VILLAGE in the WOODS of SOUTHERN PINES, INC.
GUIDE for HOMEOWNERS and RENTERS
Effective: November 2017

The Sentry House
# VILLAGE in the WOODS of SOUTHERN PINES, INC.

## GUIDE for HOMEOWNERS and RENTERS

Effective: November 2017

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Preface

Village in the Woods was completed in 1980 and has been under the management of the Homeowners since January 1981.

At that time, the Woods were organized as the VILLAGE IN THE WOODS OF SOUTHERN PINES, INC. The governing body is the Board of Directors, elected by the homeowners.

In August 2017, Village in the Woods employed a community management company, Community Association Services, Inc, or CAS, Inc. of Pinehurst, NC to provide management services. The site manager is Jonathan Stone. His contact information is: 910-295-3791, ext. 1125. Email is jonathan@casnc.com

Other office information for CAS is:
910-295-3791 Main number
877-420-9320 ext 2 for accounting

The rules and regulations in this guide have been adopted by the Board of Directors and all homeowners/renters are responsible for reading and adhering to all components of this document.

The Guide contains information which supplements the governing documents of Village in the Woods Association of Southern Pines, Inc.

Those governing documents are:

- Articles of Incorporation
- Declaration of Covenants, Conditions, Easements and Restriction
- By-Laws
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Services Covered by Monthly Association Fee

- Total grounds maintenance and landscaping requirements are under the supervision of the Association.
- Private roads and walks maintained and restricted to resident use.
- Exterior power washing and painting of all units and common buildings on a scheduled basis.
- Dwelling insurance for units, buildings and the entire common area.
- Liability insurance for the entire common area.
- Liability insurance for the Board of Directors.
- Street lighting.
- Termite protection service and annual inspection.
- Brick walls and exterior stairs are power washed on a scheduled basis.
- Maintain automated irrigation system utilizing water from our own spring fed ponds.
- Gutters cleaned on a scheduled basis. Extra cleanings at resident’s expense.
- Snow removal from roads and parking areas and de-icing of walkways and stairs (only non-toxic applications.)
- Other services as approved by the Board of Directors.
- Basic cablevision for each residence.
- Sentry House providing a place for meetings suitable to its size.
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Services Not Covered by Monthly Association Fee
but the financial responsibility of the Homeowner

- Roof

- Exterior Siding

- Insurance on interior fixtures, i.e. stoves, refrigerators, kitchen cabinets. Residents need a HO-6 insurance policy or equivalent coverage.

- Replacement windows, window frames, doors, gutters, mechanical equipment (hot water heater, heat & air), door screens, natural gas lines within residence and exterior installed propane tanks.

- Chimney/Fireplace repair and maintenance.

- Replacement of sewer lines from unit to the main sewer line as well as the connector conduit from the water meter to the individual unit.
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Business Activity

Residents may not conduct a public business enterprise of any kind, including but not limited to, professional offices and activities, in a Village in the Woods residence. Additionally, residents may not advertise the sale of any service, real or personal, on the premises.

Common Area

The Common area of the Village in the Woods consists of all property outside the foundation (building footprint) of each individual residence. This area is maintained by the Association for the benefit and enjoyment of the residents. Residents may neither plant nor remove trees, shrubs, or plants from the Common Area. Unauthorized modifications of this area are subject to replacement or removal at the expense of the owner in violation.

The following are the Rules and Regulations that have been approved concerning the Common Area of the Association:

1. Residents may plant annuals or perennials in the ground in the area located along the rear porch foundation of the unit (known as the “Green Thumb Area”) but not exceeding 3.5 feet from the foundation. Potted plants may be planted and displayed at unit entrances.

2. Residents may plant trees and shrubs with the approval of the landscaping committee. Residents must show to the committee a plan of requested plantings including names and descriptions of plants and projected locations.

3. No signage or notices of any kind may be posted in the Common Area or residential property (including windows, doors, or exterior walls) without the prior written approval of the Board of Directors.

4. Garden/patio furniture must be stored indoors from November 1st to April 1st. Outdoor/garden/patio furniture is allowed only in the rear of residences during these months.
5. Birdfeeders, poles/stands, and bird baths may be installed in the pine straw areas behind residences without request/approval of the Board of Directors. Said installations may not be placed in grassy areas.

6. Residents are required to properly dispose of all fire generating materials such as cigarettes and matches or other incendiary devices. Do not leave these items unattended in pine straw areas of the community.

7. Related to fire generating issues in #6 above, charcoal grills are not permitted within Village in the Woods at any time.

8. Gas grills are approved for operation. They may remain outdoors from April 1st to November 1st with a cover in an inconspicuous place behind the homes. They must be returned to below the house or behind a permanent lattice enclosure and out of sight from November 1st to March 30th.

9. No structures of a temporary nature may be constructed or displayed for any purpose, including statuary, sculptures, and seasonal holiday decorations. Holiday wreathes, sprays and swags, in the Williamsburg tradition are approved. American and North Carolina state flags may be displayed.

**Contractors**

Contractors performing work in Village in the Woods, such as landscaping, irrigation, painting road work contractors are responsible to the management company, CAS. Requests from residents for special services such as landscaping, gutter cleaning, and painting must be directed through the Community Manager. Residents may not give directions or their personal requests directly to any contractor.
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Deliveries, Pick-Ups and Moving

Village in the Woods residents are directly responsible for all deliveries and pick-ups to and from the residence. The resident assumes all liability for damages.

Disturbance Control

Residents are required to manage all noise to avoid creating a nuisance to residents. No loud noises are acceptable at any time. Examples are continuous dog barking, loud televisions on screened in porches or loud music on screened porches that can be heard throughout the neighborhood.

Emergency Response

ALWAYS dial “911” first when an emergency occurs. To attempt to contact the management group or a board member first only creates a potentially catastrophic delay in securing the proper emergency response.

Exteriors

1. Village in the Woods is responsible for painting the exterior of each unit once every six years. Residents may request a color change from the approved list of choices which must be pre-approved by the Board of Directors. Any extra costs incurred by changing paint colors will be the financial responsibility of the resident.
2. Any changes to exterior window construction must be pre-approved by the Board of Directors.
3. Residents are required to maintain the exterior appearance of the residence in good order acceptable to the Board of Directors and the By-Laws. All residences must meet minimum appearance standards for roof, exterior (including siding and windows), chimneys, and landscaping within the resident responsibility.

4. Hanging laundry outside, either on a line or on the deck or front porch railings or any part of the residence is not acceptable.

5. Gas log installation must be pre-approved in writing by the Board of Directors.

Insurance

Village in the Woods maintains insurance coverage providing replacement value of the original structure (including interior structural improvements effected by the resident.) This coverage contains a $1,000 deductible payable by the resident.

To file a claim: The resident must contact the management company to file an insurance claim. Each claim will be reviewed by the Board of Directors prior to the filing with the insurance carrier. In some cases, the Board of Directors may authorize payment by the Association after the resident has paid the deductible amount stated above.

Open House

An Open House may only be held for the purpose of the sale of a residence with prior written approval by the Board of Directors. “Tag Sale” or “Yard Sale” signage is prohibited.

Parking

1. Residents are assigned parking spaces and should direct guests to park in “guest/overflow” parking areas. Vehicles may not be parked in any manner that obstructs traffic flow. Residents may not use “guest/overflow”
parking for personal vehicles. All residents are required to occupy the parking spaces allotted to the unit only. Most residents have two spaces with Unit #1 having four. **Violators will be towed off property at owner’s expense.**

2. Residents may share space with one another by communicating between parties to get parking permission.

3. Car covers of any type **are not permitted.**

4. Trailers, trucks, campers, boats, motorcycles, and commercial vehicles may not park within Village in the Woods for more than 72 hours. All vehicles in these categories must park in “guest/overflow parking areas.” Though not approved by a previous board, several residents in the community were given permission to bring these trucks in. These homes(trucks) will be grandfathered as long as the residents live or rent here. Upon the sale of these residences or any other residence or at any current residence, no trucks will be allowed to “reside” in VITW. This guide returns to the official regulation stated in previous guides and the current by-laws that declare that no trucks are allowed.

**Pets**

1. All pets must be on a leash in the owner’s hand at all times when outside the owner’s residence.
2. Pets may not be restrained outside the owner’s residence.
3. Invisible fences are not allowed.
4. Barking animals that bark continuously create a neighborhood nuisance and are not permitted.
5. Owners are required to pick up animal waste when walking their animals.
6. Feeding animals outdoors other than birds and fish is prohibited. Feeding squirrels, racoons, or possum is not allowed.
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Sale or Lease of Residence

1. All sales and leases must be executed per Articles XIV and XV of the Covenants, Conditions, Easements, and Restrictions.
2. Residences may be leased only once per a 365-consecutive day period. Rental terms may not be for less than six months in length.
3. Individual rooms may not be leased or rented on either a permanent or transitory basis.
4. Sellers must notify the management group and the president of the board of intention to sell and the listing of the residence, including realtor’s name and number.
5. Prior to moving in, all buyers and renters are required to meet with the Welcoming Committee, made up of a board member and two residents appointed by the board for the purpose of reviewing the Homeowners’ Guide and to receive information regarding the Association By-Laws plus the Declaration of Covenants, Easements, and Restrictions applicable to members and residents.
6. The Welcoming Committee will provide a document for the Lessee to sign indicating the Lessee’s acknowledgement that they have been presented with and understand the Covenants, By-Laws, Homeowners Guide and other rules and regulations of Village in the Woods. This document will also be signed by the committee members and will be given to the President of the Board to keep on file.
Solicitation

Solicitation is prohibited in Village in the Woods under any circumstances.

Speed Limit

The operating speed limit in Village in the Woods is 15 miles per hour. Violations may be reported to the management company.

Trash Removal

1. All refuse (including fire place ash) must be secured in unobtrusive sturdy containers. The town of Southern Pines collects trash in Village in the Woods on Tuesday each week.
2. Containers should not be placed outside for pick up prior to 5:00 pm on Monday night and must be retrieved and stored properly by 5:00 pm on Tuesday. Proper storage means under the house or concealed behind a permanently constructed blind or enclosure.
3. The Town of Southern Pines charges for and collects fees associated with this service. All questions regarding service should be directed to the Town of Southern Pines.
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Enforcement of Rules and Regulations

1. Each resident is responsible for complete compliance with the Covenants, Conditions, Easements, Restrictions, By-Laws, and the rules and regulations in this Village Guide.

2. Warnings will be submitted to those who are not in compliance on any issue. A second warning will be sent if compliance is not fulfilled. The time frame for this warning depends on the infraction. Should a trash can be left out after the first warning, the second warning may come the next week. If repairs need to be made to a home, the resident is given more time to resolve the infraction. Within a reasonable time, after two warnings, the resident is sent a warning letter notifying him or her that fines are imminent. At the same time the resident is asked to appear before the board to address this non-compliance. Refusal to comply after that meeting or refusal to attend the meeting will result in fines, the amount and due date determined by the board. Refusal to pay fines can result in the filing of liens that then becomes a legal issue, resulting in the mandatory payment of all fines.

3. Enforcement of Rules and Regulations by the Board is mandated in the by-laws, Article V, Section 2. The Board is also following the guidelines of enforcement and fines stated in the North Carolina Planned Community Act, Chapter 47 F which allows for a fine of up to $100 a day for non-compliance.