



# Village West

CHAPEL HILL, NORTH CAROLINA

## A GUIDE FOR HOMEOWNERS

Village West Homeowners' Association

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# Welcome to Village West!

We hope that you will enjoy living in this hidden jewel of Chapel Hill. It has been claimed that Village West is one of the first townhome communities built in Chapel Hill, so you are also living in a part of history! From the beginning, Village West was meant to create a unifying, neighborly atmosphere. Developers specifically chose the horseshoe street formation instead of the typical city block street formation to promote more contact between neighbors. The families who originally moved in were coming here specifically to be a part of this community, not just to buy a home. Over the years, the community has evolved to include owner-occupants and renters. Amid these changes, we hope that our community can be friendly and warm and home to the people who live within it.

With that goal in mind, the Association has compiled this Homeowners' guide to help you understand more about the community and the rules and regulations that exist to promote a harmonious living environment and the smooth functioning of the Association. Please keep this manual in a convenient place.

If you have any questions about the contents of this handbook, please feel free to contact our property manager.

# Basic Facts

Village West Homeowners Association, a North Carolina Non-Profit Corporation, is a Planned Community Association with common areas, and is governed by an elected Board of Directors. The property is located along Village Drive in Chapel Hill, North Carolina, bordered by Estes Drive Extension and Umstead Drive.

Village West consists of 133 town home units in 23 buildings. These buildings have cedar plank siding, shingled roofs, and wooden decks. The community was built between the years 1973-1979. Construction of all homes was completed by JP Goforth of Security Builders, a well-known forward-thinking home builder of his time. The common areas consist of landscaping, sidewalks, private streets (Ridge Trail, Bluff Trail, Fernwood Lane, Fair Oaks Circle, and Oakland Lane), common area fronting Village Drive, Estes Drive, and Umstead Road, tennis court, basketball / multi-use area, swimming pool, wading pool, clubhouse with outside deck area, and 4 dumpster/recycling areas.

The monthly dues (assessment) for the Association are collected on a monthly basis in advance. The management company sends out payment coupons to each homeowner. Homeowners may also establish direct drafts from checking accounts. The property manager is able to provide homeowners with the necessary information for access to the HOA portal where you can find information about setting up payments.

Responsibilities of the Association include, but are not limited to:

- normal landscape maintenance
- capital reserve
- high-deductible, structural insurance
- management
- exterior maintenance of all buildings, excluding glass surfaces
- maintenance of decks, porches, railings, and balconies attached to buildings
- operation of the pool facilities and clubhouse
- disposal of trash and recycling from dumpster and recycling area
- facilities maintenance
- maintenance of mailboxes on Ridge Trail
- termite control
- private street maintenance

## The Board of Directors

Community associations are corporate entities whose board members must maintain the value of a jointly owned asset. The role of the Board is to protect and increase property value. This is accomplished by operating the Association, maintaining the common property, and enforcing the governing documents.

Members of the Village West Board of Directors are elected to three-year terms at the Association's annual meeting. These individuals are volunteers who commit to attending monthly meetings and executing the duties of the Board. Like all other homeowners, they are subject to all rules and regulations governing the community. They enjoy no special privileges or compensation of any kind. Please show them courtesy when interacting with them or contacting them regarding Association business.

Meetings of the Board of Directors are open to the community and are held on the second Tuesday of each month at 7:00pm in the clubhouse as well as virtually via video conferencing. Homeowners are welcome to observe the sessions, but are asked to not interrupt or interfere with the proceedings. This practice is to ensure that the Board is able to carry out its duties in an efficient manner. Homeowners who wish to speak at the Board meeting may participate in the "Homeowners' Forum" held at the beginning of the session. To do this, please contact the property manager in advance of the meeting and request to be included on the agenda.

Boards set policy and make policy decisions. Managers implement the Board's directives and take care of operations. If you have a question or concern about repairs to your unit, community landscaping, common areas, etc., please contact the property manager directly.

## The Management Company

Many community associations employ professional community managers. Community managers provide the professional expertise to help the Board preserve assets, maintain property values, and provide assistance with operational and financial matters. Village West has contracted with RPM to provide such services. Please refer to the appendix for contact information for our current property manager. When contacting management, please be sure to provide the following information: your name, community (Village West), address, phone numbers, and the nature of your request/inquiry.

When requesting maintenance or repairs, please report the management company through Caliber or email, be sure to note the specific nature and location of the problem, and provide photos, if possible. Repairs are prioritized according to the severity/urgency of the problem (e.g. a roof leak would be addressed before touchup work on exterior siding).

**Important: If you experience a pipe leak, turn off your main water valve and call your plumber right away to prevent any further damage, then contact management to inform them of the situation.**

## Insurance

The Association maintains insurance coverage of the buildings and all fixtures permanently attached therein. This coverage is for catastrophic damage only and does not cover normal wear and tear or personal possessions. The Association maintains a \$10,000 deductible (per occurrence) on this policy for which the Association will assess the individual homeowner involved. If more than one unit is involved in a single occurrence, the deductible will be assessed on a pro-rata share to each homeowner affected. Homeowners are therefore encouraged to carry HO-6 insurance coverage (or similar) with their own insurer. Homeowners are encouraged to check with their agent to ensure that they have sufficient loss assessment coverage.

## Delinquency Policy

Village West relies on the timely payment of Association assessments (dues) for the maintenance and operation of the community. Monthly assessments are due the first of the month and considered delinquent after the last day of the month.

A homeowner whose payment is not received by the last day of the month will receive a late notice from the management company and will be assessed a \$5.00 late fee. An administrative fee is also added to the homeowner's account.

If the account remains delinquent for 60 days, a second late fee is assessed and the homeowner receives a warning letter from the management company requesting payment or the establishment of a payment plan. An administrative fee is also added to the homeowner's account.

If the account remains delinquent for 90 days, another late fee is applied and the homeowner receives a letter from the management company informing them of the intent to initiate legal action. Another administrative fee is assessed.

If the homeowner does not respond by the date specified in the letter, the account is forwarded to the Association attorney for collections action. This may result in a lien being placed on the home and could eventually lead to foreclosure.

All late fees, administrative fees, and attorney fees are added to the homeowner's account and must be paid in full in order to bring an account current.

## Annual Meetings of the Association

The fiscal year of the Village West Homeowners' Association begins in October and ends in September. Each September, the Board hosts an annual meeting for the Association. At this meeting, the Board reports on the activities of the past year and presents the budget for the upcoming year.

# Governing Documents

Village West governing documents are available on the property management portal (Caliber) or upon request from management.

## Maintenance Guidelines

April 30, 2003

(to be used in conjunction with VWHOA Covenants)

The Village West Homeowners Association, in its goal to maintain the exteriors of our structures most efficiently, has adopted a policy of regularly scheduled maintenance for general items including siding replacements, roof replacements, decks, and painting. Similarly, gutters, downspouts and storm drains are to be maintained on a regular schedule as required. Any item specific to any of these categories may be included in a Home Inspection Report for an individual unit, but may not result in a work order for immediate repair. Under most circumstances, replacement of wood siding, decking, and roof shingles and general paint deficiencies reported for a specific unit will be completed only as part of the scheduled maintenance for those items as they are completed for the entire building. In this way, we can maintain our property most effectively.

Other specific exterior items to be maintained by the Association include: the exterior wooden door to the rear storage shed, the crawlspace entry door, and the electric meter (front) shed and door. Specific exterior items to be maintained by the Homeowner include wood or metal sliding glass doors, wood or metal entry or storm doors, windows (both openable and fixed glass), window screens. Leaks in the flashing around skylights are included under roof repair. Interior water damage from leaks is not covered, but should be reported immediately as it may be indicative of a specific exterior problem which must be corrected to prevent further damage.

Conditions in the crawlspace of a unit, including insulation, plumbing pipes, and water heaters, are not considered to be community maintenance items. The Association will make a reasonable effort to improve basements and crawlspaces which show significant signs of dampness only to the extent that gutters, downspouts, and new or existing storm drains may be properly installed and/or maintained to inhibit the intrusion of rain water through a below-grade wall or floor. Repair and painting of the stucco coating on the exterior of the masonry foundation walls shall be maintained by the Association. However, the structural integrity of the foundation walls of an individual unit is ultimately the responsibility of the Home Owner.

Regarding all Association maintained structures other than the exterior walls and roof of a unit: Original construction includes the front entry deck and related steps including wood walk or ramp, the electric meter shed, the rear storage shed, and the rear deck and handrails to the line of the original masonry/wood wing walls (which also align with the rear of the deck storage shed). Please note that any exterior modification to a unit or to common areas must have prior

written approval of the Architectural Committee. Any such work which is completed without this required approval may result in the Home Owner having to return the modification to its original condition at his/her expense. Additionally, fines may be levied against the individual Home Owner for repeated violations of this basic rule. Any deck alterations such as steps or patio deck additions, or any structures other than those specifically described above as original construction are considered items to be properly maintained by the Home Owner. Failure to maintain approved modifications such as decks, patios, steps, ramps, or fences may result in a request from the Association that the specified structure either be properly maintained or be removed from the premises in a timely manner at the expense of the Home Owner.

Regarding the interior modifications of a unit: At no time shall roof trusses be cut or modified nor any alteration be made to the existing structural building components. Any questions regarding such modifications may be addressed to the Board of Directors through the property manager.

We offer these guidelines to prospective home buyers as an informational tool when considering the purchase of a townhouse unit at Village West and to clarify specific maintenance issues with present Home Owners. Any questions related to conditions identified here or to others which may not have been included may be directed in writing to the Board of Directors for further clarification.

**On the next 3 pages is a chart that illustrates the provisions of the existing governing documents regarding exterior maintenance. The responsibilities chart is current as of the publication date of this document.**



# Maintenance Responsibility Chart

AREA OF RESPONSIBILITY	OWNER	ASSOCIATION
<b><i>Building Maintenance</i></b>		
Basement Interior	x	
Decks/Steps & Balconies- original instruction		x
Decks/Steps & Balconies- after-market additions		x
Crawlspace Entry door		x
Electric meter shed & Door		x
Storage shed wood door on deck		x
Doors- sliding glass or equiv.	x	
Doors- exterior		x
Doors- exterior painting (VW brown) excluding owner negligence		x
Door frames, sill, threshold		x
Doors-glass	x	
Door hardware, knobs & locks	x	
Door-screens	x	
Door-storm	x	
Door- weatherstripping	x	
Downspouts- (repair and cleaning)		x
Dryer Vent	x	
Exterior Alterations		x
Exterior Building Surfaces (excluding windows and doors)		x
Ext Handrails		x
Ext. house numbers		x
Ext lighting or fixtures attached to hose	x	
Ext Electric outlets	x	
Ext painting including front door (VW brown)		x
Ext siding & trim (cleaning, painting, repair)		x
Fireplace & chimney (interior)	x	
Chimney chase & cap		x
Glass surfaces	x	
Painting exterior		x
Patios- builder installed		x
Patios-owners installed	x	
Porches & Steps		x
Retaining walls on common property		x
Screens/storm windows	x	
Sheathing & framing beneath siding		x

AREA OF RESPONSIBILITY	OWNER	ASSOCIATION
<b>Sewer Lines</b>		
From unit cleanout to main		x
Water faucet & Ext lines, hose bib	x	
Interior to cleanout	x	
<b>Water Lines</b>		
Interior lines	x	
Water lines from meter to house without modification	x	
<b>Windows</b>		
Window frames & casements	x	
Windows glass	x	
<b>Foundation/crawlspace</b>		
Crawlspace conditions interior	x	
Crawlspace / foundation drainage- int.- excluding damage ext.	x	
Crawlspace /foundation ext.		x
Crawlspace debris	x	
Crawlspace insulation	x	
Foundation repairs		x
Foundation walls		x
Foundation walls- stucco parging and paint (exterior)		x
<b>Grounds Maintenance and Landscaping</b>		
Common area maintenance		x
Drainage including storm drains		x
Landscaping-builder installed		x
Landscaping-builder installed (unit front)		x
Landscape owner installed (landscape committee approval)	x	
Shrubs trimmed 2 x per year		x
Trees, shrubs, grass HOA provided		x
<b>Other</b>		
Insect control (non -termite)	x	
Lights- Street poles and related light fixture		x
Mailbox locks		x
Mailboxes individual	x	
Mailbox community cluster facility		x
Squirrel and Pest removal from int of home	x	
Termite inspection		x
Termite repair- owner negligence	x	
Termite repair- under warranty		x
Termite general protection		x

AREA OF RESPONSIBILITY	OWNER	ASSOCIATION
<b><i>Roadways and Walkways</i></b>		
Asphalt maintenance and repairs		X
Curbs and street gutters		X
Driveways		X
Snow removal- Roads		X
Snow removal-sidewalks		X
Streets (not under town maintenance)		X
Street cleaning		X
Street lights		X
Walkways and front steps		X
Walkways and sidewalks		X
<b><i>Roof Maintenance</i></b>		
Chimney caps		X
Chimney cleaning	X	
Gutter cleaning 2 x per year		X
Gutter, downspout, & splash block repairs, corrugated pipes		X
Roof cleaning, leaf removal		X
Roof-porch		X
Roof structural members		X
Roof vents		X
Skylights		X
Skylight flashing		X
Skylight material and cleaning		X
Vents-roof and siding		X

# Community Rules and Regulations

*Updated April, 2023*

## Responsibility

Homeowners are responsible for the actions of their lessees. Residents (homeowners or lessees) are responsible for the actions of their guests. Homeowners will be held financially responsible for any damage that they or their guests or lessees cause to the common facilities. Homeowners are responsible for providing a copy of these Rules and Regulations to their tenants.

## Parking and Vehicles

- Each unit is entitled to two parking spaces as designated by the Association. No parking is allowed along the curbsides of Fair Oaks Circle, Oakland Lane, Ridge Trail, Fernwood Lane, or Bluff Trail. Vehicles must be parked in a designated, assigned parking space.
- Unit and visitor parking spaces are limited to the parking of cars, scooters, motorcycles, passenger vans, and trucks of less than one-half ton capacity. Parking of all other vehicles, trailers, campers, and boats is prohibited in unit and visitor parking spaces.
- Visitor parking spaces are located in front of the clubhouse. These spaces are not to be used for overflow parking by tenants or homeowners. Vehicles improperly parked in these areas may be towed at the discretion of the Association and without warning.
- Vehicles belonging to contractors who are performing work in Village West may occasionally park in a location that aids them in doing their work efficiently. This is acceptable, provided that the vehicles: are clearly marked with the company name, are not parked for an extended period of time, and do not hinder access to other residents. Homeowners and residents are responsible for informing the contractors they hire of these requirements.
- Village West Homeowners Association reserves the right to enforce these rules by towing, without exception.
- Talbert's Towing is working with the Association to keep parking problems under control. If there is a vehicle parked in your unit's parking space without permission, or prevents exiting or access to your parking space, you may call Talbert's at 919-933-0066 to have the vehicle removed.
- Please report any inappropriately parked vehicles to property management.

## Landscaping

The Association is responsible for the maintenance of grass, mulched areas, foundation plants, shrubs, and trees in the common areas and at the entrances to the neighborhood. Residents may plant annuals on their lots as long as they do not interfere with regular landscaping services. Such plants are to be maintained by residents; this includes weeding, watering, and fertilizing.

If residents wish to plant perennials, shrubs, or trees on their lots, they should first obtain approval from the community's Landscaping Committee. Residents' plantings may be cared for by the Association's landscaping contractors, but only to the extent that they are maintaining other similar plants. The landscaping contractors will take reasonable precautions against damaging residents' plantings in the course of their work, but neither the Association nor the landscaping contractors can be held responsible for damage to these plants.

The purpose of these landscaping rules is to ensure that buildings, sidewalks, and major plantings are protected and that new plantings will not add to the cost of the Association's landscaping budget. Pruning schedules are established to maintain the health of the shrubs and trees, as well as to maintain curb appeal and property values in the community. Issues or problems related to landscaping should be directed to the community manager, not to the landscaping contractors.

Please use the Landscaping Request Form found in the appendix of this document to submit a landscaping request to the committee.

## Use of the Common Facilities

The common facilities are intended for use by the homeowners living in Village West. When a unit is rented or leased; the lessee is also entitled to use the common facilities. Anyone using the common facilities is required to clean up after themselves.

A resident must accompany all visitors using the common facilities.

The Association has the right to limit or deny use of the common facilities to anyone at anytime. Homeowners who are delinquent in the payment of Association dues will have these privileges revoked until their accounts are once again current.

Lessees must have the written approval of the homeowner to rent the clubhouse. For other rules and regulations governing the rental of the clubhouse, see Clubhouse Rental Policies.

## Noise

Village West is a shared community; excessive noise disturbing the other residents is prohibited. Please report any noise disturbances to the Chapel Hill Police Department.

## Tennis Court and Multipurpose Area

The tennis court and multipurpose area are open from 8:00 AM until dark each day.

The tennis court (nearest Village Drive) is to be used solely for playing tennis and pickleball. Players must wear appropriate soft-soled shoes.

The lower court (nearest the clubhouse) is designated as a multipurpose play area and dog park.

### Dog park rules

- Humans wanting to use the court have priority over dogs, even if the dog was there first.
- Dog owners must be at least 12 years old or always be supervised by an adult while in the park.
- This space is shared by the entire community so multiple dogs and people can be in here together. If that is not possible, those who are on the court should limit their time so others can have access.
- This is a leash free space. At all other times your dog must remain on a leash (max. 6 feet) per Town rules.
- Dog owners must be in the park and within view of their dogs while the dogs are using the park.
- Dog feces must be cleaned up by the owners. Bags are available in holder outside the court.
- Dog owners are fully responsible for their dogs and any damage or harm that may occur.
- Your neighbors live close by. Please keep voices low and dog barking to a minimum. If noise complaints are received, you may lose your right to use the court.
- Dogs must be removed from the park at the first sign of aggression.
- For problems or questions, please contact RPM Property Management at 919-240-4045 ext. 110

## Pets

In accordance with Chapel Hill Town ordinances, dogs must be under the control of their owners (leashed) at all times. Failure to comply with this rule may result in fines and/or impoundment of the animal by the Town. Owners must clean up after their dogs when walking them in Village West. Dogs may not be tethered outside of any unit, nor anywhere where they can reach common property, and dogs may not be left outside unattended. Dogs that present a threat or nuisance to other residents are not permitted in common areas. Any damage caused to common property by pets shall be the responsibility of the pet owner or, in the case of damage by a pet of a guest, by the unit owner who is responsible for that guest.

## Storage

Bicycles may be stored on front porches or rear decks. Front porches, and walkways shall not be used for any other storage. Sports and play equipment must be portable and put away when not in use. Walkways or streets may not be obstructed at any time.

Residents may not store unsightly paraphernalia outside of units where it is visible to other residents. Such items include, but are not limited to: indoor furniture, couches, boxes, garbage bags, recycling bags or boxes, towels, linens and clothing, children's toys and sports equipment, camping gear, building materials, tires.

Firewood may not be stored on front porches, rear decks, or in exterior closets. Firewood may not directly touch the surface of any part of the building. This is a termite risk.

## Trash Disposal / Recycling

Trash receptacles are available for your convenience on Fair Oaks Circle, Oakland Lane, Ridge Trail, Fernwood Lane, and Bluff Trail. These receptacles are for use by Village West residents only and are designed to contain daily household refuse. Do not place large bulky items in or by the dumpsters. Please heed the signs posted on the dumpsters regarding which items may and may not be placed in them.

Recycling containers for glass, plastic, aluminum, and mixed paper are available on Fair Oaks Circle, Ridge Trail, Fernwood Lane, and Bluff Trail. Do not put any plastic bags in recycling containers, or they will not be emptied.

**IMPORTANT:** All items must be placed **inside** a receptacle. The Town will not pick up any items left lying on the ground near the receptacles. Management must then hire a private contractor to remove said items at an additional cost to the Association. Please note that the Town will not empty dumpsters that contain cardboard. Instead, they will leave the dumpster as it is and impose a fine on the Association. All cardboard should be placed in the recycling container, found next to the Ridge Trail dumpsters.

## Real Estate Signs

Real estate sales/leasing signs may be placed inside windows only. No sign may be placed in front of a unit or on any common property of the Association. Open House signs are permitted for one day only at the entrance to the street on which the unit is located. Such signs must be removed promptly at the end of the open house.

## Outdoor Grills

According to the North Carolina State Fire Code: Grills and other open flame cooking devices shall not be operated within 10 feet of a structure, with the exception of one- and two-family dwellings. This restriction applies to the balconies and decks of townhomes, condominiums, and apartments.

## Miscellaneous

Yard sales are limited to the annual community yard sale. Please contact the management company for details.

Village West streets are not public thoroughfares. Many residents have children. Excessive speed is not tolerated.



# Architectural Guidelines

- All exterior additions or modifications require an Architectural Review Committee approval before any work can begin. Any work done before approval must be approved by the Architectural Review Committee and the Board of Directors.
- Usually require a Town of Chapel Hill building permit.
- Must meet the Town of Chapel Hill building codes.
- Cannot be built on, or extend over, any common ground.
- Shall not unduly compromise their neighbor's privacy.
- Shall maintain the design continuity of Village West, including but not limited to, roof pitch, building materials and colors.
- Must be painted or stained to match Village West, except horizontal decking and step treads, which may be left natural.

Village West HOA covenants and by-laws require that all units be assessed the same monthly (yearly) maintenance fee and also specifies that exterior maintenance is the responsibility of the Village West HOA board. Because of this, a one-time fee, payable to the Village West HOA, will be assessed on any approved building proposal that affects future exterior maintenance of the unit. The amount of the assessment shall be voted by the board, on a case-by-case basis, with the advice of the Village West Architectural Review Committee. The assessment is due by the beginning of construction.

Many interior alterations also require Architectural Review Committee and Board approval. These include, but are not limited to, adding or removing interior walls or ceilings, changing or adding windows or exterior doors, adding interior stairs, etc.

The Village West HOA Landscaping Committee must approve the removal of any tree, bush or shrub.

Awnings of any kind, temporary or permanent, require approval from the Architectural Review Committee.

Rear, lower-level deck or patio additions shall span the full width of the unit and extend no further than the property line set back. (Concerns - continuity of landscaping and minimal drop-off at the end of the deck.)

Rear, main level deck additions (off living room) shall:

- Span the full width of the unit.
- Be rectangular in shape.
- Extend the privacy wall or storage closet on any side facing a neighbor and provide a foundation under this wall or storage closet into the ground (no "floating walls")
- Extend no more than either 16 feet beyond the original back door or the property line set back, whichever is less.

Note: The original decks extend 8 feet beyond the original back doors. Concerns will be the continuity of landscaping, privacy and architectural design balance.

If a sewer line is covered by any alteration, it must first be replaced with a PVC sewer line if it is not already a PVC line, for its full length under the alteration. The PVC line must extend from the original unit exterior wall to at least two feet beyond the alteration. Note: 50% of every dollar spent replacing a sewer line will be rebated to the unit owner, provided the costs are fully documented, after the assessment designated has been paid. If a modification is removed by a unit owner, and the property is returned to its original condition or better, they may have their assessment refunded at the discretion of the Board.

**In order to begin the process of and Architectural Review application, please contact our property manager. They will provide you with an official, addressed application along with any additional instructions you may need. You can find an example application form in the appendix of this document.**

# Recreational Facilities

## Pool Rules

- Failure by anyone to abide by the rules posted at the pool may jeopardize the Association's insurance policy and result in the closure of the pool. Failure to abide by the rules and regulations may result in loss of pool privileges.
- All residents (unit owners/ lessees) and their guests use the swimming pool at their own risk. Please do not swim alone.
- Children under the age of fourteen (14) must be accompanied by a parent or caretaker over the age of 18 while in the pool area. The responsible adult must ensure that children do not disturb other visitors to the pool.
- All guests must be accompanied by the hosting resident. There is a limit of four (4) guests per unit at any one time.
- The swimming pool may not be reserved for private use at any time.
- No smoking of any kind is permitted in and around the pool area.
- Loud music and boisterous, offensive, or destructive behavior are not permitted in the pool area.
- Glass containers, cooking grills, and animals are not permitted in the pool area.
- Pool furniture may be moved for convenience of use, but must be returned to its original location.
- Everyone must clean up after themselves immediately upon leaving the pool area. Please close umbrellas.
- The Association and Management Company have the right to ask pool visitors for proof of residency, and may, at their discretion, deny use of the pool to anyone at any time.
- Only one key fob will be issued per unit. There will be a twenty-five-dollar (\$25.00) replacement fee for a lost key fob.

## Village West Pool Entry System

The pool entry system is simple to use and has been installed for your convenience and security.

### Operation

Each unit has a "key fob" which opens the locked gate to the pool area.

To use, hold the fob approximately ½ to 1 inch from the reader. There will be a loud "beep", and the light on the reader will turn to green. The magnetic lock on the inside of the door will release, allowing you to push the door open and enter the pool area. The lock will automatically re-engage after approximately 15 seconds.

### Emergencies

If one requires an immediate exit from the pool area, there is an emergency exit button located to the left of the gate. Lift the plastic cover and push the red button; an alarm will sound, and the magnetic lock will automatically release to allow exit of the pool area. In case of a power outage, the magnetic lock will automatically release allowing you to leave.

Please note the following:

- There is only one key fob per unit. If it is lost or stolen, there is a \$25 charge to replace it. The lost or stolen key fob is disabled and can no longer be used to access the pool area. Please contact the Property Manager to obtain a replacement fob.
- It is important to use your key fob to both enter and exit the pool area. The system records each time that the gate opens and closes and which key fob activated the lock. If you have entered the pool area and do not use your fob to exit, the system will not record your exit.
- The emergency exit button is to be used for emergency purposes only. Using this button for any other reason may result in loss of pool privileges.
- The pool area is open from 7:00am to 9:00pm, seven (7) days a week. Pool fobs will only work during these hours. Anyone in the pool area after hours will be found in violation and may lose their pool privileges.

## Clubhouse Usage Policies

These policies were adopted by the Board of Directors and are in effect for all owners and their tenants unless otherwise notified. The clubhouse is a facility that we consider an asset to the owners and tenants, we expect all persons to treat it with respect and as if it were their own.

- The clubhouse is not open to the public and is reserved for the exclusive use of owners and their tenants. Village West owners assume all responsibility for damage and liability when their tenants rent the clubhouse.
- The clubhouse may be reserved for Village West Community events at no charge Monday through Thursday. These events must be planned in advance and with the approval of the Social Committee. The Village West homeowner hosting the event must assume responsibility for leaving the clubhouse in the same, or better, condition as it was before the event. The host of the event is also responsible for making arrangements with the social committee to be let into the clubhouse.
- Rental of the clubhouse for private monthly or recurring meetings will be handled on a case-by-case basis. Please contact the management company to discuss arrangements. Such meetings cannot be scheduled on weekends (Fri.-Sun.)
- The homeowner or tenant making the reservation for the clubhouse must be present for the entire function; there are no exceptions to this rule.
- The homeowner assumes full responsibility for the conduct of guests and tenants using the clubhouse, deck and grounds; additionally, owners are responsible for returning everything to the same condition in which it was found.
- The homeowner is responsible for any loss or damage occurring while using the clubhouse and grounds.
- The VWHOA Board of Directors, as advised by the association attorney, will act against all homeowners not abiding by these policies.
- All keys to the clubhouse will remain in the sole possession of the reserving homeowner and shall not be relinquished to other individuals. The cost of replacing lost or stolen keys will be the responsibility of the Village West homeowner. All costs associated with the replacement of the locks, including administrative fees, will be the responsibility of the Village West homeowner.

- The deposit check will be used toward any corrective or replacement expenses. Should the cost be more than the deposit, the additional cost will be added to your account with the management company and must be paid within one billing cycle.
- The clubhouse may be reserved for a maximum of 24 hours. It is to be vacated and locked by 1:00am.
- Reserving parties may get into the clubhouse 12 hours before their event for set-up and preparation.
- The reserving homeowner has until 11:00am the next day to complete clean up. The Village West designate and homeowner will make a post function inspection, no later than 11:00am on the day following the rental.
- If multiple events are scheduled on consecutive days, and there is an overlap with clean up and vacating the premises, reserving homeowners will be asked to work with the monitors, community manager, and each other, to accommodate everyone's needs.
- The clubhouse is a smoke-free facility. Smoking is not permitted on the grounds of the clubhouse or in the pool area.
- Loud music is not allowed in or outside of the clubhouse. Background music, such as that from a small, portable speaker, is permissible.
- Parking for guests is permitted on Village Drive or in the guest parking lot in front of the clubhouse. Vehicles parked anywhere else will be subject to towing at the owner's expense.
- The sale of alcoholic beverages is not permitted. Alcoholic beverages will not be served to or consumed by persons under the age of 21. Users of the clubhouse must adhere to state law regarding this matter. Abuse of these policies will be the sole responsibility of the Village West homeowner, and the homeowner will be liable for fines and damage.
- Possession and/or use of any weapon in the clubhouse area are illegal; violators will be prosecuted to the full extent of the law.
- Advertising (e.g., posters, ticket sales, etc.) or collection of entry fees (excluding donations) is not allowed in connection with facility usage.

- Pets or animals are not allowed in the clubhouse unless required by disability.
- The Board may reserve standing dates for periodic Board and committee meetings. These events take priority over other rentals.
- The clubhouse may not be reserved more than 6 months in advance.
- No Village West homeowner may reserve the clubhouse on the same day or dates for two consecutive years on the following: New Year's Day, Valentine's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Should one of these be available two months before that day, any owner may make a reservation.
- Rental of the clubhouse does not entitle reserving party unlimited access to pool. All pool rules must be adhered to including the limit of 4 guests per Village West homeowner.

## Fees for Each Calendar Day of Rental

**Usage: \$75 .00 for 1 - 75 people**

**Security deposit: \$275.00 per event**

Make two checks, each payable to the Village West HOA, and return them along with the reservation form and noise permit, as necessary. This information confirms your reservation and must be received at least 2 weeks in advance of the requested date.

## Gaining Access to the Clubhouse

When you reserve the clubhouse, property management will provide you with a list of Key Monitors. Village West Clubhouse Monitors are residents who have volunteered to inventory the clubhouse both before and after parties. This process takes time. The Monitors are your neighbors. Your courtesy in planning ahead is very important.

Please follow these steps:

- Make appointments for checking into and out of the clubhouse immediately upon making a reservation. Ask your Monitor what form of reminder they would prefer - some prefer a phone call the day before, others might prefer an e-mail message. Mark the time for check-in, check-out and the reminder time on your calendar.

- Inform Property Management of who your Monitor is and the date and time of the check-in appointment.
- Remind the Monitor in the agreed upon manner.
- Show up on time for your appointment.
- Prior to the event, the Property Manager will provide you with a unique access code for the CPI Security system. At the check in, you will be given a key to the clubhouse. Make sure all doors and windows are locked whenever you leave the clubhouse and that the security system is armed. Remember that your party must end by midnight!
- Plan to have the clubhouse clean and ready for check-out by 11:00am the day following your event. There is a \$25 fine for late check-out, which will be deducted from your deposit.
- Return the key to the Monitor at check-out.

Both you and the Monitor will sign an inventory form at check-in and check-out. This document will be forwarded to the Property Manager. Upon receipt of this document, they will release your deposit minus any amount owed for damages or late fees.



# Management

## Property Manager

### **Becky Wilson**

Property Manager

Resource Property Management, LLC

P.O. Box 1866

Pittsboro, NC 27312

[bwilson@rpmpropertypros.com](mailto:bwilson@rpmpropertypros.com)

Phone: (919) 240-4045 ext. 110

Fax: (919) 651-1387

Architectural, landscaping, and other formal requests as well as clubhouse reservations should be directed to:

## Assistant Property Manager

### **Alex(andra) Brown**

Resource Property Management, LLC

P.O. Box 1866

Pittsboro, NC 27312

[abrown@rpmpropertypros.com](mailto:abrown@rpmpropertypros.com)

Phone: (919) 240-4045 ext. 105

Fax: (919) 651-1387

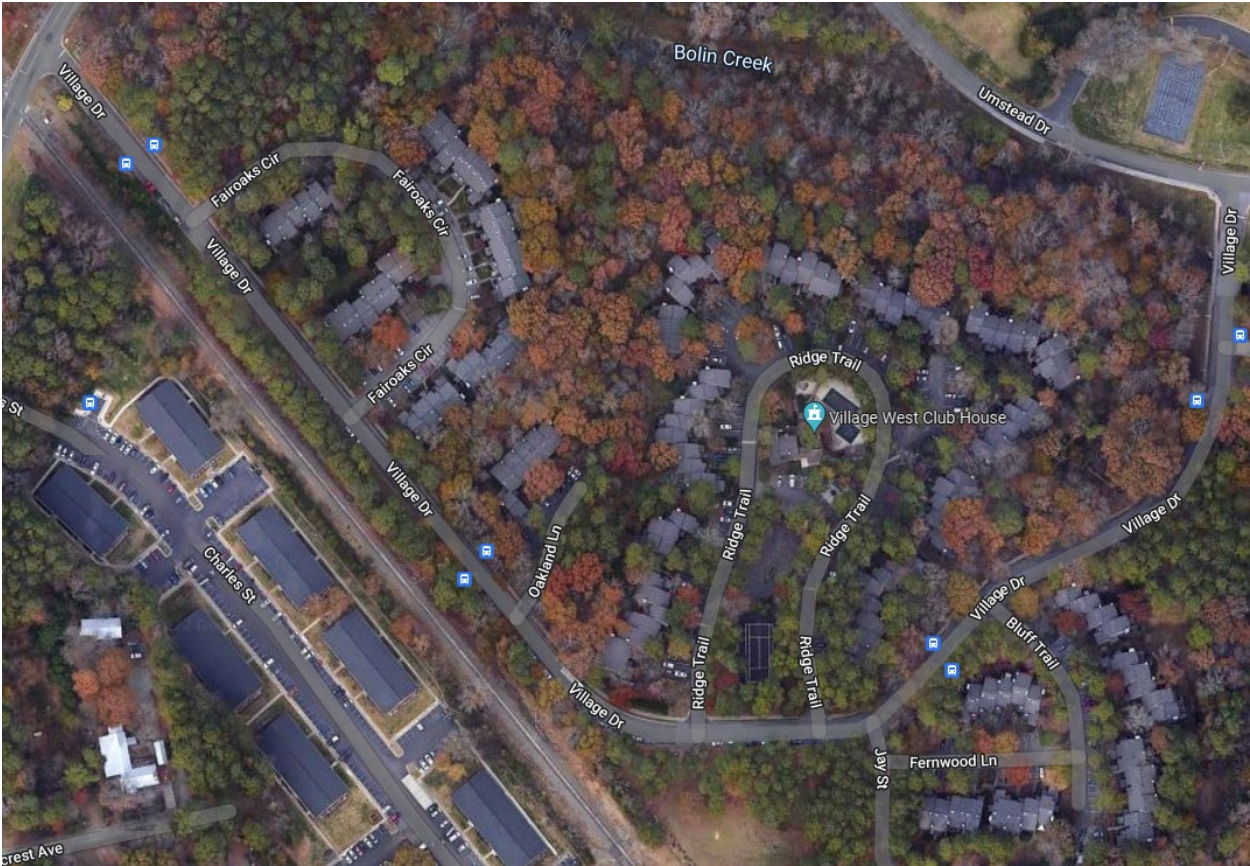
## Property management portal

Pay your HOA dues, request repairs, download documents, and more.

[https://frontsteps.cloud/caliberweb2\\_rpm](https://frontsteps.cloud/caliberweb2_rpm)

# Appendix

## Map of Village West





## Clubhouse Reservation Form

Reservation date: \_\_\_\_\_ Hours: \_\_\_\_\_ No. of Guests: \_\_\_\_\_

Village West owner(s) name: \_\_\_\_\_

Owner's home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home email: \_\_\_\_\_

Work phone: \_\_\_\_\_ Work email: \_\_\_\_\_

Signature / date of reserving owner: \_\_\_\_\_

Name of renter: \_\_\_\_\_

Home phone: \_\_\_\_\_ Home email: \_\_\_\_\_

Work phone: \_\_\_\_\_ Work email: \_\_\_\_\_

Signature / date of reserving tenant: \_\_\_\_\_

(must also be signed by owner listed above)

**Signatures indicate you have read, understood, and agree to abide by the rules and regulations governing the rental of the Village West Clubhouse.**

### INSTRUCTIONS:

- 1) Send security deposit check (\$275.00) and rental check (\$75.00) to

**Resource Property Management  
PO Box 1866, Pittsboro, NC 27312**

The security deposit will be held and then shredded if no damages are charged.

- 2) Contact a clubhouse Key Guardian. Set up an appointment to inspect the clubhouse and receive the key and your code for the security system. See the sheet labeled "How Will I Get in the Clubhouse For My Party?"
- 3) Call or email RPM with the name of your Key Guardian.  
Without the Key Guardian name your reservation is not confirmed.

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### For Office Use Only

Usage fee (\$75) paid? \_\_\_\_\_ Deposit (\$275.00) paid. \_\_\_\_\_

Clubhouse Key Guardian name: \_\_\_\_\_ Date paid: \_\_\_\_\_

Renter code number: \_\_\_\_\_ Date in: \_\_\_\_\_ Date out: \_\_\_\_\_

Alex Brown, Assistant Manager • [abrown@rpmpropertypros.com](mailto:abrown@rpmpropertypros.com) • 919-240-4045 ext. 105  
Resource Property Management • PO Box 1866, Pittsboro, NC 27312



# Architectural Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Request: \_\_\_\_\_

Description of Materials: \_\_\_\_\_

**(REQUIRED) Please draw the improvement on a plot map with a side view included. Attach drawings, maps, pictures and/or additional information. Please Submit To: RPM for Village West Homeowners Association Inc [abrown@rpmpropertypros.com](mailto:abrown@rpmpropertypros.com) or Fax: 919-651-1387**

## PLOT PLAN, RENDERING, AND SIGNATURE REQUIRED ON ALL APPLICATIONS

I understand that this application will be reviewed by the Board of Directors (or its Architectural Committee). I further understand that the Board of Directors (or its Architectural Committee) has the authority to approve, approve with conditions or deny this request and that there is no appeal other than resubmission of a modified request. I further understand that the placement and design of my improvement must meet the architectural guidelines, regardless of my submission or errant approval of such submission. A variance from standards must be noted by the committee in the comments section below. Please note the Board/Committee is allowed up to 30 days to render a decision.

\_\_\_\_\_  
Signature Date

**Submission without a Plat Map/Survey:** I hereby certify that my mortgage company did not require a survey. In lieu of a recorded plat map, I certify that the attached rendering is true, complete, and correctly drawn to scale to the best of my knowledge. As lot Owner, I accept liability for any inaccuracies that may be proven in the future and release the Association and its Agents from any responsibility.

**Disclaimer:** The Association reviews applications primarily based upon aesthetic qualities and to a lesser degree, basic construction practices. Owners (and their contractors) are responsible for determining and ensuring that all applicable municipalities, county and state requirements are met and all necessary permits, variances, etc. are obtained. Should the requirements set forth by the municipality, county and state be more stringent/ restrictive than those established by the Association, the more stringent/ restrictive requirements prevail. Please be advised that you and any future owner of your property are responsible for maintaining the improvement in good condition at all times

### Signatures of Neighbors who will be able to see the proposed changes and/or be affected by construction:

\_\_\_\_\_  
Signature Name Address

\_\_\_\_\_  
Signature Name Address

Please attach an additional sheet if more signatures are required.



# Village West Homeowners' Association Covenants pertaining to Architectural Control

## ARTICLE V ARCHITECTURAL CONTROL

No building or re-building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration, including repairs and reconstruction due to fire or other casualty, therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same 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.



# Application for Landscaping Review

Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please give a detailed and descriptive statement of your request**, including location, dimensions, size of planting at maturity, and relationship to existing structures. In addition, as applicable, include landscape design/drawings, plant lists, plot plan and any additional information that will make the particulars of your proposal clear to the Committee and the Board.

Note: Please read and initial the current **Landscape Guidelines** (see reverse side).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages if needed)

Your neighbors have the right to comment and present their views about your requested changes. Signatures are required from all property owners having common lot lines with your property, and property owners who would reasonably view the change from their property.

Signature of Neighbors	Address	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please add an additional sheet if more signatures are required)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit your application and all supporting documents to:

Alex Brown, RPM for Village West Homeowners Association Inc P.O. Box 1866 Pittsboro, NC 27312  
or [abrown@rpmpropertypros.com](mailto:abrown@rpmpropertypros.com)

If complete, your application materials will be forwarded to the Landscape/Architectural Committee for review. Incomplete applications will be rejected and the homeowner will be advised to resubmit the application with all necessary additional documents. No deadline time window for Board/Committee action will begin until the complete application packet is received by the Board. Please note that the Board/Committee is allowed up to 30 days to render a decision.

### Application Checklist

Plant list, landscape drawings, plot plan Y\_\_\_\_ N\_\_\_\_

Contacted NC811 Y\_\_\_\_ N\_\_\_\_

+++++

Approved: Y/N \_\_\_\_\_ Date \_\_\_\_\_

With Conditions: \_\_\_\_\_  
\_\_\_\_\_



## Landscape Guidelines

The Association is responsible for the maintenance of grass, mulched areas, foundation plants, shrubs and trees in the common areas, on residents' lots, and at the entrance to the neighborhood.

Residents may plant annuals on their lots without the approval of the Landscaping Committee. Such plants are to be maintained by residents; this includes weeding, watering, fertilizing and over winter care.

If residents wish to plant perennials, shrubs, or trees on their lots, they should first obtain approval from the community's Landscape Committee/Architectural Committee by completing the Village West Application for Landscaping Review.

Please note, as part of the application process residents will need to call 811 to find out exactly where the public utility-owned lines are buried. This service is also available online at [nc811.org](https://nc811.org) and details can be entered in the 'Request a Locate' section on the home page. North Carolina 811 notifies the utility companies and professional locators will then come out and mark their buried lines. The service is free of charge.

Following approval by the HOA, residents must maintain their plantings. The landscaping contractors will take reasonable precautions against damaging residents' plantings in the course of their work, but neither the Association nor the landscaping contractors can be held responsible for damage to these plants.

The purpose of these landscape rules is to ensure that buildings, sidewalks, and existing major plantings are protected and that new plantings adhere to established landscaping principles. Useful information can be found at NC State Extension Gardener <https://plants.ces.ncsu.edu/>

Any issues or problems relating to landscaping should always be directed to the property manager, not to the landscaping contractors. Your committee works hard to form a relationship with the landscaping company here at Village West and schedules are established to maintain the health of the shrubs and trees, as well as to maintain curb appeal and property values in the community.

**Disclaimer:** In exchange for a resident being allowed to do the landscaping work for an approved project, or by using a person of their choice, they must:

1. assume all risks, whether foreseen or unforeseen, of any harm, injury, or damage that may befall them or that they may cause to other people as a result of them performing this landscaping work.
2. release the Village West HOA and its contracted management company from any claim of liability or lawsuit.

**Please initial to confirm you have read the Guidelines and Disclaimer above:**