sooner than later if a hangtag is required.

\*\*\*\*\*After August 31, 2025\*\*\*\*\*

<b>What Parking Documentation is Active?</b>
New hangtag (1 per unit, optional)
Pool pass (2 per unit)

<b>Parking Location</b>	<b>When Can I Park?</b>
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Unit's Garage	Anytime (Lease needed for new Tenants)
Unit's Parking Pad	Anytime (Lease Needed for new Tenants)
Carleton Drive	Anytime with current year hangtag (Lease needed for new Tenants)
Pool Parking Lot	<p>***Weeks Pool is Open***  9PM – 9AM w/new hangtag  9AM – 9PM pool pass on dashboard when at pool</p> <p>***Weeks Pool is Closed***  9PM – 9AM w/new hangtag</p>

**Step 1 – Email Lease to Management Company along with any past due balance paid.**

**Step 2 – Make the \$110.00 payment via USPS (check/money order) or Electronically [www.csshoamgt.com](http://www.csshoamgt.com) if hangtag will be picked up during the dates/times below. CSS does not accept cash. CSS is not able to draft your bank account. or:**

**Make the \$125.00 payment via USPS (check/money order) or Electronically [www.csshoamgt.com](http://www.csshoamgt.com) if hangtag will be mailed to unit owner. CSS does not accept cash. CSS is not able to draft your bank account.**

**USPS payable to:  
Carleton Place Townhomes  
c/o CSS, LLC  
1213 Culbreth Drive  
Wilmington, NC 28405**

**\*\*\*hangtags are not available at the Management Office for any reason at any time**

**2025 Pickup dates at the Carleton Place Clubhouse:**

- Tuesday, August 12, 2025 10:00am-12:00pm**
- Thursday, August 14, 2025 4:00pm-6:00pm**
- Tuesday, August 19, 2025 4:00pm-6:00pm**
- Thursday, August 21, 2025 4:00pm-6:00pm**

## **Addendum B – Clubhouse Policy**

# **Carleton Place Townhomes Association, Inc. Clubhouse Rules and Regulations Revised January 30, 2010**

1. The clubhouse can only be reserved by the Owners of Carleton Place Townhomes Association. The Owner(s) reserving the clubhouse must be present the entire time that the clubhouse is in use. The clubhouse may not be reserved by a Owner for any outside individual or agency.
2. No alcoholic beverages shall be consumed by any person under the age of 21 years in the clubhouse or pool or any other common area of Carleton Place. Alcohol consumption is governed by State Law and Carleton Place Townhomes Association assumes no responsibility for monitoring alcohol consumption and will be held harmless for any violations or accidents.
3. A fee of \$40.00 will be charged to the resident reserving the clubhouse. Any cleaning fees that exceed \$25.00 will be withheld from the security deposit. The \$40.00 is payable at the time that the reservation is made and the release agreement is signed. Checks are to be made out to: Carleton Place Townhomes Association.
4. A security deposit of \$100.00 will also be collected at the time of the reservation. The \$100.00 security deposit will be refunded seven (7) days after the clubhouse rental. If damages exceed the amount of the security deposit, it will be assessed through the Homeowners Association Account. Checks are to be made out to: Carleton Place Townhomes Association.
5. A non-refundable fee of \$20.00 will be charged for the use of the parking lot only. The Owner will receive nine (9) disposable parking passes for the spaces at the clubhouse. Once the event is over, the Owner will just need to dispose of the temporary passes. Checks are to be made out to: Carleton Place Townhomes Association.
6. Time Limits: Sunday through Thursday nights – no outside speakers or loud noise after 10:00 p.m. Move party inside clubhouse after 10:00p.m. Friday, Saturday, and holiday evenings, same applies after 12:00 midnight.
7. Any party with anticipated attendance of over 50 needs approval from the Board of Directors – NO EXCEPTIONS!!!
8. When taking possession of the clubhouse for their function, the resident renting the facility shall complete an inventory and condition form.
9. When reserving the facility, the resident shall be required to sign an agreement, wherein he will agree to abide by all clubhouse rules.
10. The clubhouse can be reserved for functions where the pool is to be also used. However, no resident of Carleton Place Townhomes Association, whether a guest of the clubhouse party or not, shall be precluded from using the pool during such times.
11. Any spills requiring professional carpet cleaning shall be the responsibility of the resident renting the clubhouse. If any carpet cleaning service is needed, such cost will be withheld from the security deposit.

12. No wet bathing suits or towels will be allowed on the furniture or the carpeting in the clubhouse, as the chlorine will discolor the fabric and carpeting.
13. Any damage done to the furniture or contents of the clubhouse shall be the responsibility of the resident, ordinary wear and tear excepted. Resident renting clubhouse is responsible for ALL damages and cost of replacement and repairs. All damages to the clubhouse or personal clubhouse articles will be withheld from the security deposit.
14. Reservations for the clubhouse must be made at least 2 weeks prior to the desired date of use. To make arrangements to use the clubhouse, please call CSS at (910) 799-9779.
15. Basic pool rules are posted around the pool and "No Trespassing" signs are also posted in an attempt to keep people who are neither homeowners nor guests of homeowners from using the pool. Homeowners need to establish a policy of accompanying their guest to the pool. Since there will not be a lifeguard on duty to check guests in and out, the unit owners should take responsibility of questioning or dismissing anyone they think may not be a guest or a unit owner.
16. State Law requires no glass containers in the pool area. Any glass containers should be kept in the clubhouse.
17. All clubhouse and pool furniture should be placed in its original position and location after the function.

**\*\*\*I AGREE TO REMOVE ALL BOTTLES, CANS, FOOD AND TRASH FROM THE CLUBHOUSE AT THE CONCLUSION OF MY FUNCTION AND PLACE IN THE WASTE CONTAINERS OUTSIDE. I WILL LEAVE THE CLUBHOUSE IN THE SAME CONDITION AS I FOUND IT\*\*\***

# Carleton Homeowners Association, Inc. Clubhouse Rental Agreement

Upon using the Carleton Homeowners Association Clubhouse, I hereby agree to follow the rules and regulations established for the Carleton Place Clubhouse, copy attached hereto.

I hereby reserve the clubhouse for use on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ beginning at \_\_\_\_ through \_\_\_\_.

I agree to return the key to CSS by 5 PM the following working day unless otherwise directed.

I hereby submit a \$100.00 deposit, which will be refunded after the inspection of the clubhouse and a non-refundable \$40.00 rental fee.

I agree, at the conclusion of my function, to *remove* all bottles, cans, trash, and food from the clubhouse and place in the trash container outside.

I further agree to be responsible for damage to the facility and its contents, ordinary wear and tear accepted.

I AGREE TO ACCEPT ALL RESPONSIBILITY OF THE CLUBHOUSE/POOL USE. IN THE EVENT OF AN ACCIDENT OR INJURY, I THE HOMEOWNER WILL BE RESPONSIBLE FOR THE INSURANCE DEDUCTIBLE.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
Homeowner's Name

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Carleton Unit/Address

\_\_\_\_\_  
Homeowner's Phone Number

\_\_\_\_\_  
CSS Representative

Deposit received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check number: \_\_\_\_\_

Rental fee received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Key Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Check number: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Addendum C – Architectural Review Form (ARF)**

**ARCHITECTURAL REQUEST FORM**

The Association documents require that before making any changes to your lot, you must first submit an architectural review from the Board of Directors or its appointed Architectural Review Committee.

The person making the proposed change to his/her lot must submit an Architectural Request Form. He/she is responsible for providing all information necessary to render a decision on their particular request. Any and all incomplete forms and /or requests with insufficient information will be automatically denied. Any and all changes must be made in accordance with the plans and specifications submitted and approved and may not deviate from said changes without prior approval by the Board of Directors and/or the Architectural Review Committee.

The sanctioned time limit for request consideration shall not begin until all information necessary for the review of the architectural request have been submitted. This request shall be deemed active for a period of thirty (30) days when the completed form and all necessary and relevant information is received in the office of Community Solutions Southeast, LLC., 1213 Culbreth Drive, Wilmington, NC 28405.

**PLEASE COMPLETE THE FORM BELOW. ATTACH ANY AND ALL PLANS AND SPECIFICATIONS SHOWING THE NATURE, SHAPE, KIND, HEIGHT, MATERIALS AND LOCATION OF SAME.**

Association Name: Carleton Place Townhomes

Owner Name: \_\_\_\_\_ Date : \_\_\_\_\_

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Other: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_ \*\*Anticipated Completion Date: \_\_\_\_\_

**\*\*Note: ARC Approval will expire 30 days after Anticipated Completion Date**

Description of Changes: \_\_\_\_\_

I certify that I have read the above Architectural Request Form, the Declaration of Covenants, Conditions and Restrictions for my Association, as well as the Rules, Regulations and Restrictions pursuant to said Declaration regarding changes to my lot and hereby agree that I will abide by same, including abiding by the impervious surface restrictions for said lot.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Community Solutions Southeast, LLC:**

Date mailed to Board \_\_\_\_\_ Date 30 days expire \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Reason \_\_\_\_\_

## Addendum D – Pet Registration Form

### Pet Registration Program

Please list all Pets below:

**1st Pet**

Owner Name: \_\_\_\_\_ Carleton  
Address: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Breed/Color/Sex/Weight: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Tag#: \_\_\_\_\_

The Pet Registration is \$50.00 and renews annually. Replacement tags will cost \$25.00 per tag.  
I agree to abide by all of the Community's guidelines with regard to having my pet.  
The annual renewal is August of each year. By signing, I agree to this statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2nd Pet**

Owner Name: \_\_\_\_\_ Carleton  
Address: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Breed/Color/Sex/Weight: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Tag#: \_\_\_\_\_

The Pet Registration is \$50.00 and renews annually. Replacement tags will cost \$25.00 per tag.  
I agree to abide by all of the Community's guidelines with regard to having my pet.  
The annual renewal is August of each year. By signing, I agree to this statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3rd Pet**

Owner Name: \_\_\_\_\_ Carleton  
Address: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Pet Breed/Color/Sex/Weight: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Tag#: \_\_\_\_\_

The Pet Registration is 50.00 and renews annually. Replacement tags will cost \$25.00 per tag.  
I agree to abide by all of the Community's guidelines with regard to having my pet.  
The annual renewal is August of each year. By signing, I agree to this statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Addendum E – Security Camera and Surveillance Policy**

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### **Carleton Place Townhomes Association Security Camera and Surveillance Policy – June 2026**

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#### **1. Purpose**

The purpose of this Policy is to establish reasonable guidelines governing installation and use of security cameras within the community while balancing homeowner security interests with privacy, architectural consistency, and community harmony.

Nothing contained herein shall be interpreted as creating a duty for the Association to provide security services or guarantee resident safety.

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#### **2. Authority**

This Policy is adopted pursuant to the Association’s governing documents and authority granted under the North Carolina Planned Community Act.

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#### **3. General Rule**

Homeowners may install security cameras or doorbell monitoring devices subject to compliance with this Policy.

Security devices are permitted for legitimate security purposes only.

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#### **4. Architectural Approval**

Prior approval by the Architectural Review Committee (ARC) is required for:

- Exterior-mounted cameras;
  - Devices attached to buildings or structures;
  - Doorbell camera replacements in an existing location may be administratively approved without the submission of a new ARC form;
  - Installations requiring wiring, drilling, or modification of exterior surfaces. The owner is responsible for:
    - Installation
    - Repair of damage to community property
    - Removal
    - Restoration of the surface
- 

#### **5. Permitted Locations**

Security cameras may be installed only on:

- Property owned by the homeowner

Cameras may not be installed on:

- Common elements;
- Association-owned structures;
- Amenities or shared facilities.

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## **6. Camera Positioning and Privacy**

Security cameras must be positioned primarily toward the owner's entrance, driveway or property area. Cameras should not be installed or directed in a manner that would monitor neighboring homes, private outdoor living areas or other areas where individuals have a reasonable expectation of privacy.

Devices shall not record:

- Interior portions of neighboring homes;
- Windows, enclosed patios, or private living spaces;
- Areas where individuals have a reasonable expectation of privacy.

If privacy concerns arise, the Board may require repositioning or adjustment of the camera(s) to address those concerns.

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## **7. Audio Recording**

Homeowners are responsible for ensuring that any audio recording functions associated with security cameras comply with applicable federal, state and local laws.

If the Board determines that a device is being used in a manner that violates applicable law, the Board may require modification or disabling of the audio recording feature.

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## **8. Nuisance Prevention**

Security devices shall not:

- Emit excessive lighting onto neighboring property;
- Create continuous audible alerts or disturbances;
- Interfere with another resident's quiet enjoyment of their home.

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## **9. Association Monitoring Disclaimer**

The Association:

- Does not monitor homeowner cameras;

- Does not maintain surveillance footage;
- Does not guarantee safety or crime prevention.

Homeowners remain solely responsible for their personal security systems.

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## **10. Owner Responsibility**

Each owner assumes responsibility for:

- Installation,
  - Surface restoration to community owned property,
  - Maintenance,
  - Legal compliance,
  - Data management, and
  - Any liability arising from use of surveillance equipment.
- 

## **11. Enforcement**

Violations of this Policy shall be handled in accordance with the Association's established enforcement procedures, including notice and opportunity to cure.

The Board may require repositioning, modification, or removal of noncompliant devices.

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## **12. Existing Installations**

Existing cameras shall be brought into compliance within sixty (60) days (May 18, 2026) following adoption of this original Policy (March 18, 2026).

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