

**ST. CHARLES PLACE
HOMEOWNER'S HANDBOOK**

2012

Dear Homeowner:

We hope this handbook will help our homeowners better understand how the St. Charles Place Homeowners Association operates and also provide a basic overview of the key points in the Declarations and By-Laws. While this is an overview, it does not include all of the rules, regulations, and restrictions that are fully disclosed in the Declarations and By-Laws. The Declarations and By-Laws take precedence over this overview.

This Handbook is intended for both new and existing homeowners. If additional information is needed, please contact our Property Manager or any member of the Board.

If you sell your home, please leave this Handbook for the new homeowner.

Your Board of Directors
St. Charles Place Homeowners Association

About your Membership:

Every owner of a home in St. Charles Place is a member of the Association. Each lot is allowed one (1) vote on Association matters. Your vote can be made either in person or by proxy. Each member and his/her family are entitled to the use and enjoyment of the Common Areas.

Dues and Fees:

As a member of the Association, you are obligated to pay the HOA dues and any approved special assessments. The dues and assessments are used to maintain the common areas and to pay for the management and administration of the Association. Special assessments must be voted on and approved by the homeowners (2/3's required for approval). The dues amount is set annually by the Board of Directors based on the budget. Owners will be notified at least thirty (30) days prior to any increase. **Late payments or non-payment may affect your voting rights and may result in collection actions.**

Board of Directors:

The Association is governed by a Board of Directors with a minimum of three (3) members and a maximum of five (5) which is elected by the Members. Board Members are elected during the annual meeting. 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, Treasurer, 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 quarterly dues amount
- Maintain the Common Areas
- Appoint Committees
- Other Powers and duties as described in the Declaration and By-Laws

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

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 meeting, please contact a Board Member or the Property Manager.

Annual Meeting:

You will be notified in advance of the annual meeting as to the location and time and any matters to be voted on. The purpose of the meeting is to present the year's old and new business, financial review, and election of new Board Members. All special or called meetings will be covered in the same manner.

Management Company:

The Board has contracted with Lambeth Management to manage the day-to-day operations. The Property Manager reports directly to the Board and is responsible for supervising contractor work, landscape management, and other continuing maintenance of the Common Areas.

Lambeth Management prepares the annual operating budget and the Capital budget for Board approval. Lambeth Management is responsible for collecting dues, special assessments, and paying monthly bills of the Association.

Action Requests:

Please note that all requests **MUST be submitted to the Property Manager in writing.** You should receive a response within 2 days.

Architectural Review:

Architectural Control Standards are intended to maintain the overall theme and appearance of our neighborhood. Changes or additions to your home or lot will require submitting an application to the Architectural Control Committee for review and **receiving prior written approval before the start of construction or change.** In addition to the approval from the committee, many projects may require the approval and permits from the City of High Point. General Architectural Standards are included in this book. Architectural Request forms may be found online at

www.LambethManagement.com or by contacting Lambeth Management at (336) 887-3892. Please allow thirty (30) days for the approval process.

All requests should be mailed to Lambeth Management. If there are any questions as to what may or may not need to be approved, please contact Lambeth Management. A brief, but not all inclusive list is included below as a guide for changes, improvements and additions, whether temporary or permanent, that will require you to submit a request to the committee and obtain approval prior to construction:

- Fence construction
- Outbuildings(Doghouse, Playhouses)
- Decks, Patios, Porches, Gazebo and Planters
- Driveway Expansions
- Permanent Walkways
- Garage or Home additions
- Exterior Color changes
- Exterior Siding or Roofing changes
- Personal Signage
- Major Landscape changes or changes in Grade

Common Areas:

All homeowners have a right to the use of and enjoyment of the common areas. The use of any common area may be changed or restricted as described in the Declarations.

Exterior Maintenance:

Owners are responsible for the maintenance of their own property. Buildings, walks, driveways, and fences should be maintained in good repair. Lawns, shrubs, beds, trees should be regularly maintained: mowed, trimmed, pruned, and weeded.

Fences:

Request for fences must receive approval prior to construction and must show materials to be used, specifications, color, and proposed fence boundaries in relation to the property lot lines and the home (to scale).

Fences should not extend nearer to any front street than the front building line of the residence located on that lot.

Metal fencing is not permitted.

The finished side of all fences shall face towards adjoining streets and lots and only those portions of the fence posts above the fence wall shall be visible from any street or adjoining lots.

Metal Storage Buildings:

No metal storage buildings are permitted – temporary or permanent.

Mobile Homes:

No mobile home, trailer, or other like structure shall be located on any lot. No structure of a temporary character, recreational or other vehicle, trailer, tent, shack, garage, barn or other out building shall be used on any lot as a residence either temporarily or permanently.

Parking:

No automobiles, trucks, motorcycles, recreational vehicles or boats shall be parked on any street within the community for more than 24 hours. No boat, trailers, vans (except for vehicle mini-vans), recreational vehicles, campers or other like vehicles or equipment shall be parked or stored in any area on a lot except inside an enclosed building or behind screening, **which has been approved by the HOA prior to constructing.**

Inoperative motor vehicles should not be stored or parked outside of the enclosed garage.

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. Be considerate of your neighbor's lawn; walk them in the Common Areas. The Common Areas and entrances are for all to enjoy. Pets are not allowed to roam free.

Roads and Traffic:

All roads are public roads and all members and guests shall abide by all State and Local traffic regulations and other laws and ordinances regulating motor vehicles while on the property. The Association is NOT responsible for the safety and maintenance of the roads. However, maintenance problems may be reported to the Property Manager. The High Point Police should be contacted for all accidents or safety concerns.

Satellite Dishes:

Except for “dish” antennas designed to receive direct broadcast satellite service, including direct-to-home satellite service, one meter (39”) or less in diameter, antennas designed to receive video programming services via MMDS and antennas designed to receive television broadcast signals, NO outside antennas or dishes and no free standing transmission or receiving towers shall be erected on any lot without prior written approval. Any dish or antenna installed should be affixed to the dwelling, shall be a color which blends with its surroundings, shall have a mast only as high as reasonably necessary to receive the intended signal and shall not be visible from any street.

Seasonal Decorations:

Temporary seasonal exterior decorations shall not require any prior approvals. Decorations should not be distasteful or disruptive of the aesthetics of the community. Seasonal decorations should not remain up more than two (2) weeks following the holiday or event.

Signs:

One (1) for sale sign is permitted on a lot. One (1) other temporary sign to advertise a yard sale or other temporary activity on the lot is permitted for no more than seventy two (72) hours.

Speed Limit:

The speed limit in our neighborhood is 25 miles per hour. For the safety of everyone, please watch your speed. Violations should be reported to the High Point Police. Concerns should be reported to the HOA.

Snow Removal:

Snow removal is done by the City of High Point since our roads are public roads.

Street Lights:

The street lights in the neighborhood are maintained by the City Of High Point. Please contact the City of High Point if any street lights are out or damaged at (336) 883-3111. The Association is only responsible for the lights on the Entrance signs.

Trash Collection:

Trash collection is performed by the City of High Point on Thursday of each week. Trash receptacles should be placed in the street in the front of your home on the morning of collection and removed the same day. The city also provides recycling on the same day every other week. Receptacles should be stored inside your garage or in the back of your home.

Enforcement:

The Association is responsible for the enforcement of all regulations, conditions, covenants imposed by the Declarations. Violations to the governing documents will be addressed with: notice of violation, deadline to correct violation, possible penalties/fines. Please contact the Property Manager with any concerns or violations.

Contacts:

Please contact our Property Manager at:

Lambeth Management & Realty, Inc
P.O. Box 8071
Greensboro, NC 27419
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Fax: (336) 869-7268
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