

Legion Road Homeowners Association

c/oCommunity Home Trust | P. O. Box 307 | Carrboro, NC 27510
(919) 967-1545 Phone | (919) 968-4030 Fax | E-Mail: fstroud@communityhometruster.org

Dear Legion Road Homeowner:

Welcome to the Legion Road Townhomes. The community consists of 14 townhomes, located in two separate building groups. If you have never lived in a townhome before you may find it to be a relatively simple lifestyle. But, as the result of the sharing of many common elements and the close proximity of your neighbors, there are rules and regulations that have been implemented to help clarify some of the Covenants that you agreed to upon the purchase of your Property

Contained within this Handbook should be answers to many of the most commonly asked questions pertaining to life within Legion Road Townhomes. Please refer to this information for any questions you may have. If you are unable to find what you need, please call your Community Association Manager at (919) 967-1545 ext. 306.

The Board of Directors

Community Handbook

Legion Road Townhome Owners Association

TABLE OF CONTENTS

Introduction	Page 2
Homeowner Responsibility	Page 2
Financial (Dues/Assessments)	Page 3
Parking	Page 4
Trash and Recycling	Page 5
Pets	Page 6
General Information	Page 6
Association Building and Grounds Services	Page 7

Introduction

The Bylaws and Declaration of Covenants, Conditions and Restrictions of the Legion Road Townhome Owner's Association, Inc. provide the framework under which the community exists and functions.

To ensure the highest quality of life and to preserve the property and enjoyment of the community, the Board of Directors requests adherence to the following rules, regulations and guidelines. The Board of Directors reserves the right to take appropriate action under circumstances where any homeowner, tenant, or guest is in violation of the following rules and regulations.

Homeowner Responsibility

Interior Repairs: Each homeowner is responsible for repairs and maintenance to the interior of their townhome. This includes maintaining the dryer venting system. It is recommended that the entire dryer vent system be maintained at least every three (3) years to avoid a hazardous build-up of dryer lint.

Exterior Repairs: Each homeowner is responsible for the replacement or repair of windows, screens, doors, decks, including rotted wood, and damage due to settling, or any repair necessitated by the settling of steps or porches. Any component replaced must be replaced by another component which is identical in style and shape. If this is not possible, please submit an Architectural Review Form to the Board of Directors for their decision. Homeowners are also responsible for maintaining the deck stain on their front and rear porch/deck and stairs.

Architectural Changes: The homeowner may not alter the exterior appearance of his or her townhome by adding structures, changing paint colors, or making any other exterior modifications, additions, or deletions to include landscape modifications, without first obtaining written approval from the Board. Reasonable placement of one small (18" diameter or less) satellite dish may be acceptable. Upon submittal of an architectural change request by the homeowner the Board retains the right to determine whether the placement is reasonable. Approval will not be given if the dish is proposed to be placed in obvious view of neighbors, if there are other location options available.

- Please check the Bylaws for complete information. In addition, the following represents changes/additions that have been approved for areas outside your homes:
 - Front Porches – white storm/screen doors and flagpoles
 - Front Yards – planting in the area in front of the picture windows (approximately 4ft x 8 ft) and around base trees if you have one in your front yard. **NOTE:** Under the picture windows, there are

drainage pipes (from the gutters) buried 8 to 12 inches below the surface. Please be careful to not puncture them. If they are damaged, you will be responsible for any repairs.

- Rear Decks – white storm/screen doors; wooden gates; birdfeeders; plant holders.
- Back Yards – birdfeeders; all plants must be on your deck.

Grounds: Any digging or other repair work in the common area by a homeowner, or his or her repairman, must be restored to its original condition or the Association will do so at the homeowner's expense. The homeowner may not make any changes, additions, or deletions to the landscaping without first obtaining written approval from the Board.

Financial

The Legion Road Covenants calls for an annual assessment. As a convenience to owners, monthly payments are allowed. Monthly assessments are due on the 1st of each month. It is each homeowner's responsibility to pay assessments by the last day of each month. These dues are necessary in order to provide the services required to maintain the Legion Road community. The Association may bring a civil action against an owner to pay overdue assessments. Interest, costs, collection fees, late payment charges and reasonable attorney fees of any such action can be added to the amount of such assessment at the discretion of the Board of Directors.

Please refer to the Board of Directors adopted dues policy for further information on late payments, payment arrangements, and late fee waivers.

The complete budget is discussed at the annual Homeowners meeting each year.

Please refer to the Board of Directors adopted dues policy for further information.

Management note: The current assessment is \$150 per month, but is subject to change from time to time. Assessments are due the first day of each month, for that month, and are late if not paid by the last day of that month. Owners are responsible for making these payments on their own. No monthly reminder will be sent by the Association. Any amounts not paid in a timely manner are delinquent and may be assessed late charges according to the Covenants. The current late charge fee is \$20.00 per month.

Please make checks payable to:

Legion Road Townhome Owner's Association or **LRTOA**

And mail to:

c/o Community Home Trust
P.O. Box 307

- **For your convenience there is also a black mailbox behind the regular USPS mail boxes where you may deposit your check.**

Parking

Each unit is allotted one (1) regular parking space. Residents should park in their allotted parking spaces. If the resident(s) of a townhome have more than one car, the extra car should not be parked in spaces allotted to other residents or in such a manner as to restrict the movement of other properly parked vehicles. The same applies to guests.

- Vehicles parking in the handicapped space must display either a current handicapped placard or a permanent disability license plate.
- No parking in the hash mark areas between the handicapped space and the regular parking space.
- No vehicle may be driven or parked on any sidewalk unpaved area. Any resident or guest whose vehicle causes damage to a sidewalk or unpaved common area will be assessed the full cost of the repair or restoration.
- No vehicle maintenance, including oil changes, is allowed on the Property.
- No boats, campers, tractor-trailers, service trucks, buses or commercial heavy weight vehicles (over 5 tons GVW) may be parked on the Property except service vehicles, trucks or vans may utilize a guest spot while performing repairs or other work at a Legion Road Townhome.
- No parking spaces may be used for storing vehicles.
- Only vehicles with current license plates may be parked on the Property.
- Minor car maintenance may be done on the homeowner's vehicle and in the parking space designated to the owner. Homeowners are responsible for cleaning oil spills.
- **ALL DRIVERS MUST NOT EXCEED 5 MPH IN THE DRIVEWAY AND PARKING AREA OF Legion Road Townhomes.**

ANY VIOLATION OF THE ABOVE POLICIES AND RESTRICTIONS MAY RESULT IN THE VEHICLE BEING TOWED AT THE OWNER'S EXPENSE, WITH NO ADDITIONAL NOTICE.

Trash

The large dumpster and recycle bins are for use by the Legion Road Townhome residents only. The dumpster is emptied weekly by the Town of Chapel Hill's Public Works Department. The current day for trash pick-up is Wednesday. This day is subject to change by the Town of Chapel Hill.

For more information or to contact:

Lance
6850
Chapel Hill, NC 27516

Norris,
Millhouse

Director
Rd.

Phone:

919-969-5100

Fax: 919-969-2003

publicworks@townofchapelhill.org

State laws and local ordinances prohibit the Town from burying certain items in the landfill. **Prohibited items are:**

- **Yard waste (including yard waste mixed with household refuse)**
- **Recyclable corrugated cardboard**
- **Building materials**
- **Appliances**
- **Tires**
- **Motor oil**
- **Liquids**
- **Auto and boat batteries**
- **Household hazardous waste**
- **Aluminum cans (including cans mixed with household refuse)**
- **Plastic bottles**
- **"Data carrying" electronics such as computers and peripherals, televisions, radios, fax machines, printers, and telephones**

If the Association has to pay or is fined for prohibited items, the homeowner generating the debris will be charged the cost of such removal.

VIOLATION OF THESE RULES MAY RESULT IN THE LEVY OF FINES

Pets

Pets, including dogs and cats, are allowed on the property only if they are walked on a leash and remain under control at all times. This policy is in compliance with the Town of Chapel Hill's Leash Laws. In addition, a pet's owner must clean up after his or her animal has relieved itself. No outside pens or doghouses are allowed. No pets are allowed unattended on decks or in common areas.

VIOLATION OF THESE RULES MAY RESULT IN THE LEVY OF FINES

General

A meeting of the Legion Road Townhomes Association is held annually no later than the end of October each year to elect Board members and or to conduct Association business. Additional meetings may be called if an urgent need arises.

Board meetings are normally held every other month on the second Monday of the month. Please contact the Community Association Manager at Community Home Trust to see when the next meeting is scheduled.

When a homeowner attends a Board meeting to make a presentation, this homeowner will be addressed as the first item of discussion. After the presentation is complete, the homeowner will be excused and the Board will discuss and take any necessary action on the issue at hand. The homeowner will be notified in writing of any decision reached by the Board regarding the issue discussed.

Legion Road Townhomes are designed for single-family residences only. No other use is permitted. The occupant may maintain a home office, as long as the office is not available to the public on a regular basis, there is no signage of any type displayed, the business is approved by the Board, and all necessary approvals are obtained from the municipality having jurisdiction over the Property.

Association Building and Grounds Services

The Legion Road Townhome Association is responsible for:

- The routine maintenance and periodic replacement of the roofing shingles and related flashing and vents.
- The routine painting of the exterior woodwork of the buildings to include siding, soffits, fascia, exterior storage rooms and window trim. This does not include any painting of the decks, steps or doors.
- The routine repairing of the gutters, on a schedule as established by the Board.
- The maintenance and repair of the common grounds.
- The maintenance of the parking area within the community.

For further information about the Association and Homeowner responsibilities, please consult your Association's Bylaws and/or the Declaration of Covenants, Conditions and Restrictions of the Legion Road Townhome Owner's Association.

You are encouraged to familiarize yourself with the information contained within this handbook. For further information or to clarify any questions you may have, please feel free to contact the Community Association Manager or any Board member.

Legion Road Townhome Association Handbook

Acknowledgement Form

Per Article VIII, Section 1.A. of Legion Road Townhome Association Bylaws,

Powers and Duties of the Board of Directors:

The Board of Directors will have power to adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof;

By signing below, I acknowledge that I have received and reviewed a copy of the Legion Road Townhome Association Handbook.

I acknowledge that I retain all responsibility for compliance with the rules and regulations of Legion Road townhomes of any kind by any owner and guests of the property I own at Legion Road Townhomes.

In the event a violation occurs, I acknowledge that I am responsible to pay fines accordingly and as approved by the Board of Directors.

Homeowner's Name: _____

Address: _____

Signature: _____ Date: _____