

PRESTON FALLS VILLAS HOMEOWNER'S HANDBOOK



2022

Preston Falls Villas 2022 Handbook Update

Dear Neighbor,

Welcome! We are happy you have chosen to live in our community. Preston Falls Villas is a collection of beautiful white stucco townhomes with heavily textured roofs, transitional architecture and manicured landscapes. The “Villas” grace both sides of Crabtree Crossing Parkway and are bordered in the rear by the #1 and #13 Holes of the Highlands Course, providing magnificent vistas. The architecture, landscape, proximity to Prestonwood Country Club and its amenities make this community a rare find in the heart of Cary.

Your Homeowner’s Board of Directors has put together this handbook to summarize information on the Villas, which we think will be helpful to you as you settle into our community.

The Rules, Responsibility and Procedures outlined herein have been established by the Preston Falls Villas Board of Directors in compliance with the “Declaration and of Covenants, Conditions and Restrictions” (CCRs) and are extracted from our “Book of Resolutions.” The parent documents are available in complete versions on our website that can be accessed by visiting our website, PFWillas.com.

The Board’s intent is to:

- promote a harmonious environment for the residents while optimizing value of the community,*
- minimize problems and expenses for the Association and residents and*
- provide for the architectural integrity of the neighborhood.*

Sincerely,

Your Board of Directors

WHAT IS THE PRESTON FALLS VILLAS HOMEOWNER’S ASSOCIATION?

Our Homeowners Association was created as an administrative organization to maintain and preserve our common property, to enforce rules for our mutual benefit and to provide other common services to owners. Membership in the Association is automatic upon purchase of a Villa, and all owners are required to share equitably in the expense and work of carrying out the Association’s functions.

All Homeowners have an obligation to pay the monthly assessment on time, thus permitting the Association to meet its financial obligations without penalty, and to follow the rules and regulations so that we may live harmoniously in our community.

Board meetings are held every other month. If you have a need to address the Board, please contact any member. The Board of Directors welcomes your input and your help. Please consider joining one of the Association's committees – Landscape, Architecture, Welcome and Social Committee. We need your energy and ideas; we are all invested and responsible for our success. Please volunteer. Our community will be the better for your interest and your help.

RULES AND REGULATIONS

1. DUES

The annual assessment (commonly referred to as "monthly dues") shall be due on the first day of each month and considered late if not received within 30 days. Dues not received within 30 days are then delinquent and will gather a late penalty of \$20. If not paid, further notifications and penalties will continue under our "Late Fee Collections Resolution", Part 1., Item d. West Side dues \$202/month, East Side \$187. The BOD accepts Dues payments via ACH (auto draft of your checking account) or a single payment by check for one year's dues paid in advance. Dues paid by check must be received by the fifth of January of the target year and must be for 1 year only.

2. ALTERATIONS

No exterior alterations, modifications, or additions are allowed without the prior written consent of the Architectural Control Committee (ACC)/Board of Directors (BOD). A request must be made in writing to the Architectural Control Committee for approval. The Board may or may not approve the request. A written reply to requests will be made within thirty (30) days following receipt of the request. Architectural Review Forms (ARFs) are available as Attachment to Part 1, Item a, "Architectural Control Committee Resolution."

3. MAINTENANCE & REPAIRS

The Homeowners are responsible for all interior maintenance and repairs. Homeowners are also responsible for exterior maintenance issues identified during HOA Annual Maintenance Tours. The HOA is responsible for identifying maintenance issues (that can be determined by visual inspection from ground level) and ensuring completion. A list delineating specific responsibilities can be found on page 6 of this booklet.

4. PARKING & GUEST PARKING

The basic rule is, "Please be considerate of your neighbors." Parking is very limited in PFV and the community was designed to maximize the use of garages for parking, as virtually no other parking is available. Every effort must be made to minimize congestion and impact to neighbors. **No parking** is allowed in the Circle and within twelve feet of the external radius of the circle, see Resolution Part 1, Item c. Clear passage must be left for emergency and municipal vehicles on the service road. Parking on Crabtree Crossing is prohibited because it is designated as a bicycle path except for contractor/service parking. Reference "Parking" Part 1., Item c.

It is the responsibility of the Homeowners to ensure that service contractors follow the "Parking" Resolution by ensuring that circle and Service Road parking rules are followed.

5. PETS

All pets in the Town of Cary shall be kept on a leash and under the direct control of their owners at all times. Pets shall not be allowed to run free, disturb, annoy or otherwise interfere with residents and their guests.

Pet fecal material shall be bagged and discarded as trash in accordance with the Town of Cary Ordinances.

6. COMMON AREAS

Each owner should protect his interest in the Common Area. Please do not abuse the Common Areas by littering or in any way restricting the enjoyment of or do harm to the appearance. Owners are responsible for any such abuse by members of their household, their pets and their guests. Homeowners will be expected to pay for any cleanup or repairs needed as a result of property abuse.

7. PLANTINGS

Plants may be allowed in the plant beds in the front and rear of each home. Please refer to the Resolution, Part 1., Item g., "Landscape Resolution" for planting guidelines and Homeowner responsibility.

Replacement plantings, unless they are serviced by our irrigation system, must be watered by the Homeowner for the first two growing cycles as we have no other resource.

8. CLOTHESLINES

Outside clothes lines are **not permitted** at Preston nor is festooning of clothing on deck rails or patios.

9. ANTENNAS

Outside antennas of all types (including satellite dishes) are not permitted to be placed on the walls or roofs without ACC approval. Satellite dishes maybe placed on supports in the ground but are required to be painted green or white and positioned on the property to minimize visibility. See Resolution Part 1., item b., "Miscellaneous Rulings." The PFV HOA favors the use of cable to minimize the irregular appearance of these dishes.

10. INSURANCE

The Homeowner's Association provides General Liability Insurance for the Common Area. It does not provide insurance for residential units. *Homeowners are required to carry insurance on their Villa covering 100% replacement cost excluding foundation, lot, excavation, etc. and report proof of Insurance annually to the HOA.*

PROCEDURES

The Board of Directors is currently self-managed to handle the administration and day-to-day business of the Homeowner's Association. In most cases, you can get questions answered and problems resolved by contacting any Board member. Their names, email addresses, and phone numbers are in the back of this Homeowner's Handbook and on the Contact List.

The following procedures are based on the Rules & Regulations as set forth in this booklet, as well as in the Declaration of Covenants, Conditions and Restrictions, our Bylaws, our Book of Resolutions and other legal documents that regulate the operation of Homeowner's Association that are posted on our website, PVFillas.com.

A. To Report Damage or Needed Repairs of HOA Maintained Items

See page 6 of this handbook for details of which items are maintained by the Association. Our Financial Service, Wake HOA, maintains a 24-hour answering service for night and weekend emergencies (919-790-5350) and has allowed us to use it.

B. To Request Permission for Exterior Addition or Modification:

All requests must be made in writing using the Architectural Request Form (ARF) and Submitted to the Architectural Control Committee (ACC). The Committee will study each request and provide feedback to the Homeowner either approving the request or denying it. A written reply to requests will be made within thirty (30) days following receipt of the request. Architectural Review Forms (ARFs) are available as Attachment to Part 1., Item a, Architectural Control Committee Resolution and can be found on our website under “Legal Documents.”

C. To Request Permission for Individual (Homeowner) Plantings:

Refer to the Landscape Resolution Part 1, Item g, to determine when requests must be made in writing on Attachment One and submitted to the Landscape Committee. The Committee will study each request and provide feedback to the Homeowner.

If the request requires funding from the Board, the Board may or may not approve the request. In general, you will need permission to plant or remove plants from the Common Area and are free to plant annuals/perennials around the foundation in accordance with the Resolution.

D. To Pay Your Monthly Fees:

Monthly dues can be drafted from your checking account by electronic funds transfer. Please request an ACH (Automated Clearing House) form from Wake HOA at 919-790-5350. The BOD accepts Dues payments via ACH (auto draft of your checking account) or a single payment by check for one year’s dues paid in advance. Dues paid by check must be received by the fifth of January of the target year and must be for 1 year only.

E. Recycle & Trash Collection:

The Town of Cary collects trash on Tuesday of each week and recyclables on Tuesday of every other week. Bagged yard clippings are picked up curbside on Tuesday as well. Contact the Town of Cary (919-469-4090) for further details regarding collection schedules and regulations. Out of consideration for our neighbors, please do not put trash on the curb before the previous night and remove your bins from the curb no later than Tuesday evening.

Note: Holidays often alter the schedule, so keep your TOC waste schedule.

F. Procedural Guidelines and Specifications

The bulk of the Rules and Regulations and basis for procedures can be found in the Book of Resolutions that is located on our website under “Legal Documents”. The Table of Contents is provided below:

Book Of Resolutions
Table of Contents

Part 1 Regulations

Item a., Architectural Control Committee Jurisdiction and use of Architecture Request Form
Item b., Miscellaneous Board Rulings
Item c., Parking
Item d., Late Fee Collection

Book Of Resolutions
Table of Contents (Continued)

Item e., Tree Removal and Pruning
Item f., Townhome Maintenance Standards/Repair and Response to BOD notifications
Item g., Landscape
Item h., PFV Roofs: Rules and Installation Standards

Part 2 Specifications

Item a., Paint Specifications for stucco, trim and decking
Item b., Driveway Replacement
Item c., Lattice, Deck Support and Fascia Construction
Item d., Deck railings
Item e., Chimney Cap and Chimney Chase Covers
Item f., Color and Style of Front Entrance Doors

G. PFV Maintenance Responsibilities

The **Association** is responsible for the following Maintenance and Repairs:

- Assist Homeowners in getting woodpecker holes/golf ball dings repaired with cost to Homeowner
- Provide Annual Maintenance Inspection Reports and follow-up to see that needed maintenance is performed
- Blow/clean and remove debris from Crabtree Crossing, Service Road driveways, porches, decks and parking areas
- Provide for maintenance on the interior and Crabtree streetlights
- Clean roofs, gutters and downspouts. Report plugged underground drains
- Maintain outside water and sewer lines
- Secure Town of Cary support for maintaining the sidewalks and maintaining the walks (not porch stoops)
- Contract termite inspections distribute reports to Homeowners and ensure follow-up
- Maintain street and community signage
- Contract for lawn seeding and fertilizing, grass cutting, shrub pruning, planting of the Common Area, leaf removal, storm debris cleaning
- Tree pruning and removal

The **Homeowner** is responsible for the following Maintenance and Repairs:

- interior structures and surfaces
 - interior plumbing
 - fireplace and chimney flue
 - exterior glass surfaces
 - window screens, window (including operation of)
 - exterior water faucets
 - heat pump and air conditioning
 - mailbox locks and keys
 - exterior water heaters and pressure reducers
 - patios and decks
 - storm/screen doors (including painting)
 - exterior doors (including operation of)
 - exterior door locks, keys and knobs
 - exterior light fixtures and bulbs
 - sewer clogs from house to foundation
 - gas, water and electricity
 - interior pest control
 - any additions made by the Homeowner
- Painting – It has been the long history of the Preston Falls Villas for individual Homeowners to select, hire, manage and pay for painting work identified every 8 years (or more frequently if required). Whether Homeowners select their own painter or use one provided by the HOA, all Homeowners ultimately pay for their own painting services.

To understand past actions please consider that PFV developed the concept of a Trim Paint Program to unify Homeowners for a consistent approach to quality and frequency of painting and to offset the initial cost of painting. The HOA “reimbursed” Homeowners for a portion of their trim painting costs, first based on “the smallest unit to be painted” and of late a standard \$900 reimbursement. These reimbursement dollars initially came from residual year end funds and later a dedicated component of the monthly dues. This year the PFV BOD decided to do away with the “reimbursement” practice due to its immense bookkeeping requirements and changes in materials, paint durability coupled with the massive renovation program underway – all make standardized periodicity for painting unrealistic. There are a number of Homeowners that need to complete their repairs under the 2020 – 2021 Paint Trim Program this summer before the program expires on September 15, 2022.

This practice has been replaced by utilizing our Annual Maintenance Inspection and Reporting to identify painting and other exterior maintenance needs that can be discerned from ground level. In the event that numerous Villas have painting (trim painting or stucco painting) needs, the BOD will undertake to identify a professional, competitive painting contractor to help with identified painting needs. Homeowners may want to consider seeking an independent inspection by a noted paint contractor every 8 years.

In the final analysis, the HOA is responsible for ensuring that all exterior paint (stucco and trim) is maintained, by homeowners, to PFV standards. Any deficiencies will be addressed through the review of the individual *Annual Maintenance Inspection Reports* developed by the HOA.

**Preston Falls Villas
BOD & Committees**

Board of Directors

Phone/Email

Tony Owen (President)	919 741 7500 tonyowen@nc.rr.com
Brooks Beanland (Vice President)	919 274 7030 brooks@beanland.com
Jackie Hage (Secretary)	919 454 9190 hagejb@gmail.com
Lisa Romeo (Treasurer)	919 757 7765 lisaromeo@me.com
Jackie Grewal (Director at Large)	248 875 7401 jagdevkaur@gmail.com

Architectural Committee

Phone/Email

Nazih Hage (Co-Chair)	919 749 6578 nmhage@gmail.com
Tony Owen (Co-Chair)	919 741 7500 tonyowen@nc.rr.com
Lisa Romeo	919 757 7765 lisaromeo@me.com
Michael Fekete	650 465 0367 michael.fekete@pacbell.net

Landscape Committee

Phone/Email

Lisa Romeo (Chair)	919 757 7765 lisaromeo@me.com
Tony Owen	919 741 7500 tonyowen@nc.rr.com