

BarringtonPlace



HANDBOOK

Revised: 2016

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PREFACE

The following guide is intended as a summary of respective responsibilities of the Association, Homeowners, Managing Agent, Board of Directors and committees of Barrington Place Association. In addition, are included rules and regulations adopted by the Board to **manage** the Association's **receipts and** expenses, maintain equity among homeowners and optimize community life **for all residents** and **maintain the property as a place of beauty and value**. In the event of any conflict between this summary and the Declaration of Covenants, Conditions and Restrictions for Barrington Place Association recorded in the Guilford County Registry, the Declaration shall control.

LIFE AT BARRINGTON PLACE

We hope this guidebook will help homeowners and residents better understand living in our community. There are 39 homes placed in close proximity to one another. Part of living in a planned community is abiding by certain rules. The purpose of these rules is to promote the enjoyment and maintenance of the community and to protect and enhance the value of each owner's investment. Consideration for neighbors and **mutual** cooperation are essential.

It is important for every homeowner and resident to understand and comply with the **Declaration and** Bylaws of the Association and this guidebook. Read carefully before proceeding with any exterior modifications to your home. One of the most important restrictions is that all townhouses should look **substantially** the same, when viewed from the street, **sides and rear**. Therefore, no exterior modification to any townhouse is permitted without the specific written permission of the Architectural Control Committee, as specified by our by-laws. This includes your porch, garage and deck, as well as, any item/s placed in/on common ground, including the yard of your home.

MONTHLY DUES AND ASSESSMENTS

Dues are payable to Lambeth Management by check, bank transfer or credit card. Forms for a bank debit can be obtained from Lambeth Management by calling the office at 336-288-4944 or through their website at www.lambethmanagement.com. In addition, the Board may need to request additional assessments for specific projects required to maintain the value of our community. Any monthly payment or annual assessment not received within 30 days of the due date is considered in default. The homeowner will be assessed a late fee of \$25.00 for each month that any monthly payment or annual assessment is in arrears. The Barrington Place Association has the right to impose a lien on any unit whose owner is in default in payment.

Maintenance Requests

Maintenance requests **MUST** be submitted through Lambeth Management. Requests can be submitted online via email or printed and mailed to Lambeth Management, P.O. Box 8071, Greensboro, NC 27419. For emergencies (roof leaks/water leaks), please contact Lambeth Management at 336-288-4944. Non-emergency requests will be handled the next time Lambeth maintenance personnel are on the property.

Outside Agents Acting for the Association

Management Agent: Lambeth Management
P.O. Box 8071
Greensboro, NC 27419
Phone: 336-288-4944
www.lambethmanagement.com

Contact Persons: **Scott Lambeth**
336-288-4944
Karen Wood (Maintenance)
336-288-4944
Tiffany Hanlon (Accounts and Architectural Control)
336-430-5026

Trash Removal: City of Greensboro.
Greensboro, NC

Barrington Place trash and recycle is collected by the city of Greensboro. We are on the Blue cycle for trash and recycle. Currently, trash is collected every Monday and recycle is collected every other Monday. For additional information, please go to <http://www.greensboro-nc.gov>.

Responsibilities of the Managing Agent

The Managing Agent of Barrington Place Association is Scott Lambeth of Lambeth Management, P.O. Box 8071, Greensboro, NC 27419.

The duties and responsibilities of the Managing Agent are:

1. Collect dues and assessments.
2. Expend funds for the maintenance and operation of the Association.
3. Submit monthly statements of receipts and disbursements to the Board of Directors.
4. Cause the common elements and grounds to be maintained in accordance with the budget and guidelines established by the Board of Directors.
5. Employ, pay, supervise, and discharge personnel necessary to maintain and operate the common elements.
6. Negotiate and execute contracts for services necessary to the proper operation of the Association with approval of the Board of Directors.
7. Purchase equipment, tools, appliances, materials, and supplies necessary for the proper operation and maintenance of the Association.
8. Maintain proper records of all insurance coverage carried by the Association.
9. Enforce the Rules and Regulations established by the Board of Directors.

The Managing Agent is given no authority or responsibility for maintenance or repairs to the interior of individual homes. The Managing Agent may not exceed the budget without the approval of the Board of Directors.

Responsibilities of the Homeowners Association

WHAT IS THE HOMEOWNERS ASSOCIATION?

Barrington Place Association is composed of homeowners of Barrington Place. A homeowner is automatically a member of the Association upon purchase of a home and has a voice in how the community will be operated.

The Association has the responsibility for exterior maintenance of the buildings and grounds, including downspouts, painting, sidewalks, replacement of exterior surfaces, roofs, gutters and driveways, and the care and maintenance of landscaping in the common areas.

WHAT DOES THE HOMEOWNER'S ASSOCIATION DO?

The Association exists in order that homeowners have a means for directing the affairs and operation of the community. The Association assesses its members for maintenance costs, operation costs, and reserves for replacements. The amount of the assessment is determined by the Board of Directors upon approval of the annual budget. **The assessment (dues) is payable in monthly installments.** In addition to the ongoing monthly assessment of dues, there are times when an additional assessment may be needed for special projects. In this case, the requested assessment must be voted on by the Association.

Responsibilities of the Homeowners

Each homeowner at Barrington Place is a member of the Association and, as such, has agreed to abide by the by-laws, rules and regulations governing the Association. The homeowner has the responsibility for the interior maintenance of their homes. In addition, the homeowner is responsible for various hardware, plumbing, and electrical maintenance and repair. For a complete listing refer to **the following: Barrington Place Homeowners Association Maintenance Responsibilities List.**

Barrington Place Homeowners Association Maintenance Responsibilities List.

#	Homeowner	Association	Item
1		X	brick work
2		X	chimney caps
3		X	common areas
4		X	decks
5	X		door bells
6		X	driveways
7	X		electric outlets
8		X	exterior doors replacement
9	X		exterior door hardware replacement (ACC approval needed)
10	X		all exterior house lights
11	X		all exterior house light fixtures (ACC approval needed)
12		X	exterior light fixture on pole (ACC approval needed)
13	X		fixtures to provide water, light, power, telephone
14		X	garage doors X 1
15			garage door hardware
16	X		garage door motor
17	X		glass breakage or clouding
18		X	gutters and downspouts
19		X	house numbers
20	X		hvac equipment, lines, ducts
21	X		interior repairs as a result of a roof leak or water penetration
22	X		interior repairs as a result of window replacement
23	X		leaks as a result of dormers added by owners
24	X		locks on doors
25		X	mailboxes & posts
26		X	meters
27		X	painting of exterior siding, trim, & doors
28		X	patios
29		X	rear roof dormers added by owners
30		X	roofs
31	X		power roof ventilator
32	X		screens
33	X		sewer line from cleanout to the house (individual line)
34		X	sewer line from main to cleanout (main line)
35		X	steps
36		X	storm doors (front only)

37		X	street lights
38		X	trees, shrubs, and grass (maintenance)
39		X	utility lines
40	X		vent pipe cleaning
41		X	vent pipe covers
42		X	walks
43	X		water lines from meter to house
44		X	water lines to individual meters
45	X		water spigots
46		X	window replacement (other than breakage/clouding)
47	X		maintenance, repairs, or replacement caused through the willful negligent act of the owner, his/her family, guest or invitees
48	X		maintenance, repairs, or replacement caused by fire lightning, windstorm, hail, explosion, riot, strike, civil unrest

Responsibilities of the Board of Directors

Barrington Place Association is operated by a Board of Directors which is elected by the members of the Barrington Place Homeowner's Association. Each board member is elected for a three-year term at the annual meeting held each year.

1. Adopt and publish rules and regulations governing the use of the common area and facilities by members and their guests thereon.
2. Suspend a member's voting rights during any period in which such member is in default in the payment of any assessment, dues or charges levied by the Association. Such rights may also be suspended for a period not to exceed sixty (60) days for infraction of published rules and regulations after notice and hearing.
3. Exercise for the Association authority all powers, duties and authority vested in or delegated to the Association and not reserved to the membership by other provisions of the By-laws, the Articles of Incorporation or the Declaration.
4. Declare the office of a member of the Board of Directors, other than a Director selected by the Declarant, to be vacant in the event such a member is absent from three regular meetings of the Board of Directors.
5. Contract for the management of the properties and delegate to such contractor all of the powers and duties necessary for the management of the Association except those which may be required by the Declaration to have approval of the Board of Directors or membership of the Association. Any such management agreement shall not exceed a period of one (1) year from its effective date (but may be renewed by agreement of the parties for successive one year periods) and shall be terminable for cause upon thirty (30) days written notice thereof.
6. Employ attorneys to represent the Association when deemed necessary.
7. Cause to be kept a complete record of all the Managing Agent acts and corporate affairs and present a statement thereof to the members at their annual meeting or any special meeting when such statement is requested in writing by one-fourth (1/4) of the Class A members (homeowners) who are entitled to vote.
8. Supervise all officers, agents and employees of this Association and see that their duties are properly performed.

9. As more fully provided in the Declaration, (1) fix the amount of the annual assessment against each homeowner at least thirty (30) days in advance of each annual assessment period; (2) send written notice of each assessment to every homeowner subject thereto at least thirty (30) days in advance of each annual assessment period; and (3) close the lien against any property for which assessments are not paid within thirty (30) days after due date or an action at law against the Owner personally obligated to pay the same.

10. Issue or to cause an appropriate officer to issue, upon demand, by any person a certificate setting forth whether or not any assessment has been paid. A reasonable charge may be made by the Board for the issuance of these certificates. A certificate shall be evidence of such payment.

11. Procure and maintain adequate liability covering the Association, its directors, officers, insurance agent and employees and procure and maintain adequate hazard insurance on the real and personal property owned by the Association.

12. Cause all officers or employees having fiscal responsibilities to be bonded as it may deem appropriate.

13. Cause the Common Areas to be maintained.

14. Cause the exterior of dwellings to be maintained. The Board of Directors has contracted with Lambeth Management Managing Agent for Barrington Place to assist in the execution of their duties.

Questions regarding these duties should be directed to Scott Lambeth at 336-288-4944

Barrington Place Association Rules and Regulations

1. No work of any kind shall be done upon the exterior building walls or upon the common areas by any owner without the prior written approval of the Architectural Control Committee.

2. Any common sidewalks, driveways, or entrances shall not be constructed or used by any homeowner for any other purpose than to ingress to and egress from the units.

3. No personal property shall be placed on or in any of the common areas.

4. Homeowners, members of their families, their guests, residents, or lessee members shall not use the main entrance as a play area.

5. No vehicle belonging to or under the control of a homeowner or a member of the family or a guest, lessee, or employee of a homeowner shall be parked in such a manner as to impede or prevent ready access to any entrance to or exit from a building. Owners and authorized users are permitted to park motor vehicles only in the respective garage and driveway serving their home. Guests, invitees and licensees of Owners and authorized users shall be permitted to park on the Common Area, drives and roadways only for brief periods of time on an irregular, infrequent basis.

6. Garage doors should not be left open for extended periods of time.

7. No homeowner, resident or lessee shall install wiring for cablevision or telephone for any other purpose on the exterior of a building, nor shall any television or radio antenna, machines, or air conditioning units be installed on the exterior of any building, nor shall any similar improvement that protrudes through the walls or the roof of the building be constructed without **written authorization from the Architectural Control Committee.**

8. Satellite Dish Specifications

- ☒ **Satellite dishes may be no larger than 1 meter (39.37")**
- ☒ **You must contact HOA for the preferred and/acceptable location for your satellite dish prior to installation.**
- ☒ **If your satellite dish is installed over any underground utilities, the homeowner should understand that the utility companies have the right to your dish in the event that repairs are needed. Before installation, your installers must check for underground lines before digging. Utility companies are not responsible for re-installing or repairing your dish.**
- ☒ **Exercise care around landscape material.**
- ☒ **Install, removal/replacement/repair of roof siding or any other area disturbed by installation/removal/replacement/repair of the Satellite Dish is the Responsibility of**

the home owner.

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

9. Homeowners and occupants shall exercise reasonable care making or permitting loud, disturbing or objectionable noises and avoid using or permitting playing musical instruments, radios, photographs, television set, amplifiers, and any other devices in such manner as may disturb homeowners or occupants of other units.

10. Disposition of garbage, trash and recycle shall be by the use of garbage and recycle disposal units provided by the city only.

11. The Association will remove dead or badly damaged/diseased shrubs/trees around a townhome, but the homeowner pays for any new plantings.

12. If a homeowner wants to remove or replace living shrubs or trees, they must obtain approval from the Architectural Control Committee. If approved, the cost of shrub removal and replanting will be the responsibility of the homeowner.

13. Maintenance of newly placed plantings around the townhome is the responsibility of the homeowner.

14. The Association does not remove live trees/shrubs unless it a danger to person or property. Removal of trees/shrubs without written permission of the Architectural Control Committee could result in a steep fine.

ARCHITECTURAL CONTROL COMMITTEE

Purpose:

The Architectural Control Committee has a dual purpose.

Landscaping Compliance

It is responsible for preserving the landscape integrity of the original design. It is responsible for landscaping revisions and maintenance and makes recommendations to the Board of Directors for changes and improvements. It is also responsible for reviewing the work of any landscape and grounds maintenance contractors and reporting oversights or unsatisfactory performance to the Board of Directors.

Architectural Compliance

It is responsible for preserving the architectural integrity of the original exterior design. It establishes, revises, communicates and recommends standards and revisions to the Board for approval. Upon approval of the Board, it is responsible for assuring that these standards and changes are communicated to homeowners.

Duties:

1. To recommend revisions and improvements of common grounds/structures to the Board.
2. To inform homeowners of policies and procedures necessary to make exterior changes, additions and improvements to their property.
3. To develop and distribute any architectural and landscaping standards, guidelines and procedures to all homeowners.
4. To receive comments, suggestions or complaints from homeowners involving architectural compliance and landscape issues.
5. To review and approve/disapprove submitted plans for exterior architectural/ landscaping alterations.
6. To making periodic and final inspections of work to ensure its timely completion and conformity with approved plans.
7. To periodically review all standards, guidelines, procedures and suggestions in relation to architectural and landscaping compliance.

Procedure:

1. The Committee meets periodically to consider requests for addition, modification or change to the exterior of units and landscaping.
2. Requests should be directed to the **Lambeth Management** who will log the request and forward to the ACC and Landscaping Committee.
3. The Committee will review the completed application and respond as promptly as possible. **However, the Committee has up to 30 days to respond to requests.**
4. The application must include all the necessary information for the Committee to take action. Necessary data will include the shape, height, width, length, size, color and location of the proposed improvement and/or plantings. A description of materials/plants to be used must be provided. Photographs or sketches of similar, completed projects would aid in the Committee's consideration of the architectural/landscaping addition. If a change affects the existing drainage pattern, the proposed drainage pattern must be included.
5. **The outside walls, surfaces and related elements of your townhouse are subject to the Architectural Control of the association and all the common areas within our neighborhood are property of the Association. Any modification to the exterior of an existing building and/or a common area must have the prior approval of the Committee before any work/changes commences.** Exterior front porch furniture, plants, permanent fixtures to the structure, storm doors and storm windows, screen doors, and any and all forms of landscaping or plantings in the common area must comply with established policies and guidelines. **Architectural and Landscaping change request forms may be found and printed from the Lambeth Management website.**
6. **The only storm door approved by the ACC is the entrance storm door. All other storm doors must be approved by the ACC prior to installation.**
7. Approval of any project by the Committee does not remove responsibility of the homeowner to secure appropriate building permits should the desired modification require the same.
8. The securing of a building permit does not remove the responsibility of the homeowner to secure Committee approval for the desired modification.
9. As a condition to architectural request, the granting of approval of any architectural/landscaping request, the Committee may require the owner requesting the change to be liable for any cost of maintaining or repairing the approved project.

10. The applicant may appeal an adverse decision to the Board of Directors.
11. Suggestions or requests for maintenance, grounds or **landscaping improvements** should be submitted in writing to the **Lambeth Management** to be logged and will be sent to Chairman the Architectural Control Committee.

Architectural Control Committee Policies

1. All exterior building and landscaping modifications need prior approval of the AC Committee.
2. All requests must be written or electronically submitted to Lambeth Management and include a detailed description of type and placement of changes.
3. A reference list of plants approved for use in Barrington Place can be found in the Barrington Guidelines. Lambeth Management website will always have the most up-to-date list of approved plantings.
4. Replacement of pre-approved flowers in an area **approved** for flowering plants does not require annual approval by the committee.
5. Stepping-stones should be either exposed aggregate or cut flagstone. Surface should be level with the ground for safety.
6. No permanent structures for personal use will be approved in the common areas.
7. No wood piles will be approved in common areas.
8. Wooden storm doors like those found on the front are pre-approved for the rear patio/deck as long as they are painted to match the exterior trim. The description of other doors must be submitted for approval.
9. Addition of rear dormers with windows must be consistent with dormers already approved at Barrington Place. Consult Lambeth Management for dormer and window requirements.
10. The homeowner must properly maintain landscaping modifications. The association has the right to have the landscaping removed; the premises restored to its original condition and bill the homeowner for the cost of restoration, if not properly maintained.
11. Any approved plantings installed by the homeowner become the property of the Association and cannot be removed when the homeowner sells.

Deck and Patio Policies

1. As a rule, the committee does not regulate what homeowners place on their decks and patios with exception of items affixed to the structure. However, the appearance is under the jurisdiction of the committee. If the committee receives a complaint about something visible on the deck, which is inconsistent with the design of the development, the homeowner may be requested to make changes.
2. Homeowners will be responsible for removal of large items weighing more than 40 pounds for routine maintenance of decks and porches.

Front Porch Policies

1. If residents wish to put furniture on their front porches, the following combinations of furniture are pre-approved:
 - a. Two (2) chairs and one (1) table which may be wrought iron, wicker or wood painted either white or black.
 - b. Two (2) chairs, one (1) bench or one (1) 4' swing with one (1) table, which may be wrought iron, wicker or wood, painted either white or black.
 - c. One (1) bench and/or one (1) swing with one (1) table, which may be wrought iron, wicker or wood painted white or black.
2. A maximum of two (2) hanging baskets will be allowed across the front porch; however, one (1) additional hanging basket is approved for units with an open end.

Garage Planters

- 1) One (1) planter between garage doors is approved.

Tree Removal

The ACC has the responsibility for maintaining trees and shrubs. Criteria used by the committee for tree/shrub removal are as follows:

- ☐ Likely to cause damage to foundation, exterior structure, driveway, or sidewalk.
- ☐ Diseased, dead, or dying and becoming unsightly.
- ☐ Infested with insects which impair homeowner's from utilizing the deck/patio or porch.
- ☐ Damaged beyond repair due to ice, wind or hail.

Holiday Decorations

The Architectural Control Committee has approved:

1. Placement of two wreathes or sprays on the front of your home.
2. Garland around the front door with lights.
3. No more than two (2) small trees or shrubs with lights on the front porch.
4. Garland around the lamp posts with lights and one (1) bow.
5. Homeowners will be responsible for the lamp post bow associated with the walkway.
6. The Association will decorate the entrance of the development.
7. The large holly at the entrance will be lighted for the holidays during or about the first week of December.
8. The Architectural Control Committee will be responsible for the selection and purchase of entrance wreaths **as needed**.
9. **Decorating can begin no earlier than December 1 and all decorations must be removed by the beginning of the 2nd week of January.**
10. Anything decorations outside the above guidelines (1-9) must be **preapproved by the Architectural Control Committee**.

Signage

1. Political Signs

a. Political signs are discouraged. If the homeowner feels the need to exercise their right to display political signage, the sign/s must be placed in the natural area immediately surrounding their home so as not to impede yard maintenance. No political signs may be placed in any other common areas. All signs must be removed the day after the election.

2. Real Estate Signage

- a. Barrington Place has pre-approved real estate signs, which are to be requested from the Vice President of the Association and hung under the homeowner's mailbox. **The real estate firm is to provide their information on the sign.**
- b. Notification of an Open House must be made to the Managing Agent at least 1 week prior to the event.
- c. The Managing Agent will email the steps to be followed, to the Homeowner/Real Estate Agent, with copies to Board Members.
- d. Open House signage may be placed at the entrance of Barrington Place, on Barrington property near the sidewalk and along the walkway of the unit being sold at 4 PM on Friday before the Open House and must be removed **immediately** after the event.

3. Vendor Signage

1. Vendors who are providing services for a homeowner, such as home improvement, construction or pest management, may place signage in the natural area in the front of the home for as long as the service is being provided. The sign should be removed when the service is completed.
2. One alarm system sign may be placed in both the front and back natural area of the home.

NOTE: The items outlined above are meant to give guidance when Homeowners are considering making changes or additions to the exterior of their homes. These guidelines indicate what the Architectural Control Committee is likely to approve and not approve. **HOWEVER, WHETHER IT IS LIKELY TO BE APPROVED OR NOT, EVERY CHANGE OUTSIDE EACH HOME INCLUDING ANY ITEMS PLACED ON THE FRONT PORCH MUST BE FORMALLY APPROVED BY THE ARCHITECTURAL CONTROL COMMITTEE.**

PET POLICY

The bylaws permit residents to own house pets (dogs, cats and birds). Owners must obey all laws of the City of Greensboro that pertain to owning, registration, and handling of pets.

With respect to use of the common area of Lands End, the townhouse community that adjoins us to the immediate south: We are welcomed to use this area for walking pets. There are steps at the end of Pontesbury to access the Lands End gravel walk. **Please note you are required to clean up after your pet/s at all times and in all areas of Barrington or Lands End properties.**

WHAT TO DO IF YOU SELL YOUR HOME

If you intend to sell your home you should notify the Managing Agent, Mr. Scott Lambeth at Lambeth Management, PO Box 8071, Greensboro, NC 27419 (Telephone: 336-288-4944).

Below are important reminders. They are itemized below to provide a checklist to ensure that all of the items are taken care of:

1. Notify the Vice President of Barrington Homeowner's Association of your intent to sell.
 - a. The Vice President has the approved signs for your realtor's use.
 - b. The Vice President will provide 2 copies of "What to Do If You Sell Your Home, one copy for your realtor and one copy for the buyer's realtor.
2. Notify the Managing Agent, Scott Lambeth of the name of the buyer and the date of closing.
3. Notify the buyer of:
 - a. the existence of the Association;
 - b. the fact that membership is mandatory as required by the Covenants, Conditions and Restrictions; and
 - c. the amount and due date of the monthly assessments
 - d. that a **small moving van** must be utilized during the move which can easily maneuver around the circle and curves.

This information should also be conveyed to the realtor with whom you list.
4. Ensure that all assessments or other miscellaneous charges owed by you are paid in full. As you know, unpaid assessments create a lien against the property and unpaid assessments can cause delays in or prevent transfer of the title of the property. Even though you may move out before your house is sold, you are still responsible for the assessments accrued while you own the property.
5. **If you do not have a Barrington Handbook, you or your real estate agent can download a copy at www.lambethmanagement.com.**
6. **Provide the Managing Agent with your contact information, if you move before your house is sold.**
7. Provide the purchaser with a list of all exterior modifications or additions to your unit or the common area around your unit.

BARRINGTON PLACE APPROVED PLANTS

TREES

Arborvitae
Crape Myrtle: Carolina Beauty, Natchez White
Deadora Cedar
Dogwood
Foster Holly
Japanese Maple
Japanese Black Pine
Red Maple
Southern Magnolia
Wax Myrtle

SHRUBS/GROUND COVER

Abelia
Acuba
Azalea: Arnaghasa, Delaware Valley, Hersey Red, Gumpo
Boxwood: English and Japanese
Cleyera
Camelia: Sasanqua and Tea
Cleyera
Contoneaster Dammeri
Crape myrtle- Dwarf
Deutsia
Forsythia- yellow, white, purple
Gardenia-Dwarf
Hawthorne
Holly: Carissa, Compact, Dwarf soft Touch, Bvuford, Hellieri, Rotunda, Nellie Stevens
Hydrangea: all
Laurel: English, Mountain, Otto, Luken and Skip
Ligustrum and Privet
Liriope
Mahonia
Magnolia- Star
Mondo Grass
Nandina- Domestic and Dwarf Osmanthus
Pampas Grass Peries
Peries
Photinia
Roses
Spirea: Anthony Waterer, Japanese White, Snowmound, Vanhoutte- White
Yew

FLOWERS/BULBS

Allysum
Begonia
Caladium
Chrysanthemum
Coral Belle
Coreopsis
Corobells
Daffodil
Day Lily
Foxglove
Ferns
Geranium
Hosta
Impatiens
Iris
Jonquil
Lobelia
Pansies
Petunias
Snapdragons
Tulips
Vinca

Please refer to the Lambeth Management website for the most updated approved plantings.

Revised October 21, 2016

Maintenance Request Form

Community: Barrington Place

Owner Name: _____

Property Address: _____

Preferred Phone #: _____

Email Address: _____

Problem/Concern: _____

Architectural Modification Request

Due to additional information required for this request, it cannot be submitted on-line. **Remember:** All necessary building permits MUST be obtained prior to work being done.

Please print this form and attach any necessary items suggested below. The more information included will make it easier for the Board or Architectural Committee to reach a decision.

Location	of their insurance)	Dimensions
Size	Roof Design	Utilities
Color	Plans/Drawings	Copy of the <u>property Plat</u>
Material	Photos/Brochures	<u>Map*</u> with proposed
Contractor (w/proof	Exterior Finish	changes written on the map

*Plat maps may be found online at your county's Register of Deeds or GIS websites - plat book and page numbers may be found on your deed.

The Board or Architectural Committee has **30 days** to make all decisions once all necessary items have been received. **If information is incomplete, the request process must begin over.**

Name of Association:

Name: _____ Date of Request: _____

Property Address: _____

Phone: _____ (home) _____ (work) _____ (cell)

Email: _____ # Pages in request: _____

Description of Request:

I hereby request that the Architectural Control Committee review the attached request. **I agree not to begin work until I have written approval** and to be responsible for the ongoing maintenance and upkeep on the alteration/addition in perpetuity. The upkeep responsibility will transfer to all future owners as well. Further, I agree that all work will be in a workmanship-like fashion, and comply with all building codes. **I agree to contact Lambeth Management once the work is completed in order for a follow up inspection to be completed by the committee or Lambeth Management.**

Signed: _____

All necessary items need to be mailed to:
Lambeth Management
PO Box 8071
Greensboro NC 27419

or faxed to:
(336) 464-2576

or emailed to:
Tiffany.Lmgmt@gmail.com

Landscaping Modification Request

Due to the additional information required for this request, it cannot be submitted on-line.

Please print this form and attach any necessary items suggested below. The more details included in the request, the easier it will be for the ACC to reach a decision.

Picture of the area to be changed

List of plants to be utilized

Detailed sketch of proposed plantings and their placement

The Architectural Control Committee has **30 days** to make all decisions once all necessary items have been received. **If information is incomplete, the request process must begin over.**

Name of the
Association: _____

Name: _____

Property Address: _____

Phone: _____ (Home) _____ (Cell) _____ (Work)

Email: _____

Brief Description of Request: _____

I hereby request the Architectural Control Committee review the attached request. I agree not to begin work until I have written approval and to be responsible for the ongoing maintenance and upkeep on the alteration in perpetuity. The upkeep responsibility will transfer to all future owners as well. I agree to contact Lambeth Management once the work is completed. A committee member will review the revision upon completion.

Signed: _____

Lambeth Management, P.O. Box 8071, Greensboro, NC 27419, 336-288-4944

SATELLITE DISH SPECIFICATIONS

We have established the following guidelines for any homeowner wishing to establish a satellite dish:

1. Satellite dishes may not be larger than 1 meter (39.37")
2. You must contact the HOA for the preferred and/or acceptable locations for your satellite dish **prior to installation.**
3. If your satellite dish is installed over any underground utilities, the homeowner should understand that the utility companies have the right to remove your dish in the event that repairs are needed. **Before installation, your installers must check for underground lines before digging.** Utility companies are not responsible for re-installing or repairing your dish.
4. Exercise care around landscape material.
5. Install, removal/replacement/repair of the roof, siding, or any other area disturbed by the installation/removal/replacement/repair of the Satellite Dish is the responsibility of the homeowner.

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

Note: If after installation, you are not getting satisfactory reception, contact your installer and submit your alternate plan in writing to Lambeth Management at the address listed above.

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

(Homeowner's Signature) Date: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Work Phone: _____

E-mail: _____

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

For approval, you must submit the following:

1. **A signed copy of this form**
2. **A drawing showing the planned location of the satellite dish and your home.**