

Knollwood Village
Regulations and Standards
for
Townhouse and Property Management

Knollwood Village Homeowners Association

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Abbreviations Used in This Document

The following abbreviations and term substitutions are used in this document to conserve space and avoid confusion.

Abbreviation/Term	Meaning
APC	Appearance Committee
ARC	Architecture Committee
Board	Knollwood Village Homeowners Association Board of Directors
Covenants	Declaration of Covenants, Conditions and Restrictions for Knollwood Village
KVHOA	Knollwood Village Homeowners Association
PAR	Pinehurst Area Realty
Standards	Knollwood Village Regulations, Rules and Standards for Townhouse and Property Management (this document)

Preface

This document is published by the Knollwood Village Homeowners Association (KVHOA). It is intended to provide a convenient summary of the Restrictive Covenants applicable to the exterior appearance of each townhouse and the real estate upon which it sets as contained in the *Declaration of Covenants, Conditions and Restrictions for Knollwood Village* (Covenants) dated March 1, 1982 and recorded in Deed Book 487, at Page 762, and re-recorded in Deed Book 492, at Page 68, of the Moore County Registry.

It further documents additional governing external appearance of the townhouse and the real estate upon which it sets that are made and amended by the Board of Directors of the KVHOA (Board) as authorized under Article VIII, Section 10 of the aforementioned Covenants. Of course, questions will arise which are not covered by the documented restrictions, regulations, and standards in which event the matter will be governed by KVHOA in compliance with the authority granted by the Covenants.

Background

Pinehurst Area Realty (PAR), the Declarant in the referenced Covenants, deemed it desirable to create an organization to which it would delegate and assign the power of administering and enforcing the covenants and restrictions. Thus, in 1982 the KVHOA was established as a non-profit corporation with the goal of ensuring the attractiveness of the community to preserve, protect and subsequently enhance the value of all properties. KVHOA was also assigned ownership and maintenance responsibility of our private roads. Structure and role of the Association can be found in *The Articles of Incorporation of the Knollwood Village Homeowners Association*, available in Community Building Library (next to the pool).

Role and Responsibilities of the KVHOA

A five-member Board, elected by the homeowners for a two-year rotational term during the December Annual Meeting, governs the KVHOA. The Board then elects its officers for the positions of President, Vice-President, Secretary, and Treasurer. Two members of the Board also serve as chairpersons of the Standing Committees, i.e., Architecture and Appearance.

Names of current Board members can be found in the Knollwood Directory published by PAR, KVHOA Newsletters, Welcome Bag information.

PAR owns and maintains the common open spaces behind the Townhouse Units, the Condominium Units, the Community Building, Swimming Pool, and Golf Course. PAR sets the rules for the pool and for use of the common open spaces.

All Unit owners are responsible for themselves, individually, and for their invitees for compliance with the Covenants and Standards.

The KVHOA Board is responsible for the upkeep and maintenance of Knollwood Village roads and streetlights.

Annual dues and assessments to defray costs for the upkeep and maintenance of said roads and streetlights are to be paid by January 31 each year.

Standing Committees

- The Architecture Committee (ARC) receives, reviews, and approves requests for additions/changes to the external appearance of the townhouse Units.
- The Appearance Committee (APC) oversees compliance as well as tree removal.

KVHOA Management Procedures

The following describes the management procedures implemented by the Board on behalf of the KVHOA Members.

Architectural Requests

All requests for an addition/change to the exterior of the townhouse must be submitted using one of the following forms available at the Knollwood Library or by contacting a Board Member:

- Exterior Remodeling Application (blue paper)
- Application to Paint or Replace Shingles. (blue paper)

These requests will be reviewed by the ARC for Standards compliance. Approval is required before the owner can proceed with the project implementation.

Owner's Right of Appeal

If the owner disagrees with the decision of either the Architecture or Appearance Committee, the denied request may be appealed to the full Board at the next regularly scheduled meeting, -at which time the appeal will be reviewed. The vote of the majority of the full Board shall constitute the final KVHOA decision.

Appearance Committee

The Appearance Chairperson will monitor compliance with those Standards that affect the exterior appearance of the Units and associated grounds.

Appearance Complaints and Remedy Procedure

At times, complaints regarding Unit appearance are submitted to the Board for action. The APC is required to conduct an on-sight review of all such complaints.

When a Unit is deemed to be in violation of the KVHOA, the Standing Committee, APC, will send a letter to the owner or resident stating the violation, suggestions for remedy, and give a specified period of time to respond or to correct the violation. A non-owner resident is responsible for taking corrective action and, if unable to do so, must notify the property owner of the violation in question within a specified time.

If the violation has not been corrected within the specified time, the matter will be brought before the full Board, which may defer action or conclude that further action is appropriate. If further action is required, the Board President shall send a letter to the responsible Unit owner describing:

- The alleged violation
- Suggested remedies.
- The potential consequences for non-compliance
- Providing notice of a hearing date (not less than 14 days from the date of the letter), time, and location at which the Unit owner can either dispute the violation or present reasons for non-compliance.

Enforcement Hearing Process

The following describes the process for conducting an Enforcement Hearing resulting from an Owner's non-compliance of an APC notice of violation.

- The KVHOA Board President shall open the hearing at the designated time and place and will present the violation allegations, along with any supporting documentation.
- Owners may appear on their own behalf or provide a representative to attend.
- The charged owner or owner's representative shall be entitled to present evidence to refute the claim of violation.
- If the owner declines or fails to appear at the hearing or provide a representative, the Board may assess the presented evidence and enter a default ruling against the charged owner.
- The Board may either immediately proceed with the deliberations or adjourn the hearing for further deliberations.
- After the final decision by the majority of the Board has been recorded in the minutes, a letter shall be sent to the owner by certified mail, return receipt requested. The letter shall include the findings of the Board along with details of any corrective actions, fines, or suspension of privileges or services provided by the KVHOA.

Fines

If a fine is to be imposed, it shall not exceed Fifty Dollars (\$50.00) per day for the duration of the period that the violation remains uncorrected. Without further hearing, said fine shall begin no less than five (5) days after the Board's decision has been rendered.

If the fine is not paid in full within thirty (30) days of notice, a lien may be filed against the property.

Knollwood Village Regulations and Standards

The following describes the restrictions stated in the Covenants and further augmented by the KVHOA documented Standards:

Alterations, Additions, or Improvements to Townhouse Exterior — All alteration and/or addition requests must have prior approval before work can begin.

- Requests must be submitted to the KVHOA using the Exterior Remodeling Application, blank forms of which are available at the library (pool house).
- Each request must include plans and specifications showing: the location, type, dimensions, and materials of the proposed alteration to be reviewed and approved in writing by the ARC.
- Requests may require a building permit from the Town of Southern Pines and should be obtained before ARC approval can be given.

Note: maintenance items, such as approved exterior colors and roofing options are addressed later in this document under the *Color Standards* heading.

Animals — No farm animals, livestock, poultry, or outside caged animals shall be kept or maintained on or in any Unit:

- Not more than a total of two (2) dogs, cats, and other ordinary household pets as long as they are not, in any manner, kept for commercial purposes and do not become a nuisance to other owners or residents.
- All animals are to be always kept on leashes while outdoors and their owners shall clean up after them.
- Both North Carolina and the Town of Southern Pines statutes do not allow animals to be tied up outside when the owner is not present.
- Stray cats, dogs, or other wild animals should not be fed or encouraged to stay in our community.

Carport Storage — Carports shall not be used as a storage facility. Carports are for vehicles, but allowance is made for outdoor furniture, and storage containers neatly arranged along rear wall of carports.

Clothes Drying — No drying or airing of any clothing or bedding shall be permitted outdoors on any Unit or in any other unenclosed area (including patios) within the property to include the installation of an outside clothesline.

Commercial Activities/Businesses — No commercial activities and/or businesses shall take place in the Knollwood Unit. No solicitation is allowed in Knollwood Village, either door-to-door by residents or outside vendors.

Driveways — The following applies:

- Gravel driveways are to be free of weeds and gravel kept off the roads. Each owner is asked to maintain the road in front of their Unit.
- Asphalt and cement driveways are to be kept clean and properly maintained.
- Enlargement of driveways requires prior approval of the ARC.

Easements — Each portion of a single Townhouse contributing to the support of an abutting townhouse shall be burdened with an easement of support for the benefit of such abutting townhouse.

Garbage and Trash Disposal — The following applies:

- All garbage shall be stored securely out of sight by each owner.
- Trash shall be placed in a bin with a lid.
- Bags alone are not permitted.
- Recycle bins and their contents should be secured to prevent blowing debris.
- Containers can be put out no earlier than the evening before pick-up and removed from the curb prior to the end of that day.
- Yard waste is collected every other week.
- Containers need yellow letters “YW” on the side.
- The same rules apply concerning curbside placement as for trash pick-up.
- Please do not use tarps.
- Dirt and/or soil of any kind will not be picked up.

Hazardous Activities — Nothing hazardous shall be done or kept in any Unit, which would possibly increase the rate of insurance or would be in violation of the law.

House Numbers — The following applies:

- Numbers must be visible from the road. Recommended specifications are:
 - Black in color
 - Minimum height of four inches (4")
 - Reflective
 - Centered over garage door or carport for consistent viewing by Southern Pines Police, EMS, and Fire Departments

Individual Fencing — The following applies to Residential Units as well as Condo Units:

- Perimeter fencing of any kind is not allowed to include Condo Units.
- Privacy fences intended as screens, fencing of courtyards for Units built without privacy walls, and front gates for enclosing court yards may be permitted by the ARC. The final decision is at the Board's discretion.
- All requests must be submitted to the ARC using the Individual Property Request form, along with description of materials, height, and location.
- Existing split rail fences on private property adjacent to the golf course will be maintained by the Unit owner or Condo Association.
- Fencing on private property adjacent to the water tower is to be maintained by the homeowner.
- PAR will maintain the perimeter fences surrounding the golf course, driving range and clubhouse.

Mailboxes — specifications for mailbox posts/holders are available at the Knollwood Library. Sherwin-Williams Forest Brown 3120 is the approved color for outside mailbox structures.

Noise/Nuisance Control — No noxious or offensive activity shall be conducted on or in any Unit nor shall anything be done thereon or therein which may become a nuisance to the neighborhood.

Parking and Vehicles — The following applies:

- **General:**

- No boats, campers, mobile homes, trailers, motorbikes, motorcycles, golf carts, or other types of recreational vehicles shall be kept or permanently stored on the premises.
- No unlicensed vehicle, car, or truck may be stored on the premises.

- **Pool/Condominium Area:**

- Parking in the Community Building space is intended for residents and guests of those residents using the pool, recreational or KVHOA Library facilities only.
- Parking spaces in front of the Community Building may be used overnight by visitors and residents with 2 cars.

- **Housing Area:**

- RV's, trailers, boats, motorcycles, and motorbikes may be parked a maximum of seven (7) continuous days for a total of no more than two (2) weeks during the year.
- Commercial vehicles of any kind are not permitted overnight at any time.
- Parking on pine straw is prohibited as it constitutes a fire hazard.

Post Lights — For the benefit of residents and as a safety measure, post lights will be maintained by the resident in working order and illuminated from dusk till dawn. This is for the safety of all Knollwood residents while walking and/or driving at night.

If your property does not have a post light, carport and exterior lights are to be turned on from dusk to dawn.

Propane Tanks — The following applies:

- The ARC must approve propane tank placement prior to installation.
- A qualified vendor must perform installation.
- Buried tanks are preferred.
- Above ground tanks shall be unobtrusive to the neighboring properties and should not be painted a dark color as this increases heat absorption.

Satellite Dish/Antenna Installations — The following applies:

- Outside antennas, such as those used for amateur radio, are not allowed.
- A qualified vendor must install satellite Dishes.
- Installation at any of the following locations shall not require ARC approval. Priority for such an installation follows:
 1. Mounted on mast of minimum necessary height and located within landscaping.
 2. Mounted behind chimney.
 3. Mounted under eaves.
 4. Mounted just below apex of roof.
 5. If none of these locations provide an acceptable solution, then prior to installation of the vendor recommended positioning, the ARC must be contacted to review and approve the installation.

Signs — No signs or other advertising devices that are visible from the exterior of the dwelling shall be displayed upon any Unit, or in the Common Areas, or in other facilities thereon, without prior written permission of the APC. Temporary signs for approved projects may be allowed.

Soliciting — Soliciting of any kind is not allowed and should be reported to a KVHOA Board member if observed.

Temporary Structures — The following applies:

- No structure of a temporary nature shall be erected or allowed to remain on any Unit unless and until permission for the same has been granted by the ARC.
- All temporary structure requests must be submitted to the ARC using the *Exterior Remodeling Application*
- Approval must be obtained before the requested structure may be erected.

Trees — Our community is enhanced by the trees adding shade and clean air.

- Cutting trees six inches (6”) or greater in diameter requires APC approval.
- If a tree is removed, owners are encouraged to replace a tree on your property.

Yard Sales, Garage Sales, and Tag Sales — The following applies:

- Yard and garage sales are not permitted.
- Tag sales are allowed under the following conditions:
 - Prior approval must be requested by completing the *Tag Sale Permit Application*, available at the library (pool house). The rules and guidelines for the tag sale are listed on the form.
 - A fifty-dollar (\$50) cash refundable deposit to cover possible property damage is required. The deposit will be refunded if no property damage occurs.
 - The Town of Southern Pines also requires a permit for Tag sales.

Yard Appearance — The following applies:

- Yards are to be maintained free of weeds.
- Bushes are trimmed to reasonable heights. In this instance, “reasonable” means that the top of the bush can easily be maintained so as not to look ragged.
- Dead bushes are to be removed.
- Pine straw should be neat in appearance and cleared from the road bordering the Unit.
- Decorative, non-permanent objects should not be excessive or overbearing, as determined by the APC.

- Permanent objects require prior approval as previously specified for exterior improvements.
- Artificial or plastic flowers shall not be part of your landscape.
- Christmas decorations are to be removed by January 15th.
- Other holiday or seasonal decorations shall be removed within seven (7) days after the holiday or seasonal event.

Use of Townhouse Units — Each Townhouse shall be used for residential purposes only and shall only be occupied as a permanent residence by one family at any one time. No Unit shall be converted into a holiday let, VRBO or Air B&B for any length of time.

Use of Common Open Spaces — PAR owns the communal areas indicated in *Knollwood Village* map (*Attachment A*). Every owner shall have a right and easement of enjoyment into these areas subject to provisions as defined by PAR. In addition, PAR also defines use of the driving range and golf course.

Standards for Exterior Paint and Roofing

The following sections detail the standards for exterior painting and roofing.

Exterior Painted Surfaces

Homeowners wishing to paint the exterior of their units must submit an application *to Paint or Replace Shingles* (Blue form) to the ARC for review and approval prior to painting or roofing.

- The application form is available at the KVHOA Library and lists the approved body, trim, and accent colors that are allowed and defines the areas for painting.
- The form also lists the related Sherwin-Williams name and color code for each approved color choice.
- Paint samples of the approved colors are located at the KVHOA Library or by contacting the ARC for clarification of colors.
- Adjacent Units need not be identical in color.

Roofing

Metal roofing is not authorized. Homeowners wishing to replace shingles must submit *Application to Paint or Replace Shingles* (Blue form) to the ARC for review prior to beginning installation.

- The application form lists the approved roofing that is allowed.
- Approved shingle samples are located at the KVHOA Library for review.
- Shingles are to be matched to the adjoining Unit.
- If shingles from a different manufacturer or of a different color are desired, prior approval by the ARC is required and **MUST** apply to **BOTH** Units.

