

# **Brookefield Station HOA**

## **Community Standards and Guidelines**

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## Welcome to Brookefield Station I Community!

There are two separate communities that make up Brookefield Station: Brookefield Station I and Brookfield Station II. Each community has a different Board of Directors and a different set of governing documents. Our community is comprised of 107 single-family homes. The roads include Crosstie Street (520 - 910 only), Switchback Street, Cinder Street, Ballast Drive, and Grossdale Street. The community has two main common amenities – a community park and walking trail. Both the community park and walking trail access are located off Crosstie Street.

Brookefield Station I is one of the ‘*sweet spots*’ in Knightdale. The neighborhood is easily accessible through multiple roads and highways (i.e., Hwy 540, I-440, I-95, etc.). It is near Knightdale Station Park & Athletic Fields, Harper Park Tennis Courts, multiple shopping centers and grocery stores, plus various places to worship! Not too far away, we have access to large stadiums for football, basketball and hockey games, concerts (indoors or outdoors), and diverse restaurants with delicious cuisine, movie theaters, downtown Raleigh nightlife, local museums, assorted theatres, and comedy shows.

In addition, the Knightdale area has low crime rates, good schools, respects diversity, encourages creativity, and offers opportunities to fellowship with other residents through similar interests (i.e., exercise, crafts, stay-at-home moms, running, gardening, book clubs, etc.).

We are thrilled you have chosen to live in Brookefield Station I and hope you love the neighborhood as much as we do! Please reach out to the Board with any ideas on how to improve our community or to offer suggestions for neighborhood activities! We hope you take time to get to know as many neighbors as possible! You might be surprised by how much we all have in common.

Respectfully,

Brookefield Station I Board of Directors

[Bfs1-bod@grandchestermeadows.com](mailto:Bfs1-bod@grandchestermeadows.com)

<https://www.grandchestermeadows.com/brookefield-station/>

# **Frequently Asked Questions**

## **WHY ARE THESE GUIDELINES IMPORTANT TO ME?**

Guidelines are important to all homeowners/tenants that live in Brookefield Station I. The guidelines present a basic summary of Brookefield Station I HOA Covenants. These guidelines are important to ensuring all homeowners/tenants adhere to the community standards and all homes are properly maintained to protect our investments. It is important to understand these guidelines in order to promote a greater sense of harmony in the community.

In rare circumstances when a Town will not comply with the HOA Covenants, the Board of Directors (BOD) reserves their legal right and responsibility to take reasonable action to resolve the violation. The governing documents and State regulations provide the Association with rights to enforce all rules.

## **HOW CAN I AVOID UPSETTING THE HARMONY OF THE NEIGHBORHOOD?**

Take time to get to know your neighbors and the local community. Treat your neighbors as you would like to be treated. Please show respect for your investment, your neighbors, and the overall neighborhood by adhering to the governing documents of the Association – Covenants, Guidelines & Standards. These are all easy ways that you can preserve the harmony in the neighborhood.

## **WHO IS THE MANAGEMENT COMPANY?**

The BOD employs an association management company to oversee the day-to-day administration of the neighborhood. The current association management company is:

Name: Grandchester Meadows, Inc.

Phone: 919-757-1718

Email: [manager@grandchestermeadows.com](mailto:manager@grandchestermeadows.com)

Mailing: PO Box 1149, Apex, NC 27502

## **WHAT DO HOMEOWNER DUES OR ASSESSMENTS COVER?**

The HOA owns the common area and any structures built on common property (i.e., kiddie playground, walking trail). You are a member of the HOA if you own a home in Brookefield Station I. All homeowners have equal rights to use these common areas unless the BOD in accordance with the Covenants and By Laws has suspended those rights. No one homeowner owns any portion of the common areas exclusively. The annual assessments help pay for common expenses of the association and to maintain these common areas. The HOA dues also fund a few social events each year when planned by volunteers. Please refer to the Covenants, page 3 for a list of approved expenses. A copy of the annual budget can be viewed on the community website: <https://www.grandchestermeadows.com/brookefield-station/docindex/>

## **WHO DETERMINES WHAT MAINTENANCE IS DONE AND WHEN?**

The Board of Directors (BOD) has the responsibility to allocate funds, as they are available, to pay common area maintenance. Every annual budget will include allotted expenses to cover common area maintenance. Each homeowner has a responsibility to report any problems in writing to the management company and the BOD, even if it is a common area maintenance issue.

## **WHEN AND WHERE DO I PAY MY ASSESSMENTS?**

Every homeowner must pay the annual assessments no later than March 30 each year. The assessments are considered delinquent after March 30. The current management company offers 5 different ways to make payments for the dues. Please check the "Assessments" page on the website:

<https://www.grandchestermeadows.com/brookefield-station/assessments/>,

All paper checks should be mailed to the following address:

Brookefield Station I HOA - PO Box 1149 - Apex, NC 27502

A late fee of \$15 will be applied each month after 30 days late.

## **HOW DO I MAKE AN ARCHITECTURAL CHANGE REQUEST?**

Prior to beginning any modifications or improvements to any part of the dwelling exterior and/or major landscape changes, all homeowners must submit a completed Architectural Review Form. No changes should start until official approval has been communicated from the HOA. This form plus information on the process and what will be needed can be reviewed on the website at

<https://www.grandchestermeadows.com/brookefield-station/architectural/> or by calling the management company, Grandchester Meadows, Inc. The form can be submitted online via the website provided or mailed to the association management company at:

Brookefield Station I HOA - PO Box 1149 - Apex, NC 27502

## **ARCHITECTURAL CHANGE PROCESS**

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. This appeal would be presented to the Board for an appeal review.

## Standards and Guidelines

The following guidelines were adopted on March 29, 2022 under the authority granted by the *Declaration of Covenants, Conditions and Restrictions for Brookefield Station I Subdivision* and included the applicable Town of Knightdale ordinances. If you have comments or questions about a violation issue or concerns with a neighbor, please contact the management company, Grandchester Meadows, Inc. or a member of the Brookefield Station I Board of Directors (BOD).

David Robbins, President  
Grandchester Meadows, Inc.  
919-757-1718  
[manager@grandchestermeadows.com](mailto:manager@grandchestermeadows.com)

### USE RESTRICTIONS

The homes in Brookefield Station I should be used for single-family Residential purposes only. No residents (and tenants) may conduct any obnoxious, offensive, illegal activity, or anything that may become a nuisance for your neighbors.

### COMMON ARCHITECTURAL ELEMENTS

If you are replacing an existing deck or giving the exterior a fresh coat of the same color paint, please proceed. These are considered homeowner maintenance items and do not require pre-approval. Projects that require approval include fence install, new shed, driveway extension, new exterior paint colors, etc. See information on page five for additional details regarding where to locate the architectural request form.

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. If you are unsure if your project requires approval, it is always best to check first – contact:

Name: Grandchester Meadows, Inc.  
Phone: 919-757-1718  
Email: [manager@grandchestermeadows.com](mailto:manager@grandchestermeadows.com)  
Mailing: PO Box 1149, Apex, NC 27502

**Failure to maintain architectural style of home:** Written warning from the HOA; request correction of unapproved structure to comply with the community guidelines.

**Failure to comply with the request could result in being fined per day the 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. The homeowner's responsibility to check for easements, possible restrictions or regulations that could affect the project. Any permits or inspections that the Town or county may require are also the homeowner's responsibility.

All homeowners and tenants are responsible for the preservation and maintenance of all plantings and physical features. The homeowners and tenants are responsible for regular maintenance (i.e., lawns must be well kept, trimming around the sides of the house, mailbox, etc.). 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 (and not weeds). Any brown or bare patches should be repaired during the spring or fall seeding season. Dead trees and shrubs should be removed and replaced with plantings of similar size and shape.

All lawn debris should be removed from the pavement areas after mowing and edging. The entire lawn should be weeded, aerated, reseeded, and fertilized as needed to maintain a neat appearance.

**Plant Beds and Small Ornamental Trees:** All plant beds should be sprayed and maintained such that they are always free of excessive weeds. All shrubs and trees should be pruned, properly shaped to encourage growth, and remove dead material.

**Natural Areas:** Natural areas should be maintained free of dead tree limbs, brush, and weeds.

## **PARKING**

**No automobile, truck or vehicle of any kind shall be parked on any public street next to (in front of, adjacent to, etc.) the home after receiving notification from the BOD or from the Town of Knightdale to remove the automobile, truck, or vehicle.** No boats, campers, recreational vehicles, trucks, trailers (junked or dismantled, wrecked, unregistered, or abandoned) may be parked on any lot without prior approval of the BOD or the Architectural Review Board. Any restrictions on the right to part vehicles on public streets shall only be applicable to the owners and their family members, and tenants within this neighborhood.

## HOUSE, DECK, AND FENCE MAINTENANCE

Each homeowner is responsible for the upkeep of the property. Generally speaking, all owners should be checking for the following items to ensure proper home maintenance:

**HOMES:** All exterior components should be checked for any needed maintenance. This would include, but not be limited to, painting and or replacement of doors, shutters, trim, accent pieces and/or windows as needed. All homes should be cleaned regularly. This can be done by annual power washing. This will ensure the siding is properly maintained and free from mold and mildew.

**DECKS -** All decks should be cleaned regularly and repaired, as needed. This will ensure the deck is properly maintained, a compliment to your home and free of mildew.

**FENCES:** All fences must have the written approval from the Architectural Review Board and must be installed and always maintained in a structurally sound and attractive manner. The Architectural Review Board may approve wrought iron, aluminum, or vinyl fence. Fences shall not exceed five feet in height. Wood, wire, chain link or concrete fences are not permitted.

## 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 Town of Knightdale ordinances specify the responsibility of pet owners.

These responsibilities include the following:

1. Household pets must be kept and contained on an owner's property within an approved fence enclosure.
2. No animals shall be kept chained or tied to a stake of any kind on the property.
3. **All pets shall be on a leash and accompanied by a responsible person when walking through the neighborhood.**
4. Only household pets may be kept in your home. You may not keep an animal for commercial purposes.
5. You are responsible for the cost of repairing any damage to common areas caused by your pet or pets belonging to your tenants and guests. Pets must always be kept on a leash except when inside a fenced yard.
6. **You must pick up any droppings left by your pet, so take a baggie with you when you walk your pet! Please be considerate of your neighbors and do not allow your pets to void on other people's property.**

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

## **TRASH BIN/RECYCLING BIN GUIDELINES**

The Town of Knightdale ordinances specifies trash/recycling pickup for our community is scheduled on Thursday. Trash/recycling bins may be placed on the curb **as early as noon on Wednesday and must be removed by 9:00 AM on Friday.**

## **NUISANCE**

No noxious or offensive activity shall be conducted on any lot nor shall anything be done which may be or may become an annoyance or nuisance to the neighborhood. This includes, without limitation, the storing or parking of inoperable vehicles or the maintenance of or repair to motor vehicles except within completely enclosed garages.

## **NOISE**

Residents and guests of Brookefield Station I must adhere to the Town of Knightdale Noise Ordinance. Please be respectful of your neighbors.

**First Instance:** In order to maintain a pleasant neighborhood, we would ask that you go to your neighbor and kindly ask them to reduce the noise.

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

## **OUTSIDE ANTENNAS**

No outside radio, television antennas or satellite dishes exceeding eighteen inches in diameter and no free-standing transmission towers or dishes of any type shall be on the common areas or any lot within the neighborhood.

## VIOLATIONS PROCESS AND PENALTY RESOLUTIONS

Whereas the North Carolina Planned Community Act (N.C. Statute 47F), plus Article XII General Provisions, Section 3. Enforcement on page 19 of the Declaration of Covenants, Conditions, Restrictions assigns the Board the authority to establish penalties for infraction of rules and regulations that interpret and apply the powers and duties enumerated in the Declaration, Bylaws and Articles of Incorporation:

Whereas the Board of Directors recognizes the need to establish penalties and a process for handling Architectural violations and collecting certain fees in connection with Architectural requests. Now, THEREFORE BE IT RESOLVED THAT, by the Board of Directors, the following Violation Process and Penalties dated March 29, 2022, be adopted.

### **Definitions:**

- Fee is defined as a charge of up to \$25 Landscape request and \$75 for processing of an Architectural Request
- Fine is defined as a charge of up to \$100 per day based on violation and will be determined on a case-by-case basis.

### **When a violation is determined the following steps shall be taken:**

**Step One** A letter will be issued to the owner noting the violation with a request that it be brought into compliance within fourteen (14) calendar days unless another date is specifically noted in the letter. A written response to Management's office from an owner expressing a good faith effort to resolve may result in a reasonable extension. This written response must be received on or before the initial deadline.

**Step Two** Upon expiration of fourteen calendar days (14), if the violation is still unresolved, the owner will be invited to a due process hearing; prior to being assessed a penalty. The homeowner will receive a letter stating the time, date and location of the hearing. This hearing will be with the Board of Directors, for the homeowner to be heard and to present evidence. Failure to confirm attendance and/or failing to attend will result in the fine beginning to accrue 5 calendar days after the decision as stated in the North Carolina Planned Community Act. Of course, if stated violation is brought back into compliance prior to that date, no hearing will be necessary, or if corrected prior to the fine beginning to accrue, there will be no fine.

**Step Three** After the hearing the Board will respond in writing within five (5) working days. The amount of the penalty and the date it will start or have started will be stated in the letter. The penalty will continue until the violation is corrected.

**Step Four** The Homeowner's Association (HOA) may continue action via applying penalty and, where appropriate, through court action or direct action by the governing documents to correct violation.

## **Resources**

1. Town of Knightdale (general inquiries): 919-217-2200
2. Town of Knightdale – Development Services (i.e., building permits): 919-217-2244
3. Town of Knightdale Police Department (non-emergency): 919-217-2261
4. Brookefield Station I HOA Website:  
<https://www.grandchestermeadows.com/brookefield-station/>
  - Document Index Page – links to all governing documents and State Statutes
  - Assessment Page – payment information and options plus contact info for questions
  - Exterior Change Process – information and application, turnaround time, requirements, etc.
5. Brookefield Station I HOA Covenants:  
<https://www.grandchestermeadows.com/wp-content/uploads/2017/04/brookefieldcovenants1.pdf>
6. State of North Carolina Guidelines related to Community Associations:
  - Chapter 47C – Outlines Association and Owner Powers, Board Member Requirements, Rules Conducting Business & Meeting Requirements
  - Chapter 47F – Outlines State rules related to “Rules” such as violation fines, political signs regulations, solar panel restrictions, etc.

Both Chapters should be referenced and cross referenced with all the Association governing documents. All State Statutes supersede any Association restrictions unless otherwise stated.