

Stone Mill HOA, Inc.

Homeowner's Handbook

July 2023

This handbook is intended to be a reference guide and each Homeowner should keep it in a convenient location. If you should sell your home, please pass the document to the subsequent owner.

This document and its contents are provided for guidance to the Homeowners Association, the Homeowners, and any management company that should be contracted with by the Association. This policy should be revised with each management company change and all policies described within should be reviewed every year by the Board of Directors.

This handbook is not in any way intended to set precedent beyond the Declaration of Restrictions, Covenants and Conditions that are recorded with the deed of your lot, and the governing current Bylaws.

Your review of these policies are directed to the section entitled *Architectural Control*, beginning at the bottom of Page 4. **Before you make any modifications to your property, you are required to submit an application to the Association Management Company.** They then forward the request onto the community architectural review committee for their review. Please allow 30 days for a response. **You should not make any changes until a review has been made.**

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Welcome to Stone Mill Village

This handbook will help Stone Mill Village owners understand the policies in place at Stone Mill Village.

There are forty-four dwelling units in Stone Mill Village. The rules and regulations of our community are to help with everyone's safety, and to promote the proper maintenance within the community. Consideration of your neighbors, their cooperation, and good manners, are essential if you are all to enjoy the community.

Every owner should take the time to read the Covenants and the Bylaws of the Association, as well as this handbook that gives guidance on making any changes to the exterior of your lot.

Use of each unit is restricted to residential dwelling purposes. Commercial enterprises are not permitted. (Home offices are allowed)

All unit owners who are absent from their unit for more than 30 consecutive days are asked to provide the managing agent with an alternate address and phone number. Please contact Golden Property Management at (336)887-8975 or [email goldenmgmtnc@northstate.net](mailto:goldenmgmtnc@northstate.net)

Management Services

Stone Mill Village is managed by Golden Property Management. The manager is Greg Domingue. You can contact Goldens office during normal business hours (Monday through Thursday from 9am - 4:30pm, Friday 9am - 12 noon) for routine requests. After-hours emergency calls will be directed to an after-hours emergency number.

The Managing Agent works with the Board of Directors, and supervises the operations of the community. The agent, through the direction of the Board of Directors, oversees all contractors, hired by the Association, when completing needed exterior repairs, landscape maintenance, and scheduled routine maintenance in the common areas. If your unit, or an area of the Associations grounds needs repair or some type of maintenance, you should contact the agent's office at (336) 887-8975, or via e-mail at goldenmgmtnc@northstate.net. Our managing agent has the authority to make the repairs, or they will refer you to a contractor, if the responsibility is that of the owner.

Emergency repairs will be made as soon as practical; however, in less pressing cases, our agent will note your concern and plan for the work to be done, based on the Association-wide schedules that are set up through the Board of Directors. If our agent determines your issue should need to be addressed quicker, then they will bring the maintenance issue to the attention of the Board of Directors.

The Board of Directors

Our Association is governed by five (5) members of the Board of Directors. The Directors are elected by the membership at our annual meeting. Each director will serve a two-year term, the terms are staggered. At least two (2) directors are elected each year from and by the Association membership. A member of the Association whose assessment is paid is welcome to have their name placed on our ballot to be considered for election onto the Board.

After each annual meeting, the elected board members will decide which director will take which officer position on the board. The officer positions are President, Vice President, Secretary, and Treasurer, the fifth member of the board will serve as a member of the board with no officer responsibility. The officers may also serve on committees.

The Board of Directors serve in a volunteer capacity. They give their time and experience, working together to maintain our investment. They deal with exterior and Common Area matters, but not with matters involving the interior of your unit. The directors are advised by an attorney not to become involved with personal, family, or neighbor issues. Individual owners must deal with their own personal, family, or neighbor issues.

Annual Meeting

An Annual Meeting is held every year. At this business meeting, a summary of the year's activities will be given to the owners. Board members are elected at the meeting for the upcoming year. Owners are encouraged to attend the annual meeting and place their vote. A written notification of the meeting location, the date and time will be sent to all owners, not less than 15 days or more than 60 days prior to the meeting taking place. We will also include in the annual meeting packet any other information that will be discussed at the meeting and a proxy form for you to complete and return to our agent if you are unable to attend the meeting.

Occasionally, the Board may find it necessary to call a Special Homeowner's Association meeting to conduct the business of the Association. A written notification of the meeting location, date and time, will be sent by U.S. mail, at least twenty (20) days in advance of the meeting. Also included will be a proxy to be returned if you cannot attend the meeting.

Director Meetings

The Board of Directors routinely meet and communicate with our agent. Director's meetings are a time for business to be conducted. **If you have questions/requests/concerns which you would like the Board of Directors to review, then you will need to notify our agent and put in writing what the issue is. If you would prefer to be present at the board meeting to discuss an issue, you will still need to present the written information to our agent, and the issue will be placed on the agenda.**

Architectural Control

To make any modifications to the exterior of your unit, or any landscape changes, the proposed changes must be put in writing and e-mailed or mailed to our agent. You must receive written approval by the Architectural Review Committee or by the Board of Directors, if there is not an Architectural Review Committee in place, prior to making any changes or modifications to your unit or landscape.

Using our community architectural request form, owners must present the request in writing, along with a drawing of proposed changes. Please **allow thirty (30) days** for the Association's response, but **do not make any changes until an approval has been received.**

Storm doors, window screens, privacy fences, security cameras, landscaping changes and satellite dishes may only be installed with prior written approval from the Board of Directors and/or the Architectural Control Committee. Appropriate Forms and Specifications are attached at the end of this document.

All additions and/or alterations to your lot are subject to a final inspection and approval by the Board of Directors and/or the Architectural Control Committee.

Insurance

The Association purchases and maintains insurance coverage, as outlined in the Declaration of Covenants Conditions and Restrictions, for the benefit of the Association and its owners. The coverage is for general liability, to cover the common area of the Association. In addition to the common area coverage, the Association also maintains Liability and the Director's & Officer's (D&O) coverage.

Owners own their unit and should maintain appropriate insurance (e.g., an HO-3 Homeowners Policy) on their unit and for their personal property. Owners should arrange for any additional coverage with their insurance agent to ensure that coverage limits are adequate and that any upgrades are covered. **Owners can be required to show evidence of proper insurance, if requested, by the Association.**

Association monthly assessment

The fiscal year of the Association is the same as the calendar year. Our monthly assessments are based on the operating needs of the Association and an assessment of the funds needed for planned capital projections. A proposed budget will be prepared during the month of September each year and assessments for the Association are set to cover operating expenses and capital projections of long-term major expenses such as roofing, major landscaping projects, grounds improvement, retention ponds, and drainage area improvement.

The monthly assessment is reviewed annually as part of the budget planning process. If an increase is necessary, owners will be notified 30 days in advance of the first payment due date. The owners will be presented with the budget, notifying them that a ratification meeting will be held to ratify the proposed budget. **The Board of Directors is authorized to increase the monthly assessment by 10% each year without the owner's approval.**

From time to time, it may be necessary to levy a special assessment to pay for capital improvements that are not completely covered by our Capital Reserve Fund.

Payment of assessments

Assessments are due before the end of the month in which the assessment is owed. Owners may pay their assessment ahead of time, and will be documented as a prepay on their account. An automatic draft of your assessment from your checking or savings account is available.

For accounts that are not paid during the month for which they are due, a reminder notice will be sent to the delinquent owner during the following month. If the account is not paid during the month in which it is due, a **late fee of \$20.00** will be placed on the owners account. All Association fees, interest, and legal fees involved in the collection of delinquent accounts will be the responsibility of the owner.

The Association retains an attorney for collection of delinquent accounts. All collection fees are assessed to the owner's account. Delinquency can result in the loss of all Association privileges and could lead to the foreclosure of the owner's lot.

Common Area Maintenance

The Association is responsible for the maintenance of the lawns, trees, water lines, sewer lines, and other services that are in the common area. If you have concerns about the grass, trees, shrubs, mowing, pruning, or weeding of the common area, please contact our agent.

Landscaping

The Association is responsible for all shrubbery (except for those planted by an individual owner). We will provide year-round weeding and the yearly distribution of pine needles in the bedded areas, as well as pruning on a predetermined schedule. Please contact Rocco Pandone or our agent to discuss any landscaping issues.

If you plant seasonal flowers in the front or rear beds of your lot, you are responsible for removing them at the end of the season.

The Association maintains all planting beds that are visible from the street, by replacing pine straw and removing weeds. You **must** obtain written permission from the Association before you make any substantial change to the planting beds or borders to be sure it does not interfere with normal lawn maintenance.

Nothing can be planted in the Common Area without prior written approval from the Board of Directors and/or the Architectural Control Committee. Plantings in the common area will become the property of the Association.

Vegetable gardens must be out of view from the street and are to be located behind the unit, or within private fenced-in areas.

Owners are encouraged to water their lawns and foundation plants, whether on their property, or in the Common Area, according to the local water restriction ordinances.

A Homeowner is permitted to voluntarily replace their front yard tree, subject to these conditions: (1) If any tree is being replaced, any expense associated with the replacing the tree will be the responsibility of the individual Homeowner and not the Associations. (2) The Homeowner must submit a **Landscape Modification Request Form for approval prior to replacing the tree.** (3) The replacement tree must be of comparable size as the majority of other front yard trees in the community. (4) The replacement tree must be either a Japanese Maple (Bloodgood or Dwarf Burgundy Lace variety), or a Cherry (Yoshino or Okame variety).

Our Declaration states that decorative yard items are to be minimal in number. It is **mandated by a community vote that this be no more than five (5) to make for the most attractive neighborhood for all concerned.** This total includes, but is not limited to, seasonal decorations, a bench or a chair, welcome sign, seasonal flag, figurine, gazing ball, birdhouse or birdbath, potted plant, or one political sign during appropriate time, etc.

If any such decorations are determined, in the sole discretion of the Board of Directors, to be distasteful or otherwise disruptive of the aesthetics or visual harmony of the community, the Board of Directors may require that such decorations promptly and permanently be removed. If an Owner neglects or fails to remove any such decorations upon request, the Association may provide for such removal.

A wreath on your front door does not count as part of the five (5). Items are to be placed on your front door, doorsteps, planting beds or borders only. No decorative items are to be added to the area around your front yard trees. There is to be no furniture in your planting beds. While the term “minimal” is not defined in the Declarations, the Board has undertaken to define it for the benefit of all homeowners.

Since all owners have private back patios, and can decorate as much, or as little, as they want, this leaves plenty of opportunity to express one’s personal tastes as much as one would like. Everyone has different tastes, so please keep our neighborhood tidy by limiting the number of items in your landscaping, your porch, or in your drive.

Security service signs do not count in this suggestion of (5).

Outdoor colored LED or solar lights are not to be placed in your front yard. Lights in your driveway, planting beds and front sidewalks are to be white only. You must submit a Landscape Modification Form prior to placing lights in your driveway, planting beds or on your front sidewalks.

In the case of a US or North Carolina flag, only one flag is permitted to be displayed at one time and should be placed to the left of the front door facing your home. (See page 9 – **Signs, Flags, and Decorations** – for additional information.)

Outdoor grills should be returned after each use out of view, either in the garage or behind your home. Grills are not to be stored on the side of your unit.

Owners can extend the patio to a maximum of 12’ from the back of the home’s foundation. The 12’ does include the sunroom/screened porch area. Beyond the 12’ owner may extend the pine needle border to no more than 30’. If pavers are to be used in pine needle borders, they may NOT extend beyond the pine needles. No permanent nor temporary pavers, etc. are to be placed in the grass area.

Snow Removal

Our streets are city-owned and maintained, and the City of High Point is responsible for all snow removal.

If you would like to have snow removed from your driveway or walks, please contact our agent to arrange for the snow removal. The removal of the snow will be an expense of the owner and is not a responsibility of the Homeowner’s Association.

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Garbage/Recycle Removal

Normally, garbage removal service is provided on Wednesday each week, and recyclables on alternate Wednesdays. In the event of a holiday, please refer to the city's schedule for pick-up.

Only receptacles that are approved by the city of High Point should be placed at curbside, and no earlier than the evening prior to pick up. These should be returned **out of view** from the street no later than the evening of the pick-up day. Please clean up any spilled trash to keep our community clean and neat. **No trash receptacles are to be stored in your driveway or in front of your home.** Trash receptacles stored on the side of your home must be placed behind an approved, brick (which must match brick of home) privacy fence.

Pets

Companion animals such as dogs, cats or other small household pets are welcome at Stone Mill Village. However, pet owners are responsible for their pets.

In January of 2022, the Homeowners approved the following amendment to the Declaration of Covenants Article VII, Restrictions, Section 4, Animals: "SECTION 4. ANIMALS. No animals, wildlife, livestock, or poultry of any kind shall be kept or maintained on the Common Area or on any Lot except that no more than two (2) dogs, cats, or other four-legged household pets may be kept or maintained on a Lot, provided that they are not kept or maintained for commercial purposes and that the same are not amongst the following breeds, which are strictly prohibited: Akita, American Bull Dog, Canary Dog, Chow, Doberman Pinscher, German Shepherd, Huskey, Karelian Bear, Pit Bull breeds (including but not limited to American Pit Bull terrier, American Staffordshire Terrier and Staffordshire Terrier), Presa Canario, Rottweiler, and Wolf Hybrid. The restriction to keep or maintain no more than two (2) dogs, cats or other four-legged household pets does not apply to newborn offspring under six (6) months in age. This restriction applies to all Owners and their four-legged household pets acquired after the date of the recording of this amendment. All animals shall be leashed (if outdoors) or kept within the Lot and shall not be permitted to roam free. The Association may restrict the walking of pets to certain areas. Owners who walk their pets on Common Elements must clean up after their pets. Commercial activity involving pets, including, without limitation, boarding, breeding, grooming, or training is not allowed. If, in the opinion of the Board, any pet becomes a source of unreasonable annoyance to others, or the Owner of the pet fails or refuses to comply with these restrictions, the Owner, upon written notice, may be required to remove the pet from the Property. Pets may not be left unattended or leashed outside the Lot. No outside pet cages, runs, tether, houses, or any other manner of securing such an animal are not permitted.

Pets must not constitute a nuisance or cause unsanitary conditions. Pet owners are required to immediately clean up after their pets, regardless of the location. Failure to do so could result in fines. Please be courteous and mindful of other Homeowners and, when possible, direct your pet to relieve themselves in the Common Area or street rights-of-way. It is suggested for homeowners to have a limit of no more than 2 dogs per household.

As defined by High Point's leash laws, as well as the Stone Mill Village *Declaration of Covenants*, Article VII Section 4, pets must be on a leash and under the owner's control while outside.

Chaining of animals is not permitted. No structure for the care, housing and/or confinement of any pet, shall be constructed or maintained on any part of the Common Area. Any Homeowner has the right to request Animal Control services from the City of High Point. To report violations of City or County animal control regulations, contact **Animal Control at 336-883-3224**.

Parking

Each lot/unit is entitled to parking spaces consisting of the attached garage and driveway. **On-street parking should be kept to a minimum.** Please be respectful of your neighbors and do not park in front of their yard or block their driveway. If you are having a gathering at your unit which requires overflow parking, please contact your neighbors prior to directing your guests to park in front of your neighbor's unit.

Parking on the grass is **always** prohibited. If an improperly parked vehicle or other situation interferes with your personal parking, it should be reported to the Managing Agent.

Trailers, motor homes, campers, boats, jet skis, ATVs, large trucks, commercial or construction vehicles, and unlicensed or inoperable motor vehicles, are not to be parked or stored outdoors within the community. All vehicles must display current, valid registration and inspection decals.

Repeat violators of the parking policy, those continuing to park improperly, as well as vehicles that do not display current registration and inspection stickers, are inoperable or otherwise appear to be abandoned, are subject to fines.

Personal Property

Private property (such as grills, bicycles, toys, etc.) may not be left in view of the street when not in use and may not be stored on the Common Area. This may prove dangerous to others, slow our grounds area maintenance efforts, or be considered unattractive by neighbors. If personal property is left in the Common Area, it will be removed by the Association and the Homeowner will be billed for that cost.

Speed Limit

The speed limit is 20 miles per hour throughout the community, but congestion and weather conditions, as well as the presence of children and pedestrians, may dictate that a lower speed is appropriate. Please be considerate and keep the safety of all residents and guests in mind.

Mailboxes

Mailboxes are the property of the Association. Any problems regarding them should be referred to our community manager's office. Replacement of broken locks or lost keys is the responsibility of the owner. The posting of flyers of any kind is prohibited on mailboxes.

Pest Control

During construction, the buildings were treated for termites; however, to maintain adequate protection, the owner should contract with a local pest control company for an annual termite inspection of the exterior of your unit and re-treat where necessary. If you have other pest control issues, you should contact a contractor of your choice. All pest problems are the responsibility of the owner.

It is prohibited to put out food for the wildlife in our area. According to animal control for the city of High Point this act is NOT encouraged as it draws all wildlife into our neighborhood.

Offensive Activities

Every owner has the right to quietly enjoy his or her property. Unreasonable noises or actions (i.e., loud music, barking dogs, etc.) or any other nuisance, as defined in the Declaration of Covenants (ARTICLE VII, Section 3), or illegal activities, will not be permitted.

Signs, Flags and Decorations

The **only** flags allowed on the exterior of homes are those of the United States **or** the State of North Carolina, with a size not to exceed 3' x 5'. The location of the flag is to be to the left of the front door facing your home. Any other size or placement must be approved by the Board of Directors and/or the Architectural Control Committee.

Security service and "For Sale" signs may be placed in a pine needles area adjacent to your unit. These signs are **not** to be affixed to the brick or vinyl siding.

A political sign may be displayed on the Homeowner's property in a mulched area, but **not** in any Common Area. The sign (no more than 1 per home) may be displayed no earlier than 45 days before Election Day and it must be removed within 7 days following the election. The sign counts towards the total number of items permitted in your borders and beds.

Holiday decorations are allowed, but the siding or gutters must not be pierced when they are installed. Decorations must be removed within 14 days following the holiday. You are permitted to add lights to these decorations, if it is done tastefully. The holiday decorations count towards the total amount of items permitted in your borders and beds.

Ornamentation should be minimal, but in any event **should not exceed 5 total items**. These must be tastefully executed in keeping the neighborhood tidy.

Painting

The door, door trim and other exterior paintable surfaces of your unit will be painted by the Association at the Associations expense. However, the owner will be charged for the cost of repairs to those surfaces where damage is determined to have been caused by the owners' negligence or abuse.

Plumbing needs

If there is a plumbing problem in which the location of the problem cannot be determined, it is the responsibility of the Homeowner to initiate repairs. If the source of the problem is within or under the home, the Homeowner is responsible for the repairs. If the Homeowner's plumber determines that the source of the problem is in the Common Area, the Homeowner should continue making the repairs. The Managing Agent should be notified immediately to determine if the Association may be responsible for paying any usual and reasonable charges for the work done by the Homeowner's plumber.

Storm Drains

Nothing can be poured, dumped, swept into, or otherwise deposited into any storm drain.

Yard Sales

No individual yard sales are permitted.

Miscellaneous:

Drying/Airing Laundry

No drying or airing of any clothing or bedding will be permitted outdoors on any lot within the development.

Lampposts

The Association leases the lampposts from Duke Energy. If you have a problem with any lamppost, please contact the Property Manager for servicing needs.

Fines

Golden Property Management is authorized to levy and collect fines for violations of any rule contained within any governing document (i.e., Declaration of Covenants, By-Laws, and this Homeowner's Handbook, etc.).

Any Association member can report violations, in writing, to the Board of Directors.

Levels of offense and remedies available are:

The first offense will result in a Warning Letter.

- A subsequent offense will result in a notice of fines.
- A third (and subsequent) offense(s) will result in a hearing notice to begin the fine process.
- Fines of up to \$100/day may be assessed for violations after a hearing with the owner is provided.

Ownership and Responsibilities

What You Own

As an individual owner, you own everything from (and including) the exterior walls of your unit inward, the interior spaces and the contents, as well as the land beneath your home. You also own the land for a certain number of feet out from the foundation of your unit, as defined in your plat plan and your lot deed.

Common Area that the Association Owns

As a member of the Association, you, along with the other Homeowners, also own all the common property (known as the Common Area). This includes all areas not included in the paragraph above (**What You Own**) such as the shrubbery, the common lawn, water lines, trees, mailboxes, etc.

Procedures Regarding Resale

In the event of any resale of a unit, the following procedures should be followed:

1. A written notification should be sent to the Managing Agent when the unit is available for sale.
2. If you are no longer residing in the unit, an alternate address and phone number must be provided to the Managing Agent.
3. Units may be listed through a real estate agent or broker and a sign may be erected in the Homeowner's landscape border, as outlined in the paragraphs pertaining to signs on pages six and nine, but not in any Common Area.
4. No realtor or individual "For Sale" signs may be posted at the entranceway.
5. After your unit is sold, a copy of the closing statement must be sent to the Managing Agent for the name transfer on the account.

LEASES ON LOTS AND LIMITATION ON RENTAL PROPERTY

According To the Declaration, Bylaws, Articles of Incorporation, and Rules and Regulations of the Association, leasing rental of any unit by the homeowner is strictly prohibited. Notwithstanding the foregoing prohibition, each Owner may lease/rent their Lot to individuals attending the International Home Furnishings Market in High Point, North Carolina in the Fall and Spring of each year, each of which shall not exceed fourteen (14) consecutive days.

ADDENDUM A

Action Request Form

Use for routine maintenance and concerns to the Board of Directors or committees. Return this form to Stone Mill Village HOA, P.O. Box 16325, High Point, NC, 27261 or e-mail to goldenmgtnc@northstate.net Please provide your email address as this will enable us to respond to your request quickly. Otherwise, you can expect a response within 2 weeks. For emergency repairs (roof leak, water main break, etc.) call Golden Property Management at 336-887-8975.

_____ Maintenance Request _____ Resident Complaint _____ Suggestion/Concern

Homeowner Name: _____ Date: _____

Property Address: _____

Phone: (H) _____ (W) _____

Email Address: _____

PROBLEM/CONCERN:

For Office Use Only

The Association has reviewed your Request/Concern.

Date Rec'd: _____ Date Replied: _____

Date Completed: _____

The following action will be taken:

- ☐ Association taking bids on work.
- ☐ Copy given to Board Members for review.
- ☐ No action required.
- ☐ Please contact our office to discuss.
- ☐ Referred to Architectural Control Committee.
- ☐ Referred to Lawn Maintenance Contractor.
- ☐ Work order issued to Maintenance.
- ☐ Other: _____

ADDENDUM B

Architectural Change Request Form

Name: _____ Property Address: _____

Best Phone #: _____ Email Address: _____

Proposed Start Date: _____ Proposed Completion Date: _____

General Description of Proposed Alteration, Change, or Replacement: _____

Proposed Materials (*Color/Style/Type/Dimensions, etc.*): _____

Location (*Provide drawing and/or a detailed description*): _____

Additional Information (*List or attach other relevant information*): _____

Certification: I understand approval of the requested changes by Stone Mill Village HOA, Inc. does not relieve me of the responsibility for obtaining all building permits and variances, and/or observing all local zoning ordinances. If my request is approved, I agree to make the changes as submitted and approved, including any Additional Conditions noted below. All changes will be on my property or property lines. If any portion of the Association's property is disturbed or damaged by my contractor, agent, or myself, I agree to restore the Association's property to its original condition at my expense. I will notify the Community Manager when work has been completed so that it can be inspected to ensure all work was done consistent with this request.

Applicant Signature: _____ Date: _____

Approved by: _____ Title: _____ Date: _____

☐ Approved as submitted ☐ Approved with Additional Conditions as noted here:

This approval expires and is no longer valid, and the request must be resubmitted if work does not begin within 90 days of the date approved.

Mail completed form to:

Stone Mill Village HOA, Inc.
c/o Golden Property Management
PO Box 16325
High Point, NC 27261
goldenmgtnc@northstate.net

Or by email:

You should receive a decision within 30 days. If not, please contact the Community Manager for an update. Until you receive approval, you should not proceed with any work.

ADDENDUM C

STORM DOOR SPECIFICATIONS

We have established the following guidelines for any owner wishing to install a storm door:

- 1) Door must be **full view plain glass**.
- 2) Door must be trimmed to match front door of Home.
- 3) Door must have a **brushed nickel** lever latch.

If you install your door and do not follow these guidelines, you may be asked to remove the door at your expense.

I have read the above guidelines and understand that if the installation of my proposed door is not in full compliance with the above, I will be asked to remove or correct the errors at my expense.

All Installations are subject to inspection by the HOA Board and/or the Architectural Control Committee.

Homeowner's signature: _____

Name: _____ Phone: _____

Address: _____

City: High Point State: NC Zip: 27265

Email: _____

NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE WRITTEN APPROVAL FROM YOUR BOARD OF DIRECTORS.

IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:

- 1) A signed copy of this form.
- 2) A detailed description of your proposed door.

For Office Use Only:

Date Received: _____ Approved: _____ Denied: _____

Date Approved By: _____

ADDENDUM D

FENCE REQUEST

Stone Mill HOA Architectural Control Committee
c/o Golden Property Management
PO Box 16325
High Point, NC 27261

FENCE SPECIFICATIONS

We have established the following guidelines for any Homeowner wishing to install a fence on his/her property:

- 1) **SIZE:** Cannot exceed 6' high and must not differ from the rest of the community
- 2) **STYLE:** Vinyl
- 3) **COLOR:** The fence should be white
- 4) The Homeowner will contact all local utility companies to verify the location of underground utility lines. If fences are installed over any underground utilities, the Homeowner should understand that the utility companies have the right to remove your fence in the event repairs on a line are necessary. The utility company will not be responsible for any damage or the re-installation of your fence.
- 5) Your fence will not restrict a neighbor or utility company's reasonable access path (5' 0" wide or more of level ground outside the fence) from the back of the fence to both sides of the home.
- 6) After installing your fence, the Homeowner is responsible for maintaining the inside of the fence including the lawn area.
- 7) The fence is only allowed within twelve (12) feet of foundation.
- 8) The fence cannot block any existing drain pattern. The location is not to impede storm water flow, especially storm water in swales. If it does, the Homeowner will be responsible for all costs to correct the problem.
- 9) The Homeowner must obtain any, and all necessary permits and governmental approvals.

I have read the above guidelines and understand that if the installation of my proposed fence is not in full compliance with the above, that I will be asked to remove or correct the errors at my expense.

All Installations are subject to inspection by the HOA Board and/or the Architectural Control Committee.

Homeowner's signature: _____

Name: _____ Phone: _____

Address: _____

Email: _____

NOTE: DO NOT MAKE ANY CHANGES OR ALTERATIONS UNTIL YOU HAVE WRITTEN APPROVAL FROM THE MANAGEMENT COMPANY OR ARCHITECTURAL CONTROL COMMITTEE.

IN ORDER TO RECEIVE APPROVAL, YOU MUST SUBMIT THE FOLLOWING:

- 1) A signed copy of this form.
- 2) A copy of your plat of survey, with the fence lines sketched in with dimensions.
- 3) A drawing showing the planned view of the fence layout with all dimensions noted.

For Office Use Only:

Date Received: _____ Approved: _____ Denied: _____

Date Approved By: _____

ADDENDUM E

SATELLITE DISH GUIDELINES

The following guidelines have been established for any Homeowner wishing to install a satellite dish:

- 1) The diameter of the dish may not be larger than 1 meter (39.37").
- 2) The dish must be installed on the back side of the roof of the home. While the installer will determine its location based on optimal signal reception, we request that it is not to be installed on the front of your unit.
- 3) If the dish is to be installed on a post on the ground, it must be within the pine needle/mulch border and it is your responsibility to have the utility lines marked prior to the installation. If installed over utility lines, the utility companies have authority to remove your dish in the event of needed repairs, and they cannot be held responsible for any damage to your installation, nor the cost of repair or re-installation.
- 4) Should damage occur to your property, or the property of your neighbor as the result of the installation, you bear sole responsibility for necessary repairs and cost thereof.
- 5) Care must be exercised around landscape material.
- 6) Notification of your intention to install a satellite dish should be made to the Board of Directors board or the Architecture Review Committee **prior to installation**, along with the following acknowledgement:

I have read and understand the above guidelines and agree to abide by them.

Homeowner's Printed Name

Homeowner's Signature

Address

Phone Number

Email Address

For Office Use Only:

Date Received: _____

Approved By _____

ADDENDUM G

Landscape Modification Request Form

Name: _____ Property Address: _____

Best Phone #: _____ Email Address: _____

Proposed Start Date: _____ Proposed Completion Date: _____

General Description of Request: _____

Proposed Materials (*Color/Style/Type/Dimensions, etc.*): _____

Location (*Provide drawing and/or a detailed description*): _____

Additional Information (*List or attach other relevant information*): _____

Certification: I understand approval of the requested changes by Stone Mill Village HOA, Inc. does not relieve me of the responsibility for obtaining all building permits and variances, and/or observing all local zoning ordinances. If my request is approved, I agree to make the changes as submitted and approved, including any Additional Conditions noted below. All changes will be on my property or property lines. If any portion of the Association's property is disturbed or damaged by my contractor, agent, or myself, I agree to restore the Association's property to its original condition at my expense. I will notify the Community Manager when work has been completed so that it can be inspected to ensure all work was done consistent with this request.

Applicant Signature: _____ Date: _____

Approved by: _____ Title: _____ Date: _____

With conditions _____

This approval expires and is no longer valid, and the request must be resubmitted if work does not begin within 90 days of the date approved.

Mail completed form to: Stone Mill Village HOA, Inc.
c/o Golden Property Management
P.O. Box 16325
High Point, NC 27261
Or by email: goldenmgtnc@northstate.net

You should receive a decision within 30 days. If not, please contact the Property Manager for an update. Until you receive approval, you should not proceed with any work.

ADDENDUM H

Maintenance Responsibility List

Revised 10/06/20			
No.	Owner	HOA	Item
1	x		air conditioning & heating equipment
2	x		air conditioning condensation lines
3	x		attic fans and vents
4		x	exterior brick & stonework on home
5		x	retaining walls on common areas
6		x	retaining walls on homeowner property
7		x	common area irrigation system
8		x	common areas, including fencing (except for interior patio fencing)
9	x		doorbells
10	x		doors, hardware, locks & kick plates
11	x		driveways
12	x		electrical outlets (interior & exterior)
13		x	entrance monument
14	x		exterior house lights
15	x		front porch
16	x		garage doors, hardware, exterior keypads & openers
17	x		glass (storm doors, windows, French doors)
18	x		gutter splash blocks, piped gutter drains, and turn ups
19	x		gutters & downspouts - maintenance/repair
20		x	gutters & downspouts - major replacement due to storm damage or system failure
21	x		house numbers & wooden plaques
22	x		interior repairs including result of a roof leak or water penetration
23		x	mailbox kiosk
24		x	metal roofs over bay windows
25		x	painting/staining of exterior doors, shutters & wooden trim to original color
26	x		patios and interior portions of screened porches
27		x	pine needles (once a year)
28		x	pressure washing to remove mold and mildew from community fencing, patio fencing (exterior only), driveways, gutters, and vinyl siding (as needed and determined by Board)
29	x		roof skylights
30		x	roofs (shingles, flashing & boots)
31	x		satellite dish installation and removal
32	x		sewer line cleaning or repair from home to clean-out near street
33		x	sewer mains and manholes (city responsibility)
34		x	sewer service cleaning or repair from clean-out to main (city responsibility)
35		x	shaker shingles on dormer windows
36	x		sidelights at front door
37		x	sidewalks along Old Mill Road and in city rights-of-way
38	x		sidewalks and driveways from front door to city right-of-way
39	x		storm doors
40		x	storm drains in streets and easements (city responsibility); other storm drains (HOA)
41		x	street curbing (city responsibility)
42		x	storm water pond, piping, structures, spillway (HOA)
43		x	streetlights (Duke Energy)

Maintenance Responsibility List

No.	Owner	HOA	Item
44		x	streets and road signs (city responsibility)
45		x	sunroom exteriors
46	x		trees/shrubs installed by homeowner, including any plantings on front/side/back of home
47		x	trees/shrubs (but not grass) originally installed in yards by developer
48	x		vent pipe covers, dryer & exhaust fan vents (replacement & cleaning)
49	x		vinyl siding & trim (maintenance, small repairs, and minor replacements)
50		x	vinyl siding & trim (major replacement due to storm damage or system failure)
51	x		water lines from meter to home
52	x		water meter & in-ground box (city responsibility)
53	x		water spigots
54	x		weather-stripping
55	x		windowpanes, sash, window screens
56	x		Maintenance, repair, or replacement of any items caused by the act of an owner, immediate family, guests, or invitees.

This handbook was approved by the Board of Directors in June 2023

Dated: 7-6-23

Secretary of the Board of Directors: 

President of the Board of Directors: 