Olde Raleigh Townhome Owners Association, Inc.

# Homeowner Handbook

**July 28, 2026 revised**

February 2026

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**Appendix A** Examples of Shrubs

**Appendix B** Examples of Trees

# Section 1
# Emergency Procedures

## A. Water and Fire Emergency

For a water or fire emergency inside the home, **CALL 911 IF NECESSARY** and **START REMEDIATION IMMEDIATELY** before contacting property management.

If necessary, seek assistance from a reputable provider of emergency water and fire remediation and restoration services.

For a water stoppage or leakage outside (external to) the townhome, call:

**Water – City of Raleigh (919) 996-3245, press 2 for instructions.**

**THEN** notify Community Manager (**See Section 2: Current Contacts**) of a water or fire emergency.

## B. Electric or Gas Emergency

For an electric outage or a gas leak emergency, **CALL THE FOLLOWING IMMEDIATELY** before contacting property management.

**Electricity – Duke Energy (800) 419-6356**

**Gas – Dominion Energy (877) 776-2427**

**IF** the utility emergency is not resolved or if the problem affects adjoining Owners, notify Community Manager (**See Section 2: Current Contacts**).

## C. Sewer Line Emergency

If an Owner experiences a break, blockage or backup in the sewer line, **FIRST CALL A PLUMBER OF THE OWNER'S CHOICE** to determine the cause of the problem. The cost for this initial investigation is the responsibility of the Owner. Often the problem can be resolved inside the home or by cleaning out the sewer line in the crawlspace under the house. If unable to resolve inside, the next point of investigation is the outside sewer line clean-out, usually located within 5' of the house (Note: The outside clean-out should be visible at ground level as a small white cap.)

If the cause of a blockage (such as tree roots or pipe breakage) is beyond the first outside clean-out, and not caused by the Owner, the ORT Association will be responsible for repairs and the Owner will be reimbursed for the cost of the initial investigation. (Note: see following provision for tree roots within an enclosed courtyard).

Contact the Community Manager if the ORT Association is responsible or if sewer repair will involve ground excavation between the house and the sewer main in the street.

If the cause is within the home upstream of the first clean-out, the Owner is responsible. If the break or blockage anywhere in the sewer line is caused by Owner neglect (such as grease build-up, flushable wipes, diapers, kitty litter, etc.), the Owner will be responsible for the repair. If the cause is roots of trees or shrubs planted within the Owner's enclosed courtyard or patio, the Owner will be responsible for the repair.

*(Note from Raleigh Water, Sewer Maintenance Division: "The City of Raleigh is not responsible for property damages due to sewer backups not caused by issues with the public main. The City is responsible for breaks in water and sewer mains in the street, but the property owner is responsible for breaks on private property. The sewer line is the Owner's responsibility from the home to the sewer main.")*

## D. Street Light Outage

Streetlight outages can be reported directly to Duke Progress at 800-769-3766 and following the prompts to "outdoor lighting." The nearest street address to the outage is required as well as the light pole identifier (if available). The following link may be accessed:

https://www.duke-energy.com/Customer-Service/Request-Light-Repair

Or contact the City of Raleigh at 919-996-4045.

# Section 2
# Current Contacts

## A. Community Manager

For **After Hours** Emergency Phone Number: 919-263-3883, listen to the voice prompts that will direct you to the on-call Community Manager.

For Regular Business:

Bonnie Garner, Community Manager
CAS, Inc.
1401 Sunday Drive, Suite 116
Raleigh, NC 27607
bonnie@casnc.com
(910)295-3791 Ext.1210
Community website: **www.casnc.com**

**UPDATES to Your Contact Information or account questions:**
customerservice@casnc.com or call 910-773-6154

## B. ORT Association Website

**https://www.casnc.com/communities/olde-raleigh-townhome-owners-association/**

## C. Olde Raleigh Townhome Owners (ORT) Association Board of Directors

| | | |
|---|---|---|
| Ed McLeod – President | 919-623-4512 | eamcjr@gmail.com |
| Ken Moore- Vice President | (919) 995-3830 | ken.moore9445@gmail.com |
| Pam Jones – Treasurer | 404-668-0420 | p3jones@yahoo.com |
| Nancy Pekarek – Secretary | 919-381-7356 | nancyjpekarek@gmail.com |
| John Winston – Buildings & Infrastructure | 919-260-6677 | beach.dog@icloud.com |
| Ginger Boyle – Grounds & Landscaping | 919-780-8992 | ghwb14@gmail.com |
| Diane McDougall– Architectural Review | 303- 913-2220 | ddm111948@gmail.com |

## D. Olde Raleigh Villas (ORV) Board of Directors

| | | |
|---|---|---|
| Pam Jones– President | 404-668-0420 | p3jones@yahoo.com |
| Ginger Boyle - Landscape | 919-780-8992 | ghwb14@gmail.com |
| Karen Johnson – Secretary | | |
| Gordon Newby - Treasurer | | |

# Section 3
# Association Organization

An Owner of a townhome in our community automatically becomes a member of **Two Associations** upon purchase of a property.

The goal of these two associations is to ensure that property values are maximized and that our community continues to be a highly desirable neighborhood in Raleigh.

## A. Olde Raleigh Villas Owners Association, Inc.

Owners of townhomes have purchased property in what is known as a "planned community" (pursuant to the North Carolina Planned Community Act, Chapter 47F of the North Carolina General Statutes). This community consists of both townhomes and condominiums, and common property and interests are shared between these two forms of ownership. Therefore, both townhome and condominium owners become members of a "master" association, operating as a non-profit corporation, called Olde Raleigh Villas Owners Association, Inc. (ORV). This association is responsible for overseeing these common properties and interests.

The common property of ORV includes the brick wall and wooden fence surrounding the community, the grounds, trees and shrubbery outside of the brick wall to the street, the two entrances to the community, and the street lighting in the community.

Common interests include maintaining this property through the collection of annual dues and ensuring that the separate townhome and condominium associations maintain adequate reserve funds and are diligent in carrying out their duties.

## B. Olde Raleigh Townhome Owners Association, Inc.

Townhome owners are also members of Olde Raleigh Townhome Owners Association, Inc. **(ORT)**. This "sub-association" operates as a non-profit corporation pursuant to Chapter 55A of the North Carolina General Statutes.

The common property of the ORT Association includes the grounds, trees and shrubbery inside the brick wall and wooden fence surrounding the community, except for the grounds of the two condominium buildings on Baron Cooper Pass. In addition, five private roadways are owned and maintained by the association: Sir Colleton Court, Proprietor Way, Baron Monck Pass and two turnarounds along Burwell Rollins Circle.

The ORT association is responsible for the following:

- Management of use and condition of common property
- Collection of operating funds through monthly dues payments and periodic assessments
- Maintaining adequate reserve funds
- Ensuring timely maintenance of the exterior of the townhomes
- Managing the visual, landscaping and architectural integrity of the community
- Maintaining harmony and conformity with the covenants and bylaws of the community

See Sections 5 and 6 for a detailed summary of ORT Association responsibilities.

A community management company is hired by both associations to carry out professional day-to-day oversight of these responsibilities. A water sprinkler system for maintaining the ORV and ORT common grounds is shared between the two associations.

## C. Legal Documents

The Governing Documents Section of the Olde Raleigh Townhomes website includes many legal documents underlying the structure, bylaws, and duties of the two associations.

**It is incumbent upon each Homeowner to read and understand these provisions of the two associations.**

# Section 4
# Homeowner Responsibilities

## A. Homeowner Maintenance Responsibilities

Owners are responsible for the upkeep and maintenance of the interior of their townhomes. The ORT Association has no responsibility or oversight of any aspect of the interior and is not liable for any incidental damages or repairs inside a townhome.

In particular, this responsibility includes the crawlspace and attic spaces, which are subject to seasonal factors such as moisture, mold, and mildew, as well as insect and rodent intrusion. These spaces will likely require that an Owner contract for ongoing inspection and treatment at least annually.

**Note**: Termite inspection and treatment is provided by the ORT Association.

Owners are also responsible for the upkeep and maintenance of the shrubbery, landscaping, trees, potted plants, privacy fences and equipment screens within their townhome fenced-in areas, courtyards and brick patios. This responsibility includes preventing overgrowth, invasive vine or weed growth, seed dispersal, insect and disease infestations.

Note that the ORT Association is responsible for maintaining shrubs, trees and grass as planted by the original developer or association. Homeowner plantings outside these areas must be approved through the ARC process and homeowners will be responsible per the paragraph above for upkeep and maintenance. In the event, plantings are not maintained according to these guidelines, the ORT Association will remove the plants.

A detailed summary of the Grounds and Landscaping Policy and Planning is included in Section 10.

Potted plants may be placed in common areas adjacent to a townhome provided the pot is located on a walkway or patio and properly maintained. If pots or water features with standing water are located on the property, Owners are expected to manage them to prohibit mosquito growth.

During off seasons, small pots without living plants need to be stored out of sight. Larger and heavier pots should be maintained in a tidy manner.

**A complete list of Homeowner Repair and Maintenance Responsibilities is included Section 6: Quick Reference Chart.**

## B. Homeowner Insurance

Owners are required to purchase insurance to protect the interior structure and contents of their homes. The type of policy needed is called an HO6 Condominium Unit Owners Policy which includes replacement value for interior structural damages due to fire or other hazards, including personal contents plus the value of excavations and foundations. Owners are advised to discuss these specific requirements with an insurer and are free to choose higher coverage limits based on individual needs and concerns. Personal liability coverage is another important element of insurance coverage to discuss with an insurer.

**Note:** The association maintains an annually renewable "Comprehensive Perils" policy for the community that provides for full replacement value of each townhome. The deductible for this policy is $10,000 per occurrence, meaning that the Association will be responsible for $10,000 of any expenses required to rebuild or repair the exterior of townhomes. The Association's insurance carrier will pay for the remainder. Insurance rates vary depending on the number of claims submitted by the Association.

In case of major damages to the interior of a townhome in excess of $10,000, the Association will file a claim with its insurance carrier, but the Owner is responsible for the first $10,000 of expenses. These costs may be claimed through the Owner's HO6 insurance policy.

If damages are significant and due to Owner neglect, then the Association's insurance carrier may pursue a subrogation claim against that individual Owner's HO6 insurance carrier and that Owner may be held personally liable.

**IMPORTANT:** When an Owner plans to leave home for an extended time, it is extremely important to shut off water to the home, drain interior water lines and to keep thermostats at a sufficiently high level to prevent damage due to freezing water lines within and under the townhome. Failing to do so may result in a finding of Owner negligence.

## C. Community Standards, Policies and Guidelines for Homeowners

Owners are responsible for respecting and following policies and guidelines set forth in the ORT Association governing documents and promulgated by the ORT Association's Board. The guidelines include (but are not limited to) the following:

- Submission to the **Architectural Review Committee** (through the Community Manager) of any proposed modification, addition or improvement to the exterior of a townhome (See Section 8). This requirement includes permanent exterior lighting additions.

- Submission to the Community Manager of a **Buildings Repair and Maintenance Request** (See Section 9).

- Submission to the Community Manager of a **Grounds and Landscaping Request** for any proposed modification or change to the existing landscaping around a townhome (See Section 10).

- **Tankless Water Heater** may be installed on the exterior of a townhome, provided the location has been reviewed and approved by the Architectural Review Committee. The placement, including vent if needed, should be as inconspicuous as possible.

- **Satellite Dishes** may be installed on roofs provided they are not visible from the street. Damage to roofs as a result of installing or removing a dish is the responsibility of the Owner.

- **Doors, Windows, Decks, Wood Railing, Patios, Light Fixtures are Responsibility of the Homeowner** (See Quick Reference Chart in Section 6)

- **Repainted Front Door Color** must match existing color or can be changed to ORT Association-approved colors below.

**PREFERRED** Caviar SW 6990 Gloss or Semi-gloss

**ALTERNATE** Marooned SW 6020 Gloss or Semi-gloss

Note: painting of the front door is the responsibility of the Owner.

- **Replacement Front Door** must match existing or may optionally be a three-quarter glass door with sidelights per image and guidelines below:

**Three-Quarter Glass Front Door with Matching Sidelights**

**Replacement Glass Front Door with Sidelights** must meet the following guidelines:

- Three-quarter glass with 6 clear panes in door and 3 clear panes in sidelights as shown.
- No storm door.
- Front door hardware must be Brass for Caviar, or Brass or Black for Marooned.
- Homeowner must complete an ARC application before installation.
- Full glass doors are not permitted.

- **Front Storm Doors or Screen Doors must match the color of the Front Door (Caviar or Marooned**)

    - Storm doors must be full-view glass or full-view glass with a retractable or removable/swappable full-view screen.
    - Locksets must match the color and pattern of the front door.

- **Repainted or Replaced Side Doors** in courtyards, patios or entryways are to be painted SW 7005 Pure White Semi-Gloss (the same as rear deck railings and pickets).
-
- **Repainted or Replaced Garage Doors** are to be painted SW 7006 Extra White Semi-Gloss (direct-to-metal paint). If replacement is necessary, the new door should be Colonial style with 32 raised panels. The solid door should match the existing garage doors throughout the neighborhood.

- **Repainted Windows** are to be painted SW 7005 Pure White Semi-Gloss.

- **Replaced Windows** must be white vinyl to match the existing style and finish in the community. Homeowner must complete an ARC application for window replacement.

- **Window Screens** may be installed provided they are insert type screens made to fit the window and match the color of the window frame. Owners are requested to limit the number of screens so as not to detract from the appearance of the townhomes.

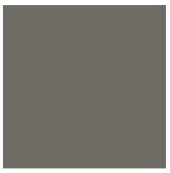
- **Wooden Decks and Steps** are to be painted or stained the following colors, depending on the home's siding color:

    - Railings and Pickets: SW 7005 Pure White
    - Decking and steps: SW 3024 River Birch or SW 3023 Flagstone

Tan and Beige Siding Colors

SW River Birch

New: Gray Siding Color



SW Flagstone

An alternative decking material (such as Trex composite decking or equivalent) may be used provided that it closely matches the paint color above. Consult the ARC Committee Chair for color approval. Modifications to an existing deck and steps require an ARC application.

Note: painting of decks and steps is the responsibility of the Owner.

- **New Fencing and Railings** require ARC approval. There are two types of fencing in the community: wrought iron and powder-coated aluminum. Both types are painted black. Hand railings must be properly anchored to the house or brick pillar. The base must be set into the ground 18" and anchored in concrete.

- **New Brickwork and Patios** require ARC approval. They must match the style and patterns in the community and must be installed within the surveyed property lines to avoid encroachment.

- **Exterior Light Fixtures** may require cleaning, painting, or replacement as they age. If painting is needed, please use Sherwin Williams 6990, Caviar, Satin Finish. Contact CAS for names of companies that can repair and refurbish lighting. If a fixture needs to be replaced, the HOA board has approved the closest match through Capital Lighting Gallery at 7008 Glenwood Avenue, 919-784-9412. The fixture is the Hanover, Melissa model, 1799-BLK-CL Large Outdoor Wall Lantern, 23"h x 11.5"w. Note that if one garage fixture needs replacement, homeowners will need to purchase two because there are no longer exact matches for the original fixtures.

- LED bulbs ensure longer life of fixtures; please use a maximum of a 60-watt equivalent, approximately 2700k (kelvin level) for a soft white glow.

- **Awnings** cannot be installed on a townhome.

- **Open Flame Devices** such as tiki torches, mosquito torches and unscreened fire pits are prohibited.

- **Tents and Temporary Auxiliary Lighting** may be used for special events such as parties and family events but must be removed in a timely manner. Permanent exterior lighting and decorations must be approved by the Architectural Review Committee (Section 8).

- **Flags and Decorations** may be displayed on the exterior of a townhome provided they adhere to the following guidelines:

    - Official flags should be no larger than approximately 3' tall x 5' long and adhere to proper flag etiquette.

    - Seasonal decorations for holidays and special occasions may be displayed for up to 30 days and must be displayed within townhome property lines and not impose on common areas.

- Decorations must not interfere with landscape maintenance activities and not cause damage to plants.

- Decorations must not create a safety hazard.

- Decorations cannot be placed on roofs or gutters.

– **Recreational Equipment**, such as basketball hoops or badminton nets, may be used provided the equipment is stored out of sight when not in active use.

– **Vehicles** including trailers, campers, motorhomes, trucks or tractors may not be permanently parked or stored in the community except in an Owner's garage. Owners will be asked to remove vehicles parked in common area parking spaces for more than 30 days. Permanent on street parking is not permitted.

– **Trash Containers** may be placed on the curb after 4pm on the day prior to pick-up and must be stored in the garage by the end of the day of pick-up. If an Owner is unable to do so, the Owner should ask a neighbor to assist.

– **Pet Owners** must comply with City of Raleigh Code (Part 12, Chapter 3, Article B) regarding animals. Specifically, Owners must remove dog and cat feces from common areas and private property immediately. Dogs and cats must be maintained on leashes. Failure to do so is against the law.

– **Election Signs** may be posted (so as not to interfere with grounds and similar maintenance) seven days prior to an election and must be removed two days following an election.

– **For Sale or For Rent Signs** must comply with the City of Raleigh Real Estate Sign Ordinance as well as meet the guidelines as noted below. This applies to homes listed for sale with an agent or by owner.
    - All signs not to exceed 4' in height.
    - White post signs (not to exceed the 4' height) or standard black metal frame real estate signs are acceptable.
    - Where possible locate signs in pine straw area so as not to impede lawn maintenance. Most homes have a pine straw area to accommodate this request.

– **Open House and Directional signs** are permissible on the day of the open house only.

– **Contractor yard signs and related advertisements may not be displayed** in the community. Owner vehicles with business advertising should be kept in the Owner's garage.

## D. Suggestions and Complaints

Owners may submit suggestions or complaints directly to the Community Manager by email or in writing. These will be taken up by the Board at the next regularly scheduled board meeting unless circumstances warrant immediate attention.

## E. Homeowner Contact Information

**Homeowner Contact Information should be provided to the Community Manager.** The ability of the Community Manager and the ORT Association to contact each Owner in case of an emergency or time-dependent communication is vital. Every Owner is strongly encouraged to transmit any changes to contact information to the Community Manager promptly including email address and mobile phone number. (**See Section 11: Contact Form**).

Owners are also encouraged to visit the ORT Association website and to register for access to account and other pertinent information. **(See Section 2: Current Contacts for current website address).**

# Section 5
# ORT Association Responsibilities

## A. ORT Association Maintenance Responsibilities

The **ORT** Association is responsible for the upkeep and maintenance of the common areas, certain aspects of the townhome exteriors, and private roadways in the community. (Note: the association shares the responsibility for the community entrances, brick wall, wooden fences, streetlights, and grounds outside the brick wall with the condominium owners through the **ORV** Association.)

**A complete list of ORT Association Repair and Maintenance Responsibilities is included in Section 6: Quick Reference Chart.**

In the event of dying, diseased, overgrown, or hazardous shrubs or trees in common areas, the Association is responsible for removal, stump grinding, and replacement (if appropriate).

Termite inspection and treatment is provided by the ORT Association.

The Association contracts with Duke Progress to maintain the community streetlights. However, community residents must notify Duke Progress of an outage when discovered. Each streetlight can be identified by a yellow sticker on the light pole.

An outage may be reported directly to Duke Progress by calling 800-769-3766 and following the prompts to "outdoor lighting." The nearest street address to the outage is required as well as the light pole identifier. Optionally the following link may be accessed:

https://www.duke-energy.com/Customer-Service/Request-Light-Repair

An Owner may also contact the City of Raleigh at 919-996-4045. If preferred, the outage may simply be reported to the Community Manager.

A water sprinkler system for maintaining the ORV and ORT common grounds is shared between the two associations.

Long-range responsibilities include planning for roof replacement, private street paving, porch column repair and replacement, siding replacement, and landscape and planting renewal.

## B. ORT Association Insurance

The association maintains an annually renewable "Comprehensive Perils" policy for the community that provides for full replacement value of each townhome. The deductible for this policy is $10,000 per occurrence, meaning that the Association will be responsible for $10,000 of any expenses required to rebuild or repair the exterior of townhomes. The Association's insurance carrier will pay for the remaining expenses.

In case of major damages to the interior of a townhome in excess of $10,000, the Association will file a claim with its insurance carrier, but the Owner will be responsible for the first $10,000 of expenses. These costs may be claimed through the Owner's HO6 insurance policy.

If damages are significant and due to Owner neglect, then the Association's insurance carrier may pursue a subrogation claim against an individual Owner's insurance carrier and that Owner may be held personally liable.

## C. Community Policies and Guidelines

The ORT Association, through its Board of Directors, is responsible for enforcing policies and guidelines set forth in the association governing documents and promulgated by the Association's Board.

Fines, penalties, interest, and liens may be imposed on Owners who choose to disregard these policies and guidelines. These fines may be set by the Board and such amounts are at the sole discretion of the Board. See Bylaws and Declaration of Covenants, Conditions and Restrictions for additional details.

## D. Late Fees and Collection Policy

The following relates to the method which the ORT Association will pursue past due accounts, assess late fees, and enter into payment plans. This is according to the Olde Raleigh Townhomes Declaration of Covenants, Conditions and Restrictions.

**Association dues –** Monthly installments ("dues") of annual assessments are due and payable on the first (1st) day of each month.

**Late Fees –** If full payment of monthly dues is not received by the twentieth (20th) day of the month, then a late fee will be assessed. Late fees are due and payable as soon as they are incurred. Late fees will be applied to any unpaid balance. Partial payments of monthly dues shall be considered late under this policy and a late fee shall be assessed on the twentieth (20th) day of the month unless the monthly dues are paid in full within the twenty (20) day deadline.

**Late Notices –** The association, at its option and within its sole discretion, may send notices to delinquent owners after the late fee deadline. Once an account is over sixty (60) days delinquent a certified notice may be sent which may include a ten (10) day demand statement for payment in full of all outstanding dues and late fees. If payment in full is not received within the ten (10) days of such notice, the account may be turned over to the association's legal counsel and/or a lawsuit or foreclosure proceeding may be brought against the member by the association. All attorneys' fees and court costs will be assessed to the member. In the event that legal counsel is retained, the member will be responsible for all attorney and collection fees and costs incurred by the association. Further collection action as allowed by the Covenants, State Statutes or local law may be pursued to collect dues and debt.

**Payment Plans –** If a member is in arrears on dues owed to the association, a payment plan may be entered into with the member. However, the following rules apply to all payment plans:

- Any and all payment plans longer than six months must be approved by the board.
- All payment plans must be in writing and signed by the delinquent owner.

As a general rule, when an account is turned over to legal counsel specifically for foreclosure proceedings, such action must receive the approval of the board of directors.

# Section 6
# Quick Reference Chart of
# Repair and Maintenance Responsibilities

## ORT Association

- Brick wall, metal fence and gate enclosing a front entrance or street-side courtyard or patio
- Front landing handrails
- Vinyl siding and trim repair and replacement
- Column(s) repair and replacement
- Gutter and downspout cleaning, drainage, and repair and replacement
- Driveway repair and replacement
- Exterior townhome light post on common grounds (not streetlights)
- Mailbox masonry repair (excluding locks)
- Power washing townhomes
- Roof shingles, flashing, vent boots, soffit vents repair and replacement
- Walkways and brick steps to front door
- Address sign on townhomes
- Pine straw or mulch on house foundation plant beds
- Termite inspections and treatment
- Bi-annual inspections of the premises including roofs
- Routine lawn mowing and landscape maintenance
- Operation and maintenance of the community sprinkler system
- Sewer line beyond first clean-out from home (excluding repairs caused by homeowner negligence)

## Homeowner

- Vents (bathroom, dryer any other vents) to the exterior of the townhome
- Brick pad at bottom of back steps
- Rear porches, decks, railings, and stair steps (wood or brick)
- Crawlspace vents
- Vent cover for direct-vent fireplace (interior units)
- Crawlspace door
- Painting, repair and replacement of all exterior doors, including front, when needed. (Doors should be painted community-approved colors.)
- Storm and screen doors repair and replacement
- Exterior light fixtures and electrical receptacles
- Exterior spigots
- Garage door repair and replacement (Paint to match current trim and fascia color)
- Skylights and solar tubes
- Metal chimney caps
- Side yard and rear yard metal fencing
- Owner-installed privacy fences and equipment screens within courtyards and patios
- All window components including glass
- Structural issues including the townhome foundation
- Screens for windows (subject to community guidelines)
- Satellite dishes and any roof leaks related to installation
- Mailbox locks
- Snow and ice control
- Weather-stripping of exterior doors, including garage
- Driveway cleaning and power washing
- Waterlines from townhome to City of Raleigh water meter

# Section 7
# ORT Board Responsibilities and Procedures

## A. ORT Association Covenants and Bylaws

The **ORT** Association is organized, and its operations determined, by a set of Covenants and Bylaws prepared at the time the community was established in 1996. (See Governing Documents). These Covenants and Bylaws define the duties of the Board of Directors and the procedures by which members are nominated and elected.

## B. ORT Association Board of Directors

The **ORT** Association carries out its responsibilities and the business of the community through its Board of Directors. Townhome Owners may volunteer to serve on the seven-member Association Board of Directors. No compensation or other special privilege is provided to them.

**Note**: A separate **ORV** Association Board of Directors, consisting of two Board members from the ORT Association and two Board members from the Condos Association, oversees the duties and responsibilities of the ORV Association. Board members are appointed annually.

Each townhome Owner is encouraged to stand for election to the Board, thereby allowing for equitable distribution of responsibilities among all Owners in the community and ensuring that many voices contribute to the well-being of the community.

Board directors are occasionally required to make difficult decisions that will not be universally welcomed by all Owners. All Owners should understand that Board members do their best to make informed decisions with the best information available at the time of the decision.

Board directors are protected from any liability arising out of their actions or decisions by a Directors and Officers Insurance Policy paid for by the ORT Association.

## C. Elections

Elections of new Board members are held at the ORT Association's annual meeting. Owners voting for a slate of candidates are allotted one vote for each townhome owned. Proxy ballots are available for Owners who are unable to attend an annual meeting. Candidates receiving the largest number of votes for open seats are elected.

## D. Terms of Board Directors

Board members serve for three-year terms and may choose to stand for re-election once before stepping down.

## E. Appointment of Officers

Board directors appoint among themselves a president, vice president, secretary, and treasurer following the association's annual meeting. Other Board members are appointed to chair the Architectural Review (ARC), Buildings and Infrastructure, and Grounds and Landscaping committees.

## F. Community Manager Oversight

A primary duty of the Board is to oversee the Community Manager and ensure that the day-to-day responsibilities of the ORT Association are executed and that expenses are properly controlled. The Community Manager is under contract to the Association to collect monthly dues and assessments, hire and direct service providers to the community, pay invoices (subject to Board approval), maintain, and reconcile Association bank accounts, prepare annual budgets and monthly financials, prepare meeting agenda, and carry out tasks requested by Board directors.

## G. Dues and Assessments

Another important duty of the Board is to determine the ongoing financial needs of the community through the preparation and monitoring of an annual operating budget. This budget reflects the community priority for ensuring the grounds and townhomes are maintained at a high level of attractiveness and curb appeal, thereby maximizing property values.

On occasion, the ORT Association, at the Board's direction, may levy a special assessment of up to $500, but not more frequently than once every three years. The Covenants and Bylaws dictate specific procedures by which a special assessment may be authorized if greater than $500 is needed at any one time.

Monthly financial reports are shared through posting to the ORT Association website. **See Section 2: Current Contacts for current website address.**

## H. Replacement Reserve Fund

The Board is also responsible for overseeing the ORT Association's Replacement Reserve Fund. This fund is established to provide for the funding of future improvements and repairs in the community. The fund is also available for unanticipated emergencies and disasters if the contingency fund is depleted. Improvements may include long-term requirements such as replacing roofs, re-paving private roads, and replacing landscaping. Other long-term requirements will arise as the community ages and must be planned for. The duty of the Board is to ensure that property values are maintained through a prudent analysis of future needs and appropriate funding. To facilitate this duty, the Board directs that an Engineering Study be

conducted every five years to assess the conditions and maintenance requirements of common areas within the community.

Currently, the Reserve Fund has a minimum threshold of $200,000, below which the fund should not fall unless approved by the Board. Each year, an appropriate annual contribution to the fund is set by the Board and made through the Association's operating budget.

Periodically, the Board may appoint a committee to review the Reserve Fund and prepare long-range financial projections for the Board.

## I. Contingency Fund

The contingency fund is used for undesignated projects and emergencies. Undesignated projects are those that are not included in the Annual Budget or the Replacement Reserve Study but require urgent attention. See Contingency Fund Policy (June, 2021) for more details.

## J. Architectural Review Committee

This committee (ARC) is chaired by a Board director and provides oversight for preserving the architectural integrity of the community by reviewing and, if appropriate, pre-approving any Owner-proposed modifications to the exterior of a townhome, including additional lighting. Section 8 provides detailed guidelines and processes for obtaining approval of proposals.

## K. Buildings and Infrastructure Committee

This Committee is chaired by a Board director and acts as a liaison among Owners, the Community Manager, and service providers to address questions and concerns that may arise, and to ensure Owner maintenance or repair requests are completed in an orderly and timely manner. Section 9 explains the procedure for an Owner to request repairs or maintenance through the Community Manager.

## L. Grounds and Landscaping Committee

The Grounds Committee is chaired by a Board director and acts as a liaison among Owners, the Community Manager, and landscaping service providers to address questions and issues that may arise and to ensure the common landscaped areas of the community are properly maintained and attractive. Section 10 explains the procedure for addressing a landscape change request.

## M. Monthly Meeting

The Board of Directors meets monthly to review and discuss ORT Association business.

The Community Manager is responsible for preparing a meeting agenda, a property management report, and providing financial information including an income statement, current balance sheet, actual-to-budget summary, and a payments summary.

The ORT Association President presides, the Secretary records minutes of the meeting, and the Treasurer presents an analysis of financial results and makes recommendations as necessary. Each Committee Chair then reviews its area's particular activities, issues and concerns. When a vote is needed for an action, decision or approval, the President oversees this process. A quorum is necessary for the Board meeting.

The Community Manager is responsible for posting the meeting minutes and financial reports on the ORT Association website in a timely manner.

Board meetings are open to all Owners who wish to attend. Contact the Community Manager for the location, date and time of the next Board meeting.

## N. Annual Meeting

Each year an annual meeting is scheduled by the Board for the purpose of presenting annual financial results, projections, concerns, and a summary of accomplishments and significant events in the community. Board elections are held at this meeting. The Board President presides at the annual meeting and its proceedings. Typically, this meeting is scheduled near the beginning of the calendar year.

The Community Manager will notify all Owners of the time and place of the annual meeting. A proxy vote authorization will be mailed to Owners ahead of the meeting.

## O. Communications

The Board is responsible for timely and effective communication with Owners.

To facilitate this, the Community Manager provides and maintains a website for ORT Association members. **(See Section 2 for web address.)** To access it, an Owner must register through the Community Manager. The website contains access to the current handbook, historical monthly meeting minutes and financial reports, the insurance policy, and legal documents.

The Community Manager maintains a database of a current list of Owners, phone numbers and email addresses which is used for the purpose of communicating with homeowners. The Community Manager may periodically request updated contact information, but Owners are responsible for making sure the Community Manager always has the most current contact information. Non-resident Owners are responsible for providing a physical mailing address to the Community Manager in addition to phone numbers and email address.

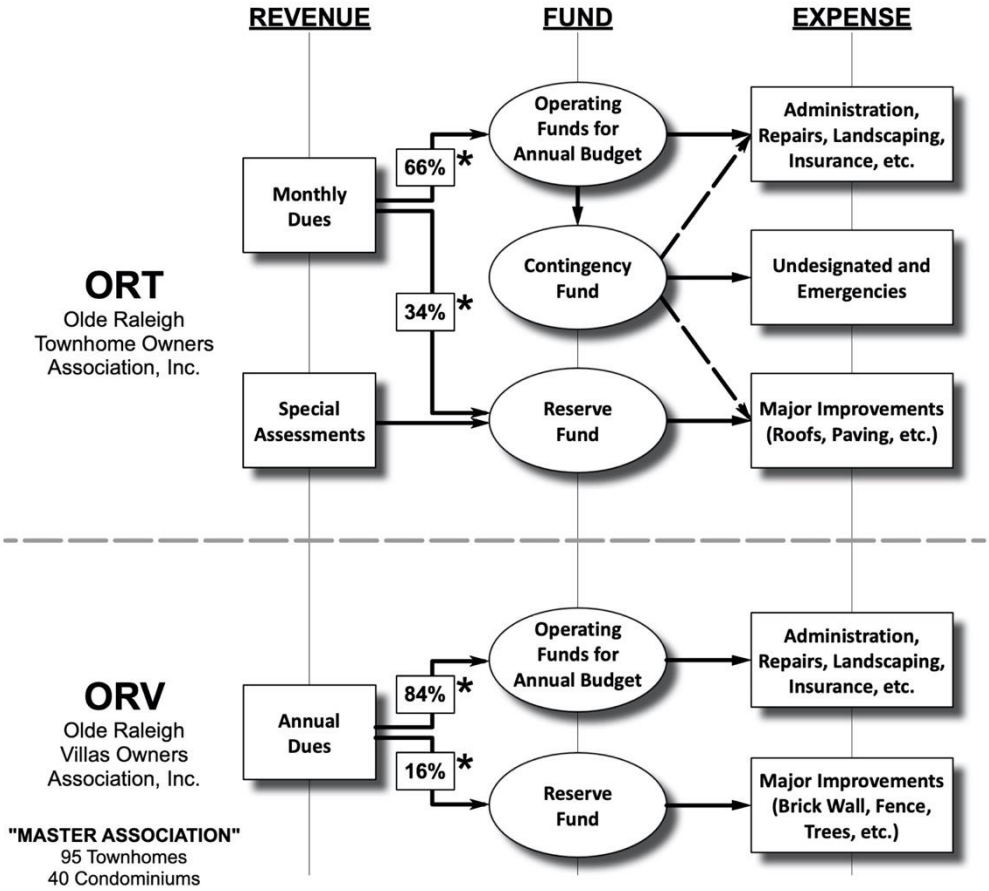
Email broadcasts typically concern pending maintenance and service provider schedules, but may also provide information of critical importance and, as such, represent the most immediate form of communications. All Owners are strongly encouraged to use email communications for this purpose.

The Community Manager will broadcast official notices of importance to the community by email and by regular mail such as dates and times of the annual meeting.

Owners are asked to direct routine requests and concerns to the Community Manager where they will be reviewed and discussed by the Board at monthly meetings. This assures an orderly process and respects Community Manager and Board lines of communications.

If an Owner has an urgent desire or need to discuss an issue directly with a Board director, contact information is provided in Section 2.

## P. Financial Flow Chart




* *Percentages may change slightly from year to year*

# Section 8
# Architectural Change Requests

This section pertains to the oversight and architectural control of the physical appearance of the community as stipulated in Article 6 of the Declaration of Covenants, Conditions and Restrictions for Old Raleigh Townhomes. Article 6 states the following:

*No site preparation (including but not limited to, grading, elevation work, sloping or tree work) or initial construction, erection or installation of any improvements, including but not limited to, buildings, fences, signs, walls, screens, plantings or other structure shall be commenced, erected, placed, altered or maintained upon the Property or any Lot, nor shall any exterior addition to, or change, or alteration therein be made to any improvement by any Owner, other than Declarant, until the plans and specifications showing the nature, kind, shape, height, materials, exterior design, colors, siding, location and elevations of the proposed improvements shall have been submitted to, and approved in writing, as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an Architectural Committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required; and this Article will be deemed to have been fully complied with; provided that plans and specifications that contain inaccurate or missing data or information when submitted shall not be deemed to be approved notwithstanding the foregoing*.

The purpose of the Architectural Review Committee (ARC) is to preserve the integrity of the appearance of the ORT community while maintaining positive relations among the homeowners in the community. The ARC's goal is to review in a timely manner, seek input, provide guidance, share plans with neighbors, apply common sense, treat Owners fairly and impartially, and to work with all Owners to achieve a harmonious outcome consistent with the established look and feel of the community. This effort necessarily entails a respectful balance between our individual freedoms, preferences and goals, and those of our neighbors.

Please note that interior modifications not visible from outside townhomes remain Owners' private concerns and are not covered by these covenants. However, it is imperative that all work that requires permits under the City of Raleigh building ordinance be complied with to ensure community safety.

This architectural review process requires the Owner to submit an Architectural Change Application along with certain related documents that may be needed. The review also includes notifying neighbors of proposed changes. A copy of the notification and other ARC forms are included in Section 11.

# Section 9
# Buildings and Infrastructure Repair and Maintenance Requests

The chart in Section 6 identifies the elements of a townhome's exterior that are the responsibility of the ORT Association. If you need a repair or some form of maintenance covered by the Association or have questions about repairs and maintenance in general or information about contractors, contact the Community Manager. See Section 2 for Current Contacts.

## A. Electronic Communications

The most immediate way to request assistance is to email the Community Manager.

The following format is requested:

*Date: [Today's Date]*

*To: Community Manager (see Section 2 for Current Contacts)*

*From: Owner's Name*

*Subject: Building Repair and Maintenance Request: [Insert Address]*

---

*Owner: [Insert Name]*
*Address: [Insert Address]*
*Contact phone number: [Insert Contact Phone Number]*
*Email address: [Insert email address]*

*Describe Repair and Maintenance Request:*

*[Insert description, issue, or concern and work requested. Provide details that will be helpful to the Community Manager to determine the appropriate course of action and include photos, diagrams or sketches.]*

## B. Written Communications

If an Owner prefers a printed form on which to hand write a request, the form in Section 11 may be printed, filled out, and mailed to the Community Manager.

# Section 10
# Grounds and Landscaping Requests

## Grounds Maintenance

The ORT Association through the Community Manager is responsible for overseeing the grounds and landscaping maintenance. If you would like to request treatment of hazardous turf insects or diseases (such as fire ants), areas lacking water, debris removal such as dead limbs, etc., contact the Community Manager. See Section 2 for Current Contacts.

## Shrub Maintenance and Replacement

**Plantings Outside a Townhome**

We understand that Homeowners may feel the desire to plant a small shrub or flower in the area around their unit outside their townhome, one that does not appear on the pre-approved list below. Through the years, these types of plantings have been tolerated. The problem with these plantings is that, many times, they have not been subject to proper upkeep, resulting in plants being overgrown, unpruned, or exhibiting dead seasonal vines and stalks. Also, when a property is transferred to a new Owner, the new Owner is often not informed that they have assumed the responsibility of maintaining the former Homeowner's plantings. Of course, many Homeowners do properly maintain their plantings. The following details requirements and enforcement procedures.

An Owner may forward a request to the ARC committee to plant a shrub or flower that is not on the pre-approved list. If the planting is approved, that approval will come with the understanding that the Homeowner planting the shrub or flower will also be required to maintain the plant; and at the time the property is sold, that the new Homeowner is notified of their maintenance requirement. (Note that only the pre-approved plants listed in the Grounds and Landscaping Policy approved in 2021 will be or can be maintained under our contract any current landscaping company. A commercial landscape maintenance company is not expected to have the knowledge of the proper maintenance of all possible plants.) PLEASE BE AWARE:

- Homeowners who plant shrubs or flowers not on the approved list outside their townhomes that are not properly maintained by the homeowner will receive a request to perform maintenance on the plant.
- If the requested maintenance is not performed by the Homeowner in a timely manner, the HOA will remove the plant at the expense of the HOA.
- Also note that the general look of the landscaping in Olde Raleigh Townhomes is conservative and traditional. Shrubbery is typically pruned short and neatly. This is the general expectation for all plantings in the community as described in the Covenants under harmony of external design guidelines.
- The HOA board of directors will have the ultimate discretion in deciding whether the Homeowner maintenance of any planting is in line with the traditional look of the community.

**Potted Plants, Containers, and Planters**

As described in Section Four's Homeowner Responsibilities, all containers, planters and potted plants need to be maintained to community standards as above, and during off seasons stored out of sight.

**Approved Shrubs**

Both the Grounds and Landscaping and Architectural Review chairs have combined oversight efforts and, in coordination with our current Landscaping contractor, have developed a pre-approved list of shrubs for the community as follows:

- Dwarf Yaupons
- Carissa Hollies
- Camelias
- Kaleidoscope Abelias
- Rose Creek Abelias
- Green Spire Euonymus
- Skip Laurels
- Miss Lemon Abelias
- Pixie Dwarf Loropetalums
- Jewel Box Distylium

See Appendix A for photos. These are predominantly indigenous North Carolina plants that have an established pattern of successful growth and are recommended by our current landscaping contractor.

Pre-approved replacement shrubs are subject to the following policy:

- If a Homeowner wants to replace a healthy shrub, he or she may request authorization with the understanding that the Homeowner will pay for all costs of material and labor to install. The Grounds and Landscaping Committee and ARC Committee will be included in the review process. Please use the Landscaping and Grounds Request form and submit it to the Community Manager.

- Once a pre-approved shrub is planted, the Association will maintain the plant(s) through the seasonal maintenance provided by our landscaping contractor. (Note: the HOA will not guarantee its survivability and if a plant dies within one year of planting, the Owner will be responsible for replacing).

If an existing shrub dies or is diseased and needs to be replaced, the HOA will replace it as soon as practical or feasible during the next planting season, subject to budgeting priorities or constraints. The Homeowner will have the option of requesting a specific pre-approved plant or

plants through the application and review process overseen by the Landscaping and Grounds Committee and the ARC Committee.

**Vines and Ivy**

No vines may be planted in common areas. No ivy may be planted anywhere in the community. Homeowners are responsible for maintaining any existing vines planted within their property lines, and for any structural damage to brick work, fascia or gutters that may be caused due to vine growth.

**Plantings Inside a Townhome's Patio or Courtyard**

The area inside the walled patio or courtyard area of each townhome is the Homeowner's responsibility. The Owner may choose to plant any variety of flowers or shrubs inside their wall because it is their responsibility to maintain those plants. However, there are some limits:

- Nothing that is planted (including vines as noted in Grounds and Landscaping Policy adopted in June 2021) should be allowed to damage or threaten the townhome in any way including the brickwork, fascia, fence, windows, doors, or gutters. If damage is caused by the Homeowner's plants, even though the HOA has responsibility for building maintenance, the Homeowner will be required to pay for the damage.
- Plantings within the walled patio area should never be allowed to intrude on a neighbor's patio or structure. If this occurs, the Owner will receive a request to take action to alleviate the situation. Should the Homeowner not take action, the HOA will remove the plant at the homeowner's expense.
- Plantings within the walled patio or courtyard area should never be allowed to become overgrown so that they appear unmaintained to people walking or driving by the home. If this occurs, the Owner will receive a written request to take action to alleviate the situation. Should the Homeowner not take action, the HOA will remove the plant at the Homeowner's expense. The HOA has final discretion as to whether a plant appears overgrown or is not in line with the community look and standard.

## Tree Maintenance and Replacement

Before proceeding with a request involving trees, please carefully review the tree removal policy as follows:

**<u>ORT Association Responsibility for Tree Removal</u>**

The ORT Association will pay for tree-related work when the tree has become a safety hazard or may cause structural or exterior damage to a townhome or may cause an event that would require the Board to access the Contingency or Reserve funds for repairs or removal.

The ORT Association will not pay for removal, replacement or significant alteration of an otherwise healthy tree.

**Owner Responsibility for Tree Removal**

If an Owner chooses to request that a tree be removed for any other reasons, the Board will not pay for the tree-related work. Furthermore, the Board must authorize the removal in writing before any work may proceed.

If approved by the Board, the Owner will be responsible for the total cost. The Community Manager may be consulted for a list of suggested tree service providers.

Before any work is initiated, the area around the tree MUST be marked for underground utilities. The Owner is responsible for this marking. Call 811 for an explanation of procedures and to secure authorization.

Removing a tree includes having the remaining tree stump removed and all debris hauled away. If lawn (grass) is needed in the removal area, or a replacement tree is planted, the Owner will be responsible for these costs as well.

**Owner Responsibility for Tree Replacement**

All conditions of tree removal above apply to a request for tree replacement.

If an existing tree is cut down due to circumstances as described in the Tree Removal Policy (adopted 2019), the replanting guidelines are:

**Small front yards** - In front yard areas 10' x 15' or smaller, Homeowners have the option of Redbud, compact Crape Myrtle, or small flowering Cherry varieties of trees. The cost of these replacement trees will be paid for by the HOA up to $300.

-If a "premium" tree variety is preferred for a small front yard, the Owner may request either a Japanese snowball or Japanese red maple. The Homeowner will be responsible for all costs over $300.

**Large front yards** - In front yards larger than 10' x 15', Homeowners may choose Zelkova or Sun Valley Maple. These two types of trees have done well in our neighborhood. In no cases will River Birch be considered.

All replacement requests for trees or shrubs must be submitted through the review process coordinated by the ARC and Grounds and Landscaping Committees. Please submit the Landscaping and Grounds Request form to the Community Manager for new plantings or maintenance requests.

## A. Electronic Communications

If you would like to submit a Grounds or Landscaping Maintenance or New Planting request, the most immediate way to do this is to email the Community Manager.

In order to provide a uniform process, the following format is requested:

*Date: [Today's Date]*

*To: Community Manager (see Section 2 for Current Contacts)*

*From: Owner's Name*

*Subject: Grounds and Landscaping Maintenance Request: [Insert Address]*

---

*Owner: [Insert Name]*
*Address: [Insert Address]*
*Contact phone number: [Insert Contact Phone Number]*
*Email address: [Insert email address]*

*Grounds and Landscaping Maintenance Request:*

*[Insert description, issue, or concern and work requested. Provide details that will be helpful to the Community Manager to determine the appropriate course of action and include photos, diagrams or sketches.]*

## B. Written Communications

If an Owner prefers a printed form on which to hand write a request, the Landscaping and Grounds Maintenance Request form in Section 11 may be printed, filled out, and mailed to the Community Manager.

# Section 11
# Forms


| | |
|---|---|
| Architectural Change Application | Pages 11-2 – 11-3 |
| Community Manager Response to Application Change Application | Page 11-4 |
| Architectural Review Committee Change Process Forms | Pages 11-5 – 11-8 |
| Buildings and Infrastructure Maintenance and Repair Request Form | Page 11-9 |
| Grounds and Landscaping Request Form | Page 11-10 |
| Updated Contact Information Form | Page 11-11 – 11-12 |
| Authorization to Discontinue Payment Coupons Form | Page 11-13 |
| Automatic Payment Draft Authorization Form | Page 11-14 |

January 2024

**Olde Raleigh Townhome Owners Association, Inc.**

Architectural Review Committee (ARC)

ARC#__-__

# Architectural Change Application

Submit to Community Manager (See Section 2 for Current Contacts)

Owner's Name: *(Please Print)* _____

Address:_____

Email Address:_____

Preferred Contact #:_____ Date of Application:_____

1. **Project Description.** Provide a narrative description of the proposed project. Include the purpose for the project. Include as much of the following information as possible to help the ARC understand the project. (Refer to Section 4: Owner Responsibilities for material and color requirements). **Note**: additional exterior lighting requires ARC approval.

   Describe the Project [attach separate page(s) if needed]:

_____
_____
_____
_____

   Size, Dimensions, Heights and Elevations of Project:

_____
_____
_____
_____

   Materials or Equipment to be Used:

_____
_____
_____

   Colors to be Used (attach paint color samples if different from required colors):

_____
_____
_____

   Additional Comments:

_____
_____
_____

2. **Required Exhibits and Supporting Documents.** Attach a **Site or Plot Plan** if the project

will change the structural size or configuration of your townhome. On the plot plan show location of the project to include distances to lot lines, existing structures, easements and setback limits. **Attach the contractor's proposal, photographs, illustrations, architectural drawings, manufacturer's product literature, and similar materials which describe your project.**

3. **Estimated Time for Project Completion:** _____*(Enter number of days)*
This time must be reasonable and consistent with the complexity or magnitude of the project. The project must be started within 30 days from the date of approval. And the project must be completed, including required inspections, within 90 days of approval unless an extension of time has been granted. An extension of time may be authorized by making a written request to the Community Manager at the address shown on page one.

4. **Homeowner's Responsibilities:**
a. **Approvals.** The Owner agrees to obtain approval of this application prior to proceeding with the project. **ARC or Board of Directors approval does not constitute approval by the City of Raleigh or other regulatory agencies** under which this project may fall. Failure to obtain approvals or required permits prior to project start-up may subject the Owner to fines or other penalties.

b. **Building Permits.** The Owner, in person or through a contractor, agrees to obtain all building, plumbing, electrical or mechanical permits required for the project and will bear the cost of such permits. Copies of permits must be provided to the Community Manager prior to project start-up. Upon project completion, a Certificate of Occupancy, issued by the City of Raleigh, must be provided to the Community Manager.

c. **Building Quality.** The Owner agrees that all improvements and construction must be (1) thorough, with good quality materials free of defects, (2) in compliance with applicable laws, regulations, codes, and ordinances, and (3) in conformance with standards of construction in the region. The Owner agrees to allow ARC entry to the site for inspections. Any deficiencies in materials or workmanship, as determined by the Board, must be corrected at Owner's cost within 30 days from date of written notice.

d. **Damages.** The Owner agrees to replace or repair at their sole expense damages to any common areas or residential areas such as walking areas, landscaping, buildings, utilities, roads, driveways, and similar features as a result of construction or installation of the project.

Owner's Agreement: _____
(*Signature*)

**Thank You for Submitting This Application**
**(Keep a copy for your records)**

FOR REFERENCE ONLY – THIS FORM IS USED BY COMMUNITY MANAGER
TO NOTIFY APPLICANT OF DECISION

**[Community Manager Letterhead]**

TO: Applicant of "Architectural Change Application"

FROM: Community Manager, Olde Raleigh Townhome Owners Association, Inc.

SUBJECT: Decision on Architectural Change Application

DATE: _____

On behalf of the Olde Raleigh Townhome Owners Association, thank you for the opportunity to review your Architectural Change Application submitted on _____ .

The Board of Directors has issued the following decision on your application:

==========

_____ **APPROVED.** As submitted, or as revised. Any revisions or modifications agreed to by the ARC and Owner as part of this approval are described as follows:

_____
_____
_____

With approval, you may proceed with your project. Be reminded of your responsibilities (described in the Application) to obtain and provide the Community Manager with copies of any required City of Raleigh permits or other required approvals **prior** to proceeding with your project. Also be reminded that ARC members or their representatives may request to visit the project site for inspection purposes. You will be contacted prior to such visits.

_____ **DENIED**. An explanation of reasons for denial are provided with this notice. Upon request, an appeal may be heard by the Board of Directors at its monthly meeting. An appeal must be submitted in writing to the Community Manager, at the address shown herein, within 30 days of the date of this communication.

==========

_____
*(Signed)*

_____
*(Title)*

January 2024

**[Community Manager Letterhead]**

TO: Townhome Owners in the Vicinity of a Proposed Architectural Change

FROM: Community Manager, Olde Raleigh Townhome Owners Association

SUBJECT: Courtesy Notification of an Architectural Change Request

DATE:

The Architectural Review Committee (ARC) of the Olde Raleigh Townhomes Owners Association Board of Directors is considering a request for changes on the property of one of your neighbors.

The ARC has met on-site to consider the proposed changes and is sending you this email notification. **Please see the attached documents outlining your neighbor's application.**

If you have questions or input on this matter, please contact your Property Manager via email. If you desire a meeting with the ARC, you may request it via email to your Property Manager. **All requests and comments should be submitted within one week of the receipt of this notification.**

The purpose of the ARC is to preserve the integrity of the appearance of the ORT community while maintaining positive relations among the members of the community. The ARC reviews applications according to agreed-upon guidelines in the ORT covenants as presented in the Owners' Handbook and considers input from involved Owners.

Please keep in mind that the Board of Directors of the ORT Association is solely responsible for the final approval or denial of each Owner's request.

FOR REFERENCE ONLY – THIS FORM IS USED BY ARC TO TRACK PROJECT APPROVALS AND SCHEDULES

# Architectural Review Committee (ARC)

## Working Document for Architectural Change Request

| ARC Application Review Process | ARC Notes/Dates |
|---|---|
| 1. Homeowner fills out Architectural Change Application along with any related documents and photos to better clarify the proposed changes. (For specific application requirements refer to the Architectural Change Application.) Owner submits to the Community Manager. | Date application submitted to Community Manager: _____ |
| 2. Community Manager reviews application for completeness and advises Owner of any missing information. If the Owner must resubmit the application, this will delay the ARC review until Community Manager receives the updated application. | Date application resubmitted to Community Manager: _____ |
| 3. Community Manager forwards the application to the ARC for review. After receiving the completed application, the ARC will make every effort to complete the application review process within 30 days barring any unexpected delays. Depending on the project scope and impact the ARC may waive certain project review requirements contained herein. | Date ARC received application: _____ |
| 4. Within a week of receiving the application the ARC notifies the Owner of a site visit date. This site visit will help the ARC to better understand the scope and community impact of the proposed change application. The site visit may generate new questions and prompt the ARC to request further information from the Owner. A majority of the ARC members will visit the site together. | Date Owner notified of site visit: _____<br>Date of site visit: _____<br>Date additional information requested: _____<br>Date additional information received: _____ |

| | |
|---|---|
| 5. ARC advises the Community Manager of adjacent and/or line of sight addresses. | Date Community Manager notified Line of sight/adjacent addresses<br>_____ |
| 6. The Community Manager sends a copy of the Courtesy Notification of Architectural Change Request and related attachments to Owners most likely to be affected by the proposed changes. * | Date Owners sent Courtesy Notification:<br>_____ |
| 7. Owners receiving Courtesy Notification forms are given one week to provide verbal or written comments to the Community Manager. Any feedback is immediately referred to the ARC for consideration. | Due date for Owner responses to Courtesy Notification.<br>_____ |
| 8. ARC reviews any feedback from the Courtesy Notification Forms, has any appropriate discussions with Owner applicant, and makes its decision about whether or not to recommend that the Board approve the Architectural Change Application. | Date of ARC decision:<br>_____ |
| 9. ARC sends to Community Manager its recommendation for approval or denial of the application. If the change request is not recommended, reasons supporting the denial are shown below. Recommendations to the Board require a majority vote of the entire ARC. (NOTE: If an applicant or affected Owner is a member of the ARC, he/she should not participate in the application process.) The Board notifies the Community Manager of its decision on the application. | ARC recommendation to the Board:<br>_____Application approved<br>_____Application not approved<br><br>Date Board notified of ARC recommendation:<br>_____<br><br>Reasons for denial (if applicable):<br>_____ |
| 10. The Community Manager communicates the Board's decision to the Owner and to the affected neighbors. The applicant may request a hearing with the ORT Board to appeal the decision. Upon request by the Owner, an appeal may be heard by the Board at its monthly meeting. An appeal must be submitted in writing to the Community Manager. | Date Owner notified of Board's decision:<br>_____ |

| | |
|---|---|
| 11. During the construction or installation of the project members of the ARC or Board may conduct periodic site inspections. It will remain the Owner's responsibility to comply with the approved application. | Date of site inspection(s):<br>_____<br>_____ |

*For additional guidance refer to the Courtesy Notification Form.

January 2024

**Olde Raleigh Townhome Owners Association, Inc.**

Buildings and Infrastructure Committee

Buildings #__-__

## Buildings and Infrastructure Maintenance and Repair Request Form

Date: _____

Owner: _____

Address: _____
_____

Phone: _____
Email: _____

**Describe Repair and Maintenance Request:**

Provide details that will be helpful to the Community Manager to determine the appropriate course of action and include photos, diagrams or sketches.

_____
_____
_____
_____
_____
_____
_____
_____
_____
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_____
_____

**Olde Raleigh Townhome Owners Association, Inc.**

ARC and Grounds and Landscaping Committees

Grounds #__-__

## Grounds and Landscaping Request Form

**Important:** Before submitting a request **for a new planting outside the townhome** to the Community Manager for review by the ARC and Grounds and Landscaping Committees, please review the Grounds and Landscape Planning Policy located in Section 10 of this handbook.

Date: _____

Owner: _____

Address: _____
_____

Phone: _____
Email: _____

**Describe Grounds and Landscaping Maintenance or New Planting Request:**

Provide details that will be helpful to the Community Manager to determine the appropriate course of action and include photos, diagrams, or sketches.

_____
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_____

# Forms for Updated Contact Information or Payment Methods

## A. Electronic Communications

If a Homeowner wishes or needs to update either of the following, the most immediate way to request assistance is to email the Community Manager.

- Updated Contact Information (including Emergency Contact if available)
- Authorization to Discontinue Coupons

In order to provide a uniform process, the following format is requested:

*Date: [Today's Date]*

*To: Community Manager (see Section 2 for Current Contacts)*

*From: Owner's Name*

*Subject: [Select from Above or Insert Appropriate Subject Matter]*

---

*Owner: [Insert Name]*
*Address: [Insert Address]*
*Contact phone number: [Insert Contact Phone Number]*
*Email address: [Insert email address]*

*[Insert Updated Contact Information (including Emergency Contact if available), Authorization to Discontinue Coupons, Use this format for other Appropriate Subject Matter]*

## B. Written Communications

If an Owner prefers a printed form on which to hand write a request, the following pages may be printed, filled out, and mailed to the Community Manager.

**Note:** Automatic Draft Authorization must be done in writing and by mail. See Form.

January 2024

# Olde Raleigh Townhome Owners Association, Inc.

Community Manager Request Form

Community Manager #__-__

## Updated Contact Information

As of the following date: _____

Please update the following contact information:

Primary Contact Information:

Owner(s): _____

Address: _____
_____

Phone: _____ Alt Phone: _____
Email: _____

Emergency Contact Information:

Name: _____
Relationship: _____

Address: _____
_____

Phone: _____
Email: _____

January 2024

Olde Raleigh Townhome Owners Association, Inc.

Community Manager Request Form

Community Manager #__-__

## Authorization to Discontinue Coupons

As of the following date: _____

I hereby authorize: _____

(insert Name of Property Management Firm)

to discontinue providing coupons for Dues and Assessments for Olde Raleigh Townhome Owners Association, Inc. This authorization acknowledges that I have arranged alternative payment methods and coupons are not necessary.

I accept responsibility to know when ORT Association Dues and Assessments are due and payable.

I acknowledge that ORT Association Dues and Assessments may change from time to time.

I acknowledge that I am responsible for updating information with my payment provider.

I acknowledge that this notice will be in effect until the Community Manager is notified in writing otherwise.

I acknowledge that I will send payments to the Community Manager at the following address:

_____

_____

_____

_____

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January 2024

Olde Raleigh Townhome Owners Association, Inc.

Community Manager Request Form

Community Manager #__-__

## Automatic Draft Authorization

As of the following date: _____

I hereby authorize: _____

(insert Name of Property Management Firm)

to draft from my bank account on behalf of the ORT Association.

- I agree that the Community Manager shall be fully protected in honoring any draft drawn in accordance with these instructions. I agree that the Community Manager's rights and treatment of such drafts shall be the same as if the draft were a personal check signed by me.

- I understand only the amount of my current ORT Association Dues and Assessments will be deducted from my bank account indicated below. I understand that the authorized draft amount is subject to change periodically. Re-enrollment will not be required each year.

- The authorization will remain in effect until the Community Manager receives written communications of a notice of cancellation.

- I acknowledge that all drafts authorized hereunder shall be applied to my account in accordance with the payment application policy in effect with the ORT Association.

Contact Information:

Owner(s): _____

Address: _____

_____

Phone: _____ Alt Phone: _____

Email: _____

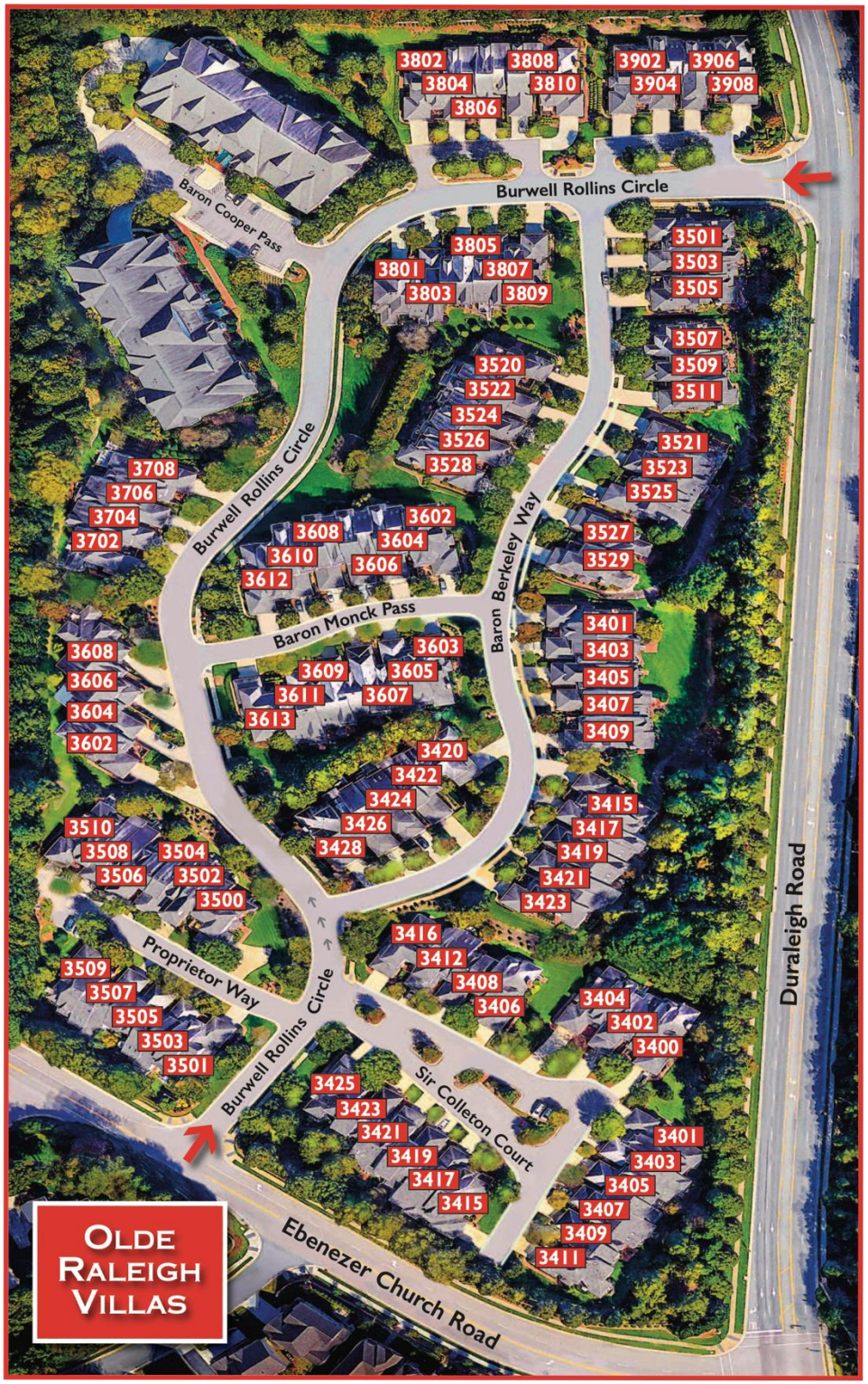
Bank Name: _____

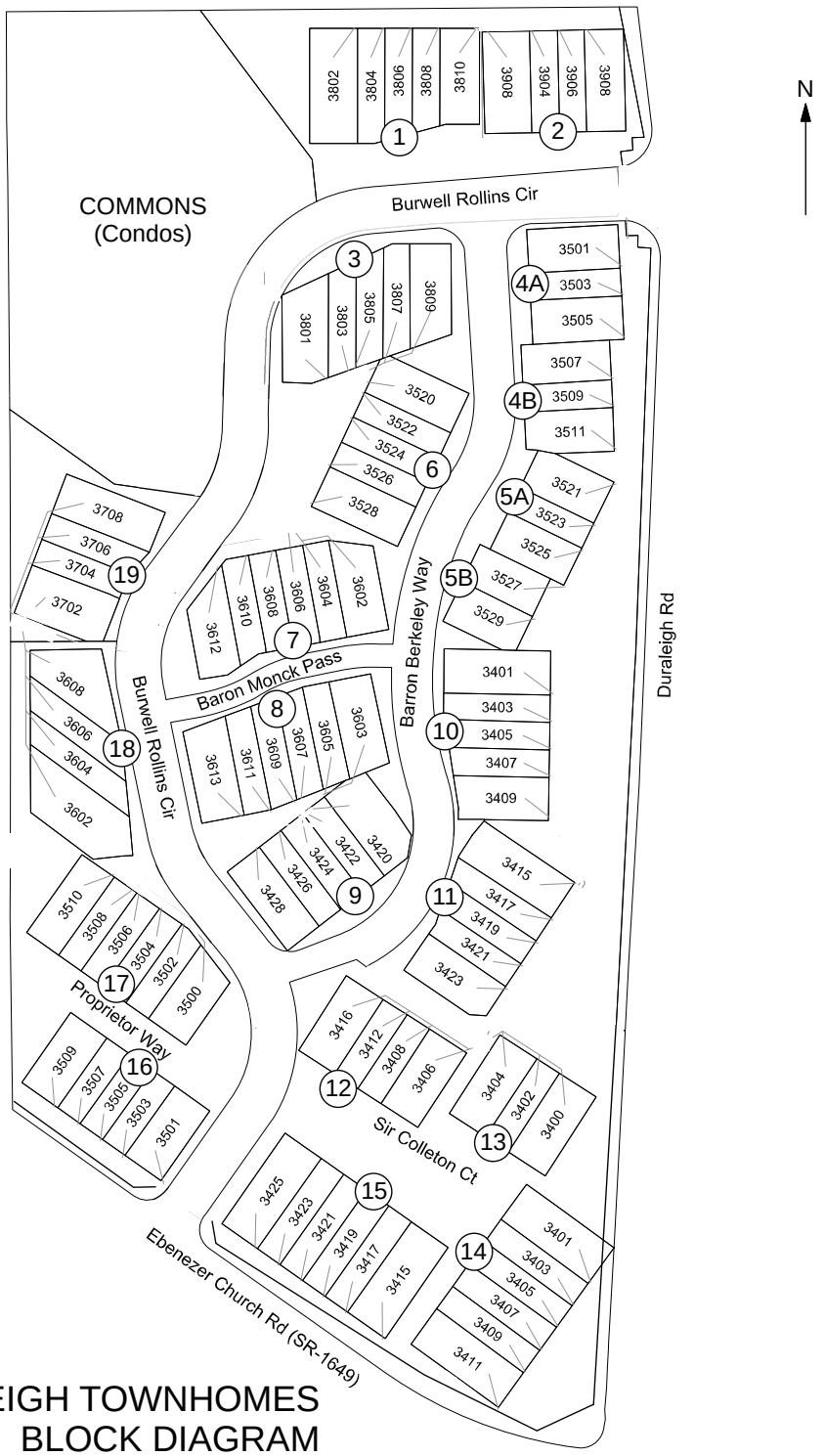
Draft mount: $ _____

Start Month: _____

I understand that my draft cannot begin until my account is current, and this completed form and a VOIDED check have been received by the Community Manager.

# Section 12
# Maps of the Community






OLDE RALEIGH TOWNHOMES
BLOCK DIAGRAM

# Section 13

## Appendix A: Shrubs

| | |
|---|---|
| <br>Dwarf Yaupon Holly | <br>Carissa Holly |
| <br>Camelia | <br>Kaleidescope Abelia |
| <br>Rose Creek Abelia | <br>Green Spire Euonymus |

| | |
|---|---|
| <br>Skip Laurel | <br>Miss Lemon Abelia |
| <br>Pixie Dwarf Loropetalum | <br>Jewel Box Distilium |

**Appendix B: Trees**

| | |
|---|---|
| <br>Redbud | <br>Compact Crape Myrtle |
| <br>Small Flowering Cherry | <br>Japanese Snowball |
| <br>Japanese Red Maple | <br>Zelkova |

Sun Valley Maple