

# **GUILFORD COLONY**

## **Rules and Regulations**

Revised November 13, 2017

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## **Governance**

### **Board of Directors**

Guilford Colony is governed by a five-member Board of Directors, elected by homeowners at the annual meeting. After each annual election, the Board chooses a president, vice president, treasurer, secretary, and assistant secretary for the coming year. Members serve for staggered two-year terms. Homeowners may attend regularly scheduled meetings if they wish. The phone Directory lists the Board members. Call any one of them or the Property Manager for information about meeting times.

### **Architectural Control Committee**

The Architectural Control Committee (ACC) consists of five members appointed by the Board. Members are appointed for staggered two-year terms. The ACC must approve any changes to the exterior of homes and to landscaping redesigns which the homeowner wishes to personally fund. Approval must be in advance of any alterations. The ACC Guidelines, with an application form for changes attached, are sent to new homeowners and to all when guidelines are revised. Applications for changes are sent first to the Property Manager at least 30 days before the desired start date. The Property Manager will record it, send it along to the ACC chair, and inform the Board. The Committee will act as promptly as possible on requests and will try to accommodate a homeowner's wishes whenever they do not conflict with the best interests of the Association

### **Property Management**

Golden Property Management is the property management company for Guilford Colony. The Property Manager/Agent (Greg Domingue) works directly with Board members by assisting them in carrying out their responsibilities. He is responsible for collecting assessments, payments of bills, supervision of grounds maintenance and other contractors and vendors. We ask that you avoid instructing or correcting contractors yourself.

If you have a request for repairs or see a problem that needs attention, call the Property Manager at 336-887-8975. You also may contact him by email at [goldenmgtno@northstate.net](mailto:goldenmgtno@northstate.net). Finally, requests may be sent by mail to Golden Property Management, LLC, Box 16325, High Point, NC 27261.

### **Assessments**

Costs of caring for the exterior of Guilford Colony homes and the common areas are met by assessing each homeowner monthly. The amount of the regular assessment is normally set by the Board of Directors. Special assessments are rare and are approved in advance by homeowners. Assessments are usually paid in monthly installments, although homeowners can make quarterly or annual advance payments. Monthly payments are due on the first of each month, but if they are paid by the tenth, they are "on time."

Coupons are provided for mailing checks each month. Payments are to be sent to Guilford Colony HOA, % North State Bank, P.O. Box 58235, Raleigh, NC 27658. However, homeowners who prefer to have assessments debited from their bank accounts on the tenth of each month may set this up by completing and returning the assessment draft form, along with a voided check, to the Property Manager's office. If you need another form, please call the Property Manager's office.

A portion of each assessment is set aside for replacement reserves for such large items as re-roofing and paving. The amount is set each year and has been between \$15 and \$37 per month. The balance of each assessment goes toward operations (upkeep of grounds, painting homes, repairs, and snow removal, for example).

Assessments are due on the first of each month, and payment is delinquent if not received by the end of each month. A late fee of \$10 monthly will be charged on delinquent accounts. If the amount owed by the homeowner reaches \$500, a lien will be placed upon the homeowner's property.

## **Common Areas**

All areas beyond the footprint of the house and the walled patio are owned in common and maintained by the Association. They must remain clear of any personal items and trash.

## **Parking**

Our Covenants state that "Ownership of each lot shall entitle the owner(s) thereof to the use of not more than two parking spaces." The Association assigns one parking space to each home by painting the house number on the curb. These reserved spaces are as close as possible to the walkways to the designated home. Then there is an unmarked space either adjacent to, or conveniently near, the reserved space for that home. Annually, an inventory of autos is distributed for all owners to complete. Families with three or more cars must receive approval from the Board for regularly parking an additional car. The Board of Directors will provide advice as to where additional automobiles may be parked.

Occasionally unmarked spaces may be occupied by visitors to other households. However, numbered spaces should not be used by anyone except occupants of the designated home. No cars should be parked parallel to curbs.

All vehicles must be properly registered and inspected. No vehicle shall be "stored" on the property.

## **Vehicles**

(Added 8/8/2012)

All vehicles parked within the Guilford Colony community must have a current state tag. Any vehicle not displaying a current state tag may be removed by or on behalf of the Guilford Colony Board at the risk and expense of the owner.

No junk<sup>1</sup>, inoperable<sup>2</sup>, or damaged<sup>3</sup> automobiles or vehicles of any kind shall be parked within the community unless approved by the Guilford Colony Board. If a vehicle has been recently damaged in an accident, repairs to the vehicle must be performed within 30 days. Extension of this timeline needs to be approved by the Guilford Colony Board. Any vehicle with gasoline, oil or emission leaks must be repaired by the owner or removed from the property. No vehicle may be stored on the property.

Those with motorcycles should get approval for parking them by contacting the Property Manager. Parking is reserved in a space close to a Weeping Cherry tree near unit #514. (Paragraph revised 11/13/17).

The following vehicles may not be parked or stored within the Guilford Colony community unless such parking or storage is authorized in writing by the Guilford Colony Board: commercial vehicles, oversized vehicles<sup>4</sup>, trailers, camping trailers, boat trailers, hauling trailers, boats or accessories thereto and self-contained motorized recreational vehicles<sup>5</sup>. Any such vehicle may be parked as a temporary expedience (for up to twelve hours) for loading, delivery of goods or services, or for an emergency.

Minor cleaning and maintenance work of vehicles is permitted on Association property, provided that such vehicles are owned by a resident and that only hand-held, manually operated tools are used. That includes replacement of flat tires, checking fluid levels and adding fluids where necessary, minor engine adjustments, jump starting dead batteries, changing wiper blades and headlight or taillight bulbs, and washing, vacuuming permitted vehicles. Vehicles must not be left unattended when minor cleaning or maintenance is being performed. Each resident tenant is responsible for proper disposal or waste produced by maintenance.

Frequent, ongoing or prolonged sounding of a vehicle horn within the Association is not allowed except in emergencies. Frequent, ongoing or prolonged revving of a vehicle engine within the Association is not allowed. Vehicles equipped with faulty or "sport" mufflers or that otherwise fail to keep vehicle noise at the level of an average passenger vehicle are not allowed on Association property. Vehicle radio and/or stereo volume should be kept at a level that cannot be heard by pedestrians while the vehicle in Association property.

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<sup>1</sup> A junk vehicle is a vehicle that either cannot mechanically be operated on public streets or does not comply with state motor vehicle laws and regulations and, therefore, cannot legally be operated on public streets.

<sup>2</sup> An inoperable vehicle is any vehicle not bearing a current and valid state license plate and or any vehicle that has not been noticeably moved by its owner for a period of three weeks or longer.

<sup>3</sup> A damaged vehicle is any vehicle that displays obvious rusted body parts, broken or missing windows or damaged or missing body parts.

<sup>4</sup> An oversized vehicle is a vehicle too high to clear the entrance of a residential garage or is too long or too wide to fit within a single enclosed garage.

<sup>5</sup> A recreational vehicle is defined as a vehicle designed to be used primarily as temporary living quarters for recreational, camping, travel or seasonal use that either has its own motor power or is mounted on or towed by another vehicle. A recreational vehicle includes camping trailers, fifth-wheel trailers, motor homes, travel trailers and truck campers, as defined by state statute.

## **Driving on Lawns**

Under no circumstance should anyone ever drive on the grass or brick sidewalks, even during the moving-in process. Driving any vehicle—moving vans, delivery trucks, private autos, etc.—on any common area is prohibited.

## **Fuel Spills**

Fuel spills or oil drippings from vehicles destroys asphalt paving and therefore should be treated at once. Residents are responsible for spreading a fuel-absorbent material (kitty litter) on any such spills or oil spots. They also are responsible for the cost of any needed repairs to the paving which result from such spills.

## **Recycling & Waste Removal**

(Revised 11/13/17)

Guilford Colony has two dumpsters. One is for recycled materials and the other is for household trash. Each dumpster is emptied on a weekly basis.

Remodeling waste (such as old cabinets, counter tops, etc.) must not be put into either dumpster. These materials must be taken to the Guilford County Transfer Station, located at 6310 Burnt Poplar Road. A reasonable fee is paid when materials are collected there. Plant cuttings should not be put in either dumpster. The recycling dumpster is well marked and should be used for:

- Aluminum cans, foil, pie pans, and roasting pans
- Steel cans-remove lids
- Cardboard that is unwaxed and uncoated, pizza boxes (please break down boxes)
- Chipboard, paper egg cartons, cake mix, cereal and cracker boxes
- Magazines, catalogs and newspapers that are dry and free from dirt
- Mixed office paper (junk mail, computer paper, envelopes, etc.). Shredded paper should be bagged to prevent it from flying around when the dumpster is emptied.
- Empty aerosol cans
- All Plastics. Plastic tops are recyclable if left on bottles, milk, yogurt and dairy containers.
- Glass bottles and food containers
- Milk and juice cartons
- Pots and pans made of any type of metal

- Rigid plastics such as buckets, milk crates, lawn furniture, pet carriers, litter boxes, flower pots

#### Christmas Tree Removal

Christmas trees should NOT be placed in or around dumpsters. Greensboro announces pickup dates of trees, which can be left outside the gates on the lawn along Lindley Road.

#### Large Appliances, Mattresses and Box Springs Removal

Large appliances, like refrigerators, stoves, compactors, etc., will be picked up by Greensboro Solid Waste Office. Call 336-373-2489 for a pickup date. Then put the item outside the gate on the lawn near the street the evening before your scheduled pickup.

#### Hazardous Waste

Do NOT put hazardous waste into the trash dumpster. Paint, chemicals, used batteries, old nail polish, insecticides, florescent light bulbs (which contain mercury), electronics (televisions, computers) and other hazardous materials should be taken to the Hazardous Waste Collection Center at 401 Patterson Avenue. If you have questions about what is hazardous waste, call 336-373-2035.

## **Termite and Insect Control**

(Revised 11/13/17)

The Association has a contract with a pest control firm (Terminix) which covers treatment for termites, as well as for other insects and little critters (like mice) within or under homes in Guilford Colony. If you are having problems with ants, spiders, crickets, termites, or mice, call Terminix at 336.643-2154 to set an appointment. The cost of an appointment is covered by the Association's contract. The Company does not treat outside areas for flying insects, like mosquitos, nor does it take care of mailbox areas. Call our Property Manager if you discover a hornets' nest or have other concerns. Residents will be notified of the annual termite inspection date.

## **Pets**

#### Dogs

It is unlawful in Greensboro to let dogs run at large or in the streets or on sidewalks. Also it is a policy of the Association that dogs must be walked on a leash within the Colony. Dogs should be walked only in wooded natural areas toward the north and east boundaries of the grounds. Any "accidents" in other common areas must be cleaned up by the pet owner. Dogs should never be chained or secured outside a residence, unless it is within a gated patio.

#### Cats (Revised June 2009)

Beginning July 1, 2009, residents may have only indoor cats. Because we have a few indoor-outdoor cats at this time, they will be "grandfathered" in, but any new cats in grandfathered households must be indoor cats exclusively.

Grandfathered cats need not be walked on a leash (it is no longer a N.C. law). However, this does not mean that cats and their owners can do whatever they wish. Each cat owner must



respectfully consider the neighbors' view of cats and be mindful of when the cat is allowed out, where it is, and what it is doing.

If neighbors still find the cats objectionable, digging in flowerbeds, killing birds, or being a nuisance in any other way, they can call Guilford Country Animal Control at 336-641-5990, M-Sat., 8-5 PM.

*From Guilford County Animal Control:*

*Cats, cats, cats. What's the deal with cats running at large? Can they? Is there a leash law for cats? Animal Control advocates for responsible pet ownership. Responsible pet ownership includes keeping cats under control of an owner. The Animal Control Ordinance does not mandate a leash for cats. Therefore, cats can run at large; however, when a cat becomes a nuisance to an adjoining neighbor, a walker or jogger, Animal Control can take steps to investigate and trap the nuisance cat(s). If an owner can be found, we will issue a citation.*

Citations are for violations of the Animal Control Ordinance, and violations can result in fines, most commonly in the range of \$25 - \$100.

Persistent complaints to our Property Manager also can result in Association fines.

## **Antennas, Cable, Satellite Dishes**

Cable is available to residents. Outside antennas are not allowed. Guidelines for satellite dishes can be obtained by calling the Property Manager. The Board recommends that any satellite dish not exceed 20 inches and may not be installed in common areas. A dish should be installed so as to be as unobtrusive as possible.

## **Homeowner Responsibilities**

(Revised 11/13/17)

Homeowners are responsible for a number of things not covered by their regular or special assessments.

### Homeowner Insurance

Owners need to be aware that repair of the exterior of a townhome, from damage caused by a falling tree, as one example, is the responsibility of owners. Thus you are urged to carry adequate multi-peril, replacement cost property insurance, such as an HO-3 policy.

The Association is responsible for upkeep and repairs of all water and sewer supply lines and discharge lines that are within the common area of the Association. Homeowners are responsible for the upkeep and repair of supply lines or discharge lines that are under or on their lot. (Added 11/13/17).

### Decks and Patios

The Association does not provide upkeep of decks, patio walls, or gates on patios. These are the responsibility of the owner.

## Windows and Doors

The Association does not replace doors or windows. Maintenance of these, except for painting, is the responsibility of the owner. However, if owners wish to replace windows with more efficient ones or replace exterior doors, they must go through the Architectural Control Committee.

## **Signs**

When a home is for sale, the owner may use only a conventional "For Sale" sign, approximately 18 x 30 inches in size, with metal legs. This is the type and size used by real estate companies advertising property for sale. Only one sign is permitted. No sign may be placed at the entrance gates. The intent of this rule is to definitely prohibit wooden post-in-ground signs as inappropriate at Guilford Colony. A "For Sale" sign, as described, is the only sign permitted.

Residents may place a security company sign at the front and rear of their unit. The signs may be up to one foot square and may stand up to 24 inches above ground level. If placed in front, the sign may be placed up to three feet from the front wall and three feet from the porch or stoop. Signs may not be placed on the porch or stoop. Signs at the rear of the unit will be placed within the patio area. (Added 11/9/2012)

## **No Solicitation**

Soliciting homeowners is not allowed. If anyone comes to your door or leaves fliers on your door, please phone the Property Manager, who will contact the company or individual (if possible) to inform them of our policy and call their attention to the "No Soliciting" sign at the entrance.

The Board has made an exception to this policy: resident children and grandchildren of homeowners may solicit for schools and Scouts.

## **Landscaping Policies**

Homeowners who wish to change their front yard plantings must seek approval from the Architectural Control Committee (ACC). If approved, such changes are made at the homeowner's expense, and the homeowners must care for the plants for 18 months.

Homeowners who wish to landscape in common areas behind their homes also need approval of the ACC. The expense and long-term care of plants are borne by homeowners, as the Association has never funded landscaping at the rear of homes.

The Association cares for front yard plantings, except as noted above. If there are dead or dying shrubs in your front yards, please contact our Property Manager who will bring the matter to the Board. Replacement expenditures must come from the operating budget and, therefore, are the responsibility of the Board. Needs will be prioritized for future attention.

Some homeowners add a great deal of beauty to their front yards by planting annuals each year. They do this themselves and at their own expense.

#### Watering Shrubs

Owners are urged to water during serious droughts.

### **House Painting**

(Revised 11/13/17)

The Association Board of Directors and Property Manager will make an annual assessment of painting needs.

#### Wrought Iron Railings

The painting contractor will paint wrought-iron railings when homes are painted.

### **Snow Removal**

When we have snow, the Property Manager will confer with any two available Board members, and they will decide when to have our paved areas plowed.

Homeowners are responsible for shoveling their own porches and walks, but if they cannot do so, they should call the Property Manager who will have a worker do it at the owner's expense.

In the event of an ice storm, it is best to stay off the roads. Homeowners may wish to have a small supply of ice melt or sand on hand to use when sleet and ice make porches and walkways hazardous. The white granular ice melt should be used very sparingly, however, as it discolors brickwork if used in large quantities.

### **Rules and Regulations**

Under authority of the North Carolina Planned Community Act, June 2004, a fine policy for violations of the Covenants, Bylaws, and Rules and Regulations have been adopted.

The procedural steps for the fine policy are as follows:

1. A letter will be sent to a homeowner who has been found to be in violation. The letter will give the homeowner 30 days to correct the violation.
2. If the violation has not been corrected at the end of 30 days, an additional letter will be sent to the homeowner specifying that if the violation has not been corrected within 10 days from the date of the letter, a hearing with the Board of Directors will be scheduled to determine if fining will begin.
3. If the violation has not been corrected at the end of that 10-day period, the homeowner will receive a certified letter advising a date to appear at a hearing before the Board of Directors. The homeowners will have an opportunity to set forth all facts to show compliance with the Covenants, Bylaws, or Rules and Regulations or a valid reason for an exception.

4. The Board will review the homeowner's reason and make a determination as to fining. Should the homeowner not appear at the hearing, fining will begin automatically.
5. Within 10 days, the homeowner will receive a certified letter explaining the Board's findings. If the Board's decision is that fines are to be levied, the following actions will be taken:
  - a. A fine of \$25 per week will be assessed for the first 4 weeks.
  - b. If the violation has not been remedied within the 4 weeks, the fine will be \$75 per week until such time as the homeowner has complied with the Covenants, Bylaws, or Rules and Regulations.
6. If the homeowner has accumulated \$500 of unpaid fines, a lien will be placed on the homeowner's property. The Board will have the option to proceed with foreclosure on the home or file for a judgment against the homeowner in small claims court.
7. The homeowner will be responsible for any legal fees associated with collection of unpaid fines.