

We hope this handbook will help our homeowners better understand how the Association operates and also provide a basic overview of the key points in our 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.

This handbook is intended for both new and existing homeowners. If additional information is needed, please contact a Board Member or our Property Manager.

If you sell your home, please leave this handbook for the new homeowners.

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**About Your Membership:**

Every owner of a lot in Jamesford Meadows is a member of the Association. Each lot is allowed 1 vote on Association matters. Your vote can be made either in person or by proxy. Each member and his or her family is entitled to the use and enjoyment of the Common Area and recreational facilities.

**Dues and Fees:**

As a member of the Association, you are obligated to pay both annual (dues) and special assessments. The dues and assessments are used to maintain the common area and recreational facilities and to pay for the management and administration of the Association. If necessary, special assessments must be voted on and approved by the homeowners. The annual assessments are set by the Board. All owners will be assessed the same amount for both annual and special assessments. The annual assessment (dues) are due on the first day of each year and a penalty will be assessed for late or partial payment. Late payment or non-payment will affect your voting rights.

**Board of Directors:**

The Association is governed by a five (5) member Board of Directors elected by the homeowners. Board Members serve staggered two year terms. 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, Secretary and Assistant 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 assessment
- ◆ Maintain the Common Area
- ◆ Appoint Committees
- ◆ Other Powers and duties as described in our Declaration and Bylaws.

The Board Members are homeowners who volunteer for the benefit of the Association. They are your neighbors, volunteering their time, energy, or expertise to maintain and improve our neighborhood. They do not get involved with personal, family, or neighbor issues. If you are interested in serving on the Board, contact any Board Member or the Property Manager.

**Property Manager:**

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The Board has contracted with a property manager to manage the day-to day operations. The Property Manager reports to the Board. The Property Manager is responsible for supervising contractor work, landscape management, Clubhouse rentals, financial, and other continuing maintenance of the common area.

**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 board 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. Generally, this meeting is held in late November or early December. This meeting is to present the year's business, financial review, as well as present new Board members for election. You can also discuss old and new business.

**Rules and Regulations:**

A general list is below. Please refer to the Declaration for a complete listing and explanation:

- ◆ Architectural Control Standards (Refer below)
- ◆ All lots are for single family residential purposes
- ◆ No obstructions allowed at street intersections
- ◆ No livestock allowed
- ◆ No offensive activities allowed ( report to local police)
- ◆ Pets must be kept on a leash at all times
- ◆ No parking on the street

**Architectural Control:**

Architectural control standards are intended to help maintain the theme and appearance of our neighborhood. Changes or additions to your house or lot will require submitting an application to the Architectural Control Committee for review and getting written approval prior to construction. In addition to the approval from the committee, many projects will also require that you obtain the necessary permits from the City of High Point prior to construction. A complete copy of the AC standards is attached at the back of this booklet.

All requests should be mailed to the Property Manager. If there are any questions as to what may or may not need to be approved, please contact our Property Manager. A brief description is listed here as a guide for changes, improvements and additions that will require you to submit a request to the committee and obtain approval prior to construction:

- ◆ Fence
- ◆ Outbuildings (Dog house, Storage, Playhouses)
- ◆ Deck, Porches, Patios and Gazebo
- ◆ Driveway Expansions
- ◆ Permanent Walkways
- ◆ Garage and Home additions
- ◆ Exterior color changes
- ◆ Exterior siding changes
- ◆ Lawn Ornaments (Flag Poles, Masts and other)
- ◆ Signs
- ◆ Major landscape changes
- ◆ Mailboxes

#### **Common Area:**

All homeowners have a right to the use of and enjoyment of the common area. The use of any common area may be changed or restricted as described in our Declarations. Some common area rules and restrictions are listed below. For some common area, a nominal fee may be charged for its use (Clubhouse Rental).

- ◆ **Clubhouse:** The Clubhouse may be rented for both personal or business purposes. A copy of the rental agreement and application can be found at the back of this booklet. The Clubhouse can also be rented to non-homeowners at a higher rental fee. All applications should be submitted to the Property Manager.
- ◆ **Playground:** The playground is open from dawn to dusk. All children must be supervised by an adult. You are responsible for your own safety. Please clean up after yourself. Parking cars on the street is not permitted.
- ◆ **Ponds and Dams:** No swimming, wading or boating is permitted. No ice skating. Fishing is permitted. Please clean up after yourself.
- ◆ **Tennis Courts:** The tennis courts are open to all homeowners and their guests. There is no charge for the use of the courts. General tennis etiquette for play and scheduling will apply.

Please be respectful of neighboring homes while playing tennis. Please park your car in the Clubhouse parking lot. The use of the tennis courts for anything other than tennis is not permitted. (No skateboards, bikes, etc.) A key to the courts can be obtained from the Property Manager.

**Roads and Traffic:**

The roads in our neighborhood are under the jurisdiction of and maintained by the City of High Point. All issues related to maintenance, speed, traffic, etc. should be directed to the appropriate city office. Our contact with the City of High Point is Phil Wylie @ 883-3225.

**Street Lights:** The street lights in the neighborhood are maintained by the City of High Point. Please contact the City for repairs @ 883-3111. The lights in the Clubhouse parking lot are maintained by the Association. Please contact the Property Manager for repairs.

**Speed Limit:**

The speed limit in our neighborhood is **25** miles per hour. For the safety of everyone, please watch your speed. Periodically the Board may request to the City of High Point that additional police patrols be performed based on homeowner complaints. **PLEASE SLOW DOWN!**

**Parking:**

The parking of vehicles in the street is not permitted. The storage of boats, trailers, etc. in the street or your driveway is not permitted. Cars may be parked in the driveway. A parking lot for activities at the Clubhouse, Playground and Tennis Court is provided for your convenience and safety.

**Pets:**

We welcome all house pets to our neighborhood. Livestock is not permitted. When walking your pet, please keep them on an leash and clean up after them. The common area, islands and entrances are for all to enjoy! Animals are not allowed to roam free.

**Garbage Collection:**

Services are provided by the City of High Point. A container is provided by the City for garbage, recyclable and yard waste. As a general rule, pick up is

on Thursday but may be adjusted for holidays. Please watch your local paper for changes. Do not put your garbage or yard waste at the curb more than 24 hours in advance and remove promptly after pickup.

**Snow Removal:**

Snow removal from the neighborhood is performed by the City of High Point. We can generally expect that the main roads outside of our neighborhood will be cleared, but the roads within the neighborhood will not. The Board is responsible for contracting to have the Clubhouse parking lot cleared. Akela Trail is a state maintained road and not a part of the city street system.

**Committees:**

The Board will appoint an Architectural Control Committee. The Board may also appoint other Committees as necessary. All committees are comprised of homeowner volunteers. Each homeowner is encouraged to volunteer for at least one committee. Some of the committees available are:

- ◆ Social
- ◆ Clubhouse
- ◆ Luminaries
- ◆ Welcoming
- ◆ Nominating
- ◆ Newsletter Editor
- ◆ Neighborhood Watch
- ◆ Directory
- ◆ Traffic

Please contact a Board member or our Property Manager if you would like to participate. An application is attached at the back of this handbook.

**Homeowner Directory:**

A directory will be published periodically. You will be sent an application to participate or make changes prior to each publishing.

**Welcoming Committee:**

Several homeowners have volunteered to welcome new members to our neighborhood. The names and phone numbers can be found on the insert at the front of this handbook. The committee has put together a booklet containing information about our Association, schools, important phone numbers, our Association Documents, and other items of interest. If you are a new homeowner and did not receive a welcoming packet, please contact a committee member or our property manager.

**Luminaries:**

The Association sponsors an annual Lights for Peace and Hope Luminary display. This event is held on the second Sunday in December with a rain date of the third Sunday. The cost for this event is paid by the Association. A committee is formed early each year to organize the event and distribute the Luminary kits. If you would like to help, please contact a Board member or our Property Manager.

**Newsletter:**

The Association publishes a quarterly newsletter that is mailed to each home. The newsletter contains information regarding Board and Committee meetings, up-coming events and articles submitted by the homeowners. If you have something of interest and would like to have it included in the newsletter, please contact a Board member.

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# Jamesford Meadows

## Architectural Standards For Homeowners

Architectural control standards are intended to help maintain the theme and appearance of our neighborhood. Changes or additions to your house or lot will require submitting an application to the Architectural Control Committee for review and getting written approval **prior** to construction. In addition to the approval from the committee, many projects will also require that you obtain the necessary permits from the City of High Point prior to construction.

**Approval must be given prior to construction. A violation or disregard of the established Declaration will result in the Association having to take corrective action at the expense of the property owner.**

An Architectural Committee composed of property owners will evaluate each request. The Declaration of Rules for the committee allows thirty (30) days for the committee to respond. The Architectural Request Form will be returned to the homeowner with the committees response to the request. If the request is denied, an appeal can be made to the Architectural Committee or to the Board of Directors.

All requests should be mailed to the Property Manager. If there are any questions as to what may or may not need to be approved, please contact our Property Manager. **Additional information can be found in our Declaration of Covenants, Conditions, and Restrictions for Jamesford Meadows, page 9, Article V, "Architectural Control".**

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# Jamesford Meadows

## Architectural Standards For Homeowners

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### General Architectural Standards

#### A. Fences

- Shall attach to the home and are restricted to backyards. Homes on corner lots will need to have the fence set-back from the side street as well.
- Shall be no more than 5 ft. high and/or decorative tops may extend up to 6 in. above the fence top level.
- Shall follow the contour of the property and not extend into common property.
- Access to community property can not be restricted by the placement of the fence. In some cases, the fence will need to be set-back from the property line in order to allow access to common property.
- Color may be left natural or stained. If painted, white or a subtle color that compliments the home colors must be used and submitted with the proposal.
- Chain link or other types of metal fencing are prohibited. Wire linings are prohibited.
- Request for fence approval must show materials used, specifications, color, and proposed fence boundaries in relation to property lot lines and homes (to scale).
- Split rail type fences must have at least three (3) rails, and metal or wire containment may not be attached to such fences.
- Fences on adjoining properties must have similar design, construction and common fence sections along property lines.

#### B. Doghouses

- Must be designed and constructed to match or compliment the home, including roof and trim.
- At the highest point, the roof must not exceed four and one half (4 1/2) ft. in height.
- Must be painted or stained to match the home or to blend with surrounding landscaping.

#### C. Dog Runs

- Must meet the requirement for fences. Chain link is prohibited.

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## Architectural Standards For Homeowners

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### **D. Decks, Porches, Patios and Gazebos**

- Must be designed and constructed to match or compliment the home, including roofing (where applicable), siding, and trim.
- Must be located as an integral part of the home or landscape design.
- Must be constructed of weather resistant materials approved for exterior construction such as treated lumber, siding, brick, stone, concrete, etc. Appropriate hardware must also be used.
- Decks and gazebos may be left natural wood or stained. If painted, white or subtle color complimenting the home color must be used and submitted with proposal.
- Porch colors, trim and roofing must match or blend with those of the home.

### **E. Playhouses**

- Shall not exceed dimensions of standard playhouses that are commercially available.
- Must be positioned in the backyard so as to ensure the appearance of being an integral part of the home or landscape.
- If constructed on-site, appearance must be the same as the home. This includes using the same siding, trim, roof line, window and door style, paint colors, etc.

### **F. Driveway Expansions**

- Must be constructed of same material as existing driveway.
- Existing driveway entrance at the curb must remain the same width. Widening should be at least one expansion joint from the curb and gradually curve or slant out to the approved new width.

### **G. Permanent Walkways**

- Must be constructed of concrete or materials commonly sold at building supply centers for driveway, patio or walkway construction.
- Must be the same material and architectural style as existing driveway, walkway, patio or steps so as to appear to be an integral part of the home, yard or landscape.

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## Architectural Standards For Homeowners

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### H. Garages and Home Additions

- Must be constructed of the same materials as the home, including siding, shingles, trim, etc.
- Design must be the same architectural style and design of the existing home, including roof pitch, windows, doors, colors, etc.
- Request for approval must show the proposed structure in relation to property lines and home (to scale) as well as elevation views illustrating roof lines.
- All associated landscaping plans must be submitted which show any changes in lot drainage and where you will be erecting silt fences to protect adjacent properties.

### I. Accessory Buildings

- Only one small accessory building is allowed per residential lot. If a detached garage, playhouse, or other structure already exists on the property, no additional ones are permitted.
- Must be constructed of the same materials as the home, including siding, shingles, trim, etc.
- Design must be the same architectural style and design of the existing home, including roof pitch, windows, doors, colors, etc.
- Request for approval must show the proposed structure in relation to property lines and home (to scale) as well as elevation views illustrating roof lines.
- No opened, exposed foundations are allowed. A comprehensive landscape plan may be used to obscure the foundation if it meets the Association Landscape Standards. Otherwise, the foundations must be solid brick, stucco, or poured concrete block.

### J. Changes To Exterior Of Home Such As Color, Finish Or Siding

- For any request to change exterior siding, a sample of the type of material proposed should be submitted along with specifications.
- Aluminum siding will not be approved.
- Vinyl siding may be used on the back and/or sides of the home only.
- Hardi-plank siding will be approved for all exteriors of the home.



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## Architectural Standards For Homeowners

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- There can be no combinations of vinyl siding and any form of composite or Hardi-plank siding.
- Color samples must be submitted showing the base and trim colors, or finish requested. The color palette is not restricted but no extremely bright, offensive, or “jarring “ color will be approved.
- Approval must be received from the committee prior to construction or renovation.

### **K. Poles and Masts**

- No external antenna, radio mast or tower, etc. are permitted on any residential lot.
- Satellite mini disks will be allowed per FCC Standards. Disks larger than 18” diameter will not be permitted.
- Flag poles must not exceed 20 ft. in height
- Any free standing pole mounted yard light (lamp) may not exceed 8 ft. above grade.

### **L. Signs**

- Any sign erected should not exceed 6 sq. ft. in size. Any exceptions to this requirement must be approved in advance. This applies to all Real Estate Signs also.
- Exception: Signs announcing a yard sale, garage sale, home sale need not be approved so long as the other requirements of this section are met.
- No more than one sign may be placed on a residential lot. This includes real estate signs.
- With the exception of real estate signs, political signs and those granted special allowances, no sign may be erected more than 24 hrs. prior to the event being advertised and must also be removed within 24 hours after the event.

### **M. General Landscape Standards**

- The individual taste and desire of the homeowner shall be respected as long as the design and landscape scheme do not present a hazard to other members of the community nor adversely affect property value in



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## Architectural Standards For Homeowners

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the community.

- General landscape improvements or plantings need not be approved.
- Should the homeowner desire to landscape areas adjacent to his/her property that are part of the common property, it must first be approved by the committee. All costs are the responsibility of the homeowner.
- No elevation changes shall be permitted which materially affect surface grade of the surrounding lots, unless approved in writing from the committee.
- Trees which have a diameter in excess of six (6) inches measured two (2') feet above ground level, and distinctive flora, shall not be intentionally destroyed or removed except with prior approval from the committee.

### N. Mailboxes

- Wood posts must be pressure treated wood, 4 in. x 4 in.
- Must be 36-38 in. above street level.
- Brick Structures must be in compliance with the City of High Point Codes.
- Numbers must be at least 1/2 inch in height and secured to the post.
- No decals or stick on letters are allowed.
- Maintenance of mailbox is the responsibility of the homeowner.

**The Architectural Standards Have Been Reviewed And Approved By The Board Of Directors.**

President: Jon Berlin

Date: 01/31/2000

Secretary: Brian Reinhardt

Date: 1-31-2000

JAMESFORD MEADOWS ASSOCIATION  
ARCHITECTURAL REQUEST FORM



TO: Lambeth Management  
P.O. Box 8071  
Greensboro, NC 27419  
910-288-4944

FROM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
SUBJECT: *PROPOSED IMPROVEMENT, ALTERATION, OR CHANGE AS FOLLOWS:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACHED PLANS MUST SHOW:

1. NATURE AND SHAPE OF THE PROPOSAL
2. HEIGHT, LENGTH, WIDTH AND OTHER DIMENSIONS
3. MATERIALS TO BE USED
4. PLANTINGS, EXCAVATIONS OR CHANGES IN GRADE, IF ANY
5. SITE PLAN AND LOCATION OF PROPOSAL

I/WE THE OWNER(S) REQUESTING THE IMPROVEMENT, ALTERATION OR CHANGE, UNDERSTAND AND AGREE THAT I/WE WILL BE RESPONSIBLE FOR THE COSTS OF ANY MAINTENANCE, REPAIR, OR REPLACEMENT OF ALL OR ANY PART OF SUCH IMPROVEMENT, ALTERATION, OR CHANGE IF APPROVED AND UNDERSTAND AND AGREE THAT THE ASSOCIATION WILL NOT BE RESPONSIBLE FOR SUCH MAINTENANCE, REPAIR, REPLACEMENT OR COSTS THEREOF.

THE PROPOSED IMPROVEMENT, ALTERATION, OR CHANGE, IF APPROVED SHALL BE COMPLETED ON OR BEFORE \_\_\_\_\_ DAY OF \_\_\_\_\_, 19 \_\_\_\_\_. THE FOREGOING APPLICATION IS SUBMITTED BY: \_\_\_\_\_ ON THIS DAY OF \_\_\_\_\_, 19 \_\_\_\_\_.  
(PLEASE PRINT NAME)

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
OWNER OWNER

REVIEWED AND CONSIDERED BY THE ARCHITECTURAL CONTROL COMMITTEE AT A MEETING HELD \_\_\_\_\_, 19\_\_\_\_\_.  
 APPROVED  DISAPPROVED FOR THE FOLLOWING:  
 INCOMPLETE SPECIFICATIONS / DRAWING  
 NOT IN COMPLIANCE WITH ARCHITECTURAL STANDARDS

SIGNED: \_\_\_\_\_

ARCHITECTURAL CONTROL COMMITTEE

# Jamesford Meadows Homeowners Association

## Committee Volunteer Data Form

Name \_\_\_\_\_

Address \_\_\_\_\_


Phone # (h) \_\_\_\_\_ (w) \_\_\_\_\_

Committee(s) interested in:

- Social     Clubhouse     Architectural Control
- Luminaries     Welcoming     Nominating
- Newsletter Editor

Comments/Suggestions: \_\_\_\_\_

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 Please complete and return as soon as possible to Lambeth Management, PO Box 8071, Greensboro, NC 27419. Thank you, in advance, for your interest and concern for Jamesford Meadows.