

CENTER POINTE TOWNHOMES HOMEOWNER ASSOCIATION HANDBOOK

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

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 contact your Management Company for any requests or comments:
We can be reached at www.lambethmanagement.com
Office number is 336-288-4944.

Lambeth Management & Realty, Inc.
P.O. Box 8071 Greensboro, NC 27419

Center Pointe Homeowners Association

Homeowner's Handbook

Please refer to the Lambeth Management Website for submitting requests and finding details on Bylaws, Declarations and general Homeowner Association information.

www.lambethmanagement.com

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 Randolph County Courthouse.

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Welcome to Center Pointe

We hope this handbook will help our homeowners and residents better understand living in this community. There are 140 town homes here, placed in close proximity to one another. Part of living in a planned community is abiding by the rules.

The purpose of the rules and regulations is to insure everyone's safety, and to promote the enjoyment and proper maintenance of the community, and to protect and enhance the value of each owner's investment. Consideration for neighbors, cooperation and good, old-fashioned manners are essential if we are all to enjoy our community.

All homeowners and residents must understand that the Covenants & Bylaws of the Association, as well as this Handbook, from the Board of Directors, place certain restrictions on making changes to the exterior of our homes and on use of the Common Area. These restrictions are necessary to maintain the good appearance, property values, and pleasant lifestyle within our community at a minimum cost and concern to the homeowners.

Use of each unit is restricted to residential dwellings. Commercial enterprises are not permitted.

Managing Agent

Center Pointe is managed by Lambeth Management and Realty Inc. Feel free to contact their office at 288-4944 between the hours of 9:00 AM and 5:00 PM, Monday through Thursday, Friday 9am - 12noon for routine requests. After hours emergency calls will be handled through an answering service using the same number. Your Managing Agent, who is hired by and reports to the Board of Directors, supervises day-to-day operations. The Managing Agent is responsible for supervising exterior repairs, sidewalk maintenance, landscape maintenance, snow removal and other routine maintenance of common areas. When you feel your home or the Association grounds need exterior repair or maintenance, you should fill out and submit an action request form. The Managing Agent has the authority to make the repairs in many cases or will refer you to an outside company if the responsibility is the homeowners. Emergency repairs will be made as soon as practical. However, in less pressing cases, the Managing Agent 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 Managing Agent feels your problem needs quicker attention, he / she will bring your maintenance concerns to the Board meetings for discussion and decision making.

Board of Directors

The Association is governed by a minimum of 5 or more-member Board of Directors elected by the homeowners. Directors serve two-year terms, staggered to achieve continuity. At least two directors are elected each year from the candidates nominated. Any member, in good standing, of the Association whose dues are fully paid is welcome to be nominated or to nominate her / him to be elected to the Board. The Board elects the following officers from its members: President, Vice President, Secretary and Treasurer. Other Directors have committee responsibilities. 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 your homes. Directors are advised by our attorney not to get involved with personal, family, or neighbor issues. Individual homeowners must deal with their own personal, family, or neighbor issues just as they would in a neighborhood of single-family homes.

Annual Meetings

An Annual Meeting is held each year in November, at which time a summary of the year's activities is reviewed with the homeowners. Members of the Board of Directors for the coming year are elected at the Annual Meeting. All homeowners are encouraged to attend and to vote. A written notification of the meeting location, date and time is sent to each homeowner, by U.S. mail at least thirty (15) days in advance of the meeting. Also included will be information concerning any other business to be conducted and a proxy to be returned if you cannot attend.

Board Meetings

The Board of Directors meets with the Association manager to conduct the affairs of the Association. If you have questions / requests / concerns that you would like to present to the Board, please fill out and submit an action request form. If you wish to personally present an issue at a Board meeting, contact the Association Manager or the Board President with a written request to be placed on the agenda.

Architectural Control

To make any change whatsoever to the exterior of your home, such a change must be requested in writing through the Management Agent, and you **must receive written approval** by the Board of Directors **prior to** making the changes. This requirement helps to maintain architectural consistency and structural integrity. The homeowner must present the request in writing, along with a drawing and pictures of the proposed change and should **allow thirty (30) days** for the Association's response. Items such as storm doors, fences and satellite dishes may only be installed with written approval from the Board of Directors. The location of a satellite dish must be in the back of the townhouse and be approved by the board of directors prior to installation. Requests must be submitted on the appropriate forms located at www.lambethmanagement.com

All additions and / or alterations are subject to final inspection and approval by the Association Board of Directors.

Insurance

The Association is a town home community. The Association maintains insurance on common areas ONLY. In addition to the property coverage on any common area buildings, the Association also maintains general liability and Directors & Officers (D&O) coverage. Homeowners own their home and should maintain fire & extended insurance coverage on their unit and personal property by obtaining a HO-3 policy. Homeowners should contact their insurance agent to be sure that they have proper coverage.

Association Dues and Fees

The fiscal year of the Association is 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, roofing, major landscaping and grounds improvement.

Association dues are reviewed annually as part of the budget process. If an increase is necessary, homeowners will be notified 30 days in advance of the first payment due date.

Payment of Dues

Dues are payable on the first day of each month and may be prepaid. Automatic draft of dues from your checking account is available by contacting the Managing Agent to complete the necessary paperwork. Coupon books are provided for those choosing not to use the bank draft method of payment. Contact Lambeth for a coupon book. Check amounts must match the total of the coupons enclosed with the payment. Payments may also be made at www.lambethmanagement.com by credit card.

For accounts that are past due, reminder notices are sent between the 10th -16th of each month (or the next business day thereafter). A late fee of \$9.75 is added on the last day of the month to all delinquent accounts. A collection warning letter will be sent to homeowners that are sixty (60) days past due. The Association retains an attorney for collection of accounts that are more than ninety (90) days past due. Delinquency can result in loss of all Association privileges and can lead to the eventual foreclosure of the property. All association fees, interest, and legal fees involved in the collection of late payments are the responsibility of the delinquent homeowner.

Common Area Maintenance

The Association is responsible for the steps, gutters, roofs, lawns, trees, water lines, sewer lines, and other services on the common Area. If you have concerns about the grass, trees, shrubs, mowing, pruning or weeding on the Common Areas, please contact the Management Agent. Please see Maintenance Responsibility List for a complete breakdown of Homeowner and Association responsibilities.

Residential Landscaping

The Association is responsible for all shrubbery unless damaged by the homeowner or guests and provides year-round weeding and yearly distribution of pine needles in the bedded areas, as well as pruning on a predetermined schedule. Please contact the Managing Agent to discuss any landscaping issues.

You may plant annual flowers in the front and rear (if applicable) beds of your lot. You must obtain written permission from the Association before you make any change to be sure it does not interfere with normal lawn maintenance. The homeowner is responsible for maintaining such areas.

We encourage the homeowners to water your grass during the drought times.

Nothing can be planted in the Common Area without prior written approval from the Board. Planting in the Common Area became the property of the Association.

If you receive written approval from the Board and install a fence, maintenance of the area inside the fence becomes the responsibility of the homeowner instead of the lawn maintenance company.

Ornamental lawn decorations are allowed without prior approval of the Board. Decorations include bird feeders, flags, statues, etc. Any Statues that are in the front, side or back of your yards cannot be any higher than 3 feet unless you have fenced in yard, and it is in the fenced in area.

Children's toys and play equipment should be kept inside when not in use. If left out, you will be asked to remove these items, as they impede mowing and maintenance, and could increase the risk of injury. Toys, play equipment, bikes etc. should not be kept on the front porches as storage.

Garbage Removal & Recycle Service

Garbage removal service is provided on Wednesday of each week. All garbage bags need to be in the secured receptacles (not loose trash) and should be placed at curb side no earlier than the evening prior to pick up and should be returned to your garage no later than the evening of the pickup day. Please clean up any spilled trash so our community is clean and neat.

Recycle service is provided on an "every other" Thursday schedule. As with garbage containers, all recycling containers are to be placed at curb side no earlier than the evening prior to pick up and returned to your garage no later than the evening of the pickup day.

Pets

Pets are welcome at Center Pointe, however; pet owners are responsible for their pets. **Pet owners are required to immediately clean up after their pets, regardless of the location.** Pets are not allowed to be loose in Center Pointe as defined in Randolph County's leash laws as well as the Center Pointe Covenants. While outside, pets are required to be on a leash and under the owner's control. Chaining animals is not permitted. Any homeowner at Center Pointe has the right to report violations to **Randolph County Animal Control at 683-8235.**

Parking

Each home is entitled to parking spaces consisting of the attached garage and driveway. **Long Term On-street parking is not permitted. There is no overnight parking on the street. Parking on the sidewalks or on the grass is prohibited at all times.** If an improperly parked vehicle or other situation interferes with your personal parking, you should call Lambeth. Vehicles that interfere with emergency access or block access to fire hydrants or mailboxes **will be subject to towing at the owner's expense.**

Trailers, motor homes, campers, boats, jet skis, ATVs, large trucks, oversized commercial or construction vehicles and unlicensed or inoperable motor vehicles are not to be parked or stored outdoors within the community. All vehicles must display current, valid registration and inspection decals. Repeat violators of the parking policy, those continuing to park improperly, as well as vehicles that do not display current registration and inspection stickers, are inoperable or otherwise appear to be abandoned are subject to towing. **All towing is at the owner's expense.**

Personal Property

Personal property, including lawn furniture, bicycles, toys, grills, garbage cans, chairs, benches, etc. may not be left or stored on the common area, your front yard or driveway. It may prove dangerous to others, slow our grounds maintenance efforts, or be considered unattractive by neighbors. If personal property is left in the common area, you will receive a notice from the Management Agent and you will be requested to remove these items immediately as they could impede mowing and maintenance and increase the risk of injury.

Please Watch Your Speed

A non-posted speed limit is 20 miles per hour throughout the community, but congestion and weather conditions as well as the presence of children and pedestrians frequently dictate that a lower speed is appropriate. Please be considerate and keep the safety of all residents and guests in mind.

Excessive Noise

Every homeowner has the right to quiet enjoyment of his or her property. Unreasonable noises or actions or any other nuisance or illegal activity will not be permitted.

Signs, Flags and Decorations

Flags, ornamental décor, signs, are allowed on the exterior of homes in the front or back. Security service signs may be placed adjacent to your unit, in the ground, not affixed to the brick or siding. **Holiday decorations and/or temporary signs (new baby, graduation, etc.) are allowed but must be removed within 14 days following the holiday and/or event. One “For Sale” sign is permitted in the front of the home.**

Fences

Fencing must be approved by the Association in writing prior to installation. Fencing shall be allowed only beginning at the wall of the owner’s individual unit and will be allowed to extend only two (2) feet past the center of the extending patio and no higher than 6 feet. Fencing must be white solid vinyl, white picket vinyl, or black iron picket. No other type of fencing shall be permitted. Fencing shall not be permanently affixed. Fencing must be installed with a gate to comply with fire code ordinances.

Owners shall maintain the yard inside and underneath fence. In the event an owner violates any fence provisions, they shall be notified in writing and provided 60 days to bring the fence compliance. If the violation is not corrected or cured. With that period, the HOA shall have the fence removed at the owner’s expense. Cleaning both sides of the fence is the homeowner’s responsibility.

Painting

The door trim and other exterior paintable surfaces of our homes are painted by the Association. The homeowner will be charged for the cost of repairs to those surfaces where damage is determined to have been caused by negligence or abuse.

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 home, the homeowner will be responsible for the repairs. Water lines from meter to house are the homeowner's responsibility. Water lines to individual meters are the responsibility of the Homeowner Association

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 Managing Agent immediately as the Association may be responsible for paying usual and reasonable charges for the work done by the homeowner's plumber.

Ownership and Responsibilities

What You Own:

As a homeowner, you own, from and including the exterior walls of your home inward, the interior space and contents and the land underneath your home. You may also own the land a certain number of feet out from the foundation of your home, as defined in your plot plan and deed and will vary with each unit.

Common Area that the Association Owns:

As a member of the Association, you with the other homeowners also own all of the common property owned by the Association. This includes all areas not included in the paragraph above (**What You Own**), the shrubbery, the common lawn, water lines, lampposts, trees, sidewalks, mailboxes, etc.

Center Pointe follows the NC General Statutes - Chapter 47F for Planned Communities.

**Center Pointe Homeowners Association
Maintenance Responsibility List**

revised	11-Sep-23		
#	Owner	HOA	Item
1	X		air conditioning and heating equipment
2	X		brick & stonework on buildings
3		X	brick walls -Entrance signs
4		X	common areas
5	X		condensation lines from AC unit
6	X		doors & hardware (replacement) and kick plates
7		X	doors (exterior) Painting
8	X		door bells
9	X		driveways & curbing
10	X		Enclosed privacy areas
11	X		electrical outlets
12	X		exterior house lights over garage, at front door, at back door
13	X		fixtures to provide water, light, power, telephone
14	X		front porch
15	X		garage doors & hardware and exterior key pads and openers
16	X		glass (storm doors & windows) and French doors
17		X	gutters, downspouts, extension pipes, and rain diverters (Replacement due to normal wear)
18	X		gutters, downspouts, extension pipes, and rain diverters (maintenance & small repairs)
19	X		house number
20	X		hvac equipment, lines, ducts
21	X		individual sewer line
22	X		interior repairs as a result of a roof leak or water penetration
23	X		limited common area
24	X		locks on doors
25		X	mailboxes & posts
26		X	main sewer lines
27	X		meters for power to individual units
28		X	mowing, seeding, fertilizing common areas.
29		X	painting / staining of exterior doors & wooden trim
30	X		patios
31		X	pressure washing - building exteriors
32		X	retaining walls
33		X	roofs (shingles, flashing)
34		X	sewer line (cleaning of main line only)
35	X		sewer lines (cleaning of the individual sewer line from the main line to the townhome)
36		X	sewer lines & cleanouts (repair & replacement of main lines)
37	X		sewer lines & cleanouts (repair & replacement of individual lines)
38	X		shutters
39	X		sidelights
40	X		splashblocks
41	X		storm doors
42		X	storm drains
43		X	street lights
44		X	streets and signs
45	X		sunrooms
46		X	trees, shrubs, and grass (Installed by Declarant or HOA)
47	X		utility fixtures/connections for water, light, power, telephone,sewage,sanitary service
48	X		vent pipe covers and dryer and exhaust fan vents (replacement & Cleaning)
49		X	vinyl siding, trim & soffit (replacement)
50	X		vinyl siding, trim, & soffit (maintenance and small repairs)
51		X	Sidewalks -along the street
52	X		Walkway to individual unit
53	X		water lines from water meter into townhome
54		X	water lines (mains) to individual meter
55	X		water spigots
56	X		weathersstripping
56	X		window pane / sash
57	X		Maintenance, repairs, or replacement caused through
			the willful negligent act of the owner, his family, or guests, or invitees or is
			caused by fire, lightning, windstorm, hail, explosion, riot, civil commotion, aircraft
			vehicles or smoke, as defined and explained in the NC Standard Fire &
			Extended Coverage insurance policies

Procedures Regarding Resale or Leasing of Units

In the event of any resale of a unit, the following procedures should be followed:

1. A written notification should be sent to the Managing Agent when the unit is available for resale.
2. If you are no longer residing in the unit, an alternate address and phone number must be provided to the Managing Agent.
3. Units may be listed through an agent or broker.
4. Only one sign is allowed on the front of your property.
5. If a paid assessment letter is needed, a minimum 14-day notice is required.
6. After your unit is sold, a copy of the closing statement must be sent to the Managing Agent for the name transfer on the account.

Leasing of your unit:

1. Unit owners intending to lease their unit must provide the Managing Agent with an alternate address and phone number of the unit owner.
2. A copy of the lease needs to be sent to Lambeth.
3. All leases' terms must be for no less than 12 months except for Market Place.

Center Pointe Home Business Definition

The Board of Directors has established Rules and Regulations to help clarify the issue of “home businesses” not permitted in the community.

No industry, business, etc.... shall be conducted from any Center Pointe property within these guidelines:

- No business signage shall be posted on any home, property, common area (this does not include lettering on vehicles)
- No business machinery shall be used in any home (other than computers, printers, faxes)
- No business in which employees must come to the property.

The Association does not find any business that is otherwise “invisible” from the street or community and to neighbors, doesn't generate noise, and doesn't involve traffic and parking issues to be in violation.