

# **St. Andrews Place Homeowners' Association**

## **Homeowner's Handbook**

**This handbook is intended to be a reference guide and each homeowner should keep it in a convenient location. If you should sell your home, please pass the document to the subsequent owner.**

**This document and its contents are provided for guidance to the homeowners' association and for consideration of the homeowners and any management companies as may be retained by the Association. It is NOT, in any way, intended to supplant or set precedent beyond the Declaration of Covenants and the Bylaws as recorded in the Guilford County Courthouse. The recorded Declaration remains in full force and effect and is available for public review in Deed Book 5234, beginning on page 0740. This document supersedes the previously issued Rules & Regulations.**

**This handbook was approved by the Board of Directors of St. Andrews Homeowners' Association in May 2008. This page was amended in June 2012.**

**Revision Date: May 2014, June 2014, March 2017, June 2017, March 2020**

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**Your attention is particularly directed to the section entitled Architectural and or Landscape Control at the bottom of Page 4. Before you make any landscape or exterior architectural changes to your property, you are required to submit an application to the Managing Agent for approval from Architectural &/or Landscaping Committee and allow 30 days for a response.**

**This will allow our managing agent to be aware of all landscape and architectural changes within the community.**

**These applications are found on Page 14 and Page 19. You are also referred to Article V Section 1 and Article X Section 1 of the *Declaration of Covenants* for further information.**

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## **Welcome to St. Andrews**

We hope this handbook will help our homeowners and residents better understand living at St. Andrews. There are 71 homes in our community, placed in close proximity to one another. Part of living in a planned community is abiding by the rules. The purpose of the rules and regulations is to insure everyone's safety, and to promote the enjoyment and proper maintenance of the community, and to protect and enhance the value of each owner's investment. Consideration for neighbors, cooperation and good, old-fashioned manners are essential if we are all to enjoy our community.

All homeowners and residents must understand that the Covenants & Bylaws of the Association, as well as this Handbook from the Board of Directors, place certain restrictions on making changes to the exterior of our homes and on use of the Common Area. These restrictions are necessary to maintain the good appearance, property values and pleasant lifestyle within our community at a minimum cost and concern to the homeowners.

Use of each unit is restricted to residential dwellings. Commercial enterprises are not permitted.

All unit owners who are absent from their unit for more than 30 consecutive days are asked to provide the Managing Agent with an alternate address and phone number for emergency purposes. Contact Information: Phone – (336) 288-4944; Fax – (336) 336-464-2576; Email – [michele.lmgmt@gmail.com](mailto:michele.lmgmt@gmail.com).

## **Managing Agent**

St. Andrews is managed by Lambeth Management and Realty (Managing Agent). The contact person is Monica Carroll. Feel free to contact the office at 336-288-4944 between the hours of 9:00 AM and 4:00 PM, Monday through Friday for routine requests. After-hours emergency calls will be handled through an answering service using this same number.

The Managing Agent, who is hired by and reports to the Board of Directors, supervises day-to-day operations. The Managing Agent is responsible for supervising exterior repairs, landscape maintenance, snow removal and other routine maintenance of common areas. When you feel your home or the Association grounds need exterior repair or maintenance, you should fill out and submit an action form. These forms are available at [www.lambethmanagement.com](http://www.lambethmanagement.com) or attached to this document. The Managing Agent has the authority to make the repairs in many cases or will refer you to an outside company if the responsibility is deemed to be the homeowners.

Emergency repairs will be made as soon as practical; however, in less pressing cases, the Managing Agent will note your concerns and plan for the work to be done, based on Association-wide schedules set by the Board of Directors. If the Managing Agent feels your problem needs quicker attention, he / she will bring your maintenance concerns to the Board's attention for discussion and decision-making.

## **Board of Directors**

The Association is governed by a five (5) member Board of Directors, elected by the homeowners. Directors serve three-year terms, staggered to achieve continuity. Directors are elected each year from the candidates nominated. Any member of the Association whose dues are fully paid is welcome to be nominated or to nominate herself / himself to be elected to the Board.

The Board elects the following officers from its members: President, Vice President and Secretary. Other Directors may also have committee responsibilities.

Directors are your neighbors, volunteering their time, energy or expertise to maintain and improve our neighborhood. They deal with exterior and Common Area concerns, not concerns within the walls of your homes. Directors are advised by our attorney not to get involved with personal, family, or neighbor issues. Individual homeowners must deal with their own personal, family, or neighbor issues just as they would in a neighborhood of single-family homes.

## **Annual Meetings**

An Annual Meeting is held in December of each year, at which time a summary of the year's activities is given to the homeowners. Members of the Board of Directors for the coming year are elected at the Annual Meeting. All homeowners are encouraged to attend and to vote. A written notification of the meeting location, date and time is sent to each homeowner, by U.S. mail at least fifteen (15) days in advance of the meeting. Also included will be information concerning any other business to be conducted and a proxy to be returned if you cannot attend. Ten percent (10%) of the membership shall constitute a quorum.

Occasionally, the Board may find it necessary to call a Special HOA Meeting to conduct the business of the Association. A written notification of the meeting location, date and time will be sent, by U.S. mail, at least twenty-five (25) days in advance of the meeting. Also included will be a proxy to be returned if you cannot attend the meeting.

## **Board Meetings**

The Board of Directors meets with the Managing Agent to conduct the affairs of the Association. If you have questions / requests / concerns that you would like to present to the Board, please fill out and submit an action request form, located at [www.lambethmanagement.com](http://www.lambethmanagement.com) or ADDENDUM A of this document.

If you wish to personally present an issue at a Board meeting, contact the Managing Agent or the Board President with a written request to be placed on the agenda.

## **Architectural & Landscape Control**

To make any change whatsoever to the exterior of your home, such change must be requested in writing through the Managing Agent. You **must receive written approval** from the managing agent after review from the Board of Directors and/or the Architectural or Landscape Control committee **prior to** making the changes. This

requirement helps to maintain consistency and structural integrity throughout the community.

Using the appropriate form (located at [www.lambethmanagement.com](http://www.lambethmanagement.com) or the appropriate ADDENDUM located in this document), the homeowner must present the request in writing, along with a drawing of the proposed change and should **allow thirty (30) days** for the Managing Agents response. This allows the appropriate committee time to review the request and provide a response.

**All additions and / or alterations are subject to final inspection by the Association Board of Directors or Architectural / Landscape Control Committee.**

## **Insurance**

The Association purchases and maintains insurance coverage, as outlined in the Declaration of Covenants (ARTICLE X, Section 6), for the benefit of the Association and all homeowners. This coverage is for the common areas ONLY.

Homeowners own their units (home) and should maintain insurance on their home and personal property by obtaining a HO-3 policy. Owners should arrange for any additional coverage with their insurance agent to ensure that coverage limits are adequate and that any upgrades are covered.

In addition to the common area coverage, the Association also maintains liability and D & O Coverage.

## **Association Dues and Fees**

The fiscal year of the Association is the same as the calendar year. Association dues are based on the operating needs of the Association and an assessment of the funds needed for capital reserves. A proposed budget is prepared in the fall of each year and Association Dues are set to cover anticipated operating expenses and capital reserves for long-term major expenses such as painting, street repairs, roofing, major landscaping projects, grounds improvement, retention ponds and damage, etc.

From time to time, it may be necessary to levy a special assessment to pay for capital improvements that are not completely covered by our Capital Reserve Fund.

## **Payment of Dues**

Dues are payable on the first day of each month and may be prepaid. Automatic draft dues from your checking account is available. Proper forms are available at [www.lambethmanagement.com](http://www.lambethmanagement.com) or ADDENDUM F of this document.

For accounts that are past due, reminder notices are sent on the 16th of each month (or the next business day thereafter). After a 30-day delinquency period, a late fee of \$20.00 will be added. All association fees, interest, and legal fees involved in the collection of late payments are the responsibility of the delinquent homeowner.

The Association retains an attorney for collection of accounts that are more than 60 days past due. All collection fees are assessed to the Homeowner's account. Delinquency can result in loss of all Association privileges and can lead to the eventual foreclosure of the property.

Association dues are reviewed annually as part of the budget process. If an increase is necessary, homeowners will be notified 30 days in advance of the first payment due date.

### **Common Area Maintenance**

The Association is responsible for the lawns, trees, water lines, sewer lines, and other services on the common Area. If you have concerns about the grass, trees, shrubs, mowing, pruning, weeding, or snow removal on the Common Areas, please contact the Managing Agent.

### **Residential Landscaping**

The Association is responsible for all shrubbery and provides year-round weeding and yearly distribution of pine needles in the bedded areas, as well as pruning on a predetermined schedule. Please contact the Managing Agent to discuss any landscaping issues.

If you plant seasonal flowers in the front and rear (if applicable) beds of your lot, you are responsible for removing them at the end of the season. The Association maintains all planting beds that are visible from the street, by replacing pine straw and removing weeds. Beds in the back of your unit or those that are not visible from the street must be maintained by the homeowner. You must obtain written permission from the Managing Agent after submitting the appropriate form before you make any change to be sure it does not interfere with normal lawn maintenance.

Nothing can be planted in the Common Area without prior written approval from the Managing Agent after submitting the appropriate request form. Plantings in the Common Area become the property of the Association. Proper forms are available at [www.lambethmanagement.com](http://www.lambethmanagement.com) or ADDENDUM G of this document.

Homeowners are encouraged to water foundation plants, according to the local water restriction ordinances. While everyone has different tastes, please keep our neighborhood tidy and limit the number of ornaments (i.e., figurines, gazing balls, bird houses and baths, plastic flowers, etc.) that you place in your planting beds. If you receive written approval from the Managing Agent and install a fence; maintenance of the area inside the fence becomes the responsibility of the homeowner rather than of the lawn maintenance company.

## **Snow Removal**

The Association contracts with our lawn maintenance service, or an independent contractor, for snow removal when necessary. Because weather events vary greatly, snow removal decisions are made on an event-by-event basis. The factors that are considered include temperature, depth and type of precipitation, short-and long- range weather forecasts, and timing of the event.

1. If there is an accumulation of 4” or more of snow at the end of the weather event, and the temperature remains below 32 degrees, we will contract to have the streets cleared. Please be aware of the possibility that your driveway might become blocked in the process.
2. Driveways and walks are not cleared and are the responsibility of the homeowner. Those who desire assistance with clearing these areas may contract directly with our lawn care service at homeowner expense. Call any Board member for directions on how to make these arrangements.

It is suggested that homeowners purchase and maintain a de-icer for personal use, but caution is urged to avoid products that contain salt as it is extremely damaging to concrete.

## **Garbage/Recycle Removal**

Normally, garbage removal service is provided on Wednesday of each week, and recyclables on alternating Wednesdays. In the event of a holiday, please refer to the city’s schedule for pick-up.

Only receptacles that are approved by the city of High Point should be placed at curbside no earlier than the evening prior to pick up and should be returned to your garage no later than the evening of the pick-up day. Please clean up any spilled trash to keep our community clean and neat. **No trash receptacles are to be stored in your driveway or in front of your home.**

## **Pets**

Companion animals such as dogs, cats or other small household pets are welcome at St. Andrews. However, pet owners are responsible for their pets.

No reptiles, farm, zoo, or exotic animals will be permitted. Homeowners are limited to a total number of two (2) pets. In the case of an owner having more than two pets at the time of this regulation, at the loss of one, it may not be replaced.

Pets must not constitute a nuisance or cause unsanitary conditions. Pet owners are required to immediately clean up after their pets, regardless of the location. Failure to do so could result in fines.

As defined by High Point’s leash laws as well as the St. Andrews *Declaration of Covenants* Article VII Section 3, pets must be on a leash and under the owner's control while outside.

Chaining of animals is not permitted. No structure for the care, housing or confinement of any pet shall be constructed or maintained on any part of the Common Area.

Any homeowner has the right to request Animal Control services from the City of High Point. To report violations of City or County animal control regulations, contact **Animal Control at 336-887-7915**.

## **Parking**

Each home is entitled to parking spaces consisting of the attached garage and driveway. Additional parking spaces in the Common Areas are provided for visitors and are owned and maintained by the Association. **On-street parking is not permitted.** Parking on the grass is prohibited at all times. If an improperly parked vehicle or other situation interferes with your personal parking, it should be reported to the Managing Agent.

Vehicles that interfere with emergency access, or which block access to fire hydrants or mailboxes will be towed immediately.

Trailers, motor homes, campers, boats, jet skis, ATVs, large trucks, oversized commercial or construction vehicles and unlicensed or inoperable motor vehicles are not to be parked or stored outdoors within the community. All vehicles must display current, valid registration and inspection decals.

Repeat violators of the parking policy, those continuing to park improperly, as well as vehicles that do not display current registration and inspection stickers, are inoperable or otherwise appear to be abandoned are subject to fines and towing.

**All towing is at the owner's expense.**

## **Personal Property**

Personal property (such as bicycles, toys, etc.) may not be left or stored on the common area. It may prove dangerous to others, slow our grounds maintenance efforts, or be considered unattractive by neighbors. If personal property is left in the common area, it will be removed by the Association and the homeowner will be billed for that cost.

## **Speed Limit**

Posted speed limit is 20 miles per hour throughout the community, but congestion and weather conditions as well as the presence of children and pedestrians frequently dictate that a lower speed is appropriate. Please be considerate and keep the safety of all residents and guests in mind.

## **Children**

We welcome children of all ages. We urge you to talk frequently with your family about the responsibilities we all share while living as a community. Please help your children understand that in a community such as this, a healthy respect for neighbors and their property is essential. Children's toys and play equipment should be kept inside when not in use. If left out, these may be removed by the Association as they impede mowing and maintenance, and could increase the risk of injury.

## **Mailboxes**

Mailboxes are the property of the Association. Any problems regarding them should be referred to the Managing Agent's office.

## **Pest Control**

During construction, the buildings were treated for termites; however to maintain adequate protection, the Association has contracted with a local pest control company. Each year, the contractor will conduct an annual termite inspection of the exterior of each unit and re-treat where necessary.

If you have other pest control issues, you may contact our Managing Agent or you may arrange for service with the contractor of your choice. All interior pest problems are the responsibility of the homeowner.

## **Offensive Activities**

Every homeowner has the right to quietly enjoy his or her property. Unreasonable noises or actions (i.e. loud music, barking dogs, wind chimes, etc.) or any other nuisance, as defined in the Declaration of Covenants (ARTICLE VII, Section 6), or illegal activities will not be permitted.

## **Signs, Flags and Decorations**

The only flags allowed on the exterior of homes are those of the United States and the State of North Carolina. These flags must not exceed 4'x6' in size.

Security service and For Sale signs may be placed in a mulched area adjacent to your unit. These signs may not be affixed to the brick or vinyl siding.

Political signs may be displayed on the homeowner's property in a mulched area, not in the common area. These signs may be displayed no earlier than 45 days before Election Day and they must be removed within 7 days following the election.

Holiday decorations are allowed but the vinyl siding and/or gutters must not be pierced when they are installed. Decorations must be removed within 14 days following the holiday.

Yard ornamentation should be minimal and tastefully executed, keeping the neighborhood tidy.

## **Painting**

The door trim and other exterior paintable surfaces of our homes are painted by the Association. The homeowner will be charged for the cost of repairs to those surfaces where damage is determined to have been caused by negligence or abuse.

## **Door Colors**

All units constructed can have front doors painted in one of five door colors-blue, green, yellow, brown or tan. The color of these doors may be changed at no charge to the homeowner under the following conditions: 1) our management company, who schedules routine painting maintenance, is notified of the color choice prior to the start of such maintenance and 2) the color choice is limited to the existing color palette detailed above. Should a color change be desired before routine maintenance is scheduled, request should be addressed to our management company for scheduling, but cost of labor and materials must be borne by homeowner and paint color must be from the existing color palette.

## **Storm Doors**

Only full-view storm doors with white trim and brass or brushed nickel hardware will be permitted. **Addendum C must be submitted and approved.**

## **Plumbing Problems**

If there is a plumbing problem in which the location of the difficulty cannot be determined, it is the responsibility of the homeowner to initiate repairs. If the source of the problem is within or under the home, the homeowner will be responsible for the repairs.

If the homeowner's plumber determines that the source of the problem is in the Common Area, the homeowner should continue making the repairs. The Managing Agent should be notified immediately, as the Association may be responsible for paying usual and reasonable charges for the work done by the homeowner's plumber.

## **Storm Drains**

Nothing can be poured, dumped, swept into or otherwise deposited into any storm drain.

## **Yard Sales**

No individual yard sales are permitted.

## **Miscellaneous**

**Drying/Airing Laundry:** No drying or airing of any clothing or bedding will be permitted outdoors on any lot within the development.

**Window Dressings:** To maintain continuity, only 2-inch white, horizontal blinds may be used as window dressings.

**Lampposts:** We rent the lampposts from Duke Energy. If you have a problem with any lamppost, please contact the Managing Agent.

### **Fines**

The Board of Directors is authorized to levy and collect fines for violations of any rule contained within any governing document: Declaration of Covenants, By-Laws and this handbook. (See ARTICLE II, Section 4, Rules and Regulations – Declaration of Covenants)

Any Association member can report any infraction, **in writing**, to the Board of Directors.

Levels of offense and remedies available:

- A. The first offense will result in a Warning Letter.
- B. A subsequent offense will result in a \$50 fine.
- C. A third (and subsequent) offense (s) will result in a fine of \$100 each.
- D. In the case of vehicle parking violations, after the third offense, the vehicle may be towed and stored at the homeowner's expense.

## **Ownership and Responsibilities**

### **What You Own**

As an individual homeowner, you own everything from (and including) the exterior walls of your home inward, the interior space and contents as well as the land beneath your home. You also own the land a certain number of feet out from the foundation of your home, as defined in your plot plan and deed.

### **Common Area that the Association Owns**

As a member of the Association, you, along with the other homeowners, also own all of the common property (known as the Common Area). This includes all areas not included in the paragraph above (**What You Own**): the shrubbery, the common lawn, all paved streets and parking areas, water lines, trees, mail boxes, etc.

### **Maintenance Responsibilities**

See Addendum H for a detailed list of who is responsible for what.

### **Procedures Regarding Resale or Leasing of Units**

In the event of any resale of a unit, the following procedures should be followed:

1. A written notification should be sent to the Managing Agent when the unit is available for sale.
2. If you are no longer residing in the unit, an alternate address and phone number must be provided to the Managing Agent.
3. Units may be listed through an agent or broker and a sign may be erected in the yard as directed in the above-mentioned paragraph pertaining to signs.
4. No realtor or individual For Sale signs may be posted at the entranceway. The Association will provide an official For Sale sign for community use. Open House signs are the only exception to this rule. They must be placed on the day of the event

and removed after the event is over.

5. After your unit is sold, a copy of the closing statement must be sent to the Managing Agent for the name transfer on the account.

Leasing of your unit:

Please refer to Amendment to Declaration of Covenants: ARTICLE II, Section 3:

Lease of Lots

*Updated 3/2020*

# ADDENDUM A

## St. Andrews Homeowners' Association

### Action Request Form

Use for routine maintenance and concerns to the board of directors or committees. Return form to St. Andrews HOA, P.O. Box 8071, Greensboro NC 27419 or fax to 336-464-2576. Please provide your email address as this will enable us to respond to your request quickly. Otherwise, you can expect a response within 2 weeks. For emergency repairs (roof leak, water main break, etc.) call Lambeth Management @ 336-887-3892 or 336-288-4944.

\_\_\_ Maintenance Request    \_\_\_ Resident Complaint    \_\_\_ Suggestion/Concern

Homeowner Name \_\_\_\_\_ Date: \_\_\_\_\_

Property Address \_\_\_\_\_

Phone (h) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: \_\_\_\_\_

PROBLEM/CONCERN:

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For Office Use Only

The Association has reviewed your Request/Concern.

Date Rec'd: \_\_\_\_\_ Date Replied: \_\_\_\_\_

Date Completed: \_\_\_\_\_

The following action will be taken:

- Association taking bids on work
- Copy given to Board Members for review
- No action required
- Please contact our office to discuss
- Referred to Architectural Control Committee
- Referred to Lawn Maintenance Contractor
- Work order issued to Maintenance
- Other: \_\_\_\_\_

**Use back of Form for Additional Space**

# ADDENDUM B

## REQUEST FOR APPROVAL OF ARCHITECTURAL CHANGES OR ADDITIONS

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

### Homeowner's information

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Homeowners signature: \_\_\_\_\_

### PROPOSED ARCHITECTURAL CHANGES OR ADDITIONS

1. Give below, a brief written summary of your requested architectural changes or additions (e.g. fences, patio, porch ... ).
2. Attach scale sized drawings showing all proposed improvements, including relationship to your town home and your lot lines. Include a "top down" and side view drawn on a scale copy of your lot plan. (Include dimensions).
3. Describe all materials to be used.
4. If this change extends beyond existing structures, the area must be marked showing all underground lines, wires and cables prior to approval. Call 1-800-632-4949 to arrange this.

### BRIEF SUMMARY OF YOUR REQUEST:

This work is to be performed by: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**Return this form to the Management Company. The Architectural Review Committee will do an onsite visit and issue a decision within 30 days.**

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

Signature: \_\_\_\_\_

St. Andrews Homeowners' Association

# ADDENDUM C

## STORM DOOR SPECIFICATIONS

We have established the following guidelines for any homeowner wishing to install a storm door:

- 1) Door must be **full view plain glass**.
- 2) Door must be trimmed in **white**.
- 3) Door must have **brass or brushed nickel** lever latch.

**If you install your door and do not follow these guidelines you may be asked to remove the door at your expense.**

I have read the above guidelines and understand that if the installation of my proposed door is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.

All Installations are subject to inspection by the HOA Board / Architectural Committee

Homeowner's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: High Point State: NC Zip: 27265

Email: \_\_\_\_\_

**NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE WRITTEN APPROVAL FROM LAMBETH MANAGEMENT.**

**IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:**

- 1) **A signed copy of this form.**
- 2) **A detailed description of your proposed door.**

For Office Use Only:

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Approved By: \_\_\_\_\_

St. Andrews Homeowners' Association

# ADDENDUM D

## FENCE REQUEST:

### St. Andrews Homeowners' Association Architectural Control Committee

c/o Lambeth Management  
PO Box 8071  
Greensboro NC 27419

### FENCE SPECIFICATIONS

We have established the following guidelines for any homeowner wishing to install a fence on his/her property:

- 1) SIZE: Cannot exceed 6' high and must not differ from the rest of the community
- 2) STYLE: Vinyl
- 3) COLOR: It should match the trim color of your unit
- 4) The homeowner will contact all local utility companies to verify the location of underground utility lines. If fences are installed over any underground utilities, the homeowner should understand that the utility companies have the right to remove your fence in the event repairs are on a line are necessary. The utility company will not be responsible for any damage or the re-installation of your fence.
- 5) Your fence will not restrict a neighbor or utility company's reasonable access path (5' 0" wide or more of level ground outside the fence) from the back of the fence to both sides of the home.
- 6) After installing your fence, the homeowner is then responsible for maintaining the inside of the fence including the lawn area.
- 7) The fence is only allowed within your deeded property. A copy of your plat map must be included with your request.
- 8) The fence cannot block any existing drain pattern. The location will not impede storm water flow, especially storm water in swales. If it does, the homeowner will be responsible for all costs to correct the problem.
- 9) The homeowner must obtain any and all necessary permits and governmental approvals.

I have read the above guidelines and understand that if the installation of my proposed fence is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.

All Installations are subject to inspection by the HOA Board / Architectural Committee.

Homeowner's signature: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: High Point State: NC Zip: 27265

Email: \_\_\_\_\_

### NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE WRITTEN APPROVAL FROM LAMBETH MANAGEMENT.

### IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:

- 1) A signed copy of this form.
- 2) A copy of your plat of survey, with the fence lines sketched in with dimensions.
- 3) A drawing showing the planned view of the fence layout with all dimensions noted.

For Office Use Only:

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date Approved By: \_\_\_\_\_

St. Andrews Homeowners' Association

# ADDENDUM E

## SATELLITE DISH GUIDELINES:

The following guidelines have been established for any homeowner wishing to install a satellite dish:

- 1) The diameter of the dish may **not** be larger than 1 meter (39.37”).
- 2) The dish must be installed on your property. While the installer will determine its location based on optimal signal reception, we request that it not be installed on the front of your unit unless absolutely necessary.
- 3) If the dish is to be installed on a post on the ground, it is your responsibility to have the utility lines marked prior to the installation. If installed over utility lines, the utility companies have authority to remove your dish in the event of needed repairs, and they cannot be held responsible for any damage to your installation nor the cost of repair or re-installation.
- 4) Should damage occur to your property, or the property of your neighbor, as a result of the installation, you bear sole responsibility for necessary repair and cost thereof.
- 5) Care must be exercised around landscape material.
- 6) Notification of your intention to install a satellite dish should be made to the HOA board or the Architecture Review Committee prior to installation, along with the following acknowledgement:

\*\*\*\*\*

**I have read and understand the above guidelines and agree to abide by them.**

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

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

For Office Use Only:  
Date Received: \_\_\_\_\_

Approved By \_\_\_\_\_

St. Andrews Homeowners' Association

# ADDENDUM F

## Lambeth Management & Realty, Inc.

### Authorization Agreement for Prearranged Payments (Debits)

Name	_____	Home Phone	_____
Association Name	_____	Work Phone	_____
Property Address	_____	Email Address	_____

Automatically Debit My:  Checking  Savings

Bank Transit Number:   _____	Account Number:   _____
Financial Institution:   _____	Branch Address:   _____

I understand that this authorization will be in effect until I notify my financial institution in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if, within 15 calendar days following the date on which I was sent a statement of account or a written notice of such entry of 45 days after posting, whichever occurs first, I give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

#### FOR OFFICE USE ONLY

We have received your request to begin Bank Draft of your dues:

Effective Date of Draft \_\_\_\_\_ Initials \_\_\_\_\_  
Date \_\_\_\_\_

# ADDENDUM G

## REQUEST FOR APPROVAL OF LANDSCAPE CHANGES OR ADDITIONS

### Homeowner's Information

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

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Homeowner's signature: \_

\_Date:\_

### PROPOSED LANDSCAPE CHANGES OR ADDITIONS

2. Using the back of this form, give a brief written summary of your requested landscape changes or additions.
3. Attach a drawing showing the proposed landscape layout in relationship to your town house and your lot lines. (Include dimensions).
4. Layout on the plan where each plant, shrub, or tree will be placed, and note its identity.
5. Describe all other materials to be used.
6. The area must be marked showing all underground lines, wires and cables prior to approval. Call: 1-800-632-4949 to arrange for the marking.

### BRIEF SUMMARY OF YOUR REQUEST:

This work is to be performed by: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

**Return this form to the Management Company. It will be given to the Landscaping Review Committee to review, do an onsite visit and issue a decision within 30 days.**

### LANDSCAPING REVIEW COMMITTEE RESPONSE:

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

Signature: \_\_\_\_\_

**Remarks:**

St. Andrews Homeowners' Association

ADDENDUM-H:		SAINT ANDREWS MAINTENANCE RESPONSIBILITY LIST	
		Revised: May 2014	
Homeowner	Association	Item	
1	X	air conditioning and heating equipment	
2		X	brickwork
3		X	columns (exterior)
4		X	common areas
5	X		doorbells
6		X	driveways and walks (excluding expansion joint filler and cleaning)
7	X		electrical outlets
8	X		enclosed privacy areas
9		X	entrance gates
10		X	exterior doors
11	X		exterior doors - hardware, locks, weather stripping
12	X		exterior home lighting - front, back, flood
13		X	exterior siding and trim
14	X		fixtures - water, light, power, telephone
15		X	garage door panel sections
16	X		garage doors - all hardware and weatherstripping
17	X		garage door opener mechanism and accessories
18	X		glass surfaces - all windows and doors, garage doors, sidelights and skylights
19		X	grounds
20		X	gutters and downspouts
21		X	house numbers
22	X		interior repairs from roof leak or other water penetration
23		X	mailbox and post
24		X	privacy partitions - rear exterior (except cleaning)
25		X	patios not modified by owner
26	X		patios modified
27		X	roof including original skylights & solar tubes
28	X		roof power ventilators
29	X		roof skylights added by homeowner (Solatube, etc)
30	X		screened porches
31	X		screens - door, window
32	X		sewer lines from townhouse to main sewer line
33		X	shrubs - front, sides
34	X		shrubs - back
35		X	shutters
36	X		storm door (entire)
37		X	street lights
38		X	streets
39		X	trees and grass if not enclosed

40	X	utility lines, fixtures, connections - gas, electric, phone, water, sewer
41	X	water utility lines to meter
42	X	water line from meter to townhouse
43	X	water meter boxes
44	X	water spigots - exterior
45	X	maintenance, repairs, replacement resulting from willful or negligent act of homeowner, his guest, family, invitees
46	X	maintenance, repairs, or replacement caused by fire, lightning, windstorm (over \$250.00), hail, explosion, riot, strike, civil commotion, aircraft, vehicles, and smoke
47	X	maintenance, repairs, or replacement caused by windstorm UNDER \$250.