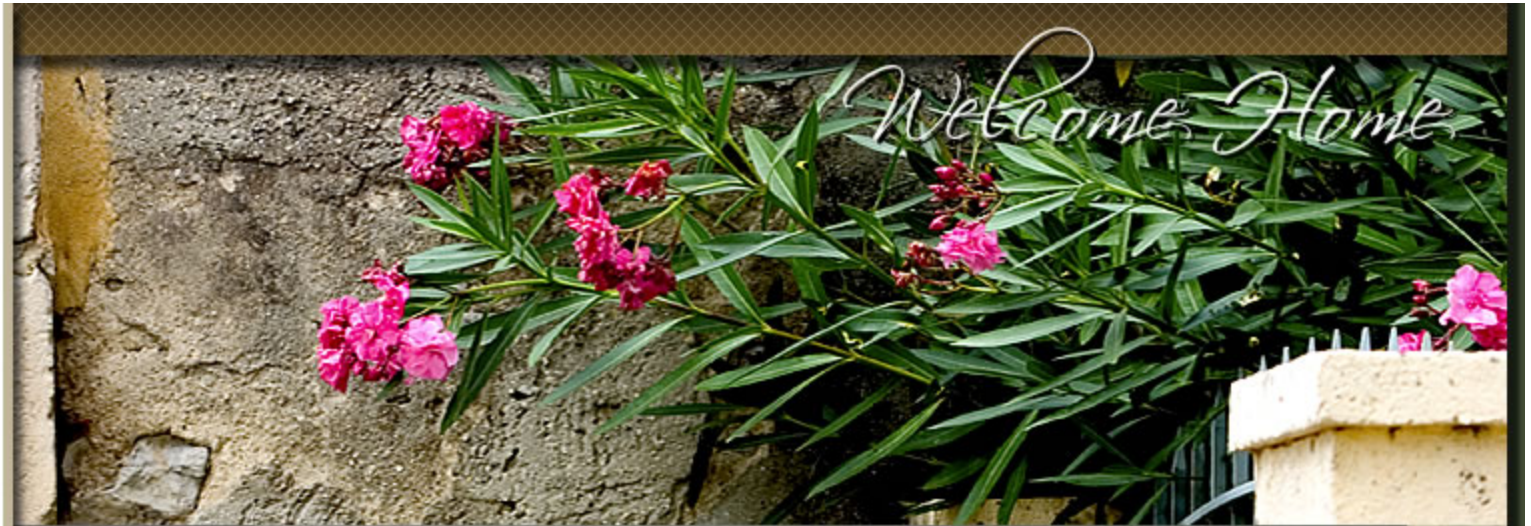




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Purpose: Community Rules, Regulations, Architectural Guidelines and Standard, and Exterior Seasonal Decorations Guidelines and Rules

These Community Rules, Regulations, Architectural Guidelines and Standard, and Exterior Seasonal Decorations Guidelines are derived from documents filed at the time Hamstead Crossing Homeowners Association (HCHA) was established April 1, 1982. The Articles of

Incorporation, Declaration of Covenants, Conditions and Restrictions, Rules and Regulations, and By-laws guide governance of HCHA. This document is intended to increase owners', as well as renters, awareness and understanding of how our community is governed.

The Architectural Guidelines and Standards and Exterior Seasonal Decorations and Rules are for residents desiring to make external additions or improvements to their homes and to guide exterior seasonal decorations. These standards are enforced so as to maintain a pleasant appearance that helps to preserve property value and promote harmony within our community.

Visit www.hamsteadcrossing.org to view this document and association forms and applications.

Air B&B

-Short-term (lease under 6 months) rentals are not permitted.

Attic Fans

1. Installation of attic fans is not suggested due to the presence of ridge vents on the roof.
2. **Installation Of An Attic Fan** is a matter of architectural standards. Homeowners who chose to install fans must complete an Architectural Modification Form and follow guidelines of the Architectural Guidelines and Standards section of this document.

Car Maintenance

- An automotive repair that requires more than 2 hours of labor is not allowed.
- Disposal and cleanup of oil and other fluids is the homeowner's duty and responsibility.
- Do not pour chemical residue from a car repair in a HCHA dumpster or any storm drain.
- No automobiles, other than the personal vehicle of the homeowner or renter, are to be maintained or detailed in the parking lot of HCHA.



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Rules & Regulations

- Car covers, if utilized, are not to be left in the parking lot or any common area of HCHA. Car covers should be a good fit for the vehicle.

Chimneys

- Exterior maintenance of the brick-and-mortar chimneys is HCHA's responsibility.
- Chimney interior cleaning, maintenance, caps, and hardware are the homeowner's responsibility.

Common Area Usage

- To use part of the Common Area for a party, yard sale, gathering, or meeting, complete a Common Area Event Application, available at www.hamsteadcrossing.org, and submit the application online at least ten (10) days prior to the event for review and comment.
- Any use of the Common Areas, including the pool, for any such party, yard sale, organized gathering, or meeting without prior written approval of such application by the Board of Director is prohibited.
- The HCHA Board may deny or conditionally approve such applications, including, without limitation, the requirement for the sponsor to sign a Waiver of Liability Request and Indemnification Agreement.
- As a condition of use of any of the Common Areas all State of North Carolina and City of Raleigh statutes must be followed.
- The possession and use of alcoholic beverages in the Common Areas, including the pool, is prohibited.
- These rules do not supersede statements regarding use of the Common Areas set forth in other governing documents.

Community Meetings

1. HCHA holds an Annual Meeting in September.
2. These rules do not supersede meeting and voting stipulations in HCHA governing documents.

Conflict Resolution

1. Please try to resolve issues occurring with neighbors yourselves.
2. Violations of any of the rules and issues that you cannot resolve can be dealt with by completing a Conflict Resolution Form at www.hamsteadcrossing.org.

Contact Forms

Each homeowner is required to provide to the Association current contact information that will include a current mailing address, phone number, email and vehicle tag number(s). It is also required that if the townhome is rented, information must be provided for all renters of the townhome to include name(s,) phone number, email address and vehicle tag number(s). All information must be provided within 5 days of closing or new rental agreements. Failure to provide this information will result in a \$100.00 penalty per day until the information is provided. **Please note**, it the responsibility of each homeowner to provide this information, not the responsibility of the property management company or the realtor. Please refer to Directory of Homeowners and Residents.

Decks and Patios

- Maintenance and repair of decks and patios are the homeowner's responsibility.
- Uncontrolled growth of vining/invasive plants is prohibited.
- Decks and patios must be maintained in a reasonable state of repair and in a neat manner so as not impede the neighbor's enjoyment of their personal space. ie: no offensive smells or trash is allowed to accumulate.

Directory of Homeowners and Residents

1. The HCHA Board Secretary will maintain a HCHA Directory that contains contact information for all homeowners and residents. Information requested includes residents' and owners' names, unit numbers, all telephone numbers, e-mail addresses, vehicle tag numbers and home addresses of non-resident owners.
2. Non-resident owners shall provide current contact information for their unit renters. Use board contact information on the HCHA website, www.hamsteadcrossing.org, to provide this information.

3. Information will not be sold or provided to other individuals or organizations.

Doors

1. Kick plates, door knockers, and name plates are not permitted on exterior front doors.
2. All homes must have an interior six-panel front door. The homeowner is responsible for replacement and maintenance of this door.
3. An interior front door may be stained, painted the color of the home's shutters, or painted the color of the home's trim without prior architectural approval.
4. Homeowners are responsible for door bells, as well as any door knobs and locks.
5. All doors (including storm doors) must be maintained in good repair and functional integrity.

STORM DOOR (FRONT) POLICY

The Hamstead Crossing Homeowners Association Board of Directors (2019-2020) determined that all of the current wooden storm doors will be replaced as follows:

1. The owner will contact the Board of Directors regarding the request for a new storm door.
2. The Board of Directors will determine the need of a replacement based on the current condition of the storm door and the funds available for replacement.
3. The owner of the property will purchase a storm door (after approval of the Board of Directors) at Lowes. The doors approved for replacement are: Larson Tradewinds Selection or the Larson Signature Selection. The only approved color is Almond. Hardware choice selection should be limited to Brushed nickel or brass.
4. The owner will be responsible for having the door installed.
5. Upon satisfactory installation, the Board of Directors will reimburse the owner for the cost of the door, hardware and installation up to maximum of \$400.00.
6. Appropriate receipts must be submitted to the Board of Directors reflecting the cost of the door and installation.
7. Once completed, the door becomes the property of the owner and the Association assumes no additional responsibility for repair and/or replacement of the door.

Any wooden storm door removed at the request of the owner remains the property of the Association and must be returned to the Association. Failure to return the wooden storm door to the Association will void any request for reimbursement by the owner. No exception will be made.

After 12-31-23 no wooden front storm door will be repaired by the Association and should you desire to replace your current wooden door, you must notify the Board to be placed on the list for reimbursement by 12-31-23. You will be notified when funds are available for your replacement and you must order your door within 2 weeks of approval and have it installed within 60 days or no reimbursement will be provided. (Any delay by the provider should be communicated to the Board to avoid any concerns regarding reimbursement.)

Dues and Special Assessments

1. Monthly dues of \$210 are payable on the first of each month. A late fee of \$20 is charged after the tenth of the month. To avoid a late fee, payments must be in the HCHA mailbox not later than 5 p.m. on the tenth of the month. The date on the check and the postmark will not be considered—only the date and time payment is received by HCHA.
2. Attempted payment or auto draft returned for non-sufficient funds will require the homeowner to cover bank fees and the HCHA \$20 late fee.
3. Pay dues via auto draft, personal check, or money order. To pay via auto draft, download and complete the Automated-Draft Form at www.hamsteadcrossing.org, and contact the HCHA Treasurer.
4. Mail or hand-deliver your checks and money orders to the HCHA mailbox (5619) that is located "HCHA Only." Address or mail to HCHA Treasurer, 5619 Hamstead Crossing Dr., Raleigh, NC 27612-7019.
5. Write your unit number on all checks and money orders.
6. Payment for all late dues must be made by certified check or money order and must include the late fee.

Dumpsters and Trash

1. No trash or debris may be kept or stored in the front yard space of any unit or Common Areas except as disposed of in the Community dumpsters. This includes on, under/beside porches or in the shrubs.
2. Do not leave any trash beside the dumpsters. A fine of \$250.00 per occurrence may be levied on the resident leaving items outside of the dumpster. If the person leaving trash outside of the dumpster is a renter, the owner will be fined \$250.00. (This is the cost charged to the HCHA for removal of items placed outside of the dumpster.)
3. Do not place landscaping waste, aluminum, cardboard, furniture, bed frames, mattresses, grills, paint, chemicals and other prohibited items in the dumpster. Residents are responsible for proper disposal of items such as these.
4. Please contact the City of Raleigh at 919-831-6522 for available disposal sites.
5. Dumpsters are emptied every Monday and Thursday.
6. Natural Christmas trees may be placed on the side of Duraleigh Road in front of Hamstead Crossing for city removal. No Christmas trees or other large items of landscape debris may be placed inside or around the dumpster.
7. If a homeowner fails to clean up their area after being provided notification, the HOA will clean up the area at the owner's expense and fines will be assessed at \$100.00 per day.
8. No resident may have a dumpster delivered to their unit without written approval from the board and the dumpster may remain in place for not more than 7 days. Should approval be obtained, the dumpster must be placed in one of the resident's parking spaces and the resident must make alternative parking arrangements. Residents are NEVER permitted to park in visitors spaces. Fine may be imposed of \$100.00 per day for failure to follow this rule.

Emergencies

1. In case of an immediate emergency, such as fire, gas leak or criminal activity, call 911 at once for help and guidance.
2. When it can be done safely, you may attempt to notify all residents whose lives and homes might be in danger.
3. Contact an HCHA Board Member if a notice needs to be sent to all homeowners.

Fences

1. Maintenance, repair and replacement of yard fence sections with a gate is the responsibility of the homeowner.
2. Maintenance, repair and replacement of a fence section without a gate is the responsibility of the Homeowners Association. Homeowners are prohibited from allowing vining plants to grow on any portion of this fence. Homeowners will be assessed a fee for the replacement of any fence section without a gate and the removal of any vining plants if the fence has been damaged by plantings or negligence by the homeowner.

Fire Pits

Fire pits are not permitted.

Firewood must not be stacked in the front yard space if any unit. Firewood must be stacked in an orderly manner in the rear of the residence away from the exterior of the homes and storage sheds.

2. Any termite damage that occurs as a result of firewood is the homeowner's responsibility.

Front Entrances

1. HCHA maintains the front entrance steps, stairs, walks and stoops.
2. **Written Approved** changes made by the homeowner to the front steps becomes the homeowner's responsibility.
3. The area on, under or beside the front porch is not to be used for storage of any kind, including trash.
4. No trash is to be left on, under/beside the porch at any time.
5. Flower pots are not permitted on wood front porches or steps. Only 2 flower pots allowed in front of homes. No items allowed to be draped over rails on porch.
6. Items left on, under or beside front porches will be removed and the owner will be charged for the clean up.
7. Fine of \$100.00 per day quill charged for violations.

Grills

Charcoal and gas grills shall not be installed in the front yard space of any unit or the Common Areas. Homeowners should follow state and local fire ordinances regarding grills. Grills are NOT permitted on wooden decks.

Gutters

1. Maintenance of the gutters is the HCHA's responsibility.
2. Adding gutter guards or other gutter enhancements is not permitted. If guards are added the homeowners are responsible for the cost of removal and repair of any damage done to the gutters or roof.
3. Homeowners with added gutter guards are responsible for the cleaning of their gutters.

Hot Tubs

Hot tubs are not permitted.

Lighting

1. Exterior lights on the homes are the responsibility of the homeowners. New light fixtures must be approved by the Architectural Control Committee.
2. Solar lights shall be limited to one every 3 feet and not exceed 12 inches in height. These lights may not impede the work for landscapers in yard maintenance. No more than 6 lights in the front of any home.

Maintenance (Buildings and Landscape)

1. To request maintenance assistance, complete a Maintenance Request Form. Forms are located on the HCHA website, www.hamsteadcrossing.org. If the situation is an emergency, complete the form and telephone an HCHA Board Member.
2. Submit the form via website, or mail or hand deliver to the HCHA mailbox (5619) and labeled HCHA Only. Address forms to the HCHA, 5619 Hamstead Crossing, Raleigh, NC 27612.
3. Issues regarding landscape problems should be addressed via a maintenance form. This includes problems with the landscape business, front yards and Common Areas.
4. The planting of invasive and poisonous plants such as kudzu, ivy, Virginia Creeper, Carolina Jasmine and other such plants in the front yard space of any unit is not permitted and it is discouraged in other spaces. Repair of damage to fences, sheds, homes and walkways that occur from invasive plants is the responsibility of the homeowner.
5. No plantings or landscaping may be installed in the Common Areas without the prior approval of the Board of Directors.
6. In the instance of problems with exterior drainage, the HCHA Board will review occurrences and, after thorough investigation, will address issues deemed to be the responsibility of the HCHA.
7. No homeowner may prohibit or impede the HOA from completing routine maintenance on any home. I.e.: power washing, painting, repairs.

Noise

1. Noise that exceeds the levels permitted by The City of Raleigh or Wake County's noise ordinance is permitted in the Common Areas between the hours of 11pm and 7am.
2. Contact the Raleigh City Police at 911 regarding violation of the noise ordinance.

Painting, Exterior

1. HCHA is responsible for the exterior painting of all units and sheds.
2. Homeowners may choose the colors for their homes only from a color palette approved by HCHA.
3. The painting of buildings will be done in the order published on the website. Each home will be painted at HCHA's expense before any home is repainted. Vinyl-sided houses will be power washed at one time, and a date for painting their trim will be determined after the homes are power washed.
4. Homes with vinyl siding will be repaired during the power washing, and non-vinyl portions will be painted, each painting rotation. The need for possible painting of vinyl-sided homes will be reviewed by the HCHA Board during each painting cycle. Homeowners will be notified of the decision.
5. Homeowners wishing to have their unit painted before it is due for painting must complete a Maintenance Request Form and Architectural Modification Form. The homeowner must pay HCHA for the early painting of the unit prior to it being painted, and

use only approved colors and paint.

6. Homeowners may not paint their home's exterior without HCHA Board approval. This includes the home's front, back, side, trim, shed, and exterior and interior front doors.

7. A homeowner who paints his/her home without following the defined process and prior written approval, may be subject to fines and expect to pay the cost of having the home repainted.

Parking Rules and Regulations:

1. These rules supersede any and all previous parking rules and regulations ever used at Hamstead Crossing Homeowners Association. Each home is assigned 2 spaces which are clearly marked with the last 2 digits of the unit number. These are the only 2 spaces available to each home unless you make arrangements with a neighbor to use one of their spaces. Visitor spaces are for **SHORT TERM GUESTS ONLY**.

2. Any automobile, trailer, and /or motorcycle in violation of these rules is subject to having a warning sticker attached to it and /or being towed at the owner's expense including any storage charge. Fines of \$100.00 per day will be incurred for all improperly parked vehicles every day

that the vehicle remains improperly parked following the placement of the warning sticker.

3. Towing will be conducted by a local company. The company is listed on the sign in the front of the community.

4. The towing charge will be the current market rate charged by the towing company under contract to service Hamstead Crossing Homeowners Association. This rate is subject to change.

5. You could be towed for:

*Parking on a curb, on the sidewalk, or on any part of the HamsteadCrossing grounds other than between the lines of a marked (white lined) parking space.

*Parking in or blocking another unit's reserved parking space.

*Not having a current license plate/registration/inspection on your vehicle regardless of where the car is parked, at the discretion of the board.

Visitor spaces will be marked in several areas of the property. VISITOR PARKING IS FOR SHORT-TERM VISITORS. A permit is not required to park in a visitor space. However, visitors may only remain parked in a visitor space for a maximum of 2 overnight stays in a 7-day period. (Moving any vehicle to another visitor space does not extend the amount of time any vehicle may use a visitor space.) Vehicles parked in a visitor space for over the 2 overnight stays will be required to obtain a visitors pass or be subject to being towed. Visitor passes are issued on a case by case basis. (Homeowners/renters are never permitted to park in visitor's spaces and are subject to immediate towing without warning.)

-Pulling up onto or driving on the unpaved areas of the grounds will result in BEING CHARGED FOR ANY DAMAGE TO THE GROUNDS AND/OR ANY UNDERGROUND SEWER, WATER OR STORM DRAINAGE LINES.

No trailers, campers, boats, mobile homes, large vans or any other motor vehicle not used forpassenger facilities will not be privileged to use the parking areas located and situated in the Hamstead Crossing Homeowners Association. Any offensive vehicle covered with graffiti or in appearance not in harmony with the community will not be allowed to occupy a parking area or any area on the premises. All vehicles parked in any space in the community must have current licensure and inspection.

Vehicles without current licensure will be towed at the owners expense regardless of the space they occupy.

No vehicles may be stored in the parking areas (remain unmoved for 14 consecutive days). If you are going to be out of town for longer than 14 days, you should alert the board of directors so that your vehicle will not be targeted as a rules violator.

Any vehicle that excessively drips oil, gasoline, or other fluids must be immediately repaired or removed from the property. The owner will be charged for any damage to the parking lot. The City of Raleigh Fire Ordinance does not allow for parking outside of the marked, designated

spaces. This is to permit the free movement of emergency vehicles. Violators of this rule are subject to immediate towing.

It is the responsibility of every owner/renter to ensure that their residents and guests are parked correctly.

Pets

1. Pets are to be on a leash at all times in the Common Areas or front yard space of any unit.

2. Pet feces must be cleaned up by the animal's owner and disposed of properly. Bags for disposal of feces are located near each dumpster.

3. Pets are not allowed in the pool area or to be tied near the pool area.
4. Please do not walk your pets on grass of neighbor's yards or common areas "close to the homes".
5. As a matter of information, please reference the City of Raleigh Code of Ordinances for complete information on animal control requirements at:
<http://library.municode.com/index.aspx?clientId=10312>, Raleigh, North Carolina, Code of Ordinances >> DIVISION II - CODE OF GENERAL ORDINANCES >>PART 12 - LICENSING AND REGULATION >> CHAPTER 3. - ANIMALS >> ARTICLE B. - DOGS AND CATS >> DIVISION 1. GENERALLY >>
5. Do not allow your pet to urinate or defecate on the grass area of any home.

Plumbing (Sewage Lines and Water Lines)

1. Maintenance and repair of sewage lines from the unit to the junction with the Raleigh City sewer line are the homeowner's responsibility.
2. Repair of blockages and leaks in the sewer lines from a unit to the main HC sewer lines and blockages and leaks within the unit are the homeowner's responsibility.
3. Maintenance, repair, and replacement of water-supply lines running from the water meter to the unit are the homeowner's responsibility.
4. Repair of blockages and water leaks occurring in the supply lines from the water meter to each unit and any water leaks within the unit are the homeowner's responsibility.
5. Any water or sewage damage occurring within the unit, regardless of origin, is the homeowner's responsibility.
6. Do not dispose of grease by pouring it down the drain or flushing it down the toilet.

Pods

1. You must contact the board prior to having a pod or other type storage device delivered to your residence.
2. The pod or other device must be placed in one of the residents parking spaces and it is up to the resident to find alternative parking. Residents are never permitted to park in visitor spaces.
3. The pod or other storage unit may remain in place for a maximum of 2 weeks. You may request an extension from the board if additional time is needed.
4. Failure to follow this rule may result in a fine of \$100.00 per day.

Recycling

1. Recyclables are collected every other Tuesday. Recycling containers should be placed at the curb by 7 a.m. on recycling days, and removed by the end of the day.
2. If you need a recycle cart or a printed schedule, please contact the City at 919-831-6890. You may also view collection schedules and other information at the following site on the Internet:
<http://www.raleighnc.gov/recycling>.
3. Recycling bins shall not be stored or kept in the front yard space of any Lot. Recycling bins shall not be kept in the Common Areas except in accordance with the City of Raleigh requirements. Recycle bins may not be stored in an area where they may be seen from the street.
4. Failure to store the recycling bins as directed will result in a fine of \$100.00 per day.

Rules Enforcement

1. The Board of Directors has the authority to impose reasonable monetary fines not to exceed one hundred dollars (\$100) for each violation of the Declaration, By-laws, Rules, and Regulations.
2. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense.
3. Monetary fines shall be imposed only following a hearing before the Board of Directors, which shall accord to the party charged with the violation notice of the charge, opportunity to be heard and to present evidence, and notice of the decision.
4. Failure to follow the rules in the future will be considered an on-going offense and no additional hearings will be scheduled and fines will commence on day one (1) of the violation.
5. Failure to pay assessed fines may result in a lien being placed on the property.

Satellite Dishes

1. Any satellite dish or disc that is one meter or less in diameter or any antenna that is designed to receive television broadcast signals are permitted without any architectural application or prior approval so long as (i) the dish, disc, or antenna is located on a part of the lot so as not to be clearly and readily visible from any street or any neighboring lots provided that such a location does not preclude the reception of an acceptable quality signal, or is located anywhere on the lot, but is reasonably and adequately screened to prevent visibility from any street or any neighboring lots.
2. Any satellite dish or disc that is greater than one meter in diameter or any antenna that is designed to receive any signal other than television broadcast signals is not permitted on the Properties.
3. No satellite dish or disc, and no antenna shall be installed in the Common Areas.
4. The Association expresses a preference, but not a requirement, that satellite dishes or discs that are one meter or less in diameter be pole-mounted or attached to the rear fence. Damage resulting from the mounting or removal of a satellite dish or disc is the homeowner's responsibility. In accordance with federal and state laws, satellite dishes are allowed.

Signs

1. As many as two "Yard Sale" signs may be posted at the HC entrances no more than two days before the sale. Signs must be removed immediately at the sale's end.
2. No more than one "For Sale" or "For Rent" sign may be placed in the front yard space of a property.
3. No more than two Common-Area "Open House" signs, per townhome listed for sale, may be posted on a weekend when a home realty open house is being held. Post signs the day of the event at the HC entrances, and remove signs as soon as the open house ends.
4. No political signs can be posted in the Common Areas.

Skylights

1. Skylights are not suggested.
2. If a homeowner wishes to install a skylight, an Architectural Request Form must be completed, and a sealed architects or engineers drawing of the proposed installation to ensure that the roof integrity is not compromised must accompany the form, and the HCHA must approve the application. See the Architectural Guidelines section of this document for details of that process which includes the requirement that the unit's owner complete a maintenance Agreement.

Storage Sheds

1. HCHA is responsible for the exterior maintenance of sheds. This includes repair of roof, siding, door, paint, and hinges.
2. Homeowners are responsible for interior maintenance and repair of the shed and for any termite or water damage to the structure.
3. Homeowners allowing vining/invasive plants to grow on sheds will be responsible for the removal of plant material and any damage caused by the plants.

Swimming Pool

1. Swim at your own risk. No lifeguard on duty!
2. In compliance with State and Wake County ordinances, glass containers are prohibited inside the fenced area of the pool.
3. If glass fragments get in the water, the pool must be drained, vacuumed, and refilled at the expense of whoever broke the glass!
4. Children under fifteen years of age must be accompanied by a parent or legal guardian.
5. Only Hamstead Crossing residents, or their official guests, are allowed at the pool.
6. Pool passes, available from the Pool Coordinator, are required to enter the pool area.
7. Residents must accompany their guests. Guest passes are available from the Pool Coordinator.
8. Proof of pool membership may be requested by the Pool Coordinator or HCHA Board. Anyone without a pass will be asked to leave. Only 2 guests per household without prior approval of the HOA Board.

9. No smoking within the pool area.
10. No cut-off or dirty swim apparel allowed in pool.
11. Please shower before entering the water to help maintain the chemical balance.
12. No swimming during an electrical storm.
13. Please be considerate of your neighbors and keep noise levels low.
14. Pets are not allowed in the pool, the pool area, or tied near the pool.
15. No rough play, no skateboards, and no bicycles allowed in the fenced pool area.
16. Restrooms are provided, and parents should ensure their children use them.
17. Individuals with skin abrasions, inflamed eyes, wearing bandages, etc., or non-pool diapers are not allowed in the pool. Pool diapers are allowed.
18. A telephone is available for emergency calls only.
19. The HCHA Board reserves the right to refuse admittance to, or eject from the pool premises, any persons failing to comply with any of the above rules or regulations.
20. Alcoholic beverages shall not be possessed or consumed in the pool premises.
21. The pool is open from 10 a.m. until 8 p.m. Any use of the pool or pool premises outside of these permitted hours is prohibited and constitutes a trespass.

Termites and Pests

1. Termite inspection is the homeowner's responsibility. It is recommended that each section of townhomes coordinate a time to have their units inspected simultaneously.
2. Homeowners are responsible for termite damage, and repair of same, to their home, shed, and decks.
3. Homeowners are responsible for all pest control in and around their units.

Window Air-Conditioning Units

1. Window air-conditioning units visible from Hamstead Crossing Drive are not allowed.
2. Damage to walls, siding, and window frames caused by water leakage from improperly maintained air-conditioning units is the homeowner's responsibility.

Windows

1. All front windows must be double-hung windows with an outside screen.
2. Homeowners may replace existing windows with energy-efficient windows. The new windows must maintain the look and architectural integrity of the original windows.
3. HCHA maintains the window trim. Window screens are the responsibility of the homeowner.
4. Replacement of windows, broken window glass, and frames are the homeowner's responsibility.
5. The replacement of windows, except like kind replacement, is subject to architectural control and prior approval.

Architectural Guidelines and Standards

1. Start the application process by completing an Architectural Modification Form. Go to the HCHA website, www.hamsteadcrossing.org, and select Request Forms from the menu. At the top of the next page, select Forms from the Administration Menu. Open and complete the Architectural Modification Form. Illustrations can be attached to the form electronically. Forward the form through the website, or download and complete the form. Place the completed application in the HCHA mailbox.
2. Construction of unauthorized structures or making unauthorized modifications or landscape alterations may result in the demolition of the structures and/or reversal of the modifications and/or landscape modifications at the owner's expense.
3. Structural modifications to the rear exterior of residences, or changes to front landscaping, must be approved by the ACC in writing prior to the start of any construction. This includes shed removal or installation of any fixed structure. All modifications, once approved, are the responsibility of the homeowner and all on-going maintenance is the responsibility of the homeowner and any future homeowners.
4. Structural alterations to the front of residences are not permitted.
5. Changes to landscaping in front of residences may be requested via the above referenced

procedure. Homeowners making changes without using the formal process may be asked to reverse the changes they have made.

6. Growing illegal or dangerous plants in the Hamstead Crossing Community is prohibited.

Seasonal Exterior Decoration Guidelines and Rules Where to Decorations

1. Residences may decorate their windows, storm doors, stair railings, porches, decks, outside lights, and fences.
2. No decorations are allowed in the Common Areas or front yards without written approval from the HCHA Board.
3. No nails or staples can be used to hang decorations on any building exterior surface.
4. No decoration may exceed 3 feet in height.
5. Spotlights may not be used to illuminate any decoration.
6. No decoration may extend to the grass area in the front of the home and must be confined to the shrub area or porch.

When to Decorate

1. September 15 through November 30 is the time for general fall decorations. From October 10 through October 31, Halloween decorations can be used. November 21 through January 6 is the time for holiday decorations. Easter decorations may be used during the two weeks before Easter and should be removed afterwards. Memorial Day, Flag Day, Independence Day, and Veterans Day may be recognized a week prior to those observances and a week following the observances.

2. Residents may decorate with flags, banners, and flowers as specified in other areas of this document.

3. Religious or political signs/flags are not permitted.

What Materials to Use

1. Residences may decorate with seasonal wreaths, flowers, vessels, swags, topiaries, ornaments, and lights. White lights are preferred, but colored lights are allowed.

2. Pine cones, boxwood, Fraser fir, pine roping, magnolia leaves, grapevine leaves, and assorted fruits and berries, such as pomegranate, apples, pears, oranges, lemons, cranberries, pineapple, and holly leaves and berries, can be used. Silk or tasteful plastic or vinyl examples of items are also appropriate.

3. In keeping with our neighborhood's faux Colonial Williamsburg décor, you may wish to visit this website for great holiday decorating ideas. These feature all natural materials.

<http://www.history.org/almanack/life/christmas/index.cfm>.

4. Flowerpots (2) are allowed on concrete/brick porches, steps, or sidewalks as long as they are maintained and do not hinder or harm landscape maintenance. Flowerpots are not permitted on wooden porches or steps.

5. The display of a United States flag or current State of North Carolina flag, not larger than 4' by 6', in the front of homes is allowed. One Small garden flags no larger than 12" x 14" may be used too. Religious or political signs/flags are not permitted.

What Materials Not to Use

1. Characters such as Santa Claus, ghosts, witches, skeletons, scarecrows, the Easter Bunny, turkeys, blowup Christmas displays, windmills, metal flowers and lawn ornaments should not appear in the front yard space of a unit, or the **Common Areas**.

2. Do not use spotlights or flashing lights.

3. No material that is lewd or controversial may be displayed.

4. The Architectural Control Committee or HCHA Board reserves the right to require removal of any distasteful displays at any time.

5. If you have a question concerning a particular decoration, please ask the HCHA Board and get approval before using that decoration. Residents may be asked to remove decorations that do not follow these standards, and fines may be imposed for installing or using decorations that are not permitted in accordance with these standards.

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