

Lake Village Townes Homeowners Association Handbook



First Edition, 2020

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1. Summary

Lake Village Townes (LVT) is a townhome community within the Woodlake neighborhood with a Homeowners Association (HOA) that is legally incorporated in the state of North Carolina. The Woodlake community has its own Articles of Incorporation, Bylaws, and Protective Covenants (Covenants), as well as a Homeowners Association. Homeowners of Lake Village Townes are also members of the Woodlake Homeowners Association (WFOA), in addition to the Lake Village Townes Homeowners Association (LVTHOA). Lake Village Townes Homeowners and Residents are bound by both sets of association documents.

The LVTHOA Board of Directors (Board) has compiled this handbook to simplify and clarify, but not replace, the Articles of Incorporation, Bylaws, and Protective Covenants of Lake Village Townes. This handbook will help Homeowners understand what is expected of them as members of the LVTHOA. The primary purpose of the LVTHOA is to enhance and protect the value, desirability, and attractiveness of the community. The Board also oversees maintenance of LVT common areas and amenities.

All Homeowners and Residents of Lake Village Townes should familiarize themselves with the rules and regulations contained in this handbook. Homeowners should be aware of four essential obligations that they contracted to abide by when they bought a townhome in LVT:

- To pay the monthly dues on time.
- To maintain the home and lot so that it is attractive and does not detract from the appearance of the neighborhood.
- To obtain the required written approval by the Architectural Review Committee (ARC) prior to altering the exterior appearance of the home or lot.
- To ensure that Homeowners and Residents exercise considerate behavior toward each other by abiding by the use restrictions and rules as outlined in the controlling documents and this handbook.

The LVTHOA Board has the legal obligation and authority to enforce the rules and regulations. Failure to comply can result in suspension of privileges and/or fines of up to \$100/day. Lack of compliance can ultimately result in foreclosure for repeat offenders who fail to pay fines and assessments as outlined in this handbook.

The LVTHOA, through its board and committees, strives to improve the quality of life of Lake Village residents. The Lake Village webpage (www.woodlakecommunity.com/woodlake/lake-village) provides up-to-date information on board members, contact information, forms, and other information. We encourage Homeowners and Residents to sign up for both the Lake Village Townes and Woodlake listservs. This is the most efficient and quickest way to disseminate bulletins on events and other important information. You may sign up for the Lake Village Townes listserv by contacting the Community Manager,

Jennifer McAllister, at jennifer@casnc.com and asking for your email address to be added. You may sign up for the Woodlake listserv by going to www.woodlakecommunity.com and clicking "Sign up for eNews."

2. Introduction

Lake Village Townes is a neighborhood of 66 townhomes within the Woodlake Community that was established on September 12, 1995. In a close-knit neighborhood, cooperation and consideration for the community as a whole are very important. This handbook has been compiled by the Lake Village Townes Homeowners Association Board of Directors to assist Residents in living together productively and peacefully.

This handbook contains Rules and Regulations that govern living in our community, along with procedures Residents need to routinely follow and turn to in the event of a problem. Rules and Regulations contained in this handbook are based on local city ordinances and the Declaration of Protective Covenants, Articles of Incorporation, and Bylaws for Lake Village Townes, and have been adopted by the Lake Village Townes Board of Directors (Board). The Board applies the governing covenants consistently and accurately as described below:

Authority. Article VIII of the Covenants states: "The Board of Directors shall have the power to adopt and amend and publish rules and regulations governing the use of the Common Area and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof." Article X also allows the LVTHOA to enforce reasonable rules and regulations to restrict "obnoxious or offensive activity [or anything] which may be or may become a nuisance or annoyance to the neighborhood."

Adoption. The 1st edition of the handbook has been approved by the LVTHOA Board and takes effect on October 1, 2020. Revisions to this document will be made in the future as needed.

Compliance. As specified in the Covenants, compliance with these Rules and Regulations is not voluntary. Unless specified otherwise, the penalty for violation of these Rules and Regulations shall be determined by the Lake Village Board based on LVT Covenants and Bylaws, as well as the state of North Carolina regulations. The penalty may include the suspension of voting rights or a fine to be determined in accordance with the North Carolina Planned Community Act. If it is decided that a fine should be imposed by the Board, a fine not to exceed one hundred dollars (\$100.00) may be imposed for the violation on a per day basis if the violation remains uncorrected more than five days after the decision is communicated. Such fines shall be assessments secured by liens under G.S. 47F-3-116. If it is decided that a suspension of voting privileges should be imposed, the suspension may be continued without further hearing until the violation or delinquency is corrected. In addition, the LVTHOA may pursue an action in equity or at law for compliance with these

Rules and Regulations.

Enforcement. Covenants and the rules stated in this document shall be enforced by the Board. For the purpose of enforcing compliance, members of the Board and their representatives have the right to enter onto a Homeowner's lot to assess compliance with the rules described herein. Any Homeowner/Resident may identify violations of any rules, regulations, or guidelines and report them to the Management Company.

Procedure for Fines and Suspension of Planned Voting Privileges. Complaints regarding alleged violations will be investigated and shared between the Management Company, the Board and, if relevant, the ARC. Once it is determined that a violation has occurred, the Homeowner will be notified in writing, and will have the opportunity to correct the violation within a reasonable amount of time before any fines are issued or voting privileges are suspended. If necessary, a second notice will be sent to the Homeowner notifying them of a scheduled hearing. A hearing shall be held before the Lake Village Board to determine if any Homeowner should be fined or if voting privileges should be suspended. The Homeowner charged with the violation shall be given notice of the charge, opportunity to be heard and to have evidence presented on their behalf, and notice of the decision.

3. Management Company Information

Management Company

Community Association Services (CAS)

www.casnc.com

Community Manager and Local Contact Information

CAS, Inc.

c/o Jennifer McAllister (jennifer@casnc.com)

5915 Farrington Rd. Ste 104

Chapel Hill, NC 27517

Phone: 919-403-1400 ext. 1205

Fax: 919-403-1499

Community Manager assists with:

- Collection of dues
- Financial delinquencies and payment plans
- Day-to-day operations and maintenance of buildings, grounds, and common areas
- Complaints
- Requests

- Repairs

Customer Service Information and Address

Customer service can be reached at 919-403-1400, option 2.

If you are not in our local calling area, you may call 877-420-9320, option 2.

Below are some items that can be addressed by customer service:

- Woodlake pool key activation
- Woodlake exercise room requests
- All dues-related questions, including auto-draft
- Resale documents and requirements
- Mailing and email address changes
- Name changes; please contact for required documentation

Main Office Mailing Address:

CAS Inc.

PO Box 83

Pinehurst, NC 28370

Fax: 910-295-0182

Notification of Damages. In the event of any necessary repair or maintenance concern, notify the Management Company during normal business hours. For emergency assistance, a 24-hour answering service is provided.

4. General Homeowner Association Information

The LVTHOA is a legal entity consisting of the property owners within the Lake Village townhome community. The LVTHOA has been in existence since February 6, 1996, for the purpose of enhancing and protecting the value, desirability, and attractiveness of the neighborhood.

The Board of Directors, elected by the association membership and relying upon the documents listed below, applies the Rules and Regulations and provides for the operation of the LVTHOA. Committees of Homeowners and Residents are appointed by the Board to work on specific areas of concern. A Management Company is retained to provide the day-to-day administrative duties for the LVTHOA. The Management Company reports directly to the Board.

Legal Documents. Several legal documents provide for the existence of the LVTHOA. In addition to existing statutory provisions regulating administrative requirements of not-for-profit corporations, the following documents provide the legal standing of the LVTHOA. Amendments to these documents are voted on by the Membership.

Protective Covenants. This document and its amendments are on file in the Durham County Register of Deeds Office and are a binding covenant against each individual Lot.

Articles of Incorporation. This document creates the legal entity known as the Lake Village Townes Homeowners Association. It is on file in the Office of the North Carolina Secretary of State.

Bylaws. This document covers operation of the Homeowners Association.

Copies of Documents. Online copies of the aforementioned documents (PDF files) may be obtained through the Lake Village Townes webpage (www.woodlakecommunity.com/woodlake/lake-village/documents-and-forms). A hard copy is provided to each new Homeowner. Additional copies can be obtained from the Management Company for a fee.

Membership. Membership in the LVTHOA is mandatory and automatically afforded to any person who is an Owner of a Lot subject to an assessment (also referred to as “membership dues”) by the LVTHOA.

Annual Meeting of Members. The membership of the LVTHOA meets annually in the fall. Each Member receives advance notification of this meeting through the mail.

Board of Directors. The LVTHOA is governed by an elected Board of Directors consisting of three to nine members. Board Members are volunteers who contribute their personal talents and expertise, and illustrate commitment to a quality standard of living in our community. Offices of President, Vice President, Secretary, and Treasurer are elected among the Board. The Board can address any issue not covered in the Lake Village Townes legal documents or these community guidelines.

Duties. Directors on the Board are elected to the position by the general association membership. The various officers on the Board are selected by the sitting Board members and serve for one year. The President and Vice President must at all times be members of the Board. Additional officers are Secretary and Treasurer, who need not be members of the Board. Other officers may be selected by the Board from time to time by resolution. The election of officers takes place at the first meeting of the Board of Directors following each annual meeting of the members. The offices of Secretary and Treasurer may be held by the same person. Officer roles are as follows:

(a) President. The President presides at all meetings of the Board and all meetings of the members. The President sees that orders and resolutions of the Board are carried

out and signs all official paperwork.

(b) Vice President. The Vice President acts whenever the President cannot and attends to other duties as may be required by the Board.

(c) Secretary. The Secretary records votes, keeps the minutes of all meetings and proceedings of the Board and members of the Association; serves notices of meetings of the Board and of the members; and keeps appropriate current records showing the members of the Association together with their addresses, and performs other duties as required by the Board.

(d) Treasurer. The Treasurer keeps track of community finances and is responsible for the annual budget. Transactional business and report preparation (dues collection, bank accounts, reserve funds, tracking of expenditures, etc.) is delegated to the Management Company.

Election. New Directors are elected by the LVTHOA Membership each year at the Annual Meeting of Members in the fall. Directors serve three-year terms and may also serve on standing committees.

Meetings of Directors. LVTHOA Board meetings are held on a regular basis, typically monthly, and are open to all Homeowners and Residents. Please contact the Community Manager for a schedule of meetings. Homeowners wishing to address the Board may do so at such meetings. Advance notification to the Community Manager is required.

Committees. Committees are established by the Board of Directors to manage ongoing procedures and address specific issues. Committees are all community volunteers; there are no elected positions. If you have an interest in participating, contact the Community Manager or the Board. The current standing Committees of the LVTHOA are:

Architectural Review Committee. The ARC, composed of three or more Homeowners appointed by the Board, reviews construction projects and modifications to the exterior of homes and lots as described in Article VIII of the Covenants. The Committee Chair is appointed by the Board. Specifically, this Committee:

- Develops and implements architectural review guidelines
- Reviews architectural change requests
- Notifies applicants, the Board, and the Management Company of the ARC's decision made concerning a request
- If applicable, notifies applicants with the reason the request was denied and makes recommendations for resubmission.
- Brings architectural violations to the attention of the Board.
- Maintains records of approved and denied applications.

Grounds Committee. The Grounds Committee oversees the maintenance and improvements of LVTHOA land. This Committee:

- Develops specifications and implements the grounds maintenance contract.
- Oversees the maintenance of community grounds.

Garden Club. Residents of Lake Village Townes can participate in a Volunteer Garden Club. There is no additional cost to volunteers. Volunteers can participate in activities including planting, weeding, watering, and other efforts to enhance the appearance of Lake Village Townes. Volunteers can participate as much or as little as they choose. All activities are coordinated by the Board via the Grounds Chairman or the Volunteer Garden Club Point of Contact to the Board. Specific activities undertaken are based on the interests of the volunteers. If you are interested in volunteering, please contact the Community Manager.

Community Relations. Community Relations covers LVTHOA activities designed to promote communication between the LVTHOA, Homeowners, and Residents and to encourage a sense of community. Specific activities include the following:

Social Committee. This Committee plans and coordinates community social activities. For information on upcoming events, join the LVTHOA listserv and check the bulletin board at the mailboxes.

Neighborhood Watch. This Committee communicates with Residents regarding neighborhood safety and crime prevention within Woodlake. Neighborhood Watch is coordinated by Area Coordinators and Block Captains. Make sure you know your Block Captain and provide your phone and email contact information for routine and emergency matters. Email watch@wooldlakecommunity.com. The Neighborhood Watch Committee also distributes information to new Residents and welcomes them to Lake Village Townes.

Communications. The Communications committee oversees communication with Homeowners and Residents via emails through the listserv, by notices posted on the Bulletin Board, and through general information on the webpage.

Management Company. The Board selects a Community Association Management Company to provide the day-to-day administrative operation of the LVTHOA. The Management Company carries out the decisions of the Board. In addition to other duties, the Management Company collects the monthly assessments, pays bills, oversees contractors performing work for the LVTHOA, and facilitates correspondence. Suggestions, comments, complaints, or other business of the LVTHOA should be communicated directly to the Community Manager. As necessary and appropriate, communication is made to individual Homeowners, the Board, the entire membership, contractors, etc.

If a Homeowner/Resident is dissatisfied with any action of the Community Manager, the Homeowner should express his or her concerns in writing to the Management Company. See the Management Company contact information in Section 3: Management Company Information or send a message by visiting www.casnc.com.

5. Monthly Assessments (Dues)

As provided by the legal documents, assessments are collected for each residential lot. Lake Village Townes Residents must pay dues to the LVTHOA, as well as to the WHOA. Dues are determined each year by the LVTHOA and WHOA Boards. Changes in dues will be communicated through a written communication to each Homeowner.

Due Date. Monthly assessments are due on the first of each month.

Form of Payment. No monthly bill is sent requesting these payments; instead, a coupon book is sent to Homeowners by mail before the beginning of the year. Automatic bank draft is the preferred method of payment. To make arrangements for bank draft, please contact the Management Company or go to the Woodlake website at www.woodlakecommunity.com, click “Contact,” and “Pay Dues Online.” Recurring, one-time, credit card, debit card, and echeck payments can be made online with or without an account.

Personal checks are accepted at the discretion of the Management Company and should be accompanied by the coupons provided to each Homeowner. Please contact the Management Company for additional information or to request coupons. Checks should be made payable directly to the Lake Village Townes Homeowners Association. Payment in advance is always acceptable. Cash is not accepted.

Delinquency. To encourage timely payment of dues, the following delinquency policy has been adopted:

Assessment payments are due by the first day of each month. If the payment is not received by the last day of the month, the account is considered delinquent.

Homeowners delinquent in their payments will be assessed a \$20.00 late fee each month that the monthly assessment is not paid by the last day of the month.

All overdue accounts are subject to collection action. The past due amounts may result in a lien against the Homeowner's property, and subsequent foreclosure.

Delinquency Procedure. The board has approved the Management Company's

delinquency procedure:

Management Company (CAS) Actions:

- HOA dues are due on the first day of the month, and are considered late after the last day of the month.
- A late fee of \$20 is assessed if payment is received after the last day of the month; CAS sends a first-notice letter to the Homeowner(s) that the dues are late.
- When Homeowner debt is older than 60 days, CAS sends out a final notice.
- When Homeowner debt is older than 90 days, CAS sends out a 15-day demand letter.
- At any time before the 90 days are up, the Homeowner can work with CAS to put a payment plan in place. Homeowners are expected to fulfill any commitments made in a payment plan.

Legal Actions:

- If no response to the demand letter is received within 15 days, the account is turned over to an attorney for collection. The attorney sends a second demand letter, which includes a 10-day grace period. Attorney fees are paid by the Homeowner.
- If there is no response to the attorney demand letter, the attorney is instructed to proceed with filing a lien. A letter demanding payment, including attorney fees, is sent to the Homeowner with a copy of the lien. The grace period for payment is 30 days.
- After this 30-day period, the attorney is instructed to proceed with foreclosure. Foreclosure authorization from the LVTHOA Board of Directors is obtained prior to the foreclosure hearing. Foreclosure, legal, and filing fees are assessed to the Homeowner; there is a current legal fee limit of \$1200 for an uncontested foreclosure.
- Once a delinquent account is turned over to the attorney, the Community Manager, CAS staff, or the Board cannot enter in dialogue with the Homeowner regarding the account. The attorney will be the only contact with the owner regarding the situation.
- Before the account is turned over to an attorney, the Homeowner is strongly encouraged to work with CAS and put a payment plan in place to avoid the HOA from having to file a lien. Homeowners are expected to fulfill any commitments made in any payment plan.
- All past dues and fees must be paid, including all attorney fees, before the lien can be cancelled and the file closed.

6. Insurance

Association-maintained Coverage. The LVTHOA maintains the following insurance:

General Liability. This coverage is for injury caused upon the Common Property or in some other way as a direct result of the negligence of the LVTHOA or its agents.

Property. This coverage is for damage caused to improvements to real property owned by the LVTHOA.

Directors and Officers. D&O coverage protects the Board and Committee Members in the case of an error or omission on their part while performing in their capacity as a Director or Committee Member.

Fidelity Bond. Fidelity Bond Insurance protects the LVTHOA from theft of LVTHOA funds while in the control of the Board, Committees, or Management.

Homeowner-provided Coverage. Each Homeowner must maintain proper homeowner insurance. The LVTHOA does not provide any insurance to protect the Homeowner, the Homeowner's unit, or any of the Homeowner's personal property.

7. Communications

Homeowners and Non-owner Residents should provide their phone and email contact and emergency information to the Management Company and to the Neighborhood Watch Captain. Non-resident Owners need to provide phone and email contact information and an alternate mailing address. Email is the most effective and frequent method of communication. Updated contact information is critical during emergencies. Should your email address or other contact information change, please provide the Management Company with your current information.

Mail. Formal communications and notices will be sent via U.S. Postal Service from the Management Company.

Mailboxes are centrally located near the entrance to Lake Village Townes. Mail will not be delivered to your unit except for packages that will not fit into the mailbox. No boxes or mail slots are allowed at your unit. Disrepair or lost mailbox keys should be reported to the U.S. Postal Service.

Bulletin Board. A community bulletin board is located at the mailboxes, where you can find information on community activities, social events, community meetings, and other general notices.

Webpage. Visit the Lake Village Townes webpage (www.woodlakecommunity.com/woodlake/lake-village) to find electronic copies (PDF files) of this handbook; the Lake Village Townes Articles of Incorporation, Bylaws, and Covenants; the Architectural Review Committee Request form for Residents of Lake Village Townes; and other useful Lake Village Townes-specific information.

Lake Village Updates via Email. The community listserv sends messages to Residents with updates and information. Residents are encouraged to sign up to receive such emails to stay informed. To join the listserv, email the Community Manager, Jennifer McAllister, at jennifer@casnc.com, and ask to be added.

Woodlake eNews. Woodlake also uses email to communicate information on community events to Residents and Homeowners. Sign up using the eNews link on the homepage of the Woodlake Community website or visit www.woodlakecommunity.com/woodlake/signup-for-enews.

Annual Meetings. The Management Company will mail notifications of the LVTHOA Annual Meeting to Homeowners in the fall, and of the WHOA Annual Meeting in the spring.

8. Maintenance of Homes and Lots

RESPONSIBILITY BY PARTY

Association Responsibility:

1. Replacement of roofs. Includes any necessary repair or replacement of sheathing and wood under the shingles. It is the Homeowner's responsibility to replace structural supports, such as rafters or joists under the roof, that are causing a problem.
2. Cleaning of gutters and downspouts.
3. Repair and replacement of gutters and downspouts.
4. Repair and replacement of siding.
5. Painting of the exterior of each unit on a regular schedule.
6. Maintenance of trees, shrubs, and grass in common areas and fronts and sides of buildings.
7. Maintenance of all driveways and walkways up to, but not including, the front stoop of each unit.
8. Repair and replacement of all streets and driveways.
9. Maintenance and repair of water lines from the meter to the city line.
10. Maintenance and repair of sewer lines from the first cleanout to the city collector line.
11. Maintenance of water and sewer lines between the house and the meter/first cleanout that have been damaged by LVTHOA-contracted activities.
12. Annual termite inspection and, if needed, treatment.
13. Snow and ice removal on roadways at the discretion of the Board.

All other repairs to these items are the responsibility of the Homeowner.

In the event that the need for maintenance, repair or replacement is caused through the willful or negligent act of the owner, his or her family, guests or invitees, or is caused by fire, lightning, windstorm, flooding, hail, explosion, riot, riot attending a strike, civil commotion,

aircraft, vehicles, or smoke, as the foregoing are defined and explained in North Carolina Standard Fire and Extended Coverage Insurance Policies, the cost of such maintenance, replacement or repairs shall be the responsibility of the Homeowner.

Homeowner Responsibility:

1. All glass and screen surfaces, doors, garage doors, and jambs. (Exterior doors and frames will be painted by the LVTHOA when the units are painted.)
2. Structural problems causing a unit to shift position. Problems caused by this shift will be reviewed when the problem arises and responsibility will be determined at that time.
3. Heating or air conditioning units or any feeder lines to them.
4. All electrical fixtures and lines except lights paid for by the LVTHOA on common areas.
5. Any inside damage caused by outside leaks or failures.
6. Gardens or flower beds installed by the Homeowner.
7. Outside insect control, unless covered under the landscape or termite contract.
8. Damage to building elements for which the LVTHOA is responsible caused by changes or installation for which the Homeowner did not receive approval from the LVTHOA. Such repairs will be made at the Homeowner's expense.
9. Repair and maintenance of all Homeowner-initiated architectural changes.
10. Ice and snow removal on walkways and driveways.
11. The foundation and all structural parts of the house and decks and the surface floor of patios.
12. Interior plumbing.
13. Attic power fans and vents.
14. Damage to the landscape caused by improper parking by Homeowner, Residents, Guests, and other Visitors, or from auto repair, oil spill, negligence, pets, Homeowner-contracted construction, or landscaping changes.
15. The extra cost for painting the exterior of a unit due to unauthorized Homeowner painting.
16. Outside water spigots.
17. Water lines between the meter and the house, unless damage is caused by LVTHOA-contracted activities.
18. Maintenance and repair of sewer lines between the house and the first cleanout, unless damage is caused by LVTHOA-contracted activities.
19. Cleaning, replacement or repair of wooden decks, porches, supports, railings and cement patios and/or stoops.
21. Problems with animals getting in the attic or other portions of the building.

Exterior plants, ivy, and other vines on the exterior surface of the unit are difficult to control, can damage exterior wall surfaces and increase the cost of maintenance. Homeowners who

desire to have such plants must keep them in pots and away from the buildings; otherwise the vines will be removed by the LVTHOA and the Homeowner will be charged for the work.

RESPONSIBILITY BY ITEM

Common Areas. LVTHOA maintains property owned by the LVTHOA. This includes entrance signs, open space, Lake Village Drive and Lake Hill Drive, and the path to the Woodlake trails. Homeowners should not provide maintenance to these areas or make improvements or changes.

Decks, Patios, Screened Porches. Installation and maintenance of all patios, decks and porches are the responsibility of the Homeowner. All work must be done by North Carolina-licensed, bonded, and insured companies and meet current building code standards, with proper permits, if necessary. All construction related to these items requires an ARC request.

Driveways, Parking Pads, Walkways. The repair, maintenance, and replacement of walkways, driveways, and parking pads are the responsibility of the LVTHOA.

Dryer Vents. Maintenance, repair, and replacement are the responsibility of the Homeowner; however, the exterior vent cover is the responsibility of the LVTHOA.

Entrance Steps. Maintenance, repair, and replacement are the responsibility of the Homeowner.

Exterior Doors and Garage Doors. Maintenance, repair, and replacement are the responsibility of the Homeowner. Garage doors and exterior doors and frames will be painted by the LVTHOA when the units are painted.

Foundation. Maintenance, repair, and replacement are the responsibility of the Homeowner.

Garages. Garage doors must be closed when not in use. Garages cannot be converted into additional living space, nor used for storage to the extent that automobiles cannot be parked inside.

Grills, Patio Heaters, and Fire Pits. All grills, patio heaters, and fire pits should be operated and maintained in a safe and responsible manner. No open-flame device should be used on a combustible surface such as a wooden deck. Grills, patio heaters, and fire pits may only be used ten (10) or more feet away from any combustible surface including wooden decks, pine straw, etc. and must otherwise be operated in compliance with Section 308 of the North Carolina Fire Prevention Code. Permanent equipment installed in accordance with its listing, applicable codes and manufacturer's instructions, is permitted.

Gutters and Roof. Maintenance, repair, and replacement are the responsibility of the LVTHOA. Contact the Community Manager for questions, concerns, or issues.

HVAC. Furnace, compressor, and all electrical and pipe maintenance, repair, and replacement are the responsibility of the Homeowner. External unit replacements may be installed where the original unit was located by the developer. If the outside unit is to be moved to a different location, ARC approval must be obtained. It is the Homeowner's responsibility to contract only with North Carolina-licensed and bonded HVAC companies for any repair or system replacements. Plan and work with the Durham building inspections department to ensure proper installation and that all relevant building codes are met.

Light Fixtures. Outdoor lighting, including lamp posts, light fixtures affixed to the building or siding, and other external lighting (collectively "light fixtures") are the responsibility of the Homeowner and must be maintained in good working order. Replacement of any light fixtures or glass panes is the Homeowner's responsibility. An ARC request must be submitted and approved prior to replacement. Contact the Community Manager with questions.

Light bulb replacements are the Homeowner's responsibility.

The LVTHOA may periodically replace all or some light fixtures at its discretion.

Outbuildings, Storage Sheds, Animal Pens. No storage sheds, animal pens or outbuildings of any type may be constructed or installed.

Porticos. Maintenance, repair, and replacement are the responsibility of the LVTHOA.

Siding. Maintenance, repair, and replacement are the responsibility of the LVTHOA. Pressure washing your unit is discouraged, as you will be liable for any damages that may occur as a result. Contact the Community Manager for questions, concerns, or issues.

Streets. Lake Village Drive and Lake Hill Drive are private streets, owned and maintained by the LVTHOA. The LVTHOA pays for all maintenance, snow/ice removal, patching, and replacement out of association capital reserves. Homeowners/Residents are responsible for any damage their vehicles or other personally authorized vehicles may cause to the neighborhood streets.

Streetlights. Maintained by Duke Energy. Report any streetlight outage directly to Duke Energy.

Retaining Walls. Maintenance and repair are the responsibility of the LVTHOA. Contact the Community Manager for questions, concerns, or issues.

Water/Sewer. Contact the Durham City Government Department of Water Management. Homeowners/Residents are responsible for their unit's water bill; this is not an HOA-covered expense.

Windows, Screens, and Awnings. Windows are a Homeowner responsibility. Any replacement windows must have ARC approval and be as close as possible to the existing style. Damaged or missing mullions must be replaced by the Homeowner. Screens may be placed in windows, but must be maintained in good order and be free of tears. The LVTHOA may request that screens be replaced. Screen repair and replacement are the Homeowner's responsibility. Awnings may not be installed/attached to the building siding without ARC approval. Awnings must be maintained in good order and free of tears, fraying, or discoloration. Maintenance of these awnings is the responsibility of the Homeowner.

9. Landscaping and Homeowner Plants

Front and Side of Buildings

The Lake Village Townes Homeowner Association is required by the Restrictive Covenants to maintain all grass, plants, shrubbery, and trees, including homeowner-installed plants, in the common areas and the front and side of all buildings.

Homeowners may only plant or remove plants or trees in the front or side of their units after receiving written ARC approval. The party responsible for the cost of planting and/or removal will be determined by the Board.

Back of Buildings

The back of each unit refers to the area behind the building, starting from the back corner of each unit and extending away from that point to a distance of ~15 feet beyond the back wall of the building (not from the deck, screened porch, or other add-on structure). The distance varies depending on the specific building. The property lines separating units in the same building are straight lines that follow in line with the firewalls separating the middle and end units and extend to the front and back of the building to a common back property line for each building. Consult your individual unit plat for the exact dimensions. Every homeowner should have a property plat included in the legal documents received when they purchased their home. One may also be obtained from the Durham County Register of Deeds for a fee.

The LVTHOA is responsible for mowing grass in Homeowners' backyards and mowing and maintaining plants in the common areas behind all buildings. Homeowners are responsible for maintaining any other plantings in the back of their units. Homeowners must keep all back plants, trees, and shrubbery trimmed at least twelve inches from building siding or gutters. This minimizes damage to the building and allows access for routine maintenance of gutters and siding by HOA-employed contractors.

Homeowners may plant personal plants within the back space of their units, provided that the plantings do not interfere with the landscape contractor's ability to maintain the lawn and common areas behind the building. However, all shrubs, bushes, and trees must receive written ARC approval before being planted in the back of a unit. ARC approval will be contingent on the mature height of any plantings and their proximity to the building, as well as possible interference with the maintenance by the landscaping company.

Flower Pots and Yard Ornaments

Homeowners may place plants in flower pots in the mulch in the front, side, or back of their unit, or on the stoop, walkway, or driveway, if space is available. Small, decorative garden banners and small statuary are allowed in the mulch beds. However, pots and yard ornaments may not be placed where they interfere with regular activities performed by our landscaping crew. Homeowners may not put or store personal items, including pots, garden hoses, or statuary, on any part of the lawn. Climbing plants must not be allowed to cling to any permanent plants, trees, or structures, including light poles, fences, deck railings, porches, or any portion of the building.

Homeowners must maintain plants in pots; dead plants should be removed or replaced. Artificial plants are discouraged. Please limit pots to a number that does not dominate the landscaping nor interfere with safety of movement around them. No Homeowner/Resident-placed plants, pots or yard ornaments of any kind are permitted in any common areas.

Pots placed in mulched areas must be removed during mulching. You will be informed within a reasonable timeframe prior to any mulching activity via a notice on the bulletin board and the neighborhood listserv.

The LVTHOA contracts with a landscape company to maintain the grounds in our community. The landscape crew follows a predetermined maintenance schedule. Please do not approach the crew with additional landscaping requests; instead, please send all landscaping questions, concerns, and requests to the Lake Village Townes Community Manager, Jennifer McAllister, at jennifer@casnc.com.

Optional Homeowner Maintenance of Front and Side Beds

The LVTHOA maintains all plants in the front and side of all units. However, Homeowners who would like will be allowed to maintain the plants in their front or side yard with Board approval. To receive approval, the Homeowner must agree in writing to maintain all beds and all plants in the front and side of their unit in a manner consistent with the rest of the neighborhood and agree to the following stipulations: all beds must be kept weed-free; the height of all shrubs and bushes must be pruned to maintain their height to no higher than the lower sills of the windows on the side of the building where the plants are located; all trees must be pruned to maintain a distance of at least 12 inches from the building and gutters; no plants (including any type of flower, shrub, bush, vine, or tree) may be removed or planted without the written approval of the Board; the Homeowner will not receive any reduction in LVTHOA dues nor receive any LVTHOA funds for their efforts or any related purchases.

If the yard (including all plants and beds) is not maintained in a manner consistent with the other plants and beds in the community or any of the required stipulations are not adhered to, the Homeowner will be given two weeks to correct the issue. If no corrective action is taken or the violation is such that no reasonable correction can be implemented within the time allotted, the Homeowner's approval to maintain these areas will be revoked and the LVTHOA will resume control over the unit's beds and plants, including the decision as to which plants will remain and how the plants and beds will be maintained. The Homeowner may be charged to correct the violation and return the yard to a community-consistent state.

If the Homeowner no longer wishes to maintain the plants in the front and side of their unit, they must inform the Community Manager in writing. Similarly, when a Homeowner who is maintaining their own plants moves, they must inform the Community Manager and the maintenance of the beds reverts to the LVTHOA upon the sale of the unit.

10. Maintenance of Townhome Exteriors

The Board has established standards for maintenance of our home exteriors that will be communicated by the Community Manager to any contractor the LVTHOA hires to perform work, unless renegotiated with the Board. Homeowners can expect the following:

Siding Replacement. Any siding being replaced will be done so with fiber cement siding (Hardiplank or its equivalent) that has the same texture/appearance as the current masonite siding, to maintain consistent appearance to the buildings.

Trimwork. All exterior wood pieces being replaced will be done so with PVC (or matching suitable non-rotting, mildew resistant materials). Each piece replaced will include the full length of that portion of wood, not pieced in to replace just the section with damage/rot.

Gutter Cleaning. Gutter debris will be cleaned up by the company cleaning the gutters and will not be left on the lawns or mulch areas. Note that the contractor does not have physical access to the courtyards for the units that have them, and therefore is unable to remove debris from courtyards. The contractor will be asked to remove debris by hand in the gutters over these areas, but will not be responsible for any debris that drops into the courtyard. Homeowners will receive advance notice through the listserv and on the bulletin board of coming gutter cleaning dates. Please move or cover your personal belongings in your courtyard to prevent damage. The contractor will not be responsible for any damages to items left in courtyards.

Mulch. Dyed mulch will not be used, in order to avoid staining the exterior of the buildings and driveways.

11. Parking

Prohibition of Inoperable Vehicles. Any vehicle parked within Lake Village Townes must be operational, properly licensed, inspected, and insured unless stored in a garage.

Street Parking. All Resident vehicles must be parked in the garage or driveway. Guests may park in the street if needed for up to one week. If longer time is needed, contact the Management Company. Our street space is limited, so please be mindful of your neighbors. Vehicles parked on the street must not block driveways, including any driveways across the street; interfere with the delivery/collection of the U.S. mail; interfere with the collection of trash and recyclables by the city; obstruct traffic; or otherwise cause unnecessary inconvenience to neighbors. Violators of this rule must discontinue parking on the street upon notification by the LVTHOA and are subject to penalties.

Emergency Vehicles. Any temporary street parking must provide a clear passage for emergency vehicles.

Parking in Private Yards. Parking in yards is not permitted. Vehicles must be parked in garages or driveways, or abide by the Street Parking policy above.

Trailers, Boats, Motor Homes, Campers, and Commercial Vehicles and Equipment. Trailers, boats, motor homes, campers, and commercial vehicles and equipment (including dumpsters and storage pods) shall not be parked on streets or on the property (yard or driveway) of the owner outside of the garage without obtaining prior written approval from the Board through the Management Company. In the case of an emergency, contact the Management Company.

Damage to Property Caused by Vehicles. Homeowners will be held responsible for all damage to the LVTHOA's property including lawns, trees, shrubbery, underground pipes, curbs, etc. caused by moving or illegally parked motor vehicles owned by the Homeowner, their Tenants, or Guests.

Enforcement. All vehicles parked in violation of these Rules and Regulations may be towed at the expense of the vehicle owner, or the Homeowner if the owner of the vehicle is a Tenant or Guest of the Homeowner. The LVTHOA may also take legal action against the owner of the vehicle or property upon which the vehicle is parked. Enforcement of state or local law shall be by criminal court as provided in the North Carolina General Statutes and by Durham City or County Ordinance.

12. Leasing

Leasing, as used under this section, includes the use of homes by relatives of the Homeowner or non-related tenants when the title owner is not a permanent Resident within the home. In either event, the title owner is referred to as the “Landlord” for the purposes of this section and the physical occupant of the home is referred to as the “Tenant”.

Leases. In all cases, Landlords are encouraged to have a properly drawn, written lease with all Tenants. With or without a lease, Landlords are required to ensure that Tenants sign an agreement to abide by all conditions of the Handbook and other Rules and Regulations governing Lake Village Townes, including the Covenants. Landlords must provide Tenant contact information to the Management Company.

Enforcement. Tenants and their Guests must abide by all regulations of the LVTHOA. Tenant conduct is ultimately the responsibility of the Landlord. Any violation of the LVTHOA's regulations by a Tenant or a Guest will be deemed a violation by the Landlord and an appropriate fine or other action may be taken against the Landlord. Damage to LVTHOA properties caused by Tenants or their Guests will be charged by assessment to be paid by the owner of the property.

13. Vacancy

Any time a unit is vacant, the owner of the property is responsible for ensuring that the maintenance of both the interior and exterior of the home and yard is consistent with the regulations of the LVTHOA. Any cost incurred by the LVTHOA to ensure maintenance of a vacant property will be charged by assessment to be paid by the owner of the property. If a unit will be vacant for longer than thirty (30) days, the Management Company must be notified and provided with current contact information for the Homeowner or Homeowner's representative.

14. Pets and Animals

To provide a harmonious neighborhood, Residents should properly restrict their pets. All laws, ordinances, rules, and regulations pertaining to dogs, cats, and other domestic animals adopted by local officials are hereby adopted as rules and regulations of the LVTHOA.

Pets Only. No animals, livestock, or poultry of any kind shall be kept or maintained on any Lot or in any dwelling, except that dogs or cats may be kept by Homeowners if such pets are kept indoors and do not become a nuisance. No animals may be kept for commercial purposes. The LVTHOA shall have authority to define the conditions that create a nuisance.

Leashes. Pet owners must keep their animals on leashes when on common property or otherwise restrained when away from their dwelling in accordance with Durham City and County ordinances. Animals are not to be left unattended in Common Areas. This includes the chaining of animals to posts, doors, electrical boxes, etc.

Defecation. Clean up after your pet on your own property and Common Areas, and do not let your pet defecate on the lawn areas of others. Should an accident happen, scoop the material and discard it appropriately. Durham County maintains a “poop and scoop” policy for all public properties, public rights-of-way, and private properties.

Enforcement. Animal ordinances are enforced by the Durham County Animal Services Office. Other complaints regarding animals should be directed to the Management Company.

15. Garbage, Recycling, and Yard Waste

Containers. Separate rollout carts for garbage and recyclables are issued by the City of Durham and must be kept in good repair with their lids tightly closed. Should a container be lost or damaged so that waste can not be contained or collected, contact the Durham City Department of Solid Waste Management at 919-560-1200 or online at <http://www.durhamnc.gov/Durham-One-Call> for a replacement.

Placement. Garbage and recycled materials are collected by the City of Durham from the curb. Homeowners should place their garbage (green bin) and recycling (blue bin) at the curb in front of their unit. The city requests that three feet be left between bins and/or bulk items for collection when possible.

Schedule. Garbage and recycling bins may not be placed at curbside prior to the evening before pickup. Bins must be removed from the curb on the same day as pickup.

Storage Location. All garbage and recycling bins must be stored so that they are not visible from the street.

Garbage. Non-recyclable garbage is collected weekly. Contact the City for the current collection schedules as well as holiday and make-up schedules.

Recycling. The City of Durham provides blue containers for the curbside pickup of glass, plastic, aluminum, newspapers, etc. Contact the city or refer to http://www.durhamnc.gov/departments/solid/recycle_curb_collection.cfm for information on what items are recyclable and for the current collection schedule.

Extra-large Items. Large and bulky items that do not fit in a bin require a special pickup. Contact Durham One Call and submit a service request either online at

<https://durhamnc.gov/1439/Durham-One-Call> or by calling (919) 560-1200. Items may not be placed at curbside prior to the evening before the scheduled pickup.

Yard Waste. The landscaping company will pick up small amounts of yard waste left at the curb by Homeowners. Place these items on a hard surface at the curb, not on the grass or lawn. Yard waste may only be placed at the curbside the evening before the landscaping company's scheduled weekly work day.

Loose Debris and Litter. Homeowners are responsible for the disposal of any garbage spread by animals, weather, Tenants, or Guests of Tenants. Failure to clean up debris immediately can result in the Homeowner being billed for the pickup of items.

16. Noise and Outdoor Lighting

Noise is regulated under Part II, Section 26, Article II of the Durham Municipal Code. Any Resident disturbed by excessive or persistent noise should report violations to the police.

Outdoor Lighting shall comply with the following requirements:

- Lighting shall be shrouded and/or oriented so as to not project light into windows or onto outdoor living areas of neighbors.
- Lighting shall not cause glare that interferes with drivers on neighborhood streets.
- The maximum illumination resulting from residential outdoor lighting should not exceed 0.5 foot-candles at the property line of adjacent residences. This illumination level is based on Section 7.4 of Durham's Unified Development Ordinance, can be measured by a light intensity meter and corresponds to light levels at roughly 40 minutes after sunset.

17. Soliciting

Individuals selling merchandise or services must have a peddler's license issued by the City of Durham. If such a person does not have a peddler's license, contact the police.

Please advise solicitors that the Homeowners in Lake Village Townes have requested that they do not solicit in the Community.

Individuals distributing religious, political, or legislated civic-related information (federal or local government voting or registration information, official census related activities, etc.) are not considered solicitors for the purposes of this document, and are also not required to have a peddler's license issued from the City of Durham.

18. Signs

No signs, including temporary signs, may be located on lawns that are the responsibility of the LVHOA and are mowed by the contracted landscaping company. Any item (including signs) that impedes the maintenance of lawns is subject to removal or disposal by the contracted landscaping company. Signs may be placed in the mulch beds maintained by LVTHOA, but should be removed during seasonal mulching.

All signs shall be in compliance with the City of Durham Sign Ordinance. Signs may not be greater than five square feet in size.

For Sale or Rent Signs. One standard and reasonable sign indicating a home is for sale or rent may be posted at a location near the front of the home.

Political signs. A political sign is a sign to support or oppose a candidate or an issue on the election ballot. Political signs cannot be put up earlier than 45 days before the day of the election and must be removed within seven days after election day. There is a maximum of two political signs per property.

Security Signs. Small signs less than 12" x 12" providing notice of a home security system are permitted.

Other Signs. Homeowners are permitted one sign in addition to sale or rent signs, political signs, and security signs to be displayed on their Lot.

Signs on Common Property. Signs are permitted on Common property only at the discretion of the LVTHOA Board of Directors.

19. Flags and Flagpoles

Flags and flagpoles must be maintained in good repair. Flags that are torn, substantially faded, or frayed shall not be displayed.

Flags. Flags must meet the definition for a flag contained in the City of Durham zoning ordinance. This ordinance prohibits any flag displaying a logo, message, statement, or expression related to a commercial interest.

- The maximum dimensions of any flag shall not exceed 24 sq. ft. (4' x 6'), without the written approval of the ARC. However, there will be no maximum flag size on United States and North Carolina flags on officially recognized national, state, or city holidays or observances (Flag Day, Independence Day, etc.).

- A maximum of two flags per residence is allowed.
- Small, decorative garden banners are allowed.

Flagpoles. Vertical, free-standing flagpoles are prohibited. Flagpoles may not be placed on the roof of any residence. All flagpoles must be displayed or supported on staffs extending at an angle from the home. An Architectural Review Request Form must be submitted to install a flagpole holder on the exterior of a home. A residence may not have more than two flagpoles.

20. Architectural Review

Any work/upgrade/replacement that will be seen on the outside of a unit is subject to the approval of the Lake Village Townes Architectural Review Committee (ARC). Written ARC approval must be obtained BEFORE any work can begin. Plan ahead!

Examples of activities subject to approval include: upgrading/installing/altering a patio, deck, or porch; installing a screen or storm door; replacing windows; changing or installing exterior light fixtures; attaching any item to the exterior of the unit (flagpole holder, decorative sign, security camera, satellite/telecommunication equipment, solar panels, etc.); erecting any structure, such as a planter box, in the back of a unit; planting any trees; and planting flowers/shrubs/etc. not in a dedicated flower bed at the back of the unit.

In general, changes that are NOT ALLOWED include: installation of window AC/heating units (PTAC "hotel room" wall-mounted units, mini-splits, and any other similar type of AC or heating unit); installation of permanent fences; changing the color of any exterior door, door or window frames, or building exterior; installation of a clothesline; or any roof work.

If you are not sure if you need ARC approval, please email Jennifer McAllister, our Community Manager, at jennifer@casnc.com.

The Architectural Review Request Form can be found on the Woodlake website (woodlakecommunity.com) under the Lake Village tab. Scroll down to Documents/Forms: <https://www.woodlakecommunity.com/woodlake/lake-village/documents-and-forms>

Submit one copy of the application and all supporting documents by email, fax or U.S. mail to:

Jennifer McAllister

CAS Inc.

5915 Farrington Rd., Suite 104

Chapel Hill, NC 27517

jennifer@casnc.com

Fax: 919-403-1499

You will be notified if additional information is required. When complete, your application will be forwarded to the ARC for review. Once the completed application is received by the ARC, the committee has 30 days to approve or disapprove the request.

Solar Panels. In accordance with state law, solar panels are allowed, but require written ARC approval and must comply with LVTHOA regulations. Solar panels can be installed only on the back of the building, must have anti-reflective coating, and cannot extend onto the roofs of adjacent units. Solar panels must be removed and replaced at the Homeowner's expense when re-roofing is scheduled by the LVTHOA. Free-standing solar panels are not allowed. Inactive solar panels must be removed. Any damage resulting from the installation, operation, or maintenance of solar panels must be repaired by a Board-approved contractor at the Homeowner's expense. Repairs require ARC approval. The LVTHOA is not responsible for the installation, maintenance, or replacement of any solar panels. https://www.ncleg.net/EnactedLegislation/Statutes/HTML/BySection/Chapter_22B/GS_22B-20.html

Television Antennas and Satellite Dishes. Antennas for receiving local television stations and satellite dishes installed by Homeowners are allowed in accordance with FCC rules, but require written ARC approval and must comply with LVTHOA regulations. Satellite dishes may be no more than one meter (39.4") in diameter. Satellite dishes must be mounted on the roof and cannot be on the roof of another Homeowner. Antennas and satellite dishes must not be visible from the street.

Antennas and satellite dishes must be removed at the Homeowner's expense when re-roofing is scheduled by the LVTHOA. Any damage resulting from the installation, operation, or maintenance of antennas or satellite dishes is the Homeowner's responsibility. The LVTHOA is not responsible for the maintenance or replacement of any antennas or satellite dishes affixed to the exterior of the home. See the FCC fact sheet on consumer-owned antennas and satellite dishes for more detail: <http://www.fcc.gov/cgb/consumerfacts/consumerdish.html>

Security Cameras. Security cameras are permitted, but require written ARC approval and must comply with LVTHOA regulations. Security cameras may not be aimed at property other than the Homeowner's. Any damage resulting from the installation, operation, or maintenance of security cameras is the Homeowner's responsibility. The LVTHOA is not responsible for the maintenance or replacement of any security cameras.

Holiday Decorations. Exterior holiday decorations are permitted without approval, but should be removed within one month of the holiday. If outdoor decorations are not removed within the specified timeframe, the Homeowner will be considered to be in violation.

21. Definitions

ARC: Architectural Review Committee

Board: the Lake Village Townes Homeowners Association Board of Directors

Common Areas: include the neighborhood entrance; the mailbox pad; Lake Village Drive and Lake Hill Drive; space in front of, between, and behind buildings outside of individual property plats; and path to Woodlake Trail

Community Manager: employed by the Management Company, assigned to assist with Lake Village Townes; currently Jennifer McAllister (jennifer@casnc.com)

Guest: any person residing in or visiting a unit on a temporary basis

HOA: Homeowners Association

Homeowner: any person who owns a unit in Lake Village Townes

Lake Village Townes Webpage: www.woodlakecommunity.com/woodlake/lake-village

Landlord: Title owner or homeowner, especially in the context of leasing

LVT: Lake Village Townes

LVTHOA: Lake Village Townes Homeowners Association

Management Company: contracted by the board to assist with day-to-day operations; currently Community Association Services (CAS) (www.casnc.com)

Resident: any person living permanently or on a long-term basis in Lake Village Townes

Tenant: physical occupant of a home, especially in the context of leasing

WHOA: Woodlake Homeowners Association

Woodlake Website: www.woodlakecommunity.com