

HAMILTON WOODS ASSOCIATION HANDBOOK



UPDATED FOR 2016

A periodically reissued collection of information guidelines and forms of general interest to Hamilton Woods homeowners and residents as a supplement to the Covenants and Restrictions and to the Bylaws of the Association.

Table of Contents

I. ASSOCIATION ORGANIZATION.....	1
II. INSURANCE ON YOUR UNIT.....	2
III. SPECIAL RULE REMINDERS FOR RESIDENTS.....	3
IV. NO YARD SALES, PATIO SALES, GARAGE SALES.....	4
V. EXTERIOR MAINTENANCE.....	4
VI. COMMITTEE RESPONSIBILITIES AND GUIDELINES.....	5
A. Architectural Control Committee.....	5
B. Architectural Control Committee Guidelines and Standards.....	5
Architectural Modification Request Form.....	7
C. Satellite Installation Rules.....	8
D. Grounds Committee.....	10
E. Grounds Committee Guidelines for Supplemental Plantings.....	10
F. Pool and Tennis Court.....	12
G. Tennis Court Rules.....	13
VII. PARKING RIGHTS OF OWNERS.....	15
A. Recreational Vehicles, Boats And Trailers.....	15
B. Security Of Your Vehicle.....	15
VIII. MOVING, RENTING, OR SELLING.....	16
IX. MISCELLANEOUS INFORMATION.....	17
Animals	
Dues Payments	
Coupon Books	
Painting	
Common Area	
Cold Weather Conditions	
Disturbance	
Children	
Firewood	
Garbage Cans	
Storage Areas	
Fire, Police, EMS - 911	
Prevent Fires	
Loitering by Suspicious Non-residents	

I. ASSOCIATION ORGANIZATION

BOARD OF DIRECTORS

The Board of Directors is composed of nine volunteer, unpaid homeowners elected by fellow homeowners at the Annual Meeting held in the fall of each year. The Directors then elect officers for one-year terms. Directors serve three-year terms, and in the event a vacancy occurs, the Board then appoints a homeowner to fill the unexpired balance of the term.

Current Directors and Officers and their committee responsibility:

<u>NAME</u>	<u>OFFICE</u>	<u>UNIT</u>	<u>PHONE</u>	<u>COMMITTEE</u>
Rebecca Bovender	Director	5007E	404-8699	Landscape
Carolyn Burney	Secretary	5012B	297-1204	Budget
George Gambill	Director	5012A	292-0283	Pool & Tennis
Nancy Halloran	President	5011C	855-4956	Maintenance
Bill Hollingsworth	Treasurer	5000B	299-2229	Budget
Barbara Hutchins	Director	5002D	294-7733	Welcome
Valerie Fitzgerald	Director	5003A	601-2577	

Anyone interested in serving as a volunteer for committee service should contact the chairperson of the respective committee. Contact any Board member if you wish to be a prospective Director.

MANAGEMENT COMPANY

Lambeth Management
P. O. Box 8071
Greensboro, NC 27419
(336) 288-4944
Our Property Manager is Scott Lambeth, Krista Valade

URL: www.lambethmanagement.com, select Hamilton Woods Community

II. INSURANCE ON YOUR UNIT

This information is important to all Hamilton Woods Homeowners and renters.

From time to time, and especially after we have experienced damage from wind or ice storms, residents raise questions about repair liability. Although no member of the Board of Directors or the Management Company is qualified to offer definitive legal or insurance advice (and we specifically disavow doing so), we offer the following generalization and urge you to review your insurance coverage on your unit.

- 1) When you own a townhouse, you own both the exterior and interior of your home. For insurance purposes, your home is treated just like a free-standing house; it just happens to share party walls with adjoining units. Therefore, you need to insure your unit against damage (examples: fallen trees, fire, hurricane, and other perils), just as you would insure a freestanding house. The owner is financially responsible for all damages, and that is what a Homeowner's policy covers.
- 2) When damage occurs, such as a fallen tree that damages your roof, exterior and/or interior, it is your responsibility to consult with your insurance agent. In many cases, as a courtesy, Lambeth Management will immediately dispatch workmen to cover the hole, remove the tree and clear the debris, but the expense to do so is still that of the owner, and that cost should be included in your insurance claim. Article VII, sections 1 and 2 of the "Declaration of Covenants, Conditions and Restrictions of Hamilton Woods Association, Inc." addresses this matter, including the fact that the Association can make repairs at the owner's expense if the owner neglects to do so.
- 3) Your Association fees, in part, are used for normal maintenance and repair to the exterior of your unit, not for traumatic (storm, fire, etc.) damage. The Association pays to repair the exterior roof due to aging, (but not interior stains or other damage); to the exterior paint when old paint is deteriorating; to replace or repair gutters that, due to age, are leaking or sagging, etc. Again, please refer to Article VII of the Covenants.
- 4) There are also insurance policies available to renters, and we believe it is advisable for renters to discuss their possible needs with a qualified insurance agent.

Take a moment to check your coverage with your current agent or company, or feel free to call the Association's agent, Ms. Bonnie Burkett, at State Farm Insurance (336-299-3029) for a review of your current package at no obligation

**Owners who rent their units must be sure
to pass this information along to their tenants!**

III. SPECIAL RULE REMINDERS FOR RESIDENTS

Although all these subjects are covered in depth later in this booklet, it is appropriate to emphasize them. Please read this page and do your part to make life more pleasant for everyone.

1. THE POOL. Read the posted rules! Please limit the number and frequency of your guests because the pool is small, Hamilton Woods HOA maintains it for the enjoyment of all residents. Be careful to NEVER bring a glass container of any kind into the pool area; one glass item broken at the pool requires it to be closed and, in some circumstances, drained for cleanup. NO GLASS! NOT EVER! *Please read the pool rules in their entirety later in this book.*

2. PET WALKING. When leash-walking pets, do it on the rear perimeter of the property, away from the buildings, or along the curbs on Tower Road. Do not walk any pets along your neighbors' sidewalks, and certainly never be in someone's front yard or anywhere close to someone's foundation plantings, their windows or doors. Keep your pets and their "business" far in the back or on Tower Road. *In the event of "accidents" please clean up after you pet and dispose of the waste properly in the dumpster.*

3. GARBAGE AND RECYCLING:

- a) At all times and especially in the summer's heat, please be sure all garbage is in sealed plastic bags before being placed in the dumpster. Please close the dumpster door! Observance of these common sense necessities will reduce stench, flies, and other insects.
- b) Do not throw garbage in the dumpster marked for recycling. All recyclables should be in the opaque plastic bags available at all grocery stores. Please make sure that you follow the recycling guidelines as determined by the City of Greensboro.
- c) DO NOT fill the regular dumpsters with cardboard boxes or packing material. Place them at the curb on Tower Road for pickup.
- d) Please do not leave any items alongside dumpsters; the city will not pick up anything left outside the dumpster.

All your neighbors will appreciate your cooperation.

IV. NO YARD SALES, PATIO SALES, GARAGE SALES

With the exception of an occasional community sale approved by the Board of Directors, it has long been the policy of Hamilton Woods Homeowners' Association that yard sales, patio sales, garage sales and any other type of public sales held by residents of Hamilton Woods are not appropriate to our community and are prohibited. Such sales events create excess traffic, cause parking problems in our limited space, can create damage to common grounds, and disturb the security and tranquility, and possibly the safety of neighbors.

V. EXTERIOR MAINTENANCE

The exterior maintenance responsibilities may be found in the Declaration of Covenants, Conditions, and Restrictions, Page 7, Article VII, Sections 1 and 2. Hamilton Woods HOA is responsible for certain exterior maintenance as follows:

In addition to maintenance upon the Common Area, the Association shall provide exterior maintenance upon each living Unit on each Townhouse Lot which is subject to assessment hereunder, as follows: paint, repair, replace and care of roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, walks and other exterior improvements. Such exterior maintenance shall not include glass surfaces or screens for windows or doors. In order to enable the Association to accomplish the foregoing, there is hereby reserved by the Association the right to unobstructed access over and upon each lot at all reasonable times to perform maintenance as provided in this Article.

To report exterior repair needs, contact:

Lambeth Management
Karen Wood
(336) 288-4944

URL: www.lambethmanagement.com select Hamilton Woods, Action Request Form
Or email Karen.lmgmt@gmail.com

For nights, weekends, holidays, and emergencies, a 24-hour answering service will take your information and forward it immediately to a property manager.

For a complete list of responsibilities with respect to Exterior Maintenance, please go to the Lambeth Management website (URL above).

VI. COMMITTEE RESPONSIBILITIES AND GUIDELINES

A. Architectural Control Committee

The duties and responsibilities of the Architectural Control Committee are as follows:

1. To inform homeowners that all-exterior changes to their property must be approved in advance by the committee and the Board of Directors.
2. To develop and submit to the Board for its approval, a set of architectural guidelines and standards for all homeowners.
3. To receive comments or complaints from homeowners involving matters within their jurisdiction.
4. To review and recommend approval or disapproval of plans submitted for exterior alterations.
5. To make periodic and final inspection of work in progress to insure its timely completion and conformity with approved plans.
6. To make recommendations to the Board for architectural improvements to the common area.

B. Architectural Control Committee Guidelines and Standards

The Board of directors has approved the following Guidelines and Standards:

- i. General
 - a. The Architectural Control Committee will consider only written requests. Written requests should be submitted for preliminary review to the Management Company and Chairperson of the Committee.
 - b. If a proposal is rejected, the applicant is free to request that the committee reconsider its position and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability.
 - c. The Board will answer all requests within 30 days.
 - d. The description of the project should include all information necessary for the committee to take action. Necessary data would include the height, width, length, size, shape, color, material specification, contractor's name and an approximate completion date of the project, and the location of the proposed improvements. Photographs or sketches of similar completed projects would aid in the committee's consideration. If the alteration affects the existing drainage pattern, the proposed drainage pattern must also be included.

ii. Building Alterations and Additions and Attached Structures

- a. Any addition to an existing building, any exterior alteration, modification or change to an existing building, or any new detached structure must have the approval of the Board before any work is undertaken. Examples of such visible projects might include a deck, patio, fence, external attic fan, turbine ventilators, storm doors, storm windows or screen doors.
- b. Any addition, exterior alteration, modification, or change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the parent structure.
- c. Exterior color changes will be discouraged. Unpainted surfaces and unstained areas such as brick shall remain unpainted and unstained.
- d. Outside radio or television antennas/satellite dishes are discouraged and in many cases disallowed. However, you may follow the steps listed under Antenna Installation Rules.
- e. Exterior lighting shall not be directed in such a manner as to create an annoyance to neighbors.
- f. Approval of any project by the Board does not waive the necessity of obtaining the required building permits.
- g. Obtaining a building permit does not waive the need for Committee and Board approval.
- h. The Board will not knowingly approve a project which is in violation of the City Building or Zoning Codes.
- i. NO PROJECT WILL BE APPROVED IF IT ENCROACHES UPON THE ASSOCIATION COMMON AREA. For example, a request to construct a deck that extends beyond the owner's property line into the common area cannot be approved.
- j. Projects approved by the Board shall be completed by professionals who are licensed and insured for the project they will complete.

Homeowners should consult their homeowner's plat map or the Guilford County Registrar of Deeds to determine their property line.

Architectural Modification Request Form
(May be copied)

Architectural Control Committee
From: _____
Address: _____
Phone: _____

Committee use only
Received _____
Application Complete _____
Date Application Approved _____
Application Disapproved _____
Appeal Filed _____
Tentative Completion Date _____
Date Project Complete _____

Subject: Proposed improvement, alteration or change to # _____
Description of changes: _____

Attach plans and specifications for the proposed improvement, alteration or change, which must show:

1. Nature and shape of the proposal
2. Height, length, width and other dimensions
3. Materials to be used
4. Plantings, excavations or changes in grade, if any

I/we, the owner (s) of this property, understand and agree that all electrical and plumbing work is to be performed by licensed, insured, contractors, that no construction vehicles may drive onto common area property, and that all construction debris must be hauled away by the contractor, not placed in Association dumpsters or surrounding wooded areas.

I/we, the owner (s) requesting the improvement, alteration or change, understand and agree that I/we will be responsible for the costs of any maintenance, repair, or replacement of all or any part of such improvement alteration, or change, if approved, and understand and agree that the Association will not be responsible for such maintenance, repair, replacement, or costs thereof.

The proposed improvement, alteration or change, if approved, shall be completed on or before _____ 20_____.

The foregoing application submitted by _____

On this _____ day of _____ 20_____.

Signed _____, Owner

Signed _____, Owner

Reviewed and considered by the Architectural Control Committee at a meeting held _____ 20_____ and Approved _____ Disapproved _____

ARCHITECTURAL CONTROL COMMITTEE By _____

C. Satellite Installation Rules

As you may be aware, the Federal Communications Commission (FCC) issued rules that permit residents of planned communities to install direct broadcast satellite, television broadcast, and multi-point distribution service antennas on individually owned property. The association, under the new FCC rule, is allowed to enforce rules relating to the means, method, and location of installation, as long as these rules do not prevent, unreasonably delay, or unreasonably increase the cost of antenna installation, maintenance, or use, or preclude the receipt of an acceptable quality signal. Please note that the new law does not allow residents to install antennas on common areas.

You should be aware that satellites must be properly located and installed to receive an acceptable quality signal. Therefore, you are advised to ensure that good reception is possible before purchasing equipment, signing any agreement for the rental of equipment, or subscription to any telecommunications service.

Any installation must be according to manufacturer's instructions, applicable safety codes and the association's rules. Satellite owners will be liable for any personal injury, property damage, and voiding of warranties that occur due to the satellite installation.

Before installing any satellite dish, you must complete the Architectural Modification Request Form and file it with the association. You are then free to carry out the installation, unless for some reason the size or location anticipated does not conform to the rules, in which case the *Board of Directors* will schedule a meeting at a mutually convenient time to determine the best location for your satellite. Every effort should be made to avoid installation on any roof.

i. Installation

1. Satellites shall be no larger nor installed higher than is absolutely necessary for reception of an acceptable - quality signal.
2. All installations shall be completed so that they do not damage the common areas of the Association or the lot of any other resident, or void any warranties of the Association or other owners, or in any way impair the integrity of buildings on common areas or lots.
3. Owners are responsible for all costs associated with the satellite, including but not limited to costs to:
 - a. Place (or replace), repair, maintain, and move or remove satellite;
 - b. Repair damages to the common property, other lots, and any other property damaged by satellite installation, maintenance or use;
 - c. Pay medical expenses incurred by persons injured by satellite maintenance, or use;
 - d. Reimburse residents or the Association for damages caused by satellite installation, maintenance, or use.

ii. Maintenance

1. Owners shall not permit their satellites to fall into disrepair or to become safety hazards.
2. Owners shall be responsible for satellite maintenance and repair.

3. Owners shall be responsible for repainting or replacement if the exterior surface of satellites deteriorates.

iii. Safety

1. Satellites shall be installed and secured in a manner that complies with all applicable city and state laws and regulations, as well as manufacturer's instructions.
2. All installations must comply with all applicable codes.
3. Satellites are required to withstand winds and the pressure of snow and ice as required by the manufacturer or building codes, whichever is greater.

iv. Satellite Camouflaging

Satellite dishes may not extend beyond a railing or fence unless no acceptable quality signal may be received from this location. Satellites situated on the ground and visible from the street or from other lots must be camouflaged by existing landscaping or fencing, if an

v. Notification Process

1. Any owner desiring to install a satellite dish must complete a notification form and submit it to the Architectural Committee c/o the Association office. If the installation is routine (conforms to all of the above rules and restrictions), the installation may begin immediately.
2. If the installation is other than routine for any reason, owners and the Architectural Committee must establish a mutually convenient time to meet to discuss installation methods.

(Note: The FCC prohibits an approval process for routine installations. CAI has developed this notification process to replace the customary approval process.)

vi. Installation by Tenants

Tenants may have satellites installed in accordance with these rules with written permission of the homeowner/landlord. A copy of this permission must be furnished with the notification statement.

vii. Enforcement

If these rules are violated, the Association may bring action for declaratory relief with the FCC or any court of competent jurisdiction after notice and an opportunity to be heard. If the court or FCC determines that the Association rule is enforceable, a fine of \$50 shall be imposed by the Association for each violation. If the violation is not corrected within a reasonable length of time, additional fines of \$10 per day will be imposed for each day that the violation continues. To the extent permitted by law, the Association shall be entitled to reasonable attorney fees, costs, and expenses incurred in the enforcement of this policy.

D. Grounds Committee

The primary responsibility of the Grounds Committee is to advise and assist the Board in preserving and enhancing the landscaping, grounds, woodlands, etc. The objectives of the committee are as follows:

1. To develop a grounds maintenance program to meet the requirements and desires of the townhouse community.
2. To prepare grounds budget recommendations for the Board of Directors or the Property Manager.
3. To make recommendations to the Board about planting projects, walkway additions, additional lighting, and other improvements to the existing landscaping plan.
4. To inspect the grounds with professional advice when appropriate and to recommend to the Board repairs to be made where necessary.
5. To recommend land (ground) maintenance contracts to the Board.
6. To inform homeowners that all supplemental plantings must be approved in advance by the grounds committee and Board.
7. To develop and distribute supplemental planting guidelines to all homeowners.
8. To receive comments or complaints from homeowners involving matters within its jurisdiction.

To review and recommend to the Board approval or disapproval of submitted plans for supplemental planting.

E. Grounds Committee Guidelines for Supplemental Plantings

(Please also see information regarding the “Common Area”)

The grounds committee uses the following guidelines:

1. The Grounds Committee shall, within the framework of these guidelines, have the authority to approve/recommend or deny of requests for all plantings by homeowners.
2. Homeowners are authorized to plant flowers in existing plant beds. However, any major change planned for an existing bed or any new beds require prior approval. Sketches of such proposed plantings are to be submitted to the Management Company for consultation with the grounds maintenance company and the Grounds Committee. Sketches are to include information such as location and size of proposed plant bed, plant species and size, mulching material, etc. Maintenance of these new beds shall be the responsibility of the homeowner and successors until returned to original plan.
3. The Grounds Committee will recommend to the Board acceptance or denial of planting proposals. The Board will act on all proposals within 30 days.
4. Approval will be based on the following criteria:
 - a. Compatibility of plant materials

- b. Plant materials to be added must be judged to be compatible in color, texture, habit of growth, and scale with existing plantings and buildings.
 - c. No plants will be permitted which will create a nuisance through leaf fall, unsightly habit, accessibility to property, etc.
 - d. At the end of each season, all dead material from beds of annual flowers must be removed and the bed re-mulched by the owner.
5. Ease of Maintenance of Plants, Grounds
- a. The sole responsibility of the Association shall be the removal of plantings which are not maintained, or, in some other way, cease to satisfy these guidelines.
 - b. Beds will be designed in such a manner so as to create no problems for the mowing and maintenance crews. Generally, the creation of small “islands” of grass will not be permitted nor will abrupt or awkward angles be allowed.
 - c. No vines or other plants with climbing or spreading habits will be permitted to grow over grassed areas and established shrubs.
 - d. Plants will be sufficiently off the walls of the building so that at maturity or at reasonable size as pruned, no growth will be closer than eighteen (18) inches from a painted wall or six (6) inches from a brick wall.
 - e. No vines or other plants with climbing or spreading habits will be permitted to grow up buildings, with the exception of roses and pyracantha, and these may not be grown in front of painted areas and structures.
 - f. Maintenance of plantings, pruning, fertilizing, etc., will be the responsibility of the homeowner.
6. It shall be understood that when any planting does not meet these criteria when installed or ceases to meet any of these criteria, it may be requested by the Grounds Committee that the planting be removed. If not removed, the planting may be removed by the Association or its agents at a cost to the homeowner responsible, or the homeowner responsible shall be forced to remove the plantings.
7. After receipt of a written notice from the Board, a homeowner will have fifteen (15) days to bring his plantings into compliance with these guidelines or the plantings shall be removed as provided for in the preceding paragraph.
8. Only plant materials will be permitted; ornaments and accessories are expressly forbidden.
9. All planting designs shall be executed in a reasonable time so as to minimize unsightly conditions during installation.

F. Pool and Tennis Court

The Pool and Tennis Court Committee is responsible for ensuring the upkeep and maintenance of these recreational areas. The committee will also notify homeowners of seasonal openings by posting announcements at the mailboxes. A certified pool keeper employed by the Association maintains the pool. He/She is responsible for making sure the pool meets county and state health regulations for cleanliness. IT IS THE RESPONSIBILITY OF EACH PERSON IN THE ASSOCIATION TO MAKE SURE THE POOL RULES ARE ADHERED TO FOR THE SAFETY OF ALL. Encourage pool users to follow the rules. Please remind your neighbor of the rules if you see a rule being broken. Severe violations should be reported to the management company or in the case of imminent danger of injury or damage, the police department at 911. Rules for opening and closing are set by the State Board of Health, not the Board of Directors. **YOUR HEALTH AND SAFETY ARE THE #1 CONSIDERATION IN THESE RULES.**

i. Swimming Pool Rules and Regulations

- a. SWIM AT YOUR OWN RISK. There is no lifeguard on duty.
- b. SWIMMING POOL HOURS: 9:30 a.m. to 8:00 p.m. The State Board of Health sets these.
- c. CHILDREN UNDER 12 YEARS OF AGE must be accompanied by a parent or other responsible guardian 16 years of age or older.
- d. There is a maximum limit of four (4) guests per household.
- e. GUESTS shall be accompanied by an adult household member 16 years of age or older.
- f. DAMAGE TO ASSOCIATION POOL PROPERTY will be charged to the responsible party. Residents are responsible for their guests' actions.
- g. No pool equipment or furniture is to be removed from pool area.
- h. GLASS IN ANY FORM FOR ANY USE is forbidden inside the pool area. Place all cans, cigarettes, paper and other refuse in proper receptacles. PLEASE CLEAN UP YOUR AREA WHEN LEAVING.
- i. Running, pushing, wrestling or undue disturbance is prohibited. **Don't be a nuisance to others relaxing at the pool.**
- j. ALL BATHERS SHOULD WEAR PROPER ATTIRE. Blue jeans, tee shirts, cutoffs or other street wear, tennis outfits, etc. do not constitute proper bathing attire and lint, dirt, etc. from such clothing can cause expensive damage to the pool filtering equipment.
- k. INFANTS MUST WEAR CLOTH DIAPERS AND WEAR RUBBER PANTS over the diaper while in the pool. DO NOT USE DISPOSABLE DIAPERS IN POOL as they disintegrate, foul the water and clog the filters.
- l. There are no restroom facilities available at the pool. Use of any area around the pool for such purposes is unsanitary and against the law.
- m. Out of consideration for the health of others, persons having infectious diseases, inflamed eyes, colds, open sores, etc. are requested to refrain from using the pool.
- n. No one is allowed in the pool area during an electrical storm or windstorm. The pool may be closed at other times due to equipment breakdowns, operational defects, or contamination. Please obey any such posted notice.

- o. One pool key is assigned to each household. If this key is lost, a replacement can be obtained for a fee. You can get a replacement key from the Pool/Tennis Court Director at a cost of \$3.50 for each key. Only a Homeowner may receive a key to the pool, and if a unit is rented it is the Homeowner's responsibility to furnish keys to tenants. Keys should not be loaned to anyone or duplicated.
- p. Neither the Association nor its agent shall be held responsible for loss or damage to personal property of any kind.
- q. Violations of pool rules should be reported to the Management Company. Continued violations or misuse of property can result in suspension of pool privileges.
- r. OPERATION OF THE POOL IS NOW UNDER STATE BOARD OF HEALTH STANDARDS WHICH ARE ENFORCED BY THE COUNTY BOARD OF HEALTH. Please familiarize yourself, family, and guests with the posted signs and regulations.
- s. Please keep furniture and personal items at least two (2) feet from the edge of the deck by the pool. Do not smoke in this area.
- t. NO PETS PLEASE! Animals inside the fenced area are prohibited. This is for human protection as well as the pets.
- u. NO DIVING OF ANY STYLE CAN BE PERMITTED. The water is much too shallow and injuries could result from such activity.
- v. POOL FURNITURE that is the property of the Association is to be shared by all. Any personal furniture left at the pool will probably be shared by all and is the responsibility of the owner. Rusted and damaged furniture will be removed after notice is given at the pool.
- w. EMERGENCY EQUIPMENT is supplied for EMERGENCIES ONLY. Life preservers and shepherd's crook are not playthings.
- x. **IN CASE OF EMERGENCY OF ANY SORT – CALL 911** – from the pool-house phone. The pool is located adjacent to 5008 Tower Rd. 27410. ADMINISTER CPR and give FIRST AID until help arrives.
- y. The phone is for emergency use only. Use for any other reason may necessitate pool closing.
- z. Use of pool facilities for private meetings, parties, etc. is prohibited. Insurance regulations and coverage do not allow such activity.
- aa. Please keep POOL GATE CLOSED at all times, as required by law.
- bb. In the event of damage, injury, or emergency please notify: the pool chairperson and/or any board member.
- cc. Only authorized personnel are permitted in the pool house.
- dd. Pedestrian transportation equipment such as bicycles, scooters and skateboards are not permitted inside the pool fence.

G. Tennis Court Rules

1. KEYS TO THE COURTS

The tennis court is locked to safeguard the privacy of HWA homeowners. One key is assigned to each townhouse unit and replacement keys may be obtained for \$2.50 from the Tennis Chairman.

Only a Homeowner may receive a key to the court, and if a unit is rented it is the Homeowner's responsibility to furnish keys to tenants. Keys should not be loaned to anyone or duplicated. Gates to the court should not be opened by players to anyone else. All HWA members should have their own keys.

2. PRIORITY USE

Adults (18 and over) have priority use of the courts after 5:00 p.m. on weekdays, all day Saturday, Sunday and Holidays. A child may play with his or her parents during "adult time."

3. TIME LIMITS

The court is open 8:00 a.m. until dark. No lights are available.

Play is limited to one hour if others are waiting.

4. DRESS

Only shoes designed for tennis are allowed. Running or jogging shoes, hard soled shoes or bare feet are not allowed on the court. In order to preserve a reasonable semblance of a tennis facility, appropriate attire is recommended.

5. TENNIS ETIQUETTE

Personal admonition and profanity are not allowed. Noise should be kept to a minimum at all times. Radios are not allowed on the court.

6. MISCELLANEOUS

No activity other than playing tennis will be allowed on the court including the riding of bicycles, scooters or skateboards. A member may bring guests but must be on the court with said guests.

It is the responsibility of each person to see that the rules are adhered to. Please remind your neighbor of the rules if you see a rule being broken. Infractions of the rules should be reported to the Property Manager. Tennis court privileges may be suspended by the Board of Directors for repeated violation of the rules.

VII. PARKING RIGHTS OF OWNERS

The parking rights may be found in the Declaration of Covenants, Conditions and Restrictions, Page 2, Article II, Section 3.

“Ownership of each Townhouse Lot shall entitle the owner or owners thereof to the use of not more than two (2) automobile parking spaces for each Living Unit, which shall be as near and convenient to said Living Unit as reasonably possible, together with the right of ingress and egress in and upon said parking area. The Association shall permanently assign two (2) vehicle parking spaces for each Living Unit on a Townhouse Lot.”

UNMARKED PARKING SPACES should be left available for visitors. Please be considerate of your neighbors. If your guest parks in a marked spot not belonging to you, please request they move. Your neighbor may be home soon!

Maintenance of any kind (other than washing or polishing your car) is NOT allowed in the community parking lots.

A. Recreational Vehicles, Boats And Trailers

Recreational vehicle parking has been designated as the four spaces located at the tennis courts. Any homeowner or tenant who owns a recreational vehicle which is now being parked in front of their home or in the spaces near the pool should immediately move their vehicle into one of these spaces. This space is to be used for short term parking only. The Association is not responsible for the vehicles parked in this area, so we suggest that you make sure you have the proper insurance coverage on your vehicle, and that you check it on occasion to be sure that all is well.

Since the recreational parking has now been designated, only personal automobiles are allowed in the parking lots located in front of each building

B. Security Of Your Vehicle

You are responsible for the security of your vehicles. It is suggested that you keep them locked at all times and that you leave nothing of value on the seats. If your vehicle is broken into, please notify the POLICE at 911, the Management Company, and the President of the Board.



VIII. MOVING, RENTING, OR SELLING

1. When moving in or out of a townhouse, please dispose of all excess trash properly. Heavy items should be placed at the curb on Tower Road for pickup by the city. Encourage movers to take heavy cardboard with them.
2. DO NOT fill the dumpsters with cardboard boxes or packing material. Place them at the curb on Tower Road for pickup.
3. Please do not leave any items alongside dumpsters; the city will not pick up anything not in the dumpster.
4. Please inform Lambeth Management and the President of the Association of changes in resident status. We need to know the location and phone number of an absentee owner, names of purchaser and their phone numbers, and names and phone numbers of renters.
5. Please leave copies of documents with new owners (Declarations and Covenants, Handbook) as well as keys to the pool, tennis courts, and mailbox.
6. Landlords must make certain that tenants know that they are subject to the rules, etc., as are other residents.
7. Advise Management of any damage done to buildings, lawns, landscaping, etc., when moving in or out of units.
8. Homeowners are responsible for informing their tenants of Association rules and policies. All renters are subject to and must abide by the rules of the Association.
9. We welcome new residents and ask that you let us know who you are. Every effort will be made to answer your questions and make your chosen home as comfortable as possible.



IX. MISCELLANEOUS INFORMATION

ANIMALS are to be leashed or in close control when out of doors. Do not allow your pets to roam free over the property. Pets should be guided to areas not commonly used by pedestrians in the area of your home. Pets are not allowed in the pool area. If bothered by stray or loose animals, see Addendum to By-Laws governing this problem.

DUES PAYMENTS are due on the first day of each month. Dues are a legally established assessment on each property and are a legal debt under North Carolina law. Failure to pay dues will result in court action and/or a lien against the property. Please pay dues on time in accordance with instructions issued by the Management Company. **DUE DATE IS THE FIRST DAY OF THE MONTH. A FEE OF \$20.00 IS ASSESSED FOR LATE PAYMENTS MADE AFTER 15 DAYS,** as outlined in your coupon book. Always include your unit number (address) on your check. If you vacate your unit, dues are still payable until sold to a new owner.

COUPON BOOKS issued to your unit should be used by the new owner until a new book is issued by the Management Company.

PAINTING of the outside of units is currently done on a five to six-year rotational basis with some maintenance touch-up painting yearly. You will be notified prior to your unit being painted.

COMMON AREA – No vehicular traffic such as bikes, dirt bikes, etc., are allowed on common grassy areas. For work to be done on a unit, i.e., additions, the homeowner is responsible for any damage to common area caused by trucks, workmen or otherwise. The area outside your unit and patio line is common property to the Association and is under the control of the Hamilton Woods Board of Directors. Bikes, lawn chairs, garden hoses, etc. must be stored inside your unit or patio area or in screened porch area. Help **KEEP OUR COMMON AREAS AND DRIVEWAYS CLEAN.** Pick up trash when you see it. Dispose of cigar and cigarette butts in proper containers. We do not have street sweeper cleaning service in our area.

COLD WEATHER PRECAUTIONS – Units, especially end units, if weather is fifteen degrees or colder, should keep under sink cabinet doors open, water dripping, and separate light on pipes under sink. Install water heater blankets on water heaters in outside utility rooms. **DETACH** hoses and gizmos from outside faucet before winter season. Know where your main water cut-off valve is located. Busted or leaking outside faucets are homeowners' responsibility.

DISTURBANCE – Page 8, Article 8, Section 3, of the Declaration of Covenants, Conditions and Restrictions, clearly states that obnoxious or offensive activity or annoyances are not allowed. This also includes the loud playing of “jam boxes” and stereos.

CHILDREN are requested to play on their patio areas or the grassed areas located close to their homes. All of the owners share the cost of replacement of grass and shrubs, so parents are requested to inform their children of the playing areas. Children are also not allowed to play in the parking lots. This is for their own safety and that of others' automobiles.

FIREWOOD should be stored within fenced patio areas. Other style homes not having fenced patios may store firewood within 3 feet of their unit. It will be the responsibility of homeowners to stack wood and keep the area maintained in a presentable fashion.

GARBAGE CANS must be stored on patios or in screened porch area.

STORAGE AREAS adjacent to common property must be kept clean to prevent insect and rodent infestation. If the homeowner does not maintain the area, it will be done by the Association at a charge to the owner.

FIRE, POLICE, EMS – 911 All of Hamilton Woods is under Greensboro Fire and Police Departments.

To help PREVENT FIRES, have your fireplace thoroughly cleaned out before firing up for the winter, especially if your fireplace was not used the prior winter. It is also suggested the dryer vent be periodically blown out.

LOITERING BY SUSPICIOUS NON-RESIDENTS should be reported to POLICE by calling 911 immediately. Report license numbers, car model, description of persons, etc.

If you need a copy of the Association's governing documents please contact Lambeth Management.

