

Stone Gables at Pisgah Church Rd Homeowners Association, Inc

Handbook

2023

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This handbook is intended to be a reference guide that each homeowner should keep in a convenient location. Please give this document to any future owner or renter of this home. This document and its contents are provided for guidance of the Homeowners Association and consideration of the homeowners and management companies as may be retained by the Association. It is NOT, in any way, intended to supplant or set precedent beyond the Declaration of Covenants, the Articles of Incorporation and the Bylaws as recorded in the Guilford County Courthouse.

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Welcome and Introduction

Welcome to the Stone Gables at Pisgah Church Rd Homeowner's Association!

The Association has established rules and regulations necessary to promote and ensure the enjoyment and proper maintenance of all Association property for the benefit of all members and their guests. This approach is to foster and encourage an enjoyable, stimulating, and dynamic community environment and to protect and enhance the value of each member's investment.

Please read and familiarize yourself and family with this handbook. These rules were developed in accordance with the Covenants, Bylaws and Declarations set forth for Stone Gables.

General Information

Your Home

You are the sole owner of your home (“dwelling”); you have a deed just like the owner of a single-family home.

You own pipes, ducts, wires, conduits and other such items from the point they enter the interior surface of the dwelling. You also own the heating and air conditioning units as well as the hot water heater associated with your dwelling.

Common Elements

You also own an allocated interest in the Common Elements of the Association. Please consult the Declarants for a more detailed definition of Common Elements. (available on the web page on Lambeth website) The amount of this interest varies based on the number of lots in the Association and is calculated by dividing one by the number of lots in the Association. **Common Elements** include the land within the Association that are not part of the dwelling.

Examples of these are:

- All of the grassy and landscaped areas on Association property including front yards, side yards, and backyards.
- Community streets

Common Elements are held and maintained for the use and enjoyment of all Owners.

Insurance

The Association is a town home community. The Association carries insurance on the common areas only. This includes general liability and Directors & Officers (D&O) coverage. Individual homeowners own their homes and should maintain public liability insurance against claims for bodily injury, death or property damage occurring in or on their own lot. Owners should also carry fire & extended insurance coverage on their unit and personal property. Each home should be insured to the extent of the full replacement cost against loss or damage **with the HOA as an additional insured**. Homeowners should contact their insurance agent to be sure that they have proper insurance coverage. **Owners must provide a copy of the certificate of insurance to the Association.**

Management

The Association retains a professional management company to operate the Association in accordance with the Declaration and Bylaws. The management agent is responsible for day-to-day operations under the supervision of the Board of Directors. The management agent's responsibilities include:

- Collecting Association dues and assessments;
- Responding to requests for general repairs and maintenance of building exteriors, grounds, and street lights;
- Receiving requests for architectural changes and landscape plantings.

The management company's website (www.lambethmanagement.com) provides owners with resources related to the Association including the most up-to-date version of this handbook, information on paying Association dues, the Declaration and Bylaws, request forms for architectural and landscaping changes, and other information.

HOA Board of Directors

The business and affairs of the HOA is managed by the board of directors in cooperation with the Management Agent. Any homeowner is eligible to become a member of the board of directors. Members are elected at the annual homeowners meeting. Contact a current member of the board of directors if interested in becoming a member of the board.

HOA Board Meetings

The HOA board meets regularly. Email announcements of these meetings are sent to homeowners who can attend these meetings but are only allowed to participate when invited to do so.

Homeowners Meetings

At least one annual homeowners meeting is held on the first Thursday of November at which time the homeowners vote to approve the HOA budget, to decide other official HOA matters and to elect new board members. Other meetings can be called to deal with special issues. Homeowners will be notified of any homeowners meeting at least 30 days in advance. All homeowners are encouraged to attend these meetings.

Maintenance

There is a division of responsibility for maintenance of the property between Owners and the Association. In general, the Common Elements as described above are the responsibility of the Association and the Lot/Dwelling is the responsibility of the Owner.

The Association maintains exterior building surfaces, roofs, gutters, and downspouts.

Maintenance to the Common Elements required because of the negligence or wrongful act of an Owner (or family, tenants, visitors, or guests of the owner) will be performed by the Association at the expense of the Owner.

A chart of maintenance responsibilities is included in the Appendix to this Handbook. Residents should contact the Management Agent to request repairs or maintenance for any Common Element or Association maintained item including building repair or landscaping issues.

Association Dues and Fees

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 the Association dues and other assessments are set to cover anticipated operating expenses and capital reserves for long term major expenses such as painting, roofing, major landscaping, grounds improvements, damage, etc. Management will send notice to Owners of the dues amount for the following year. According to the HOA Bylaws, the Board of Directors may increase dues by a maximum of 10% per year without a vote of the Association.

Association dues are to be paid monthly and are collected by the Management Company. The Management Agent will advise Owners of the amount of monthly dues and will provide 30 day notice of any changes to the dues. The Association dues are due on the 1st of each month and will be considered late after 30 days. Late penalties may apply as defined by the Board. Owners may consult the Management Company's website for payment methods.

Special Assessments

In addition to the Association dues, the Board may levy in any year a special assessment applicable to that year. The assessment may only be for the purpose of defraying the cost of construction, reconstruction, repair, or replacement of the common elements, which include buildings and streets. A vote of approval of two-thirds (2/3) of the associations voting members must be obtained for the Board to levy the assessment.

The community has approved a capital assessment of \$522/unit each year which is charged on January 1st and due by December 31st.

Streets and Snow Removal

The streets in Stone Gables are private. If you identify any problems with the streets or street signs, please contact the Management Agent.

The Association hires a contractor for snow removal from the streets when necessary. At least 4 inches of snow fall is required for the HOA to hire a contractor to plow the street. Owners are responsible for clearing their own driveways, patios, and sidewalks as they see fit. **Owners SHOULD NOT use salt or commercial deicer products on the walkways or driveways as they will damage the concrete and brick.**

Getting Involved

Owners have the opportunity to be involved in the governance and future of Stone Gables. Without your involvement, there would be no Board of Directors, no Committees and no self-management of our funds. The section of this handbook titled “The Board of Directors” provides information on how to run for a position on the Board.

Committees

The Board of Directors may create a committee at its discretion. The number of committees is based on volunteers and participation. Owners are welcome to join and serve on these committees. The Board of Directors determines the size of each committee, so any request to join a committee should be made to the Board. Additionally, when a spot is open on a committee, the Board will send out a notice to the Owners asking for volunteers. Below is a description of each committee’s responsibilities.

Architectural Review Committee

This committee regulates the external design and appearance of Stone Gables in such a manner as to preserve and enhance values and to maintain a harmonious relationship among structures and the natural vegetation and topography. This committee is responsible for approving all external improvements or changes to dwellings/lots requested by the Owners. To request an improvement or change, Owners must complete an Architectural Modification Request form and submit the form to the Management Agent who will forward to the Architectural Review

Committee for approval. Forms can be found on the Management Company's website.

Landscaping Committee

This committee is responsible for determining the plantings that are included in the neighborhood and recommending to the Board a landscaping contractor. This committee also approves any plantings by Owners. To request the approval of a planting, please forward the Landscaping Modification Request form to the Management Agent who will forward to the Landscaping Committee for approval. Landscaping Guidelines are included in the Appendix. The Landscaping Guidelines and the Landscaping Modification Request form can also be found on the Management Company's website.

Good Neighbor Policies and Rules

For the well-being of you and your neighbors, the Board of Directors has adopted a variety of policies consistent with the Declaration and Bylaws. As an owner, you are responsible for ensuring that your family members and guests abide by them.

Antennae and Satellite Dishes

Outside antennas or satellite dishes are allowed, subject to the approval of the Architectural Review Committee. Any Antenna or satellite dish shall be affixed to the dwelling, shall be a color which blends with its surrounds, shall have a mask only as high as reasonably necessary to receive the intended signal.

Architectural or Landscaping Changes

The Declaration specifies that all improvements, alterations or repairs, change in paint color, excavation, change in grade, planting, landscaping, exterior decoration or other work which in any way alters the exterior of any lot requires the advance approval of the Architectural Review Committee or the Landscaping Committee who reviews the Owner's written request. See the Management Company's website for the Architectural Modification Request and Landscape Modification Request forms. Only the owner of the property may submit these forms.

Common requests include: exterior additions, installing new HVAC equipment or generators; replacing an exterior door; installing a satellite dish, a storm door or window screens; or planting trees, shrubs or flowers in common areas.

PLEASE NOTE: there is a \$176 fee for the creation of a maintenance agreement for any architectural changes to a property that become the homeowner's responsibility.

Clothes Lines

If a clothesline is placed on any Lot, it shall be on deck or patio, and it shall be so screened that is not visible from the street.

Exterior Doors, Electrical Outlets, Lighting Fixtures and Vents

For changes to existing exterior doors or the installation of new doors, including the installation of storm doors, an architectural request for change must be submitted. Likewise, for changes to existing, or installation of new, exterior electrical outlets, lighting fixtures and vents, refer to this same section.

Display of Flags

Flags should be tasteful and appropriate for the community and considerate of other neighbors. The Board of Directors may request that flags that do not meet these guidelines are removed. General guidelines for flag display are as follows:

- Small flags on decorative stakes, known as Garden Flags, can be displayed around the Owner's lot as long as they are placed in the pine needles.
- Flagpoles cannot be placed in the Common Elements or attached to the exterior structure of the building except in compliance with State law.
- Flags may not be hung outside the dwelling from windows.

Special rules apply to flags displayed for Holidays. See the Holiday Decorations section for more information.

Grills and Other Outdoor Cooking Appliances

All types of gas and charcoal grills and other outdoor cooking appliances are prohibited from use on covered or screened porches. If an Owner chooses to use one of these appliances, the Owner must make sure that the item is at least three feet from the dwelling. Due to smoke and/or cooking odors, the Owner should also make sure that the grill or other outdoor cooking appliance is an appropriate distance from the adjacent dwelling.

Holiday Decorations (exterior)

Decorative exterior holiday seasonal lighting (e.g., Christmas lights) may only be installed during the holiday season and at the holiday season's conclusion must be removed. Holiday decorations must be tasteful and appropriate for the community and considerate of other neighbors. The Board may request that decorations not meeting these guidelines are removed.

Interference with the Workings of the Association

Much of the Association's operating budget is for the upkeep of the common area around Stone Gables. It is imperative that Owners do not interfere with the management and upkeep of the grounds, the common areas or the buildings. Examples of interference include turning on or off the sprinkler system at the main control panel or in isolated areas, adjusting the sprinkler heads or drip hoses, applying chemicals or fertilizer to the grass or plants in the common areas, adjusting or tampering with drainage implements, removing or damaging a planting, etc. Additionally, owners should not interfere with the work of the contractors on site.

If an Owner feels that maintenance, adjustment, or repairs should be made to the services on the grounds, the common area, or the buildings, the Owner should contact the Management Agent and allow the service provider to make the repair. Any Owner found violating this regulation is subject to one written warning. If the violation continues after the written warning, the Owner will be fined according to the section in this Handbook on Violations and Enforcement, and the Owner will be assessed for the repair of damages caused by the Owner's actions and to return the common elements to their original state.

Leasing of Your Property

Any lease agreement between an Owner and a lessee shall include a clause that tenants will comply with the Declaration, Bylaws and other rules. Owners are responsible for the actions of their tenants. Even if a dwelling is rented, the Owner is still responsible for payment of the Association dues and/or assessments against the lot. All leases of Lots shall be in writing and shall have a term of not less than one (1) month.

Noise

Every Owner has the right to quiet enjoyment of his or her property. Generally, residents should always be considerate of their neighbors and particularly during

nighttime hours, 11 p.m. to 7 a.m. Unreasonable noises or actions (i.e. loud music and barking dogs) or any other nuisance or illegal activity will not be permitted.

Parking

Trailers, motor homes, campers, boats, jet skis, ATV's, large trucks, commercial or construction vehicles are not to be parked or stored outdoors within the community. Temporary parking of such vehicles like moving trucks or maintenance vehicles are permitted during loading or unloading and maintenance work being performed. No inoperative motor vehicle (including unregistered vehicles) may be parked or stored on any Lot or any public or private street for a period in excess of 48 hours.

Pest Control

Owners should be vigilant and contact the Management Agent if they see an opening in a dwelling that may allow pests (insects, mice, squirrels, birds, etc.) to enter. The Owner is responsible for securing and treating the interior against pests and the exterior for termites.

Pets

Pets are welcome at Stone Gables; however, pet owners are responsible for their pets. Pets are not allowed to be loose and must be always on a leash **when outside the home. Pet owners are required to immediately clean up after their pets, regardless of the location.**

Pet owners are encouraged to keep pets away from the grass area in front of each unit.

Owners will be held responsible for damage to plantings that is caused by their pets. Chaining animals on common area is not permitted and please do not leave barking dogs unattended.

Planting Beds

The Association is responsible for the ongoing weeding and distribution of pine needles in the front plant bed areas and other common areas. The only plants, shrubs and trees that will be maintained by the Association are the original ones planted by the Association in the common areas.

A resident may improve the plant beds on the sides and back of his/her property by planting flowers, shrubs and/or trees. However, the resident must follow any Landscaping Guidelines approved by the Board and obtain approval. Additionally, the maintenance, upkeep and replacement of any items added by an owner in the side, back beds or front beds if approved become the sole responsibility of the owner and subsequent owners.

Plumbing and Sewer Lines

If there is a plumbing problem in which the location of the problem cannot be determined, it is the responsibility of the Owner to initiate repairs. If the Owner's plumber determines that the source of the problem is in the water or sewer lines leading to or from the home, the Owner should only continue making the repairs in an emergency situation. Otherwise, the Owner should contact the Management Agent and Board of Directors as soon as possible.

Signs

No signs larger than two (2) square feet may be displayed on the property at any time. Signs may not be attached to the buildings, mailbox or any other structure.

Only the following signs are permitted:

- a. *Alarm Company* signs may be a maximum of one (1) foot square and must be located close to the dwelling in the pine needled area.
- b. *Real Estate "For Sale"* signs may be a maximum of two (2) square feet and must be located close to the mailbox and not in the turf area.
- c. *Political* signs may be a maximum of two (2) square feet and may be placed in front of the Owner's dwelling in the pine needled area. There can be a maximum of one sign per home at any time. Signs may be erected 45 days before the corresponding election date and must be removed within 7 days following the election date.

Solicitation

There shall be no solicitation throughout the community.

Storage

Items may not be stored on porches or driveways/sidewalks. All items, including play items/equipment, shall only be placed or kept in the rear of residences on patio and in garages and shall not be placed or kept in front yards, side yards, in the street or sidewalk.

All personal items, such as bikes or lawn furniture, must be stored inside your garage or back patio area when not in use. Items on the patio are to be stored in a neat and orderly manner. All garage doors should remain closed when not in use as this detracts from the uniform look of the community and could encourage burglaries.

Temporary Structures

No temporary structures (trailers, tents, barns or other out-buildings) may be maintained on common elements.

Trash

Trash collection is performed by the City of Greensboro on Mondays each week. Recycling and bulk trash is picked up every other week. Please visit the City of Greensboro's website for details and schedules.

Trash/recycle cans should be brought to the street no sooner than the evening prior to pick up and should be returned out of view of the street by the end of the day after pick up.

Violations and Enforcement

In following with the North Carolina Planned Community Act, the Association may fine an owner for violations of the rules and regulations of the Stone Gables at Pisgah Church Rd Homeowners Association. Such fines may be assessed on a daily basis for a continuing violation. The Owner will be given notice of the violation and potential fines, an opportunity to be heard, and notice of the panel's decision. Any fine established hereunder shall be an assessment against the owner and potential lien against said owner's lot, subject to all provisions and enforcement of Article X of the Declaration.

Window Replacements

Window frames and panes are the responsibility of the Owner to replace and maintain. Replacements must be approved by the Architectural Review Committee.

Window Treatments

Interior window treatments such as drapes, shades, blinds and shutters must be in good condition so as to not detract from the exterior appearance of the buildings. Detachable window dividers, if used, must be installed correctly and aligned to the window frames.

Yard Sales

Individual yard sales are not permitted without prior Board approval. Periodically, the Board of Directors may permit a community yard sale if enough interest exists within the neighborhood.

Appendix

Management Agent Contact Information:

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PO Box 8071
Greensboro, NC 27419

(336) 288-4944 (Is this also the emergency number?)
Website: www.lambethmanagement.com

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