

Wilson Farm Subdivision Handbook

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About your Membership

Every owner of a lot/home in Wilson Farm Subdivision is a member of the Wilson Farm Homeowners Association (Association). Each lot/homeowner is allowed one (1) vote on Association matters. Your vote can be made either in person or by proxy. Each member and his/her family are entitled to the use and enjoyment of the Association's Common Areas.

Dues and Fees

As a member of the Association, you are obligated to pay both annual dues and special assessments, if any. The dues and assessments are used for but not limited to the following:

- Maintenance of the Common Areas
- Special events
- Payment of the management and administration of the Association

The Board of Directors may increase or decrease the annual assessment without approval by the membership. Annual assessments increases cannot exceed ten percent (10%). The annual assessment may be increased without limit by receiving vote and approval (2/3's required for approval) by the homeowners.

If necessary, special assessments must be voted on and approved (2/3's required for approval) by the homeowners. The annual assessments are set by the Board.

The Board of Directors provides a "two payment" option. Owners who wish to take advantage of this, may send \$150.00 in January and \$150.00 in July. A statement will be sent in June for those owners who have opted for the payment option.

Board of Directors

The Association is governed by a five (5) member Board of Directors elected by the Members. Board Members serve a staggered two (2) year term. 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 Member-at-Large.

- The Board has the power and duties to:
- Adopt and publish rules and regulations for the common areas
- Contract for the benefit of the Association
- Set the annual dues assessment
- Approve and deny homeowner requests
- Maintain the Common Areas
- Appoint Committees
- Other powers and duties as described in the Declaration and By-Laws

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

Association Manager

The Board has contracted with an Association Manager to manage the day-to-day operations. The Association Manager reports directly to the Board. The Association Manager is responsible for supervising contractor work, landscape management, property inspections (if necessary) and other continuing maintenance of the Common Areas.

The Association Manager prepares the annual operating budget and the Capital budget. The Manager is responsible for collecting dues, special assessments, and paying monthly expenditures for the Association.

Board Meetings

Board meetings are held at various times throughout the year. If you have any issues or suggestions that you would like to present or would like to attend a meeting, please contact a Board Member or the Association Manager.

Annual Meeting

Members will be notified in advance of the annual meeting as to the location and time and any matters to be voted on. Generally, the meeting is held in November of each year. The meeting is to present a review of the Association's activities (during the past year), present a financial review, and election of new Board Members. Members may also discuss old and new business. All special or called meetings will be covered in the same manner.

Architectural Control

Architectural control standards are intended to help maintain the theme and appearance of our neighborhood. Changes or additions to your home or lot will require submitting an application to the Architectural Control Committee or Board of Directors for review and obtaining written

approval prior to construction and change. Obviously, in addition to the approval from the committee/board, many projects will require the approval and permits from the Town of Summerfield or Guilford County. You will need to provide the Architectural Control Committee or Board of Directors with copies of such approval and permits, before approval can be granted. General Architectural Standards and Architectural Request Forms are included in this Handbook or can be obtained upon request from either the Association Manager or Board Member.

All requests should be submitted to the Association Manager. If there are any questions as to what further information may or may not be needed in order for your application to be approved, please contact the Association Manager. A brief, but not all conclusive list is included below as a guide for changes, improvements and additions that will require you to submit a request to the committee or Board and obtain approval prior to construction:

- Fences
- Swimming pools
- Outbuildings (sheds, dog house, playhouses)
- Decks, patios, porches, gazebo and planters
- Driveway expansions
- Permanent walkways
- Garage or home additions
- Exterior color changes
- Exterior siding or roofing changes
- Exterior lighting, lawn or porch furniture
- Lawn ornaments (flag poles, mast and other)
- Personal signage
- Major landscape changes or changes in grade
- Mailboxes

Common Areas

All homeowners have a right to the use and enjoyment of the common areas. Use of the Common Areas is at your own risk with concern for safety and maintenance always a priority. No vehicular traffic is permitted on the Common Areas at any time.

The Homeowners Association may limit the number of guest, regulate hours of use, and curtail any use or uses of the Common Area it deems necessary for the best interest of all homeowners or the protection of the Common Area. The Association is responsible for the maintenance of all common areas.

Parking

The parking of vehicles is prohibited on the Common Areas or on the street. Vehicles should not be parked on any lot other than driveways or garages. The storage of boats, trailers, motor homes, etc. in the street or your driveway is not permitted. Cars may be parked in the driveways; boats, trailers, motor homes, etc. must be parked in the garage and not be visible from the street.

Pets

We welcome all house pets to our neighborhood. Livestock is not permitted. When walking your pet, please observe the Guilford County leash laws and keep them on a leash. Please clean up after your pets and appropriately dispose of any waste. Dogs are not allowed to roam free within the neighborhood. Owners may contact the Guilford County Sheriff Department or Animal Control if there is an issue.

Roads and Traffic

All roads in Wilson Farm Subdivision are public roads. All members and guests shall abide by all State and Local traffic regulations and other laws and ordinances regulating motor vehicles while on the property. The Guilford County Sheriff Department should be contacted for all accidents or safety concerns.

The speed limit in our neighborhood is twenty-five (25) miles per hour. For the safety of all residents and guests, please watch your speed. Violations will be reported to the Guilford County Sheriff Department. Concerns should be reported to the Association Manager.

Rules and Regulations

Additional details may be found in the Declarations of Covenants Conditions and Restrictions for Wilson Farm Subdivision (Article III).

Enforcement

The Association is responsible for the enforcement of all regulations, conditions, covenants and restrictions imposed by the Declarations. Please contact the Association Manager with any concerns or violations.

Architectural Standards for Wilson Farm 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 Architectural request form to the Architectural Committee (AC) or Board 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 Town of Summerfield or Guilford County prior to construction. These permits must be presented to the AC or Board before approval is granted.

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.

The AC or Board Members will evaluate each request. The Declaration allows the AC or Board thirty (30) days for the committee to respond. The Architectural request form will be returned to the homeowner with the committee's response to the request. If the request is denied, an appeal can be made. The AC or Wilson Farm Board of Directors reserves the right, with proper notification to the homeowner, to inspect the property to ensure requested work conforms with the approved plans and specifications.

All requests should be sent to the Association Manager. If there are any questions as to what further information may be needed in order for your form to be reviewed and approved, please contact the Association Manager. Additional information can be found in the Declaration of Covenants, Conditions and Restrictions for Wilson Farm Subdivision

The following are some general Architectural standards.

Driveway expansions

- ❖ All driveways shall be paved with concrete or asphalt
- ❖ Existing driveway entrance at the curb must remain the same width.

General landscape standards

- ❖ The individual taste and desire of the homeowner shall be respected as long as the design and landscape scheme does not present a hazard to other members of the community nor adversely affect property values in the community.
- ❖ General landscape improvements or planting need not be approved, if they do not change the existing design, etc.
- ❖ Grading must not impeded the natural flow of water from lot to lot without the express written permission of the AC or Board

Signs

- ❖ No sign of any kind shall be displayed to the public view on any lot except for one professional sign of not more than six (6) square feet advertising the property for sale or rent or an "Open House"
- ❖ Signs used by builder to advertise during the construction and sales period must not be used for a period exceeding thirty (30) days

Satellite Dishes, Antennas, Flagpoles or Clotheslines

- ❖ No satellite dishes, antennas, flagpoles or clotheslines shall be erected, placed, altered or allowed to remain on any lot with the prior written consent of the AC or Board of Directors
- ❖ Placement of any satellite dish must be inconspicuously located

Fences

- ❖ No fences shall be erected, placed, altered or allowed to remain on any lot without the prior written consent of the AC or Board of Directors
- ❖ No chain link or wire mesh type of fences, including chain link dog runs, shall be placed or erected on any lot.
- ❖ Request for fence approval must show materials to be used, specifications, color, and proposed fence boundaries in relation to the property lot lines and the home (to scale).
- ❖ Fences on adjoining properties must have similar design, construction and common fence sections along property lines.

Exterior Paint Colors

- ❖ All exterior colors must be approved in writing by the AC or Board of Directors

Mailboxes

- ❖ All mailboxes must be uniform in design and color.
- ❖ Mailboxes shall be black and must meet the US Postal specifications.
- ❖ All Mailboxes shall have a natural wood “Trotter Ridge” or similar wood post, pre-approved by the AC or Board.

Swimming Pools

- ❖ All plans and designs for swimming pools shall be submitted to the AC or Board of Directors
- ❖ No swimming pools shall be placed or built on any lot without prior written approval of the AC or Board of Directors
- ❖ No aboveground swimming pools are permitted on any lot.

Utility Buildings, Outbuilding, Sheds

- ❖ Anyone desiring to place a utility building, shed or other outbuilding on a lot must obtain express written approval of the location and design from the AC
- ❖ Approval must be obtained prior to placing, erecting, or altering an outbuilding on any lot.
- ❖ Outbuildings must be built constructed using the same material and with the same colors as the house on said lot
- ❖ Outbuildings must be screened from the street and from the neighbors’ view with adequate landscaping and/or fencing
- ❖ No pre-fabricated outbuilding shall be permitted within Wilson Farm Subdivision

As previously noted, the above items are not all inclusive, but are the most common areas covered by the Restrictions. Please contact the Association Manager with any questions regarding other items that may also be covered by the Declarations of Covenants, Conditions, and Restrictions of Wilson Farm Subdivision.

Architectural Request Information and Form

Architectural Request Form Information

Wilson Farm Homeowners Association

This following form should be filled out completely and then forwarded to Wilson Farm HOA at PO Box 8071, Greensboro NC 27419.

We strongly advise that before completing and submitting your approval application, you make yourself familiar with the Wilson Farm Homeowner's Association Covenants and By-laws that should have been provided to you when you purchased your home and are available on the website. Included in Article III of this document are the restrictions that pertain to any improvements or alterations you may wish to make to your property.

In addition to the form, please make sure that the items listed below are included if they apply to your architectural request:

- Any pictures that will better describe what your improvement or alteration is going to look like when completed.
- A survey or site plan of your lot clearly showing where your improvements or alteration will be located on the property.
- A list of the materials that will be used in your project.

Please note that failure to include the items that are required will mean that your application is sent back to you as denied.

Before your architectural approval application can be processed, a site visit by members of the Architectural Review Committee to check site compliance is required. Please make sure you include phone numbers where you can be reached on your application so that the site visit can be scheduled as quickly as possible upon receiving your application.

According to the WFHOA Declaration of Covenants, the Architectural Review Committee has 30 days from receipt of your application in which to process it. We suggest that you take this into consideration when setting a start date for your project with your contractor. Our aim is to process approval applications as soon as possible after receiving them.

Please note: At the time of your application, the Architectural Review Committee will only be able to grant you a conditional approval, subject to the receipt of copies of any permit(s) required for your project. Once the permit(s) are supplied to the committee, the conditional approval will then be made unconditional. Failure to produce the required permit(s) within the 30 day processing period after the Board receives your application will result in your application being denied. You will then have to reapply once you have the permit(s) available.

Once a decision is reached by the Architectural Review Committee, you will then be notified either by telephone or email. There will also be a formal follow up letter sent to your mailing address.

Please note: We ask that you do not begin any work on your project until you have been notified of the Architectural Review Committee's decision. Failure to adhere to this may result in serious financial consequences for you. Thank you.

**Wilson Farm Homeowners Association
Architectural Approval Request Form**

To: Wilson Farm HOA
PO Box 8071
Greensboro NC 27419

Fax: (336) 464-2576
Email: Tiffany.Lmgmt@gmail.com

From: _____ Phone: _____

Address: _____ Email: _____

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
6. Any existing drainage easements on your property

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 _____, 20____. The foregoing application is submitted by

_____ on this day of _____, 20____
(please print name)

Signed: _____ Signed: _____
(owner) (owner)

Reviewed and considered by the Architectural Review Committee on _____

_____ Approved _____ Approval denied for the following reason(s):

_____ Incomplete Specification/Drawing
_____ Not in compliance with architectural standards

Signed: _____
Architectural Review Committee / Board of Directors