

# Welcome to Meadows At Pagehurst

## **Meadows at Pagehurst Homeowner's Association**

Our Homeowner's Association (HOA) consists of all the lot owners in Meadows at Pagehurst(MP). Its purpose is to manage the community property, common areas and the affairs of our subdivision. The MP Board of Directors (BOD) generally conducts the business for the HOA. Regular meetings are held to gather information and conduct business that required full participation of the HOA. In addition to regular meetings, our Bylaws require an annual meeting of the HOA be held every January. At such meeting, we receive the annual report from the BOD, elect Board members and vote on any other issues that would require the input from the HOA. Our Property Management Company (PMC) will provide written notification of the time and location of all meetings of our HOA.

## **Meadows at Pagehurst Board of Directors**

The BOD is elected by our HOA at our annual meeting. The powers and duties of the BOD are explained in our Bylaws and Covenants. They include, but are not limited to, managing the affairs of the HOA, receiving and disbursing funds, adopting and enforcing the rules and regulations for the HOA, maintaining the Common Area and managing contractual relationships with contractors.

## **Property Management Company**

Our current PMC (see below) acts as our agent for day-to-day contact with residents and our subcontractors. Suggestions, complaints, requests for services and any questions should be directed to the PMC first. They will then communicate any information necessary to the BOD.

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**Sentry Management, Inc**  
**3109 Poplarwood Ct., Suite 310**  
**Raleigh, NC 27604**  
**919-790-8000**

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## **Architectural Committee**

The Bylaws and Covenants for MP call for an Architectural Committee (ARC) to be comprised of three representatives appointed by our BOD. The BOD has expanded the number of representatives to six. The BOD indicated that the ARC would have a Chairperson and four committee members. The ARC members appointed are to be current on their HOA dues and not be in violation of any Bylaws, Covenants or neighborhood Guidelines. The ARC is responsible for developing and enforcing Architectural Guidelines. In addition the ARC reviews all "Application for Architectural Review" forms, votes and renders a decision in writing to the PMC who forwards the information to the Homeowner. The Guidelines, along with the Bylaws and Covenants, will serve as a basis for making decisions regarding the Application forms.

## **Meadows at Pagehurst Homeowner**

The responsibility of the Homeowner (or tenant) living in MP is to adhere to our Bylaws, Covenants and Architectural Guidelines. If you do not have a copy of these documents, our PMC can arrange for you to receive one. Homeowners are responsible for the continuous exterior maintenance of their homes and property in a neat and attractive manner. In addition, Homeowners must obtain prior approval for some of the changes proposed for their property and/or the exterior of their homes. Again, if in doubt, the PMC can help in determining if your project requires an "Application for Architectural Review". These procedures protect the value and desirability of your property. The Guidelines to follow will be of assistance in helping to keep Meadows at Pagehurst a quality development.

## **Frequently Asked Architectural Questions**

**What improvements or changes to my property do I need to submit for approval?** You need to submit an "Application for Architectural Review" form when adding a fence, shed, deck, covered/screened porch, dog house/pen, hot tub, parking pad, play yard, swing set, tree house, retaining wall, large landscaping project or a major addition to the outside of your home. This is not an all-inclusive list and is only to be used as a general guideline. As always, you may call the PMC and ask if your proposed project would require prior approval.

**Where do I get the form to submit my home improvement project?** There is an “Application for Architectural Review” form attached and the PMC has additional copies.

**Are there any additional restrictions other than what is listed in these guidelines?** Yes, and as a homeowner (or tenant) living in Meadows at Pagehurst, you are responsible for abiding by the Declaration of Covenants, Conditions and Restrictions and Bylaws set forth for our neighborhood. Our Covenants are very specific and they were used as a basis for these Architectural Guidelines. If you do not have a copy of these documents, our PMC can arrange for you to receive a set.

**Where do I send the “Application for Architectural Review” form?** You will send it to the PMC (by mail, fax or in person). They will note that it has been received and record the date. The PMC will then forward the Application to the ARC..

**How long will the approval process take?** The ARC has made it their priority to give the Homeowner a response as quickly as possible. They will confirm that the plans meet all requirements of the Covenants and Guidelines and *attempt* to render a decision within two (2) weeks of receipt. If any questions are outstanding, the Homeowner will be contacted for clarification. The ARC, as per the Covenants, is *required* to respond within thirty (30) days of receipt. Failure to do so will be deemed an approval (unless the plans contained inaccurate or missing information).

**How will I be notified that my project has been approved?** The ARC will vote to approve or not approve the Application. If approved by a majority, the committee Chairperson will sign the Application and return it to the PMC who will notify the Homeowner. If not approved, the Application will not be signed and a reason will be provided on the Application.

**What if I need to start on my project right away and the approval process will take too long?** If your project needs special consideration due to a time constraint, please inform the PMC when you submit your Application. The ARC will try and accommodate your situation if possible.

**What should I do if my project changes during construction from what I originally submitted for approval?** Upon realizing the necessity for a change in your originally approved project, cease work, resubmit your revised project on a NEW “Application for Architectural Review” form and indicate the discrepancy on the form. The ARC will make every effort to expedite review and a decision with the subsequent Application.

**If my project is not approved, what should I do?** Change your Application and resubmit it to better comply with the Architectural Guidelines and Covenants. If necessary, the PMC will be able to assist you with the appropriate changes.

**What if I really feel my project should be approved without any changes?** You may want to Appeal to the BOD for Meadows at Pagehurst. You will need to submit a written request of Appeal to the PMC which will be reviewed by the BOD. Once reviewed, a hearing will be scheduled consisting of the Homeowner, the BOD and a member of the ARC. The Board’s decision will be communicated in writing and will be final. The Appeal process must occur within thirty (30) days of Application denial.

## **Architectural Committee Guidelines**

The purpose of these Architectural Guidelines is to preserve and enhance the property values and attractiveness of MP. It is meant to encourage beautification and improvement by the Homeowners. Exterior improvements cannot only enhance individual homes, but can also contribute positively to neighborhood property values and environment. The intent is to protect ALL Homeowners with a strict process for assuring that new construction and improvements are:

- Consistent with the harmony of exterior design in MP
- Located appropriately with regard to surrounding structures and topography
- Of high quality materials and workmanship

We, as Homeowners, are responsible for the continuous exterior maintenance of our own homes and property. If a Homeowner’s property or home exterior is not kept in good repair, the HOA may vote to

make maintenance repairs at the Homeowner's expense. This is a protective right of our HOA and is stated in our Covenants (Article IX, pages 25-28). The ARC Guidelines are set forth as an aid to prevent this from happening. If you need assistance in maintaining your property, our PMC will share its base of subcontractors for your review.

### **Procedure for Architectural Approval**

1. Homeowners must submit a written request by mail, fax or in person to the PMC using the enclosed "Application for Architectural Review" form. Please complete the form and attach detailed and accurate drawings of improvements to be performed. Incomplete or inaccurate Applications will be returned for further clarification.
2. Once the Application has been received and recorded by the PMC, each member of the ARC will receive a copy of the Application.
3. The ARC will review the proposal to confirm it meets Bylaws, Covenants and Architectural Guidelines.
4. If any questions are outstanding, the ARC will contact the Homeowner for clarification.
5. The ARC will then vote to approve or not approve the Application.
6. If approved by majority, the Committee Chairperson will sign the Application and return it to the PMC who will notify the Homeowner.
7. If not approved by majority, the Application will not be signed and the reason for refusal will be given to the Homeowner in writing. The Homeowner is then welcome to change the Application to comply with the Architectural Guidelines and Covenants and resubmit the Application or Appeal to the BOD. The procedures for Appeal to the BOD will follow.
8. If, after thirty (30) days, the Architectural Committee has not been in communication with the PMC and/or the Homeowner, the Homeowner may start work as originally submitted. Failure by the ARC to respond to an "Application for Architectural Review" will be deemed an approval (unless the original plans contained inaccurate or missing information and have been notified of such inaccuracy and/or missing information).
9. Upon completion of work per the Application the Homeowner will notify the PMC of such completion. The ARC will perform a final inspection and sign-off of the Application.

#### **If the work in progress varies from the originally approved Application:**

1. The ARC or the PMC will contact the Homeowner to confirm if the structure varies from the approved Application.
2. If an inspection of the structure is required, an appointment will be made with the Homeowner. A Board Member, ARC Member and/or the PMC shall be present to inspect the structure. No member of the BOD, ARC or PMC shall attempt to inspect any project on a lot without prior consent from the Homeowner.
3. The ARC or BOD may demand all work stop on a project if an appropriate attempt to inspect the structure is declined by the Homeowner or until a new "Application for Architectural Review" is submitted and approved.

### **Procedure for Appealing an Architectural Decision to the Board of Directors\***

1. The Homeowner must submit a written request of Appeal to the Association's PMC to be reviewed by the BOD.
2. Once the request has been received and recorded by the PMC, there will be a hearing scheduled to include the Homeowner, BOD and a member of the ARC.
3. The Homeowner encouraged to attend the meeting to explain his/her plans and answer any questions. The BOD's decision will be communicated in writing following the meeting and the decision will be final.
4. The BOD will act on properly completed request of Appeal within thirty (30) days of receipt. If not acted upon within thirty (30) days, approval will not be required. Plans and specifications containing inaccurate or missing data, however, shall not be deemed approved.

*\*Please note that this process is only utilized if the ARC and the Homeowner cannot reach a mutual decision and the Homeowner believes the request requires additional input.*

**The following improvements/additions/changes REQUIRE prior approval from the Architectural Committee:**

**Fences/Screening**

- All fences must receive approval prior to any work starting
- The fence must be between four (4) feet and six (6) feet in height
- All fences shall be constructed of treated wood, vinyl or wrought iron
- Only natural wood color stains for the treated wood, only white or black for the vinyl and only black for the wrought iron
- Fences may be “privacy” or picket style
- Fences must meet building ordinance requirements for the City of Durham
- Fences will be placed on the Homeowner’s lot pursuant to the MP Covenants as per Article VIII, Section 16, pg. 22. If there is a conflict between the building/zoning requirements and the Covenants and if the Covenants provisions are greater then the Covenants requirements will rule. A building permit must be obtained from the City of Durham and all inspections completed in a timely manner
- Fences should be constructed to the back of the house unless enclosing a side garage door(subject to approval and based on submitted details in the “Application for Architectural Review” form)
- Fence projects should be completed in a timely manner
- Fences are to be tended to as needed. If fences are not kept in good repair the HOA can vote to make these maintenance improvements at the Homeowner’s expense (as per our Covenants, Section 13, pgs 15-16)
- Trash receptacle screening is to be in conformity should be white, the color of the house trim or natural screening such as shrubbery

**Sheds**

- All sheds and storage buildings must receive approval prior to any work starting
- Sheds and storage buildings must be less than 500 square feet

**The following improvements/additions/changes REQUIRE prior approval from the Architectural Committee (continued):**

**Sheds (cont’d.)**

- Siding and materials must be alike in color and composition to the home and/or trim; if color the same as the home cannot be acquired then the color should be white.
- Only vinyl, wood or Hardiplank siding (no aluminum or metal siding will be permitted)
- Roof must have a similar pitch, color and material as the home
- \* Sheds must have a suitably structured floor system or foundation
- \* Sheds and storage buildings must meet building/zoning ordinance requirements for the City of Durham (based on size, a building permit may be required) and placed on the Homeowner’s lot pursuant Covenants Article VIII, section 12, page 22)

**Decks and Porches**

- All decks and covered/screened porches must receive approval prior to any work starting
- All decking must be confined to the back yard and must not protrude past the sides of the house  
Decks must be within the minimum setback requirements for the City of Durham building/zoning ordinances and the MP Covenants. If there is a conflict between the zoning requirements and the Covenants and if the Covenants provisions are greater then the Covenants will rule
- The size and style of the project must complement and be in a proportion to the rest of the house

- The deck/porch must be constructed of pressure-treated wood or a synthetic material to match siding or trim and only natural wood color stains for treated wood
- Proper drainage must be maintained away from the foundation
- A building permit must be obtained from the City of Durham and all inspections completed in a timely manner

### **Dog Houses and Pens**

- Dog houses and pens should be similar in appearance to the house
- Dog pens must be between four (4) feet and six (6) feet in height
- Dog houses and pens should not be visible from the street and must be at least five (5) feet from any property line
- Dog houses and pens should be properly maintained and be kept free from odors
- Dog runs and pens made of metal are not permitted
- All dogs must be on a leash if not contained within a fence
- Please be courteous of your neighbors and pick up after your pet

### **Pools and Hot Tubs**

- Installation of a pool or hot tub must receive approval prior to any work starting
- All pools over two (2) feet deep must be contained within an approved fence
- Pools must meet the building/ zoning ordinances for the City of Durham and all appropriate permits must be obtained by the Homeowner and all inspections completed in a timely manner
- Pumps and other machinery related to the pool or hot tub must be concealed in a manner to avoid an offensive appearance and minimize noise to adjacent homes.

## **The following improvements/additions/changes REQUIRE prior approval from the Architectural Committee (continued):**

### **Parking Pads**

- Parking pads and additions to existing driveways must receive approval prior to any work starting
- Vehicles are only to be parked where appropriate (garage, driveway, parking pad, street) pursuant to Article VIII, Section 13 (pg 22)
- Non-operating vehicles must be stored in a garage or off premises
- Vehicles left on the street unmoved or unlicensed will be removed at the owner's expense by the City of Durham (7 days after the vehicle has been reported)

### **Play Yards, Swing Sets & Tree Houses**

- All play yards, swing sets and tree houses must receive approval prior to any work starting
- All play sets and tree houses must be in a backyard and at least five feet from any property line
- All play sets must be made of wood or a non-rusting material

### **Retaining Walls**

- All retaining walls must receive approval prior to any work starting

### **Large Landscaping Projects**

- Large landscaping projects must receive approval prior to any work starting
- Normal and customary landscaping does not require any approval from the ARC
- If in doubt as to the scope of your project, please call the PMC for advice

## **Major House Addition/Improvements**

- Any major improvement to the outside of your house (room addition for example) would require approval prior to any work starting
- All appropriate permits and inspections based on zoning ordinances for the City of Durham must be obtained and completed in a timely manner

## **The following improvements/additions/changes REQUIRE prior approval from the Architectural Committee (continued):**

### **Miscellaneous**

- Repainting of trim is to be of original color or white
- Installation of or replacement/repair of storm doors or gutters shall be of original color of house or white
- Mailbox and/or post replacement – mailbox style is “The Plantation”; box must be black w/gold straps/bands and post is to be white. Replacements can be obtained at: Post & Pickets, Ltd., 215 Tryon Rd., Raleigh, N.C. 27603; 772-7170; [www.morethanamailbox.com](http://www.morethanamailbox.com)



### **Other General Guidelines- See the referenced Covenant**

- Article VIII, Section 5– Animals
- Article VIII, Section 1 – business
- Article VIII, Section 13 – parking
- Article VIII, Section 10,4 – tents, trailers, etc.
- Article VIII, Section 20 – newspaper boxes, etc.
- Article VIII, Section 18 – antennae, discs, etc.

## **FINAL NOTES**

The preceding is not an all-inclusive list and is only to be used as a general guideline. Our Bylaws and Covenants are very specific and were used as a basis for these Architectural Guidelines. As always, you may call the PMC and ask if your proposed project would require prior approval. The “Application for Architectural Review” form is attached and also available from the PMC.

These ARC Guidelines are subject to conformity with city, state and federal laws.

The ARC reserves the right, as per our Covenants to render a decision based on any grounds, including purely aesthetic and environmental. Decisions are based on the current version of the Guidelines.

Our Bylaws and Covenants allow for the BOD to establish a “Fine” system for Homeowners who do not abide by the Bylaws, Covenants and/or Architectural Guidelines. Please understand that these fines will only be levied after a notification of violation and a time limit to remedy the violation has expired. A fine of \$10.00 per day will then be assessed per violation.

**MEADOWS AT PAGEHURST  
HOMEOWNERS ASSOCIATION ARCHITECTURAL  
CONTROL APPLICATION FORM**

REQUEST FOR ARCHITECTURAL APPROVAL  
(Please fill in all items and supply all supporting data as requested.)  
*Incomplete forms will cause delays in review of your application.*

Date: \_\_\_\_\_

Property Owner's Name:

Property Address: \_\_\_\_\_

\_\_\_\_\_

Subdivision:

Lot #:

Telephone: (W) \_\_\_\_\_ (name \_\_\_\_\_) (H)

Please note: NO construction should be started until you receive approval for your request from the Architectural Review Committee.

This architectural request **must** be accompanied by two (2) different drawings:

1. Plot plan (official survey of lot) – showing the improvement (i.e. deck, fence, landscaping, parking pad, garden, addition, etc.) and its relationship/distance to property lines, easements, open space, drainage ditches, neighboring homes, etc.
2. Elevation – or “head on” view, as would be seen in a photograph. This drawing should show height, width, and distance above finished grade and details of the proposed request. Be specific in order to expedite the architectural review process. Photographs or brochure pictures should be submitted along with this request when available.

Description of improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction materials to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Colors (attach samples if necessary):

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Estimated Start Date \_\_\_\_\_ Days to Complete \_\_\_\_\_

*Note: NO work may begin prior to receiving written approval from Architectural Committee.*

***Note: ALL WORK WILL BE INSPECTED FOR FINAL APPROVAL AFTER COMPLETION TO INSURE IT HAS BEEN COMPLETED PER THE CONDITIONAL APPROVAL BY THE ARCHITECTURAL COMMITTEE!***

In applying for the above architectural change, I agree to follow to the best of my ability the changes as described and meet any and all codes, permits or other requirements deemed necessary by county, state or other applicable authority.

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

Submit to: Sentry Management, Inc  
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Raleigh, NC 27609  
[lrodrigues@sentrymgt.com](mailto:lrodrigues@sentrymgt.com)  
(F) 919-790-5824