

Sardis Forest Patio Homes

- Homeowner's Handbook -

Welcome to Sardis Forest Patios Homes Association, also known as ("SFPHA")

We are delighted to welcome you to our community. This packet provides an overview of the essential information you need to know as a valued member of our community. For the most up-to-date details, please visit our website at SardisForestPatioHomes.com. There, you will find important announcements, contact information for property management, insurance details, community guidelines, and much more.



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Community Association Management Company:

Cedar Management Group

About Your Neighborhood

Sardis Forest Patio Homes Association (“SFPHA”) is a great place to call home. 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.

“Townhouses are another popular form of property ownership. A townhouse development consists of a group of single family homes connected to another home by a common wall or walls. Each townhouse is individually owned. The entire group of townhouse unit owners may also be members of a homeowner association. If a townhouse development contains common areas, the association owns and maintains the common areas for the benefit of all.

Townhouses typically exhibit a “row house style” of architecture with a group or row of two- to three-story units that are attached by common walls. A townhouse development may also be part of a common interest community.

Unlike condominium ownership, townhouse ownership includes a deed to the tract of land on which the townhouse is located. The property boundaries typically include one or more common walls shared with an adjoining unit or units and may include a limited amount of yard space or an outside patio. In other cases, the homeowner’s association will hold title to all land/space outside of the townhouse unit itself.

Rules on the use and maintenance of townhouse common areas are set forth in restrictive covenants that run with the land and bind all individual townhouse owners. These covenants specify the common-area rights of individual owners, provide for regular payment of fees to the homeowners’ association, and authorize periodic assessments against townhouse owners as needed.”¹

Additionally,

“... a townhouse unit owner owns the unit in severalty, i.e., the physical structure (subject to the existence of party walls) and the plot of land upon which the unit rests.

The common areas of townhouse developments in North Carolina are owned by the homeowners’ association, whereas the common areas of a condominium development are owned by all the condominium unit owners as tenants in common.”²

Our community website is SardisForestPatioHomes.com. For the most up-to-date refer to the community documents, on the Sardis Forest Patio Homes (“SFPHA”) website.

¹

NCREC - NCRE Manual Chapter 1

<https://rem.ncrec.gov/Home/Viewer2?ViewType=Main#Section-6/Topic-1>

² NCREC - NCRE Manual Chapter 1

<https://rem.ncrec.gov/Home/Viewer2?ViewType=Main#Section-6/Topic-1>

SFPHA / Management Group

Sardis Forest Patio Homes Association is formed by a group of volunteers and supported by Cedar Management Group. All homeowner communications should be directed to Cedar Management Group, with the exception of submissions related to the Architectural Control Committee (ARC). For more information on submitting an ARC Form, please refer to the ARC Form document available on the website, SardisForestPatioHomes.com, under the "Association Documents" tab.

Cedar Management Group

Phone

Local: 704-644-8808

Toll-Free: 877-252-3327

Fax

704-509-2429

Email

CedarManagementGroup.com

Mailing Address

PO Box 26844

Charlotte NC 28221

Communication

The HOA Board communicates with homeowners through several channels. Message boards are located at each mailbox kiosk, Facebook with home address, and community website SardisForestPatioHomes.com, containing important governing documents, rules and regulations, ARC Forms, ARC Guidelines, and other resources.

Each year, a notice, agenda, and relevant information for the annual meeting are mailed to all homeowners. We encourage all homeowners to attend the annual meeting. If you are interested in joining the board, please submit your interest through Cedar Management Group—we would be delighted to have you!

For immediate updates, notifications are sent directly to your email. To ensure you receive all important communications, it is crucial that Cedar Management Group has your current contact information on file, including mailing address, if a secondary mailing address applies, phone number, and email address. To send messages to the Board, please contact Cedar Management Group directly.

Sardis Forest Patio Homes is a volunteer-led association, supported by Cedar Management Group. All communication with the Board should and will be directed through Cedar Management Group. Contact information can be found above under SFPHA / Management Group.

Sardis Forest Patio Home Association (“SFPHA”)

The SFPHA community is managed by Cedar Management Group in partnership with a volunteer Board of Directors. The Board consists of five directors and several ex-officio members. Each director serves a three-year term, with staggered 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 ex-officio members. While ex-officio members do not have voting rights, they are involved in other board activities and committees.

If you are interested in volunteering, please contact Cedar Management Group - Support@mycmg.com

For further information, please refer to the "By-Laws" section on the SFPHA website.

Architectural Control Committee ("ARC")

If you wish to make any changes to the exterior of your home—such as modifications to doors, windows, lighting, landscaping, painting, fencing, or additions—**you must submit an ARC Form** for approval **prior to making any changes**. Unauthorized alterations may result in fines, removal of the changes, or both.

ARC Form - For the most up-to-date ARC Form, please visit the SFPHA website and navigate to the "Association Documents" section under "[Architectural Control \(ARC\) Request For Approval Form](#)."

ARC Guidelines - For the most up-to-date ARC Guidelines, please visit the SFPHA website and navigate to the "Association Documents" section under "[Architectural Control Guidelines](#)."

The ARC is responsible for reviewing all proposed work by each homeowner, and further submitting the request to the board for further review and approval. The ARC's review authority is limited to the external appearance and improvements, this does not cover structural integrity, construction methods, or compliance with building codes or other legal requirements imposed by governmental authorities.

Owners must ensure that tenants comply with these requirements for approved leased properties. For more information, see Rental information below and visit our SFPHA website, navigate to the "Association Documents" and select "SFPHA - INTENT TO RENT - APPLICATION".

Maintenance and Responsibilities

The Maintenance & Responsibilities Chart serves as a helpful guide outlining the responsibilities for maintenance, repairs, and replacements within the community. It can be accessed on the website SardisForestPatioHomes.com by selecting the "Association Documents" tab and then navigating to the "Maintenance Responsibilities Chart." This chart is intended to assist with responsibilities of home maintenance and improvements.

HOA Dues

HOA dues are determined annually based on the proposed budget and reserve funds for the year. These dues cover a variety of expenses, including water and sewer services for each unit, maintenance of common areas and trees, building painting, roof and gutter maintenance, parking lot lighting, property management fees, legal, accounting services, and more. HOA dues are due on the first of each month, with several payment options available. Late payments are addressed in Administrative Resolution #1, outlined in the Rules and Regulations.

For further details, please refer to the Rules and Regulations section on the SFPHA website.

Insurance

Homeowners are required to maintain an H03 (extended coverage) insurance policy. Additionally, liability insurance with a minimum coverage of \$100,000 is required. If your home is rented or vacant, please consult your insurance provider to determine if additional coverage is necessary. Renters are strongly encouraged to obtain renter's insurance to protect their personal belongings.

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

For further information, please refer to the "Insurance" section of the Rules and Regulations on the SFPHA website.

Miscellaneous

- Carbon Monoxide Detectors: Any home with a gas furnace, gas water heater, gas logs, or other gas appliances is required by Mecklenburg County to have a carbon monoxide detector. This is the homeowner's responsibility.
- Exterior Maintenance: Homeowners and renters are responsible for maintaining the exterior of their homes and patios in a neat and clean condition. Please refrain from sweeping, blowing, or raking leaves and debris from your patio into the common areas behind your fence.
- Pets: All dogs must be kept on a leash when outside your home. Please remember to clean up after your pet and dispose of pet waste promptly.
- Vehicle and Gate Security: It is recommended that you keep your vehicles and gates locked. If you notice any suspicious activity or individuals, please contact the police. For any streetlight outages on Nolley Court, please report them to CharMeck311.
- Noise Consideration: Please be mindful of noise levels to ensure a peaceful environment for all residents.
- Vendor Interaction: Please do not disturb or contact vendors working on behalf of the SFPHA community. Any questions or concerns should be directed to Cedar Management Group.
- Sardis Forest Swim Club Membership: Membership to the nearby Sardis Forest Swim Club is not included in the monthly HOA dues. The Swim Club operates independently, and memberships may be available. For more information, please visit SardisForestSwimClub.com.

Mailbox

Homeowners are responsible for the maintenance of their mailbox door, lock, and keys. Please ensure your mailbox is kept locked at all times. For any issues related to your mailbox, please contact the Post Office directly. Our mail is managed by the Ballantyne Annex, located within the Matthews Post Office. For assistance, you may reach the US Postal Service at 1-800-275-8777.

Parking

Each unit is allocated two designated parking spaces, with most lots also including one visitor space. Visitor spaces are reserved exclusively for guests of owners or tenants, with a maximum stay of one week. Certain vehicle types are restricted from parking in lot spaces. Homeowners are responsible for utilizing their assigned parking spaces and ensuring that visitors and contractors park first in their additional designated space and then in the visitor spot, if available.

Homeowners are responsible for maintaining their vehicles to prevent fluid leaks or stains on the community parking lot.

For further details, please refer to the "Rules and Regulations" section on the SFPHA website.

Rentals

The Association's Covenants, Conditions, and Restrictions (CCRs) govern rental policies within the community, **enforcing a rental cap of 20% and strictly prohibiting short-term rentals** (e.g., VRBO, Airbnb). Homeowners must submit all lease agreements and tenant information to Cedar Management Group and ensure records are updated as needed, including renter contact details and new tenant information.

Homeowners must **occupy their property for at least 24 months** before requesting to join the **SFPHA Rental Waiting List**. Rental applications submitted before this requirement is met will not be considered.

For full rental procedures, refer to the website SardisForestPatioHomes.com locating Association Documents, specifically the **"Intent to Rent - Application,"** which is required for all rental properties. Any updates to renter contact information must be reported promptly. If a new tenant moves in, homeowners must submit a new application, including the renter's information, signed lease agreement, and any other required documentation. Additionally, homeowners must maintain a complete and up-to-date list of all occupants residing in the unit.

Before a tenant moves in, homeowners must ensure renters have access to SardisForestPatioHomes.com to review Association Documents or provide them with copies of all relevant materials, including but not limited to Association Rules & Regulations, CCRs, By-Laws with Amendments, and the Homeowner's Handbook. Both homeowners and renters are responsible for compliance with these regulations and any violations thereof.

As a homeowners association (HOA), SFPHA operates to serve property owners, not renters. Any renter concerns, issues, or requests must be communicated directly to the unit owner or management company. Renters are not permitted to contact Cedar Management Group or the Board of Directors; all official communications must come from homeowners or property management company.

Trash/Recycle

Each unit is provided with one Mecklenburg County issued trash bin and one city issued recycling bin, both of which should be clearly marked with the Townhome Number and Unit Letter. This marking should be done neatly using either stickers, a permanent marker, or stenciling with spray paint. Please note that spray paint alone is not acceptable, as it can be unsightly.

If a trash bin becomes damaged, it is the homeowner's responsibility to contact 311 and report the issue to the city to request a replacement.

All trash must be bagged before placing it in the designated trash can, and the lid must remain closed. During hot weather months, it is especially important to bag all waste and empty your cans as frequently as possible. Leaving trash exposed or in bins full for extended periods can attract pests, collect water, create unpleasant odors, and become a nuisance to your neighbors, which may result in fines.

Yard waste, including leaves, shrub trimmings, discarded plants, and small sticks, must be placed in compostable paper bags or reusable containers no larger than 32 gallons and placed by the road for pickup.

Please avoid storing yard waste behind the fence for extended periods. Only the city-issued trash and recycling bins should be stored behind the fence. Under no circumstances should yard waste be disposed of in the common areas within the community.

Trash, recycling bins, and yard waste should be placed on the curb no earlier than the day before pickup. Trash and yard waste are collected every Tuesday, and recycling is picked up every other Tuesday by the City of Charlotte (pickup days may vary around holidays). Trash cans must be removed from the curb by midnight on the day of collection. Failure to adhere to trash and recycling guidelines may result in fines from the City of Charlotte, Mecklenburg Co.

Water

Water and sewer expenses are among the largest costs for our HOA each year, with water usage directly impacting our monthly sewer charges. While we cannot control price increases from the city, we can manage our water usage and prevent leaks. Please be mindful of your water consumption and promptly repair any leaks in toilets or faucets. If you notice a water leak outside your unit, please inform Cedar Management Group immediately.

As temperatures drop, remember to disconnect hoses from outdoor water faucets to prevent damage. This is also an ideal time to check for any leaking faucets. Additionally, ensure that you know the location of your main water shut-off valve in case of an emergency. It is typically located near your water heater.

Thank you for your support as valued members of our community!

We are delighted to have you with us and look forward to a great experience together.

Revision 2/2025

SFPHA reserves the right to update, modify, or amend its policies and information.

For the latest updates, please visit [SardisForestPatioHomes.com](https://www.SardisForestPatioHomes.com)