



Welcome to Sardis Forest Patio Homes!

Homeowners Handbook

**Sardis Forest Patio Homes Association
c/o Cedar Management Group
P.O. Box 26844
Charlotte, NC 28221**

WELCOME TO SARDIS FOREST PATIO HOMES

Your Sardis Forest Patio Homes Board is providing this information to help make your move and transition into your new neighborhood as pleasant as possible.

About Your Neighborhood

The **Sardis Forest Patio Homes (SFPH)** community is a great place to live. The community was established in the early 1980's. There are 102 individually owned one and two story brick homes with a number of different floor plans. The homes are townhomes, which means 100% of the dwelling structure and land it sits on is owned by the townhome owner.

Architectural Control Committee

If you want to make any changes to the exterior of your home - doors, windows, lighting, landscaping, painting, fencing, additions, etc - you must submit an **ARC form** request for approval **PRIOR TO ANY CHANGE**. Making unauthorized changes can result in fines, removal of the changes, or both. ARC forms and information can be found on the SFPHA or Cedar Management websites.

Within the **ASSOCIATION DOCUMENTS** tab of the SFPHA website is the **Maintenance Responsibilities Chart** listing numerous maintenance, repair or replacement items and responsibilities. Under this website tab you can also find **Help for Home Maintenance and Improvements**, a list of businesses for various improvements, home related needs, etc. This list is for information only and is not a recommendation by the Board of Directors.

Communication

There are multiple ways that your HOA board communicates information to you. Message boards are located at each mailbox kiosk. **Sardisforestpatiohomes.com** is our community website that includes all governing documents, rules and regulations, ARC forms and more. Our Facebook and Nextdoor pages are a great way to communicate and share information with your neighbors. **The Facebook and Nextdoor group is Sardis Forest Patio Homes.**

Each year a notice, agenda, and associated information for the annual meeting are mailed to all homeowners. Periodically emails and other mailings are sent out. It is important that Cedar Management Group has all of your contact information (mailing address, phone and email) on file.

Owners that rent out their unit are required to send tenant contact info and background checks to Cedar Management Group.

Cedar Management Group

Local Phone: (704)644-8808

Toll-Free: (877)252-3327

Fax: (704)5092429

cedarmanagementgroup.com

Mailing Address:

PO Box 26844

Charlotte, NC 28221

HOA Dues

HOA dues are set each year based on the proposed budget and reserve funds for that year. Your HOA dues cover water and sewer for each unit, common area grounds and tree maintenance, building painting/roofs/gutters, parking lot lighting, property management fees, legal and accounting, etc. **HOA dues are due the first of each month** with several payment options available. Late HOA dues are addressed under **Administrative Resolution #1**, which is part of the **Rules and Regulations**.

Insurance

Homeowners must have an H03 (extended coverage) insurance policy. In addition, liability insurance of \$100,000 or more is required with the Association named as an additional insured. If your home is rented or vacant, contact your insurance company to determine if additional coverage is required. Renters are encouraged to get renter's insurance for their personal items.

Homeowners must submit, or have their insurance company submit, a copy of each annual homeowner insurance renewal to Cedar Management Group.

For additional information see the **INSURANCE** section of the **Rules and Regulations**.

Miscellaneous

Any home that has a gas furnace, gas water heater, gas logs or other gas appliance must have a carbon monoxide detector. This is a Mecklenburg County requirement and the responsibility of the homeowner.

Homeowners and renters are responsible to keep the outside of their homes and their patios neat and clean. Do not sweep, blow or rake leaves and debris from your patio into the common area behind your fence.

Our neighborhood and the housing development behind us is a great place to walk. You must keep dogs on a leash outside of your home. Please remember to clean up after your pets.

You are encouraged to keep your vehicles and gates locked. If you notice any suspicious activity/people, please report it by calling the police. Contact CharMeck311 if you observe any street lights out on Nolley Court.

Please be considerate of your neighbors with noise.

Please do not disturb or contact vendors working for our community. Any questions or concerns should be sent to Cedar Management Group.

Homeowners are responsible for their mailbox door, lock and keys. Please keep your box locked at all times. Contact the Post Office with any issues. Our mail is handled by the Ballantyne Annex located in the Matthews Post Office. You may contact the US Postal Service at 1-800-275-8777.

Parking

Each unit comes with two parking spaces. Most lots have one visitor space. The visitor space is for owner/tenant visitors only for a maximum of one week. Certain vehicles are restricted from parking in lot spaces - see the **Rules and Regulations** for details and more information.

Rentals

The Association **Covenants, Conditions and Restrictions (CCRs)** cover rental rules and restrictions. Our community has a rental cap and short term rentals (eg. VRBO and AirBNB) are prohibited. Leases and background checks must be submitted to the Board of Directors prior to a tenant moving in. Owners must provide copies of all Association Rules and Regulations, CCRs and By-Laws with Amendments to the tenant. Owners are responsible for any violations.

Sardis Forest Patio Home Association (SFPHA)

The SFPH community is managed by Cedar Management Group along with a SFPHA volunteer board of directors. The board consists of five directors and several ex-officios. Each of the directors serves a term of three years with alternating expiration dates. Nominations for open director positions are made prior to the annual meeting. Homeowners are encouraged to volunteer at any time to serve as an ex-officio. These members do not vote but participate in all other board activities and committees. More information can be found in the Association **BY-LAWS**. Contact Cedar Management if you are interested in volunteering.

SFPHA is a homeowners association and not a renter's association. Anyone renting a unit at SFPH must communicate all issues with the unit owner. A renter should not directly contact Cedar Management or the Board of Directors. Cedar will respond to homeowners only.

Membership in the nearby Sardis Forest Swim Club is not included in the monthly HOA dues. The Swim Club is a separate entity. Memberships are available - visit sardisforestswimclub.com for more information.

Trash/Recycle

Each unit has one trash can and one recycle can, which should be clearly marked with the unit number. All garbage should be bagged before placing in your trash can and the lid closed. During hot weather months it is especially important to bag all your trash and empty your cans as often as possible. Leaving trash exposed or in cans for extended periods can attract bugs/animals and create strong, unpleasant odors for you and your neighbors. Fines could result if garbage bins, accumulated trash or noticeable odors become a nuisance to your neighbors.

Yard waste such as leaves, shrub trimmings, discarded plants, small sticks, etc must be put in compostable paper bags or reusable containers no larger than 32 gallons.

Trash, recycle cans and yard waste should be placed on the curb no sooner than the day before pickup. Trash and yard waste is picked up every Tuesday and recycles every other Tuesday by the City of Charlotte (days may vary around holidays). Trash cans must be removed from the curb by midnight on the day of collection. Failure to follow trash and recycle rules can result in a fine from the City of Charlotte.

For disposal of large or bulky items (grills, cabinets, wood, mattresses, etc), the City of Charlotte requires you to contact CharMeck311. CharMeck311 serves as a contact center for City and County services. You can schedule a pickup by calling (704)336-7600 or visiting charlottenc.gov/hns. Bulky items should be placed on the curb no sooner than a day before the scheduled pickup. Please do not place the items on the grass.

Water

Water and sewer is one of our largest HOA expenses each year. Water usage determines our monthly sewer charges. While we can't control price increases from the City, we can control our usage and water leakage. Please be mindful of your usage. If you discover any toilet or faucet leaks, please repair them right away. If you notice a water leak outside your unit, please notify Cedar Management as soon as possible.

When the temperature gets colder, don't forget to disconnect your hoses from the outdoor water faucets to prevent damage. This is also a good time to check for a leaking faucet. Make sure you know where your main water shut off valve is in case of emergency. It is usually located at or near your water heater.

The Association assesses fees and fines in compliance with the North Carolina Planned Community Act. **Policy Resolution #2** covers violation processing and fines, which is part of the **Rules and Regulations**.

MAINTENANCE RESPONSIBILITIES CHART¹

Owner	Association	What	Declaration Ref.	Comments
X		All items on a Lot other than Listed	Art. IX	
X		Appliances on Lot (stove, refrigerator, fan, fixtures, or connections providing water, light, power, telephone, sewage)	Art. IX	
X		Chimney-interior maintenance/cleaning	Art. IX	
X		Chimney cap	Art. IX	
	X	Common areas	Art. IX	
	X	Curbs	Art. IX	
X		Deck	Art. XI	
X		Doorbells	Art. IX	
	X	Doors (exterior) – paint, clean or stain exterior (including door frames)	Art. IX	
X		Doors (exterior) – repair/replacement (including door frames)	Art. IX	
	X	Downspouts	Art. IX	
	X	Driveways	Art. IX	If located on Common Area
X		Electrical outlets	Art. IX	
		Electrical problems on Lot	Art. IX	
X		Exhaust and ventilations systems on Lot	Art. IX	
	X	Exterior building surfaces	Art. IX	
X		Exterior house numbers	Art. IX	
	X	Exterior improvements	Art. IX	
X		Exterior lights (side, back, and front house lights and fixtures)	Art. IX	
	X	Exterior street lights	Art. IX	
	X	Exterior siding and trim	Art. IX	

¹ This chart provides general information on routine maintenance and is not legal advice or a legal opinion. Specific questions should be directed to an attorney at Black, Slaughter & Black. No representation is made as to maintenance necessitated by a casualty loss or whether any expense for maintenance may be charged to or assessed to an owner.

X		Fences	Art. XI	
X		Fire/smoke alarms and detectors	Art. IX	
X		Foundation issues	Art. IX	
	X	Front stoop/steps	Art. IX	
X		Glass surfaces	Art. IX	
	X	Grass	Art. IX	
	X	Gutters	Art. IX	
X		Interior surfaces (painting and repair of any and all walls, ceilings or floors)	Art. VII	
	X	Landscaping (trees, shrubs, grass)	Art. IX	Including in those portions of each Lot lying outside of the resident building and patio.
	X	Mailboxes	Art. IX	
X		Mailbox locks and keys	Art. IX	Check with Post Office with issues
	X	Paint/stain exterior	Art. IX	
		Party wall	Art. XII	Check with Attorney
X		Patio	Art. XI	
	X	Parking spaces/areas	Art. IX	
	X	Plumbing issues on common area	Art. IX	
X		Plumbing issues on Lot (vent pipes within building, or other plumbing problems within building including service to the Unit)	Art. IX and XI	
	X	Roof	Art. IX	
		Satellite dishes		check with attorney
	X	Shrubs	Art. IX	
X		Shutters	Art. IX	
	X	Sidewalks	Art. IX	If located on common area
	X	Siding	Art. IX	
X		Storm Doors	Art. IX	
X		Structural issues	Art. IX	
	X	Trees	Art. IX	



X		Vent Pipe (cleaning and repair of pipe)	Art. IX	
X		Vent pipe exterior covers	Art. IX	
	X	Walls	Art. IX	
	X	Water and sewer (external to Unit/in common area)	Art. IX	
X		Water spigots	Art. IX	
	X	Windows - paint, clean or stain exterior	Art. IX	
X		Windows - replacement	Art. IX	Part of Lot, but painting and staining is Association responsibility
		<i>Maintenance, Repair, or Replacement caused through the willful or negligent act of the Owner, his family, guests, or invitees</i>		Check with Attorney
		<i>Maintenance, Repair, or Replacement caused through the act or negligence of the Association or an agent</i>		Check with Attorney
		<i>Maintenance, repair, or replacement caused by original builder construction defect</i>		Check with Attorney
		<i>Maintenance, repair, or replacement caused by fire, lightning, windstorm, hail, explosion, riot, strike, civil commotion, aircrafts, vehicles, and smoke</i>		Check with Attorney
		<i>Maintenance, repair, or replacement as a result of casualty loss or which may be covered by an insurance policy.</i>		Check with Attorney

Architectural Control Guidelines

For architectural integrity of Sardis Forest Patio Homes

Owners must obtain **prior written approval** by the Architectural Control Committee (ARC) for all exterior changes or additions including, but not limited to, buildings, fences, walls or other structures, patio enclosures to make screen porches or sun porches (sun rooms), with additional approval required to later convert screen porches to sun porches (sun rooms), windows, doors, storm windows, storm doors, privacy fences, wrought iron railings, and exterior portions of replacement of heating and air conditioning systems. Owners shall not paint any exterior portion of the building without prior written approval by the Committee. Proposed changes must be submitted to the Committee in writing by contacting the management company and allowing up to thirty (30) days for a decision. Changes prior to ARC approval are subject to removal of the change, fines or both.

Change/ Addition	Description	Needs Board Approval Yes/No	Additional Information
Antenna Location	to be reviewed	Y	
Exterior Paint Color	Sherwin Williams	Y	Paint specifications must be obtained from ARC committee
Fences	Gothic style- 6 feet or existing height Flat side to exterior	Y	
Fire Pit	Due to code enforcement of setbacks to combustible material fire pits are not allow at SFPH		
Front Door	Colonial Style	Y	
Front Door Paint Color	Sherwin Williams	Y	Paint specifications must be obtained from ARC committee

Front Porch Lights		Y	Lights in the style of given examples
Front Yard Pine Needles	Pine Needles (provided by SFPH)	N	If other than provided pine needles, must be approved by board
Front Yard Plantings by Owner	Plant at own risk	N	Maintained by owner
Pergola	Must look the same as original pergolas	Y	
Replacement Windows	6 x 6 grid color should closely match building trim	Y	
Screened Porches or Enclosed Sunrooms	Please request information for addition procedure	Y	Owner responsible for all permits and costs
Outdoor Stair Railing		Y	
Trees and Shrubs	At discretion of landscape committee	Y	

revision 3/2023

Link to ARC Form- <http://sardisforestpatiohomes.com/association-documents/>



REQUEST FOR ARCHITECTURAL CONTROL COMMITTEE (ARC) APPROVAL

(PLEASE ALLOW 30 DAYS FOR RESPONSE. EVERY EFFORT WILL BE MADE TO RESPOND IN LESS THAN 30 DAYS.)

I. Submitter Information

Name	
Address/Unit #	
Phone	
Email	
Date Submitted:	

II. Requested Change (please check)

(NOTE: EACH REQUESTED CHANGE REQUIRES A SEPARATE APPLICATION.)

Add Extended Roof		Front Door Replacement	
Add Open Porch		Patio Door Replacement	
Add Screened Porch		Storm Door Replacement	
Add Sun Room		Windows Replacement	
Add Deck		Fence Replacement	
Add Wrought Iron Railings		Landscaping on Common Property	
Other (please specify):			

III. Specific Description of Change

(NOTE: ALL INFORMATION REQUESTED IS REQUIRED FOR APPLICATION TO BE CONSIDERED COMPLETE.)

Location on property-specify			
Size/dimensions of modification			
Color			
Materials	<i>(Note: ALL wood used MUST be pressure treated.)</i>		
Estimated Dates	Starting:	Completion:	
	<i>(Starting date must be after approval is given.)</i>		
Contractor Name, Address & Phone (if applicable)			

IV. Required Attachments

(NOTE: DOCUMENTS BELOW MUST BE ATTACHED FOR APPLICATION TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL BE RETURNED AND WILL NOT BE CONSIDERED UNTIL ALL REQUIRED INFORMATION IS PROVIDED TO THE ARC.)

- Photos of samples of change requested (hand drawings NOT acceptable)
- Detailed plans or drawings including 3 views (front, top, side); must show architectural detail
- Landscaping on common property details (types of plants, quantities, additions, removals)
- **The Architectural Control Committee (ARC) reserves the right to request more information to clarify this application.**
- **Changes prior to ARC approval are not in accordance with the Association's Declaration of Covenants, Conditions and Restrictions and may result in fines.**
- **Approval by the ARC does not in any way guarantee approvals by the City, County or any other such agencies, and all such approvals or permits are the responsibility of the applicant.**
- **The ARC has 30 days from receipt to respond to your request; however, every effort will be made to respond sooner than that. The process does not begin until all required documents are received by the ARC.**

For Architectural Control Committee (ARC) Use Only:

Date ARC rec'd completed app	
Date completed app reviewed	
Date homeowner notified of decision	
ARC DECISION	Approved: Conditional Approval: Unable to Approve:
REASON for application decision:	

To submit this ARC Request for Approval:

1. **Download this form, fill it out, save it on your computer and then email it with all the required attachments & documents to:**

Architectural Control Committee
Sardis Forest Patio Homes Association
Email Address: SardisForestARC@gmail.com

2. **If you are unable to submit this form electronically, mail the completed form with all the required attachments & documents to:**

Sardis Forest Patio Homes
c/o Cedar Management ARC
PO Box 26844
Charlotte, NC 28221

Please note Cedar Management will charge the homeowner \$20.00 to \$30.00 for handling any ARC request received by mail.