

*Welcome
to
Middleton Place*



Summer 2019

Introduction

Middleton Place, established in 1984, is one of the premier homeowner developments in the Sandhills. Our homes, designed in the Charlestonian manner, reflect our gracious way of life.

Many of us have moved to Middleton Place from privately owned homes. It is important to understand that we now are part of a townhome community, and governed by the legal documents of the Middleton Place Association of Southern Pines, NC, Inc., referred to herein as the Middleton Place Association (MPA).

We love our homes, support our community, and welcome new residents to share the peaceful ambiance we call Middleton Place. Personal responsibility is limited to the footprint of each individual home, including the brick courtyard, but also includes the front walkway and exterior yard lamppost and lamppost light. The exteriors of the homes as defined in this handbook and the common ground areas are under the jurisdiction of the MPA and its Board of Directors.

This handbook's primary purpose is to define community policies, practices, and standards so that the original architectural and appearance concept of Middleton Place can be protected. **Any activity that would affect the exterior appearance of any private residence or affect the common ground areas in *any* manner must be pre-approved by the MPA Board of Directors.**

The Middleton Place Association Board of Directors consists of seven members. Each member is elected to a 3-year term. The MPA Board's main functions are to interpret the legal documents of the association, and to maintain the exteriors of the homes and the common ground areas as defined in those documents.

The information in this handbook is designed to help you become familiar with the responsibilities of both the MPA and the homeowner. Should you have any questions, please contact the MPA management company and/or a member of the MPA Board.

General Information

The MPA is responsible for maintaining all home exteriors, common ground areas, and streets, as defined below.

The MPA will provide the following service for each home as part of the monthly association fee:

- Maintain common ground areas, including lawns, shrubs, trees, and irrigation.
- Maintain streets.
- Wash the home's exterior trim to remove mildew and stains once per year (except during the year following painting).
- Inspect the home to identify needed exterior repairs prior to painting.
- Paint exterior trim on a schedule as determined by the MPA Board using a high-quality exterior paint.
- Clean gutters and remove pine straw from the roof twice per year.
- Contract yearly termite inspection.
- Contract enhanced cable and Internet services.

The homeowner will provide the following home maintenance/service as appropriate:

- Maintain roof and front walkway as necessary to ensure integrity, safety, and appearance. Stained roofs must be cleaned by the homeowner once staining is visible from the common area(s).
- Repair any exterior damage from wood rot or other causes noted at inspection of home prior to painting.
- Repair/clean and/or replace damaged exterior doors, windows, window grids, screens, and shutters.
- Repair/replace individual home lighting, including exterior porch light, yard lamppost, and lamppost light.

- Repair/replace roof, gutters, and downspouts (with MPA Board approval of materials, colors, etc.).
- Maintain private brick courtyard.
- Maintain any additions made by the homeowner (with MPA Board approval).
- Assume responsibility for any damage to common ground areas caused by self or contractor.
- Protect yourself by ensuring that contractors you hire have proper property damage, liability, and Workman's Compensation insurance.

Additional Important Information

House numbers on lampposts must be visible from the street to enable emergency vehicles to locate your home. The MPA discourages placing house numbers on garage doors.

Temporary signs for specific functions require approval by the MPA.

Estate sales must have prior approval from the MPA, and homeowners must follow all rules regarding these activities. Please contact the MPA management company for more information.

Homeowners are encouraged to inspect the exterior of their residence and brick courtyard regularly, and to remove unauthorized and/or unsightly items, including old flower pots, gardening tools, building materials, wheelbarrows, hoses, garden carts, surplus statuary, ladders, etc.

Trash containers and trash cans are **not** permitted **except** for in-ground trash containers on the rear or side of residences. If you need extra trash containers, you **must** store them in your garage or brick courtyard.

Hose, hose reels, and other maintenance equipment must be stored in your garage, brick courtyard, or out of sight. Garden hoses and reels in black or dark green are easily hidden and therefore recommended.

Grills are **not** permitted outside brick courtyards.

Personal items of any type should not be placed in the common area without prior MPA Board approval.

Acceptable storage areas for such items you may wish to keep are your garage and brick courtyard.

Covered front porch – Homeowners should use discretion in choosing appropriate porch furnishings to further maintain the neat, uncluttered appearance of Middleton Place. Natural materials are encouraged.

Drying or airing of clothes, bedding, or wash is not permitted outdoors.

Pets must be leashed when outdoors. Pet owners are responsible for picking up after their animals.

American flags **only** may be flown. Wind socks, wind spinners, pinwheels, and other hanging, flying objects are **not** permitted **except** in personal brick courtyards only, and only if not visible from the common area(s).

Requests for structural alterations to the existing appearance of homes, including roofs, brick courtyards, and retaining walls, must be submitted to the MPA Board for approval. Requests must be made in writing and must include a drawing, specifications, and samples of building materials and colors. Written approval or denial will be given within 30 days. **No changes may be started before approval is granted by the MPA Board.**

Insurance

The MPA legal documents require homeowners to carry loss-hazard coverage on their residence, and liability coverage in the amount specified by the MPA Board. A copy of the homeowner's loss-hazard insurance coverage must be submitted annually to the MPA management company.

The MPA is responsible for general liability insurance for the common ground areas; commercial coverage for the gatehouse, and barrier walls and fence surrounding the community; and coverage for the officers and directors of the MPA Board.



Parking and Garaging Vehicles

It is, by convention, common practice in Middleton Place for homeowners to garage their personal vehicles at all times, particularly overnight. In addition, garage doors should be kept closed except when personal activities require that they be open.

Guests and vendors may use common parking areas or host driveways. Recreational vehicles such as campers, motorcycles, boats, etc., are not to be kept within the property for more than a 72-hour period unless within a closed garage.

Christmas Decorations

Decorations may be displayed on the front of the home only.

Small white lights only may be placed on holly trees and small shrubs in front of residences.

Seasonal wreaths are acceptable at the front entrance.

No house spotlights are permitted.

No artificial figures on lawns or lighting on buildings or along the front entrance brick sidewalk are allowed.

Decorations should not be displayed sooner than the weekend after Thanksgiving, and should be removed no later than the weekend following January 6.



Buildings & Infrastructure Committee

The exterior maintenance of the buildings at Middleton Place is governed by the legal documents of the MPA.

Purpose: Ensure the preservation of all buildings and improvements at Middleton Place, and follow guidelines consistent with the legal documents of the MPA.

Responsibilities

- Schedule regular maintenance of all buildings, streets and driveways, lighting, wells and irrigation, fountain, barrier walls and fence, and all other physical structures.
- Evaluate periodically all functional systems and recommend upgrades to the MPA.
- Oversee implementation of changes approved by the MPA.
- Evaluate contract services annually to ensure service excellence and competitiveness.
- Work with the landscape committee as needed.



Landscaping Guidelines and Procedures

Purpose: Preserve the integrity and maintain the overall attractive appearance of Middleton Place.

As homeowners, each owns 1/63rd of the common ground areas throughout Middleton Place. Our goal is to maintain the appearance of our community while controlling the rising costs of landscaping services. We ask that you follow these guidelines to help us achieve this goal.

Common Ground Area Landscaping*

Any plantings in the common ground area must be pre-approved by the MPA Board, and must maintain the Middleton Place appearance.

Plants installed by the MPA contract landscaping service will be guaranteed by the service. The service will maintain all plants listed on the approved foundation replacement plantings list; however, the homeowner must cooperate in watering newly planted material as recommended by the landscaping service.

Replacement Plantings

- Shrubs that are diseased or have died and were originally planted and paid for by the MPA will be replaced by the MPA. Three-gallon plants are standard; however, should the homeowner have shrubs that are old but still alive, and that he/she does not wish to have severely pruned, then replacement of said shrubs will be at the expense of the homeowner. The replacement shrubs must be approved by the MPA Board.
- If the homeowner wishes the MPA landscaping service to plant said replacements, he/she will be billed directly by the landscaping service for the shrub or shrubs, plus for the additional soil and/or labor involved.
- The homeowner may request larger plants at his/her own expense, and will be billed directly by the landscaping service.
- The homeowner may have private gardeners install foundation plantings and trees (with MPA Board approval).
- Installation and replenishment of natural wood mulch and pine straw in foundation area beds, including the lamppost area, is at the expense of the homeowner. The mulch color must be of a natural brown to black hue.
- No vines or trailing creepers that cover any of the brickwork, fascia boards, or walls on the front, back, or sides of homes or brick courtyards may be planted. These vines and creepers can create damage to brick walls over time.
- Observed deficiencies of landscaping services should be reported to the MPA property management service.
- Severe pruning of existing foundation plantings will be provided by the MPA landscaping service.
- Homeowners should refrain from communication with landscaping workers. Please contact MPA property management directly with questions and/or concerns about landscaping.

*Common ground area is defined as any/all area(s) surrounding the home structure except for the brick courtyard.

Approved Foundation Plantings - Flowers

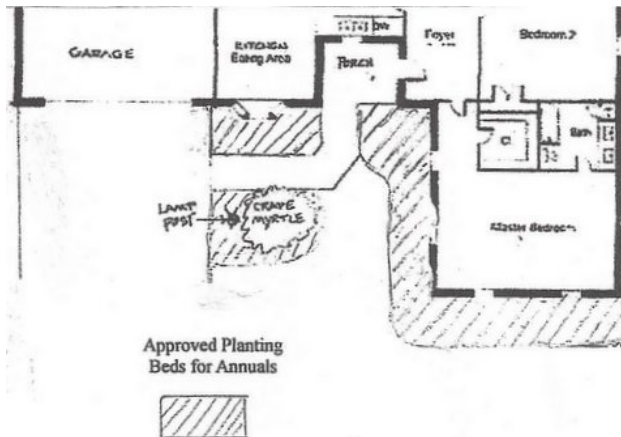
Any plantings (excluding annuals and bulbs) in common ground areas must be approved by the MPA Board prior to installation. All installation and maintenance expenses will be the homeowner's responsibility.

Spring bulbs are permitted; however, foliage must be cut back or bulbs removed after blooming.

Summer annuals of the low-growing variety may be planted in the designated front beds only. White is always a good choice because it has a visually cooling aesthetic and is attractive with red brick.

Where to Plant Annuals, Bulbs

The diagram below depicts the approved planting areas for the fronts of homes. Flower planting in the approved beds is at the homeowner's expense and maintenance.



Watering, weeding, removing, and cleaning up annuals at season's end are the homeowner's responsibility.

Up to two hanging flower baskets **total** may be hung from the header directly over the porch railing only. Hanging baskets may **not** be suspended from trees or shepherd's hooks. In lieu of one hanging basket, a porch rail planter of iron or metal, black or dark green only, may be hung from the front porch railing.

Approved Foundation Plantings – Shrubs

The homeowner must fill out a Homeowner Request Form and submit it to the MPA management company for processing. Complete details of the proposed work must be submitted with the form. Details should include type and size of plant(s) and their location(s). The management company will then coordinate with the MPA Board to seek approval. No work may begin until approval is official and the homeowner is notified by the management company.

Aucuba

Azalea

Boxwood – Faulkner, Green Mountain (Green Velvet), Japanese (Winter Gem), Korean Littleleaf, Wintergreen (Korean)

Camellia – Japonica, Sasanqua

Daphne (variegated)

Distylium

Gardenia

Holly – Burford (Dwarf), Carissa Hoogendorn, Needlepoint, Oakleaf, Soft Touch, Yaupon (Dwarf)

Hydrangea

Indian Hawthorn

Knock Out Roses

Laurel – English, Schipka Cherry, Otto Luyken, Southern Cherry

Ligustrum

Nandina

Pittosporum

Rhododendron

Tea Olive

Wax Myrtle

Note: Grasscovers approved for use in foundation beds include Liriope, Mondo Grass, and Pachysandra. Vines approved for use by lampposts include Chocolate, Clematis, and Moonflower. Ornamental grasses, e.g., Pampas Grass, are **not** approved.

Approved Plantings – Trees

The homeowner must fill out a Homeowner Request Form and submit it to the MPA management company for processing. Complete details of the proposed work must be submitted with the form. Details should include type and size of tree(s) and their location(s). The management company will then coordinate with the MPA Board to seek approval. No work may begin until approval is official and the homeowner is notified by the management company.

Crape Myrtle, Crape Myrtle - Natchez
Dogwood
Fringe Tree (Grancy Graybeard)
Magnolia – Little Gem, Saucer, Star,
Sweet Bay, Teddy Bear
Maple – Japanese, Paperbark,
Southern Sugar

Redbud, Eastern Redbud,
Forest Pansy Redbud
Serviceberry – Shadblow
Silver Bell (aka Snowdrop)
Smoke Tree
Yoshima Flowering Cherry

Bird Feeders, Bird Houses, Bird Baths

ONE hanging bird feeder may be hung from a **single-hook**, black shepherd's hook near the kitchen dining area window and out of the way of landscaping service personnel **OR** from the crape myrtle tree branch outside the kitchen dining area window, on the tree side facing the house.

The bird feeder should be black, dark green, or clear. It should be discreet in color, size, and design, and must be properly maintained by the homeowner.

The bird feeder cannot be attached anywhere to the house exterior – neither to the brick nor to the trim.

Bird feeders may not be nailed or screwed to trees on common ground.

Bird houses are **not permitted on common ground except for existing bluebird nesting boxes** on iron poles or attached to trees, which are permitted on common ground areas **only**, and will be maintained by the MPA.

Note 1: No household food may be placed outside in bird feeders or elsewhere!

Note 2: Bird baths are statuary figures. Please see the Front Garden Statuary section for more information.



Front Entrance Porch

Front entrance porches are visible to our neighbors and are reflective of our community and our goal to exhibit good taste and a gracious appearance.

- Outdoor porch furnishings conveying the Charlestonian elegance of Middleton Place are preferred. Black, dark green, or white in color and of natural materials, e.g., iron, wood, or wicker, are preferred.
- Outdoor furnishings must be confined to the entrance porch and inside the brick courtyard.
- Our goal is a neat, uncluttered appearance.

Front Garden Statuary

ONE statuary item may be placed outside the front dining area window in the natural bed between the house and the sidewalk.*

Example: **ONE** bird bath
 or
 ONE statue
 or
 ONE armillary
 or
 ONE cement form

TWO flower pots/containers may be placed at the front door entrance. Ceramic, clay, and cement** containers are preferred.

TWO live plant containers (ceramic, cement, metal, wood) may flank the front entrance brick sidewalk, and should contain live plants (i.e., not plastic/silk flowers and/or plants).

Natural cement, black, and dark green are preferred colors for all pots/containers.

*Unpainted statuary is preferred.

**Ceramic and clay are easily cracked if left out in winter weather. Cement also will crack but it is stronger.

Brick Courtyard – Your Personal Area

All homeowners are encouraged to design and decorate the interior space of their brick courtyard with plantings, bird feeders, planters, etc., of their choosing. This is your private personal space where you may express your creative gardening talents. Upkeep of the brick courtyard, including the brickwork, is the homeowner's responsibility.

Statuary, bird feeders, hanging baskets, and plantings not appropriate for front yards and/or front porches may find the perfect home in the brick courtyard – your personal area.

Shrubs, vegetables, annuals, perennials, herbs, grasses, etc., are acceptable in the personal brick courtyard's interior.

All plants growing to a height above the courtyard wall should be kept properly trimmed at all times to provide a neat appearance.

All man-made objects or structures that are not an integral part of the home must not be visible above the courtyard wall from the common area(s). Patio umbrellas are exempt from this requirement.

Private gardeners may be used to maintain the brick courtyard. They also may be used to plant foundation and near-foundation shrubs, trees, and annual flower beds. Protect yourself by ensuring that contractors you hire have proper property damage, liability, and Workman's Compensation insurance.

Design, planting, and maintenance of brick courtyards will be the sole responsibility of the homeowner.

NO statuary or any objects or items may be placed on top of brick courtyard pillars or on top of brick courtyard walls.

Note: Vegetables are not permitted except in the personal area of your brick courtyard.



Notes:



Summer 2019 (Second Edition)
Approved by the Board of Directors
Middleton Place Association
of Southern Pines, NC, Inc.
This handbook supersedes all prior publications.