



JAMISONS RUN HOA

**Jamison's Run Community
Standards and Guidelines
January 1, 2010**

TABLE OF CONTENTS

| | |
|---|----|
| <u>Frequently Asked Questions</u> | 4 |
| Why are these guidelines important to me? | 4 |
| How can I avoid upsetting the harmony of the neighborhood? | 4 |
| Who is the management company? | 4 |
| What do the homeowner dues or assessments cover? | 5 |
| How much are the assessments? | 5 |
| Who, when, and where do I pay my assessments? | 5 |
| Where is the common area of the association? | 5 |
| Who determines what maintenance gets done and when? | 5 |
| How do I make an architectural change request? | 6 |
| <u>Standards and Guidelines</u> | 6 |
| Common Architectural Elements (Brick, shingles, doors, trim, etc.)..... | 7 |
| General Landscaping | 7 |
| Storm/Screen Doors | 9 |
| Garage Doors | 9 |
| House, Deck, Fence and Grounds Maintenance | 9 |
| Fences | 9 |
| Decks/Screened Enclosures/Outdoor Living..... | 10 |
| Deck Enclosures..... | 10 |
| Basketball Goals..... | 11 |
| TV Antennas/Satellite Dishes..... | 11 |
| Clotheslines/Yard Clutter/Toys..... | 11 |
| Parking..... | 12 |

| | |
|--|----|
| Pets..... | 12 |
| <u>Use of Home Guidelines</u> | 13 |
| Use of Homes..... | 13 |
| Leasing of Homes..... | 13 |
| Business Activities..... | 13 |
| Signs..... | 14 |
| Noise..... | 14 |
| Holiday Decorations..... | 14 |
| <u>Architectural Control Guidelines</u> | 15 |
| Exterior Changes..... | 15 |
| Trash Bins/Recycling Bins..... | 16 |
| <u>Violation Process</u> | 16 |

Frequently Asked Questions

WHY ARE THESE GUIDELINES IMPORTANT TO ME?

The BOD (Board of Directors) has developed and approved these guidelines for living in Jamison's 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.

NOTE: This document outlines the guidelines and procedures for making an application for changes to the exterior of your home or yard. All exterior changes must be submitted in writing to the Architectural Review Committee for approval prior to the beginning of any work, including any exterior changes. All approvals for work expire after 12 months from the date of approval. If the work is not complete within 12 months, it is necessary to resubmit an Architectural Review Form for your project. These guidelines may be amended from time to time and if a topic is not covered in these guidelines or if you have any questions, please contact Grandchester Meadows at:

Phone: (919) 389-7944 or Email: manager@grandchestermeadows.com

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 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.

Phone: (919)389-7944

Email: manager@grandchestermeadows.com

WHAT DO HOMEOWNER DUES OR ASSESSMENTS COVER?

The semi-annual assessments paid to the homeowners association are actually an installment of your annual assessment. The association uses this money to maintain 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?

As of the date on the front cover of this document, the semi-annual assessments are \$200.00 for every homeowner. 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 30 days before the first installment is due.

WHO, WHEN, AND WHERE DO I PAY MY ASSESSMENTS?

The assessments are due on the 1st of January and the 1st of July and are considered delinquent after the 30th of that month. Make your check payable to Jamison's Run HOA and mail to:

**Jamison's Run HOA
PO Box 37027
Raleigh, NC 27627**

A late fee of \$15 is assessed each month for any past due balances.

WHERE IS THE COMMON AREA OF THE ASSOCIATION?

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 Jamison's 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 homeowner 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.

HOW DO I MAKE AN ARCHITECTURAL CHANGE REQUEST?

Prior to beginning any alteration, addition, or improvement to the front, back or sides of the home, the homeowner must complete an Architectural Review Form. This form may be obtained by calling the association's management company (Grandchester Meadows, Inc.), copied directly from this handbook, or downloaded from the website at www.grandchestermeadows.com. Click on the link for the Jamison's Run community. The completed form should be sent to the management company at:

Grandchester Meadows, Inc.
P.O. Box 37027
Raleigh, NC 27627
Phone (919) 389-7944
Fax (919) 882-8739

Be sure to complete the Architectural Review Form, obtain the necessary signatures, and attach any required supporting documents before submitting your request for approval. Supporting documents could include photos and/or clear drawings. Incomplete forms may cause delays in review of your request. The Architectural Review Committee (the "ARC") will contact you within 30 days of receipt with a written response. This allows the ARC time to review and consider all requests. The ARC may approve a request, conditionally approve a request with specifically stated conditions for approval, deny an application, or return a request for additional information. Any homeowner that is not satisfied with the ARC's decision may submit a different Architectural Review Form to begin the process again or appeal the ARC's decision. In order to appeal the ARC's decision the homeowner has 30 days from receipt of the response to submit a written appeal that sets forth the basis for the appeal and a copy of the Architectural Review Form.

Standards and Guidelines

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 of Grandchester Meadows or a member of the Jamison's Run Board of Directors (BOD).

David Robbins, Property Manager
Phone: (919) 389-7944
Email: david@grandchestermeadows.com

COMMON ARCHITECTURAL ELEMENTS

If you need to replace or want to change one of these items, please submit an architectural request to ensure you are maintaining the architectural style of your home.

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

These include:

- Brick, stone and/ or shingles
- Trim and siding
- Front doors (6 panel style; current colors: Maroon, Black, Dark gray, Dark green, Dark blue, Dark brown)
- Shutters (2 panel style; current colors: Maroon, Black, Dark gray, Dark green, Dark blue, Dark brown)
- Porch railings and columns (gloss white)
- Light Fixtures

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

Failure to comply with request: First Offense- \$25 fine per day in which request is not met. Second Offense- \$50 fine per day in which request is not met. Third offense-\$100 fine per day in which request is not met.

General Landscaping

Landscaping around the home can add a personal touch and increase the value of one’s home. It is encouraged that homeowners seek professional assistance when planning extensive landscape plantings or structures. Several commonly requested landscape elements which need an architectural request form before building/installing on the property include, but are not limited to, the following:

- Tree planting or removal
- Patios
- Walkways
- Gardens (water or vegetable)
- Gazebos
- Planters
- Retaining walls
- Exterior lighting

It is the homeowner’s responsibility to check for easements, setback restrictions, or regulations

that may affect the project. Any permits or inspections that the city or county may require are also the homeowner's responsibility. When planning any of the projects listed above, be sure to include as much information on your Architectural Review Form as possible, including the materials specifications and intended location on your plot plan. Photos and clear drawings should also be included.

The owners of the property and their agents, heirs or assigns shall be responsible for the installation, preservation and maintenance of all plantings and physical features. The owners shall be responsible for annual maintenance of the vegetation to include but not limited to: Lawns must be well kept with uniform ground coverage. Grass should be kept no more than 4" high. Trimming around the sides of the house, mailbox, and landscaping should also be done regularly. Edging along the driveway and any sidewalks should be done at least once a month during the growing season.

Edging and pruning should be done on a regular basis. Driveway and sidewalk cracks should be kept clear of grass and weeds. The designated lawn area should be fully covered with grass. Any brown or bare patches should be repaired during the spring or fall seeding season. Dead trees and shrubs must be removed and replaced with plantings of similar size and shape.

Lawn Area: The lawn area should be mowed evenly to provide a neat and uniformly finished lawn. For areas inaccessible to mowers, a string trimmer should be used to cut grass to same height as mower. Curbing, sidewalk and bed edges should be mechanically edged routinely during the growing season. All debris should be removed from turf prior to mowing and from turf and pavement areas following edging. The entire lawn should be weeded, aerated, re-seeded and fertilized as needed to maintain neat appearance.

Plant Beds and Small Ornamental Trees: All plant beds should be sprayed and weeded to maintain them free of weeds at all times. All shrubs and trees should be pruned to encourage growth and remove dead material. Owners should replace pine straw mulch annually.

Leaves: All leaves should be removed from the lawn areas to keep the community's neat appearance. Leaves may be placed in adjacent wooded or designated compost areas.

Natural Areas: Natural areas should be maintained free of brush and weeds within the first ten feet of the natural area.

Patios, decks, and sheds should be accented with flowers or shrubs to soften the view and blend the structure into the landscaping.

STORM DOORS

Prior to installing a storm door, please submit an architectural request to ensure you are maintaining the architectural style of your home. Storm doors with bars are not allowed in Jamison's Run.

First Violation: Written warning from Jamison's Run Home Owners Association; request correction of unapproved structure to comply with community guidelines.

Failure to comply with request: \$25 fine per day in which request is 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 Jamison's Run Home Owners Association; request correction of unapproved structure to comply with community guidelines.

Failure to comply with request: \$25 fine per day in which request is 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. Fences are to be made of white vinyl or treated wood and be 6 ft (72") tall. All wood fences must be stained. The fence must be placed on the property line unless there is an easement; fences should be placed outside of any easements. Also, fences should not adjust or interfere with the lot's water drainage pattern. Fences may be placed off of the back corners of the house or no more than 12' from the back corners. The fence posts must be anchored in the ground with concrete.

Chain-link and barbed wire fences are strictly prohibited. If a privacy fence is installed, the finished side (front view) of the fence shall face outward from the requester's property. Adjacent homeowners must be allowed to tie into the fencing. Approved fence styles are either the privacy fence, dog-ear style fence, or the rainbow scalloped (or sunburst) style fence with

no decorative posts. Please see the 3 fence details. No other types of fences are allowed in Jamison's Run. Wood fences must follow the same staining standards as decks (see following section).

First Violation: Written warning from Jamison's 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 day in which request is not met.

DECKS/SCREENED ENCLOSURES/OUTDOOR LIVING AREAS

Decks must be stained on a regular basis in order to preserve the wood and maintain a harmonious appearance.

- A deck should not extend past the side of the house
- All decks should be on the rear of the house. No side or front decks are permitted
- They will pose no drainage problems for you or your neighbors
- The materials to be used are designed specifically for patio and/or deck designs;

Prior to staining your deck, please submit an architectural request with a sample of the desired stain to ensure you are maintaining the architectural style of your home.

First Violation: Written warning from Jamison's 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 requirement is not met.

DECK ENCLOSURES

Decks may be enclosed. 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 Jamison's Run Architectural Committee before beginning construction. Enclosed decks must also be stained on a regular basis.

First Violation: Written warning from Jamison's 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 day in which request not met.

BASKETBALL GOALS

Portable basketball goals are allowed but must be stored when not in use.

Any goal located in grassy areas should be well hidden from community view due to damage it causes to the grass.

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 discreetly in the back of the house. Satellite dishes/antennas should be out of the view of the front of the house. Installing a TV antenna or satellite dish in the front of the house is not allowed.

First Violation: Written warning from the Jamison's Run Home Owners Association; request for TV Antenna/Satellite Dish to be moved.

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

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 Jamison's 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. The HOA also requests that no vehicles are parked on lawns, over sidewalks, including sidewalks that go through driveways or in any cul-de-sac in the community.

First Violation: Written warning from Jamison’s Run Home Owners Association.

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

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 leash 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 Jamison’s Run Home Owners Association.

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

Use of Homes Guidelines

USE OF HOMES

Covenants: Article IX (for overview)

The homes in Jamison’s 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 may be taken by the HOA.

LEASING OF HOMES

Covenants: Article IX, Section 2 (h)

Owners are responsible for the behavior of their tenants. Owner responsibility includes home maintenance, parking violations, and anything that may become a nuisance for neighbors. Leases with a rental period of less than 12 months 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 Jamison’s 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 is 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 may be taken by the HOA.

SIGNS

Signs advertising a home for rent are not permitted. If your home is for sale, you may have one sign at the front of your home and one "For Sale" sign may be placed at each entrance to the community. "For Sale" signs must be purchased from a retail store or provided by a licensed realtor. Handwritten "For Sale" signs are not permitted.

First Violation: Written warning from Jamison's Run Home Owners Association with request to remove unapproved signs.

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

NOISE

Residents and guests of Jamison's 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 Jamison's 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 Jamison's Run Home Owners Association with request to remove decorations.

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

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 Jamison's Run HOA Office. The form is available online at:

http://www.grandchestermeadows.com/jamisonrun/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 **12 months** from the date of approval 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:

**Board of Directors
Jamison's Run HOA
PO Box 37027
Raleigh, NC 27627**

First Violation: Written warning from Jamison's 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 day in which request is not met.

TRASH BIN/RECYCLING BIN GUIDELINES

The City of Raleigh ordinances specifies trash/recycling pickup 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 8:00 PM on Wednesday**. Trash/recycling bins must be stored out of view from the front of the home.

First Violation: Written warning from Jamison's Run Home Owners Association

Second (and any subsequent) Violation: \$25 fine per day in which request is not met.

Violation Process

RULES/REGULATIONS VIOLATION PROCESS

The Board of Directors has approved the following process to confirm and penalize violations of Jamison's 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, if not corrected: up to \$100 fine per day until corrected in addition to any legal fees and/ or other fees related to the violation which is incurred by the HOA.

5. If a person violates again, the HOA does not need to go through this process again. The owner will immediately be issued a letter with a fine.