

Village in the Woods of Southern Pines, Inc.

Guide for Homeowners and Renters

Effective April 2023

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Welcome to Village in the Woods. Our community was completed in 1980. We have been under the management of the VITW Homeowners Association since January, 1981. The HOA is governed by a Board of Directors who are elected by the homeowners of VITW.

VITW has employed Community Association Services, Inc., also known as CAS, Inc. of Pinehurst, NC, to help with the management of VITW. Our site manager is Claire Crump. Her email is claire@casnc.com and her phone is 910-295-3791 x 1125. The main number for CAS is 910-205-3791. Accounting number is 877-420-9320 ext 2.

The rules and regulations contained within this guide have been adopted by the VITW Board of Directors and may be modified if circumstances warrant. It is the responsibility of all homeowners to read and adhere to all components of this document. If any homeowner has lessees, it is the homeowner's responsibility to ensure their renters are aware of and in compliance with the rules and regulations of all governing documents of VITW.

This guide contains information which supplements the governing documents of Village in the Woods Association of Southern Pines, Inc. These documents are:

Articles of Incorporation

Declaration of Covenants, Conditions, Easements & Restrictions

Bylaws

They may be found on the CAS website and do not require any sign-on or password.

Services Covered by Monthly Association Fee

- Total grounds maintenance and landscaping requirements are under the supervision of the Association.
- Private roads and walks maintained and restricted to resident use.
- Dwelling insurance for units, buildings and the entire common area.
- Liability insurance for the entire common area.
- Liability insurance for the Board of Directors.
- Street lighting.
- Termite protection service and annual inspection.
- Maintain automated irrigation system utilizing water from our own spring-fed ponds.
- Snow removal from roads and parking areas and de-icing of walkways and stairs (only non-toxic applications).
- Sentry House providing a place for meetings suitable to its size.
- Exterior painting of all units and common buildings on a scheduled basis.
- Gutter cleaning on a scheduled basis.

Services Not Covered by Monthly Association Fee Financial Responsibility of Homeowner

- Roof maintenance/replacement of residence.
- Exterior siding and foundation of residence.
- Insurance on interior fixtures, e.g. stoves, refrigerators, kitchen cabinets. Residents need an HO-6 insurance policy or equivalent coverage.
- Replacement windows, window frames, doors, gutters, mechanical equipment (hot water heater, heat and air), door screens, natural and propane gas lines and exterior installed propane tanks.
- Chimney/fireplace repair and maintenance.
- Replacement of sewer lines from unit to the main sewer line as well as the connector conduit from the water meter to the individual unit.

Business Activity

Residents may not conduct business activity that induces customer entrance into VITW on a regular basis. Additionally, residents may not advertise the sale of any service, real or personal, on the premises.

Common Area

The common area of VITW consists of all property outside the building footprint of each individual residence. This area is maintained by the Association for the benefit and enjoyment of the residents. Residents may neither plant nor remove trees, shrubs or plants from the Common Area. Unauthorized modifications of this area are subject to replacement or removal at the expense of the owner in violation.

The following are the Rules and Regulations that have been approved concerning the Common Area of VITW:

1. Potted plants may be planted and displayed at unit entrances.

2. Anything to be planted in the ground, must be submitted to the Board of Directors for approval prior to planting.
3. No signage or notices of any kind may be posted in the Common Area or residences (including windows, doors or exterior walls) without prior written approval of the Board of Directors.
4. Outdoor/garden/patio furniture is allowed only in the rear of residences.
5. Birdfeeders, poles/stands and birdbaths may be installed in the pine straw areas behind residences without request or approval of the Board of Directors. Said installations may not be placed in the grassy areas.
6. Residents are required to properly dispose of all fire generating materials such as cigarettes, matches or other incendiary devices. Do not leave these items unattended in pine straw areas of the community.
7. Charcoal grills are not permitted within VITW at any time. Gas grills are approved for operation. When not in use, the grill should be stored under the residence, covered and stored behind the residence or in a permanent lattice enclosure. Please see enclosed guidelines for **Open Flame Cooking Devices**.
8. No structures of a temporary nature may be constructed or displayed for any unapproved purpose, including statuary, sculptures and seasonal holiday decorations. Holiday wreathes, sprays, swags and candles in the windows in the Williamsburg tradition are approved. American and North Carolina flags may be displayed.

Contractors

Contractors performing work in VITW at the direction of the Board of Directors are responsible to CAS. Residents may not give directions to nor interfere with these contractors. Any issues with these contractors should be directed to CAS or the Board of Directors.

Deliveries, Pick-Ups and Moving

VITW residents are directly responsible for all deliveries and pick-ups to and from their residence. The homeowner assumes all liability for damages.

Disturbance Control

Residents are required to manage all noise to avoid creating a nuisance to other residents. No loud noises are acceptable at any time. Examples are continuous dog barking, loud televisions on screened-in porches or loud music that can be heard throughout the neighborhood.

Emergency Response

Always dial **911** first when an emergency occurs. If the emergency involves the rest of the community, please contact a board member and/or CAS. VITW does not provide private security.

Exteriors

1. VITW is responsible for painting the exterior of each unit. Residents may request a color change within the list of colors which are pre-determined by the Board of Directors. Any extra costs incurred by changing paint colors will be the financial responsibility of the homeowner.
2. Any changes to exterior window construction must be pre-approved by the Board of Directors.
3. Residents are required to maintain the exterior appearance of the residence in good order acceptable to the Board of Directors and the Bylaws. All residences must meet minimum appearance standards for roof, exterior (including siding and windows), chimneys and landscaping within the resident's responsibility.
4. Hanging laundry outside, either on a line or on the deck or front porch railings or anywhere outside the residence is not acceptable.
5. Gas log installation must be pre-approved in writing by the Board of Directors.

Insurance

VITW maintains insurance coverage providing replacement value of the original structure (including interior structural improvements effected by the homeowner). This coverage contains a \$5,000 deductible to be paid by the homeowner.

To file a claim: The homeowner must contact CAS to file an insurance claim. Each claim will be reviewed by the Board of Directors prior to the filing with the insurance carrier. In some cases, the Board of Directors may authorize payment by the Association after the homeowner has paid the deductible amount stated above.

Open House

An Open House may only be held for the purpose of the sale of a residence with prior written approval by the Board of Directors. "Tag Sale" or "Yard Sale" signage is prohibited on VITW grounds. Please see **Estate Sale Guidelines for VITW**.

Parking

1. Residents are assigned parking spaces and should direct guests to park in "guest" parking areas. Vehicles may be parked only in paved areas and may not be parked in any manner that obstructs traffic flow. Residents may not use "guest" parking for personal vehicles. All residents are required to occupy the parking spaces allotted to the unit only. All residents have a minimum of two spaces.
2. Residents may share space with one another by communicating between parties to get permission.

Pets

1. In accordance with Southern Pines leash law, **ALL PETS** must be always on a leash in the owner's hand when outside the residence.
2. Pets may not be tied up outside a residence. Invisible fences are not allowed.
3. Animals that bark continuously create a neighborhood nuisance and are not allowed.
4. Pet owners are required to pick up animal waste when walking their animals.
5. Feeding wildlife, except birds and fish, is not allowed.

Sale or Lease of Residence

1. All sales and leases must be executed per Articles XIV and XV of the Covenants, Conditions, Easements and Restrictions. Homeowners who lease their residences are wholly responsible for ensuring their lessees comply with the governing documents of VITW. Homeowners are responsible for contacting their lessees about any work on the property that could cause an interruption of services to their lessees. Examples are termite inspections, sewer work or any maintenance done of their property.

2. Residences may be leased **only once** per a 365 consecutive day period. Rental terms may not be for less than six months in length.
3. Individual rooms may not be leased or rented on either a permanent or transitory basis.
4. Sellers must notify the management group and the president of the Board of intention to sell and the listing of the residence, including the realtor's name and number.
5. Prior to moving in, all buyers are required to meet with a Welcoming Committee appointed by the Board for the purpose of reviewing the Homeowners' Guide and to receive information regarding the Association Bylaws as well as the Declaration of Covenants, Easements and Restrictions applicable to members and residents. Homeowners are responsible for conveying the rules of VITW to lessees.

Solicitation

Solicitation is prohibited in VITW under any circumstances.

Speed Limit

The operating speed limit in VITW is 15 miles per hour. Violations may be reported to the management company.

Trash Removal

1. All refuse (including fireplace ash) must be secured in unobtrusive, sturdy containers. The Town of Southern Pines collects trash in VITW on Tuesday each week.
2. Containers should not be placed outside for pick-up prior to 5 pm Monday and must be retrieved and stored properly by midnight Tuesday. Proper storage means under the house or concealed behind a permanently constructed blind or enclosure.
3. The Town of Southern Pines charges for and collects fees associated with this service. All questions regarding service should be directed to the Town of Southern Pines, 180 SW Broad St, Southern Pines 28387.

Enforcement of Rules and Regulations

1. Each homeowner is responsible for complete compliance with the Covenants, Conditions, Easements, Restrictions, and Bylaws and the Rules and Regulations in this Village Guide.

2. North Carolina Statute Chapter 47f and Article V, Section 2 of the Bylaws give the Board the authority to enforce the covenants, rules, and regulations as follows:
 - a. At least one violation notice will be sent to any homeowner found to be in violation of the covenants. This notice will identify the violation and the timeframe needed to resolve it.
 - b. If the violation is not resolved at the end of this period, the board may invite the homeowner to attend a due process hearing where he or she will be given the opportunity to address the board regarding the violation.
 - c. After the hearing, the board may issue fines of up to \$100 per day, per violation. Unpaid fines may lead to a lien being placed on the property.

Estate Sale Guidelines

- Use a professional in estate sales to manage the sale.
- Sale director places a person sitting at both entrances throughout the day/days of the sale. They monitor those who come in and out of VITW during the days of the sale.
- Residents' vehicles are the only allowed vehicles in and out of VITW during the days of the sale.
- Buyers must park on Saylor, Skye or New Jersey on the shoulders of the road.
- Manager is to make appointments with buyers for pick-up of sold items. Residences have only two parking spaces; therefore, there may only be two vehicles at a time for loading purchases.
- Buyers may not block the VITW road at any time.
- No promotional signs for the sale are to be placed on VITW property.

Open Flame Cooking Devices

Regarding the use and storage of outdoor grills within VITW:

"The 2018 NC Fire code says: 3018.1.4 Open-flame cooking devices. Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet (3048 mm) of combustible construction.

Exceptions:

1. One- and two-family dwellings.
2. Where buildings, balconies and decks are protected by an automatic sprinkler system and in accordance with Chapter 61.
3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2 ½ pounds (nominal 1 pound (0.454 kg) LP-gas capacity)."

In service,
Stephen D. Russell
Assistant Fire Marshall

Southern Pines Fire/Rescue

Anyone concerned about storing their grill under their house can use the alternate method of storing their gas grill behind an approved enclosure at the back of their unit, as previously stated on page 7 of this Guide. **No charcoal grills.**

Our group policy insurance agent states they defer to the local fire department on this issue.