

CHELSEA WOODS INFORMATION GUIDE

Rules and Regulations and Information

Architectural Review Committee (ARC)

- All improvements, alterations or modifications to properties, unless otherwise noted in this document, need to be reviewed by the Committee before work begins.
- Complete an application with Community Association Management to make improvements, alterations or modifications. A direct, approved replacement does not require an application.
- An application is needed to maintain the architectural standards of the community, to help homeowners meet safety and regulatory standards, and to consider how the modification may impact properties or individuals within the community.
- Homeowners with questions should contact Community Association Management by email at CSR@communityassociationmanagement.com or by phone 919-741-5285.

Front Fencing (Gated, Leads to Backyard)

- Homeowners are responsible for maintaining the fence that leads to their backyard (zero lot line).
- Fences should be in good working order, and not leaning, broken, cracked, rotting, discolored, warped, buckled, or dirty.
- Email Community Association Management before removing or modifying the fence.

Front of Yard Fencing (White Picket Fence)

- Homeowners are allowed to remove without notifying the HOA. Those who choose to keep them are responsible for ensuring they're clean and painted white on all sides. Fences should not be leaning, broken, cracked, rotting, discolored, warped, buckling, or dirty.

Garbage and Recycling

- Trash is picked up on Wednesdays. Trash bins can be placed in the front anytime on Tuesday. They must be put away from sight (typically in the garage or behind the backyard fence) in the evening on Wednesday.
- Residents are ultimately responsible for removing trash bins and all items left at the curb. If the Town of Holly Springs did not pick up items left at the curb, residents are responsible for ensuring the items are removed.
- It is recommended that residents contact the Town of Holly Springs for guidance or payment before placing items on the curb.
- <https://hollyspringsnc.us/69/Garbage-Recycling>

Home Exterior

- To maintain continuity with the community, an ARC application is required for any changes to the home exterior or landscape.
- Homeowners are also required to follow the Town's ordinances and requirements when making changes to the home.
- ARC approval is contingent on homeowners agreeing to do their due diligence and accept responsibility for state, town and county permits.

Homeowners Association (HOA)

- The HOA consists of volunteers within the community who want Chelsea Woods to be a desirable place to buy, sell and call home.
- If homeowners have suggestions for improving the community or concerns about the neighborhood, please contact Community Association Management.
- Homeowners who disagree with decisions made by the Board, can contact property management to talk through their complaint, read through the covenants to review all possible scenarios as outlined in the governing documents, or share their thoughts at an open meeting.

Landscaping

- Quarterly assessments help pay for landscaping within the community.
- The landscapers maintain the community's front entrance and front lawns are mowed on a regular basis. Homeowners are ultimately responsible for the care and maintenance of their yard. Homeowners are responsible for pruning trees and shrubs around their property in addition to applying fertilizer and weed treatment.
- Trees, shrubs, flowers, lawns should not be overgrown, leaning, dying, broken, etc.
- Grading, excavating, modifying the current landscape, changing the exterior color, or other work which in any way materially alters the exterior appearance of your front yard requires an ARC application. Please contact Community Association Management for more information.
- Helpful websites provided by the Town of Holly Springs
- <https://hollyspringsnc.us/1583/Street-Trees>
- <https://www.treesaregood.org/treeowner/treeownerinformation>
- <https://mdc.itap.purdue.edu/item.asp?itemID=18385>
- Homeowners who need additional assistance with landscaping and wish to use the community's landscaping company, can obtain that information from Community Association Management. Providing this information is a courtesy and does not constitute an endorsement. The HOA strongly suggests that homeowners consult with multiple landscapers in order to determine what works for their individual needs.
- Patches in the yard – see “parking pad” section for more information.

Mailboxes

- Homeowners are responsible for maintaining their mailbox and post.
- Mailboxes should be made of galvanized steel, black, rust free and in presentable, working order. The door handle and red flag should function normally.
- Look for basic, not decorative, Postmaster General approved mailboxes of standard size.
- Numbers should be placed in the front of the mailbox and easily read. Numbers should be white (or black with a white background) measuring between 1 ½” to 2” high. Stencils are ok, but freehand written numbers are not.
- The post that the mailbox sits on should be standing upright and shall be positioned according to Post Office requirements. See USPS for more information if repairs are needed.
- <https://www.usps.com/manage/mailboxes.htm>

Management Company

- Community Association Management, based out of Charlotte, manages the community.
- Concerns can be communicated by contacting Resident Services at CSR@communityassociationmanagement.com or by calling 919-741-5285.

Management Company Drive-Throughs

- A representative from Community Association Management drives through once a month to check on the community and to look for violations.
- The representative may send a notice related to the topics listed in the document of the ones listed below.
- Signs – Homeowners are allowed one professionally lettered “For Sale” or “For Rent” sign and a small security sign.
- Vehicles – Commercial vehicles, Trailers (Boats, RVs, Campers, etc.), inoperable vehicle, and expired tags
- Unkempt home exterior or yard, additions or clutter
- Unapproved ARC
- Window A/C unit
- Winter decorations up past New Year's Day
- Yard Decorations
- Clotheslines
- Window Treatments – no foil or reflective material
- Flags, sculptures, bird baths, vegetable gardens

Parking Pad

- All cars parked on the pad need to fit on the pad and not extend into the grass or crosswalk.
- Patches or holes often seen around the driveway and parking pad areas require homeowner attention. Filling in with dirt and grass is the only pre-approved fix. Rocks are not an approved method for filling in holes. Homeowners may complete an ARC to extend the driveway if necessary.
- Extensions must fall in line with the Town of Holly Springs ordinance, etc. Homeowners are ultimately responsible for ensuring that everything done to their property is up to code with the Town of Holly Springs. HOA approval is given in good faith.

Renters

- Temporary rentals are not allowed, per the covenants.
- Homeowners who rent out their homes should provide tenants basic do's and don'ts with regard to the community. Homeowners, not renters or tenants, will be held responsible for violations within the community.
- See the covenants for more information.

Shared Fencing

- See covenants or contact Community Association Management for more information.

Side yard, Easements, and 3-Foot Use Areas

- See covenants for more information.

Social Media (Facebook, Nextdoor, etc.)

- The Association does not manage any social media pages on Facebook, Nextdoor, Twitter, etc. and is not currently communicating through this medium.
- Any content shared by accounts labeled Chelsea Woods Holly Springs, Chelsea Woods NC or some variation of this name are unofficial and not run by the Association.
- Members of the community are welcome to set up an unofficial/resident managed page, so long as it very clearly states that it is not run by the Association or anyone representing the Association.
- For the most accurate, up-to-date information, please contact Resident Services.

Street Parking

- Street parking for you and your guests is not permitted per the covenants.
- Vendor parking is available temporarily.
- Guests should not block the sidewalk, park on the corner, or block a neighbor's driveway.
- Homeowners are welcome to call the police if they feel safety is a concern. The police can issue fines.
- Town of Holly Springs guidance on street parking can be found here:
 - <http://www.hollyspringsnc.us/1305/Parking>

Solar Panels

- An ARC application is required before installation can occur.
- Homeowners are ultimately responsible for ensuring that everything related to the installation and maintenance of their panels are up to code and meet local, state and national guidelines.
- Panels should be located on the roof and blend in with the home and community in a harmonious way.

Annual meeting

- We meet once a year in January to ratify the budget and discuss community related matters.
- Notices will be sent out a few weeks before the meeting is scheduled to take place. If you're unable to attend, please complete the proxy included in the mailing so that we have quorum to hold the meeting.

Additional questions? Contact Community Association Management by email at CSR@communityassociationmanagement.com or by phone 919-741-5285.