

# **WELCOME TO THE VILLAGE AT WINDSOR PARK**

The purpose of this handbook is to help homeowners and residents to better understand living in this community. There are 41 homes here, placed in close proximity to one another. Consideration for neighbors, cooperation and old-fashioned good manners are essential if we are all to enjoy our community.

## **ANNUAL MEETINGS**

An Annual Meeting is held early each year at which time a summary of the year's activities is given to the Homeowners. Directors for the coming year are elected at this meeting. All Homeowners are encouraged to attend. A written notification of the date, time and location is sent to each Homeowner at least two weeks in advance of the meeting. The notification may include any specific business to be discussed at the meeting. A proxy is included which is to be used if a Homeowner cannot attend.

## **ARCHITECTURAL CONTROL**

The Association via the Board of Directors has established rules and regulations found in this handbook. They are necessary to promote and ensure the enjoyment and proper maintenance of all lots, homes and common areas for the benefit of all members and their guests. This approach is to foster and encourage a dynamic community environment and to protect as well as enhance the value of each member's investment.

To request any change whatsoever to the exterior of your home or landscaping, such request must be presented in writing and receive prior approval from the Architectural Control Committee (ACC). The request must show the plans, specifications, height, materials, pictures and location of the requested change. Approval must be received in writing from the ACC before any work is begun. The Homeowner should allow 20 days for the ACC to review and approve or deny such request.

Changes that require prior approval include but are not limited to: installing a storm door, adding or removing trees or large plants, the planting of bushes, shrubs, vegetable gardens, tomato plants, ornamental vegetation, yard decorations

including artificial flowers and plants, landscape improvements, sidewalk lights and light posts, garage exterior lights, trellises, change of paint colors for homes and railings, driveway or sidewalk improvements, mailbox landscaping or adornments and the addition of any type of fence or satellite dish. Prior approval is not necessary for small plants, flowers, bulbs and annuals. Please review your “Declaration of Covenants, Conditions and Restrictions for The Village at Windsor Park” for further clarification of rules and regulations.

Please remember these rules and regulations are put in place to enhance our property and the community in which we live.

## **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 as well as an assessment of the funds needed for capital reserves. A budget is prepared in the fall of each year. Association dues are set each year by the Board to cover anticipated operating expenses and capital reserves.

If an increase of more than 10% is needed, it must be approved by a special vote of the Homeowners. Any special assessments for some specific project or emergency must also be approved by a special vote of the Homeowners. Notice of these meetings is mailed to each Homeowner at least 2 weeks in advance of the meeting.

## **BOARD OF DIRECTORS**

The Association is governed by a five-member Board of Directors elected by the Homeowners. Directors serve two-year terms, staggered to achieve some continuity. Directors are elected each year from candidates nominated by the nominating committee. Any member of the Association, whose dues are fully paid, may be nominated or self-nominated.

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

Directors are your neighbors, volunteering their time, energy and expertise to maintain and improve our neighborhood. They deal with exterior and common area concerns only and not concerns within the walls of the homes.

## **BOARD MEETINGS**

The Board of Directors meets with the Managing Agent to conduct the affairs of the Association. The meetings are held in one of the Director's homes. If you have questions, requests or concerns you would like to present to the Board, feel free to contact any Director at any reasonable time. If you wish to present your views personally at a Board meeting, contact the Managing Agent to find out the date of the next Board meeting and request to be placed on the agenda.

## **COMMON AREA MAINTENANCE**

The Association is responsible for the lawns, trees, water lines, sewer lines, and other services located on the common areas. If you have any concerns regarding the common areas, please contact the Managing Agent.

## **DECKS**

The Board will decide how frequently the decks will be cleaned and resealed. The schedule to clean and reseal the decks will vary from two to seven years. Repairs in excess of \$200 are the responsibility of the Homeowner. Replacement of decks is the responsibility of the Homeowner. Prior approval is required before any deck is replaced.

## **ROOFS**

Replacement of roofs is the responsibility of the Homeowner. Prior approval is required before any roof is replaced. The Association is responsible for repairs to roofs in the amount of \$250 per year.

## **DISPLAY OF FLAGS**

The only flags permitted to be displayed are those of the United States and the State of North Carolina. They must be treated with respect at all times, can be no larger than 4 feet by 6 feet, and are to be mounted only with standard, approved holders attached to the dwelling only. They may not be mounted on a permanent pole or displayed on any other part of the dwelling and surroundings such as a fence, garage door, mailbox, tree, etc. Small (12 inch by 18 inch) decorative flags are permitted as long as they are displayed in plant beds.

## **EXTERIOR OF DWELLINGS**

In addition to the maintenance of the common areas, the Association shall provide exterior maintenance as follows: painting, repair, replacement and care of exterior building surfaces, including gutters and downspouts. Front doors of each dwelling will be refinished only at the regularly scheduled painting of the entire dwelling.

## **MAILBOXES**

Mailboxes will be replaced by the Association if damaged. Mailbox posts will be painted by the Association. Cleaning of mailboxes is the responsibility of the Homeowner and should be done periodically to maintain appearances.

## **MANAGING AGENT**

The Village at Windsor Park is managed by Lambeth Management & Realty. The contact person is Scott Lambeth. Feel free to contact the office at 288-4944 or 887-3892 between the hours of 10:00 a.m. and 4:00 p.m., Monday through Friday or you may reach Scott by e-mail at [lambmgmt@gmail.com](mailto:lambmgmt@gmail.com).

Day-to-day operations are supervised by your Managing Agent, who is hired by and reports to the Board of Directors. The Managing Agent is responsible for supervising exterior painting, exterior repairs, yard work, landscape management, snow removal, and the continuing maintenance of common areas.

In the event you feel your home is in need of exterior repair or maintenance, you should call the Managing Agent. The Managing Agent has the authority to have the repairs made in many cases or refer you to someone if the responsibility is yours. In less pressing cases, the Managing Agent will note your concerns but will plan for the work to be done later based on Association-wide schedules set by the Board of Directors. If the Managing Agent feels your problem needs quicker attention, he will bring your maintenance concerns to the Board meeting for discussion.

## **ORGANIZATION**

The owners of our homes are organized into a corporation known as The Village at Windsor Park. When you purchase a home in The Village at Windsor Park, you become a member of this Association. Potential buyers are urged to study the

“Declaration of Covenants, Conditions and Restrictions for The Village at Windsor Park” and read the Bylaws and Handbook. All Association documents are available for review at [lambethmanagement.com](http://lambethmanagement.com), Windsor Park.

## **SEASONAL DECORATIONS**

Appropriate seasonal decorations are permitted within porches, on front steps and railings, above garage doors, on windows and on mail boxes. Decorations must be unobtrusive and must not interfere with grounds maintenance.

## **DUMPSTERS, PORTABLE TOILETS AND POD TYPE STORAGE UNITS**

Prior approval is required for the use of dumpsters, portable toilets and pod type storage units. In order to maintain the health and safety integrity of the community as well as provide for easy access by emergency vehicles, City of Greensboro service vehicles and postal delivery vehicles, placement of these units will be determined on an individual basis. Portable toilets should be as inconspicuous as possible. Areas around dumpsters, portable toilets and the construction site must be kept clean of clutter and debris. Time on site will be determined on an individual basis.

## **SATELLITE DISH INSTALLATION**

Homeowners are requested to complete a satellite dish installation form before installing a dish. These forms are available on the Lambeth Management/ Windsor Park website. The size of the dish can be no larger than the minimum required by FCC regulations. If at all possible, the dish should be installed on the roof on the back side of the dwelling. If the dish must be installed on the ground, it should be in the back yard if possible. In the event it is necessary to install the dish in a highly visible location on the ground, the homeowner will be required to conceal the dish from view with approved shrubbery or other appropriate screening. The dish should also be in an area which will not affect grounds maintenance. In the event a dish is installed in an unapproved location, the homeowner will be responsible for the cost of moving the dish to an approved location. It is the responsibility of the homeowner to have underground utilities located prior to installation of the satellite dish. Satellite dish installation is subject to changes in FCC Regulations.

## **PAINTING**

The exterior of the homes is painted by the Association every 4 to 5 years. Homeowners will be notified if repairs are needed resulting from negligence or abuse which will be charged to the Homeowner. Paint used by the Association is high quality latex based exterior paint.

Any color changes must be approved by the Architectural Control Committee. If the change in paint color requires an additional coat of paint, the Homeowner must pay in advance for this service.

Each Homeowner shall be responsible for any refinishing of the front door or front hand rails of a dwelling if the Homeowner deems it necessary between regularly scheduled refinishing. Front hand rails may be white, black or the trim color.

## **PARKING**

No boats, buses, trailers, campers or recreational vehicles shall be parked on any lot or on the common areas. Homeowners should park all vehicles in their driveway whenever possible. Parking on the street should be infrequent, limited to guests. At no time should a Homeowner obstruct driveways, mailboxes or streets if parking on the street is necessary for a short period.

## **PAYMENT OF DUES**

Homeowners are notified 30 days in advance of payment of any change in the monthly dues. Dues are payable on the first day of each month. You may prepay for any period you desire. Automatic deduction of dues from your checking account is available by contacting the Managing Agent to complete the necessary paperwork.

Past due notices are sent after 30 days for accounts in arrears. A late fee of \$20.00 is added to all delinquent accounts at the end of each month in which payment is not received. All Association fees, interest and legal fees involved in late payments are borne by the delinquent Homeowner. The Association works with an attorney on collection of accounts past due for more than 60 days. All collection fees are assessed to the Homeowner. Mailing labels and payment coupons are provided for Homeowner convenience.

## **PEST CONTROL**

The Association maintains a contract with Terminix, which provides an annual inspection for termites. The contract covers each home for re-treatment and damage repair in the event of termites. There is no exterior/interior pest control in the contract.

## **RESIDENTIAL LANDSCAPING**

The Association is responsible for lawn maintenance and provides year-round weeding, mowing, edging and pine needle mulching as needed, as well as regular pruning on a pre-determined schedule. Please contact the Architectural Control Committee to discuss any landscaping issue.

Plant replacement on individual lots is the responsibility of the Homeowner. The Association is responsible for plant replacement in common areas only. Homeowners are responsible for replenishing pine needles in plant beds and natural areas they add to their property. Homeowners are also responsible for adding pine needles under their decks. You must obtain prior approval from the Association before you make any substantial change to be sure it does not interfere with normal lawn maintenance. You will be responsible for maintaining such areas. This includes trees, shrubs, large plants, etc. Permission is not necessary for small plants, bulbs, and annuals. Small vegetable gardens, with prior approval, are permitted but must be planted and maintained in one's backyard. No vegetable plants, vegetable gardens or tomato plants are permitted in the front or side areas of any yard.

## **SNOW REMOVAL**

The Association contracts with our lawn maintenance contractor or an independent contractor for snow plowing of the roadways when necessary.

## **SOLICITATION**

Solicitation or trespassing by anyone for any reason is not permitted in The Village at Windsor Park. Homeowners are urged to discourage any type of solicitation or trespassing in the neighborhood.

## **SOME RESTRICTIONS**

All Homeowners and residents must understand that the Covenants and Bylaws of the Association and the Rules and Regulations from the Board of Directors place certain restrictions on making changes to the exterior of the homes and on use of the common areas. These restrictions are necessary to maintain the appearance, property values and pleasant lifestyle within our neighborhood at a minimum cost and concern to the Homeowners.

## **WATCH YOUR SPEED**

# **20 miles an hour please!**

## **YARD SALES, GARAGE SALES, TAG SALES**

Yard sales, garage sales, tag sales, etc. are not permitted to be held in The Village at Windsor Park.

## **INVISIBLE FENCES**

Invisible fences are permitted and do not require prior approval. The cost of installation and maintenance will be at the expense of the Homeowner.

## **WHAT THE ASSOCIATION OWNS**

As a member of the Association, you, along with other Homeowners, own all the common areas owned by the Association. This includes the property itself, shrubbery, common area lawns, water lines, lampposts, trees, signage, streets, etc. This area, owned in common, is called the common area.