

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



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WELCOME

Welcome to Huntington Woods! The Board of Directors and the members of the Huntington Woods Homeowners Association, Inc. (HWHOA) are happy that you have chosen our community for your new home.

The HWHOA has assembled this handbook for your convenience. In it you will find information concerning our By-Laws, Declaration of Covenants, Conditions and Restrictions, HWHOA dues, landscaping and architectural control policies, rules for using the swimming pool, and other useful information.

We encourage each new homeowner to carefully read through the handbook and contact a board member if you have any questions.

HUNTINGTON WOODS HOMEOWNERS ASSOCIATION, INC.

1729 12th Street NE, Hickory, NC 28601

BOARD OF DIRECTORS

Fred Parnell, President, Architectural Chair

fparnell38@gmail.com - 828.838.1465

Scott Watson, Vice President, Treasurer

susanwatson12@gmail.com - 828.302.9446

Rebekah Barnett-Arrowood, Secretary

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Kaye Owenby, Landscaping Chair

kowenby29@yahoo.com - 828.382.1185

Rachel Parnell, Communications Chair

parnell443@gmail.com - 828.838.1465

SuSu Watson, Insurance Chair and Pool Chair

susanwatson12@gmail.com - 828.302.1263

Libby Witherspoon, Real Estate Chair

lspoon1716@gmail.com - 828.327.0773

HOMEOWNERS ASSOCIATION MEETINGS

The HWHOA Board meetings are held monthly. Notice of the meetings and the location can be found on the community bulletin board or in the monthly newsletter delivered to your door.

All homeowners are invited to attend Board meetings. During attendance, homeowners should hold their questions until the conclusion of the meeting when the president will open the meeting for discussion.

The HWHOA annual meeting is held the first Tuesday in January. Business at this meeting will include, as required, the election of board members, voting on the annual budget and any other business needing a membership vote. One vote per townhome ownership is allowed. All homeowners will receive a notification of the meeting, including nomination and voting forms. All homeowners are encouraged to attend for their participation and to provide the required quorum for voting.

MEMBERSHIP FEE AND MONTHLY DUES

All new homeowners are required to pay a non-refundable HWHOA membership fee equal to two months dues. This fee, along with the first month dues, must be paid at the time of closing.

Monthly dues are presently \$185.00. Dues should be received by the 10th of each month. Dues checks should be mailed to our HWHOA management company.

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

A late charge of 8% per annum of the monthly dues will be levied against the homeowner's account if the dues payment is not postmarked on or before the last day of the month due.

If a homeowner has an outstanding balance for a two month period, the HWHOA treasurer will send the homeowner a written notice. After a three month period legal action will be initiated against the homeowner. The homeowner will pay all legal and financial charges involved in the legal action.

There will be a charge of \$25.00 for any check returned to the HWHOA. Should this happen, the homeowner will be notified by mail.

HOMEOWNER'S INSURANCE

The HWHOA does not insure the homeowner's townhome.

Article IX of the Declaration of Covenants, Conditions and Restrictions requires a homeowner to maintain in full force and effect, at their expense, one or more insurance policies insuring the homeowner's lot and improvements for full replacement value against loss or damage from all hazards and risks normally covered by a standard "Extended Coverage" insurance policy, including fire and lightning, vandalism and malicious mischief. Each homeowner will also, at homeowner's expense, secure and maintain in full force and effect comprehensive personal liability insurance for damage to person or property of others occurring on homeowner's lot. Not less than designated by the HWHOA.

Each homeowner should verify with their insurance agent to make sure the insurance coverage is for both exterior and interior. These are generally referred to as HO-3 (Homeowner) and HO-4 (Tenant Homeowner) policies. Homeowners may give consideration to adding Back Up Drain and Sewer Coverage and/or Flood Insurance along with required insurance coverage.

At each insurance policy renewal date as evidence of current insurance a copy of the declaration sheet of the insurance policy must be provided to the HWHOA. This sheet gives the homeowner's name, address, coverage for limits of liability for dwelling, personal property and personal liability and the time frame of coverage dates. A homeowner may choose to have their insurance agent automatically provide this information to the HWHOA at each renewal. Mail this proof of insurance to:

**Huntington Woods Homeowners Association
1729 12th Street NE Hickory, NC 28601**

ARCHITECTURAL

It is the responsibility of the homeowner to regularly inspect their unit for maintenance. Concerns or requests are to be reported in writing (see form at the end of this handbook) to our property management company:

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

Townhome owners own the complete exterior surface and all structure therein, as well as decks, patios, roof, and the land on which the townhome unit is built.

All architectural changes or additions to any building must be presented to the HWHOA Board of Directors for approval. This covers front doors, exterior lighting fixtures, awnings, windows, storage sheds, decks, patios, porches, roofs, or other related items.

It is required that all homeowners carry at all times appropriate insurance to insure their townhome in case it is damaged (see page five in this Handbook regarding insurance coverage).

Repairs and maintenance of the interior of townhomes are not the responsibility of the HWHOA. Additionally, any repairs to the building exterior structure required beyond routine maintenance and routine replacements are not the responsibility of the HWHOA. Homeowners must provide through their individual homeowners insurance or out-of-pocket payment for repair of any damage to the exterior and interior of their townhome that results from fire, storm, termites, glass surfaces damage, or other acts of God. Homeowners are also responsible for their doors, windows and skylights (Article VII, Section 2g of the By-Laws, 10/03/1989)

The Major Improvement Fund (Article XV of the By-Laws, 10/03/1989) was established for the HHHHWHOA to cover their responsibilities toward roofing, painting, staining, deck repair, road improvements, etc. Article VII of the Declaration of Covenants, Conditions and Restrictions regarding Exterior Maintenance states that paint, repair, replace and care of roofs, gutters, downspouts exterior building surfaces, trees, shrubs, grass, walks and other exterior improvements will be maintained.

LANDSCAPING

The HWHOA employs professional lawn services and landscaping services to care for the grounds. The responsibility of these services include mowing lawns, trimming and weed eating, mulching, trimming shrubs twice a year, reseeding, applying weed killer, fertilizer and leaf removal.

A professional tree service is employed to trim and remove diseased and dead trees.

The homeowner may plant flowers in the mulched area around their unit only. Permission must be obtained from the Board before removing existing shrubs or planting new shrubs around the unit (at the homeowner's expense). Any request or concern is to be reported in writing and sent to our property management company:

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

- The shrubs at the back of the unit are to be maintained by the homeowner. Shrubs and bushes at the back of the unit that are not maintained will be trimmed or removed by the HWHOA at the homeowner's expense.
- All homeowners must keep water hoses and other personal items clear of landscaped areas. Gas meters, water meters and electrical meters are to be kept clear.
- Do not direct landscaping concerns and questions to the landscaping staff. They are to be directed to the landscaping committee.
- Nothing temporary or permanent should be left in the common areas.

DUMPSTERS, GARBAGE AND RECYCLING

There are four fenced dumpsters located throughout the complex, each holding one dumpster and numerous blue recycling carts. The HWHOA asks that the guidelines listed below be followed.

GARBAGE

- Bag and secure all garbage. **Do not leave** garbage or garbage bags on top or outside of the dumpster. The garbage truck crew will **not** pick up any garbage left outside the dumpster. If the nearest dumpster is full, use another dumpster in the complex.
- It is important to close the dumpster doors after depositing garbage.
- Place non-artificial Christmas trees **outside** of the fence.
- Household items (carpet, furniture, appliances, etc.) require a special pick up. **Call the City of Hickory Public Services, 828-323-7500 to request a pick up. Place these items outside the fenced area.**

RECYCLING

Recycling is strongly encouraged. See your newcomer packet for an information sheet regarding the award-winning city/county recycling program.

- Place city approved items for recycling in a blue recycling cart.
- Small cardboard boxes should be broken down and placed inside a recycling cart.
- Large cardboard boxes should be broken down and either cut up to fit in a recycling cart or broken down and put outside the fence.
- Paint cans, flammables, batteries, electronics and other hazardous materials should be taken to a recycling center. For further information about appropriate recycling centers, etc., **call 828-323-7500 or go to:**
<http://www.hickorync.gov/content/recycling>.
- Recycling is picked up on Friday.

POOL AND GAZEBO

Please note that when using outdoor facilities the City of Hickory noise ordinance is in effect for all areas of Huntington Woods.

POOL

Homeowners will be given a key to the pool, just call the pool chairperson to receive it. The pool opens annually sometime in May and closes sometime in September. Homeowners will be notified of exact dates yearly. **The pool is to remain locked when not in use. Always lock the gate if you are the last one to leave the pool.**

- Hours: 7:00 am to 9:00 pm.
- **All guests must be accompanied by a homeowner.**
- **Swim at your own risk - no lifeguard on duty.**
- **Children under the age of 14 must be supervised by an adult.**
- Swim diapers are required for children who are not toilet trained.
- No running, rough play, loud music or general misconduct is permitted.
- No pets, glass containers or sharp objects of any kind are permitted in the pool area.
- The pool phone is installed for emergencies only.
- Clean up after yourself, leave umbrella(s) in closed position and **lock the gate if you are the last to leave.**

GAZEBO

- No running or climbing is permitted in the gazebo and garden area.
- All guests must be accompanied by a homeowner.
- Clean up the area after use.

PETS

All residents are expected to abide by the City of Hickory Leash Law. This means all pets (dogs and cats) are to be on a leash at all times. The City of Hickory noise ordinance applies to barking dogs. Please consider your neighbors.

In addition, the Association requires the following:

- Always control your dog on a leash when outside your unit.
- Make sure your pet's vaccinations are current.
- Protect the cultivated grass and shrubbery - pet urine can be damaging
- Carry a bag and clean up feces after your pet - deposit feces in tied bag in the nearest dumpster.
- Bag and secure cat litter - **do not flush cat litter down the toilet.**
- Feed your pet inside your home - **do not leave food outside to attract unwanted pests.**

FIREPLACES

Use the following safety precautions when using the fireplace.

- Make sure the flue is open before you start a fire.
- Keep a glass or metal screen in front of the fireplace opening to prevent hot embers from jumping out.
- Use dry, season wood. Never burn green wood, treated lumber or wood that is painted.
- Use a grate to prevent damage to the firebox.
- Never use combustible liquids such as kerosene, turpentine, lighter fluid or gasoline to start a fire.
- In using artificial or synthetic logs, follow the package directions carefully.
- Never close the flue if hot ashes are still burning.
- Never leave a fire unattended.
- After the ashes cool completely, place them in a metal container and discard.
- In order to prevent termites, do not store firewood against the building's wood siding.
- If you have gas logs, do not burn them on high - the firebox and mantle may become overheated.
- Remember to replace batteries in smoke detectors and carbon monoxide detectors annually.
- If real wood is burned, it is recommended that the chimney be checked annually.

OTHER IMPORTANT RULES

PARKING

Each townhome is entitled to the use two (2) parking spaces. In addition, there are some designated guest parking spaces. **Do not park on the grass.**

RV's, trailers, and boats are not to be routinely parked on Huntington Woods property.

SPEED LIMIT

The posted speed limit within the complex is 16 mph.

YARD SALES

No yard sales are permitted within the complex.

SIGNS

The placement of all signs, including For Sale/Realtor signs, must be approved by the Board and placed in the mulched area immediately adjacent to the building.

SATELLITE DISHES

Satellite dishes can only be placed at the rear of the unit and are not to be visible from the front of the building.

SKATEBOARDERS

Skateboarders are encouraged to use the skateboarding park at Highland Recreation Center on 8th St Dr NE.

