

FRIENDLY WEST

Handbook



Association est. 1985
Greensboro, North Carolina

Friendly West Townhomes Homeowners' Association *Handbook*

For the convenience of the Residents of Friendly West Townhomes, "The Guide to Living at Friendly West" and "Rules and Regulations of Friendly West Townhome Association" have been restated and combined into one book - "Friendly West Townhomes Homeowners' Association Handbook."

The new Handbook is provided as a guidance for the Homeowners, Lessees and any Management Company that may be retained by the Association.

The new Handbook will be distributed to each Homeowner or Lessee to remain in the home if the Homeowner sells the home or the Lessee vacates the Property.

The Handbook will also be available on the Management Company's website along with other forms and info.

Restated and approved by the Friendly West Townhome Association Board in October 2017. This document supersedes the "Guide to Living at Friendly West" and "Rules and Regulations of Friendly West Association." Please continue to also consult the "Declaration of Covenants" and the "ByLaws" as recorded in the Guilford County Courthouse.

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WELCOME TO FRIENDLY WEST

We hope the FRIENDLY WEST HANDBOOK will help our townhouse owners and residents better understand living in this community. There are 48 individual single family homes here placed in close proximity to one another. Consideration for neighbors, cooperation, and good manners are essential if we are all going to enjoy living in this community. This Handbook in conjunction with the legal governing documents of the Association including the Declaration of Covenants, Conditions and Restrictions and its Amendments, and the Bylaws and the Rules and Regulations of Friendly West Townhouse Association incorporate the information and rules that may be consulted by Homeowners.

BRIEF HISTORY OF FRIENDLY WEST

The first Friendly West townhouses were built in 1981, beginning with those closest to Wedgedale Avenue. The last units were not completed until 1985. The Friendly West Townhouse Association was controlled entirely by Luke Jobe Construction Company during the development stage - building and selling the units - until the fall of 1984. At that time, when more than half the units had been completed and sold, the homeowners requested a meeting for the purpose of assuming control of the Association. The initial Annual Meeting was held November 7, 1984, and a follow-up meeting was held on May 7, 1985. At a meeting on May 14, 1985, officers were elected and Friendly West Townhouse Association assumed its autonomous identity.

ORGANIZATION

The owners of our 48 townhouses are members of a corporation known as Friendly West Townhouse Association. When you purchase a Townhouse at Friendly West, you become a member of this Association. Friendly West Townhouses are governed by the North Carolina Planned Community Act, having adopted its statutes in September 2004. This Act provides for enforcement of the provision of the Declaration of Covenants and By-Laws. It also provides guidelines for development of rules and standards which protect the property value and provide for the residents a safe and cohesive community. All homeowners are urged to study the **Declaration of Covenants, Conditions and Restrictions, and the Bylaws and the Rules and Regulations** of Friendly West Townhouse Association.

Management

The Association of Friendly West Townhouses retains a professional management company to carry out the day-to-day operations and instructions given by the Board of Directors.

Currently, the Association employs Lambeth Management Company in Greensboro, NC. Lambeth Management provides us with a Property Manager who acts as a liaison with our Board and Residents.

Contact Info:

Lambeth Management Company
President and CEO, Scott Lambeth
www.lambethmanagement.com
Lambethmanagement@gmail.com

Property Manager: Robin Pegram, robin.lmgmt@gmail.com

Main number for Owners/emergencies: (336) 288-4944

Architectural and Account questions: (336) 430-5026

All Architectural or Landscape Requests go to tiffany.lmgmt@gmail.com

Or regular mail @ PO Box 8071, G'boro, NC 27419: Fax: (336) 464-2576

Responsibilities include:

- Collecting Association Dues and Assessments
- Preparing Association Budgets and Monthly Financial Reports
- Attends six (6) or more Monthly Board Meetings
- Advisor to the President and Board Members
- Takes care of any communication
- Helps the President prepare and conduct the Annual Meeting in May
- Responding to Requests for General Repairs and Maintenance of Building Exteriors, Grounds and Street Lights
- Recommends and contacts Contractors needed by FW for consideration

- Contacts Contractors and sets up appointments for quotes or work requested by FW Homeowner's Association to be done
- Oversees Work and Projects of General Contractors hired by FW
- Works with the Landscape and Architecture/Infrastructure Chairs
- Receiving Requests for Architectural Changes and Landscape Requests
- Keep our Directory and Website Information up to date

What You Own

As an individual Homeowner, you own from the exterior walls of your Townhouse inward, the interior space and contents, and the land underneath your Townhouse according to the original footprint of your Townhouse. Land underneath decks or patios built after the original construction continue to be common area. A careful inspection of your deed and/or survey will be necessary to determine exactly what you as a homeowner own and what the Association owns.

What You Maintain

- Maintenance, repair, replacement and painting on your property not covered by the Association ..
- Property that has been modified (landscaping or building) by Homeowner, or a previous owner, is Owner's responsibility for maintenance, repair and replacement of those modifications.
- Items include, but not limited to: decks, patios, painted porches, raised patios (porches) and patio enclosures.

What the Association Owns

The Homeowners Association owns all the common property within the community. This includes the shrubbery, the common lawn area, trees, all paved parking areas, streets and driveways, water lines, sidewalks, signage, etc., not covered by the original footprint of a Townhouse. Security lights are leased by the Association from Duke Energy. All Friendly West Homeowners have the right to use and enjoy the common areas owned by the Association.

What the Association Maintains

- Paved surfaces of all drives and streets
- Parking areas
- Walkways - brick and concrete
- Utility and drainage lines and pipes on common area
- Trees, shrubs and grass installed on common property!

See the Maintenance Responsibility List included

Board of Directors

The Association is governed by a Board of Directors of up to seven (7) members elected by the homeowners. Directors serve two-year (2) terms, staggered to achieve some continuity. At least two Directors are elected each year from candidates nominated by the Association's Nominating Committee or from the floor at the Association's Annual Meeting. Any member of the Association whose Dues are fully paid is welcome to be nominated or to nominate herself/himself to be elected to the Board.

The Term of Office for members of the Board will be two (2) year terms for those elected to fill an expired term, and the remaining unexpired term for those filling vacancies due to death, resignation, or removal.

Members completing a full two (2) year term can be nominated and serve for one additional two (2) year term. Members of the Board and their households are not eligible for election to the Board for a period of one (1) year following completion of their term/terms. Members completing a partial term due to a vacancy may be nominated for a full term on completion of the unexpired term.

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

The Board of Directors approves policies, rules and procedures for homeowners in accordance with the Declaration of Covenants, By-Laws, and Rules and Regulations. The Board of Directors has a fiduciary responsibility to ensure that the Friendly West Townhouse Association protects and maintains its position among the leading and most desirable Townhouse properties in Greensboro.

Primary Responsibilities of the Board Include:

- **Adopting the Annual Budget**
- **Overseeing Finances**
- **Retaining a Management Agent**
- **Approving Contracts for Services and Supplies**
- **Adopting and Overseeing Enforcement of Policies and Rules**
- **Making, Levying and overseeing collection of Dues and Assessments**
- **Electing Officers**
- **Handling Appeals from Unit Owners regarding Committee Decisions**
- **Conducting the Annual Meeting**

The Board of Directors meet monthly in one of the Director's homes to conduct the affairs of the Association. If you have questions/Requests/concerns that you would like to present to the Board, please send a written request to the Property Manager or the Board President. If you wish to present your views personally at a Board Meeting, contact the Property Manager or the Board President with a written request to be placed on the agenda.

Annual Meetings

An **Annual Meeting is held in May** of each year at which a summary of the year's activities is given to the Homeowners. Directors for the coming year are elected. A written notification of the date, time and location is mailed to Homeowners at least 15 days in advance of the meeting containing information to be discussed at the meeting and a Proxy to be returned if you are unable to attend. **Your Proxy must be received by the Property Manager 5 days prior to the meeting.**

The presence at the meeting of Members entitled to vote, or of Proxies entitled to vote, must be one half (1/2) to constitute a Quorum for any action except as otherwise provided in the Articles of Incorporation, the Declaration, or the By-Laws. If such Quorum is not present or represented by proxy at any meeting, the meeting may be adjourned until such Quorum shall be present or represented.

Special Meetings

There may also be Special Meetings called of the membership by the Association and the Board of the Directors. This usually occurs when an issue needs to be addressed by the membership prior to the next Annual Meeting. A written notification of the meeting location, time, date and purpose will be mailed 15 days in advance of the meeting. Included will be a proxy to be returned if you are unable to attend.

Association Dues

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 Capital Reserve fund needs. The Board of Directors may increase Dues up to 10% each year without a vote of the membership of the Association.

If an increase of more than 10% is needed to cover actual and anticipated operating costs and reasonable contributions for capital reserves, such an increase must be approved by vote of two thirds (2/3) of the Homeowners. Any special assessment for a specific project or emergency must also be approved by a vote of two thirds (2/3) of the Homeowners in attendance at the Annual or a Special Membership meeting.

Payment of Dues

Homeowners are notified 30 days in advance of a Dues payment change. **Dues are payable on the first day of the month.** You may prepay for any period if you desire. Automatic deductions from your checking account are available. Contact the Property Manager if you wish to set up an automatic draft for your homeowner Dues.

Late Payments and Collections

- Any Unit Owner who does not pay any installment of Dues or Assessments due the Association within thirty (30) days of its due date shall pay a late fee equal to eight percent (8%) of the unpaid amount then due.
- For each period of thirty (30) days after such initial penalty during which such payments remain unpaid, the Unit Owner shall pay an additional eight percent (8%) of such unpaid dues or assessments, up to a maximum of fifty percent (50%) of such unpaid balance.
- While these Dues and assessments remain unpaid, the Owner shall pay the Association interest at the rate of one and one half percent (1 1/2%) for each calendar month that the sum remains unpaid. For such non-payments, the Board may also suspend the Owner's rights and privileges as a Member and Owner.

Violations of Rules & Regulations

Any **Owner, Resident, or Tenant** of the Association who violates these Rules and Regulations or the Association's controlling documents may be fined and otherwise sanctioned by the Board:

- Including suspension of voting and other privileges as an Owner and Member.
- The Owner shall be responsible for any fine or other sanction imposed on the Owner's Residents and Tenants for a violation.
- Before imposing any fine or other sanction, the Board shall provide the Owner and the Tenant an opportunity to explain why they may believe a fine or other sanction is not appropriate.

Procedure for Offense

For any apparent offense against these Rules or against the terms of the controlling documents the Board:

- Send a letter, by first class mail, postage prepaid, to the Owner, and if applicable to the Tenant, advising them of the apparent violation.

- If the apparent violation is corrected within fifteen (15) days of the sending of such letter, then no further proceedings shall be taken against the Owner and his Tenant for the violation.
- If the apparent violation is not corrected to the satisfaction of the Board within the 15 day period, the Board shall send within ten (10) days a written notice to the Owner, and if applicable the Tenant, setting a date to attend a meeting of the Board to explain his actions and present his defense as to why no violations has occurred or why no sanctions should be imposed.
- Should then the Board conclude that a violation occurred and the Owner or his Tenant is responsible, the Board may impose a reasonable fine in the form of an assessment against the Owner not to exceed \$150 per day that the violation continues after such decision by the Board, at the discretion of the Board. The Board may also suspend the rights and privileges of the Owner as an Owner and Member of the Association while such violation continues.

Leasing Policy

No property within the Association may be rented or leased except: With a written agreement with the Owner for a period of not less than **twelve (12) months**.

- All such Leases shall require that the Tenant must follow all controlling documents of the Association and the rules and regulations adopted in the future.
- Only immediate family members related by blood or marriage may live together in a leased Unit.
- The Owner shall provide the Association with contact information for the Tenants.
- The Owner shall be responsible for actions of their Tenants in violation of the restrictions, rules and regulations of the Association.

No Unit may be used as a halfway house, juvenile home, detention center, temporary or long term shelter of any kind.

No more than three (3) Units may be leased or occupied by persons who are not the Owners of the Townhouse.

- An Owner planning to Vacate and Lease his/her unit may provide the Management Company with a letter advising of Intent to Lease
- The Management Company will notify the Owner of the current number of Units under Lease and the number of Letters of Intent on file.
- The letter of intent will be kept on file for one year from the date of receipt.
- If, during this period, the number of signed Leases reaches the maximum of **three (3)**, the Management Company will advise all Owners with Letters of Intent on file that no more leases will be approved.

Reasoning: This non-binding process allows an Owner to proceed with marketing the Unit and provides a means of notifying the Owner should the maximum number of Units under lease be reached during the marketing process.

Selling Your Townhome

If you are selling your Townhome, you should contact Lambeth Management, or the Property Manager who is our liaison, informing them of the name of the buyer and the date of closing.

Your checklist is provided below:

Advise all prospective buyers of:

1. The existence of the Association.
2. The fact that membership is mandatory as required
By the Covenants, Conditions and Restrictions
3. Amount and due date of the monthly Dues
4. Use of a small moving van makes it easier to maneuver
Around the smaller streets and curves

This information should also be conveyed to the realtor with whom you list.

ARCHITECTURAL CONTROL and INFRASTRUCTURE COMMITTEE

Membership: As required by the Declaration, the Architectural Control Committee must consist of (3) three members appointed by the Board. Although not required, The Chairperson should be a member of the Board of Directors with two or three additional homeowners as members. Infrastructure duties added by the Board of Directors.

Responsibilities: Make sure the correct form is up to date and on the Managing Company's website for Homeowners in making requests for **modifications to the structure** of their units or surrounding their units. **Oversees the procedure to be followed by the Homeowner.**

1. Make request in writing using appropriate form available on the Lambeth Management website.
2. Include FW Association Signed and Certified letter of Affirmation.
3. Include descriptions of project, drawings, materials/colors to be used and other products. Inform neighbors within clear view of the proposed modifications for their input.
4. **Do not begin any work until you have received Board approval. The Board has 30 days to reply.**
5. Be responsible for maintenance of approved modifications.
6. Be aware that any approved modifications to or on common areas will heretofore be considered exclusive property of the Association.

No request will be processed until all affected homeowners have been notified and have an opportunity to comment on the proposed modifications; The Architectural Control Committee has approved and the Board of Directors has also approved.

Restrictions: Architectural Control extends to any exterior change including, but not limited to:

- Addition of storm doors, awnings, satellite dishes
- Window replacement
- HVAC equipment replacement
- Roof replacement
- Garage door really open and garage door
- Decks and patios must adjoin the home, extend no more than 10ft not exceed 150ft total size
- Patios must not be more than 8 inches above grade level

If a Unit is purchased where structural improvements have been made in the adjacent common area, the new owner must execute a new Letter of Affirmation prior to occupancy.

INFRASTRUCTURE

The Infrastructure Committee was added to the Architectural Control by the Board to oversee our capital improvements such as drain work, paving, the retaining wall around our perimeter and any other projects deemed needed by the Association. This Committee may work in connection with the Architecture and Landscape Committees as needed.

Infrastructure: Develops long range capital improvement plans and budget for future projects to be provided to the Board of Directors and the Finance Committee. Monitors property infrastructure on an on-going basis for needed repairs, replacements and improvements, making improvements and recommends needed work to the Board. Works with the Property Manager to secure bids for infrastructure projects and recommends contractor selection to the Board for contract award. Monitors contractor performance.

LANDSCAPE COMMITTEE

The Landscape Chair is a member of the Board of Directors, with an additional two to three homeowners as members.

Responsibilities

- Develops detailed landscaping plan and budget annually presented to the Board of Directors.
- Attends monthly Board Meetings to report on progress of any projects or secure approval for any proposed plan revisions.
- Monitors implementation of landscaping plans.
- Monitors work of landscaping contractor on routine maintenance of grounds, Works with Property Manager to secure bids for non-routine landscaping projects and recommends contractor selection to the Board for selection.
- Monitors other contract selection with Property Manager.
- Frequently walks the property to determine problems that need attention.
- Meets with Homeowners to discuss plans for areas near their units to obtain their input for the plan.
- Before removal of trees or screening shrubbery, the committee is responsible for contacting nearby owners to advise them of the pending removal.
- Works in connection with the Architectural and Infrastructure Committees and the Property Manager and Landscape Company on projects where each, or all, are needed.

LANDSCAPE GUIDELINES

The Association appreciates each Homeowner taking pride and responsibility for the appearance of their home and surroundings.

Homeowners must remember that they own their Townhouse and the soil beneath that home. **All Property around Townhomes, front, side and back belong to the Association. This is referred to as “the Common Area” for Friendly West.**

- Shrubs around the Townhouse which are dead or damaged beyond repair due to natural causes will be removed. Exceptions are aging Junipers, Wax Myrtles and Leyland Cypress.
- If a Homeowner wants to remove or replace living shrubs, they must first obtain approval from the Landscape Committee. If approved, the shrubs and replacing will be Homeowner expense and responsibility,
- Established shrubs and trees in all common areas are the responsibility of the Association. Year round weeding, pine needle mulching annually, as well as regular pruning on predetermined schedules are provided.
- Owners who want to plant Bulbs, Plants or Annuals immediately adjacent to your Unit, please obtain written permission from the Landscape Committee and the Board. Also, make certain that they do not interfere with normal lawn maintenance.
- Ivy is not permitted to grow on buildings, as rootlets damage bricks and mortar.
- Ivy may not be used as a ground cover.

Owners will be responsible for maintaining such areas. Anything you plant in the common area becomes the property of the Association as soon as it is planted and may be removed at an time.

**PLEASE ~ NO ARTIFICIAL SHRUBS, PLANTS, OR FLOWERS
in pots or planted in the ground where they can be seen from the street**

Criteria for removing Live trees are:

1. Likely to cause damage to a Townhouse foundation, exterior structure, driveway, or sidewalks.
2. Diseased, dead, or dying and becoming unsightly.
3. Infested with insects, preventing homeowners from utilizing their decks, patios or porches.
4. Damaged beyond repair due to ice, wind, or hail.
5. If a tree is deemed or could be a danger to homes or any part of our common area.
6. An Owner may request removal of trees, but the Owner will be responsible for 100% of the cost unless the planting is dead or endangering property. Removal must have prior written approval of the Landscaping Committee.
7. Replacement trees will be installed only as approved by the Landscape Committee and the Board of Directors and according to the availability of funds in the Landscape budget.

Live trees will continually be pruned and preserved by a professional arborist.

All Request Forms are on the Website or can be sent by our Property Mgr.

Common Area Maintenance

The Association is responsible for the Lawns, Trees, Water Lines, Sewer Lines, and other services on the Common Area. If you have concerns, please contact the Property Manager who will work with the Board of Directors, Landscape Committee, and the Contractor(s) responsible for the work. **Homeowners are asked not to direct the work of the contractors employed by the Association, but to address their concerns through the Property Manager unless requested to do so.**

FINANCE COMMITTEE

Chairperson is the Treasurer of the Association with an addition of two to three Homeowners as members.

Responsibilities

- Solicits budgetary requirements from various committees based on their plans for input to the Annual budget process.
- Using information from committees, prepares Annual operating budget and long range capital expense plan for approval by the Board of Directors.
- Monitors monthly financial reports prepared by the Property Manager to compare expenses against budget and recommends adjusted forecasts for Board approval as needed during the year. (Note: accounting is done by Property Manager).
- Monitors monthly payment of Dues by Association members and recommends corrective action for non-payment for Board approval.
- Works with Property Manager to secure bids for annual audits and recommends auditor selection to Board for contract award.
- Reviews audit and recommends follow up action as needed.

The Board reviews and approves the Annual budget and long range Capital expense plan developed by the Committee and presents to the owners annually for ratification. Any revised forecasts of the Budget or Capital expense planned during the year must be approved by the Board. The Board also reviews monthly financial reports.

NOMINATING COMMITTEE

As required by the By-Laws, this Committee must consist of three or more Homeowners appointed by the Board of Directors prior to each Annual Meeting to serve until the close of the next Annual Meeting. As required, the Chairperson must be a member of the Board and have at least two other Homeowners as members.

Committee members must have some knowledge of the Homeowners and their skills, background and interests.

Responsibilities

- Review mix of skills of current Board members and skills needed for upcoming vacancies.
- Canvass Homeowners with appropriate skills for interest and ability to serve on the Board.
- Recommend a slate of candidates to fill Board vacancies.
- Provide brief resume of candidates to distribute to Homeowners before the Annual Meeting.
- The Board will provide final approval of candidates for selection at the Annual Meeting.

SOCIAL COMMITTEE

Communications

The Social Committee Chair is a member of the Board of Directors, with additional Homeowners as needed.

Responsibilities

- Computer, planning and organizational skills, and relationship with Homeowners needed.
- Visits new neighbors with a small gift such as a plant, food, etc.
- Make sure new residents have a copy of the Friendly West Handbook
- Make sure the Friendly West directory is up to date with new resident info (via property mgr.)
- Publish Newsletter several times a year, if applicable; or publish timely information about upcoming projects, events and community news.
- Committee proposes events to the Board, or at the direction of the Board.
- Plans and organizes one or two community events each year (holiday, July 4th, etc.).
- Committee prepares a budget for each event and submits to the Finance Committee for inclusion in Annual budget.
- In connection with Rules&Regulation Committee, updates FW Handbook when needed.
- Keeps in touch with our Residents as to deaths, sickness, etc., and organizes meals or other needs that may arise.

RULES & REGULATIONS

The Chairperson is a member of the Board of the Directors, with addition of two or three Homeowners as members.

- Committee Members must be committed to having Rules & Regulations interpreted and enforced uniformly and fairly for all Homeowners.

Responsibilities:

- Periodically reviews Rules & Regulations and recommends revisions as needed, and presents to the Board of Directors for review and approval.
- In conjunction with the Communications Committee, prepares the Friendly West Handbook for Board to Homeowners.

Garbage Collection

Garbage and recyclable material is collected by the City of Greensboro in Friendly West. Consult the city newspaper or City of Greensboro waste Management or Trash-City of Greensboro on the internet for holiday collection schedules and other questions. The City Sanitation Department requires all trash and recyclables to be enclosed in a container provided by the Sanitation Department.

The City will provide each Homeowner with one (1) garbage and one (1) recycle cans. The cans come in two sizes:

Small - 36 1/2" H x 23" W x 29" D

Large - 41 1/2" H x 24" W x 32" D

- Garbage picked up early Tuesday; check Holidays
- Recyclables picked up every other Tuesday; check Holidays
- Yard waste (clippings, leaves, weeds, etc.) and bulk waste picked up every Tuesday
City prefers clear see through bags that may be sealed; black bags must be unsealed.
Material/bags should be placed next to your regular cans.
- Boxes of recyclable paper and cardboard are also picked up.
- Have old appliances taken away by vendor or other source

Containers/cans must be placed on the curb of the street, not the grass, in front of your Townhouse **NO EARLIER THAN MONDAY AFTERNOON. PLEASE RETRIEVE YOUR CANS AS SOON AS POSSIBLE AFTER THEY HAVE BEEN EMPTIED ON THE DAY OF PICKUP. Contact the Board if you need help getting your cans to the curb and back.**

Garbage and recyclable containers should be stored in a location **NOT VISIBLE FROM THE STREET**, such as your patio, storage room, special enclosure or garage.
CONTAINERS SHOULD NOT BE KEPT IN FRONT OF ANY HOUSE OR ON THE DRIVEWAYS OR FRONT WALKWAYS.

Parking

- The developers of Friendly West anticipated providing **Two (2) parking spaces** per unit. This included spaces inside garages for units with garages. **Units without garages are entitled to two (2) spaces, as near as, and convenient to the unit as possible.**
- **The Owners, Residents and Tenants collectively of each unit may not park more than two (2) vehicles on Association property without first obtaining the consent of the Board or the Property Manager; otherwise, Owners shall make alternative parking arrangements for additional vehicles elsewhere.**
- There are **three (3) Overflow Parking Areas** - two (2) areas on the Friendly Rd. Side of Folkestone Dr. And one (1) area on the Wedgedale Rd. Side of Folkestone Dr.; please direct your guest and service vehicles to these areas for parking.
- Vehicles parked on Association property in violation of these rules for more than seven (7) days may be towed at Owner expense. **Owners must ensure that visitors to Friendly West are aware of its restricted and limited parking facilities.**
- For occasions or events of an Owner where **visitors** may temporarily exceed the parking spaces normally available, **parking along the outside curb (railroad ties)** will be permitted for the duration of the event. There must be clear access to all units, mailboxes, and entrances to Holden and Wedgedale Roads. **Please inform our Property Manager of any planned Events which may require extra parking.**
- **Units with extended driveways may utilize the drive for guest and temporary parking as long as the vehicle does not extend into the street or block drivers' views of the street..**
- **Storage** or parking of boats, personal watercraft, trailers, motor homes, campers, large trucks, property storage pods, unlicensed or inoperative motor vehicles, or any vehicle leaking fluids is not permitted at any time.
- **Vehicle maintenance** activities are not permitted, except washing and waxing, in appropriate paved common areas.
- **Owners with garages are expected to use their garage for personal parking of their motor vehicles, storage of property, and homeowner activities that do not disturb neighbors. Automotive repairs, noisy or disturbing activities, and commercial activities are not permitted at Friendly West.**

Other Rules

- The **common areas** are **NOT** designed for **activities** such as skateboarding, roller skating, bicycling (excepting entering and exiting), baseball, frisbee, tennis, football, basketball, or active games involving balls, disks, or other objects or running or riding toys. If a resident has children visiting, short term outside activities are expected, but please be considerate to not disturb our peaceful community of neighbors.
- Bicycles, scooters, toys, brooms, mops, and similar items of **personal property** may not be kept or stored on the common area or on decks, patios or porches of the units. Except for appropriate patio furniture, grills and decorative plants, all decks, patios and porches must remain clutter-free.
- No clutter or other objects may be placed on any sidewalk or walkway. **No grilling is allowed on driveways and walkways.**
- Only one (1) 4'x6' sized, **flag** of the **United States is permitted**, provided that the display and maintenance of the flag is done in a proper and respectful manner.
- **Signs** of any kind, except security signs, are not allowed on the exteriors of homes, or any part of the common area, except with prior written approval of the Board of Directors. This includes political and election signs. **Vehicles may not display "For Sale" signs while parked at Friendly West.**
- **Units for Sale** may display one (1) **"For Sale"** sign in front or near the home for sale. **"Open House"** signs may be placed at the entrances to Friendly West several days before the Open House and removed at the end of the event.
- **Garage/Yard Sales are NOT allowed at Friendly West** with the exception of One Sale held if a resident is moving out of their residence. The Sale is restricted to no more than Two consecutive days and must insure that persons attending the Sale will not obstruct our resident's parking spaces.

Personal Property

- **Bicycles, Scooters, Toys, Brooms, Mops, Laundry** and similar items of personal property which are visible from the street, may not be kept or stored on the common area or on Decks, Patios, or Porches of the Units.
- **Except for appropriate patio furniture, grills and plants, all Decks, Porches, and Patios must remain clutter free.**
- **Bird Feeders, Wind Chimes, Potted Plants, Decorations, Displays,** or any other items may not be hung or attached to any trees, plants, or other flora on the Common Area, unless approved by the Board of Directors. Approval may be withdrawn by the Board at any time, in which case all such items shall promptly be removed from the Common Areas.

The Speed Limit in Friendly West is 15mph ~ please use caution when driving around the two dangerous curves of Folkestone Dr./Holden Rd. and Folkestone Dr./Wedgedale Dr. ~ and when turning onto Ramsgate Dr. at both entrances. Please Obey our Stop Signs!

Satellite Dish: see Satellite Dish Form to be approved by the Architectural Com. and the Board

Awnings: There are two approved fabrics (Sunbrella #5760 Beaufort) and (Sunbrella #4988 Cooper Black) - Contact Dize Awning Company at 336-722-5181. If using other sources, make sure the fabric is one of the approved.

Roofing: Approved shingles, (Certain Tweed, Landmark series, Heather Blend)
Our Property Manager can supply recommendations if needed.

Painting: Townhouse exteriors are painted by the Association every five to six years. Sufficient notice is given so homeowners can arrange for repairs before painting. Homeowners are responsible for arranging and paying for repairs.

Paint used is high quality Sherwin Williams paint: approved colors are:

- SW Woodscapes Solid Latex SW7040 Smokehouse - Siding
- SW Superpaint Latex Gloss Finish SW7032 Warm Stone - Trim, Doors, Garage Doors, Trellis
- Spar Varnish Clear Gloss - Doors that are Varnished
- Wood Primer SW Multi Purpose Primer tint to match above application

Homeowners may do touch up painting using the approved paints. Other painting projects or color changes must be approved by the Architectural Control committee and the Board of Directors.

Gutter Cleaning: Gutters will be cleaned twice a year by the Association - once in late Spring and once in late Fall after the leaves have fallen. If a homeowner wishes to have their gutters cleaned more often, it will be done at the homeowner's expense. Work must be done by a bonded person.

Pest Control: The Association maintains a contract with Terminix which provides annual inspection for termites and spraying for pests upon request. **Terminix** comes to our property on **Tuesdays**. For an appointment for home service call 336-621-7070. There is no charge to the homeowner provided the service is done on our normal service day of Tuesday.

Garage Doors: When replacing an original garage door, the Architectural Control has approved a door that is much lighter than the originals. For information and pricing contact Galloni's Triad Door Service Model No. 2284 (18' by 7') 336-887-1612; Precision Door Service, Overhead Door Company and Home Depot are also sources.

Garage doors are painted during a scheduled painting which is performed every 5 to 6 years. Any other time a door is replaced, painting is at Homeowner expense.

- Garages are for exclusive purpose of parking automobiles and normal garage type storage
- Garages are not for storing boats, campers, or any other type of equipment other than automobiles.
- Garages are not to be used for hobbies such as woodworking, pottery making, car restoration, etc., where noise and equipment may pose a disturbance or danger to adjacent neighbors and their property.
- Garage doors should be kept closed at all times except while using, entering or exiting.
- Garages should be kept organized so there is a neat appearance when open.
- Garage windows should be kept clutter free.

As always, approval from the Architectural Committee and the Board of Directors is required before making ANY changes to the exterior of the townhomes, including screen doors, storm doors, wrought iron and wooden railings.

Plumbing Problems

If there is a plumbing problem in which the location of the problem cannot be determined, it is the responsibility of the Homeowner to initiate repairs. If the source of the problem is within or under the Townhouse, the Homeowner will be responsible for the repairs.

If the Homeowner's plumber determines that the source of the problem is in the Common Area, the Homeowner should **only** continue making the repairs in an **emergency situation, contacting the Property Manager as soon as possible.**

Snow Removal Policy

The Association contracts with our Lawn Maintenance Company for snow plowing of the parking lots, roadways, driveways, front walks, including the roadways, parking spaces and the sidewalks on Ramsgate Ct.. **Back walkways, stepping stones, stairs, decks and patios will not be cleared.**

The Property Manager and Landscape Chair communicate with the Landscape Maintenance Company to look at each individual snow or ice event and make a decision about plowing. A depth of 4" is used in the decision along with other factors such as temperature and weather forecast, etc.

Resident Pets

- Dogs, Cats or other pets must be on a leash or carried when outside or on any common area.
- Owners are responsible for any injuries, grievances, complaints or damages caused by their pets.
- Owners must walk their pets on the common areas training them to "do their business" in the Pine needles instead of the grass. **PLEASE CLEAN UP IMMEDIATELY!!**
- As a courtesy to your neighbors, please do not leave barking dogs unattended.
- Chaining or tethering animals is prohibited at Friendly West.
- No farm, exotic, wild, unusual, aggressive or dangerous animal, such as snakes, monkeys, or pigs are allowed at Friendly West.

No Door to Door Solicitation is allowed in Friendly West!!

Outside Decorations

Outside seasonal decorations are permitted with the following provisions:

- Residents may **decorate only the personal area of their own Townhouse** (you own from the exterior walls of your townhouse inward) and the shrubs immediately in front of their Unit.
- Clear or white lights are recommended.
- **Common Areas** may **not** be decorated by individual homeowners - including the shrubbery, trees, lawns, walkways, and sidewalks. No decorations should be placed on roofs and chimney tops.
- The Board would like to remind residents that special attention should be given to the safety and installation of any decorating equipment while remaining aware of the need to avoid electrical shock and fire hazards.

- No decorations are to be placed on any property earlier than **two weeks** before the commencement of a celebrated Holiday, with the exception of Christmas.
- Holiday decorations, other than Christmas, should be removed within **three (3) days** following the holiday.
- **Christmas decorations may be displayed from Thanksgiving Day through January 6th.**

- Christmas decorations may be placed at the Entrances to Friendly West by the Landscape Committee.

If decorations are displayed incorrectly or placed in any Common Areas, the Owner will be asked to remove them. If the Owner refuses or is unable, the Association's Management Company will have them removed at Owner's expense.

Safety and Security

If you feel that you need help or advice from the **Police**, please call **911**

If you need help from the **Fire Department**, please call **911**

Do not hesitate to Call if You Need Help, Feel Threatened or Observe a Behavior or Action Which You Feel Could Jeopardize Our Community's Safety And Security.

In an Emergency, Always Dial 911

In a Non-Emergency call 336-373-4500

Friendly West Townhomes are in Division I, Zone 120

Our CRO (Community Resource Officer) is Officer Wingfield 336-373-7707