

2022 HOMEOWNERS' GUIDE COUNTRYHOUSE AT FEARRINGTON

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

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 (HOA) 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 is the management company for Countryhouse in 2022. It supervises the maintenance of the Countryhouse properties, handles repair requests, and collects Countryhouse dues.

Mill House does not have an on-site office but is easy to reach.

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

Tara Lacara, Finance Manager
984-214-2808
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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, 9a.m. – 5p.m.; Friday, 9a.m. – 1 p.m.

Countryhouse website: www.countryhousehoa.org

2. Every Fearington homeowner also pays annual dues to the **Fearington Homeowners Association (FHA)**. The FHA oversees common areas for the entire residential Fearington community. FHA dues are paid through Associa/HRW, the 2022 FHA management company, which has an office in the Gathering Place in Fearington.

Please be sure to pay your FHA dues through Associa/HRW. You may contact them to learn about your payment options: 919-787-9000 or email at customer@hrw.net.

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

There are several legal documents that govern Countryhouse. The highest level one is the Amended and Restated Declaration, most recently revised in 2021. The Declaration outlines HOA and homeowner responsibilities. The second document is the Articles of Incorporation, which established Countryhouse Service Group V, Inc., as a non-profit corporation in 1984. These Articles outline what Countryhouse HOA 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.

The Homeowners' Guide is a much more user-friendly version of much of the information that is in the Declaration and By-Laws, and also sets lower-level policies on HOA 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 HOA 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. Because of COVID, meetings have been held on-line. We will return to open meetings in the Gathering Place when possible. 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 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!

The following table is a helpful guide to “who is responsible for what.” It doesn’t cover everything, so read the appropriate section in this Guide to find out more details. Still have questions after that? Please get in touch with a Board member, a committee chair, or the management company.

- **All homeowners should be mindful of the following from Article VI of the Declaration:** “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 the HOA, and you may be responsible for corrective action. Instead, contact Mill House Properties immediately.
- Please familiarize yourself with the Maintenance Responsibility Chart. If you have any questions, please contact the management company 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 HOA immediately of any suspected damage or rotting.
- 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 a claim, each individual property owner is responsible to pay this deductible through their personal HO 6 insurance policy. Please contact your insurance agent to ensure you have the proper coverage.

| MAINTENANCE RESPONSIBILITY CHART | | |
|--|-----------------------|------------|
| COUNTRYHOUSE SERVICE GROUP V, INC. | | |
| AREA OF RESPONSIBILITY <i>(Please refer to the appropriate section of the <u>Guide</u> for additional explanation for each item)</i> | Property Owner | HOA |
| | | |
| 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 | X | |
| Electrical supply | 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 and screen doors. | X | |
| All exterior alterations (need prior 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 <i>(Please refer to the appropriate section of the <u>Guide</u> for additional explanation for each item)</i> | Property Owner | HOA |
|---|-----------------------|------------|
| 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/alterd 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 joints, 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 | |
| Gutters, downspouts & splash block installation | X | |
| Gutters, downspout & splash block repairs & maintenance | | X |
| Gutter cleaning | | X |
| Roof cleaning/leaf removal | | X |
| Roof shingles | | X |
| Roof sheeting and decking | | X |
| Skylights | | X |

| AREA OF RESPONSIBILITY <i>(Please refer to the appropriate section of the Guide for additional explanation for each item)</i> | Property Owner | HOA |
|---|-----------------------|------------|
| | | |
| 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 1.B.).

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. Please contact any Board member if you are interested in attending.
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, hand-delivered to residents who do not have email, and sent by US mail to the very few absentee owners who do not have email addresses.
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 Farrington 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 management company’s internet portal, AppFolio; setting up monthly bill pay through their bank; or mailing a

check. Questions should be directed to the Mill House Financial Manager (see Section 1.A. above).

- Please be sure that you pay your Countryhouse assessment through Mill House.
 - Please be sure that you pay your FHA assessment through HRW.
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. HOA 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 annually for all townhouses, 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 Mill House.

The Master Policy has a deductible on each unit/claim. The deductible may change depending on annual market costs, so it can be found for any given year on the Countryhouse website (countryhousehoa.org). Each owner's personal insurance, known as a HO6 Policy, should address its reimbursement 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. Also be advised that any additions or modifications to the original construction, such as decks, cabinetry, flooring, countertops, and bathroom updates are not covered under the Master Policy. CSG advises you to consult your HO6 Policy insurance agent for details of your personal coverage.

B. Owner Responsibilities

Townhouse owners, residents or tenants are strongly encouraged to purchase their own separate (personal) liability insurance, commonly known as the HO6 Policy, to cover personal contents: for example, furniture, draperies, and household appliances, as well as any improvements, as described above. Personal property is not covered by the Master Policy held by CSG. Discuss with your insurance agent how an HO6 Policy fits with the Master Policy.

Claims Procedure: Do not contact the HOA's insurance company if there is damage to your unit; contact Mill House Properties to report damage.

VI. Architectural Control and Lot Appearance

A. Architectural Control

1. General: Article V of the Declaration states that any exterior physical changes to your townhome must be submitted to and approved by the Board before work can begin. The Board has established an Architecture Committee to help homeowners with this (Appendices A and B).

2. Gutters

Installation of gutters and downspouts: the owner must submit a description of the work to be done, including plans for water disposal, to the Architecture Committee for approval prior to construction (Appendix B). Leaf guards for gutters that are under trees are strongly recommended. They must be approved by the Architecture Committee. The Architecture Committee can give guidance as to the most effective kind of gutter leaf guard.

- a. Gutters and downspouts must be standard aluminum type (5” recommended).
- b. Rain deflectors are permitted on rear roofs, front porch roofs and over garage doors.
- c. Gutter and downspout color should be white or match the house siding. They should not be painted.
- 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 Closets. This must be done with buried hard PVC pipe.
- e. Installation must be of professional quality and is a homeowner’s expense.
- f. CSG is responsible for the cleaning and repair of gutters once they are installed.

3. Front and Side Doors:

All front and side doors, including ones added when a screened porch is converted to a room, are the responsibility of the owner. This includes jambs, stops, sidelights, weather-stripping, sills, maintenance, and painting.

4. Screen/Storm Doors: Screen/storm doors approved by the Architecture Committee are highly recommended to protect your front or side/back entry door and to save on energy costs. They are an owner expense. This includes jambs, stops, weather-stripping and sills, maintenance, and painting.

All screen/storm doors must have the following two features:

- a. Metal frames.
- b. Automatic closers or safety chains

5. Decks, Stairs, Patios and Ramps

- a. **New Decks or Patios:** Owners who wish to add a deck or patio, or alter any existing ones, must apply to the Architecture Committee (Appendix C) and obtain Board approval in advance of any construction. Maintenance of any altered or new deck is a homeowner expense. Maintenance of all patios is a homeowner’s expense.
 1. Owners should check the Deck and Patio Building Guidelines, Appendix A, before drawing up any plans. This will save time and money.
 2. Plans with a drawing must be submitted to the Countryhouse Architecture Committee for review. Please use the application form, Appendix B. If the plans are approved by the Committee, they go to the Board for review.
 - Any owner wishing to add or alter a deck must advise owners in the immediate vicinity of the proposed construction, and they must have the opportunity to comment as part of the application.
 - Submission of plans does not guarantee Board approval.

3. New decks 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 the Architecture Committee for approval for their color choice.
 4. Existing decks that are a color may be updated in that color. If homeowners would like to make a color change, they must apply to the Architecture Committee for approval of their color choice.
- b. **Original Decks and Stairs:** When original decks and stairs need to be repaired, the work is arranged by Mill House, and is usually an HOA expense. However, if the repair is necessary because of negligence, CSG reserves the right to charge the homeowner the cost of the repair.

However, the cost of sealing and maintaining the wood is a homeowner expense. New wood needs to season for six months. Once the wood is seasoned, it must be sealed or stained within three months by the homeowner. This can be done in one of two ways:

1. The owner can do the work or have the work professionally done, or
2. The owner can request that the HOA provide an estimate. Once agreed, a work order will be issued by the management company. When completed, the owner pays the vendor directly.

New decks 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 the Architecture Committee for approval for their color choice.

- c. **Ramps:** Under the Federal ADA guidelines, ramps may be constructed or leased for homeowners who need them. This is an owner expense.
1. Ramp design must be approved by the Countryhouse Board.
 2. Plans must be submitted to the Board with the application, Appendix B.
 3. When there is no longer a need for the ramp or the house is sold, the ramp must 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 Architecture Committee 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. However, if a homeowner wishes to have a retractable awning professionally installed over a deck, application must be made to the Architecture

Committee. Satellite antennas are allowed, subject to the approval of the Architecture Committee as to location and any screening. When no longer in use or the property is sold, they must be removed at owner's expense.

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. No other statue will be permitted without board approval (Article V). CSG is not responsible for any damage that may occur as a result of maintenance responsibilities.

VII. Building Maintenance

We strongly advise that all Countryhouse owners and tenants be familiar with the Maintenance Responsibility Chart on pgs. 4-6.

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 lands, roads, garages and other structures, including the mail kiosks in Baneberry and Whisperwood, other than the deed plots for townhouses 301-503, 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 unit 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 surfaces of the townhouses.

2. Limits of CSG Responsibilities

CSG is not responsible for the following:

- a. The underlying structure of townhouses, such as foundations and framing.
- b. Cleaning, repair or replacement of glass and screens.
- 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. Maintenance of decks not a part of the original construction.
- g. Maintenance of all patios.
- h. Repairs to, or replacement of, garage remote controls, keypads, and keys. (Additional or replacement remote controls can be purchased directly from the garage door company or hardware store.) Exception: If the motor has to be replaced, this is an

HOA responsibility; the HOA will also pay for the replacement keypad, one extra remote, and new emergency lock as part of the motor replacement. (Otherwise the replacement of any of them is the homeowner's expense.)

- 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 Fearington Cares.)
- m. Repairs of roof leaks caused by satellite dishes, attic vents, or any other homeowner-installed additions to the roof.

C. Townhouses

1. Exterior Surfaces: CSG is responsible for the exterior maintenance of townhouses, i.e., the care of roofs and exterior building surfaces, but not glass surfaces (except for skylights). This includes roofing, skylights, chimney caps, ornamental shutters except as noted in letter c. below, 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 door, or side/back entry door replacement: If the homeowner wishes to replace a developer-installed front door, or side/back entry door, application must be made through the Architecture Committee. If the replacement is approved, the door and its frame are a homeowner's expense. Maintenance of front door or side/back entry doors and their frames is a homeowner's expense, whether developer- or owner-installed.
 - b. Front door or side/back entry door painting: The homeowner is responsible for periodic painting of front entry doors. Suggested colors are: 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. Homeowners who would prefer another color must request approval from the Architecture Committee. 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: If a homeowner would like to have the ornamental shutters painted at a time other than that scheduled by the HOA, this is permitted as long as the shutters are professionally painted, at the homeowner's expense, and provided the homeowner notifies the Board in advance. The homeowner will be given a checklist outlining requirements for a successful project. The homeowner assumes all responsibility for the work and cleanup. At the Board's discretion, the work will be inspected at the completion of work.
 - d. Power washing: CSG is responsible for periodic power washing to remove algae and mildew from siding, and for repainting exterior wood and metal surfaces of townhouses.

- e. Sidewalk maintenance: CSG is responsible for sidewalk maintenance to keep them relatively smooth. CSG also 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: If added by the homeowner, they are the homeowner's responsibility.
- 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.

2. Unit Exterior Spaces

- a. Side or rear decks/back stoops and steps, installed by developer: CSG maintains these as necessary if they are in their original footprint. If they have been altered as part of deck construction, the upkeep becomes the owner's responsibility. However, if they need to be repaired because of negligence, CSG reserves the right to charge the homeowner for the costs thereof.
- b. 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.
- c. All other decks and patios: Homeowners are responsible for all patios and for 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.

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 call Mill House 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. The cost from Open Door Policy in January 2022 is under \$200.

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., call Mill House at 919-968-7226 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, call Mill House at 919-968-7226.

If the motor has to be replaced, this is an HOA responsibility; the HOA will also pay for the replacement keypad, one extra 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, call the 24-hour Mill House number: 919-968-7226.
Do not call a garage door company on your own, as you will not be reimbursed.

Our garage door company has been instructed to report any damages to, misuse of, or dangerous conditions in any of the garages or parts thereof. The costs of any damage or repair service 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. CSG is responsible for termite inspection and control of garages and HOA-responsibility decks.
 - a. CSG, through Mill House, schedules and monitors annual termite inspection services of all Countryhouse garages and developer-installed decks. This is done under contract by a professional pest control company.
 - b. Garages are owned by the HOA and access must be provided 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 HOA. If this is not done, it will be considered a violation.
 - c. 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.
 - d. Owners who are leasing their units need to make sure that their tenants provide access to assigned garages for inspection.
2. The homeowner is responsible for exterior and interior termite and pest control for townhouses, including crawlspaces. Note that homeowners are entitled to free

consultation and advice from any pest control company concerning termites or other pests that may invade the home or crawlspace; treatment for termites or other pests is a homeowner's expense.

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 Mill House with any questions or concerns.

B. Exterior Wall Fixtures

Replacement front and side/rear porch lights are the responsibility of the homeowner; garage lights are the responsibility of the HOA. 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 front and side/rear porch lights:
 - a. must be black, and the
 - b. design must be approved by the Architecture Committee (Appendix B).
- Installing a new, approved porch light? Please tell the Maintenance Committee or a Board member so that the old light can be picked up and the parts used to maintain garage lights.
2. Garage lights: If you have problems with yours, please contact Mill House. This includes replacing the light bulb.

C. Walkway Lighting

Any walkway lighting to be installed on an owner's lot must have the approval of the Architecture Committee 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 must be made to the Architecture Committee.

E. Temporary Holiday Lighting

Permission does not need to be requested for this.

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 Ferrington Cares. Exception: for help replacing the light bulb in an exterior garage light fixture, please get in touch with Mill House.)

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 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 a member of the Landscape Committee or Board 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 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 five to 10 feet, generally speaking, depending on the location of each townhouse. The only way for Countryhouse homeowners to know what they actually own is either to consult the survey that they might have received when they bought their townhouse, or have a survey done if they didn't receive one at the time of purchase.
 - 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 Landscape Committee or a Board member.
 - 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 plans to the Landscape Committee for approval and referral to the Board for Board approval before any planting is done (Appendix C). 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 maintained by the landscapers.

- b. Bulbs, annuals and perennials: These may be planted in existing mulched beds in homeowners' private lots without requesting permission from the Landscape Committee, 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 plans to the Landscape Committee for approval before any planting is done (Appendix C). If approved by the Landscape Committee and Board, the planting is a homeowner expense and maintenance is a homeowner responsibility except as noted above for shrubs and trees.
3. Planting Restrictions: Ground covers (ivy, periwinkle, etc.) are not permitted as they inhibit maintenance and may provide habitat for snakes. 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. Trees: 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 written approval from the Board. Removal of dead or dying trees and shrubs in yards and Common Areas is the responsibility of CSG. Homeowners are NOT allowed to do this. Additionally, homeowners are not to do any clearance in natural (undeveloped) areas.
5. Courtyards: Residents are allowed to plant in these areas. Maintenance is the responsibility of the homeowner.
6. Drainage from gutters: Any pipes leading away from downspouts should be buried or hidden among plantings and provide for disposal of water to prevent soil erosion and undue water runoff. They may not interfere with mowing.
7. 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).
8. Parking areas: If a parking area needs some sort of material to define it or control erosion or drainage, the Board will decide what the appropriate material is and arrange its installation.
9. Fencing: Permanent fencing is not allowed according to our covenants. Temporary fencing may be approved to prevent deer from browsing new plants. It may be used only until new growth hardens off (Appendix C).

10. Mulch and walls (hardscape): In some places the Landscape Committee will grade down areas with excessive mulch. Small edging walls along homeowner's walkways to help keep mulch off walkways should be installed sparingly. Any installation of walls is a homeowner responsibility and must be approved by the Landscape Committee (Appendix C) and then the Board. For consistency and to impart a rustic, country appearance, natural stone or large utility bricks are suggested. Retaining walls must come before the Landscape Committee and then the Board, as well (Appendix C).

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 Landscaping Committee, not to the landscaping crew.

1. The contract for maintenance of all common areas and townhouse properties specifies the following:
 - a. Mowing – Done weekly 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 when the areas are 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, walks are blown weekly, and all yards will be blown a minimum of three times.
 - c. Lawn Areas – Areas that support the growth of grass are aerated and over seeded in the fall. Mossy areas are not aerated or over-seeded.
 - d. Fertilizing – All lawn areas are fertilized twice each year. Lime is applied only if needed.
 - e. Mulch – It is applied sparingly as needed 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. 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'.
 - b. **Shrubs under windows may not grow taller than windowsills.** No shrubs next to walls and under rooflines will be allowed to grow taller than 8'.
 - c. Shrubs next to houses and garages will be pruned to stay 1' away from walls.
 - 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 TUESDAY THROUGH FRIDAY (with the exception of holidays). Garden debris must be bagged **in paper only, not plastic**, and twigs and branches should be in bundles no longer than six feet in length. Please place your debris in front of your residence.
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. No edging may be installed without 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. (Appendix C).

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 in writing to the Landscape Committee** (see Appendix C). After evaluating the proposal, the Landscape Committee will submit it to the Board. Major HOA 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 written 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
- Any clearance in natural (undeveloped) areas
- Edging

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 Fearington, 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 promptly cleared. The paved Closes in 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.

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 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 a.m.
2. Bins are to be put back in garages the same day.
3. Holidays: When a holiday falls on a Monday, trash and recycling pickup will be on Wednesday. For the definitive annual holiday schedule, please go to <http://www.firstchoicedisposal.biz>. Generally speaking, annual holidays that are always recognized on Mondays are Memorial Day and Labor Day. Whenever New Year's Day, Independence Day, and Christmas Day fall on Mondays, pickup is Wednesday, as well.

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 Tuesday – Friday; please 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.

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 Mill House Properties 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 Mill House Properties.
 4. Owners are responsible for acquainting their tenants with the Declaration and By-Laws.
 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.
- 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 mini-bikes:** These are prohibited on all lots in Countryhouse and in common areas. This prohibition does not include bicycles.

APPENDIX A: Deck and Patio Building Guidelines

Decks

1. Elevated decks are appropriate for the rear of townhouses, but their individual design is 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 of homeowner's property. (Decks cannot be constructed on Common Property.)
2. All aspects of their construction must conform to state and local building codes.
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, as well as with the individual rear stairs.
5. Standard lattice framing may be used to screen open space below a deck.
6. Decks, stairs, and lattice 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 the Architecture Committee for 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 detailed drawings and description of the work to be done, and a photo of the area where the deck will be, to the Architecture Committee for Board approval. Please see Appendix B.
10. 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.
11. 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 Landscape Committee for approval. If approved, the application will go to the Board. Please see Appendix C.
12. Additional structures such as vertical trellises or arbors are subject to Board approval.

Patios

1. Patios must be located on 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 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 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 Architecture Committee for Board approval. Please use Appendix B.
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 Landscape Committee for approval. If approved, the application will go to the Board. Please see Appendix C.

APPENDIX B: COUNTRYHOUSE ARCHITECTURAL APPLICATION FOR ALTERATION & ADDITIONS

| | | |
|-----------------------|---------------|-----------|
| Property Owner's Name | Date | Telephone |
| Property Address | Email Address | |

HOMEOWNER – REQUEST FOR APPROVAL: Please provide a brief description of the nature of the request, including application information required for approval consideration. If you need more room, please attach a page with the necessary description and information.

Estimated Start Date: _____ Days to Complete: _____

Please attach drawings and photographs showing all improvements including relationships to lot lines and to existing structures and landscaping, including: 1. plot plan (top-down map), and 2. elevations (side views)

I agree to follow Board changes as stated. I agree to comply with all applicable building codes, permits, or other requirements deemed necessary by county, state or applicable authority. I understand that all 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: _____
 _____ Date: _____

=====

ARCHITECTURE COMMITTEE RESPONSE

Approved
 Approved w/ Restrictions
 Approved w/ Suggestions
 Disapproved

Architecture Committee Comments:

Architecture Committee Signature: _____ Date: _____

This approval is based on the lands, surveys and specifications as submitted. The Architecture Review Committee did not verify or question 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 a.m.

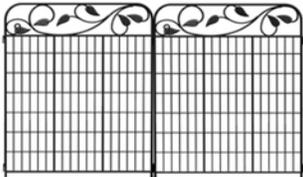
RETURN TO: Architecture Committee Chair

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 just attach a 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 (Optional): 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; no mortar or permanent attachments are allowed. This is the only model allowed, if approved:



*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 approx. \$25 (for 2)*

TO INCLUDE FENCING REQUEST, 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: Landscaping Committee Chair.
If approved by the Landscape Committee, it will then be submitted to the Board for the Board's decision.

APPENDIX D: Countryhouse Landscaping Exemption Form

Homeowners may request exemption from the pruning and trimming of shrubs normally performed by the HOA-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 HOA 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.

Cut off and return this form to the Landscape Committee Chair.

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 HOA if/when I desire to stop this arrangement and have CSG-contracted landscapers resume maintenance.

APPENDIX E: Developer-Installed Decks
All other decks are the responsibility of the homeowner

| Baneberry | Wintercrest West | Wintercrest East | Crossvine |
|-------------|------------------|------------------|---------------------|
| 302 | 375 | 415 | 451 |
| 304 | 377 | 417 | 452 |
| 310 | 378 | 418 | 453 |
| 319 | 380 | 419 | |
| 320 | 381 | 421 | Lower Beechmast |
| | | 422 | 461 |
| Sycamore | Lyndfield | 423 | 462 |
| 322 | 383 | 424 | 463, the back stoop |
| 328 | 387 | 425 | 464 |
| | 390 | 426 | 466, the back stoop |
| Whisperwood | 391 | 427 | 467 |
| 332 | 395 | 428 | 470 |
| 335 | 398 | 429 | 473 |
| 340 | | 430 | 474, the back stoop |
| | Brampton | 431 | 475 |
| Weymouth | 402 | 434 | 479, the back stoop |
| 345 | 405 | 435 | 480 |
| 349 | 406 | 436 | 485 |
| 353 | 409 | | 486 |
| 355 | 412 | Crossvine | |
| | 413 | 437 | Upper Beechmast |
| Linden | 414 | 438 | 489 |
| 357 | | 439 | 490 |
| 359 | | 440 | 491 |
| 361 | | 441 | 492 |
| | | 442 | 495 |
| | | 448 | 497 |
| | | 449 | 500 |
| | | 450 | 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.



President

Appendix G: Parking and Parking Maps

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.

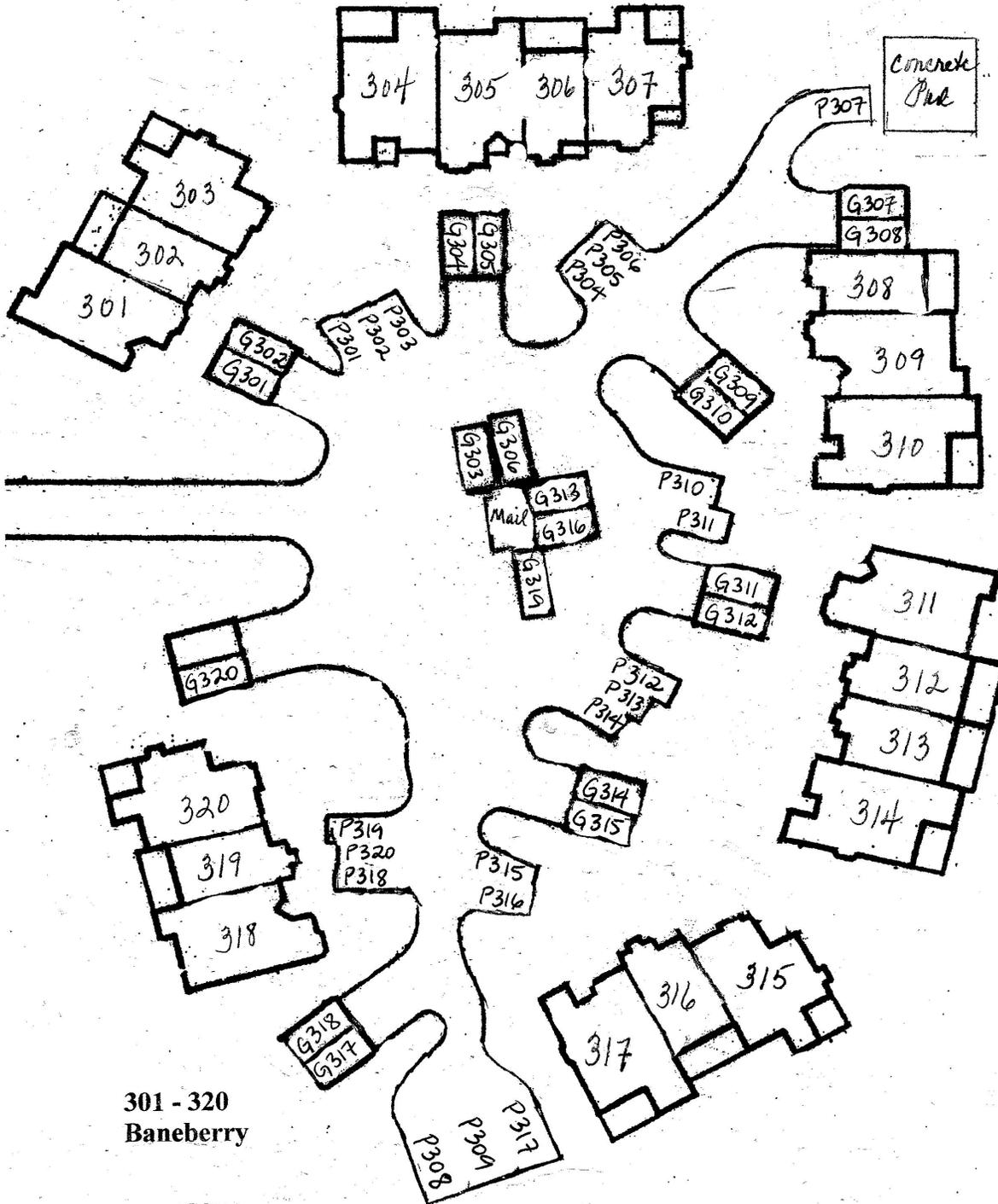
Maps were produced and distributed to all homeowners and are included in this Guide. These maps are identified by each Close to show the parking space and garage space designated for homeowners' exclusive use. Informal arrangements with a neighbor to park in a spot other than one's designated spot will 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 G). 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.

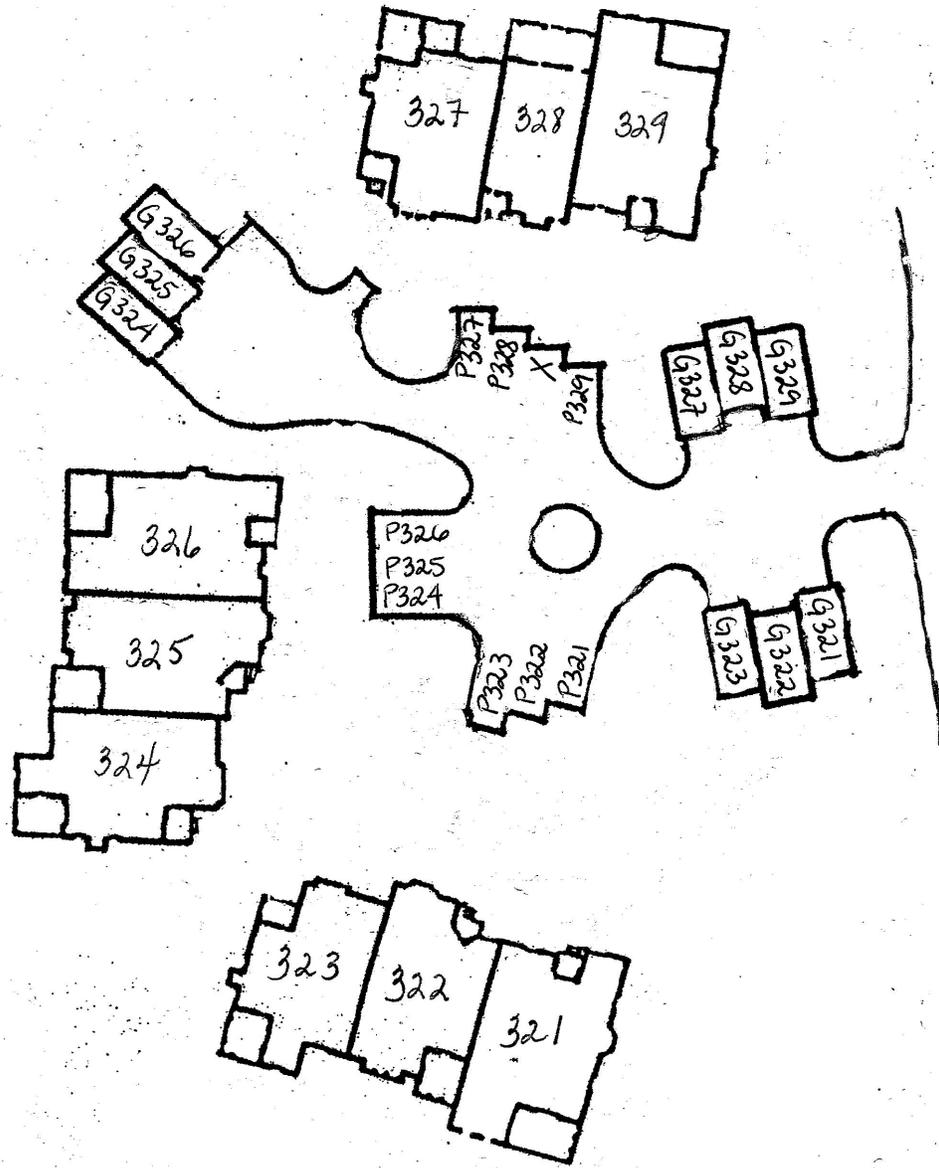
The Declaration Article II, Section 3 also states that "No boats, trailers, mobile homes, or motor homes owned or leased by any member, tenant, family, or guest of members shall be parked within the right of way of any public street or Common Area in Section V."

Baneberry



301 - 320
Baneberry

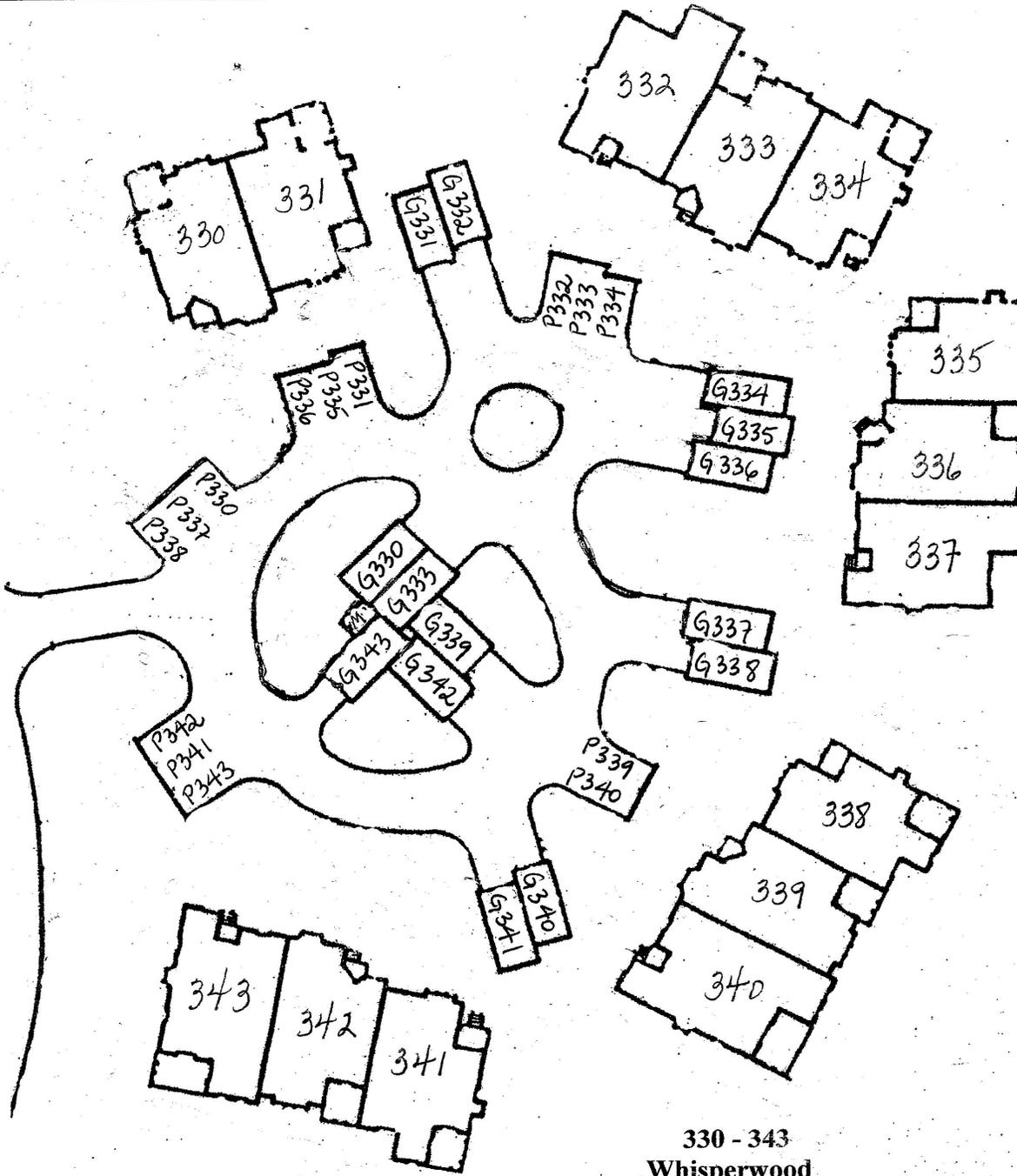
Sycamore



321 - 329
Sycamore

X = extra space

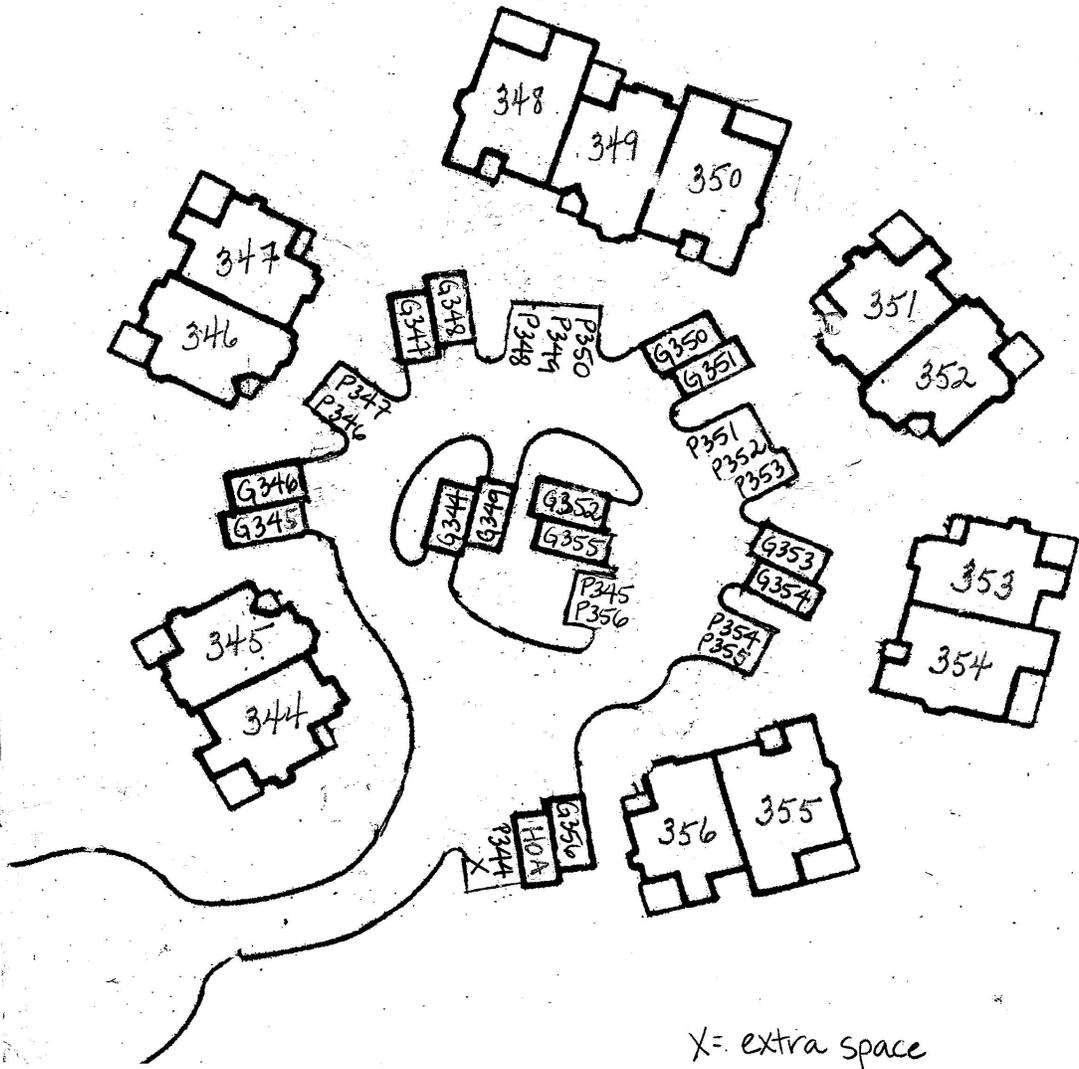
Whisperwood



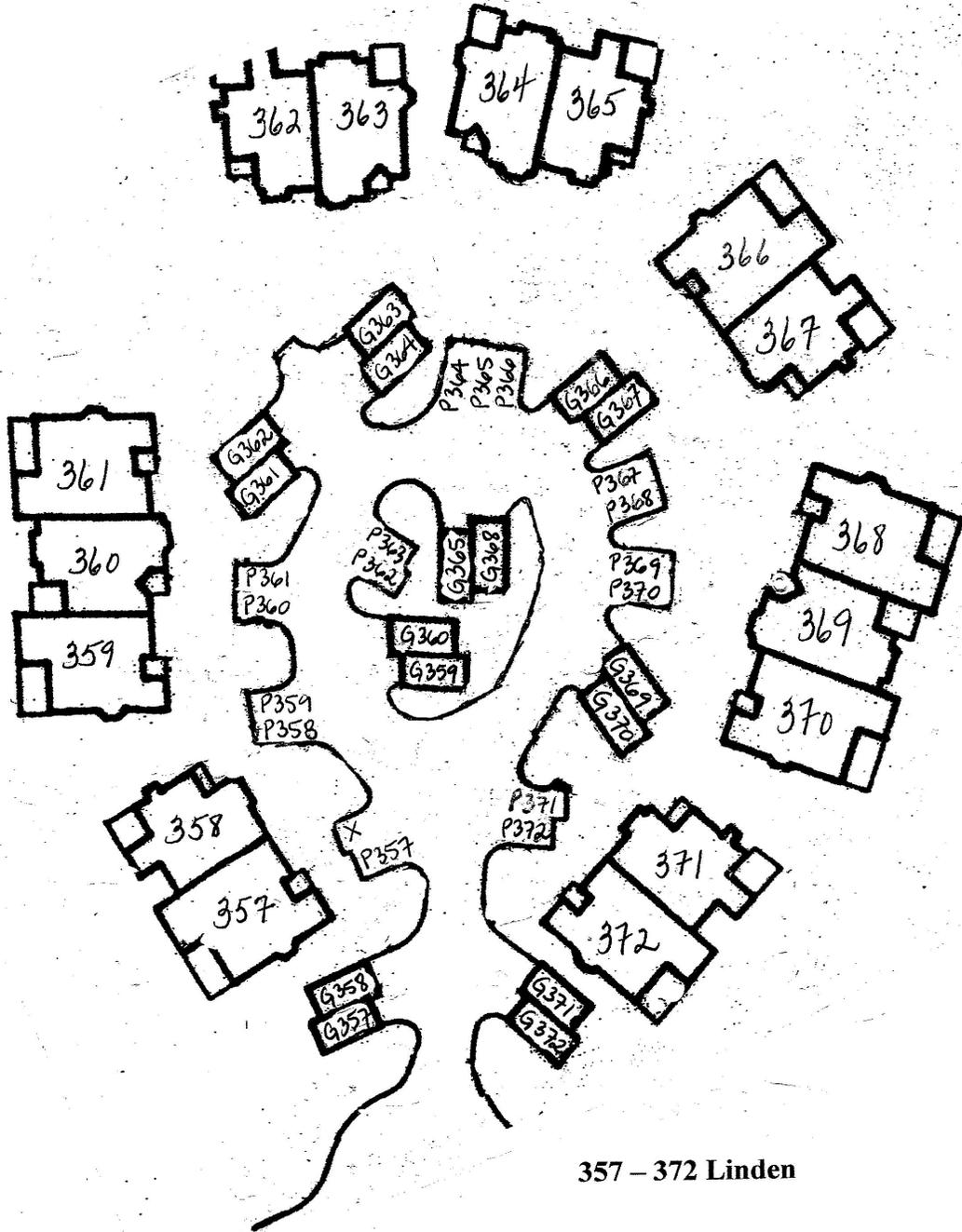
330 - 343
Whisperwood

Weymouth

344 – 356 Weymouth



Linden

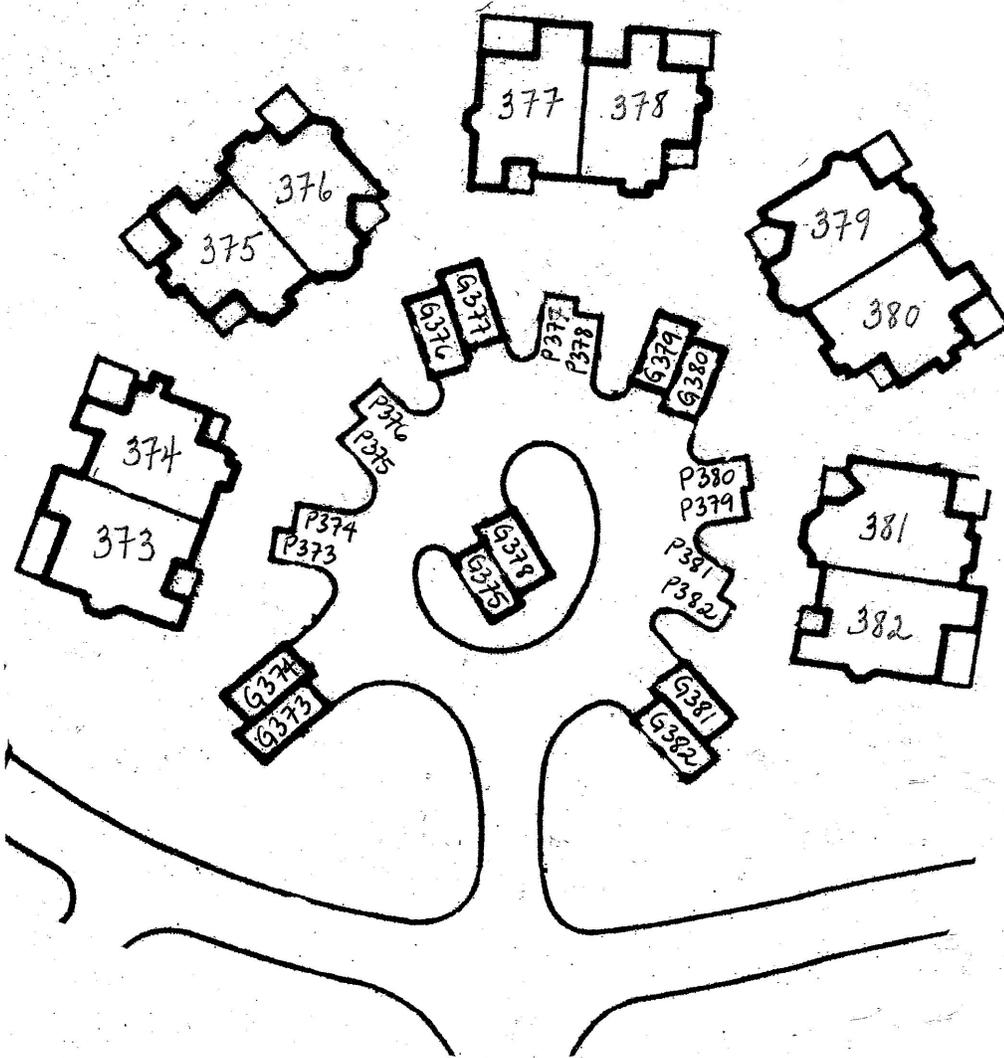


357 - 372 Linden

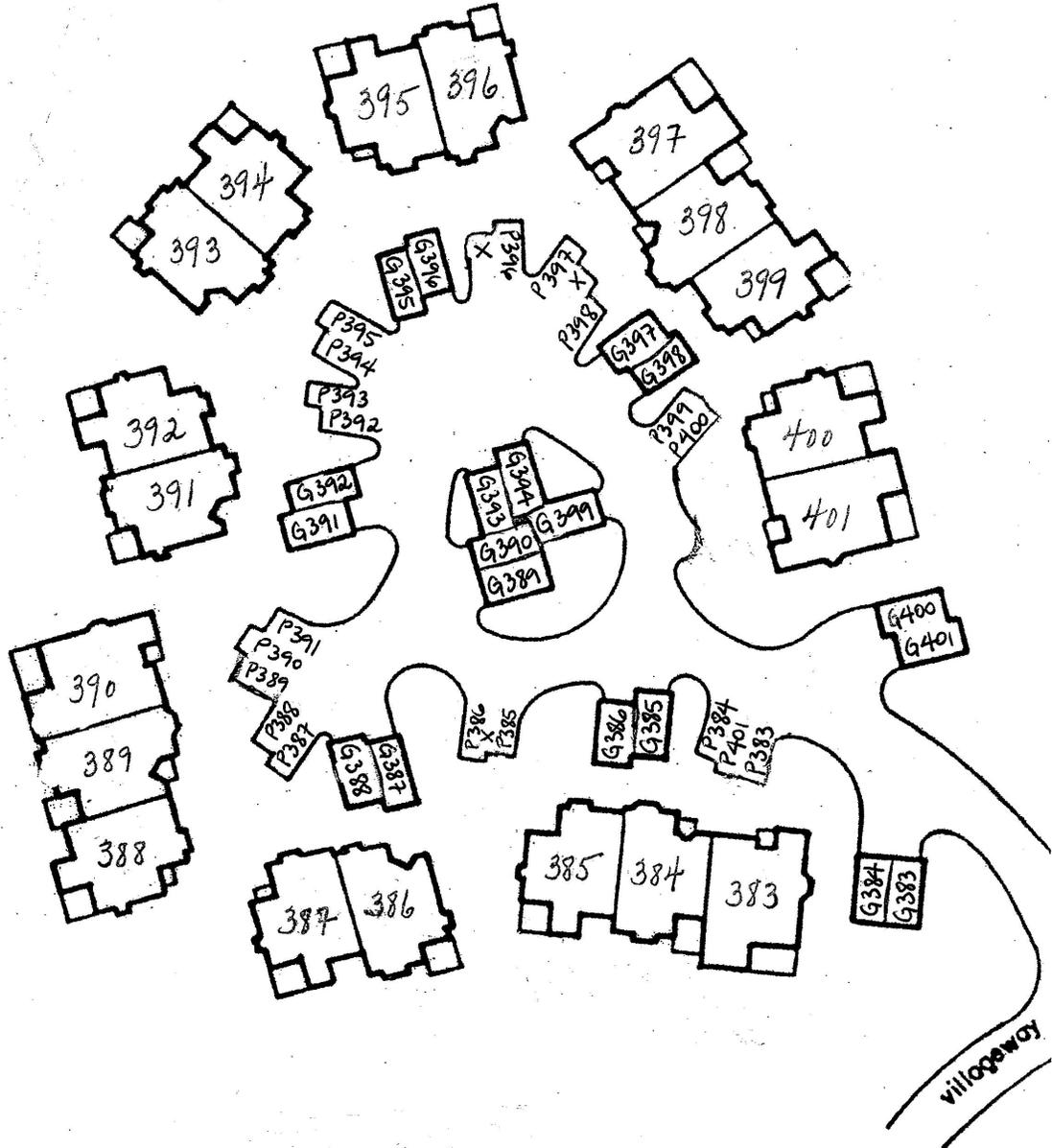
X = extra space

Wintercrest West

373 – 382 Wintercrest West



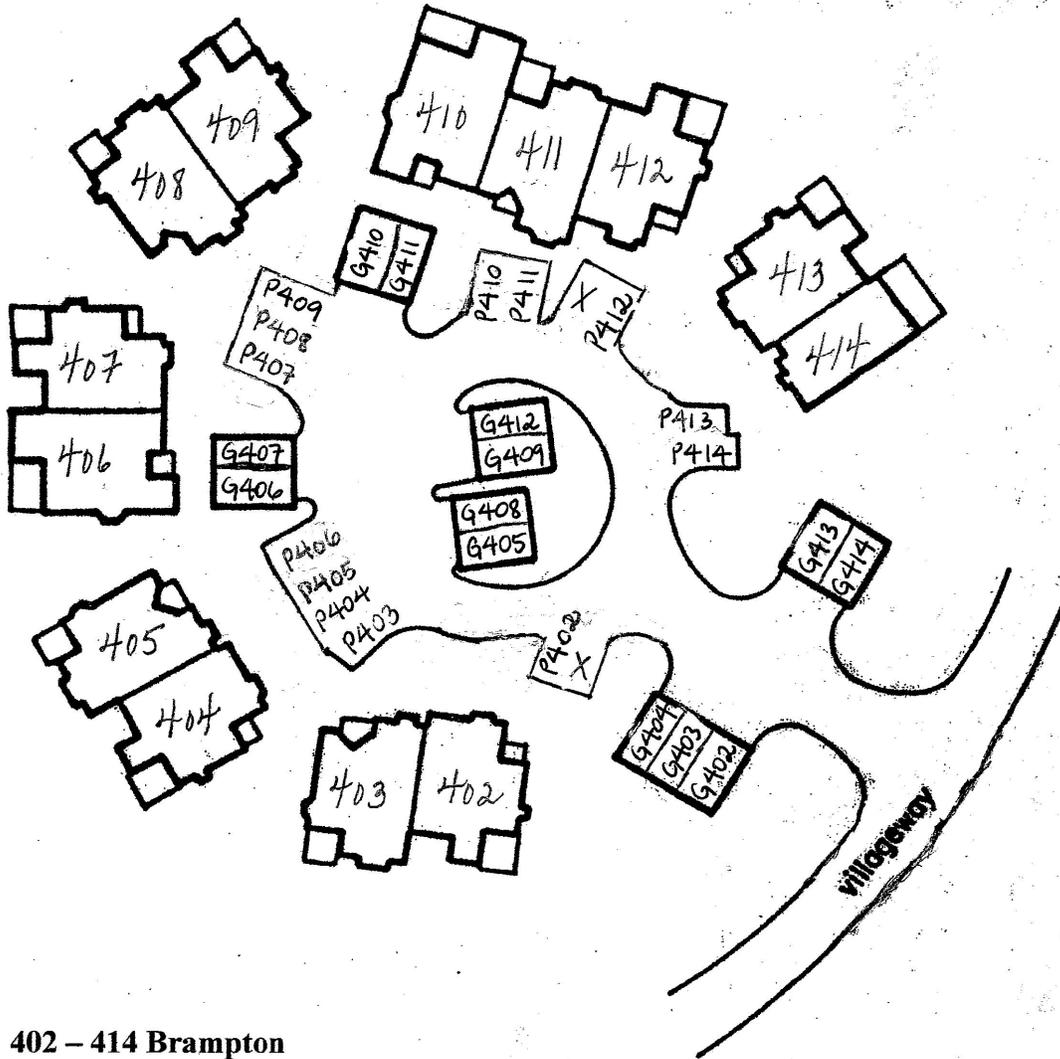
Lyndfield



383 - 401 Lyndfield

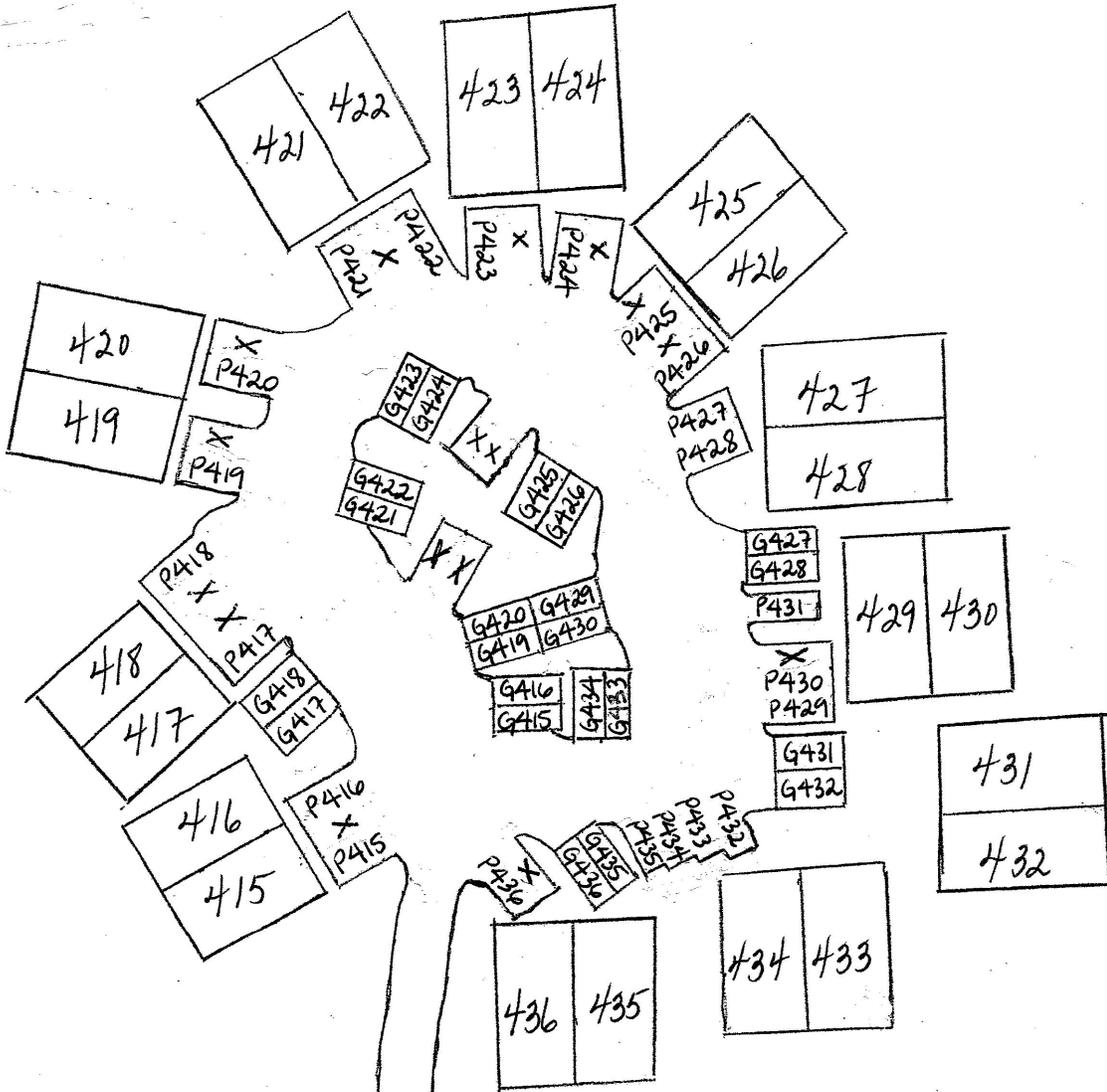
X = extra space

Brampton



X = extra space

Wintercrest East

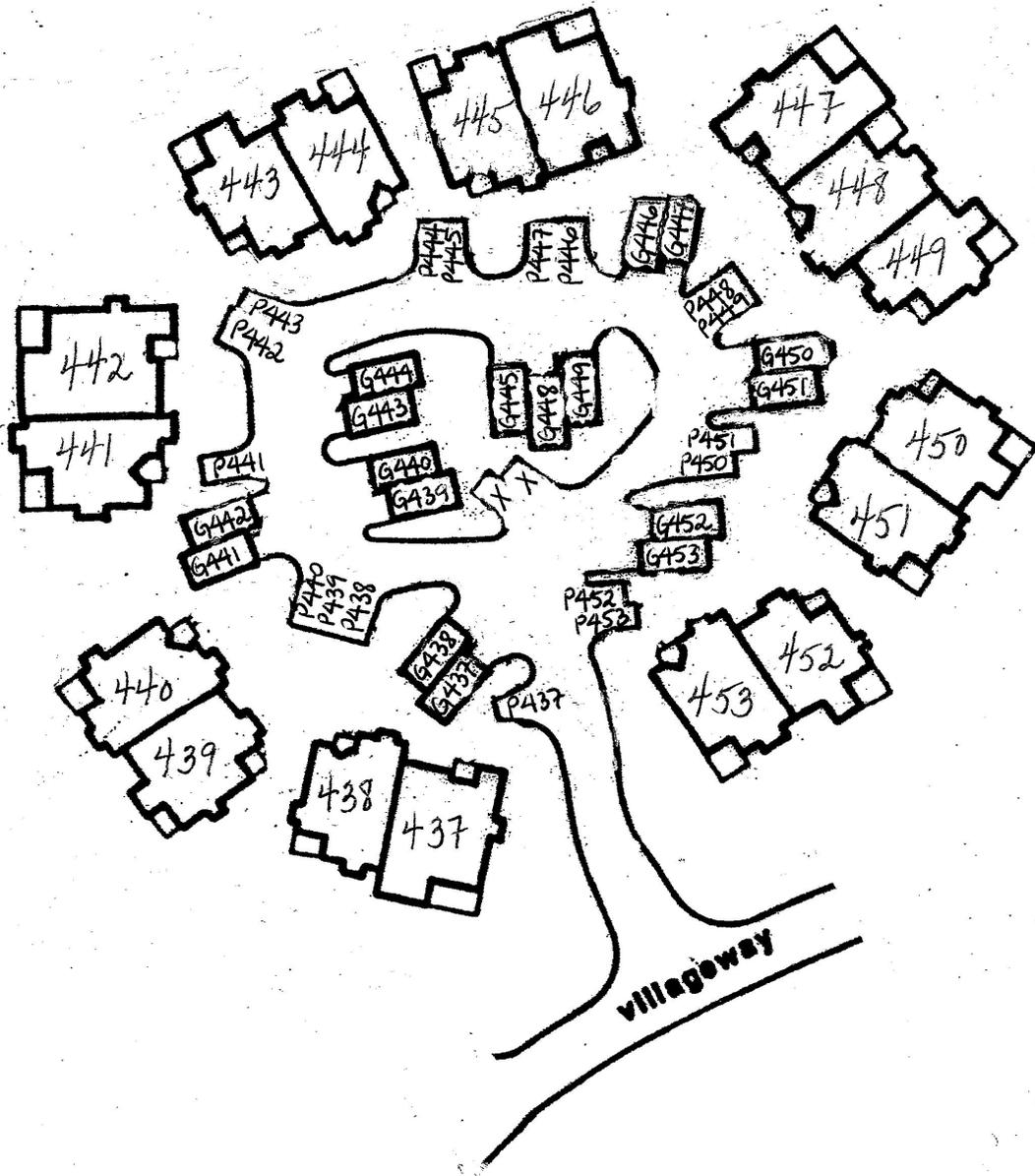


415 - 436 Wintercrest East

X = extra space

Crossvine

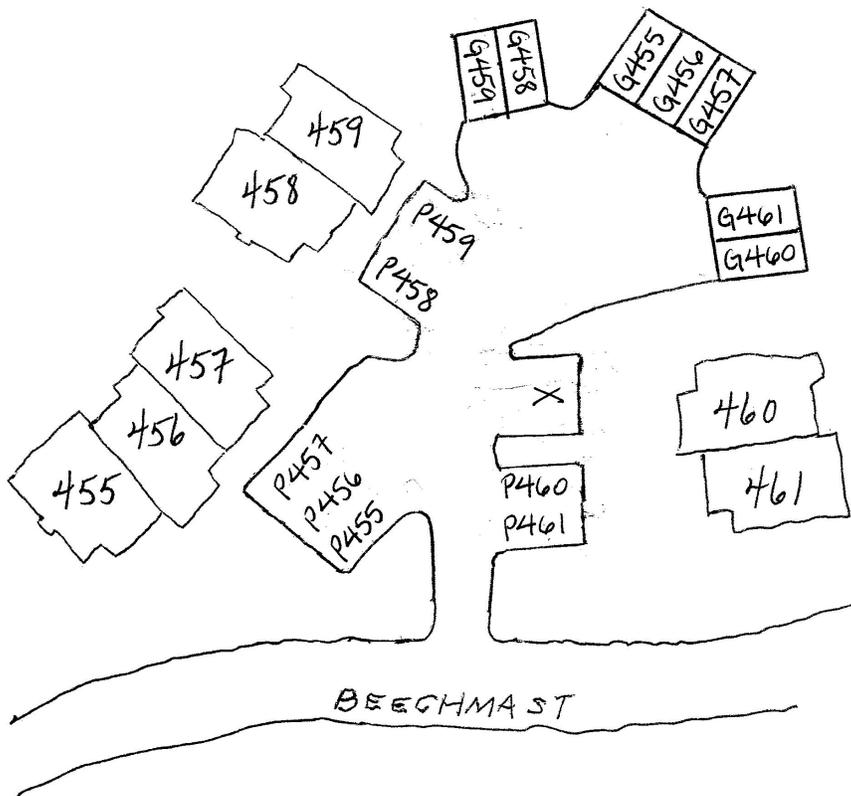
437 - 453 Crossvine



X = extra space

Beechmast 455-461

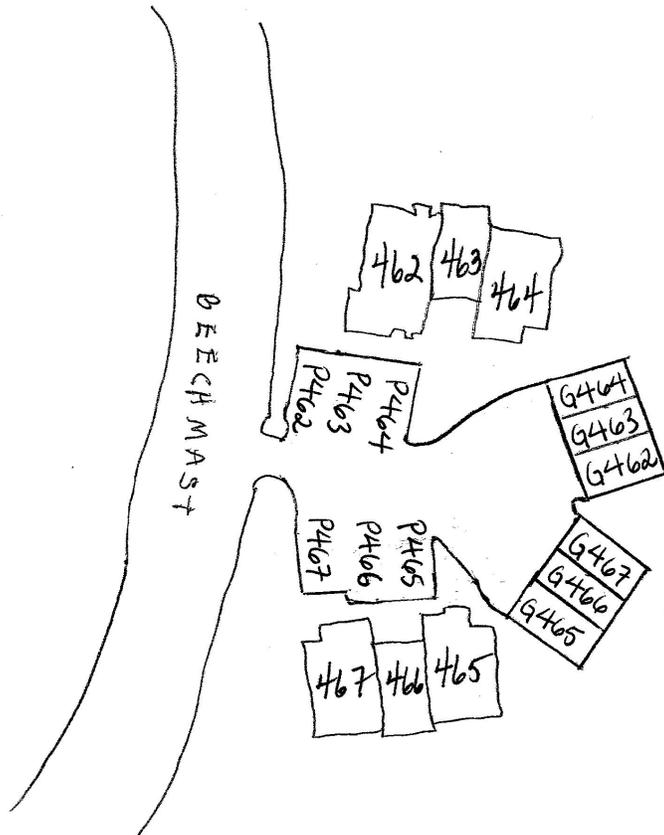
455 - 461 Beechmast



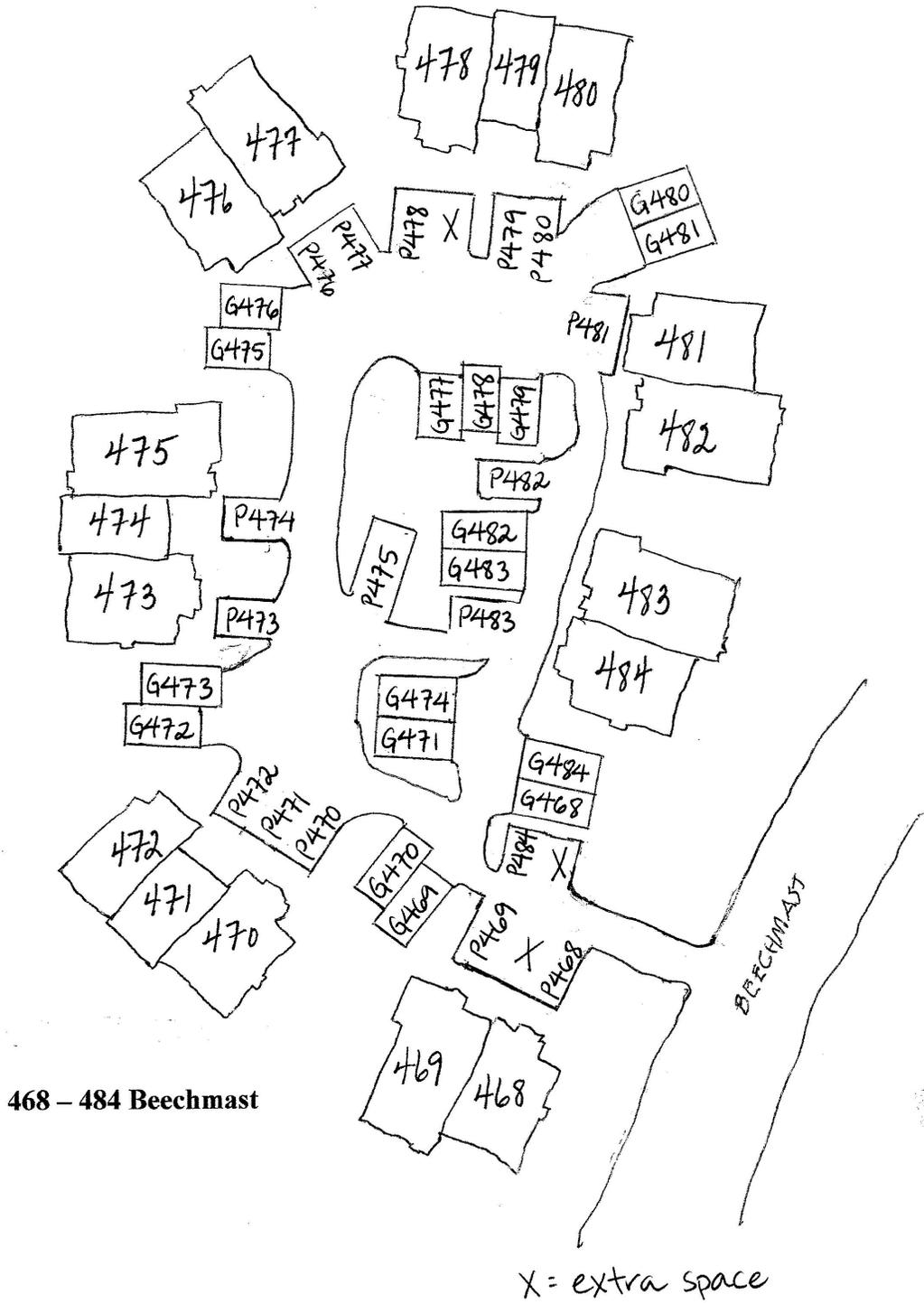
X = extra space

Beechmast 462-467

462 – 467 Beechmast

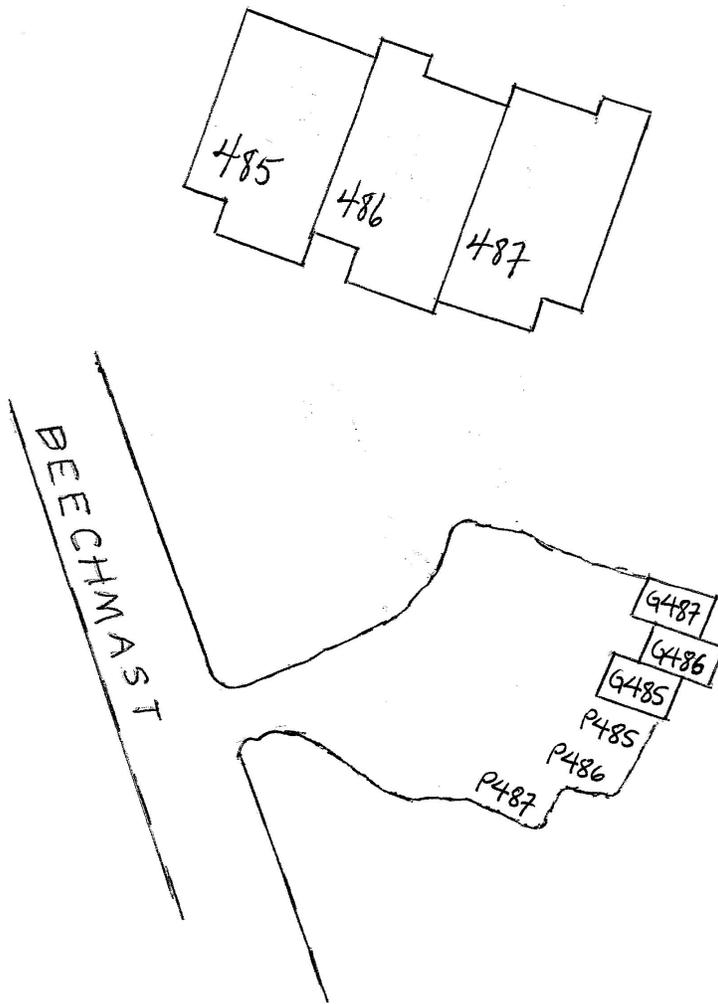


Beechmast 468-484

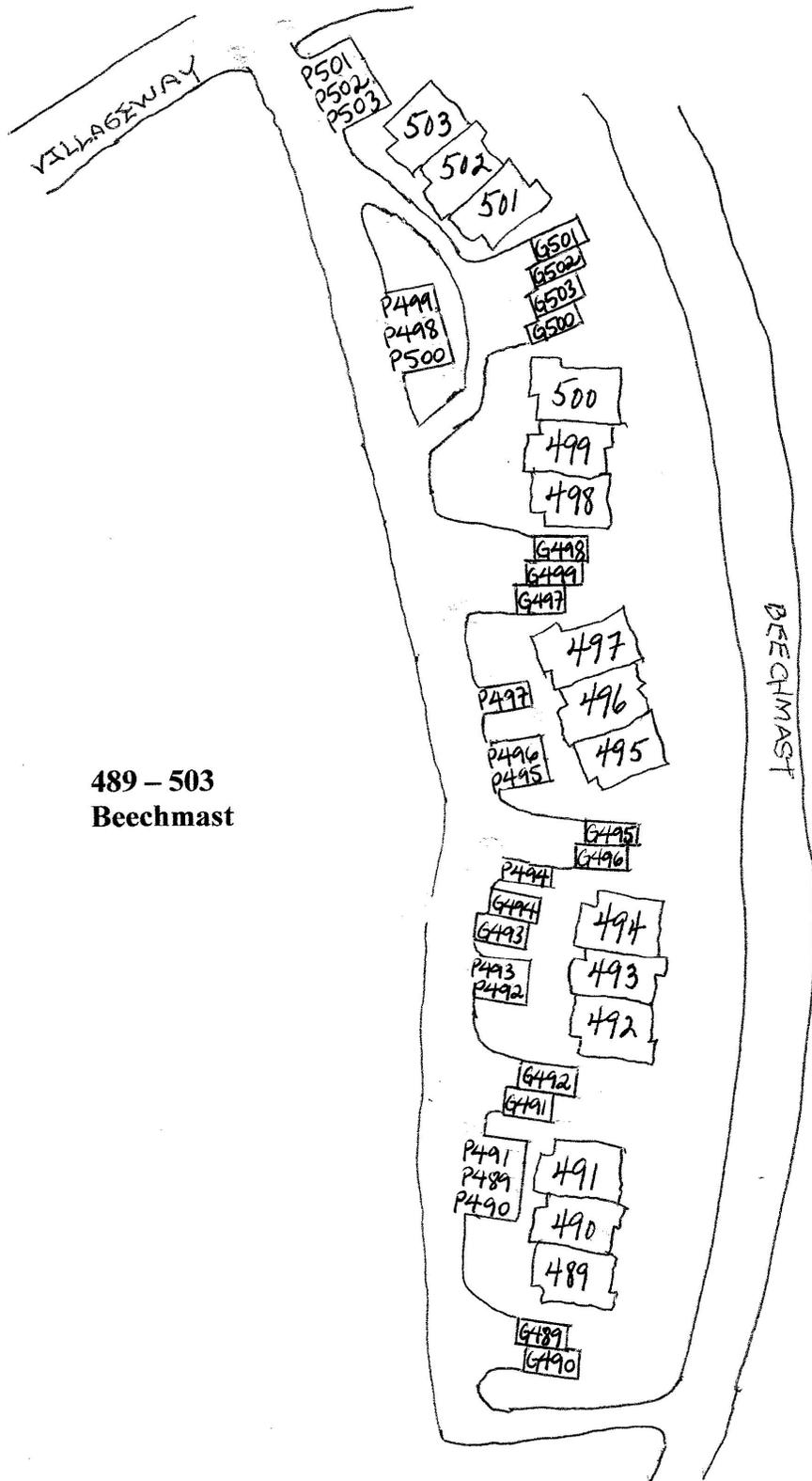


Beechmast 485-487

485 - 487 Beechmast



Beechmast 489 - 503



489 - 503
Beechmast

