

WEATHERSFIELD

SERVICE GROUP VI

QUICK REFERENCE MANUAL

MARCH 2010 *

(Replaces all previous reference manuals)

* WSG Board meeting February 18, 2011 - pg 6, Responsibility Chart. WSG responsibility for 'exterior foundation repairs' is changed to 'exterior foundation surface repairs (cosmetic)'. Owner responsibility for 'crawl space and interior foundation' is changed to 'crawl space, exterior and interior foundation'.

WEATHERSFIELD (WSG VI) QUICK REFERENCE MANUAL

This Quick Reference Manual serves as a brief guide to the provisions of the Covenants and the By-Laws that govern Weathersfield. For in-depth information residents should refer to the Declaration of Covenants and Restrictions of 2008 and the By-Laws of the Homeowners Association of 2008.

As residents of Weathersfield each of us agreed at the time of purchase to comply with established guidelines and restrictions to retain the attractiveness and value of our property. This means curtailing the freedom to make unique choices and express our individuality as it pertains to the exterior of our home and the surrounding grounds. Any changes or additions to your home exterior or grounds must be approved by the Board of Directors. Sample applications are found at the end of this manual along with a chart detailing the responsibilities of the homeowner and the WSGVI.

Weathersfield is governed by a Board of Directors who make policy decisions and decide long-range planning matters. Financial oversight and day to day operations are supervised by Berkeley Management Group located at 710 Market St., Chapel Hill. For needed repairs and questions regarding the grounds, please call them at: (919) 960-2836. You can also contact a board member. The current names and phone numbers of board members and committee chairs can be found in the Village of Fearington Handbook and Directory published every January.

The following pages summarize Board committee responsibilities and answer frequently asked questions.

Board of Directors.

There are five elected directors on the WSGVI Board. The elections occur at the annual meeting. Board meetings are held monthly with informal meetings held during the summer months. If there is a pressing issue that requires immediate attention, a special session is arranged. The minutes are posted in the Gathering Place kiosk.

Board Officers

The 104 Home Owners Association members elect the Board of Directors. The Board itself elects the officers. The President and Vice-President **MUST** be members of the Board. The Secretary and Treasurer **MAY** be members of the Board; however, the Board may choose to appoint its Secretary and Treasurer from the entire HOA membership.

Board Committees

There are seven standing committees of the Weathersfield Board. All standing committees are chaired by a Board member. Each committee has a minimum of three members. The Board may also create other ad hoc committees to facilitate the work of the Board. These committees may be chaired by a Board member or a member of the WSGVI Homeowners Association.

Nominating Committee.

The Nominating Committee is responsible for nominating candidates for election to the Board of Directors.

Buildings and Streets Maintenance Committee.

This committee is responsible for overseeing WSGVI street maintenance, exterior maintenance of the homes and garages. (Garages are owned by the HOA: per the Covenants, owners have use of a garage.) The HOA maintains unit exteriors with the exception of glass and exterior alterations (decks, gutters, solar panels) made subsequent to initial construction of the home. The Responsibility Chart lists the obligations of the WSGVI and the home owner.

Architectural Committee.

The Architectural Committee is responsible for the approval of any exterior changes or alterations to any owner's home and other architectural control matters. The committee investigates the proposed external changes and recommends approval/disapproval to the Board. Decks, gutters, solar panels, screen and storm doors and satellite dishes are permitted subject to approval. An application form for such changes is included in this manual.

Insurance Committee.

The WSGVI insurance policy covers loss or damage by fire and other hazards for each living unit, all buildings owned by the Association, and all improvements located in the Common Areas in an amount not less than one hundred percent (100%) of the insurable replacement cost of such buildings and improvements. The Association also maintains liability insurance for the Common Areas, as well as liability coverage for the officers and directors.

The WSGVI policy is primary insurance, which means that in case of a loss the Association would pay first. However, the policy contains a \$1,000 deductible, which means that the unit owner is responsible for this amount before the Association policy takes effect. Owners are urged to obtain HO-6 insurance coverage for their personal property and personal liability which are not covered by the WSGVI policy. The Association policy covers items permanently attached to the building such as built-in bookcases and permanently installed stovetops and dishwashers. However, free-standing appliances such as refrigerators, washers and dryers are considered to be personal property covered by the owner's HO-6 policy. For more specific information, owners should refer to the *Declaration of Covenants and Restrictions*. Copies of the Association insurance policy are available from the Insurance Committee upon request.

Utilities Committee.

The Utilities Committee is responsible for the common area water and street lighting, trash collection and recycling. First Choice Disposal picks up trash on Tuesday and Friday mornings in front of the garages. Recycling is collected on Wednesdays at the entrance to the closes and should be placed there the night before or by 7:00 a.m. that morning. The following items may be recycled; they do not need to be sorted:

Glass: All colors, rinsed, lids removed

Plastic: All plastics numbered 1-7, rinsed, lids removed

Cans: Steel and aluminum cans, rinsed

Paper Products: newspapers, office and computer paper, magazines, phone books, all cardboard (corrugated and non-corrugated flattened) detergent and cereal boxes, etc.

NOT RECYCLABLE: Plastic bags, Styrofoam, bubble wrap and peanuts, ceramics and clay pots, light bulbs.

Grounds Maintenance and Lot Appearance Committees.

The WSGVI contract with our landscaping company includes the following:

- Lawns mowed and sidewalks edged weekly during growing season
- Crabgrass control, thatching, overseeding, lawn and shrub fertilization
- Pruning three times per year, mulching once a year
- Plants monitored for diseases and treated, leaf removal

Garden debris will be picked up the first week of each month. Please leave at entrance to your close, either in piles or in bags.

The replacement of dead or diseased plants is the responsibility of WSGVI excluding plants in owner's private gardens or plants not previously approved by the committee.

We ask that you water any newly planted shrubs until they are established. The water in the close may be turned on upon request.

Permission must be granted for and the Board must approve additional plantings homeowners may want to add to their lot or common area. Homeowners are responsible for the cost and labor expense for these additions and for maintenance of flower gardens on the property or common area. Our landscaping company does not weed flowers. A copy of the application form for these alterations or additions is included in this manual.

IN A WORD

This is a brief summary of information deemed essential for new homeowners of the Weathersfield Community of Farrington Village.

EXTERIOR MAINTENANCE: Weathersfield Service Group VI (WSGVI) is responsible for the exterior maintenance of your townhouse, with the exception of glass surfaces and added decks. Call Berkeley, WSGVI's professional property manager at (919) 960-2836 for service.

GROUNDS MAINTENANCE: WSGVI is responsible for mowing, trimming, pruning, etc. of the common areas. Supplemental plantings by the homeowner must be approved by the Grounds Maintenance Committee. The homeowner is responsible for maintaining and weeding flowers.

PARKING: You have the use of a garage (owned and maintained by WSGVI) and one parking space in addition to the garage. If you use more than one parking space in addition to the garage without a clear understanding and agreement with your neighbors, you are infringing on your neighbors.

TRASH: Trash is picked up Tuesdays and Fridays, recycling on Wednesdays. Trash cans are kept in your garage, not outside.

ANIMALS: Dogs (and cats, if outside) must be kept on a leash. Carry a baggy to pick up after them.

OTHER: As a WSGVI homeowner, you are a member of the Farrington Homeowners Association (FHA). You will be billed for annual dues and an annual sewer fee from Fitch Creations.

EXTERIOR CHANGES: Exterior architectural changes require approval of the WSGVI Architectural Committee and Board. Applications are available.

FRONT DOORS: Front doors are limited to five approved colors.

STORM and SCREEN DOORS: These doors must be in compliance with architectural specifications.

RESPONSIBILITY CHART

Area of Responsibility	Owner	WSG
Utilities		
Exterior storm sewer lines (common areas)		X
Exterior water/sanitation lines (common areas)		X
Exterior water/sanitation lines (inside lot line)	X	
Exterior water leaks below ground (inside meter)	X	
Interior plumbing pipes and fixtures	X	
Exterior/interior electrical lines	X	
Building Maintenance		
Siding and Trim		X
Sheathing and framing material behind siding	X	
Exterior foundation surface repairs (cosmetic)		X
Crawl space, exterior and interior foundation	X	
Front porch (brick)		X
Back landing and steps--original		X
Back landing and steps—altered or painted by owner	X	
Decks	X	
Approved exterior alterations		X
Exterior doors		X
Screen/Storm doors—owner installed	X	
Exterior handrails--original		X
Exterior handrails—altered	X	
Exterior window frames and encasements		X
Window glass and screens	X	
Shutters		X
Exterior painting, including doors		X
Garages, including openers		X
Garage door remote	X	
Exterior fireplace cleanout	X	
Bi-annual power washing		X
Roofs		
Chimney cap		X
Shingles and plywood		X
Structural members	X	
Skylights--framing		X
Skylights--glass	X	
Under eave vents		X
Gutter and downspouts, including cleaning	X	
Roof cleaning		X
Exhaust fans—roof and siding caps	X	
Exhaust fans—motor and ducts	X	

Area of Responsibility	Owner	WSG
Fixtures		
Doorbells, knobs and locks	X	
Air Conditioning & Heating	X	
Equipment and appliances	X	
Exterior house numbers—original and approved changes		X
Exterior water faucets	X	
Exterior lights--original		X
Exterior light bulbs	X	
Streets and Sidewalks		
Asphalt maintenance and repairs		X
Curbs and street gutters		X
Sidewalks		X
Street cleaning and snow removal		X
Snow removal--sidewalks	X	
Grounds Maintenance		
Landscaping—original and approved installations		X
Landscaping and flower gardens—owner installed	X	
Garden debris removal		X
Other		
Trash collection		X
Termite inspection and exterior pest control		X

Weathersfield Service Group VI

GROUNDS APPLICATION FOR ALTERATIONS AND ADDITIONS

Property Owner's Name(s)

Phone Number

Property Address

E-Mail Address

HOMEOWNER REQUEST FOR APPROVAL

(Please provide a brief description of the nature of the request including applicable information required for approval consideration. Attach drawings and/or photographs showing all proposed improvements including relationships to existing structures, landscaping and lot lines.)

Estimated Start Date_____

Days to Complete_____

Pending committee approval, I agree to follow the above changes as stated.

OWNER

Signature(s)_____ Date_____

GROUNDS COMMITTEE RESPONSE

Approved_____ Approved with restrictions_____

Approved with suggestions_____ Disapproved_____

Comments:

Grounds Chair Signature_____ Date_____

This approval is based on the specifications as submitted or amended by the committee. Should your request be denied, you may appeal the decision in person at a WSG VI Board of Directors meeting.

Return to: Grounds Committee and Lot Appearance Chair

Weathersfield Service Group VI, Inc.

ARCHITECTURAL APPLICATION FOR ALTERATIONS AND ADDITIONS

Property Owner's Name(s)

Telephone No.

Property Address

E-mail address

HOMEOWNER REQUEST FOR APPROVAL

Please provide a brief description of the nature of the request including applicable information required for approval consideration. Attach drawings and photographs showing all proposed improvements including relationships to existing structures, landscaping and lot lines.

Estimated Start Date _____

Days to complete _____

I agree to the above changes as stated and to comply with all applicable building codes, permits, or other requirements deemed necessary by county, state or applicable authority.

Owner Signature(s) _____ Date _____

ARCHITECTURAL COMMITTEE RESPONSE

Approved Approved w/restrictions Approved w/suggestions Disapproved

Architectural Committee Comments:

Architectural Chair Signature _____ Date _____

This approval is based on the lands, surveys, and specifications as submitted. The Architectural Committee did not verify or question the sufficiency or accuracy of the documents submitted to it. Should your request be denied, you may appeal the decision in person at a Weathersfield Board of Directors meeting.

