

Juniper Creek Townhome Association Request for Modification Guidelines

In general, every owner has the right of peaceful and exclusive possession of property and all appurtenances. However, Juniper Creek Townhome Association (JCTA) Board has the right to establish and promulgate all reasonable rules, regulations and programs relating to the care and maintenance of exterior, improvements and landscaping of the common areas, as listed in the JCTA Declaration of Covenants pertaining to homeowner association and owner responsibilities.

To that end, modification, installation, replacement, or relocation of any external feature requires the approval of the JCTA Board. The following sets out the parameters and requirements for such changes. If there are any questions about the procedure, please contact:

Name: Andrea Hostetler, Community
Manager Email: andrea@casnc.com
Telephone: 910-295-3791 Ext. 1126

Completed applications should be emailed to Andrea Hostetler. Though email is preferred, applications can be sent via surface mail to:

Juniper Creek Townhome Association C/O
CAS, Inc.
PO Box 83
Pinehurst, NC 28374
Attn: Claire Crump

Please follow the procedure, below:

- Obtain a “Request for Modification” Application from the CAS JCTA website www.casnc.com/communities/juniper-creek/ or from the Community Manager.
- Review all additional JCTA requirements on the website.
- Determine requirement to obtain proper permit(s) from the Village of Pinehurst.
- Complete Request for Modification form with signatures and required supporting documents and submit to the Community Manager. The Architectural Control Committee (ACC)/Board will only review complete packets. If pictures and drawings are not clear, owners may be asked to improve them as necessary. (Note that pictures/drawings submitted in hard copy are often not clear when scanned/copied. Submitting items as email attachments is preferred.) Be sure to sign the application and affidavit assuming financial responsibility.
- NOTES: Do not enter into a contract with a contractor prior to having approval for the work from the JCTA Board. The association is not responsible for defaulted contracts in the event a modification request is not approved.

The ACC will review requests once per month excluding the month of December in which no reviews will be conducted. All requests submitted by the 1st day of each month will be reviewed by the ACC that month. Requests submitted after this date will be reviewed the following month. Requests will be tracked to ensure they are evaluated in a timely manner. The ACC will review and research each request and make a recommendation to the Board on or before the last day of the month. The Board will vote to approve/approve with conditions/disapprove each request within two (2) weeks of receipt of the ACC recommendations. The CAS manager will be notified of the Board's decision and will communicate the Board's decision to the owner. Please note the application review/decision process is a 45-day window though it is expected the majority of decisions will be made in less than 45 days. It is possible a request may take 45 days or longer if additional information is needed.

Note that the following general rules apply:

- An application must be submitted and approved by the Board for any exterior changes, or changes listed below.
- Installation may not start until all permits and approvals are obtained. Prior to work commencing, provide a copy of all pertinent permits to the association manager.
- Townhouse owner must ensure that all inspections and safety precautions are followed.
- All installations must comply with Zoning and Building Code requirements of the Village of Pinehurst and additional JCTA requirements.

The following require approval:

- Installation of awning
- Propane tanks
- Gas log fireplaces (only vent-free)
- Screen/Storm doors, garage door, all doors (including sliding doors)
- Changes to heat pump location
- Deck sealing/staining/replacement
- Handicap access
- Landscaping of common areas
- Other exterior changes

NOTE: **Satellite dishes require the Notice of Intent** submitted to the Association in advance of the installation.

The following are not allowed:

- Fences
- Wood burning stoves
- Gas Grills on common property
- TV Antennae
- Enlargement or modification to exterior of townhouse structure

Additional Guidelines for Propane Tank Installations:

1. A propane tank installation permit for a single townhouse shall be defined as the installation of a propane tank for a single townhouse residential structure and does not include any other installation of mechanical fixtures or change(s).
2. All hazardous propane situations that are discovered must be corrected at once and any situations discovered as a result of maintenance and re-installation must conform to current JCTA requirements and all Village of Pinehurst requirements. This applies to all recently purchased/existing residence or renovations which included relocating the inground propane tank.
3. The Homeowner or an agent must be present for tank installation so that all NPGA GAS Checks for leaks inside and outside the home can be completed.
4. Propane tanks must be located within 80 feet of a good all-weather driveway so the delivery truck can fill the tank from your driveway. Tanks may not be filled from common property or the pine straw.
5. All installation material(s) and related equipment must conform to National Standards.
6. All gas burning logs installations must have an individual shutoff valve conveniently located and must be of the vent-less type.
7. Storage of propane gas and the installation of equipment in residential structures shall be in accordance with Village of Pinehurst code.
8. If a propane tank is also being installed, a separate permit is required from the Village of Pinehurst and must be obtained before installation of the propane tank can start.

In addition to the Village of Pinehurst requirements, the following is required by the JCTA Board:

1. Distributors shall not fill a propane tank unless a permit for installation has been issued and its installation inspected and approved.
2. Propane tank must be installed underground.
3. Tank cover must be of an earth tone color.
4. When exposed to probable vehicular damage due to proximity to driveways or parking areas, propane tank regulators and piping shall be suitably protected.
5. All installations must be performed by a licensed contractor.

Additional Guidelines for Installation of Awnings:

1. The awning must be retractable in nature, either manually or mechanically.
2. The awning must be of a dark green color. Please include a sample of the color to be installed with your application.

Additional Guidelines for Installation of Satellite Dishes:

The installation of television antennas and satellite dish structures is governed in accordance with the FCC Telecommunications Act of 1996, Section 207. As stated therein, landlords or property owners' associations cannot disallow the installation of devices which are one (1) meter

Revised March 2023

or less in diameter or require approval prior to installation. However, the FCC Act does allow a property owners' association to regulate the location of such devices in order to minimize any negative visual impact to neighboring properties and to ensure the safety of installation.

Accordingly, a **Notice of Intent for Antenna/Satellite Dish Installation** (available on www.casnc.com/communities/juniper-creek/ or hard copy at the CAS, Inc. office) IS REQUIRED to be submitted to the Association office prior to installation of the dish to record such installation and its placement on the property. The location of antennas and dishes, consistent with the ability to receive an acceptable signal, are required to be located per the following:

1. All dishes are to be mounted on a post or on an existing rear deck post. The mounting location must be the location which will have the least impact on aesthetics consistent with decent signal capture. The dish may not be installed in the front of any home. If at all possible, the dish should be screened by existing plantings.
2. Installation of a satellite dish on the building exterior or on the roof is prohibited as this tends to damage the integrity of the waterproofing system and may cause internal damage.
3. Installation of a satellite dish above the roof line is prohibited on any structure, e.g., a satellite dish on a post extending beyond the roof ridge or in a tree.
4. Dishes must be professionally installed by a licensed and bonded contractor.
5. To the extent reasonably possible, the dish and cabling shall be installed in areas that cannot be seen from common areas of the property or from neighboring units.
6. Any penetration or alteration to common areas (e.g. installing a post in ground) will be done in such a manner to cause no damage to said areas and in a manner that will not cause or contribute to damage of common areas in the future.
7. Colors shall conform to the building's color and wires shall be professionally attached and not allowed to hang loose.
8. If repairs to the building require the dish to be removed in order to conduct the repair, owners will assume the cost for the removal of the dish before and the re-installation after the repairs.
9. When the dish is no longer in use, antenna/satellite dishes, post, cabling, and hardware are required to be removed in a timely manner at the homeowner's expense. Furthermore, the area where it was installed shall be repaired to its original state.
10. A new homeowner of a unit with a dish/antenna must provide a letter to the Association indicating their acceptance of the responsibility of the dish, cabling, and post and all requirements described herein.

Guidelines for Front Door:

The color of the front door can be brown (same as trim), Posh Red (a Valspar color), or black.

Guidelines for Screen/Storm Door:

1. The color of the screen/storm door must be brown, or a color which blends with the existing structure.
2. The number of light panes must be two or one.
3. No unfinished or raw aluminum/wood screen/storm doors are permitted.

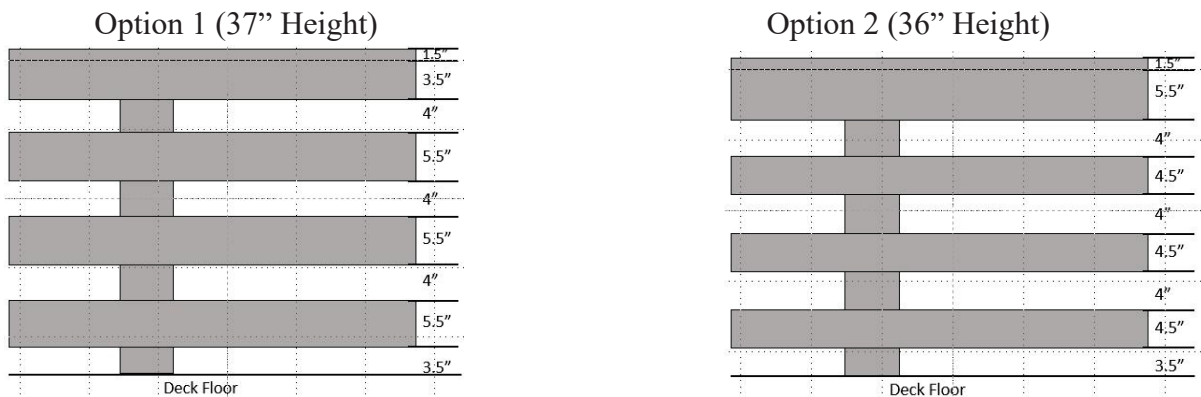
Guidelines for Garage Doors

1. The color of the garage door must match the house or trim color or a color which blends with the existing structure.
2. Vendor information for replacing the garage door can be obtained by contacting the Community Manager or a member of the JCTA board.

Guidelines for Decks:

1. For any modification to a deck, it must meet North Carolina State Building codes for construction and safety as well as local Village of Pinehurst regulations.
2. The application for modification must include comprehensive plans when changing the original design of a deck including dimensioned drawings of the change, the current and new deck footprint, and elevation drawings showing design of the posts, lateral railings, steps, step railings, etc. Pictures of the existing conditions are also required.
3. Deck designs must match the general style of decks in the community.
 - o **Lateral rails** must conform to one of the following designs. No more than three (3) rails shall span from the deck floor to the top rail as shown in Figure 1. It is the owner’s responsibility to ensure North Carolina codes for decks are met.

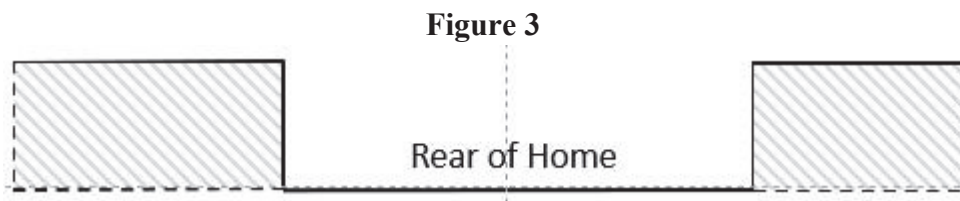
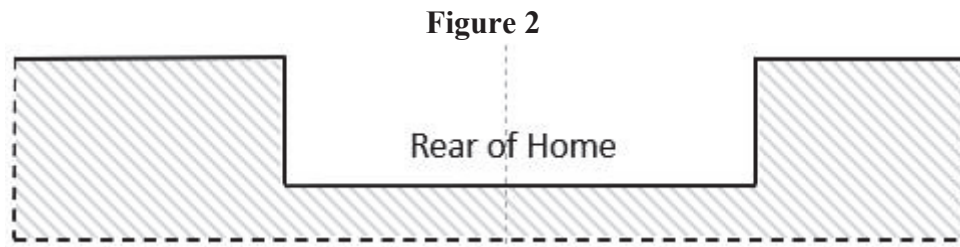
Figure 1



- o **Posts** may not extend beyond the top rail.
- o All surfaces of the decks must be a single color from one of the following: clear stain, color of house, or color of trim. The trim color is a custom color by Benjamin Moore at J.B. Short (U.S. Route 1). If the floor of the deck is of a synthetic material (eg. Trex), the color must match the house color or trim color.

NOTE: If a deck color is not clear, the house color, or the trim color as of January 2022, it can remain its current color until the owner repaints/stains/replaces the deck at which time it must either match the house color, trim color, or become a clear stain.

4. Deck Dimensions (footprint) ○ Must not extend past side lines of house.
○ Can be a single deck (see Figure 2) or 2 decks (see Figure 3).



- The Village of Pinehurst has Right of Way/setback requirements from roads that must be met (for homes that back up to a road). ○ Steps can extend from the back or side of the deck as long as Village of Pinehurst Right of Way/setback requirements are met.
5. Any shrubs removed to modify a deck must be replaced with JCTA-approved shrubs at the owner's expense. New shrubs should be planted in a timely manner. If the shrubs die subsequently, the owner is responsible for replacement.
6. It is recommended that decks be kept free of leaves and pine straw and to regularly treat them with wood preservative or stain to extend their life and maintain their appearance.