

**BEACON VILLAGE HOMEOWNERS ASSOCIATION
C/O PINDELL-WILSON PROPERTY MANAGEMENT COMPANY
PO BOX 20969
RALEIGH, NC 27619
919-676-4008 Fax 919-676-2721**

FREQUENTLY ASKED QUESTIONS

1. Q. What is a Homeowners Association?
A. A residential subdivision that is a corporation in which all members agree to abide by a set of covenants and conduct themselves for the common good of the community.

QUARTERLY DUES

2. Q. What are my quarterly homeowner dues used for?
A. Your dues are used to pay for expenses that your association incurs. These expenses include landscaping, newsletters, electricity, water, liability insurance, Directors and Officers Insurance, power washing, management, legal fees, gutter cleaning, capital reserves, copies, postage, etc.
3. Q. Who determines what the dues are spent on?
A. The Board of Directors of your association, which are elected by you, the homeowners.
4. Q. Is an invoice or bill sent for my quarterly homeowners dues?
A. The association nor the management company is required to send any notice regarding the dues. Pindell-Wilson Property Management sends you payment coupons shortly after you close on your home. These coupons will be sent to you again each December/January for as long as you own your home.
5. Q. What happens if I do not pay my homeowner dues?
A. Two notices are sent if payment is not received by approximately the twentieth (20th) of the first month of the quarter that the assessments are due. First, a reminder is sent and then approximately fifteen (15) days later, a final notice is sent. If the assessment is still not paid after notices have been sent, your account is turned over to a collection attorney employed by the Board of Directors. Per the Declaration of Covenants, Conditions, and Restrictions for Beacon Village, the debtor (homeowner) is responsible for any and all late fees, legal fees and court costs, which can be costly. A lien will be placed on the property. If the dues are not paid after a lien is secured, the property will be foreclosed and sold at public auction. If the property does not sell at the auction, the homeowners association has the legal right to take ownership of the property and evict the owner/tenant. Unless Pindell-Wilson is otherwise informed by the homeowner or the closing attorney, all correspondence (newsletters, violation letters, late notices, coupon books, attorney correspondence, etc.) is sent to the address that is owned in Beacon Village. Each owner is responsible for informing Pindell-Wilson each time they have a change of address (ie: the property is used for a rental investment and the owner does not live there, etc.). Addresses on payment checks made to Pindell-Wilson for assessments are not considered formal address changes!!
6. Q. I thought my dues were included in my mortgage payment. Why do I have to pay them separately?
A. Your dues are not included in your mortgage payment like your insurance and taxes are. Your mortgage company does not escrow (pay) your homeowner dues.

BOARD OF DIRECTORS

7. Q. Who handles the affairs of the homeowners association and is responsible for making decisions for the association?
A. The Board of Directors, **NOT** the property management company. The Board of Directors oversees all operations of the association, including the employment of a property management company.
8. Q. What is the purpose of the Board of Directors?

- A. To manage and handle the affairs of the homeowners association. The Board of Directors is like a city council which is elected by the citizens to make decisions which are in the best interest of the city. The Board of Directors does the same for your neighborhood. The main purpose and objective of the Board is to preserve, protect, and enhance the property values in the homeowners association.
9. Q. Who elects the Board of Directors and how often are they elected?
A. You (the homeowners) elect the Board of Directors. At the annual meeting each year, the Board of Directors are voted in by the homeowners. The number and terms of Board Members are outlined in the By-Laws for Beacon Village. The Board members elect their own officers amongst themselves (Pres., VP., Sec., etc.).
10. Q. I would like to address the Board of Directors at a meeting. How may I do that?
A. Contact a Board member or Pindell-Wilson for the date and place of the next Board of Directors meeting to have yourself placed on the agenda for that meeting.
11. Q. I am interested in serving on the Board or on a committee. How can I get involved?
A. Contact either a Board member, Pindell-Wilson, or attend an annual meeting. Volunteers are ALWAYS welcome!

ARCHITECTURAL

12. Q. I want to install a patio fence and/or make changes to my property. How may I do that?
A. **Written permission must be obtained from the Board of Directors or the Architectural Control Committee prior to the beginning of any construction.**
1. At the closing for your property you were given a deed. With the deed is a drawing (a map with your home located on your lot.) Make a copy of the drawing and draw on the copy where you would like the fence or changes to your lot or home.
2. Mail or fax the request to Pindell-Wilson at the address above. It will be forwarded to the Board and/or the Architectural Control Committee. You will receive a written response within thirty (30) days of submission.
13. Q. Why do I have to get permission to make changes to my property? I should have the right to do whatever I want since it is my house!!
A. When you purchased in Beacon Village, you agreed by deed to abide by the Declaration of Covenants, Conditions, and Restrictions for Beacon Village. These covenants restrict your private property rights in some ways, however they insure that your property values will be preserved, protected, and enhanced. For example, it insures that no one is going to put a pink fence around their house, or place yard ornaments in the front without permission. By having to obtain written permission from the Board of Directors and/or the Architectural Control Committee before any improvements, modifications, or alterations are made, every homeowner can be assured that nothing will be done in the community that would be detrimental to their property values or their way of life.
14. Q. Can I put up a mini satellite dish?
A. Yes, but it should be placed in the back area of the house if at all possible.
15. Q. I would like to put a swing set or dog house in my back patio area. Do I need permission, and if so, how do I obtain permission?
A. Yes, you do need permission for any exterior alteration, addition, or change. Please see #12 above for the procedure.
16. Q. What will happen if I install a fence, storage shed, add a dog house or make any exterior alteration, improvement, or modification and I do not get permission from the Board of Directors and/or the Architectural Control Committee?
A. The Declaration of Covenants, Conditions, and Restrictions for Beacon Village gives the Board of Directors the authority to enforce the governing documents. If someone is not in compliance with the Covenants, the Board has the power to force the violator to remove the improvement/alteration/addition by any legal means. A court order may be obtained and/or the

violator may be fined up to \$100.00/day. If fining is implemented and the violation is not abated within thirty (30) days, a lien will be placed on the property and foreclosure proceedings will commence. This is for each homeowner's protection to help preserve, protect, and enhance property values.

17. Q. My neighbor will not maintain his yard in a neat and orderly manner. What should I do?
A. Contact a Board member or Pindell-Wilson during business hours. A notice will be sent and if the violation is not corrected in a timely manner, a fine of up to \$100.00/day may be implemented. Pindell-Wilson strives to promote community harmony within the association. You may remain anonymous if desired.

HOME MAINTENANCE

18. Q. My heating and air conditioning system is broken. Does the homeowners association take care of this repair?
A. No. The maintenance and repair of your HVAC system as well as any other repairs to the inside of your home are your responsibility, not the association's.
19. Q. Who do I call if my sewer line stops up?
A. This is not an association responsibility. Please call a plumber of your choice.
20. Q. I don't have any water!! What should I do?
A. Call the City of Raleigh, water department. The homes in Beacon Village are individually metered, so the repair responsibility is the yours. Please call a plumber of your choice.
21. Q. My roof is leaking! Who do I call and who is responsible for damage to the inside?
A. You are. Please call a contractor of your choice.
22. Q. My outside light is not working. Who is responsible?
A. You are. The owner of the unit is responsible to replace light bulbs and make repairs as needed.
23. Q. When it snows, who is responsible for snow removal on the streets?
A. The DOT. The streets of Beacon Village are the property of the City.
24. Q. Who is responsible for maintaining the grounds on the common areas?
A. The association has a grounds contractor for the common areas.
25. Q. The grounds contractor damaged my siding/storm door/personal property, etc. What should I do?
A. Contact the management company. If the grounds contractor is responsible for the damage, the damage will be repaired by the grounds contractor as soon as possible.
26. Q. I have ants, spiders, crickets or other insects in my house. Who is responsible for extermination?
A. The homeowners association does not do any extermination. This is totally the owner's responsibility.
27. Q. Who is responsible for termite protection?
A. The owner is responsible for termite protection and extermination. Any damage as a result of termites or any other wood boring insects is the owner's responsibility. It is recommended that each owner obtain a termite contract from a local pest control company.

GENERAL QUESTIONS

28. Q. Children are continually playing in my back yard! What should I do?
A. Contact the parents and try to correct the problem. If the problem persists, call the police. Neither the Board of Directors, or the management company have the power to stop trespassing on homeowner's private property.
29. Q. My neighbor has a dog that barks all the time, and when the dog is out, it runs free and messes up the yard. What should I do?

- A. First of all, do the neighborly thing - - go talk to your neighbor and see if this will help. If it does not, you should call the local animal control department and file a complaint.
30. Q. My neighbor is loud, plays loud music, has parties, etc. What should I do; who do I call?
A. Try to talk to the neighbor first. If this does not work, call the police! Neither Pindell-Wilson nor the Board of Directors has police power. It is a matter for the local authorities.
31. Q. I never got a copy of the Covenants. Where can I get one?
A. You should have received a copy of the Covenants at your closing when you purchased your home. If you did not, please visit our web site at www.pindell-wilson.com for a downloadable copy.
32. Q. If I sell my property, is there anything I need to do?
A. Make sure your closing attorney calls Pindell-Wilson for dues payment information. Also, if your dues are being drafted by Pindell-Wilson each quarter, please call our office as soon as possible to have the draft discontinued.
33. Q. I have a car with no license plates or current inspection. Can I park it on the property?
A. **NO.** All vehicles parked on the Beacon Village property must be in operating condition, both legally and mechanically (current license plates, inspection sticker, no flat tires, etc.). Any vehicle not in operating condition legally and/or mechanically will be subject to fines levied against the owner.
34. Q. I have a utility trailer, boat or commercial vehicle. Can I keep it in Beacon Village?
A. **NO.** Trailers, boats, campers, commercial vehicles, etc., are not allowed to be parked on the property. Violators will be subject to fines levied against them.
35. Q. I would like to contact Pindell-Wilson. What are your hours of operation and contact information?
A. You are welcomed to call our office during business hours at 919-676-4008; or fax us any information at 919-676-2721. Our business hours are 8:30am - 5:00pm, Monday through Friday. You may also visit us on the web at www.pindell-wilson.com.