

Huntingdon  
Homeowners  
Association  
Handbook

This handbook is provided to help owners in the community better understand how the Association operates and also provide a basic overview of the key points in the Declarations and Bylaws. While this is an overview, it does not include all of the rules, regulations and restrictions that are fully disclosed in the Declaration and Bylaws.

This handbook is intended for both new and existing homeowners. If additional information is needed, please contact a Board Member or the Association Management Company.

If you sell your home, please leave this handbook for the new owners.

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## About Your Membership

Every owner of a lot in Huntingdon is a member of the Association. Each lot is allowed one vote on Association matters. Your vote can be made either in person at a meeting or by proxy. Each member and his/her family are entitled to the use and enjoyment of the Common Area and any recreational facilities.

## Dues and Fees

As a member of the Association, you are obligated to pay both monthly (dues) and special assessments. The dues and assessments are used to maintain the common area and recreational facilities and to pay for the management and administration of the Association. If necessary, special assessments are voted on and approved by the homeowners in a manner outlined by the Declarations. The monthly assessments are set by the Board. All owners will be assessed the same amount for both annual and special assessments. The monthly assessment (dues) is due on the first day of each year and a penalty will be assessed for late or partial payment. Late payment or non-payment will affect your voting rights and access to the recreational facilities.

## Board of Directors

The Association is governed by a five (5) member Board of Directors elected by the homeowners. Board Members serve staggered two-year terms. Board Members are not compensated for their service. A majority vote of the Board Members will constitute an action to pass. The Board will elect within itself a President, Vice-President and Secretary. The Board has the powers and duties to

- Adopt and publish rules and regulations
- Contract for the benefit of the Association
- Set the annual assessment
- Maintain the Common Area
- Appoint Committees
- Other Powers and duties as described in our Declaration and Bylaws

The Board Members are homeowners who volunteer for the benefit of the Association. They are your neighbors, volunteering their time, energy, or expertise to maintain and improve our neighborhood. They do not get involved with personal, family, or neighbor issues. If you are interested in serving on the Board, contact any Board Member or the Association Manager.

## Association Manager

The Board has contracted with an Association Manager to manage the day-to-day operations. The Association Manager reports to the Board. The Association Manager is responsible for supervising contractor work, landscape management, financial, and other continuing maintenance of the common area.

## Board Meetings

Board meetings are held at various times throughout the year. If you have issues or suggestions that you would like to present or would like to attend a board meeting, please contact a board member or the Association Manager.

## Annual Meetings

You will be notified in advance of the Annual Meeting as to the location and time. This meeting is to present the year's business, financial review, as well as present new Board members for election. You can also discuss old and new business.

## Rules and Regulations

A general list is below. Please refer to the Declaration for a complete listing and explanation:

- Architectural Control Standards (Refer below)
- All lots are for single family residential purposes
- No obstructions allowed at street intersections
- No livestock allowed
- No offensive activities allowed (report to local police)
- Pets must be kept on a leash at all times
- Restricted parking on the street

## Architectural Control

Architectural control standards are intended to help maintain the theme and appearance of our neighborhood. Changes or additions to your house or lot will require submitting an application to the Architectural Control Committee for review and getting written approval prior to construction. In addition to the approval from the committee, many projects will also require that you obtain the necessary permits from the City of Greensboro prior to construction. An architectural request form is attached at the back of the Handbook and can be found online under the Huntingdon Neighborhood tab on the Lambeth Management website ([LambethManagement.com](http://LambethManagement.com)).

All requests should be mailed to the Association Manager. If there are any questions as to what may or may not need to be approved, please contact our Association Manager. A brief description is listed here as a guide for changes, improvements and additions that will require you to submit a request to the committee and obtain approval prior to the start of work or construction:

- Fence
- Outbuildings (Dog house, Storage, Playhouses)
- Deck, Porches, Patios and Gazebos
- Driveway Expansions
- Permanent Walkways
- Garage and Home additions
- Exterior color changes
- Exterior siding changes
- Lawn Ornaments (Flag Poles, Masts and other)
- Signs
- Major landscape changes
- Mailboxes
- Trees

## Common Area

All homeowners have a right to the use of and enjoyment of the common area. The use of any common area may be changed or restricted as described in our Declarations. Some common area rules and restrictions are listed below. For some common area, a nominal fee maybe charged for its use (Clubhouse Rental).

**Clubhouse:** The Clubhouse may be rented for both personal and business purposes. A copy of the rental agreement may be required. All applications should be submitted to the Association Manager.

**Pool:** The pool is open from May through September. There is a list of pool rules included in the handbook. All homeowners in good standing will receive a key, which provides access to the pool and tennis courts. You are responsible for your own safety.

**Tennis Courts:** The tennis courts are open to all homeowners and their guests. There is no charge for the use of the courts. General tennis etiquette for play and scheduling will apply.

Please be respectful of neighboring homes while playing tennis. Please park your car in the Clubhouse parking lot.

## Roads and Traffic

Chance Road, Briarbend Road and Meadowbriar Court are under the jurisdiction of and maintained by the City of Greensboro. All issues related to maintenance, speed, traffic, etc. should be directed to the appropriate city office. Additionally, the City of Greensboro conducts a loose-leaf collection program annually. The leaves should be raked to behind the curb of your yard for collection.

Pine Hollow, Briargrove and Briaroak are private streets maintained by the Association. Unfortunately, the City of Greensboro does not conduct the loose-leaf program on these streets. Leaves must be bagged according to yard waste pick up rules.

## Street Lights

Duke Energy maintains the streetlights in the neighborhood. Please contact their office for repairs. The Association maintains the lights in the Clubhouse parking lot. Please contact the Association Manager for repairs.

## Speed Limit

The speed limit in our neighborhood is 25 miles per hour. For the safety of everyone, please watch your speed. Periodically the Board may request to the City of Greensboro that additional police patrols are performed based on homeowner complaints. PLEASE SLOW DOWN!

## Parking

The parking of vehicles in the street should be infrequent and for short periods of time. Owners should make use of their garage and driveway first and foremost. If all parking areas on an owner's property are occupied one vehicle may be allowed to park in the street, parallel to the curb and without encroaching

on a neighbor's lot. Vehicles parked in excess of the parking policy outlined in this handbook on the streets that are private (Pinehollow, BriarOak and BriarGrove) may be towed at the vehicle owner's expense.

Vehicles should not be stored or parked on lots other than in driveways or garages. No cars should be parked on the street when it snows to allow for street plowing and snow removal.

The storage of boats, trailers, etc., in the street or your driveway is not permitted. A parking lot for activities at the Clubhouse and Tennis Court is provided for your convenience and safety.

## Pets

We welcome all house pets to our neighborhood. Livestock is not permitted. When walking your pet, please keep them on a leash and clean up after them. The common area, islands and entrances are for all to enjoy! Animals are not allowed to roam free.

## Trash Collection

Services are provided by the City of Greensboro. A container is provided by the City for trash, recyclable and yard waste. Please contact the City of Greensboro to confirm pick up days and follow the "7-7-7" rule...place your container at the curb after 7pm the night before the service day, containers should be at the curb by 7am on the service day and all containers should be removed from the curb 7pm on the service day. Download the GSO Collects App on your mobile device for more information about trash, recycling and yard waste pick up.

## Snow Removal

Snow removal from the neighborhood is performed by the City of Greensboro on the public streets and the Association on the private streets. We can generally expect that the main roads outside of our neighborhood will be cleared, but the roads within the neighborhood will not. The Board is responsible for contracting to have the Clubhouse parking lot cleared.

## Miscellaneous

A private Facebook group page titled "Huntingdon Community" is available to members.

The Association Manager sends occasional emails with information pertinent to our neighborhood. Please contact the Association Manager to sign up.

## HUNTINGDON POOL RULES

- WARNING – NO LIFEGUARD ON DUTY
- No baby pools or disposable diapers
- Do not eat at pool's edge
- No pets
- No glass containers
- No rafts, boats or floats over 30" x 72"
- No running, wild play, diving, or jumping in the pool off of furniture.
- Pool furniture should be at least 5 feet from pool edge
- Children under 13 must be accompanied by an adult
- 13-20 year olds may have a maximum of one guest
- Babysitters must be at least 16 years old and watch a maximum of 2 children
- No smoking in clubhouse or pool area
- Must be 21 or older to consume alcohol
- Loud music is prohibited
- No littering, foul language, obscene gestures, indecent exposure or inappropriate behavior
- No skateboards, rollerblades or bikes in the pool area.
- Deadbolt locks on the side door and front door of the clubhouse are to be locked at all times.
- Gate to the pool area will be closed at all times.
- Adult homeowners have the right to recommend to the board that pool privileges be suspended for anyone who violates pool rules.
- Adult homeowners allowed 4 guests per family (exceptions need to be cleared by the board)
- Possession of numbered pool key and key ring required at all times.
- Clubhouse is to be used for access to restrooms and kitchen only.
- POOL CLOSES 10 PM