

**Guidelines for Additions and Alterations to
Southall Commons Townhomes**
www.southallcommons.com info@southallcommons.com

These rules and regulations supersede any existing rules and regulations and general variances. Homeowners Association maybe referred to as HOA throughout this document.

I. OBJECTIVE:

The purpose of rules and regulations is to promote and ensure the enjoyment and proper maintenance of the community and owners property for the exclusive benefit of all association members and their authorized guests; to foster, encourage, and promote an enjoyable stimulating and dynamic community environment; and to protect and enhance the value of every owner's townhouse investment.

In addition to the ownership interest in the property, every unit owner should have a personal interest and investment in the environment well being of his or her neighbors and the status of the property.

II. ADMINISTRATION OF THE ASSOCIATION:

Assessments, Dues and the Annual Budget

1. Unit owners are responsible for payment of monthly assessments or charges and any special assessments for capital improvements.
2. AH dues and assessments are payable on the first of each month. Checks and money orders should be made payable to your Association (see letterhead for detail).
3. A late fee of will automatically be assessed on the 16th day of each month. A late charge will be added each month that an outstanding balance remains on the Unit Owners Account.
4. The unit owner will be responsible for all charges and legal fees affiliated with delinquent accounts, NSF checks etc.
5. All dues should be made payable to and mailed to the following address as listed at the letterhead portion of this packet

Leases, Tenants and Off Site Owners

1. Use of the unit is restricted to residential dwellings. Commercial enterprises are not permitted.
2. All unit owners who are absent from their unit for more than 2 weeks at a time, must provide the Management Company with an alternate address and phone number for emergency purposes.
3. Unit owners renting their unit must register with the City of Raleigh.

Guidelines for Additions and Alterations to Southall Commons Townhomes.

Additions/Alterations/Improvements to your home require HOA Architectural Committee & Board approval. Always ask the Management Company about requirements relating to the intended improvement. The Management Company and HOA assume no liability relating to the installation of any improvement installed to your home. Non-compliance may result in legal ramifications including restoring the home to its original state and/or to comply with the architectural integrity of the HOA, at the homeowner's expense. It is the homeowners' responsibility to learn, obtain and comply with all applicable city and state permits.

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The following information describes the requirements for some common homeowner improvement requests that require review and written approval by the Homeowners Association (HOA) Architectural Committee & Board.

Fences

See General Homeowners Information -Homeowners Responsibilities, General #4 and Covenants, Conditions, & Restrictions, Article VII.

Obtain a written approval via Fence Request Form before installation.

White vinyl w/ lattice top is the standard. (See Photo) All fences are permitted with a single, centered gate in rear for ingress/egress. See specifications below. Door must be in the back section parallel to the home. The structures must leave a five feet easement for access behind the unit and may not exceed the property line. This area may prohibit enclosure of the full yard area of the property on the survey. Repair, maintenance and appearance of the fence are the responsibility of the homeowner.



FENCE SPECIFICATIONS

If you are interested in installing a fence at the rear of your patio and property line, the following guidelines have been established:

- 1) **SIZE:** 6' tall and extend out 11' in length from the predominant rear building line (See Declaration of Covenants, Conditions and Restrictions; Article VII for clarification)
STYLE: WHITE PVC w/ lattice top
- 2) The homeowner will contact all local utility companies to verify the location of underground utility lines. If fences are installed over any underground utilities, the homeowner should understand that the utility companies have the right to remove or damage your fence in the event repairs on a line are necessary. The utility companies will not be responsible for reinstalling or repairing your fence.
- 3) Your fence will not restrict a neighbor or utility company's reasonable access path (5'0" wide or more of level ground outside the fence) from the back of the fence to both sides of the home.
- 4) After installing your fence, the homeowner is then responsible for maintaining the inside of the fence including the lawn areas.
- 5) The fence is only allowed within your deeded property per the city requirements. A copy of your plat must be included.
- 6) The fence location will not impede storm water flow, especially storm water in swales. If it does, the homeowner will be responsible for all costs to correct.
- 7) The homeowner must obtain all necessary permits and governmental approvals.
- 8) Your fence cannot block any existing drain pattern.

Obtain a written approval via Fence Request Form before installation.

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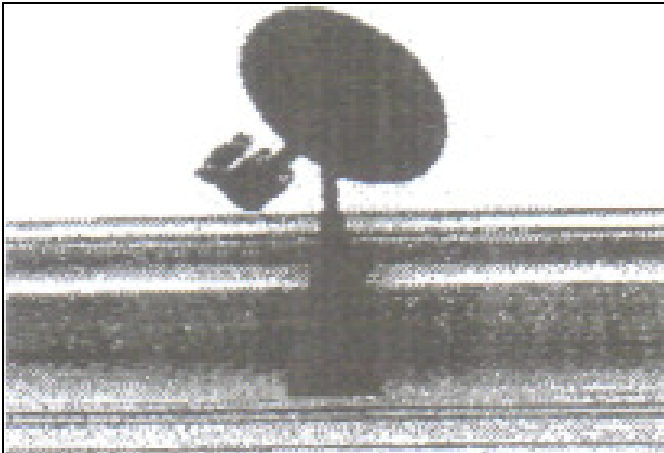
Satellite Dish

Obtain a written approval before installation utilizing Additions and Alterations Form.

Size standard is 18" or 22" for cable TV, HD and/or IT service. See Rules & Regulations in Easements, Covenants, & Restrictions Article X.

Mounting TV dish on roof should be avoided as often as possible. The Association has long-term responsibility for roof replacements and adding units to the roof shortens the useful life of the roof and escalates the repair time frame to the Association. If HOA approves a roof mount, it will be done so with the understanding that the owner of the unit is responsible for roof repairs associated with the roof mounted dish.

The dish is to be located above the main electrical panel box at the rear or side of the home. All mountings require a signed approval letter and waiver absolving the Association of any future repair responsibility, and must follow one of the two installation methods listed. Repair of installation holes and/or damage and/or removal of hardware, etc. are the responsibility of the homeowner. See illustration.



The "L" bracket pictured here is the recommended method of installation. Attach as follows: the first bracket attached to the top header board-vertical, below the soffit and the second bracket attached to the fascia board, providing a stable wind tolerant attachment. The WM 200 L bracket-hardware is available directly from <http://www.dishmountproducts.com> See snapshot.



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Storm Door

Obtain a written approval before installation utilizing Additions and Alterations Form.

Standard: Full view, Storm Door, with brushed nickel hardware only. Full view glass or full view screens are permitted. NO SELF STORING DOORS are accepted. White or exact match to exterior front color per the Southall Commons master plan accent colors only.

Installation of storm doors may void any warranty provided by the entry door manufacturer.

*Storm Door Manufacturers may discourage and/or prohibit installation of their product when sun exposure exists, because of extremely hot temperature created between storm glass panel and entry door. Installing a storm door voids the entry-door manufacturer warranty.

Do so at your own risk.

At the March 8, 2011 HOA board meeting, the members discussed, voted and unanimously approved a resolution to amend the homeowner guidelines for Storm Door as follows:

Besides the stipulated white storm door color (referred to in guidelines as white trim), a homeowner can choose to match the existing exterior door color, (which needs to be the Southall Common master plan-original exterior front door color). In the event the homeowner cannot match the exterior door color, the default color will be white.

The board also included in the resolution an alternative style of "full-view". This alternative is a full-view that has a screen kickpanel. See snapshot of example. This alternative might be considered if the homeowner intends to keep the glass panel on the storm door, and has a sun-exposed door. The HOA board does not imply or promise that the alternative style full-view will alleviate an over-heating situation and the owner needs to do their own diligence and proceed at their own risk.

The board also requests that that the approval letters that APPM sends out, in addition to the standard requirement of items, alert the homeowner:

1. being aware of adequate space above and on sides for storm door to swing open,
2. overheating that maybe caused if their door is exposed to the sun if they keep the glass panel on the storm door,
3. installing the door at their own risk, and
4. Homeowner is responsible for the repair and maintenance of the storm door.



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This is a photo of a full-view storm door with a screen kickpanel.

Falcon F498 Phoenix III Series is a Fullview Aluminum Storm Door that has a Venting Glass Kickpanel. These extremely durable storm doors are constructed using exceptionally strong materials. The F498 comes standard with 1/8" Tempered safety glass. An Aluminum wire screen is included for the vent in the lower section. The Falcon F498 features the unique Wrap-Around Corner creating a door slab made of one continuous piece of aluminum for extra strength. Custom sizes and (5) colors are available: White, Bronze, Black, Beige, and Brown.



<http://www.omahaddoor.com/stormdoors.aspx>

Signs and Decorative Flags of all types are not permitted to be placed outside the home.

- In honor of our country and our armed forces, and on behalf of the Southall Common community, there is an American Flag displayed on the flagpole by the community pool.
- The display of the American Flags is subject to a written request, detailing the method of display. No flag may be displayed inside and on the window surface so it is visible from the outside of the home.
- Real Estate signs must be placed on the inside window surface of the home, not outside the home in the yard or the common areas.

Landscape Changes

Annuals are permitted in the existing flowerbeds. Ground cover may not be changed from the material provided by the HOA. Any other landscaping changes/substitutions require a detailed plan; including types and locations noted on a copy of your plat, written approval is always necessary. (See separate form/information concerning landscape.)

Awnings

Awnings are considered a permanent fixture and require **written HOA approval before installation, using the Additions and Alterations Form**. Keeping permanent fixtures uniform help maintain property values. Awnings are restricted to the rear of the homes and must be a solid-neutral color. A solid-neutral color should blend well and compliment the architectural integrity of the exterior colors on the buildings.

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HOMEOWNERS RESPONSIBILITIES: General

- 1) All toys, bicycles, recreation, furniture etc. must be removed from the common areas, driveways and sidewalks by sunset daily and during landscape maintenance routines.
- 2) No activity is permitted on the property, which might cause damage to lawns, landscaping, buildings, pavement or other personal property. If damage is caused to any community area or another owner's property due to actions of a unit owner, a household pet, guest or occupant, the owner of the unit will be responsible for repair charges as determined by the Board of Directors and or the Management Company.
- 3) Unreasonable noises or actions (i.e.: loud music, barking dogs, wind chimes, etc) or any other nuisance or illegal activity will not be permitted. No physical or verbal abuse is permitted and is subject to civil charges filed by the complainants.
- 4) Fireworks are not permitted and are illegal. **The NC State Law specifically prohibits explosive and aerial fireworks, roman candles, rockets or similar devices.** Any firework device that explodes, spins, flies, jumps or leaves the ground in any way is illegal in the state of North Carolina, including the city of Raleigh. **(N.C. General Statute 14).** Some examples of these prohibited devices are: firecrackers, ground spinners, roman candles, rockets, bottle rockets and mortars. **The City of Raleigh Code of Ordinances states that it is unlawful to emit any unreasonably loud, annoying frightening, loud and disturbing or unnecessary noise.** (Section 12-5006).
- 5) **No addition, alterations or improvements shall be made to any unit exterior by an owner, without prior written approval from the Architectural Committee, Board and the Management Company.**
- 6) **Call 911 for all emergencies, illegal or suspicious activity and/or people.** Look out for your neighbors and do your part to help keep the neighborhood safe.
- 7) Each owner is responsible for keeping his/her unit and surrounding area clear of all rubbish, debris and other unsightly material. All garbage and recyclable containers should be placed curbside the morning of the pickup day. Trash containers should be not obstructing walkways, driveways, mailboxes, etc. Please remove trash containers from the curb by dusk the same day. All trash containers should store in the rear of the unit or in the garage between service days.
- 8) No signage of any kind is to be displayed on the property. (See Covenants, Conditions and Restrictions for further clarification)
- 9) Holiday home decorations must be removed within 7 days following the observance of the holiday with the exception of Christmas. Christmas decorations must be removed no later than January 15th.

I. DOORS, LOCKS, and WINDOWS:

- Doors, windows, exterior lights and locks, hardware, hinges, peepholes, etc. repair, maintenance and appearance are the homeowner's responsibility.
- Peepholes or door knocks are permitted, one per door. The homeowner is responsible for repair, maintenance and installation of peepholes.
- Storm doors are permitted using the HOA guidelines and approval. Unit owner must obtain written approval before installing a storm door
- Once the storm door is approved and installed, the upkeep and maintenance of the door will be the responsibility of the unit owner.

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II. PETS:

Unit owners are required to abide by the laws and local ordinances with respect to licensing, caring for and controlling pets.

- 1) All pets must be leashed, controlled and attended to at all times while outside of the unit. Pet litter must be removed by the owner or guest immediately regardless of weather conditions from the area surrounding their unit and from all other areas of the community. "Pooper-scoopers" and or shovels are available at your local pet or hardware store. Pet stations are conveniently placed around the neighborhood.
- 2) No animals other than dogs, cats, birds or other animals approved by the board, in its sole discretion, may be raised, board, kept anywhere in the community, nor shall any animals be kept, bred or maintained for commercial purpose.
- 3) No pet shall be allowed to create a nuisance or unreasonable disturbance or to damage a community area or the property of any other resident. If a pet is deemed a nuisance by the Board, it will be removed from the property within three days of written demand.
- 4) Unit owners are responsible for the actions of their pet or the pet of anyone residing in or visiting their unit. The owners are responsible for the costs of repairing any damage to the community areas caused by such a pet, including but not limited to, the cost of replacing grass, bushes or other landscaped areas
- 5) Association has the right, at its sole discretion to, (1) determine specific means of restraint for pet, (2) limit times and duration the pet is permitted to be outside, (S)restrict pet from being permitted to be outdoors without owner being present, (4) and in extreme cases, determine the necessity for animal to be removed from property

Visit the city website for more information on the City of Raleigh's Pet Statues-
http://www.animallaw.info/statutes/stusncodcary_raleigh.htm#s11

City of Raleigh Statues-Sec. 12-3011. DOGS AT LARGE; DEFECATION ON STREETS AND PRIVATE PROPERTY.

- (a) It shall be unlawful for the owner of any dog to allow such animal to be at large in the City or on any City property.
- (b) It shall be unlawful for any person owning, harboring, keeping, or in charge of any dog to fail to remove feces deposited by the dog on any street, sidewalk, park or other publicly owned area.
- (c) It shall be unlawful for any person owning, harboring, keeping, or in charge of any dog to fail to remove feces deposited by the dog on any private property unless the owner of the property has given permission allowing such use of the property.

III. LANDSCAPING:

- 1) **There is no automatic irrigation system for private units. Watering of the lawns, shrubbery, private flowerbeds are the responsibility of the unit owners.**
- 2) All garden hoses must be neatly rolled and placed near the water spigot when not in use. Storage of garden hoses must not interfere with the regular landscape maintenance.
- 3) Flowers may be planted in existing beds only. The unit owner is responsible for the maintenance and upkeep of these additional plantings.
- 4) No homeowner may change, alter or deviate from the original landscape plan without prior approval from the board of directors.

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IV. VEHICLES & PARKING:

To better serve the community, a **Parking Policy** for Southall Commons Townhomes is in effect. All residents will receive 2 parking permit hangers per home. It is very important that you immediately begin, displaying **the parking permit hangers in the front window of your vehicle(s) at all times**. The hangers are designed to hang from your windshield mirror, displaying the permit number to be visible from the outside of the front of your vehicle. **Other vehicles without a parking permit hanger, including visitor vehicle(s) will need to be parked in a Visitor designated parking space henceforth.**

Effective December 1 2010, any car parked in a non-visitor parking space without displaying their parking permit, will be issued a warning.

Effective January 1, 2011, any car parked in a non-visitor parking space without displaying their parking permit is in violation and the vehicle will be towed, without notice, at the vehicle owner's expense.

You must provide the property manager with your license plate number, make/model and color for all of your vehicles. If you rent, the landlord is responsible for providing the property manager with the renter's license plate number, make/model and color for all of the vehicles. The landlord is responsible for relaying this information to the property manager, signing for the parking permits and issuing them to the renter. This information will be kept on record and it is necessary to notify the property manager when changes occur.

At some future time, one parking space closest to your front door will be designated with your house number. Your second space will be any unnumbered space. The unnumbered spaces will be used on a first come, first use basis. Visitors must park in the Visitor designated parking space to avoid being towed. Please understand that this parking arrangement is necessary because the builder/developer did not create the parking lots to accommodate two vehicles per household, in the front of each of the units and buildings.

There is a \$25 replacement charge per parking permit hanger. They are all serialized and recorded.

Parking in someone's assigned parking space is a violation and your vehicle will be towed, without notice, at your expense. If someone parks in your designated parking space and you know who it is, it is requested that you inform the violator in a civil manner and if they do not move the vehicle, notify property manager, Rod Hamby of Ammons Pittman Property Management, by e-mail (rhamby@apgmac.com) or by phone (919-790-5455) with the license plate number, and make and model of the vehicle in violation and name/address of the violator if known.

Ammons Pittman will inform the violator that they have violated the parking policy. During December of 2010, they will be issued a warning and effective January 1, 2011 their vehicle will be towed without notice, at the vehicle owner's expense (and/or fines may be assessed if applicable).

In addition to the parking permit hanger requirement, all vehicles must be kept in operating condition with a valid-current license plate while parked in the community. Vehicles not in compliance will be towed, without notice, at the vehicle owner's expense.

These requirements are for tenants as well as owners and there are no exceptions.

Parking Permits are managed and maintained by the Property Management Company.

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- 1) Vehicles shall be kept in operating condition with a valid-current license plate while parked in the community. Vehicles not in compliance will be towed from the property at the expense of the vehicle owner.
- 2) Each unit owner is allocated two parking spaces proximate to your home. (See Covenants, Conditions and Restrictions for further clarification).
- 3) Neuse Road, Raleigh NC 27609. Contact them for office hours by calling 919-790-5455. Vehicles may not block fire hydrants and or mailboxes, resident driveways, or end caps of streets. Residents must direct their guests to park in the allocated visitor parking area.
- 5) No RV, ATV, Commercial Truck, Trailer, Boats are allowed to be parked in the community.
(See Covenants, Conditions and Restrictions for further clarification).
- 6) Obey posted community speed limit signs, please use extreme caution when traveling through the community.

V. SATELLITE DISHES AND FENCES

- 1) No homeowner may install a fence or patio divider without prior approval from the Architectural Control Committee and the current managing agent. (See Attached Fence Installation Guidelines)
- 2) Satellite dishes cannot be installed without prior written approval from the managing agent. (See attached Satellite Installation Guidelines)

VI. INSURANCE

Insurance coverage on internal contents, unit upgrades and any personal property is the responsibility of the unit owner. The association will obtain and maintain insurance coverage for the replacement of the building structure and the common areas. See section: **RESPONSIBILITIES OF THE ASSOCIATION.**

Certificate of Insurance

When a homeowner's lender or closing attorney needs a Certificate of Insurance, the lender or the attorney needs to contact the company that has the master HOA policy. The property management company and the southallcommons.com website have that information.

HOMEOWNER FEEDBACK

- 1) We always appreciate and encourage homeowner's comments and suggestions. To report an incident or homeowner violation. Please submit to the board on the southallcommons.com website and/or to the property management company.
- 2) To report damage or repairs needed to your unit. Please submit a detailed letter to your association manager.
- 3) All warranty repair items must be submitted to the manufacturer or if appropriate, to the property managing company.

PROCEDURES REGARDING RESALE OR LEASING OF UNITS

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In the event of any resale of a Unit, the following procedures should be followed:

- 1) A written notification should be sent to the property managing company when the unit is available for re-sale.
- 2) If you are no longer residing in the unit, an alternate address and phone number must be provided to the property managing company
- 3) Units may be listed through an agent or broker, but keep in mind signs may only be displayed in unit inside window surface, not outside of your unit.
- 4) If a paid assessment letter is needed, a minimum 14-day notice is required.
- 5) After your unit is sold, a copy of the closing statement must be sent to the property management company for the name transfer on account, by your closing attorney or you.

Leasing of your unit:

Unit owners intending to lease their unit must provide the property management with

- 1) An alternate address and phone number of the unit owner.
- 2) The name and phone number of the tenants residing in the unit and the length of the lease.

All rental property must be registered with the City of Raleigh, independent of the property management company.

When a unit is leased, the property management will communicate only to the unit owner. It is the responsibility of the unit owner to relay all appropriate communication, parking permits, etc. to the tenant leasing your unit, unless you have established an alternative procedure in writing with the property management.

VII. FIREWORKS

For the enjoyment of all residents, please do not explode any fireworks in the neighborhood. It is against the LAW and it is dangerous. Be SAFE.

The **NC State Law specifically prohibits explosive and aerial fireworks, roman candles, rockets or similar devices.** Any firework device that explodes, spins, flies, jumps or leaves the ground in any way is illegal in the state of North Carolina, including the city of Raleigh. (N.C. General Statue 14). Some examples of these prohibited devices are: firecrackers, ground spinners, roman candles, rockets, bottle rockets and mortars.

The City of Raleigh Code of Ordinances states that it is unlawful to emit any unreasonably loud, annoying frightening, loud and disturbing or unnecessary noise.
(Section 12-5006)

Southall Commons Homeowners Association **RESPONSIBILITIES OF THE ASSOCIATION**

1) Infrastructure and Common Area Maintenance Includes:

a) Insurance

The association will obtain and maintain insurance coverage for the replacement of the building structure and the common areas. (Insurance coverage on internal contents, unit upgrades and any personal property is the responsibility of the unit owner.)

b) Sewer lines external to the unit

c) Water lines external to the units and on outside walls beyond drywall

d) Community streets, curbs and public walkways

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- e) Street lighting
 - f) All turf areas, trees and landscaping in common areas
 - g) Smoke and fire alarm systems in each building (if applicable)
- 2) External Building Maintenance Includes:
- a) Wood and vinyl siding repairs as needed
 - b) Roof repairs are required including flashing
 - c) Chimney, Chimney chases and outside vents (as built, not including a chimney cap).
 - d) Rain gutter and downspout repairs or replacements (if applicable)

RESPONSIBILITIES OF THE UNIT OWNER

- 1) All interior maintenance including but not limited to:
- a) Plumbing problems within the unit, including outside faucets in the rear and garage
 - b) Basement leakage or flooding from the foundation footing drain tile, sunken patio drainage or sump pump failure (if applicable)
 - c) Electrical problems with all metered circuits within the units
 - d) Heating and air conditioning systems
 - e) Exhaust and ventilation systems
 - f) Television, radio or cable service connections (must submit for approval)
 - g) Sump pumps and external discharge
 - h) Vermin and pest control including wasps, ants, spiders, termites, roaches, mice, and other insects.
 - i) All painting within the unit j) Costs to relocate or repair abused fire/smoke alarms or detectors
- 2) Certain exterior maintenance including:
- a) Outside entry doors including glass, frames and weather seals
 - b) Outside windows including glass, sash frames and weather seals
 - c) Garage door including panels, all mountings opening and locking hardware, weather stripping and automatic door openers (if applicable)
 - d) Maintaining all owner installed items and options such as but not limited to optional end-unit side-patios, rear patio additions, window well covers, gas grills, storm doors, rear and side patio lights and fixtures, etc.
 - e) Keeping the area surrounding the unit free from trash, paper and other debris.
- 3) Insurance on unit upgrades and personal content
- 4) Payment of real estate taxes assessed on the unit

Homeowner Association DUES

There are 2 methods of billing/paying your Annual Assessments or Homeowner Dues: Direct Draft or Coupon Books and payment by check. Southall Common's dues are due on the first of each month and they are late if paid on the 16th of the month. Direct Draft arrangements are to be made with the Property Management Company. Checks are made payable to Southall HOA and sent to the Property Management Company. If the dues are late, a late fee of \$20.00 is added to the homeowners account.

Only if a homeowner's dues accounts are not current is a monthly statement sent out each month. A yellow informational sheet regarding what occurs if your dues remain unpaid is sent with each statement.

After 90 days, if the Property Management Company has had no response from the owner, a

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15 day letter is mailed, giving the owner 15 days to respond. If there is no response, then the matter is turned over to an attorney for collection.

If the owners do not respond, the home could be foreclosed on. This process includes first a lien and then foreclosure.

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COMMITTEE INTEREST QUESTIONNAIRE

NAME:

ADDRESS:

TELEPHONE: (H) _____ **(W)** _____

E-MAIL: _____

I would like to work on the following committee(s). Please number in order of preference

MAINTENANCE/LANDCAPE COMMITTEE

Responsibilities include:

- > Bid and submit all service contracts
- > Inspect and monitor property service contracts (landscape, pool etc.)
- > Inspects and approves building turnovers
- > Coordinates with construction superintendent on homeowner issues and concerns

SOCIAL COMMITTEE

Responsibilities include:

- > Plans and implements homeowner activities
- > Create and distribute association newsletter
- > Welcome new homeowners

Please complete and fax or scan/email to the property management company.

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CONFIDENTIAL EMERGENCY RESIDENTIAL INFORMATION FORM

Owner(s) _____

Current Address:

City _____ State _____ Zip Code,

Home Phone: _____ Business Phone _____

Email Address: _____

EMERGENCY KEYS with

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

AUTOMOBILE INFORMATION

Car 1	Car 2
Make _____	_____
Type _____	_____
Year _____	_____
Color _____	_____
License _____ State _____	_____ State _____

WINTER LOCATION OR ANY OTHER INFORMATION YOU FEEL WOULD BE OF IMPORTANT.

Name:

Address:

City _____ State _____ Zip Code _____

Phone# _____ Time - From _____

To:

**PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO
THE PROPERTY MANAGEMENT COMPANY**

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HOMEOWNER VIOLATION / WITNESS STATEMENT

Please print or type: Complete all known information, if known, so state. Attach additional sheets if necessary. Information concerning the violation:

Witnesses name _____

Address _____ Phone _____

Other witnesses' names and phones _____

Violator's Name _____

Address _____ Phone _____

Description of violation: _____

Date of violation _____ Time _____ Location _____

Section of documents violated _____

Witness' Observations _____

Were there any photographs or videos. YES _____ NO _____

Taken By Whom? _____ Phone: _____

Include all tapes and photographs with this form or forward as soon as possible. Include the name and phone number of the person who made the tape or photograph, the date and the name of anyone else that was present.

I have made the above statement based on personal knowledge and not upon what had been told to me. I will cooperate with the association and its attorney to provide any additional statements or affidavits, and in the event a hearing or trial is necessary, I will appear to testify as a witness.

Signature: _____

Date: _____

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ADDITIONS & ALTERATIONS APPLICATION

Applicant's Name _____

Address _____ City _____ State ____ Zip _____

Home Phone Work Phone E-mail _____

Description of alteration or addition:

SIZE: _____ SUPPLIER: _____

APPROXIMATE COST: _____ CONTRACTOR: _____

A sketch drawing of your proposed addition or alteration must be attached to this application. Please show as much detail as possible and include location in reference to your home. A copy of your plat of survey must also be included. It is the homeowner's responsibility to comply with all state, city and local laws, restrictions, permits, etc.

As of the approval date of this alteration, I accept full responsibility for the altered area and hold harmless Ammon Pittman Property Management, the HOA of any responsibility for repair or replacements going forward. It is also agreed that all routine maintenance and repairs will be undertaken by the resident to keep the improvement in a safe and presentable condition.

Applicant's Signature _____ Date _____

FOR OFFICE USE ONLY

Date approved: _____ Date disapproved: _____

By: _____

Reason for disapproval: _____