

WESTON GLEN
HOMEOWNERS
ASSOCIATION, INC.

Updated and Approved September 1, 2011

Introduction

1.1 Applicability

This guide to Rules and Regulations (“Guide”) is adopted pursuant to the *Articles of Incorporation*, and the *Declaration of Covenants, Conditions, and Restrictions*, (“Declaration”). These documents provide for the establishment of reasonable rules and regulations concerning the use of individual lots and common areas. The Architectural Review Committee (“ARC”) serves as representatives of the Board of Directors (“Board”) while enforcing the Guide. Compliance with this Guide is required, but is not the sole basis for review or approval, nor does it guarantee approval of any application. In reviewing each application, the ARC may consider any factors it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that determinations as to such matters are purely subjective in nature and that opinions may vary as to the desirability and attractiveness of a proposed addition or modification.

1.2 Purpose

This document is not intended to replace the Declaration, but to clarify the process by which homeowners may customize and modify the exterior presentations of their homes and/or lots. The intent is to provide consistent guidance to owners regarding requirements for additions and modifications to property in the community, and matters of particular concern to the ARC when considering applications for approval of such conditions and modifications. Additionally, the Guide sets forth various restrictions on other matters relating to community standards and the overall appearance of property in the community.

1.3 Application and Review Process

Unless otherwise specifically exempted by the Declaration or the Guide, **each and every** proposed exterior modification/addition to residential units or lots require prior approval of the ARC. Submit three copies of the *Request for Architectural Approval* form to PO Box 11906, Charlotte NC, 28220. Each application must include a copy of the lot survey showing the size and location of the proposed modification/addition as well as a list and description of the materials to be used. Color samples may assist the ARC in rendering its decision and expedite the review process. The ARC may require submission of such additional information as may be reasonably necessary to consider any application. Review of the application, and notification to the applicants shall be conducted as described in the Declaration. Contact the ARC chairman for status if there is no response within three weeks. Where specifically permitted to proceed without prior approval, such permission shall only be effective so long as the Owner complies with every requirement of this Guide. The ARC is not responsible for ensuring structural integrity or compliance with state and local building codes. Homeowners must obtain all necessary building permits and other government approval that may be required for the proposed modification or addition.

2.0 General Architectural Standards

2.1 Antennas, Satellite Dishes (DBS, MDS, DSS)

Homeowners who wish to place a satellite dish on the exterior of the must submit a *Request for Architectural Approval* to the ARC. Freestanding antennas/dishes are **not** permitted. If installation is required in other than the following approved locations, include a statement from the installer with the ARC application. Standard, approved placement of a satellite dish is:

- Attached to or mounted on a deck or patio in the rear of the residence and extending no higher than the eaves of that portion of the roof of the dwelling directly in front of such antenna; or,
- Attached to or mounted on the rear wall or roof of the residence so as to extend no higher than the ridge line of the residence at a point directly above the position where attached or mounted on the wall.

Pursuant to FCC Section 207 of the Telecommunications Act of 1996, the Association will not require prior approval for antennas/dishes in the attic, crawl space, garage, or other interior space of the dwelling, or other approved structure so as not to be visible from the exterior of the residence.

2.2 Backyard Play Equipment, Basketball Goals

Metal swing sets are not permitted. Wood swing sets in the back yard are pre-approved provided they are at least six feet from any property line and are well-maintained (wood painted/stained). No play structures may be erected on the side or front of any residence. Play structures, other than pre-assembled models, must have ARC approval.

Free standing basketball goals mounted in the ground are permitted as long as the backboard is mounted perpendicular to the street, the goal post is at least 15 feet from the curb, and the goal post is at least six feet inside the homeowners property line. The goal post, backboard and net must be kept in good repair at all times. Portable goals are permitted, but must be stored when not in use so they are not visible from the curb

2.3 Birdbaths, Birdfeeders, Birdhouses

Birdbaths require ARC approval. Birdfeeders and birdhouses are pre-approved provided they are not larger than one foot in width, one foot in depth, and one foot in height. Any pole on which a birdhouse or birdfeeder is located may not exceed two inches in diameter, and six feet in height (including the house or feeder). Birdbaths, feeders and houses will not be placed in the front yard, or common areas or wetlands/marshes.

2.4 Clothesline, Fuel Tanks, Outside Storage

Clotheslines, above ground fuel storage tanks, woodpiles, and similar items are not permitted. Storage of any material (such as, but not limited to, lawnmowers, landscaping materials, and lumber) outside an enclosed structure is not permitted. Do not place furniture intended for indoor use on any outside area, including porches.

2.5 Decks, Patios, Screened Porches, Driveways

ARC approval is required prior to construction, modification or extension of decks, patios, screened porches, and driveways. Deck footings and patios must stay within the minimum building line (MBL) of any lot. No deck or patio shall extend into the side yard beyond the side plane of the residence. Deck waterproofing, sealing and staining is pre-approved provided that natural wood color is used.

2.6 Dog Pens, Runs, Dog Houses

Dog pens and runs are not permitted. Doghouses are permitted provided an ARC approval form is submitted, and the following criteria is met: the doghouse must match the color scheme of the existing structure, must be in the backyard at least six feet from any property line, and not more than four feet high. Pets must be on a leash or restrained in the backyard by use of chain, invisible fencing or an approved fence.

2.7 Exterior Colors, Shutters, Doors

Exterior color change is permitted provided an ARC approval form is submitted, and approved, prior to the change. Exterior colors must conform to the original scheme designed by the builder. Shutters and doors will compliment the exterior color scheme, and maintain the original colors intended by the builder. When submitting a request for a color change, color chips or siding samples should be attached to the standard ARC request form.

2.8 Exterior Lighting, Seasonal Decorations

Ground landscaping lights are pre-approved provided they are conservative in design, use white lights, are limited to 2,000 lumens and are directed towards the house or ground.

Holiday decorative lights are pre-approved from Thanksgiving through 15th of January. Seasonal decorations are pre-approved two weeks prior to the event until two weeks after the event.

2.9 Fences

An application for review is required to eliminate any misunderstanding. Any deviation from the attached fencing Options will be reviewed and does require an *Application for Architectural Review* form and approval by the ARC *before* construction. The application must include a copy of the property survey showing the location of the fence and an explanation of why the deviation from the Guide should be approved. The Guide allows some flexibility to homeowners while maintaining an acceptable and consistent appearance. Approved fences must meet these additional restrictions:

- Maximum fence height is four feet.
- Chain-link, lattice, or similar fences are not permitted.
- A single fence is permitted between adjacent lots sharing a common property line.

- Fences are not permitted in the front yard and must tie into the structure at the fence outside of the property line. In the event of an obstacle, the homeowner must shift the fence inside the boundary line of the lot.
- Fences on corner lots must be installed parallel to the street. The distance from the fence to the street should match the distance from the street to the rear corner of the dwelling nearest the street (but in no case be less than 15 feet from the back curb) to allow for line-of-sight at the intersection.
- Fence finish may be one of the following: 1) unstained, 2) stained with a transparent, clear (uncolored) stain, or 3) stained with BEHR stain number DP-393 (Stonehedge) semi-transparent stain (or approved equal). If a stain other than the BEHR stain is submitted as an approved equal, it must be substantially similar in all aspects to the BEHR stain, including color and degree of transparency. Black aluminum fences may not be stained or changed in color following installation (see attachment 3.4).

Please refer to attachments 3.2 through 3.4 for the approved fence designs. Please remember that prior written approval is required before construction.

2.10 Flagpoles, Flags

Freestanding flagpoles are not permitted. Flags which, in the Board's judgment, tend to incite or antagonize are not permitted. Flags meeting the following criteria are pre-approved:

- One flagpole, not to exceed two inches in diameter and sixty (60) inches in length, may be mounted on the front of a dwelling.
- Flags shall not exceed 4' x 8' in size. Flags must be maintained in good condition and shall not be displayed if mildewed, tattered, or faded.

2.11 Garage Sales, Garage Sale Signs, Items for Sale

Garage sales are permitted a maximum of four times per year per residence. Each garage sale may last a maximum of 48 hours. Sale items must be kept in the immediate area of the garage area. Advertising signs may be placed at the residence 48 hours in advance, and must be removed within 12 hours after the conclusion of the sale. Signs placed other than at the residence must follow the guidelines of paragraph 2.21.

Other than garage sales, items for sale such as cars, boats, lawnmowers, may not be displayed in front of the residence.

2.12 Garbage Containers, Recycle Containers, Garbage

It is recommended that garbage containers and recycle bins be stored inside your garage. Garbage containers and recycle bins may be stored outside at the rear of the house or to the side when enclosed by a garbage enclosure as described below.

Garbage Enclosures:

A garbage enclosure is defined as screening which conceals the garbage container and recycle bins from the street, sidewalk, adjacent homes' front porch or rear neighbor's back porch. Garbage enclosures are permitted to allow for outside storage of one garbage container and no more than two recycle bins. Only one garbage enclosure per lot is permitted. Enclosures may be located at the rear or sides of the home and must be equal to the height of the trash container at the time of installation. Placement, type (wood fence, landscaping, or other), and size of enclosure will be considered on a case-by-case basis. All trash enclosures require ARC approval.

2.13 Gardens, Landscaping

Gardens and additional landscaping are permitted provided the standard *Request for Architectural Approval* form is submitted, and approved, **prior** to the change. Gardens must be kept weeded and well maintained, or cut to the same level as the grass. Marshes and wetlands are protected areas and residents are not allowed to interfere in any way with these areas.

The only exception to the foregoing is that plantings placed in the areas adjacent to the residence originally mulched (with pine needles) by Pulte are **pre-approved provided**:

- 1) They are of a color and material complementary to the residence exterior.
- 2) They are maintained in a neat and attractive manner. Dead and diseased plants and all weeds are promptly removed.
- 3) The soil bed is no more than 3 inches higher than the adjoining, undisturbed ground. (Raised beds beyond 3 inches may be permitted with ARC prior approval).
- 4) Plantings in the front of the residence are 12 inches or below in height when fully grown. (Larger plants may be permitted with ARC prior approval).
- 5) Plantings along the side and back of the residence are 6 feet or below when fully grown. (Larger plants may be permitted with ARC prior approval).
- 6) Bushes and/or shrubbery that were originally planted by Pulte or with prior ARC approval may be replaced with bushes and/or shrubbery that are the same size and similar color and shape.

Residents shall not enlarge these pre-defined areas without ARC **prior** approval.

Tree Rings or Landscape Edging surrounding planting or mulched beds are **pre-approved provided**:

- 1) They are either earth tone colors (grey, muted red or brown) or white, complementary to the residence exterior.
- 2) They are constructed of commercially available landscaping blocks, stacked stone, field stone or scalloped concrete edging materials that are curved to form a radius.
- 3) They conform to the mulched areas pre-defined by Pulte or approved by ARC. In the case of new trees (which require approval by ARC), an area no larger than 5' in diameter shall be formed at the base of the tree.
- 4) The top surface of the ring/edging is no more than 6 inches higher than the adjoining, undisturbed ground or stacked the height of no more than two (2) approved landscaping blocks.
- 5) The gap between adjacent blocks or edging material does not exceed 1/2".
- 6) The ring is centered on the base of the tree, and it is circular with a constant radius all around.
- 7) They are installed so that the top surface of all installation materials are flush (same height) with the adjacent "element" (block, edging material, etc). The top surface of the ring or edging as a whole shall be as close to level as is practical considering the natural slope of the adjacent ground.
- 8) Tree Rings and Landscape Edging shall not interfere with existing swales or water drainage.
- 9) Tree rings and edged areas shall be completed by installing pine needles or a complimentary mulch within the boundary of the tree ring or edging.
- 10) Tree Rings and Landscape Edging need to be maintained to insure they look attractive and do not fall into a state of disrepair.

Tree Maintenance

- a) Trees planted by original builder (Pulte) on a homeowner's property shall be the homeowner's responsibility to maintain. Dead or diseased trees must be removed and replaced. Such replacement is pre-approved provided that tree is of same type (i.e. oak or maple) as the original **and** the replacement tree shall be at least 8' high. Exceptions to this guideline will need standard approval by the ARC.
Trees shall normally be re-planted in the late Summer/early Fall, unless a different planting season is recommended for that type of tree.
The replacement tree shall be the responsibility of the homeowner, in the same manner as the original tree.

- b) Trees planted by the homeowner shall be the responsibility of the homeowner. Dead or diseased trees must be removed by the homeowner. The tree may be replaced, at the homeowner's discretion, with approval from the ARC.
- c) Trees planted by the builder in common areas and any Landscape Easement areas shall be the responsibility of the Association to maintain.
- d) Trees located on the homeowner's property within the "tree save" area shall be the responsibility of the homeowner to remove dead or diseased trees, only if the tree(s) endanger neighboring properties or persons. Neither the homeowner nor the Association shall be required to replace the tree(s).

2.14 Home-Based Businesses

Home based businesses are permitted provided the following criteria are met:

- It is not evident that home based business is being conducted.
- No unusual traffic, other than normal residential traffic, is permitted.
- Only removable signs are permitted on vehicles and said vehicles must be parked in the garage or the signs may be required to be removed while in the community.
- Commercial vehicles too large for a garage must be parked in the driveway. No vehicle larger than a pickup truck or standard van (not to exceed 10,000 GVW) is permitted

2.15 Hot Tubs, Spas, Saunas

Hot tubs and spas are permitted using the standard ARC request form for approval prior to installation. These items must be located in the rear of the residence screened from view of the street and neighboring properties. Owners are required to install safety features such as locks or covers and comply with all applicable state and local coded. Saunas are not permitted.

2.16 Mailboxes

Only the original black mailbox, with black ornamental base is permitted. If replacement or repair is required, the mailbox must be restored to the original design specification. The residence address must be clearly visible on the mailbox.

2.17 Outdoor Furniture

No furniture shall be used, stored or kept on the exterior of any residence except on porches, patios, and decks. Furniture not enclosed in a room shall be limited to such types as it designed for outdoor use.

2.18 Parking, Recreational Vehicles, Campers, Boats, Trailers

No vehicle, including recreational, camper, boat, trailer, car, or truck, will be parked on the grass or sidewalk of any lot. Except for occasional overflow parking, curbside parking is not

permitted. Recreational vehicles, campers, boats and trailers must be kept in the garage except temporarily in preparation for use or repair, if such period does not exceed 48 hours.

2.19 Pets

Each residence is permitted a total combination of three dogs or cats, provided the owner maintains control at all times. Pets must be on a leash, or restrained in the rear yard by use of chain, invisible fencing or an approved fence.

Animal nuisance of any kind will not be tolerated, including noise and improper waste disposal. While outside the confines of the owner's property, animal waste will immediately be collected by the owner and disposed of in an approved waste receptacle. For disease prevention and sanitary reasons violators will be subject to aggressive penalties, including fines, by the Board.

Other than normal household pets, no other animals, livestock or poultry of any kind shall be raised, bred or kept on the properties. Dogs, Cats, or other normal household pets may be kept in homes provided that such pets are not kept, bred or maintained for any commercial purpose.

2.20 Rooftop Modifications

Modification to a rooftop requires and approved *Request for Architectural Approval* prior to modification. Approved rooftop accessories or equipment must match the existing roof colors, compliment the residence, and be as inconspicuous as possible. The following restrictions must also be met:

- Exposed flashing, gutters and downspouts must match the existing color scheme of the residence.
- Skylights shall not exceed 3' x 5' in size and shall be mounted on the backside of the roof so as not to be seen from the street.
- Solar energy equipment will have the appearance of a skylight, have finished trim, and shall not be visible from the street

Roof replacements and/or alterations to roofs (including, but not limited to, flashing, downspouts and gutters) require prior ARC approval; however, the following exception is pre-approved: "3-tab" or "architectural style" shingles in the color known as "weathered wood", manufactured by CertainTeed Landmark or GAF Timberline .

Any other color, material, style or manufacturer of shingles requires prior ARC approval. Note, however, that the only way to be assured of complete compliance with guidelines is to obtain prior written ARC approval for all roof replacements, alterations, and/or any exterior modifications to the home.

2.21 Signs

No signs of any type or kind shall be erected, placed or permitted to remain on any residence, lot or common area except:

- A single “For Sale” or “For Rent” sign which shall not exceed 2’ x 3’ in size.
- A single garage sale sign as described in paragraph 2.11.
- A single security service sign.
- Invisible fence signs.
- Such permits as required by legal/government agencies.
- Official community events as approved by the Board.

Political, governmental, real estate, and other signs permitted by county and city ordinance on common areas and individual lots only after 6:00 p.m. Friday and must be removed by 6:00 p.m. Sunday.

2.22 Storage Sheds, Accessory Buildings

In an effort to develop a high quality, consistent look and feel throughout the neighborhood, the following guidelines are in effect relative to the design, location and finishing of Outdoor Storage Structures.

There are three types of structure allowed...Class A, Class B and Class C as shown below.

Class A



Class B



Class C



Class C structures installed in compliance with these guidelines are pre-approved and require no ARC action.

Class A structures are defined as large, detached free standing structures that are typically constructed on the home site. These structures shall be located away from the primary residence and shall be constructed as follows:

1. The structure must be installed plumb and level to within ¼” over the length or height of the structure.
2. The structure must be constructed as far away from the street and the primary residence as is practical given the configuration of the lot.
3. No structure shall be larger than 8’ by 8’ as measured to the outside of the walls.
4. The highest point of the roof must not exceed 8’ – 6” as measured from the surrounding ground at the original/undisturbed elevation of the ground.
5. The color must match the primary structure.
6. The roof must be finished with asphalt shingles that match the primary structure in both color and style.
7. All corners, doors and windows shall be trimmed / finished in a manner to match the primary structure in both color and style.
8. The structure must have approved landscaping in front of both sides and the back. This landscaping must cover at least 60% of the lower 4’ of the side / back.
9. Structures located next to an approved fence shall be within 6” of the fence if this does not violate lot lines. The doors of the structure shall open away from the fence. For structures located within 12” of a fence no landscaping is required between the fence and the structure.
10. On lots that are adjacent to a street the door(s) shall not open towards the street.
11. Final location on the lot shall be subject to HOA approval. In no case shall a structure interfere with swales or drainage of run-off water.
12. The structure and landscaping is to be maintained at all times. If, in the opinion of the Board of Directors at the recommendation of the Architectural Review Committee, an outdoor storage structure comes into a state of neglect or disrepair the structure shall be repaired or removed at the expense of the home-owner.

Class B structures are defined as smaller utility type structures with a height greater than 4’ – 0”. These are typically purchased as prefabricated kits from home improvement centers. These structures shall be located adjacent to the primary residence and shall be constructed as follows:

1. The structure must be installed plumb and level to within 1/4" over the length or height of the structure.
2. No structure that is adjacent to the primary residence can be larger than 5' wide by 3' deep as measured to the outside of the walls.
3. The maximum height of the roof must not exceed 7' as measured to the roof line from the surrounding ground at the original/undisturbed elevation of the ground.
4. Class B structures must be located against the side of the primary residence. These structures must be located as close to the rear of the primary residence as is possible, however, they shall not be located behind the rear extension of the neighbors residence. The rear extension is a line drawn along the back of the neighbors house that extends to the house of the applicant.
5. The color must closely match the primary structure.
6. The structure must be hidden from ANY street view by using approved landscaping that covers at least 60% of the lower 4' of the side. The door shall open away from the primary residence.
7. On lots that are adjacent to a street or are located on a curve, the structure shall be on the side of the house that is hidden from the street.
8. Final location on the lot shall be subject to HOA approval.
9. The structure and landscaping is to be maintained at all times. If, in the opinion of the Board of Directors at the recommendation of the Architectural Review Committee, an outdoor storage structure comes into a state of neglect or disrepair the structure shall be repaired or removed at the expense of the home-owner.

Class C structures are defined as smaller utility type structures with a height less than 4' – 0". These are typically purchased as prefabricated kits from home improvement centers. These structures shall be located adjacent to the primary residence and shall be constructed as follows:

1. The structure must be installed plumb and level to within 1/4" over the length or height of the structure.
2. No structure that is adjacent to the primary residence can be larger than 5' wide by 3' deep as measured to the outside of the walls.
3. The maximum height of the unit must not exceed 4' as measured from the surrounding ground at the original/undisturbed elevation of the ground.
4. Class C structures must be located within 6" of the back of the primary residence.

5. The color must either closely match the primary structure or be a natural shade of brown or grey.
6. The structure must be hidden from the neighbors view by using approved landscaping that completely covers the sidewall of the structure.
7. The structure and landscaping is to be maintained at all times. If, in the opinion of the Board of Directors at the recommendation of the Architectural Review Committee, an outdoor storage structure comes into a state of neglect or disrepair the structure shall be repaired or removed at the expense of the home-owner.

2.23 Storm Doors

Storm doors are permitted using the standard *Request for Architectural Approval* form. They must be full-view glass or glass/screen and must match the existing façade color scheme. Door hardware must also match the existing hardware (brass handle for brass lights, etc.). Examples of pre-approved doors are:

- Lowe's Larson Model #550-27/48/50
- Home Depot's Larson Model #HD-3000 Brass, 259-GB Classic View Groove Border, or Forever Model #HD-2000 Self-storing.

2.24 Window Air Conditioners

Window air conditioning units and window fans are not permitted.

2.25 Window Boxes, Planters

Window boxes and planters are pre-approved provided:

- They are of a color and material complimentary to the residence exterior and shall be maintained in a neat and attractive manner.
- Statues and figurine planters are not permitted in the front yard.
- Dead and diseased plants and all weeds shall be promptly removed.

2.26 Yard Maintenance

Residents are required to mow and weed their yard as necessary to present a neat and uniform look to the neighborhood. This included during periods of low rainfall when dry patches appear and weeds then to overcome the lawn. Grass will not be permitted to grow over curbs, sidewalks, or driveways. Regular watering to present a lush, green lawn is recommended, but not required. Do not leave hose extended through the yard after watering.

3.1 Attachment: *Request for Architectural Approval*

WESTON GLEN HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL APPROVAL

Please read and follow these instructions carefully:

1. Complete the Architectural Change Request Form (on the next page)
 - a. Fill out everything that is italicized
 - b. In the detailed description include:
 - i. Location
 - ii. Size
 - iii. Color
 - iv. Materials to be used
 - v. Contractor (if applicable)
2. Attach any plans and/or drawings
3. Attach copy of property survey with proposed changes/additions shown
4. Attach pictures of the area you are going to change
5. Include three (3) complete copies of the request (one will be returned with the committee's response)
6. Mail request and supporting documentation to:

**Weston Glen Homeowners Association
PO Box 11906
Charlotte, NC 28220**

Please Note:

- Complete one form per change (ex. One request for landscaping and one request for a fence). Multiple requests can be mailed in the same envelope. The only exception is an Outdoor Storage Structure which requires both the structure and landscaping request at the same time.
- Submission of this form authorizes HOA or ARC to visually inspect your property and take pictures for its own use.
- A copy of the Property Survey **must** be included for each request or the request will be returned.
- Committee reserves the right to request more information to clarify the request.

Please allow 3-6 weeks for the approval process...longer if there are questions

WESTON GLEN HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ARCHITECTURAL APPROVAL

Name: _____ Request Date: _____

Address: _____

Phone: _____ Email: _____

Estimated Start Date: _____ Completion Date: _____

Type of Modification:

_____ Fence _____ Porch _____ Deck/Patio
_____ Storage Structure _____ Pool _____ Garage
_____ Exterior Painting _____ Addition _____ Landscaping

_____ Other: _____

Detailed Description:

Committee Use Only

Approved – Resident *MUST COMPLY* with local and state building codes and obtain permits as required

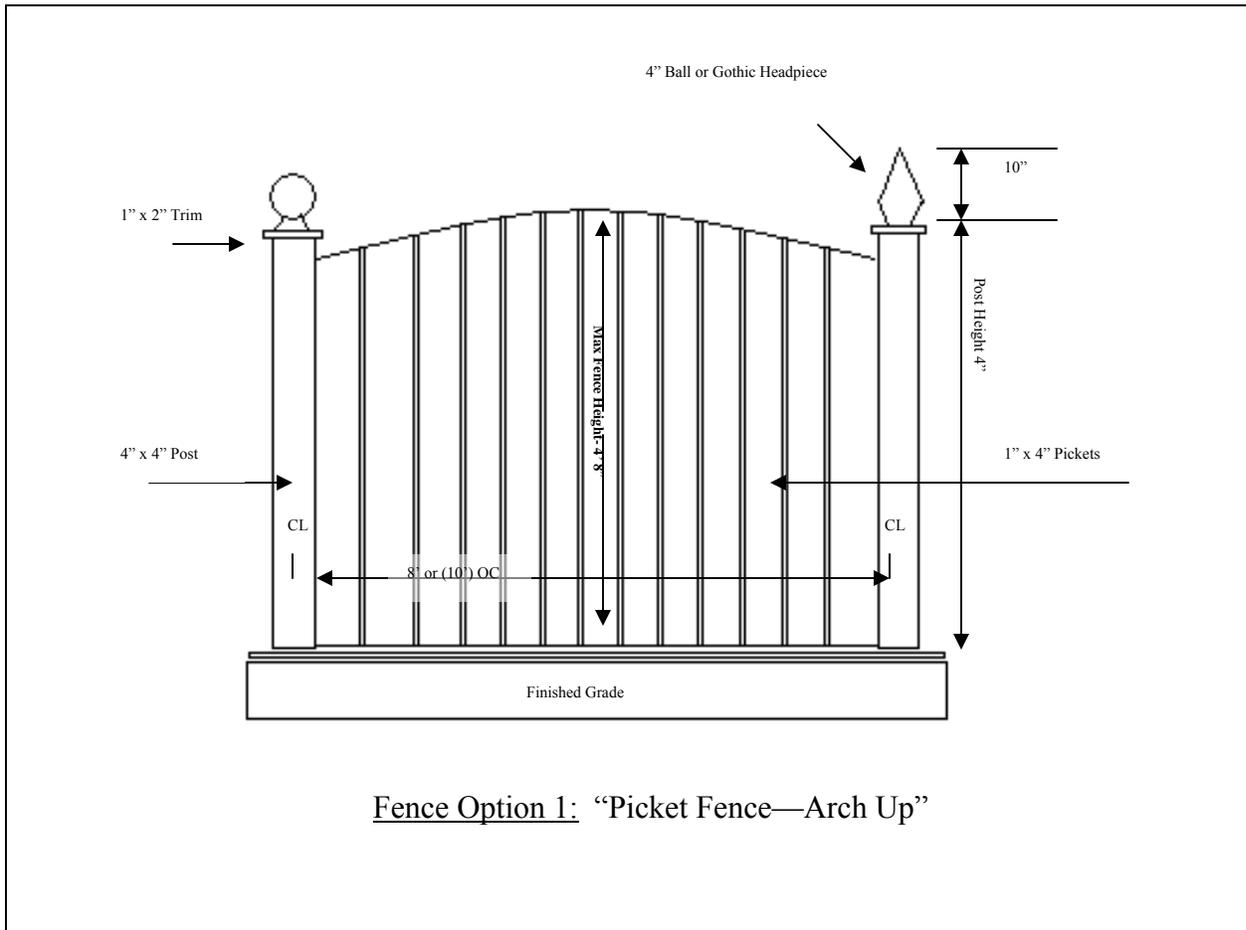
Denied – Reason:

Denied requests can be appealed directly to the ARC at their next meeting. Meetings are 1st and 3rd Thursdays at 7:30.

Name of Committee Member: _____

Signature: _____ Date: _____

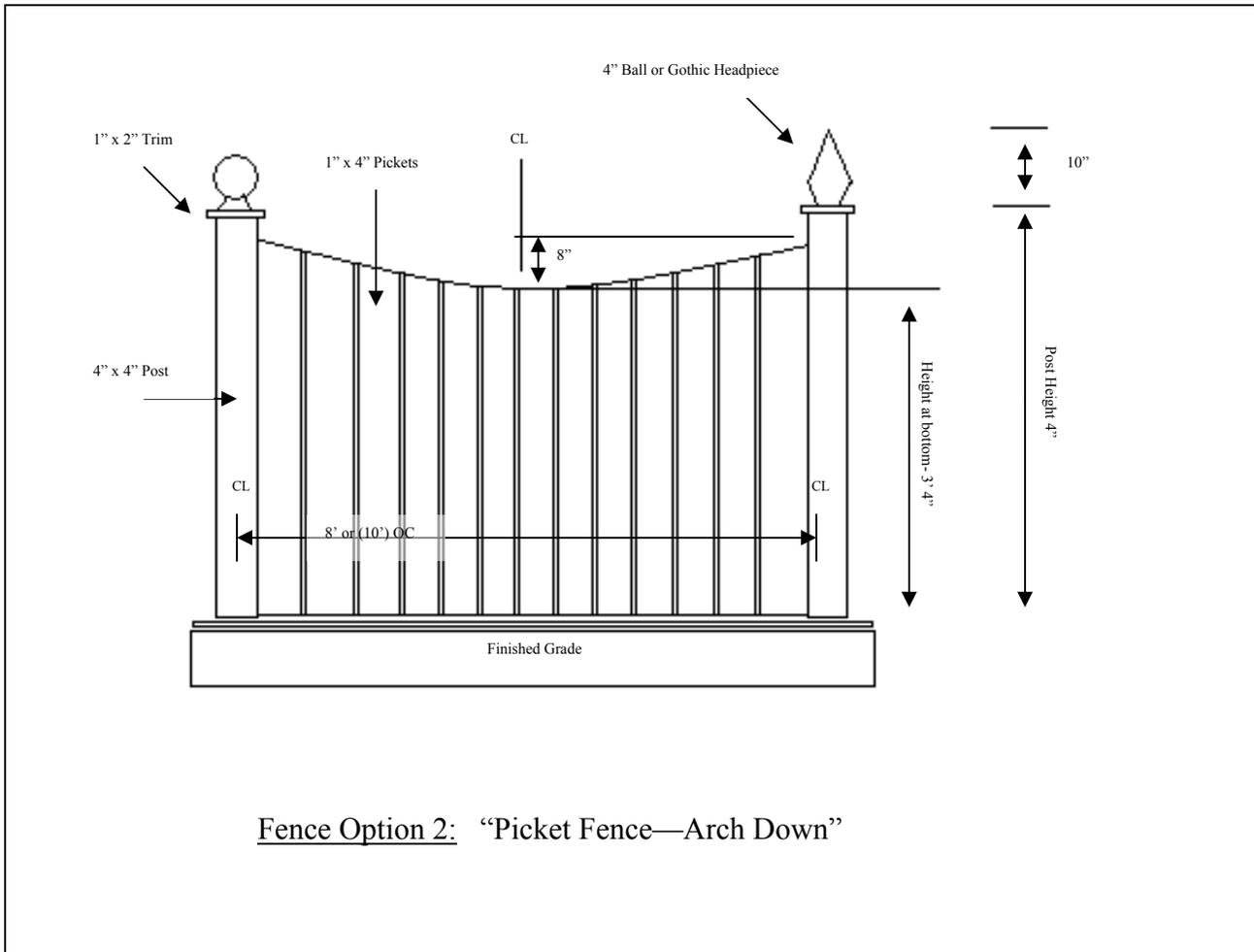
3.2 Attachment. “Picket Fence- Arch-Up”



Picket Fence Arch Up

A 4-foot high fence with 1" x 4" pickets and either 4" or 6" posts. Pickets swoop up toward the center (center height is 4' 8") for the fence section. Each fence section is either 8- or 10-foot long. Pickets are intended to be flush with spacing up to 2 ½". A 4" ball or Virginia Gothic headpiece for each post is required. Deviations should be addressed using the standard ARC request form. The fence stain must be as described in section 2.9 Fences.

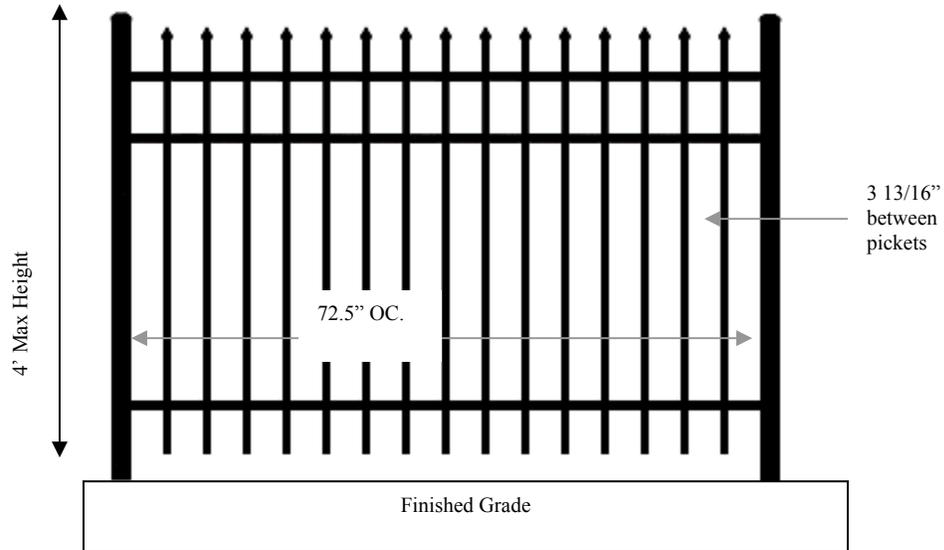
3.3 Attachment. “Picket Fence—Arch Down”



Picket Fence Arch Down

A 4-foot high fence with 1" x 4" pickets and either 4" or 6" posts. Pickets swoop down toward the center (center height is 3' 4") for the fence section. Pickets are intended to be flush with spacing up to 2 1/2". A 4" ball or Virginia Gothic headpiece for each post is required. Deviations should be addressed using the standard ARC request form. The fence stain must be as described in section 2.9 Fences.

3.4 Attachment – Black aluminum Fence



Fence Option 3 – Black Aluminum Fence

Black Aluminum Fence

A 4-foot high fence with black aluminum finish with a wrought iron design, 72.5 inches of clearance between posts, and 3 13/16" clearance between pickets. Pickets should be 5/8" sq. x .050 thick with top walls 1" x .055" thick and side walls 1" x .082" thick. Standard posts should be 2" sq. x .060 thick. Gate posts may be either 2" or 4" sq. X .125 thick. Top of fence may be flat or with pointed tops, but cannot exceed four feet in height. The black fence stain may not be altered after installation without prior approval from ARC. All deviations should be addressed using the standard ARC request form.

Weston Glen

3.5 "Clubhouse Rental Agreement"

CLUBHOUSE/POOL RENTAL AGREEMENT

Name of Homeowner(s): _____

Address: _____

Telephone numbers: Home _____ Work _____

Date Requested: _____ Day of Week: _____

Time of Party: (From) _____ (To) _____

Lifeguard's Name: _____ Cert. #: _____

Number of People Attending: Adults _____ Children (1-13 yrs.) _____

Rental Fee Received: \$50.00 _____ Deposit Received: \$200.00 _____



The clubhouse facilities may be rented for private parties sponsored by Weston Glen homeowners. All clubhouse rentals are limited to the hours of 8:00am to 1:00am with a maximum attendance of 50 people. For every 10 guests under the age of 25 years, an adult over the age of 25 must be present. The clubhouse is a non-smoking facility and the Weston Glen Homeowners Association, Inc reserves the right to grant or deny rental of the clubhouse. In scheduling use of the clubhouse, the Association functions shall take precedent over private parties. The sponsoring homeowner(s) must be present for the duration of the Party. **(If the pool is going to be used in conjunction with the clubhouse for your event, a lifeguard will be required to be on site for a total of 10 guests or more.)**

If any alcoholic beverage is served, homeowner(s) must provide proof of host liquor liability insurance with a combined single limit coverage of \$1,000,000 with respect to injuries, death or damages. This may be accomplished through general liability or excess liability (umbrella) rider to the homeowner's policy, or through a separate policy, provided that the rider or additional policy specifically covers host liquor liability. Proof of such insurance must be delivered to the clubhouse committee at least one week prior to the clubhouse rental or this rental agreement is subject to automatic termination by the Association.

PO BOX 11906 CHARLOTTE, NC 28220 (704) 377-0114 FAX (704) 347-4475
www.hawthornemgmt.com

Weston Glen

If any alcoholic beverage other than unfortified wine or beer is served, or any alcoholic beverage is sold, homeowner(s) must obtain a limited special occasion permit or such other permit required by the North Carolina ABC Commission.

Please contact Hawthorne Management Company to officially reserve the facility, subject to availability, upon receipt of deposit, rental fee and signed rental agreement. Mail to the committee, Attn: Weston Glen Clubhouse Reservations P.O. Box 11906, Charlotte, NC 28220. The committee will confirm the reservation with the homeowner.

Each homeowner(s) is responsible for cleaning the clubhouse after the party per the attached checklist. The Clubhouse Committee will do a complete inspection the morning after each party and confirm that keys were returned. The Committee will then release the deposit.

The rental fee is \$50.00 with a refundable deposit of \$200.00. The Clubhouse Committee requests that you send two separate checks- one for the fee and one for the deposit. The committee will sent the rental fee on to the Homeowners Association to help with maintenance costs and hold the deposit check until after the inspection. If the clubhouse is left clean and undamaged, the deposit check will be mailed back to the homeowner(s).



I am using the pool facility and have contracted necessary (Initials) _____ lifeguards with the pool management company.

OR No liquor will be served at the subject event (Initials) _____

Liquor is to be served and I have obtained necessary (Initials) _____ forms and submitted them

I/We, the homeowner(s) have read and is/are familiar with the provisions of the above Agreement and Rules of facilities, and agree/s to comply with the same.

(Homeowner Signature) (Date)

(Homeowner Signature) (Date)

PO BOX 11906 CHARLOTTE, NC 28220 (704) 377-0114 FAX (704) 347-4475
www.hawthornemgmt.com

Weston Glen

WESTON GLEN CLUBHOUSE HOMEOWNERS CLEAN-UP CHECKLIST

Name of Homeowner/Host: _____

Date of Event: _____

The association does not provide a cleaning service after each event. Several events may be booked back-to-back in the clubhouse. Therefore, it will be necessary for the homeowner to leave the facility clean. Otherwise, you will be responsible for the cost of the additional cleaning services, the follow-up inspection and periodic cleaning supplies.



_____ Bathrooms clean. No trash or water on the floor.

_____ Kitchen cabinets and counter tops clean.

_____ Refrigerator clean and empty. Sink clean. No food or drinks left behind.

_____ Tables left clean and all furniture is its place.

_____ Floors clean. Tile mopped if spills occurred and carpet vacuumed.

_____ Surrounding grounds in order.

_____ Inspect general overall condition of facility.

_____ Empty trash and deposit garbage in the large roll-away containers.

_____ Clean glass doors.

Comments: _____

Date Inspected: _____

Signature: _____

THIS DOCUMENT MAY BE AMENDED FROM TIME TO TIME BY A MAJORITY VOTE OF THE WESTON GLEN BOARD OF DIRECTORS.

Board Member	Title	Date
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Board Member	Title	Date
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Board Member	Title	Date
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Board Member	Title	Date
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Board Member	Title	Date
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Recommended Procedure for Dealing with Delinquent Homeowners

Step 1

- Access late fees and send coupon based on late fee standards set by the Board of Directors.

Step 2

Once the homeowner has exceeded the amount for Notice of Lien letters:

- The homeowner is sent a Notice of Lien letter giving the homeowner 30 days to remit payment or lien will be filed.

Step 3

If payment is not received, required paperwork is sent to attorney's office for processing:

- Title exam is performed on the property involved to ensure there are no other encumbrances on the property.
- Based on title exam results, a Claim of Lien is filed.
- Lien notification letters are sent to the Hawthorne Management and to the homeowner.
- The Claim of Lien secures only charges that are at least 30 days past due at the time filed. It cannot secure charges accruing in the future.
- Once the Claim of Lien is filed, all correspondence is handled through the attorney's office.

Step 4

If payment is not received within 30 days to satisfy Claim of Lien, the Foreclosure by Power of Sale is filed upon receiving written directive from the Board:

- Notice Letter is sent to the homeowner stating that the account is going into foreclosure.
- Notice of Hearing is sent to the homeowner within 30 days after Notice Letter is sent, outlining the date of hearing and tentative sales date.
- During a 45-day period between filing of Notice Letter and Notice of Hearing, a Delivery of Notice and Preparation of Statement of Account is prepared and delivered by the Sheriff's office. A Preparation of Statement of Account is mailed to the Association for verification of balance due and presented to the Clerk of Court Hearing.
- Hearing before the Clerk of Superior Court is held approximately 45 days after Notice of Hearing is filed.
- Approximately 45 days after the Hearing, the Sale will occur.

*This is an abbreviated analysis of the Foreclosure process. Several steps have been omitted in the interest of simplicity; i.e. Sale, Upset Bid Period, Association Deed, Final Report and Account, Appeal, etc.