

The Governance Of Carpenter Park Single Family Homes

Revised October 2019

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THE GOVERNANCE OF CARPENTER PARK SINGLE FAMILY HOMES

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Please contact Amy Boe, GrandChester Meadows Company, P.O. Box 1149 Apex, NC 27502, manager@grandchestermeadows.com, 919.757.1718 for details on how to obtain a Pool Membership at the Carpenter Park Condominium Pool.

THE GOVERNANCE OF CARPENTER PARK SINGLE FAMILY HOMES

When you purchase or lease a home in Carpenter Park Single Family Homes, you become part of a community that is governed in accordance with government, state, and city laws, and four (4) official documents. In addition, owners and residents must abide by this set of rules and regulations, The Governance of Carpenter Park Single Family Homes, CPSF Landscape Guidelines and The Architectural Design Guidelines that may from time to time be updated and altered by the Board of Directors. The four governing documents are the:

- HOA plat/map
- Declaration of Covenants, Conditions and Restrictions of Carpenter Park Single Family Homes (hereafter referred to as the "Covenants")
- Articles of Incorporation of the Carpenter Park Single Family Homes
- By-Laws of the Carpenter Park Single Family Homeowners Association, Inc.

Homeowners who did not receive a copy of these documents upon closing may secure copies from the management company for the cost of the photocopying, or they may find them online at www.grandchestermeadows.com.

The Carpenter Park Single Family Homeowners Association: The owners of each unit automatically have a single vote in the Carpenter Park Single Family Homeowners Association, Inc. (hereafter referred to as the "Association"). An annual meeting of the Association is to be held on the same day in November at 7:30 PM at a time and place selected by the Board of Directors. A summary of the expenses incurred in the previous year and the budget for the upcoming year are presented, along with other information that may be of interest to the homeowners. Also, an election is held to fill the positions on the Board of Directors that have expired. In addition, a meeting is held in the Spring to present the previous year audit and review capital funding needs. Occasionally, additional meetings are called to discuss matters of special importance that may need attention before the next annual meeting.

Section 1. Board of Directors

- A. The Board of Directors is the governing body of the Association and responsibilities include:
 - Make decisions concerning the raising and expenditure of funds
 - Establish contracts for work done for the Association
 - Assess vendor performance
 - Establish and enforce the rules of the community
 - Repair/replace common area elements as needed
 - Beautification of the common areas
- B. To be nominated or elected to the CPSF HOA Board of Directors the individual must:
 - Not be involved in, or threatening, litigation with the association
 - Agree to attend a minimum number of board meetings as a director
 - Not have a familial relationship with another sitting director
 - Not be a co-owner with another sitting director
 - Not be a convicted felon
 - Be at least 21 years of age
- C. The Board is composed of between five (5) and nine (9) elected members who need not be members of the Association. Terms on the Board are for three (3) years and are staggered so that either one (1) or two (2) terms expire each year.
- D. Per the ByLaws, the Board meets monthly without notice, at such place and hour as may be fixed by resolution of the Board. For information about meeting times, please check the calendar posted on the management company website or you may call the management company. At regular intervals, the Board shall provide lot owners an opportunity to attend a portion of a Board meeting and to speak to the Board about their issues or concerns. The Board may place

reasonable restrictions on the number of persons who speak on each side of an issue and may place reasonable time restrictions on persons who speak:

- In the interest of time and to allow the Board to prepare, homeowners who wish to address the Board are asked to send an email to the property manager in advance of the meeting with details of their questions or concerns
- The second part of the meeting is limited to voting and discussion only by its elected members.
- In the event the Board must enter a closed session, homeowners will be requested to leave the meeting and your cooperation is appreciated.

E. Officers of the Association

The officers of the Association include a president and vice- president who must be members of the association and a treasurer, and secretary, who are elected annually by the Board. The president presides over the meetings of the Association and the Board.

F. Management

A Professional Management Company is contracted to oversee the day-to-day activities for the Association. The Management Company is GrandChester Meadows, and can be reached at manager@grandchestermeadows.com. Messages and requests sent to this email are distributed to the property manager and all members of the CPSF HOA board. Among the services performed are:

- The processing of monthly assessments
- Paying the bills of the Association
- Preparing reports on expenditures
- Keeping records
- Overseeing the grounds maintenance and landscaping

You may call, email, or write the management company using the contact information listed at the bottom of the Table of Contents if you have any concerns or questions about the association.

Section 2. General Information

A. Community Defined

Carpenter Park Single Family Homes is a community of 98 single family homes and collectively-owned common areas. Because of our shared environment, each homeowner and/or resident must help preserve the appearance and desirability of the community for the mutual benefit and enjoyment of all residents. Courtesy, consideration for others, and common sense will allow all Carpenter Park Single Family homeowners/residents to enjoy our attractive community. In order to facilitate this goal, the following rules and policies have been established and adopted by the Board of Directors of the Carpenter Park Single Family Homeowners Association.

B. Questions and Problems Relating to Rules and Regulations

All questions and problems concerning Rules and Regulations should be in writing and directed to the management company of the Association. Items that are urgent and require immediate attention should be reported by telephone directly to the management company and then confirmed in writing.

Section 3. Rules and Regulations

A. Use of Properties

No portion of the properties shall be used except for single family residential purposes.

It is the homeowner's responsibility to correct, or have corrected, any violation within one (1) month of written notification. The homeowner is responsible for payment of the monthly assessment and for the fines levied for violation of the rules. Homeowners that rent their houses must provide a copy of the Board's Governance of Carpenter Park Single Family Homes document to their tenant. This may be obtained from the management company for the cost of photocopying or online at www.grandchestermeadows.com

B. Lawns

Please see CPSF HOA Landscape Guidelines, Appendix D for detailed information. Architectural approval is required before any changes are made

C. Home Exterior Cleaning

Homes are required to be cleaned of mold, mildew, grime, dirt, oil, debris buildup and rust stains whenever the siding is visibly dirty to adjacent neighbors or from street view. Power washing is recommended however, homeowners are free to use any cleaning method of their choosing so long as the home exterior is kept clean.

D. Pets

In accordance with the city leash laws, pets must not be allowed to run freely in any part of Carpenter Park Single Family Homes, nor may they be chained in these areas. This law applies to all pets, including cats. The pet owner is required to properly dispose of pet waste, keeping animal waste off both their own lot and throughout Carpenter Park. Pet waste:

- Contains nutrients which can cause algal blooms and present a hazard to our waterways through contaminated storm water runoff
- Interferes with the landscapers' mowing or maintaining of association lawns and common areas. Landscaper may refuse to mow lawns when waste is present.

E. Signs

Except for such signs as may be posted by the Association for safety, traffic control, marketing and sales purposes, unit address, or identification numbers, no signs of any kind shall be erected, posted, or displayed upon, in, from, or about any lot, unit, or common area except as allowed by the Board of Directors. Prior approval is required. Please see Appendix A, Sign Rules and Procedures, for the complete sign policy.

F. Trash Containers

Please see the CPSF Landscape Design Guidelines, Appendix D, for more information. All trash containers must be stored either in the garage, the back yard, or on the side yard if concealed by shrubs or fences so as not to be visible from the street or from the neighboring yards. They are not to be put out for pick up until the night before and must be put away on the day of pickup.

G. Outside Drying and Temporary Structures

Outdoor clothes dryers or clotheslines are permitted only within the enclosed patio and must not be visible from the street. Clothing, laundry and the like may be hung outside to dry inside the enclosed patio in a manner so as not to be seen from the street. In addition, No trailer, tent, shed or barn is permitted outside the enclosed patio area.

H. Assessments

Monthly assessments from each homeowner are due in full on the first of each calendar month. Checks payable to Carpenter Park Single Family Homes should be mailed with the provided monthly coupon to the management company of the Association. A homeowner may authorize direct debit from their bank account by contacting the management company and signing an authorization form. A homeowner may also use electronic home banking as long as the remittance advice indicates the property address. The Association is authorized to charge a late fee of \$10.00 as well as interest on assessments not paid within thirty (30) days after the due date.

I. Quiet Enjoyment

Measures must be taken not to disturb the peace and tranquility or to create a nuisance within Carpenter Park Single Family Homes. A nuisance typically consists of, but is not limited to, one or more of the following:

- An activity that unreasonably interferes with the use or quiet enjoyment of another resident of their separate interest or exclusive use common area
- A use that creates conditions that are hazardous, noxious or offensive

- A violation of a local, state or federal law

J. Parking

Please see Appendix B, Parking Policy and Procedures.

K. Mailbox Standards

Please see Appendix C, for detailed Mailbox Standards.

L. House Numbering

The owner of any house in the community shall be required to post the assigned number in an approved area on the property according to the following requirements:

- The minimum height of the number(s) placed on a house shall not be less than four (4) inches; however, should be clearly visible from the street by which it is addressed.
- Numbers of the assigned address shall be displayed in Arabic numerals and letters - not in script. See the illustration for the address 123 below:
 - Correct House Numbering: 123
 - Incorrect House Numbering: *One Hundred Twenty Three*
- The color of the number(s) placed on a structure shall be in contrast to the color scheme of the house, so that the number is clearly visible and shall be maintained in a clearly visible manner.

M. Grounds Maintenance

Please see CPSF Landscape Design Guidelines, Appendix D, for detailed information. The association contracts yearly for the maintenance of the private yards and the common areas. Contracted maintenance may change yearly or as landscape vendors are changed. An annual summary of grounds maintenance and maintenance intervals will be published on the GrandChester Meadows website. Residents may opt out of shrub pruning and flower bed weed spraying service by notifying the property manager. Homeowners may change their option once each year by notifying the property manager.

N. Tree Maintenance

Please see CPSF Landscape Design Guidelines, Appendix D, for detailed information. Owners are responsible for trees planted on private lots. Storm damage, major pruning, pest control, fertilizing, removal and replacement, etc. of trees on private lots is done at the homeowner's expense. The Association's landscape vendor may prune minor branches of trees within the lawn area for clearance to mow beneath them. They may also prune minor branches from trees that extend over sidewalks as needed. An ARC request is required prior to removal or planting of any tree(s).

O. Rules Enforcement

Occasionally, it becomes necessary for the Board to take special action to enforce the rules of the Association. Pursuant to N.C. Gen. Stat. 47F-3-107.1, the Association reserves the right to enforce the Covenants and these rules and regulations

P. Architectural Control

Please see CPSF Architectural Design Guidelines, Appendix F, for specific details. Approval is required for changes or additions to home structure such as, but not limited to, windows, doors, garage doors, siding, swimming pools, hot tubs, sheds, gazebos, downspouts, permanent overhang over doors or windows, shutters, gutters, and mullions. Playhouses, tree houses, greenhouses, gazebos, swing sets, basketball goals and other outbuildings or structures must be approved prior to construction or installation. If in doubt as to whether a request is required, please contact the property manager. Changes made without approval are subject to possible fine and restoration of the area to original condition at the owners expense.

Architectural approval is required in the event a unit must be rebuilt entirely. Please see Appendix F, CPSF Architectural Design Guidelines, for details.

Q. Forms

Architectural Change Requests are submitted on line at www.grandchestermeadows.com Please have all necessary documents and images available before starting the application. They can be uploaded as you complete the request form. The form is available via US mail from the management company listed on page 1 in the Table of Contents. It is not necessary for a homeowner to be present when the Committee reviews his/her request however, homeowners are welcome to attend a meeting to ask questions and observe the process. Please call the management company to confirm the date, time and place of the meeting.

R. Request Review Process

When a request is reviewed by the Committee, the following process will take place.

- The Committee will examine the written request, noting its completeness or areas of concern.
- The Property manager will contact the neighbors and/or property owners who would reasonably view the proposed modification from their property to make them aware of the proposed modification
- The Committee will discuss the request and determine any action to be taken, such as:
 - Approved as submitted
 - Approved subject to conditions
 - Disapproved because of an incomplete request
 - Disapproved
- The Committee has thirty (30) days after receipt of the written request to make a decision on the request.
- The requester will be informed of the Committee's decision in writing by the management company.
- If the Committee requests further information regarding the proposed modifications, it has ten (10) days to consider the request after the additional information is submitted.
- The additional information must be submitted at least ten (10) days before the next Committee meeting.
- If the Committee does not approve or disapprove the request and inform the homeowner in writing within thirty (30) days, contact the management company before making modifications.
- The request and the supporting documents become the property of the CPSF HOA and will be retained in the property files.
- Should the Committee deny the homeowner's request, he/she may appeal the decision in writing or in person to the Board of Directors.
- Any questions should be directed to the management company. They can arrange communications with the Committee or answer most questions during their business Hours.

APPENDIX A
SIGN RULES AND PROCEDURES
October, 2019

In order to further define the use of signs as defined in Section 3, Rules and Regulations, the Board of Directors has established a Sign Policy:

The following Sign Policy to be adopted by the Board is as follows:

Section 1. Sign Policy

Only four types of signs have been approved for use by homeowners: (a) "for sale" or "for lease" signs, "political" signs, (c) "advertisement signs and (d) "home security" signs. Furthermore, these signs are subject to the following regulations:

“For Sale” or “For Lease” Signs

Only one (1) sign may be allowed on a lot

No signs, including directional signs, may be placed along the streets or at the entrances of the Carpenter Park Single Family Homes

No signs may be attached directly to the outside wall of the house

Political Signs

Political signs may not be placed on the Common Area. Only two (2) signs not to exceed three (3) square feet are allowed per house. The names of more than one (1) candidate may appear on one sign.

Signs should be displayed in accordance with the North Carolina General Statutes.

Signs cannot be placed in the yard more than 45 days before the election and must be taken down 7 days after the election.

Advertisement Signs

Advertisement signs can be placed on an individual’s properties for no longer than two weeks.

Home Security Signs

Only two (2) signs may be allowed on a lot

Signs must be placed in a flower bed and near the foundation of the home

The Board of Directors for the Association reserves the right to utilize signs to announce HOA Board and Membership meetings.

APPENDIX B
PARKING POLICY AND PROCEDURES
October, 2019

Section 1. Parking Policy

The Declaration of Covenants, Conditions and Restrictions grants the Board of Directors of the Association the power to formulate, amend, publish, and enforce reasonable rules and regulations concerning the use and enjoyment of the Common Area; and

When necessary, the Board of Directors will work through the Town of Morrisville to obtain appropriate street signs to maintain uninterrupted traffic flow along all streets within the Properties. Residents should notify the Town Police Department of any violations of the signage or local traffic laws.

Every member shall have a right and easement of enjoyment in and to the Common Area and a right and easement of ingress and egress over and through the Common Area and such easement shall be appurtenant to and shall pass with the title to every assessed Lot, subject to the following provisions:

- The right of the Association to limit the number of guests or members
- The right of the Association to make reasonable rules and regulations.

Ownership of each Lot shall entitle the owner or owners thereof to the use of their driveway only for parking. Boats, campers, trailers, tractors, motor homes, commercial vehicles, and the like may not be parked within the Carpenter Park Single Family Homeowners Association. Furthermore, the repair or extraordinary maintenance of automobiles or other vehicles is not allowed with the exception of minor repairs which must be completed in one day. Owners are responsible for any damage from oil or gas.

Section 2. Vehicle Requirements

All motor vehicles shall display current registration license plates and inspection stickers if applicable. All motor vehicles shall be maintained in proper operating condition so as not to be a hazard or nuisance by noise, exhaust, emission (loss of liquids such as fuel, oil or coolant) or appearance (a non-operating vehicle). Violators will be held responsible for all damage to the property including pavement, sidewalks, storm drains, etc.

Section 3. Restrictions

Only passenger cars and/or pick-up trucks shall be permitted in the Association. Boats, trailers, recreational vehicles, and trucks larger than pick-ups are expressly prohibited except for loading and unloading.

No junk vehicle, trailer, truck other than a pickup, camper, recreational vehicle, house trailer, boat or the equivalent, commercial vehicle or other vehicle as may be prohibited by the Association Declaration of Covenants are permitted in Carpenter Park.

Per the Town of Morrisville Parking Ordinance <https://www.townofmorrisville.org/government/departments-services/police/parking-enforcement>, the following is not permitted and is subject to civil fines by the Town of Morrisville:

- Double parking

- Parking on sidewalk
- Blocking a driveway
- Parking within 15 feet of a fire hydrant
- Parking on the left side of curb

Per Federal Code 2011 Edition, Title 18, Part 1, Chapter 83 - Postal Service, Sec. 1701: Obstruction of mails generally, <https://www.govinfo.gov/content/pkg/USCODE-2011-title18/html/USCODE-2011-title18-part1-chap83-sec1701.htm>, and the USPS requirement of at least a clear 30 foot approach to deliver safely on a mounted route, the following is not permitted and violations are subject to federal fines and possible suspension of mail delivery:

- Parking within 15 feet on either side of a mailbox

§1701. Obstruction of mails generally

Whoever knowingly and willfully obstructs or retards the passage of the mail, or any carrier or conveyance carrying the mail, shall be fined not more than \$100.

Please report violations to the Town of Morrisville Police Department or the Morrisville US Postmaster, as appropriate.

Morrisville Police Department provides two reporting options:

- If the violation (for example a blocked driveway) occurs after 5 PM: Call 911
- If the violation occurs during business hours: Call 919 829 1911. They will answer "Raleigh Dispatch" and that's OK - Raleigh takes care of Morrisville dispatching
- Postmaster: 919.462.0973

The above restrictions are for everyone's safety and convenience. Please be sure guests are aware of the restrictions and allow them to park in your driveway whenever possible. The streets are public but the Board recommends everyone please be courteous, safe and mindful of the impact parking may have on others.

Section 4. Storage of Recreational Vehicles and Equipment

All permanent vehicles, including golf carts, shall be kept in a garage. Recreational vehicles (boats, personal watercraft, motor homes, and campers) shall be stored in the garage. Any other vehicles or equipment that cannot be stored in a garage are not permitted. In no instance will these vehicles be parked overnight in a driveway.

Section 5. Penalties

Infractions of the above rules shall incur penalties as follows:

- All parking fines are up to \$100.00 per day, when necessary, to correct infractions of the Rules or Covenants.

APPENDIX C
MAILBOX REQUIREMENTS
Carpenter Park Single Family Homes
October, 2019

Section 1. Approved Mailbox Description

Black Cast Aluminum 2.375” diameter post with Pineapple Finial, lower support bracket and 21 1/2” x 10” x 8 1/4” Black Mailbox with Brass Bands and 3 inch gold color vinyl address numbers.

Section 2. Vendors

Owners may currently purchase compliant mailboxes at the following local vendors or a vendor of their own choosing:

- Post and Picket Ltd – 919.772.7170 – Email: morethanamalbox@aol.com - 215 Tryon Road Raleigh, NC 27603
- Capital City Lumber – 800.244.6492 – 4216 Beryl Rd Raleigh, NC . On line cata- log <http://totalwoodstore.com/black-mailbox-with-brass-straps/>
- Burke Brothers Hardware - 5227 Hillsboro St - carries 3 inch gold tone adhesive numbers. On line cata- log: <http://shop.burkebrothershardware.com/ProductDetails.asp?ProductCode=6635635>
- Home Depot. On line catalog: <https://www.homedepot.com/s/mylar%2520numbers?NCNI-5>

US Postal regulations must be adhered to and, in case of conflict, US Postal regulations shall prevail.



APPENDIX D

LANDSCAPE GUIDELINES Carpenter Park Single Family Homes October 2019

Attention: Homeowners

Please take a few minutes to read.

It is the homeowner's responsibility to read and follow our Landscape Guidelines

For Your Information:

Property Manager: GrandChester Meadows (GCM)

Email: amy@grandchestermeadows.com

Phone: 919.740.0824

Landscaping Vendor as of 9/1/19: DreamScapes

The Declaration for the Carpenter Park Single Family Homeowners Association (CPS HOA) contains language that gives the Board of Directors the responsibility to establish maintenance guidelines. Below please find our Landscape Guidelines.

Please know that these guidelines may be changed or altered as situations arise and as the Board may deem proper. Effective as of July 1, 2019, it is the Board's responsibility to ensure all homes are monitored for compliance with these guidelines.

The Board welcomes feedback, comments, and suggestions. Some of best ideas have come from you.

Many residents put significant effort and pride in beautifying their homes and landscape. Your Board has noticed. Please know we look forward to working alongside you and assisting you in whatever way we can to continue all our efforts in keeping Carpenter Park a beautiful place to live, respecting each other, and increasing all our home values.

Section 1. Guidelines Apply to All CPSF HOA Homeowners

Whether residing in, or renting to others, the owner of the home is the responsible party. If an owner fails to meet the guidelines, the CPSF HOA Board will issue a violation notice and the property will need to be brought into compliance. Continued violation will result in a hearing in which all fees and costs including all attorney fees will be the responsibility of the homeowner. If no remedy is made by the homeowner, the HOA may hire a contractor to bring the property into compliance. The cost of doing so, plus an administrative fee, will be charged to the homeowner.

Section 2. Landscaping Guidelines

A. Lawn Care:

1. Lawn care is provided for all homeowners.
2. Includes: mowing, trimming, pruning, spraying, seeding and fertilization.
3. A no trim/no spray list is available for optioning out.
4. Sign up deadline: 10/15 of each year. Please contact our property manager if you desire to option out.
5. Mowing schedules are at the mercy of the weather.
6. Heavy periods of rain resulting in wet soil will change the mowing schedule.
7. Only trees and shrubs 12 feet high and under will be trimmed unless homeowner chooses to option out of this service

8. Trees greater than 12 feet are the responsibility of the homeowner to maintain but landscape vendor has the option to trim the canopy, if necessary, to mow beneath large trees.

B. Landscaping Crew:

1. Please do not approach landscaping crew members directly.
2. Additional landscaping work is available for hire. Contact our property manager.
3. Complaints on landscaping performance - contact our property manager.
4. Landscapers work long days in very hot temperatures. Please let them know you appreciate their efforts with a "thank you".

Section 3. Lawn Equipment Ordinance Information - Town of Morrisville

A. In accordance with Morrisville Comprehensive Code of Ordinances, the following acts and activities shall be unlawful in any residentially zoned area of the town or within 1,000 feet of any occupied residential structure in all zoning districts of the town:

1. The operation of motorized lawn maintenance equipment (including lawnmowers, blowers, etc.) out-of-doors between the hours of 9:00 p.m. and 7:00 a.m. Monday through Saturday
2. And between the hours of 9:00 p.m. and 9:00 a.m. on Sundays; except the mowing of golf course greens is additionally permitted on any day year-round between the hours of 6:00 a.m. and 9:00 p.m.

Section 4. Making Changes to your Landscape

A. It is the homeowner's responsibility to find out if approval is needed prior to any work being done. Examples of changes needing approval include but are not limited to:

1. Extending existing bed(s) or adding new bed(s)
2. Removing existing tree(s) or planting new tree(s)
3. Extending existing patio or adding new patio
4. Signs
5. Flagpoles
6. Bird feeders and bird houses are restricted up to or less than 10"x10" in size, wind chimes are restricted to no greater than 2 feet in size and must be placed at the side or within the rear patio
7. Storm doors on the front entrance may be either white or black with either full or split view panes and require approval prior to installation
8. Front doors may be painted white or black without approval. All other colors require approval prior to painting
9. A DBSD (Direct Broadcast Satellite), MDS (Wireless) or standard reception antenna is considered an architectural change and requires approval. Antenna size is restricted to 3 feet or less and, when possible, should be installed out of view from the street

B. Application forms and directions for landscape changes are available at:

www.grandchestermeadows.com or via US mail by contacting the property manager

C. Change requests must include, among other things, detailed sketches of the requested changes including site plan, plant lists, expected mature height/width of proposed new trees/shrubs, etc. See complete details at www.grandchestermeadows.com

D. Once a change request is submitted, the property manager will notify adjacent homeowners of those changes so they are aware of the activity

E. The homeowner making the change is no longer required to obtain signatures from

adjacent owners:

1. It's recommended that homeowners talk with their neighbors about proposed changes, as a courtesy, especially if the activity will result in significant noise or will bring a multitude of workers into the neighborhood, such as replacing a roof
 2. If adjacent homeowners have questions they should first contact the homeowner making the changes and then follow up with the property manager if necessary
- F. The homeowner is responsible to ensure the requested change is contained within the buildout area defined on his/her property plot.
1. Property plots can be found using the link provided on the website at www.grandchestermeadows.com
- G. If in doubt whether a change request is needed, please ask our property manager.
1. A fine may be assessed if work is begun prior to obtaining approval
 2. See Fine Schedule of the CPSF HOA Violation Policy and Procedure for details
 3. Approved change requests must be completed within 120 days of approval or the request becomes null and void, any partial changes must be restored to original condition at the homeowner's expense and the approval process must be repeated

Section 5. Plantings

- A. Significant changes in the landscaping must be pre-approved.
1. Plantings must not infringe on a neighbor's property or the landscapers' ability to mow properly around it.
 2. For all plant areas, it's recommended homeowners select draught tolerant plant material and avoid invasive plants such as Vinca, Mimosa, Elaeagnus, Kudzu, etc. For a listing of invasive plants go to: www.ncwildflower.org/invasives/list.htm
 3. Plantings around mailboxes must not encroach on the top of or front of the mailbox or interfere in any way with delivery of mail. Homeowners are responsible for maintenance of plantings around mailboxes
 4. Plastic, wire, and wood edging is prohibited.
 5. Vegetable gardens are permitted only in the enclosed rear patio and must not be visible from street view

Section 6. Trees

- A. Prior approval is needed for removal of any trees exceeding 6" dbh (diameter at breast height) unless the tree is dead
1. Homeowners are responsible to remove tree stumps and replace sod within 30 days of tree removal.
 2. Homeowners may be fined for unauthorized removal of live, healthy trees. See Fine Schedule of the CPSF HOA Violation Policy and Procedure
 3. Exposed tree roots cause stress for trees and it's recommended that homeowners apply soil and mulch as necessary to protect their trees. Such stress can, over time, result in loss of tree limbs and eventually the death of the tree
 4. Excessive mulch build-up on the trunks of trees encourages insect infestation and encourages root growth near or above the surface. It's recommended to pull mulch away at least a couple of inches from the trunk and to not allow it to build up over time.
 5. Plastic, wire, and wood edging is prohibited.
 6. Homeowners who trim their own shrubs are responsible for disposal of limbs and clippings.
 7. Storm damage cleanup/disposal of limbs./debris is the responsibility of the homeowner.
 8. Removal of dead trees/shrubs is the responsibility of the homeowner.

Section 7. Yard Waste Guidelines

The Town of Morrisville guidelines for yard waste is found at: <https://www.townofmorrisville.org/government/departments-services/public-works/trash-recycling-and-yard-waste/yard-waste>

Or

Call Morrisville Public Works at 919-463-7070 to ensure collection

Section 8. Mulch

1. Black or brown allowed only. No red mulch or bright colors please.
2. Tire mulch is permitted in brown or black colors only.
3. Pine bark and pine straw are not recommended because both are considered to be a fire hazard.

Section 9. Rocks

1. Pebbles, lava rock and river rock are restricted to 4' beds at front and sides of house and must be contained by an approved border.
2. Homeowner is responsible to keep pebbles, lava rock and rocks out of the lawn area. No bright colors please.
3. Larger landscaping rocks may be used in gardens as decoration or focal points. They must be placed accordingly and allow clearance for any landscaping equipment or emergency vehicles.
4. Rocks larger than 2 feet in diameter need prior approval.

Section 10. Rain Barrels

1. Require prior approval. Can be no larger than 80 gallons.
2. Must be in a dark color such as black, dark green, or dark brown).
3. Must be fully screened from visibility from the street and any adjacent property.
4. Decorative/designer barrels may be placed on the side of homes towards the rear.
5. Below grade rain/water storage systems will be considered on a case-by-case basis.

Section 11. Composters

1. Require prior approval.
2. May only be placed in enclosed patio area or at rear of lot fully screened from visibility from the street and any adjacent properties.
3. Must not generate offensive odors.
4. Kitchen waste composters must be fully enclosed and protected against intrusion by animals.
5. Garden waste composters must be no larger than 6 square feet.

Section 12. Trash Containers

1. When stored outside, must be hidden from street view and any adjacent properties by either white PVC fencing or shrubbery.
2. Can only be placed at curbside the night before trash pickup and must be returned to storage no later than the day after trash pickup.

Section 13. Sidewalks, Streets and Curbs

1. Please report sidewalk, street or curb damage by calling Morrisville Public Works at 919 463 7070.
2. All streets, sidewalks and curbs in Carpenter Park Single Family HOA are owned by the Town of Morrisville. For more information, please visit their website at <https://www.townofmorrisville.org/government/departments-services/public-works/roadmaintenance>

Section 14. Streetlights

Please report burned out streetlights to Duke Progress Energy at 800 419 6356 or at: dukeenergy.com/progress. Be sure to have the number on the pole available before making the report.

Note: These Guidelines are supplementary to the Declaration of Covenants, Conditions and Restrictions (the "Covenants") and the Governance of Carpenter Park Single Family Homes (the "Governance document") for Carpenter Park Single Family Homeowners Association, Inc. The criteria are intended to compliment the Covenants and APPENDIX D and, should a conflict arise, the Covenants shall prevail.

APPENDIX E
CPSF VIOLATION, HEARING AND FINE POLICY
October 2019

Section 1. Policy

CPSF HOA covenants, restrictions, conditions and guidelines are designed to establish a minimum standard of design and use of properties, with the overall goal of maintaining a coordinated, cohesive and pleasant community. The violation policy is designed to encourage compliance, establish a clear procedure for providing progressive notice to homeowners, addressing continued violations, and establishing a procedure for conducting compliance hearings and assessing appropriate fines.

Section 2. Inspection Procedure

Inspections of CPSF HOA shall be conducted by members of the Board, or their designee, on a random basis not less than once every three (3) weeks. The purpose of the inspection shall be to ensure compliance and observe violations of the CPSF HOA Covenants and Guidelines and make the Board aware of any conditions that require the Board's attention. Any homeowner may also advise the Board if they become aware of a violation. Violations shall be noted at the time the violation is observed.

Section 3. Violation Notice Procedure

The first violation (1st) shall be documented upon observance and the homeowner shall be notified by the Board, within three (3) business days by letter via USPS regular mail, of the nature of the violation and encouraged to remedy the violation within 10 days of the notice date.

If the violation persists on the next inspection, the second violation (2nd) shall be noted and the homeowner notified, within three (3) business days by letter via USPS regular mail, that the violation has continued and the homeowner will be encouraged to remedy the violation within 10 days of the notice or be subject to a fine hearing.

If the violation persists on the next inspection, the third violation (3rd) shall be noted and the homeowner notified, within three (3) business days by letter via USPS regular mail, that the violation has continued and that:

- The violation needs to be corrected within 10 days of this notice date
- If not corrected, the next step is a hearing scheduled by the Board of Directors
- Fines may be levied up to \$100 per day, per month or per occurrence at the discretion of the Board
- Homeowner will be given an opportunity to present testimony
- Homeowner may be represented by an attorney if they wish and at their expense

Section 4. Previous Violation Notice Procedure

A previous violation noted on an inspection, which was abated, but then observed on a subsequent inspection within 6 months of the previous observed violation, shall be treated as a continuing violation and the next enhanced remedial action shall be taken by the Board, as stated above.

Nothing herein shall prevent the Board, with the consent of the President and one (1) additional Board member, when it appears that a violation is either willful, flagrant or harmful,

from proceeding directly to the 3rd step of the violation policy.

There shall be no waiver of the above Policy without the consent of the President and at least one (1) additional member of the Board, which waiver shall be placed on the next meeting's agenda.

Section 5. Notice of Right to Voluntary Mediation

Pursuant to Section 7A-38.3F of the North Carolina General Statutes, all members are hereby informed that you have a right to initiate mediation pursuant to the terms of the statute to try to resolve a dispute with the Association. Both the homeowner and the Association must agree to mediate the dispute, and each side is responsible for splitting the cost of the mediation, including payment of a professional mediator. The mediation process is an opportunity to reach an agreement to resolve a dispute – neither side gives up their right to go to court to have a judge resolve the dispute if the parties are not able to reach an agreement through mediation. The specific process to initiate voluntary mediation is outlined in Section 7A-38.3F of the North Carolina General Statutes.

Section 6. Policy Purpose

A. Violation Process:

Violation of the Carpenter Park Single Family HOA Policies and Procedures should be reported via email at manager@grandchestermeadows.com providing as much detail as possible.

The Board of Directors will review and respond as appropriate based on the violation and circumstances. This document serves as a guideline and is not designated to set precedent as all violations are not identical.

When a violation has been identified, the Board will communicate directly to the resident concerning the violation and corrective action to be taken.

Should the resident feel that they have received notification in error, it is their responsibility to respond within the designated timeframe in order to avoid a hearing as specified under the NC Planned Community Act.

It's important the homeowner have:

- An opportunity to be heard
- Reasonable opportunity to defend against the allegation

Upon review of all documentation, a determination will be made by the Board of Directors if a hearing is warranted. To arrive at their decision, the Board needs to consider:

- Is this related to the purposes of the Association
- Does this fall under the Association's scope of authority
- Is the action reasonable in its application

The Board will use the following process when determination has been made to conduct a hearing:

Section 7. Hearing & Fine Schedule

A. Hearings

1. Hearings are held in executive (closed) session of the monthly Board meetings
2. Notice of hearing is sent to the homeowner via regular USPS mail with not less than 10 nor more than 30 days notice
3. If the homeowner was properly notified and given the opportunity to appear, the homeowner does not have to be present for the hearing to proceed
4. It is not required to reschedule a hearing to meet the needs of the party called to a hearing

5. A quorum of the Board is required
6. Directors who cannot remain impartial are required to recuse themselves
7. Minutes must be taken at the hearing
8. Proof that notice was sent to the homeowner is required
 - That requirement shall be satisfied by a written statement from the officer, director, or management company or other agent who delivered the notice stating the date and manner of delivery
 - A copy is provided to the homeowner
9. Purpose of the meeting is read aloud and recorded in the minutes
10. Violation is stated as “possible violation” because purpose of the hearing is to determine if a violation occurred
11. A copy of the notice shall be attached to the minutes
12. The Homeowner may attend and produce evidence on his/her behalf
13. Only that homeowner may attend the hearing and present their case
 - Typically 3 -5 minutes is allotted for the homeowner to speak
 - Homeowner may have an attorney present, if desired, at homeowners expense
 - Any written statement from the homeowner containing any evidence that he/she wishes the Committee to consider shall be read into the record of the hearing
14. The Board should only ask questions for clarification. There should be no:
 - Arguing
 - Discussion of any weakness of the homeowners defense
15. If anyone, including the homeowner or a director, misbehaves during the hearing they should be asked to leave and the hearing continues without them
16. Once the homeowner has had an opportunity to present their case the Board advises the homeowner:
 - To leave so the matter can be decided by the Board
 - That a written letter detailing the decision will be sent to the homeowner within the next business day
17. Once the homeowner has left the hearing, the Board of Directors shall consider the evidence
18. The Board of Directors has the right and authority to impose fines, in accordance with North Carolina General Statute 47F-3-107.
19. If it is decided that a fine should be imposed for a violation, the maximum initial fine that may be imposed is up to \$100.00 per NC Planned Community Act
20. If the violation continues more than five (5) days after the decision is rendered, further fines of up to \$100.00 per day may be imposed without further hearing.
21. If it is a subsequent violation or if the homeowner is a “recurring violator”, the fine may accrue as of the first day of the subsequent violation
22. Future hearings are not required for subsequent fining for recurring violations of the same infraction.
23. The fine, if imposed, shall be posted to the homeowners account as of the date of the written notice to the homeowner
24. The homeowner shall be advised promptly [within the next business day following the hearing] in writing of the decision of the Board of Directors

B. Schedule of Fines

As permitted under North Carolina General Statute 47F, Carpenter Park Single Family Homes, INC. has the right to impose fines, if necessary, to achieve compliance with community rules and regulations. Homeowners are entitled to a hearing before fines are assessed. Only the Board of Directors has the right to impose or waive any of the fines. Fines may be levied upon observance of violation and may continue until the problem is corrected:

A flat fee of \$100 will be imposed for making an architectural change without approval plus the cost of restoring the property to its original condition.