

***Guidelines for Living***  
***at Dover Ridge***

**June 2000**

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Dear Dover Ridge Homeowners, Residents, and Prospective Buyers:

To answer your questions about our community and our homeowners' association, we have prepared *Guidelines for Living at Dover Ridge*, which explains how the association operates, the services provided to members, and the regulations and procedures that have been adopted.

This booklet should be your first reference when you need information about Dover Ridge. It is divided into sections, and contains a table of contents to help you find major topics and page numbers. If you need to know something that is not in this guide, call a Board member or a committee chair.

Dover Ridge is managed by the homeowners. Feel free to contact any member of the Board directly or through regular mail at the following address:

Dover Ridge Homeowners Association  
P. O. Box 71752  
Durham, NC 27722

Our primary goal has been to develop guidelines that will help to ensure a high quality of life and maintain property values without being unnecessarily restrictive. The result is a set of regulations and procedures customized to the needs of the Dover Ridge community.

We hope you enjoy your new home.

Sincerely,

The Dover Ridge Board of Directors

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## **THE ASSOCIATION**

The Association, as a non-profit corporation, is a business, and to be successful, it must be operated as a business. Participation, support, and the enthusiasm of homeowners are key ingredients to making this association work, both financially and as a neighborhood; and apathy is the biggest obstacle to success. There are just four things that each owner must do to see that Dover Ridge functions properly:

- (1) Cooperate with the association by following the rules.
- (2) Participate in a meaningful way, such as by giving some of your time to accomplish association work.
- (3) Always exercise your right to vote.
- (4) Pay your assessments on time.

## **ARCHITECTURAL GUIDELINES**

Architectural regulations and procedures address any modification (i.e. change, deletion, or addition) that affects the exterior of your home.

Research has shown that in times of economic downturn, property values are best maintained in developments where appearance standards are most effectively upheld. To accomplish this in a community where residents are densely located, it is necessary to maintain some degree of consistency of appearance. In implementing these guidelines, we also intend to consider the individual's need for self-expression.

As you study these regulations, you will notice that the individual homeowner is responsible for maintaining modifications made to a unit, and that maintenance responsibility is passed on to subsequent owners.

The following sections list architectural features for Dover Ridge and explain procedures for homeowners to follow if they wish to make modifications to their property. If you have any questions concerning this document or a proposed modification, please contact the Board of Directors.

## **ARCHITECTURAL REGULATIONS**

### **WRITTEN APPROVAL REQUIRED**

- (1) Owners must obtain written approval from the Architectural Review Committee (ARC) before making any modifications to the exteriors of units. Modifications to homes or lots must not detract from the quality of life of the neighborhood and must be compatible with the design character of the original structure and landscaping. This ensures conformity to the overall design of Dover Ridge and compliance with the Declaration of Covenants, Conditions and Restrictions for Dover Ridge Subdivision.
- (2) Applicants will be notified in writing of the ACC's decision within thirty (30) days after receipt of the architectural submittal form.
- (3) Approval of plans or parts of plans does not ensure acceptance of similar subsequent proposals from any other homeowner.
- (4) Please be sure any submittal is completed in its entirety before submission.

A submittal form and instructions are included at the end of this document.

### **APPEALS**

To appeal an application that has been denied approval, applicants must submit a written request and include specific information that clarifies the reasons why the proposal should be reconsidered.

### **CONSTRUCTION AND MAINTENANCE**

- (1) Modifications must be constructed of durable materials, and built according to the approved plans. When the project is finished, it must give the appearance of a professional match to the existing structure.
- (2) Completed modifications must not inhibit access to the lot where construction occurred or create difficulties for anyone with authorized business on the lot.
- (3) Modifications that create a potential additional maintenance expense for the association will not be approved.

- (4) Modifications that encroach on common ground will not be approved.
- (5) The expense of maintenance and/or the actual maintenance of the modifications will be the responsibility of the homeowner and future purchasers of the unit.

#### **MATERIALS AND COLORS**

- (1) Only exterior materials comparable to those on existing structures and compatible with the architectural character of the community will be approved. Dover Ridge's architecture can best be described as traditional/transitional homes with peaked roofs and horizontal siding.
- (2) Exterior color changes must be submitted for prior approval, and will receive approval only if the proposed color is in harmony with the colors originally used on the unit and in the community.

#### **SCREENS, DECKS AND PLANTERS**

- (1) Every effort will be made by the Architectural Review Committee to keep these structures as harmonious as possible with the architectural and landscape character of the Dover Ridge community.
- (2) For the purposes of this guideline, a fence is a structure that completely encloses the rear of the lot. All other fence-like structures will be considered landscaping. This section does not apply to underground invisible, pet barriers.
- (3) All additional fencing of approved style and height will be permitted with prior written approval of the ARC before installation. To be considered for approval, fencing must comply with the following guidelines:
  - a. No cyclone or chain-link fencing will be approved. All other materials will be considered.
  - b. Fences must not exceed 4 feet in height. No "privacy fencing" is allowed
  - c. Fencing may be treated with clear protectant, or painted. However, all exterior treatments must be maintained.
- (4) Any screen changes, changes to existing decks or patios, or permanently positioned planter requires prior written approval from the ARC before installation.

- (5) Proportions must be in scale with the surrounding property and structures.

## EXTERIOR ANTENNAS

- (1) A satellite dish which meets size requirements may be located on any home zoned for residential use provided that it meets the following requirements:
- a. Satellite dishes shall be of the small diameter variety.
  - b. Satellite dishes may be located on the roof of a building provided that the dish is not on the portion of the roof facing the street, and the highest point of the dish is no higher than the peak of the roof.
  - c. Satellite dishes may be mounted on the back or on the side of the homeowner's building, but shall not be mounted on the front.
  - d. In no way shall these guidelines waive more stringent City of Durham requirements nor waive the necessity of any required City of Durham permits.
- (2) The ARC will request that any satellite dish not in conformance with the above placement guidelines be moved.

## PLAY EQUIPMENT

- (1) No permanent play equipment will be allowed on any lot without prior written approval of the ARC. All play equipment types will be considered, provided that they keep with the character of the neighborhood. As with all permanent structures, play equipment must be in good working order.
- (2) Residents are responsible for keeping non-permanent children's play equipment out of the way of maintenance contractors and for repairing any damages caused to common areas and/or structures. Non-permanent children's play equipment must not be left in common areas overnight.

## EXTERIOR LIGHTING

- (1) All exterior lighting, permanent or temporary, requires Architectural Review Committee approval before installation.
- (2) Exterior lighting will not be installed or directed in a manner that creates an annoyance to neighbors.

- (3) Exceptions to this rule include all seasonal or holiday lighting, or low voltage landscape lighting. Please ensure that your decorations are put up not more than 6 weeks prior to the holiday, and taken down within 6 weeks from the holiday.

#### **GENERAL USE OF SIGNS**

- (1) Residents may not place signs, including directional ones, along the streets or at the entrance to the Dover Ridge subdivision.
- (2) No sign may be attached directly to the outside wall of the buildings or to any plant, tree, or mailbox.
- (3) Special purpose, temporary, signs are permitted. These signs include birth announcements, etc. The signs are not permitted for more than seven days.
- (4) Signs supplied by a security company, for the express purpose of warning that a security system is in use on the premises, are expressly permitted.

#### **FOR SALE OR FOR LEASE SIGNS**

- (1) Only one sign, not to exceed six (6) square feet, is allowed per home.
- (2) Signs may not be placed within common areas. Signs must be placed on the individual property
- (3) Realty signs must be removed no later than seven (7) calendar days after the house has been sold and closed.

#### **MAILBOXES**

- (1) Mailboxes of the same style are required and have been provided by the builder.
- (2) Contact any member of the Board of Directors for all information regarding nameplates.

#### **CLOTHESLINES**

- (1) Exterior clotheslines are prohibited.



- (2) Items should not be draped over deck railings. Exceptions include short-term duration drying of rugs, bedding, etc.

## **GROUNDS AND MAINTENANCE GUIDELINES**

As with the architectural guidelines, regulations and procedures for the grounds were developed with the goal of allowing as much individual decision making as possible within a framework of consistency that would maintain and increase our property values. Many sensitive issues, such as parking and animals, were addressed, and the Board of Directors adopted the following regulations after careful deliberation.

### **Parking Regulations**

#### **UNASSIGNED PARKING**

There is no assigned parking within Dover Ridge. The following shall apply with regards to parking by owners/residents and guests:

- (1) Residents must park in their own garages and/or driveways. Parking on grass areas is prohibited. Residents are encouraged not to park on streets if not absolutely necessary.

#### **AREAS OF PROHIBITED PARKING**

Parking is not permitted by anyone in the following areas:

- (1) On grassed areas
- (2) In Common Areas
- (3) Within ten feet of a fire hydrant
- (4) On or overhanging any portion of a sidewalk, curb, steps, or driveway
- (5) Within three feet of a mailbox

## **PARKING BY NON-RESIDENTS**

- (1) Parking by non-residents is permitted only while visiting residents.
- (2) Residents are responsible for ensuring that guests adhere to parking regulations.

## **PARKING OF BOATS, CAMPERS, ETC.**

We cannot discourage anyone owning boats and campers. It is encouraged that they be stored as discretely as possible, by parking them behind a fence or storing them as close to the back of the house as possible (less seen by the road).

## **PARKING OF INOPERABLE OR UNREGISTERED MOTOR VEHICLES**

Inoperable or unregistered motor vehicles and/or motor vehicles not displaying current license plates must be stored in a garage, out of view from the street and surrounding houses.

## **Vehicle Regulations**

### **VEHICLES NOT REQUIRING LICENSES**

Operation of motorized vehicles that do not require licensing and registration is not permitted within Dover Ridge. Mopeds and small lawn tractors operated by residents and grounds maintenance equipment are excepted.

### **AREAS WHERE OPERATION IS PROHIBITED**

Operation of any vehicle, with the exception of maintenance vehicles authorized by the association, is not permitted on Dover Ridge's common areas, including grassed areas, sidewalks, walking paths or wooded areas, without the prior written approval of the Board of Directors.

## **SPEED LIMIT**

No vehicle may be operated within Dover Ridge in excess of the posted speed limits.

## **REPAIR OF VEHICLES**

- (1) Minor and emergency repairs to vehicles are allowed, preferably in the homeowner's garage. At no time is the curbside to be used for any vehicle repair.
- (2) Once initiated, repairs must be completed within forty-eight hours.
- (3) Homeowners are responsible for the cost of repairing any damages caused during vehicle repair work.
- (4) Care must be taken that no fluids (oil, antifreeze, etc), are released onto driveways or streets. If spillage occurs it must be cleaned up immediately.

## **Building and Grounds Regulations**

### **OCCUPANCY OF UNITS**

- (1) Each unit may be occupied by the owner(s) and his or her family, rented to one family (per unit), or leased to a maximum of four unrelated individuals whose names are recorded on a single lease.
- (2) Owners who occupy their units may not lease or rent any part of their unit to others. The intent is to maintain the single-family design of the neighborhood.
- (3) Units may not be remodeled to create separate apartments with private entrances.

### **HOMEOWNER RESPONSIBILITIES**

Homeowners are responsible for the following:

- (1) Providing all residents of their unit(s) with a copy of all association documents, including the regulations and procedures in ***Guidelines for Living at Dover Ridge***.
- (2) Ensuring that residents and guests of their unit(s) comply with all regulations, by-laws, covenants, declarations of the association, and with city ordinances and laws.
- (3) Paying all assessments, fines and charges incurred by residents and guests at their unit(s).

#### **GARBAGE AND TRASH**

- (1) Garbage containers should have self-locking lids that securely cover the containers at all times.
- (2) Whenever possible, all garbage and trash must be inside containers.
- (3) After garbage pick-up, containers must be placed in an area not visible from the street.
- (4) Trash may be placed at the curb after 6 PM on the evening before scheduled pick-up. If trash is not picked up, it must be removed before 8 PM on the day pick-up was scheduled. Empty trash containers must also be removed before 8 PM on the day of pick-up.
- (5) Disposal of kitty litter or any other garbage, trash, or debris is not permitted on any portion of the common areas.
- (6) Recyclables may be placed in appropriate containers at the curb after 6:00 PM on the evening before scheduled pick-up. The containers must be removed before 8:00 PM on the day pick-up was scheduled, and stored inside the garage.

#### **FRONT YARDS, WALKS, AND STOOPS**

- (1) Items such as bicycles, tools and toys should be removed from front yards, walks, and stoops when the items are not in use.
- (2) Residents are responsible for keeping their front yards, walks, and stoops free of trash and litter.

## REAR YARDS, DECKS, PORCHES, AND PATIOS

- (1) Rear yards, decks, porches, and patios must not be used as storage areas for boxes, tools, building supplies, and other items that are not usually associated with these areas.
- (2) Residents are responsible for keeping their rear yards, decks, porches, and patios neat and free of trash and litter.

## GARDEN SHEDS & OUT-BUILDINGS

Garden sheds and outbuildings must be approved by the Architectural Review Committee of the Dover Ridge Homeowners' Association in advance of construction or placement. A diagram of the structure showing the size and placement, scaled to the existing structures, and showing the placement on the lot must be submitted to the ARC. To be considered for approval, these structures must comply with the following guidelines:

- (1) The structure must be constructed of wood, and have siding and shingles comparable to the existing house.
- (2) The structure must have an architectural style similar to the existing house and/or other houses within Dover Ridge
- (3) The structure must be placed no closer than two feet from common property lines
- (4) The structure may be no more than 150-sq. ft. in interior floor space.
- (5) The structure must be a single story.
- (6) The structure must not be higher than 6 inches from the ground. If the shed must be built on a slope, then the up-slope side of the structure must not be more than 6 inches from the ground.
- (7) A color photograph of the proposed structure, or architectural drawing describing colors of siding and shingles must be submitted along with the application.

## NOISE

The following are prohibited within Dover Ridge:

- (1) Sounding of a horn or any other device on a vehicle except as a danger signal.
- (2) Playing any musical instrument, radio, television, phonograph, or stereo in a manner that disturbs the quiet or comfort of any person in any unit(s).
- (3) Operating any motor vehicle without a properly functioning muffler or other noise-diminishing device that will effectively prevent loud or explosive noise. Starting and leaving vehicles unattended is strongly discouraged.
- (4) Firing or discharging firearms for the purpose of making noise. The discharge of fireworks within Dover Ridge is prohibited.
- (5) Keeping any animal or fowl that makes noise that disturbs the quiet or comfort of any person.
- (6) Any activity that disturbs the quiet or comfort of any person.

## **ANIMALS**

- (1) Animals may be walked with a leash in the common areas and public streets of Dover Ridge. All owners/residents are required to “clean up” after their pets.
- (2) It is prohibited for animals to relieve themselves within fifty feet of any dwelling within Dover Ridge, other than the owner’s home. Animal owners are responsible for the immediate clean up of any “accidents”.
- (3) Animals may be left outside only under ALL THREE of the following conditions:
  - The animal must not be a nuisance to other homeowners or residents.
  - The animal must be on the owner’s property.
  - The animal shall be kept in the rear yard, enclosed by a fence approved by the association. Note that hidden (invisible) type fences are allowed, with approval of the ARC.
- (4) Chain-link dog kennels are expressly prohibited within Dover Ridge. Any such dog kennel reported to or found by the management must be removed immediately by the owner. Failure to remove the kennel within

seven days from the Board of Director's request will result in the kennel being removed at the owner's expense.

(5) The cost of repairing any damage caused by an animal is the responsibility of the homeowner of the residence where the animal resides or is visiting.

(6) All owners/residents must adhere to local governing rules and regulations regarding pets, which may include the following:

- Animals must be restrained at all times.
- Dogs and cats over four months old must be inoculated against rabies.
- Any person owning or in charge of any dog must immediately remove and dispose of feces deposited by the dog.
- Public nuisance animals are prohibited. A public nuisance animal is one that:
  - ❖ Is repeatedly at large
  - ❖ Damages the property, including plants, of anyone other than the owner
  - ❖ Is vicious or acts in a threatening manner
  - ❖ Causes fouling of the air from odors
  - ❖ By virtue of the number or type, is offensive or dangerous to the public's health, safety, or welfare
  - ❖ Excessively makes disturbing noise
  - ❖ Is diseased or dangerous to the public's health
  - ❖ Causes unsanitary conditions of enclosures or surroundings

## **FIREWOOD STORAGE**

(1) Firewood must be neatly stacked, off the ground, on or under rear decks or under rear stairs, away from wood siding and wooden fences, and not visible from the street.

(2) Any firewood that is found by the Board of Directors to be decaying or to contain insects must be removed immediately by the owner. Failure to remove the wood within seven days from the Board of Director's request will result in the firewood being removed at the resident's expense.

(3) Residents are responsible for the cost of repairs for damages caused by their firewood.

(4) Stacking of firewood on grassed areas is prohibited.

#### **LAWNS LANDSCAPING AND PLANTING**

- (1) Residents are responsible for the maintenance of their lawns and any plantings they undertake, including weeding, trimming, and proper removal and disposal of dead vegetation.
- (2) Residents are responsible for the cost of repairs for damage caused by their plantings.
- (3) Detailed plans must be submitted in order for retaining walls to be considered.

#### **SOLICITING**

Soliciting within Dover Ridge is prohibited.

#### **ASSESSMENT GUIDELINES**

Wherever homeowners share common items, such as streets, walkways, ponds, grounds, and utilities, it becomes necessary to develop a way of managing those shared features on behalf of all homeowners. To ensure the maintenance and improvement of the common areas and the homes in the community, the association must pay for operating expenses such as repairs, ground maintenance, utilities, and insurance premiums. In addition, the association must accumulate reserves for the maintenance and replacement of landscaping, lights, play-equipment, and other commonly held property.

As defined in the Declaration of Covenants, each homeowner bears equal responsibility for the types of expenses mentioned in the paragraph above. The Board of Directors, which is the governing body of the Association, calculates monthly assessments by:

- Estimating annual expenses
- Dividing the number of owners (to allocate equal shares)
- Dividing by twelve (to determine equal monthly payments)



As recorded in the Dover Ridge Declaration of Covenants, the monthly assessment is a lien, and owners of lots are personally obligated to pay the Association an annual charge or special assessment.

### **Assessment Regulations**

#### **DUE DATE AND HOW TO PAY**

- (1) Annual assessment for Dover Ridge are due:
  - Annually or
  - Semi-annual payments
- (2) The unit owner is responsible in all cases for the full and timely payment of assessments.

# Dover Ridge Homeowners Association



Dover Ridge Homeowners Association  
P. O. Box 71752  
Durham, NC 27722

## **ARCHITECTURAL SUBMITTAL AND APPROVAL PROCESS**

Thank you for inquiring about the Architectural procedures established by your Homeowners Association. As a homeowner you need to be aware that it is your responsibility to complete an Architectural Request Form prior to making any changes, additions or deletions to the exterior of your home or property. The process will be the same for all submittals with the required details varying depending upon the type of change.

### **ITEMS TO BE SUBMITTED:**

- 1) Architectural Request Form completed in its entirety.
- 2) Plot plan outlining the position or placement of the change or addition.
- 3) Drawings/plans showing the construction of the change or addition.
- 4) Samples of paint, siding, or any other items that may be helpful in making a decision.

Submit your completed Architectural Request Form to the Architectural Review Chairman to perform an initial review for completeness and legibility. Incomplete or illegible submittals will be returned to the homeowner.

The Architectural Review Chairman will complete a standard response letter indicating the final decision. Approval of any submittal or portion thereof does not ensure approval of similar submittals, as each submittal will be considered on its own merits. Any alterations/deviations may require a resubmittal, please contact any Board member for more information.

### **REMINDERS:**

- 1) No construction shall begin without written approval.
- 2) Town Building permits may need to be obtained and will be the responsibility of each homeowner.

- 3) Allow enough time for processing and approval in planning for construction. The Declaration of Covenants and Restrictions for your association has established a time frame of 30 days too which approval or denial must be granted by the Developer, Board of Directors or Architectural Committee. In the event that this is not done in the required time frame, approval is automatically given. Please refer to your copy of the Declaration of Covenants and Restrictions for your association, under Architectural Control.

#### Appeals:

To appeal a disapproved submittal, submit a written response to the Board of Directors, including specific detailed information that clarifies why the submittal should be reconsidered. Submit this information to the Architectural Review Committee for review by the Board of Directors.



# ARCHITECTURAL REQUEST FORM

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION: \_\_\_\_\_ DIMENSIONS: \_\_\_\_\_

MATERIALS: \_\_\_\_\_

COLOR: \_\_\_\_\_ APPROXIMATE COST: \_\_\_\_\_

Do you hereby agree to replace and/or repair, at your sole expense, any damages to common areas, personal residence areas, including grass, walk, trees, building, roads, etc. as a result of your making approved modifications? \_\_\_\_\_

Upon transfer of ownership of subject property, do you agree to inform the new owner of the maintenance agreement prior to the transfer? \_\_\_\_\_

Signature: \_\_\_\_\_

(A SKETCH MUST BE DRAWN, IF APPLICABLE, ON THE BACK OF THIS FORM OR SUBMIT LOT PLAN)

SUBMIT TO: Trina Holland, 25 Garden Hills Court or  
Dover Ridge Homeowners Association, PO Box 71752, Durham, NC 27722

**INTERNAL USE:**

Date Received: \_\_\_\_\_ Date Submitted to Board: \_\_\_\_\_  
(This marks the beginning of 30-day response period)

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Architectural Committee Recommendations to Board:

\_\_\_\_\_

\_\_\_\_\_

Conditions for Approval:

\_\_\_\_\_

\_\_\_\_\_

Reasons for Disapproval:

\_\_\_\_\_

\_\_\_\_\_

Signature

Date





