HEDINGHAM
COMMUNITY ASSOCIATION

Community Rules and Regulations

Approved by the Board of Directors on April 20, 2011

Revised: February 2021; June 2021; October 2021

No construction, no exterior alteration or modification, and no removal or new planting of trees, or shrubs shall take place and no structure shall be erected except in strict compliance with the Covenants and Community Rules and Regulations until the approval of the appropriate committee has been obtained.

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HEDINGHAM RULES & REGULATIONS

APPROVED BY THE BOARD OF DIRECTORS

APRIL 20, 2011

EFFECTIVE JULY 15, 2011

OVERVIEW

In order to preserve and protect the desirability and attractiveness of Hedingham home sites, the rules and regulations provided in this document, as submitted by the Modifications Committee, have been approved by the Hedingham Community Association Board of Directors. All homeowners and renters are expected to read and understand the Hedingham Community Covenants and Rules and Regulations. A copy of this document can be found on Town Square. Homeowner must be registered on Town Square: townsq.io. New homeowners and renters are also required to read a copy of the abbreviated covenants and guidelines at the time they are issues a key fob at the Hedingham Athletic Club and sign that they have received the document.

Non-compliance with Covenants and Rules & regulations may result in fines and/or suspension of KEY FOB privileges.

Covenants: Article XI, Section 2

The Modifications Committee, if established, shall have exclusive jurisdiction over modifications, additions, or alterations made on or to existing Units or thereto;

Covenants: Article XI, Section 5

Any contractor, subcontractor, agent, agent, employee or other invitee of an Owner who fails to comply with the terms and provisional of the guidelines and procedures promogulated by the Modifications Committee may be excluded by the Board from the properties without liability to any person, subject to the notice and hearing procedures contained in Article III, Section 22 of the Bylaws.

ANIMALS AND PETS

1. No animals, livestock, or poultry of any kind shall be raised, bred, or kept on any portion of the properties except dogs, cats or other usual common household pets.
2. No residence is to exceed a total of two pets.
3. Pets are not permitted to roam free, endanger the health, make objectionable noise or constitute a nuisance or inconvenience to the owners of the other units.
4. No pets shall be kept, bred, or maintained for any commercial purpose.
5. Pet feces must be picked up by the owner immediately. City Ordinance stipulates up to a $250.00 fine for not picking up after your pet

Covenants: see Article XII, Section 4

BASKETBALL GOAL GUIDELINES

1. The Modifications Committee or the Board of Directors must approve in writing the style, color and location of all basketball goals prior to installation
2. Residents seeking to install basketball goal may initiate the approval process by completing a change request form.
3. Notwithstanding the fact that all basketball goal styles, colors and locations must be pre-approved:
    a. A plot survey of the property showing where the basketball goal will be located must be submitted with the request to approve the basketball goal;
    b. The area proposed for this basketball goal must be large enough to assure that no other property will be unduly impacted by the use of the basketball goal and, in order to help satisfy this requirement, adjoining property owners on both sides, and the homeowner directly across from the driveway must consent in writing to the installation of the basketball goal;
    c. The owner of the basketball goal is responsible for any physical damage to any other property caused by the basketball goal, and physical damage to other property can lead to the removal of the basketball goal at the owner's expense;
    d. No basketball goal can be installed adjacent to the street, and basketball games cannot take place in the street;
    e. If not in use and not in it's approved location, portable basketball goals must be stored in an area not visible from any adjacent street;
    f. Every basketball goal must be professionally constructed, painted, and maintained by the owner, and if damaged, bent or rusted, the owner must repair the basketball goal immediately;
    g. The property owner is responsible for insuring that the people using the basketball goal behave in such a manner that all neighbors are not disturbed by the use of the basketball goal, including but not limited to disturbances caused by loud noises from screaming and music;
    h. Use of goals is prohibited before 8:00am and after dusk;
    i. The property owner must acknowledge the fact the guidelines may be amended and agrees to maintain the basketball goal in accordance with any amendment to these guidelines as adopted by the Board of Directors; and
    j. The property owner must acknowledge that permission to install a basketball goal is merely a "temporary" privilege granted to the owner which can be revoked at any time, with or without cause, by the Board of Directors.
    k. NO Basketball Goals are allowed on Townhome properties.

Basketball Goal Neighbor Approval Form

By signing this document, each neighbor agrees to and indicates that they have no objection to the homeowner erecting or utilizing a basketball goal at the applicant's residence. **No goals are allowed in Townhome areas**

Owner of Basketball Goal Info
Print Name:
Address:
Owner hereby certifies that they have read and agree to the Association Rules regarding basketball goals
Signature:
Date:

Neighbor to left of home
Print Name:
Print Address:
Signature:
Date:

Neighbor to right of home
Print Name:
Print Address:
Signature:
Date:

Neighbor across the street from where the driveway is located
Print Name:
Print Address:
Signature:
Date:

COMMUNITY PLAYGROUNDS

1. Only residents and their guests are permitted to use the equipment.
2. Destruction or defacing of the playground equipment of common areas will be considered vandalism and violators will be prosecuted.
3. No rough play or foul or abusive language is permitted.
4. Roller blades, roller-skates, skateboards, bicycles, etc. are not permitted on pool decks, tennis courts or playgrounds.
5. Play at your own risk.
6. Playground equipment is designed for children 12 years and younger.
7. Children 8 years and younger must be accompanied by a responsible caregiver at all times when playing on the equipment.
8. Anyone in violation of these rules is considered trespassing.
9. Playgrounds are open ONLY from 8:00am to DUSK. Anyone loitering in the playgrounds after dusk will be reported for trespassing.

DECORATIVE FLAGS

1. The maximum number of flags allowed to be displayed at each residence is limited to three and are restricted as follows:
    a. No more than two (2) large flags, one on the front of the structure and one on the back. Flags are to be no more than 3’ X 5’ (feet) in size and must be attached to the structure with the appropriate pole and hardware.
    b. No more than one small flag measuring a maximum of 12” X 15”(inches). Small flags must be attached to the mailbox post with the appropriate hardware or to a wire frame no more than 2’ (feet) tall.
    c. Flags may NOT be displayed on flag poles or attached to trees.
2. Flags must be an American Flag or one referencing an appropriate and acceptable theme such as a school or professional or club or team, a reflection of the season or having a golf theme.
3. Special occasion flags such as birthday or the birth of a baby may be displayed for a period not to exceed two weeks.
4. Any flag deemed by the Modifications Committee or the Board of Directors to be in poor taste or in disrepair is not permitted and must be removed immediately upon notification.

FENCES

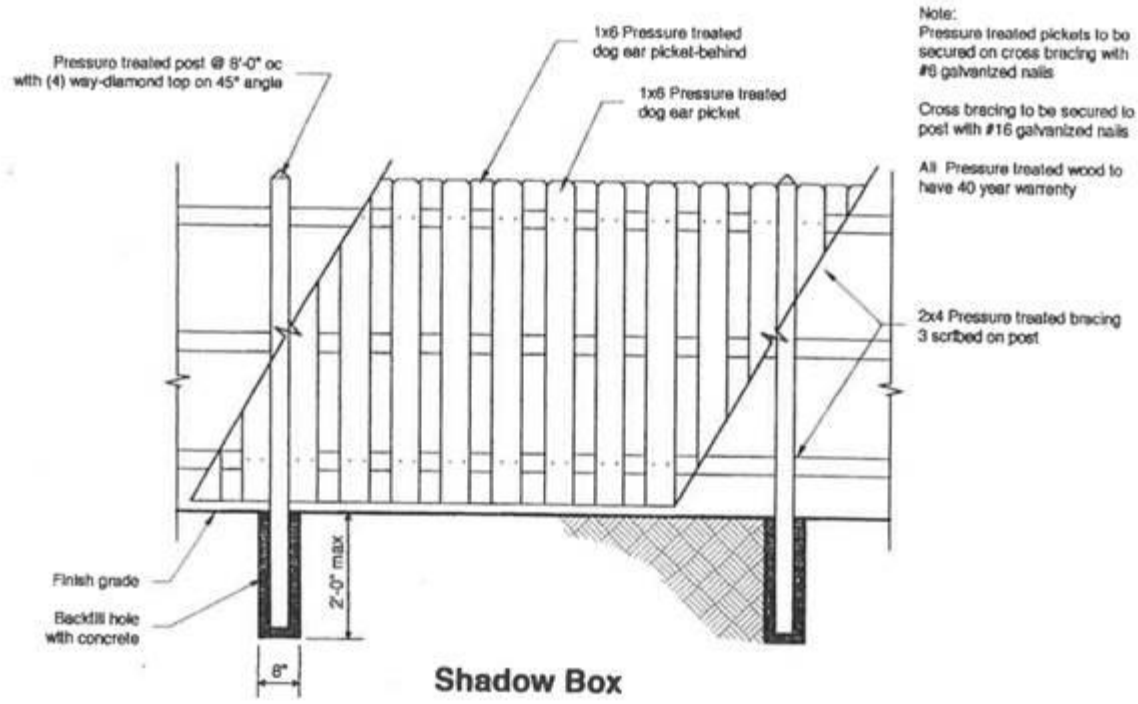
1. All Requests for fence construction must be submitted to the Modifications Committee4 on an Architectural Request form found on Town Square, along with a plot plan showing location and dimensions, materials to be used, and who is installing the fence.
2. Once approved. The homeowner is responsible for obtaining all permits required by the City of Raleigh before construction can begin.
3. The fence must be erected directly on the property line or as near as reasonably possible, subject to landscaping requirements unless otherwise approved by the Board or Modifications Committee.
4. The homeowner shall enter into an agreement with the Hedingham Community Association to allow adjacent property owners to tie into the fence in the event they construct fences in the future.
5. Fences must be built only with materials approved by the Modifications Committee which include, but are not limited to, unpainted, unstained treated lumber, vinyl, or composite material.
6. The fence must comply with the following approved standards unless otherwise approved by the Modifications Committee:
    a. Height 42” or 48”
    b. Posts 4” by 4”
    c. Space between posts should not exceed 8’ (feet)
    d. Slats: 1” by 4” or 1” by 6”
    e. Space between slats: 1 ½ “
    f. Horizontal supports: 2” by 4”
    g. Top of wood slats must be even across top and consistent with topography.
7. When the City of Raleigh or the modifications Committee requires landscaping, the shrubs must be a minimum of 3-4 feet tall at the time of planting, be on 5-foot centers, and match what is currently being used in the area.
8. Properties that are adjacent to the golf course will also need the approval from the owners of that entity. The Property Manager will submit the application to that entity on the homeowner’s behalf.

<u>Covenants: see Article XII, Section 23</u>

PRIVACY FENCES

These fences are to be used for **TOWNHOMES ONLY** and the only type of privacy fence allowed is called a 'Good Neighbor' or 'Shadow Box' (see below illustration) unless otherwise approved by the Modification Committee.

1. The fence is to be built with pressure-treated lumber unpainted and unstained, or an approved alternate material.
2. The approved height is 6 feet.
3. Change Request Forms can be picked up at the Athletic Club office or downloaded from Town Square.
4. Construction may not begin until written approval has been delivered to the applicant.



<u>Covenants: see Article IV, Section 4</u>

No construction, no exterior alteration or modification, and no removal or new planting of trees, or shrubs shall take place and no structure shall be erected except in strict compliance with the Covenants and Community Rules and Regulations until the approval of the appropriate committee has been obtained.

GARBAGE AND RECYCLE CONTAINERS

1. All garbage containers and the newer 45-gallon recycle containers must be stored behind the front elevation of the property.
2. Recycle bins must be kept inside or in a place not visible from the street.
3. Consistent with the city's Solid Waste Services Code, containers may be placed on the curb no earlier than noon on the day before collection and no later than 7 a.m. on the day of collection. Containers must be removed from the curb by 7 p.m. the day of collection. Failure to comply may result in fines from both the city and Hedingham Community Association.
4. Absolutely no dumping of garbage, waste, refuge, yard waste, furniture or any other items will be allowed on the Common Area or Area of Common Responsibility. Any Owner found to be doing so will be subject to fines of up to $100 per incident, or the cost of cleanup of proper disposal of such unauthorized dumping, whichever is greater. Owners must dispose of garbage, waste, refuge, yard waste, furniture or any other items in a proper City or County convenience center, landfill or other non-HCA owner and maintained site.

GAZEBOS (and RETRACTABLE AWNINGS)

1. All requests for the construction of Gazebos must be submitted in writing to the Modifications Committee. Forms may be found on Town Square or at the Athletic Club.
2. All requests should contain an elevation sketch indicating height, length, and width dimensions of the proposed gazebo.
3. Request should also include the type of material for the frame and covering as well as the color(s).
4. Color must be of a dark earth tone.
5. Once installed, the gazebo must be kept in good condition. If the gazebo becomes damaged/faded, it must be removed or replaced. Failure to comply could result in fines being levied.
6. The Modifications Committee reserves the right to inspect the gazebo to insure it had been constructed according to the approved plan and is in good working order. Deviation from the approved plan may result in the gazebo being removed and/or rebuilt according to the regulations.
7. NO TENTS or CANOPIES are permitted on the exterior property at any time.

RETRACTABLE AWNINGS

1. All requests for the construction of Gazebos and Retractable Awnings must be submitted in writing to the Modifications Committee. Forms may be found on Town Square or at the Athletic Club.
2. All requests should contain an elevation sketch indicating height, length, and width dimensions of the proposed awning.
3. Request should also include the type of material for the frame and covering as well as the color (s).
4. Once installed, the awning must be kept in good condition. If the awning becomes tattered/faded, it must be removed or replaced. Failure to comply could result in fines being levied.
5. When the awning is not in use it must be retracted.
6. The Modifications Committee reserves the right to inspect the awning to insure it has been constructed according to the approved plan and is in good working order. Deviation from the approved plan may result in the awning being removed and /or rebuilt according to the regulations.
7. NO TENTS or CANOPIES are permitted on the exterior property at any time.

Covenants: see Article XII, Section 13

HOMEOWNER'S ASSESSMENTS, BILLING AND COLLECTION PROCEDURES

1. Monthly dues assessments are due on the first day of each month. Account statements are not mailed unless you have an outstanding balance. If the payment is not received before the 10th of each month, a late fee will be assessed. The late fee is $15.00 and must be paid to bring the account up to date. If homeowner assessments become delinquent, the Hedingham Community Association reserves the right to suspend the homeowner's amenity privileges including use of the Athletic Club, pools, tennis courts and the pool clubhouse.
2. Check payment for assessments should have your account number written in the memo section of the check and should be payable to HCA (Hedingham Community Association). No cash payments are allowed. A credit card payment can be made for balances on the www.townsq.io. Note: a convenience charge is applied.
3. If a homeowner becomes delinquent, the account will be turned over to a collection attorney. If the requirements of the collection procedures are not met a lien will be placed on the property and the owner could face possible foreclosure.

LONG-TERM PARKING

The Hedingham Board of Directors voted at the March 2009 Board Meeting to restrict long-term parking in the Willow Oak Pool, Grand Traverse Pool, and Hedingham Athletic Club parking lots. Residents wishing to do so must follow the guidelines listed below:

- Resident must register their vehicle in person, during operational hours, at the Front Desk of the Athletic Club.
- In an effort to protect the asphalt from damage, commercial vehicles with a curb weight of 6,000 pounds or more are not permitted to park in the common area lots. For example, the maximum curb weight of the heaviest 2012 Ford F 150 Truck is 5,978 pounds. - approved by the BOD on 6/20/12.
- The maximum length of time a vehicle/trailer will be allowed to park is 3 consecutive days in the same month, and a maximum of 6 days total unless otherwise approved.
- The Hedingham Community Association reserves the right to review each request and extend or shorten the number of days they will be allowed to park on those lots.
- Any vehicle/trailer parked in a lot overnight that has not registered with the Athletic Club or is inoperable (for example: flat tire, broken window(s), expired license plates, etc.) is subject to towing from the property. The HOA will issue one warning in the form of a sticker on the driver's side window.
- Hedingham Community Association accepts no responsibility for vehicles illegally parked that are towed. The vehicle owner is responsible for all fines and recovery costs incurred.

MAILBOXES AND MAILBOX POSTS

1. With the exception of the homes in "The Village" (between New Hope Rd. and Southall), all mailboxes must be of standard size and the color black unless otherwise approved by the Modifications Committee. Mailbox posts must be "Hedingham Dark Green" unless otherwise approved by the Modifications Committee. Hedingham Dark Green paint can be purchased at :

   Sherwin Williams
   7520 Rambling Way, Ste. 101
   Raleigh, NC 27616
   919-872-0238
   (ask about free delivery)
2. Hedingham does not have a vendor that sells posts that match the existing styles in the community. Residents are required to do their best to match the majority of other posts that are located in that street. Retailers like Lowe's and Home Depot often have a selection of different posts to choose from.
3. Owners must make sure their mailbox and post are clean, free of attached advertisements and in good condition. Mailboxes that have rust must be repainted or replaced. Mailbox posts that are faded must be repainted.
4. Mailboxes or the posts must contain the house number of the residence. The numbers must be identical, kept clean and in good condition.

PARKING

1. Vehicles shall be parked only in a garage or in the driveway.
   However, APPROVED vehicles are allowed to be parked on the street on the western side of Southall Rd. ("Village" section).
2. Excluding recreational vehicles, trailers, campers, camper trailers, boats and other watercraft, and boat trailers, vehicles parked at a unit at any time shall be limited to the number of vehicles that will only fit in the driveway/garage.
3. Tractors, mobile homes, recreational vehicles, trailers (with or without wheels), campers, camper trailers, boats and other watercraft and boat trailers shall be parked only in enclosed garages, the back yard, the side yard or any other area, if any, designated by the Board of Directors. The DOES NOT apply to Townhomes or homes backing up to the Golf Course which will need special approval from the Community Association prior to parking in those areas.
4. Parking in unit driveways of Non-Commercial vehicles shall be limited to Classes 1-3 Non-Commercial Vehicles. Examples:



5. Stored vehicles and vehicles which are either obviously inoperable or do not have current operating licenses shall NOT be permitted on the Properties except within enclosed garages. A vehicle shall be considered "stored" if it is put up on blocks or covered with a tarp and remains on blocks or so covered for fourteen (14) consecutive days without prior approval of the Board.
6. Service and delivery vehicles may be parked in the street during daylight hours for such a period of time as is reasonably necessary to provide service or make a delivery to a Unit.
7. Per City of Raleigh ordinances, parking is NOT permitted:

a. Any closer than 5 feet from the end of a driveway
b. On, or protruding over, any part of a sidewalk
c. Any closer than 25 feet from an intersection
d. Any closer than 15 feet from a fire hydrant

8. Procedure for dealing with parking violations:

a. Warning issues on the first day vehicle is observed
b. Ticket and/or due process letter is generated on the next occurrence
c. Violations Committee will decide penalties/fines for any future violations

Covenants: see Article XII. Section

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PRIVATE DECKS

1. The Modifications Committee or the Board of Directors must approve in writing all deck designs, colors, and location prior to installation.
2. Residents seeking to install a deck may initiate the approval process by completing a change request form. These forms must contain or be accompanied by the following information:
    - The dimensions, elevation and sketch of the deck as well as a plot survey of the property showing where the deck and landscaping around the deck will be located.
    - An anticipated completion date. If approved, the Deck must be completed by that anticipated date
3. The resident is responsible for complying with all applicable laws relating to construction of the deck and must obtain all appropriate City of Raleigh permits prior to construction of the deck.
4. Decks may be constructed from pressure treated lumber or vinyl composite materials only, and the bottom of the deck must be enclosed with lattice unless otherwise approved.
5. The deck must conform to the overall design and aesthetic appeal within the Hedingham community.

PRIVATE SWING SET/PLAYGROUND

1. The Modifications Committee must approve all swing set designs and location prior to installation.
2. All swing sets throughout Hedingham must be made of natural or treated wood or an acceptable alternate material.
3. Accessory items, such as seats and or slides may be made of plastic and of a different color.
4. An application for a swing set or playground must include:
    - A map of the lot showing where the structure will be located
    - A picture/drawing of the structure, type of material(s) (wood, plastic, etc.)
    - Color(s) of the materials
    - Dimensions of the structure
5. Construction may not occur until applicant has received written approval from the Modifications Committee.
6. Single family homes facing the golf course: Requires approval from two sources. Permission must be obtained in writing from the Hedingham Community Association first, then this document is submitted along with a request to the Hedingham Golf Course for approval.
7. Swing sets/playgrounds may not be constructed on townhome properties

SATELLITE DISHES

1. Size. Satellite dishes that are one meter (39 inches) or less in diameter may be installed upon the premises of your individual lot as outlined below. Satellite dishes with a diameter in excess of one meter are prohibited
2. Location and Screening. Dish locations are acceptable in this order – a. they should be located on the rear exterior wall or rear roof of the residence if possible, in a location not visible from the street; b. if reception is not adequate, dishes may be located in the rear lot, but screened from view from the street; c, if adequate reception is still not available, dishes may be located in a side yard, again screened from view from the street. Dish installation is not permitted on any common area. The Board of Directors and Modifications Committee have the right to require additional screening be installed around dishes that are not screened properly.
3. Written Confirmation. If it is determined by the vendor that an adequate signal cannot be obtained on the rear wall or rear roof of the home, the m=owner must obtain a written statement from the installing company to provide to the Association attesting to that face. The statement along with a landscaping plan for screening should be provided to the Association for approval.
4. Maintenance. Owners are solely responsible for maintaining their satellite dishes and all related equipment. The owner will be responsible for removing and re-installing dishes if and when roof repairs are needed.
5. Townhomes. Owners will be required to temporarily remove their dishes if reasonably necessary for the Association to paint or make repairs to the exterior of the Unit. Please be advised that any damage to the exterior of a Unit, caused by the installation of a satellite dish, will be the primary responsibility of the Owner to repair.
6. Number of Dishes. No more than one “Dish” related hardware may be installed on a residence at a time. Any old hardware must be removed from view before a new dish can be installed.

Covenants: see Article XII, Section 7

SCREENED PORCHES

The following regulations concerning construction of screened porches within Hedingham have been approved by the Hedingham Community Association:

1. All requests for the construction of screened porches will be submitted in writing to the Modifications Committee. Forms may be found on Townsquare or at the Athletic Club.
2. All requests will contain the following:
    - A plot plan and elevation sketch(s) indicating the location and dimensions of the proposed porch. Plan will indicate the location of all landscaping.
    - The type of construction material to be used. Use of lattice under the deck is required unless otherwise approved.
3. The homeowner will obtain all necessary building permits from the City of Raleigh and comply with all applicable City regulations. The building permit must be obtained before construction can begin.
4. The screened porch, if painted, must match the trim or lightest color of the house. Roof material shall be same as the house; that is, matching shingles, trim material, and siding.
5. The porch will conform with the overall design and aesthetic appeal within Hedingham.
6. Construction may not occur until written approval has been received by the applicant.
7. Hedingham Community Association, through the Management Company, reserves the right to inspect the deck to ensure that the screened porch has been constructed according to the approved plan. Deviation from the approved plan may result in the screened porch being dismantled and modified according to the regulations.

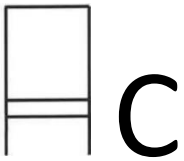
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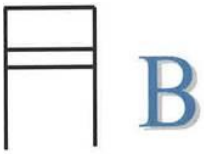
'FOR SALE' SIGNS:

1. Only professionally made signs are allowed. Under no circumstances are handwritten signs allowed.
2. Owner may choose a window sign or a yard sign, but not both.
3. Only one standard sign, not to exceed 18 inches by 24 inches (horizontal or vertical) with a rider 6" x x24" or 6: x 18" within the approved fram is allowed. Maximum overall frame size is limited to 44" x 25" or 47" x 19" based on orientation of the sign.
4. No portion of the sign may be closer than 3 feet to the street. Sign may not be located on the street side of the sidewalk, if any, an no portion of the sign or attachment can protrude over the sidewalk.
5. No signs at the mailbox for handouts are allowed. A standard info tube (5" high by 13" wide) or a standard Brochure Box (13" high x 9.5" wide) are allowed and must be mounted on the frame of the sign holder.
6. No audio sign or lighted signs are allowed. Rider can, however, supply additional web, text, or phone information.
7. No directional signs allowed for the sale/resale of a home unless otherwise approved by Management.
8. Only one open house sign on the Unit lawn allowed the day of an open house.
9. Regarding homes adjacent to the Golf Course, no signs are allowed on the side facing the Course.
10. Any and all signs regarding FOR RENT or FOR LEASE of property can be displayed ONLY on the inside of the window on the front of the unit and must comply with the size limitation as stated above.
11. Caution: Any Owner not following these guidelines will be fined $25 per sign, per day. Homeowners are liable for their agent's failure to abide by these guidelines and are responsible for notifying the agent of any violations.

Approved Frame Styles and Dimensions









A	**18”H x 24”W**
	Metal Frame with Rider
	Sign Dimensions: 18”h x 24”w
	Rider Dimensions: 6” h x 24”w
	Frame Dimensions: 43”h x 25”w
B	**12”H x 18”W**
	Metal Frame with Rider
	Sign Dimensions: 12”h x 18”w
	Rider Dimensions: 6”h x 18”w
	Frame Dimensions: 43”h x 19”w
C	**24”H x 18”W**
	Metal Frame with Rider
	Sign Dimensions: 18”h x 18”w
	Rider Dimensions: 6”h x 18”w
	Frame Dimensions: 47”h x 19”w
D	**18”H x 24”W**
	Metal Round Rod Frame
	Sign Dimensions: 18”h x 24”w
	Rider Dimensions: None
	Frame Dimensions: 44”h x 25”w

No construction, no exterior alteration or modification, and no removal or new planting of trees, or shrubs shall take place and no structure shall be erected except in strict compliance with the Covenants and Community Rules and Regulations until the approval of the appropriate committee has been obtained.

POLITICAL SIGNS

For the sole purpose of attempting to influence the outcome of an election, including the support or opposition of an issue or candidate on an election ballot, residents may place a single 'Political' sign on their property compliant with the following guidelines:

1. Display of a political sign more than forty-five (45) days before an election and later than seven (7) days after an election is prohibited.
2. The political sign may not exceed 24" x 24".
3. The political sign may not be placed any closer than 3' from the street and may not be located on the street side of a sidewalk.
4. A political sign may be placed in the window or the yard, but not both.
5. Political signs must be professionally made; handwritten signs are prohibited.
6. Political signs enhanced by lights or audio are prohibited.
7. Regarding homes adjacent to the Golf Course, no signs are allowed on the side facing the Course.

Swimming Pool

* REVISED – June 22, 2021

- NO ONE will be admitted without their respective KEY FOB
  - **As of June 23, 2021-**POOL GUEST POLICY - Residents are allowed a maximum of four (4) guests per Household per day
    - All Guest's will be allowed entry ONLY using a Punch Card Pass purchased at the Hedingham Athletic Club for $15.00 per card (cash or check) for 10 guest visits and available ONLY during open hours
  - Diving is allowed ONLY in the deep end and ONLY at Willow Oak Pool (5' or deeper). Please observe the "No Diving" signs on the deck where posted
  - NO RUNNING on the pool deck. No boisterous or rough play
  - PETS and GLASS are prohibited in the pool area
  - NO ALCOHOL is permitted at any time
  - FOOD and DRINK are not permitted in or near the water
  - CHILDREN UNDER 12 years of age must be accompanied by a responsible caregiver 18 years of age or older
  - SHOWERS WILL BE REQUIRED of anyone returning to or entering the pool from the tennis courts or strenuous exercise
  - SWEARING or VULGARITY will not be allowed
  - NO SMOKING at all in or on any pool areas/property or in and around Willow Oak clubhouse
  - **Lap Swim at Willow Oak until further notice is between 9:00am and 10:00 am, Mon.- Sat**.
  - There is a ten-minute lifeguard break the last 10 minutes of every hour in which everyone under 18 must get out of the pool
  - THUNDER BREAKS will last for 30 min beyond the last thunder heard. Everyone must leave the water when thunder is heard; the deck will be cleared when lightning is observed
  - INFANTS and TODDLERS must wear snug fitting plastic pants. Disposable diapers are not allowed as they frequently break open causing cleaning and filter problems
  - THE POOL PHONE is for emergency use only. The Staff will not be allowed to take messages for residents, nor will residents be allowed to use the phone to make calls
  - BIKES & SKATEBOARDS are not allowed on the pool deck
  - No lost and found-please take all personal belongings with you when you leave
  - Coolers, large containers/back packs may be inspected by pool staff for prohibited items
  - Only pool approved toys allowed, nothing that resembles/acts like a gun. Only flotation devices allowed for safety of young children. Lifeguard's can determine safety and appropriateness of toys in the pool.

PLEASE NOTE: THE LIFEGUARD'S WORD IS FINAL

Hedingham Community Association reserves the right to suspend privileges of members and guests that are not in compliance of the pool rules.

No construction, no exterior alteration or modification, and no removal or new planting of trees, or shrubs shall take place and no structure shall be erected except in strict compliance with the Covenants and Community Rules and Regulations until the approval of the appropriate committee has been obtained.

UTILITY BUILDINGS

1. All requests for the construction of a Utility Building must be submitted in writing to the Modifications Committee. Change Request forms may be obtained by contacting Management at the Hedingham Athletic Club or on Town Square.
2. Residents must submit the dimensions and a sketch of the building to be constructed and indicate on the plot survey of the property where the building will be located.
3. Building material (siding and roofing material) must be consistent with that of the home and be painted the same color. Siding must be horizontal, as on residence, and the shingles must match the existing shingles.
4. Please indicate on request the anticipated completion date, subject to approval.
5. Buildings can be no larger than 8” x 12”, preferably 8” x 10”.
6. Construction may not occur until applicant has received written approval from the Modifications Committee
7. Construction of unity buildings is NOT PERMITTED on Townhome properties.

YARD SALES

Two Community-wide Yard Sales are permitted each year—one in the Spring, and one in the Fall with dates to be determined by the Board of Directors/Management Company. The Management Company will advertise these Yard Sales in the N&O one week before the date and include a Rain Date for the following Saturday.

Yard Sale hours are from 8:00 am until noon. All items must be removed by 5:00 pm the same day.

Residents who put up directional signs must remove them by 5:00 pm the day of the sale. This includes all stakes, tape, twine, tacks/pins, etc. used to display the signs.

NO individual yard sales are permitted at any time.

LANDSCAPE PLANS SUBMITTAL CHECKLIST

(refer to Article IV—Architecture and Landscaping)

1. Format needs to be 8.5” x 11” or 24” x 36” sheet of paper is submitted as 8.5” x 11” and is found to be too small to evaluate then the Modifications Committee (MC) may request the drawing be resubmitted as 24” x 36”.
2. Site plan with property boundary, footprints of permanent structures, and locations and identifications of every hardwood tree with a diameter of eight inches or more at a height of three feet above grade.
3. Project location (address) and owner’s name should be on the site plan.
4. North arrow, drawing scale, sheet numbers (if more than 1 sheet is submitted) and date should be included in the submission,
5. Planting plan showing locations of proposed and existing plants. Plants should be drawn at mature size.
6. Irrigation plan if irrigation will be installed.
7. Construction details for all structural elements; i.e., retaining walls over 2” – 6”, pools, decks, etc.
8. All changes for landscaping changes will be submitted in writing to the MC (“Change Request Form” may be obtained via Town Square or at the end of this document)

THE PROJECT MAY NOT BEGIN until applicant has received written approval from the MC

HEDINGHAM COMMUNITY ASSOCIATION
ARCHITECTURAL & LANDSCAPE CHANGE REQUEST FORM

Please provide the following information:

Homeowner: _____Date:_____

Street address: _____ Lot #:_____

Telephone: (cell/work)_____(home)_____

Email: _____

If you are an agent submitting on behalf of a homeowner, please complete the following:

Agent Name: _____ Telephone: _____

Type of Agent: _____ Company Name: _____

I am applying for the following improvement(s) to my lot (more than one box may be checked):

- Addition (Space conditioned rooms, garage, sunroom, screen porch)
- Deck
- Fence
- Landscape (trees, bushes, flowers) Hardscape (walkways, walls)
- Paint – Exterior (color chip(s) required)
- Other_____

Expected start date:_____ Expected completion date:_____

All applications <u>MUST</u> include the following information:

- Plat Plan (Showing locations of improvements on the Lot, drawn to scale.)
- Floor Plans and Roof Design (*If applicable).
- Type of Materials and Finishes, Colors (True Sample provided)
- Photos and Brochures (if available), Exterior elevations (scale drawings).
- Dimensions of improvements.
- Plant Selections (*If applicable, include size, variety, etc.)

<u>Neighbor Notification</u> (**Required**)

Name _____ Signature _____ Address_____

Name _____ Signature _____ Address_____

Name _____ Signature _____ Address_____

<u>Please provide a description of the improvements to be made. (Use additional paper if necessary.)</u>

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Additional Information:

- **Applicant must provide a "true sample" for color changes. True sample is to apply color change on the material you will be altering (not paper) for paint or sample of siding not just a photo of the new siding. True sample is to be brought into management office or location on home given for committee to view.**
- Approval from the committee is only for compliance with Association's Covenants and Rules. The Owner is responsible for compliance with any local ordinances and other applicable codes and regulations.
- **Copy of city permit must be provided to management for work requiring a permit BEFORE ANY WORK BEGINS (examples include, but not limited to: fences, decks, solar panels, additions, driveways, etc.)**
- Any deviation from the approved plan will require resubmission. Any work done differently from the approved plans may result in re-work at the owner's expense.
- Applications must be on paper no larger or smaller than 8.5" X 11" sheets of paper or emailed as a single document in PDF format.
- Incomplete applications will not be processed. Applicant will be notified of incomplete status.
- If you have any questions, please contact Shani Harris at (919) 231-9050 Ext.123

It is hereby understood and agreed that approval of this application by the Modification Committee does not constitute approval as to compliance applicable North Carolina law or Wake County Ordinances. It is also understood and agreed that the Committee has 45 days to review and deliver a response on application.

Signature of Applicant _____ Date _____

ARC Use Only

____ Approved as Submitted ____ *Not Approved ____ *Approved with Conditions

*Notes:_____
_____
_____
_____

ARC Member Signature _____ Date_____

No construction, no exterior alteration or modification, and no removal or new planting of trees, or shrubs shall take place and no structure shall be erected except in strict compliance with the Covenants and Community Rules and Regulations until the approval of the appropriate committee has been obtained.