

August 2013

To the Residents and Owners of the HOA:

This has been a year of Board changes and as such the current board has done a lot of reflective thinking about the direction this and future boards should be taking for this community in order to ensure harmony amongst the neighbors and ensuring the community presents itself as best it can.

Knowing the board does not know your home as well as you, and learning how other properties are managed, going forward:

- Homeowners will be responsible for regular exterior inspections of their home for any possible repairs which should be emailed to the manager (CAS) who will begin the repair process.
- Before reporting a possible violation you may want to discuss your concern with your neighbor before sending an email to the manager. Reaching out and knowing your neighbors helps to create a sense of cooperation within the community and you may find out the problem is temporary in nature and really not a problem at all.
- If you see a problem or concern with the landscaping please let the manager know right away so it too can be corrected.
- With your input the manager will take the necessary steps to remedy any situation.

The Board will continue to be responsible for ensuring the integrity of the community, managing the property as a whole, and managing the HOA funds with care and due diligence.

If you need any information on your community please refer to the legal documents that you received at the time of your closing. These documents can also be found on the CAS web site at [www.casnc.com](http://www.casnc.com), click on Deerfield Square. Please note that the previous rules handbook is being discarded however some important things to remember are:

#### **Exterior Changes**

- Any change to the exterior of a home or a lot must be approved by the Board/ARC before any changes are made. City permits may be required for certain projects, please be sure to check with the City for this information.

#### **Parking**

- Each home is entitled to 2 parking spaces, one close to the front door the other in a location not in front of someone's front door. Visitor's spaces are marked with a "V" to indicate these are for guests. Additional parking arrangements may be made between neighbors without board or manager involvement.
- Vehicles (cars and trucks) must be currently registered, be in operating condition, have little or no body damage, and have no flat tires.

- Vehicles (cars and trucks) with company logos on the side will be allowed on the lot. Vehicles that are clearly commercial in nature with built in toolboxes, ladders, pipes, etc. will not be allowed. Trailers, recreational vehicles or equipment of any sort, are not allowed.
- The official parking map is included in this letter. If amongst yourselves you wish to make adjustments please feel free to do so, you do not need to let management or the board know of the changes. Should future problems arise the official map will be the determining factor on who parks where.

### **Porches/Patios**

- Out of courtesy to your neighbors, every effort should be made to keep front porches clear of non-porch items and dead plants but we understand that from time to time there may be something that is placed there for a short period of time. Garbage shall never be placed on the patio/porch/deck for later moving to the garbage can. Only deck like items should be placed on the deck.

### **Other items**

- It is expected that Wake County ordinances will be adhered to this includes noise and animal ordinances. If you have a problem with any County ordinance please call the proper authorities first.
- Curtains, shades, blinds shall be either white, off white or other similar neutral color. Bold colors and patterns shall not be visible from the parking lot.
- The landscaper will be responsible for all maintenance to the areas that can be seen from the street. Owners are responsible for maintaining the side and back of their homes. When you prune please take the trimmings to the garbage cans near the rear entry. If this is something you are not physically able to do, the landscapers will move the piles for you as a courtesy to the HOA.

### **Areas of Responsibility**

#### **HOA**

- Exterior building surfaces, including sheds
- Cleaning and repairs to the gutters and downspouts
- Roof repair and replacement
- Turf and common area maintenance. Common area is described as what can be seen from the road and not what is behind one's home
- Sewer cleanouts from the cleanout to the main line
- Annual termite inspection and treatment when necessary
- Privacy fence between homes
- Perimeter fencing and shrubs along such fencing

## **OWNERS**

- Doors, windows, screens, glass surfaces, hardware, light fixtures, hose bibs, electrical boxes, air conditioners, etc.
- Patios and decks
- Owner installed fences
- Landscaping inside fenced in yards and between back door and fence
- Clean out from the cleanout into the home

## **Committees**

- We invite anyone with a passion to form a committee that would benefit the community at large. Let someone know you're interested.

## **Questions/Procedures**

- If you have any questions about the operations of the HOA please feel free to review the legal documents for the Association. If you do not have a hard copy they can be found on the CAS website at [www.casnc.com](http://www.casnc.com), click Deerfield Square. If you do not find the answer you can always email your manager or ask a board member.

The current manager for Deerfield is Carol from CAS, Inc. Carol can be reached at her email address: [carol@casnc.com](mailto:carol@casnc.com), or 919-788-9911.

As you can see a lot of effort has gone into creating a new image for the board and the community, we are looking forward to working with everyone as a team and feel the community environment can only improve.

A community is all of us together, so let's work together to make it a great one!

The Board of Directors