



*THE VILLAGE AT WINDSOR PARK
2019 HANDBOOK*

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MAINTENANCE RESPONSIBILITY LIST

HOMEOWNER:

Alarm system
All utility boxes and connections
Awnings (prior approval required)
Crawl space maintenance including subsurface water issues
Deck replacement (prior approval required)
Doorbells
Driveways and walkways
Dryer vent replacement and maintenance
Electrical outlets
Exterior door locks and hardware
Exterior doors (replacement) (prior approval required)
Exterior front and back house lights
Fence maintenance (prior approval required to install fence)
Foundation settling or tree root damage
Foundation vents
Garage doors and openers (repair and replacement)
Gas grills and connections
Glass surfaces
HVAC units
Interior repairs due to roof leak
Irrigation system
Lattice work under decks
Painting or staining front door between scheduled painting or staining
Pest control, interior and exterior
Plumbing
Roof maintenance (limited repair by Association-\$250 per year)
Roof replacement (prior approval required)
Screens
Sewer line from main to house
Shrubbery, plants and tree replacement (maintenance by Association)
Skylight and solar tube maintenance

HOMEOWNER (con't):

Snow removal from driveways and sidewalks

Stationary windows, including all wood and glass

Stepping stones (prior approval required)

Stone flower beds (prior approval required)

Storm doors or screen doors (prior approval required)

Surfaces added by Homeowner (approved patios, screened porches, etc.)

Tree and plant removal (prior approval required)

Water line from meter to house and under structures

Window sashes

ASSOCIATION:

Brick work on homes (cosmetic)
Chimneys including wash and caps
Common Areas
Crawl space doors
Deck cleaning and staining (scheduled) (\$200 toward scheduled repairs)
Exterior painting and staining (scheduled)
Exterior siding and trim
Gutter and downspout repair, replacement and cleaning
Home inspection (yearly) for maintenance and repairs
Irrigation systems on Common Areas
Lamp posts and street lights
Lawn care and maintenance (including fertilizing and aeration)
Mailboxes
Painting/staining front doors (scheduled)
Pruning of trees and shrubs (scheduled)
Railings
Roof repair (\$250 per year)
Sewer line (main)
Steps
Streets and curbing
Termite inspection (yearly) (no interior or exterior pest control)
Water and sewer lines on Common Areas up to individual water lines
Window sills, sill connectors and window frames

WELCOME TO

THE VILLAGE AT WINDSOR PARK

We hope this handbook will help Homeowners better understand living in this community. There are 41 homes in Windsor Park, placed in close proximity to one another. Consideration for neighbors along with cooperation and old-fashioned good manners are essential if we are all to enjoy our neighborhood.

ANNUAL MEETINGS

An annual meeting is held each year at which time a summary of the year's activities is given to the Homeowners. Directors for the coming year are elected. All Homeowners are encouraged to attend and vote. A written notification of the date, time and location is sent to each Homeowner at least two weeks in advance of the meeting. Notification of any other business to be transacted is also included along with a proxy to be returned if one cannot attend the meeting.

ARCHITECTURAL CONTROL COMMITTEE

The Association via its Board of Directors has established rules and regulations 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 to the exterior of your home, the environment around your home or the landscaping, such request must be in writing or can be made by email. The request must show all details of the project. Approval must be received in writing or by email from the Architectural Control Committee (ACC) before work is begun. The Homeowner should allow 30 days for the ACC to review and approve or deny the request. Normally, approval is received well before the 30 day period.

Changes that require prior approval include, but are not limited to, installing a storm door, adding or removing trees and large shrubs, planting large plants or shrubs, vegetable gardens, tomato plants, and other ornamental vegetation, yard decorations including artificial flowers and plants, landscape improvements, sidewalk lights and light posts, garage exterior lights, trellises, change of paint color for the home and railings, driveway or sidewalk improvements, mailbox landscaping or adornments, adding of any type of fence, yard signs (other than for sale or rent), satellite dishes, and display of flags (except State of North Carolina and the American flag). Prior approval is not necessary for small plants, flowers, bulbs and annuals.

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

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 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 expenses such as painting and landscaping of Common Areas.

If an increase in dues of more than 10% is needed, it must be approved by a special vote of the Homeowners. Any special assessments for a specific project or emergency must also be approved by a special vote of the Homeowners. Notice of these special 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 at the Association's annual meeting or nominated by the Nominating Committee. Any member of the Association whose dues are fully paid is welcome to be nominated or to self-nominate himself or herself to be elected to the Board at the annual meeting.

The Board elects the following officers from its members: President, Vice President, Secretary and Treasurer.

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 individual homes.

BOARD MEETING

The Board of Directors meets with the Managing Agent to conduct the affairs of the Association. The meetings are held in the home of one of the Directors. 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 the 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, irrigation systems, and other services located on the Common Areas. If you have concerns about the grass, trees, shrubs, mowing, pruning, weeding, or snow treatment on the Common Areas, please contact the Managing Agent.

DECKS

The Board of Directors will decide how frequently the decks will be cleaned and resealed. The schedule to clean and reseal the decks will vary depending upon how well the product used holds up.

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. They can be no larger than 4 feet by 6 feet. They are to be mounted only with standard, approved holders attached to the dwelling. They may not be mounted on a permanent pole or displayed on any other part of the dwelling or surroundings such as fences, garage doors, mailboxes, trees, etc. Small garden flags (no larger than 12 inches by 24 inches) are permitted as long as they are displayed in plant beds.

DUMPSTERS, PORTABLE TOILETS AND POD TYPE STORAGE UNITS

Prior approval from the Architectural Control Committee is required for the temporary 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 clear of clutter and debris at all times. Time on site will be determined on an individual basis.

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. The Association is not responsible for repairs to the dwelling caused by foundation settling or tree roots. The Association is not responsible for maintenance, repair, or replacement caused by willful negligence of the owner, his family, guests or invitees. Damage caused by fire, lightning, windstorm, hail, explosion, riot, strike, civil commotion, aircrafts, vehicles, and smoke are not the responsibility of the Association. Front doors of each dwelling will be painted or stained at the regularly scheduled painting of the entire dwelling. The Homeowner is responsible at any other time.

INVISIBLE FENCES

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

MAILBOXES

Mailboxes will be replaced or repaired by the Association if damaged. Mailbox posts will be painted by the Association. The cleaning of mailboxes is the responsibility of the Homeowner and should be done periodically to maintain the appearance of the mailbox.

MANAGING AGENT

The Village at Windsor Park is managed by Lambeth Management & Realty. The contact person is Matt Peel. Feel free to contact the office at 336-288-4944 between the hours of 9:00 a.m. and 5:00 p.m., Monday through Thursday and 9:00 a.m. and 12:00 p.m. on Friday. You may also reach Matt at www.lambethmanagement.com.

ORGANIZATION

The Homeowners are organized into a corporation known as The Village at Windsor Park. When you purchase a home in Windsor Park, you

become a member of this community. Potential buyers are urged to read and study our “Declaration of Covenants, Conditions and Restrictions for The Village at Windsor Park” as well as the Bylaws. They are encouraged to read this Handbook and carefully inspect the exterior of the homes, walk our property, and speak with Homeowners before purchasing a home here.

PAINTING

The exterior of the homes is painted by the Association on a schedule determined by the Board. Homeowners will be notified if repairs are needed resulting from negligence or abuse which will then be charged to the Homeowner. Paint used by the Association is a high quality latex based exterior paint.

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

Homeowners will be responsible for any staining or painting of the front door of their home if they deem it is necessary between regularly scheduled painting and staining.

PARKING

No boats, buses, trailers, campers, recreational vehicles or commercial vehicles of any type are permitted to be parked on any lot or on the Common Areas overnight. Homeowners should park all personal vehicles in their driveway if at all 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 the 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. Failure to pay the Association dues will result in loss of all Association privileges and eventually foreclosure of the property. Address labels are provided by the Association for mailing payments.

RESIDENTIAL LANDSCAPING

The Association is responsible for lawn maintenance and provides year-round weeding, mowing, edging and pine needle mulching as needed. Regular pruning is on a pre-determined schedule. Please contact the Architectural Control Committee to discuss any landscaping issue. Fertilizing and aeration are also provided on a pre-determined schedule. Plant replacement on individual lots is the responsibility of the Homeowner. The Association is responsible for plant replacement on the Common Areas. Homeowners are responsible for replenishing pine needles in plant beds and natural areas they have added to their property. Homeowners are also responsible for adding pine needles under their decks. You must obtain prior approval from the Architectural Control Committee before making any substantial change to be sure it does not interfere with normal lawn maintenance. Homeowners will be responsible for maintaining such areas. Prior approval is not required for

small plants, bulbs, and annuals. Vegetable gardens, **with prior approval**, are permitted but must be planted and maintained in the backyard only. No vegetable plants, vegetable gardens or tomato plants are permitted in the front or side yard areas of any yard.

ROOFS

The replacement of roofs is the responsibility of the Homeowner. Prior approval from the Architectural Control Committee is required before any roof is replaced. The Association is responsible for repairs to roofs in the amount of \$250 per year. Any additional cost over \$250 will be the responsibility of the Homeowner.

SATELLITE DISH INSTALLATION

Homeowners are required 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 allowed 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 the installation of the dish. Satellite dish installation is subject to changes in FCC Regulations. In the event a Homeowner sells their property, the Homeowner will be responsible for removing the existing dish from the property. Should the dish not be removed, the Association will remove the dish and the cost will be assessed to the Homeowner.

SEASONAL DECORATIONS

Appropriate seasonal decorations are permitted within porches, on front steps and railings, above garage doors, on windows, and on mailboxes. Decorations must be unobtrusive and must not interfere with grounds maintenance. Decorations should be removed in a reasonable amount of time.

SNOW TREATMENT

The Association contracts with our lawn maintenance contractor for chemical treatment of selected areas of our streets when necessary. The shoveling of driveways and sidewalks is the responsibility of the Homeowner.

SOLICITATION

Solicitation of any nature is not permitted in The Village at Windsor Park.

SOME RESTRICTIONS

All Homeowners and residents must understand that the Covenants and Bylaws of the Association as well as the rules and regulations from the Board of Directors which are found in this Handbook, place certain restrictions on making changes to the exterior of the homes and on the use of the Common Areas. These restrictions are necessary to maintain the good appearance, the property values, and the pleasant lifestyle within our neighborhood at a minimum cost and concern to the Homeowner.

TERMITE INSPECTION

The Association maintains a contract with Terminix which provides an annual inspection of each home for termites. The contract covers each

home for retreatment and damage repair in the event of termites. Homeowners are responsible for interior and exterior pest control for their homes.

TREE MAINTENANCE

Once the Association's tree contractor determines a tree to be dead or dying, the Association will no longer maintain that tree. As per our Covenants, the Homeowner is responsible for removing the tree with prior approval from the Architectural Control Committee. Should the Homeowner decide not to remove the tree, the Homeowner will be responsible for future maintenance of the tree.

TREE REPLACEMENT

It is the responsibility of the Homeowner to replace or plant trees on their property. All trees to be planted and their location must have prior approval by the Architectural Control Committee before planting begins. The ACC will no longer approve Leyland Cypress, Arborvitaes with multiple trunks or Bradford Pear trees to be planted in the neighborhood. These trees are susceptible to ice and snow damage, creating maintenance issues.

WATCH YOUR SPEED!!!!

20 MILES PER HOUR PLEASE!!

WHAT THE ASSOCIATION MAINTAINS

The Association maintains the following: roof repair not to exceed \$250 per year, maintenance of existing plants, trees, shrubs, and lawns,

including fertilizing and pruning, except for Class A tree pruning. Class A tree pruning and the necessary removal and replacement of plants, trees, and shrubs is the responsibility of the Homeowner. Needed repairs should be reported to Lambeth Management at 336-288-4944 or by email to www.lambethmanagement.com.

The Association is also responsible for scheduled cleaning and sealing of wooden decks. The Association is responsible for \$200 toward repairs necessary at the time of such scheduled maintenance.

WHAT THE ASSOCIATION OWNS

As a member of the Association, you own, through the Association with the other Homeowners, all the common property owned by the Association. This includes shrubbery, Common Area lawns, water lines, lamp posts, trees, signage, streets, etc. The areas owned in common are called the Common Areas.

WHAT YOU MAINTAIN

Both the Association and the individual Homeowner have obligations described in our many documents. Certain items on the exterior of the homes are always the responsibility of the Homeowner to replace or repair if necessary. Such items include but are not limited to, all glass surfaces, windows, screens, front and back doors, door locks and hardware, HVAC units, alarm systems, all utility boxes and connections, water line from the meter to the house and under structures, sewer line from main to house, irrigation systems, doorbells, storm doors, replacement and repair of garage doors (excludes caulking and scheduled painting), electrical outlets, shrubbery, plants and flowers on the Homeowner's lot.

Additionally, the Association is not responsible for any surface added or modified by the Homeowner since being sold by the builder to the original owner. Such items include but are not limited to, painted patios,

bricked patios, wood trellises, screened porches, patio enclosures, driveways, walkways and replacement of wooden decks.

Even though Homeowners are individually responsible for these items, you must obtain written prior approval from the Architectural Control Committee before modifying them. Prior approval is rarely refused as long as the change is within the parameters of maintaining the architectural consistency and structural integrity of the complex.

YARD SALES, GARAGE SALES AND TAG SALES

Yard sales, garage sales, and tag sales are **not** permitted to be held in The Village of Windsor Park.

Revised December, 2018