

Meredith Townes Homeowners Association



HOMEOWNER HANDBOOK

Rules, Guidelines, and Appearance Standards

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INTRODUCTION

The rules contained in this handbook were formulated by members of the Board of Directors based on the existing Meredith Townes Homeowners Association Declaration of Covenants as well as the Bylaws for the Association (from this point forward referred to as “MTHOA”). The Board’s intent is to keep the number of rules few and well-chosen with special consideration to the appearance of the common areas as they relate directly to the value of our property. In most cases, uniformity was a central issue as well as the rights of and respect for your neighbors and owners.

GOVERNANCE:

As a homeowner or renter, you are a part of a community that is governed in accordance with three (3) official documents:

1. Articles of Incorporation of the Meredith Townes Homeowners Association
2. Declaration of Covenants, Conditions, and Restrictions of Meredith Townes
3. By-Laws of the Meredith Townes Homeowners Association

Homeowners can find these documents online at [Meredith Townes HOA](#).

HOMEOWNERS ASSOCIATION:

The owners of each townhome automatically have a single vote, per townhome, in the Meredith Townes Homeowners Association. An annual meeting of MTHOA is held each January at an announced time and place. A summary of the expenses incurred over the previous year and the budget for the upcoming year are presented along with various other information of interest to the homeowners. Also, an election is held to fill any expiring terms on the Board of Directors. Occasionally, additional meetings are called to discuss a matter of special importance requiring the attention of the Association members before the next annual meeting.

BOARD OF DIRECTORS:

The Board of Directors (hereafter referred to as the Board) is the governing body of MTHOA. The Board has the responsibility of making decisions concerning the raising and expenditure of funds, overseeing the contracts for work done for MTHOA, and establishing and enforcing the rules of the community. The MTHOA by-laws require that the Board be composed of no less than three (3) members. Customarily, Board members are homeowners, although this is not a requirement. Board terms last three years and are staggered so that one or more expires each year. Board members are volunteers and are not compensated for their services.

Meetings:

The Board meets monthly. Typically, meetings are held on the fourth Tuesday at 6:00 PM. The meeting calendar with dates and times is posted on the management website. Please contact the management company to confirm meeting dates and times. Any homeowner may attend Board meetings, but voting is limited to the elected Board members. Please contact our management company to determine if the monthly meeting is scheduled to be held in-person or virtually. Board meeting times and dates may have to be changed based on extenuating circumstances.

Meetings commence with a 30-minute homeowner's forum at which time any issues, concerns, or ideas may be raised by homeowners and discussed publicly. These matters are then taken into executive session for further discussion. Residents interested in presenting at the forum should notify the management company of their concerns at least 48 hours prior to the Board meeting in order to receive meeting access (if virtual) and to be added to the agenda. Please reach out to our community manager for meeting details.

Officers:

The Board officers typically include a President, a Vice-President, a Treasurer, and a Secretary. These officers are elected annually by the Board. The President and Vice-President each must be members of the Board, although that condition is not necessary for either the Secretary or Treasurer. The President presides over all Association meetings and the Board meetings.

Committees:

Our by-laws require that we have two committees: an Architectural Control Committee and a Nominating Committee. The Board may appoint other committees on an as needed basis.

MANAGEMENT:

The MTHOA employs a management firm responsible for overseeing the day-to-day operations of the community. The management firm is responsible for processing monthly assessments, paying MTHOA bills, preparing reports on expenditures, record-keeping, and undertaking routine repairs and maintenance. In addition, management oversees the work of contracts for grounds-keeping and landscaping, painting, repairs, operation of the pool, etc.

RULES ENFORCEMENT:

According to the MTHOA Declaration of Covenants, “the Board of Directors of the Association shall have the power to formulate, publish and enforce reasonable rules and regulations concerning the use and enjoyment of the front yard space of each lot and the Common Areas.” Occasionally it becomes necessary for the Board to take special action to enforce the rules of the Association. Homeowners can be fined for violations of these rules and regulations as well as for violations of the Declaration. The procedure for fines and suspension of privileges is set forth under NCGS 47F-3-107.1. This statute provides that a hearing shall be held to determine if the homeowner should be fined. The homeowner must be given notice of the charge, opportunity to be heard and to present evidence, and notice of the decision. If it is decided that a fine should be imposed, a fine not to exceed \$100 may be imposed for the violation and without further hearing, for each day more than 5 days after the decision that the violation occurs. Should a renter violate rules, it is the homeowner’s legal responsibility to pay any MTHOA fines resulting from the renter’s actions.

RULES AND REGULATIONS

ASSESSMENTS:

Annual Assessments (Monthly Homeowners Fees):

Costs to operate Meredith Townes are calculated annually. These costs include, but may not be limited to, the improvement and maintenance of all common areas and facilities such as the pool as well as the enforcement of the Declaration of Covenants and rules and regulations of the Association.

Homeowner assessments, which are used to cover these operating costs, are due and payable by the first day of each month.

For Courts 5, 6, 7, and 8, water and outside area lighting are collectively metered and included in monthly homeowner assessments as a supplemental cost to those courts.

For Courts 1, 2, 3, and 4, water and outside area lighting are metered to individual townhomes.

Our management company provides assessment payment options. Please feel free to reach out to them for assistance with determining which option works best for you. Assessment payment coupons are available upon request. Homeowners who want a coupon book should contact the management company directly each year to make this request.

Special Assessments:

Special assessments as described in the Meredith Townes Homeowners Association's Bylaws and Declaration of Covenants and may be used "...for the purpose of defraying, in whole or in part, the cost of any construction or reconstruction, unexpected repair or replacement of a described capital improvement upon the common area, including the necessary fixtures and personal property related thereto..."

Special assessments, before they can be implemented, must be approved by a two-thirds ($\frac{2}{3}$) vote of homeowners. Voting can be done in person or by proxy at an annual or ad hoc meeting. Special assessments may be paid either monthly or in a one-time lump sum.

Every three to five years, our HOA has a reserve study completed to determine future capital improvement and/or replacement needs. This study projects the amount of money we need to maintain in our reserve account to cover predictable costs of future repairs and/or replacement costs. The most current reserve study is available for homeowner review at the MTHOA website.

CABLE SERVICE:

The MTHOA monthly assessment currently includes a basic subscription to cable television provided by Spectrum. Rental of converter boxes for any additional services and premium channels require individualized contracts between the homeowner and Spectrum. For questions, contact Spectrum at 833-697-7328 referencing the Meredith Townes bulk master residential account number 202-270184201-001.

DOG PARK:

Meredith Townes offers a dog park for homeowner's pet use. It is located on Westbury Drive. To obtain access, please contact our management company. Rules governing the use of the dog park may be found at the MTHOA website and are also distributed to dog park users who reside in Rue Sans Famille.

GROUND MAINTENANCE AND MANAGEMENT:

All common areas are the responsibility of the MTHOA. Homeowners may not utilize these areas for any personal or private purposes such as planting flowers or shrubs, installing satellite dishes, equipment storage, etc., without the permission of the MTHOA.

Common area lawn care, specifically mowing, trimming, and fertilizing, is the responsibility of MTHOA. The Association is also responsible for pruning and replanting shrubs and trees in the common areas. Homeowners who wish to be placed on the "no-prune list" should reach out to our management company. Shrub replacement may at times be delayed for budgetary reasons or completed when seasonally appropriate.

Homeowners are responsible for rear courtyards and may landscape as they desire without prior approval from the grounds committee. All plants and trees within the courtyard are the maintenance responsibility of the homeowner. Plants and trees must not be allowed to touch the roof of the house or the exterior walls of the house. Structural damage to the house, patio wall, or patio pad caused by plants and/or trees located within the courtyard are the responsibility of the homeowner. Also, plants and trees located in courtyards may not encroach neighboring courtyards or houses.

Rear courtyards will be mowed and blown by the landscaper if accessible (rear gates must be left unlocked). The landscaper is not responsible for moving items such as bicycles, lawn furniture, toys, hoses, etc. to complete maintenance. Homeowners must keep their rear courtyards neat and attractive and not allow debris to accumulate or allow for the creation of a health hazard.

Homeowners who would like to make improvements to the concrete pad located in their courtyards must receive approval from the MTHOA through the architectural review process. This is necessary because in most cases the concrete pads are original building construction.

Homeowners may not modify wooden fences (Courts 5, 6, 7, 8) without prior approval from the architectural control committee (ACC). The architectural review application may be found on the website (www.meredithtownes.org) under community documents.

Homeowners should take care to preserve storage sheds. Homeowners will be held responsible for any damage to fences, patios, patio walls, etc., attributable to their landscaping efforts.

Homeowners must have prior written approval from the MTHOA Board of Directors to plant in common areas. Requests should be submitted to the community manager who will forward them to the Board.

Homeowners may not erect or install structures (umbrellas, decorative arches, etc.) taller than the brick walls or wooden fences in private areas behind houses.

INSURANCE:

Meredith Townes insures its common property only. The Association encourages each individual homeowner to insure her/his own townhome appropriately.

LEASING:

Owners who lease their townhomes must ensure that their tenants understand MTHOA rules and regulations. The Meredith Townes HOA requests that homeowners who lease their homes inform our management company, provide names, and contact information for their lessee. This information allows our HOA to communicate important information to all residents (homeowner and lessee).

The community's recreational facilities may be used by the owner or lessee but not by both. We encourage the owner to communicate her/his intentions to the lessee.

We also ask that the homeowner deliver to the lessee a copy of this resident handbook. Should a renter violate MTHOA rules, it is the homeowner's responsibility to pay any Association fines resulting from the renter's actions.

MAINTENANCE:

The Association's exterior maintenance responsibilities are limited to maintenance, repairs, and replacement stemming from normal aging and exposure on specific portions of the originally constructed townhomes. While the responsibility of MTHOA is limited to maintenance and repair, rather than improvement, the Board of Directors may from time to time opt to make exterior improvements.

Maintenance, repairs, and replacements stemming from accidents, termites, fire, flood, water, wind, or other natural disasters, civil disturbances, vandalism, homeowner negligence or other similar acts shall be repaired, replaced, and maintained by the homeowner. Maintenance by the MTHOA will be provided under the direction of the Board of Directors.

MTHOA will not be held responsible for interior damage resulting from exterior failure. Structural damage (walls, floors, roofs, etc.) resulting from settling of the foundation or water intrusion is the responsibility of the homeowner. The maintenance responsibility chart, which is included in this handbook, outlines certain other exterior improvements which fall under the responsibility of the homeowner.

Any exterior changes made by homeowners, including door and window replacements, changes, or additions to landscape, etc., require written approval before any changes are implemented. All exterior changes initiated by the homeowner are the financial responsibility of the homeowner.

Homeowners should relay questions regarding needed repairs on the house exterior or in the common area to our management company. Homeowners should not contract directly with a vendor to provide repairs on the exterior of the home or in the common area. Any homeowner who does so is responsible for paying the cost of the repair and may be held in violation of MTHOA rules and regulations.

Homeowners who engage in extensive renovation projects that require the installation of a portable toilet must receive approval from the MTHOA through the management company. The toilet must be placed in the rear of the house, and the installation must comply with North Carolina's laws governing such.

NOISE:

No unreasonably loud, annoying, disturbing noise or frightening activity may be conducted upon the properties. City Code (see Sec. 12-5007(c). Sec. 12-5008) provides specific details of the noise-related

laws in Raleigh. Furthermore, Section 13-3017 outlines the specific laws regarding nuisance parties. Tenants and property owners should familiarize themselves with these laws.

PARKING:

General:

All vehicles parked within the community must be in operational condition with license plates, current registration tags, and inflated tires (road ready). This applies to all parking spaces: those assigned to homeowners, those assigned to visitors, and those spaces in the overflow parking lot.

- No vehicle repairs, other than emergency repairs, may be performed in any community parking area.
- Only cars, SUVs, or personal trucks may be parked in MTHOA community parking areas. No boats, trailers, campers, recreational vehicles, etc., are allowed in any community parking area. These vehicles may be parked in the fenced parking area at the back of Court 6 with MTHOA permission. Please contact our management company for registration information.
- No personal business vehicles, i.e., construction trucks or vans advertising a business, may be parked in any community parking area.
- Vehicles with car covers must have visible license plates.
- Vehicles parked within the MTHOA community that are in violation of the MTHOA parking policies will be towed. Inoperable vehicles and those that are not road-ready (including expired tags) will be towed at the owner's expense. The MTHOA utilizes the services of Ace Towing and Recovery. The Ace contact information is posted at the entrance to all parking lots in our community. Cars that are in violation will be tagged one day in advance of being towed. The owner of any car that is towed because of a violation must contact Ace Towing at 919-821-2121 to pay the towing charge and any fine and to arrange to pick up the car.
- Vehicles may not be driven on the grounds of the property other than in parking lots. Damages caused by violating this rule shall be assessed to and payable by the unit owner.
- Owners must obtain prior approval from the MTHOA through the management company to use their designated parking space/s for a dumpster, pod, or other portable temporary storage unit. The initial request, which must be submitted to the management company at least 30 days in advance, may be approved for 60 days. The homeowner may request a 30-day extension if necessary for a total of 90 days. The unit must fit within the boundaries of the parking space and may not impede parking lot traffic flow or the parking of other homeowners. If a dumpster is installed, it must be emptied regularly. The contents of the dumpster must never exceed the height of the dumpster.
- Charging stations, wiring, or cords for electric vehicles must be reviewed and approved by the MTHOA Architectural Control Committee before they are used or installed. The Architectural Review application may be found on the website (www.meredithtownes.org) under Community Documents. Homeowners who receive approval to install a charging station are responsible for providing all maintenance of the station, including, without limitation, painting, repairing, replacing, and maintaining the station, and further, the homeowner shall be responsible for payment of all utility costs associated with the car charging station. The installing owner will need to covenant and agree to bear responsibility for repairing and replacing any portion of the common areas or any item for which the association would bear maintenance responsibility pursuant to the terms of the Declaration of Covenants if such repair or replacement is due to damage caused by or attributable to the presence or use of the car charging station.

Homeowners/Residents:

Each townhome is allocated two parking spaces located in front of their unit. According to the Meredith Townes HOA Covenants, "Ownership of each Lot shall entitle the owner or owners thereof to the use of no more than two automobile parking spaces." These are marked by house numbers.

Homeowners/residents owning more than two vehicles must park additional vehicles on Wycliff Road, Morningside Drive, or in the overflow parking lot on Westbury Drive. Homeowners/residents are not permitted to park in visitor spaces. Cars owned by homeowners and renters who utilize visitor spaces will be towed after a 24-hour notice. Towing company information is available on signs posted at the entrance to each court. The cost of towing is the responsibility of the homeowner or renter.

Guests:

Visitor parking spaces may be used for a maximum period of three consecutive days. Guests in need of parking for more than three days must move their vehicles to Wycliff Road, Morningside Drive, or onto the overflow parking lot on Westbury Drive. Vehicles that remain in visitor parking spaces for more than three days will be towed without notice.

Overflow Parking Area:

Homeowners/residents and guests are granted free access to the overflow parking lot, located on Westbury Drive. Vehicles with car covers must have visible license plates. All vehicles parked in the overflow must be operational (road-ready with current tags) as outlined above.

Storage Lot:

A private, fenced storage area, located at the end of Court 6, is provided as an amenity for homeowners to store vehicles, such as boats, trailers, campers, and/or RVs.

- Homeowners are required to register with our management company before utilizing space in the storage lot.
- All items parked in the storage lot must have current tags and be in operational condition (road ready).
- Unregistered items will be removed at the owner's expense.

PETS:

Pets are not allowed to be off leash while in common areas and must be in compliance with the City of Raleigh leash law. Pet owners are responsible for cleaning up after each pet elimination per City of Raleigh code. The MTHOA has installed dog waste stations throughout the community for our dog owners' convenience. Pets may not be chained on MTHOA property.

POOL:

MTHOA approves and publishes pool season dates and hours as well as rules and policies annually. Pool information is posted to the website and shared with homeowners and outside members prior to the start of each pool season.

New homeowners should receive pool access fobs from the previous owner. If you are unable to obtain fobs from the seller, please contact our management company to purchase replacements. A completed access fob agreement and confirmation will be needed before replacements can be issued. This form may be found on the website (www.meredithtownes.org) under Community Documents.

The MTHOA pool may be used by a homeowner or the homeowner's lessee but not by both parties. We encourage the owner to communicate her/his intentions to the lessee.

The MTHOA makes paid pool memberships available to individuals and families who do not own homes in Meredith Townes.

APPEARANCE GUIDELINES

AWNINGS:

All awnings must be black and of quality fabric. Braiding/trim, if requested, may not be white due to staining. Homeowners are responsible for all servicing, cleaning, and repair. All awnings require HOA approval and must be professionally installed. Awnings are permitted for front doors and patio doors only. Window awnings are not permitted. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents.

BIRD HOUSES/BIRD FEEDERS/BIRDBATHS:

Bird houses, bird feeders, and bird baths may not be installed in front of townhomes. These items may only be installed in rear courtyards.

CLOTHES LINES:

Permanent or temporary clothes lines are not permitted in the front of townhomes or in a common area. If they are installed in the rear courtyard, they may not exceed the height of the patio walls. Towels, rugs, etc. may not be draped over front railings to dry.

CONSTRUCTION TRAILERS, DUMPSTERS, STORAGE PODS:

Homeowners may install a dumpster, pod, or other portable temporary storage in one of their two parking spaces for temporary use. The initial request, which must be submitted to the management company at least 30 days in advance, may be approved for 60 days. **The homeowner may request a 30-day extension if necessary for a total of 90 days.** The unit must fit within the boundaries of the parking space and may not impede parking lot traffic flow or the parking of other homeowners. If a dumpster is installed, it must be emptied regularly. The contents of the dumpster must never exceed the height of the dumpster.

Portable toilets are allowed during construction/renovation projects if they are approved in advance by the MTHOA. These installations are allowed for 60 days with one 30-day extension. Portable toilets must be installed in the rear of the house and as far from all houses as possible. Homeowners must contact our management company for the appropriate approval.

DOORS:

Front Entrance/Exterior Doors:

- The MTHOA revised and approved standards for front entrance/front exterior doors in 2019. Those standards are included as an addendum to this handbook and on the MTHOA website. The Architectural Control Committee must approve entrance door replacements. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents. Please contact our community manager with questions about these standards.

Rear/Patio/Courtyard Doors:

- The MTHOA requires that the color of the rear door and its trim match the house and/or house trim color. It is recommended that the door material be aluminum or fiberglass. Homeowners must submit an Architectural Review Application before replacing a rear entrance door. The MTHOA is not responsible for the maintenance of rear doors.

Storm Doors:

- The Architectural Committee of MTHOA has developed and defined standards for storm doors for units located within the Meredith Townes neighborhood. The goal of these standards is to improve the aesthetic look of individual homes while enhancing the overall appearance of the property and improving the ultimate value of the individual units and the property. Please contact our community manager with questions about these standards.
- Acceptable storm doors are the wood frame six-panel clear glass doors or full glass view storm doors.
- Tints on glass panels are permitted, however solar film may not be added.
- Storm doors must be painted the color of the front entrance door and match the color of the townhome's shutters.
- There are three options available for those homeowners who desire to replace their unit's front storm door:
 - A traditional wood frame & six-panel clear glass door that is a consistent match for those found already in place throughout the community.
 - Pella Select (available at Lowe's):
 1. <https://www.lowes.com/pd/Pella-Select-Black-Full-view-Aluminum-Storm-Door-Common-36-in-x-81-in-Actual-35-75-in-x-79-875-in/1000143789?idProductFound=false&idExtracted=true>
 - Larson Signature (available at Lowe's):
 - <https://www.lowes.com/pd/LARSON-Signature-Classic-Black-Full-view-Aluminum-Storm-Door-Common-32-in-x-81-in-Actual-31-75-in-x-79-75-in/1000435249?idProductFound=false&idExtracted=true>

Shed Doors:

- The doors on the sheds that are found behind some houses and that are part of the original construction are the responsibility of the homeowners. This responsibility is the same as for the front and rear exterior doors on your homes. Maintenance of the sheds themselves is the responsibility of the homeowners' association.

EXTERIOR LIGHTING:

- Courts 1, 2, 3 and 4: Homeowners are responsible for replacing light bulbs in either the front light post with a 100-watt or comparable clear light bulb or in the rear flood light fixture at the end of the patio wall with a 100-watt or comparable flood light bulb. MTHOA will repair nonfunctioning light posts and flood light fixtures after the property owner verifies that the problem is not bulb related.
- Courts 5, 6, 7 and 8: Common lighting is the responsibility of Duke Energy. Please report any nonfunctioning lights to Duke Energy. Duke Energy will require the nearest physical address to the light as well as the pole number (identified on the pole).
<https://www.duke-energy.com/customer-service/request-light-repair> or call 800-419-6356.
- Homeowners are expected to maintain their front porch and back patio lights, specifically the lights that are attached to their houses.

EXTERIOR MODIFICATIONS:

Changes to the exterior structure of a unit may not be made without the approval of the Architectural Control Committee prior to change or installation. Examples of changes include but are not limited to

skylights, attic fans, hot tubs, solar collectors, storm doors, awnings, porch lights, window replacements, plantings on common property, etc. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents.

FIREWOOD:

Firewood may only be stored in the rear patio/courtyard area away from the townhome and storage shed. Firewood may not be stored on MTHOA common property.

FLAGS:

Flags may be displayed if they are attached to the exterior of a house. Flags may also be displayed in the courtyards in the rear of homes. Flags are not allowed in front yards or in any common area. Flags must be kept in good condition.

FLOWERPOTS AND PLANT CONTAINERS:

Flowerpots, planters, and containers may only be placed on the porch or stairs of the home or at the end of the sidewalk. All containers must contain live plant material. Empty containers must be stored out of sight and may not be stored on common property. Vegetables and artificial plants or flowers are not allowed. Placement of containers must not interfere with grounds maintenance.

GAS TANKS:

Homeowners who elect to use liquid propane gas must receive approval from the MTHOA before installing the gas tanks on common grounds. If approval is provided for the tanks to be installed outside of the homeowner's courtyard, the homeowner is responsible for appropriately screening the tanks. The screening plan should be submitted with the request to install.

HOLIDAY DECORATIONS:

Decorations may not be placed in the common areas.

The City of Raleigh establishes guidelines for the disposal of Christmas trees. Please check the City's website for specific information.

HOME OFFICES:

No signs may be placed on the property advertising any business. A business/office must not impact traffic or parking.

HOUSE NUMBERS:

Homeowners are responsible for ensuring their units are identifiable by their house number. Numbers must be 3 to 5 inches in height and finished in brass, bronze, or black. Number stickers may not be affixed to any town home. Numbers must be clearly visible from the parking lot or street. Greenery or decoration must not obstruct the visibility of the numbers.

IVY / VINES:

Clinging vines are not allowed to grow on any exterior surfaces that are the responsibility of the MTHOA including townhome exterior surfaces, courtyard walls, and fences.

LAWN FURNITURE, BENCHES, DÉCOR:

Lawn furniture, benches, yard decorations, etc., are not permitted on MTHOA common property. Homeowners who would like to place lawn furniture, benches, lawn decorations, etc., on common property must have the prior approval of the Architectural Control Committee. The Committee will not approve items that impede ground maintenance. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents. Homeowners are welcome to place such items within their walled or fenced courtyards and without MTHOA approval. These items may not exceed the height of the courtyard walls and fences.

MAILBOXES:

- Mailboxes must be standard United States Postal Service issue in either black or brass.
- Slots for inside mail deposit may be installed with a frame and protective flap in the front entrance door of the townhouse.
- Any other type of mailbox or receptacle for mail deposit must have prior approval from the architectural review committee.

PAINTING (EXTERIOR PAINT AND MAINTENANCE):

In accordance with the bylaws, the Association is responsible for certain routine exterior maintenance of each townhome. Our Declaration of Covenants states, "... the Association shall provide exterior maintenance upon each Lot which is subject to assessment hereunder, as follows: paint, repair, replace and care for roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, grass, walks, and other exterior improvements." This includes the painting of all relevant exterior building surfaces. This work will be done on a regular schedule and paint colors will be recommended by the architectural control committee and approved by the Board before being used. Our homes are painted approximately every eight (8) years. This decision is based upon the availability of funding.

PATIO AREA/COURTYARD:

Homeowners may landscape their rear patio areas with trees, shrubs, and flowers without securing the approval of the maintenance/grounds committee and are responsible for all maintenance of such items. The patio area should be maintained in a manner that is attractive and does not create health hazards.

Homeowners who collect refuse in their patio areas may be subject to action from city health officials.

Please see the maintenance chart for information regarding fences and gates.

PLAY EQUIPMENT:

All toys and other play equipment that is used in front yards or in common areas must be completely removed when not in use. Basketball goals may not be used or installed in front yards or in any common area. Items left in the common areas will be removed by the MTHOA.

SATELLITE DISHES:

- Definition: A satellite dish is a device used to receive television transmittal signals.
- Permitted Locations: Homeowners are permitted to place satellite dishes within any limited area for which they have rights of exclusive use, e.g., patio or courtyard, but the dish may not protrude into common area or exceed the height of any party wall or fence. Satellite dishes may not be mounted to the roof or to the exterior of a building.
- Wiring: Any wires that run from the satellite dish (outside unit) to the receiver (inside unit) shall not be run through a foundation vent nor drilled in through the side of a unit. The homeowner and

installation technician shall determine the best way to run this wiring based upon the unique conditions of each unit.

- Expenses: All expenses relating to a satellite dish installation and maintenance must be paid by the owner. If a unit owner sells their unit, the maintenance of the dish becomes the responsibility of the new owner.
- Damage: Homeowners will be held responsible for all damage stemming from the dish and the MTHOA must be promptly reimbursed for any remedial expenses.
- Other: The dish must be installed in a manner to minimize visual disharmony and maintain the architectural integrity of MTHOA. The smallest dish available and the latest technology is preferred, but in no event are dishes greater than 1 meter in diameter permitted. Safety considerations should be utilized.
- Installation of a satellite dish does not exempt a homeowner from paying their share of the inclusive agreement associated with the Spectrum television cable account.

SIGNS:

For Sale or Rent:

- One professionally made sign not to exceed 24" x 24" may be placed in the planting bed/natural area in front of the home. The natural area should be the planting bed closest to the townhome.
- Signs on posts (example: 4" x 4" wooden posts) are not permitted as installation of signposts may damage underground wiring.
- One professionally made sign per court with an arrow pointing toward the home may be placed on the street temporarily.

Political Signs:

No political sign may be displayed any earlier than 45 days prior to an election or any later than seven days post-election. One professionally made sign, not to exceed 24" x 24", may be placed in the natural area that is the planting bed closest to the townhome.

Security Signs:

One company-provided sign may be placed in the natural area closest to the front of the home.

Commercial Signs:

A temporary company identification sign may be placed in the planting bed/natural area closest to the home while work is being performed and must be removed once the work is completed.

STICKERS:

Stickers are not permitted on windows or doors, except for health or safety signs necessary for first responders.

TRASH, RECYCLING, AND YARD WASTE:

- Trash is currently collected by the City of Raleigh on Tuesday and Friday. The City establishes this schedule, and it may be changed by the City. Please see the website for more information: <https://raleighnc.gov/departments/solid-waste-services>.
- Recycling is collected on alternate Thursdays. The City of Raleigh also establishes this schedule.
- Yard waste is collected by the City of Raleigh every other week, on the opposite week of recycling. The City of Raleigh also establishes this schedule. The City of Raleigh distributed yard waste containers in 2022. For homeowners who opt to have a container, it is in addition to the

trash and recycling containers that homeowners possess. Yard waste must be placed in these containers, biodegradable paper bags, or bundles. The City of Raleigh will not collect yard waste collected in plastic bags. Homeowners who would like to have a yard waste container must request one by contacting the City.

- Trash bins, recycle carts, and yard waste containers may be placed at the curb for collection no earlier than 12:00 noon the day before collection and must be stored out of sight by sundown on collection day. Homeowners who choose to place garbage bags by the curb for pick up should do so on the morning of the pick-up only not the day before to help eliminate pests getting into the trash. Homeowners who place trash at the curb after city pick-up must remove the trash bag or receptacle by the end of the trash pick-up day. Leaving the bags at the curbside is unsafe and unsightly. This also applies to recycling.
- All trash bins and recycle carts must be identified with the townhouse number. This helps the management company ensure that bins and carts are not left unattended at the curb.
- All carts must be stored in the back or to the side of units where they are not visible from the street.
- For trash or other materials that do not fit into the cart, owners/residents must arrange for pick up by the city or take the materials to an appropriate facility. Owners and residents may contact the City of Raleigh Solid Waste Services Department 919-996-6890. Any debris, such as furniture and construction debris, left on the street or in the parking lot that is not placed in acceptable containers will be removed at the owner's expense.

WATER HOSES:

Water hoses kept at the front of the home must be stored out of sight.

WINDOWS / WINDOW REPLACEMENTS:

- **Exterior Windows**
 - Window styles were revised and approved by the MTHOA in 2019. They are included as an addendum to this handbook and on the MTHOA website. The Architectural Control Committee must approve window replacements. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents. Please contact our community manager with questions about these standards.
- **Storm Windows**
 - Storm windows may have either aluminum or wood frames and storm windows must match the color of the house trim.
 - Under no circumstances may plastic coverings be affixed to the exterior of windows.
 - Only factory tints are permitted; no additional solar film is allowed.
 - An Architectural Review Application must be submitted and approved prior to installation. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents.

WINDOW BOXES:

Window boxes must be approved in advance by the Architectural Control Committee. An Architectural Review Application must be submitted and approved prior to installation. The Architectural Review Application may be found on the website (www.meredithtownes.org) under Community Documents.

WINDOW-MOUNTED AIR CONDITIONERS OR WINDOW FANS:

Window mounted air conditioners and fans are not permitted.

MAINTENANCE RESPONSIBILITY CHART		
ITEM	HOMEOWNE R	ASSOCIATIO N
Asphalt paving and striping		X
Awnings (all awnings have been installed by homeowners)	X	
Brick and mortar siding maintenance and exterior of the chimney		X
Chimney and fireplace inspection	X	
Chimney cap		X
Chimney flu (all interior workings of fireplace)	X	
Concrete sidewalks in front of buildings		X
Crawl space door		X
Curbs and gutters (parking lot)		X
Deck repair, maintenance, and replacement (pertains to decks installed by homeowner)	X	
Doors, door frames, thresholds, weather stripping (includes front, rear, sliding glass, French, and screen/storm doors)	X	
Electrical service to meter		Duke Energy
Electrical wiring (from meter to panel where it enters the home)	X	
Electrical eyes for front post lights and rear floodlights		X
Exterior building surfaces (maintenance and painting).		X
Exterior handrails		X
Exterior door hardware (doorbells, knobs, hinges, peep holes, etc.)	X	
Exterior water faucet (hose bib)	X	
Exterior house numbers	X	
Exterior steps		X
Exterior storm/downspout drainage lines		X
Exterior water proofing (foundation and basement)	X	
Extermination: (includes rodents, birds, insects, squirrels, snakes, etc.) interior & exterior	X	
Extermination: Termites (exterior inspection and treatment)		X
Extermination: Termites (interior damage repair)	X	
Fences and gates in Courts 1-4 (rear fencing not part of original construction and installed by homeowners)	X	
Fences and gates in Courts 5-8 (original construction)		X
Fireplace (exterior) cleanout doors (repair or replacement)	X	
Fireplace (exterior) cleanout	X	

Foundation and/or crawlspace air vents and fans	X	
Front and rear door light fixtures including light bulbs (for light fixtures attached to the townhome)	X	
Front post light and rear spotlights and wiring (not attached to townhomes and on common property)		X
Front post and rear light bulbs (for light fixtures on common property)	X	
Garbage can storage areas (part of original construction)		X
Garbage can storage areas added or modified by homeowner	X	
Gas (natural) supply from main line to meter		Dominion Energy
Gas (natural) supply from meter up to and including the townhome	X	
Heating, ventilation, and air conditioning (HVAC) equipment including lines, ducts, drains, condensers, and electrical connections	X	
Insurance (common property liability and Association amenities)		X
Insurance (property-building structure and foundation, liability, and personal content)	X	
Interior damage of ceiling, walls, and floors caused by leaking roofs, siding, sewer backups, water line breaks, or other natural acts (wind, etc.)	X	
Landscaping and maintenance of common areas and front yard		X
Landscape/flowers added by owner	X	
Landscaping maintenance of the rear yard (includes blowing and mowing only; gates must be unlocked for mowing and/or blowing)		X
Mailboxes, supports, and mail slots	X	
Patio wall (repair or replacement)		X
Patio pads, pavers, etc. (original construction)		X
Retaining walls on common property (not attached to the home)		X
Roof, sidewall, or crawl space exhaust fans	X	
Roof (shingles, felt, sheathing, under eave vents, fascia, trim, etc.)		X
Roof (framing and rafters including firewall)	X	
Sewer lines outside the townhome		X
Sewer lines inside the townhome	X	
Shutters		X
Stoops (front) and crawl space platforms		X
Storage sheds (original construction)		X
Storage shed doors	X	
Tree maintenance inside rear yard	X	
Water lines outside the townhome		X
Water lines inside the townhome (including pressure valve)	X	
Weather-stripping	X	

Windows (exterior windowsill, nosing and brick mold)		X
Windows (operation and all components including frame, sash, glass, screens, glazing, grill bars, etc.)	X	

Note: Homeowners should relay all questions regarding needed repairs on the house exterior or in the common area to our management company. Homeowners should not contract directly with a vendor to provide repairs on the exterior of the home or in the common area. Any homeowner who does so is responsible for the cost of the repair.

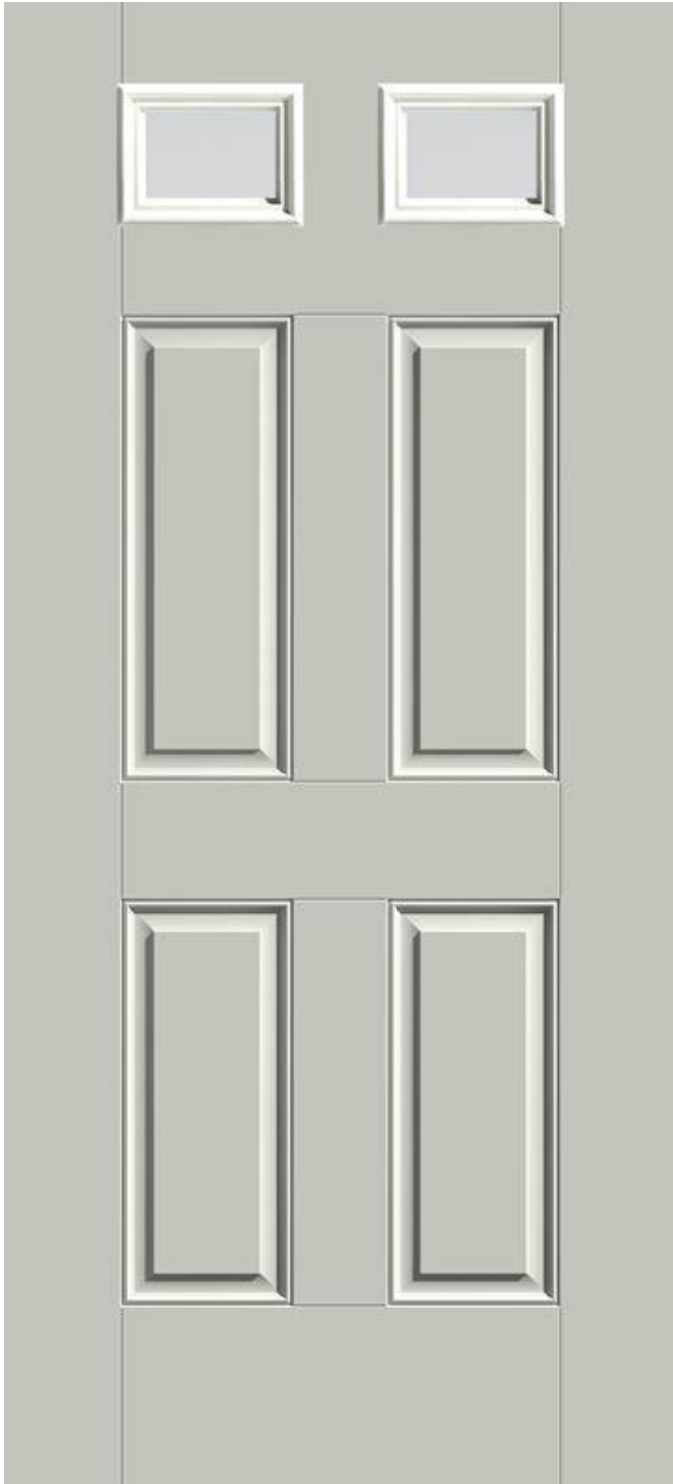
MTHOA – Exterior Door Options

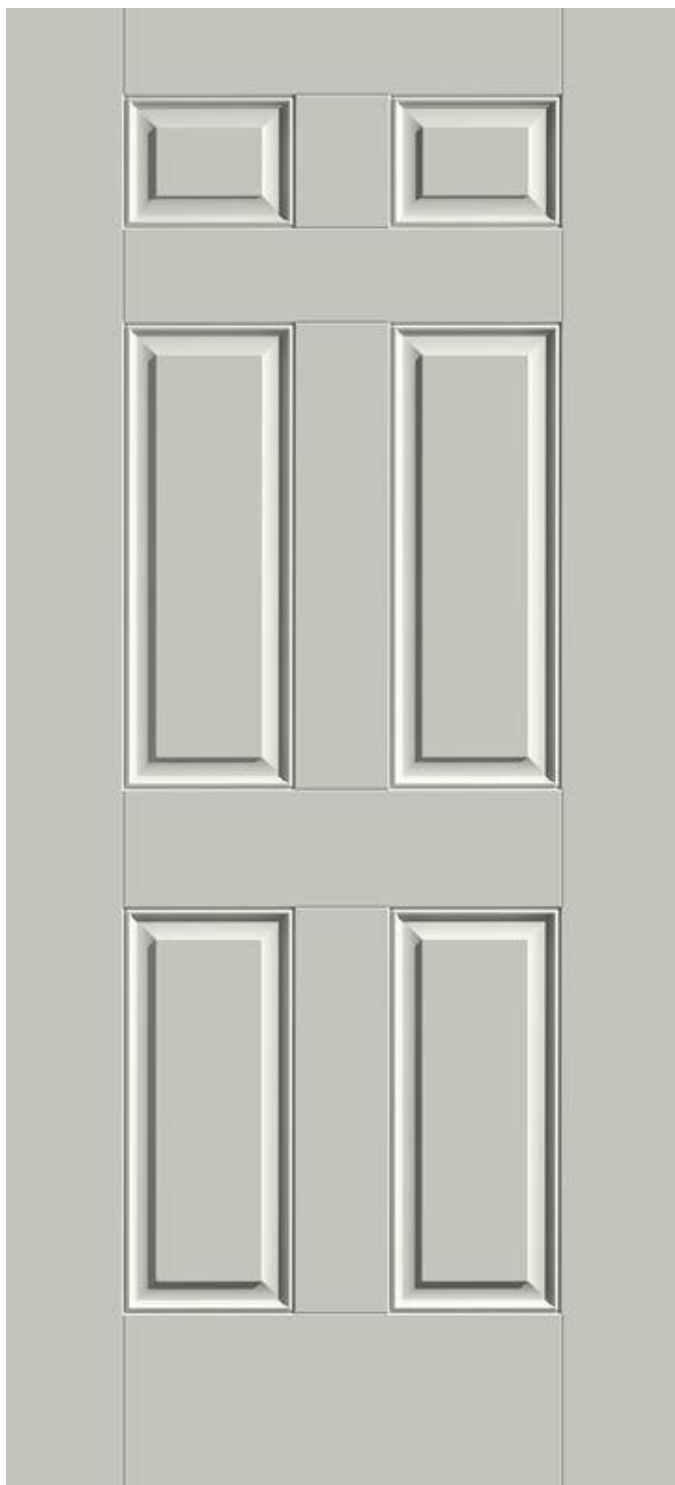
Front Doors

ThermaTru S82-SDLGBG

ThermaTru S296







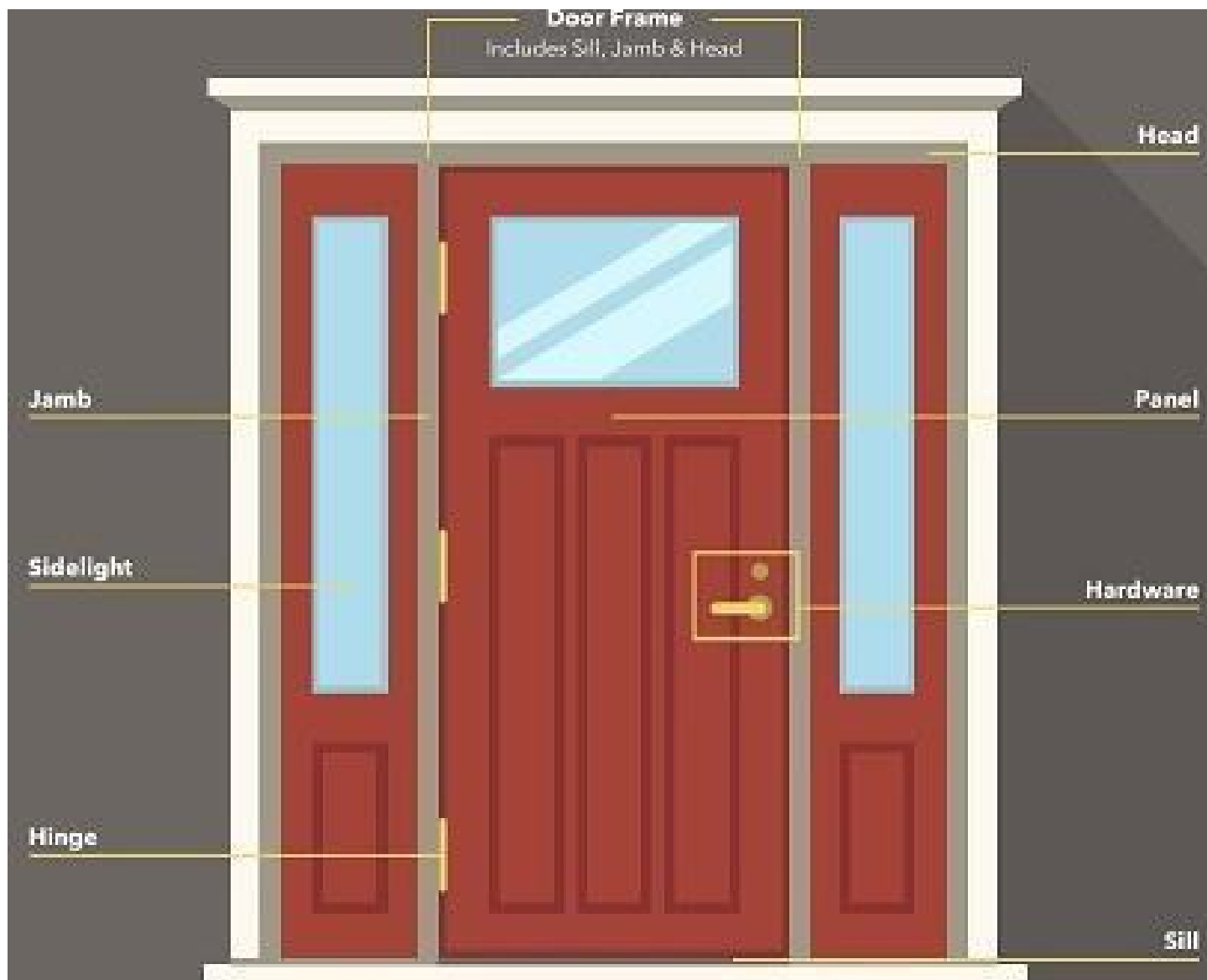
Additional Information:

- Front door options with mullions must have Simulated Divided Lights (SDL), **NOT** Grilles Between the Glass (GBG). SDL bars must be painted the same color as the door panel.
- Smooth Fiberglass or Aluminum Clad doors with no-rot frames and trim are recommended. **If a homeowner opts to use a wood door or frame, they assume responsibility for all future maintenance.**
- Exterior trim must be PVC 180 brickmould or PVC 1x2.
- Doors must be painted the color of the previous door unless the ARC Committee has specifically approved a new color.

Patio Doors (Rear of townhome)

- Patio doors, whether sliding or “French”, follow the same requirements as front doors **EXCEPT** mullions are not required.

Image from: [Link to Door Anatomy Image](#)



Meredith Townes Window Replacement Guidelines

- Replacement windows must be full frame (new construction) replacements, or a slimline replacement insert that emulates the original wood windows.
- Windows must be white.
- Windows must have internal mullions, commonly called Grilles
Between the Glass or GBG.
- GBG must be 5/8" wide or as close as possible.
- Aluminum trim coil is not permitted. The exterior trim of all replacement windows must be PVC 180 Brickmould or PVC 1x2.
- If replacement inserts (pocket replacements) are used, the owner and HOA will not know if the framing is compromised due to leaks that were not addressed in a timely fashion. For this reason, if replacement inserts are used rather than new construction replacements, the homeowner assumes responsibility for future framing issues related to leaks around the windows.

Comparison - Inserts vs. Full Frame Replacements

- Replacement inserts make the window glass smaller because they install a new window inside of the existing window jamb.
- Inserts are the least expensive replacement option, installing the new jam inside of the old jamb.
- Inserts allow contractors to perform all work from the exterior of the home.
- Full frame replacements allow the original glass area to be maintained.
- Full frame replacements are more costly, as they are more labor intensive and require the contractor to work on both the interior and exterior of the home.

- While both replacement inserts and full frame replacements increase energy efficiency, full frame replacements increase efficiency by a greater margin.
- Full frame replacements allow the owner and HOA to verify the integrity of the framing around the window and perform maintenance if necessary.

Additional Information

Full Frame (New Construction) Replacement:



Window frame fits inside of masonry opening, rather than being a frame inside of a frame, as an insert replacement would be.

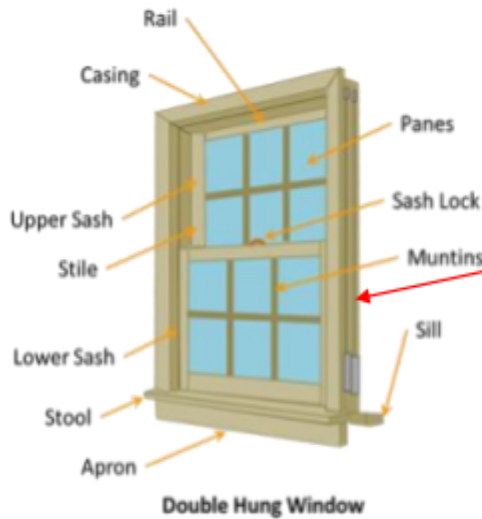
Courtesy of: <http://thermo-bilt-windows.com/3-things-to-know-when-looking-for-the-best-window-replacement-companies-2/>

Replacement Insert (Pocket Replacement):



The new jamb is placed inside of the existing jamb, making the glass opening (glazed area), smaller and the frame/trim area larger.

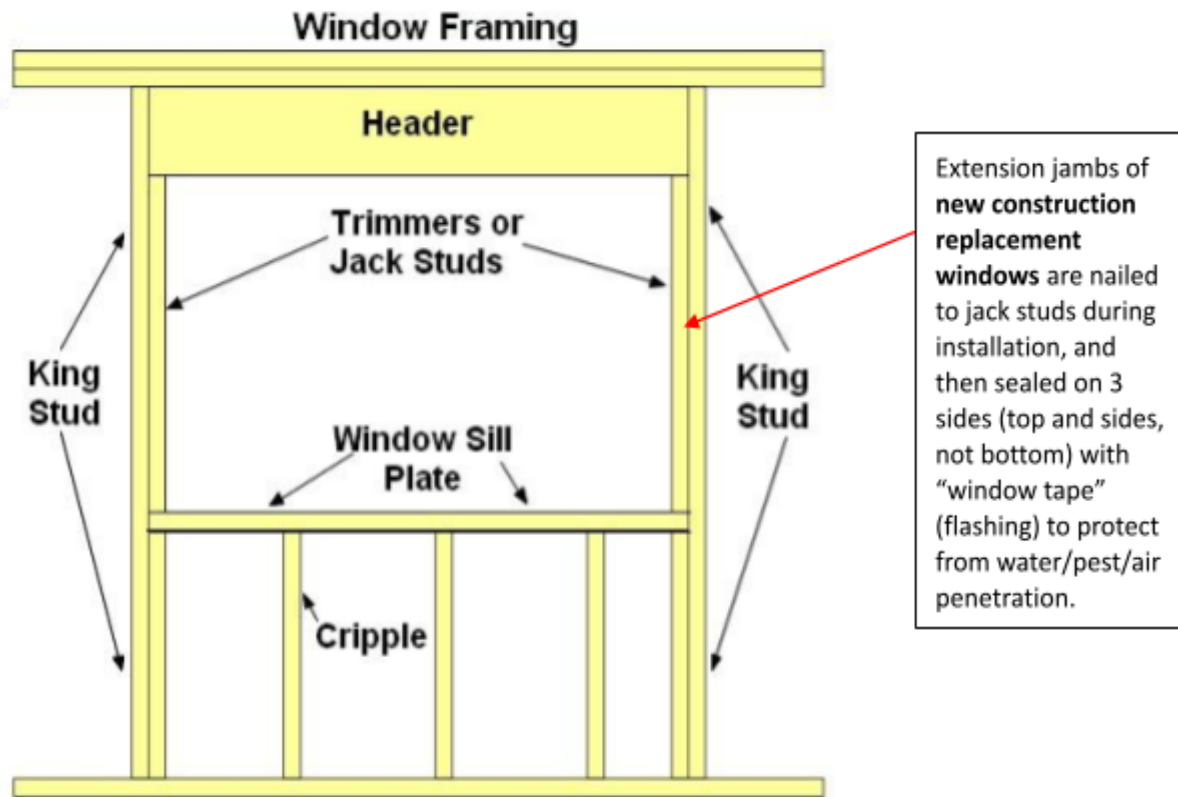
Double Hung Window Anatomy



Extension Jamb

- This is the part that attaches to the house framing in a new construction replacement OR to the existing window frame, in a replacement insert.
- Interior is left side of diagram and exterior is right side of diagram – sill is on the exterior of the house.

Courtesy of: <https://www.windowrepairguy.com/the-anatomy-of-a-double-hung-window/double-hung-window-parts-labeled400x398/>



Courtesy of: <http://www.millennialliving.com/content/taking-confusion-out-replacement-windows>