

Villages of Fox Run Standards and Guidelines

July, 11 2007

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Frequently Asked Questions

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Why are these guidelines important to me?

The BOD (Board of Directors) has developed and approved these guidelines for living in the Villages of Fox Run in order to assist you. The guidelines present a skeleton summation of the Covenants as interpreted and understood by the present BOD. These guidelines are important for achieving the goal of ensuring that all homes conform to the community standards and are maintained appropriately to protect our mutual investment. It is important to study these guidelines in order to promote a greater sense of harmony in the community. In the unusual circumstances when a resident will not comply with the Covenants, the BOD reserves their legal right and responsibility to take reasonable action to resolve the infraction.

How can I avoid upsetting the harmony of the neighborhood?

First and foremost, take the time to get to know your neighbors and your community. Treat neighbors as you would like to be treated and understand them well enough to understand the kinds of things that are important to them. Please show your respect for your neighbors by reading and adhering to the HOA Covenants. These are two great ways that you can help preserve the harmony in the neighborhood.

Who is the management company?

The BOD employs a management company to oversee the day-to-day management of the neighborhood. The current management company is Grandchester Meadows, Inc. and here is the contact information: (p) 919-389-7944, email drobbins13@earthlink.net, web www.grandchestermeadows.com.

What do the homeowner dues or assessments cover?

The monthly assessments paid to the homeowners association are actually an installment of your annual assessment. The association uses this money to maintain the pool, the common areas, and to promote the improvement of the neighborhood. Please refer to the Covenants for a precise description of the common expenses.

How much are the assessments?

The monthly assessments are \$25 for the single family homes and \$85 for the town homes. The BOD has the fiduciary duty to prepare an annual budget and set the assessment for the fiscal year prior to the annual meeting of the members. If an assessment is increased you will receive a notice at least thirty days before the first installment is due.

Frequently Asked Questions

Who, when, and where do I pay my assessments?

Make your check payable to the Villages of Fox Run HOA. You may mail the check to: Villages of Fox Run HOA, PO Box 37027, Raleigh, NC 27627. The assessments are due on the 1st of each month and considered delinquent after the 15th of that month. A late fee of \$10.00 is assessed each month any balance is in arrears.

Where is the common area of the association?

It is the area outside of the individual home plots. The HOA owns the common area and any structures built on common property. You are a member of the HOA if you own a home in the Villages of Fox Run. All owners have equal rights to use the common areas unless those rights have been suspended by the BOD in accordance with the Covenants and By Laws. No one owner owns any portion of the common area exclusively.

Who determines what maintenance gets done and when?

The Board of Directors has the responsibility to allocate funds, as they are available to pay for building and common area maintenance. This is done within the scope of an annual budget and maintenance plan, but in the event of an emergency problem, action will be taken to properly maintain the property. Each owner has the responsibility to report any problem in writing to the manager and the BOD, whether that problem is with a building or with some common area maintenance item.

Standards and Guidelines

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The following guidelines have been adopted under the authority granted by the Declaration of Covenants and including the applicable City of Raleigh ordinances. If you have comments or questions about a violation issue or concerns with a neighbor, please contact David Robbins with Grandchester Meadows or a member of the Villages of Fox Run Board of Directors (BOD).

David Robbins (Grandchester Meadows) – 919-389-7944, drobbins13@earthlink.com

Debbie Siegel (VFR BOD) – 919-954-4869, deborah.siegel@duke.edu

Alexis Kunold (VFR BOD) – 919-559-2578, Scottygirl90@hotmail.com

Mary Ann Hurst (VFR BOD) – 919-873-1610, maryhurst@aol.com

Faye Curren (VFR BOD) – 919-601-6587, Faye@TeamCurren.com

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Common Architectural Elements

Homeowners shall not change the materials, styles or colors of the 'uniting' architectural elements.

These include:

- Brick and shingles
- Soffit, trim and siding
- Town home front doors and shutters
 - o Front doors (painted gloss black, 6 panel style)
 - o Shutters (black, 2 panel style)
- Single family front doors and shutters – doors and shutters must be the same color. If a home owner wishes to change the door/shutter color, approval from the Architectural Committee must be acquired.
 - o Front doors (6 panel style; current colors: Maroon, Black, Dark gray, Dark green, Dark blue, Dark brown)
 - o Shutters (2 panel style; current colors: Maroon, Black, Dark gray, Dark green, Dark blue, Dark brown)
- Porch railings (gloss white)
- Light Fixtures



If you need to replace or want to change out one of these items, please check with the architectural committee to ensure you are maintaining the architectural style of your home.

Failure to maintain architectural style of home: Written warning from the Villages of Fox Run Home Owners Association; request correction of unapproved structure to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.

Standards and Guidelines

Storm/Screen Doors

Storm/screen doors installed on the front doors of Units may be white or if the front door is black, a black storm/screen door may be installed. White storm doors must be a 'full view' style. The Larson "Charleston" and Pella "Select" are approved models. Some additional latitude in style is permissible on a black storm door, as adding a black storm door to a black front door does not appreciably change the overall appearance of the entry. Storm/screen doors installed on rear doors must be white, of the style cited above, or of a retractable "hideaway" style.

First Violation: Written warning from the Villages of Fox Run Home Owners Association; request correction of unapproved structure to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.

Garage Doors

Garage doors must be replaced with a similar style and color garage door. Please contact the architectural committee if you have questions.

First Violation: Written warning from the Villages of Fox Run Home Owners Association; request correction of unapproved structure to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.



House, Deck, Fence and Grounds Maintenance

Each home owner is responsible for the upkeep of their property. The HOA will develop and amend guidelines to help maintain a quality neighborhood. These guidelines will include appropriate deck staining schedules and minimum grounds maintenance standards to be followed by all home owners.

Fences

Homeowners wishing to put up a fence need to seek the approval of the architectural committee before beginning construction. Wood fences must follow the same staining standards as decks (see following section).

First Violation: Written warning from the Villages of Fox Run Home Owners Association requesting the fence to be stained in order to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.

Standards and Guidelines

Decks

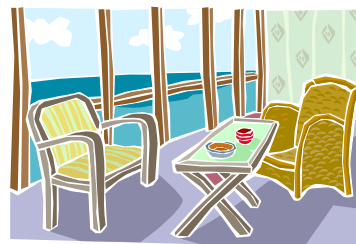
Decks must be stained on a regular basis in order to preserve the wood and maintain a harmonious appearance. The following options are approved by the board provided the schedule is followed:

Stain type/color	Frequency
Clear	Annually
Clear with cedar tone	Annually
Semi-transparent stain in a cedar tone	Once every 3 years

Clear or clear with toner stains provide protection for 8 months to a year and must be reapplied more frequently than semi-transparent stains. Clear or clear with toner stains may also speed up the deterioration of the wood if not properly maintained. Solid stains or paint (including white) may not be used. A deck that has not and/or is not properly maintained may need to be repaired or replaced. This will be the financial responsibility of the homeowner.

First Violation: Written warning from the Villages of Fox Run Home Owners Association requesting the deck to be stained in order to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.



Deck Enclosures

Decks may be enclosed. Roof style may be gable or shed, as is architecturally appropriate for the building/unit to which the enclosure is attached.

Roof and/or enclosure style may be further restricted based on pre-existing structures, so as to maintain the balance and harmony of the sub-division. Materials shall be of a similar quality and finish as those used on the main building. Design plans must be submitted to and approved by the Villages of Fox Run Architectural Committee before beginning construction. Enclosed decks must also be stained on a regular basis.

First Violation: Written warning from the Villages of Fox Run Home Owners Association requesting the deck to be stained in order to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.

Standards and Guidelines

Grounds Maintenance

Single family home owners are responsible for the maintenance and upkeep of their grounds. The HOA dues paid by the town home owners, covers the grounds maintenance of the town home property as well as common areas.



Single Family Homes

Single family homes are expected to perform the following services on the schedule provided (HOA dues from town homes covers these services):

Service	Annual Frequency
Turf mowing and trimming	34 times (weekly during season)
Edge walks and curbs	Each mowing
Weed control in planting beds	52 times (weekly)
Fertilize turf	4 times
Fertilize shrubs	1 time
Prune shrubs and small trees	3 times
Insect and disease control	As needed
Watering	see Year-Round water conservation notes below

Town homes

While grounds maintenance services are provided by the Villages of Fox Run Board of Director approved landscapers, residents are responsible for watering their lawn, flowers, and shrubs as needed. See **Year-Round water conservation** notes below.

Year-Round Water Conservation

The Raleigh City Council voted unanimously May 15, 2007 to approve year-round lawn irrigation water conservation measures beginning this summer.

	MON	TUES	WED	THURS	FRI	SAT	SUN
Odd Addresses	NO	Yes	NO	Yes	NO	Yes	NO
Even Addresses	NO	NO	Yes	NO	Yes	NO	Yes

HAND WATERING OK EVERY DAY

In addition to year-round lawn irrigation water conservation measures, the City Council also approved tougher Stage 1 and Stage 2 mandatory conservation rules that would be implemented in times of severe drought.

Under **Stage 1 rules**, watering with automatic or non-automatic spray irrigation systems or with hose-end sprinklers would be restricted to one day per week --- Tuesday for residents with odd-numbered addresses and Wednesday for even-numbered addresses. Also, residents would be restricted to washing their vehicles only on Saturday and Sunday.

Standards and Guidelines



With the new **Stage 2 rules**, all types of outdoor watering would be prohibited. Vehicles could be washed only at car wash facilities that are certified by the City for water conservation practices.

The City could initiate Stage 1 mandatory water conservation rules when the water capacity at Falls Lake, Raleigh's primary water source, is at 70 percent or less. Stage 2 rules could start if capacity is at 50 percent or lower.

A written warning notice would be issued for a first violation of the mandatory year-round water restrictions. A second violation would be a \$50 fine, and a third violation would result in a \$200 civil penalty. A fourth violation would be termination of the customer's water service.

http://www.raleighnc.gov/portal/server.pt/gateway/PTARGS_0_2_276_208_0_43/http%3B/pt03/dig_web_content/news/public/News-PubAff-Approval_Given_To_Mandat-20070516-142236.html

Water Usage Violations: Responsibility of the City of Raleigh.

Non-water Usage First Violation: Written warning from the Villages of Fox Run Home Owners Association; request problem corrected within one week.

Failure to comply with request: \$25 fine per day in which request not met (after the first week).

Continual Failure to comply with yard maintenance: The Board of Directors will request the landscaping group correct the problem, and the resident will be financially responsible for any fees.

TV Antennas/Satellite Dishes

Antennas and other devices for the transmission of television signals or any other form of electromagnetic wave or radiation may not be erected, used or maintained on any portion of the limited common or the common area without the PRIOR approval of the BOD. When possible, satellite dishes/antennas must be installed on the rear of the house/property.



First Violation: Written warning from the Villages of

Fox Run Home Owners Association; request for TV Antenna/Satellite Dish to be moved.

Failure to comply with request: \$25 fine per week in which antenna/dish remains on front of home/town home or in common area without permission

Standards and Guidelines

Clotheslines/Yard Clutter/Toys

Clotheslines and the airing of clothes, rugs, fabrics from decks and patios are prohibited. Clutter underneath patios is prohibited unless concealed by wooden decorative lattice (residents must submit a request to the Architectural Committee before placing lattice around a patio). Please do not store toys, portable or mounted basketball goals, or other items in the front yard. Hoses should be stored in a garage or near the outside faucet, on a hose organizer or in a neatly wound pile. Yard maintenance items such as sprinklers and lawn mowers should be stored in a garage or in the backyard of a home (out of sight from the road).



First Violation: Written warning from the Villages of Fox Run Home Owners Association; request removal of clothesline/items being aired; request removal or toys, clutter or concealment of clutter under deck or other area in view.

Failure to comply with request: \$25 fine per day in which clothesline/items being aired or clutter remain.



Parking Guidelines

Covenants: Article IX, Section 2 (i)

"Each Improvement located on the Property shall be provided with adequate space for the parking of motor vehicles located off the public streets prior to the use of occupancy of said Improvement."

Please park all vehicles in the garage and/or the driveway so that emergency vehicles can access the street at all times. Although visitor parking in the street is understandable, the HOA does not permit residents to park in the street as this creates many safety hazards and is against the Covenants. In addition, cars may not park on the grass or block anyone's driveway. The HOA requests there are no cars parked on the street overnight.



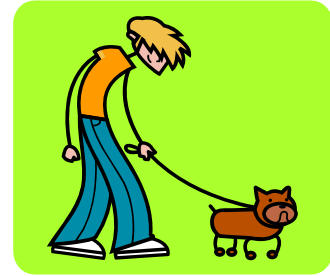
First Violation: Written warning from the Villages of Fox Run Home Owners Association

Second (and any subsequent) Violation: \$25 fine per offence

Standards and Guidelines

Pet Guidelines

These guidelines are intended to reflect the rights of the pets and their owners, as well as the rights of those residents who choose not to be pet owners. Please remember that in most cases the City of Raleigh ordinances specify the responsibility of pet owners. These responsibilities include the following:



- Only household pets may be kept in your home. You may not keep an animal for commercial purposes.
- Pets may not be housed on the decks, patios, or common area without the PRIOR written approval of the BOD.
- You are responsible for the cost of repairing any damage to common area caused by your pet or pets belonging to your tenants and guests.
- Pets must be kept on a lease at all times except when inside a fenced yard.
- **You must pick up any droppings left by your pet, so take a baggie with you when you leave your home!**
- **Please be considerate of your neighbors and do not allow your pets to void on other people's property.**

For complaints regarding pets, the management company will send the owner one complaint letter as a courtesy. If the owner of the pet is allowing behavior that is against a City of Raleigh pet ordinance – please call the City of Raleigh Animal Control, as the management company cannot enforce ordinances.

First Violation: Written warning from the Villages of Fox Run Home Owners Association

Second (and any subsequent) Violation: \$25 fine per offence

Standards and Guidelines

Use of Building Guidelines

Use of Units

Covenants: Article IX for overview

The homes in the Villages of Fox Run are for residential home purposes only. You may not conduct any obnoxious, offensive, illegal activity, or anything that may become a nuisance for your neighbors.



Any Violation: legal action

Leasing of Units

Covenants: Article IX, Section 2 (h)

Owners are responsible for the behavior of their tenants. Leases with a rental period of less than 60 days are prohibited. Owners are required to provide a copy of all leases to the Association promptly after initiating a lease agreement to verify compliance with the HOA Covenants.

First Violation: Written warning from the Villages of Fox Run Home Owners Association with request for information to be updated with the Home Owners Association.

Failure to comply with request: \$25 fine per day in which request not met.

Business Activities

Covenants: Article IX, Section 2 (g)

No business activities may be conducted or operated from any home. This particular item in the Declaration of Covenants refers to activities that will attract customers and inventories that will be delivered to and from the premises. This does not refer to a person who works at a computer from home. Examples of prohibited business activity include but are not limited to: day care on premises, advertising unit as place of business and storing inventory on premises.

Any Violation: legal action

Standards and Guidelines

Signs



If your home is for sale or rent, you may have one sign at the front of your home. Signs on the common area and entrances are permitted only on weekends Friday thru Sunday.

First Violation: Written warning from the Villages of Fox Run Home Owners Association with request to remove unapproved signs.

Failure to comply with request: \$25 fine per day in which request not met.

Noise

Residents and guests of the Villages of Fox Run must adhere to the City of Raleigh Noise Ordinance. Please be respectful of your neighbors.



First Violation: In order to maintain a pleasant neighborhood, we would ask that you go to your neighbor and kindly ask them to quiet down.

Failure to comply with request: If the noise remains a problem, the police should be notified as this is a City of Raleigh Noise Ordinance violation.

Holiday Decorations



Residents of the Villages of Fox Run may put holiday decorations up 2 weeks before the holiday and must remove the decorations 2 weeks after the holiday has passed, with December holidays being the exception. December holiday decorations may be installed Thanksgiving weekend and must come down no later than the 15th of January.

First Violation: Written warning from the Villages of Fox Run Home Owners Association with request to remove decorations.

Failure to comply with request: \$25 fine per day in which request not met.

Standards and Guidelines

Architectural Control Guidelines

Covenants: Article VIII



Exterior Changes

No addition, changes or alterations are permitted without the PRIOR approval of the Board of Directors.

In order for an Owner to request permission to make any architectural or landscaping changes to their property, they should follow the Architectural/Landscaping Request Process:

1. Complete the Architectural/Landscaping Request Form and submit to the Villages of Fox Run HOA Office. The form is available online at: http://www.grandchestermeadows.com/foxrun/docs/Architectual_Request_Form.doc
2. The appropriate committee (Architectural or Landscaping) will review and vote on the request after seeking feedback from any neighbors who would be able to view the change.
3. The final decision is returned within 30 days.
4. You have 90 days to begin the project and another 90 days from the begin time to complete the project. Extensions can only be granted by the Board of Directors. You must notify management immediately as soon as the project is done so that the completeness and compliance may be verified by the committee.
5. Appeal Process: If the request is denied, the requester has the right to appeal the decision of the committee within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing to the Board of Directors, The Villages of Fox Run, PO Box 37027, Raleigh, NC 27627. The appeal will be considered at the next Board of Directors meeting after the appeal has been received. An appeal received more than 30 days after the committee meeting at which it was denied will not be considered. If a request has been denied and the requester wishes to change some of the request specifications in order to have it approved, then it needs to be resubmitted through normal channels as a completely new request.

First Violation: Written warning from the Villages of Fox Run Home Owners Association; possibly request removal of unapproved structure, or correction of construction to comply with community guidelines.

Failure to comply with request: \$25 fine per week in which request not met.

Standards and Guidelines

Trash Bin/Recycling Bin Guidelines

The City of Raleigh ordinances specifies trash/recycling pick-up for our community is scheduled on Wednesday. Trash/recycling bins may be placed on the curb as early as noon on Tuesday and must be removed by 7:00 PM on Wednesday.



Trash/recycling bins must be stored out of view from the front of the home. Therefore, trash/recycling bins must be stored in a garage or in the back yard.

First Violation: Written warning from the Villages of Fox Run Home Owners Association

Second (and any subsequent) Violation: *The VFR HOA will notify the city of Raleigh's Code Enforcement Officer. Per the city of Raleigh's Solid Waste Services Code Enforcement website:* Violations of the code may result in a \$50 civil penalty. The \$50 civil penalty can be assessed for each 24-hour period in which the violation remains. Citations may only be appealed in writing to the Director of Solid Waste Services and then may be appealed to the Raleigh City Council if desired.



([http://www.raleighnc.gov/portal/server.pt/gateway/PTARGS_0_2_306_202_0_43/http%3B/pt03/DIG_Web_Content/category/Resident/Garbage and Recycling/Garbage/Cat-1C-2006209-103538-Code Enforcement.html](http://www.raleighnc.gov/portal/server.pt/gateway/PTARGS_0_2_306_202_0_43/http%3B/pt03/DIG_Web_Content/category/Resident/Garbage_and_Recycling/Garbage/Cat-1C-2006209-103538-Code_Enforcement.html))

Standards and Guidelines

Pool

The Villages of Fox Run pool will be open from approximately Memorial Day weekend through Labor Day weekend (open season). The pool will be open from 6:00AM until 10:00PM.

Wake County must inspect the pool before it can be opened (permit, phone, etc.). In order for the pool to remain open, 3 pool water checks must be performed each operating day. One of the Villages of Fox Run residents has generously agreed to perform 2 tests a day, saving the HOA approximately \$4,000 annually.



These rules and regulations have been developed for the protection of the community and to help assure that every family enjoys the pool season. Furthermore; several of the rules are required by the Wake County Health Department. Failure to follow these rules may result in the temporary closing of the pool or denial of access to the pool of owner/tenant breaking the rules.

1. NO GLASS OF ANY KIND IS ALLOWED IN THE POOL OR DECK AREA!

The pool must be closed if glass is broken in the pool area. It must be completely drained, cleaned, refilled, and re-inspected by the Wake County Board of Health before it can re-open. **The resident responsible for the glass will be responsible for the charges associated with this violation. This will cost between \$1500 and \$2000 per incident so this is the number one rule.**

2. THE POOL GATE MUST REMAIN CLOSED AT ALL TIMES! Do not prop the gate open at any time. This is in accordance with the **Wake County Health & Safety Regulations** intended to protect our younger residents. This will also limit pool access to those intended to use the pool.

3. CALL 911 FOR ALL EMERGENCIES FROM THE POOL PHONE!

4. PETS ARE NOT ALLOWED AT ANY TIME IN THE POOL AREA!

5. Training pants with snug fitting rubber pants or the newly designed swim diapers are required for any infant/ child that are not fully toilet trained. *Fecal contamination will require the pool to close for up to 24 hours so that chemical treatments can be completed. The resident responsible for the fecal contamination may be charged for any resulting costs.*

Standards and Guidelines



6. Children **under the age of 18 must be escorted by an adult (18 or older)** when at the pool.
7. Guests must be escorted by a resident when at the pool. The resident is responsible for all actions and/or violations of their guest(s).
8. Proper swimming attire is required at the pool. Please remember that this is intended to be a family environment.
9. **Pool Phone-** The pool phone is intended for emergency use only. This phone will allow local and 911 calls only.
10. **Posted Rules-**
 - a) No diving, running, horseplay, profanity, abusive language, and/ or loud music in the pool area
 - b) No skateboards, bicycles, and/ or roller blades in the pool area
 - c) No loitering and/ or playing in the bathrooms or parking lot
 - d) No chewing gum allowed in the pool or deck area
 - e) No throwing objects into the pool
11. Clean up all trash and debris and leave the pool area clean.
12. Each Villages of Fox Run household (single family home or town home) is allowed to bring 2 guests to the pool.

For any **violation resulting in pool closure or cleaning/repair costs**, the resident will immediately lose pool privileges for the remainder of the pool season. The resident will no longer be allowed to use the pool (even as guest of another resident). The resident will also be responsible for all costs associated with correcting the violation.

For any violation that does not require the closing of the pool or an additional cost associated with correcting the violation:

First Violation: Written warning from the Villages of Fox Run Home Owners Association

Second Violation: Written warning from the Villages of Fox Run Home Owners Association with reminder that upon next violation, resident will lose pool access for the remainder of the season.

Third Violation: Resident will lose pool access for the remainder of the pool season.

Violation Process

Rules/Regulations Violation Process

The Board of Directors has approved the following process to confirm and penalize violations of the Villages of Fox Run HOA Rules/Regulations.



1. **Announce infraction** – A letter will be sent to the owner describing the Rule/Regulation in violation as a warning.
2. **Announce violation** – A letter will be sent to the owner describing the Rule/Regulation in violation.
3. **Non-board member hearing**
 - a. Determine violation
 - b. Determine if owner warned
 - c. Announce fine (up to \$100)
4. **7 days to correct**
 - a. If not corrected: (\$ fine) x (# days)
5. **If a person violates again, the HOA does not need to go thru this process again. The owner will immediately be issued a letter with a fine.**