

***Northline Place  
Homeowner's Association  
Handbook***

**UPDATED  
January 2025**

**Lambeth Management Company**

**Donna Williams, Property Manager**

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# **NORTHLINE PLACE** **HOMEOWNERS ASSOCIATION** **HANDBOOK**

**January 2025**

## **Welcome To Northline Place**

Northline Place is a Cul-de-sac Community consisting of 16 beautiful, individually owned homes and properties, 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; Amendments; Bylaws; Rules and Regulations. You are welcome to 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 friendly, thriving community.**

## **Organization**

Northline Place 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 Place 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 Place Homeowners Association**

The legal documents listed below provide guidance for the workings of our Northline Place Corporation and they are available for view on Lambeth Management's website at [lambethmanagement.com](http://lambethmanagement.com) ; near the top of their home page click on the words **CHOOSE YOUR HOA**; scroll down and click on **Northline Place**; 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**
- **Third Amendment to Declaration of Covenants, Leasing**
- **Fourth Amendment to Declaration of Covenants, Maintenance Responsibilities, and PENDING HOA APPROVAL**
- **Bylaws of Northline PI Association**

## **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, Secretary, Treasurer (Financial Services provided by Lambeth Management Company). 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 to conduct the affairs of the Association. The Property Manager attends relevant meetings. The Board sets timing, location and agenda for its meetings and publishes the meeting minutes through an email sent to the homeowners. 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 receive a meeting agenda notifying 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.

## **Property Manager**

Northline Place utilizes Lambeth Management Realty for property management services. Please feel free to contact their office at 336-288-4944.

Day-to-day operations are supervised by our Property Manager who reports to the Board of Directors. The Property Manager is responsible for supervising the landscaping contractor, exterior painting, exterior repairs and other maintenance issues relating to the common areas.

HOA issues (lawn and irrigation) should be reported to the Property Manager. The Property Manager working with the Board of Directors will determine HOA responsibility and respond accordingly.

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 HOA.

## **Architectural Control**

**To make any changes or repairs whatsoever to the exterior of your home, you must make a request in writing and receive prior approval from the Architectural Review Committee (ARC) of the Board of Directors. The ARC'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, replacement windows, shutters, fencing, garage doors, etc. must also be given before purchase and installation. See Exhibit A - Garage doors, Exhibit B - Fencing, Exhibit C - Roofing, and Exhibit D - Painting, Exhibit E - Painting Schedule.**

These requirements help 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.**

Once approved it is the Homeowners responsibility to ensure that all work done on their property is completed in compliance with city building codes and ordinances...and ensure that the changes do not create any problems for their neighbors property.

## **Exterior Painting**

Exterior painting is the responsibility of the Homeowners Association and is coordinated by the Property Manager. The Property Manager schedules the painting contractor, based upon the Board approved rotation schedule of houses painted on a seven year cycle until all the houses are painted. There are 16 homes in our community. There is a two year period when no houses are painted...then two years of painting...then 1 year off...then 2 years of painting. Then the sequence is repeated. See Exhibit E - Painting schedule. There will be an annual paint/repair inspection of each home. Please contact the Property Manager if you have any questions.

## **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 Road lawn and fence, community entrance dogwood trees, community water lines, community sewer line and other services in the common areas.

## **Homeowner Landscaping**

The Association is responsible for year round lawn care and maintenance, weeding, pruning and spraying all shrubs and 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, perennial 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 Place 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 treated 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 Lambeth Management 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".....The contracted company 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".....The contracted company 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, and managed in association with lawn maintenance. 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.

## **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 community's main sewer line the Homeowner should only continue making the repairs in an emergency situation. Otherwise, the Homeowner should contact the Property Manager and Board of Directors as soon as possible.

## **Garbage Pick-up**

City garbage, recyclables pick-up and yard waste 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 insure 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.] 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 rodents, or other wild animals in your yards or neighborhood streets. It attracts unwanted animals that could have rabies or other diseases. Birds must be fed from a designated bird feeder.**

## **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 ensure 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.

# Garage Doors

## Exhibit A

### Tag Sales / Yard

### Sales

The HOA Board must approve all Tag Sale/Yard 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.

### Leasing of Homes - Limitations of Rental Property

In order to offer rental or leasing agreements, a property must be **occupied for no less than two (2) calendar years** from date of acquisition of the property by persons with legal title to the property, legal ownership interest in the property, and/or marital interest in the property, and the family members of those categories of persons.

**All leases of homes shall be in writing and shall have a term of at least one (1) year. The HOA board should be notified of any changes in the occupation of your property.**

## Northline Place – Garage Door Specifications

We have established the following guidelines for any homeowner wishing to install a new garage door on their property.

- 1- Traditional Raised Short Panel Design
- 2- Frosted Glass Required (when glass panels are used and visible from the street)
- 3- Glass Panels must be located at Top of Garage Door
- 4- Color Match to Sherwin Williams Homestead White as required for all home siding and trim.

**Two recommended vendors: Ascend Door Service and Precision Doors**

I have read the above guidelines and understand that if the installation of my proposed garage door is not in full compliance with the above, I will be asked to remove or correct the errors at my expense.

Homeowner's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE WRITTEN AN APPROVAL FROM THE Architectural Review Committee (ARC) of the HOA. IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:**

- 1) A signed copy of this form.
- 2) A detailed description of your door including photo if possible:

\_\_\_\_\_

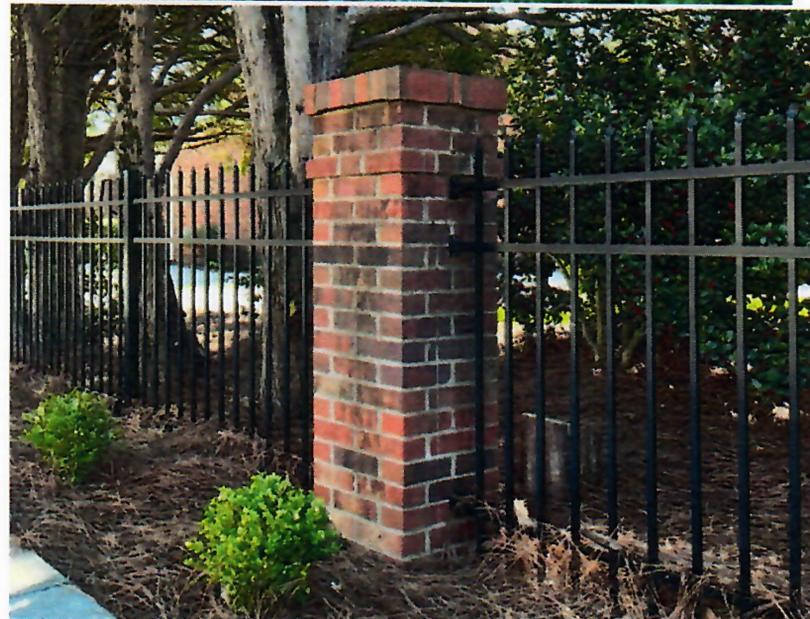
\_\_\_\_\_

\_\_\_\_\_

**Signed/completed form must be submitted to: Lambeth Management, PO Box 8071, Greensboro NC 27419, faxed: 336-464-2576 or emailed to [tiffany.Lmgmt@gmail.com](mailto:tiffany.Lmgmt@gmail.com)**

# Fencing

## Exhibit B



Above are examples of approved fencing for Northline properties.

# Roofing

## Exhibit C

The recommended shingles are GAF Smart Choice - Timberline 30

Color - Charcoal

Homes shall use this architectural shingle or an equivalent quality and color.



**Paint**  
**Exhibit D**

**Color Sheet**

Date 12-8-16

**Northline Place**

**Sherwin Williams Paint Store**

**Siding and Trim:**

SuperPaint Acrylic Latex Gloss Finish  
Color Name: **Homestead White**  
One Gallon Formula  
Extra White Base  
B1 - 6 1 -  
R2 - 1 - -  
Y3 - 18 - 1

**Gutters:**

(DTM) Direct-To-Metal Latex Gloss Finish  
Color Name: **Homestead White**  
One Gallon Formula  
Extra White Base  
B1 - 7 1 1  
R2 - 1 - 1  
Y3 - 24 - 1

# Painting Schedule

## Exhibit E

### 7 YEAR PAINTING SCHEDULE FOR NORTHLINE PL. HOMES

HOME PAINTING SCHEDULES	
GROUP	HOME NUMBERS
GROUP A 2019	2, 5, 9, 17
GROUP B 2020	1, 7, 11, 14
GROUP C 2021	3, 15, 10, 12
GROUP D 2022	4, 6, 8, 16

PLEASE NOTE: Each home will be inspected annually for wood repair & touchup (as needed) beginning in 2024. Complete home painting schedules are listed below by group.

		6 years	6 years		7 years	7 years		
2023	2024	2025	2026	2027	2028	2029	2030	2031
OFF	OFF	PAINT GROUP A	PAINT GROUP B	OFF	PAINT GROUP C	PAINT GROUP D	OFF	OFF

	7 years	7 years		7 years	7 years		7 years	7 years
2032	2033	2034	2035	2036	2037	2038	2039	2040
PAINT GROUP A	PAINT GROUP B	OFF	PAINT GROUP C	PAINT GROUP D	OFF	OFF	PAINT GROUP A	PAINT GROUP B

	7 years	7 years
2041	2042	2043
OFF	PAINT GROUP C	PAINT GROUP D

		<b>Maintenance Responsibility List</b>	
Item #	Homeowner	Association	Item Description
1	X		Air Conditioning and heating equipment HVAC and concrete pad
2	X		Awnings
3	X		Brick work on homes
4	X		Chimneys, including wash and cap
5		X	Common areas
6	X		Door bells
7	X		Drainage pipe connection on end of downspout
8	X		Driveways
9	X		Dryer vent - cleaning inside vent
10	X		Dryer vent cover outside
11	X		Metal or decorative edging materials around plant beds
12	X		Electrical outlets
13	X		Enclosures for trash cans
14	X		Exterior doors
15	X		Exterior door hardware
16	X		Exterior front and back house lights
17	X		Exterior siding and trim
18		X	Fence along Hobbs
19	X		Fencing on individual lots
20	X		Fixtures to provide water, light, power and telephone
21	X		Foundation or settling problems
22	X		Foundation (crawl space) doors and security
23	X		Foundation vents
24	X		Garage doors
25	X		Garage door openers
26	X		Gas grills
27	X		Glass surfaces - storm doors and windows
28		X	Gutter and downspouts - annual cleaning only
29	X		Hardware on all doors

Item #	Homeowner	Association	Item Description
30	X		House numbers and plate
31	X		Interior repairs as a result of a roof leak or water penetration
32	X		Lamp posts
33		X	Lawns
34	X		Lightbulbs
35		X	Mailboxes and brick housing
36	X		Maintenance, repairs or replacement caused through the willful negligent act of the owner, family or guests
37	X		Maintenance, repairs, or replacements caused by fire, lightning, windstorm, hail, explosion, riot, strike, civil commotion, aircrafts, vehicles and smoke
38		X	Painting of exterior doors and trim (must be kept consistent with community color scheme)
39	X		Patios
40	X		Plumbing
41	X		Power vent fans in roofs
42	X		Roof (Shingle selection requires approval of HOA/ARC Board prior to <u>purchase and installation.</u>
43	X		Room additions (Requires design approval of HOA/ARC Board prior to owner signing contract with builder.)
44	X		Screens
45	X		Screen doors
46	X		Screened porches
47	X		Sewer lines - on individual Homeowner Property
48		X	Sewer lines - Mainline in Common Area
49	X		Shutters (Requires design approval of the HOA/ARC Board)
50	X		Sidewalks
51	X		Skylights
52	X		Solar tubes
53		X	Sprinkler system in front yards - master controls
54	X		Stationary windows - entire window including sash
55	X		Storm doors

Item #	Homeowner	Association	Item Description
56		X	Street lights
57	X		Stone flower beds
58	X		Stepping stones
59	X		Steps - interior and exterior
60	X		Subsurface leakage in crawl space
61	X		Trees, shrubs, plants
62	X		Trellis
63	X		Utility lines, fixtures and/or connections required to provide internet service, light, power, telephone an TV service to lot and home
64	X		Waterline - from meter to house
65		X	Waterlines - from mainline to homeowners meters
66	X		Water spigots
67	X		Weather stripping on window and doors
68	X		Window sashes
69	X		Wood decks and railings on sides and back of homes
70	X		Wood railings at front porch of homes