

# COLONY LAKE HOMEOWNERS ASSOCIATION

## GROUNDS GUIDELINES

*These guidelines are intended to maintain the quality and integrity of the whole neighborhood and to ensure the maintenance of property values.*

The Grounds Committee reports to the Board of Directors; effort is made to have representatives from each type of homeowner in its membership. The Committee shall advise the Board of all matters pertaining to the maintenance, repair and/or improvement/changes of common areas and private lots.

Private lot matters are addressed only upon:

1. Owners' requests for improvement/change
2. Owners' failure to follow the Grounds Guidelines
3. Single-house owners' failure to maintain their lots. The Committee presents its recommendations to the Board of Directors at their regular meeting. The Board of Directors makes the final decision in all matters.

A grounds maintenance company is contracted by the Association to maintain all common areas, duplex and townhouse yards. The duplex and townhouse owners pay monthly assessments for their property services. The Grounds Committee tracks the performance of the grounds contractor by periodic conferences with the contractor and the Management Company, and by the Grounds check list submitted by the contractor and by periodic walk-throughs.

Any issue or complaint about grounds maintenance should be directed to the Management Company, preferably by e-mail.

Unlimited of wildlife, especially geese, destroy lake banks and create health hazards. Do not add waterfowl to the area and do not feed or in any way encourage waterfowl to remain in the area. Residents may be subject to a fine of up to \$100 for not following these guidelines.

### **SPECIAL PROJECTS**

- The Grounds Committee undertakes projects at least once a year to improve the appearance of the common areas. Suggestions from all homeowners are welcome. They should be submitted in writing through the Management Company.
- Owners are encouraged to contribute to this effort by planting or donating trees. However, permission to do so should be obtained from the Grounds Committee before any action is taken. Submitted plans should include exact measures of property lines, house placement on the lot, and projected improvement/changes.
- Dead trees in common areas:
  - Dead or dying trees in the common areas are usually spotted by the Committee during their walk-through. However, owners are encouraged to notify the Management

Company whenever such a tree is noticed. Trees to be cut down will be tagged during the walk-through. Owners whose property is adjacent to such trees will be notified in writing by the Management Company, and the date of when the action is to take place will be included.

## **IMPROVEMENT/CHANGES:**

Any major landscaping improvement/change requires review by the Grounds Committee and approval of the Board of Directors prior to commencing the work. The Committee meets as needed throughout the year.

Requests are to be submitted on forms from the Management Company. To expedite the review procedure, it is important to carefully follow the form instructions (i.e. submission of the lot plat and neighbors' signatures). URL to request forms is [http://www.casnc.com/docs/Colony%20Lake/Architectural\\_or\\_Landscape\\_Request\\_Form.pdf](http://www.casnc.com/docs/Colony%20Lake/Architectural_or_Landscape_Request_Form.pdf) You may also send requests through the USPS mail to the address CAS, Inc, 5915 Farrington Road, Suite 104, Chapel Hill, NC 27517.

Requests are reviewed by the Committee. If approved by the Committee, they are submitted to the Board of Directors for final approval. Owners are notified, in writing, by the Management Company or the Board, of the decision shortly after the meeting in which the proposal is considered.

Incomplete or unclear requests will be returned to the owner for completion and resubmission.

Early submission allows owners to resubmit an incomplete or unclear request without missing the appropriate seasonal time to start the project, if approved. If possible, requests will be processed through email more quickly, although major projects may not be subject to fast tracking.

### **The following are some points to keep in mind when planning improvement/changes:**

- Removal and/or replacement of trees on individual homeowner's lots is the responsibility of the homeowner. The grounds contractor can plant new trees if the homeowner works it out with the grounds contractor. Management or the Grounds Committee members can facilitate such requests.
- Changes shall complement existing landscaping and be consistent with existing plantings.
- No "annexation" of common property is permitted.
- Changes shall have no negative effect on neighboring property, i.e. altering existing landscaping in a manner which could cause drainage or erosion problems to a neighbor.
- Landscaping structures such as planter boxes, railroad ties and bedding fences shall be consistent with neighboring structures.
- Projects undertaken without permission or installed with significant variation from approved proposal shall be subject to a fine of \$100 and/or removal at owners' expense.

- Town regulations require use of hardwood mulch around structures. Pine straw is currently installed in common areas. Use of gravel or other material requires prior approval. If these regulations are not followed, there will be fines or removal.
- Vegetable gardens are **NOT** allowed in the front of the house, unless they are made to appear part of planned landscaping and do not replace the lawn area.
- Duplex and townhouse owners wishing to have fenced yards mowed must submit an annual request. This proposal should demonstrate that the maintenance contractor will have easy access into the fenced area: i.e. (1) that there is no locked gate, (2) that a riding mower can be easily maneuvered in the enclosed area, (3) that there are no lawn furnishings, equipment or unprotected plantings to hinder efficient mowing, and (4) No pets will be present at time of mowing. If at any time these conditions ceased to be met, maintenance will be discontinued without notice.
- Planters and window boxes are owner additions and plantings in these will **not** be maintained by the Association.

**There is no need for submitting requests for minor landscaping improvements such as:**

- Planting annuals in existing beds of private property. Annuals and other cuttings should be disposed of properly at the end of their season.
- Replacing plants with same type of plantings
- Re-seeding of bare spots. Fescue is the grass of choice in Colony Lake.

**SATELLITE ANTENNAS:**

Installation of antennas requires Colony Lake Board of Directors approval only if they do not meet the following requirements:

- Homeowners who find it necessary to use satellite antennas are encouraged to install one of the smaller types in the market. Requests for approval of antennas larger than 18 inches in diameter should include size justification.
- Antennas must be permanently mounted in the ground or permanently attached to the living unit.
- Ground mounted antennas must not be installed any nearer the front of the lot than the foremost portion of the dwelling unit. Exceptions to this rule will normally be made only with demonstration that such location will NOT allow for reasonable reception
- Any ground mounted antennas must be screened with approved shrubs or fences. No more than 25% of the antenna surface should ordinarily be visible from the street or from any lot adjacent to the property where it is installed.
- Structure mounted antennas should preferably be installed at the back or the side of the unit.
- Satellite antennas may also be attached, in special circumstances, to the roof or side of a duplex or townhouse. The special circumstances would be if there is NO OTHER PLACE to mount the antenna and still get satisfactory reception. If an antenna is attached to a building, the owner of that unit assumes full responsibility for any damage to the building, or for additional maintenance due to the placement of the antenna. The Association will have NO responsibility for any damage to an individual unit caused by the installation of an antenna. If the antenna causes any damage to areas that are the Associations' responsibility to maintain,

the association may elect to make repairs and bill the owner of the unit for all costs associated with the repairs.

- Any cabling between the antenna and the dwelling unit must be buried.
- Antennas may not be installed anywhere on common property.

#### **COMMON AREAS:**

- No "annexation" of common areas is permitted.
- Nothing may be hung in or attached to trees or shrubs in the common areas without permission of the grounds committee.
- The following actions are prohibited in common areas: burning, dumping of trash or debris, spraying of chemicals, planting of illegal substances, extensive repairs of any vehicles and parking of boats, cars, trailers or other vehicles. The cost of removal or repair necessitated by these infractions will be assessed to the homeowner.
- Infractions of the above guidelines will result in a fine of \$100 per infraction.
- No yard furniture, play structures, or grills are permitted in the common area.

#### **RECREATIONAL AREAS (Tot lots/tennis and basketball courts, picnic area)**

- Recreational equipment in the tot lots should be appropriately used. Improper treatment of facilities will result in a fine of \$100 and the cost of repair for the damage.
- Consideration of others using these facilities is expected of *all* owners.
- Persons using these common areas are responsible for removing their trash/debris.
- Equipment in need of repair, or any potential hazard, needs to be reported to the Management Company.
- Users of common areas should keep in mind that residents adhere to a variety of schedules and that some of these areas are very close to neighboring homes.

#### **PARKING/DRIVING:**

- Emergency vehicles should have, at all times, complete access to all houses.
- Street parking for duplex and single family homes should be limited to short term visitors.  
Neighborhoodly consideration is encouraged and would suggest guests' park directly in front of host's home. Repeated excessive street parking should be avoided.
- Single family and duplex homeowners are encouraged to use their driveways for parking.
- In townhouse areas where there is insufficient parking to accommodate more than one vehicle in front of each unit, neighborhoodly consideration is encouraged (allow an owner to park one car in front of their unit). Guests should use the center island parking.
- Motorcycles, mopeds, etc. should be parked in parking areas, not on lawns or common areas and may be driven only on pavement. Bicycles may be parked on homeowner's property and may not be ridden on lawns or common areas.
- Skateboards should not be used on homeowner lawns or walkways.
- Parking is allowed only on one side of the street on Sir Richard and St. Thomas as designated by signs. Violators may be towed at the vehicle owner's expense.
- 25 mph speed limit should be observed as posted throughout Colony Lake.

- Vehicle Requirement — All motor vehicles shall display current registration license plates and be maintained in proper operating condition so as not to be a nuisance by noise, exhaust, emission (loss of liquids such as fuel, oil, or coolant) or appearance (junk, non-operating vehicle). Vehicles without current license plates are subject to towing and/or a fine.
- No junk vehicle, trailer or similar vehicle shall be parked in parking areas of Colony Lake. Any vehicle not meeting these criteria is subject to towing, i.e. removal from Colony Lake property, at the owner's expense. Report infractions to Management Company.
- Only minor repairs of owner's vehicle may be made on property. Vehicles may not be left on jacks or show evidence of repairs in process for more than two hours a day. Homeowners should exercise care not to spill oil or grease on the pavement or common areas or leave any automotive parts or other debris in common areas, pavement or in dumpsters.
- No recreational vehicle, house trailer, camper, boat or similar vehicle, shall be parked in parking areas of Colony Lake, except with prior permission by the Management Company.
- No work truck, vans or trailer may be parked in Colony Lake parking areas overnight except with prior permission by the Management Company.
- If appropriate action is not taken upon notification of the Management Company, the Board will fine \$100 per infraction plus any associated costs.

#### **OWNERS' RESPONSIBILITIES:**

- Homeowners who do not want their shrubs pruned by the grounds contractor need to notify the Management Company each January in writing. The Management Company will provide the contractor, Grounds Committee and Board with this list each February 1<sup>st</sup>.
- In those circumstances where town-home or duplex owners take responsibility for pruning or landscaping changes, and those projects are neglected, the owner will receive notification by the Management Company. If appropriate action is not taken, the Board will fine per infraction.
- Neighborly consideration should take into account the close proximity of living units, both next door and to the front and rear of each unit. Especially after dark, please moderate music, party noises and animals.
- All areas not enclosed should be kept neat and clean. This also applies to areas under decks, back yards and patios. Grills and tanks must not be on lawn area.
- Excessive mulch against the outside of a residence will cause infestations, mold and deterioration of siding. Residents need to monitor this.
- Firewood should be neatly stacked and placed in the back of the unit.
- Littering is prohibited. Habitual littering should be reported to the Management Company.
- Bicycles and children's toys should be stored properly, not left in front of the units or on sidewalks.
- Watering of grass and shrubs is encouraged.
- Lawn and patio furniture should not be left in common areas overnight.
- Homeowners adjacent to the lake should not apply pesticides, herbicides or fertilizers within 50 feet of the lake border without pre-approval of the Grounds Committee/Board of Directors.
- Should damages occur during a moving process, the owner is responsible for restoring the damaged area (neighboring property or common area).
- Should damage occur while fixing a problem such as plumbing, the owner is responsible for restoring the damaged area.

- If appropriate action is not taken upon notification by the Management Company of infractions of the responsibilities listed above, the owner will be assessed the cost of repairs, or other actions necessary and the Board will fine per infraction.

**SINGLE FAMILY HOMEOWNERS ARE RESPONSIBLE FOR THE MAINTENANCE OF THEIR LAWN LANDSCAPING. MINIMUM STANDARDS INCLUDE:**

1. Mowing lawn at consistently 3-4 inches high weekly from May to November. Trimming lawn with string trimmer does **not** constitute mowing.
2. Weeding (including up to the curb) and bed definition
3. Edging
4. Regular weed control including all lawn, walk, and curb and gutter areas.
5. All lawn areas are fescue in Colony Lake.
6. The Management Company will give the owners' names of lawn maintenance people who can maintain the lawn at the minimum standards if the owner chooses.
7. If appropriate action is not taken upon notification by a certified letter by the Management Company in accordance with the Covenants and after approval by 2/3 vote of the Board of Directors, the Association may enter and maintain the lot. The owner will be assessed the cost of maintenance and may be fined \$100 per infraction or a lesser daily fine. The letter will specify dates when action is expected to have occurred.
8. If lawn continues to be un-mowed for 10 days after a letter is sent by the Management Company, the Association reserves the right to have the lawn mowed, trimmed, edged or application of appropriate treatment at the owner's expense.

**YARD WASTE:**

The intent of the yard waste pick up is to collect the normal debris resulting from regular pruning and yard maintenance and is not intended to be used for major landscape removal. For example, if you have a tree that is cut down, the HOA would not remove the debris from the tree.

- Duplex and townhouse gardeners should place yard waste near designated spots by the dumpster for pick-up by the grounds contractor.
- Yard waste is picked up at the curb of single family homes on the **last MONDAY of the month** unless otherwise noted in the newsletter. **YARD WASTE CAN NOT BE PLACED AT THE CURB UNTIL THE FRIDAY BEFORE PICKUP. It must be at the curb by Sunday evening.**
- Material must be placed behind the curb, not in the street.
- Brush and limbs should be cut to less than 4 feet in length and be less than 10 inches in diameter
- All leaves must be bagged in leaf removal bags and not in plastic bags or left in piles.
- Single family homeowners must not dispose of yard waste on the common property of Colony Lake, or in areas designated for townhomes or duplexes.
- Dumpsters are **NOT** to be used to dispose of yard waste by any homeowner since it is against town ordinances.
- Improper disposal of yard waste by any Colony Lake resident may result in a fine of \$100 per infraction and the cost of removal.

Christmas tree Removal: Please contact Todd Petherbridge at [Todd@casnc.com](mailto:Todd@casnc.com) for the current years schedule

### **GARBAGE DISPOSAL:**

- Garbage pick-up is weekly for all dumpsters.
- Homeowners need to allow complete access for the garbage truck to get to the dumpster.
- Trash placed in front of, or leaning against the dumpster, will **NOT** be handled by the driver and the dumpster will not be emptied at that time.
- Town instructions regarding items not allowed for disposal shall be followed.
- The notices posted on the front and sides of the dumpsters detail these items (**which include yard waste, hazardous materials, building materials, motor oil, corrugated cardboard, etc.**).
- If an area dumpster is full, use one in another location.
- Large items that do not fit into dumpsters may be disposed of by calling the Public Works Dept. at 919-969-5100. They will give callers specific pick-up instructions. The Town will require a payment up front so they will come to your house and pick up items to be disposed of. For usable items, owners are encouraged to call benevolent organizations.
- **Corrugated** cardboard boxes shall **NOT** be placed inside the trash dumpsters. The corrugated cardboard dumpsters are at the Sir Richards Townhouses and upper St. Andrews.
- All cardboard should be broken down and put inside the corrugated cardboard dumpsters.
- Improper disposal of any waste material will result in a fine of \$100 per infraction and the cost of proper disposal.

### **RECYCLING:**

- Bins for recycling newspapers/inserts, glossy magazines, glass, plastics and aluminum and tin cans are available near each dumpster. Recycling materials are to put directly into the bins and not left in bags even if they are paper bags. If you wish to recycle the bag, empty it first.
- The nearest recycling centers are located at the University Mall and Weaver Dairy Road.
- Corrugated cardboard boxes and all of the above mentioned items can be recycled at the University Mall facilities and Weaver Dairy Road.
- Residential pick-up (Standish Drive) is on Thursday. Individual recycling bins should be removed from driveways the same day of pick-up.
- Improper disposal of corrugated cardboard will result in a fine of \$100 per infraction and the cost of proper disposal.

### **DOGS AND CATS:**

- In accordance with the Orange County Animal Ordinance and the Town of Chapel Hill, animals must remain on the owner's property and **on a leash** when off the property.
- Owners of dogs leashed outside need to control their dogs when the grounds maintenance personnel are working in or near their yards. Dogs should not be left unattended or allowed to become a nuisance through barking or other disturbances.

- Any nuisance animal, or negligent animal owner, may be reported to Animal Control at 968-2760 (if this office is closed, the Police Department may be contacted).
- There are three designated "dog areas" (indicated by signs, "Pet Area") throughout Colony Lake opposite the sidewalk)
  1. the wooded areas near the ball field.
  2. the field area opposite the sidewalk near the Legion Road entrance.
  3. the wooded areas at the Chapel Hill/Durham entrance (on the side opposite the sidewalk)
- Persons walking their pets should not allow them to poop or pee on shrubbery, neighbor's property, sidewalk, or common areas.
- Pet droppings shall be picked up and properly disposed of by the owner/pet walker from neighbor's property, sidewalk or common areas. Failure to properly curb or dispose of pets waste will result in a \$100 fine per infraction. Further fines may result if waste is not removed by the animal owner.

**SIGNS:**

- **NO** signs of any kind, other than information signs installed by, or specifically authorized by the Board of Directors, are allowed in or on the common area.
- "For Rent, For Sale, Yard Sale" or political signs may be permitted in **private yards**, but may NOT be larger than four (4) square feet.
- Yard sale signs **MUST** be removed immediately after the event.
- To conform to Town Ordinance, political signs **MUST** be removed the day after the election.

Todd Petherbridge CMCA ® AMS ®



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