

Stonehenge XI

(Bridgeport at Stonehenge)

HOMEOWNERS ASSOCIATION

Book of Resolutions

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1.0 INTRODUCTION

This Book of Resolutions (hereafter referred to as Guidelines) outlines the guidelines, rules and regulations for the Stonehenge 11 community as outlined in Article 9, Section 1 of the covenants. The intention is to provide clarification to the homeowners for the maintenance, landscaping and improvements to their homes.

In a planned community, the question naturally arises as how to maintain a harmonious, quality development such as Bridgeport as the community matures. The following Guidelines attempt to provide a meeting ground between private interests and the broader interest of the community.

The Declaration of Covenants runs with the land and is binding with all homeowners and should be fully understood. Please retain these additional Guidelines as part of your permanent papers. Homeowner Association (HOA) members should make these Guidelines available to any renters of their home, but homeowners themselves are still responsible for adherence. In the event you need additional copies of this document or The Declaration of Covenants for the community, please contact a board member or download a copy from the HOA web site (<https://www.bridgeportraleighhoa.com>)

The fact that each homeowner is subject to these Covenants should assure all homeowners that the standards of design quality shall be maintained, enhancing the community's overall environment and protecting property values.

The rules, responsibilities and procedures outlined in these Guidelines have been approved by the Board of Directors (BOD), and homeowners in compliance with the community's Declaration of Covenants.

The intent of these guidelines is:

- To insure quiet enjoyment for the residents;
- To minimize problems and expenses for the Association;
- And to provide for the architectural integrity of the neighborhood.

The cooperation of each owner will be mutually beneficial. This book will be updated periodically to clarify various Guidelines or to create new ones. The Version on the cover of this book supersedes previous versions approved by the BOD and ARC. Therefore, Appendices, Forms and other information will be added and included in this document as required.

2.0 TOP TEN LIST

The following are some of the most important items to remember to maintain and enhance your property. Additionally, this list will help assist you in planning any exterior changes to your property. Please remember all exterior changes/improvements must be approved in writing prior to any changes being made.

Fences

- Please remember to get written approval prior to *any* installation or changes. See page 15 for more details.

Signage

- No signs are permitted in windows, with the exception of alarm signs. Signs expressing support of or opposition to political candidates are allowed per constraints outlined in Community Covenants. Homemade signs in yards are prohibited, with the exception of yard sale signs.
- With the exception of one (1) 24”X36” sign advertising a property ‘For Sale’ or ‘For Rent’ or ‘Yard Sale’ homeowners must have the consent of the Board of Directors before erecting any sign. No sign shall be placed in HOA right of way areas that front each property.

Pet Guidelines

- Maintenance of the yard to keep it free from offensive odors is required.
- No pets may be tied permanently outside the home.
- All dogs must be on a leash when outside of fenced yards.
- No animals shall be kept, bred or maintained for any commercial purpose.
- The BOD has the authority within City of Raleigh (COR) Code to restrict or prohibit breeds of dogs or exotic animals with a known history of dangerous or vicious behaviors. Additional requirements, information and justification to allow the aforementioned animals may be requested by the BOD. If so, the HOA member must provide and a written request to the BOD prior to occupancy. Such requests shall include animal information, safety concerns and communication plan for the BOD to support this request.
- **NOTE:** Homeowners are required to control, curb and pickup after their pets, per city ordinance. **Please be courteous!**

Garbage and Recycling Containers

- Trash bins, yard waste and recycle containers need to be stored in the back yard or screened from the road when not placed for collection. All containers shall be removed from the COR service area (i.e., the street or curb) within 48 hours of service.

Toys/Sports Goals/Play Equipment

- No items (toys, bikes, garden equipment, trash containers, chairs, firewood, etc.) may be left in front or side yards or on front or side porches or in driveways when not in use.
- Portable basketball goals need to be erect at all times. (See Blanket Approvals.)
- Metal play equipment is not permitted.
- Jungle gyms, swing sets, playground equipment, tree houses, and basketball goals must have architectural committee approval before installation.

Parking

- To accommodate emergency vehicles, ensure children’s safety, and to enable unrestricted

traffic flow, street parking is strongly discouraged.

- Parking is prohibited on the grass, common areas or the medians.
- If you have space in your driveway please move your cars off the street. Do not park across from or in front of any mailbox or any driveway (other than your own).

Satellite Dishes

- Installation of satellite dishes requires architectural committee approval.

Mailboxes and Posts

- Must be replaced in original style per blueprint on HOA web site, and match house siding and trim colors, and be maintained in good condition.
- Decorative adornments on mailboxes are not allowed.

Boats, Trailers, etc.

- Campers and tractor trailers are prohibited. Boats, water crafts, and trailers may be parked in a closed garage.

3.0 ARCHITECTURAL REVIEW COMMITTEE (ARC)

The Declarations provide for an Architectural Review Committee, from now on referred to as the ARC, to be comprised of three (3) or more representatives appointed by the Board of Directors to rule on architectural submittals. In the absence of ARC, the board of directors will review all applications for exterior home and landscape changes and will render a decision to the applicant within 30 days. The ARC will respond in writing with either an approval, approval with conditions, disapproval or a request for more information on the project. More information may be required for the ARC to make an informed decision. It is the Homeowner's responsibility to provide that information in a timely manner. If the ARC fails to render a decision (after receiving all required information) in the allotted 30 days, the approval will not be required and the application will be considered to have been approved.

Generally, once the ARC approves the request provide by the HOA member, a member of the Board will also sign the application and then issue the application approval back to the HOA member. In the case where the request is rejected by the Board member or the board member is not sure of the content or compatibility with City of Raleigh Code, the application shall be rejected and go back to the ARC for review and clarification with the HOA member. However, in no case shall the ARC approve a request without a board member review and approval prior to issuance to the HOA Member.

4.0 THE ARCHITECTURAL REVIEW COMMITTEE PROCESS

The Declaration of Covenants requires prior written approval for any improvements to an owner's lot. Therefore, please do not commit labor or materials until you have received written approval. A copy of the ***Application for Architectural Improvement*** can be obtained from the HOA web site at: (<https://www.bridgeportraleighhoa.com>)

1. Owner submits to the Architectural Review Committee an Application for Architectural Improvement. **Please note the Architectural Review Committee has thirty (30) days to review the application.** Should nothing be received within 30 days, please call to follow up. Occasionally items get lost in the mail and the **review period does not start until the association receives the completed application.** Complete applications will be considered on individual merit, using these documented standards as a basis for decision-making.

NOTE: Out of courtesy, we request you inform your neighbors of your proposed improvement(s).

2. The application, noted with the date of receipt by the Chairperson, is turned over to the Architectural Review Committee within three working days, provided all information necessary for review is received. (The Chairperson will make a cursory review of the application and request of owner any additional information needed. The committee may still require additional information, as detailed in 4d, below. The **30-day timetable** begins when the application is complete and appropriate for review.)
3. The committee will act on the application within **30 calendar days or sooner** from receipt. In most cases the owner will receive a response within three weeks.
4. The committee's decision will be noted on the application. The owner will be notified by management of all final decisions, either:
 - a. **APPROVAL:** The application is approved as submitted.
 - b. **APPROVAL WITH CONDITIONS:** The overall proposal is accepted, but with certain specified changes, limitations, or requirements that must be followed.
 - c. **DISAPPROVAL:** The application is denied. The owner can appeal to the Architectural Review Committee within 15 business days. Further escalation may require the involvement of the Board of Directors. (*see Appeal Process section for more details*)
 - d. **ADDITIONAL INFORMATION REQUIRED:** The Committee has determined that additional information is needed for appropriate review of the application. In this case, the entire process begins again once the ARC receives the information. The owner should follow the same submission procedure. The Architectural Review Committee will act swiftly on all re-submissions.
5. **Architectural Review Committee inspection: Per the covenants,** the Architectural Review Committee reserves the right to visit your lot and inspect the improvement. This will be done for two specific reasons:
 - a. to ensure that the application details were followed and to note problems encountered which might help other residents on similar projects; and

- b. to gather information that other residents may employ in more easily completing an improvement project.
- 6. Once work has begun on an improvement, it must be completed within 90 days. Applications are valid for 1 year from the date of approval.

NOTE: Many design changes require a permit and the City and/or County may not issue a permit without the written approval of the ARC. Please plan in advance. **THE ARC HAS 30 DAYS TO REVIEW ALL REQUESTS, AFTER ALL THE APPROPRIATE INFORMATION IS SUBMITTED.** It is strongly suggested that the City and /or County be contacted to determine what permits or approvals are required from a City/County Ordinance. Architectural Review Committee approval does not substitute for approval by the City. **IT IS THE HOMEOWNER'S RESPONSIBILITY TO ACQUIRE APPROPRIATE APPROVALS, PERMITS, ETC. FROM THE CITY.**

5.0 REVIEW CRITERIA

The ARC evaluates each application on the individual merits of the application and the standards listed below:

Validity of Concept - The basic idea of the exterior change must be sound and appropriate to its surroundings.

Landscape and Environment - The exterior change must not unnecessarily destroy the natural landscape or the achieved man-made environment.

Relationship of Structures and Adjoining Property - The proposed change should relate harmoniously among its surroundings and to existing buildings and terrain that have a visual relationship to the change.

Protection of Neighbors - The interest of neighboring owners should be protected by making provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and other aspects of design, which may have substantial effects on neighboring property. For example, fences may obstruct views, or access to neighboring property. The ARC should consider the various and appropriate criteria and exercise discretion in determining which of these criteria will be governing in each specific application.

Design Compatibility - The proposed change must be compatible with the design characteristics of the applicant's home and the general neighborhood setting. Compatibility is defined as harmony in style, scale, materials, and color and construction details.

- a. Scale: The three-dimensional size of the proposed change must relate satisfactorily to adjacent structures and their surroundings.
- b. Materials: Continuity is established by use of the same or compatible materials as used in the existing home. Siding materials and shingles must match existing structure.
- c. Color: Color may be used to soften or intensify visual impact.

Workmanship - The quality of work must be equal to or exceed that of any existing structure. Poor practices may cause the owner problems and may be visually objectionable to others. For example, a wooden fence not properly treated and maintained can in a short period start to decay and become unsightly to the owner and neighboring property owners.

6.0 APPEAL PROCEDURE

If the applicant disagrees with the decision of the Committee in its review or inspection, the process is noted for an appeal:

- 6.1.1 Within 15 business days after receipt of a notice of disapproval, the homeowner must file a written appeal with the Architectural Review Committee at the address of contact for the community.
- 6.1.2 Upon receipt of the appeal, the ARC may contact the homeowner and schedule a review of any further information relating to the request and appeal.
 - 1. Should the ARC determine that the disapproval remains, the homeowner may request (within 7 days) that the appeal be forwarded to the Board of Directors. It is the responsibility of the ARC to forward any correspondence and pertinent information to the BOD at this time.
 - 2. The Board of Directors shall then establish the date and the time that the appeal will be heard. Normally, this will be made at the next scheduled Board meeting. To reverse an Architectural Review Committee decision, requires a majority vote of the BOD.
- 6.1.3 No work may progress during this appeal process time period.

7.0 VIOLATIONS AND PENALTIES

An exterior change made without the required approval of the ARC is considered a violation of the Declaration of Covenants and Community Guidelines. **A violation may require removal or modification of the work at the expense of the property owner.**

When a violation is determined to have occurred, the following steps shall be taken:

- 7.1.1 The ARC will investigate any reported violation and attempt to bring the owner into compliance. Homeowners will be notified in writing of the violation and are expected to bring the violation into compliance within thirty (30) days.
- 7.1.2 Should the owner fail to act upon the recommendations for corrections, the Committee shall submit the matter to the Board of Directors.
- 7.1.3 The homeowner shall be invited to a hearing with the BOD where the homeowner will have opportunity to be heard and present evidence. Failure to appear shall result in a fine beginning to accrue on the day after the scheduled hearing date. Of course, if the violation were brought back into compliance prior to the hearing, no hearing would be necessary.
- 7.1.4 After the hearing, the BOD shall respond to the homeowner with a decision in writing within five (5) days. Any penalties or costs relating to the violation (and the date from which the accrual shall begin) shall be noted in the letter from the BOD.

Fines: North Carolina statute allows HOAs to levy fines of up to \$150 per day until violation is rectified. The North Carolina Community Act passed in January of 1999, allows planned residential communities the ability to uphold standards that will protect and insure homeowners of maintained property values, with regard to holding all property owners accountable for abiding by the existing covenants.

Fees: A violation may also result in payment of damages incurred by the Association in having the work removed or modified, as well as a fine assessed by the Association. Attorneys' fees, court costs, site assessment will all be incorporated into the fine process.

NOTE: Please remember Owner's are responsible for their renters.

8.0 EXPLANATION OF STANDARDS

The Standards that follow are the procedures and guidelines applied by the ARC to assist the Association and its members in the design review process. It is hoped that these Standards will serve as a positive tool to assist in the full and free use of each homeowner's property in a manner that is consistent with the aesthetic and harmonious development to the community.

There are three major categories of items for specific home improvement guidelines:

BLANKET APPROVALS

COMMON IMPROVEMENTS

APPEARANCE STANDARDS

These three are very important to you because they identify which improvements are permitted and how approvals can be secured. Items not specifically mentioned here require approval.

9.0 BLANKET APPROVALS

Items in this category do **not** require approval, *provided the guidelines mentioned are followed.*

- Plants, shrubs and flowers planted within three feet of the front of your house, not to grow higher than the lowest portion of the windows.
- Bedding borders, if constructed of common landscaping borders not to exceed 8 inches in height.
- Plantings of flowers and shrubs around trees or mailbox.
- Mailboxes and posts, if repainted or replaced in original colors, style and materials.
- Low voltage lighting.
- Hose caddies affixed to side or back of the home or enclosed in appropriate container. Caddies not allowed on front of house.
- Outside seasonal decorations, displayed up to five (5) weeks prior to and two (2) weeks after the holiday season.
- Vegetable gardening in rear yards, provided they are not noticeable from the street, do not exceed allowed fence heights or grow through to the neighbor's yard.
- Removal of trees that are less than six inches (6") in diameter and less than four feet (4') above the ground. All other trees must have the approval of the ARC. Any dead tree may be removed without approval.
- Lawn furniture, barbecue equipment, toys, bikes, trampolines, etc., if kept in good repair. These must be stored out of sight from the front of the house when not in use.
- Attic turbines, if they are mounted on the rear of the house roof, extend no higher than the roof peak, and are no more than 12" above the roof surface.
- Replacement garage doors that match the style, materials and colors of the existing doors.
- Exterior Painting / Maintenance
 - Provided that material and color remain the same, no approval is required for standard maintenance of the house exterior.
- Vinyl and aluminum siding is prohibited.
- Hot Tubs
 - Hot tubs may not be visible from the street, and must meet all City, County, and State requirements (e.g., enclosed, fencing, plumbing, electricity)
- Play Equipment / Tree houses
 - All play equipment (except basketball goals) should be stored in the rear of the house, not the side, front yard, porches, or driveway.

- Basketball Goals
 - Basketball goals are to be placed in the backyard, or on the rear third (toward the house) of the driveway or parking pad;
 - Goals should be mounted on a single pole with a backboard that is predominately white, clear or gray;
 - Basketball goals are prohibited from being mounted directly on the house;
 - Basketball goals may be cemented into the ground with ARC approval;
 - One goal per house;
 - It is required that player be courteous and not hinder a neighbor's property during normal play;
 - Goals are not to be placed so basketball is played in the street;
 - Moveable basketball goals are to be located on the driveway, away from the street end when not in use;
 - Basketball goals need to be erect at all times.
 - Nets must be attached in good condition.

10.0 COMMON IMPROVEMENTS

Items in this category require approval. *An application must be submitted and meet these guidelines.* Approval is not necessarily limited to constraints listed here, but is much more likely to be given for:

Grading

- Major changes to the topography of a lot are required to be approved by the ARC prior to being started.
- The HOA may require an engineering report at the homeowner's expense for drainage impact.
- Drainage and water flow patterns must be taken into consideration prior to the start of any grading.

NOTE: The Association, its Board of Directors, nor the Architectural Review Committee accepts any liability for any damage caused by such grading, whether or not the committee approved the request.

Home Exterior Color and Maintenance (Changes)

- You must specify the new material and/or color you wish to use; include a color sample from the store.

Drives, Walks and Parking Areas

- Proposed changes in drives, walks or parking pad additions must be submitted to the ARC;
- Replacement gravel or asphalt driveways or parking areas will not be permitted unless current design for that home is present and may be replaced with ARC approval of like design and construction.
- All walks must be of colonial style red brick
- Drives and parking pads must be constructed of unstained, unstamped concrete
- Engineered driveway pavers must be submitted to the ARC for approval

Pools

- Excepting toddler's inflatable pools, no swimming pools shall be permitted in the Subdivision.

Fences

- All fence requests will be reviewed on a case by case basis;
- Fences must enclose all or part of the back yard and extend no further forward than the rear corners of the house;
- Fences should be scalloped or arched (plain stockade fences will not be permitted).
- They are no higher than 6' (six feet);
- Pressure treated wood is permitted fence material;
- The finished side of the fence needs to face outward;
- Fences must be maintained and kept in good repair.
- If painted or stained, color must be approved by ARC, and applied to both sides.

NOTE: When attaching to a neighbor's fence, written approval must be obtained from the neighbor.

Storage Sheds

- No larger in size than 8 x 12;

- Constructed of wood; no aluminum sheds allowed;
- A suitably constructed concrete slab or brick foundation is required;
- They are placed on the property behind your home so the shed cannot be seen from the road when standing directly in front of house;
- They must be at least 3 feet from the neighboring property;
- Siding material must be similar in color and composition to the home;
- Roof must have similar pitch, similar cedar shake materials, and similar color as that of the home.
- Doors and windows must match the materials, style and colors of the home.

Decks/Screened Enclosures/Outdoor Living Areas

- A deck should not extend past the side of the house;
- All decks should be on the rear of the house. No side or front decks are permitted.
- Homeowners are responsible for maintaining condition of deck materials and finishes.
- They will pose no drainage problems for you or your neighbors;
- The materials to be used are designed specifically for patio and/or deck designs;
- Enclosure of existing porches or decks requires ARC approvals.

Lamps & Landscape Lighting

- One walkway/entrance light on post is allowed, not to exceed 7 feet in height to base of light fixture;
- The post shall be of metal painted black or wood, painted to match house exterior;
- The lamp design should be similar to existing house exterior lights;
- Entrance lighting on ARC-approved walls on the sides of driveway entrances will be considered providing they match existing light fixtures.

NOTE: Low voltage lighting does not need ARC approval.

Windows

- Window unit air conditioners are prohibited;
- Fans in windows are prohibited;
- Appropriate window dressings are required (sheets, newspapers, blankets, etc. are prohibited).
- All windows are required to have mullions, and may not be tinted or have burglar bars
- Window materials should be paintable. Vinyl windows are prohibited

11.0 APPEARANCE STANDARDS/MAINTENANCE

- Exterior structures including homes, decks, sheds, fences and tree houses must be maintained in uniform and good repair (with no rot, peeling, chipping, cracking, discoloration, mold, or mildew) on the trim or siding.
- No portion of the property may be used for the repair of vehicles
- Properties should be free of any debris.
- No clotheslines may be erected or maintained on any lot.
- In ground or potted vegetable gardens are allowed in backyards only.
- Trash storage and recycling containers must be screened from the road.
- Signs may be placed in the homeowner's yard for the express purpose of selling and/or renting the property. All other signs are prohibited by the covenants. No signage may be located in the common area, with the exception of an open house or community event. Yard/Garage Sale signs are permitted the day prior to and of the event and the event day and then need to be removed within 24 hours following the activity. Temporary signage during the period of home improvements is permitted. Signs must be removed as soon as the job is completed. No signs are permitted in windows, with the exception of alarm and pet signs. Homemade signs in yards are prohibited. Please refrain from attaching signs to street sign poles as tape damages the painted surfaces. Political signs are not permitted unless pre-approval granted by the HOA ARC.

12.0 COMMON AREAS AND EASEMENTS

Reserved-HOA 2013

**** These standards are in addition to any listed in the Declaration of Covenant**

Appendices

Appendix A
Bridgeport HOA Book of Resolutions
Road and Infrastructure Policy and Operations and Maintenance Plan
June 2021, Version 1

The purpose of this document is to provide documentation for future operations and maintenance (O/M) planning for the Bridgeport HOA Roads and Infrastructure. This document is considered a living document and modified as conditions change or required on an odd year (i.e., 2021, 2023, etc.) evaluation schedule. Other evaluations and schedules are discussed herein.

Resolution History

The Bridgeport neighborhood was incorporated on 19 July 1985 in the jurisdiction of Wake County, and the BPHOA was not in the City of Raleigh (COR) boundary at the time the roads were completed in 1987 by the General Contractor and Planner, Homes by Dickerson Inc. and Penny Design, Inc, respectively. In 1987 the Bridgeport neighborhood was incorporated into the COR jurisdiction. In 2004, the BPHOA Board of Directors developed a plan to evaluate and upgrade the roads and infrastructure to standards required by the COR at that time. As a result of the upgrades, the original plan was to turn the roads and infrastructure over to the COR for ownership and O/M etc. However, during the preliminary evaluation process, our engineer (David Garrett, PE, PG) determined that most of the drainage pipes under the roads were not sized to the current COR standards, nor were the gutters, but were adequate for expected surface water runoff typical from our developments impervious surfaces. Therefore, the city would not accept the storm water pipes nor gutters sized for our development at that time, but would accept the roads, once upgraded. The other COR stipulation required that we upgrade the gutter system from a swale gutter to a roll type standard gutter typical of current COR streets. Additionally the COR stipulated we turn over our common areas and BPHOA area right of way (ROW) easement (typically a 10 foot section in front of each home between the property line and the back of the curb and gutter) and construct neighborhood sidewalks, and the common area medians, etc. would be demolished and paved to reduce COR O/M costs and upkeep of those areas. In 2005, the BPHOA membership voted by 2/3 quorum approval to upgrade the roads from unspecified Wake County requirements to standards typically required by the COR, at that time. In a latter vote, the BPHOA members also voted not to relinquish the roads, common areas, ROW areas nor improve gutters and storm water pipes to meet COR requirements at that time. The decisions by the BPHOA board and the members were based purely on costs and loss of the aesthetics for the BPHOA development. An assessment of \$2,200 was collected in 2005 from each of the BPHOA member to pave the roads, fix gutters and create and ongoing O/M fund for roads and infrastructure repairs in perpetuity to be collected and set aside each year in a separate fund (I.e., Roads Fund). This fund amount was set at \$100 per property or \$7,300 in total for the BPHOA for infrastructure use, only. These funds have been collected since 2006 for this purpose and used for minor repairs to infrastructure (report not available at this time).

Infrastructure Funds Usage

Per the BPHOA resolution in 2005, only funds from the O/M roads fund could be used to repair roads, subgrade, repair storm water utilizes, repair common area road/brick walks, front fence along Bridgeport Drive, street and front signage and the irrigation system. Funds for Capital improvement of the irrigation system may also come out of the general fund as needed to facilitate repairs and O/M to the irrigation system, per BOD discretion. To date the Roads O/M reserve fund is fully funded and solvent per current revenue projections.

Initial Road Improvement Overview

The road improvements completed in 2005, consisted of performing test borings to determine asphalt thickness and subgrade consistency. From this a plan was developed for improvement execution by the engineer and the selected asphalt and repair contract (TR Vernal Paving). As a result, several areas were excavated, subgrade added or supplemented with a more robust asphalt type and thickness to meet COR design code at that time. The entire roads were then milled to remove loose or sub-standard asphalt, then I-2 asphalt of 2 inches or greater was added to bring the road elevation to the current grade and promote proper drainage to gutters and storm water drop inlets. Additionally, many areas of the BPHOA gutters were removed and repaired per the engineers' specification and plans.

Roads Operations and Maintenance Plan

The current O/M plan calls for BPHOA Board of directors' president to review the condition of the roads (i.e., cracks, signs of unusual wear or raveling, road failure due to weathering and sub surface collapse) with the engineer or contractor every 5 years. To date this has occurred in 2010 and 2015 with no issues reported and roads deemed in good shape by the asphalt contractor and the president of the BPHOA at that time (Jay Bennett, PG, RSM). Due to Covid19 in 2020, that evaluation was not performed but will be conducted in 2021. If required, O/M funds will be used to pay for minor repairs and crack filling or to pay for a sealing of the asphalt to preserve and prolong the current condition. Typical activities may include but not limited to;

- Removal of alligator cracked areas where water could penetrate to the subgrade
- Fill desiccation crack with tar sealant,
- Repair areas where utilities work has occurred to reestablish a surface seal,
- Repair areas where tree roots have buckled the pavement,
- Seal coat the entire asphalt surface to prolong surface quality,
- Mill distressed surface areas and re-apply I-2 type asphalt to bring asphalt to near new conditions and
- Others items as required by evaluation process of the BPHOA Board representative, engineer, and/or the asphalt contractor.

Other Infrastructure O/M Planning

Other O/M plans suggest that evaluation of repair to be conducted every 2 years by the BOD designated manager (i.e., the president or vice president or other qualified persons within the BPHOA community) that are appointed by the BOD. This plan began in 2019 and no major issues found at that time. Funding for repairs and capital improvements to common area road/brick walks, front fence along Bridgeport Drive, street and front signage and the irrigation system shall be funded from the "Roads Funds" or the general fund if budget allows to further preserve the Roads Fund.

Certification

The purpose of this section is to provide authenticity to this Resolution and shall be signed by the BPHOA President every odd year and entered into the HOA minutes record.

2021_____	Date_____
2023_____	Date_____
2025_____	Date_____
2027_____	Date_____
2029_____	Date_____
2031_____	Date_____

Appendix B
Bridgeport HOA Book of Resolutions
Property Care and Warnings Procedures
June 2018, Version 1
August 2022, Version 2

This Appendix provides further clarity as referenced in Section 7 and 11 of this document. The BPHOA Bylaws and Covenants (rules) are very specific related to the care and upkeep of properties and dwellings (Ref Declaration of Covenants, Article VII, and VIII 1985). However, in many cases there may not be enough detail in the rules that specify the level of care and appearance needed to meet the intent of the covenants. Therefore, COR rules and policy should also be consulted to supplement and fill in data gaps so that homeowners are clear of expectations related to standard or care and appearance requirements. In all cases the home owner wishes to changes or modify a yard or dwelling, must seek approval from the HOA ACR. Therefore the intent of this resolution is to establish minimum standard of care for each property and dwelling to maintain property with respect to BPHOA common and BPHOA right of way area values that comply with the Covenants. Some typical standard of care points are listed below.

Property Standards of Care

Lawn-Trimmed and weed free as possible, in which grass lawns should be no more than 6 inches in height and maintained at a suggested 3 inches. Lawn variety (i.e., fescue, Bermuda, etc.) may vary but must not encroach onto neighbor's property if the variety is different.

- Owners must maintain their yards to meet standards generally set forth for common areas (i.e., trimmed grass yards around planting beds, trees and hard scape, and shrubs).
- It is prohibited to allow a yard to return back to its natural state (i.e., weeds or grass meadow)
- Meadow weeds bramble patch, brush scrubs, log piles, dead trees and thickets are not allowed.
- Standing water, pools, free standing water, flowing water, containment vessels, ponds or puddles in a yard are considered a nuisances for safety reasons (i.e., breeding ground for mosquitos and water borne diseases) and not allowed.

Gardens and Habitats- Gardens and natural habitats on a property or within the HOA right of way are not allowed in the front of the property perpendicular to the street. However, in the rear of the property, behind the property dwelling, mass plantings of controlled raised or hypnotic gardens etc., are allowed provided that details plans are approved by the ARC.

Shrubs- Should be neat and heights and widths conform to standards outlined by nursery's and the size maintained for the space. At no time shall shrubs or vines cover the house or windows. Per city code, windows shall be obscured.

Dwelling- shall be maintained in a fresh appearance with paint maintained and free of mold on the surface. Rotten wood and deterioration of the siding shall be replaced.

Doors and windows- Shall be maintained and in good working order, glass in place with mutton bars and trim maintained. External facing interior curtains and shutters are allowed provided they are in good appearance and working (i.e., curtains are not sheets, mismatched covers/colors/textures and shutters are not broken, misaligned or damaged) order and appearance and conform to the architectural code of conformance established for the community.

Roofs- Shall be maintained and the cedar shakes in good condition. Typical lifespan of these roofs are 30 years.

Warnings and Violations Procedures

In the case of situations where a homeowner fails or refuses to abide by the rules, a formal warning process will consist prior to issuing fines or liens on the property. Therefore the following steps should be taken to assist the BPHOA in these situations. Please refer and use the attached letters

Step 1-Site Meeting- Notify the owner in person and establish the rules warnings and suggest contractors or services to help the owner comply. If the owner can not comply, then alternative assistance must be requested in writing by the owner and addressed to the BOD. The BOD should ask that these items associated with the warning be addressed to the satisfaction of the BOD with 60 days of said meeting.

Step 2- Friendly Reminder Letter- If the Owner fails to comply with warnings discussed in step 1, then a letter should be sent from the BPHOA Board indicating the failure to comply. A 30 day warning is then repeated with specific compliance date required.

Step 3-Covenant Violation Letter- If the notification fails in step 2, then a second letter is to be sent that stipulates penalties following a 15 day final notice to comply. That notice will have stipulated penalties to be and stated in the letter.

Step 4- Final Covenant Violation Letter- This letter will effectively begin the property lien process. The BOD must meet to approve this last step and the majority vote shall apply with the Secretary abstaining in the case on a tied vote following the first reading of the violation.

Step 5- Thank You Letter- If during the process of steps 1 to 4 above, the owner complies with the warnings and violations, a “resolution Thank Letter” must be issued by the BPHOA Board that documents the issues have been resolved to the satisfaction of the BOD so that the matter can be recorded as resolved and closed.

An example of a letter to the HOA member is attached (see attachment B1)

Attachment B1- Example of Step 1 or 2 Warning Letter

Bridgeport at Stonehenge
Stonehenge XII Homeowners Association
(Date)

RE: Adherence to Covenants and Book of Resolutions

Dear HOA Member,
Address
Raleigh, NC 27615

The goal of the Bridgeport at Stonehenge Homeowners Association (BPHOA) is to enhance and protect the value, desirability and attractiveness of the association common areas and each property. In addition to City of Raleigh (COR) Code related to property care and maintenance, the BPHOA also must adhere to our Stonehenge XI Declaration of Covenants, Conditions and Restrictions (i.e., Covenants) to establish a Book of Resolutions that outlines enforceable rules, regulations and guidelines that are specific to the community. These covenants and rules are enforceable by the BPHOA Board of Directors (BOD) (reference-Article 9, Section 1), A copy of the Covenants and Book of Resolutions can be found on the BPHOA website <https://www.bridgeportraleighhoa.com/>. Please note, Homeowners are responsible for adherence to COR Code, the Covenants and the rules and regulations provided in the Book of Resolutions.

(reference site meeting (step 1 here) It has been brought to the attention of the BOD that your property at (address) may be in non-compliance of one or more of the guidelines outlined in the City Code, the Covenants and Book of Resolutions.

Examples of non-compliant issues presented to the Board of Directors related to your property are as follows:

- General Maintenance and upkeep
- Poor condition of the mailbox
- Shrubs/bushes/plants extending above window line, yard conditions
- Rotting/decaying/falling wood soffit/exterior paint condition

The BOD your assistance in bringing the property in to compliance with COR Code, the Covenants and the Book of Resolutions. Additionally, the BOD would like to discuss the matter with you within the next xx days and provide technical assistance, where possible, to develop an achievable action plan to address these issues. Please contact us at your earliest convenience with any questions you may have, as we are happy to help.

Sincerely,

Bridgeport HOA Board of Directors

List BOD and Contact information of each BOD