

Crabtree Pines

Homeowner's Association, Inc.

Homeowner's Handbook

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CRABTREE PINES GOVERNMENT

When you purchase a home in Crabtree Pines you sign an agreement to abide by these three documents:

- The Declaration of Covenants, Conditions and Restrictions
- The Articles of Incorporation of Crabtree Pines HOA, Inc.
- The By-laws of Crabtree Pines HOA, Inc.

You should have received a copy of these documents from your attorney at closing. If you did not, a copy is available from the management firm at the cost of photocopying.

The following rules and regulations are designed to make living at Crabtree Pines pleasant and comfortable for each member of the Association. The restrictions members impose upon themselves are for the preservation of property values and the right of enjoyment by all.

The Crabtree Pines Home Owner's Association, Inc.

The owners of each townhome automatically have a single vote in Crabtree Pines HOA, Inc. (CPHOA hereafter). That means that each unit, has one vote. An annual meeting of CPHOA is held in January. A summary of 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 homeowner. An election is held to fill positions on the Board of Directors that have expired. You will receive a notice of the meeting at least thirty days in advance as well as a proxy. If you are unable to attend the meeting, you will be able to fill out and mail your proxy to the Association post office box.

The Board of Directors

The Board of Directors (Board hereafter) governs CPHOA and makes decisions concerning the raising and expenditure of funds, work contracts, and the establishing and enforcing of the rules of CPHOA. The Board is composed of five elected members who are homeowners. Directors are elected for a two-year term and may be re-elected for additional terms if nominated. Elections are held each year at the annual meeting.

Officers of CPHOA

The President, Vice President, Treasurer, and Secretary are elected annually by the Board. The officers must be members of the Board.

Committees

The Board has established Architectural, Nominating and Landscape Committees. Occasionally ad hoc committees may be established. Each committee will have a chairperson who will attend Board meetings and report to the Board. A Board member will serve as liaison for each committee. A sign-up sheet will be posted at the annual meeting. Interested homeowners are encouraged to volunteer.

Insurance

Included in your Association dues is property and casualty insurance for the common property and directors and officers liability. Common property includes signage and mail box pedestals. The Association insurance does NOT cover the individual building structure owned by each Homeowner. The Homeowner is responsible for obtaining a policy that covers their individual building structure, liability and contents. This would typically be an HO3 policy BUT it is the responsibility of the Homeowner to make certain that you have appropriate coverage.

Termite Protection

CPHOA provides an annual termite inspection on all units. Units will be treated if necessary. You will be notified in advance so that crawl spaces and storage room floors can be inspected.

Landscape Maintenance

A principal responsibility of CPHOA is to maintain and improve the appearance of the grounds. The Landscape Committee assists the Board in fulfilling this responsibility.

Mowing, trimming and fertilizing the lawn is a CPHOA responsibility. This work is contracted annually to a professional lawn care firm by competitive bid. Lawn care workers are not responsible for moving bicycles, lawn furniture, and toys or garden hoses in order to mow. To facilitate mowing and improve community appearance, no belongings should be left on the common area.

CPHOA is responsible for trimming and maintaining trees on the front and sides of homeowner units. Replacement of dead trees or shrubs may be delayed for budgetary reasons or to await the proper season for planting. Homeowners are not permitted to trim or prune shrubs and/or trees on the front and sides of their units. If shrubs and/or trees die as a result of Homeowners trimming or pruning, the shrubs and/or trees will be replaced at the Homeowner's expense.

Unit Exterior Maintenance

CPHOA is responsible for exterior maintenance, repair and replacement resulting from normal aging and exposure. The Board proceeds with maintenance deemed the responsibility of CPHOA after the consideration of the specific circumstances of the request. The maintenance will be performed in the most economical way and the most appropriate method. The Board will consider all requests deemed non-emergency prior to repair. Emergency maintenance is performed immediately by agents of the management firm.

Willful or negligent acts by the homeowner that cause damage to the townhome are not covered by CPHOA. Repairs not made by homeowner within a reasonable time will be repaired by CPHOA. The owner will be assessed for these repairs.

CPHOA is not responsible for interior damage caused by exterior failure.

Unit Exterior Maintenance Concerns

Exterior maintenance questions or concerns should be submitted in writing to the management firm. Report emergency items immediately by telephone to the management company.

Unit Exterior Painting

The Association will paint the exterior surfaces of each building on a regular schedule to be determined by the Board.

1. Homeowners whose units are scheduled to be painted will be given notice by the management company.
2. Extra Cost. In the event that the requested changes cannot be accomplished with one coat of paint, it will be up to the homeowner to pay for any extra costs of paint. The property management company will advise homeowners requesting changes of the amount of any extra charges. These extra charges will be payable in advance.

Unit Exterior Responsibilities

- Exterior wood siding and trim
- Shutters
- Under eave air vents
- Roofing Shingles
- Gutters, downspouts and splash blocks
- Exterior doors
- Roof vents
- Window frames and encasements
- Handrails
- Street Lights
- Exterior foundation below ground water leaks
- Parking areas, sidewalks and exterior utilities
- Asphalt paving
- Pavement painting
- Curbs and gutters
- Exterior storm sewer lines
- Concrete sidewalks
- Skylights
- Crawl space doors except full size doors

GENERAL INFORMATION

Auto Repairs

No major auto repairs may be conducted on the premises. Disabled vehicles must be removed from the property.

Cats

CPHOA recommends that you keep your cat indoors. If your cat goes outside for exercise or to eliminate it must be vaccinated against rabies, distemper and feline leukemia. CPHOA suggests you spay or neuter your cat and that it wears an ID tag. You must supervise your cat if it is outdoors. If a problem arises contact the management company.

Clotheslines and Window Air Conditioners

Clotheslines and window air conditioners are not permitted. Clothes drying racks are prohibited. No towels or clothing may be hung on deck, stairs or railings.

Cycles and Non-Motorized Recreational Vehicles

Homeowners and their guests may use bicycles, skateboards, and other non-motorized recreational vehicles within the Crabtree Pines community provided they exercise care and consideration for pedestrians and motor vehicle traffic. Motor bikes, go-carts and other non-licensed motorized vehicles may not be operated on the roads or CPHOA property. No bicycles or skateboards etc. may be left unattended on common grounds. They must be stored at the rear of the house.

Emergency Contact Information

Call or write the management firm. If you are not satisfied with the response you may contact the Board President, a Board member or the chairperson of the appropriate committee.

Encroachments

Under normal circumstances approval will be withheld on any change that encroaches on common ground.

Exterior Changes

Homeowners must receive written approval of the Board. The procedure is:

1. A request is addressed in writing to the Board at least 30 days prior to construction. The request must include a completed copy of the Architectural Request Form included as Appendix II.
2. Include a full description of the change including dimensions, materials, colors, plot plan, elevation, etc. You may be asked to provide pictures and material samples.
3. The Architectural Committee considers the request based on:

- The nature of the change or alteration
 - Design
 - Location
 - Materials
 - Impact on neighbors
 - Compatibility with existing structures
4. The Committee will inform the homeowner of the plan's disapproval or approval along with any stipulations within 30 days.
 5. If the Committee rejects a request or the conditions of approval are unacceptable to the homeowner, an appeal may be submitted in writing to the Board.

Firewood

Firewood must be stored at least 18" from the wood of the building to prevent possible termite, roach, or mildew infestation.

Flowers

Flowers may be planted in the mulched areas in the front and sides of the townhome without approval. The homeowner is responsible for maintaining these flowers in a neat manner and cleaning up the dead stalks.

Front Porches

Front porches are to be kept clean of large items other than planters and should not be used for storage. Recycle bins are to be kept at the rear of the units.

Homeowner Exterior Responsibilities

- Window glass
- Water proof and pressure wash all unpainted wood as necessary
- Window screens
- Door buzzers, bells, knobs, locks and fixtures
- Storm windows and storm doors
- Exterior house numbers
- Roof Exhaust fans
- Exterior air conditioners and concrete pads
- Exterior fireplace cleanouts
- Window frames and window encasements obstructed by storm windows will not be caulked, puttied or painted by CPHOA unless the additional cost is assumed and authorized by the homeowner. CPHOA can require the homeowner to perform this work as needed. Storm windows improperly installed, can cause severe water and moisture damage. These windows should drain water from the interior side.

Leasing Townhomes

Units may be leased if done so in a manner that does not violate the City of Raleigh ordinances for areas zoned R-10. This zoning restricts use of residences to single families. Thus, renting individual rooms or a portion of a residence as a utility apartment is not permitted.

The Homeowner is responsible for payment of the monthly assessment and for the compliance of the renter with the rules of the Association, including those governing use of the common grounds and parking areas. Fines levied for rule violations are also obligations of the homeowner. No owner may lease his unit for transient or hotel purposes.

Maintenance Responsibilities

Homeowners must keep any additions such as storm windows, room additions or decks in good condition. Maintenance or repair of the original townhome resulting from construction of an addition will be assessed to the homeowner. Homeowners making exterior changes are responsible for damage to common areas during construction and the prompt clean up of construction debris.

Noise

Be thoughtful of your neighbor so that he will be thoughtful to you. No sound-producing instrument is to be operated above normal conversation levels. Similar consideration should be given to the operation of motor vehicles. If a resident is disturbed, he should notify the City of Raleigh Police Department.

Parking

The residents of each townhome are entitled to the use of two parking spaces as near and convenient to said lot as reasonably possible. Each townhouse will be assigned one numbered parking space. All vehicles on the property must be properly licensed and in operating condition. Boats, trailers, campers, and motor homes are not allowed at anytime. The Board or management firm may have vehicles in violation of these rules towed at the owner's expense. Parking is allowed only on paved areas.

Property Use

No commercial businesses are allowed in Crabree Pines.

Recreational Equipment

No basketball hoops or other playground equipment may be erected. Bicycles and toys shall be stored at the rear of each unit.

Refuse Collection

The City of Raleigh Sanitation Department crews pick up all garbage, trash and re-cyclable materials on scheduled days. Scheduled days for CPHOA area may be obtained by calling the City of Raleigh at 831-6890. All containers should be properly and securely covered and placed in front of units no earlier than 7:00 PM prior to scheduled pick-up day.

Screen/Storm Doors

Requests for Screen/Storm doors must be submitted through the Architectural Committee for approval by the Board of Directors.

Screen/Storm doors must be full view with a single glass or screen panel. Doors may be of aluminum or wood. Doors must be painted the color of the front entrance door or trim. Doors that are unpainted or painted with a color that contrasts with the color of the entrance door or trim are not acceptable.

Window treatment (i.e. drapes, blinds, shutters, etc.) of interior window shall be white facing the exterior of the unit.

Storm Windows

Storm windows may have either aluminum or wood frames. Aluminum and wood storm windows must be painted the color of the trim of the townhome. Under no circumstances may plastic covering be applied to exterior windows.

Trees and Shrubbery

Homeowners must receive written approval from the Landscape Committee prior to planting trees or shrubs in the front or on the sides of their townhome. Requests should be in writing and include the following:

- Species of tree or shrub
- Location of the planting
- Distance from the house, sidewalk and surrounding trees
- A plot plan showing all of the above.

Homeowners may plant and maintain trees and shrubs in their rear yard. Plantings must be within the homeowner's property lines as shown on their plot plan or survey. Plantings are not to block accesses to utility meters or garbage collection. It is recommended that homeowners submit plans for rear yard plantings to the Landscape Committee similar to those for front yards and common areas. CPHOA is not responsible for replacing these plantings should they die.

Vegetables

Vegetables may not be planted in the front or sides of the townhome or anywhere on common grounds.

Vehicles on Common Ground

All motorized vehicles, except those used by the grounds contractor, are not permitted on the lawns and common areas at any time. Violators will be held responsible for all damage to CPHOA property.

Vines and Ivy

Vines and ivy on the exterior of the townhomes are difficult to control and increase the cost of maintenance. Therefore, no vines or ivy are permitted on the townhomes.

Window Coverings

- Appropriate window coverings are required.
- Window mullions and screens must be kept in place and properly maintained at all times. Contact management if you need assistance.

Yard Sales

No yard sales may be held except Board approved community wide yard sales.

RULES ENFORCEMENT

In order to preserve the integrity of every homeowner's investment, the Board is empowered to take special action to enforce the rules of the Association. The Board is empowered to suspend voting rights in the case of those who disregard the rules after a request for compliance has been made. As a final resort, the Board may impose fines.

No Soliciting

There is to be no soliciting in Crabtree Pines. If a solicitor comes to your door, politely excuse yourself from the conversation.

Pets

Crabtree Pines is located within the Raleigh City limits. Therefore the City of Raleigh leash law must be obeyed. The law reads as follows:

- It shall be unlawful for the owner of any dog to allow such animal to be at large in the City or on any City Property.
- It shall be unlawful for any person owning, harboring, keeping, or in charge of any dog to fail to remove feces deposited by the dog on any street, sidewalk, park or other publicly owned area.
- It shall be unlawful for any person owning, harboring, keeping, or in charge of any dog to fail to remove feces deposited by the dog on any private property unless the owner of the property has given permission allowing such use of the property.
- It shall be unlawful for the owner of any domesticated animal to allow such animal to be at-large within the corporate limits of the City or on any City property.

In addition to the City of Raleigh leash law, Crabtree Pines Homeowner's Association enforces these special provisions within our community:

- Dogs may not run freely on common areas nor may they be chained in these areas.
- Your dog must be exercised "on leash" and if it eliminates, clean up after it.
- CPHOA recommends that your dog eliminate in your back yard and not around mailboxes or in high traffic areas.
- Your dog should wear ID tags and have the appropriate vaccinations.

Signs

The only types of signs that may be displayed are "For Sale", "For Rent" and political signs. "For Sale" and "For Rent" signs are to be placed at the front of the individual unit only and are to be removed no later than two weeks after the sale. In keeping with City of Raleigh ordinances the sign cannot exceed six square feet.

Only one political sign may be placed in a window. The sign may contain more than one candidate's name, and may be displayed from three weeks prior to the election to the day following the election.

Television Antennas and Satellite Dishes

All townhomes are pre-wired for cable. No outside antennas are permitted. Digital Satellite dishes 18" or less in diameter, is permitted with prior approval from the Board. Satellite dishes may not be visible from the street.

Appendices

Directory Of Vendors

Below are listed specific Contractors with whom the Crabtree Pines Board of Directors has negotiated contracts to provide services for the homeowners. These Contractors have worked with Crabtree Pines in the past, and have provided the quality of services desired for the community in a cost and time efficient manner. Contact any of these firms should you have personal requirements with your unit.

YOU ARE ENCOURAGED NOT TO CONTACT THESE FIRMS FOR SPECIFIC PROBLEMS. ANY PROBLEMS SHOULD BE FIRST REPORTED TO MANAGEMENT.

General Carpentry	Mark Svanberg	469-5478
Electrical Mechanical Plumbing	Rural Plumbing & Heating, Inc.	833-9706
Painting	Mark O'Shields	359-2615
Landscaping	Hunt's Landscaping & Maintenance, Inc.	266-0081

Should you encounter problems with your individual unit or an issue with the common areas, please contact the Management Company.

Management / Bookkeeping	VPJ Enterprises, Inc.	870-0337
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Should you have any questions regarding your dues or other payment issues, please contact the Association by mail at the following address:

Crabtree Pines Homeowner's Association, Inc.
PO Box 97427
Raleigh, NC 27624

ATT: Bookkeeper

Request Id _____
Date Received _____
Received By _____

Crabtree Pines HOA Architectural Request

Crabtree Pines HOA
P.O. Box 97427
Raleigh, NC 27624

Please complete this form in its entirety and submit it to the HOA office at least 7 days prior to the next Architectural Committee meeting for consideration.

Property Owner Name

Request Date

Property Address

Phone

Property Owner Signature

Estimated Completion Date

1. Narrative description of the proposed home and/or landscape improvement change, or addition. Cite Materials and color(s) to be used including similarity to existing structures as appropriate. Use a separate sheet of paper if necessary.

2. Please attach drawings and/or samples of paint to this request showing all proposed improvements including relationships to existing structures, landscaping and lot lines. Two drawings or more with different views are needed to clearly show proposed improvements including existing structures:

A. Plot Plan – “top down view” should be drawn on a copy of your lot survey

B. Elevation(s) – “side view(s)” – one or more as necessary

3. Attach paint samples if applicable

4. A permit and inspection by the City may be needed.

5. When the committee reviews this request, your neighbors have a right to comment and present views about your requested improvements. Please obtain signatures from all property owners having common lot lines with your property, and all property owners who would reasonably view the improvement from their property.

I acknowledge that the requesting property owner has shown (me/us) the details of the proposed improvement described on this form and that (my/your) signature represents only (my/your) awareness of the request. I understand that (I/we) may make verbal or written comments directly to the Architectural Review Committee.

<u>Name</u>	<u>Signature</u>	<u>Address</u>	<u>Lot No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. Should the Architectural Committee deny your request, you may appeal to your Board of Directors in writing. Submit your appeal to the HOA, so that it may be reviewed by the Board at their next scheduled meeting.

Architectural Committee: Approved _____
 Conditional Approval _____
 Disapproval _____

Comments: _____

Signed: _____ (For the Architectural Committee)

Date: _____