

***Park  
Place***

***Homeowners Association***



***HANDBOOK***

# Welcome to Park Place

We hope this handbook will help our townhouse owners and residents better understand living in this community. There are 40 individual homes here, placed in close proximity to one another. Consideration for neighbors, cooperation and good old-fashioned good manners are essential if we are all to enjoy our Association.

## **Annual Meetings**

An Annual Meeting is held in November each year at which time a summary of the year's activities is given to the Homeowners and Directors for the coming year are nominated and elected. All Homeowners are encouraged to attend and vote. A written notification of the date, time, and location is sent to each Homeowner 30 days in advance of the meeting, with notification of any other business to be transacted and a proxy to be returned if you cannot attend.

## **Architectural Control**

In order to make any change whatsoever to the exterior of your townhome, a request to make the change must be made in writing and receive **prior approval** of the Board of Directors. This requirement helps to maintain some sense of architectural consistency and structural integrity. The Homeowner should allow 30 days and present the request in writing, along with a drawing and pictures of the proposed modification. Approval must be received from the Association before any work is begun. Examples of modifications needing prior approval would be storm doors, railings, etc.

Satellite dishes less than 18" may be approved by the Board of Directors if the placement of the antenna is not visible to other neighbors. The request should be accompanied by a drawing of the placement of the antenna and a picture and description of the model of the satellite dish.

## **Association Dues and Fees**

The fiscal year of the Association is the same as the calendar year. Association dues are based on the operating needs of the Association and an assessment of the funds needed for capital reserves. A proposed budget is prepared in the fall of each year and Association Dues are set to cover anticipated operating expenses and capital reserves for long term major expenses such as painting, paving, roofing, major landscaping, grounds improvement, damage, etc. Dues may not be increased by more than 10% in any one year.

## **Board of Directors**

The Association is governed by a five (5) member Board of Directors elected by the homeowners. Directors serve two year terms, staggered to achieve some continuity. At least two (2) directors are elected each year from candidates nominated at the Association's Annual Meeting. Any member of the Association whose dues are fully paid is welcome to be nominated or to self nominate him/herself to be elected to the Board at the Annual Meeting. The Board elects the following officers from its members: President, Vice President, Secretary, and Treasurer.

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Directors are your neighbors, volunteering their time, energy, or expertise to maintain and improve our neighborhood. They deal with exterior and Common Area concerns, not concerns within the walls of town homes. **Directors are advised by our attorney not to get involved with personal, family, or neighbor issues. Individual townhome owners must deal with their own personal, family, or neighbor issues just as they would in a separate dwelling neighborhood.**

### **Board Meetings**

The Board of Directors meets with the Managing Agent to conduct the affairs of the Association. The meetings are held at one of the Director's homes. If you have questions/ requests/concerns you would like to present to the Board, feel free to contact any Director at any reasonable time. If you wish to present your views personally at a Board meeting, contact the Managing Agent to find out the date of the next Board meeting and to be placed on the agenda.

### **Children and Guests**

We welcome children of all ages. We urge you to talk frequently with your family and guests about the responsibilities we all share while living as a community. Children and guests need to understand that in a community such as this, where we all live in very close proximity, that a healthy respect for neighbors and their property is essential. **Children's toys and play equipment should be kept on your premises when not in use. If left out, these may be removed by the Association as they impede mowing and maintenance or raise the possibility of liability for injury.**

### **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 about the grass, trees, shrubs, mowing, pruning, weeding, or snow removal on the Common Area, please contact the managing agent.

### **Dumpsters**

All garbage (with the exception of cardboard boxes, newspapers and magazines) must be placed in plastic bags and fastened securely before being placed in the dumpster. If your dumpster is full, please use the other one in the complex. Do not place anything outside the dumpster. Please close the doors of the dumpster after depositing your trash. In addition, all residents are asked to cooperate in keeping the area neat and free of loose trash. This will keep the area free of rodents and other pests.

### **PLEASE DO NOT PARK IN FRONT OF THE DUMPSTERS.**

Large items such as appliances and furniture should be placed on the curb at Battleground Avenue. Do not leave them beside the dumpsters as we must then pay someone to remove them. Contact the Solid Waste Dept. with the City of Greensboro to schedule pickup at (336)373-2489.

## **Mailboxes**

Any problem regarding mailboxes or keys should be referred to the Post Office. Lambeth Management does not provide mailbox keys.

## **Management Company**

Park Place is managed by Lambeth Management & Realty. You may contact Lambeth Management at any of the following:

Telephone: (336) 288-4944

Website: [LambethManagement.com](http://LambethManagement.com)

Emergencies: 288-4944 for 24-hour service

Mail: PO Box 8071, Greensboro NC, 27419

Your management company is hired by and reports to the Board of Directors. The management company is responsible for supervising exterior painting, exterior repairs, driveway and sidewalk maintenance, yard work, landscape management, snow removal and other continuing maintenance of common area matters.

When you feel your town home or the Association grounds need exterior repair or maintenance, you should contact the Management Company in writing (except in emergency). The Management Company has the authority to make the repairs in many cases or refer you to someone, if the responsibility is yours. In less pressing cases, the Management Company will note your concerns but will probably plan for the work to be done later based on Association wide schedules set by the Board of Directors. If the Management Company feels your problem needs quicker attention, he/she may bring your maintenance concerns to the Board meetings for discussion and decision-making.

The Management Company should be made aware of any phone # changes as well as tenant's names & phone numbers for emergencies. It is up to the owner to provide a copy of this Handbook to tenants of their unit for reference. Additional copies may be obtained by contacting the Management Company or on the website.

## **Organization**

The owners of our townhouses are organized into a corporation known as Park Place of Greensboro, Inc. When you purchase or rent a townhome at Park Place, you become a member of the Community. Potential buyers are urged to study the Park Place Covenants, Conditions and Restrictions, the Bylaws, the Rules and Regulations, this handbook, and carefully inspect the exterior of the townhouses, walk our property, and talk to several Park Place homeowners before purchasing a townhome.

## **Outdoor Recreation**

We all recognize that space for outdoor recreation is limited, thus residents and their children or visitors must learn to adapt their activities to the nature of the environment. We simply do not have room for skate boarding, roller skating, bicycling, baseball, Frisbee, tennis, football, basketball, or the throwing of airborne objects near our parking areas.

## **Painting**

The exteriors of our townhomes are painted by the Association every 4 to 5 years. Homeowners will be notified if repairs are needed resulting from negligence or abuse which will be charged to the homeowner. Paint used by the Association is a high quality latex based exterior paint. Colors are approved by the Association.

## **Parking**

Parking areas at Park Place are on the Common Area owned and maintained by the Association. From our Covenants, note that each home is entitled to the use of not more than **one** automobile parking spaces, which will be as near and convenient to his/her townhouse as reasonably possible.

Trailers, motor homes, campers, boats, large trucks, and unlicensed or in-operable motor vehicles are prohibited from the parking lots. If a situation interferes with your personal parking, it should be reported to the Property Manager.

## **Payment of Dues**

Homeowners are notified at least 30 days in advance of the due date if there is any change in the monthly dues. Dues are charged and payable on the first day of each month. You may prepay for any period you desire. Automatic deduction of dues from your checking account is available by contacting the Management Company to complete the necessary paperwork or submit the form at [www.LambethManagement.com](http://www.LambethManagement.com). For those owners not on automatic draft, the Association provides payment booklets.

Past due notices are sent after the 15th of each month for accounts in arrears. A late fee of \$15.00 is added to all delinquent accounts on the 15th of each month in which payment is not received. All association fees, interest, and legal fees involved in late payments are borne by the delinquent homeowner. We work with an attorney on collection of past due accounts of more than 60 days. All collection fees are assessed to the Homeowner. Failure to pay the Association Dues results in loss of all Association privileges and eventually to foreclosure of the property. Proper upkeep, maintenance and smooth operation of the Association rely on prompt payment of homeowner dues by **all** homeowners.

## **Personal Property**

**Personal property, bicycles, toys, grills, etc., may not be left or stored on the Common Area.** It may prove dangerous to others, slow our grounds maintenance efforts, or be considered unattractive by neighbors. If your personal property is left in Common Area, the Association will remove it. If the Association pays for personal property removal, you will be billed.

## **Pest Control**

The Association maintains a contract with Terminix which provides an annual inspection for termites. Terminix will come to our property upon request for termite inspections. You should periodically check your premises to ensure that mulch is not touching the wood surfaces outside your home. Some incidence of termites could be caused by that issue.

## **Placards and Signs**

Placards and signs are not allowed on the exteriors of homes. This includes, but is not limited to security systems signs. For political sign information, please contact the managing agent.

Only one (1) "FOR SALE" sign is allowed. It may be placed outside your unit by you or a realtor. Signs may not be placed at the entrance to Park Place.

## **Plumbing Problems**

If there is a plumbing problem in which the location of the difficulty 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 continue making the repairs, but should notify the Management Company immediately as the Association may be responsible for paying usual and reasonable charges for the work done by the homeowner's plumber.

## **Pooches, Purrers, and Other Pets**

Pets are welcome at Park Place. We have all kinds and we love them all. We ask you to make sure you look after your own pets by walking them at the perimeter of the complex and by carrying along a "pooper-scooper" or bags for disposal. That way, we are keeping our lawns habitable for those of us who walk and enjoy the outdoors. Thanks to all you pet owners for understanding.

Dogs, cats and other pets are not permitted to be loose on the Common area. **City of Greensboro leash laws** are in effect for all dogs. Walk your pets on a leash attached to you. Lead them first to the outer grassy perimeter away from the complex. This allows the animal to defecate and urinate far away from where people without pets would be walking.

**Chaining animals on Common Area is not permitted.** Any homeowner at Park Place has the right to request Animal Control services from the City of Greensboro, if you see violations of City or County animal control regulations please contact 641-5990.

## **Residential Landscaping**

The Association is responsible for all shrubbery and provides year-round weeding, pine needle mulching, and regular pruning on a predetermined schedule. Please contact the Management Company to discuss any landscaping issues.

If you wish to plant bulbs or annual plants immediately adjacent to your unit, please consult the Board of Directors. You must obtain permission from the Association before you make a substantial change to be sure it does not interfere with normal lawn maintenance and that you 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 by the Association at any time.

## **Snow Removal**

The Association contracts with our lawn maintenance contractor or independent contractor for snow plowing of the parking lots and roadways when necessary. This is scheduled as early as possible on snowy days to accommodate people who need to get to work.

## **Some Restrictions**

All homeowners and residents must understand that the Covenants and Bylaws of the Association and the Rules & Regulations from the Board of Directors place certain restrictions on making changes to the exterior of the townhomes and on use of the Common Area. These restrictions are necessary to maintain the good appearance, property values, and pleasant lifestyle within our neighborhood at a minimum cost and concern to homeowners. In the event that a homeowner leases a unit, it is up to that homeowner to provide a copy of the governing documents to the tenant(s) as the ultimate responsibility for compliance of tenants rests with the owner of the unit. Additional copies of these documents may be obtained by contacting the Management Company.

## **What the Association Maintains**

- All exterior painting of buildings
- Care & replacement of original roofs, gutters, downspouts, exhaust vents, exterior wood trim including trim around windows, repair/replacement of shutters
- Lawn care and maintenance including trees and shrubs planted by the Association
- Sidewalks, front entrance steps, front stoops and front handrails
- All brickwork on common area
- All water and sewer lines located on common area up to the townhouse
- All security lighting
- Maintenance and repair of mail house
- House numbers on townhomes
- Driveways, parking areas and curbing
- Maintenance and repair of chimney caps
- Street repair
- Repair and replacement of siding

Any needed repairs should be reported to Lambeth Management in writing or at 288-4944.

**Please do not contact Board members for repair issues.**

## **What the Association Owns**

As a member of the Association, you also own through the Association with the other homeowners, all the common property owned by the Association. This includes:

- Shrubbery
- Common Area lawn
- All paved parking areas
- Trees,
- Signage,
- Sidewalks,
- Mailbox housing, etc., not covered by the foundation of a town home.

This area that we own in common is called the **Common Area**.

## **What You Maintain**

Some sellers of real estate might tell you that you are buying into a “maintenance free” townhome. That is not so. Both the Association and the individual homeowners have obligations described in our many documents, some of which are listed here.

Certain items on the exterior of the townhome are always the responsibility of the homeowner to replace or repair if necessary. Such items include but are not limited to:

- All glass surfaces
- Window sashes and casing
- Window and door screens
- Patio and privacy fences
- Repair and replacement of wooden decks – any portion thereof including railing, supports & steps
- Electrical outlet
- Door bell
- Outside water spigots
- Repair & replacement of all doors
- Home entrance lighting
- All exterior door hardware
- All interior plumbing repairs
- The cleaning of chimney flue pipes for the safe operation of fireplaces
- The cleaning of clothes dryer exhaust vents
- Heating & air conditioning units
- Maintenance and repair or replacement caused by lightning, windstorm, hail, explosion, riot, attending a strike, civil commotion, aircraft, vehicle and or smoke as the foregoing are defined and explained in the North Carolina standard fire and extended coverage in insurance policies. Homeowners are urged to make certain that their individual homeowner insurance policies provide for such damage – most especially, windstorm damage
- Subsurface leakage into crawl spaces
- Interior repairs resulting from a roof leak

## **What You Own**

As an individual homeowner, you own from, and including, the exterior walls of your townhome inward, the interior space and contents and the land underneath your townhome.

## **Yard Sales**

Individual yard sales may not be held on Park Place grounds.

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