

**HUNTINGTON WOODS  
HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL  
&  
COMMON AREA USAGE  
MANUAL**



**HUNTINGTON WOODS HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL GUIDELINES  
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Application for Exterior Modification (Long form)

Architectural Approval Request (Short form)

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## FOREWORD

As Board Members in a covenant protected community, we recognize that the real and perceived value of our community centers around reasonable and consistent property standards. We further recognize a very important part of the consideration that prospective property owners make when selecting a community in which to live and invest is the condition, quality and curb appeal of the community they are considering.

To standardize the quality and level of maintenance and care afforded a community; the original community developer establishes a ***Declaration of Covenants, Conditions and Restrictions (hereafter referred to as Declaration)***. As a community, we supplement this *Declaration* with specific standards of care and behavior with architectural control and common area usage guidelines, rules, and regulations.

In order to ensure the continued value, desirability and attractiveness of our community, the following architectural rules/guidelines have been established. They contain most of the basic restrictions and rules that apply to the building or altering of any type of property within Huntington Woods and the common area usage guidelines are intended for the good of all residents.

The goal of the ***Architectural & Common Area Usage Manual (hereafter referred to as Manual)*** is to set forth in a simplified manner the standards, procedures and restrictions on all townhome and common area properties located within the Huntington Woods community. These guidelines/rules are in effect at all times and must be adhered to by homeowners, tenants, visitors, family members, and guests. It is the responsibility of homeowners to properly inform their visitors, family members, guests, and tenants of the guidelines/rules that follow. Please read carefully and be sure they are fully understood. **Ignorance of the guidelines/rules is not an acceptable reason for non-compliance.**

These rules/guidelines interpret, clarify and implement the provisions of the *Declaration* by setting forth the standards and procedures for use in the review and approval of proposed improvements or alterations to architectural design, landscape design and the placement of improvements, color schemes, exterior finishes and materials. It is our hope that this *Manual* will assist you with any project planning in Huntington Woods.

**THIS DOCUMENT REGULATES OR PROHIBITS THE DISPLAY OF THE FLAG OF THE UNITED STATES OF AMERICA OR STATE OF NORTH CAROLINA.**

**THIS DOCUMENT REGULATES OR PROHIBITS THE DISPLAY OF POLITICAL SIGNS.**

## **1.0 INTRODUCTION**

Huntington Woods Homeowners Association of Hickory, Inc., (hereafter referred to as HWHOA) is a community of individually owned townhomes and a collectively owned Common Area. The Common Area is any part of the HWHOA complex that has not been explicitly deeded as part of an individual townhome lot. In our community we each own the land beneath our townhomes, the original footprint of the townhome, which, in most cases, includes the original deck and concrete patio areas. Because of our shared living area, it is necessary that each homeowner and/or resident help preserve the appearance and desirability of Huntington Woods for the mutual benefit and enjoyment of all residents. **HWHOA was established with Provisions for the “Rules and Regulations” and the authority for enforcement contained in the *Declaration of Covenants, Conditions and Restrictions (Declaration)*, the *Bylaws*, and the *North Carolina Planned Community Act*.** Each homeowner, by acceptance of a deed to property within Huntington Woods is obligated to comply with the Rules and Regulations.

Copies of the *By-Laws; Declaration of Covenants, Conditions, and Restrictions; and Resolutions* binding on all homeowners are given to each homeowner at or shortly after the closing on their property. Additional copies are available to all owners are available to all homeowners from Management or they are also available for downloading for no charge on [www.huntingtonwoodshoa.com](http://www.huntingtonwoodshoa.com) .

Courtesy, consideration of others, and common sense will allow all residents to enjoy our attractive community. In order to facilitate this goal, the following rules/guidelines have been established and adopted by the HWHOA Board of Directors. Receipt of these rules/guidelines is deemed to be acceptance of their content and it is the responsibility of the individual homeowner to read review, and abide by all of the guidelines set forth.

## **1.1 ADOPTION**

These Architectural Rules/Common Area Usage Guidelines are adopted by the Architectural Control Committee (hereafter referred to as ACC) and the Board of Directors (hereafter referred to as Board), pursuant to Article IX of the Bylaws and Article VIII, Section 13 of the Declaration. These documents provide for the establishment of reasonable rules and guidelines concerning the use of individual lots and common areas. The members of the ACC serve as representatives of the Board while enforcing the guidelines. The ACC may, subject to the review, guidance and approval of the Board, from time to time adopt, amend, and repeal Architectural Rules.

The ACC is to consist of three or more persons appointed to the Board. The ACC is responsible for the initial review of proposed architectural changes and will make recommendations to the Board with respect to the approval of change requests proposed by homeowners.

## **1.1 ADOPTION** (Continued)

The Board's approval relates to the quality of workmanship and materials used in keeping with the harmony of our external design. In no event shall the term improvements be interpreted to include projects which are restricted to the interior of a residence.

## **1.2 APPLICABILITY**

Any modifications (new or removal of existing) to the exterior of the townhome property or common area that is not listed as pre-approved in this *Manual* requires submission of an ***Application for Exterior Modification (Long Form)*** or an ***Architectural Approval (Short Form)*** to the ACC via the management company:

**Thornburg & Associates, PO Box 3443, Hickory, NC 28603-3443**

Compliance with this *Manual* is recommended, but is not the sole basis for review and/or approval of applications, nor does it guarantee approval of any application. In reviewing each application, the ACC may consider any factors it deems relevant. Each homeowner acknowledges that determinations as to such matters are purely subjective and that opinions may vary as to the desirability and/or attractiveness of a proposed addition or modification.

## **1.3 PURPOSE**

This document is not intended to replace the *Declarations*, but to guide and clarify the process by which homeowners may customize and modify the exterior presentation of their homes and/or lots. The intent is to provide consistent guidance to homeowners regarding rules/guidelines for additions and modifications to property in the community, and matters of particular concern to the ACC when considering applications for approval of such conditions and modifications.

## **1.4 APPLICATION & REVIEW PROCESS/PROCEDURES**

Unless otherwise specially exempted by the *Declaration* or this *Manual*, any proposed exterior modification/addition/removal (permanent or temporary) to a residential structure or to the common area should be presented to the ACC for approval prior to making the modification. The review process is not limited to major additions or alterations, such as adding a room, deck, or porch, but also includes changes in color and/or materials, replacing windows and/or doors, and removing replacing shrubbery.

Each application must include a copy of the site and location of the proposed modifications/addition as well as a list and description of the materials to be used. Color

## **1.4 APPLICATION & REVIEW PROCESS/PROCEDURES** (Continued)

samples and photographs may assist the ACC in rendering its decision and expedite the review process. The ACC may require submission of additional information as may be reasonably necessary to consider any application. Review of the application and notification to the applicants shall be conducted as described in the *Declaration*. The ACC shall respond to all applications in writing within 30 days after the date of the “complete” application.

### **APPLICATION AND REVIEW PROCEDURES**

The ACC will act only upon a written request. Application and review procedures used by the ACC are detailed below.

1. **Applications.** Applications for proposed improvements must be submitted in writing using the appropriate form. These forms are in the Appendix of this document. In addition, the **Application for Exterior Modification (Long Form)** for major changes is available on the website at [www.huntingtonwoodshoa.org](http://www.huntingtonwoodshoa.org). The **Architectural Approval (Short Form)** for minor routine changes is available on the Community Bulletin Board, on the website, and from the ACC. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies which must be remedied in order to be considered for review. Unless notified to the contrary mail applications to the HWHOA management company as follows:

**Thornburg & Associates, PO Box 3443, Hickory, NC 28603-3443**

2. **Supporting Documentation.** Follow all instructions and supply supporting documentation as requested so that the ACC may move forward with your application. The **Application for Exterior Modification (Long Form)** is to be used for **major changes** and must include a complete and accurate description of the proposed improvement(s). At a minimum, the following information is required:
  - A foundation survey or similar site plan showing the location of all existing structures (including patios and decks) on the property marked to indicate the location of any and all proposed improvements.
  - A scaled drawing to include the exterior height (including front, side and rear height) of any proposed structure and modifications as they will appear after completion.
  - Profile view, picture, or other similar information to indicate the final appearance of the improvement.

## **1.4 APPLICATION & REVIEW PROCESS/PROCEDURES** (Continued)

- Description of colors (include color samples), construction materials, lighting schemes and other details affecting the exterior appearance of any proposed improvement.
- Landscaping plans, if applicable.

### **3. Other Important Information**

- **Please note that prior approval of a given style does not constitute automatic approval.** Every application is evaluated on a case-by-case basis to ensure the full needs of the community are met.
- **All contractors that work on the outside of the building or on the roofs must be approved by** the HWHOA using the **New Contractor Approval Form** in the appendix of this manual. A homeowner may call the HWHOA management company to see if a contractor has been previously approved.
- **Notification and Approval of adjacent homeowners as well as any surrounding homeowners who will be able to see the improvement is required.** In some cases, improvement projects greatly affect the surrounding neighbors. Although final approval rests with the ACC, the ACC reserves the right to communicate with the immediate neighbors regarding the proposed plan if necessary.
- **Time frame for completion of the review.** The ACC is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. However, **the 30 day review period will only commence upon the receipt of a complete application form,** including any required supporting documentation. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
- **Notice of Approval/Disapproval.** Homeowners who have submitted architectural review applications will be given written notice of the decision of the ACC.
- **City/County Permits** The ACC is not responsible for ensuring structural integrity or compliance with state and local building codes. Homeowners have sole responsibility to ensure compliance with all relevant Hickory City/Catawba County building codes and regulations. Homeowners must obtain all necessary building permits and other government approval that may be required for the purposed modifications/additions. All required City/County **PERMITS MUST BE POSTED IN FRONT WINDOW PRIOR** to commencing improvements/construction.

## **1.4 APPLICATION & REVIEW PROCESS/PROCEDURES** (Continued)

- **Changes after Approval** Should the applicant wish to alter the approved plan; they must make written application to the ACC. Then the Board will respond in writing within ten (10) business days after the next scheduled Board meeting.
- **Approved Project Completion Time** After receiving approval, work must be completed within six months of the date the approval was received. **If the work is not completed within six months the homeowner must resubmit for approval.**
- **Appeal Procedures** In the event a homeowner is not satisfied with the decision reached by the ACC and the Board, the homeowner may appeal decisions. A homeowner may appeal a decision by submitting a written request to the Board within fifteen (15) days of receiving decision notice. This request should include any new or additional information which might clarify the proposed improvement or demonstrate acceptability. The Board may, at its discretion, conduct an informal hearing related to the appeal. The Board will respond in writing to an appeal within thirty (30) days from the date of receipt of an appeal.
- **Unapproved Improvements** If a homeowner commences construction or makes an improvement without obtaining required written approval, the homeowner will be subject to remedies as specified in **Board Resolution A2013-3 (Rules Enforcement Policy and Schedule of Fines)** which became effective on April 1, 2013.
- **Construction Hours** All construction activity will be limited to between the hours of 7:00 am and 8:00 pm, Monday through Saturday. No work will be permitted on Sundays or Holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day). If an emergency arises, early evening or Sunday construction may be permitted with prior approval of the ACC.

**Deterioration** If at any time the Board is made aware of any approved change that has deteriorated to the point that it is affecting the aesthetics of the community, the ACC will be asked to make a site inspection and a recommendation to the Board. Based on the severity of the deterioration, the homeowner will be given a specific time to make the necessary repairs or remove it.

- **Maintenance & Indemnity Agreements** Any major modifications approved by the ACC that require ongoing maintenance will be the responsibility of the homeowner and shall be documented by a written maintenance & indemnity agreement to be recorded at the office of the **Catawba County Register of Deeds**. The cost of any legal fees and/or recording fees associated with drafting and recording this agreement shall be paid by the homeowner. Instructions for

## **1.4 APPLICATION & REVIEW PROCESS/PROCEDURES** (Continued)

the preparation and recording of the maintenance agreement will be given to the homeowner with the ACC approval letter.

The ACC and Board believe that there are many unapproved exterior changes, including covered deck areas, garden structures, in ground and/or above ground water features, common area changes, etc., that may have been made in the past without the proper approval as required by our governing documents. The ACC believes that, in most cases, it is not feasible or necessary to require homeowners to remove such structures and/or changes. **Application of these guidelines to existing changes, made prior to the effective date of this document, shall be set aside provided safety and liability for the Association is not at issue. All existing changes have been documented and any such exterior changes made on or after the publication of this document must first receive written ACC and Board approval or the Homeowner will be required to remove them.**

If the ACC approves a change/improvement, which a later ACC changes in the ***Architectural and Common Area Usage Rules and Guidelines***, the formerly approved item does not need to be changed.

Exceptions to these guidelines will not be approved by the ACC, but will come before the Board for consideration.

***Compliance with all published guidelines, restrictions or rules will assist in preserving the attractive appearance of the neighborhood and will make actions under the Enforcement Policy unnecessary.***

## **2.0 PRE-APPROVED ITEMS**

The following is a list of items for which no approval is needed as long as the criteria are met.

### **2.1 BIRDBATHS, BIRDFEEDER, BIRDBOUSES, SHEPHERDS HOOKS & YARD ART**

All yard art and outdoor decorations shall be in good taste and shall be designated to complement the primary residence and the community. Determination of the decoration suitability is at the sole discretion of the ACC.

- All yard art and outdoor decorations should only be placed where mowing does not occur such as trees or the confines of a flower bed, used sparingly and kept to a minimum.

## **2.1 BIRDBATHS, BIRDFEEDER, BIRDHOUSES, SHEPHERDS HOOKS & YARD ART**

(Continued)

- Birdhouses and birdfeeders cannot be larger than twelve (12) inches high by twelve (12) inches wide by twelve (12) inches in depth. Birdbaths and shepherds hooks are pre-approved.
- Only aesthetically pleasing earth tone colors, in keeping with the natural environment, should be used.

***Note: If a birdbath or birdfeeder promotes unsanitary conditions, the homeowner will be asked to remove it.***

## **2.2 EXTERIOR FRONT DOOR HARDWARE**

Homeowners may modify the current exterior front door hardware which includes deadbolt, door handle, kick plate and/or peephole.

- All hardware must be of a matching finish and color that is complementary to the residential exterior of the building. Pre-approved finishes for this hardware include brown, black and brushed metallic.

## **2.3 EXTERIOR LIGHT FIXTURES & LANDSCAPE LIGHTING**

Homeowners are pre-approved to modify or change their current outdoor light fixtures with fixtures that are complimentary to the residential exterior of the building.

- A total of three (3) flood lights/motion lights two (2) in the back of the residence and one (1) in the front are permitted. This excludes mercury lights.
- An additional matching light fixture may be installed opposite the original mounted light.
- Fixture on the front garage wall. The total number of light fixtures for the exterior garage should not exceed two (2) matching lights.
- Pre-approved finishes for fixtures include brown, black, or brushed metallic in color.
- Security lighting is recommended and solar walkway/landscape lighting is approved as well using only the finishes that are pre-approved.
- Only clear/natural lighting is pre-approved.
- Exterior landscape lighting must be conservative in design and as small in size as practical.

## **2.3 EXTERIOR LIGHT FIXURES & LANDSCAPE LIGHTING** (Continued)

- Exterior landscape lighting shall be directed toward the house or ground and limited in wattage – low voltage (12 volt) lighting is preferred.
- Exterior landscape lighting shall be placed where mowing does not occur.

## **2.4 HOLIDAY/SEASONAL LIGHTING**

- Holiday/seasonal decorative lighting is permitted between Thanksgiving and January 10<sup>th</sup> only.

## **2.5 FLAGPOLES AND FLAGS**

One flag pole, not to exceed two (2) inches in diameter or sixty (60) inches in length, in an aesthetically pleasing earth tone color in keeping with the natural environment may be mounted on the front of the house with the following specifications:

- Flag shall not exceed four (4) feet by six (6) feet in size.
- Only official flags of countries, states, seasonal/decorative flags and college team flags may be displayed.
- Flags shall be maintained in good condition and shall not be displayed if mildewed, tattered, faded, or torn.
- Garden flags are pre-approved.
- They must not exceed three (3) feet in height and must be placed within at least thirty-six (36) inch planting beds around the residence. They must not interfere with lawn maintenance.

## **2.6 GRILLS/BBQ**

- Propane, electric, and charcoal BBQ grills are pre-approved for use on rear decks or patios only.
- Permanent natural gas grills must be installed by a licensed installer on the rear decks or patios only.
- All homeowners should keep safety of their residence in mind when using flammable materials on the rear deck or patio.

## **2.7 LANDSCAPING**

- Additional landscaping or a planting/flower bed for live plants only is permitted

## **2.7 LANDSCAPING** (Continued)

- within a four (4) foot radius of a townhome and patio or a three (3) foot radius along the sidewalk of a townhome.
- Planting materials (tools, potting soil, etc.) should be stored in an inconspicuous place, not visible from the street.
- Vegetable plants are permitted in the rear of units within the four (4) foot planting area.
- Masonry (concrete) block or decorative borders consisting of flat stacked stone in aesthetically pleasing earth tone colors in keeping with the natural environment are permitted up to eight (8) inches in height and depth around planting beds.
- Water hoses should be stored on a reel or other appropriate holder.
- Pine needles are permitted around the exterior of the townhome. The HWHOA furnishes pine needles and those are placed around the front and sides of buildings by the landscapers in the spring of each year. Any additional pine needles that a homeowner might wish to add to the exterior of their townhome is pre-approved.

***Note: Homeowners are responsible for weeding the areas that are planted by them.***

## **2.8 OUTDOOR FURNITURE**

- Outdoor type furniture (chairs, tables, etc.) is permitted on decks and patios only.
- One outdoor wrought iron or wooden garden bench is permitted in mulch area only.
- All outdoor furniture is to be in aesthetically pleasing earth tone colors in keeping with the natural environment.

## **2.9 SATELLITE DISHES**

Homeowners may install satellite dishes that meet the following requirements:

- Installation must be done by a professional installer.
- The homeowner must agree to remove equipment upon request by the HWHOA whenever necessary to allow for townhouse maintenance.
- Removal and installation costs are the homeowner's responsibility.

## **2.9 SATELLITE DISHES** (Continued)

- It is recommended that a non-penetrating roof mount be used if mounted on the roof.
- Satellite dishes cannot be installed on the common area property of Huntington Woods.
- The homeowner assumes sole responsibility for any damage caused by the satellite dish. **HWHOA will not be liable for any repairs for external or internal damage.** If it is discovered that the dish installation/removal has caused damage and repairs are needed, the homeowner will be responsible for all costs.
- Satellite dishes are to be placed on the rear roof and should not be visible from the street.

## **2.10 SIGNS**

- For sale signs are the only types of signs permitted on the common area.

## **2.11 WINDOW BOXES, FLOWER POTS, AND PLANTERS**

Window boxes, flower pots and planters in aesthetically pleasing earth tone colors in keeping with the natural environment are permitted with the following criteria:

- Window boxes, flower pots, and planters should be a reasonable distance away from siding so as not to cause damage to the exterior of a building, but within a three to four (3-4) foot radius of the homeowner's unit.
- Window boxes, flower pots, and planters are to be in a neat and attractive manner with dead or diseased plants removed promptly.
- Only live plants may be used in the above containers.
- A limited number of flower pots may be used in mulched areas close to the homeowner's unit outside the four (4) foot radius as long as it doesn't interfere with mowing.

***Note: Damage to exterior siding caused by window boxes, flower pots, and/or planters is the responsibility of the homeowner.***

## **2.12 NON-PERMANENT STORAGE SHEDS/UNITS**

- Non-permanent outside (vinyl, plastic, or wood such as cedar, etc.) storage sheds/bins are permitted on patios and decks only.

## **2.12 NON-PERMANENT STORAGE SHEDS/UNITS** (Continued)

- Aesthetically pleasing earth tone colors in keeping with the natural environment are to be used.

## **2.13 UTILITY SCREENS**

- Utility screens are pre-approved for surrounding backyard air conditioning units only. The pre-approved screens are pre-built lattice screens thirty-two (32) inches by forty-six (46) inches and require a minimum of three (3) to enclose the air conditioners.
- Aesthetically pleasing earth tone colors in keeping with the natural environment are to be used.

## **2.14 WINDOW TREATMENTS/FILM**

- Window treatments that are visible from the front exterior are pre-approved, provided that they are in good condition and white or neutral in color.
- Window film is permitted as long as it is not reflective or darker than usual from the exterior.

## **3.0 ITEMS REQUIRING APPROVAL**

Two (2) application forms (previously described) exist for your use in requesting changes which require approval. Any changes from the original type must be explained in the application. Completed exterior modifications will be reviewed by the ACC to ensure modifications have followed rules/ guidelines as approved.

### **All changes must:**

- **Be approved by the ACC.**
- **Maintain harmony of exterior design and natural beauty of the community.**
- **Maintain property values.**

## **3.1 EXTERIOR STORM DOORS (SHORT FORM)**

- Frame color of new door must be tan, brown, bronze, or black.
- Full panel glass doors must be clear or slightly tinted and not etched.
- Self storing screen is optional (this door has a center bar that will raise glass panel and pull down a screen panel).

### **3.2 EXTERIOR FRONT DOOR (SHORT FORM)**

- Color of any replaced door must be stained or painted to match then original standard color.
- Front door must be from solid wood or fiberglass with six (6) or eight (8) raised panels.

### **3.3 PATIO/FRENCH DOORS (SHORT FORM)**

- Exterior must be painted or stained to match outside approved trim color.

### **3.4 GARAGE DOOR (SHORT FORM)**

- Doors must be solid without windows.
- Color must match exterior of residence.

***Note: In the event of an emergency situation where security is a concern, door replacements can be expedited by calling a current ACC member.***

### **3.5 WINDOWS (SHORT FORM)**

- Exterior wood must be painted or stained to match outside approved trim color.

### **3.6 SKYLIGHTS (SHORT FORM)**

- Contractor name must be listed on the application as well as whether it is a glass only or entire skylight replacement.
- All skylights must be repaired and/or maintained by a contractor approved by the HWHOA.

### **3.7 AWNINGS (SHORT FORM)**

- Complete details are needed on the application as well as a picture if possible.
- Aesthetically pleasing earth tone colors in keeping with the natural environment are to be used.
- Awnings can only be installed on a deck or patio.
- Awnings will be the homeowner's responsibility to maintain and to remove for protection during staining and painting of the townhomes.

### **3.7 AWNINGS (SHORT FORM)** (Continued)

- Damage to the exterior surface of the building that results from the awning being installed or coming loose will be the homeowner's responsibility.

### **3.8 ARBOR/TRELLIS (SHORT FORM)**

- Complete details are needed on the application as well as a picture if possible.
- Arbor/trellis must be constructed of wood or composite materials only.
- Aesthetically pleasing earth tone colors in keeping with the natural environment are to be used.
- Arbor/trellis must be securely anchored to the deck or patio.
- Arbor/trellis must not extend out into the common area.
- An arbor or trellis is the homeowner's responsibility to maintain and to remove for protection during staining or painting of the units.

### **3.9 HOT TUB/SAUNA (SHORT FORM)**

- Complete details are needed on the application as well as a picture if possible.
- Must be confined to deck or patio area only.
- Color shall be an aesthetically pleasing earth tone color in keeping with the natural environment.
- Additional support and bracing will likely be required and any building codes must be followed for the installation.
- Homeowner is responsible for additional support and bracing costs.
- Homeowner is responsible for maintenance of hot tub/sauna as well as deck or patio surface.

### **3.10 LANDSCAPING CHANGES (SHORT FORM)**

- Complete details are needed on the application as well as a picture if possible.
- All landscaping changes other than those pre-approved in **Section 2.7 of this *Manual*** require approval before work begins.
- See **Section 6.2-Landscaping and Grounds of this *Manual*** for further information

### **3.11 PATIOS, PATIO RAILINGS, DECKS, SCREENED PORCHES, WINDOWED SUNROOMS & PERMANENT STORAGE SHEDS (LONG FORM)**

- Homeowners who wish to construct and/or modify patios, patio railings, decks, screened porches, windowed sunrooms and permanent storage sheds will be required to complete an ***Application for Exterior Modification*** (long form) and receive ACC approval prior to installation or modification.
- Application must include specific details of intended modifications to include size, color, materials and other relevant information (see application).
- No change in the footprint of the unit will be approved.
- All materials must be in harmony with the colors and materials of the original construction of the building.

### **3.14 ROOF ACCESSORIES (LONG FORM)**

- Homeowners who wish to add roof accessories will be required to complete an ***Application for Exterior Modification*** (long form) and receive ACC approval prior to installation.
- All rooftop accessories or equipment must match the existing roof colors, compliment the residence and be as inconspicuous as possible.
- Installation of roof accessories must be done by a professional HWHOA approved contractor.

***NOTE: If the ACC has approved a homeowner's modifications and then the homeowner decides to make additional changes, the homeowner must submit an amended request and will also be responsible for submitting the corrected plans using the same type of form that was used for the first request. If discrepancies are noted, the homeowner may be asked to remove anything that is not specifically on the request. If a homeowner wishes to make modifications not specified in these guidelines, a request must be submitted for that modification using the Application for Exterior Modification (long form).***

## **4.0 ITEMS NOT APPROVED**

### **4.1 PLAY EQUIPMENT AND BASKETBALL GOALS**

- No play equipment and/or basketball goals are allowed on common areas.

## **4.2 CLOTHESLINES**

- No outside clotheslines shall be permitted
- Deck, patio or porch railings cannot be used as clotheslines.

## **4.3 FUEL TANKS**

- No fuel tanks except propane tanks for gas grills are permitted on patios or decks.

## **4.4 OUTSIDE STORAGE**

- No storage or clutter is allowed on common areas.

## **4.5 DOG PENS, DOG RUNS, DOG HOUSES AND INVISIBLE FENCES**

- No animals, livestock or poultry of any kind shall be raised, bred or kept on any part of the common area; therefore dog pens, dog runs and or dog houses are not allowed.
- Invisible fences are not allowed.

## **4.6 FENCES**

- No fences are to be constructed on the commons area.

## **4.7 WOOD PILES**

- No wood or stacked wood piles are allowed in order to protect our buildings from termites, infestations and fire hazards.

## **4.8 WATER FEATURES (IN GROUND)**

- None are permitted due to safety and mosquitoes issues.

## **4.9 ANTENNAS**

- No antennas of any kind shall be placed on the buildings or common areas at any time.

## **4.10 WINDOW AIR CONDITIONERS AND FANS**

- Window air conditioners and fans visible from the exterior are not permitted.

#### **4.11 LANDSCAPING WITH IVY**

- No additional ivy is to be planted in the common area.

#### **4.12 IRRIGATION SYSTEMS**

- No irrigation systems of any kind are allowed on the common area.

#### **4.13 VEGETABLE GARDENS**

- Vegetable gardens are not allowed in the common area.
- See **Section 2.7-Landscaping of this *Manual*** for only allowable area.

#### **4.14 MISCELLANEOUS**

- No silk or plastic plants outdoors.
- No white or pastel furniture outdoors.
- No white or pastel decorative accents such as small fences, borders, etc., shall be used outdoors.
- No indoor furniture shall be used outdoors.
- No flag poles on common area.
- No mulch next to buildings.

### **5.0 COMMON AREA USE GUIDELINES AND RESTRICTIONS**

Properties are subject to the following guidelines and restrictions governing land use, individual conduct, and uses or actions upon the properties. In addition, please also refer to the ***Declaration of Covenants, Conditions, & Restrictions for HWHOA.***

#### **5.1 RESIDENTIAL USE**

All townhome properties within Huntington Woods are to be used for single family residential purposes **only**. In no event will a resident be occupied by more individuals than permitted by applicable zoning laws or government regulations. No home or other structure constructed within the townhome lot will be utilized for commercial purposes, except that home businesses will be permitted as long as they do not require outdoor storage of equipment, inventory or vehicles; employ more than one non-resident; or

## **5.1 RESIDENTIAL USE** (Continued)

induce traffic, defined as attracting, on average, more than two (2) vehicles or delivery trucks per day. In special situations, the Board may allow a home business to be operated that does not meet restrictions on a case-by-case basis.

## **5.2 GARBAGE AND OTHER MATERIALS**

The following restrictions regarding garbage, recyclables, and other materials will apply within the Huntington Woods properties.

1. No rubbish, trash, garbage, refuse, tree limbs, grass clippings, hedge trimmings or other waste materials (trash) will be kept or permitted on the townhome lots except in sanitary covered containers kept in a location which is not visible from the street or adjacent properties.
2. At this time the four (4) dumpsters located within the properties are scheduled by the City to be emptied on Monday and Thursday, with possible additional pick-ups during the holidays.

3. **No trash of any kind should be placed beside or on the top of a dumpster.**

If dumpster at the nearest location is full, please use another dumpster. The dumpster located near townhome 1779 is not used by as many residents and may have space available when other dumpsters are full.

4. **No electronic devises shall be placed inside or outside the dumpsters.**

North Carolina law states that the following items can no longer be placed in the regular trash and must be taken to a proper electronic recycling site beginning July 1, 2011.

- Home electronics including: VCRs, stereos, tape players, radios, CD players, DVD players, fax machines, telephones, or rechargeable batteries.
- Personal computers and related equipment including: desktops, servers, laptops, docking stations, automated typewriters, copy machines, CD-ROM drives, hard drives, modems.
- Personal electronics including: mobile phones, MP3 players, PDAs, portable handheld calculators, electronic games.
- Other electronics including: uninterruptible power supplies, printed circuit boards, routers, power and network cables, network hubs, controllers, switching boxes, telephone systems.

## **5.2 GARBAGE AND OTHER MATERIALS** (Continued)

- **THESE ITEMS WILL NOT BE PICKED UP BY THE CITY.** Please call 828.323.7500 or visit [www.hickorync.gov](http://www.hickorync.gov) for information on when, how and where to dispose these items properly.

### **5. Miscellaneous that City will not pick-up:**

Plastic bags (recycle at stores), plastic film or wrap, styrofoam or foam packaging, food and candy wrappers, waxed cardboard, rubber, yard waste, clothing or fabric construction debris, food waste or household garbage.

### **6. To dispose of hazardous waste, call 828.323.7500 for directions:**

Electronics, batteries, paint, medical waste and supplies, mercury thermostats, glassware or light bulbs.

### **7. Appliances, scrap metal, tires or other large item pick-up may be arranged between the homeowner and the City by calling 828.323.7500. Items should be placed outside of the dumpster fence as near the dumpster and as close as possible to the pick-up date.**

### **8. Recyclables** are currently scheduled for picked up every Friday. Items to be placed in the roll out recycling carts and collected through recycling by the City of Hickory include:

All plastic Bottles and Containers (#1 – #7), wide-mouth plastic containers (lids on), rigid plastics (bulky plastics, buckets, chairs, toys), aluminum foil (no food debris), aluminum cans, steel cans (including lids), empty aerosol cans (no paint cans), glass bottles and jars (all colors with lids removed), newspapers with inserts, junk mail, computer paper, office paper, color paper and envelopes, gift wrapping paper (without foil backing), magazines, telephone books, paperback books, cardboard boxes, gift boxes, shoe boxes, pizza, cereal and food boxes (no food debris), milk and juice cartons and boxes (no liquid).

**CARDBOARD (All cardboard and boxes must be broken down and flattened, then placed in the rollout cart. If too large even when broken down, place neatly near cart).**

### **9. Homeowners are responsible for the prompt clean-up of any garbage spread by animals, weather, tenants or visitors.**

## **5.3 HOUSEHOLD PETS**

The following restrictions regarding the care and maintenance of pets will apply within the Huntington Woods properties:

### **5.3 HOUSEHOLD PETS (Continued)**

- A reasonable number of household pets (such as dogs and cats) may be kept within a homeowner's townhome as long as the same are not kept, bred or raised for commercial purposes. No animals, livestock or poultry of any kind shall be kept, bred or raised within any property.
- Pets must be kept under control by the owner at all times and attended to as required by the ordinances of the City of Hickory. Pet owners will be responsible for the prompt removal and disposal of pet wastes deposited on townhome properties and the common area.
- All animals should be on a leash at all times when outdoors. Enforcement of the leash law and other local ordinances will be done by the City of Hickory. Other complaints regarding animals should be directed to the HWHOA.
- Each person bringing or keeping a pet in the Huntington Woods will be solely responsible for the conduct of their pets. The HWHOA, its Board, officers, employees and agents will have no liability to any homeowners, their tenants, family members, guests, and visitors for any damage or injury to persons or property caused by any pet.
- Homeowners are not allowed to keep pets outside or on their decks unattended for prolonged periods of time.

### **5.4 NUISANCES AND NOISE CONTROL**

- All homeowners have the right to peaceful enjoyment of their respective properties.
- No noxious or offensive activities will be carried out or conducted on properties which are or could become an unreasonable annoyance or nuisance to neighboring property owners.
- No homeowner will permit noise, including but not limited to, barking dogs, audio amplifier systems, television systems, motor vehicles, party activities, power tools, to unreasonably disturb any other homeowner's enjoyment of their property.
- It is the responsibility of parents and/or guardians to see that their children do not unnecessarily disturb other homeowners.

### **5.5 PARKING AND VEHICLE RESTRICTITONS**

The following parking and vehicle restrictions will apply within the properties:

## **5.5 PARKING AND VEHICLE RESTRICTONS** (Continued)

- All streets in the community are considered fire and emergency access roads. Homeowners are not permitted to keep or park their vehicles on any paved portion of a street within Huntington Woods.
- No recreational camping vehicles, motor homes, boats, trailers or inoperative or unlicensed vehicles may be kept on properties unless kept inside a garage.
- All vehicles parked within the townhome area must be properly licensed and have proof of current DMV registration.
- No tractor trailers, buses or other commercial type vehicles (as defined in NC Vehicle and Traffic Law) may be parked or stored in driveways or in the street, with the exception of private or commercial moving vans and other vehicles when actually engaged in loading or unloading the personal property of townhome owners.
- No vehicle repair work should occur on the Huntington Woods property.
- Oil leaks damage the pavement and should be fixed as soon as possible.
- No vehicles should be on any grassy area.
- Townhome owners are permitted to have two (2) vehicles ONLY unless an agreement is made with another townhome owner for parking a third vehicle in one of their spaces. The Board should be notified in writing of this agreement.
- Vehicles can be parked with the front or back of the car as close to the homeowner's townhome entrance as possible.
- Vehicles are not to be parked sideways or within another townhome owner's designated parking areas.

## **5.6 POOL USE GUIDELINES**

- Hours – **DAYLIGHT ONLY** – 7:00 am – 9:00 pm. Pool area is closed to everyone from 9:00 pm – 7:00 am.
- **When closed sign is posted on the gate, do not enter the pool.**
- **Swim at your own risk – no life guard on duty.**
- **Children under the age of 14 years old must be supervised by an adult.**
- Swim diapers are required for children who are not toilet trained.
- No pets or animals of any kind are allowed in the pool or the pool area.

## **5.6 POOL USE GUIDELINES** (Continued)

- No running, rough play or general misconduct is permitted.
- Respect others around you and keep public displays of affection tasteful or “PG rated”.
- Phone has been installed for **emergency use only**.
- Clean up, leave umbrella in the closed position and lock the gate if the last to leave.
- Pool is for the use of homeowners and their tenants only. Occasional guests (not to exceed four (4) at any one time) are permitted **and** must be accompanied by a homeowner or their tenant.
- Homeowner will need to pay for a replacement key if their key is lost.
- Smoking is not allowed at the pool.
- No private parties may be held at the pool.
- Safety ropes should not be removed by homeowners.
- Pool side lounge chairs may not be removed.
- No bicycles or skateboards are allowed inside the pool fence.
- Anyone in the pool area who wishes to listen to music should use ear buds or headphones.
- The HWHOA and/or Management Company are not responsible for personal items left at the pool.

## **5.7 STORAGE**

- Storage of personal property is not permitted on any of the common area. This includes, but is not limited to following list:
  - Bicycles, tires, trash containers, tools, boxes, building and landscape supplies, recycle bins, mops, brooms, buckets, etc.
- Storage of personal property within any homeowner’s townhome property must be entirely within enclosed storage areas and should not be visible from the front exterior or from other townhomes.
- Storage sheds are not permitted on the common area.

## **5.8 YARD SALES**

- No yard sales are permitted within the Huntington Woods properties.
- Estate sales may be permitted inside the homeowner's townhome, but homeowners must get Board approval and set up the sale as a by appointment only sale.

## **6.0 PROPERTY MAINTENANCE REQUIREMENTS**

### **6.1 TOWNHOME RESIDENCES**

- The exterior of townhomes and additions must be maintained in an attractive manner.
- It is the homeowner's responsibility to promptly report any exterior items that are missing, broken or otherwise in a state of disrepair as soon as possible. Forms for this purpose are located on the Huntington Woods website, [www.huntingtonwoodshoa.org](http://www.huntingtonwoodshoa.org) or at the Community Bulletin Board. Forms may be submitted electronically from the website or mailed to the Management Company.
- Items that are the repair responsibility of the HWHOA will be logged into the work order system as prioritized by urgency first and then by date received.
- The homeowner will be notified if the request is not covered by the HWHOA.

### **6,2 LANDSCAPING AND GROUNDS**

- All landscaping changes other than those preapproved in **Section 2.7 of this *Manual*** require approval before work begins. Homeowners should complete and submit an **Architectural Approval (Short Form)** as far in advance as possible.

### **6,2 LANDSCAPING AND GROUNDS (CONTINUED)**

- Each homeowner is responsible for the upkeep and maintenance of any approved landscape changes that are made on the common area.
- If property is going to be sold or rented, homeowners must disclose this responsibility to realtors and potential homebuyers or return the common Area back to its original landscaping (**See Resolution A2013-3**).

## **7.0 GENERAL INFORMATION**

### **7.1 MANAGEMENT COMPANY**

Beginning on July 1, 2019 the management company for the HWHOA will be:

Thornburg & Associates  
PO Box 3443  
Hickory, NC 28603-3443

Thornburg & Associates is referred to elsewhere in this *Manual* as the Management Company.

### **7.2 HOA WEBSITE**

- [www.huntingtonwoodshoa.org](http://www.huntingtonwoodshoa.org)
- Please use the website for information, downloading governing documents or submitting a repair request electronically.

### **7.3 BOARD OF DIRECTORS**

- There are nine (9) positions on the HWHOA Board of Directors. Each director serves a three (3) year term, filling staggered terms, with three (3) board director's terms expiring each year.
- New board directors are elected each January by homeowners at the HWHOA Annual Meeting.
- Following the HWHOA Annual Meeting, the board of directors will meet in executive session to elect their officers and select committee chairs.
- Following the Annual Meeting a list of board directors, board officers, and committee chairs will be published on the website, the next published newsletter, and posted on the Community Bulletin Board.

### **7.4 COPIES OF DOCUMENTS**

- New homeowners receive a copy of the **Declaration of Covenants and Conditions, the HOA Bylaws, the Architectural & Common Area Usage Manual, and the Huntington Woods Homeowners Association Resident's Handbook** at the closing of their townhome purchase or shortly thereafter.
- Additional copies can be obtained from the HWHOA website or by contacting the Board Communications Chair.

## **7.5 REVISIONS OF ARCHTECTURAL GUIDELINES**

- Rules and Guidelines will be reviewed periodically by the ACC & the Board, and republished if any changes are deemed necessary.
- Any such changes will become effective upon being placed in the US mail addressed to the last known address of each homeowner of the HWHOA. Notice given to the homeowner will also be notice to that homeowner's, tenant, family members, visitors, and guests.

## **7.6 CONFLICT**

- Rules and regulations should not lessen the minimum standards required by the *Declaration*.
- In the event of any conflict between the rules and regulations and the ***Declaration of Covenants, Conditions and Restrictions of the HOA***, the provisions of the *Declaration* will control and prevail

**This *Manual* is not a comprehensive list and the Board cannot anticipate all future circumstances. *The Architectural and Common Area Usage Manual* is provided to give some clarity and guidance to owners. In the event that a situation is not addressed or clarified in this *Manual*, the Board shall have full authority and final judgment in how situations shall be resolved. This document is intended to enhance the quality of our community and neighborhood.**

**ADOPTION DATE: 11/4/2014**

**EFFECTIVE DATE: 01/6/2015**

**REPRINT DATE: 07/2019**

**APPENDIX FOR**

**HUNTINGTON WOODS**  
**HOMEOWNERS ASSOCIATION, INC.**

**ARCHITECTURAL & COMMON AREA**  
**USAGE MANUAL**