



SARDIS COVE HOMES ASSOCIATION COMMUNITY HANDBOOK

Revised ~~November 2017~~ **February 2020**

We all envision a neighborhood in which neighbors work together to grow a strong community, maximize safety and increase property values – a neighborhood residents and non-residents alike consider a great place to live. To this end, the Sardis Cove Board of Director’s mission is to serve our community through proper maintenance, management of the HOA’s resources, and communication with Homeowners. Building and maintaining a strong community is not something the Board can do alone – each resident plays a part. The Homeowners’ responsibilities outlined in this Handbook are for the good of all, and compliance from everyone is necessary for the smooth functioning of our neighborhood. It is our belief that Sardis Cove Homeowners share this vision for a strong, safe neighborhood, and will voluntarily participate in making it so. Your volunteer Board has the responsibility to enforce these rules and is empowered to do so.

If you sell your unit, please pass this Handbook as well as our By Laws and Declarations on to the new owner.

TABLE OF CONTENTS

	Page
Important Numbers	3
Sardis Cove Association Contact Information	3
Introduction	4
Board of Directors	
Responsibilities	4
Monthly Meetings	4
Communications	5
Annual Meetings	5
Homeowner's Fees	5
Rules and Regulations	
Compliance Procedures and Fines	7
Required Homeowner Documents	7
Exterior Architecture Review Process	7
Plumbing/Sewer	9
Landscaping	10
Exterior Maintenance	10
Interior Maintenance	11
Number of Occupants Allowed	11
Pets	12
Parking	12
Garbage/Recycling	13
Yard Waste	13
Grilling	13
General Rules	13
Security	14
Rental Units	14-15

PLEASE NOTE

The policies, rules, regulations and procedures stated within this handbook are authorized and enacted through the Declaration of Covenants, Conditions and Restrictions; the Bylaws of the Association and/or the actions of the Board of Directors of the Association with approval by the majority of the Homeowners at the annual meetings. Any action taken by the Board and approved by the Homeowners will be distributed to all Homeowners and will supersede the information contained herein until the publication of a revised Sardis Cove Handbook.

If you sell your unit, it is your responsibility to pass this Handbook on to your buyer.

IMPORTANT NUMBERS

Ambulance, Fire/Police Departments 911

Animal Control/Trash Collection 311

Police Non-emergency
704/336-3190

Duke Energy Outage Reporting
800/777-9898

Spectrum Cable
800/892-4357 Use 844/725-4318 for Outages

SARDIS COVE HOMES ASSOCIATION CONTACT INFORMATION:

Sardis Cove Homes Association

Phone: 704/845-4955

Email: sardis.cove164@gmail.com

Website: www.sardiscove.net

Mailing Address: 975 Sardis Cove Drive
Charlotte, NC 28270

(975 is a drop box for dues, assessments or Service Requests)

It is recommended that you sign up for the Sardis Cove Facebook Group for social posts, community events, news and urgent notifications. <https://www.facebook.com/groups/1391300267645809> or send email to sardis.cove164@gmail.com and ask to be invited to join.

It is recommended that you sign up for the Sardis Cove Nextdoor website to receive information regarding urgent community news. www.Nextdoor.com — There is also a Nextdoor website where you can receive information regarding surrounding area community news and events. www.nextdoor.com

INTRODUCTION

In accordance with the Covenants, Conditions and Restrictions, the Board of Directors has prepared this Handbook to publish the rules and regulations for the Sardis Cove community. The Board encourages all Homeowners to take pride in their community and to protect their investment by complying with these regulations. Violation of these rules and regulations can result in fines or penalties.

It is each resident's responsibility to become familiar with this Handbook as well as the Declaration of the Covenants, Conditions and Restrictions, and By Laws. All documents are available on the Association's website: www.sardiscove.net or by contacting the Board of Directors.

BOARD OF DIRECTORS

Your Board of Directors consists of a team of volunteers who have been elected to serve not only as a governing entity, but also as a functioning management team.

DUTIES OF THE BOARD OF DIRECTORS

The business and affairs of the Association are managed by the Board of Directors. Duties include:

- Setting monthly Homeowners fees
- Establishing and enforcing Association rules
- Managing Association's finances
- Negotiating service and maintenance contracts
- Maintenance of the common areas
- Maintenance and repair of the building exteriors
- Community communications

The Board of Directors meets monthly. Any Association member may attend these meetings but will not have voting privileges. Association members wishing to address specific issues should make a written request to the President of the Board of Directors at least one week prior to the next Board meeting. Please include the issue to be discussed; what action you wish the Board to take; and contact information. The presentation of the issue should be no more than 10 minutes in length. The President will notify Association member of time and place to appear before the Board and will put the Board's decision in writing within two (2) weeks of the meeting.

It is important to note that your Board is a responsive Board – not a Board that polices your community. If you believe there has been a violation of the Compliance Rules and Regulations, please file a Compliance Request Form. You will remain anonymous.

COMMUNICATING WITH YOUR BOARD

Service Request forms can be found on the Sardis Cove website and in the mail kiosks. These forms are the ONLY way to ask your Board to:

- Perform maintenance
- Assess and/or repair a plumbing/sewer issue
- Request landscaping
- Bring a Compliance issue to their attention
- Request Architecture Review

Email your Board to:

- Request account information
- Ask a question
- Report a fire/police incident

Telephone your Board to:

- Report a water or sewer problem that needs immediate attention
- Report a roof leak

Call 911 to:

- Report any suspicious, unsafe or illegal situation
- Report any suspicious vehicles or trespassers
- Report any noise violation
- Report any interpersonal/neighbor issue that warrants correction
(Please file a copy of any police reports with your Board)

ANNUAL MEETING

The Annual Homeowner's Meeting is held each year in November at a date, time and place to be announced each year.

At the Annual Meeting, Board Members are elected, each serving a three year term. Terms are staggered beginning and ending on the Annual Meeting date. There are nine (9) Board Members. Should a vacancy occur during the year, the Board Members may select a replacement to complete the unexpired term of the leaving Member. At the first Board meeting following the Annual Meeting the Board elects officers for a term of one year. The four officers are: President; Vice-President; Secretary and Treasurer. Board members and officers may serve multiple terms.

HOMEOWNER FEES

Homeowner fees are due and payable on the first day of each month. The amount is determined each year with the new budget. A late fee of \$20 is charged after the 10th day of each month on accounts with a balance. Checks should be made payable to "Sardis Cove Homes Association". Please include your unit number with your payment. Homeowners should keep copies of all cancelled checks. Payments should be mailed or delivered to: 975 Sardis Cove, Charlotte, NC 28270

NONPAYMENT can result in a lien being placed on your unit. All legal fees and other expenses incurred in the collection of unpaid fees are the responsibility of the Homeowner.

Your Homeowner Fees provide for:-

- Landscaping and common area maintenance
- Specified exterior building maintenance
- Utilities (basic cable TV*, water/sewer, common area electricity)
- Insurance
- Reserve Fund

*Please note your fees include basic cable tv. If you wish to upgrade your tv service or to add internet service, please contact Spectrum.

SARDIS COVE RULES AND REGULATIONS

Violation of any of following Rules and Regulations will result in fines or legal action. Please make yourself familiar with your responsibilities as a Sardis Cove Homeowner.

COMPLIANCE PROCEDURES AND FINES

Once a violation has been brought to the Board's attention, the following happens:

- A violation letter is sent and time frame for correcting the issue is given
- If problem has not been resolved at the end of the corrective time frame, a second letter is sent either changing the time frame needed for corrective action or stating that a hearing before the Board of Directors will be scheduled.
- At the hearing, the homeowner will be given ten (10) minutes to present their side of the issue.
- Seven (7) to ten (10) days later the homeowner will receive a letter with the Board's decision on the issue and, if appropriate, listing any fines assessed or legal consequences.

Fine Schedule: \$250.00 per month, retroactive to renter move in date
 \$20.00 per month for late charges on Homeowner's fees
 \$150.00 per month for all other offenses

REQUIRED HOMEOWNER DOCUMENTS

Completed and signed Resident Information Form within 60 days of closing or move in date.

Each year Homeowners must submit the following two documents:

Copy of yearly termite inspection

Copy of your HO3 insurance policy **s declaration page (NOT the bill) showing coverage for covering:**

- Full replacement value against loss or damage for Homeowner's home and improvements
- Comprehensive personal liability in the amount of \$100,000
- Personal property

EXTERIOR ARCHITECTURE REVIEW

Protecting the appearance and property values of our community requires review of ANY exterior alteration to our buildings. This includes decorations, modifications or structures that would be attached to a building. **Any unapproved alterations will be removed at the Homeowner's expense.**

Exterior alterations requiring Board of Director approval include, but are not limited to:

Additions or changes (including replacement) to doors/windows (including skylights), storage sheds, other covered storage areas, screened or other porches, roof extensions, decks, fences, tanks or hot tubs. Alterations in the back yards or sides of building or within fences are **not** exempt from this policy.

PROCESS FOR ARCHITECTURE REVIEW:

Property Homeowners must submit a request for Architecture Review approval before construction or installation begins. Application must include:

- Planned schedule for beginning and completion of project
- Description of all materials
- Drawing of alternation with reference to deed property line and existing structure

Forms for submission are available on the Sardis Cove website: www.sardiscove.net or in the mail kiosks.

Verbal requests or discussions are not considered an acceptable application. The Board of Directors must respond in writing to an application within thirty (30) days of receipt and will not generally consider applications before the next monthly Board meeting held after the application is received. The Board of Directors may consult with neighbors affected by the proposed project.

- Project must be completed within the timeframe stated in the **written** approval **letter** to the Homeowner. **Written approval may be letter or email.**
- Incomplete information will result in the application not being considered.
- The Board of Directors can require removal of any structure, at Homeowner's cost, if construction is begun before approval has been granted or if materials, design, or other aspects of the construction are inconsistent with application specifications or approval letter requirements. If necessary a court order will be obtained and all legal fees and court costs will be charged to the property Homeowner.

HOMEOWNER'S REQUIREMENTS AND RESPONSIBILITIES:

Determine that project complies with all building permit requirements, zoning ordinances and building codes.

- Have utility marking before any construction requiring digging.
- Remove all construction debris and trash from Sardis Cove property.
- Return all landscaping to pre-construction condition.
- If project requires siding or roof shingles being used, styles and color must match those used on the building
- Maintenance, repair or replacement caused by Homeowner or contractor to community property or the property of another Homeowner.
- **Notify Architecture Committee upon completion of approved project for final approval.**

Please note: Homeowner is solely responsible for all upkeep, maintenance, and repair on any modification, improvement or addition to any structure located on the lot which was not a part

of the original structure constructed on the lot. This responsibility is passed on to any subsequent Homeowners with the sale of the property.

DECKS

All decks must be constructed from natural, pressure treated wood or composite materials.

- **Decks may be built out only to the Board approved area within the property line in BACK of property only. BACK is defined as where your patio door is located. Decks cannot continue around corners.**

FENCES

- New fences must be constructed of white vinyl or wood painted white.
- Fences must be no less than four (4) feet and no more than six (6) feet in height.
- Chain link, aluminum and wrought iron are not permitted.
- **Fencing applications must be accompanied by a professional property survey.**
- **Fences may be built out up to the property line in BACK of property only. BACK is defined as where your patio door is located. Fencing cannot continue around corners.**
- Applications for fences to be constructed on a property line must be signed by both Homeowners. The cost of construction, repair, and maintenance of the portion of the fence on the property line shall be shared by both Homeowners. If the fence is not maintained properly, the Board will have maintenance performed and assess both Homeowners.

PATIO COVERINGS

- Should be constructed of solid green canvas
- Should not impede gutter system or chimney function
- No temporary, loose awning or pop-up shelter may be used
- Neighbors' view may not be obstructed
- Any structural damage incurred by installation is responsibility of Homeowner
- Cannot encroach on common area
- Must be kept in good repair
- Any liability is the sole responsibility of the Homeowner

TELEVISION/RADIO EQUIPMENT

NO television dish, antenna, radio aerial, or other sending or receiving device may be placed on the roof or attached to a building. They may be placed on the Homeowner's deeded property, but still requires prior Board approval of placement. **Renters must submit written approval from property owner.**

EXTERIOR HOME SECURITY AND LIGHTING

Any installation of a temporary or permanent device on the exterior of your home must receive Architecture Review.

PLUMBING/SEWER

HOA Responsibility:

To maintain plumbing and sewer lines outside the Homeowner's concrete pad.

Homeowner's Responsibility:

Maintain any plumbing/sewer lines within the boundaries of concrete pad. Homeowners are responsible for all plumbing fixtures within their home as well as outside faucets.

Should a common area water or sewer line be damaged by a homeowner or their contractor, all costs of repair will be the Homeowner's responsibility.

**Please note that our water/sewer infrastructure is an aging one and flushing lotion enhanced Kleenex or any of the wet wipe tissues can cause costly and extensive sewer problems.

Homeowners should report any issues outside their responsibility to the Board. Only the Board can engage contractors to work on plumbing/sewer lines outside the Homeowner's concrete pad. Should a Homeowner do so, they will be responsible for repair costs, damage costs and may be fined.

LANDSCAPING

As a townhome community, Homeowners own land as well as their unit. As part of your Homeowner's fees, mowing and pine needles/mulch (for the front of your unit) is paid for by the HOA. Trimming trees or shrubs and removal of dead and dying shrubbery is also covered. Removal of dying shrubbery and the purchase and installation of plants and shrubs, or if you wish different mulch, is the responsibility the Homeowner.

Before digging, it is the Homeowner's responsibility to determine where utility lines are (call 311 811 to arrange). If damage occurs, all repair costs will be assessed to the Homeowner. Homeowners may not plant large flowering shrubs, trees or vines that may cause damage or shading to the siding. Vines and vine supports or pergolas may not be attached to the exterior of any unit. Shrubby will be trimmed at least 12" away from building – please keep growth pattern(s) in mind when planning your landscape.

Landscaping changes must be approved by the HOA using the Service Request form.

EXTERIOR MAINTENANCE

HOA RESPONSIBILITIES: Except where noted below, the Association is responsible for the maintenance, repair and replacement of all exterior building surfaces of structures as well as all conduits, ducts, plumbing, wiring and other infrastructures located in the common areas, except damage caused by a unit Homeowner, their family, their guests or their contractors. This includes, but is not limited to: exterior siding, trim, gutters, downspouts and sidewalks. **Gutter cleaning will be performed twice yearly, spring and fall. HOA responsibility** # also includes repair of new roof leaks. Request Maintenance with the Service Request form.

HOMEOWNERS RESPONSIBILITIES: The Homeowner is responsible for:

- Windows: panes, screens, frame
- Doors: sliding glass, storm door *, patio door
- Chimneys
- Outside faucets
- Fences/**decks**
- Upkeep and repairs of HVAC system
- Patio and front porch
- Stacking firewood a minimum of twelve (12) inches from building exterior

*Storm doors must be “full view” glass with equal frame borders and white in color.

Any and all changes, improvements or replacements to the above structures must be approved before work is begun - see Architectural Control Review process. Unapproved alterations will be removed at the Homeowner’s expense.

In the event a Homeowner does not maintain his exterior structures in a satisfactory manner, the Board of Directors shall have the right to have the maintenance, repair, or replacement work done, and the cost of the work shall be assessed against the Homeowner.

INTERIOR MAINTENANCE

The below listed requirements protect the Homeowner’s building. Homeowner will be held liable for the cost of repairs and any other expenses incurred should damage be a result of negligence or misuse by Homeowner.

- During winter months, heat must be maintained at a minimum of 55 degrees
- When temperatures drop below freezing:
 - Allow a trickle of water to flow from hot and cold faucets
 - Garden hoses should be detached
 - Tighten outside faucets

Homeowner is responsible for all interior plumbing.

Fireplaces: Homeowners are responsible for the proper disposal of hot ashes and firewood. It is suggested that Homeowners **clean have** their chimney **professionally cleaned** every five years.

NUMBER OF ALLOWED OCCUPANTS

No more than two (2) people may reside in a one (1) bedroom unit and no more than four (4) in a two (2) bedroom unit.

PETS

- All dogs must be kept on a leash at all times while outside. Homeowners may walk their dogs on common areas, but must clean up after them.
- Cats causing a nuisance to neighbors or causing damage to another Homeowner's property must be kept inside the home.
- Homeowners must take actions necessary to prevent pets from being obnoxious or offensive because of noise, odor, unsanitary conditions, or other nuisances.
- Homeowners will be liable for any damages caused by their pets.
- Pets are not to be left unattended outdoors.
- Pet houses or pens are not permitted on common grounds or within patios.
- Trained attack animals are not permitted.
- Commercial breeding is forbidden.

Please note – excessive barking is considered a noise nuisance and should be reported to **911 or 311.**

PARKING

Homeowners must park in the two parking spaces assigned to them by the Board. Guests must park in the spaces marked for "Visitors" for a period not to exceed one week.

- Visitor's spaces cannot be used by Homeowners.
- Blocking other Homeowner's vehicles in any way is prohibited.
- NO commercial vehicles may be parked anywhere on Sardis Cove property except for contractor vehicles for the purpose of maintenance or repair. "Commercial vehicle" is defined as a vehicle that is adorned with advertising and/or transports any products, equipment, and/or people for business purposes.
- Parking on sidewalks, patios, lawns, designated fire lanes, or on any area that inhibits the access of emergency vehicles, or makes an unsafe condition for others is **prohibited at all times**.

- Unidentified vehicles or vehicles with expired tags or inspection stickers are prohibited.
- Attaching any vehicle to trees, shrubbery or fences is prohibited.
- All tires on all vehicles must be inflated at all times.
- No inoperable or wrecked vehicle of any type will be allowed on the property.
- Only minor repairs are allowed in the parking lots. No vehicle may be left on blocks or jacks overnight.
- Violators will be towed at the Homeowner's expense.

TOWING PROCEDURE: A notice will be left on the vehicle. If the vehicle is not moved within three days, the vehicle will be towed. All expenses related to the towing will be the Homeowner's responsibility.

GARBAGE/RECYCLING

Garbage (gray) and Recycling (green) containers are obtained from the city. Please call **311** to obtain a container. If you are physically unable to move your containers, call 311 to obtain backyard pick up.

Except on collection days, the containers are to be kept out of sight, in the back of the property within your property line. Back of property is defined as where your patio door is located. except on collection days.

- Garbage is collected each Tuesday by the city. Recycling is picked up every other week on Tuesday. Place containers on the curb no earlier than 5:00 pm Monday evening and removed by the end of day Tuesday.
- Garbage should be bagged and placed in gray container and never left outside the container. Homeowners are responsible for cleaning up any spilled garbage.
- Large cardboard pieces must be broken down, flattened and placed with the green recycling bin.
- Please call 311 to schedule a large item pickup such as mattresses, carpeting, furniture, building materials, etc. These items should be placed on curb no earlier than 5:00 pm on the day before **your** scheduled pick up.

YARD WASTE

Residents should place yard waste out for curbside pickup on the scheduled day (Tuesday). Place leaves and other brush in uncovered cans or in clear plastic bags. Limbs must be no more than 5' in length and should be stacked at curbside.

GRILLING

Grilling is permitted in the rear of units if kept a safe distance from the building. Dispose of ashes in a metal container. NEVER spread them! Please practice safety precautions.

Any damage as a result of grilling will be the Homeowners responsibility.

GENERAL RULES

- No clothing, linens or towels may be hung from patio fences, front railings or shrubbery.
- No clotheslines will be allowed.
- No littering.
- No solicitation is allowed on Sardis Cove property.
- No signage is allowed on property other than "For Sale" and "For Rent" signs which must be displayed in the windows and "Open House" signs which are permitted on the day of the open house only.
- Sidewalks and entrances shall be kept free from rubbish, bicycles, toys, lawn chairs or other articles except when in use. Any items left in these areas create a fire hazard and can result in a fine from the Fire Department as well as the HOA. The HOA may remove these articles and Homeowner will be charged a \$150.00 removal fee.
- No Homeowner nor any of his family, visitors or animals shall make or permit any disturbing noises that would interfere with the rights, comfort or convenience of other homeowners.
- No obnoxious, offensive or illegal activities shall be carried on Sardis Cove property.

SECURITY

Security is always a concern. Here are some things you can do to help curb crime.

- Please leave front porch and rear patio light on overnight.
- Get to know your neighbors. It is important for us to look out for each other. Learn to recognize your neighbors and their vehicles and report any suspicious activity to the police. The police will respond to all calls. If a call is placed to the police, **please ask for a copy of the report for the HOA files.**
- Let neighbors know when you are gone.

When the HOA Board is made aware of suspected unhealthy and/or dangerous conditions within a residence, the Board has an obligation to contact City and/or County officials. If the City/County officials concur and violations are assessed by the City, the Board will give resident 30 days to bring the situation into compliance and then a fine of \$250.00 per month will be levied. After three months of noncompliance, a lien will be placed on the property.

RENTAL UNITS

In 2011, via an Amendment to the Covenants, Conditions and Restrictions, Sardis Cove implemented a strictly limited number of allowed rental units. We allow only 15% of our units to be used for rental purposes under the following restrictions:

- Homeowner must obtain a background check on the Lessee.
- Homeowner must provide the Association with a signed copy of Lease.
- Homeowner must provide the Association with the name, address and contact information of the Lessee as well as a written statement certifying that the initial lease is for at least one year and that a satisfactory background check has been performed.
- Homeowner must provide a copy of the Sardis Cove Handbook to their Lessee. Lessees are held to the same requirements as Homeowners. Homeowners are responsible for any costs, fees or disciplinary actions caused by the Lessee.
- When a unit that is being used as a rental is sold, it is no longer approved for rental and must be sold as Homeowner/occupied.
- Anyone wishing to buy a unit for rental or to change their existing unit to a rental must request **in writing** to be placed on a waiting list maintained by the HOA.