

Wildwood Homeowners  
Association, Inc.

Member's Handbook

Compiled by the Board of Directors  
January 1993

# WELCOME TO WILDWOOD!

We know you will be glad you have chosen to live in the Wildwood community.

This handbook was developed to answer some of the questions homeowners/residents typically have about the Wildwood Homeowners Association (WHA). If there are other questions you have which are not addressed in this booklet, we hope you will contact us by calling a current member of the Board of Directors or by writing to us at our mailing address:

Wildwood HOA  
Board of Directors  
P.O. Box 478  
Hillsborough, NC 27278

Once again, welcome!

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# COMMON QUESTIONS & ANSWERS

## Membership/Dues

***Is membership in the association mandatory? Do I have to pay dues?***

Membership in the association and payment of annual dues are mandatory by law for all homeowners in Wildwood Section II. [Wildwood Section I homeowners are not required to join but may elect to do so.]

***What do our dues pay for?***

Membership dues pay for insurance, legal advice and assistance, park maintenance and improvements, mailings, clerical work, social functions, and so on. A financial summary is prepared and available to all homeowners each year at the general meeting. Copies may be obtained at other times by writing to the Board of Directors.

***How much are HOA dues and when are they collected?***

When the association was begun several years ago, dues were \$20.00 per year. Dues for 1992 were \$21.00. Association dues can increase by up to 5% per year without a vote from the membership (or more with a vote), but expenses within these first few years have remained low and have not required consistent increases.

Annual dues are due by March 1 of each year. A reminder is usually mailed to all members by the first week in February.

***What happens if I don't pay the dues?***

The Articles of Incorporation empower the Board of Directors to take any legal action necessary to collect dues. If dues are not paid within a reasonable grace period from the due date (30 days according to the Articles), the usual action is to file a lien against the property for the amount of the past due fees plus filing fees and interest which accumulates annually. Those whose dues are delinquent forfeit voting rights and the right to use the common area until the dues and related charges are paid in full. Other legal action can be taken if the Board chooses.

WHOAs are the lowest of any homeowners association in the area. Compare \$21.00 per year to some neighborhoods' \$150.00 per month!

***If my house is on the market now, do I have to pay dues or should the new owner do so?***

YOU are responsible for the dues if you owned your house on January 1. When the closing attorney conducts the title search, he/she will find that there is a homeowners association and will check with the Board of Directors to see if HOA dues have been paid.

**Purpose/Functions of WHOA**

***Why is there a homeowners association?***

In order to develop four lots per acre, the developer of Wildwood was required by law to provide a recreation area for the enjoyment of the subdivision residents. The developer created the area now known as Wildwood Park, which is actually jointly owned by all homeowners in the subdivision. The Wildwood Homeowners Association (WHOA) was created primarily to handle the responsibilities of seeing that the area was appropriately insured and maintained. Without the WHOA, if someone had an accident or was injured while using the park, all homeowners would be liable and could collectively be sued.

***What are the functions of the homeowners association?***

There are four major functions of the WHOA:

1. Provide for maintenance and preservation of the common area (Wildwood Park). This includes landscaping, cutting the grass, making improvements, purchasing equipment, etc. Also, insurance on the park is required; maintaining insurance on the park is the most important function of the WHOA.
2. Promote the health, safety and welfare of the residents of the subdivision. This is a broader category which includes addressing safety concerns, providing communication to residents about important issues when appropriate, and holding periodic social activities.
3. Assess/collect annual dues.
4. Enforce restrictive covenants.

***How do homeowners/prospective homeowners find out about the HOA?***

Closing attorneys are responsible for informing their clients that there is a homeowners association, and are supposed to provide copies of the related legal documents. In addition, many realtors provide this information to prospective buyers.

If you did not receive any documents pertaining to the WHOA when you purchased your home, contact your closing attorney. He/she should provide you with all relevant documents. Most closings include title insurance to protect the buyer from any undisclosed liens. Check with your attorney on this matter if you have questions.

**Management of WHOA**

***Who runs the homeowners association?***

The Board of Directors is responsible for ensuring that the duties of the WHOA are carried out. The Board of Directors consists of three elected officers, plus a secretary (appointed) and a treasurer (appointed). The Board of Directors may also include a hired manager (chosen by the elected members).

***When are elections for Board positions held?***

Terms for the three elected positions on the Board of Directors are three years each, staggered so that each year one position becomes vacant. Elections are held at the annual general meeting of the association.

If a Board member resigns before the end of his/her term, the remaining Board members appoint a replacement.

***When does the Board of Directors meet? Are the meetings open to everyone?***

The Board of Directors typically meets at least once (sometimes twice) per month. Meetings are scheduled by the Board and may vary in order to accommodate individual scheduling needs.

A portion of Board meetings may be designated to receive comments/concerns from neighborhood residents. If you wish to address the Board, please call one of the current Board members or write

to the association at its post office box to find out the next meeting date and to be placed on the agenda.

The minutes of each meeting (Board meetings and general meeting) and are available for review by members each year at the general meeting.

### General Meeting

#### *Is there a time when all of the members get to meet?*

YES--there is a general meeting each year, typically held in May. At this meeting agenda items usually include discussion of the budget, review of the events of the past year, community concerns, proposed HOA activities, and election of officers as needed. All members are mailed a notice at least two weeks in advance of the meeting. Those unable to attend are asked to designate proxies to vote for them.

### Restrictive Covenants

#### *What are the restrictive covenants?*

Briefly, in "plain English," they are as follows:

1. Houses are to be used for single family dwellings only (no boarding houses).
2. Mobile homes are not allowed.
3. Covenant #3 concerns construction of new houses--quality, vertical drop of the roof, exterior siding, etc. No aluminum siding is allowed.
4. The exterior siding and roof material on any outbuildings (Eg., SHEDS) on a lot must be identical to that of the house. Aluminum sheds are specifically prohibited.
5. Lots are to be maintained to prevent soil and gravel erosion, and should be mowed regularly during the growing season.
6. Unlicensed or inoperable cars or any other type "junk" may not remain on any lot for more than 30 days.
7. "Noxious" and/or offensive activity is prohibited. This includes generating noise/music which is audible beyond the immediate property line.
8. Pets are to be controlled so that they do not become an annoyance to others. (FYI: There is a leash law in Orange County! Also, all dogs and cats must be licensed.) Barking dogs are considered an annoyance between 11:00 p.m. and 7:00 a.m.

For more detail or for clarification, refer to your full copy of the restrictive covenants. [If you cannot locate your copy of the restrictive covenants, you may request an additional copy from the Board of Directors at no cost. Other documents (Articles of Incorporation, Declarations, etc.) are available for a small fee.]

#### *How are Covenants Enforced?*

The Board of Directors OR any member of the WHOA has the right to enforce the restrictive covenants. This means that you can directly contact the homeowner/resident if you know of a violation, or you can report the violation to the Board of Directors so that they can take action. The usual procedure is to contact the homeowner of the property where the violation has taken place (in person or in writing) and allow a reasonable period of time for the violation to be corrected. In cases of extenuating circumstances, the Board will consider extensions to deadlines. Otherwise, if the violation is not corrected within the stated time, the Board of Directors contacts the attorney representing the WHOA and legal action is initiated.

#### *Why do we have to have these restrictive covenants?*

The restrictive covenants exist for YOUR benefit. They protect your property values by establishing standards for the physical appearance of the neighborhood. Also, some of the covenants have practical as well as aesthetic bases, such as those that concern lawn maintenance. Other covenants address matters of courtesy to other residents. The bases for several of the covenants can be found in Orange County law.

## Miscellaneous HOA Activities/Functions

### Does the homeowners association sponsor any social or "fun" activities?

Yes, although these types of activities are an "extra" rather than a primary focus of the association. In the past, community events have included the following:

- \* Spring Flings and Fall Fests in the park (featuring cookout, games, hayrides, etc.)
- \* Halloween party for children
- \* Holiday carolling (with refreshments afterwards)
- \* Community yard sales

There has also been interest in a children's play group and in an organized recycling effort. These sorts of activities are offered when the budget permits and when interested members work together on a committee basis to plan them.

### What committees exist?

Different committees have existed over the years, depending on neighborhood interest and manpower available. Following are some examples of recent committees:

Community Improvement - Oversees and executes projects pertaining to the image/"curb appeal" of Wildwood.

Legislative Watch - Ensures that the Board of Directors is informed of city and/or county concerns which might affect the Wildwood community and the surrounding area (members attend city/county meetings).

Social/Activities - Plans activities and functions geared towards promoting a sense of community involvement.

Community Safety - Helps to maintain safety awareness among Wildwood residents.

Welcome Committee - Contacts new residents and arranges for Welcome Wagon to visit.

## Involvement in HOA

### How can I become involved in the homeowners association?

There are several ways to do so:

1. Run for office on the Board of Directors, or volunteer to serve as secretary or treasurer if one of those offices is vacant;
2. Serve on (or chair) a committee (eg., to help plan social events or to promote Crime Watch);
3. Volunteer to be a "satellite home"--a liaison between your cul-de-sac or block and the Board of Directors;
4. Sign up to be on the grass-mowers list to be called on on a rotational basis; OR
5. Volunteer to assist with some other task such as planting flowers or shrubs around the Wildwood entrance sign.

Even if you have no time to do any of the above, you can be involved simply by communicating with the Board of Directors if there is something you would like to see addressed, if you know of a covenant violation, if you have an idea for a park improvement or a social activity, etc. You can do so by calling a current Board member or by writing to the Board of Directors at P.O. Box 478, Hillsborough, NC 27278. **THIS IS YOUR ASSOCIATION--YOUR INPUT IS IMPORTANT!**

## **SAFETY CONCERNS**

### **Crime Prevention**

Statistically speaking, the Orange County Sheriff's Department reports that Wildwood is a very safe place to live. However, no neighborhood is immune to crime.

Here are a few reminders concerning safety and crime prevention:

- Report all suspicious persons/cars/activity to the Sheriff's Department (call 911). There may be times when you are not sure whether or not you should call; if so, remember, the bottom line is "When in doubt, call 911."
- If you are going to be away for a period of days, have a neighbor check on your house while you're gone. Also, if you receive any newspapers, call and request that they not deliver during the time you're away (note that EVERYONE receives the Village Advocate on Sundays and Wednesdays).
- Contact the Sheriff's Department for tips on securing your home (ideas concerning alarm systems, deadbolts, etc.)
- SOLICITORS: Do not allow them into your house unless you see their credentials. All solicitors should carry a permit from the Sheriff's Department.

### **Traffic**

Speed limit in the neighborhood is 35 mph. This seems extremely high in a neighborhood which has a great number of children and no sidewalks. However, petitions to the Department of Transportation to lower the speed limit have been unsuccessful.

In the interest of safety, we request that residents voluntarily observe a speed limit of 15 mph. Please also ask any guests that visit your home to do the same.

## **WILDWOOD PARK**

### **Location**

The main entrance to the park is location on George Anderson Drive, about 1/10 of a mile from the intersection with Wade Hampton. There is a sign marking the entrance and a gravel path leading to the park. Near the entrance sign is a shed which contains park maintenance equipment and other Wildwood HOA property.

### **Description**

The park contains picnic tables, grills and waste receptacles. There is some recreational equipment (eg., a volleyball net and ball) available for use on request from the Board of Directors. There are plans to purchase additional park equipment in the near future.

## WILDWOOD PARK RULES

1. No excessive horseplay or noise is permitted.
2. No glass is permitted on park and/or recreation grounds.
3. Overnight camping is not permitted.
4. There shall be no open fires permitted without the written approval of a member of the Wildwood Homeowners Association (WHOA) Board of Directors. Requests will be considered on an individual basis, and permits may be issued with day and time limitations. (A cookout using a grill is not considered an open fire and is permitted without special permission.)
5. Damaging or removing park equipment is not permitted.
6. The park and recreation area may only be used by WHOA members in good standing (dues paid in full) and their guests. All guests must be accompanied by a WHOA member in good standing; others will be asked to leave. Law enforcement will be called as needed to remove trespassers.
7. To facilitate the use of the park and recreation area and avoid conflicts in group activities, all activities should be scheduled with WHOA Board of Directors. The Board may deny the use of the park and recreation area at its discretion (eg., for a community safety concern).
8. All WHOA declarations and covenants apply.

The above rules will be strictly enforced. Any homeowners who violate the above rules will forfeit all membership rights of the association (but will not be relieved of obligation to pay dues), including voting rights and right to use the park/recreation area. There is additional legal action available to the WHOA members in good standing to ensure the safety and continued enjoyment of the recreation area.

These rules exist to keep the recreation area safe so that WHOA members in good standing may continue to enjoy its use. Any comments or suggestions pertaining to the above rules should be submitted in writing to the WHOA Board of Directors. Only signed requests will be considered.

Thank you for your concern and support.

6/5/92

## **LEGAL DOCUMENTS RELEVANT TO WILDWOOD AND TO THE WILDWOOD HOMEOWNERS ASSOCIATION**

Following are legal documents on file at the Orange County Courthouse which are relevant to the Wildwood neighborhood. Those indicated by an asterisk (\*) are directly related to the Wildwood Homeowners Association and should have been provided to all homeowners at the time of the purchase of the Wildwood property by the closing attorney.

If you do not have or cannot locate your copy of a particular document, you may request an additional copy either from the closing attorney who handled the purchase of your home or from the Wildwood Homeowners Association Board of Directors. [If you request them from the Board of Directors, there will be a small charge to cover xeroxing costs (except for Restrictive Covenants).]

Sewer and Water Easements  
(Book 423, pp. 439-441)

Water and Sewer Extension Easement/Agreement  
(Book 464, pp. 418-422)

Seal of Incorporation of Hillsborough Wildwood Homeowners Association  
(Book 457, p. 3)

\* Articles of Incorporation of Hillsborough Wildwood Homeowners Association  
(Book 457, p. 4-6)

\* By-Laws of Hillsborough Wildwood Homeowners Association, Inc.

\* Restrictive Covenants of Hillsborough Wildwood Homeowners Association  
(Book 456, pp. 570-572)

\* Declaration of Covenants, Conditions and Restrictions for Wildwood  
(Book 458, pp. 76-80, and Book 510, pp. 179-180)

# MAP OF WILDWOOD

