



COVENTRY HOME-OWNERS ASSOCIATION

RESIDENTS' HANDBOOK

Version

July 2022

TABLE OF CONTENTS

1. INTRODUCTION

2. GOVERNANCE AND ADMINISTRATION

3. RULES, REGULATIONS AND GUIDANCE a. Assessments b. Common Areas, Townhouse Exteriors and Lots

1. Assessments
2. Common Areas, Townhouse Exteriors and Lots:
 - A. Architectural Control
 - B. Landscaping Control
3. Non-Obstruction and Storage
4. Short term rentals
5. Name Plates and Signs
6. The Roadway
7. Snow Removal
8. Antennae, Satellite Dishes and Exterior Lighting
9. Water Meters
10. Pets
11. Garbage and Refuse
12. Sports Equipment
13. Yard and Tag Sales
14. Parking Spaces
15. Resident Parking

4. ADDITIONAL CONSIDERATIONS

1. Trash
2. Noise
3. Supervision of Workmen
4. Chapel Hill Zoning and Other Ordinances
5. Violations

COMMITTEE INTEREST FORM

GENERAL INFORMATION

Community Services, Local Offices and Voting Station

Property Manager

Recycling and Trash Pick Up Times

1. INTRODUCTION

Coventry is a community of 43 townhouses on Essex Drive, off Weaver Dairy Road, within the Town of Chapel Hill, North Carolina. Coventry Homeowners Association, Inc. ("Coventry", "Association" or **CHOA**), made up of all homeowners, is the non-profit organization that administers Coventry. The Declaration of Covenants, establishing the Association, is dated April, 1983. Construction of the initial townhouses started in 1982 and construction of the final units was completed in 1985. The purpose of this handbook is to provide useful information to Coventry homeowners and residents and to provide handy access to the Association's Rules and Regulations.

In North Carolina, townhouses are defined as housing in which individuals own their own homes and the land around them as shown on survey maps, and "common property" is owned by CHOA, e.g., sidewalks, road, sewers, mail/storage building, and the center islands. In Coventry, the Covenants stipulate that the Association is responsible for maintaining the "common property" and the exteriors with certain exclusions such as windows, storm doors or skylights of the homes.

2. CHOA GOVERNANCE

The governance of Coventry is the responsibility of the owners of all 43 townhomes who make up the Coventry Homeowners Association, Inc. At the Annual Meeting (held in November of each calendar year) the Association reviews finances and operations and elects individuals to serve on the Board of Directors. The Board has the responsibility and authority to oversee finances and day to day operations, and to develop rules and regulations in accordance with its obligations listed in the governing documents.

The Board hires and oversees a property management firm to maintain accounts and to oversee day to day operations. *The property manager should be the first point of contact for owners with questions or to request repairs. Carol Woods residents should contact Carol Woods and other tenants should contact the owners of their units. That person can respond to the issue themselves, or contact the property manager.*

a. Coventry's governing documents include

- (i) Declaration of Covenants, Conditions and Restrictions (Covenants or CCR's)
- (ii) Bylaws
- (iii) Rules and regulations

These documents are available on the Coventry website, coventrychapelhill.com. No password is required to view the documents.

b. Board Responsibilities

The Board of Directors has the following additional responsibilities:

- Maintain the financial viability of the Association
- Maintain the physical appearance and integrity of the common areas and buildings within the assigned responsibilities of the CHOA
- Select and supervise the Manager or managing firm to ensure that the appearance and physical condition of Coventry is properly maintained

- Uphold the Covenants and By-laws under which the Association was organized
- Develop, enact and enforce the Rules and Regulations
- Meet regularly, as provided in the governing documents (at least quarterly), providing an opportunity for input from owners. Please note: only Board members may vote at regular Board meetings

The Property Manager is responsible for:

- Contracting and supervising the physical maintenance of the "common areas" and for the exterior of the townhouses (excluding washing or repairing glass areas), as listed in the governing documents and directed by the Board.
- Managing accounts and paying bills for CHOA maintenance, insurance, taxes, and other approved expenses
- Submitting regular reports of financial expenditures and income to the Board
- Providing recommendations and advice for future maintenance
- Preparing budget for the Annual Meeting
- Point of contact for owners requesting repairs

The Board of Directors currently meets at least quarterly or more often as needed at a regular time agreed upon by the current Board; the meeting time and date is posted on the CHOA website www.coventrychapelhill.com in the Member area. These meetings are open to homeowners. Their comments and suggestions are welcomed, but visitor/residents do not have a vote. After approval, minutes are posted in the member area of the Coventry website.

Insurance: The CHOA carries an insurance policy designed for communities such as Coventry. The policy includes property coverage for the common property that is the responsibility of the homeowners' association and general liability as required by the condominium documents. A directors and officers liability policy is also in effect for the board of directors. The unit owners and tenants are responsible for their own property and personal liability. CHOA strongly recommends that individuals discuss this with an insurance professional in order to maintain appropriate insurance. Residents believing they have a potential insurance claim that may be covered by the CHOA policy must contact the Coventry property manager, not the insurance company directly.

3. RULES AND REGULATIONS (revised from Spring 2020 version)

1. Assessments

- a. Payments of the monthly dues assessments are due on the 1st day of each month. A late fee is charged for each payment received after the last day of the month and for each additional month of non-payment.
- b. Checks returned as "not sufficient funds" will be returned to the owner, who will then be assessed a "returned check" fee in addition to any late fees.
- c. Voting rights of an owner may be suspended if the owner is late or in default on any assessments or late fees.
- d. In rare cases when all attempts at resolution are exhausted, liens may also be placed on the unit of the defaulting owner.

2. Common Areas, Townhouse Exteriors and Lots:

Our common goal is to maintain an attractive and inviting appearance throughout the Coventry community and to maintain buildings and landscaping for safety, function, and curb appeal to maintain property values.

A. Architectural Control

No building, fence, wall or other structure shall be commenced, erected or maintained on the lots, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing nature, kind, shape, height, materials and location of the same have been submitted to and approved in writing by the Board of Directors. Any unapproved construction may require the owner to remove the changes and restore the property to the original condition at the owner's expense.

Architectural review is required for both replacement of exterior items and for changes to exterior items.

- Owners should contact the Residential Permit Department of the Town of Chapel Hill to determine whether a permit is required.
- The process to request Architectural Review is for the owner to contact Alex Brown at RPM (919-240-4045 ext. 105). She will send the form to the owner who will return it to her. There is a fee for submission of the form.
- Replacement of exterior changes without alteration requires completion of the ARC form and review by Alex Brown, but not Committee or Board approval
- For other changes, Alex will forward the request and all supporting documents to the Board or to a Board designated Architectural Review Committee. Final decisions are made by the Board.
- Denials may be appealed to the Board within 30 days.

Exterior pathways may be constructed, at owners' expense and only on the owner's lot after Board has reviewed the planned purpose and specifications of said pathway

"Curb Appeal"—

- (i) Residents should keep yard areas free of clutter
- (ii) Hanging laundry in the front of units is not allowed
- (iii) Window treatments and landscaping and yard decoration should be kept in good repair.

B. Landscape Control

Owners may add living plants to their lots. In order to keep external design and appearance of the community attractively harmonious and to limit potential damage of future growth to walkways and brick siding, residents are urged to review the landscaping guidelines and consult with the CHOA Board about appropriate plantings prior to installing plants.

No part of the common area of Coventry shall be planted, decorated or obstructed by any homeowner or tenant except with prior and documented permission of the Board. This restriction shall include plantings, structures, objects, e.g., fences, statuary, yard

ornaments. A clear walkway must be maintained behind all Coventry units to permit trash pickup, maintenance access, etc.

Requests to "adopt" a portion of the common area should be made in writing and submitted to Alex Brown at RPM (abrown@rpmpropertypros.com). She will forward the request to the Landscaping Committee who will review the request and send it to the board for a final decision.

Anything planted by an owner must be maintained at the expense of that owner and in compliance with the overall appearance of Coventry landscaping. Anything planted by a previous owner of a unit becomes the responsibility of the current owner. Such plantings must not infringe on others' properties nor create safety hazards or undue additional upkeep for Coventry landscaping service. Please refer to the Landscaping Guidelines for additional details.

CHOA landscaping service provides:

a) Regularly scheduled pruning of trees, bushes and shrubs in the common areas and in homeowners' front "yards". Homeowners may request some custom pruning, e.g., height or plants to be/not to be pruned, as long as such requests do not result in untoward expense or do not support the overall appearance of Coventry landscaping; such requests must be approved by the Board which will notify the landscaping contractor of the request. **Carol Woods residents may contact the Carol Woods Landscaping and Grounds Department directly for assistance with their yard spaces.**

b) Maintenance and grooming of all common areas, e.g., parking lot "islands", landscape berms, center kiosk area, some areas between units.

3. **Non-obstruction and storage:**

- Coventry requires clear walkways to be maintained behind and between all units
- Sidewalks, entrances, common areas, parking spaces and parking ramps shall not be obstructed or used for any purpose other than entrance to and from the lots.
- Decks and exterior areas shall not be used for storage.

4. **Short Term Rentals**

- In order to maintain the safety and protect the property of the community, no short-term rentals are permitted (i.e. for less than one month).

5. **Nameplates and Signs** –

- No signs are allowed in the common areas
- An owner or tenant may identify his/her townhouse with a nameplate of a type and size approved by the Board and mounted in a space and manner also approved by the Board.
- No signs may be displayed except for "For Sale" or "For Rent" signs, which may be displayed from inside the window or glass door and may not be placed on the exterior of the building or on the grounds.

- **Exception:** The North Carolina General Statutes allow homeowners to display one 24"x24" political sign in their yard 45 days before an election and must be removed seven days after the election. NCGS 47F-3-121 and NCGS 47C-3-121 (for condominiums)

6. **The Roadway** - The road running through Coventry is a private road and part of our "common area". All maintenance and snow removal are the responsibility of CHOA. Essex Drive is classified as a "fire lane" controlled by the Town of Chapel Hill. Parking, other than in designated parking spaces is illegal. The speed to be observed is 15 mph. Fines for chronic speeding by residents or their guests can be imposed.

7. **Snow Removal:** The CHOA Board, working with the Property Manager, shall make arrangements pro-actively for snow removal services to be delivered in a timely manner when snowfall occurs.

8. **Antennae, Satellite Dishes and Exterior Lighting** –

- No external radio or television antennas are permitted.
- The use of small (18" diameter) satellite dishes is permitted under Federal law, but the specific (unobtrusive) location must be requested in writing and approved by the Board of Directors prior to installation of such devices. (See Section on Architectural Control)
- Residents who wish to have installed other than "usual and customary" exterior lights, e.g., high-powered "scene lights" on dusk- to-dawn settings, must submit their proposal to the Board prior to arranging for installation. The Board will request an "assessment of impact" of the proposed lights on the surrounding environment, including other residents, prior to approving such requests. (Residents who desire extra security lighting are encouraged to consider motion sensors where the extra light infringes on another resident's "space").

9. **Water Meters** - Water meters are located in the front of each Unit between the sidewalk and the building. The meters are at ground level and should be kept free of shrubs or ground cover in order for OWASA to read the meter. OWASA has sprayed a blue spot on the sidewalk indicating the general location of the meter.

10. **Pets** –

- Dogs, cats and other such pets must be leashed or under vocal control of owners at all times while on Coventry property. (Dogs and cats are not to be released to wander throughout Coventry unattended). If a pet cannot be trusted to be fully responsive to voice commands, a leash must be used to manage pet's behavior.
- All "Pet-walkers" are required to pick up all fecal matter deposited by their pets and dispose of properly.
- Pets cannot be left on decks or tied up outside of homes. There will be no outside housing for pets.
- Pet owners shall make appropriate care arrangements for pets left unattended indoors for extended periods of time to prevent distress to the animals and becoming a noise nuisance to neighbors.

- Pet owners who walk animals late at night are expected to do so with a minimum of disturbance to other residents.
- Failure to manage animals appropriately can result in warnings, fines and possible legal action, e.g., violators will be issued one written warning for the first offense, a \$75 fine for the second offense, and \$75 fine for subsequent offenses.

11. **Garbage and Recycling**

- **The CHOA Board and Management company may modify collection of refuse and recyclables. Owners will be notified of any necessary changes in a timely fashion.**
- All garbage and Town-approved refuse must be placed in leak-proof tied bags which are deposited in Chapel Hill -owned covered containers located behind each unit or in a central location. CHOA may provide the service to residents of moving these contents/containers to and from trash containers on designated collection days. Residents may not leave refuse bags on the sidewalks or in the front or side of units.
- Town-approved recyclable materials (newspapers, magazines, plastic bottles and metal cans, and flattened corrugated cardboard) are to be placed by the resident at curbside in the blue recycle boxes issued by the Town or in the blue carts in central locations. CHPA may provide the service to residents of moving these contents/containers to and from Blue Trash containers on designated collection days (See 4. General Information) The blue recycle boxes must be removed from curbside by the end of the day on which recycling is collected.

Large cardboard boxes and other large household items can be picked up by special arrangement with the **Town of Chapel Hill's Public Works Department (919-969-5100)** and at the individual owner's expense. Large pieces of corrugated cardboard and other recyclables can be disposed of at municipal disposal sites located in all town parks, including nearby **Cedar Falls Park, University Mall, and Eubanks Road-county (landfill) facility.**

12. **Sports Equipment** -Sports and play equipment must be portable and put away (out of view) when not in use.

13. **Yard and Tag Sales** –Yard and tag sales may not be held at Coventry.

14. **Parking Spaces**

Automobile parking spaces shall be used only for that purpose. No space shall be used for inoperable vehicles or for the repair and maintenance of vehicles. Parking spaces shall not be used to park or store boats, motorcycles, bicycles, motor homes, trailers, trucks, commercial vehicles, U-Hauls or large vans or for any purpose other than as parking facilities for normal passenger vehicles. Small vans or small pickup trucks used as personal vehicles are permitted provided that they do not have commercial license plates.

15. **Resident Parking**

Each townhouse is provided **two (2)** resident parking spaces.

- The two parking spaces for each lot are clearly marked with the respective Essex Drive townhouse number.
- **Exception:** People moving in or out of Coventry units may leave trailers or moving trucks in parking spaces for a maximum of two nights without incurring a penalty.
- Residents who consistently park a car overnight in a **Visitor** parking space may incur a fine for each night a resident's car is parked in a **Visitor's** space.
Homeowners are liable for their residents' non-compliance with CHOA Parking Policy.
- Resident/tenant vehicles consistently parked in the designated **Visitor** spaces may be towed.

4. **ADDITIONAL CONSIDERATIONS**

1. Trash - Owners/tenants shall dispose of all trash in an appropriate manner as specified by the Chapel Hill Sanitation Department and not cause it to be left either on the lot or common areas.

2. Noise - Owners/tenants shall not cause or permit any unusual, disruptive or objectionable noises to be produced in or to emanate from their respective townhouses, e.g., electronic equipment, pets, party attendees.

3. Supervision of Workmen - No owners, tenants or guests, except members of appropriate committees, e.g., Landscaping, as authorized by the Board/designee, shall direct, supervise or in any manner attempt to control any employees of contractors or other workmen performing services for the Association or Carol Woods' owned units.

- Homeowners may, at their own expense, negotiate with the **CHOA** landscape service provider to perform services as long as such services are compatible with general Coventry landscaping practices.

4. Chapel Hill Zoning and other Ordinances - Coventry townhouse occupancy is subject to conformity with the zoning ordinances and regulations of the Town of Chapel Hill and other governing agencies having jurisdiction.

5. Violations of Rules and Regulations may be subject to fines. Except for specific fine amounts defined in these Rules and Regulations, the amount of a fine will be \$75. Any legal and administrative costs involved in collecting such fines will be added to the fine.

- The Board will make every effort to work with homeowners and residents to stay in compliance with practices that support the ongoing viability and desirability of Coventry as an attractive, desirable place to live.

Committee Interest Form

Name: _____

Address: _____

E-mail: _____

Phone: _____

Committees act as advisors to the board in conducting the business of the HOA. Interested residents are invited to volunteer for committees where they have an interest and can make a contribution to the community. Please check all committees on which you would like to serve. A board member will chair the committee and it is expected to have 1-3 additional members that serve for 1-2 years.

- ___ Buildings and Grounds Committee (approx. 2-4 hours per month)
 - Advise board on repair or improvements of common areas, lighting, parking area and exterior of townhomes
 - Review reserve study and recommend priorities for maintenance or replacement (annual prior to the annual meeting)
 - Act as the Architectural Review Committee
 - Review reported violations with assistance of RPM and make recommendation to board of any needed actions
- ___ Landscaping Committee (approx. 2 hours per month)
 - Review landscaping contract and make suggestions regarding modifications or timing of activities of the landscapers (annual prior to renewal of contract)
 - Review any landscaping plans submitted by residents
 - Advise board on recommended changes to planting/trees/shrubs in the common areas with prioritization
 - Review reported violations with assistance of RPM and make recommendation to the board of any needed actions
- ___ Social Committee (approx. 1-2 hours per month) with budget to be determined
 - Develop social programs according to the needs of the community
 - Consider Holiday Decorations for the Common Areas
- ___ Nominations and Rules Committee (approx. 1-2 hours/month, primarily in the second half of the year)
 - Recruit volunteers for the board and/or committees
 - Present slate of nominees for the board at the annual meeting
 - Review governing documents and resident handbook and landscaping guidelines; assess recommended changes from the board or residents and present recommended changes that require a vote by the HOA at the annual meeting.

Return to the HOA Board Secretary: Current Board members and officers are listed on the Coventry Web site: www.coventrychapelhill.com

GENERAL INFORMATION

Coventry is in the Town of Chapel Hill and in the Chapel Hill-Carrboro School District. We receive all the Chapel Hill municipal services except as limited by the fact that Essex Drive and the sewer system within Coventry are owned and maintained by the Association. We do not receive either town or county snow removal services.

A directory of services and local offices relating to residency in Coventry includes:

Emergency	911	
Fire Department	919-968-2781	http://www.townofchapelhill.org
Police Department	919-968-2760	http://www.townofchapelhill.org
Trash Collection	919-969-5100	http://www.townofchapelhill.org
Large items	919-969-5100	http://www.townofchapelhill.org
Recycling	919-968-2788	http://www.co.orange.nc.us/recycling/
Town of Chapel Hill		http://www.townofchapelhill.org
Town Hall	919-968-2714	http://www.townofchapelhill.org
Transit	919-969-4900	http://www.townofchapelhill.org
Orange County	919-968-4501	http://www.co.orange.nc.us
Post Office	919-942-4179	
Library	919-968-2777	http://chapelhillpubliclibrary.org
Zip Code	27514	

Voting Location: Fire Station #4 at Weaver Dairy Road and Martin Luther King (Historic Airport Road)

Property Management:

Our property management company is RPM Property Pros. The manager for CHOA is Valentina Ramirez, vramirez@rpmpropertypros.com, 919-240-4045 ext. 104; for Architectural Review, contact Alex brown, abrown@rpmpropertypros.com, 919-240-4045 ext. 105.

Trash/Garbage is picked up by the Town of Chapel Hill and **recyclables** by Orange County on a weekly basis. The service to Coventry is presently as follows:

Monday—Recyclables

Tuesday—Garbage and non-recyclable trash

of 10