

NORTHLINE PLACE HOMEOWNERS ASSOCIATION HANDBOOK

UPDATED

March 2022

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NORTHLINE PLACE
HOMEOWNERS ASSOCIATION
HANDBOOK

MARCH 2022

Welcome to Northline Place

Northline PI is a Cul-de-sac Community consisting of 16 beautiful homes, of various sizes, conveniently located near The Shops at Friendly, the Bog Garden and Tanger Family Bicentennial Garden. We hope this handbook will help our Homeowners understand their responsibilities for living within the guidelines of our Association. Potential buyers are urged to review the Northline Place Covenants, Conditions and Restrictions; Bylaws; Rules and Regulations and meet some of the homeowners before purchasing a home in our community.

Consideration for neighbors as well as cooperation and participation in the functioning of our Association are necessary to maintain a friendly¹/₄ thriving community.

Organization

Northline PI homeowners are members of the corporation known as Northline Place. This Corporation was officially registered by the Guilford County Register of Deeds on July 13, 1987... and it was during this time that the landowner was developing this parcel of land into our community of 16 homes. The Northline PI Homeowners Association was created "for the purpose of protecting the value and desirability of the property"through legally binding Architectural Controls, Grounds and Landscape Maintenance and Property Use Restrictions. The standards established in the beginning continue to maintain the integrity, beauty and desirability of our homes. As a Homeowner, you are a member of the corporation and agree to abide by the legal documents that govern our properties and community.

Governance of Northline PI Homeowners Association

The legal documents listed below provide guidance for the workings of our Northline PI Corporation and they are available for view on Lambeth Management's website at lambethmanagement.com ; near the top of their home page click on the words **CHOOSE YOUR HOA**; scroll down and click on **Northline PI** ; scroll down to the bottom quarter of the home page to the Documents area and click on each document listed to view them.

- The Articles of Incorporation of Northline PI Corporation
- The Declaration of Covenants, Conditions, and Restrictions for Northline PI Community
- First Amendment to Declaration of Covenants, Conditions, and Restrictions for Northline PI Community
- Second Amendment to Declaration of Covenants, Conditions, and Restrictions for Northline PI Community
- Bylaws of Northline PI Association
- Deed of Easement and Maintenance Agreement

Board Of Directors

Our Association is governed by a five member Board of Directors elected by the Homeowners. Board members serve two year terms, staggered to achieve governing continuity. Any member of the Association, whose dues are fully paid, is encouraged to be nominated or to self-nominate himself/herself to be elected to the Board at the Annual Meeting.

The Board elects the following officers from its five members: President, Vice President, Secretary and Treasurer. Board members are your neighbors who volunteer their time, energy and expertise to maintain and improve our neighborhood. **They deal with exterior and common areas only.** **Homeowners must deal with their own personal, family or neighbor issues just as they would in any other neighborhood.**

Board Meetings

The Board of Directors meet with the Management Agent to conduct the affairs of the Association. The meetings are held, as needed, at the home of the President of the Board. Please contact any Board member if you have questions, requests, or concerns you would like to present to the Board for review or clarification.

Annual Homeowners Meeting

An annual homeowners meeting is held in February of each year. The meeting is used to summarize the previous years activities and elect new Board Members to fill the vacancies. All homeowners are encouraged to attend and vote. A written notification that indicates the date, time and location of the meeting is sent to all homeowners at least two weeks prior to the meeting. Homeowners will be notified of any other business to be transacted at the meeting and a proxy will be provided if you cannot attend.

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 funds needed for the Capital Reserve. A proposed budget is prepared each fall and Association Dues are set to cover anticipated operating expenses and Capital Reserve for major long term expenses such as painting, landscaping, ground improvements, etc.

If an increase of more than 10% in dues is needed, it must be approved by a special vote of the Homeowners. Any special assessments for specific projects or an emergency must also be approved by special vote of the Homeowners.

Notice of these meetings are mailed to each Homeowner at least two weeks prior to the meeting.

Homeowners are notified 30 Days in advance of any change in the monthly dues.

Dues are payable on the first of each month. You may prepay for any period you desire. A payment booklet with address labels is provided by the Management Agent.

Failure to pay Association Dues results in loss of Association privileges and eventually to a lien against your property.

Management Agent

Northline Place is managed by Lambent Management and Realty. Please feel free to contact their office at 336-288-4944. Day-to-day operations are supervised by our Property Manager, who is hired by, and reports to, the Board of Directors. The Manager is responsible for supervising exterior painting, exterior repairs and other maintenance issues relating to the common areas.

When you feel your home exterior needs repairs or if there is an issue with the Associations grounds, you should call Lambeth Management. In many cases, the Property Manager has the authority to make the repairs; however, if it is determined that the repairs are the responsibility of the Homeowners the Manager will refer you to someone who can help. In less pressing cases, the Manager 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 Manager feels your problem needs quicker attention, he/she will bring your maintenance concerns to the Board of Directors for discussion and decision making.

Homeowners **SHOULD NOT** make exterior repairs that are the responsibility of the Homeowners Association. The Association **CANNOT** reimburse you for the funds you spend to make repairs that are the responsibilities of the Management Agent.

Architectural Control

To make any changes whatsoever to the exterior of your home, you must make a request in writing and receive prior approval from the Board of Directors. The Board's approval must be given before any work is begun... Approval of the style and color of replacement roof shingles, new storm doors, front doors, porch railings, windows, shutters, fencing, etc. must also be given before purchase and installation. This requirement helps to maintain a sense of architectural consistency and structural integrity in our community. **Homeowners must present their request in writing, along with a drawing, samples of materials and pictures of the proposed changes as soon as the design has been completed... and allow 30 days for board approval.** Satellite dishes under 18" are acceptable as long as they meet FCC regulations and are placed in a position that is not visible to neighbors.

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Architectural Control (continued) Once the Board of Directors have approved the construction plans it is the Homeowners responsibility to insure that all structural work done on their property is completed in

compliance with city building codes and ordinances... and insure that the changes do not create any problems for their neighbors property. Exterior painting is the responsibility of the Home Owners Association and is

coordinated by the Management Agent. The Management Agent schedules the painting contractor, based upon a Board approved rotation schedule of 4 houses per year, until all house exteriors have been painted. At the end of this four year cycle (there are 16 homes in our community) there is a one year period when no houses are painted... then the painting cycle begins again. With this schedule, each house exterior will be painted every 5 years. Please contact the Management Agent if you have questions about when your home is scheduled to be painted.

Pest Control

Home pest control and termite protection is the responsibility of each homeowner.

Common Area Maintenance

There are limited Common Areas here at Northline Place... they consist of the lawn and fence next to Hobbs Rd, the two entrance signs/flower areas and the street in our development. The Association is responsible for the Hobbs Rd lawn and fence, community entrance dogwood trees, community water lines, community sewer line and other services in the common areas. Please contact a member of the Board of Directors if you have concerns about the maintenance of the plants and structural elements in these areas.

Homeowner Landscaping

The Association is responsible for year round lawn care and maintenance, weeding, pruning and spraying all shrubs and pine needle mulching of beds. Homeowners are responsible for the removal of dead shrubs and trees as well as the replacement purchase and planting of new shrubs and trees. Homeowners may plant bulbs and/or annual plants. Homeowners must present a landscape design and information about planned landscaping changes to their property... and receive approval from the HOA Board before work can be started.

Grounds Maintenance

Normal Northline PI grounds maintenance (mowing, pruning, etc.) takes place on a specific day of the week unless there is a National Holiday that week. Please do not schedule workers in your yard on the same day as the Association's scheduled lawn maintenance, so they can do their work efficiently.

Snow Removal

The Homeowners Association is responsible for having snow plowed off the street and/or treat the street for ice when necessary. With each snow or ice event, the Board of Directors will determine whether or not to have the snow removed and/or treat for ice.

Each Homeowner is financially responsible for having snow removed from their driveway, sidewalk and front door landing... this also includes the treatment for ice. Homeowners must sign up with the Board of Directors to participate in having the snow removal/ice treatment done on their property. **Homeowners who elect to have their snow/ice removed must pay the company removing the snow within 5 days of the snow removal.** The snow removal procedure is outlined below.

Northline PI Snow Removal Procedure

- 1. If the forecast is for snow to be 1" to 2", Dependable Lawn Care will be asked to pre-treat the street and clear the snow from sidewalks and driveways for those residents that have signed up for the service.**
- 2. If the forecast is for snow to be over 2", Dependable Lawn Care will be asked to pre-treat the street, plow the street and clear the snow from sidewalks and driveways for those residents that have signed up for the service.**

Lawn Sprinkler System

The community sprinkler system is the responsibility of the Homeowners Association. The Association sprinklers are only located in the front yards of each home with the exception of Units 1 and 2, where the sprinklers are also located along the entrance drive side of these two homes. Sprinklers other than in the front yard are the responsibility of the Homeowner. The Associations sprinkler system is old and can have (from time to time) some reliability issues... please contact a Board member if there is a problem with your front yard sprinkler system. . .

Water and Sewer

If Homeowners experience problems with their water flow or have a sewer problem in their homes it is their responsibility to identify the cause of the problem. If the source of the problem cannot be determined it is the responsibility of the Homeowner to initiate repairs until the cause of the problem is identified. **If the source of a water flow problem is in the water line from the meter to the house or if the sewer problem is in the sewer line from the communities main sewer line to the home it is the Homeowners responsibility to have the repairs made and pay for them.** If the Homeowner finds that the water problem is the community water line coming up to the meter or if the sewer problem is in the communities main sewer line the Homeowner should only continue making the repairs in an emergency situation. Otherwise, the Homeowner should contact the Management Agent and Board of Directors as soon as possible.

Garbage Pick-up

City garbage and recyclable pick-up in our community takes place on Tuesday mornings, except when Monday or Tuesday are National Holidays... in that case consult the Greensboro City Schedule for their alternate pick-up days. Please be sure that the street in our community is clear of vehicles on the mornings of trash pickup to ensure that the trucks can easily navigate our street to make their collections. Also, trash and recycling barrels are to be concealed so they are not visible from the street or neighbors homes on days other than pickup days.

Dogs, Cats and other Household Pets

House pets are welcome in our community as long as they are managed by the homeowner in a manner that is compliant with the rules and regulations of Guilford County and Greensboro Animal Control Services... as detailed in [Sec. 5-10.1 of the local ordinances. Outdoor pets are not permitted in our community. Pet owners are asked to be courteous and considerate of their neighbors in managing their animals... which includes noise control, picking up and properly disposing of their pets feces and obeying the leash laws. PLEASE NOTE: Homeowners at Northline PI have the right to request Animal Control Service from Greensboro/Guilford County if they observe violations of the City or County Animal Control Regulations occurring in our community. Please do not feed feral cats or other wild animals in your yards. It attracts unwanted animals that could have rabies or other diseases. Bird feeders are acceptable.

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Outdoor Recreation and Children

Children of all ages are welcome in our community. Since outdoor recreational space at Northline Place is limited; Homeowners, their children, grandchildren and visitors must adapt their activities to the nature of the environment.

Homeowners are asked to encourage their family members and visitors to be courteous of their neighbors when playing and entertaining outdoors. Toys and play equipment should be kept and stored on your premises when not in use. If these items are left outside, they may be removed by the Association as they impede mowing and maintenance and pose the possibility of liability from injury.

Vehicle Traffic

Please be cautious as you enter and drive in our community to avoid unexpected parked vehicles along the curbs, as well as walkers and children who are occasionally on the street.

Yard Decorations, Flags and Signs

Outdoor holiday decorations and white tree lights are acceptable in our community; however, freestanding holiday structures, statues and inflated decorations are not allowed. Homeowners are asked to have permanent decorative elements and statues, used in their front yards, approved by the Board of Directors prior to placing them in their yards. This regulation is to insure that our community continues to maintain a distinctive, complimentary look from home to home.

Homeowners may fly the U.S.A. and North Carolina flags (in accordance with Federal and State Regulations) whenever they choose.

Homeowners are limited to one (temporary) workers identification sign,

political sign or other sign displayed in their yards. Signs can be no larger than 2 feet by 2 feet in size and must be placed in a natural area so that lawn maintenance can be completed without interference. A political sign cannot be displayed prior to 45 days before the election and must be removed within 7 days after election day.

Tag Sales / Yard Sales

The HOA Board must approve all Tag Sale/Nard Sale events...and they may only be held by a Home Owner who is moving out of our community. **Traffic Control during the event is the responsibility of the Home Owner having the sale... and they must provide a person to **be** in the street during the entire sale event... directing traffic to park on Northline Ave., outside of the community; however, vehicles may be parked in our neighborhood long enough to pick up their purchases.** This parking requirement is established so that emergency vehicles have access to all of the homes without obstruction during a sale event.

**Northline Place HOA
Maintenance Responsibility List
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Item #	Homeowner	Association	Item Description
1	X		Air conditioning and heating equipment HVAC and concrete pad
2	X		Awnings
3	X		Bay window sash
4		X	Brick work on homes
5		X	Chimneys, including wash and cap
6		X	Common areas
7	X		Decks (wood) and wood railings
8	X		Door bells
9	X		Drainage pipe connection on end of downspout
10	X		Driveways
11	X		Dryer vent...cleaning inside vent
12		X	Dryer vent cover outside
13	X		Edging around plant beds
14	X		Electrical outlets
15	X		Enclosures for trash cans
16	X		Exterior doors
17	X		Exterior door hardware
18	X		Exterior front and back house lights
19		X	Exterior siding and trim
20		X	Fence along Hobbs Rd
21	X		Fencing on individual lots
22	X		Fixtures to provide water, light, power and telephone
23	X		Foundation or settling problems
24		X	Foundation doors
25	X		Foundation vents
26	X		Garage doors
27	X		Garage door openers
28	X		Gas grills
29	X		Glass surfaces...storm doors and windows
30		X	Grounds
31		X	Gutters and downspouts
32	X		Hardware on all doors
33		X	House number and plate
34	X		House number painted on curb
35	X		Interior repairs as a result of a roof leak or water penetration
36	X		Lamp posts
37		X	Lawns
38	X		Light bulbs
39		X	Mailboxes and brick housing
40		X	Main sewer line
41		X	Meters
42		X	Painting of exterior doors and trim

**Northline Place HOA
Maintenance Responsibility List (Continued)
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Item #	Homeowner	Association	Item Description
43	X		Patios
44	X		Plant replacement
45	X		Plumbing
46		X	Roof maintenance...shingles and vents on current roofs
47	X		Roof replacement (Prior approval of HOA Board is required)
48	X		Room additions
49		X	Round vents on homes
50	X		Screens
51	X		Screen doors
52	X		Screened porches
53	X		Sewer lines from cleanup to homes
54		X	Sewer lines from common area to cleanouts
55		X	Shutters
56	X		Sidewalks
57	X		Skylights
58	X		Solar tubes
59		X	Sprinkler system in front yards...and master controls
60	X		Stationary windows...entire window including sash
61	X		Storm doors
62		X	Street lights
63	X		Stone flower beds
64	X		Stepping stones
65		X	Steps...exterior
66	X		Steps...interior
67	X		Subsurface leakage into crawl space
68	X		Trees and shrubs
69	X		Trellis
70	X		Utility lines, fixtures and/or connections required to provide light, power, telephone service to lot
71	X		Waterline from meter to house
72		X	Water lines from common area to homeowners meters
73	X		Water spigots
74	X		Window sash
75	X		Wooden Benches
76	X		Maintenance, repairs or replacement caused through the willful negligent act of the Owner, his family, guest or invites
77	X		Maintenance, repairs, or replacements caused by fire, lightning, windstorm, hail, explosion, riot, strike, civil commotion, aircrafts, vehicles and smoke.