



BLOOMFIELD HOA

Bloomfield HOA Community Standards and Guidelines June 18, 2013

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Frequently Asked Questions

Why are these guidelines important to me?

The BOD (Board of Directors) has developed and approved these guidelines (as provided for in the NC General Statutes, section 47F-3-102) for living in Bloomfield in order to assist you. The guidelines present a skeleton summation of the Covenants as interpreted and understood by the present BOD. These guidelines are important for achieving the goal of ensuring that all homes conform to the community standards and are maintained appropriately to protect our mutual investment. It is important to study these guidelines in order to promote a greater sense of harmony in the community.

In the unusual circumstances when a resident will not comply with the Covenants, the BOD reserves their legal right and responsibility to take reasonable action to resolve the infraction.

NOTE: This document also outlines the guidelines and procedures for making an application for changes to the exterior of your home or yard. All exterior changes must be submitted in writing to the Architectural Review Committee for approval prior to the beginning of any work. Failure to apply for these changes prior to commencement of work may result in a cease-and-desist order as well as fines until the changes are applied for and approved by the ARC. All approvals for work expire after 12 months from the date of approval. If the work is not complete within 12 months, it will be necessary to resubmit an Architectural Review Form for your project. These guidelines may be amended from time to time and if a topic is not covered in these guidelines or if you have any questions, please contact Grandchester Meadows at:

Phone: (919) 389-7944 or Email: manager@grandchestermeadows.com

How can I avoid upsetting the harmony of the neighborhood?

First and foremost, take the time to get to know your neighbors and your community. Treat neighbors as you would like to be treated and understand them well enough to understand the kinds of things that are important to them. Please show respect for your neighbors by reading and adhering to the HOA Covenants and these guidelines. These are two great ways that you can help preserve the harmony in the neighborhood.

Who is the management company?

The BOD employs a management company to oversee the day-to-day management of the neighborhood. The current management company is

Grandchester Meadows, Inc.

Phone: (919)389-7944

Email: manager@grandchestermeadows.com

What do homeowner dues or assessments cover?

The quarterly assessments paid to the homeowners association are actually an installment of your annual assessment. The association uses this money to maintain the common areas, the pool, and to promote the improvement of the neighborhood. Please refer to the Covenants for a precise description of the common expenses.

How much are the assessments?

As of the date on the front cover of this document, the annual assessment assessments are \$480.00 for every homeowner. The BOD has the fiduciary duty to prepare an annual budget and set the assessment for the fiscal year prior to the annual meeting of the members. If an assessment is increased you will receive a notice at least 30 days before the first installment is due.

Who, when, and where do I pay my assessments?

The assessments are due on the 1st of the month beginning each quarter (January, April, July, October) and are considered delinquent after the 30th of that month. Make your check payable to Bloomfield HOA and mail to:

Bloomfield HOA

PO Box 37027

Raleigh, NC 27627

A late fee of \$15 is assessed each month for any past due balances.

What and Where is the common area of the association?

The HOA owns the common area and any structures built on common property. You are a member of the HOA if you own a home in Bloomfield. All owners have equal rights to use the common areas unless those rights have been suspended by the BOD in accordance with the Covenants and By Laws. No one homeowner owns any portion of the common area exclusively. These common areas include the pool, the landscaped lot across the street from the pool, as well as the large lake and a common area surrounding the lake (the strip varies in size from 6'

to 30' from the water) that is located between Leando Drive and Ladora Drive with a common entrance along the tree line from Leando Drive, nearest the dam. Small, non-motorized boats may be used in the lake. No motorized vehicles are allowed on the dam.

Who determines what maintenance gets done and when?

The Board of Directors has the responsibility to allocate funds, as they are available to pay for building and common area maintenance. This is done within the scope of an annual budget and maintenance plan, but in the event of an emergency problem, action will be taken to properly maintain the property. Each owner has the responsibility to report any problem in writing to the manager and the BOD, whether that problem is with a building or with some common area maintenance item.

How do I make an architectural change request?

Prior to beginning any alteration, addition, or improvement to the front, back or sides of the home, the homeowner must complete an Architectural Review Form. This form may be obtained by going to <http://www.grandchestermeadows.com>. Click on the link for Bloomfield and the Architectural Change Form and follow directions.

The Architectural Review Committee (the "ARC") will contact you within 30 days of receipt with a written response. This allows the ARC time to review and consider all requests. The ARC may approve a request, conditionally approve a request with specifically stated conditions for approval, deny an application, or return a request for additional information. Any homeowner that is not satisfied with the ARC's decision may submit a different Architectural Review Form to begin the process again or appeal the ARC's decision. In order to appeal the ARC's decision the homeowner has 30 days from receipt of the response to submit a written appeal that sets forth the basis for the appeal and a copy of the Architectural Review Form. Please see page 15 of this document for additional guidance.

Standards and Guidelines

The following guidelines have been adopted under the authority granted by the Declaration of Covenants and including the applicable state and Wake County ordinances. If you have comments or questions about a violation issue or concerns with a neighbor, please contact David Robbins of Grandchester Meadows or a member of the Bloomfield HOA Board of Directors (BOD).

David Robbins, Property Manager

Phone: (919) 389-7944 , Email: david@grandchestermeadows.com

Common Architectural Elements

If you need to replace or want to change one of these items, please submit an architectural request to ensure you are maintaining the architectural style of your home.

Homeowners shall not change the materials, styles or colors of the ‘uniting’ architectural elements without a formal ARC request and approval.

These include:

- Brick, stone and/ or shingles
- Trim and siding
- Front doors
- Shutters
- Porch railings and columns
- Light Fixtures

Outbuildings

Prior to constructing or buying pre-assembled outbuildings, homeowners should submit an architectural request. The siding and trim used on the outbuilding must be of the same color as the main dwelling and must be constructed of durable materials. Metal buildings are not allowed.

If Dwelling and Other Structures are Deteriorated or Dirty

If siding or painted fencing or other structures on the property have deterioration, dirt, and/or mold such that a casual observer from the street can see it, the structure needs to be cleaned, repainted, repaired, or replaced, whichever is appropriate to the structure/materials.

General Landscaping

Landscaping around the home can add a personal touch and increase the value of one’s home. It is encouraged that homeowners seek professional assistance when planning extensive landscape plantings or structures. Several commonly requested landscape elements which need

an architectural request form before building/installing on the property if they are visible from the surrounding roads include, but are not limited to, the following:

- Tree planting or removal
- Patios
- Walkways or driveway extensions
- Gardens (water or vegetable)
- Gazebos
- Planters
- Retaining walls
- Exterior lighting

It is the homeowner's responsibility to check for easements, setback restrictions, or regulations that may affect the project. Any permits or inspections that the city or county may require are also the homeowner's responsibility. When planning any of the projects listed above, be sure to include as much information on your Architectural Review Form as possible, including the materials specifications and intended location on your plot plan. Photos and clear drawings should also be included.

The owners of the property and their agents, heirs or assigns shall be responsible for the installation, preservation and maintenance of all plantings and physical features. The owners shall be responsible for annual maintenance of the vegetation. This includes but is not limited to the following:

- Lawns must be well kept with uniform ground coverage. Grass should be kept at a height typical for the type of lawn. Any brown or bare patches should be repaired during the spring or fall seeding season.
- Edging and pruning should be done on a regular basis.
- Driveway and sidewalk cracks should be kept clear of grass and weeds.
- Dead trees and shrubs must be removed and replaced with plantings of similar size and shape.
- Foliage from bushes or plants should be pruned so that no foliage encroaches over the street or a neighboring lot.
- Plants around mailboxes should not obstruct the visibility of the mailbox.

Lawn Area: The lawn area should be mowed evenly to provide a neat and uniformly finished lawn. At the time of mowing, all non-permanent objects or structures (sporting equipment, vehicles, etc.) shall be moved as needed to adequately trim the lawn that is immediately under and around it. For areas inaccessible to mowers, a string trimmer should be used to cut grass to same height as mower. Curbing, sidewalk and bed edges should be mechanically edged routinely during the growing season. All debris should be removed from turf prior to mowing and from turf and pavement areas following edging. The entire lawn should be weeded, aerated, re-seeded and fertilized as needed to maintain neat appearance.

Plant Beds and Small Ornamental Trees: All plant beds should be sprayed and weeded to maintain them free of weeds at all times. All shrubs and trees should be pruned to encourage growth and remove dead material. Owners should replace pine straw or other mulch whenever needed to maintain a neat appearance.

Leaves: All leaves should be removed from the lawn areas to keep the community's neat appearance. Leaves may be placed in adjacent wooded or designated compost areas.

Natural Areas: Natural areas should be maintained free of brush and weeds within the first ten feet of the natural area.

Patios, decks, and sheds should be accented with flowers or shrubs to soften the view and blend the structure into the landscaping.

Storm/Screen Doors

Prior to installing a storm door, please submit an architectural request to ensure you are maintaining the architectural style of your home. Storm doors with bars are not allowed in Bloomfield.

Garage Doors

Garage doors must be replaced with a similar style and color garage door. Please contact the architectural committee if you have questions or want request changes.

Deck and Fence Maintenance

Each home owner is responsible for the upkeep of their property. The following guidelines may be used as a guide for periodic upkeep and maintenance of homeowner property.

Fences: Homeowners wishing to put up a fence need to seek the approval of the architectural committee before beginning construction. Approved fence styles include the privacy fence, dog-ear style fence, open-picket fence, the rainbow arched (or sunburst) style fence, or various wrought-iron or aluminum fences similar to the type around the pool area. No other types of fences will be approved in Bloomfield. Fences should be 3 feet to 6 feet (36" to 72") tall and, if stained or painted, the paint or stain must be reapplied at intervals that will maintain a neat and clean appearance. The fence must be placed on the property line unless there is a variance granted by the ARC or an easement; fences should be placed outside of any easements. Also, fences should not adjust or interfere with the lot's water drainage pattern. Fences may be placed off of the back corners of the house or no more than 12' from the back corners. The fence posts must be anchored in the ground with concrete.

Chain-link or any wire fences are strictly prohibited in areas visible from the road. If a privacy fence is installed, the finished side (front view) of the fence shall face outward from the

requester's property. Adjacent homeowners must be allowed to tie into the fencing.

Decks/Screened Enclosures/Outdoor Living Areas: Decks should be stained or treated with preservative on a regular basis in order to preserve the wood and maintain a harmonious appearance.

- 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
- They must pose no drainage problems for you or your neighbors
- The materials to be used are designed specifically for patio and/or deck designs;

Prior to staining your deck for the first time, please submit an architectural request with a sample of the desired stain to ensure you are maintaining the architectural style of your home. Any subsequent staining will not require an application or sample unless a drastic color change is wanted.

Deck Enclosures: Decks may be enclosed. Roof and/or enclosure style may be further restricted based on pre-existing structures, so as to maintain the balance and harmony of the sub-division. Materials shall be of a similar quality and finish as those used on the main building. Design plans must be submitted to and approved by the Bloomfield Architectural Committee before beginning construction. The finish on enclosed decks must also be maintained on a regular basis.

Basketball Goals

- Portable basketball goals are allowed but should be stored in an inconspicuous location when not in use.
- Any goal located in grassy areas should be well hidden from community view due to damage it causes to the grass.
- Permanently mounted goals may be located behind the home or, if beside the driveway, must be closer to the house than to the street. In no circumstances shall a goal be installed on the road easement.

Recreational Equipment

Recreational equipment (including but not limited to playground equipment, cabanas, or pools)

that may be contained within a twelve foot by twelve foot (12' x 12') area and stands no more than eight (8') feet in height may be located in the rear of the property without filing for Architectural review. Any other recreational equipment that occupies a space larger than said area or which stands taller than eight feet, with the exception of a trampoline with side netting, must first get approval of the ARC. Failure to comply may result in removal of equipment, modification or relocation of equipment, or the requirement of a fence to screen the equipment from the street (Note: Spas and pools will require a structure to shield view of the spa or pool from adjoining streets. This shield will require an ARC application.)

Boats and Recreational Vehicles

Recreational vehicles, including boats, travel trailers, or motor homes may be located on the homeowner's driveway or suitable area for a maximum time of nine (9) days for the purpose of outfitting for use or cleanup after use. After the nine days, the property must be either stored within a suitably screened area on the homeowner's lot or at a site outside of the subdivision. A canvas cover will not be considered a screened area. While located in Bloomfield, said vehicle may not encroach on the street or onto a neighboring property without the written permission of the neighboring property owner and notification to the management company of the encroachment.

ATV's, go-carts, and various other motorized non-street compliant vehicles are not allowed to be driven in the streets or common areas, and should be used only on properties where the owner has given prior permission. No motorized vehicle is allowed on the unpaved common areas.

TV Antennas/Satellite Dishes

Antennas and other devices for the transmission of television signals or any other form of electromagnetic wave or radiation may not be erected, used or maintained on any portion of the limited common or the common area without the PRIOR approval of the BOD. When possible, satellite dishes/antennas must be installed discreetly in the back of the house. Satellite dishes/antennas should be as inconspicuous as possible if in view from the road in front of the house. Installing a TV antenna or satellite dish in front of the house is not allowed.

Clotheslines/Yard Clutter/Toys

Clotheslines and the airing of clothes on decks and patios are prohibited. Clutter underneath patios is prohibited unless concealed by wooden decorative lattice or a privacy fence (residents must submit a request to the Architectural Committee before placing lattice around a patio). Please do not store toys, portable basketball goals, or other items in the front yard. Hoses should be stored in a garage or near the outside faucet, on a hose organizer or in a neatly wound pile. Yard maintenance items such as sprinklers and lawn mowers should be stored in a garage or in the backyard of a home (out of sight from the road).

Parking Guidelines

Please park all vehicles in the garage and/or the driveway so that emergency vehicles can access the street at all times. Although visitor parking along the street (please make sure that the visitor(s) pulls off the pavement so as to avoid traffic congestion) is understandable, the HOA does not encourage residents to park along the street as this creates many safety hazards. Cars may not habitually be parked along the street or the street easement overnight nor parked on lawns in front of the house.

No trailers of any kind shall be allowed to be stored on a homeowner's property unless it is inside a fence or otherwise shielded from view at the street. No trucks or vehicles rated over one ton shall be allowed to remain in the neighborhood.

Pet Guidelines

These guidelines are intended to reflect the rights of the pets and their owners, as well as the rights of those residents who choose not to be pet owners. Please remember that in most cases the Wake County ordinances specify the responsibility of pet owners. These responsibilities include the following:

Only household pets may be kept in your home. You may not keep an animal for commercial purposes.

Pets may not be housed on the decks, patios, or common area without the PRIOR written approval of the BOD.

You are responsible for the cost of repairing any damage to common area caused by your pet or pets belonging to your tenants and guests. Pets must be kept on a leash or otherwise kept under the control of a competent person at all times except when inside a fenced yard.

You must pick up any droppings left by your pet, so take a baggie with you when you leave your home! Please be considerate of your neighbors and clean up if your pets void on other people's property while on a walk.

For complaints regarding pets, the management company will send the owner one complaint letter as a courtesy. If the owner of the pet is allowing behavior that is against a Wake County pet ordinance including the continuous barking of a dog – fines may be incurred.

Signs

If your home is for sale, you may have one sign at the front of your home and one "flyer box".

"For Sale" signs must be purchased from a retail store or provided by a licensed realtor.

Handwritten "For Sale" signs are not permitted. Advertisement signs for any reason other than

a yard sale or garage sale are prohibited.

Noise

Residents and guests of Bloomfield must adhere to the Wake County Noise Ordinance Chapter 92 (No noise that will be bothersome to your neighbors between the hours of 11 PM to 7 AM nor unreasonable noise at other times). An impartial committee may be asked to determine if a noise is unreasonable or not.

Holiday Decorations

Residents of Bloomfield may put holiday decorations up 2 weeks before the holiday and must remove the decorations 2 weeks after the holiday has passed, with December holidays being the exception. December holiday decorations may be installed Thanksgiving weekend and must come down no later than the 15th of January.

Trash Bin/Recycling Bin Guidelines

Trash/recycling bins may be placed on the curb as **early as noon on the day before your pick up and must be removed by 9:00 PM on the day of pickup.** Trash/recycling bins must be stored out of view from the front of the home.

Use of Homes Guidelines

Use of Homes

The homes in Bloomfield are for residential home purposes only. You may not conduct any obnoxious, offensive, illegal activity, or anything that may become a nuisance for your neighbors.

Any Violation: Legal action may be taken by the HOA.

Leasing of Homes

Owners are responsible for the behavior of their tenants. Owner responsibility includes home maintenance, parking violations, and anything that may become a nuisance for neighbors.

Leases with a rental period of less than 12 months are prohibited. Owners are required to provide a copy of all leases to the Association promptly after initiating a lease agreement to verify compliance with the HOA Covenants.

Business Activities

No business activities may be conducted or operated from any home. This particular item in the Declaration of Covenants refers to activities that will attract customers and inventories that will be delivered to and from the premises. This does not refer to a person who works at a computer from home or otherwise causes no harm nor inconvenience to neighbors in the community.

Any Violation: Legal action may be taken by the HOA.

Architectural Control Guidelines

Exterior Changes

No addition, changes or alterations to the dwelling, outbuildings, or major landscaping features are permitted without the PRIOR approval of the Board of Directors.

In order for an Owner to request permission to make any architectural or landscaping changes to their property, they should follow the Architectural/Landscaping Request Process:

1. Complete the Architectural/Landscaping Request Form and submit to the Bloomfield management company (currently Grandchester Meadows). The form is available online at: <http://www.grandchestermeadows.com>
2. The appropriate committee (Architectural or Landscaping) will review and vote on the request and may seek feedback from any neighbors who would be able to view the change.
3. The final decision is returned within 30 days.
4. You have **12 months** from the date of approval to complete the project. Extensions can only be granted by the Board of Directors. You must notify management immediately as soon as the project is done so that the completeness and compliance may be verified by the committee.
5. Appeal Process: If the request is denied, the requester has the right to appeal the decision of the board of directors within 30 days of the committee meeting at which the request was denied. This may be done by submitting a request for appeal in writing to:

**Board of Directors
Bloomfield HOA
PO Box 37027
Raleigh, NC 27627**

Violation Process

Rules/Regulations Violation Process

The Board of Directors has approved the following process to confirm and penalize violations of Bloomfield HOA Rules/Regulations.

1. Announce infraction – A letter will be sent to the owner describing the Rule/Regulation in violation as a warning. This may include a ‘Cease and Desist” order for improper or unapproved changes.

2. Announce violation – A letter will be sent to the homeowner describing the Rule/Regulation violated. This letter replaces the infraction warning if the homeowner has been issued a prior warning for the same infraction.

3. Non-board member hearing

- a. Determine violation
- b. Determine if owner warned
- c. Announce fine (up to \$25/day)

4. 7 days to correct - If not corrected: up to a \$25 fine per day fine is incurred until corrected. This is in addition to any legal fees and/or other fees related to the violation which is incurred by the HOA.

5. If a homeowner violates the same rule/regulation again, the HOA does not need to go through this process again. The owner will immediately be issued a letter with a fine.