

# PRESTON FALLS VILLAS HOMEOWNER'S HANDBOOK



2024

## **Preston Falls Villas 2024 Handbook Update**

*Dear Neighbor,*

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

*The Preston Falls Villas Board of Directors (Board) has put together this handbook to summarize information on the Villas, which we think will be helpful to you as you settle into our community.*

*The Rules, Responsibilities and Procedures outlined herein have been established by the Board in compliance with the “Declaration and of Covenants, Conditions and Restrictions” (CCRs) and are extracted from our “Book of Resolutions.” The parent documents are available in complete versions on our website that can be accessed by visiting our website, [PFVillas.com](http://PFVillas.com).*

*The Board’s intent is to:*

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

*Sincerely,*

*Your Board of Directors*

### **WHAT IS THE PRESTON FALLS VILLAS HOMEOWNER’S ASSOCIATION?**

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

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

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

## **RULES AND REGULATIONS**

### **1. DUES**

The assessments (commonly referred to as "monthly dues") shall be due on the first day of each month and considered late if not received within 30 days. Dues not received within 30 days are then delinquent and will gather a late penalty of \$20. If not paid, further notifications and penalties will continue under our "Late Fee Collections Resolution", Part 1., Item d. West Side dues are \$224/month and East Side dues are \$209. The Board accepts dues payments via ACH (auto draft of your checking account) or a single payment by check for one year's dues paid in advance. Dues paid by check must be received by the fifth of January of the target year and must be for one year only.

### **2. ALTERATIONS**

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

### **3. MAINTENANCE & REPAIRS**

Homeowners are responsible for all interior maintenance and repairs. Homeowners are also responsible for exterior maintenance issues identified during HOA Annual Maintenance Tours. The HOA is responsible for identifying maintenance issues (that can be determined by visual inspection from ground level) and ensuring completion. A list delineating specific responsibilities can be found on pages 6 and 7 of this booklet.

### **4. PARKING & GUEST PARKING**

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

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

### **5. PETS**

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

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

## **6. COMMON AREAS**

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

## **7. PLANTINGS**

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

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

## **8. CLOTHESLINES**

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

## **9. ANTENNAS**

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

## **10. INSURANCE**

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

## **PROCEDURES**

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

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

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

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

### **B. To Request Permission for Exterior Addition or Modification:**

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

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

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

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

### **D. To Pay Your Monthly Fees:**

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

### **E. Recycle & Trash Collection:**

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

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

### **F. Procedural Guidelines and Specifications**

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

## **Book Of Resolutions** Table of Contents

### Part 1 Regulations

- Item a., Architectural Control Committee Jurisdiction and use of Architecture Request Form
- Item b., Miscellaneous Board Rulings
- Item c., Parking
- Item d., Late Fee Collection
- Item e., Tree Removal and Pruning
- Item f., Townhome Maintenance Standards/Repair and Response to BOD notifications
- Item g., Landscape
- Item h., PFV Roofs: Rules and Installation Standards

### Part 2 Specifications

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

## **G. PFV Association and Homeowner Maintenance Responsibilities**

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

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

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

- |   |   |
|---|---|
| • interior structures and surfaces                | • patios and decks                        |
| • interior plumbing                               | • storm/screen doors (including painting) |
| • fireplace and chimney flue                      | • exterior doors (including operation of) |
| • exterior glass surfaces                         | • exterior door locks, keys and knobs     |
| • window screens, window (including operation of) | • exterior light fixtures and bulbs       |
| • exterior water faucets                          | • sewer clogs from house to foundation    |
| • heat pump and air conditioning                  | • gas, water and electricity              |
| • mailbox locks and keys                          | • interior pest control                   |
| • exterior water heaters and pressure reducers    | • any additions made by the Homeowner     |
|   | • water foundation plants as needed       |

## **Preston Falls Villas**

### **BOD & Committees**

#### **Board of Directors**

	<b><u>Phone/Email</u></b>
<b>Tony Owen (President)</b>	<b>919 741 7500 <a href="mailto:tonyowen@nc.rr.com">tonyowen@nc.rr.com</a></b>
<b>Rick Smith (Vice President)</b>	<b>919 349 5445 <a href="mailto:rrsmith14@aol.com">rrsmith14@aol.com</a></b>
<b>Michael Fekete (Secretary)</b>	<b>650 465 0367 <a href="mailto:michael.fekete@pacbell.net">michael.fekete@pacbell.net</a></b>
<b>Lisa Romeo (Treasurer)</b>	<b>919 757 7765 <a href="mailto:lisaromeo@me.com">lisaromeo@me.com</a></b>
<b>Andy Hiscock (Director at Large)</b>	<b>919 669 0412 <a href="mailto:ahiscock@nc.rr.com">ahiscock@nc.rr.com</a></b>

#### **Architectural Committee**

	<b><u>Phone/Email</u></b>
<b>Tony Owen (Co - Chair)</b>	<b>919 741 7500 <a href="mailto:tonyowen@nc.rr.com">tonyowen@nc.rr.com</a></b>
<b>Lisa Romeo</b>	<b>919 757 7765 <a href="mailto:lisaromeo@me.com">lisaromeo@me.com</a></b>
<b>Michael Fekete (Co – Chair)</b>	<b>650 465 0367 <a href="mailto:michael.fekete@pacbell.net">michael.fekete@pacbell.net</a></b>
<b>Klaus Andersen</b>	<b>919 345 5805 <a href="mailto:klaus.andersen66@gmail.com">klaus.andersen66@gmail.com</a></b>

#### **Landscape Committee**

	<b><u>Phone/Email</u></b>
<b>Lisa Romeo</b>	<b>919 757 7765 <a href="mailto:lisaromeo@me.com">lisaromeo@me.com</a></b>
<b>Tony Owen</b>	<b>919 741 7500 <a href="mailto:tonyowen@nc.rr.com">tonyowen@nc.rr.com</a></b>