COUNTRYHOUSE AT FEARRINGTON

HOMEOWNERS' GUIDE

2022 Edition published by Countryhouse Homeowners' Association
Editor: Josephine Dickson | Editorial Committee: Helene Carlson, John King

Updated April 2023 | May 2023 | January 2024 | January/May 2025 | October 2025 | September 2026

Table of Contents

I. Who's Who and What's What in Countryhouse and Fearrington **3-4**

A. Homeowners' Associations: You belong to two
B. Countryhouse Governing Documents: A Must-Read for all Homeowners
C. Your Countryhouse Board of Directors
D. The Developer – a Brief History

II. Maintenance Responsibility Chart: Keep it Handy! **5-8**

III. General Administrative Policies **9**

A. Board of Directors
B. Communications with the Board
C. Relationship with the FHA

IV. Assessments for Maintenance and Reserves **9**

A. Purpose
B. Rules and Procedures

V. Insurance **10**
A. CSG Responsibilities
B. Owner Responsibilities

VI. Architectural Control and Lot Appearance **11-13**
A. Architectural Control
B. Lot Appearance
C. Outdoor Statuary
D. Trash and Recycling
E. Generators
F. Electric Vehicle Chargers

VII. Exterior Maintenance **14-17**
A. Introduction
B. General Scope of the CSG Maintenance Program
C. Townhouses
D. Garages
E. Termites and Termite Inspection

VIII. Exterior Lighting… **18**
A. Close Parking Areas and Entrances
B. Exterior Wall Fixtures
C. Walkway and Other Exterior Lighting
D. Security Lighting
E. Temporary Holiday Lighting
F. Owner Responsibilities

IX. Landscaping and Grounds Maintenance… **19-22**
A. Landscaping Policies
B. Grounds Maintenance Policies
C. How to Request Landscaping Approval
D. Trees

X. Street, Pavement and Pathway Maintenance… **23**

XI. Parking… **24**

A. Parking Provisions

B. Parking Restrictions

XII. Trash Removal and Recycling… **25**

A. Pickup Schedule

B. Trash

C. Recycling

D. Composting

XIII. Use Restrictions and Quiet Enjoyment **26-27**

A. Use of Properties

B. Number of residents

C. Rentals/Leasing

D. Quiet Enjoyment

E. Pets

F. Maintenance of Lots

G. Firewood

H. Commercial Signs

I. Mailboxes and Newspaper Receptacles

J. Tree Removal

K. Horses and non-licensed vehicles, including mini-bikes

L. Feeding of Wildlife Prohibited

M. Fines for Violations of Restrictions

N. Reporting Violations, Purpose and Shared Responsibility

APPENDIX A: Deck and Patio Building Guidelines **28-29**

.

APPENDIX B: Countryhouse Architectural Application for Alterations and Additions **30**

APPENDIX C: Countryhouse Landscaping Application for Alterations and Additions **31**

APPENDIX D: Countryhouse Landscaping Pruning Exemption Form **32**

APPENDIX E: Developer-Installed Decks **33**

APPENDIX F: Vendor Interference Policy… **34**

APPENDIX G: Map of Countryhouse Closes **35**

APPENDIX H: Countryhouse Parking Information **36**

APPENDIX I: PARKING MAPS (AVAILABLE ONLINE) **37-51**

I. Who's Who and What's What in Countryhouse and Fearrington

A. Homeowners' Associations: You belong to two.

Every Countryhouse owner belongs to TWO homeowners' associations, according to the legal Declarations of Covenants established when the properties were developed. Membership in both is automatic; payment of annual assessments for both is mandatory.

1. Every **Countryhouse** homeowner pays annual dues (usually by the month) to the homeowner's association known as **Countryhouse Service Group V, Inc. (CSG).** In general, the dues provide funds for the maintenance of unit exteriors, garages, mail kiosks, pavement and walkways, and drainage; garbage and recycling collection; streetlights; common area maintenance; hazard insurance; and community-wide landscaping.

   Mill House Properties is the property management company for Countryhouse in 2025-2026. It supervises the maintenance of the Countryhouse properties, handles repair requests, and collects Countryhouse dues.

Mill House Properties does not have an on-site office but has a 24/7 number to handle both routine and emergency needs: 919-448-5150

Please be sure to pay your Countryhouse dues through Mill House Properties. You may contact them to learn about your payment options or consult Section IV.B. in this guide.

Michelle Johnson, Director of HOA Operations
919-428-8205
Michelle@millhouseproperties.com

Annetta Hoggard, HOA Assistant Manager
919-448-5150
hoa@millhouseproperties.com

Office address: Mill House Properties HOA
1720 E. Franklin Street, Chapel Hill, NC 27514
Office phone: 919-448-5150 (available 24/7)
Office hours: Monday – Thursday, 9 am – 5 pm; Friday, 9 am – 1 pm

Countryhouse website: www.countryhousehoa.org
Here you'll find everything to know about living in Countryhouse!

2. **Every Fearrington homeowner also pays annual dues to the Fearrington Homeowners Association (FHA).** The FHA oversees common areas for the entire residential Fearrington community. FHA dues are paid through the FHA management company, which has an office in the Gathering Place in Fearrington.

   Please be sure to pay your FHA dues through RealManage. You may contact them to learn about your payment options: 866-473-2573 or email at service@ciramail.com.

B. Countryhouse Governing Documents: A Must-Read for all Homeowners

There are several legal documents that govern living in Countryhouse. The highest level one is the Amended and Restated Declaration, most recently revised in 2021. The Declaration outlines both the Countryhouse Homeowners Association (CSG) and homeowner responsibilities. The second document is the Articles of Incorporation, which established Countryhouse Service Group V, Inc. (CSG), as a non-profit corporation in 1984. These Articles outline what CSG can and cannot do. The third document is the By-Laws, the document that governs how the Board of Directors of Countryhouse operates. The By-Laws were most recently amended and rewritten in 2005.

This Homeowners' Guide is a user-friendly version of much of the information that is in the Declaration and By-Laws --and also sets lower-level policies and further details on CSG and homeowner responsibilities.

The Homeowners' Guide and the Governing Documents are posted in two places: the Countryhouse website, www.countryhousehoa.org; and AppFolio, the Mill House account management portal, https://millhousehoa.appfolio.com/connect.

C. Your Countryhouse Board of Directors

Countryhouse is overseen by a Board of Directors elected by the homeowners at the CSG Annual General Meeting (AGM) held each year in November. Board operating authority comes from the Declaration and By-Laws. The Board sets and manages the annual budget and oversees the smooth running of Countryhouse. It contracts annually with a professional management company that supervises the maintenance of all Countryhouse properties and handles repair requests. The Countryhouse Board meets monthly on the third Tuesday at 9:30 a.m. A list of Board members and committee chairs is posted on the Countryhouse website, www.countryhousehoa.org, and in the three mail kiosks that serve Countryhouse. (Information about both the Countryhouse Board and the FHA Board of Directors is also included on the FHA website, www.fearringtonfha.org, and in the FHA Directory and Handbook.)

D. The Developer – a Brief History

R.B. and the late Jenny Fitch began creating Fearrington Village in 1974. Over the past nearly 50 years, Fearrington has grown to be a residential community that is home to over 2,000 residents, plus Belted Galloway cattle, Tennessee Fainting goats, Columbian Wyandotte chickens, and some donkeys. The Village Center has an independent bookstore, boutiques, restaurants including The Fearrington House, a spa, real estate offices, Camden Park with two ponds (much loved by the resident ducks and herons), and the award-winning Fearrington Inn. All are in a beautifully landscaped setting. The residential areas are either single-family homes on a wide range of lot sizes, or townhouse communities. Fearrington Village continues to be a family business, with R.B. joined by daughters Keebe and Kelley, and son Greg.

II. Maintenance Responsibility Chart: Keep it Handy!

Maintenance responsibilities derive from the Declaration of Covenants Article VI: *"In addition to maintenance of the Common Area, the service group shall provide exterior maintenance upon each Lot as follows: paint, repair, replace and care of gutters, roofs (including skylights), exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements."*

The following Maintenance Responsibility Chart is a helpful guide to "who is responsible for what." It doesn't cover everything, so please note further detail in Section VII, Building Maintenance. Still have questions after that? Please get in touch with a Board member, a committee chair, or the management company.

- All homeowners should also note from Article VI: *"In the event that the need for maintenance or repair is caused through willful or negligent act of the homeowner . . . the cost of such maintenance or repairs . . . shall be charged to the responsible homeowner as a special assessment."*

- Please do not make any repairs in areas that are the responsibility of the Association. You will NOT be reimbursed for them by CSG, and you may be responsible for corrective action. Instead, contact our Property Manager, Mill House Properties for repair and service: **919-448-5150**

- Please familiarize yourself with the Maintenance Responsibility Chart. If you have any questions, please contact the Property Manager or a member of the Board for clarification – in other words, please do not assume; please check first. The Chairs of the Maintenance, Architectural, and Landscape Committees of your Board of Directors are also available for consultation on those topics.

- Per the Declaration of Covenants, the Association is **not responsible** for internal damage that is a result of water penetration from outside of the townhome. Therefore, it is in your interest to periodically inspect your unit and notify the Property Manager immediately of any suspected damage or rotting.

- Emergency sewage backup: In an emergency, homeowners may tend to a sewage backup and may be reimbursed by CSG if backup is found to be the responsibility of CSG. Homeowners must call Mill House Properties at **919-448-5150** within 24 hours to report an emergency in order to be eligible for reimbursement.

- The Association carries a deductible on the master insurance policy, which can be found for any given year on the Countryhouse website, www.countryhousehoa.org. In the event of an insurance claim, each individual property owner (or multiple owners if an incident affects multiple residences) is responsible to pay their portion of this deductible, which can typically be covered through a "loss assessment endorsement" added to an owner's personal insurance policy such as an H06 or similar policy. Please contact your insurance agent to ensure you have the proper coverage.

MAINTENANCE RESPONSIBILITY CHART		
COUNTRYHOUSE SERVICE GROUP V, INC.		
AREA OF RESPONSIBILITY *(Please refer to the appropriate section of the Guide for additional explanation for each item. Contact the Property Manager for maintenance that falls under CSG's responsibility: email hoa@millhouseproperties.com, call 919-448-5150, or submit request online via the AppFolio portal at* https://millhousehoa.appfolio.com/connect	**Property Owner**	**CSG**
Utilities		
Exterior water/sanitation lines (outside of foundation)		X
Interior water/sanitation lines (inside foundation)	X	
Water supply line from meter to foundation		X
Water supply line under foundation	X	
Water pressure valve	X	
Electrical panel and supply	X	
Natural Gas	X	
Cable	X	
Telephone	X	
Building Maintenance		
Garage		X
Garage door/mechanical opening mechanism		X
Garage hand-held remote opener (two), emergency lock, & keypad: if replaced when the mechanical opening mechanism is replaced (otherwise they are an owner responsibility)		X
HVAC unit and support slab	X	
Asphalt maintenance & repairs		X
Brick or mortar veneers		X
Chimney caps		X
Chimney cleaning	X	
Chimney framing and flue	X	
Doors: exterior, whether original or owner-added, including jambs, stops, weather-stripping & sill; including painting. Includes storm & screen doors.	X	
All exterior alterations (need prior architectural review/board approval)	X	
Exterior handrails: installed by developer		X
Exterior handrails: installed/altered by owner	X	
Insulation	X	
Sheetrock on interior walls	X	
Shutters (please see VII.C.1.c. for exception to this)		X
Exterior painting of window frames		X
Front porches & steps: installed by developer		X
Courtyard wall: interior	X	
Courtyard wall: exterior		X
Courtyard gate & hardware		X
Screens & mullions on screened porch	X	

AREA OF RESPONSIBILITY *(Please refer to the appropriate section of the Guide for additional explanation for each item)*	**Property Owner**	**CSG**
Decks installed by developer, other than those in courtyards: repairs and replacement, **excluding** sealing and cleaning maintenance (see Appendix E)		X
All decks & patios installed/altered by owner	X	
All decks & patios in courtyards, whether installed or altered by developer or owner	X	
All decks & patios: sealing and cleaning maintenance of both developer and owner-installed	X	
Exterior siding & trim (cleaning/painting/repair)		X
Sheathing & framing material beneath siding	X	
Window jambs stops & sills	X	
Window sashes & supporting slide mechanisms	X	
Window glass & screens	X	
Window casing & apron		X
Firewall between units	X	
Floor system, including all joists, band & subfloor	X	
Foundation/Crawl Space		
Foundation repairs (point up brick facing or patch stucco)		X
Foundation vents		X
Foundation repairs from structural or settling problems	X	
Concrete footing, drainage tile & waterproofing	X	
Crawl spaces: vapor barrier and any moisture/mold problems	X	
Crawl space drainage problems	X	
Crawl space door		X
Dryer vents	X	
Roof Maintenance		
Roof vents for plumbing		X
Homeowner-installed attic vents, flashing and satellite mounts	X	
Exhaust fans: motor & duct work	X	
Installation of gutter systems (with Leaf Filter or similar guard with clog guarantee)	X	
Maintenance, care, and repair of gutter systems		X
Roof shingles		X
Roof sheeting and decking		X
Skylights		X

AREA OF RESPONSIBILITY *(Please refer to the appropriate section of the Guide for additional explanation for each item)*	**Property Owner**	**CSG**
Fixtures		
Exterior water faucets	X	
Interior plumbing pipes & fixtures	X	
Doorbells, knobs & locks	X	
All exterior electrical outlets & light fixtures, including all front and side/rear porch lights, and any lights at rear of townhouse	X	
Garage lights (may only be installed by HOA, not by owner)		X
HVAC and all appliances	X	
Front porch house numbers, changing or replacing	X	
Roadways & Walkways		
Driveways		X
Curbs & street gutters		X
Snow removal: walks, decks, porches, & steps	X	
Walkway repairs: leveling bricks		X
Walkway blowing after mowing		X
Walkway maintenance: sweeping, power washing, soil removal	X	
Walkway edgings (using materials to define an edge)	X	
House numbers on posts		X
Street cleaning		X
Grounds Maintenance		
Common area maintenance		X
Landscaping: installed by developer		X
Landscaping: trees and shrubs installed by homeowner (with permission)		X
Landscaping: annuals and perennials installed by homeowner (with permission)	X	
Exterior landscape lights & fixtures (with permission)	X	
Drainage		X
Other		
Garbage & recycling collection		X
Termite control for garages and HOA decks		X
Exterior/interior pest control for townhouses, including crawlspaces	X	

III. General Administrative Policies

A. Board of Directors

The Board of Directors of Countryhouse Service Group V, Inc., ("Countryhouse" or "CSG") derives its authority from its governing documents outlined above in Section 1B and available on the Countryhouse website at www.countryhousehoa.org.

B. Communications with the Board

1. Board Meetings: The Board has regular meetings monthly. Special meetings may be called by the President or by any two Directors.
2. Availability of Minutes: Minutes of all meetings are available to all Countryhouse owners and residents. They are posted monthly in the three mail kiosks, sent by email to every owner and resident for whom the management company has an email address, and posted on the Countryhouse website.
3. Initiatives by Owners: Proposals by owners relating to CSG operations of policies that require consideration by the Board (or that the owner wishes the Board to consider) should be sent in writing to the Secretary of the Board, or manager of the management company.

C. Relationship with the FHA

Homeowners are encouraged to communicate directly with the FHA regarding suggestions or complaints that pertain to Fearrington Village (outside of Countryhouse). CSG Board members informally monitor the activities of the FHA and its Board, paying special attention to any pending actions that may affect CSG, and work with FHA Board members on matters of common interest. Detailed information about the FHA is available in the annual FHA Directory and Handbook and on its website: www.fearringtonfha.org.

IV. Assessments for Maintenance and Reserves

A. Purpose

Article IV of the Declaration deals with maintenance assessments and describes their purpose, including areas covered by such fees. A portion of the monthly assessment is placed in the Reserve Fund for future replacement of major components of capital infrastructure. Details of the Operating-Year Budget and Reserve Fund items are shown on the monthly Treasurer's Report.

B. Rules and Procedures

1. Monthly payment due date: Payment of the monthly assessment is due the first day of the month. Homeowners have several options for making payments, including paying online with a credit card (for a fee); setting up auto-pay through the Countryhouse Property Manager's AppFolio internet portal; setting up monthly bill pay through their bank; or mailing a check. Questions should be directed to the Property Manager.
   - Please be sure that you pay your Countryhouse assessment through the Property Manager.
   - Please be sure that you pay your Fearrington Homeowner assessment through the FHA website.
2. Late fees: Late fees of $25.00/month will be charged if the payment has not posted to the homeowner's account prior to the end of the 30-day grace period.

V. Insurance

A. CSG Insurance Responsibilities

As required by the Declaration (Article VIII) and By-Laws (Article VIII, Section 2, e), Countryhouse through its Board of Directors purchases hazard insurance (Master Policy) annually for all townhouses, common areas, garages and mail kiosks to cover structural damage (both exterior and interior) resulting from catastrophic cause, such as fire or tree fall. The Association also purchases officer and director liability and fidelity insurance. For proof of insurance, please contact the Property Manager.

- The Master Policy, as of 2025, has a deductible $25,000 per incident (on each unit or shared/combined community claim for fire and all risks) except for a 1% wind/hail deductible per structure. The deductible may change depending on annual market costs and can be currently found in shared documents on the Property Manager's AppFolio portal. According to the Declaration of Covenants, in the event of an insurance claim, each individual property owner (or multiple owners if an incident affects multiple residences) is responsible for their portion of this deductible and so each owner's personal insurance, H06 (or similar), should address this deductible reimbursement. Please contact your insurance agent to ensure you have the proper coverage.

  Please be advised that the Master Policy does not cover all losses. For example, it would not cover losses due to normal wear and tear, and damage caused by insects or animals. CSG advises you to consult your insurance agent for details of your personal coverage, including liability exposure and medical expense coverage, as well as risks to your property.

B. Owner Insurance Responsibilities

Townhouse owners, residents or tenants are strongly encouraged to purchase their own separate personal/liability insurance, commonly known as an HO6 (or similar) Policy, to cover items not covered by the master policy, including their personal belongings: for example, furniture, draperies, and household items and appliances, etc.. Personal property is <u>not</u> covered by the Master Policy held by CSG. It is important to discuss with your insurance agent how your HO6 (or similar) Policy fits with the Master Policy, how it best protects you and how it addresses coverage for reimbursement of the master policy deductible

<u>Claims Procedure</u>: Do not contact CSG's insurance company if there is damage to your unit; contact the Property Manager to report damage.

VI. Architectural Control and Lot Appearance

A. Architectural Control

1. **Article V of the Declaration states that any exterior physical alterations/changes to your townhome, including exterior walls, party walls, and roofs, must be approved by the board.** Please submit an application (Appendix B) to the Property Manager for Architectural review and Board Approval **before** work begins. The Architecture Control Committee will review applications and make recommendations to the Board (Appendices A and B).

2. Gutters
   Installation of gutters, leaf filters or similar guards with clog guarantees, downspouts, and splash blocks or downspout extension pipes are the responsibility of the homeowner: the owner must submit an application (Appendix B) with description of the work to be done, including plans for water disposal and clog guarantee for Architectural review and Board approval prior to construction.

   a. Gutters (6 inch diameter) and downspouts must be standard aluminum type.
   b. Gutter and downspout color should be white and not painted.
   c. Leaf Filter or similar guards should include clog prevention guarantee.
   d. Effective provision for disposal of water from downspouts must be made by the owner to prevent soil erosion and undue water runoff to neighboring units or Closes.
   e. Installation must be of professional quality and is a homeowner's expense.
   f. Countryhouse is responsible for repair and maintenance of all gutter systems once installed.

3. Front and Side Doors:
   Maintenance of all front, side, and rear doors are the responsibility of the homeowner. This includes jambs, stops, sidelights, weather-stripping, sills, maintenance, and periodic painting. CSG reserves the right, for reasons of appearance, to repaint the door if it is not in keeping or well maintained and to charge the homeowner for the costs thereof.

   Homeowner must apply to Property Manager (Appendix B) for Architectural review and Board approval for:
   a. Front, side, or back entry door and frame replacement.
   b. Front door or side/back entry door painting with any color other than the pre-approved: Black (Benjamin Moore Exterior Classic Paint "Black" 2132-10), Green (Benjamin Moore Pine Green 2051-20), Red (Benjamin Moore Caliente AF-290), Blue (Benjamin Moore Schooner AF-520), and Gold (Benjamin Moore Citrine AF-370). Best finish is satin or semi-gloss.
   c. Screen/Storm Doors: Screen/storm doors are optional additions to protect your front or side/back entry door and to save on energy costs--and are an owner expense. This includes jambs, stops, weather-stripping and sills, maintenance, and painting. All screen/storm doors require application (Appendix B) for Architectural review and Board approval and must have metal frames and automatic closers or safety chains.

4. Decks, Stairs, Patios and Ramps

New Decks or Patios: Owners who wish to add a deck or patio, or alter any existing ones, must submit an application (Appendix B) to the Property Manager for Architectural review and Board approval in advance of any construction. *(Maintenance and repair of all patios, and **all** new or altered decks are a homeowner expense as outlined in Maintenance Section VII.C2).*

a) Owners should review the **Deck and Patio Building Guidelines** (Appendix A) before drawing up and submitting their application.

b) Plans with drawing(s) must be submitted to the Property Manager for Architectural review and Board approval. Please use the Architectural Application (Appendix B) and attach all drawings and photos required via the AppFolio Portal or by email.
   - Any owner wishing to add a new deck or structurally change or extend an existing deck must demonstrate that the proposed deck is within their property boundaries and must obtain a permit which is required from Chatham County.
   - Owners must advise neighbors in the immediate vicinity of the proposed construction, who must have the opportunity to comment as part of the application.
   - Submission of plans does not guarantee Board approval.

c) After seasoning for approximately six months, new decks and replacement wood must be sealed to prevent water damage and preserve the wood (within 3 months after seasoning). Any new stain color requires an application (Appendix B) to the Property Manager for Architectural review and Board approval.

d) Existing stained decks may be updated in the same color without review—color changes require an application (Appendix B) submitted to the Property Manager for Architectural review and Board approval.

5. Exterior Ramps and Lifts: With architectural review and Board approval, exterior ramps and/or lifts may be constructed or leased for homeowners who need them and are a homeowner expense.

a) Plans and applicable manufacturer drawings/specifications must be submitted with application (Appendix B) to the Property Manager for Architectural review and Board approval. All building code and other trade codes apply. A copy of the approved permit is to be submitted before construction begins.

b) When there is no longer a need for the ramp or lift and/or when the house is sold, the ramp or lift should be removed and the area restored at the homeowner's expense.

B. Lot Appearance

Each lot owner is expected to maintain and preserve his or her lot so that it is clean, orderly and attractive (Article IX, Section 13). Article V lists certain changes that are considered out of harmony with the Countryhouse design and which the Board of Directors cannot approve. Among these are artificial plants, awnings, clothes lines, dog houses, flag poles, outdoor storage structures, sports equipment (including but not limited to basketball backboards), temporary structures, or porches or other enlargements to the structure other than decks of a reasonable size. Satellite antennas are allowed only as regulated by FCC requirements and specifications and require application to the Property Manager (Appendix B) for Architectural review and Board approval as to location and any screening. The owner agrees to remove at their expense when no longer in use or the property is sold.

C. Outdoor Statuary

One piece of yard art no more than 2' tall may be permitted on the owner's property as long as it is harmonious with Countryhouse standards and doesn't impede yard maintenance. Any additional proposed statue requires prior approval by submitting an application (Appendix B) for Architectural review and Board approval (Article V). CSG is not responsible for any damage that may occur as a result of maintenance responsibilities.

D. Trash and Recycling Receptacles

All trash and recycling receptacles must be kept/stored within garages. See Section XII for details of placement for trash pickup.

E. Standby Generators

Standby emergency generators (*not portable generators*) require detailed plans from a licensed electrical contractor with application (Appendix B) to the Property Manager for Architectural review and Board approval. The sound rating should be no greater than 64 decibels at 7 meters, and generator placed within owner's property line in side or rear yards and minimize disruption to neighboring homes. All manufacturer installation recommendations must be met and all generator permitting (including electrical, gas, placement, etc.) must be acquired from Chatham County and submitted as an addendum to the application before installation.

F. Electric Vehicle Chargers

Electric Vehicle Chargers require application (Appendix B) to the Property Manager for Architectural review and Board approval. Application must include plans from a licensed electrical contractor specifying details and location of install, and all county permitting obtained and submitted as an addendum to the application before installation.

VII. Exterior Maintenance

Exterior maintenance responsibilities derive from the Declaration of Covenants Article VI:
"In addition to maintenance of the Common Area, the service group shall provide exterior maintenance upon each Lot as follows: paint, repair, replace and care of gutters, roofs (including skylights), exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements."
All Countryhouse owners and tenants should be familiar with the Maintenance Responsibility Chart and this maintenance section detailing additional responsibilities and requirements.

A. Introduction

Each owner owns a townhouse and the land on which it is located. The land or yard space owned extends beyond the townhouse foundation by a varying number of feet, differing from lot to lot but averaging about ***five feet***. This is the owner's deed plot or footprint.

CSG holds in common (Common Areas) all land beyond the deed plots for townhomes 301-503, and all other lands, roads, garages and other structures, including the mail kiosks in Baneberry and Whisperwood, for the benefit of all. Each homeowner has the exclusive use of one garage but does not own the garage. Access to garages must be granted by homeowners to the HOA, with advance notice. If this is not done in a timely manner, rights of use may be revoked. Each townhome also comes with the use of one designated parking space.

B. General Scope of the CSG Maintenance Program

1. Policy Reference
   The Declaration requires CSG to maintain the Common Areas, the garages, and exterior building surfaces of the townhouses.
2. Limits of CSG Responsibilities: **Although not a complete list, the following are homeowner responsibilities and are not maintained by CSG:**
   a. The underlying structure of townhouses, such as foundations and framing.
   b. Cleaning, repair, or replacement of windows, glass, and screens (except skylights).
   c. Maintenance, repair or replacement due to damage of structures, including garages, caused by willful or negligent acts of an owner or the owner's family, tenants or guests.
   d. The edging designed to keep mulch and debris off the walkways. Residents are expected to sweep their walks periodically as needed.
   e. Maintenance of an enclosed courtyard and the interior side of the courtyard wall.
   f. Repair or maintenance of decks not a part of the original hoa-construction.
   g. Maintenance of all patios.
   h. Garage remotes, keypads, and keys (unless part of a garage door/motor replacement, see Section VII.D.)
   i. Replacement of garage door locks or emergency door releases due to the loss of key(s).
   j. Repair of damage to garage doors, trim, supporting structure or openers.
   k. Inability to properly operate garage emergency door releases (see D.4 below).
   l. Garage light bulb replacement except in conjunction with a service call made for other reasons. Owners are responsible for providing replacement bulbs. (If you need help replacing light bulbs, please call Fearrington Cares.)
   m. Repairs of roof leaks caused by satellite dishes, attic fans/vents, or other homeowner-installed additions to the roof.

C. Townhouses

1. Exterior Surfaces: CSG is responsible for the overall exterior maintenance of townhouses, i.e., the care and maintenance of gutters, roofs (including skylights) and exterior building surfaces--but not doors, windows, or other glass surfaces (except for skylights). This maintenance includes roofing, skylights, chimney caps, ornamental shutters, siding, crawl space doors, foundation vents, front porches and their steps and railings *(courtyard steps and railings are not included, however).* Side/rear landings and steps are included if not altered by the owner, explained in #2.a below.

    a. Front, side, or back entry door and frame replacement: Application (Appendix B) must be made to the Property Manager for Architectural Review and Board approval. Replacement and maintenance are a homeowner's expense.
    b. Front, side, or back entry door painting: The homeowner is responsible for periodic painting of doors. See Architecture Section for approved colors and paint type. Alternate colors require application (Appendix B) to the Property Manager for Architectural review and Board approval. CSG reserves the right, for reasons of appearance, to repaint the door if it is not well maintained and to charge the homeowner for the costs thereof.
    c. Shutters: Shutters are maintained, repaired, and painted as needed by CSG. If a homeowner would like to have the shutters painted at a time other than that determined by the HOA, this is permitted at the homeowner's expense, and provided the homeowner applies (Appendix B) to the Property Manager for Architectural review and Board approval. The homeowner assumes all responsibility for the work and cleanup. At the Board's discretion, the work will be inspected at completion.
    d. Power washing: CSG is responsible for periodic power washing siding to remove algae and mildew, and for repainting exterior wood/metal townhome surfaces.
    e. Walkway maintenance: CSG is responsible for walkway maintenance to keep them relatively smooth. CSG will blow them for grass clippings and leaves on the days that the landscapers mow the grass and blow leaves.
    f. Screen and storm doors: Homeowners are responsible for their maintenance and replacement if necessary.
    g. Windows, and window and porch screens: Homeowners are responsible for their maintenance, and replacement if necessary.
    h. Skylights: CSG is responsible for maintenance, repair, and replacement of skylights and will determine need for repair or replacement and type.
    i. Gutter Systems: Homeowners are responsible for installation of gutter systems and they require application (Appendix B) to the Property Manager for Architectural review and Board approval. CSG is responsible for maintaining gutter systems once installed, and will defer to homeowner's vendor warranty for clogs.

2. Unit Exterior Spaces
    a. Decks and Stairs: Sealing and ongoing wood maintenance of all decks and stairs is a homeowner responsibility and expense.
    b. Decks and stairs originally Installed by the developer and in their original footprint are repaired by CSG. Exception: if due to negligence/homeowner's failure to seal and maintain, CSG reserves the right to repair and charge homeowner for costs thereof.

c. Courtyard decks, patios, walls and gates: Homeowners are responsible for courtyards, the decks and patios in them whether developer- or homeowner- installed, and the interior sides of courtyard walls. CSG reserves the right to maintain such structures, for reasons of safety or lot appearance, and to charge the homeowner for the costs thereof. Maintenance of the exterior side of the courtyard wall and of the gate in the courtyard wall are the responsibility of CSG.

d. All other decks and patios: Homeowners are responsible for maintaining and repairing all patios and all decks they have installed or altered. CSG reserves the right to maintain such structures for reasons of safety or lot appearance and to charge the homeowner for the costs thereof. Application (Appendix B) to Property Manager for Architectural review and Board approval is required for all installations or alterations of decks and patios (see Architecture Section VI.5)

D. Garages

1. Policy References: CSG is responsible for all exterior and mechanical maintenance of garages, except as noted in VII.B.2. above.

2. Services Provided by CSG: CSG pays for the normal maintenance and repair of garage doors and openers, subject to the exceptions listed in VII.B.2 above. **Please contact the Property Manager if there is a problem with your garage door. Do not call a garage door company, as you will not be reimbursed.**

3. Garage Door Locks and Keys: All homeowners are responsible for having a key to the emergency door release for their garage door. This is located near the top center of each garage door exterior. If the door won't open automatically, the owner or Maintenance Committee person can use the key to open the door manually to see what the problem is. Frequently it's something that can be remedied by the homeowner or Maintenance Committee without professional services being required (see #4 below). **However, if the owner doesn't have a key and professional services must be requested, only to find out that the difficulty was caused by something that could have been remedied without those services, the homeowner will have to pay for the service call.** If a key was not provided with the home when purchased or has been mislaid, homeowners are urged to have a new lock installed.

4. Garage Door Trouble: Please do the following:
   There is an emergency door release located near the top center of each garage door exterior, which is operated by a key. Using this key will unlock the emergency release so that the door can be opened manually. If there isn't a master key available, or if a key to a lock is lost, the lock will be replaced at the expense of the owner.
   a. If there is a loss of power, first check to see if the GFI outlet in the garage or your circuit breaker has tripped (possibly due to a storm).
   b. If there is not a loss of power, check the battery in the remote, and also make sure the electronic safety eye near the bottom of the door is clear of leaves or other debris.
   If you need help with a. or b., contact the Property Manager and they will arrange for someone on our Maintenance Committee to help you.

c. In case of difficulty with the garage door opening/closing mechanism (motor) or lock, contact the Property Manager.
If the motor has to be replaced, this is a CSG responsibility and will include a replacement keypad, one remote, and new emergency lock as part of the motor replacement. ***Otherwise, the replacement of any of them is a homeowner's expense.***
d. In the event of an emergency, contact the Property Manager 24/7.
Do not call a garage door company on your own, as you will not be reimbursed.

The garage door company reports any damages to, misuse of, or dangerous conditions in any of the garages or parts thereof. The costs of repair to any damage relating to the aluminum trim, garage door or its supporting structure is the responsibility of the homeowner to whom that garage is assigned.

E. Termites and Termite Inspection

1. **Crawlspaces:** CSG provides an annual inspection of all crawlspaces with a status report to the owner. Although treatment *may* be included with inspections, the owner is ultimately responsible for any termite treatment and repair of damage *(CSG and pest control company are not responsible for treatment or repair of damage).*
2. **Garages:** CSG is responsible for inspection, termite treatment, and repair of damage for all garages (and original, developer-installed decks).

   a. CSG, through the Property Manager, schedules and monitors annual termite inspection services for all Countryhouse garages and crawlspaces. This is done under contract by a professional pest control company and homeowners are notified of any infestations found.
   b. Homeowners are responsible for treatment and repair of any pest damage to crawlspaces, structural elements, interiors, and exteriors.
   c. CSG is responsible for treatment and repair of any pest damage to garages as long as access is provided for inspections.
   d. Garages are owned by CSG and access must be provided for termite inspections with notification. If access is not provided for termite inspections, the homeowner will be notified by letter and will be responsible for having the garage inspected within 30 days, at homeowner expense, and must provide a copy of the report to the Property Manager. If this is not done, it is considered a violation.
   e. If termite damage is identified in garages where inspectors have not been allowed access, all repair costs of the garage and any affected ones adjoining it will be the responsibility of the homeowner.
   f. Owners who are leasing their units need to ensure that their tenants provide access to assigned garages for inspection.

3. **Townhome Interiors/Other Areas:** The homeowner is responsible for all termite and other pest preventative maintenance, treatment, and repair of damage for interiors, crawlspaces, structural, and exterior areas of townhomes. Any treatment for termites or other pests is a homeowner's responsibility and expense, as is any repair of damage.

4. **For maximum protection:** It is recommended that adjoining residents work together to secure termite/pest services that include a termite/pest bond with a professional pest control company.

VIII. Exterior Lighting

A. Close Parking Areas and Entrances

Major lighting installations in the Closes are leased from and serviced by the local electric utility (Duke Energy Progress). Please call the Property Manager with any questions or concerns.

B. Exterior Wall Fixtures

Replacement of front and side and rear porch lights are the responsibility of the homeowner; garage lights are the responsibility of CSG. For energy conservation, consideration of neighbors, and protection of birds and other wildlife, it is highly recommended that residents turn off their porch and garage lights once they are in for the evening.

1. Replacement of front and side/rear porch lights:
    a. must be black, and the
    b. design must be approved with application (Appendix B) to the Property Manager for Architectural review and Board approval.
2. Garage lights: If you have problems with yours, please contact the Property Manager.

C. Walkway and other Exterior Lighting

For any walkway or other exterior lighting to be installed on an owner's lot, a homeowner must submit application (Appendix B) for Architectural review and Board approval before installation. To minimize light pollution and protect birds and other wildlife, lights should be as low as possible with top shields so that bulbs and lenses are not visible, with a warm color temperature. Maintenance and repairs are the homeowner's responsibility, including keeping them in good working order and vertical, or removing when needed. Any damage to the lights is the homeowner's responsibility. The lights must not impede landscapers' access to areas.

D. Security Lighting

If homeowners would like to install security lighting, such as motion-activated lights to help with getting from their garage to their door, for example--they may, but any security lights must point downward and not shine in windows or be a safety hazard to drivers or walkers. Application (Appendix B) must be made to the Property Manager for Architectural review and Board approval.

E. Temporary Holiday Lighting

Permission does not need to be requested for temporary holiday lighting.

F. Owner Responsibilities

Owners or residents are responsible for light bulbs and their replacements, when needed, for all the above fixtures except, of course, the utility poles. (If you need help replacing light bulbs, please call Fearrington Cares. *(Exception: for help replacing the light bulb in older garage light fixtures, please contact the Property Manager.)*

IX. Landscaping and Grounds Maintenance

A. Landscaping Policies

A Landscaping Committee is in place to address homeowners' needs. CSG contracts with a landscape company each year, and the company works under the supervision of the Landscape Committee and Property Manager to complete the work indicated in the contract. It is not possible for contractors to respond to individual homeowner requests; they are contracted for community-wide landscaping. **It is vital that owners and residents contact the Property Manager about their needs rather than talking directly to any member of the landscape company.** Please see the Vendor Interference Policy in Appendix F.

1. Private Lots, Common Areas, and Yards: What most residents think of as their "yard" is actually a combination of their "private lot" and "Common Areas."

Private Lots: The private lot that goes with each townhouse is the property that the homeowner owns--property that extends out from the exterior of each townhouse anywhere from 5 to 10 feet, generally speaking, depending on the location. The only way for homeowners to know what they actually own is to consult the survey that they may have received when they bought their townhome, or have a survey done.

- Common Areas: The rest of the property in Countryhouse is common area, which is owned by CSG. Common areas are planted and maintained by CSG. Many, but not all, of these areas are obvious. Homeowners and residents are not to plant, prune, or remove any trees or shrubs growing in those areas. Any concerns should be directed to the Property Manager.
- Yards: Therefore, as described above, yards are actually a combination of private lots and Common Areas.

2. Homeowner Supplemental Plantings:

a. Shrubs and trees: Homeowners who wish to add shrubs or trees anywhere outside of their private lots must submit a Landscape Application (Appendix C) and plans to the Property Manager for Landscape Committee review and Board approval before any planting is done. If approved, they are a homeowner's expense. Plantings may not interfere with exterior maintenance of the unit or with mowing. After planting, they will be considered the property of CSG and will be maintained by the landscapers.

b. Bulbs, annuals and perennials: These may be planted in existing mulched beds in homeowners' private lots without application, but not in any Common Areas. These plantings are a homeowner's expense. They must be well-maintained by the homeowner, or they will be removed by CSG. If requested by an owner, CSG will remove them if they were inherited from previous owners.

c. Additional plantings: Homeowners who wish to do any other additional planting, such as enlarging an existing bed or creating a new one, must submit an application (Appendix C) with plans to the Property Manager for Landscape review and Board approval before any planting is done. If approved, the planting is a homeowner expense and maintenance is a homeowner responsibility except as noted above for shrubs and trees.

3. Planting Restrictions: Planting Restrictions: Ground covers (vinca minor, ornamental grasses, etc.) may be used, especially on slopes for erosion control, as approved by the landscaping committee. Vines that cling to surfaces are not permitted as the plant's clinging mechanisms damage siding and railings. No trellises or arbors may be attached to siding.

4. Courtyards: Residents are allowed to plant in these areas. Maintenance is the responsibility of the homeowner.

5. Drainage from gutters: Any gutter drainage extension pipes leading away from downspouts for water disposal should be buried or hidden among plantings to prevent soil erosion and undue water runoff. They may not interfere with mowing.

6. Homeowner-added features: Homeowners may not add any features that interfere with landscape service movement. Walkway lights, benches, and permitted outdoor statuary may not block lawnmowers. Homeowners are responsible for maintaining walkway lights and repairing any damage to them (Section VIII.C).

7. Parking areas: If a parking area needs material to define it or control erosion or drainage, the Board will decide what the appropriate material is and arrange its installation.

8. Fencing: Permanent fencing is not allowed. With application (Appendix C) to the Property Manager for Landscaping review and Board approval, **temporary** fencing may be considered to prevent deer from browsing new plants.

9. Mulch and walls (hardscape): In some places areas with excessive mulch will be graded down. If a homeowner seeks to install small edging walls along their walkways to help keep mulch off walkways, it should be installed sparingly, and is a homeowner responsibility and expense. These edging or retaining walls require application (Appendix C) to the Property Manager for Landscaping review and Board approval. For consistency and to impart a rustic, country appearance, natural stone or large utility bricks are suggested.

B. Grounds Maintenance Policies

Maintenance of individual yards and common areas is the responsibility of CSG except as noted in Section A above. Maintenance practices and techniques used in the process of shrub removal, replacement, pruning (when, how much, style, etc.) is determined by the Landscaping Program. All questions about any of this should be put to the Property Manager for Landscaping review, not to the landscaping crew.

1. The contract for maintenance of all common areas and townhouse properties specifies the following:
   a. Mowing – During the growing season unless directed otherwise by the Board, and as needed the rest of the year. Appropriate cleanup will follow each mowing. Grassy areas are not mown when the grass is dormant or stressed because of heat and lack of rain.
   b. Leaf and Grass Blowing – Front walks, driveways and parking areas are blown clean on days

of mowing. During the fall, walkways are blown weekly and all yards will be cleaned up three times (October—December).

c. Lawn Areas – Areas that support the growth of grass may be aerated and over seeded in the fall (to be determined by the landscaping committee). Mossy areas are not aerated or over-seeded.
d. Fertilizing – Lawn areas are fertilized as determined by the landscaping committee.
e. Mulch – Mulch is applied sparingly as needed and determined by the landscape committee to planting beds. Pine straw is used sometimes as locations warrant.
f. Pruning – Pruning is performed as needed, generally once or twice a year.
g. Weed and Insect Control – All plantings are monitored for infestation of insects and diseases. Appropriate chemicals are applied sparingly for control. Sidewalk cracks and asphalt fissures receive treatment for weeds. Weeds in beds are sprayed as needed. **A do not spray list** is maintained for owners wishing to assume responsibility for keeping their yards and walks suitably weeded. Homeowners can request to be on the no-spray list by contacting the Property Manager, and black tape will be put on the house number post to alert landscapers. If weeds become an issue, spraying by the landscapers will resume.

2. Pruning & Clipping

a. Hedges are pruned in a natural style to a height of 3 – 4 feet.
b. Shrubs under windows shall not obscure window while maintaining privacy. No shrubs next to walls and under rooflines will be allowed to grow taller than 8 feet.
c. Shrubs next to houses and garages will be pruned to stay 1 foot away from walls and windows.
d. Flowering shrubs will be pruned after the flowering stage is completed.
e. Small trees will be pruned annually to remove dead or damaged branches.
f. Owners may elect to perform their own pruning by requesting exemption from association pruning (Appendix D). If owners elect to prune their own shrubs, they must maintain ALL shrubs, not just selected ones.

3. Replacement Policy: The replacement of dead, diseased or overgrown plants originally planted by the HOA is the responsibility of CSG, excluding plants in garden areas established by homeowners with Board approval.

4. Watering: Newly planted trees and shrubs are especially vulnerable to dryness. We ask residents to help accept responsibility for watering new plants the first year, if possible.

5. Debris Removal: Garden Debris will be picked up on the days the landscaping crew is scheduled to be in Countryhouse, and must be bagged **in paper only, not plastic,** and twigs/branches should be in bundles no longer than six feet. Please place debris by the road.

6. Tree or Shrub Removal: Pruning or removal of dead or dying trees and shrubs in yards and Common Areas is the responsibility of CSG. Homeowners are not to do this. Additionally, homeowners are not to do any clearance in natural (undeveloped) areas. No trees measuring six (6) inches or more in diameter, measured from outside bark to outside bark at four feet above the ground, shall be pruned or removed without prior written permission of the Board.

7. Edging: Individual sidewalk edging is the responsibility of the homeowner and requires application (Appendix C) to the Property Manager for Landscaping review and Board approval as proper clearance and access must be maintained for landscaping equipment as well as water flow. Approved natural edging such as stone or brick rather than plastic or metal is encouraged to contain soil and mulch.

C. How to Request Landscaping Approval

If a homeowner wishes to make any landscaping changes on or near his/her property, the proposal and supporting plans **must be submitted with application (Appendix C) to the Property Manager for Landscape review and Board approval**. Major CSG concerns include whether any change will create water flow problems from one unit or one Close to another, and accessibility of maintenance crews. Owner must receive approval before any work is begun for any of the following:

- Removal of any live trees or shrubs outside of owner lot line
- Planting changes
- Clearance in natural (undeveloped) areas
- Installation of edging materials

D. Trees

1. Countryhouse has a tree committee that works to manage the many trees and wooded areas throughout the community--with the goal to maintain the health of the trees and the safety of residents and properties.

2. Tree Pruning and Removal: Trees in the community are reviewed periodically through an annual tree survey, through community input, and through professional guidance to identify trees that need to be pruned or removed to facilitate safety of people and property.

3. No trees measuring six (6) inches or more in diameter, as measured from outside bark to outside bark at four feet above the ground, shall be removed without prior review and written approval from the Board. Removal of dead or dying trees in yards and Common Areas is the responsibility of CSG—homeowners are not to do this.

4. Homeowners with a safety or property concerns about trees should submit a Maintenance Request to the Property Manager for Tree Committee review and Board action.

X. Street, Pavement and Pathway Maintenance

A. Streets: The North Carolina Department of Transportation is responsible for the public ways of Village Way, Beechmast, and Wealdstone, including paving, and snow and ice removal. See D below for snow and ice removal information.

B. Closes: CSG is responsible for maintaining all paved road surfaces within the various Closes. Periodic resurfacing is done as needed. See D below for snow and ice removal information.

C. Gravel pathway from Lassiter to Baneberry Close: The FHA Path Committee is responsible for maintaining the gravel pathway. (CSG owns the pathway property.)

D. Snow and ice removal: The main roads in Fearrington, including Village Way, Beechmast and Wealdstone, are owned by the North Carolina Department of Transportation, which is responsible for snow and ice removal on them. However, because priority is given to highways, our roads are not always promptly cleared. The paved Closes within Countryhouse are the property of Countryhouse--unfortunately, the cost for clearing them of snow and ice is prohibitive, and not something that it is possible for Countryhouse to do at this time.

XI. Parking

A. Parking Provisions

1. Assigned spaces and garages: Each townhouse is provided with one designated parking space and assigned one garage, assigned by the Board. These spaces and garages are part of the Common Area; they are not part of the homeowner's individually owned private property. However, the homeowner does have the exclusive right to use them. The designated parking spaces are provided for fully licensed, tagged, and operable private vehicles. Unused vehicles or vehicles with expired tags will be towed at owners' expense.

2. Extra spaces: Some, but not all Closes, have extra spaces. They are marked by "X" on the parking map for each Close (Appendix G). Those spaces are for visitors or tradespeople. They are not additional spaces for residents' personal use.

3. As a matter of courtesy, it is recommended that residents planning to have guests talk to their neighbors ahead of time in order to avoid confusion concerning parking and also tell their guests where they may or may not park.

   For residents who live in Closes without any extra parking but who need parking for guests, or who need more guest parking than is available in their Close, it is customary to make informal temporary arrangements ahead of time with neighbors who might not be using their designated spots. These arrangements need to be made each time guest parking is needed. This generally has worked very well.

B. Parking Restrictions

No boats, trailers, mobile homes or motor homes owned or leased by any owner, tenant, family or guest shall be parked on any of the public ways or Common Areas of CSG. Special arrangements may be made for temporary parking of these vehicles on builder-owned property by contacting Fitch Creations (919-542-4000).

XII. Trash Removal and Recycling

A. Pickup Schedule

CGS contracts with First Choice Disposal for trash and recycling removal from each townhouse/garage on **Tuesdays**.

1. Please have bins out by 7:30 am.
2. Bins are to be put ***back in garages*** the same day as pickup.
3. Holidays: When a holiday falls on a Monday, trash and recycling pickup will be on Wednesday. For the definitive annual holiday schedule, please see http://www.firstchoicedisposal.biz.

B. Trash

Prohibited Items: clippings, branches, or any other gardening type of debris are prohibited according to the contract. The trash collectors are not required to empty trash containers which have such refuse in them. (The landscapers will collect such refuse, see Section VIII.)

C. Recycling

1. Must be in separate containers clearly identified from trash.
2. Acceptable/Unacceptable items: Please refer to "Recycling Guidelines" in the FHA Directory. Additional questions should go to First Choice: 919-542-5398; or http://www.firstchoicedisposal.biz.
3. Items not picked up by First Choice: You may take them to one of several Chatham County Recycling Centers; be sure you have your current year's decal with you.

For additional details, see the current FHA Directory, printed or on-line: "Trash Removal & Recycling Procedures," or consult the First Choice website, shown above in C.2.

D. Composting

The Fearrington Homeowners Association provides composting bins at the Gathering Place, to the right of the rear storage building. More information can be found through the FHA.

XIII. Use Restrictions and Quiet Enjoyment

Article IX of the Declaration is designed to ensure that the residential character of Countryhouse is maintained. The principal areas of information not previously covered are included below.

A. Use of Properties: All units are for long-term residential purposes only.

B. Number of residents: No more than five residents are permitted in each unit, and no more than two of these five may be unrelated by blood or marriage.

C. Rentals/Leasing: A rental cap of 30 units became effective November 24, 2021. *(This does not include units occupied by parents or children of the current owners.)*

1. All units being rented as of November 24, 2021, can continue as rental units as long as ownership does not change.
2. Copies of Leases Required: Owners of leased property must give the Property Manager a copy of the lease within seven days of rental, and upon any change of tenant.
3. If an owner of a unit that is not currently leased would like to lease it, the owner must obtain written approval from the Countryhouse Board. Requests should be submitted through the Property Manager.
4. Owners are responsible for acquainting their tenants with the Declaration, By-Laws, and Homeowners Guide.
5. Permission will not be granted more than three months prior to lease start date.

D. Quiet Enjoyment: General prohibition of noxious or offensive activities that may cause embarrassment, discomfort, annoyance or nuisance to the other residents of the neighborhood, or to diminish or destroy the enjoyment of other neighborhood properties.

E. Grills: Chatham County and NC Fire codes for grills must be followed. According to the Countryhouse HOA insurance provider, grills are not permitted within 10 feet of a structure - townhouse or garage, when being used. When not being used, a grill may be stored by a structure. Owners and residents are responsible for any damage resulting from negligence and/or failure to follow these requirements.

F. Pets: Only two dogs or cats are allowed; they must be leashed and under owner's full control when outside the house. Owners are responsible for picking up and disposing of their pet's waste.

G. Maintenance of Lots: All Countryhouse lot owners are to maintain and preserve their lots in a clean, orderly and attractive appearance within the spirit of the development.

H. Firewood: Firewood may not be stored in or next to garages or in the front/side of townhomes.

I. Commercial Signs: Commercial signs, including "for rent" and "for sale" signs are not allowed.

J. Mailboxes and Newspaper Receptacles: These are prohibited in front yards and street rights-of-way.

K. Horses and non-licensed vehicles, including minibikes: These are prohibited on all lots in Countryhouse and in common areas. This prohibition does not include bicycles.

L. The feeding of wildlife (mammals) disrupts their natural environment, can lessen their natural fear and avoidance of people, can be a nuisance to the community, and most importantly, can lead to potential health risks for both the animals and the community itself. Therefore, the feeding of wild animals (mammals) is prohibited anywhere in Countryhouse, with the exception of bird feeders. In this instance, residents must ensure that the spent seeds and shells on the ground are regularly cleaned up, to avoid attracting other wildlife (mammals).

M. Violation of any of these restrictions may result in the responsible homeowner receiving a written violation notice with the opportunity to be heard before the Board of Directors in person or in writing. If the violation is repeated a fine of $25 to $100 will be imposed depending on the severity of the violations. Further fines may be imposed for additional violations. When the violation is perceived to be a risk to the health or safety of the community further sanctions may be sought.

N. How To Report a Violation of Governing Document Restrictions Purpose and Shared Responsibility

The Board of Directors of Countryhouse Service Group V, Inc. ("Service Group") and its members share responsibility for maintaining a pleasant community and protecting homeowners' property values.

Consistent enforcement of the Service Group's Amended and Restated Declaration, Bylaws, Articles of Incorporation, and Rules and Regulations (collectively, the "Governing Documents") helps preserve property values, promote compliance, and reduce the risk and expense of legal action.

For specific restrictions, refer to the *Countryhouse at Fearrington Homeowners Guide*.

The procedural steps for reporting a violation are as follows:

- **Submit the report to the property manager.** Send all reports of policy violations to the property manager at Millhouse Properties. Include a specific description of the violation, the date it occurred, and photographic evidence, if available.
- **Property Management will notify the Board and send the homeowner a courtesy notice outlining the relevant community rules and requesting compliance.** When appropriate, the notice will include a deadline for correcting the violation.
- **Receive a follow-up.** The property manager will update the person who reported the violation.
- **Report continued violations.** If the violation continues, notify the property manager again.
- **Board review and enforcement.** For serious or repeated violations, the alleged violator may be invited to a hearing before the Board of Directors or a Board-appointed panel. The hearing will determine whether the conduct violates the Governing Documents.
  The person who reported the violation is not required to attend. If the alleged violator declines a hearing, the Board will decide whether to impose a fine. See the CHSVG Fine Process for more information.

Working Together as a Community The Board recognizes that homeowners may hesitate to report a neighbor's violation because they value peaceful relationships within the community.

By working together and addressing concerns appropriately, we can help keep our neighborhood safe and pleasant for everyone.

APPENDIX A: Deck and Patio Building Guidelines

Decks

1. Elevated decks are appropriate for the rear of townhouses, with individual design dependent upon:
   a. Height of rear stairs;
   b. Location of crawl space door;
   c. Exposure to street or to other townhouses;
   d. Unusual topography or drainage conditions;
   e. Architectural harmony with Countryhouse's overall design; and
   f. Footprint within homeowner's property. (Decks cannot extend onto Common Property.)

2. All aspects of their construction must conform to state and local building codes. Permits are required for new decks and structural changes to existing decks. They must be obtained through Chatham County and submitted as an addendum to the Architectural application (Appendix B) before construction begins.

3. Deck structures cannot be attached to the adjacent townhouse or "party wall."

4. The style of the deck shall be consistent with the design of Countryhouse townhouses, and rear stairs.

5. Standard lattice or wood framing may be used to screen open space below a deck.

6. Decks, stairs, and lattice/wood framing must be sealed to prevent water damage and preserve the wood. A clear/transparent sealer may be used; homeowners who would like to stain their decks a color, whether it's a wood tone or something that blends with the siding, must apply to Property Manager for Architectural review and Board approval for their color choice.

7. Homeowners who want to use Trex Composite Decking or a similar product must include in the application the color they want to use.

8. Any on-going repairs or maintenance costs remain solely the responsibility of the homeowner.

9. Owner shall submit an Application (Appendix B) with detailed drawings, a description of the work to be done, and a photo of the area where the deck will be to the Property Manager for Architecture Review and Board approval.

10. Owner must show that the proposed deck fits within their lot by presenting the results of a survey, or a copy of the plat map available from Chatham County, indicating the deck footprint within the owner's property line.

11. Owner must be sure that owners in the immediate vicinity of proposed construction are advised of a deck application and given the opportunity to comment.

12. If the deck structure is visible from the street or from other houses, appropriate year-round landscaping or lattice is required for screening the base of the structure. Landscaping requests shall be made to the Property Manager for Landscape Committee review and Board approval. Please see Appendix C.

13. Additional structures such as vertical trellises or arbors are subject to architectural review and Board approval.

Patios

1. Patios must be located within homeowner's property and in keeping with the architectural design of Countryhouse.

2. **Patios must be within the homeowner's lot footprint.** Patios cannot be constructed on Common Property. Homeowners must show that the proposed patio fits within their lot by presenting the results of a survey and/or a copy of the plat map available from Chatham County.

3. Patios must be of brick or landscape stone.

4. Brick must be set in sand and may not be mortared in place except for outermost edging bricks, which may be mortared.

5. Patio surface shall be pitched to assure proper drainage away from the foundation and be no higher than three (3) inches above the grade level of the foundation.

6. Any on-going repairs or maintenance costs remain solely the responsibility of the homeowner.

7. Owner shall submit an application (Appendix B) with detailed drawings and description of proposed work, a photo of where the patio will be, and a copy of the plat map or survey to the Property Manager for Architectural review and Board approval.

8. Owner must be sure that owners in the immediate vicinity of proposed construction are advised of the patio application and given the opportunity to comment.

9. If the patio is visible from the street or from other houses, appropriate year-round landscaping is required for screening the patio. Landscaping requests shall be made to the Property Manager for Landscape Committee review and Board approval. Please see Appendix C.

APPENDIX B: COUNTRYHOUSE ARCHITECTURAL APPLICATION FOR ALTERATIONS & ADDITIONS

_____ _____ _____
Property Owner's Name Date Telephone

_____ _____
Property Address Email Address

HOMEOWNER – REQUEST FOR APPROVAL: Please provide a description of the request, including information required for approval consideration. Please attach additional page(s) as needed

_____

_____

Estimated Start Date: _____ Days to Complete: _____

Please attach drawings & photographs showing all proposed changes including relationships with lot lines and to existing structures, including: 1. plot plan (top-down map), and 2. elevations (side views)
Please initial your agreement to the below conditions:

- — I agree to follow Board restrictions/changes as stated.
- — I agree to comply with all applicable building codes and other requirements deemed necessary by county, state or applicable authority.
- — I agree to provide the property manager with copies of approved permits before construction begins and of final inspection at completion of project.
- — I understand that all continuing maintenance and repair costs are the responsibility of the homeowner.
- — I understand that it is Board policy that owners in the immediate vicinity of proposed construction must be advised of a deck or patio application and have the opportunity to comment.

Owner(s) Signature(s): _____ / _____ Date: _____

==========

ARCHITECTURE COMMITTEE RESPONSE

__Approved __Approved w/ Restrictions __Approved w/ Changes __Disapproved

Architecture Committee Comments:

_____

_____

Architecture Committee Signature: _____ Date: _____

This approval is based on the lands, surveys, specifications, and agreements as submitted. The Architecture Review Committee did not verify the sufficiency or accuracy of the documents submitted to it. After review by the Committee, the application will be sent to the Board. Should your request be denied, you may appeal the decision in person at Countryhouse Service Group V, Inc., Board of Directors meeting. The Board meetings are the third Tuesday of the month at 9:30 am.

- **RETURN ALL DOCUMENTATION TO:** Property Manager, hoa@millhouseproperties.com or submit via the AppFolio portal at: https://millhousehoa.appfolio.com/connect/

APPENDIX C: COUNTRYHOUSE LANDSCAPING APPLICATION FOR ALTERATION & ADDITIONS

_____ _____ _____
Property Owner's Name Date Telephone

_____ _____
Property Address Email Address

HOMEOWNER – REQUEST FOR APPROVAL: This form should be used to request permission for any actions approved in the Countryhouse Homeowners' Guide, Section IX. These include removing any live trees; planting or removing any other plants; or installing edging. Please describe the nature of what you'd like to do. If you need more room, please attach an additional page. Basic drawings (and photographs, if possible) are required to show all proposed items and locations, including relationships to lot lines and to existing structures and landscaping.

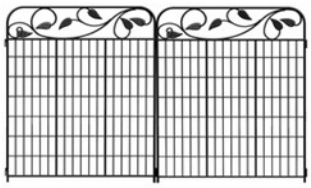
_____

_____

_____

_____

FENCING: While permanent fencing of all types is prohibited in Countryhouse, temporary fencing to prevent deer from browsing on new plants may be requested. If approved for the requested location, it must be installed in a manner that is easily removed when protection is no longer needed and no mortar or permanent attachments are allowed.



Temporary Fencing: Lowes - No Dig Black/Powder-Coated Steel Fence Panels (Common: 44-in x 36-in; Actual: 44.7-in x 36.8-in)
Item #: 320834 | Model #: 838175 (Others may be considered)

TO INCLUDE TEMPORARY FENCING REQUEST FOR PLANT PROTECTION, CHECK HERE: ☐

Please remember that shrubs planted by the homeowner become the property of Countryhouse.

Estimated Start Date: _____ Days to Complete: _____

Owner Signature: _____ Date: _____

PLEASE RETURN TO: Property Manager, hoa@millhouseproperties.com, or submit via the AppFolio Portal at: https://millhousehoa.appfolio.com/connect/
All applications are reviewed by Landscaping Committee with recommendation to Board for final approval.

APPENDIX D: Countryhouse Landscaping Exemption Form

Homeowners may request exemption from the pruning and trimming of shrubs normally performed by the CSG-contracted landscaper. This exemption does not mean that shrubs may be left unpruned, it only means that owners may prune themselves or may hire someone else to prune at their expense**. In the event that shrubs are not maintained according to CSG standards, the Association will revoke the exemption and instruct the landscaping crew to resume maintenance.** Submission of this form indicates that you request this exemption and accept the responsibility of maintaining **ALL** of the shrubs around your house until you notify the landscaping committee that you would like to revert to CSG maintenance.

Pruning Tips

- Prune flowering shrubs after blooming has finished.
- Butterfly bush, forsythia, abelia and spirea can be cut almost to the ground every second or third year.
- Most shrubs look best if allowed to assume their natural, graceful outlines. Shape can be maintained with thinning cuts in the shrub's interior.
- Nandina and mahonia: Cut 1/3 of the stems of each plant to the ground each year for three years. Start over again in the fourth year. No stems should be over three years old.

……

Return this form to the Property Manager, hoa@millhouseproperties.com, or submit in the AppFolio portal: https://millhousehoa.appfolio.com/connect/

Name: _____

Address: _____

Pittsboro, NC 27312

Phone: _____ Email: _____

Date: _____

I prefer to prune my own shrubs. Please exempt me from all the pruning/shearing normally performed by the landscaping crew. I understand I will then be responsible for maintaining my shrubbery in a size-appropriate and neat manner consistent with Countryhouse standards. I will notify the Property Manager if/when I desire to stop this arrangement and have CSG-contracted landscapers resume maintenance.

APPENDIX E: Developer-Installed Decks

All other decks and alterations are the responsibility of the homeowner

Baneberry	Wintercrest West	Wintercrest East	Crossvine (cont.)
302	375		451
304	377	417	452
309	378	418	453
310	380	419	
319	381	421	Lower Beechmast
320		422	461
	Lyndfield	423	
Sycamore	383	424	463, the back stoop
	387	425	464
328	390	426	466, the back stoop
	391	427	467
Whisperwood	395	428	470
332	398	429	473
335		430	474, the back stoop
340	Brampton	431	475
	402	435	479, the back stoop
Weymouth	405	436	480
345	406		485
349	409	Crossvine	486
353	412	437	
355	413	438	Upper Beechmast
	414	439	489
Linden		440	490
357		441	491
359		442	492
361		448	495
366		449	497
		450	500
			502

APPENDIX F:
Vendor Interference Policy

COUNTRYHOUSE SERVICE GROUP V, INC.
RESOLUTION REGARDING VENDOR INTERFERENCE

WHEREAS, Countryhouse Service Group V, Inc. ("Association") is the administrative body of a townhome community located in Chatham County, North Carolina;

WHEREAS, the property within the community is governed by an Amended and Restated Declaration- Countryhouse Service Group V, as amended (hereinafter the "Declaration") recorded in Book 2262 at Page 401 and Book 2266 at Page 139 with the Chatham County Register of Deeds;

WHEREAS, Article IX, Section 1 of the Declaration provides that "The Board of Director of the Service Group shall have the power to formulate, publish and enforce reasonable rules and regulations concerning ….. the Common Areas";

WHEREAS, Article VI of the Declaration provides that "In addition to maintenance of the Common Area, the Service Group shall provide exterior maintenance upon each lot… as follows: paint, repair, replace and care of roofs, exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements";

WHEREAS, in order for the Association to effectively maintain the Common Elements and those portions of the lots for which it is responsible, the Association's vendors must be allowed to perform their work unmolested and without inappropriate interference from Association members;

WHEREAS, the Association has determined that it is in the best interests of the Association to adopt this resolution to formally prohibit interference with Association contractors and vendors hired to perform work within the Common Elements and lots, in order to allow the Association and its members the full value of the work for which they are paying.

NOW THEREFORE, the Association hereby adopts the following policy concerning owner interference with Association contractors and vendors performing work at the direction of the Association:

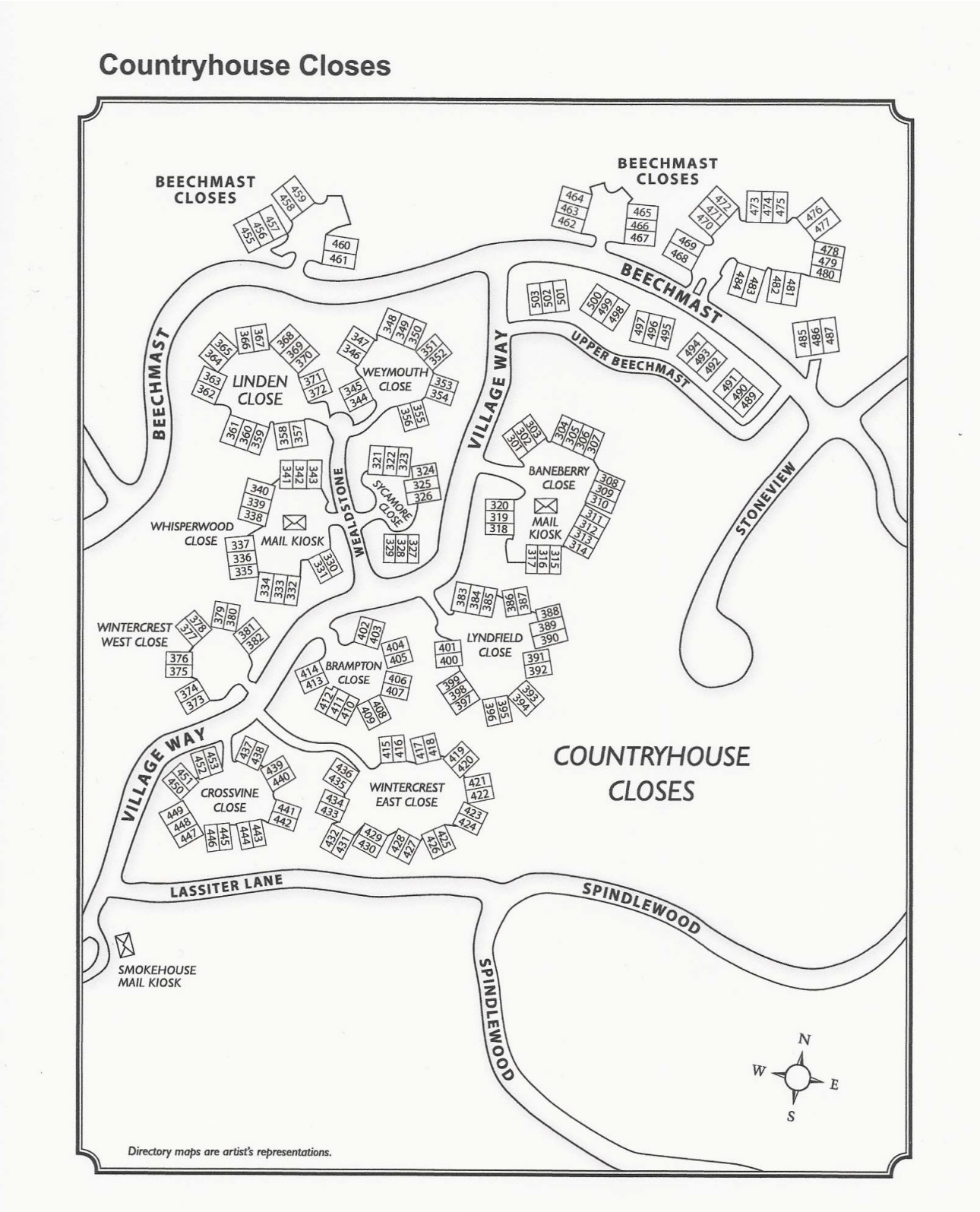
Various vendors and contractors may be present within the Common Elements and on the lots within the community in order to perform tasks in furtherance of the Association's responsibilities. While the Association's vendors and contractors are engaged in landscaping, cleaning, maintenance, or any other type of work in the community, no owner or resident may interfere with this work. Further, no owner or resident may take it upon themselves to perform any landscaping or maintenance work that is the responsibility of the Association under the Declaration, as amended. Violations of this rule will result in a fine of $100.00 per incident after notice and opportunity to be heard. In addition, the Association will assess any costs (including cancellation costs from vendors or contractors, legal fees, etc.) against the violating party to the fullest extent of the law.

Adopted by the Board, December 21, 2021.

M.H. Carlson

President

Appendix G: Map of Countryhouse Closes



Appendix H: Countryhouse Parking Information

Information about parking rights is contained in Article II, Section 3 of the 2021 Amended and Restated Declaration. This Declaration states that "Subject to reasonable rules and conditions, the Board shall designate at least one parking space and a garage space conveniently located with respect to each living unit for the exclusive use of the members residing therein, their families and guests." These designations were originally made by the Board in 2008.

These designated parking spaces and garages are part of the Common Area and are not part of homeowners' individually owned private property. Instead, homeowners have the exclusive right to use them.

Maps are included in the digital version of this Guide (available online at www.countryhousehoa.org). These maps (Appendix I, online) are identified by each Close to show the parking space and garage space designated for homeowners' exclusive use. Informal arrangements with a neighbor to park in a spot other than one's designated spot will not change the location of the officially designated spot and will not be binding on successors. The homeowner's designated spot will always remain as shown on the map of that particular Close.

Extra spaces: Some, but not all Closes, have extra spaces. They are marked by "X" on the parking map for each Close (Appendix I, online). Those spaces are for visitors or tradespeople. They are not additional spaces for residents' personal use.

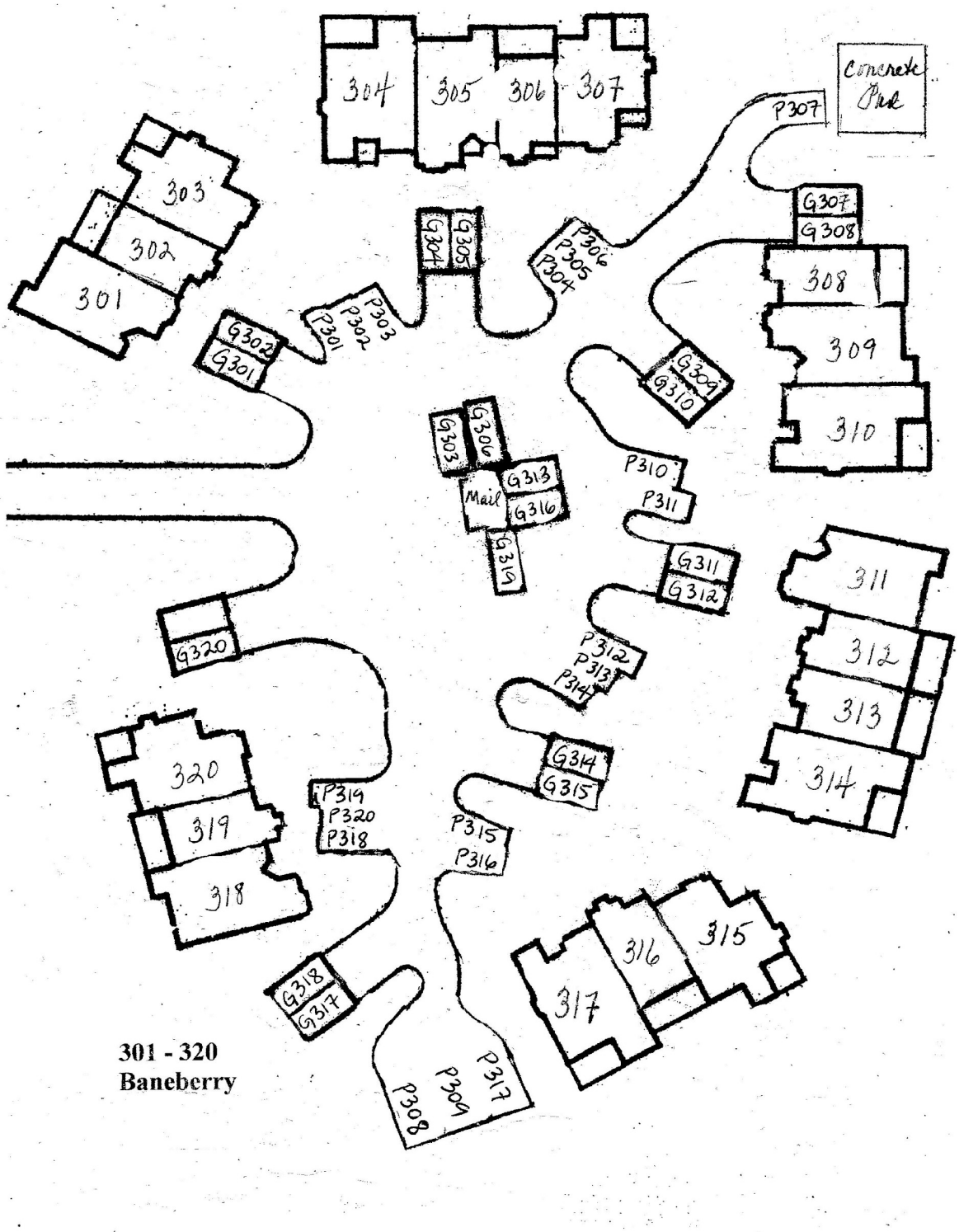
For residents who live in Closes without any X parking, but need guest parking, or who need more guest parking than is available in their Close, it is customary to make informal temporary arrangements ahead of time with neighbors who may not be using their designated spots. These arrangements need to be made each time guest parking is needed. This generally has worked very well.

The Declaration Article II, Section 3 also states that "No boats, trailers, mobile homes, or motor homes owned or leased by any member, tenant, family, or guest of members shall be parked within the right of way of any public street or Common Area in Section V."

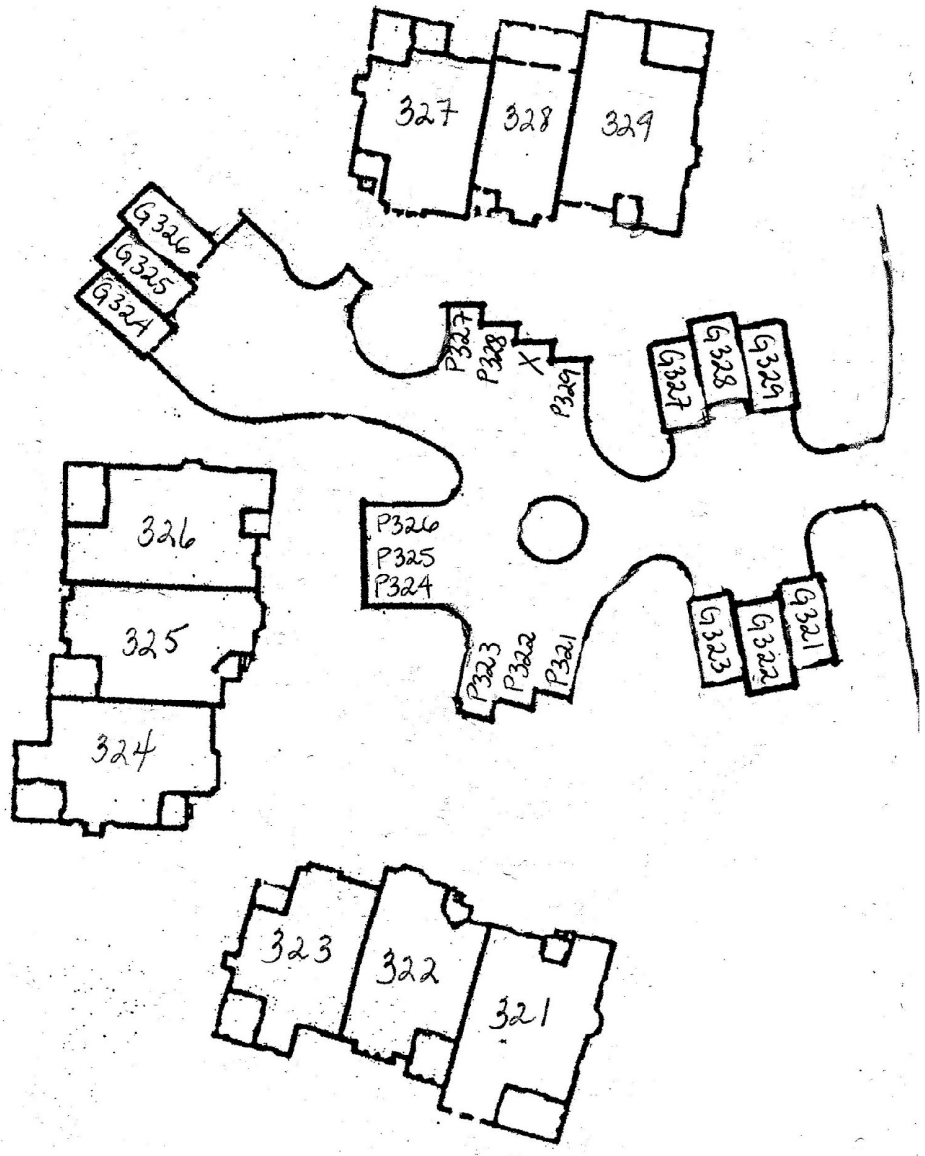
*** Parking Maps are available in Appendix I of the online (digital) version of this Homeowners' Guide at: www.countryhousehoa.org)***

Appendix I: Parking Maps

Baneberry 301-320



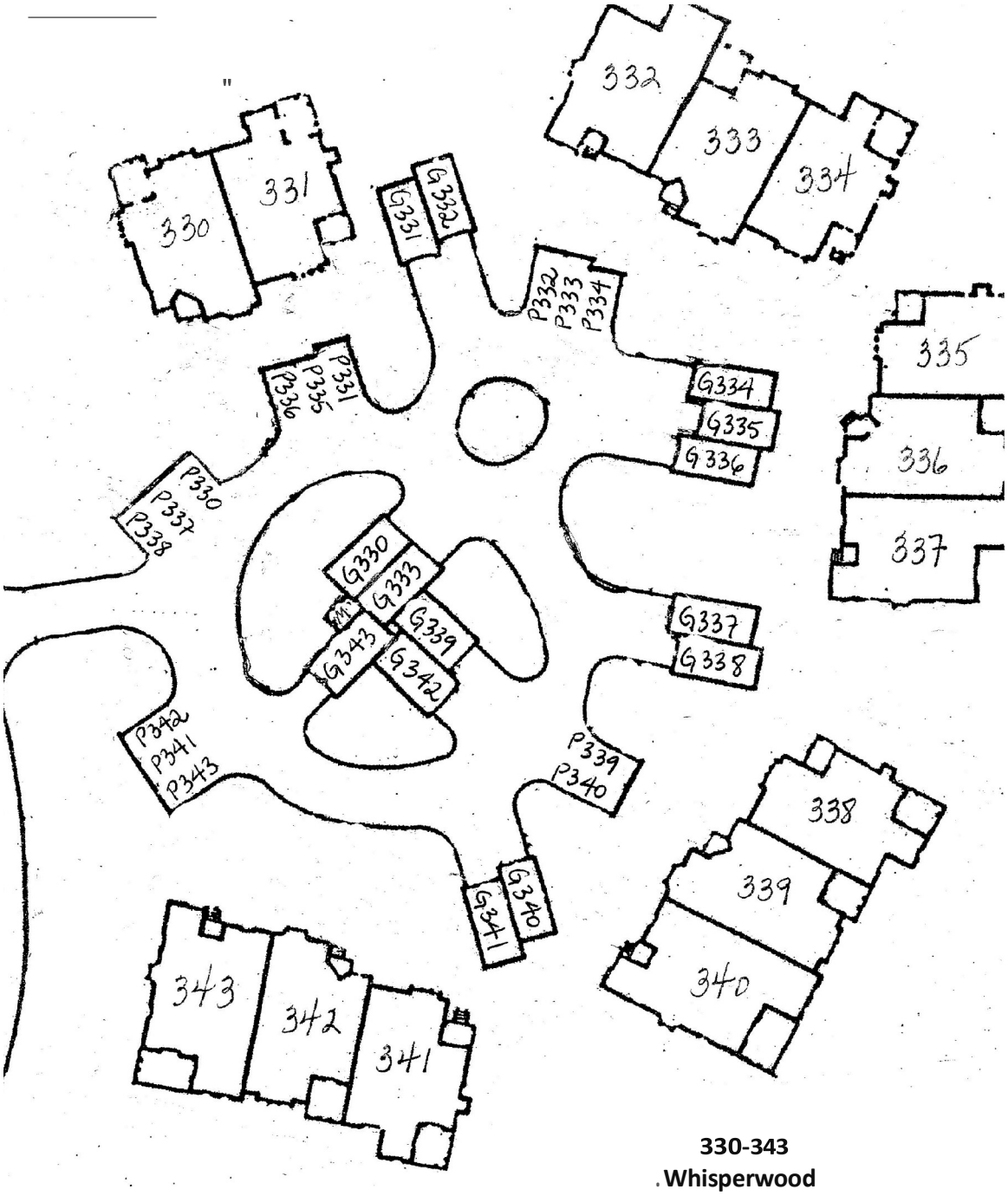
Sycamore 321-329



321 - 329
Sycamore

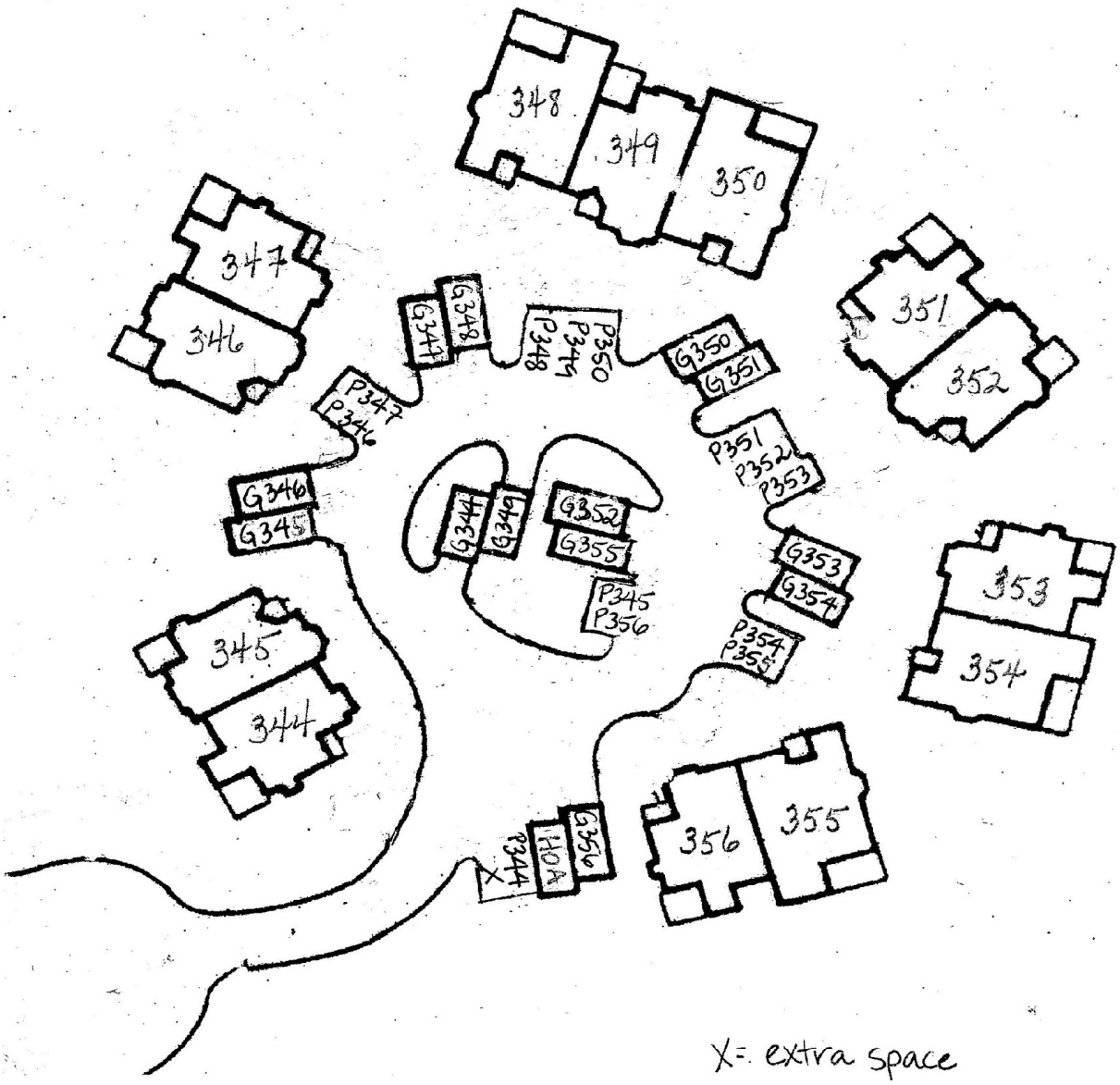
X = extra space

Whisperwood 330-343

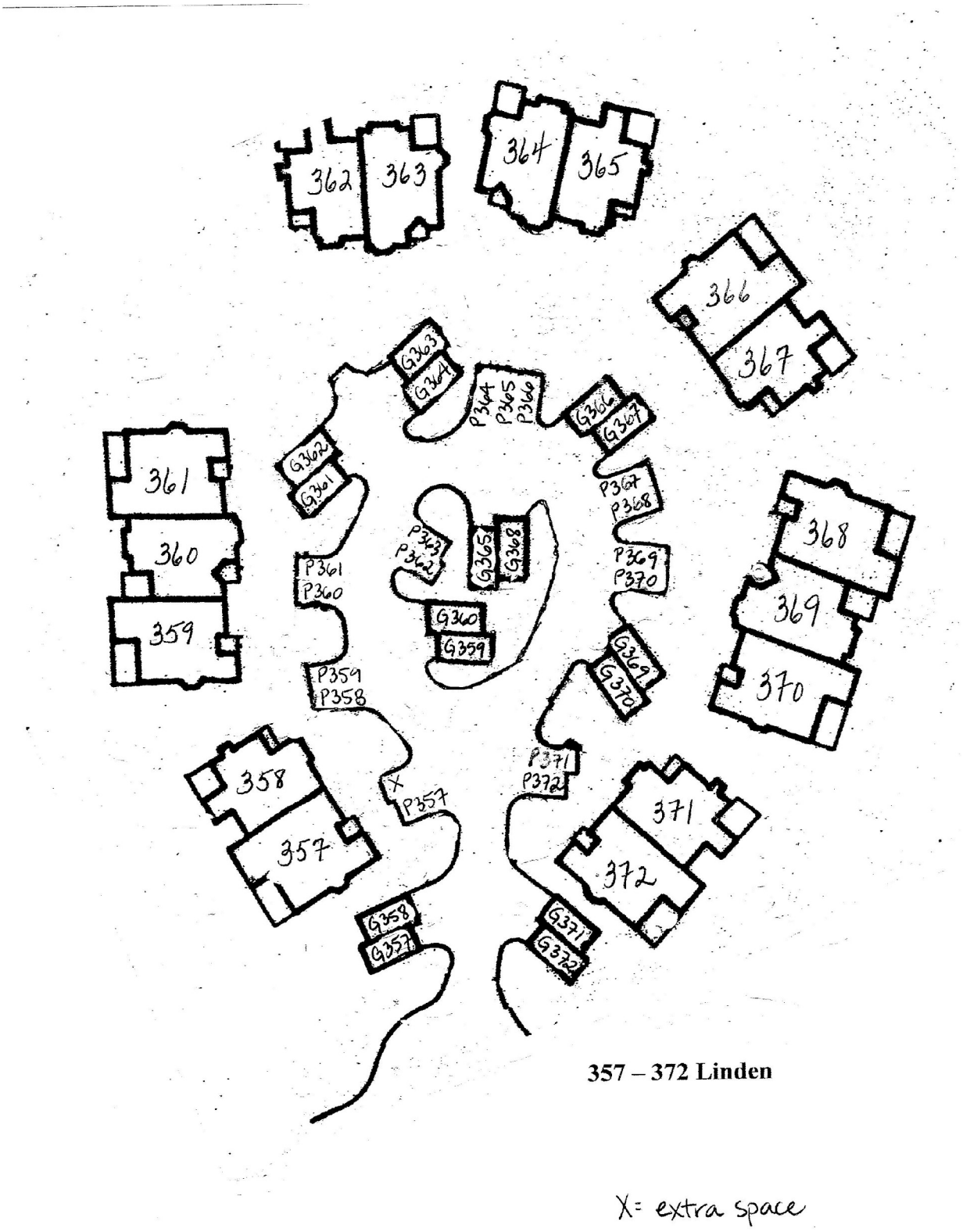


330-343
Whisperwood

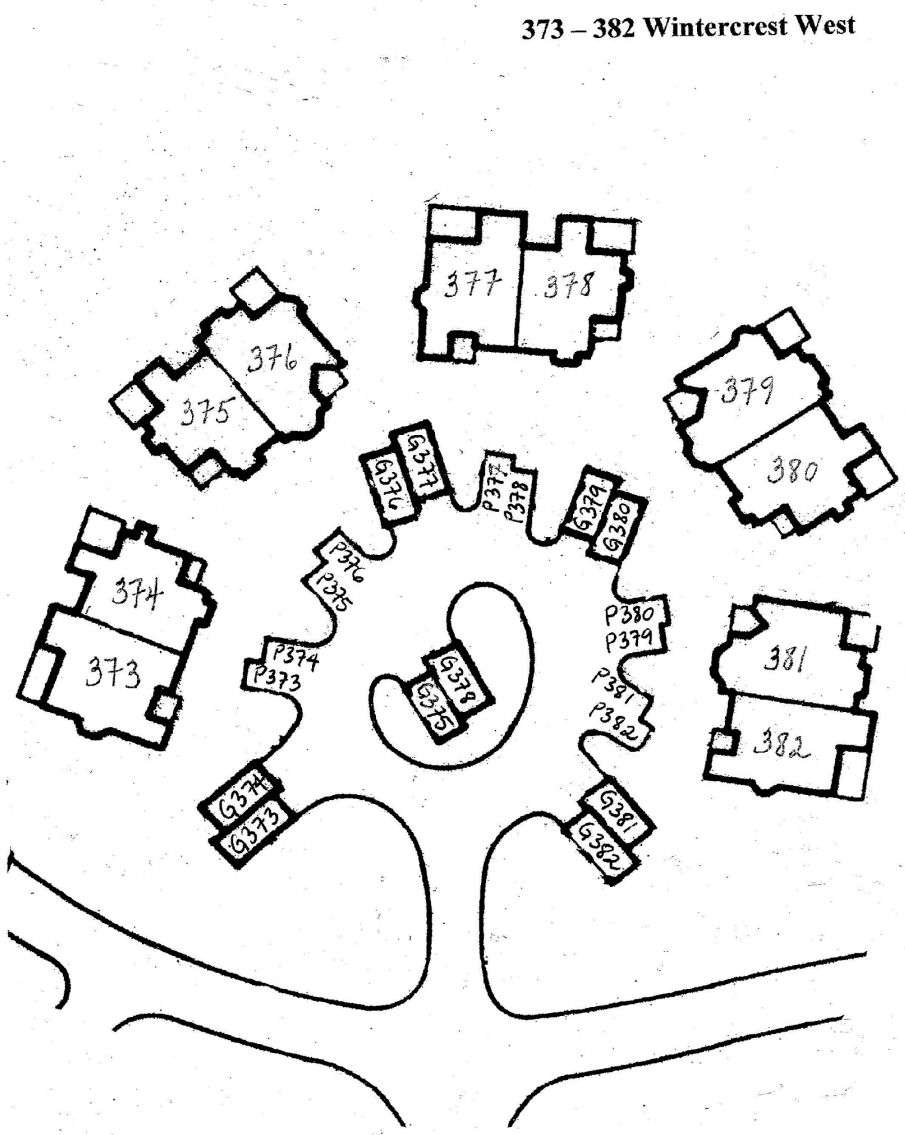
Weymouth 344-356



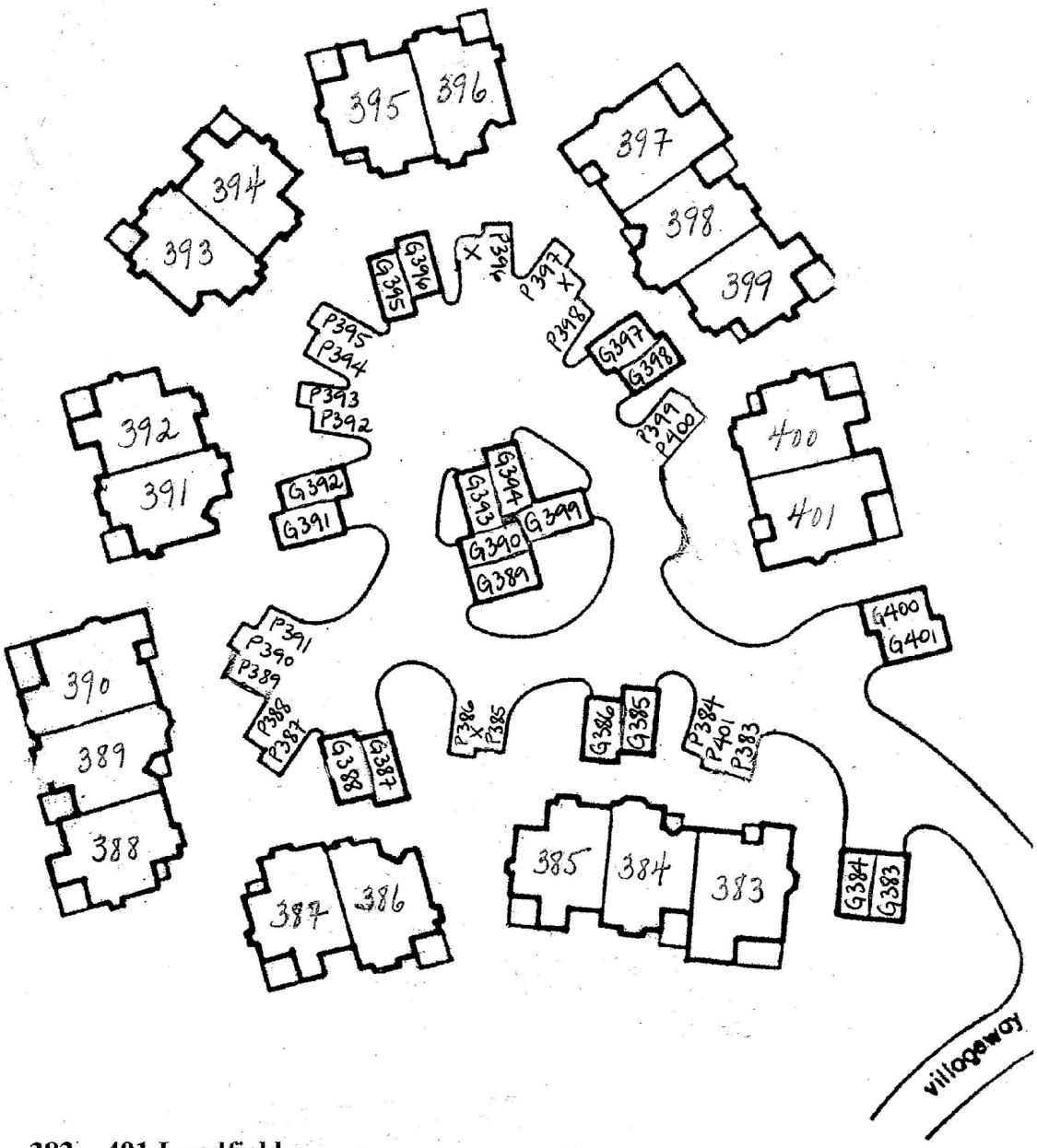
Linden 357-372



Wintercrest West 373-382



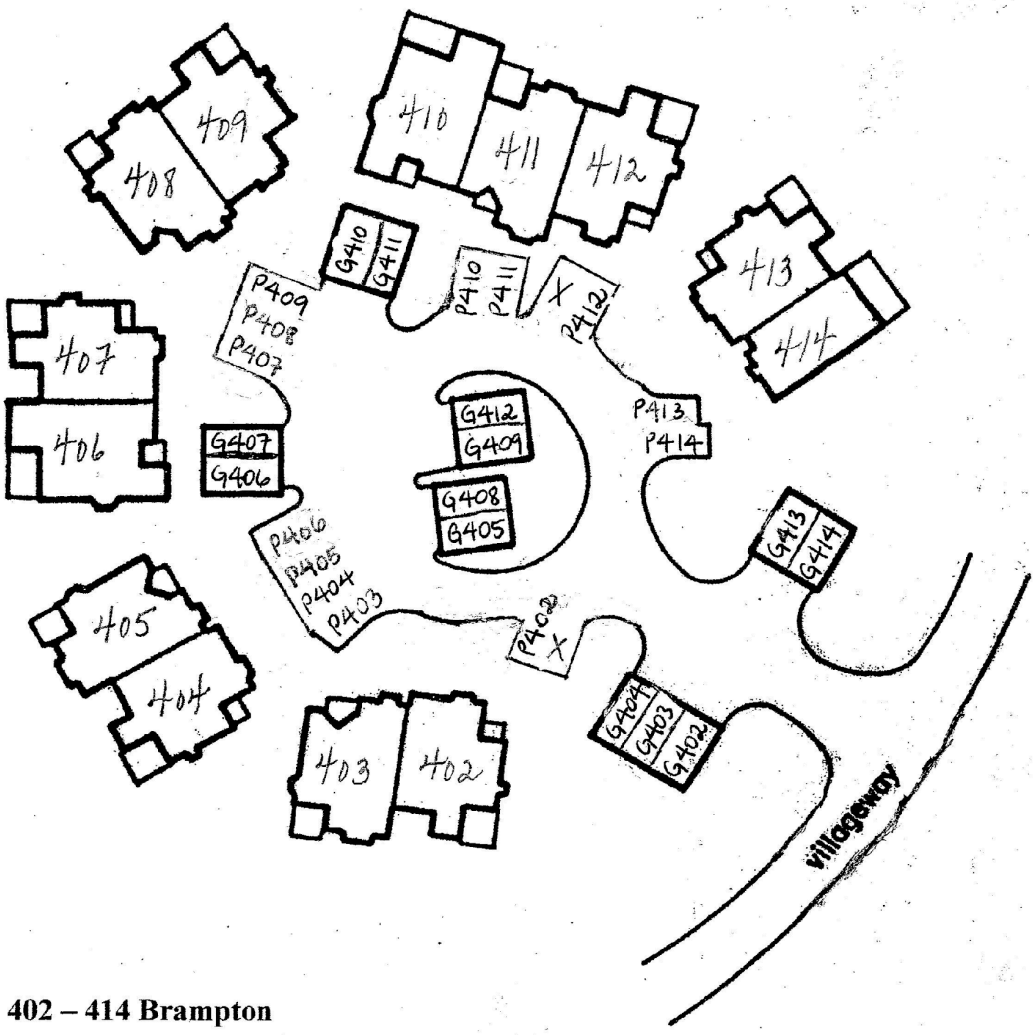
Lyndfield 383-401



383 – 401 Lyndfield

X= extra space

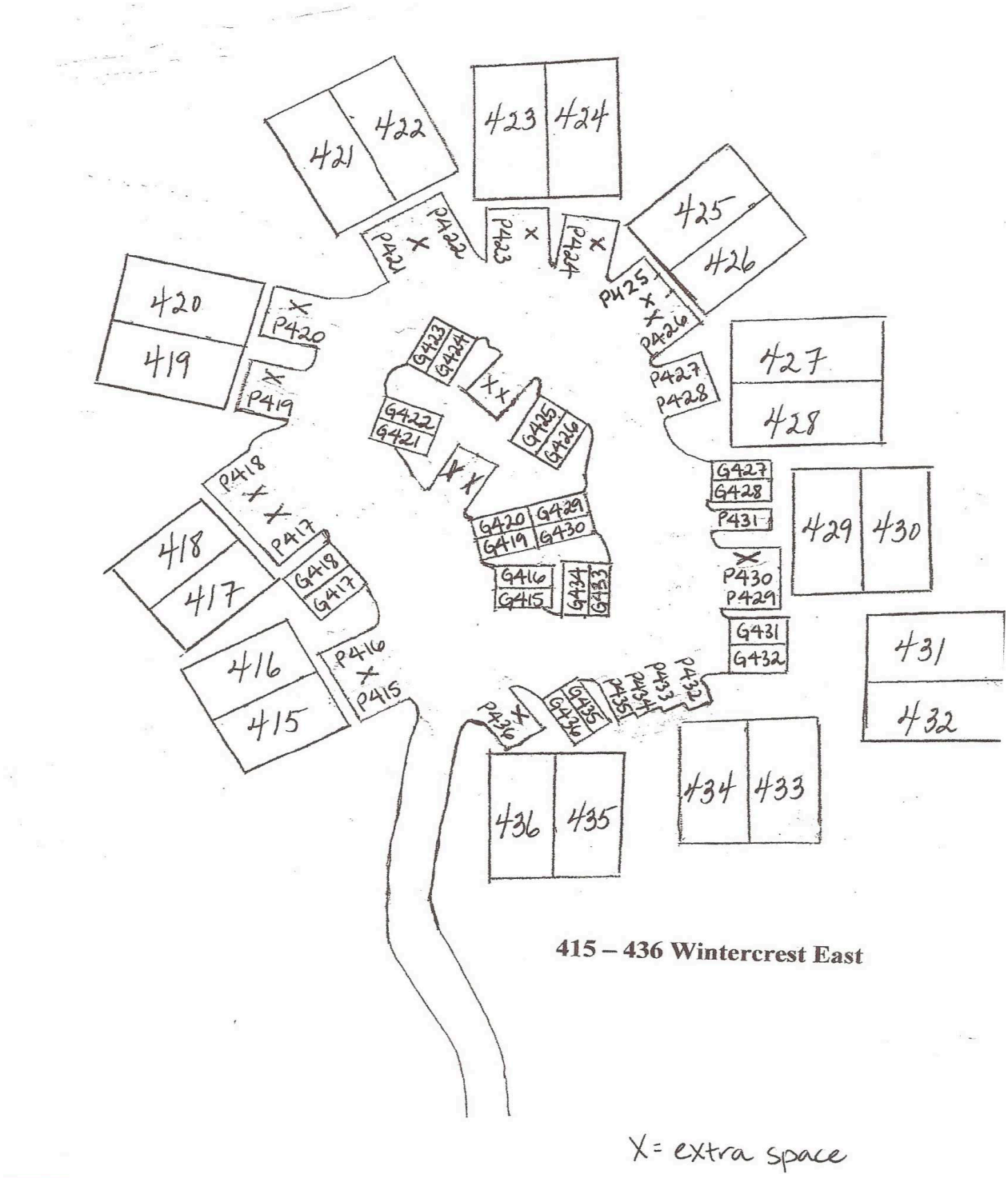
Brampton 402-414



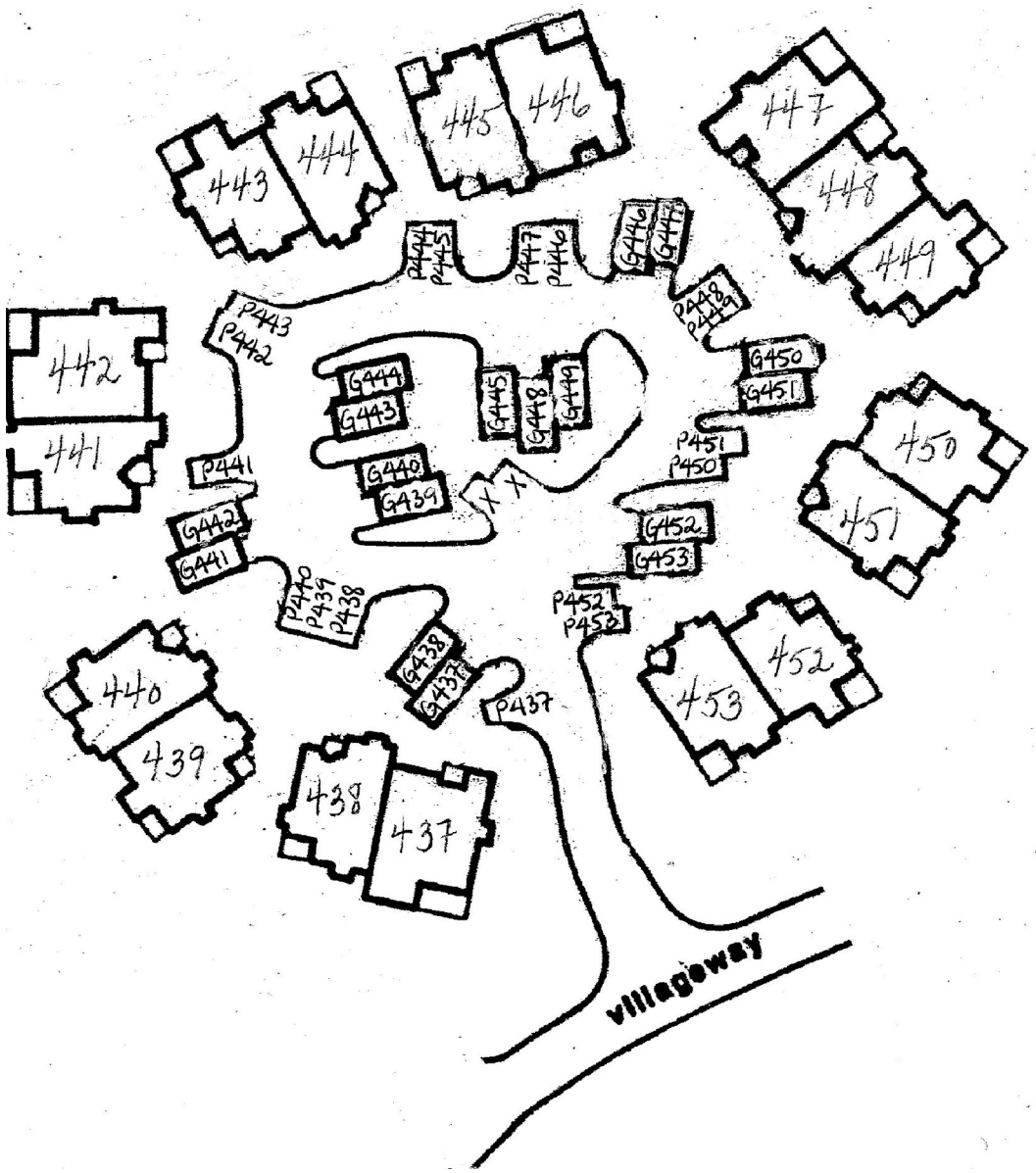
402 – 414 Brampton

X = extra space

Wintercrest East 415-436

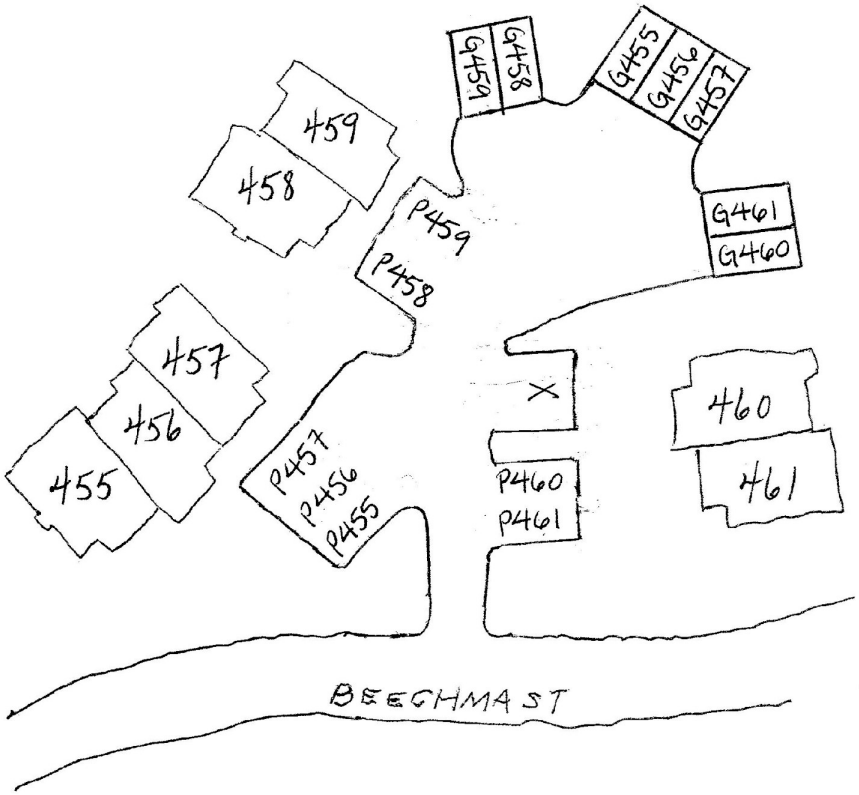


Crossvine 437-453



X = extra space

455 – 461 Beechmast

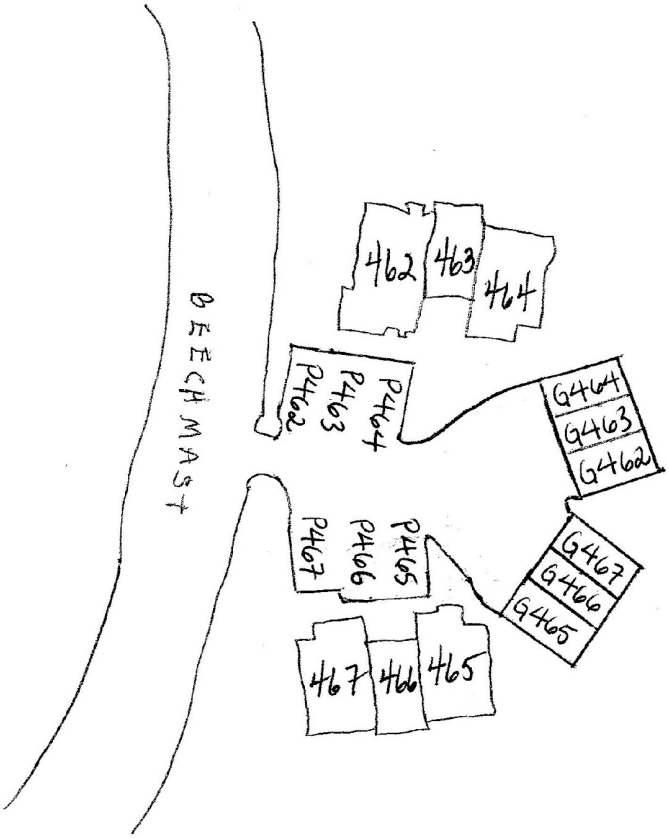


X = extra space

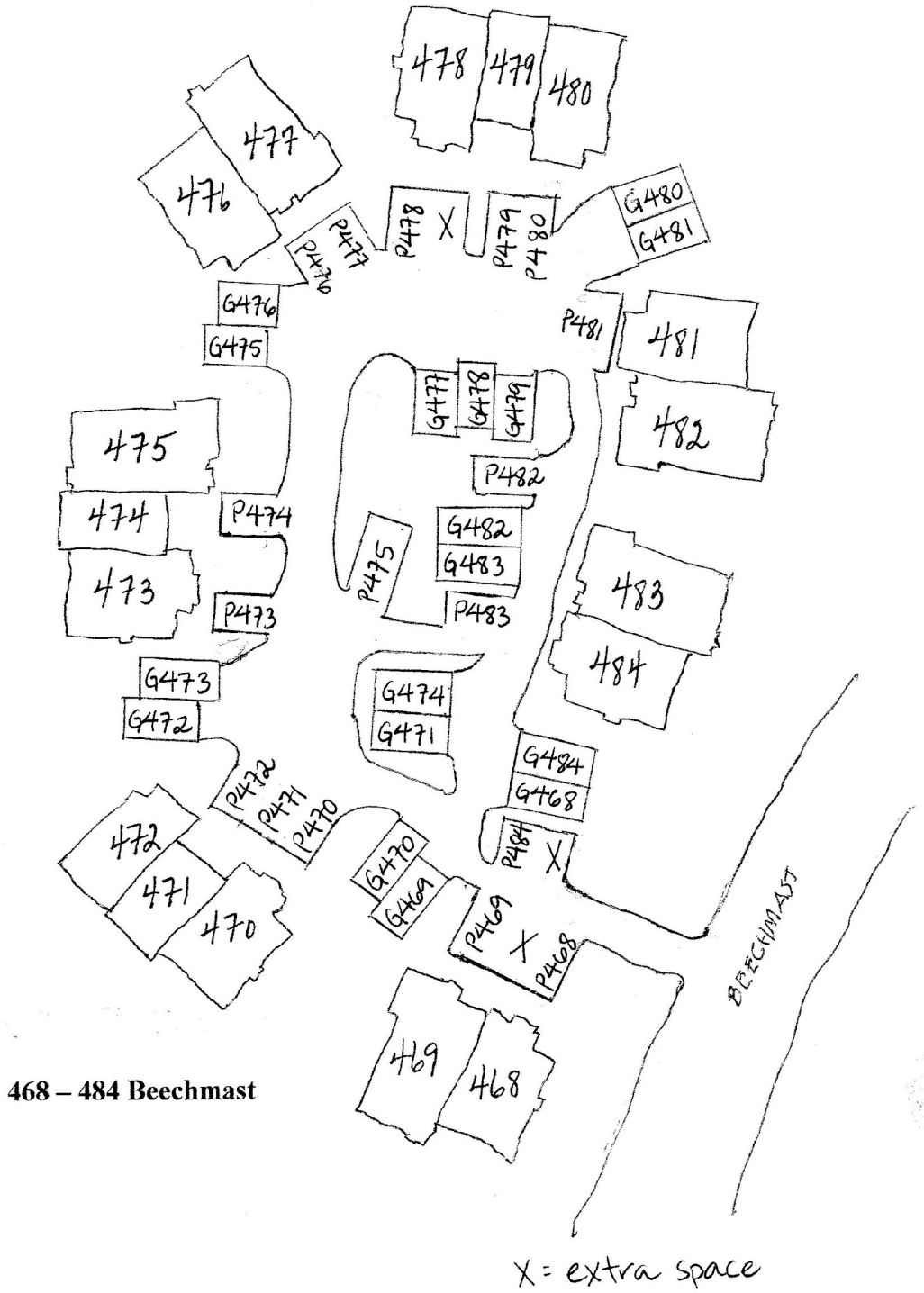
Beechmast 455-461

Beechmast 462-467

462 – 467 Beechmast

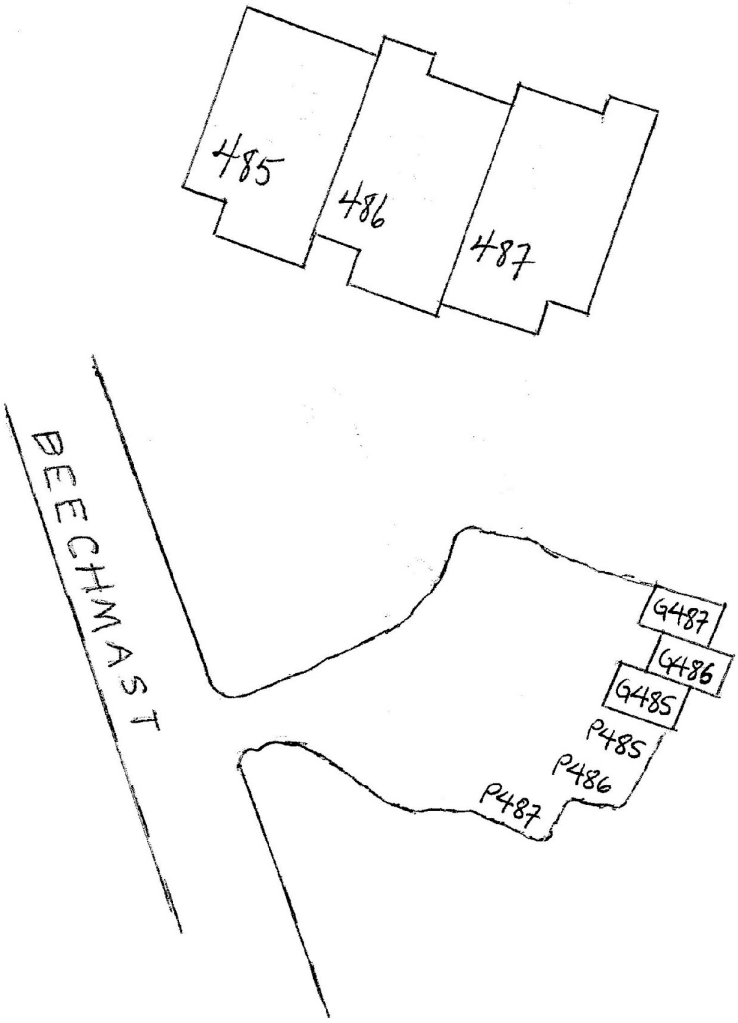


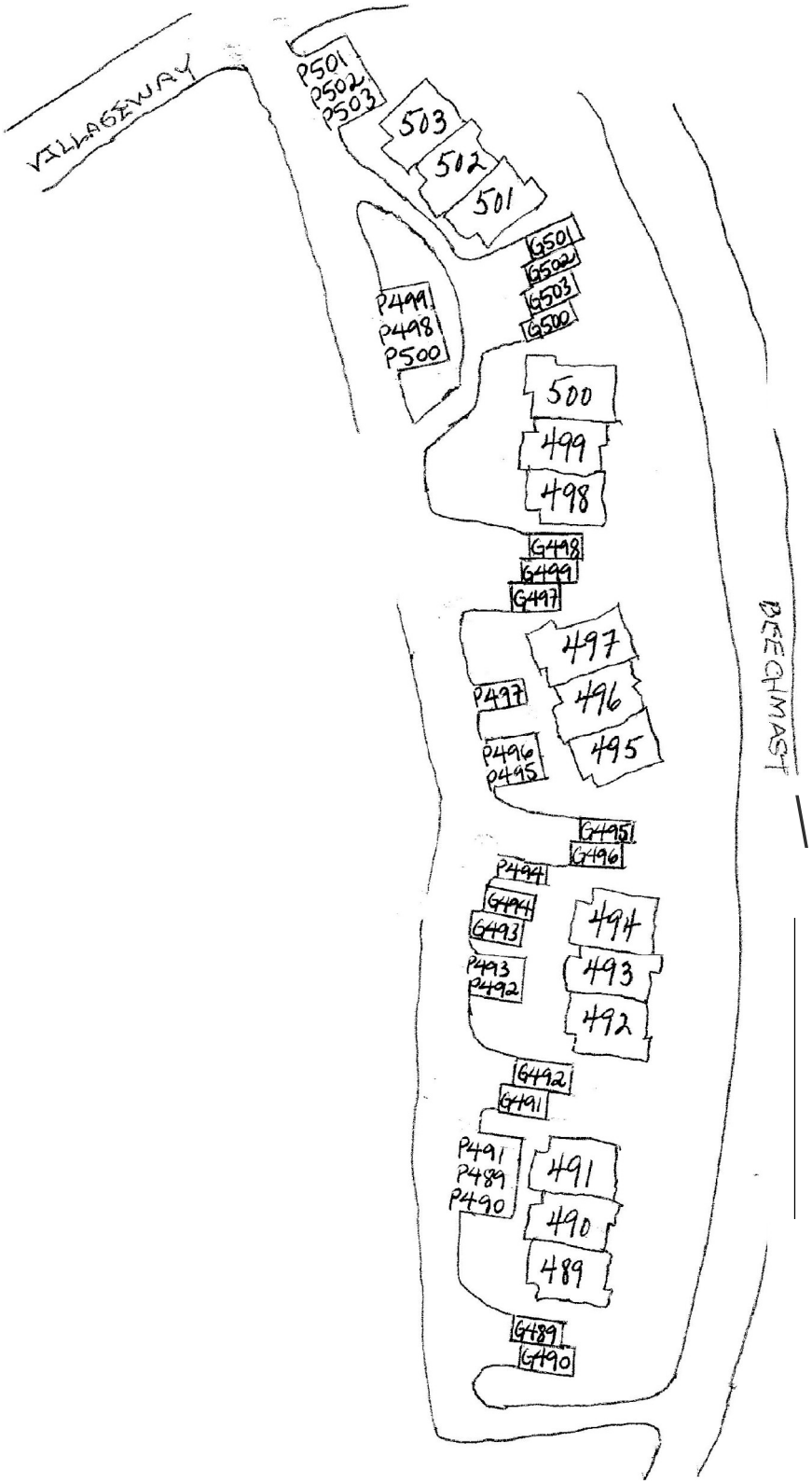
Beechmast 468-484



468 – 484 Beechmast

485 – 487 Beechmast



Beechmast 485-487

Beechmast 489 - 503