



**COVENTRY HOMEOWNERS ASSOCIATION**

**RESIDENTS' HANDBOOK**

**Spring, 2020**

The Coventry community in Chapel Hill, N.C., includes 43 units built between 1983-1985. Owners of the units are members of the Coventry Homeowners' Association ('Coventry' or 'Association,' or HOA). Owners and neighbors in Coventry take pride in our beautiful surroundings, and work together to maintain our property and our property values. To help owners and resident renters maintain the community, this handbook provides basic information including Rules and Regulations for the Association.

This and other documents are posted on Coventry's website: [www.coventrychapelhill.com](http://www.coventrychapelhill.com). Governing documents are posted in the public area of the website, available to all viewers. More detailed information for owners is in the password-protected HOA Members' Area.

## **GOVERNANCE AND ADMINISTRATION**

Coventry's governing documents include:

- 1) Declaration of Covenants, Conditions, and Restrictions (Covenants, or CCRs)
- 2) Bylaws
- 3) Rules and Regulations (this handbook).

At an annual meeting of owners each year, the Association reviews finances and operations, and elects individuals to represent them by serving on Board of Directors. The Board has the responsibility and authority to oversee finances and to day operations, and to develop rules and regulations in order to carry out its obligations listed in the governing documents.

The Board hires and oversees a property management firm to maintain accounts, and to manage day to day operations. *The Property Manager assigned to Coventry should be the first point of contact for owners with questions or to report needed repairs. Renters (including Carol Woods residents of Coventry) should contact their owners or rental company, who will in turn respond to the issue themselves, or contact the Coventry Property Manager.*

### **Board of Directors' responsibilities:**

- Maintain financial viability of the Association
- Maintain the physical appearance and integrity of common areas and buildings, within assigned responsibilities of the HOA
- Select and supervise the Manager or managing firm to manage accounts and day to day operations.
- 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 governing documents (at least quarterly), providing opportunity for input from owners. Please note: only Board members may vote at regular Board meetings.

### **Property Manager responsibilities:**

- Contract for and supervise physical maintenance of building exteriors and land, as listed in governing documents, and directed by the Board.

- Manage accounts and pay bills for Association maintenance, insurance, taxes, and other approved expenses.
- Submit regular reports of financial expenditures and income to the Board.
- Provide recommendations and advice for future maintenance.
- Prepare budget for the Annual Meeting.
- Point of contact for owners requesting repairs.

Monthly financial assessments cover the day-to-day costs of maintaining the Association, including contributions to build a reserve fund to cover emergencies, and scheduled capital replacement and repairs of items such as roofs, gutters, wood and paint, and sidewalks. If additional funds are needed to make capital repairs, special financial assessments may be voted on by owners at the Association annual meeting. *Please see the Owner/HOA responsibility list at the end of this handbook for a list of repairs/replacements that are individual owner responsibility vs those that are the responsibility of the Association.*

The Board also directs the property management firm to maintain insurance coverage for the Association. The current policy includes coverage in case of damage or destruction to replace the Association buildings (individual units and mail kiosk) and landscaping as originally delivered in 1983-1985, along with general liability and Directors' and Officers' liability. Unit owners and tenants are responsible for coverage of their own property and liability. Owners are also responsible for coverage of any upgrades made to their units. Residents who think they have a potential insurance claim that may be covered by the Association policy must contact the Coventry property manager, not the insurance company directly.

## **RULES AND REGULATIONS (Revised, Fall 2019)**

**Monthly Assessments** are due the 1<sup>st</sup> 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.
- Checks returned for insufficient funds will be returned to the owner, who will be assessed a returned check fee in addition to any late fees.
- Voting rights of an owner may be suspended if the owner is late or in default on assessments or fees.
- In rare cases when all attempts at resolution are exhausted, liens may also be placed on the unit of the defaulting owner.

### **Common Areas, Townhouse Exteriors and Lots**

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

#### Association Landscaping service:

The Association uses a professional landscaping service which provides:

- regular grass mowing leaf blowing, and pruning of all trees, bushes, and shrubs in the common areas and in owners' yards.
- Mulching of owners' front 'yards.'
- Maintenance of all common areas, e.g. parking lot 'islands,' landscape berms, the center kiosk area in the lower circle and the picnic table area in the upper circle, and some areas between units.
- Removal of weeds and plants that are not allowed at Coventry. This includes all invasive plants, and may include vines that are higher than the base of the light on front yard light posts.

***Please note:*** *the landscaping service is managed by our property management firm, and answers to the Board. All owners should refrain from asking the landscapers directly to do, or not do specific tasks. All such requests must go through the management company.*

Common areas of Coventry are the sole responsibility of the Board.

Owners and tenants may not plant, decorate, or obstruct any part of the common area without prior written approval of the Board, including allowing their own lot landscaping to 'creep' into common areas without Board approval. Landscaping done by individuals in common areas may be removed and the areas restored to their original condition. This restriction shall include plantings, structures, objects, e.g., fences, statuary, yard ornaments, in common areas in the front or the rear of any units.

Non-Obstructions and storage

Coventry requires clear walkways to be maintained behind all units at all times to permit trash pickup, other maintenance and delivery access, etc.

Sidewalks, entrances, green areas, parking spaces and parking lot ramps in and around each lot shall not be obstructed or used for any purpose other than entrance to or exit from the lots.

Decks and exterior areas shall not be used for storage.

Bird Houses, Bird Feeders

Bird houses and feeders may not be placed in front of homes. No more than three birdhouses or feeders may be placed at the back of any one home. The areas around feeders and birdhouse should be kept clean in a manner where they do not attract insects, etc.

Curb Appeal

- Residents should keep yards free of clutter and consistent with overall community appearance.
- Hanging laundry outdoors is not permitted.
- Window treatments, and approved landscaping and yard decorations shall be kept in good repair.

Architectural Review:

- *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 will be removed and the original condition restored at the owner's expense.*
- *Owner landscaping plans:* Owners who want to install landscaping must submit a proposed landscaping plan to the Board for architectural review and approval. Landscaping installed without such prior approval may result in violation notices or fines. *If you have questions about submitting plans for architectural review, please contact the Property Manager.*

*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 as noted above.*

Nameplates and Signs

- No signs are allowed in 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 of the unit and *may not be placed on the exterior of the building or on the grounds.*

**Exception:** The North Carolina General Statutes allow homeowners to place one 24"x24" political sign in their yard 45 days before an election and must be removed seven days after the election. See [N.C.G.S. § 47F-3-121](#) and [N.C.G.S. § 47C-3-121](#) (for condominiums).

#### Antennae and Satellite Dishes

- No external radio or television antennas are permitted.
- Small (18") satellite dishes are 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 3.b.1-Architectural Control)

#### 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.

#### Sports Equipment

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

### **General**

#### Garbage and Recycling

- All garbage and Town-approved refuse must be placed in leak-proof tied bags and deposited in Chapel Hill-owned green covered containers located behind each Unit. *The Association has a contractor who moves these bags to the curbside 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, limited amounts of flattened corrugated cardboard) are to be placed by the resident at curbside in the blue recycle boxes issued by the Town. 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 will not be taken by the garbage men. Additional flattened corrugated boxes 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.

#### Pets

- Dogs, cats and other pets must be leashed at all times while on Coventry property. (Dogs and cats are not to be released to wander throughout Coventry unattended).
- Owners shall not permit their pets to "water" the shrubbery or grass in the common areas in the middle of the property, or in residents' yards or in the area around the bus stop.
- Owners and other "Pet-walkers" are required to pick up all fecal matter deposited by their pets and

dispose of it properly. There are stations with 'poop bags' and for disposal in both the upper and lower circles.

- Pets shall 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, that is, manage all excessive barking, howling, yowling, etc.
- 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 \$50 fine for the second offense, and \$100 fine for subsequent offenses

### Parking

- Parking spaces shall be used only for normal passenger vehicles, including automobiles, and small vans or small pickup trucks that do not have commercial license plates.
- 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.

**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.

- Each unit is provided **two (2)** assigned parking spaces, clearly marked with the unit number
- Residents may make arrangements with another homeowner to park a third car for a designated period of time in one of the "permanent" parking spaces assigned to that other homeowner, e.g., a "loaned space".
- The Board must be notified in writing of such parking arrangements.

All Coventry Homeowners who rent or lease their property are required to disclose the parking rules to their renters/lessees before they sign their leases and have them sign off that they have been informed and will adhere to the Coventry parking regulation. These forms should be mailed to the Management Company.

A notice will be sent to the owner or affixed to vehicles that are not in compliance with parking requirements.

- Overnight parking of unauthorized vehicles or equipment in any parking area may result in a fine for each night of violation. **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.**

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, and party attendees.

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.

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.

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 determined by the Board of Directors. 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.
- The Board anticipates that homeowners and residents support the “nice place to live” approach and will do everything in their power to collaborate with Board members to achieve our common goals.

Please see Appendix for HOA/Owner Responsibility List.

## **APPENDIX – HOA/Owner Responsibility list**

Please note – in addition to the HOA responsibilities listed in the attached legal letter, the HOA provides annual termite inspection, and maintenance of sheathing as part of roof maintenance.

**BAGWELL HOLT SMITH P.A.**

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**January 14, 2020**  
 Via Electronic Mail

Coventry Homeowner's Association,  
 Inc. c/o Resource Property  
 Management, LLC  
 P.O. Box 1866  
 Pittsboro, NC  
 27312

**Re: Coventry HOA – Maintenance Responsibilities**

To Whom It May Concern:

My name is Michael Ganley, and I am the attorney for Coventry Homeowner's Association, Inc. (the "HOA"). The purpose of this letter is to give some background and clarity to the issue of the scope and extent of the maintenance responsibilities of the HOA. Your property manager, Resource Property Management, requested that I prepare a maintenance responsibility chart to ensure that it mirrors the North Carolina Planned Community Act as codified in

N.C.G.S. § 47-F, and the provisions contained within the Declaration of Covenants, Conditions and Restrictions for Coventry of record at Book 416, Page 413, Orange County Registry (the "Declaration"), along with all subsequent amendments, if any.

Below is the reviewed and approved Maintenance Responsibility Chart for the HOA:

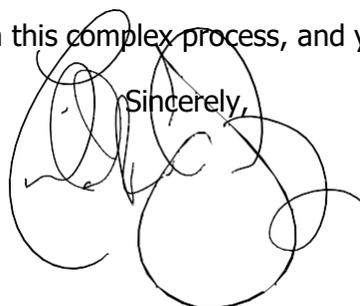
ITEM	HOA	OWNER	CCR SECTION	NOTES
Decks		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Doors		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Dryer Vents		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Exteriors	x		Article Seven, Section 1	"...the Association shall provide exterior maintenance upon each dwelling on each Lot as follows:...repair, replace and care of...exterior building surfaces..."
Foundations and Structure		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Foundation Vents		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Gutters & Downspouts	x		Article Seven, Section 1	"...the Association shall provide exterior maintenance upon each dwelling on each Lot as follows:...repair, replace and care of...gutters, downspouts..."
HVAC		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."

Insulation		<b>x</b>	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Landscaping – HOA Installed	<b>x</b>		Article Seven, Section 1	"...the Association shall provide exterior maintenance upon each dwelling on each Lot as follows:...grass mowing, leaf raking..."

ITEM	HOA	OWNER	CCR SECTION	NOTES
Landscaping – Owner Installed		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Lights - on house		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Parking Areas	x		Article Eleven	"...portion of the <i>Common Area</i> wherein the parking spaces are located."
Party Walls		x	Article Six, Section 2	"The cost of reasonable repair and maintenance of a party wall shall be shared by the Owners who make use of the wall in proportion to such use..."
Patios		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Pest Inspection		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Roof	x		Article Seven, Section 1	"...the Association shall provide exterior maintenance upon each dwelling on each Lot as follows:...repair, replace and care of...roofs..."
Roof-Sheathing		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Roof - Shingles	x		Article Seven, Section 1	"...the Association shall provide exterior maintenance upon each dwelling on each Lot as follows:...repair, replace and care of...roofs..."
Roof - Vents		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Skylights		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Utilities – Serving Common Area	x		N.C.G.S. § 47F-3-102(6)	"...the Association may...regulate the use, maintenance, repair, replacement, and modification of common elements."
Utilities – Serving Lots		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Window Frames		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Window Sill		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Windows		x	N.C.G.S. § 47F-3-107	"Except as otherwise provided in the declaration, each lot owner is responsible for the maintenance and repair of his lot and any improvements thereon."
Windows - Glass		x	Article Seven, Section 1	"...excluding glass surfaces..."

Thank you for allowing me to assist you in this complex process, and you can feel free to contact me if you have any further questions.

Sincerely,



Michael R. Ganley  
Attorney at Law