



HAMPTON COMMONS

Rules & Regulations

This handbook is a permanent reference guide which each homeowner should keep in a convenient location. Please give this document to any future owner or renter.

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Welcome to Hampton Commons Homeowners Association

The purpose of rules and regulations is to promote and ensure the enjoyment and proper maintenance of the community and owner's property for the exclusive benefit of all association members and their authorized guests; to foster, encourage, and promote an enjoyable stimulating and dynamic community environment; and to protect and enhance the value of each member's investment.

Annual Meetings

An Annual Meeting is held in October each year at which time a summary of the year's activities is given to the homeowners. The Board of Directors, for the coming year, is elected at that meeting. All homeowners are encouraged to attend and vote. A written notification of the date, time, and location is sent to each homeowner at least fifteen (15) days in advance of the meeting, with notification of any other business to be transacted and a proxy to be returned if you cannot attend.

Architectural Control

To make any change to the exterior of your townhome, a written request must be submitted and approved in advance by the Board of Directors and/or the Architectural Control Committee. This requirement helps maintain architectural consistency and structural integrity throughout the community. Homeowners should allow thirty (30) days for review and must include drawings and photos of the proposed modification with their request. Approval from the Association must be obtained before any work begins. Examples of items requiring prior approval include landscaping changes, screened patios, fences, patio extensions, privacy walls, satellite dishes, storm doors, and flagpoles.

Satellite dishes under 18" may be approved if the Architectural Control Committee approves the placement of the antenna so that it is not visible to other neighbors. The request should be accompanied by a drawing of the placement of the antenna and a picture and description of the model, of the satellite dish. Please have wiring installed so that it is out of sight. Satellite dishes no longer being used will be removed by the Management Company.

Homeowners who make changes without prior approval by the Architectural Committee are subject to fines, as well as the possibility of the addition being required to be removed at the homeowner's expense if it is found to be outside the guidelines of the community.

Association Dues and Fees

The Association's fiscal year aligns with the calendar year. Annual dues are determined based on the Association's operating needs and the projected funding required for capital reserves. Each fall, a proposed budget is prepared, and the dues are set to cover anticipated operating expenses and long-term major costs such as painting, paving, roofing, landscaping, grounds improvements, and repairs.

If an increase of more than ten percent (10%) is proposed, it must be approved by a special vote of the homeowners. Any special assessments for specific projects or emergencies must also be approved by the Board of Directors by special vote.

Board of Directors

The Association is governed by a five (5) member Board of Directors elected by the homeowners. Directors serve two-year terms, staggered to achieve some continuity. At least two directors are elected each year from candidates nominated at the Association's Annual Meeting. Any member of the Association whose dues are fully paid is welcome to be nominated or to self nominate him / herself to be elected to the Board at the Annual Meeting.

The Board elects the following officers from its members: President, Vice President, Secretary and Treasurer. Other Directors have committee responsibilities, specifically architectural control.

Directors are your neighbors who volunteer their time, energy, and expertise to help maintain and enhance our community. Their responsibilities focus on exterior and Common Area matters, not issues that occur within individual townhomes.

On the advice of the Association's attorney, Directors do not become involved in personal, family, or neighbor disputes. Homeowners are expected to handle such matters independently, just as they would in any single-family neighborhood.

Board Meetings

The Board of Directors meets with the Association Manager to conduct the affairs of the Association. If you have questions / requests / concerns you would like to present to the Board, feel free to contact hoa@over-brook.com. If you wish to present your views personally at a Board meeting, contact the Association Manager or the Board President to find out the date of the next Board meeting and to be placed on the agenda.

Children

We welcome children of all ages and encourage families to discuss the shared responsibilities that come with living in a close-knit community. Children should understand that mutual respect for neighbors and their property is essential in a neighborhood like ours, where homes are in close proximity. **All toys and play equipment should be kept on your premises when not in use. Items left outside may be removed by the Association if they interfere with mowing or maintenance, or if they create a potential liability for injury.** Please ensure that children's toys are stored inside your home when not in use.

Common Area Maintenance

The association is responsible for maintaining the lawns, trees, water lines, sewer lines, and other services within the Common Area. If you have concerns about the grass, trees, shrubs, mowing, pruning, weeding, or snow removal in these areas, please contact the managing agent.

Garbage Removal

All garbage bags (securely tied) or receptacles with secured lids (no loose trash) should be placed in front of your unit before 7:00 a.m. each Wednesday. Please return receptacles to the rear of your unit as soon as possible after pickup. Recyclables are collected on the first and third Monday of each month. Place items at the curb, in front of your own unit, before 7:00 a.m., and return containers to the rear of your unit that same day. Please clean up any spilled trash to help keep our community clean and neat. **Do not place trash or receptacles on your front porch.** Trash should **not** be set out more than twelve (12) hours prior to pick up. If you are out of town, please make arrangements with a neighbor for proper disposal.

LOOSE GARBAGE MUST BE KEPT IN SECURELY TIED BAGS OR COVERED RECEPTABLES AT ALL TIMES.

Insurance

The Association purchases and maintains insurance coverage, as outlined in the Declaration of Covenants, Article VIII, Sections one, two, and three, for the benefit of the Association and all homeowners. This coverage includes insurance on the exterior of all buildings and improvements located within the Common Area, as well as general liability, fidelity bond, and directors and officers liability coverage. Premiums for these policies are paid by the Association and included in the monthly homeowner dues.

Although the Units at Hampton Commons are townhomes, the Association maintains insurance coverage similar to that typically provided for condominium communities. This type of coverage is required under the Declaration of Covenants.

Homeowners should consult their personal insurance agent to ensure they carry adequate individual coverage. It is recommended that each homeowner maintain an HO-6 policy, which provides protection for personal property, personal liability, and additional living expenses. Homeowners should also confirm that their policy does not duplicate coverage already provided by the Association. Each homeowner is responsible for the deductible on their individual policy.

Responsibility for paying the deductible on the Association's master insurance policy depends on the nature of the damage, as outlined in the Declaration of Covenants and this Handbook. The Association is responsible for exterior claims related to items it maintains, while homeowners are responsible for deductibles on interior claims and any exterior claims not covered by the Association.

In the event an insurance claim is the result of a willful or negligent act by the homeowner, his or her family, guest or invitees, the payment of the deductible is the responsibility of the homeowner.

Mailboxes

Any problem regarding mailboxes or keys should be referred to the Post Office:

Manor Post Office
3331 Healy Dr
Winston Salem, NC 27103
336-760-0935

Managing Agent

Hampton Commons is managed by Over-Brook Property Management Services. The primary contact person is Vicki Price. You may reach the office at 336-770-6070 or call the HOA line 336-770-6065, between the hours of 9:00 a.m. and 4:00 p.m., Monday through Thursday. The office is closed on Fridays. Our office is located at 4400 Silas Creek Pkwy, Suite 304, Winston Salem, NC 27104.

Day-to-day operations are supervised by the Managing Agent, who is hired by and reports directly to the Board of Directors. The Managing Agent is responsible for overseeing exterior painting, exterior repairs, driveway and sidewalk maintenance, yard work, landscape management, snow removal, and other ongoing maintenance of Common Area matters.

If you believe your townhome or the Association grounds require exterior repair or maintenance, please contact the Managing Agent. The Managing Agent has the authority to perform the repairs in many cases or will advise you if the responsibility falls on the homeowner.

For less urgent matters, the Managing Agent will document your concern and schedule the work according to Association-wide maintenance plans set by the Board of Directors. If a situation requires more immediate attention, the Managing Agent will typically bring the matter to the Board for discussion and decision-making.

Organization

The owners of our townhomes are organized into a corporation known as Hampton Commons. When you purchase or rent a town home at Hampton Commons, you become a member of this Community. Potential buyers are urged to study the Hampton Commons Covenants, Conditions and Restrictions, Bylaws and to read this Handbook and carefully inspect the exterior of the townhouses, walk our property, and talk to several Hampton Commons homeowners before purchasing a town home.

Painting

The door trim and other paintable surfaces of our town homes are painted by the Association every 4 to 5 years. Homeowners will be notified if repairs are needed resulting from negligence or abuse which will be charged to the homeowner. Paint used by the Association is high quality latex based exterior paint with colors that are approved by the Association.

Note: The vinyl siding is washed every other year unless otherwise required.

Parking

Parking areas at Hampton Commons are in the Common Area owned and maintained by the Association, other than driveways, which is the member responsibility. From our Covenants, note that each home is entitled to the use of not more than **two (2) assigned** automobile parking spaces, which have been marked as near and convenient to his/her townhouse as reasonably possible. In the event someone is parked in one of your reserved spaces, first try and contact them to move the vehicle. Should this approach be unsuccessful, we have the right to have the vehicle towed at the owner's expense. **The remaining spaces are for visitor parking only, not additional owner/tenant vehicles.**

There are parking issues that remain the responsibility of the Association. Many of you have been advised by letter that you are parking your vehicles in violation of the policies of Hampton Commons and that continued violations may result in fines, wheel locks, and towing. These areas include, but are not limited to, sidewalks,

grass, and streets. You will receive only one letter of violation for illegal parking prior to being called to a judiciary hearing before the Board of Directors to explain noncompliance. **The Board may begin placing fines against your property in the amount of \$100 per violation. Unassigned spaces allocated for visitor parking carry the same fines for violations.**

Trailers, motor homes, campers, boats, jet skis, large trucks, large commercial vehicles and unlicensed or in-operable motor vehicles are prohibited from the parking courts. As a taxpayer, you may call the City Abandoned Auto number to have an unlicensed or in-operable motor vehicle towed. If a situation interferes with your personal parking, it should be reported to the Property Manager.

Payment of Dues

Homeowners are notified 30 days in advance of payment of any change in the monthly dues. Dues are payable on the first day of each month. You may prepay for any period you desire. Automatic deduction of dues from your checking account is available by contacting the managing agent to complete the necessary paperwork.

Past due notices are sent on or around the 15th of each month for accounts in arrears. A late fee of \$20.00 is added to all delinquent accounts at the end of each month in which payment is not received. All association fees, interest, and legal fees involved in late payments are borne by the delinquent homeowner. We work with an attorney on collection of past due accounts of more than 60 days. All collection fees are assessed by the Homeowner. Failure to pay the Association Dues results in loss of all Association privileges and eventually to foreclosure of the property.

Personal Property

Personal property, bicycles, toys, grills, etc., may not be left or stored in the Common Area. It may prove dangerous to others, slow our grounds maintenance efforts, or be considered unattractive by neighbors. If your personal property is left there, it will be removed by the Association. If the Association pays for personal property removal, you will be billed.

Pest Control

The Association is not responsible for pest control or termite coverage, however the Association conducts an annual termite inspection of town homes and retreat where necessary along with providing basic exterior pest control services.

All interior pest problems are the responsibility of the homeowner. Any exterior pest problems are the responsibility of the Association (excluding snakes, vermin and mosquitoes).

Placards and Signs

Placards and signs are not allowed on the exterior of homes (such as political signs advocating a candidate). Security service signs may be placed in the front window of your unit.

Only one (1) "FOR SALE" sign is allowed. It may be placed inside the window to your unit or be placed outside your unit within the flower bed only.

U.S. flags may be displayed at your town home. Other flags are not encouraged.

Plumbing Problems

If there is a plumbing problem in which the location of the difficulty cannot be determined, it is the responsibility of the homeowner to initiate repairs. If the source of the problem is within or under the townhouse, the homeowner will be responsible for the repairs.

If the homeowner's plumber determines that the source of the problem is in the Common Area, the homeowner should continue making the repairs but should notify the Managing agent immediately as the Association may be responsible for paying usual and reasonable charges for the work done by the homeowner's plumber or choose to contact another contractor.

Pooches, Purrers, and Other Pets

Pets are welcome at Hampton Commons, and we love them all! We ask that homeowners take responsibility for their pets by walking them in their backyard, designated Common Areas, or along the outer perimeter of the complex. This helps keep our lawns enjoyable for everyone who walks or spends time outdoors. Homeowners are encouraged to use a "pooper-scooper" to clean up after their pets. Please utilize our pet waste stations throughout the community.

Dogs and other pets must not be loose on the Common Area. City leash laws apply to all dogs. Pets should be walked on a leash attached to the owner, preferably along the outer grassy perimeter, away from the complex, so they can defecate and urinate safely away from common walking areas.

Chaining animals in the Common Areas, individual patios or using any exterior lots, runners are not permitted.

Any homeowner at Hampton Commons has the right to request Animal Control services from the City of Winston Salem if you see violations of City or County animal control regulations.

Residential Landscaping

The Association is responsible for all shrubbery and provides year-round weeding, pine-needle mulching as needed, as well as regular pruning on a predetermined schedule. Please contact the Management Agent to discuss any landscaping issues.

You may plant flowers in the front and rear beds of your lot. You must obtain permission from the Association before you make any substantial change to be sure it does not interfere with normal lawn maintenance and that you will be responsible for maintaining such areas

Anything you plant in the Common Area becomes the property of the Association as soon as it is planted and may be removed by the Association at any time. Ivy should not be used as a ground cover. If you elect to install a fence and it is approved by the Management Agent or Architectural Committee, the area inside the fence becomes the responsibility of the homeowner rather than the lawn maintenance company.

Snow Removal

The Association contracts with an independent contractor for ice treatment and snow plowing (when approaching 4”) of the parking lots and roadways when necessary and when our budget permits. This is scheduled as early as possible on snowy days to accommodate people who need to get to work.

Some Restrictions

All homeowners and residents must understand that the Covenants & Bylaws of the Association, as well as this Handbook from the Board of Directors, place certain restrictions on making changes to the exterior of the town homes and on use of the Common Area. These restrictions are necessary to maintain the good appearance, property values and pleasant lifestyle within our neighborhood at a minimum cost and concern to homeowners.

Watch Your Speed 15 miles per hour please !

What the Association Owns

As a member of the Association, you also own through the Association with the other homeowners, all the common property owned by the Association. This includes the shrubbery, the Common Area lawn, all paved parking areas, pool house, swimming pool, water lines, lampposts, trees, signage, sidewalks, mailbox housing, etc., not covered by the foundation of a town home. This portion of the property that we collectively own is called the Common Area

What You Own

As an individual homeowner, you own from, and including, the exterior walls of your town home inward, the interior space and contents and the land underneath your town home. Some people believe they own land a certain number of feet out from their town home and the shrubbery directly adjacent to their town home. This is not true in every case. Refer to your plot plan and deed if questions or concerns arise.

What You Maintain

Some sellers of real estate might tell you that you are buying into a "maintenance free" town home. That is not so. Both the Association and the individual homeowners have obligations described in our many documents, some of which are listed here. Certain items on the exterior of the town home are always the responsibility of the homeowner to replace or repair if necessary. Such items include but are not limited to:

- all glass surfaces
- windows
- screens
- door locks & hardware
- doorbells
- heating & air conditioning units
- alarm systems
- all utility boxes and connections
- subsurface leakage into basements
- exterior lights on town home (front & back)
- construction related problems remain a homeowner/Portrait issue and are not considered Association maintenance
- water line - from point of entry through exterior wall into town home & under structure
- water spigots
- storm doors
- electrical outlets
- shrubbery, plants & flowers planted by the homeowner
- ALL exterior doors
- A/C units including: all cables, hoses, boxes & condensation lines
- dryer vent (cleaning or repair of pipe)
- sewer line from "clean out" to town home

Additionally, the Association is not responsible for any surface added or modified by any homeowners since being sold by the builder to the original owner. Such items include but are not limited to:

- painted patios
- brick patios
- wood trellises
- patio enclosures, etc

Even though homeowners are individually responsible for these items, written permission from the Board is required before making any modifications.

Permission is rarely denied, provided that the proposed changes align with the standards for maintaining the architectural consistency and structural integrity of the complex.

(for the complete list, refer to the maintenance chart)

Yard Sales

Yard sales are not permitted on Hampton Commons property; however, the Board would approve a community yard sale once a year if a homeowner would like to coordinate such an event.