

RIVER BIRCH



HOMEOWNERS
HANDBOOK

RIVER BIRCH RULES AND REGULATIONS

Adopted April 2026 Annual Meeting

Last Revised April 2026

I. THE GOVERNANCE OF RIVER BIRCH

Introduction

Upon the purchase or lease of a home at River Birch, you become part of a community which is governed in accordance with certain legal documents known as:

- Articles of Incorporation of the River Birch Homeowners Association
- Declaration of Covenants, Conditions and Restrictions of the Association
- By-laws of the Homeowners Association

Further, you are subject to certain Rules and Regulations established by the Board of Directors in accordance with the provisions of the legal documents mentioned above.

Each homeowner should have a copy of the legal documents as well as the rules and regulations. The legal documents are recorded at the Wake County Register of Deeds. E-mailed copies can be obtained from the property management company.

River Birch Township Homeowners Association, Inc.

The owners of each home have a single vote in the Association. An annual meeting of the Association is held on the first Sunday of March at an announced time and place. A summary of the income and expenses of the previous year as well as the budget for the current year is presented in addition to other information of interest to the owners. An election is held at the annual meeting to fill expired or vacant positions on the Board of Directors. Additional meetings of the Association may be called by the Board to discuss matters of special importance needing attention before the next annual meeting.

Board of Directors

The Board of Directors is the governing body of the Association. The Board consists of elected owners who serve without compensation. The Board meets monthly to review Association finances, proposals and contracts for maintenance and repair work, rules and regulations, enforcement of governing documents, and other matters brought to the Board by the Committees or owners. The Board is composed of nine elected members who customarily are property owners, although ownership is not a requirement. Terms on the Board are three years, staggered to allow three expirations each year. Each Board schedules its regular monthly meeting date. The time and location of meetings is determined monthly in advance. Homeowners are encouraged to attend meetings of the Board although voting is limited to Board members only. For meeting date, time and location, you may contact any Board member or the Community Manager.

Officers of the Board

The officers of the Board include President, Vice-President, Treasurer, and Secretary who are elected annually by the Board. The President presides at all meetings. Minutes of the meetings are recorded and copies are available from the management company.

Committees

The Board has established four standing committees: Architecture, Finance, Grounds and Nominating. Ad hoc committees are established as needed to study and report on specific issues. Annually, the Board appoints chairpersons for the committees who in turn select members for their committees. A Board member is assigned to work as a liaison with each committee. Owners or residents interested in serving on committees should contact the Committee Chairperson, a Board member, or the Community Manager.

Management

In view of the large number of tasks involved in the day-to-day operations of the Association, it is necessary to employ the services of a professional property management company. The property management company handles all collections and disbursements, prepares statements of income and expenses, maintains records of the Association, prepares specifications and contracts for maintenance and repair work, and oversees the work of contractors.

Who to contact in the event of a problem

If a problem arises which may fall within the responsibility of the Association, you should write or call the management company. If you are not satisfied with the response, you should contact a Board member. Some questions may be addressed to the appropriate committee chairperson. The current roster of Board members, officers, committee chairpersons, and community manager can be obtained from the management company. Each year after the annual meeting, an updated roster is published and distributed to all homeowners.

II. LANDSCAPING AND GROUNDS

Introduction

One of the principal responsibilities of the Association and the Grounds Committee is to maintain and improve the appearance of the grounds.

Lawn Care

Mowing, trimming, seeding and fertilizing of front yards and common grounds are the responsibility of the Association. This work is contracted annually on the basis of competitive bids from grounds maintenance contractors. The contractor is not responsible for moving personal property in order to mow. To facilitate mowing and to maintain the appearance of the community, personal property should not be left in the common areas. Owners are responsible for the maintenance and care of their rear patio areas and yards.

Trees and Shrubbery

The Association is responsible for trimming and/or replanting shrubs and trees that exist on the common property. Replacement may be delayed until proper planting season or for budgetary reasons.

Homeowners desiring to plant trees or shrubs in front of their homes or in common areas must receive prior written approval from the Grounds Committee. Requests for approval should be submitted to the Board and should include the following:

- Species of shrub or tree
- Specific location of planting
- Size of the flower of the planting, if any
- If a tree, distance from home, sidewalk, pavement and surrounding trees

Approval of requests will stipulate whether the Association or the owner is to be responsible for pruning and care of the planting. The Association is not responsible for future replacement of these additional plantings.

Owners shall not remove plants, trees, shrubbery, or pine straw from parking islands or other common areas. Requests for removal of these due to traffic impairment, parking interference, etc. must be forwarded to the Board.

Landscaping in enclosed back yards is the responsibility of the homeowner to maintain. Trees should not touch roofs, chimneys, gutters, or siding. Trees should be trimmed as needed to prevent this. If branches from a neighboring unit are growing into your back yard or touching your building, you may trim the tree up to your property line only to prevent damage to your home. Dead trees should be removed immediately.

Ivy and Vines

Please note that ivy and other vines may adhere to exterior surfaces of the homes and are difficult to control and may cause damage to exterior wall surfaces. Owners who desire to have plantings of this type, if approved by the Grounds Committee, must keep these plantings in pots away from all building surfaces including walls and windows. If an owner fails to keep the vines away from the building, the Association will remove the vines and charge the owner for the removal.

Flowers

Flowers such as annuals may be planted in the natural areas in front of homes without prior approval. Such flowers should be of the low, bushy bedding type. The owner is responsible for maintaining these flowers in a neat manner and for removing dead stalks after the flowering season. No flowers are to be placed in the lawn areas.

Vegetables & Herbs

Vegetables and herbs may not be planted in front of any building or anywhere in the common areas. However, they may be planted within the rear patio areas provided their height does not exceed privacy fence height.

Lawn Accessories

Items such as birdbaths, lawn decorations, lawn furniture or Christmas decorations may not be placed on the common grounds or in the front lawn areas without prior written consent from the Board.

Patio Areas

Owners may landscape the rear patio areas with trees, shrubs and flowers without securing the approval of the Grounds Committee but will be responsible for all maintenance. The patio area should be kept in a manner that is not unsightly to neighbors.

Vehicles on Common Grounds

Cars, trucks, motorcycles, mini-bikes, boats, campers, trailers, bicycles, toys, and all other motorized vehicles except those used by the ground's contractor are not permitted on the lawns at any time. Violators will be held financially responsible for all repairs necessary to lawns, trees, shrubs, underground utilities, curbs, etc.

III. ARCHITECTURE

Maintenance Responsibilities Defined

All interior maintenance of units is the responsibility of the owner. In addition, the owner is responsible for certain other exterior improvements which are listed below (see Owner exterior responsibilities). All prior and current owner exterior improvements to the originally constructed home are the current owner's responsibility to repair, replace, and maintain.

It is the responsibility of the Association to maintain and repair only specific exterior portions of the originally constructed homes and to maintain common area facilities, including recreation facilities. Exterior maintenance responsibilities of the Association are confined to maintenance repairs and replacement resulting from normal aging and exposure. Maintenance, repairs, and replacements resulting from accidents, fire, flood, water, wind, other natural disasters, civil disturbance, vandalism, owner negligence, and other similar acts shall be the responsibility of the owner. The Association is not responsible for interior damage resulting from exterior failure. Structural damage to walls, floors, roofs, etc., resulting from settling of the foundation is the responsibility of the owner.

Any maintenance for which the Association is responsible will be provided under the direction of the Board after considering the specific circumstances and the most economical and appropriate method. The Board will decide when a situation requires remedy and repairs may be delayed for budgetary reasons.

All questions and problems concerning exterior maintenance should be directed in writing to the management company. Exterior maintenance items requiring immediate attention should be reported by phone to the management company and then confirmed in writing. When an emergency exists and the management company cannot be reached, the owner should contact any member of the Board.

Towne Properties Raleigh emergency maintenance number is 919.878.8787, choose 3 when prompted. The on-call manager will return your call promptly, 24 hours a day, 365 days a year.

Association Common Area Responsibilities

- Parking areas
- Concrete sidewalks
- Common area utilities
- Asphalt paving
- Pavement painting
- Swimming pool
- Curbs and gutters
- Exterior storm drainage lines
- Exterior water lines
- Sewer lines from cleanout to street
- Wooden mailbox frame

Association Exterior Responsibilities

- Roofing shingles
- Roof vents
- Under eaves air vents
- Exterior wood and siding trim
- Window frames and window encasements (Window glass is the responsibility of the owner)
- Shutters
- Repair and one-time replacement of exterior doors to include varnishing of the one-time replacement, exterior front door surfaces painting of rear doors and sidelights, and painting of door thresholds.
- Gutters and downspouts
- Splash blocks
- Exterior water leaks below ground in common area
- Brick and mortar steps
- Stoops
- Exterior house numbers

Owner Exterior Responsibilities

- Exterior air conditioner/heat pump and concrete pad
- Concrete patio pads
- After the HOA replaces the one-time front exterior door, back door and storage room door, any subsequent doors that need replacement, stained, and/or painted are the responsibility of the homeowner.
- Maintenance, repair, & replacement of all patio fencing, as originally constructed or subsequent additions
- Patio sheds
- Window glass (broken window glass shall be replaced by the owner and any resulting damage to wood, putty, or paint shall be repaired by the owner)
- Window screens
- Storm windows and doors (additional cost to caulk, putty or paint window frame and encasements obstructed by storm windows shall be the responsibility of the owner)
- Weather stripping
- Doorbells, knobs, locks and fixtures
- Front wall and patio wall light fixtures including light bulbs
- Mailboxes
- Sewer lines from home to cleanout
- Backwater valves for individual homes
- Exterior hose bibs

Request for Exterior Changes

Owners must obtain prior approval from the Board for exterior improvements to the originally constructed unit or to subsequent improvements. The exterior includes the outside surfaces of walls, windows, roofing, foundation, chimney, stoop, and patio area. Changes are defined as “any deletions, alterations or additions that are not part of the original home (as constructed by the builder) which involve the use of brick, wood, concrete block, mortar, stone, glass, metal, or any other building materials”. Any changes, additions, or renovations not made in compliance with the provisions of the Articles of Incorporation, Bylaws, Rules & Regulations, or the guidelines of the Architecture Committee are a violation of said provisions, and the owner will be liable for adjustments to correct violations.

Owners desiring to make exterior changes must submit a written proposal to the Board. This applies to, but is not limited to, the following types of changes or additions: fences, sheds, front and patio light fixtures, chimneys, vents, gas tanks, exterior doors, windows, decks, patios, solar panels, storm doors, storm windows, and mailboxes.

The procedure for securing approval is as follows:

- Submit a written request (see blank request form at the end of this document) to the Board at least sixty (60) days before work is to commence.
- Include in the request a full description of the proposed change including dimensions, materials, colors, sketches, etc. The chairperson of the Architecture Committee may request additional information such as pictures, samples of materials, etc. for certain types of changes. A copy of the plot for the home must be attached to requests for fences and sheds.
- The Committee will consider the request with respect to nature of the change or addition, design, location, materials, colors, impact on other residents, compatibility with the original structure.
- The Architecture Committee will notify the owner of approval or denial of the request within thirty (30) days of receipt of the initial request. If not contacted within the stated 30-day period, the owner should contact the Board of Directors.
- If the Architecture Committee denies a request for a change or approves it with conditions unacceptable to the owner, the owner may submit an appeal in writing to the Board of Directors.

Maintenance Responsibilities for Exterior Changes

Owners must maintain any additions or changes in good repair so as not to become unsightly or a nuisance. The Association is authorized to require each owner to maintain and repair all exterior improvements for which they are responsible in a manner and condition satisfactory to the Board. Any costs incurred in maintaining additions or in repairing damage to the original structure resulting from construction or installation will be borne exclusively by the owner. The owner is also responsible for any damage to common areas during construction and for the prompt clean-up of any construction debris.

The owner must maintain any prior exterior improvements to the unit by previous owners. Upon the sale of a unit, the owner has the responsibility to describe in detail to the buyer any additions or improvements made by the owner for which the new owner will assume maintenance responsibility.

Painting

It is the responsibility of the Association to paint exterior surfaces as needed. Painting schedules are developed by the Board upon advice of the Architecture Committee. During pre-paint maintenance, caulk, putty, and water proofing shall be applied as needed. The Board, or its representatives, shall give written notice to owners indicating scheduled painting dates.

Outside Lighting

Owners are responsible for replacing burned out light bulbs in the front and patio light fixtures of their unit. Replacement bulbs should be clear glass bulbs not frosted or colored. Exterior lighting is important both for reasons of aesthetics and security. The parking lot area lights are the responsibility of the Association.

Mailboxes

It is the owner's responsibility to maintain and replace mailboxes. Mailboxes must be black and of the design of the originally installed mailbox. It is the responsibility of the Association to maintain the mailbox support structure (stand). Hanging signs on the mailbox posts is not permitted. Using tape or any type of adhesive will take the paint off the post.

Storm Doors

Upon securing approval from the Architecture Committee, owners may install storm doors on their units. The storm doors must be clear glass surrounded by a dark brown or black frame. It is the owner's responsibility to maintain storm doors in good repair.

Patio Fences

It is the responsibility of the owner to maintain patio fences. To determine responsibility for maintenance of patio fences shared between units, the responsible owner is the owner who has the support side of the fence facing their patio area. Patio fences may be treated with clear waterproofing sealant or natural cedar colored stain in order to protect the fence.

IV. MISCELLANEOUS

Assessments

The operation of the Association requires a monthly assessment that is levied on the owner of each home. The assessment is used for the care of the grounds, exterior maintenance of buildings, insurance, pool maintenance, management services, common area utilities, and other expenses approved by the Board. In addition, a portion of the assessment is set aside in a separate account for future capital replacements. The Board establishes the amount of the assessment each year. However, the Board is not permitted to increase the assessment by more than five percent (5%) in any one year without the approval of a majority of the owners in the Association.

Assessments are due on the first day of each month. If not received by the 30th day of the month, the assessments are considered delinquent and a late fee of twenty dollars (\$20.00) will be assessed for each month or part of month that the assessment is late. The By-Laws provide for legal action to be taken against delinquent owners. The delinquent owner must pay the costs of the legal action. Assessment checks should be made payable to River Birch Homeowners Association and mailed to the management company.

Leased homes

Homes may be leased if done so in accordance with the City of Raleigh Zoning Ordinance for areas zoned R-6. This zoning restricts use of residences to single family occupancy. Thus, renting rooms or a portion of a residence as a utility apartment is not permitted nor are more than four unrelated individuals permitted to reside within a home. It is required to have a 6 month or more lease.

The owner of a leased home is responsible for payment of the monthly assessment and for ensuring that the tenant complies with the rules of the Association, including those governing the use of the common grounds and parking areas. Fines levied for violations by the tenant or the owner are the responsibility of the owner. Owners should provide a copy of the Rules and Regulations to their tenants. Copies are available from the management company.

Airbnb

Anyone using their unit as an Airbnb must not only abide by all codes and ordinances decreed by the City of Raleigh and Airbnb but also are responsible for informing any guest the rules and regulation in the River Birch Handbook. Please also look at the Attached Airbnb Rules and Regulations attached that must be filled out and sent to the Management Company every time you lease as an Airbnb.

Parking

Each household is entitled to one (1) parking space in front of the unit. Residents may utilize other spaces close to their unit as long as they do not infringe on another resident's space. Guests are to park in the overflow parking areas. Vehicles should not be parked on the grassy areas or islands. Double parking (one car behind another) is not permitted.

Vehicles not properly licensed and inspected or which are inoperable may not be parked on the property. Such vehicles will be ticketed as a reminder to the owner that the vehicle must either be removed from the property or the condition corrected within 5 days of being ticketed or the vehicle will be towed at the owner's expense.

Recreation vehicles, campers, boats, trailers, jet skis, carts, etc. used for pleasure or business may not be parked or stored on the property. Violators will be towed at the owner's expense. If towed, please contact Raleigh Towing - 919-266-0733 dispatch@raleightowingnc.com.

Trash Collection

The City of Raleigh collects trash at River Birch on Wednesday including recycle and yard debris. All trash pick-up is done curb side (they will not pick-up behind homes, unless you have a medical reason that prevents you from taking the trash curb side). This is your responsibility to handle with the City of Raleigh. River Birch elected to use garbage bags and trash cans for trash pick-up when the City changed to a 1 day collection. Bagged garbage and trash cans may be placed curb side Wednesday morning, with trash cans and recycle bins relocated to your patio by Wednesday evening.

Owners may request Architecture Committee approval to erect wooden trashcan holders to the rear of their patio fence. The receptacles must be styled similar to the patio fences. However, the garbage must be relocated from the holders to curb-side on Tuesday evening for Wednesday pick-up.

Termite Inspection

If termites or other types of insect infestation are detected in your home, please inform the management company so that owners of neighboring homes may be warned of the need for inspection and/or treatment. Exterior termite inspections are conducted annually by an extermination company hired by the Board. Interior termite inspections are offered to owners during the annual inspection and the Association highly recommends that each owner arrange for an interior inspection. Interior termite treatment and repair of termite interior damage is the responsibility of the owner.

Antennas & Satellite Dishes

The Association does not provide cablevision service but owners may subscribe to cablevision service on an individual basis by contacting the local cablevision company.

In accordance with Federal Communications Commission (FCC) regulations, DBS, television broadcast, MDS, transmission-only, any other type of antenna or satellite dish, and masts used to attach any of these antennas may not be installed on common property nor extend into common area airspace. The FCC regulations apply to DBS antennas 1 meter or less in diameter, television broadcast antennas of any size, MDS antennas 1 meter or less in diameter, masts of any size, and transmission-only antennas 1 meter or less in diameter.

Owners attaching antennas or satellite dishes of the type and size indicated above to units must sign an indemnification agreement (see page 14 of this document) in which the owner agrees to reimburse the Association for any personal injury or damage occurring to Association residents or personnel, to common property, or to other residents' property. The Association encourages owners to hide antennas or satellite dishes below privacy fences or with landscaping to preserve the appearance of our community. During routine maintenance such as painting or pressure washing of units, the owner must remove antennas or satellite dishes attached to units.

Window Coverings

Blankets, sheets, towels, and other types of makeshift window coverings are considered to be temporary. They must be removed within three weeks after the resident has taken possession of the home and be replaced with drapes, curtains, blinds or shutters that are in accordance with the building's existing color scheme. Blinds must be in good repair.

Firewood

Firewood should be stored neatly within the homeowner's rear property boundaries. In order to prevent possible termite, roach, or mildew infestation, firewood may not be stored so that it comes in contact with a building.

Pets

Pet owners must keep pets from eliminating in common areas, front lawns, on streets, on or in the vicinity of sidewalks and other pedestrian traffic areas. Pets may be exercised in the common area to the right of the pool, in the wooded common area to the left of the pool and in the wooded common area behind the units on Forest Oaks. All domesticated animals (includes dogs and cats) must be leashed in accordance with the Raleigh City Ordinance. Violations of the leash law may be reported to the City's Animal Control Division.

Signs

Only two types of signs may be displayed by owners: (1) “For Sale” or “For Lease or Rent” signs and (2) political signs. The Architecture Committee reserves the right to remove any unsightly signs regardless of type. Furthermore, the approved types of signs are subject to the following regulations:

- Only one (1) sign not to exceed four (4) square feet is allowed per home in accordance with Raleigh City Ordinance.
- “For Sale” signs must be located in the yard between the home and the sidewalk, preferably close to the home.
- “For Lease or Rent” signs must be placed inside the front window of the unit.
- Political signs may be placed only on the owner’s private property.
- Realtor “For Sale” signs must be removed no later than one (1) week after the home has been sold.
- No signs (including directional signs) may be placed along streets or at the entrance to the development in accordance with Raleigh City Ordinance.
- No signs may be attached directly to the outside wall of any building.
- Political signs may be displayed no more than three (3) weeks before an election and must be removed the day following the election.

Play on the Common Grounds

The common grounds may be used for play so long as the activity does not destroy or damage grass or plantings. Noise should be kept at a level that does not disturb the neighborhood.

Swimming Pool

The following rules shall apply to use of the swimming pool by residents and their guests:

- Pool hours are 9:00 AM to dusk.
- The owner or tenant, but not both, will be granted use of the pool.
- The pool is for use of homeowners in good standing with their HOA accounts only.
- If a homeowner does not have a key, do not let them into the pool. Kindly request them to go get their key.
- Each resident is allowed two (2) guests at any given time.
- Residents must accompany their guests at all times and will be held responsible for the actions of their guests.
- Intoxicated persons are not permitted within the pool area.
- Children under 16 years of age must be accompanied by an adult at all times.
- Children under 18 years of age are not allowed in the pool area after 7:00 PM unless accompanied by a legal guardian.
- Admission shall be refused to persons having infectious diseases, discharges, sores, or bandages.
- All persons use the pool and pool area at their own risk and sole responsibility.

- Owners may obtain replacement or additional pool keys from the management company for \$100.00 per key.
- The pool gate must be kept closed at all times.
- Proper bathing attire must be worn in the pool. No cut-off clothes (jeans, etc.) or tennis attire will be permitted. Children not toilet trained should be properly attired with nylon pants.
- Pets are not allowed in the pool area.
- Wheeled vehicles (including skateboards, rollerblades, etc.) are not allowed in the pool area.
- Glass is not allowed in the pool area.
- No cooking is allowed within the fenced pool area.
- No smoking is allowed in and around the HOA recreation areas, which include the pool, gazebo, and dog park.
- Abusive or profane language or breach of the peace will not be tolerated. Music should be played at a level that does not disturb other residents.
- The cost of any property damage resulting from improper behavior will be charged to the responsible owner.
- Pool privileges may be revoked by the Board for rule infractions.
- Trespassing after hours will result in a \$100 fine per occurrence.

Rules Enforcement

In an effort to preserve the integrity of every owner's investment, it may become necessary for the Board to take special action to enforce rules of the Association. The Board is empowered to suspend voting rights in the case of those who disregard rules after a request for compliance has been made. N.C. Legislature adopted changes to the Planned Community Act (Chapter 47F, also known as House Bill 1541) that became effective January 1, 2006. Associations may fine up to \$100 per incident or day for violations. Owners are responsible for the actions of their dependents, guests, and tenants.

SATELLITE INDEMINIFICATION LETTER

In accordance with the Rules & Regulations, Page 11, Antennas & Satellite Dishes, you are required to sign the agreement below and return to:

Towne Properties Raleigh
Attn: River Birch CSA
P.O. Box 99149
Raleigh, NC 27624
Fax: 919-376-8800
BriannaDickey@TowneProperties.com

River Birch HOA,

I hereby agree to indemnify and hold harmless River Birch Homeowners Association for any personal injury or damage occurring to Association residents or personnel, to common property, or to other residents' property, including my own, as a result of installing a Satellite Dish on my property.

Please print clearly.

Name: _____

Date: _____

Address: _____

Signature: _____

RIVER BIRCH HOMEOWNERS ASSOCIATION

REQUEST FOR ARCHITECTURAL APPROVAL

Submit to:
River Birch CSA
PO Box 99149
Raleigh, NC 27624
Fax: 919-376-8800
Email: BriannaDickey@TowneProperties.com

Please note: NO construction should be started until you receive approval for your request from the Architectural Review Committee. **Please fill in all items and supply all supporting data as requested. Incomplete forms will cause delays in review of your application.**

Date: _____

Property Owner's Name: _____

Property Address: _____

Preferred Telephone: _____

Email: _____

This architectural request ***must*** be accompanied by two (2) different drawings:

1. Plot plan (official survey of lot) – showing the improvement (i.e. deck, fence, landscaping, parking pad, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
2. Elevation – or “head on” view, as would be seen in a photograph. This drawing should show height, width, and distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

Description of improvement:

Construction materials to be used:

Colors (attach samples if necessary):

When the committee reviews this request, your neighbors have the right to comment and present views about your requested improvements. Please obtain signatures from all property owners having adjoining lot lines with your property, and all property owners who would reasonably view the improvement from their property (i.e. across the street.) This is not for their approval but only to make them aware of the proposed changes. If the signatures are missing, your request can be denied as incomplete.

DATE

PRINTED NAME

SIGNATURE

ADDRESS

Estimated Start Date: _____ Days to Complete: _____

Notice: No work may begin prior to approval from the Architectural Committee. You have up to 90 days after approval to begin the project and another 90 days from the start time to complete the project. Only the Board of Directors can grant extensions. You must notify Towne Properties immediately as soon as the project is complete so that compliance and completion may be verified.

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority.
--

Owner's Signature

Date

Owner's Signature

Date

River Birch Architectural Guidelines

Updated April 2026

- 1) Exterior front light fixtures - Brass, Bronze, Brushed Nickel, Pewter, and Black with clear white bulbs. Architectural Request form is not necessary if using any of these finishes.
- 2) Storm Door on Front Door - dark brown or black with full clear glass. Architectural Request form must be submitted.
- 3) Patio Fences - Quarter moon cut on the top of the fence, natural wood or stained wood, stain color – cedar. Fence must stay within the property line and must have an exit gate. Wooden trash corrals can be erected to the rear of the patio fence. The corral must cover the trash cans completely, must have a gate, and must be the same style as the patio fence. Architectural Request form must be submitted with plan of construction.
- 4) No sheds or construction within the patio area may be higher than the top of the fence. Architectural Request form must be submitted.
- 5) Window Replacement - Color: Sherwin Williams SW7556 Crème or White. Window grills should have 6 panes or none at all. Architectural Request form must be submitted.
- 6) Front Doors must be stained using Minwax Gel Stain in Hickory. It is the homeowner's responsibility to stain the front door after the one-time replacement.

River Birch – Grounds Guidelines

Updated April 2026

In an effort to support homeowners' interest in improving the appearance of their yards and promote an overall design for the River Birch community, the following are Grounds Guidelines:

- 1) Retaining Walls -- Natural or Imitation. No Grass inside retaining walls.

Flagstone stacked – 12" Natural Impressions (may viewed at Home Depot)

Stone - Anchor Windsor Stone (May be viewed at Home Depot)

Used for straight or curved applications. Sand colored.

- 2) Landscape Edging – Imitation Stone

Maximum height - 6 inch, interlocking pave stone –Edger Dreamscapes – may view at Home Depot– Sand colored.

(See below for examples of retaining walls and landscape edging.)

- 3) Shrubs, Flowers -

Placed in front of the home between the house and sidewalk. (No planting on the common area, as these are maintained by the association).

- 4) No colored mulch.

All of the above items require prior approval by submitting an architectural request form.

Dreamscapes by Pavestone (Available at Home Depot & others)



12" Natural Impressions® Flagstone

Edgers

12" Edgestone™

Specification and Pallet Information
12" Edgestone™
Nominal Dimensions: 12" L x 4" W x 4" H
Stones/Linear Ft.: 1
Stones/Pallet: 224
Wt./Stone: 15 lbs.
Wt./Pallet: 3,410 lbs.*

Product dimensions & weights are approximate.
 * Includes 50 lbs. wooden pallet weight.

How Much Do I Buy?

Stones	Diameter	Stones	Diameter	Stones	Diameter	Stones	Diameter
19	76"	22	88"	25	100"	28	112"
20	80"	23	92"	26	104"	29	116"
21	84"	24	96"	27	108"	30	120"

Great for Straight, Curved and Serpentine Applications

Tree Ring

Retaining Walls

12" Retaining Wall Anchor Windsor Stone®

Specification and Pallet Information
12" Retaining Wall Anchor Windsor Stone®
Nominal Dimensions: 12" W x 4" H x 7 1/4" D
Max Height: 2 ft. (includes burying 1st course)
Stones/Face Ft.: 3
Stones/Pallet: 144
Wt./Stone: 24 lbs.
Wt./Pallet: 3,506 lbs.*
Face Ft./Pallet: 48

Product dimensions & weights are approximate.
 * Includes 50 lbs. wooden pallet weight

12" Retaining Wall Anchor Windsor Stone® Cap
Nominal Dimensions: 12" W x 2" H x 8" D
Stones/Linear Ft.: 1.1
Stones/Pallet: 180
Wt./Stone: 14 lbs.
Wt./Pallet: 2,570 lbs.*

Product dimensions & weights are approximate.
 * Includes 50 lbs. pallet weight

Great for Straight and Curved Applications

How Much Do I Buy?
 (Stones Required per Square Foot of Wall Surface Area)

# of Courses / Height	Wall Height	Wall Length =						
		5'	10'	15'	20'	25'		
1	4"	5	10	15	20	25		
2	8"	10	20	30	40	50		
3	12"	15	30	45	60	75		
4	16"	20	40	60	80	100		
5	20"	25	50	75	100	125		
6	24"	30	60	90	120	150		
7	28"	35	70	105	140	175		

For all products: Color in concrete products may vary from pallet to pallet. Please purchase your projects all at one time.

AIRBNB RULES AND REGULATIONS

(All lines must be initialed by Homeowner)

- _____ 1. A copy of the city's permit should be sent to Towne Properties and approved before the homeowner can rent.
- _____ 2. Provide the Link to the ad on Airbnb, any other sites where it is listed
- _____ 3. Homeowner must provide a copy of our HOA handbook with its rules in it, **BEFORE** the tenant takes possession
- a. If they don't have the latest, they must obtain it from the HOA management
- _____ 4. Homeowner must certify that they have proper business, tenant and landlord insurance in effect and will remain in effect
- _____ 5. Homeowner is liable and responsible for all damage caused by tenants or their guests to common areas
- _____ 6. Homeowner is liable and responsible for tenant pool usage.
- a. The tenant is their guest, and they are liable for any and all violations
- b. There is **24/7** active video surveillance.
- c. They **MUST** enter with the owner's key only.
- d. Homeowner **MUST** obtain the Pool KEY back from the tenant on departure.
- _____ 7. Homeowner will personally explain to each tenant (these are all in the HOA Handbook to refer to):
- a. parking spaces max to be used for vehicle parking only
- b. Our Pool Rules
- c. Trash and Recycling handling and rules
- d. No disturbances of neighbors
- _____ 8. Homeowner must have Proofs of identification of all tenants, and they will need to be screened and approved.
- _____ 9. Provide contact info to HOA management:
- a. Owners 24/7 contact info – phones and emails
- b. ALL tenants' names, contact info, phones, emails and PHYSICAL ADDRESSES, including children.
- c. Length of stay – in and out dates

SHORT – TERM RENTALS: TENANT INFORMATION

Please attach any additional contact information.

ADULTS:

Name: _____

Email: _____

Telephone Number: _____

Name: _____

Email: _____

Telephone Number: _____

Name: _____

Email: _____

Telephone Number: _____

CHILDREN:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

HOMEOWNERS INFORMATION

Name: _____

Telephone Number: _____

Email Address: _____

SIGNATURES:

Homeowners Signature: _____

Date: _____

HOA/Management Approved Signature: _____

Date: _____