

# Deerfield Square Townhome Resident Handbook

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## Table of Contents

INTRODUCTION.....	3
ADMINISTRATION & MANAGEMENT .....	3
BOARD of DIRECTORS:.....	3
COMMITTEES: .....	4
STANDING COMMITTEES: .....	4
AD/ HOC COMMITTEES:.....	4
MANAGEMENT COMPANY:.....	4
AREAS OF RESPONSIBILITY .....	5
Deerfield Square (HOA) Responsibilities: .....	5
Townhouse Exterior .....	5
Grounds.....	5
Miscellaneous .....	5
City of Raleigh Responsibilities:.....	5
Home Owner’s Responsibilities .....	6
Interior: .....	6
Exterior: .....	6
FINANCIAL .....	7
ANNUAL BUDGET:.....	7
COLLECTION POLICY:.....	7
AMOUNTS PAYABLE TO THE ASSOCIATION: .....	7
OTHER CHARGES: .....	7
HOMEOWNER FEES:.....	7
GOVERNING DOCUMENTS .....	8
MEETINGS .....	8
ANNUAL HOMEOWNERS FEES: .....	8
BOARD OF DIRECTORS MEETINGS: .....	8
MODIFYING YOUR UNIT’S EXTERIOR.....	8
COMMUNITY APPEARANCE STANDARDS: .....	8
<b>Resolving Disputes</b> .....	10
RULES & REGULATIONS .....	10

Parking.....	10
Garbage and Recycling.....	10
Pets.....	10
Sound (Noise).....	11
Play Areas/Restrictions.....	11
Speed Limit.....	11
Satellite Dishes or Antennae.....	11
Clothes Lines.....	11
Firewood.....	11
TENANT/LANDLORD RESPONSIBILITIES.....	12
PARKING LOT.....	13

## **INTRODUCTION**

Welcome to Deerfield Square Townhome Community. Deerfield was built in 1980 by Barry Martin Construction Company and is considered among the most desirable communities in our area. It includes 27 homes in five buildings surrounded by a beautiful landscape. The appearance is simple, beautiful and harmonious. Imagine walking into a forest glade; the sun shines through the trees and the birds sing.... Everywhere you look you see natural beauty. Feel the Peace. Now, place that forest glade with homes painted in earth tone colors into the middle of the city and you have Deerfield Square.

The grounds are common and for the exclusive use of Deerfield Square residents and their guests. This is our community and we are glad you have chosen Deerfield to be your home. When residents consider their neighbors' points of view, it promotes harmony. The following philosophy will reduce disputes and serve as a basis for healthy and lasting friendships.

The Resident Handbook are critical need-to-know pieces of information, which is by no means all Inclusive.

## **ADMINISTRATION & MANAGEMENT**

The business of Deerfield Square is supervised by a Board of Directors. The Board has appointed committees and hired a management company to assist in the effort. Board and committee members are uncompensated volunteers, who serve for the benefit of all members in community. Every member of the community should serve the Association in some capacity. Your participation is welcomed and much appreciated.

### **BOARD of DIRECTORS:**

The Board is composed of three to five directors. Directors serve a three-year term. Directors are elected at the Annual Homeowner's meeting. The Board's primary function is to manage affairs of the community and promote property values. The directors receive no compensation other than the thanks from grateful members and the satisfaction of a job well done.

The Board has four officers: President, Vice President, Treasurer and Secretary. Sometimes the Treasurer and Secretary posts are combined. After each annual meeting the board will meet and decide who within the group will hold each officer.

## **COMMITTEES:**

We have standing and ad hoc committees. If you are interested in serving on any of the following committees or have suggestions, call the management company or contact a board member.

### **STANDING COMMITTEES:**

- **ARCHITECTURAL REVIEW COMMITTEE (ARC)** - Reviews and gives recommendations on applications for exterior additions and modifications.
- **LANDSCAPE** (Grounds)- Monitors the landscape contractor's performance and makes recommendations regarding maintenance of the common areas to the Board.
- **NEWSLETTER** - Provides community information as needed to members. All content is reviewed and approved by the Board,
- **COMMUNITY AWARENESS**- Keeps a check on community appearance and makes recommendations to the Board.
- **SECURITY** – Monitor safety and security issues in the community and makes recommendation to the Board.

### **AD/ HOC COMMITTEES:**

- Welcome – Greets new owners with a gift on behalf of the members
- Social – plans community events during the year
- Light – Coordinates display and removal of December lights
- Hearing/Dispute – violation notices
- Nominating – Selects nominees for the board.

## **MANAGEMENT COMPANY:**

The Homeowner's Association has hired a management company to take care of the day-to-day operation of community. The company's duties are varied but basics include:

The management company works under the direction of the Board according to the conditions of the management agreement and authority granted by the governing documents. The management agreement is not all inclusive. Special services carry additional charges.

Cedar Management Group is our current management company.

# AREAS OF RESPONSIBILITY

Deerfield Square HOA has the responsibility to maintain certain building exteriors and provide care for the grounds. Owners have the responsibility to insure 100% of their unit and maintain certain building components. In general, the owners must maintain the interior portion of their unit from the decorated surfaces inside, doors, windows, foundations and crawl spaces. To clarify these responsibilities, your Board has established the following list. Please inform your insurance agent so that it is what you are responsible to maintain and insure.

## Deerfield Square (HOA) Responsibilities:

### Townhouse Exterior

- Building Surfaces
- Gutters and downspouts
- Gutter Cleaning
- Roof Repair

### Grounds

- Common area plantings
- Grass cutting and edging
- Lawn seeding and fertilizing
- Outside water and sewer lines (excluding clogs or breaks from the home to the main sewer line or water meter)
- Shrubs, tree trimming, and pruning
- Streets, parking areas, driveways

### Miscellaneous

- Annual termite inspection
- Electricity for street lights
- Liability insurance for parking lot and common areas
- Mailboxes (keys and locks excluded)

## City of Raleigh Responsibilities:

- Building inspections, permits, etc.
- Garbage, trash and recycling collection
- Police and fire service
- Street lights (Duke Energy)

## Home Owner's Responsibilities

### Interior:

- Crawl space repairs including band boards
- Foundations
- Fireplace and chimney flue
- Fixtures and appliances
- Gas furnace
- Gas, water and electricity
- Heating
- Pest control
- Plumbing
- Structures and internal surfaces
- Windows including operation

### Exterior:

- Entrance doors and storm doors (including shed)
- Doors, locks, keys and knobs
- Glass surfaces
- Light fixtures, bulbs and electrical outlets
- Storm doors
- Water faucets
- Window screens
- Keeping accumulated pine straw away from foundation of the house and shed
- Climate control
- Keeping common area behind townhouse free of debris and clutter
- Keeping deck/patio free of debris and clutter
- Waterline breakage from home to meter
- Sewer clogs or breaks from house to sewer clean out

Note: Homeowners are responsible for damage caused by them or their guest to common areas. This list is intended to guide homeowners and the Association. Homeowner and city responsibilities are not limited to the items on this list.

# **FINANCIAL**

## **ANNUAL BUDGET:**

The Deerfield Square annual budget is based on past history of expenses, current inflation factor, projected increases in contracts and utilities and projected capital improvements (reserve expenses).

## **COLLECTION POLICY:**

The homeowner fees are Deerfield Square's only source of revenue, so it is crucial that you pay them on time. If you do not pay, your neighbors will have to make up the difference. For that reason Deerfield Square has adopted a strict but reasonable collection policy which includes these provisions.

## **AMOUNTS PAYABLE TO THE ASSOCIATION:**

Includes, but are not limited to, homeowner fees, special assessments, rules enforcement fees, repairs to the common area that are an owner's responsibility, legal fees, repairs to the common area that are an owner's responsibility, legal fees and other costs associated with the collection of funds on behalf of the Association. Dues are due on the first of every month. If not paid by the 20<sup>th</sup> of the month a \$25.00 late fee plus 1.5% interest will be applied to the owner's account. Should a delinquent account reach two months in arrears, a lien will be filed against the property. The owner is responsible for paying the costs of collection, including legal fees and court costs.

## **OTHER CHARGES:**

The Association may charge the owner for the following:

- Fees charged by a Property Manager to collect funds payable to the Association.
- Owner bankruptcy.
- Foreclosure action or deed in lieu of foreclosure.
- Notification, filing and satisfying liens.
- Enforcement of the Association's Rules, ByLaws and Covenants
- Costs of litigation.
- Repair to the Association's common areas that result from the acts of the owner(s), their tenants, contractors, pets or guests.

## **HOMEOWNER FEES:**

The homeowner fees you pay are used to pay for common area building and grounds maintenance, certain utilities administrative functions like filing taxes for the Association, management, insurance and a long list of capital improvements such as painting, roofing, etc.

# GOVERNING DOCUMENTS

Deerfield Square has several governing documents:

- Articles of Incorporation
- Declaration of Covenants
- Bylaws
- Board Resolutions
- Rules and Regulations

and it is subject to all city ordinances, county regulations, state and federal laws.

## MEETINGS

### ANNUAL HOMEOWNERS FEES:

The annual homeowner's meeting is held in March of each year. Business includes the election of board members. A quorum of 10% of the owners represented whether in person or by proxy is required to hold a meeting. It is important that you attend this meeting since directors are being elected and business is being discussed that impacts your home and lifestyle. If you cannot attend, please complete and return the proxy, which accompanies the annual meeting notice. It designates someone to represent your interests.

### BOARD OF DIRECTORS MEETINGS:

The Board of Directors meets quarterly. Homeowners are welcome to attend all board meetings. There is a ten minute homeowner forum before the meeting starts to enable members to make statements or ask questions of the Board. If you want to discuss an issue of business with the Board, however it must be included on the meeting agenda. To be included in the board meeting call the management company.

## MODIFYING YOUR UNIT'S EXTERIOR

Homeowner's wishing to modify their exterior must submit an Application for Modification or Addition for written approval to the Architectural Review Committee (ARC). Call the management company for the form. The ARC will review your request and send written Approval or denial with 30 days. Please note that no work may take place until written approval is granted. All work must comply with the local building codes and the application must include all permits, blueprints and specifications required by law.

### COMMUNITY APPEARANCE STANDARDS:

The Association is responsible for maintaining the grounds and building exteriors. Appearance standards are designed to protect everyone's property values, maintain curb appeal. Hence, guidelines have been established to standardize appearance and establish maintenance efficiency. In the spirit of cooperation, we encourage all owners to follow these guidelines:

- Common area landscape is to be altered, supplemented and maintained by the

landscape contractor only.

- Only barbeque grills, plants and flowers in pots and suitable outdoor furniture are permitted on decks.
- Personal property left or placed in common areas will be disposed of without notice.
- All townhouse structural modifications must be approved by the ARC and Board.
- The outside appearance of windows, doors and storm doors must confirm to the motif of the community. Backing of curtains must have a neutral background (white or off white) and be in good repair. The outside appearance of shutters must be either white, off white or wood tone. Towels, cardboard, paper, sheets, blankets and signs are not permitted.
- Front porches, decks or under decks may not be used for storage and must conform to the overall community appearance and motif. Acceptable for front porches are: up to three live flower or plant arrangements, chime, hanging baskets, seasonal wreaths. Posts and mats should be earth tone colors. Additional items require Board approval.
- Exterior lights used for December light displays must be clear lights.
- Flags, flagpoles, brackets, content or message must be approved by the Board.
- Signs, the only signs permitted, are **For Rent** or **For Sale**. Signs should be placed next to the front porch and within the lot line of the property and they are not to exceed 3 sq. ft. in size. Hand lettered or numbered signs are prohibited. Professionally made stick on numbers may be used for the phone number only. Inappropriate signs will be removed from the property without notice. They should be placed within 5 feet of the structure.
- The storm door (front and rear) color must match the color of the front door. The storm door may have to be painted to achieve this. Permitted front door colors are greenblack, Navajo white and cordovan. Replacement storm door colors must be approved by the ARC.
- Front and rear door replacements must be similar in appearance to the original colonial paneled doors in the front and the glassed doors in the rear. The hardware must be similar to the original install.
- Address numbers are standardized and must remain so.
- Light fixtures are to be black, gray or bronze.
- Window styles should be approved by the Board, if they do not look like the originals.

# Resolving Disputes

Neighbors generally don't want to be in conflict and will be cooperative when a reasonable request is made. We encourage you to resolve disputes directly with your neighbor. If you cannot resolve the problem, contact the management company for further action.

## RULES & REGULATIONS

Certain rules and regulation control use of Deerfield Square common property. The governing documents specifically authorize the Board to enact necessary and reasonable rules. This is done for your protection and to safeguard your property value. All owners, tenants and guests are subject to Deerfield Square rules and regulations. The homeowner is held accountable for any violation by tenants or guests. All rule violation notices may be appealed to the Board. To report a rule violation, please contact the management company.

### Parking

Each home is entitled to the use of two assigned parking spaces. Only licensed vehicles for personal use are allowed. A parking diagram with marked resident and visitor spaces is included at the back of this Handbook. Guests should be advised to park in the visitor parking spaces, which are marked with the letter V.

Commercial Vehicles and other prohibited vehicles: A commercial vehicle is any vehicle that is routinely used for business purposes and typically, but not always, has exterior signage. It is a special use vehicle, such as a delivery truck or it has been modified to accommodate a business use. Other restricted vehicles include busses, recreational vehicles (RVs), boats, vehicles over 18 ft. in length, snowmobiles, jet skis, utility trailers and campers. All such vehicles must be parked off site.

### Garbage and Recycling

Bag your garbage before placing it in the garbage cart. Bagging the garbage will keep the cart clean and odor-free and will prevent litter problems for the community. Place the cart on the curb in front of your reserved parking space after 7 PM or at dusk prior to the day of delivery. The blue recycled bin should be placed next to the cart. The light green yard waste bin should also be placed next to the garbage bin. The recycle and waste bins are collected on alternating weeks. Extra yard waste bins are located at the Staghorn (north) entrance.

### Pets

- Leashed, non-aggressive and quiet pets are acceptable. The designated area for dog bathrooms is the common area in the rear of the pet owner's home. Grass areas are prohibited because the pet urine kills grass. For longer walks dogs should be walked in the street or off the property. An off leash park, (free to the public) is located at Millbrook Exchange Park.

- Breeding or keeping pets for commercial purposes is prohibited.
- Owners shall pick up and dispose of all pet waste immediately. Any owner failing to clean up after a pet is subject to reasonable cleanup costs plus a \$10 fine for each occurrence.
- Any pet that disturbs the neighbors, creates excessive noise, is allowed to run freely, is aggressive to people or destructive to association property is subject to permanent removal from the property.

## **Sound (Noise)**

The walls between the units are not well insulated. Please be conscious of this and keep sound equipment at an appropriate level or invite your neighbors to your parties. Please lower sound equipment after 9 PM. If the problem cannot be resolved, call the Raleigh Police.

## **Play Areas/Restrictions**

The common area in the rear of a resident's unit and the large grassed common area between the units 934 and 936 (sometimes called Town Square) are designated areas for children playing. Playing in the streets and parking areas are prohibited. Bicycling, skateboards and scooters are not permitted in the parking areas or street. Throwing activities such as with a baseball, football, Frisbee, basketball etc. are not permitted.

## **Speed Limit**

The speed limit is 10 mph and is posted. Drivers that show disregard of speed limit and for the safety of others may be asked to park their vehicles outside Deerfield Square.

## **Satellite Dishes or Antennae**

Installation and placement of a satellite dish TV and/or antenna must conform to FCC regulations and is subject to Deerfield Square approval. Obtain an Application for Placement of Antenna/Satellite Dish by calling the management company. Dish may not be placed on the roof. Trim boards on the rear of the unit are the preferred location to install a dish.

## **Clothes Lines**

Outdoor clotheslines are permitted in the rear of the home provided they are not visible from the front of the property.

## **Firewood**

Firewood must be stacked neatly in the rear of the owner's townhome two feet from the fence and 12 inches above the ground so that it will not attract termites. Owners who use wood burning fireplaces are required to clean the chimney flue periodically.

# TENANT/LANDLORD RESPONSIBILITIES

- All tenants must comply with the bylaws of the Association, including the rules established by the Association and included in the Resident Handbook.
- Owner/landlords are responsible for informing their tenants of these responsibilities, educating them on the rules and furnishing them a copy of the Resident Handbook. Owners are responsible for all penalties.
- Owners/landlords are responsible for violations of the rules by their tenants or guests or their tenants. No initial rental shall be for a period of less than six months and all units shall have a written lease with a provision requiring the lessee to comply with all Association rules, bylaws and Declaration of the Covenants and that failure to comply constitutes a default under the lease and will require eviction. All leases shall prohibit subleasing.
- Non-resident homeowners may only rent to one family. One non-family member may also reside at the residence.
- The Association has the right to suspend the voting rights and/or levy a monetary assessment against any owner for any infraction (by the owner, his/her family, tenants or guests) of its published rules. If a warning does not resolve the issue, a hearing will be held with the Board or an appointed committee. This is the opportunity for owner to explain the reasons for the alleged violation and to discuss the matter with the Board or its committee. After the meeting the Board or committee will decide how to proceed and a notice will be sent. Fines may be levied ranging from \$10 to \$100 per violation or per day in addition to the cost of any repair, legal fee or clean up.
- Vehicles in violation of the parking restrictions are subject to towing without notice at the the expense of the owner. Restricted vehicles include commercial vehicles, vehicles over 18ft. in length, derelict vehicles and unregistered vehicles.
- Pets that disturb neighbors, create excessive noise and are allowed to run free, are aggressive to people or destructive to Association property are subject to permanent removal. In such cases, the pet owner (or the unit owner if the pet is the property of a renter) will be given notice to remove the pet from the property within seven days. If the pet is not removed by the removal date, a fine of \$25 per day will be charged to the unit owner's account and subject to the normal collection process. We encourage people to call animal control for dog waste, noise and roaming issues.
- Fines are payable with 30 days of being issued. Fines will become a lien against the property and may be foreclosed pursuant to Chapter 47 F of the NC General Statutes.

# PARKING LOT

