

Prestwick @ MacGregor HOA Information

Prestwick @ MacGregor Downs Homeowners Association General Information

**Approved February 22, 2021
Effective May 1, 2021**

Prestwick @ MacGregor HOA Information

I. General

The Homeowners Association is organized through the By-Laws and Covenants to protect, enhance and improve the value of homeowner property and generally add to the quality of life for homeowners within the Association.

The governing documents of the Association give authority to the Board of Directors to establish policies, rules, and regulations to effectively manage the work of the Association. The rules and regulations seek to inform and clarify what homeowners can expect from their association.

The Board has organized committees to manage the various areas of responsibility and committees are chaired by members of the Board. Each committee is charged with managing the work of the association and reporting on the projects, needs, and plans for the Association to the Board for their approval.

Following is a summary and key information for each committee:

Architectural - The committee is responsible for maintaining the aesthetic and structural integrity of the association and the oversight and approval of all homeowner improvements to the exterior of the home. Improvements include any repairs that are architectural in nature such as windows and garage and screen doors. Requests for improvements must be made in writing with supporting documentation and be submitted to the committee chair.

Grounds - The committee has responsibility for the maintenance of the landscaping and grounds. This includes selection and supervision of contracts related to grounds maintenance. Homeowners who have a suggestion, question or concern about maintenance should communicate directly with the chair or a member of the committee so that issues can be addressed for the benefit of all homeowners. Services routinely include cutting, edging, pine straw, seeding and aeration, weed control, fertilization, trimming of shrubbery and weed removal. Homeowners are encouraged to support the efforts for attractive landscaping by watering areas during seeding and periods of drought.

Maintenance - The committee shall be responsible for the maintenance, repair, and replacement of all of the Common Area, including private streets and all conduits, ducts, plumbing, and wiring in the Common Area, for the furnishing of utility and other services to the cluster homes and said Common Area. The committee will also provide exterior maintenance upon each lot which is subject to the monthly assessment, as documented under section II. Building Exterior below.

All personnel hired by the Board shall be the responsibility of the Board or a management company if the Board elects to use one.

All concerns should be directed to a member of the Board.

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As a reminder, homeowners:

1. will store boats, trailers and commercial vehicles offsite or in a completely enclosed garage. Vehicles should not be parked on the yards, common area or private streets of the association.
2. will put garbage and recycle bins out no earlier than the night before collection pickup. The Town of Cary will notify homeowners of the regular pick up days and any changes to the schedule.
3. will not install sheds, fences, non-political nor non-for sale signs, walls, antennas, basketball backboards, gym/swing sets, or clothes lines.
4. may place “for sale” and “political” signs as specified in the Prestwick @ MacGregor Downs HOA Rules and Regulations document. Section II Grounds, Misc.

II. Homeowner Association Assessments

Our only source of operating income is from our monthly assessment. It is the obligation of every home owner to pay the monthly assessment on time. **Assessments are due on the first day of each month** and you will be billed. Any assessments or portion thereof which are not paid when due shall be delinquent. If the assessment of portion thereof is not paid within thirty (30) days after the due date, the same shall bear interest from the date of delinquency at the rate of eight percent (8%) per annum.

Homeowners approve an annual budget including assessments to be paid by each homeowner for the maintenance and upkeep of the homes and common ground. Homeowner’ assessments are used to support both the upkeep of individual properties as well as the common grounds including driveways and streets.

By Mail

Prestwick @ MacGregor Downs HOA
P.O. Box 5413
Cary, NC 27512

OR

In Person

Paula Rigsbee, HOA Secretary/Treasurer
304 Tweed Circle
Cary, NC 27511
Phone: 919-467-2446

III. Building Exterior

1. The Prestwick @ MacGregor Downs Homeowners Association (HOA) is responsible for the exterior painting of all the units on a scheduled basis. Colors are selected by a committee and made available to the homeowners. The HOA pays for the cost of maintaining the color and trim. Additional costs associated with color changes (second coat of paint) are billed to the individual homeowner.
2. Exterior building surfaces will be repaired and maintained by the HOA with the exception of glass surfaces, windows, skylights, doors and door frames, garage doors, and exterior lighting fixtures.

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3. The HOA is also responsible for:
 - a. leaks around or through the chimney, including repair and replacement of chimney caps
 - b. the installation, repair, and maintenance of the roofs of the individual units
 - c. waterlines from the water meter to the home (including pressure reducer valves that are installed adjacent to the water meter)
 - d. drainage
 - e. gutters and gutter guards
 - f. streets
 - g. driveways
 - h. walks
 - i. mailboxes and mailbox posts
4. Additionally, maintenance of wiring, plumbing, conduit and other facilities located in common ground are the responsibility of the HOA.
5. Individual homeowners have the responsibility of communicating their maintenance needs in a timely basis.
6. Flaws in building construction that are identified, such as insufficient support under the bay windows, are homeowner responsibility. Many units have had alterations to address these concerns and they remain homeowner responsibility.
7. Termite damage is the homeowner's responsibility. Homeowners should contract with a termite protection/inspection company to minimize the risk of termite damage.

IV. Rental of Property

Prestwick @ MacGregor Downs is a residential community of private single-family cluster homes. The Board recognizes that personal circumstances may necessitate Homeowners renting their homes for a period of time. Before making the decision to rent and certainly before having a rental agreement drawn up, Homeowners need to be aware of the following:

1. You are required to acknowledge in writing that your tenant, lessee, or contract purchaser fully understands the Covenants, Conditions, and Restrictions (CC&Rs), and has received a copy of the Rules and Regulations of the Homeowners Association.
2. You are required to further acknowledge you (as a member of record of the Homeowners Association) will be held responsible for the actions of your tenants, including any penalty assessments for violations of the Rules and Regulations of the Association, as well as any costs for repairing damage to the common area or, other property caused by your tenants.
3. Rental information including the renters' name(s) and telephone number(s) must be submitted to the HOA's Secretary using the Rental Information Form, at least **10 days before** the property is occupied (Rental Information Form is included on last page).
4. Your lease should address these matters of interest to the HOA:
 - a. The right of the HOA to enforce the governing documents and, more specifically, the Rules and Regulations against both Homeowner and Tenant. The Owner is responsible for supplying Tenant with a copy of these prior to signing of the lease.
 - b. The responsibility of both Owner and Tenant to maintain the grounds, the Common Area as well as private property, in keeping with the Association's Architectural and Grounds maintenance policies.

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- c. The liability of the Homeowner and Tenant for any damage to the property and to the Common Area.
- d. The responsibility of Owner for all Homeowner dues and assessments, regardless of what arrangement Owner and Tenant may make between themselves for payment of these monies.

V. Waste/Recycling Collection

Curbside trash, yard waste, and recycling pick-up is provided by the Town of Cary and cost is included in your monthly utility bill (solid waste disposal).

1. The scope of the Town of Cary's waste services and the Town's associated guidelines can be found at <https://www.townofcary.org/services-publications/garbage-recycling-yard-waste>
2. Carts should be stored in the garage at all other times.

VI. Criminal or Suspicious Activity

1. Homeowners are encouraged to be active participants in neighborhood watch. If you observe any suspicious activity,
 - a. Call the police immediately at 919-469-4012.
 - b. **DO NOT CALL 911**
 - c. **DO NOT CONFRONT THE PERSONS INVOLVED.**
 - d. Keep the police number at your telephone or in auto dial. You do not need to give your name. Give your report in calm, slow and precise language. If possible, pull out your cell phone and record the incident or take pictures of the people, homes, and vehicles—but from a safe distance.
2. Any and all illegal activity should be reported immediately to the Town of Cary Police by calling 919-469-4012.

VII. Important Phone Numbers

Central line for all non-emergency Town services **311**

Animal Control Services Office: **919-319-4517** seven (7) days a week

Emergency: Any and all emergencies **911**

The Town of Cary Police Department Non-emergency: **919-469-4012**

Fire Department Administration: **919-469-4056**

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Rental Information Form

Home Address:

A. Homeowner

Name(s):

Address:

City: State: Zip Code:

Phone: *Home Work*
Mobile

Email:

B. Tenant Information

Name:

Phone: *Home Mobile*

Email:

C. Lease Terms

Starts: *Month Day Year*

Ends: *Month Day Year*

D. Other Occupants

1.

3.

2.

4.

E. Management company (If applicable) or Emergency Contact

Name:

Phone: