

NORTH RIDGE VILLAS HOMEOWNERS ASSOCIATION

Distributed to all Homeowners October 2024

RULES, REGULATIONS and STANDARDS OF APPEARANCE FOR TOWNHOME OWNERS

In order to protect our property values and the desirability of living in the North Ridge Villas (NRV) community, the NRV Board of Directors formulates Rules and Regulations and Standards of Appearance. These Rules, Regulations, and Standards of Appearance apply to Homeowners, Tenants, and Guests. It is the responsibility of the Homeowner to inform each Tenant or Guest of these Rules and Regulations. Should there be an infraction by a Tenant or Guest, the Homeowner will be assessed the penalty.

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For the benefit of all Association members, the uniqueness of community living prescribes the necessity to maintain standards of appearance and compliance with these standards is necessary to promote harmonious living and to protect property values. The existence of these standards is one of the basic advantages of the community association concept. These rules, regulations and standards were formulated for the collective benefit of the community and it is expected that all Residents comply with them. See page 12 for Penalty for Violations.

1. Late Payment of Assessment- Association dues are due in full on the 1st of each month. Homeowners with an outstanding balance after the last day of that month will be assessed a late payment charge of \$20. An additional \$20 late fee will be charged at the end of each month the payment is in arrears. After 60 days past due, a hearing before the NRV Board will be called. Recreational and voting privileges may be suspended until payments are up to date. After 90 days past due, the debt may be turned over to a Collection Agency and/or legal action may be taken.

2. Vehicles (all motorized vehicles)

Speed Limit: For the safety of all, vehicles on our private streets should be operated at **15 miles per hour** or less unless posted otherwise.

Parking: Per the NRV Covenants, filed in Book 2802 Page 213 with the Wake County Register of Deeds, each townhome shall be entitled to the use of not more than two parking spaces that are as near and convenient to their townhome as possible. For townhomes with garages, the driveway leading to it is considered one of their two parking spaces. Townhome occupants who have more than two vehicles shall not park in front of other homes without written permission from the Owner and permission filed with the Association. Parking is only allowed in designated parking areas.

Guest Parking in the Townhome Area: NRV has designated "Guest Parking" areas. Guests are to park in these areas when possible. If a Guest parking space is not available, Guests may park in the clubhouse parking lot. Overnight Guests may park at the clubhouse parking lot from 7 PM to 9 AM the next morning. There is no use of the clubhouse parking lot for more than 72 hours without obtaining previous permission from the Association's Property Manager. (Property Manager will notify HOA Board members of any such permission granted.) Residents are not to use "Guest Parking" areas for permanent parking of a vehicle without Association approval of the request.

Covers: Vehicle covers are allowed but must be earth tone or neutral in color and form fitted. No tarps or unfitted covers are allowed.

Commercial Vehicles: Commercial vehicles, trucks, or trailers that exceed $\frac{3}{4}$ ton, are NOT to be parked overnight on the private streets. They can be parked in the clubhouse parking lot from 7 PM until 9 AM the following morning (on a limited basis with permission from the Association).

Trucks, Boats, Trailers, and Motor Homes: Trucks, not to exceed $\frac{3}{4}$ ton, boats not to exceed 21 feet, and small utility trailers are allowed only in the personal driveway of Homeowners. These vehicles are not permitted to be parked overnight on any NRV owned streets. Motor homes shall not be parked in townhome parking lots. Homeowners or Guests may park a motor home in the clubhouse parking lot for up to one week, after obtaining pre-approval from the Association's Property Manager. (Property Manager will notify HOA Board members of any such permission granted)

Unlicensed, inoperable, covered, or stored vehicles: All vehicles must be operable, licensed, and current on registration. Vehicles not meeting these criteria may receive a written warning and then may be subject to towing at the Owner's expense and risk. Vehicles are not allowed on common areas unless it has been approved for such purpose.

Deliveries: All deliveries must be made from the street and carried to the front of the home or the rear if necessary. This includes deliveries of firewood, dirt, mulch, and other products or materials. Commercial service trucks are to be parked on the street during service, unless prior permission is obtained from the Association.

Violations: Any infraction of the preceding vehicle rules may result in a fine of not less than \$100 per occurrence, plus costs of repairing any damage to the common areas and ALL TOWING EXPENSES.

3. Furniture, Bicycles, Toys, and Sports Equipment: Outdoor furniture, bicycles, toys (mobile or stationary), or sports equipment should not be left or stored in front yards or common areas. (See also Section 10 Front Porches)

4. Yard Decorations:

Seasonal decorations: Seasonal decorations shall be displayed no more than four weeks before a holiday and removed no later than four weeks following the holiday. Holiday lights are allowed at the front entrance doorways, on front shrubs, and on lampposts, railings, and windows ONLY. Lights shall not be attached to roofs, gutters or siding. Any lights shall be stationary (no running or flashing lights). Holiday/seasonal decorations shall not be more than 36 inches high. No inflatables or electrical cords are allowed on any common area, including front yards.

Semi-permanent exterior decorations: This category includes but is not limited to such items as bird baths, hammocks, outdoor furniture, statuary, wind chimes, bird feeders, flag poles, and seasonal/holiday decorations. These items are not allowed in the front yards or in the common areas without Association approval. Items shall not be installed into or on the siding. If items are attached to the siding and damage is caused, the cost of such repairs will be charged to the Homeowner. For the consistency of appearance of the community, we ask that all personalization of your property be limited to the back yard. (Also see Section 10 Landscape).

5. Flags: Flags of the United States of America and the State of North Carolina, no larger than four feet by six feet, may be displayed. Other flags, three feet by five feet or smaller, are permitted. All flags must be kept in good condition. Requests will be issued to remove or replace faded, torn or tattered flags. Flags are not permitted to be attached to townhome siding but may be attached to the trim using appropriate measures. Damage caused by the flag's (mount) post will be the Homeowner's responsibility.

6. Use of Signs: One temporary sign on a holder is allowed directly in front of the Owner's deeded property or within the area of the lot, ***subject to the following:***

- a. Real estate signs must be removed eight calendar days following the close of the transaction.
- b. Political signs are not allowed on common property and can only be displayed on a Homeowner's private property. In the townhomes, this is in windows, on porches or within three feet of the home. They may be placed up to two weeks prior to the start of early voting and must be removed immediately following the election.
- c. Signage shall not exceed 46 inches in height (measured from the ground up) and shall not exceed 26 inches in width. Non-professional or homemade signs are not permitted. Homeowners may not place any signs in common areas.
- d. Alarm company signs should be placed near your front stoop or in the window.
- e. Signs no larger than four inches by six inches indicating that pets are on the premises may be placed in the window and/or attached to the fence.

7. Animals and Pets: No animals, livestock, or poultry of any kind shall be kept or maintained on any lot or in any dwelling except that dogs, cats, or other household pets may be kept or maintained provided they are not kept or maintained for commercial purposes. The pets must be kept in a manner so they do not become a nuisance or annoyance to the neighborhood. Pets shall be leashed, restrained, cleaned up after, registered, licensed, and vaccinated as required by applicable state, county and/or city laws. Violations of these rules may be enforced by asking the City Humane Officer to take action by removing the pet. The City of Raleigh has a "Noise Control Law," which also applies to pets living at NRV. (See also Section 15 Noise).

8. Trash Receptacles, Recycle Bins, Yard Clippings, and Firewood: Curbside trash, recycling, and yard waste pickup waste is per the City of Raleigh's collection schedule. Homeowners should not put any trash, recycling, or yard waste at the curb until noon of the day before pickup. Cans are to be returned to storage by 8 PM on the day of pickup. If the trash is not picked up on the scheduled day, it shall be removed by 8 PM on the next day.

Storage of Waste Collection Receptacles:

- Trash, recycling, and yard waste cans may be stored in backyards, inside fences or garages, directly beside the home (in accordance with conditions stated below), or in Architectural Review Committee-approved enclosures.
- The cans may be stored directly beside the townhome or privacy fence without an enclosure only if they are up against the home or fence and hidden from street view by a shrub or by a protrusion of the home's structure when viewed from directly in front of the home. **For homes not adjacent to the Volant Drive** thoroughfare, this means that a person standing at the edge of the street directly in front of the home, in line with the front door, cannot see the containers. **For properties with the back or side facing Volant Drive**, visibility also applies to the entire length of that city street; bins must be hidden from cars passing through on Volant, which means the containers must be stored inside the backyard fence or in an approved enclosure.
- Trash, recycling, and yard waste cans shall not be stored on front porches or left on any common area property (sidewalks, streets, front yards, parking spaces, driveways, space between homes, etc.).

- Owners of “middle” units in townhomes have the option of storing bins against the fence or exterior wall of an end unit of their building, subject to the above restrictions.

Yard Waste and Limbs: Yard waste must be in city-provided containers, recyclable paper yard waste bags, or properly bundled according to city requirements.

Firewood: To avoid termite infestation and property damage, firewood, and other wooden materials, should not be stored in garages, crawl spaces, storage rooms, or on or under decks (unless the deck is two-story). The firewood should be at least 36 inches away from siding, deck, fence, etc. It should be kept neat and be removed if decayed. It cannot be stored on common area property.

9. Exterior Modifications/Additions/Changes:

Under Article VI of the North Ridge Villas’ Declaration of Covenants, Conditions and Restrictions, all such items require application to the Association’s Architectural Review Committee (ARC). Modifications, additions or changes that do not have prior ARC approval are subject to be reverted to the original state, at the Homeowner’s expense. Work may not be commenced on an exterior modification, addition, or change until ARC approval has been received or until the 30-day time limit that is fully detailed in the Architectural Request Form has expired. Once commenced, construction shall be completed expeditiously. Please refer to the Architectural Request Form for more details. [\(See location of forms here\)](#)

The language in the ARC Form, including but not limited to the instructions, requirements, conditions, and restrictions it provides, is hereby made a part of this rules document and carries weight equal to the rules incorporated herein.

Modifications that require ARC approval include but are not limited to the following:

Decks/Porches/Pergolas/Patios	Basketball Hoops	Room Additions
Fences/Lattice Work/Trellises	Propane Tanks	Exterior Paint Colors
Garage Doors	Landscape Lights	Exterior Lights
Play Equipment/Houses	Satellite Dishes	Storm Doors
Fountains, Ponds, Spas	Dog Shelters/Out Buildings	Solar Panels
Replacement Windows	Landscape Changes	Sky Lights/Solar Tubes
Siding and Shutters	Ramps	Trash Enclosures
Rain Barrels	EV Chargers	Awnings

Room Additions, Decks, and Porches: Please see "Reminder to Homeowners" regarding city permits and county document recording requirements.

Structures: All structures must be approved by the ARC prior to construction or installation.

Decks-Wooden: Regular preventive maintenance of decks (cleaning and sealing) is the responsibility of the Homeowner. For consistency of appearance throughout the community, all decks should be sealed with a transparent natural finish; for any stain other than clear (not tinted), Homeowner shall submit a request for ARC approval in advance.

The Association is responsible for repair and rotten board replacement of original construction decks only; such repairs shall be limited to installation of structural components and will not include staining/sealing. Decks modified from the original townhome construction, by current or any prior Owner, are solely the Homeowner's responsibility; the Association will not repair any structurally modified deck or deck section.

Any plan for modification of a deck must go through ARC application and approval in advance.

Plant Trellises: Any plant trellises must be at least 12 inches from the side of the building to allow air to get to the siding and for painting. They must be in the backyard only. They may not be attached to the siding of the townhomes.

Reminder to Homeowners: All modifications must meet or exceed City of Raleigh Codes, and the Homeowner is responsible for obtaining all required permits and mandated inspections. Cases requiring recording with Wake County will be recorded at the Owner's expense. .

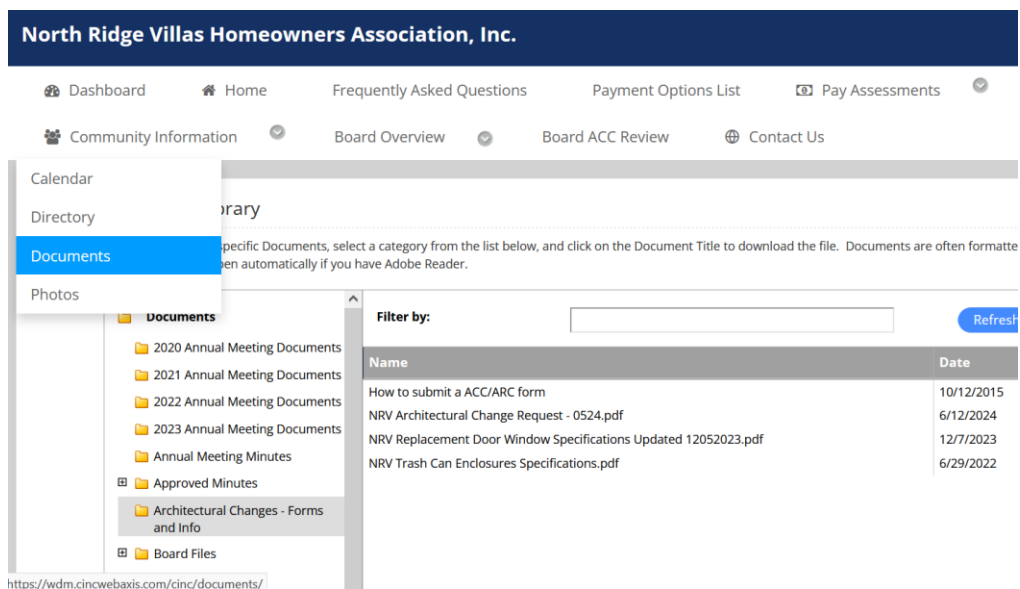
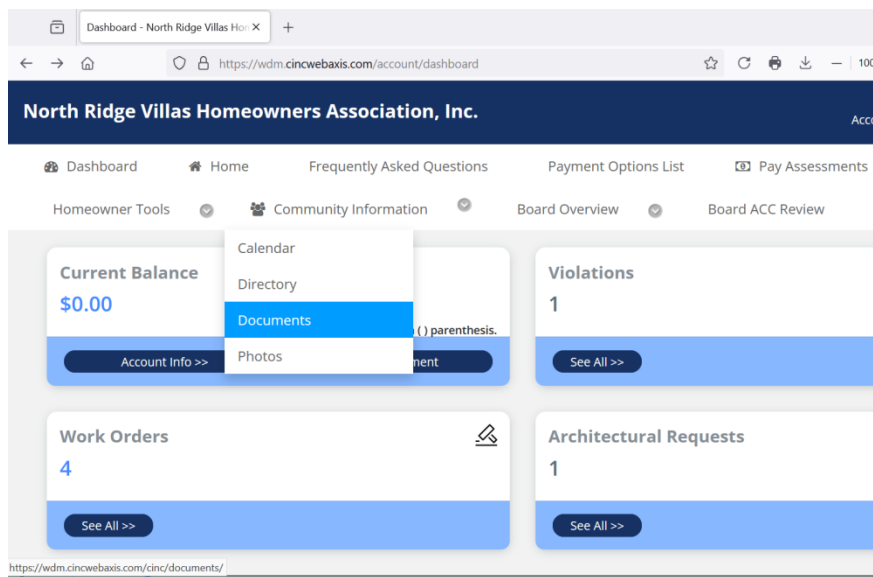
A restrictive deed must be filed with Wake County Register of Deeds for all exterior modifications that meet the criteria for requiring a permit. The filing will ensure future Owners are aware of modifications to the property from the original state and their responsibility for future maintenance.

All Homeowner requests requiring ARC approval are to be submitted to the NRV Management Company.

Refer to the ARC Form for additional information and detailed instructions. To obtain a copy of the form, contact the Property Manager or visit the Association's website.

NRV Web Address: wdm.cincwebaxis.com

- Log in to your account
- Open the Community Information → Documents section
- See the relevant folder for forms: Architectural Changes or Grounds Information



10. Landscape

Backyards: Townhome Owners must maintain their backyards neatly and orderly. Maintenance of trees, bushes, other vegetation, and mulch within the rear property lines are the responsibility of the Homeowner. The HOA will not remove debris from the backyards. Debris cannot be placed on common area property, including creek beds and natural areas. The Owner is responsible for keeping trees in the back yard 24 inches and shrubs 12 inches away from the home (including but not limited to sides, roofs and decks of homes). Please be advised that property lines go up, and if your neighbor's tree is within the above noted distance to your home, it is your responsibility to prune. If the tree is in the common area, it is your responsibility to notify the Association to have it pruned. The HOA does provide optional mowing of the backyard where grass is present, and when the yard is clear of debris, both natural and otherwise. All other items are the Homeowner's responsibility.

Front and Side Yards: The HOA maintains the landscape in front yards and in common areas. Homeowners may request to make changes in their front yards or in common areas by submitting

a Landscaping Change Request Form. Receipt of this request must be acknowledged by the Management Company. Following the application and acknowledgement, if the Homeowner has not received a response from management within thirty (30) days, the request is deemed approved. Work must not begin until approval is received or 30 days has passed. **Modifications, additions or changes that do not have PRIOR Grounds Committee approval are subject to be reverted to the original state, at the Owner's expense.**

Front Porches: Owners are expected to maintain front porches and any items located on them in a neat, orderly, and clean manner. Front porches are not to be used for storage, including, but not limited to: mops, brooms, buckets, other cleaning supplies, trash cans, toys, bicycles, lawn care equipment, and ladders.

Ornamentation/Statuary/Pots: All landscaping or garden ornamentation changes in the front yard should be submitted to the Management Company for approval by the Association. Dead plants or damaged pots/statuary shall be removed in a timely manner. No artificial flowers, bushes, or trees are permitted in baskets or pots.

Hanging Baskets: Hanging baskets shall not be hung from the lampposts or placed in common areas. No artificial flowers or bushes shall be in hanging baskets.

Trees (Common Area): NRV Policy states that no tree on common area will be removed unless it is dead, diseased, dying, or unsafe as determined by a licensed arborist. Stump grinding will not occur until one year after removal, to ensure it has rotted enough to not cause damage to any utility lines.

Trees (Private Property): A Landscape Change Form should be submitted and approved before removing trees on private property because the size and proximity of the tree can affect the surrounding homes and property. All tree removal must be done by a professional who is bonded and insured. Any damage to surrounding structures or property will be the responsibility of the Homeowner who is removing the tree.

11. Sunbathing: Sunbathing is permitted only in backyards or on the apron at the pool.

12. Clothes lines: Clothes lines are forbidden and clothing items shall not be hung from decks, fences, or front or back porch railings.

13. HVAC Units: All original homes were fitted with AC/Heating units. Therefore, no auxiliary units such as half screens, window fans, or window air conditioners are permitted except on a temporary basis during repair or replacement of the main unit, with notification to the Management Company. New AC/Heating Units must be installed on original location.

14. Flower Boxes: Are not permitted on windows, and may not be attached to any townhome structure.

15. Noise: Excessive noise is prohibited in our community. The City of Raleigh Ordinance Chapter 5, Section 12 defines unnecessary noise as any excessive or unusually loud sound or any sound which disturbs the peace and quiet of any neighborhood or which does annoy, disturb, injure, or endanger the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensibilities, or causes damage to property. The maximum noise during

the day (7 AM – 11 PM) is 55 decibels; during the night (11 PM – 7 AM) is 45 decibels. Horns are prohibited when the vehicle is not in motion, except for danger signal. Playing radio, TV, or music that annoys or disturbs the quiet during nighttime hours and the use of automobiles so loaded to create loud noise during nighttime hours are also prohibited.

No person shall keep or maintain or permit the keeping of on any premise owned, leased, occupied, or controlled by such person, any animal or fowl otherwise permitted to be kept which, by habitual or frequent sound, cry, howling, barking, squawking, meowing, or other noise shall disturb the quiet, comfort, or repose of any person.

Violations should be reported to the police and the Management Company. Prosecution requires complaints by two or more people from different households.

16. Out Buildings: Out buildings must be approved by the Architectural Review Committee (ARC).

17. Swing Sets: Swing sets require Architectural Review Committee approval.

18. Lights: No additional outside lighting is permitted without pre-approval from the Architectural Review Committee. Upon approval, lighting must be placed so as not to inconvenience the neighbors. Lampposts and lamppost lights will be maintained by the HOA. Bulbs will be supplied by the Management Company and replaced by a volunteer for each street. Electrical wiring from the home to the lamppost is the Homeowner's responsibility. No lawn, porch or garage fixtures may be replaced with a different fixture without pre-approval of the Architectural Review Committee. Street lights are owned and maintained by Duke Progress Energy; outages should be reported directly to Duke Progress Energy.

19. Exterior Painting: If a Homeowner elects to repaint other than on the normal Association maintenance schedule, all exterior color changes for homes must be pre-approved by the Architectural Review Committee. This requirement includes doors, windows, shutters, and trim as well as siding.

20. Awnings: Awnings are not allowed on windows or doors. All deck and patio awnings must be pre-approved by the Architectural Review Committee. Deck and patio awnings must be inspected regularly by the Homeowner and kept in good repair. No metal and/or shield type awnings are allowed. If awning removal is required to repair items like a deck/siding, the awning will be removed at the Homeowner's expense, unless the Homeowner wishes to remove it themselves prior to deck/siding work. Sufficient written notice will be given to the Homeowner in writing if this will be required.

21. Satellite Dishes: All dishes must be pre-approved by the Architectural Review Committee. Only small dishes (24 inches in diameter or less) are allowed and should be mounted so as not to be visible from the street unless approved by the ARC. Absolutely no satellite dish may be installed on common area property.

22. Site Drainage: The Association is not responsible for any standing ground water on an Owner's lot unless the HOA has changed the topography of an adjacent area and that change is found to be the cause of the standing water. Creekside: pursuant to Wake

County guidelines, there should be a 50-foot natural buffer from the creek edge. The HOA will perform limited maintenance in creek-edge buffers.

23. Replacement of Windows/Screens: Windows and screens are the sole responsibility of the Homeowner, and replacements must be pre-approved by the Architectural Review Committee. Replacement window specifications are available from ARC or Property Manager. Painting of windows will be done by the HOA during the regular paint schedule. Any additional painting is the responsibility of the Homeowner and must comply with ARC paint guidelines. Inoperable windows are the Homeowner's responsibility.

24. Propane Tanks: For those areas without natural gas lines, the Architectural Review Committee must pre-approve installation of propane tanks. All tanks must have an approved shield and be fenced so that the tank cannot be seen from the street, or above the fence. Final approval will be issued after the tank is properly installed.

25. Garage Doors: Garage doors should not be left open. Replacement door specifications are available from ARC or Property Manager.

26. Fountains, Ponds, and Spas: Water fountains, ponds, and Jacuzzis and other spas shall be maintained by the Homeowner and kept in working order, with no standing water that would create a breeding ground for mosquitoes. Standing water containers must be covered or treated to prevent odors and mosquitoes.

27. Rain Barrels and Compost Bins: Each home may install two rain barrels off the back gutters of the home. They must be black, green, or neutral in color. If alterations to the gutter are required, the Homeowner is responsible for returning the gutter to original condition after removal of rain barrel. The Homeowner is responsible for mosquito control of standing water. Compost bins must be within the backyard fenced area. No rain barrel or compost bin may be visible from the street.

28. Yard and Estate Sales: The HOA typically sponsors one or two Community Yard Sales per year in which everyone can participate. No private yard sales or garage sales are permitted. Estate Sales are allowed with pre-approval from the Management Company subject to the following:

- a. Advance notice to neighbors
- b. Hours between 8 AM and 5 PM, limited to two days
- c. Parking only in designated Guest areas, on the city street (Volant Dr.), or in the clubhouse parking lot, except for brief loading of large items.

29. Leasing: The Association requests that the absentee Homeowner notify the NRV Management Company when the property is used as a lease or rental. This allows the Association to ensure all communication is directed to the Homeowner and not the Renter.

It is the responsibility of the Homeowner to ensure the Renter is made aware of all Rules, Regulations, and Standards of Appearance of the NRV community, including behavior and safety rules for the Recreation areas. Should any violation occur, the responsibility for correcting the problem behavior will fall to the Homeowner. Any ensuing fines will be the responsibility of the Homeowner. If the Tenant is to be

granted recreation privileges, it is the Homeowner's responsibility to provide a working pool/activity fob to the Tenant.

Short term rentals are not allowed, including Airbnb and Vrbo (Vacation Rental by Owner).

30. Home-Based Businesses: Home-based businesses are prohibited per NRV Covenants Book 2802 Page 227, as recorded by the Wake County Registrar of Deeds.

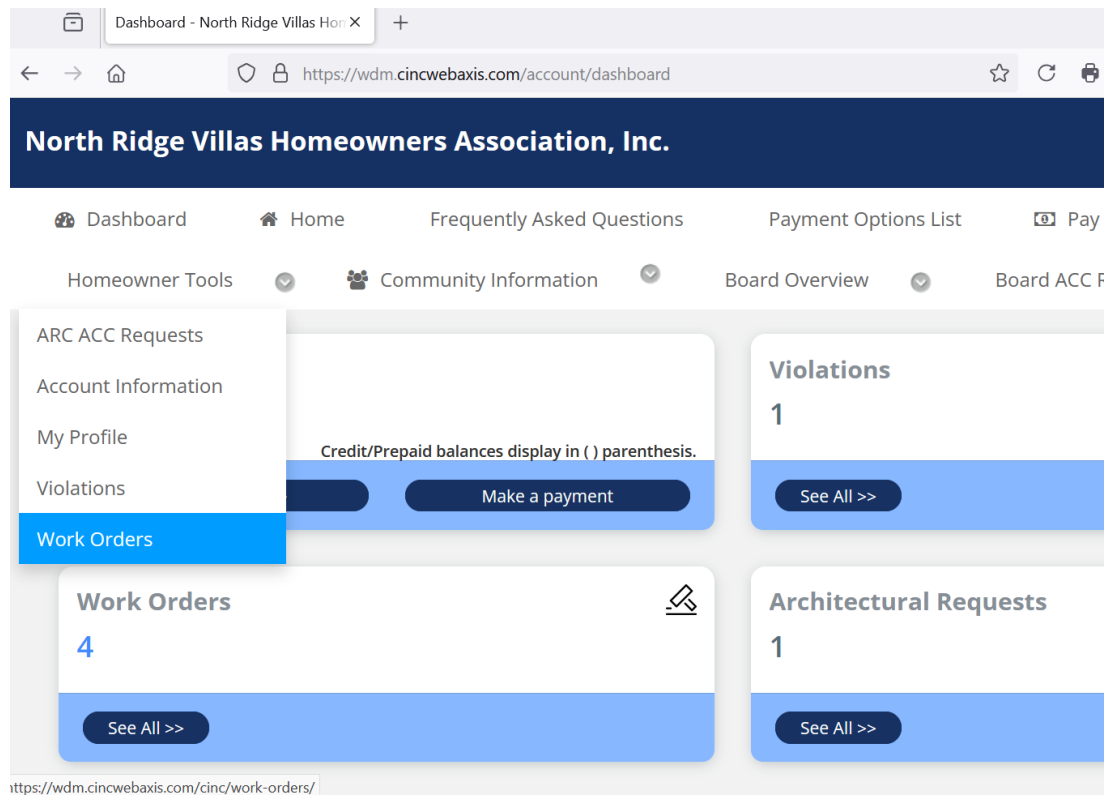
31. Approvals: All Homeowner requests requiring Association, Architectural, or Landscape approval should be submitted to the NRV Management Company.

32. Work Orders: Homeowners should submit a Work Order (located on the NRV website) to the NRV Management Company to request repairs for which the Association has responsibility.

Property Manager Phone: (919) 459-1860

NRV Web Address: wdm.cincwebaxis.com

- Log in to your account
- Open the Homeowner Tools → Work Orders section
- Click “Add a Work Order” and enter the details of the needed repair



Work Orders - North Ridge Villas Homeowners Association, Inc.

https://wdm.cincwebaxis.com/cinc/work-orders/

North Ridge Villas Homeowners Association, Inc.

Dashboard Home Frequently Asked Questions Payment Options List Pay Assessments

Homeowner Tools Community Information Board Overview Board ACC Review

My Work Orders

Homeowners may track current and closed Work Orders online. To submit a New Work Order, click on "Add Work Order" and complete the form.

[Add Work Order](#)

WO	Issued	Due Date	Description	Status
42148	12/23/2022		Yard lamp on during daylight	Pending
41316	10/9/2022		Rotted deck boards	Pending
41181	10/1/2022		Yard lamp tripped circuit breaker during rain	Pending

33. Penalty for Violations

We live in an attractive environment but also a very close one. Therefore, each and every Owner and Resident must cooperate with the Association and, after recognizing any infraction or abuse of the rules, do everything possible to correct the situation quickly. It is expected that all Residents voluntarily comply with the rules, regulations, and standards.

The Board of Directors formulates, publishes, and enforces the Rules and Regulations as per the Covenants. The Property Management Company, under the guidance of the Board of Directors, assists with the enforcement of the Rules and Regulations.

Those wishing to report possible violations should do so by contacting the Management Company.

Penalties apply to violations and will result in appropriate action by the Board of Directors. Any infraction will result in the following:

1st offense - Written Warning Notice with 10 days to correct

2nd offense - Written Warning Notice with Time Requirement regarding Due Process Hearing

3rd offense - Written Notice of Mandatory Due Process Hearing date and impending fine

Based upon the nature of the violation, the Board reserves the right to initiate due process immediately.

Any fine that is imposed by the Board of Directors, following the Due Process Hearing, will continue until the matter is resolved, as supported by NC GS 47F.

34. Detailed Explanation of Maintenance Services for Townhomes

Air conditioners/heat pumps, compressors, and concrete pad: These items are the responsibility of the Homeowner and must be installed on deeded private property.

Animal and Pest Control: The Association provides annual termite inspection and determination of relevant, prudent responses to other occurrences on common property such as squirrels, bees, ants, etc.

Attached Utility Areas: The Association provides siding repair/replacement and painting of attached utility areas on the Association's schedule.

Chimney Caps: The Association is responsible for chimney caps but not chimney cages that Homeowners may have added.

Crawl spaces and foundation components: These are the responsibility of the Homeowner.

Curbs, Timbers and Islands: The Association is responsible for repair on the Association schedule.

Decks-Wooden: Regular preventative maintenance of decks (cleaning and sealing) is the responsibility of the Homeowner. For consistency of appearance throughout the community, all decks should be sealed with a transparent natural finish; for any stain other than clear (not tinted), Homeowner shall submit a request for Architectural Review Committee approval in advance.

The Association is responsible for repair and rotten board replacement of original construction decks only; such repairs shall be limited to installation of structural components and will not include staining/sealing. Decks modified from the original townhome construction, by current or any prior Owner, are solely the Homeowner's responsibility; the Association will not repair any modified deck or deck section. Any plan for modification of a deck must go through Architectural Review Committee application and approval in advance.

Doors: The Association is responsible for repair and painting only of front entrance doors. Door buzzers, bells, knobs, locks and storm doors are the responsibility of the Homeowner. Installation or replacement of storm doors must go through the Architectural Review request process and comply with approved type/color.

Fences and Gates: The Association maintains fences of original construction and unmodified by Homeowner. All modifications, installations, and removals must be approved by the Architectural Review Committee and must be installed on deeded property. No fences or gates can be installed on common area property.

Firewall: The Homeowner is responsible for sheetrock in the attic at the wall between units.

Garage doors: Garage doors are the responsibility of the Homeowner for maintenance repair, or replacement. Association maintains painting on the regular Association schedule.

Grounds Maintenance: Contracted landscape maintenance includes grass, shrubs and trees in common areas including seeding, mowing, weed control, fertilizing and pruning on an established schedule. Backyards of townhomes are currently mowed only; please see Section 10 above. If you want the HOA's landscapers to provide back yard maintenance, you may contact the Property Manager to be placed on the "Yes Mow" list. Grounds maintenance also includes a review of trees in the common areas for removal if dead, diseased, or encroaching on structures to the point of

damage. Removal is based on availability of funds and approval by the City of Raleigh, when in easements. All grounds requests should be submitted to the Property Manager on a Landscaping Change Request Form. (See item Section 32 or [click here for location of forms](#)). The Association will prioritize requests and address them as the budget allows.

Gutters/Downspouts: The Association is responsible for the attached gutters and downspouts and the cleaning of the gutters five times per year. The Association is not responsible for flow of water after leaving gutter unless the topography of the land has been modified by the Association.

Handrails: The Association is responsible for original handrails attached to front of the home and on common property.

Handicap ramp installation and maintenance: Homeowners requiring ramp access are responsible for complying with Architectural Review request process and are responsible for all future maintenance. Ramp should be returned to original stoop and steps when no longer needed, at Homeowner's expense.

House Numbers: The Association is responsible for maintaining 911-compliant house numbers.

Light Fixtures: The Association maintains the post lights in common areas and supplies the light bulbs for them through a street representative. Wiring to such post is the responsibility of each Homeowner. The electricity is paid for by each individual Homeowner. Light fixtures attached to the home are the responsibility of the Homeowner and must comply with the Architectural Review Committee approvals.

Mailboxes and Posts: The Association is responsible for natural wood posts and black mailboxes.

Paving: The Association is responsible for concrete sidewalks, parking pads & patios - original only, repairs only. The Association is not responsible for relocation or reconfiguration of existing walkways.

Recreation facilities: In addition to exterior townhome maintenance and common grounds responsibilities, there are common community elements maintained by the Association. Those responsibilities include the children's playground, clubhouse, creek beds, concrete and metal storm drains, concrete catch basins, landscaped islands, natural wooded areas, pedestrian bridges, recreational area lighting, retaining walls, timbers, swimming pool, street signs, public area overhead street lights, and basketball and tennis courts.

Roof replacement and repair: The Association will repair and apply overlay or replacement shingles plus replacement of any defective underlying wood product to which shingles are affixed, on original townhome construction, according to the Association schedule. Individual repair requests should go through the property management request for maintenance process (by Work Order). Repair or replacement of roofing on any addition (room, enclosed porch, etc.) is the Homeowner's responsibility. **Roof damage from insurable events, such as fallen trees or limbs, is the Homeowner's responsibility** (see Section 33 Additional Maintenance Notes).

Shutters: Shutters were not part of the original building of North Ridge Villas and are the responsibility of the Homeowner to repair or replace. The Association is responsible for painting them on Association schedule. Style/color must meet community standards established by the Architectural Review Committee.

Siding and Trim: The Association is responsible for painting the siding of all exterior building surfaces, not modified by Homeowners and according to Association schedule. Siding, shutter and door color can be chosen from an approved color chart by the Homeowner; color changes requiring multiple coats may incur a Homeowner upcharge. The Architectural Review Committee has established that all trim be painted white.

Skylights: The Association is responsible for the frames attached to roof only/original only. Homeowners may install skylights after receiving approval of both type/location from the Architectural Review Committee. Any damage to roof due to installation will be the responsibility of the Homeowner.

Stoops and Stairs: The Association is responsible for repair of original only.

Storm/Sewer drains: The Association is responsible clearing of debris from storm/sewer drains on common areas.

Streets: The Association is responsible for paving and/or seal coating of all private streets on the Association's schedule.

Termite Prevention: Each Homeowner receives a yearly termite inspection. Homeowner must be available to open the home when inspection is to take place. The Management Company maintains the schedule and informs Homeowners of dates.

Trash/Recycling Containers: Homeowner is responsible. Contact the city for replacement.

Tree Removal: The Association is responsible for the maintenance of all common areas, including trees; tree trimming and removal is done on a case-by-case basis depending on safety and other concerns. If the tree is on common property and is diseased, dying or causing structural damage to a townhome, it is the responsibility of the Association to trim or remove the tree. If the tree is in a Homeowner's backyard or was planted in the common area by the Homeowner, it is the Homeowner's responsibility. A Landscape Change/Request Form should be submitted for approval before removing trees on your private property as the size and proximity of the tree can affect the surrounding homes/property. Tree removal must only be done by a professional who is bonded and insured.

Water and Sanitation Lines: All common/main lines are the responsibility of the Association. Individual lines leading to homes are the responsibility of the Homeowner, regardless of location. All Homeowners are responsible for ensuring their Home Owners insurance includes coverage in case of water damage. The Association is not responsible for damages to the interior of a home due to insufficient or non-existent insurance coverage.

Windows/Screens: Replacement windows are the sole responsibility of the Homeowner and should be approved prior to installation by the Architectural Review Committee and conform to approved community standards in style. The Architectural Review Committee has established that all future trim color will be white so replacement windows must also be white.

35. Additional Maintenance Notes

Exterior maintenance provided by the Association shall not include the repair or reconstruction of any improvements on any lot which reconstruction or repair would be covered by casualty insurance, whether or not casualty insurance is in effect.

When considering improvement to the exterior of your home, it should be understood that no building, fence, signs, wall, or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or alteration therein be made until plans are approved by the Board of Directors or a Board appointed Architectural Review Committee.

The governing documents provide that when maintenance or repair is to be done or made by an Owner and such repair is not completed within a reasonable time, the Association may, according to prescribed notice requirements, make or complete the maintenance or repairs. The cost thereof shall be an additional assessment applicable only to such lot and Owner.

Any repair cost, incurred by the Association, to a home/lot necessitated through the willful or negligent act of an Owner, his or her family, Guests, or invitees, shall result in an additional assessment applicable only to such lot and Owner.

36. North Ridge Villas HOA Services Quick Reference (2024)

NRV HOA Service	Townhomes	Single Family Homes
Attached Utility Areas	Yes	No
Chimney Caps	Yes	No
Concrete Pads / Patios	Repair Only – Original Only	No
Curbs, Timbers, Islands	Yes	No
Decks-Wooden	Yes – Original Only	No
Driveway, Sidewalk, Pull Off	Repair Only – Original Only	No
Exterior Handrail	Yes – Original Only	No
Exterior House Numbers	Yes	No
Exterior Siding and Trim	Yes – all types	No
Fences and Gates	Repair Only – Original Only	No
Light Posts and Bulbs	Yes – Excludes Wiring from house to light post	No
Gables and Vents	Yes	No
Grounds Maintenance		
--Common Area Turf	Yes	Yes
--Common Area Trees	Yes	Yes
--Back Yard Mowing	Yes – See Section 10 Landscape for details	No
--Foundation Plants	Yes	No
--Leaf Removal	Yes – Excludes back yards	Yes – from curb at least once annually
Gutters/Downspouts		
--Physical Gutter	Yes	No
--Cleaning	Yes – 5x per year	No
Mailboxes and Posts	Yes	No
Paving – Concrete		
--Common/Rec Areas	Yes	NA
Paint – exterior	Yes	No
Recreation Facilities	Yes common	Yes – common
Removal of animals	No – Contact City	No – Contact City
Roof		
--Repair and Replacement	Yes	No
--Structural members	No	No
Signs – Community	Yes	Yes
Skylights	Yes-original only	No
Street Repair/Paving	Yes	Yes
Stoops and Steps	Yes	No
Termite Inspection	Yes	No
Water/ Sanitation Lines	Yes – Multi-Unit Lines Only	No
--outside property line	Yes – Multi-Unit Lines Only	No

37. RECOMMENDED PLANT LIST

Please remember that any additions or modifications to the grounds surrounding your townhome require submission and approval through a Landscape/Grounds Change Request. Plantings in back yards do not require approval, but must be maintained by the Homeowner.

Shrubs and Foundation Plants

American Boxwood Hedge
Camellia
Chinese Holly 'Carissa'/'Dwarf Burford'
Distylium
Foster's Holly
Japanese Cleyera
Japanese Holly 'Helleri'
Laurel 'Otto Luyken'
Nellie R. Stevens Holly
Osmanthus
Variegated/Wax Leaf Privet
Viburnum
Wax Myrtle
Yaupon and Dwarf Yaupon Holly

Foliar / Flowering Shrubs

Abelia
Azalea
Camellia
Chinese Fringe Flower
Euonymus
Gardenia
Gold Mop Cypress
Hydrangea
Indian Hawthorne
Japanese Barberry (Crimson or Gold)
Nandina
Spirea
Viburnum

Trees

Arizona Cypress
Crape Myrtle
Dogwood
Japanese Zelkova
Magnolia
Maples
Oaks
Red Bud
Serviceberry
Tupelo
Lacebark Elm

Ground Cover

Asiatic Jasmine
Blue Rug Juniper
Daylily
Liriope
Periwinkle (Vinca)
Mazus
Mondo Grass
Rubus
Phlox (creeping)

Ornamental Grasses

Muhly Grass
Fountain Grass
Switchgrass