

**CAMDEN PARK
HOMEOWNER'S HANDBOOK**

2014

Dear Homeowner:

We hope this handbook will help our homeowners better understand how the Camden Park 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
Camden Park Homeowners Association

About your Membership:

Every owner of a lot in Camden Park 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.

Each owner of a lot is entitled to certain rights and, in return, has certain responsibilities.

Owner Rights:

- A responsive and competent community association.
- Honest, fair, and respectful treatment by other members, officers, and management.
- Option to participate in governing the community by attending meetings and/or standing for election.
- Access to records upon request.
- Access to governing documents upon request.
- Prudent expenditure of fees and other assessments.
- Fair treatment regarding financial and other association obligations, including the opportunity to discuss payment plans and options with the association before foreclosure is initiated.

Owner Responsibilities:

- Read and comply with the governing documents for the community.
- Maintain property according to established standards.
- Treat association leaders honestly and with respect.
- Vote in community elections and on other issues.
- Pay association assessments and charges on time.
- Contact association leaders or managers, if necessary, to discuss financial obligations and alternate payment arrangements.
- Request reconsideration of material decisions that personally affect them.
- Provide current contact information to association leaders or managers to help ensure they receive information from the community.
- Ensure that those who reside on their property (tenants, relatives, friends) adhere to all rules and regulations.

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 if over \$200.00 (51% 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 maximum of five (5) which are 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 annual 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 your 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, hardscapes, 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 and free of trash and clutter. Lawns, shrubs, beds, trees should be regularly maintained: mowed, trimmed, pruned, and weeded. No part of any structure nor the lower branches of trees or other vegetation shall be permitted to obstruct the view at street intersections.

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. No fence may be built or allowed to remain on the front yard of any lot or on any side yard which faces a street. Fences may only be constructed of wood, brick, stone, or a material simulating wood. Any chain link fencing must be unexposed and located within the boundaries of approved fencing.

Mailboxes:

Mailboxes must be of approved design by the Architectural Control Committee, uniform to the community and maintained in good repair.

Parking:

Any boat or other type of recreational vehicle must be parked in the rear or in the driveway of a lot and cannot be parked or placed on or in any street.

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

No utility vehicle or truck rated larger than ¾ ton shall be allowed.

Pets:

We welcome all house pets to our neighborhood. Livestock and poultry is not permitted. No animals may be bred or maintained for commercial purposes. Pets classified as a “dangerous breed” are 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.

Pools:

No above ground pools may be constructed, placed or permitted on any lot. Prior to beginning installation of an in-ground pool, written approval from the Architectural Control Committee should be received.

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:

No radio or television transmission or reception towers or antennae shall be erected on any structure or within the property without the prior written approval for the Architectural Control Committee. Satellite dishes should not exceed three (3) feet in diameter and should be located in the rear yard and not obtrusive or visible to adjoining property or streets.

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:

Property resale signs are permitted of standard size (approximately 18” x 24”). No other advertising signs or billboards are permitted.

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.

Structures:

No structure of a temporary nature (unless approved in writing by the Architectural Control Committee) shall be erected or allowed to remain on any lot. No trailer, camper, shack, tent, garage, barn or other structure of a similar nature shall be placed, erected, or allowed to remain upon any lot.

Trash Collection:

Trash collection is performed by the City of High Point on Wednesday of each week. Trash receptacles should be placed in the street in the front of your on the day of trash collection only. 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
Telephone: (336) 887-3892
Fax: (336) 869-7268
www.LambethManagement.com