

# OAK PARK

Homeowners Association

[www.oakparknc.net](http://www.oakparknc.net)



## Handbook

POLICIES & PROCEDURES

# **Attention!!**

## **Oak Park Homeowners and Renters**

(www.oakparknc.net)

Over the past few years, Oak Park has experienced a large number of new homeowners and renters. In response to this high turnover and to numerous calls from current residents, the Home Owners Association Board would like to request that you read and comply with the enclosed Handbook (Policies and Procedures). It is our hope that by complying with these policies that our collective property values will increase and that everyone will enjoy living in our community. If you have any questions or concerns (or would like to volunteer) please call one of the current Board members.

### **Handbook Highlights:**

- No parking is permitted in the **street or yard** of any lot.
- No commercial trucks or vehicles over 1 ton, school buses, campers, trailers, boats or boat trailers, utility trailers, recreation vehicles or any other vehicles deemed to be unsightly shall not be parked in the street, driveway, front, side or back yard of any lot. **All such vehicles must be stored off-site.**
- Maximum speed limit for our community is **25 mph.** (This will be enforced)
- No pets are to be walked without a leash (City of Concord Leash Law).
- Pets should be kept away from neighbor's yards, landscaping, shrubs, clubhouse, playground, swimming pool and tennis courts. **You must clean up after your pet.**
- Please show consideration of your neighbors. Pets must be controlled so as not to disturb other residents or create a nuisance.
- Construction of any type of structure or improvement on any lot in Oak Park **requires prior approval** from the Architectural Review Committee. (Includes but not limited to: outbuildings, garages, fences, walls, exterior remodeling or additions)
- The clubhouse is available for use by the homeowners of Oak Park. A fee of \$45.00 and a security deposit of \$75.00 will be required. The security deposit will be returned only after the clubhouse chairperson has **inspected for damages and cleanliness.**
- The pool will be opened from the middle of May through Labor Day. You will be required to have a pool pass card for entry. **Any family delinquent in property owner dues will not have their card activated until the dues are paid in full.**
- All yards and lawns must be maintained and deemed attractive.

Violations: a letter will be sent by the Management Company stating the violation and time frame to correct. If the violation is not corrected or a subsequent violation occurs a **fine up to \$100 per day or per occurrence may be assessed** in accordance with NC General Statute 47F.

Please read the enclosed Handbook for more detailed information. **THANK YOU**

# OAK PARK HOMEOWNERS ASSOCIATION POLICIES & PROCEDURES HANDBOOK

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The community newsletter "The Oak Leaf" will be circulated periodically to announce events and community activities. Homeowners are also asked to frequently check the web site and reader board by the clubhouse for current notices of upcoming events/issues.

This Handbook was revised May, 2007

## Preface

Welcome to Oak Park!

This handbook provides information about practices and policies at Oak Park. Homeowners should familiarize themselves with this handbook as well as the Declaration of Covenants, Conditions and Restrictions and Architectural Guidelines.

Adherence to the policies in this handbook and to the Declaration, combined with a spirit of consideration and willingness to work together will assure us of a quality community, where all residents are happy to live.

The Declaration contains information regarding ownership, elections and general rules not in this handbook. For a copy of Declarations, please contact the Association Management Group @ 704-889-7500. Copies of the documents can be mailed first class or e-mailed in Adobe Acrobat .pdf format.

Homeowners/residents are responsible and accountable for their own actions as well as the actions of their guests. Any violations of the policies herein will be subject to the following:

1. On the first violation reported to or observed by the Management Company, a letter will be sent stating the violation, a time frame to correct, and consequences of noncompliance.
2. If the violation is not corrected or a subsequent violation occurs, **a fine up to \$100 per day, or per occurrence may** be assessed in accordance with North Carolina General Statute § 47F.

Fines will be assessed in accordance with the foregoing; therefore it is important to read these policies carefully.

## **Board of Directors**

The Oak Park HOA Board of Directors consists of five (5) homeowners. Each director is elected for a two-year term, with two directors elected in even-numbered years and three directors elected in odd-numbered years. Through a recent amendment to the By-Laws, the Association's Annual Meeting is held each September.

For a list of current board members, contact the Association Management Group, check the Oak Leaf newsletter or the community web site.

The board's responsibilities are outlined in the Declaration and Bylaws. The board also serves as liaisons to community committees and approves all projects in the homeowner association.

The Vice-President serves as chair of the architectural committee. The Treasurer reviews the association's finances and makes a monthly report to the board. The Secretary records minutes and keeps accurate files on the association activities.

### ***BOARD MEETINGS:***

Contact the Association Management Group, view the web site, or check the clubhouse reader board for the monthly meeting schedule. Homeowners are welcome at meetings and may present concerns by obtaining an addition to agenda from Association Management two weeks prior to the board meeting. The board will approve and confirm agenda items.

## Management Company

The Management Company assists in operating the homeowner's Association. We are currently under contract with:

Association Management Group of Charlotte, Inc.  
PO Box 472029  
Charlotte, NC 28247  
(704) 889-7500  
FAX: (704) 889-9500  
E-mail: request@amgworld.com

### *When using coupons, mail dues to:*

Oak Park HOA  
P.O. Box 19528  
Charlotte, NC 28219-9528

### *When using on-line banking, mail dues to:*

Oak Park HOA  
c/o Association Management Group of Charlotte, Inc.  
P.O. Box 19528  
Charlotte, NC 28219-9528

Make sure your account number is in the reference field for checks sent using on-line banking.

#### Reminder:

Dues are payable no later than the 15<sup>th</sup> of the month in which they are due and must be paid in full no later than June 15<sup>th</sup> of each year. To ensure proper credit, be sure to include your payment coupon.

## Annual Assessments

In January of each year, each homeowner is assessed a fee for the operation of the association. This assessment covers expenses, including but not limited to, clubhouse water, sewer, electric, heating, cleaning and general maintenance, outdoor common area lighting, clubhouse pest control, common area grounds maintenance, improvements, clubhouse and facilities exteriors, swimming pool, tennis courts, management company, legal services and insurance.

Per Article V, Section 7 of the Declaration of Covenants, the payment due dates for the assessments are set by the Board of Directors and the annual assessment is payable in three (3) equal installments on February 1, April 1 and June 1. Past due payments are assessed late fees. Payments should be made payable to Oak Park HOA at:

Oak Park HOA  
c/o Association Management Group  
P.O. Box 19528  
Charlotte, NC 28219-9528

Please be sure to include your payment coupon with each check so the bank can accurately credit the deposit. If you do not have a payment coupon, send your payment to the Association Management Group of Charlotte, Inc. (address on 3-1). Contact the Management Company for additional information concerning these monthly assessments.

Currently, the total assessment is \$375.00 per home.

### **Policy for Past-Due Monthly Assessments**

**Payments are considered past due after the 15<sup>th</sup> of each pay period. A \$15.00 late fee is added to payments received after the 15<sup>th</sup> and assessed each month until your account is brought current. If annual dues are delinquent, pool and clubhouse privileges will be suspended until payment is made current.**

The Management Company prepares a list of past due monthly assessments for the Board of Directors to review. The Management Company will proceed with legal action if a homeowner is *more than 30 days past due* on a payment. If legal action is taken, filing fees, court costs, and attorney fees will be added to the homeowner's fees.

The Oak Park Homeowners Association has certain fixed and variable expenses each month. To keep the Association running smoothly, it is important that assessments be paid on time. The Board can take steps to have a lien placed on any home that is past due on monthly assessments. Attorney's fees and other costs will be included as part of the lien. The Board also will proceed on foreclosure of liens.

Your HOA fees may also be paid on-line using Visa, Mastercard, American Express or Discover Card at AMG's website. Go to [www.amgworld.com](http://www.amgworld.com) and click on the For Our Clients button. Choose the AMG Fast Pay option and follow the prompts to pay by credit card. An administrative fee is charged by the company processing your credit card payment. This administrative fee does not go to either the HOA or AMG.

## **Insurance**

The Homeowners Association maintains a fire and casualty insurance policy on the Clubhouse building, facilities and common areas. The premium for this insurance coverage is included in the annual assessment. Each homeowner needs to insure his/her personal property for fire and casualty.

The Association also has coverage for the Board of Directors and Officers Coverage, as well as Fidelity Bond Insurance.

The Policy is held with Nationwide Insurance. The Agent is Mike Bare #704-366-8663.

If you have questions regarding our coverage please contact the Association Management Group of Charlotte, Inc.

## Clubhouse

The Clubhouse is available for use by the homeowners of Oak Park. It is not available for use by persons that reside outside of Oak Park.

A Fee of \$45.00 and Deposit of \$75.00 are required to rent the Clubhouse. To reserve the clubhouse, please log on to the Oak Park website [www.oakparknc.net](http://www.oakparknc.net). First click on the reservation calendar to determine if your desired date is open. If so please use the submit button to request your reservation. Security deposit will not be returned until clubhouse is inspected by Clubhouse Coordinator.

The renter is responsible for cleanup after the event and will be charged for repair or replacement costs for damage done to the clubhouse. The Management Company will advise the renter of any charges for cleaning or damages and will then refund any portion of your Deposit that remains. Please note it may take up to two weeks to receive your refund.

The Clubhouse Coordinator and their contact information are listed on the web site. You will be given access to the clubhouse on the day of the event so you can set up for your party.

- **SMOKING is prohibited in the Clubhouse.**
- **Residents will be held accountable for any damages incurred to the Clubhouse during their rental period.**
- **Garbage containers at Clubhouse are for Clubhouse use only.**
- **Homeowners must be present during the entire function.**
- **The number of guests is limited to a maximum of 50.**
- **All activities are to be confined to the clubhouse. Refer to the rental agreement for specific references for use of the clubhouse & common areas.**
- **Clubhouse premises must be vacated by 1:00am, unless a special extension of time is approved by the Clubhouse Chairperson prior to the start of the function.**
- **Due to potential overcrowding of the pool facility during peak use by all homeowners, no clubhouse rental parties will be able to use the pool facilities on Saturdays, Sundays or holidays. Clubhouse rentals Monday through Friday may use the pool, but pool party agreements & additional lifeguard staffing must be set up between the renter and Carolina Pool Management two weeks prior to the rental.**
- **Cleanup of the clubhouse must be completed at the end of the rental period, following the checklist provided with the rental agreement. Make sure to contact the Clubhouse Coordinator immediately if, upon entering the clubhouse for setup, you note any damage or the clubhouse is not clean.**

## Parking

1. No parking is permitted in fire lanes or in the ingress/egress of any street(s) within the property.
2. Commercial trucks or vehicles over 1 ton, school busses, campers, trailers, boats or boat trailers, utility trailers, recreation vehicles, or any other vehicle deemed to be unsightly shall not be parked in the street, in a driveway in the front yard, in a side yard, or in the back yard of any lot. **All such vehicles must be stored off-site.**
3. **The restrictive covenants for the Parkside section of Oak Park prevent commercial vehicles of any kind or size. Streets in Parkside include Deerfield, Bristol Place, and Greenfield.**
4. Unlicensed vehicles, vehicles with expired tags, and/or vehicles with expired inspection stickers are prohibited in all areas of a homeowner's property. Vehicles that are not road operable (either temporary or permanent) and wrecked vehicles are prohibited in all areas of a homeowner's property.
5. No vehicles such as moving vans or delivery trucks shall be parked, driven across or driven onto the common lawn or walkways. Any damage resulting from the violation of this policy shall be at the direct expense of the unit owner.
6. Residents are responsible for informing their guests of the correct parking locations, and verifying that they have not parked in violation of these rules. Parking violations are to be reported to the Management Company. Overflow parking is available at the Clubhouse for short-term use only, as opposed to on-street parking.
7. A maximum speed of **25 mph** is posted within the streets of Oak Park.
8. Day Parking at the Clubhouse is prohibited except for those using the pool or other recreational facilities and authorized car poolers. Please contact a Board Member to register your car pool.
9. **No parking of any vehicles of any kind is allowed on front yard, side yard, or back yard of any lot in Oak Park. This includes two wheels on the street and two wheels on the grass.** The City of Concord has adopted an ordinance regarding parking on the grass, which is subject to a fine of \$100.00.

## Swimming Pool

The pool is available for the use of current residents of Oak Park and their guests only.

### Rules & Regulations:

Each Oak Park property is issued one pool pass card for use by the owner and their immediate family. **Any family delinquent in property owner dues will not have their card activated until dues are paid in full.** Pool cards are used for gate access. You will also be asked to sign-in when visiting the pool;

### SAFETY

- Absolutely NO Glass is allowed within the pool area;
- No running, pushing, wrestling or other horseplay is permitted that is unsafe or disturbs the enjoyment of the pool facilities for all;
- No towels or foreign objects (paper, cans, etc.) in the pool;
- NO diving;
- NO portable grills of any kind in the pool area;
- The pool and pool area must be evacuated with the threat of and during any electrical storm;
- There will be a 10 minute break each hour for the lifeguards. This will be an "Adult Swim" time and only adults over the age of 18 will be allowed in the pool at this time;

### GUESTS

- Only homeowners and their guests are permitted in the pool area. Homeowners will be held responsible for all actions and/or damage of their family and guests at all times;
- All guests must be accompanied by their inviting resident, who must be at least 16 years of age, while in the pool area;
- Residents and guests are required to sign in upon arrival;
- There is a limit of 6 GUESTS PER HOMEOWNER.

### HEALTH & CLEANLINESS

- Caution your children to use the toilet facilities provided at the pool area. A cleaning fee will be charged to anyone caught defecating in the pool;
- Children in diapers will NOT be allowed in the pool without rubber pants over the diaper;
- Deposit trash in the receptacles;
- NO rocks, debris or gum is allowed in the pool area;

- Only proper swim attire is allowed. NO cutoffs are permitted in the pool;
- Admission to the pool will be denied all persons having any infectious disease. Persons with excessive sunburns, open sores, bandages, inflamed eyes, colds, nasal or ear discharge or any other ailments which could adversely affect water cleanliness, and/or endanger the well-being of others will not be permitted in the pool;
- Absolutely NO PETS are permitted in the gated pool area.

### **POOL EQUIPMENT**

- Under no circumstances is any person to play with the cleaning implements;
- Pool furniture may not be removed from the pool area or placed into the pool.

### **NOISE**

- Due to the close proximity of some homes to the pool area, and so as not to interfere with other pool users, the noise level must be kept to a minimum. Battery operated radios and TV's are permitted at low sound levels only and, at the lifeguard's discretion;
- NO foul language is permitted.

### **SCHEDULE OF OPERATION**

- The pool will open, with a lifeguard on duty, daily from 10:00am-9:00pm (4:00pm-9:00pm Mon-Fri on school days);
- The pool will be available from 8:00am-10:00am (8:00am-4:00pm Mon-Fri on school days) for ADULTS and ADULT MOTHERS/FATHERS with small children, for swimming laps, etc. NO LIFEGUARD will be on duty during these times, therefore the use of the pool at these times will be at the RISK OF THE RESIDENT;
- During the hours of 8:00am-10:00am, swim lessons may be offered for residents and their immediate family members by the Pool Management Company lifeguards ONLY. Specific lesson times and services will be at the discretion of the lifeguards and residents.

### **CHILDREN**

- All children between the ages of 13-17 will need a photo ID: either a NC driver's license or an Oak Park ID. Children 13-15 will be permitted to bring one guest and may be at the pool without adult supervision as long as they have their photo ID and their parent registers the guest with CPM.

## **PARKING**

- The pool parking area is reserved for homeowners using the pool or recreational areas around the pool;
- BICYCLES, SKATEBOARDS, SCOTTERS, MOTORIZED BICYCLES, ETC., are NOT permitted inside the pool area.

## **ALCOHOLIC BEVERAGES**

- Anyone that is obviously under the influence of intoxicants will NOT be permitted to use the pool and will be asked to leave, if so determined to be of danger to themselves or others, by the lifeguard on duty;
- Alcoholic beverages in the pool area are permitted for those 21 and older. Members and their guests are asked to use this privilege with responsibility and respect, in regard to other pool facility patrons. Anyone under 21, caught with alcohol, will be asked to leave and the Police will be called. These members can have their privileges suspended upon a hearing with the Board of Directors.

## **CLUBHOUSE RENTALS**

- The use of the pool facilities, in conjunction with a clubhouse rental, is strictly prohibited on WEEKENDS and HOLIDAYS;
- Clubhouse rentals with pool use require an additional lifeguard to be hired at the resident's expense. Pool party forms are available from the lifeguards/pool manager, and also from the clubhouse rental coordinator. Arrangements must be made with the pool management company for additional lifeguards two (2) weeks prior to the rental date.

## **LAP LANE**

- A lap lane has been installed to permit homeowners to swim laps unimpeded by other people at the pool. Please advise the lifeguard if you wish to swim laps and the lifeguard will clear the lane. Please do not hang onto the lane line.

Smoking is permitted only in areas where smoking urns are provided. Please dispose of all cigar and cigarette butts in the smoking urns.

No one is allowed in the pump house unless designated by the Management.

You are to furnish your own combination lock if you wish to store personal belongings in the lockers located in the restrooms. Neither the Management nor the homeowner's association accepts responsibility for loss/stolen or damage of personal belongings stored in lockers. Locks must be removed at the end of each day.

No one under the age of 21 is permitted to swim alone. We recommend that everyone use the buddy system.

The Pool Management Company will provide janitorial service and will clean the pool area and restrooms. The Pool Management Company, along with Board Members and the Management Company, is responsible for the enforcement of these rules and regulations.

- |             |   |
|-------------|---|
| 1st Offense | Written warning   |
| 2nd Offense | Written warning, hearing and 5 day suspension of pool privileges.                               |
| 3rd Offense | 30-day suspension of pool privileges.   |
| 4th Offense | The parents and/or Oak Park Homeowner must meet with the board. Maximum of a 60-day suspension. |

The Management requests that all members of the Oak Park Association share in the responsibility of enforcing these rules and regulations.

Anyone committing an offense or rule violation that results in additional monies for cleaning, chemicals or repairs will be charged a minimum fee of \$25.00.

The Board of Directors reserves the right to change, delete and or add rules and regulations as the need arises.

All pool furniture **must remain inside pool area** and shall not be moved to Clubhouse or yard areas.

#### ***POOL MAINTENANCE:***

The pool is Managed by:

Carolina Pool Management  
40 Odell School Road, Unit 4  
Concord, NC 28027  
704-788-7946

## Tennis, Volleyball & Basketball

The tennis, volleyball, and basketball courts are also for the use of Oak Park residents. These facilities are to be used for the activity intended.

- No animals are to be on the courts at any time.
- No boisterous conduct or inappropriate/foul language shall be tolerated at these facilities.
- No skates, roller blades, bikes etc. are to be brought unto the courts.
- Please be sure to lock the tennis court gates after each use. Proper shoes are required on the tennis courts. (white sole shoes)
- Persons under the age of 12 must be accompanied by a parent, legal guardian, and/or designated resident of Oak Park over the age of 16.
- Courts are to be used on a first come first served basis. Limit is one hour when others are waiting to use.
- No glass containers are permitted on the courts.
- No food, drink or gum is allowed on the courts.
- Guests are welcome only when accompanied by an Oak Park resident.
- Smoking is permitted but please do not leave cigarette butts on the courts.

There is no clean-up crew designated for these areas; please leave the facilities in good condition. We ask that all residents share in the responsibility of enforcing these rules and regulations. Please report violations to the Management Company.

Violations of these rules will result in:

1st Offense	Written warning
2nd Offense	Written warning, hearing and 5 day suspension of pool privileges.
3rd Offense	30-day suspension of pool privileges.
4th Offense	The parents and/or Oak Park Homeowner must meet with the board. Maximum of a 60-day suspension.

The Board of Directors reserves the right to change, delete and/or add rules and regulations as the need arises.

## Pets

1. Pursuant to the Declaration, homeowners/residents are allowed to keep customary household pets upon their lot provided that such pets are not kept, bred or maintained for any commercial purposes or in such a manner as to become a nuisance to other owners or residents of the community.
2. Pet owners are liable for any injuries, property damage or disturbances inflicted or caused by their pets.
3. **Leash Law:** City of Concord law is in force on the common grounds of Oak Park. **No Pets Are To Be Walked Without A Leash. Please call animal control to report any violations.**
4. **Dogs should be kept away from landscaped grass and shrubs, areas in front of the Clubhouse, parking spaces, playground and picnic area behind the swimming pool, as well as the tennis courts and other residents' yards. Clean Up After Your Pet. Carry a pooper-scooper or plastic bag. Violators will be referred to Animal Control.**
5. **CAT** owners are requested to supervise their cats to the greatest extent possible. Cats are not to run around indiscriminately and must be fed indoors.
6. All dogs should have a collar with a tag identifying the owner if outdoors.
7. Do not feed stray animals. Violators will be reported to the Animal Control Bureau of the City of Concord and the Animal Licensing Center. You will be responsible for licensing fees, rabies vaccinations, spaying and neutering and all other related costs.
8. Please show consideration of your neighbors. Pets must be controlled so as not to disturb other resident's lawns or homes or create a nuisance by incessant barking.
9. Visiting pets are subject to the same regulations as a resident's pets.
10. Pet houses are not permitted in the general common areas. Pets cannot be left unattended in the general common areas. Livestock and other non-household type pets are not permitted.
11. No dogs are allowed in playground area.

**Note: Cabarrus County Animal Control Ordinance Article I, Section 10, Paragraph 2, subsection (b) states:**

*“Allowing or permitting an animal to damage the property of anyone other than its owner, including but not limited to turning over garbage containers, or damaging gardens, flowers, vegetables, or defecating upon the property of another, or frightening or harming livestock” is subject to a fine of \$50 plus \$85 court costs.*

## Trash and Recyclables

Regularly scheduled garbage, trash and recyclables pickup from the rollout containers is every Wednesday. Holiday collection schedules are announced in city publications and through local news media.

**Containers for pickup should be placed in accordance with City guidelines, and only after 5:00 p.m. on the day preceding the collection day. Trash and garbage should be placed in a plastic bag. Anything that will fit in the container supplied by the City will be picked up. The rollout container is not to exceed 200 pounds. If trash is not picked up please return the container to your unit by midnight on the day of collection. Please note that there is no fixed time scheduled for pickups. To be sure that garbage is picked up, have the containers out before 7 a.m. on the pick up days.**

Special pickups of extra large items, such as furniture, mattresses appliances etc. can be made by calling the City of Concord at 786-6161. BFI Waste Services will automatically pick up one large item on their normal pickup day (there is no charge for one item). You can reach BFI at 800-235-2583. Please place the items to be picked up by appointment only on the day scheduled. Do not put the items out the day before and if they are not picked up on the scheduled day, you must return the items to your home. If those items are sitting out for more than one day, arrangements will be made to remove the items, and you will be billed for any charges that result. Neither the City nor BFI will pick up anything classified as building materials.

Trash containers are not to be stored at the front of your home. Containers should be kept at the side of your home or in the garage. The "site of view" policies will be enforced (see Architectural guidelines).

Residents are strongly encouraged to recycle.

NOTE: The dumpster located at the Oak Park Townhomes is for the use of TOWNHOME OWNERS only. Any Oak Park HOA residents using this dumpster are subject to ticketing by the Concord Police Department.

Trash containers should never block mail boxes.

Clubhouse trash containers are for Clubhouse use **only**.

## ARCHITECTURAL STANDARDS AND GUIDELINES

For The Interpretation of the Declaration of Covenants, Conditions  
And Restrictions for Oak Park Residents.

Pursuant to its authority under the Oak Park Declaration of Covenants, Conditions and Restrictions, Article VI, Architectural Control, Sections 1-8, pages 10 and 11, the Architectural Review Committee of the Oak Park Homeowners Association hereby issues the following Standards and Guidelines for interpretation of that Declaration. These Standards and Guidelines are supplemental to the existing Declaration and are not inclusive of all items upon which the Oak Park Architectural Committee (ARC) may act. *Decisions are made on a case by case basis. Because something may have been approved once, does not guarantee that it will be approved again.*

### 1. General Guidelines

- A) All structures must be constructed pursuant to the Cabarrus County Building Code(s).
- B) All structures are subject to specific ARC Guidelines and Restrictions.

### 2. Prior Approval

**All additions or new construction will require specific prior approval by the ARC and will be approved or disapproved based on compliance with the Declaration, these Guidelines, and/or the aesthetic discretion of the committee:**

Construction of any type of structure or improvement on any lot in Oak Park (including but not limited to outbuildings, garages, fences, in-ground pools, walls and exterior remodeling or additions to an existing structure.)

The following guidelines apply, in general, to all construction projects:

Duration: Construction projects should be completed within 30 days of start date, unless not feasible due to the magnitude of the project (i.e., a garage addition or major addition to a house).

Utilities: Any utility additions must be underground and adhere to existing applicable codes enforced by the controlling governmental authority for such utilities.

All home additions must be completed by a licensed contractor.

A description of the planned project must be provided to the Architectural Committee and should contain the following information, as applicable: Size of structure, roof design, wall material, exterior finish, drawing of diagram, height, roof material, quantity, utilities, and estimated length of construction.

Proposed projects must be submitted in duplicate to the ARC, and will be considered during the monthly meetings. The ARC change form is on the official Oak Park website at [www.oakparknc.net](http://www.oakparknc.net). This form can be printed, and forwarded to the ARC chairperson for review.

### 3. Fences

For the construction of fences the following guidelines apply:

A) No fence is allowed on any lot closer to the street than the front of the building facade. Standard fences approved should not be greater than 6 feet in height must be one of the following styles:

1. Split rail (with/without 2" x 4" mesh)
2. Wood/pvc picket fence (with 2" space between pickets)
3. Wood/pvc shadow box fence
4. For brick houses on Deerfield, Bristol and Greenfield, steel/aluminum fences, maximum 4' high are permitted

B) 6 foot privacy fences will be approved only:

1. Around decks and patios
2. Around in-ground pools

4. **Outbuildings:** For the construction of outbuildings the following guidelines apply:

- A. The structure must be attached to the house or be no more than 6" from the house, thereby appearing to be a part of the house structure.
- B. The structure must conform to the 'sight of view' restriction, which requires the structure to be 'unseen' from the front of the house and also from other surrounding homes. This equates to the installation of proper screening as to allow the structure to be hidden from the view of other homes.
- C. No building shall be located nearer to the front sidelines than the building setback lines shown on the recorded maps in the Declaration.
- D. *Size:* No greater than 10' x 12' unless approved by ARC.
- E. *Height:* Overall no greater than 9' maximum side walls height is 6'.
- F. *Roof Design:* 'A frame' and single pitch (shed) roofs are not permitted.

- G. *Roof Materials*: All outbuilding roofs must be constructed of shingles, which match those on the roof of the house.
- H. *Quantity*: No more than one outbuilding is permitted per lot.
- I. *Wall Material*: Exterior walls should be constructed of either hard board or siding to match the house. No particleboard, standard plywood, cinder block or metal material is allowed.
- J. *Exterior*: All outbuildings must be trimmed and painted, in their entirety, in the same quality materials and colors of the house.
- K. *Utilities*: Any utility facilities (electric, water and sewer) providing service to an outbuilding must be underground and adhere to standard building code for such facilities.

#### 5. **Swimming Pools**

No above ground pools are allowed

#### 6. **Driveways**

A) *Material*: Driveway additions should be constructed of concrete. ARC must approve other materials.

B) *Encroachment*: a 2' minimum setback should be maintained from all property lines. Situations not permitting this setback will be reviewed on a case by case basis.

#### 7. **PROHIBITED:**

A.) The construction, installation, erection or maintenance of any television or radio pole, antenna, aerial, satellite dish over 18", or tower on any lot in Oak Park.

B.) *Paint*: Any house, door or shutter paint colors which have not been approved by the ARC.

C.) *Lights*: The installation of free standing security lights in the front yard greater than 7' in height, and in the back yard greater than 10' in height. This does not apply to builder standard eave mounted security lights.

#### 8. **MISCELLANEOUS**

In the best interest of the community, the ARC requests that the following matters be dealt with as indicated. If any of these matters become a problem between neighbors, the ARC may act upon them under the general powers conferred by the Declaration.

A) Parking: No commercial truck, bus, camper, trailer, boat or boat trailer, recreation vehicle or any other vehicle deemed to be unsightly shall be parked in the street, driveway, front, side or back yard of any lot.

- B) Temporary Structures: No trailer, camper or any other structure of a temporary nature shall be erected or allowed to remain upon any lot or used as a temporary or permanent residence.
- C) Metal Structures: No metal carports, metal garages or metal building accessory structures of any kind are allowed on any lot or attached to any residence.
- D) Satellite Discs/Towers: No radio and television transmission or reception towers or antennas are allowed on any lot other than customary antenna, not to extend ten feet above the roof line ridge of the house. No freestanding towers or dishes are permitted. Exception: Discs no larger than 18" are allowed, but must be located so they cannot be seen by a person standing at the street directly in front of the front door.
- E) Material & Equipment: Building materials and equipment should not be stored where visible from the street for more than thirty days.
- F) Firewood: Firewood should be stored in an inconspicuous location, which does not impose upon your neighbors.
- G) Ornaments: Lawn ornaments should be tasteful and reflect the consideration of surrounding neighbors.
- H) Decorations: Seasonal house and lawn decorations should be removed within thirty day of the holiday period.
- I) Signboards: No signs of any kind shall be displayed to the public view on any lot except one professional sign of **not more than 1 square foot**; or a For Sale or For Rent sign of **not more than five square feet**; or signs used by the Builder during construction and sales period.
- J) Mailboxes: No masonry mailbox supports are allowed.
- K) Basketball goal supports: No basketball goal supports are allowed within any street right of way or when blocking driveways.
- L) Sidewalk or driveway lights: A maximum of 12 are permitted. Exception: Short term holiday decorations
- M) Yard and Lawn Maintenance: No grass, weeds or trim may exceed 8" in height. This does not pertain to wooded areas on your property. Exception: Monkey grasses (pampas grass) are examples of a landscaping benefit that is deemed attractive by the ARC and will be permitted.
- N) Easements: A perpetual easement is reserved over the rear 10 feet of each lot for utility installment and/or maintenance. A perpetual easement is reserved over the side 5 feet and rear 10 feet of each lot for public storm drainage. No structure, planting or material is allowed within any such easements due to interference with utilities and sewage disposal facilities.

- O) Sight line limitations: No fence, hedge or shrub plantings which obstruct sight lines at between 2' and 6' elevations above the roadways are allowed on any corner lot within the triangular area formed by the street property lines or on a rounded property corner or on any lot within 1 foot from the intersection of a driveway or alley pavement.
- P) Pets: **Pets should be kept under the owner's control at all times. Dogs should be leashed when off the owner's property. Owners are responsible for cleaning up any mess that a pet creates. Pets must be kept off other residents' lawns.**
- Q) Dog Houses: May not exceed 4'W x 4' D x 3' H. Material should be constructed of materials as described in outbuildings. No more than two doghouses per lot without the approval of ARC. The dog house must conform to the sight of view restriction, which requires the structure to be unseen from the front of the house and also from other surrounding homes, which equates to the installation of proper screening as to allow the dog house to be hidden from the view of other homes.
- R) Awnings: Metal, vinyl or plastic awnings or awnings of any materials placed on the front or side of a house are not permitted. Retractable awnings over patios and decks require prior approval of the Architectural Control Committee prior to installation.
- S) Party Noise: Please be respectful of your neighbors.