

Foreword

This revised Handbook serves as a comprehensive reference guide for homeowners and any management company retained by Friendly West Townhouse Association. Each homeowner will receive a copy, which should remain with the home upon sale of the property. The Handbook will also be available on the Management Company's website along with other forms and information.

This document was re-written and approved by the Friendly West Townhouse Association Board on April 21, 2025, and supersedes all previous versions of the "Guide to Living at Friendly West" and "Rules and Regulations of Friendly West Association."

The Association, pursuant to its authority set forth in the Declaration of Covenants, Conditions, and Restrictions (as amended) and the Bylaws, has adopted the rules and regulations in this Handbook with the intention to ensure everyone's safety, to promote the enjoyment and proper maintenance of the community, and to protect and enhance the integrity, value, and desirability of the community on behalf of all homeowners.

We hope this handbook will help our homeowners better understand their responsibilities for living within the guidelines of our association. All homeowners are automatically members of the non-profit corporation known as Friendly West Townhouse Association and agree to abide by the documents that govern our properties and the community.

For additional guidance, please continue to consult the Declaration of Covenants, Conditions, and Restrictions (as amended) and the Bylaws, which are recorded in the Guilford County Register of Deeds office and which are also available for review on the Property Manager's website. This Handbook is intended to supplement those legal documents. It is not, in any way, intended to supplant or set precedent beyond this document. The recorded Declaration remains in full force and effect, and in the event of a conflict between this Handbook and the Declaration of Covenants, Conditions, and Restrictions (as amended), the Declaration will supersede the Handbook.

Friendly West Townhouse Association Board

Table of Contents

<i>Welcome to Friendly West</i>	<i>5</i>
Stay Connected: The Importance of Updating your Contact Information.....	5
<i>Brief History of Friendly West</i>	<i>5</i>
<i>Organization</i>	<i>6</i>
What You Own & Maintain	6
What You Maintain	6
What the Homeowners' Association Owns	6
What the Homeowners' Association Maintains	7
Selling Your Townhome.....	7
<i>Property Management.....</i>	<i>8</i>
Additional Property Management Resources.....	8
Property Manager Responsibilities	8
Reporting Concerns and Issues: Why Contact the Property Manager?.....	9
Why Contacting the Property Manager is Essential?	9
<i>HOA Board of Directors.....</i>	<i>9</i>
Board Meetings.....	10
General Responsibilities	10
Administrative Responsibilities	10
Financial Responsibilities	10
Maintenance & Operational Responsibilities	11
Legal & Risk Management Responsibilities	11
Community Building & Governance	11
Oversight & Delegation	11
Importance of Recognizing & Valuing the Voluntary Board of Directors	11
<i>Meetings, Assessments, and Fiscal Year Schedule</i>	<i>12</i>
Annual Meeting.....	12
Special Meetings	12
Fiscal Year	12
Association Monthly Dues.....	13
Late Payments & Collections	13
<i>HOA Committees.....</i>	<i>14</i>

Architectural Control & Infrastructure Committee	14
Finance Committee	16
Landscape Committee	17
Nominating Committee	20
Rules & Regulations Committee	21
Social Committee	21
<i>Exterior Modifications & Standards</i>	<i>23</i>
Awnings.....	23
Garage Door Replacement & Painting	23
Plumbing Repairs	24
Roof Repairs or Replacement	24
Satellite Dish & Installation, Maintenance, Repair & Removal.....	24
Exterior Window or Door Replacement.....	25
<i>Use Restrictions.....</i>	<i>25</i>
Residential Use.....	25
Leasing Policy	25
Nuisance.....	26
<i>Garbage & Recyclables Collection.....</i>	<i>26</i>
Daily Storage Requirements	26
<i>Gutter Cleaning.....</i>	<i>27</i>
<i>Painting.....</i>	<i>27</i>
<i>Parking.....</i>	<i>27</i>
Driveway Parking	27
Overflow Parking.....	28
Additional Parking Rules	28
Special Occasion & Event Parking	28
<i>Pest Control.....</i>	<i>29</i>
<i>Safety & Security.....</i>	<i>29</i>
Emergencies	29
Non-Emergencies: Police	29
General Safety.....	29
Door-to-door Solicitation	30
Home Security	30

Community Collaboration	30
<i>Snow Removal</i>	<i>30</i>
<i>Miscellaneous Rules & Regulations.....</i>	<i>31</i>
Bicycles.....	31
Birdhouses, Bird & Hummingbird Feeders.....	31
Exterior Seasonal Decorations.....	32
Firepits	32
Flags & other “Common Area” Displays	33
Garages	33
Noise & Enforcement	33
Outdoor Cooking & Grills	33
Personal Property.....	34
Pets	34
Signage.....	34
Speed Limits & General Traffic Safety	35
Temporary Storage Unit & Renovation/Construction Dumpster/Portable Toilet Guidelines	35
<i>Violations of Rules & Regulations</i>	<i>35</i>
Enforcement Procedures for Violations.....	36
<i>Friendly West Townhouse Maintenance Responsibility List.....</i>	<i>37</i>

Welcome to Friendly West

We believe that this updated Homeowners' Association Handbook will provide valuable insight for our townhome owners and residents regarding life in our community. With forty-eight (48) individual single-family townhomes situated so closely together in a planned community, it's vitally important for us to prioritize consideration for our neighbors, cooperation, and good manners to foster a positive living environment.

This Handbook, along with the various legal governing documents of the Association, including the Declaration of Covenants, Conditions, and Restrictions and its Amendments, as well as the Bylaws, provides essential information and rules that homeowners should reference and follow. All homeowners and residents must understand that the Declaration, Bylaws, and this Handbook impose property use restrictions and restrictions on making changes to the exterior of our homes. These restrictions are intended to insure everyone's safety, to promote the enjoyment and proper maintenance of the community, and to protect and enhance the integrity, value, and desirability of the community on behalf of all homeowners.

As members of the Friendly West Townhouse Association, it is our collective responsibility to adhere to these guidelines to ensure that everyone can enjoy their time in our community to the fullest.

Stay Connected: The Importance of Updating your Contact Information

At Friendly West, we are committed to maintaining a connected and informed community. To ensure you receive important updates, community news, and emergency notifications promptly, it's important the Association has your most current contact information on file.

If any of your contact details—such as your email address, mobile/home telephone number, or mailing address—have recently changed, please take a moment to notify the Association's Property Manager. Accurate contact information helps us serve you better and keeps you in the loop on all community matters.

Brief History of Friendly West

The development of Friendly West townhomes began in 1981, starting with those nearest to Wedgedale Avenue. Construction continued until 1985, with the final units completed later that year.

During the development phase, from 1981 until 1984, the Friendly West Townhouse Association was under the sole control of Luke Jobe Construction Company, which built and sold the units.

In the fall of 1984, with more than half of the units completed and sold, homeowners requested a meeting to assume control of the Homeowners' Association. The initial annual meeting took place on November 7, 1984, followed by another meeting on May 7, 1985.

During a meeting on May 14, 1985, officers were elected, and the Friendly West Townhouse Association officially became controlled by its homeowners.

Organization

Owners of our forty-eight (48) townhomes are members of the Friendly West Townhouse Association, a non-profit corporation that you automatically join upon purchasing a townhome in our community.

The governance of Friendly West Townhouse Association falls under the North Carolina Non-profit Act and the North Carolina Planned Community Act. The Association amended its Declaration of Covenants, Conditions, and Restrictions in September 2004 to make all the provisions of the North Carolina Planned Community Act applicable to it. The Planned Community Act provides mechanisms for the enforcement of the Association's governing documents.

We encourage all homeowners to familiarize themselves with the Declaration of Covenants, Conditions, and Restrictions, as well as the Bylaws. These documents serve as crucial resources to promote informed decision-making and adherence to community regulations.

What You Own & Maintain

As a homeowner, you own the real property (land) that your townhome is located on as well as the townhome structure as identified on a plat recorded in the Register of Deeds.

However, the land beneath decks or patios added after the original construction remains common area. To determine the exact boundaries of your ownership versus the Association's ownership, it is essential to carefully review your deed and/or survey.

What You Maintain

Homeowners are responsible to maintain their individual roofs, HVACs, exterior siding, gutters and downspouts, crawlspace, foundation, party walls, casement windows, doors, decks, and patios (including any patio enclosures, painted porches, and/or raised patios and/or porches).

Any HOA-approved modifications made by you or a previous owner, such as landscaping or any structural (architectural) changes, must be maintained, repaired, and/or replaced by the current homeowner.

What the Homeowners' Association Owns

The Homeowners Association owns and maintains all common area property within the community. This includes all land and improvements that are not individually owned by its members such as all shrubbery, lawn areas, trees, paved parking areas, streets, driveways, water lines, sidewalks, signage, and other areas not covered by the original footprint of your townhome. Additionally, the Association leases security lights from Duke Energy.

All Friendly West homeowners and their guests have the right to use and enjoy the common areas owned and maintained by the Association.

What the Homeowners' Association Maintains

- All paved surfaces including all driveways and streets
- Overflow parking areas
- Brick and concrete walkways
- Utility, drainage/sprinkler lines, and pipes in all common areas
- All shrubs, flower beds, lawn, and trees located in all common areas

**** Refer to the comprehensive [Maintenance Responsibility List](#) ****

Selling Your Townhome

If you are selling your townhome, please contact Lambeth Management or the Property Manager, who serves as our liaison, to inform them of the buyer's name and the closing date. Here is your checklist to provide to all prospective buyers and your realtor:

- **Friendly West Townhouse Association:** Inform buyers about the existence of the Friendly West Townhouse Association.
- **Mandatory Membership:** Explain that membership in the Association is mandatory, as required by the Declaration of Covenants, Conditions, and Restrictions.
- **Governing Documents:** Provide prospective buyers with the Declaration of Covenants, Conditions, and Restrictions, Amendments, Bylaws and current HOA handbook.
- **Monthly Dues:** Provide the current amount and due date of the monthly dues.
- **Moving Logistics:** Recommend the use of a small moving van(s) for easier maneuvering around the smaller streets and curves in the community.

Townhomes for sale may display one (1) "For Sale" sign in front of the property. "Open House" signs may be placed at the both entrances to Friendly West several days before the Open House provided the Open House signage is removed at the end of the event.

This information should also be conveyed to the realtor with whom you list your property. These steps ensure a smooth transition for the new homeowner and help maintain compliance with Association guidelines.

Property Management

The Homeowners' Association employs a professional property management company to handle day-to-day operations and implement all Board of Directors' directives. At present, the Association employs Lambeth Management Company based in Greensboro, NC which assigns a Property Manager who serves as the liaison between the Board and the homeowners.

Lambeth Management Company

P.O. Box 8071, Greensboro NC 27419

www.lambethmanagement.com

Lambethmanagement@gmail.com

Main: (336) 288-4944 / **Fax:** (336) 464-2576

Emergency (After-Hours): (336) 288-4944

Property Manager: Valerie Combrink / valerie@lambethmanagement.com

Architectural, Landscape or Account Questions: (336) 430-5026

Architectural Modifications, Landscape & Satellite Dish Requests:

Tiffany Hanlon / tiffany.lmgmt@gmail.com

Additional Property Management Resources

Information presented in this Handbook, including requisite forms, is accessible online at www.lambethmanagement.com. Additionally, homeowners may download an online portal at www.lambethmanagement.cincwebaxix.com. Through the portal homeowners are able to submit architectural requests, make online dues payments, and update account information.

Property Manager Responsibilities

The property management company responsibilities include, but are not limited to:

- Collect Association Dues and Assessments;
- Prepare Association Budgets and Monthly Financial Reports;
- Attend Monthly Board Meetings;
- Advisor to the President and Board Members;
- Take care of any communication;
- Help the HOA President prepare and conduct the Annual Meeting in May;
- Respond to Requests for General Repairs and Maintenance of Building Exteriors, Grounds and Street Lights;
- Recommend and contact Contractors needed by FW for consideration;
- Contact Contractors and sets appointments for quotes or work requested by the Homeowner's Association;
- Oversee Work and Projects of General Contractors hired;
- Work with the Architecture/Infrastructure & Landscape Chairpersons as needed;
- Receive requests for Architectural Changes and Landscape Requests; and

- Keep the Friendly West Directory and Website Information up-to-date

Reporting Concerns and Issues: Why Contact the Property Manager?

To ensure the efficient management and resolution of all community concerns, complaints, issues, and actionable items, homeowners must first direct all such matters to the Property Manager rather than to the Board.

Why Contacting the Property Manager is Essential?

- **Efficient Resolution:** The Property Manager has the resources and authority to address issues promptly. Directing concerns to the right channel ensures quicker and more effective action.
- **Streamlined Communication:** Centralizing concerns through the Property Manager reduces miscommunication and ensures that all issues are accurately recorded and tracked.
- **Effective Escalation:** Should a concern warrant the attention of the Board, the Property Manager will ensure its proper escalation, ensuring that significant issues receive due consideration without overwhelming the board with routine matters.
- **Board Focus:** The Board focuses on strategic decision-making and long-term planning, trusting that day-to-day issues are being managed professionally.
- **Accountability:** The Property Manager is responsible for maintaining community standards and ensuring all concerns are handled appropriately, providing clear accountability at the direction of the Board of Directors.

HOA Board of Directors

The Association is governed by a Board of Directors who have a fiduciary duty to the Association and its members. The Board shall be managed by no more than seven (7) directors who are members of the Association and elected by the homeowners.

Directors serve staggered two-year (2) terms to ensure continuity. Each year, at least two Directors are elected from candidates nominated by the Association's Nominating Committee or from the floor at the Annual Meeting. Any Association members in good standing are eligible to run for a Board position.

The term of office for Board members is:

- Two (2) years for those elected to fill an expired term
- The remaining unexpired term for those filling vacancies due to death, resignation, or removal.

Members who complete a full two-year (2) term may be nominated and serve one additional two-year (2) term. Board members and members of their households are not eligible for election for one (1) year following the completion of their term(s). Members who complete a partial term due to a vacancy may be nominated for a full term after completing the unexpired term.

The Board elects officers, including a President, Vice President, Secretary, and Treasurer. Directors are also assigned specific committee leadership responsibilities. These committees include:

- Budget & Finance Committee
- Architecture & Infrastructure Committee
- Landscape Committee
- Rules & Regulations Committee
- Social Committee
- Nominating Committee

Board Meetings

The Board typically convenes monthly meetings, with exceptions for July and December, to oversee the Association's affairs. If you have any questions, requests, or concerns to address with the Board, please submit a written request to the Property Manager.

Should a homeowner wish to speak directly at a Board Meeting, they are kindly asked to submit a written request in advance to the Property Manager to be included on the meeting agenda.

General Responsibilities

The Board of Directors holds significant responsibilities to ensure the proper governance and management of Friendly West Townhome community including approval of policies, rules, and procedures for homeowners, in accordance with the Declaration of Covenants, Conditions, and Restrictions, and the Bylaws. Other duties include:

Administrative Responsibilities

- Ensure compliance with all state and local laws affecting the Association
- Schedule and conduct regular board meetings
- Organize and hold annual membership meetings
- Maintain clear and consistent communication with homeowners
- Record and maintain minutes of all board and membership meetings
- Develop, review, and update community rules and policies

Financial Responsibilities

- Develop and approve the annual budget
- Forecast and plan for long-term financial needs and reserve funds
- Conduct periodic financial reviews and audits
- Determine and collect annual assessments which are paid monthly (also known as dues) as well as special assessments from members
- Establish procedures for the collection of delinquent assessments
- Manage the process for imposing fines for violations of the governing documents
- Maintain accurate and detailed financial records
- Ensure proper handling of funds and prevent misuse

Maintenance & Operational Responsibilities

- Oversee the maintenance and repair of common areas and facilities
- Ensure landscaping and other services are performed as needed
- Negotiate and review service contracts and agreements
- Plan and implement capital improvements and projects

Legal & Risk Management Responsibilities

- Obtain and maintain adequate insurance coverage for the Association and its Board of Directors
- Review and update insurance policies as needed
- Address and resolve disputes between homeowners and the Association
- Mediate conflicts between homeowners when appropriate
- Ensure compliance with federal, state, and local laws governing the Association

Community Building & Governance

- Foster a sense of community through events, newsletters, and other activities
- Encourage homeowner participation in community affairs and board meetings
- Organize and oversee the election of board members
- Establish and oversee committees for specific tasks or projects
- Develop and implement strategic plans for the long-term well-being of the community
- Set goals and objectives for community improvement and development

Oversight & Delegation

- Supervise the property management company or managers employed by the Association
- Delegate responsibilities effectively while maintaining oversight
- Monitor the performance of vendors and contractors
- Evaluate the effectiveness of board policies and community rules

Importance of Recognizing & Valuing the Voluntary Board of Directors

A position on the Board of Directors is a voluntary and unpaid commitment that requires genuine dedication to the community's well-being. It is essential for members and residents to recognize and respect that the Board members contribute their time and effort without financial compensation, driven solely by a desire to maintain and enhance the quality of life within the Friendly West community. This service often involves managing complex issues, making difficult decisions, and ensuring the fair enforcement of the community's rules and regulations.

Understanding the voluntary nature of these positions fosters a culture of appreciation and support for the Board of Directors. Members and residents should acknowledge the personal sacrifices and hard work that the Board of Directors undertake on behalf of the community. Respecting their efforts not only encourages a positive and cooperative environment but also ensures that the Board can function effectively, with members who feel valued and motivated to continue serving. This mutual respect and understanding are fundamental to maintaining a harmonious and thriving community.

Moreover, recognizing and valuing the voluntary service of the Board of Directors will inspire and motivate other residents to consider running for office. When members and residents see the positive impact and the appreciation expressed for the Board's work, they may feel motivated to contribute their skills and perspectives to the community. Encouraging a broader participation in the Board's activities ensures a diverse and dynamic leadership, which is crucial for addressing the evolving needs and aspirations of the community. This involvement from a wider pool of residents helps sustain a robust and resilient governance structure, benefiting everyone in the association.

Meetings, Assessments, and Fiscal Year Schedule

Annual Meeting

An Annual Meeting of the membership is held each May, where a summary of the year's activities is presented to the homeowners, and Directors for the upcoming year are elected. Homeowners will receive a written notification of the meeting's date, time, and location at least fifteen (15) days in advance. This notification will include a Proxy form for those unable to attend. Proxies must be received by the Property Manager at least 5 days before the meeting.

A quorum, consisting of members present in person or by proxy, must be established for any action to be taken at a meeting, unless specified otherwise in the Articles of Incorporation, the Declaration, or the Bylaws.

A quorum is defined as one half (1/2) of the votes in the Association. In the event business cannot be conducted at any meeting because a quorum is not present, that meeting may be adjourned to a later date by the affirmative vote of a majority of those present in person or by proxy. The quorum requirement at the next meeting shall be one-half of the quorum requirement applicable to the meeting adjourned for lack of a quorum.

Special Meetings

Special Meetings of the members may be called by the President or by the Board of Directors or by members. These meetings are typically convened when an issue requires attention before the next Annual Meeting. Homeowners will receive a written notification of the meeting's location, time, date, and purpose at least fifteen (15) days in advance of the meeting. This notification will include a Proxy form for those unable to attend.

Fiscal Year

The Association's fiscal year is identical to the calendar year, starting on January 1st and ending on December 31st. This alignment simplifies financial planning, budgeting, and reporting processes, ensuring that all financial activities and obligations are tracked within the same annual timeframe. This structure helps in maintaining clarity and consistency in the Association's financial management.

Association Monthly Dues

Association assessments which are paid monthly and also known as dues are based on the operating needs and capital reserve requirements of the Association. The Board of Directors has independent authority to increase assessments by an amount not to exceed 10% of the maximum annual assessment for the previous year without requiring a vote from the membership.

For increases exceeding 10% of the maximum annual assessment for the previous year, approval of two-thirds (2/3) of the members is required. Additionally, any special assessment for a specific project or emergency must be approved by a two-thirds (2/3) vote of the homeowners present at a meeting.

Homeowners will be notified thirty (30) days in advance of any change in the amount of assessments due. Assessments are payable on the first day of each month. You may prepay for any period if you prefer. Automatic deductions from your checking account are also available.

To set up an automatic draft of your assessments, please contact the Property Manager.

Late Payments & Collections

Any homeowner who does not pay their assessments within thirty (30) days of the due date will incur a late fee equal to eight percent (8%) of the unpaid amount. For each thirty (30) day period that any amount owed remains outstanding, the homeowner will incur an additional late fee of eight percent (8%) of the outstanding assessments.

Furthermore, during any period that assessments remain unpaid, the homeowner will be charged interest at a rate of one and one-half percent (1.5%) for each calendar month the balance remains outstanding.

Additionally, the Board may suspend the homeowner's rights and privileges for such non-payment.

The Association may initiate formal collection procedures, which can include legal action or referral to a collection agency, to recover the outstanding amounts and any associated costs.

HOA Committees

Architectural Control & Infrastructure Committee

Membership: As required by the Declaration of Covenants, Conditions and Restrictions, the Architectural Control Committee (ACC) is “composed of three (3) or more representatives.” Although not required, the Chairperson should be a member of the Board of Directors with two or three additional homeowners as members. The Board subsequently added infrastructure responsibilities to this committee which is now known as the **Architectural Control & Infrastructure Committee (ACIC)**.

Roles: This committee is authorized to (1) make decisions about any exterior repair or modification, including additions and (2) oversee Friendly West infrastructure improvements, including but not limited to drainage, asphalt/paving/brick work, signage, lighting, irrigation, and retaining walls around the perimeter of the community, as well as any other projects deemed necessary by the Board.

Committee Responsibilities:

- Oversee the formal process that Friendly West homeowners must follow to request approval for any exterior repair or modification to their townhome.
- Ensure the Architectural Modification Form is up-to-date and published on the current Management Company’s website for homeowners to use.
- Oversee Friendly West infrastructure improvements.
- Monitor infrastructure on an ongoing basis, focusing attention on needed repairs, modifications, replacements, or additions.
- Develop proposals, plans, and budgets for long-range capital improvements for Board of Directors and Finance Committee review and consideration.
- Work with Property Manager to secure bids/quotes for Infrastructure projects.
- Provide recommendations regarding contractor selection to the Board of Directors for contract award.
- Assist the Property Manager with monitoring contractor performance as needed.
- Work cooperatively with the Landscape Committee as needed.

Restrictions: Architectural Control extends to any *exterior* repair, modification or addition including, but not limited to:

- Storm or screen entry doors;
- Awnings and satellite dishes;
- Wrought-iron or wooden railings;
- Siding repair or replacement;
- Exterior Entry Door(s), Garage Door, HVAC, Roof, and/or Window replacement;
- Decks & Patios: These areas must adjoin the townhome; extend no more than 10 ft and not exceed 150 sq. ft. total size; and, Patios must not be constructed more than eight (8) inches above grade level.

Homeowner Responsibilities: Before making any changes to the *exterior* structure of your townhome, homeowners must submit a written **Architectural Modification Form** to the Property Manager which will be forwarded to and evaluated by the members of the ACIC to ensure compliance with existing architectural guidelines set forth in this handbook.

1. When submitting the Architectural Modification Form for review, homeowners will need to supply the following information:
 - a. The type of exterior repair, modification or addition they are proposing;
 - b. Blueprints, plans, or other detailed drawings (*if applicable*);
 - c. The types of materials to be used for the repair, modification or addition;
 - d. The paint colors or finishes that will be used for the repair, modification or addition;
 - e. A copy of the contractor's Certificate of Liability Insurance (*if applicable*);
 - f. A rough, estimated timeline for the project's completion; and
 - g. Evidence of support from all neighbors within clear view of the proposed repair, modification or addition.
2. **IMPORTANT:** Homeowner requests will not be processed until (1) all homeowners in close proximity have been notified and have an opportunity to comment on the proposed modifications; (2) the ACIC has approved; and, *if applicable*, (3) the Board of Directors has approved.
3. The ACIC and/or Board of Directors has **thirty (30) days** to reply to the homeowner. Do not begin any work until you have received ACIC and/or Board approval.
4. Maintain all approved repairs, modification or additions.
5. Understand that any approved repairs, modifications or additions to or in "common areas" will be considered the exclusive property of the Friendly West Homeowners Association.
6. With respect to a newly purchased townhome where *exterior* repairs, modifications, additions or other structural improvements were made to the townhome and/or to an adjacent common area by the previous homeowner, the new homeowner is responsible to execute and submit a signed and certified **Letter of Affirmation** to the Property Manager prior to occupancy.

Finance Committee

Membership: The Chairperson serves as the Treasurer, and is a member of the Board of Directors. The committee shall include a minimum of two to three additional homeowners.

Role: The Finance committee oversees the financial health of the Association. Its responsibilities include preparing and reviewing the annual budget, monitoring expenditures, ensuring accurate financial reporting, and advising on investment strategies. These tasks help safeguard the association's fiscal stability, ensuring adequate funds are available for maintenance, repairs, and community projects while promoting trust and accountability among homeowners.

Committee Responsibilities:

- **Budget Preparation and Review:** Solicits budgetary requirements from the other committees, then develops, adjusts and submits the annual budget to the Board for approval to meet the association's ongoing financial needs and priorities;
- **Expenditure Monitoring:** Assists the Board in tracking expenses to ensure they stay within the approved budget and support the association's maintenance and development;
- **Financial Reporting:** Works with the Property Manager and Board to review financial statements and other documents to maintain accurate and transparent financial records;
- **Monthly Homeowner Dues & Accountability:** Reviews the assessment report submitted by the Property Manager and, when necessary, recommends corrective action(s) for homeowner non-payment to the Board for review and approval;
- **Investment Strategy:** Serves as advisor to the Board on investment strategies to manage reserve funds effectively and align them with the community's long-term financial goals;
- **Reserve Fund Management:** Ensures sufficient savings are set aside for future capital expenses and unexpected repairs;
- **Financial Compliance:** Ensures financial activities adhere to relevant laws, regulations, and the association's governing documents;
- **Audit Coordination:** Works as needed with the Property Manager to secure bids for annual audits and recommend auditor selection to the Board for contract award.
- **Financial Audits and Compliance:** As needed, participates in and monitor annual audits to verify the accuracy and integrity of financial records;
- **Financial Education:** Educates the Board and homeowners about the association's financial status and the importance of fiscal responsibility;
- **Advisory Role:** Provides financial insights and recommendations to the Board to support informed decision-making.

The Board is responsible to review and approve the annual budget long-range capital expense plan developed by the Finance Committee and present to the homeowners annually in May for ratification.

Landscape Committee

Membership: The Chairperson is a member of the Board of Directors. This committee shall also include a minimum of two to three additional homeowners.

Role: The Landscape Committee oversees and manages the landscaping needs and projects within the community, ensuring that the Association's common area is well-maintained and aesthetically pleasing.

Committee Responsibilities:

- Develops a detailed annual landscaping plan and budget, which is then presented to the Board of Directors through the Chairperson for approval.
- The Chairperson reports on the progress of current projects and obtains approval for any proposed plans or revisions at the Board of Directors meetings.
- Oversees the implementation of approved landscaping plans.
- Monitors the landscaping contractor's work on routine maintenance of the grounds.
- Collaborates with the Property Manager to secure bids for non-routine landscaping projects and recommends contractors for selection by the Board.
- Oversees other contract selections in coordination with the Property Manager.
- Regularly inspects the property to identify and address landscaping issues.
- Meets with homeowners to discuss landscaping plans for areas near their units and to gather their input.
- Before the removal of trees or screening shrubbery, the committee contacts nearby owners to inform them of the planned removal.
- Works in conjunction with the Architectural Control & Infrastructure Committee, the Property Manager, and the Landscaping Company on joint projects.

Homeowner Responsibilities: Before making any landscape changes to the *exterior* of your lot, homeowners must submit a written Landscape Request Form to the Property Manager which will be forwarded to and evaluated by the members of the Landscape Committee to ensure compliance with existing landscape guidelines set forth in this handbook.

Guidelines for Homeowners and Common Area at Friendly West: The Association appreciates each homeowner's pride and responsibility for the appearance of their townhome and surroundings. Here are the guidelines to ensure a harmonious and well-maintained community:

- **Ownership and "Common Area":** Each homeowner owns the real property (land) on which their townhome is located as well as the townhome structure as identified on a plat recorded in the Register of Deeds. The Association owns all other property around the townhomes, collectively referred to as the "common area" of Friendly West.
- **Shrub and Tree Maintenance:** The Association will remove any shrub(s) around the townhomes that are dead or damaged beyond repair due to natural causes, with the exception of aging Junipers, Wax Myrtles, and Leyland Cypress. Homeowners wishing to remove or replace living shrubs must submit a Landscape Request Form for approval by the Landscape Committee. If approved, the homeowner bears the cost of replacement.

- **Responsibility for “Common Area” Vegetation:** Established shrubs and trees in all common areas are maintained by the Association and maintenance includes year-round weeding, annual pine needle mulching, and regular pruning according to predetermined schedules.
- **Planting Near Units:** Homeowners who wish to plant bulbs, annuals, or other approved plants in the landscaped areas directly next to their townhome must submit a Landscape Request Form to the Property Manager and receive written approval from the Landscape Committee or Board. Homeowners must ensure these plantings do not interfere with routine lawn care. Ivy is strictly prohibited on buildings or as ground cover because it can damage brick and mortar.
- **Ongoing Maintenance & Responsibility:** Once planted, all approved homeowner-installed landscaping becomes part of the Association’s common area and will be maintained by the Association’s landscaping contractor. This includes general care, pruning, and seasonal upkeep. Because it is impractical to track individual homeowner preferences for each property, the landscaping contractor will follow standard maintenance practices for all areas under their care. Homeowners must understand that, due to the challenges of maintaining individualized landscape records, the Landscape Committee and contractor will adhere to landscaping agreements made before **December 31, 2024** to the greatest extent possible. However, these agreements will only be followed if they remain practical and feasible within routine maintenance operations.
- **Considerations Before Planting:** Homeowners should carefully consider whether to plant in these spaces. Any modifications become Association property and may be altered or removed to maintain consistency, aesthetics, and ease of management. Once approved plantings are installed, their long-term care is handled by the Association’s contractor—not the homeowner.
- **Prohibition of Artificial Plants:** No artificial shrubs, plants, or flowers are allowed in pots or planted in the ground where they can be seen from the street.
- **Criteria for Removing Live Trees:** Trees may be removed by the Association if they pose a threat to a townhome foundation, exterior structure, driveway, or sidewalks; are diseased, dead, dying, or unsightly; are infested with insects preventing homeowners from using their decks, patios, or porches; are severely damaged by natural events such as ice, wind, or hail; or are deemed dangerous to homes, parking or common areas. Homeowners requesting tree removal will be responsible for the full cost of the removal unless the tree is dead or endangering property, and must first obtain prior written approval from the Landscape Committee. Replacement trees will be installed only with written approval from the Landscape Committee and the Board of Directors, subject to the availability of funds in the budget. Live trees will be regularly pruned and preserved by a professional arborist to ensure their health and safety.

- **Common Area Maintenance:** The Association is responsible for maintaining all common areas, which includes lawns, trees, water lines, sewer lines, and other related services. If a homeowner has any concerns or issues regarding the maintenance of these areas, please contact the Property Manager.
- **Communication Protocol:** Any questions or concerns about landscaping must be directed to the Property Manager for review and resolution. Homeowners should not argue with or give special instructions to the landscaping contractor. The contractor is tasked by the Property Management Company and follows their direction based on Association guidelines. The contractor is not authorized to make individual accommodations for homeowners. All concerns must go through the Property Manager to ensure proper handling and resolution.
- **Request Forms:** All Landscape Request forms are available on the website or can be obtained from the Property Manager.

By adhering to these guidelines, the Landscape Committee ensures that maintenance tasks are handled efficiently and professionally, maintaining the quality and appearance of our community.

Nominating Committee

Membership: The Chairperson is a member of the Board of Directors. This committee shall also include a minimum of two to three additional homeowners.

Role: This committee is vital to ensure the Association is governed by competent and dedicated individuals who can effectively manage the community's needs and uphold its values. The process they manage helps maintain a democratic and orderly transition of Association leadership, which is critical in the governance, functioning, stability and success of the Association.

Committee Responsibilities: The primary responsibilities and functions of an HOA nominating committee include:

- **Ensuring Compliance with Bylaws:** The committee ensures that the nomination process adheres to the Association's bylaws. This includes verifying that all candidates meet eligibility requirements, such as being a member in good standing of the Association.
- **Identifying Potential Board Members:** The nominating committee is tasked with finding, vetting and recommending candidates for the Board of Directors. This involves seeking individuals who possess the skills, experience, and commitment necessary to effectively manage the community's affairs and providing a brief resume for each candidate to distribute to the homeowners before the annual meeting in May.
- **Facilitating Fair Elections:** The committee organizes and oversees the election process to ensure it is fair and transparent. This includes preparing ballots, communicating with homeowners about the election process, and managing the voting procedures.
- **Promoting Participation:** The nominating committee actively encourages community members to participate in the election process, both as candidates and as voters. This can involve hosting informational sessions about the roles and responsibilities of board members and the importance of their participation.

By fulfilling these roles and responsibilities, the nominating committee helps ensure that the Association's leadership is effective and representative of the community's interests.

Rules & Regulations Committee

Membership: The Chairperson is a member of the Board of Directors. The committee shall also include a minimum of two to three additional homeowners.

Role: The Rules and Regulations Committee is responsible for developing, reviewing, and updating Friendly West community's rules to ensure they comply with legal standards and reflect the needs of homeowners.

Committee Responsibilities:

- **Development and Review of Rules:** The committee is responsible for drafting, reviewing, and updating the rules and regulations that govern the community. This includes creating policies that reflect the community's needs and ensuring they comply with local, state, and federal laws.
- **Collaboration with Other Committees:** This Committee works closely with other committees, such as the Architectural Control Committee and the Landscape Committee, to ensure cohesive governance and address overlapping issues.
- **Feedback and Improvement:** This committee gathers feedback from homeowners regarding the effectiveness and fairness of the rules. They use this input to make continuous improvements, ensuring all rules and regulations remain relevant and beneficial to the Friendly West community.

Social Committee

Membership: The Chairperson is a member of the Board of Directors. The committee shall also include a minimum of two to three additional homeowners.

Role: The role of the social committee encompasses various responsibilities aimed at promoting community welfare and cohesion.

Committee Responsibilities:

- **Event Planning and Execution:** This committee is tasked with planning, organizing, and executing community events. This includes everything from informal gatherings like potlucks and book clubs to larger events such as holiday parties, community fairs, and recreational activities.
- **Community Building:** By organizing events and activities, the social committee helps to strengthen community ties. This can lead to a more harmonious living environment, increased neighborly interactions, and a greater sense of belonging amongst homeowners.
- **Resident Engagement:** The social committee encourages active participation from homeowners in community events. This engagement is crucial for the vitality of the Association, as it promotes a collaborative community spirit and enhances homeowner satisfaction.
- **New Resident Integration:** The committee often plays a vital role in welcoming new homeowners to the community. By organizing welcoming events or providing information about the community, they help new homeowners feel comfortable and integrated into the neighborhood.

- **Feedback Collection and Responsiveness:** The social committee serves as a conduit for gathering homeowners' feedback on social activities and community needs. They use this feedback to tailor events and initiatives that meet the preferences and expectations of the community, ensuring that the social calendar remains relevant and engaging.
- **Budget Management and Compliance:** The committee operates within a budget allocated by the Board. They must plan events within this financial framework, ensuring prudent use of resources through financial accountability and transparency.
- **Communication and Promotion:** Effective communication is key to the success of the committee's activities. They are responsible for promoting events through newsletters, emails, social media, and community bulletin boards. Clear and consistent communication ensures high participation and keeps homeowners informed about upcoming activities.
- **Collaboration with the Board and Other Committees:** The social committee works closely with the Board and other committees to ensure that events align with the community's overall goals and standards.
- **Enhancing Property Values:** By fostering a vibrant and active community, the social committee indirectly contributes to maintaining or increasing property values. A strong sense of community and regular social activities make Friendly West more attractive to potential buyers.

Exterior Modifications & Standards

Homeowners must submit an Architectural Modification Request to the Property Management Company for any changes involving exterior awnings, entry doors, garage doors, railings, roofs, or window replacements. Installation or modification of these items cannot begin until the homeowner has received written approval from the Property Management Company. This approval process is important as it ensures all exterior repairs and modifications comply with the Association's standards, which are designed to maintain the community's aesthetic consistency and property values. Adhering to these standards helps preserve the overall appearance and desirability of Friendly West, benefiting all homeowners.

Awnings

- **Approval Process:** Homeowner must submit an Architectural Modification Request to replace or install an exterior awning as previously explained.
- **Approved Color & Style:** Two (2) approved fabrics are available for use: Sunbrella #4880 – “Moreland Taupe” and Sunbrella #4988 – “Cooper Black.”
- **Recommended Vendor:** To purchase these fabrics, please contact [Dize Awning Company](#) at 336-722-5181. If homeowner(s) choose another supplier, they must ensure the fabric matches one of the pre-approved fabrics identified above.
- **Compliance:** Failure to adhere to this standard may result in the homeowner(s) being required to replace the non-compliant awning at their own expense.
- **Questions:** For any questions regarding awnings, please contact the Property Manager.

Garage Door Replacement & Painting

- **Approval Process:** Homeowner must submit an Architectural Modification Request to replace a garage door as previously explained.
- **Approved Color & Style:** When replacing a garage door, homeowners must use the approved model (Model No. 2284 (18' by 7')), which is significantly lighter than the original wooden door. Garage doors are painted during the Association's scheduled painting cycle, which occurs every 5 to 6 years. However, if a garage door is replaced at any other time, the homeowner is responsible for any painting cost.
- **Recommended Vendors:** For more information and pricing, please contact:
 - [Galloni's Triad Door Service](#) / 336-887-1612;
 - [Overhead Door Company](#) / 336-542-3434;
 - [Precision Door Service](#) / 877-301-7474; or
 - [Home Depot](#)
- **Compliance:** Failure to adhere to this standard may result in the homeowner(s) being required to replace the non-compliant garage door at their own expense.
- **Questions:** For any questions regarding garage doors, please contact the Property Manager.

Plumbing Repairs

In the event of a plumbing issue where the exact location of the problem is unclear, the homeowner is responsible for initiating repairs. If the problem is found within or under the townhome, the homeowner must arrange and pay for the repairs. If the homeowner's plumber determines that the problem originates in the common area, repairs should proceed only in emergency situations. In such cases, the homeowner must promptly inform the Property Management Company for action and guidance.

Roof Repairs or Replacement

Homeowners must use [CertainTeed, Landmark Series](#) shingles in the color “Heather Blend” for all roof replacements. The following standards apply:

- **Approval Process:** Homeowner must submit an Architectural Modification Request to repair or replace a roof as previously explained.
- **Approved Color & Style:** The selected shingles must be CertainTeed Landmark Series in the color “Heather Blend” without exception. No alternative shingle types or colors are permitted.
- **Vendor Selection:** Homeowners are responsible for selecting a roofing vendor. If assistance is needed, the Association’s Property Management Company may provide suggestions.
- **Compliance:** Failure to adhere to this standard will result in the homeowner being required to replace the non-compliant shingles at their own expense.
- **Questions:** For any questions regarding roof repair or replacement, please contact the Property Manager.

Satellite Dish & Installation, Maintenance, Repair & Removal

This outlines the guidelines for the installation and maintenance of satellite dishes to ensure compliance with community standards while respecting homeowners' rights.

- Homeowners must submit a Satellite Dish Installation Form to the Property Management Company before installation. The form must include the proposed location and installation details of the satellite dish.
- **Location:** Satellite dishes should be installed in the least visible location from the street or common areas, preferably at the rear of the property. Dishes should not be mounted on the front façade of the home unless no other location can receive an adequate signal. If your satellite dish is installed over any underground utilities, the homeowner understands that utility companies have the right to remove your dish in the event that repairs to their equipment or infrastructure is needed. Utility companies are not responsible for re-installing or repairing your dish. Before installation, your installers must check for underground lines before digging.
- **Mounting:** The dish must be securely mounted and installed in a manner that minimizes visual impact to the community. All wiring and cabling must be concealed as much as possible and must not create safety hazards.

- **Maintenance & Repairs:** Homeowners are responsible for maintaining their satellite dishes in good condition. Any necessary repairs must be completed promptly to avoid safety issues or visual detriments.
- **Removal:** If a satellite dish is no longer in use, the homeowner is responsible to remove it and restore the installation area (roof, siding, etc.) to its original condition.
- **Compliance:** Failure to comply may result in enforcement actions, including fines or the requirement to remove the non-compliant satellite dish at homeowner's expense.
- **Questions:** For any questions regarding Satellite TV, please contact the Property Management Company.

Exterior Window or Door Replacement

Windows must be casement windows that match the style and aesthetic of the original windows of the townhome.

- **Approval Process:** Homeowners must submit an Architectural Modification Request to the Property Management Company, and receive approval before installing any exterior window. The request must include details of the window type, color, materials, and ensure the installation is performed by a licensed contractor in compliance with HOA rules and local building codes.
- **Vendor Selection:** Homeowners are responsible for selecting a window replacement vendor.
- **Window Trim Color:** The replacement window(s) trim color must match the exterior color of the townhome.
- **Compliance:** Failure to comply may result in fines or mandatory replacement at the homeowner's expense.
- **Questions:** For any questions regarding exterior Window and door replacement, please contact the Property Management Company.

Use Restrictions

Residential Use

Friendly West townhomes are restricted to residential purposes only. While residential use may, from time to time, include a homeowner performing work activities within their home, commercial businesses and activities are prohibited. Any activity that involves receiving clients or customers, advertisement of the homeowner's Friendly West address as a business address, receipt of excessive deliveries, an increase in parking congestion, or excessive vehicles or foot traffic constitutes a commercial purpose and is a violation of the Association's governing documents.

Additionally, no lot shall be used as a halfway house, juvenile home, detention center, temporary or long-term shelter of any kind, or rehabilitation center of any kind.

Leasing Policy

No property within the Association is permitted for rental or leasing purposes.

Nuisance

Any activities that generate excessive noise, noxious odors, fumes or dust, or become an annoyance or nuisance to the neighborhood, are prohibited. Please refrain from activities that would negatively impact the quality of life for our residents.

Garbage & Recyclables Collection

Garbage and recyclable materials are collected by the City of Greensboro in Friendly West according to the following schedule: garbage is collected weekly on Tuesdays, and recycling is collected bi-weekly on Tuesdays, with adjustments made for holidays. Each homeowner receives one garbage container and one recycling container from the City. These containers come in two sizes: small (36.5" H x 23" W x 29" D) and large (41.5" H x 24" W x 32" D). All trash and recyclables must be placed inside the containers provided by the Sanitation Department.

On collection day, containers must be placed on the curb of the street, not on the grass in front of your townhome, preferably no earlier than Monday afternoon. Homeowners are expected to retrieve their trash and recycling containers as soon as practical after they have been emptied on the scheduled pick-up day.



Daily Storage Requirements

Garbage and recyclable containers should be stored daily in a discreet location not visible from the street, such as your patio, exterior storage room or garage. For more specific information on the City of Greensboro's Garbage and Recycle Programs, please visit <https://www.greensboro-nc.gov/departments/solid-waste-and-recycling/trash> or call 336-373-CITY (2489).

Gutter Cleaning

The Association cleans gutters twice a year: once in late spring and once in late fall after the leaves have fallen. If a homeowner wants their gutters cleaned more frequently, they are responsible for arranging and paying for the additional cleanings.

Painting

The Association is responsible for painting the exterior of each townhome every five to six years, using high-quality Sherwin Williams paint. Homeowners will receive sufficient notice to arrange and pay for any necessary repairs before painting begins. The approved paint colors and finishes (revised in 2019) are as follows:

- **Exterior Siding:** Sherwin-Williams Woodscapes / Solid Color Latex Stain / Color: [SW7504 Keystone Gray](#)
- **Exterior Trim, Gutters & Down Spouts:** Super-paint Acrylic Latex Gloss Finish / Color: [SW7504 Keystone Gray](#)
- **Back Doors:** SuperPaint Acrylic Latex Gloss Finish / Color: [SW7504 Keystone Gray](#)
- **Decks:** Super-Deck Semi-Transparent & Solid Latex Stain / Color: [SW7504 Keystone Gray](#)
- **Front Doors:** Spar Varnish Clear Gloss & Satin Finish or Sherwin-Williams SuperPaint Acrylic Latex Gloss Finish / Color: [SW7504 Keystone Gray](#)

Homeowners are permitted to do touch-up painting using these approved paint colors. Any other painting projects or color changes must be approved by the Architectural Control & Infrastructure Committee or the Board of Directors.

Parking

Homeowners are reminded of the importance of respecting the limited parking spaces within our community. The developers of Friendly West initially planned for each townhome to have two (2) parking spaces. Homeowners with garages are expected to use their garages for parking their vehicles. Homeowners without garages are entitled to two parking spaces located as close and convenient to their townhome as possible. Given the scarcity of available parking spaces within Friendly West, it is important for all homeowners to adhere to these guidelines.

Due to the limited parking in Friendly West, homeowners without garages are not permitted to park more than two (2) vehicles on Association property without first obtaining permission from the Board through the Property Manager. If additional parking is needed, homeowners without garages must make alternative arrangements.

Driveway Parking

Homeowners with garages and extended driveways may park additional vehicles in their driveways under the following conditions:

1. There is ample space in the driveway to accommodate the vehicles without them extending beyond the driveway into any Friendly West streets or sidewalks, and without blocking or impeding other vehicles or traffic on those streets.

2. If a homeowner has more than two (2) vehicles, any vehicles in excess of two (2) must be parked in the homeowner's driveway, in compliance with condition (1) above.

Overflow Parking

Friendly West has three (3) designated overflow parking areas: two adjacent to the Friendly Avenue side of Folkstone Drive and one on the Wedgedale Avenue side of Folkstone Drive. Please direct all guests and service vehicles to these areas, and refrain from parking personal vehicles in the overflow parking areas. These limited overflow parking spaces are not intended for homeowner use except on rare and brief occasions when absolutely necessary.

Homeowners without garages are expected to park their personal vehicles in the two parking spaces designated for them, and homeowners with garages are expected to use their garages or driveways, provided ample space is available.

When using any overflow parking area, each vehicle must occupy only one (1) designated space and must not block or encroach upon additional overflow spaces.

Additional Parking Rules

1. Parking on or blocking any street within the Friendly West community is prohibited. Vehicles in violation of this regulation are subject to immediate towing at the owner's expense, without notice.
 - a. **Exception:** Contractor and service vehicles temporarily parked and in use for the construction, maintenance, or repair of a residence in the immediate vicinity of that residence, and parking for special occasions and events as outlined in the "Special Occasion & Event Parking" section below. In no event shall any vehicles parked on any street within Friendly West be allowed to block or impede the flow of traffic.
2. Homeowners must ensure that guests and contractors are aware of the restricted and limited parking facilities in Friendly West.
3. The storage or parking of boats, personal watercraft, motor homes, campers, and/or unlicensed or inoperable motor vehicles is not permitted at any time. Additionally, vehicle maintenance activities, except for washing and waxing, are not permitted.

Special Occasion & Event Parking

For special occasions or events (religious, birthday, retirement, graduations, etc.), homeowners are encouraged to inform the Property Manager of any planned events that may require extra parking. Visitors may temporarily exceed the usual parking spaces by parking along the outside curb (railroad ties). However, there must be clear access to all remaining townhomes, mailboxes, and entrances to Holden Road and Wedgedale Avenue. Townhomes with extended driveways may use that space for special occasion and event parking, as long as those vehicles do not extend onto the street or block access to other homeowners.

Compliance with the Friendly West parking policy ensures the safety and accessibility of our neighborhood for all residents and emergency vehicles. Your cooperation is genuinely appreciated.

Pest Control

The Association has a contract with Terminix for annual termite inspections and pest spraying upon request. Terminix also conducts routine property visits weekly, on Tuesdays. To schedule a home service appointment, call 336-621-7070. There is no charge to homeowners if the service is conducted on our regular Tuesday service day.

Safety & Security

The safety and security of Friendly West Townhome Community is paramount. This section outlines guidelines and procedures to promote a safe and secure environment for all homeowners and also to remind you of the importance of promptly contacting 9-1-1 in the event of an emergency.

Emergencies

Whether you encounter a medical emergency, witness a crime, or face any other urgent situation requiring immediate assistance, dialing 9-1-1 is imperative. Emergency dispatchers are trained to handle a wide range of situations and can swiftly coordinate the appropriate response from law enforcement, fire or medical personnel. When contacting 9-1-1 please remember to:

- Provide your location accurately, including any pertinent landmarks or identifiers.
- Clearly describe the nature of the emergency, including any injuries or hazards present.
- Follow any instructions provided by the dispatcher, and stay on the line until instructed to hang up.

Your quick action in reporting emergencies can make a significant difference in the outcome and help ensure the timely arrival of assistance.

Non-Emergencies: Police

The Non-Emergency line of the Greensboro Police Department (336-373-2222) serves as a crucial resource for residents, businesses, and community stakeholders to report non-urgent incidents, suspicious activities, or concerns regarding public safety. Utilizing this channel enables more efficient allocation of police resources, ensuring that emergency services remain available for critical situations.

Whether addressing noise complaints, minor traffic accidents, or seeking advice on neighborhood security, contacting the Non-Emergency line fosters collaboration between law enforcement and the Friendly West community, promoting a safer and more secure environment for all.

General Safety

- **Property Access:** Access to common areas is restricted to homeowners, their guests and authorized personnel only. Homeowners should promptly report any suspicious activities or individuals to the appropriate law enforcement authorities.

- **Emergency Preparedness:** Homeowners are encouraged to familiarize yourself with local government emergency evacuation procedures and assembly points. Emergency contact information should be readily accessible to all residents.
- **Property Maintenance:** Regular maintenance of common areas, including lighting, landscaping, and walkways, is essential to prevent accidents and promote safety. Any hazards or safety concerns should be promptly reported to the Property Manager.

Door-to-door Solicitation

- Door-to-door solicitation is prohibited in Friendly West for several reasons, primarily to safeguard the privacy, security, and peace of all homeowners. This prohibition helps prevent potential scams, intrusions, and disruptions to daily life by regulating unsolicited sales and marketing activities. Additionally, it reduces the risk of fraudulent or deceptive practices targeting vulnerable individuals, such as the elderly or those unfamiliar with consumer protection laws.
- If confronted with door-to-door solicitors, homeowners should politely decline the solicitation and firmly request that the solicitors leave their property. It's advisable to not engage in lengthy conversations and to avoid providing personal information or making any purchases on the spot. If the solicitor(s) persist or behave aggressively, homeowners should contact local law enforcement.

Home Security

- **Locks and Alarms:** Homeowners are encouraged to use high-quality locks on all doors and windows and to activate security alarms when away from home.
- **Exterior Lighting:** Adequate exterior lighting around residences helps deter criminal activity. Homeowners are strongly encouraged to install motion-sensor lights or keep outdoor front, side and rear lights on during the night.

Community Collaboration

- **Communication:** Open communication channels between homeowners and the Association facilitate the timely reporting and resolution of safety and security concerns.
- **Education and Awareness:** Regular communication and education initiatives will inform homeowners about safety best practices and promote community awareness.

For any safety or security-related concerns, please contact the Property Manager and/or local law enforcement authorities.

Snow Removal

The Association contracts with our Lawn Maintenance Company for snow plowing services, which covers parking lots/spaces, roadways, driveways, and front walks in Friendly West. However, rear/side walkways, stepping stones, stairs, decks, and patios of each townhome will not be cleared of snow/ice.

The Property Manager and Landscape Chairperson collaborate with the Landscape Maintenance Company to assess each snow or ice event and determine whether plowing is

necessary. Factors considered include a snow depth greater than four (4) inches, as well as temperature and weather forecasts.

Miscellaneous Rules & Regulations

Bicycles

Bicycles are permitted for homeowners and their guests within the Friendly West community, promoting a healthy and active lifestyle. To ensure the safety and enjoyment of all residents, we ask that the following guidelines be observed at all times:

- **Paved Areas Only:** Bicycles should only be used on paved areas. Riding on grass, landscaping, or other non-paved surfaces is discouraged.
- **Respect for Pedestrians:** Riders must yield to pedestrians and give them the right of way on sidewalks and pedestrian pathways.
- **Safety Gear:** All riders, regardless of age, are encouraged to wear appropriate safety gear, including helmets and protective padding, while engaging in these activities.
- **Prohibited Recreational Activities:** Due to the narrow streets in our community, and in an effort to enhance the safety for our residents and their guests, skateboards, roller skates, rollerblades, scooters, coasters, and other recreational vehicles and activities are not permitted on the common areas at Friendly West.

Birdhouses, Bird & Hummingbird Feeders

To safeguard the cleanliness and overall well-being of our community, the association prohibits the installation and use of bird feeders within any common areas. Homeowners are permitted to install and maintain hummingbird feeders in the common area immediately adjacent to their townhome, provided that they exclusively contain liquid nectar.

Homeowners may also place one (1) birdhouse in the common area immediately adjacent to their townhome. The birdhouse must be modest in size, not exceeding 12 inches in height, width, or depth. It should be placed in a manner that does not obstruct walkways, driveways, or any common areas, and it should be securely mounted to ensure it does not become a safety hazard during inclement weather. Birdhouses should complement the exterior aesthetics of the townhome and the overall appearance of the community, with colors and design harmonious with the townhome's exterior color scheme.

Homeowners are responsible for the upkeep and cleanliness of the birdhouse, ensuring it is good condition and free of debris. Most importantly, no bird feed is permitted to be placed in or around the birdhouse to prevent attracting rodents or other pests.

Prior to the installation of hummingbird feeders or birdhouses, homeowners must submit a brief description and photo of the proposed feeder or house to the Property Management Company, who will forward the request to the Landscape Committee for review and approval. The Property Management Company will respond to the requests within twenty-one (21) days; if no response is received within this timeframe, the request is deemed approved.

Non-compliance with these guidelines may result in the removal of the birdhouse at the homeowner's expense, and repeated violations may lead to further action in accordance with the Friendly West enforcement procedures for violations.

For questions or to submit a birdhouse placement request, please contact the Property Management Company.

Exterior Seasonal Decorations

Seasonal decorations in Friendly West are permitted as follows:

- **Personal Area:** Homeowners may only decorate the immediate, personal area of their Townhome, which includes the exterior walls of the townhome inward, and the shrubs immediately in front of and bordering their townhome provided they do not obstruct the landscaping crew.
- **Restrictions on Common Areas:** With the exception of the "Personal Area", homeowners may not decorate common areas, including shrubbery, trees, lawns, walkways, and sidewalks. Decorations should not be placed on roofs or chimney tops.
- **Lighting:** Clear or White outdoor lights are preferred; however, colorful lights are acceptable.
- **Inflatables:** Inflatable decorations are not permitted in common areas.
- **Safety Considerations:** Homeowners are reminded to prioritize safety when installing any seasonal decorations, ensuring they are safe, and secure.
- **Timing of Decorations:** Decorations should not be placed on any property earlier than two weeks before a celebrated holiday, with the exception of Christmas. Holiday decorations, other than Christmas, should be removed within three (3) days following the holiday. Christmas lights and decorations may be displayed from Thanksgiving Day through January 15th.
- **Entrance Decorations:** Christmas decorations may be placed at the entrances to Friendly West by the Landscape Committee.
- **Compliance:** If decorations are placed by a homeowner in any common area, the homeowner may be asked to remove them. If the homeowner refuses or is unable, the Association's Property Management Company may have them removed at homeowner expense.

Firepits

Firepits are permitted within the Friendly West community, provided they are fueled only by natural gas or propane. The use of natural gas or propane firepits must adhere to the following guidelines:

- **Fuel Restriction:** Only firepits fueled by natural gas or propane are allowed. Wood-burning firepits are not permitted.
- **Safety Measures:** Firepits must be used in accordance with manufacturer instructions and all applicable safety regulations.
- **Location:** Firepits should be placed in a safe location within the homeowner's property, away from any structures or flammable materials.

- **Supervision:** A responsible adult must be present and supervise the use of the firepit at all times.
- **Extinguishing:** The fire must be fully extinguished before leaving the firepit unattended.
- **Community Consideration:** Residents are encouraged to be mindful of their neighbors and keep noise levels to a minimum, especially during evening hours.

Flags & other “Common Area” Displays

- The display of United States or North Carolina flags is permitted only on homeowners’ private property and is not allowed in any common areas.
- Homeowners are permitted to install one (1) small garden flag in the common area covered by pine needles immediately adjacent to their townhome. Homeowners are encouraged to maintain the aesthetic quality of Friendly West by promptly replacing any worn, faded, tattered, or stained garden flags.

Garages

- Homeowners may leave their garage doors open but must ensure that the garage contents are neat in appearance.
- Homeowners should be aware that leaving their garage doors open increases the risk of personal items being stolen.
- Homeowners are encouraged to keep windows free of clutter.

Noise & Enforcement

To maintain a peaceful living environment, homeowners are reminded to be considerate of their neighbors and keep noise levels to a minimum as follows:

At all times, noise from music, conversations, pets, and/or other activities should not disturb your neighbors. Emergencies, official Association activities, and noise from exterior repair contractors performing their duties are exempt from these guidelines.

Homeowners are encouraged to resolve noise issues amicably; persistent problems should be reported to the Property Manager.

Outdoor Cooking & Grills

Homeowners are permitted to use natural gas, propane or electric grills under the following conditions to ensure safety and maintain community standards:

- **Location:** Grilling is not permitted in any common areas.
- **Supervision:** Grills must be attended at all times while in use.
- **Storage:** Propane tanks must be stored safely and discreetly.
- **Noise and Disturbance:** Grilling activities should not cause excessive noise or disturb other homeowners.
- **Compliance:** All grilling activities must comply with local fire codes and Association regulations.

Personal Property

- Homeowners are not permitted to store personal items including, toys, brooms, mops, laundry, and similar belongings in the common areas.
- Except for appropriate patio furniture, grills and plants, all decks, patios or porches, must remain clutter-free.
- Wind Chimes, potted plants, decorations, displays, or any other items may not be hung or attached to any trees, plants, or other flora on the Common Area, unless approved by the Landscape Committee or Board. Homeowners understand that prior approval may be withdrawn by the Board at any time, resulting in any such item(s) being promptly removed from the common area.

Pets

Friendly West welcomes pets as part of our community, recognizing the companionship and joy they bring to our homeowners. However, to ensure the safety, cleanliness, and harmony of our neighborhood, we have established the following pet standard:

- **Pet Ownership:** Homeowners are allowed to own common household pets such as dogs, cats, birds, and fish, subject to reasonable regulations set forth by the Association.
- **Leashing Requirements:** For the safety of all homeowners and pets, dogs must be leashed and physically controlled at all times when outside of the homeowner's property. This includes walks around the neighborhood and common areas.
- **Pet Behavior:** Aggressive or dangerous behavior will not be tolerated and may result in consequences determined by the Association.
- **Chaining or Tethering:** Chaining or tethering pets on the common area is prohibited.
- **Pet Waste:** Pet owners are encouraged to have their dogs use the pine needle areas as much as possible, as pet urine can damage the grass. Additionally, pet owners are responsible for promptly cleaning up after their pets and properly disposing of their waste. Failure to do so may result in fines or other penalties.
- **Noise and Disturbance:** Pet owners must take measures to ensure that their pets do not create excessive noise or disturbance that may disrupt other residents. This includes barking, howling, or aggressive behavior.
- **Common Area Access:** Pets are allowed in designated common areas of the community, but owners are responsible for ensuring that their pets do not cause damage or disturbance to common property or other residents.
- **Enforcement:** The Association reserves the right to enforce this pet standard through warnings, fines, or other appropriate actions in cases of non-compliance.

Signage

- **General Prohibition:** No signs of any kind (including political and election signs) are permitted for display on the common area without prior written approval from the Board of Directors except as provided for herein.
- **Vehicle Signage:** Vehicles parked in the common areas are not permitted to display "For Sale" signs.

- **Garage and Yard Sale Signage:** Homeowners must notify the Property Manager at least seven (7) days in advance of the Garage/Yard or Estate sale.
- **Exceptions:** Security signs (ADT, etc.) are permitted if placed in the pine needles area immediately adjacent to the townhome without prior approval. For any exceptions, questions regarding permissible signage, please contact the Property Management Company for written approval and/or further clarification.

Speed Limits & General Traffic Safety

- **The speed limit within Friendly West is 15 mph.** Please exercise caution and closely monitor your speed, particularly around the curves of Folkstone Drive and Holden Road, Folkstone Drive and Wedgedale Avenue, and when making turns onto Ramsgate Drive in both directions. Homeowners are also expected to obey all stop signs posted within our community.

Temporary Storage Unit & Renovation/Construction Dumpster/Portable Toilet Guidelines

Temporary storage units, construction dumpsters and/or portable toilets are permitted on Friendly West property provided the following conditions are met:

- **Approval Process:** Homeowners must request approval in writing from the Property Manager for the need of a temporary storage unit, construction dumpster and/or portable toilet, and await approval before arranging delivery.
- **Protection of Paved Surfaces and Common Area:** Homeowners agree to safeguard all paved surfaces and common area from any damages that may occur while staging this equipment while on Friendly West property. Furthermore, homeowners agree to repair, at their own expense, any damages that may occur during the staging and removal process.
- **Duration:** Homeowners must inform the Property Manager of the estimated duration for which the storage unit or dumpster will be needed. The maximum allowable duration is 120 days. If homeowners require additional time, they must submit a written request to the Property Manager to obtain a second approval.

Violations of Rules & Regulations

Any homeowner who violates the Association's governing documents, including the Rules and Regulations, may be fined or otherwise sanctioned by the Association. Sanctions may include the suspension of voting rights and other privileges.

Homeowners are accountable for any fines imposed due to violations. This responsibility extends to violations committed by homeowners' residents or guests.

Before any fine or sanction is imposed, the Board shall provide the homeowner with a hearing and an opportunity to be heard. This ensures a fair process, allowing the homeowner to present their case and any relevant information that might influence the Board's decision. The Board is committed to enforcing rules and regulations fairly while considering individual circumstances.

Enforcement Procedures for Violations

In the event of a perceived violation of these Rules or the terms outlined in the governing documents, the Board will take the following steps unless more immediate action is required:

- Approve the Property Manager to send a letter via first class mail, postage prepaid, to the homeowner informing them of the alleged violation.
- If the alleged violation is rectified within the time specified in the letter, no further action will be taken against the homeowner regarding the violation.
- If the alleged violation remains unresolved to the satisfaction of the Board, the Association will send written notice to the homeowner, setting a date for them to attend a hearing with the Board. During this hearing, the homeowner will have the opportunity to explain their actions and present evidence regarding why they believe no violation has occurred or why no sanctions should be imposed.
- The Board will then determine if a violation exists. The Board may vote to impose a reasonable fine, not to exceed \$100 per day, for each day that the violation continues. The imposition of fines is at the discretion of the Board. Additionally, the Board may suspend the homeowner's rights and privileges as a member of the Association while the violation persists.

These steps ensure a fair and transparent process for addressing alleged violations, providing ample opportunity for the homeowner to respond and defend their actions before any fines or sanctions are imposed by the Board.

Friendly West Townhouse Maintenance Responsibility List

Homeowner	HOA	Area / Item
	<input checked="" type="checkbox"/>	Brick Work: Sidewalk to Townhome
	<input checked="" type="checkbox"/>	Common Area: Asphalt/paved Surfaces including overflow parking areas and townhome driveways
	<input checked="" type="checkbox"/>	Common Area: Landscaping (grass, shrubs & trees)
	<input checked="" type="checkbox"/>	Common Area: Sidewalks, Curbing & Retaining Walls (concrete or other)
	<input checked="" type="checkbox"/>	Common Area: Street Lighting & Signage
	<input checked="" type="checkbox"/>	Common Area: Utility boxes, Drainage & Pipe Lines, Spigots, etc.
	<input checked="" type="checkbox"/>	Exterior Painting (Scheduled by HOA): includes siding, trim, decks, railings, supports, steps, and door / window trim
	<input checked="" type="checkbox"/>	Gutter Cleaning (Scheduled by HOA in Spring & Fall)
	<input checked="" type="checkbox"/>	House Numbers (Original)
	<input checked="" type="checkbox"/>	Ice & Snow Removal
	<input checked="" type="checkbox"/>	Mailbox & Mailbox Kiosks
	<input checked="" type="checkbox"/>	Sewer Line: Main Line to Townhome (in Common Area)
	<input checked="" type="checkbox"/>	Water Line: from Main Line to Townhome (in Common Area)
<input checked="" type="checkbox"/>		Security Alarm System Maintenance, Repair or Replacement
<input checked="" type="checkbox"/>		Animal / Rodent Removal (Attic, Crawl Space or other)
<input checked="" type="checkbox"/>		Attic Power Vents & Fans
<input checked="" type="checkbox"/>		Awning Maintenance, Repair or Replacement
<input checked="" type="checkbox"/>		Brick Work: Front Porch & Steps
<input checked="" type="checkbox"/>		Brick Work: Raised Patios, including enclosures or steps
<input checked="" type="checkbox"/>		Brick Work: any Patio, enclosure or walkway Installed by Homeowner once approved by HO
<input checked="" type="checkbox"/>		Chimney System includes fireplace, flues, caps, vents, arrestors, etc.
<input checked="" type="checkbox"/>		Decks, Railings, Privacy Walls (including sub-structure)
<input checked="" type="checkbox"/>		Door Bell
<input checked="" type="checkbox"/>		Electrical System including Circuit Breakers, Panels, outlets, lighting fixtures, etc. (Interior or Exterior)
<input checked="" type="checkbox"/>		Exterior Doors & Windows Maintenance, Repair or Replacement including any flashing, frame, glass, hardware, screens, and handles/locks
<input checked="" type="checkbox"/>		Fire & Carbon Monoxide Alarms
<input checked="" type="checkbox"/>		Fixtures which provide cable, water, power, telephone, etc. into townhome (Interior or Exterior)
<input checked="" type="checkbox"/>		Foundation / Structural Parts of Townhome
<input checked="" type="checkbox"/>		Garage Door Maintenance, Repair or Replacement including flashing, frame, electronic sensors, hardware, openers, etc.
<input checked="" type="checkbox"/>		Garbage Receptacles, including keeping them clean
<input checked="" type="checkbox"/>		Gutter Repair or Replacement, including Downspouts, Diverters, etc.
<input checked="" type="checkbox"/>		HVAC Equipment including Duct work, Duct Vents, feeder power lines, etc.
<input checked="" type="checkbox"/>		Plumbing System, including faucets, sinks, toilets, bathtubs, showers, water heaters, and any associated piping
<input checked="" type="checkbox"/>		Sewer Line at point of entry through exterior wall into Townhome or under structure

Homeowner	HOA	Area / Item
<input checked="" type="checkbox"/>		Patios, including covered / uncovered
<input checked="" type="checkbox"/>		Roof maintenance, Repair or Replacement including shingles, vent boots, underlayment, wooden sheathing, etc.
<input checked="" type="checkbox"/>		Soffit & Ridge Vents
<input checked="" type="checkbox"/>		Spigots: Townhome
<input checked="" type="checkbox"/>		Vent maintenance, repair, replacement & cleaning (plumbing, dryer, chimney, etc.)
<input checked="" type="checkbox"/>		Water Line at point of entry through exterior wall into Townhome or under structure
<input checked="" type="checkbox"/>		Weather-Stripping