

ADOPTED: 10-9-2024

Effective: January 2025

By: The Village Green Association Board of Directors

The Village Green
Association of Southern Pines, Inc.

61 Village Green Circle
Southern Pines, NC 28387

Web site: [https:// thevillagegreensp.com](https://thevillagegreensp.com)

HOMEOWNERS'
MANUAL

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A Word from The Village Green Association Board

Whether you are a new resident or a long time owner, we hope that you enjoy living at The Village Green. Our community is a quiet retreat in addition to being located in close proximity to any activity in which you wish to participate. Our road and sidewalks are perfect for getting exercise and fresh air or walking your dog. In addition, we have functions throughout the year at the Gatehouse where you can meet and socialize with your neighbors.

We ask that you read the Manual in its entirety. Here are a few highlights, although all of the items in the Manual are of importance to you as a resident here at The Village Green.

*For general questions, ask any Board member. Specific questions should be made in writing to the Board President. A list of the Board Members and their Job Titles is included in the new Homeowner's Packet provided by the Communications Committee. The Board, serving under the Covenants and By-Laws of The Village Green of Southern Pines, Inc. is dedicated to addressing issues to assure our community remains safe, maintained and that the external appearance reflects the spirit of our Village Green community.

FORWARD

Since completion in 1976, The Village Green of Southern Pines, Inc. (The Green) has been under the management of its owners, organized as The Village Green Association of Southern Pines, Inc. (the Association). The Covenants and current amendments were updated and in effect November 1, 2020. The governing body is the Board of Directors (the Board) elected by the owners. The contents of the Manual have met with the approval of the Board and, pursuant of authority vested in it by the Bylaws, the policies set forth herein have been adopted by the Board.

All Owners are urged to read the Declaration of Covenants, Conditions and Restrictions, as amended (November 1, 2020), and the Bylaws of the Association (effective January 1, 2025). This Manual, which contains policies adopted by the Board, is for the benefit of the Owners. By following the Homeowners' Manual, owners will facilitate the work of the Board, the members of the committees appointed by the Board and the Contractors employed to maintain the Green.

The Board is dedicated to the successful operation of the Association and welcomes suggestions from its members. Any suggestions or complaints are to be submitted in writing and delivered to the President. The Board will respond in writing.

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OFFICERS OF THE BOARD

The Board is an elected “working” Board of volunteer homeowners. That means that they actively manage all aspects of the Association. To accomplish this, committees have been established to cover the specific requirements of the Association. Owners/Residents are encouraged to participate on Committee projects. The officers and committees and their area of responsibilities are:

President

The duties of the President include presiding over the monthly meetings of the Board of Directors and the annual meeting of the Association. The President appoints the committee chairpersons and supports them in their respective operation. He/she plays the lead role in communicating with the homeowners and other interested parties on matters relating to the Association. The publishing of The Village Green Clippings falls under the President and/or those appointed by the President.

Vice President

The Vice President performs the duties of the President when the President is unable to do so. He/she also undertakes special assignments at the request of the Board.

Treasurer

The Treasurer is responsible for management oversight of all financial activities of the Association including collecting and recording of the maintenance fees, payments for services rendered taxes and external purchases. The Treasurer works in conjunction with a contracted accounting firm to maintain the accounting records of the Association including preparation and presentation of monthly financial reports, annual budgets and the maintenance of bank accounts.

Additional responsibilities of the Treasurer:

- Audits and maintains 55+ Verification.
- Keeps confidential records in HOA Board’s safety deposit box
- Maintains a current list of roof and siding replacement schedule
- Maintains a list of HOA fees per unit
- Deposits \$1,500.00 into capital reserve account upon the sale/transfer of ownership of any unit.

Secretary

The duties of the Secretary include preparation of the monthly meeting minutes, the annual meeting minutes and the submission of the documentation required for the annual meeting. In addition, the Secretary is responsible for the maintenance of all records of the Association including the Covenants, By-Laws and Homeowners’ Manual.

STANDING COMMITTEES (Listed in alphabetical order)

Architectural Committee

The Architectural Committee is composed of all members of the Board. Any changes or modifications to the external appearance of the structures and the common area require approval by this committee.

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Common Area and Facilities

The Common Area and Facilities Committee is responsible for:

1. Maintenance and replacement of the trees, grass area, pine needle area and shrubbery in the common area including the removal of leaves and pine needles from grass areas, sidewalks and roads.
2. Maintenance of the sidewalks, roads, traffic signs, speed bumps, drainage, external lighting and cleaning of sidewalks for safety purposes. It provides an interface with the electric, water and sewage and cable companies.
3. External maintenance of the homes which includes termite inspection, roof shingles, exterior siding, and removal of pine needles from the roofs, gutters and external painting.
4. Any contractors engaged for projects of the Common Area and Facilities Committee will be under the supervision of the committee. This will include both one-time specific jobs and on-going services.

Communications Committee

The Communications Committee is responsible for:

1. Review with the new owners of the rules and regulations of the Association together with an overview of the Association's activities and responsibilities. The committee will provide a copy of the current Covenants, By-laws, HOPA Act of 1995 rules, Home Owner's Manual, current listing of Board members and residents. The committee is responsible for collecting proof of age to meet HOPA requirements and keys to the unit from new owners.
2. Monthly publication of "The Village Green Clippings", updating the web site and doing an audit once a year to assure that current information is published on-line.
3. Planning and execution of holiday parties and special events including the external Christmas displays.

Document Oversight Committee

The Document Oversight Committee is responsible for review and updating of the Covenant and By-laws and HOPA requirements every two years. They will also update the Homeowner's Manual and distribute at the annual Home Owners Meeting and will include all Board updates, approvals and changes for the previous year.

Finance Committee

Chaired by the Board Treasurer the Finance Committee is responsible for all financial activities of the Association including collecting and recording of the maintenance fees, payments for services rendered, taxes and external purchases.

External home insurance is also the responsibility of this committee.

The Board contracts a local accounting firm to perform an annual financial review of the Association's accounts and to report its findings to the homeowners at the Association's annual meeting. This firm also prepares the annual tax returns for the Association.

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Neighborhood Watch Committee

The Neighborhood Watch Committee is responsible for monitoring the safe and secure environment within the Village Green. Good communication with local law enforcement has been established through a Community Watch group. Committee members are alert and vigilant for suspicious activities. The committee member 1) notifies Sothern Pines Police Department by direct phone (910-692-7031) and 2) alerts the Village Green HOA Neighborhood Watch Committee Chair, president, and board members. The committee schedules meetings when necessary. Any resident in good standing may become a member of the committee.

If you are aware of any suspicious or unusual activity, the resident should notify the Village Green HOA Neighborhood Watch Committee Chair.

Security and Compliance

The Security and Compliance Committee is responsible for actions necessary to provide a secure environment in the Village Green and compliance with the Rules and Regulations established by the Homeowners Association. A lockbox is maintained with an entry key for every unit in case emergency entrance is required.

BOARD RULES & REGULATIONS

AGE RESTRICTIONS

At a minimum, one resident of each unit must be 55 years of age. Other occupants of each unit must not be under 18 years of age unless a full time student in college. It is intended that the occupants of any unit and all units shall be mature adults.

In accordance with the federal Housing for Older Person Act of 1995 (HOPA), proof of age must be provided to the Board on a bi-annual basis.

ANNUAL MEETING

The annual meeting of the Village Green Association is held in January of each year. The purpose of the meeting is

1. To present the various committee reports, including the Financial Report.
2. To review and discuss the plans and budget for the current fiscal year.
3. To elect Directors to the Board.

Owners of record will be notified of the date, time and place of the meeting and will be provided with the appropriate financial statements, names of nominees to the Board and sample ballots in advance of the meeting.

All Owners of Record are urged to attend.

CONTRACT SERVICES

The Association has NO employees. All work on The Green is done through the use of independent contractors. These contractors are under the direction of the various Committee Chairperson appointed by the Board. Contractors and their employees are instructed NOT to

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respond to requests or instructions from residents while carrying out the contractual obligations. Unit owners who have suggestions for improving the life and looks of The Green should address their suggestions in writing to the Committee Chairperson involved and leave them in the slot of the Gatehouse door. The Clippings will have a list of vendors and their phone number that some residents have used. Residents may call them or other vendors they prefer.

DISTURBANCE CONTROL

Residents are urged to control the volume of their TV set, radios, record players, musical instruments, excessive dog barking, and other noise at a level that will not disturb other residents, particularly when doors and windows are left open. Residents should restrain visiting youngsters from behaving in a manner that would disturb other residents; for example, riding bicycles, skateboards or the like on the sidewalks.

DUES

Dues may be dropped in the mail slot at the gatehouse or mailed to 61 Village Green Circle, Southern Pines, NC 28387. Dues are payable on the first day of the each month.

ENCLOSED PORCHES

Repairs to porches are the responsibility of the homeowner. Maintenance items such as shingles and outside painting of the wood are done by the Association. Enclosed porches are not to be used as storage areas.

EXTERIOR APPEARANCE OF DWELLING

To preserve uniformity in appearance of the dwellings, owners or residents may not make additions or alterations to the exterior of their homes without the written approval of the Architectural Committee.

Attachments to the exterior of the homes are not permitted except as outlined below. The following are the only allowable attachments to the homes: humming bird feeders (rear only), and front door and rear door seasonal wreaths and/or hanging door decoration. Christmas wreaths on both front and rear exterior or screen doors, one additional wreath attached to porch. The decorating of light poles and other decorations in the common area are the responsibility of the Communications Committee. Flag holders with properly maintained U.S. or Armed Services flags only (rear only), thermometers (modest size) are allowed. To preserve the overall attractiveness of The Green, residents are expected to maintain the premises in good order and must refrain from hanging or otherwise displaying linen, clothing or any other material outside the house or on the porch.

Exterior color of doors and windows must be white. Exterior shutters and awnings must be black. White fences are preferred however very dark green are allowed with approval.

Written requests must be submitted and approved by the Board prior to installation of fences, awnings or other outside appurtenances.

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No signs or notices of any kind may be installed or posted on The Green except by order of the Board.

EXTERIOR MAINTENANCE RESPONSIBILITY

The Village Green Association is responsible for the painting of exterior wood surfaces and for the repair and replacement of roofing shingles, siding, shutters, gutters and downspouts.

With respect to any individual unit, the following shall be the responsibility of each unit owner, at the owner's expense, except as covered by insurance:

- Repair or replacement of heating and air conditioning units, windows (include bay and box windows), doors, screens (including porch screens), masonry, chimneys and any edging placed around the Green Thumb area.
- Repair, painting and maintenance of awnings and fences installed by the owner/resident.
- No new installation of window or through-the-wall air conditioners will be allowed on the first floor after December 2024. Second floor units may only be installed in windows. Existing first floor AC units will be allowed to remain as long as they are functional. If an existing first floor AC unit becomes inoperable, it must be removed and cannot be replaced by a new AC unit. This does not apply to the combined AC/heat units that service an enclosed porch area.

GENERATORS

Requests for installation of generators must be submitted the HOA Board showing details of placement, location of in-ground propane tank, name of certified/licensed contractor and copy of contractor's insurance. A fence matching others at Village Green must screen any installation approved. Only propane generators will be allowed and consideration must be given to noise disturbance of neighbors.

HANDICAPPED ACCESS

The HOA will consider reasonable accommodations for handicapped access to units. Any alterations to the exterior of the unit must be submitted to the Board in writing and have prior approval. Alterations may not be permanent and must be removed prior to unit being sold. Alterations are at owner's expense. The HOA Board will determine what is reasonable,

INSURANCE

The Village Green Association of Southern Pines, Inc. is insured with an overall blanket or Master policy both for property loss and for exterior damage to each unit owner's home and for liability for injury to the public on all property owned by the Association, **exterior** to each unit owner's home. The Board of Directors has selected **The Insurance Center, 145 West Vermont Avenue, Southern Pines**, as the agency and the **Cincinnati Insurance Company** as the insurer for the property and liability coverage for The Village Green.

Each Unit homeowner should have a separate additional insurance policy covering all personal property within or exterior of the home (including porches), and personal liability for injuries to others inside the home. The Association is not responsible for your personal property within and outside your unit and porches, including but not limited to: appliances, flooring and carpets

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(wall-to-wall or throw), windows, doors, screens, heating/air units (including ducts above and below ground), electrical (cables, wiring, fixtures, exterior mounted lamps) or plumbing (except sewer lines beyond the exterior cleanout opening), masonry, chimneys, propane tanks, and in-ground garbage cans.

In North Carolina there is a special **CONDOMINIUM OWNERS POLICY (HO-6)** designed to provide protection for you as a unit owner for your personal property and your personal liability. Anyone wishing to investigate this offering or to compare it to your present policy may call The Insurance Center at (910) 692-9251.

KEYS AND RIGHT OF ENTRY

There have been emergency situations that have necessitated immediate entry into units. Residents must provide a key (including the Carolina Room) to the Security and Compliance Committee. These keys are kept locked in a safe place where they can be reached by selected members of the Board in an emergency situation.

Yearly termite inspections are required and the keys will be used to enter unless the resident is home to allow entry.

When changing door locks, new replacement keys must be provided to the Security and Compliance Committee for storage in the Gatehouse lock box.

In the event a homeowner is locked out of his home, please contact one of the Board Officers who will obtain the key and provide access to the Owner.

It is the responsibility of the owner to provide updated emergency contact information and working keys for entry.

LATE FEE CHARGE

HOA dues are due on the 1st of the month. Dues are considered late after the 5th of the month. Effective August 1, 2023, if payment is received after the 5th of the month, a \$25.00 late fee will be imposed. If the dues are not paid in full within 30 days a monthly 1% interest fee will be charged on the unpaid balance until paid in full. HOA fees include the monthly dues as well as any expenses and/or fees related to non-compliance issues.

LEASING

The leasing of any lot or any residence (or portion thereof) is prohibited. (Refer to Covenant Section 32.

LEGAL DEFINITION OF FAMILY

“Immediate family members include spouse and those related by blood, including parents, siblings, and children who meet HOPA age requirements. Family members connected through birth (grandparents), marriage (in-laws and step-children), adoption, and civil partners and cohabitants may also be considered.”

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MAINTENANCE OF GREEN THUMB AREA

It is the original concept of The Village Green that all ground except that under the slab of each Unit is Common Area. In a strict sense this is still true. It was realized, however, that some residents would like to have a small area in which they could plant and cultivate items of their own choice such as flowers and/or shrubs, and Green Thumb areas were therefore designated at each Unit. The allotments were made as a privilege to the Unit owner and not as a right. If a Homeowner does not want to take care of the Green Thumb area, notify the Common Area and Facilities Chairperson and it will be maintained as Common Area.

It is the responsibility of the Security and Compliance Committee to ensure that all of the contents in the Green Thumb areas are consistent and in harmony with the landscaping theme of the Common Area. When a Green Thumb area does not meet this criterion, the Committee Chairperson will discuss the problem with the homeowner. If agreement to bring the area back into compliance cannot be reached, then the Committee Chairman will refer the problem to the Board. The Board will then take the action required to achieve compliance. Fines may be imposed in accordance with provisions of the Covenants. In addition to the normal plants and flowers, small statues (under two feet in height), planters, flowerpots and small garden flags are permitted.

MOVING, DELIVERIES, PICK-UPS

A Village Green resident who orders or is responsible for the delivery to or pickup from his dwelling of any items whatsoever, must assume liability of any property damage occurring in the course of such activity.

NON-OWNER RESIDENTS EXCEPTIONS

1. Non-owner residents must meet the definition of family and be approved by the HOA Board.
2. Non-owner residents are ineligible to vote unless a proxy is presented from the owner. All proxies shall be in writing, indicate non-owner-family-resident alternate and filed with the secretary.

Non-owner residents may serve on committees and participate in HOA activities. However they are prohibited from serving as a member of the HOA Board

OPEN HOUSE AND ESTATE SALES

An "Open House" for the sale of a residence on The Green is allowed with consent of the Board. Other functions for sale of homes are to be approved by the Board. Signage may be approved for each individual event. This includes tag/estate sales in conjunction with the sale of property.

PARKING

Parking areas are part of the common grounds and spaces are not owned by or assigned to units. Residents should park their cars as close as possible to the area leading to the rear door of their home rather than (1) in spaces allotted to Guest Parking. Parking of vehicles shall be accomplished in a proper and cooperative manner and shall preclude parking in such a manner as to usurp a homeowner's regular parking spaces. Residents are limited to two (2) vehicles per unit.

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Mechanical repairs on all vehicles are not allowed within the perimeter of Village Green.

Non-operative, unlicensed, stored, or abandoned vehicles shall not be parked on the premises. The vehicle will be towed at the owner's expense.

Residents should see that their guests park either in the Guest Parking area closest to their home or in extra spaces normally not used by residents. Parking is permitted only on paved areas, never on the pine straw or grass.

Trailer campers, work vehicles, motorcycles, boats and the like of owners and visitors may not be parked within the confines of Village Green overnight unless prior approved by Board.

PETS

Residents are limited to two (2) pets. Pets are restricted to cats and small dogs (not more than 30 pounds).

Dogs must be on a leash at all times when outside the home. An exception is allowed to the removal of leashes, when under the owner's direct supervision, dogs may be off leash when small groups of residents are socializing, the owner is present and the dog is directly supervised. Any concern or complaint about a particular dog's behavior by other residents may void this exception.

Dogs must be curbed away from walks and grass area, and the waste must be picked up, **including across the perimeter road**. Pets may **NOT** be tied outside the home unattended.

Any dog that displays aggressive behavior will not be permitted to reside in a Unit. Aggressive behavior is defined as causing any bodily injury. Residents are responsible for any damage or injury caused by their pet or visiting pet.

A pet that disturbs neighbors or the community may be considered a nuisance and will be addressed by the HOA Board. A fine may be imposed. The Village Green does comply with the Federal Laws regarding qualified assistance dogs.

PORCHES

- The porch walls must remain. Painting or removal of siding within the porch area is allowed upon written approval of the Board.
- Draperies, curtains, etc. will not be permitted. Shades or blinds are the only allowable interior coverings of the panels.
- The enclosed porch is to be utilized only as a porch/sun room. It is not to be converted into a bedroom, dining room, storage area, etc.
- Upon written approval of the Board, sliding doors between the porch and the interior of the home may be removed. If removed, the tracks must also be removed and the open space must be framed. Space must remain same size.

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- Heating of the enclosed porch must be electrical or propane. Kerosene or gasoline heating is not permitted.

PROPANE GAS

Propane gas is accepted use and approved for fireplaces. All tanks are to be underground and installed at the unit owners expense. Placement of the tank must be approved by Common Area and Facilities Committee.

SALE OF VILLAGE GREEN HOMES

An owner who wishes to sell his/her Village Green dwelling is to follow procedures set forth in Restrictions 29 and 30 of the Declaration of Covenants of the Association.

SOLAR PANELS OR ELECTRIC VEHICLE CHARGING STATIONS

Any solar or Electric Vehicle (EV)-related issues are subject to review and approval by the Village Green HOA Architectural Committee

SOLICITATION

Neither residents nor non-residents may solicit on The Green for any cause of charity, political canvassing, fund raising of any kind whatsoever, regardless of its merits.

SPEED LIMIT

For the safety of all concerned, the Speed Limit of 15 MPH within the confines of The Green must be observed at all times. Please comply with the yield signs to preclude accidents.

TELEVISION SERVICE

Basic cable service is provided by the Association as part of our Association Maintenance fees. Account number is 202-299137801-001 in the event of service needs.

TEMPORARY ABSENCE OF A RESIDENT

To improve the safety and security of the residents, prior to a temporary absence from The Green, each resident is urged to leave an address and/or telephone number where he/she may be reached with an Officer of the Board. This information may also be dropped into the mail slot at the Gatehouse.

TRASH DISPOSAL

Residents are urged to secure trash in bags and place these in the trash can installed in the ground at the rear of each residence. Large items that will not fit in the can should be placed near the trash can early on the morning of collection. All refuse is to be put out on the day of collection. Additional cans can be requested at the expense of the homeowner. No above ground trash cans are allowed outside except day of collection.

USE OF COMMON AREA

The "Common Area" of The Green refers to all land (turf, pine straw and cultivated beds) except the land under the Unit slabs and, by allotment, the "Green Thumb" areas. The area must be maintained in as attractive a condition as possible for the benefit and enjoyment of all residents

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of The Green. All such maintenance is under the direction of the Chairperson of the Common Area and Facilities Committee.

The following is a list of rules and restrictions that have been approved and are enforced for the Common Area:

1. Residents may neither plant nor remove any trees, plants, bulbs etc. in the Common Area. Unauthorized plantings are subject to removal by the Common Area and Facilities Committee. Residents may, however, request planting or a removal by addressing a written request to the Common Area and Facilities Committee.
2. Poles for bird-feeders or bird-baths may be installed in pine-needle areas but not in grass areas where they would interfere with mowing operations and must be maintained by the resident. If not maintained, they will be removed. Do not dig without getting permission from the underground locating service.

CALL BEFORE YOU DIG! NC One Call Center. 1-800-632-4949. This is a free service.

3. Residents may not borrow tools belonging to the Association.
4. In the interest of safety, residents are warned to make sure that matches and/or cigarette butts are not disposed of on the grounds. Outdoor grills must be carefully watched and must never be set up in a pine needle area. Coals must be completely extinguished with water and coal residue must be bagged and put in underground garbage cans.
5. Owners may not place statues or similar decorative items in the common area. No more than two (2) planters (under three feet) are allowed on rear walkways provided they are constantly maintained. Any planter in a neglected state must be removed.
6. The only acceptable form of flammable liquids or gases are gas heaters on the porch or gas logs in the fireplaces. Propane tanks are to be placed underground at the expense of the unit owner, after permission is granted by the Board.

USE OF GATEHOUSE BY RESIDENTS

In August 2021, the Board adopted Gatehouse Rules & Regulations for usage of the facility by residents. These are available on the Village Green Association of Southern Pines, Inc. website www.thevillagegreensp.com or by contacting the Communications Committee Chair.

UTILITY PROVIDER

With respect to any individual unit the following shall be the responsibility of each unit owner, at the owner's expense, except as covered by insurance: all plumbing and electrical cables, wiring, breaker panels and fixtures, including any outdoor affixed lighting fixtures and wiring thereto, that is or has been previously installed by the homeowner. Repairs are to be done by a licensed plumber or electrician. The Association is responsible for the maintenance of the carriage lamp poles, including replacement of the lamp bulbs, fixtures and sensors. The homeowners are responsible for the supply of power to the pole.

UTILITY SERVICE RESPONSIBILITY

The Village Green Association or the Town of Southern Pines will pay the cost of all sewer problems which occur between the clean out opening and the city sewer lines. All expenses from

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the home to the clean out opening will accrue to the owner. Each unit must have a clean out opening to qualify for this financial protection. All work must be authorized by the Common Area and Facilities Committee.

The Village Green Association will be responsible for exterior electric wiring and its maintenance in common areas of Village Green that are not the responsibility of the utility provider.

VIOLATION OF RULES

The violation of a provision of the Declaration, bylaws or the rules and regulations by an Owner or his or her invitees shall subject the Owner subject to the North Carolina Planned Community Act and after notice and opportunity to be heard to imposition of reasonable fines or suspension of privileges or services provided by the Association (except rights of access to lots) for reasonable periods for violations of the Declaration, bylaws or rules and regulations of the Association.

VISITORS

Owners are responsible for all visitors. Please see section on Disturbance Control (p. 7) and Parking (p. 9)

YARD SALES

No yard or inside sales may be conducted by the residents in The Green.

NOTE: Any Owner may request a review or change to the Rules & Regulations. Requests must be submitted in writing to the Board and will be addressed by the Board at a regularly scheduled meeting. Changes or revisions to the Rules and Regulations will be published in the Clippings.