

# The Mayfair Owners Association, Inc.



## Community Guidelines and Architectural Standards

### Mayfair Strategic Vision

Continue to develop the Mayfair townhome community as one  
of Charlotte's premier gated communities that is:

- \*Safe
- \*Secure
- \*Beautiful
- \*Well Informed
- \*Financially Strong

**1.0 Introduction**

1.1	Living in The Mayfair	3
1.2	Applicability and Purpose	3
1.3	ACC Application and Review Process	4

**2.0 General Architectural Standards**

2.1	Antennas and Satellite Dishes	5
2.2	Awnings and Tent Canopies	5
2.3	Basketball Goals and Play Equipment	6
2.4	Beautification and Landscaping	6
2.5	Birdbaths and Birdfeeders	8
2.6	Decks, Patios, Covered Porches and Screened Porches	8
2.7	Exterior Doors, Storm/Screen Doors, Shutters, Lighting, Paint Colors and Hardware	8
2.8	Flags and Flagpoles	9
2.9	Fountains, Benches and Yard Art	9
2.10	Holiday Decorations	10
2.11	Hot Tubs, Spas and Saunas	10
2.12	Irrigation System	10
2.13	Roof Accessories	10
2.14	Window Air Conditioning Units and Fans	10
2.15	Window Treatments	11
2.16	Exterior Lighting	11

**3.0 Community Standards**

3.1	Common and Open Areas	11
3.2	Enforcement of Rules and Regulations	11
3.3	Fire Safety	12
3.4	Garage Doors	12
3.5	Garbage Containers, Recycle Storage Bins and Garbage	12
3.6	Hanging Clothes on Laundry Lines	13
3.7	Outdoor Storage	13
3.8	Parking and Temporary Structures	14
3.9	Pets	15
3.10	Pond Regulations	16
3.11	Signs	16
3.12	Solicitations	17
3.13	Garage Sales	17
3.14	Speed Limits and Camera Surveillance	17
3.15	Tenants	17
3.16	Vehicle Maintenance, Repair and Disassembly	17
3.17	Bulletin Board	18

**4.0 Policies and Supplemental Information**

4.1	Violation Policy	18
	Form - Request for Architectural Approval	20

## **1.0 Introduction**

### **1.1 Living in The Mayfair**

**Welcome to The Mayfair townhome community! The following guidelines and architectural standards are designed to help preserve our owners' vision for a well maintained and architecturally appealing townhome development with a sense of community, caring and neighborliness.**

**The Mayfair is a planned community governed by the provisions of the North Carolina Planned Community Act. Among other stipulations, a planned community is required to incorporate as a non-profit owners' association comprised exclusively of all lot owners. The purpose of the owners' association is to preserve the attractiveness of the property and act in good faith on behalf of the interests of all residents within the community. This would include such actions as (1) appointing officers and committees; (2) adopting budgets and collecting dues for common expenses; (3) hiring and discharging managing agents and contractors; (4) adopting and enforcing bylaws, rules and regulations; (5) regulating the maintenance and modification to exterior structures, property and common areas; and (6) imposing penalties and fines for late payments and violations.**

**If you are a first time resident in The Mayfair, an early and complete review of this document, along with Bylaws and Covenants, Conditions and Restrictions for Mayfair Townhomes, will help you with your orientation. You can also consult the FAQs available on the Community website and direct any questions to our Community Manager or our Board of Directors.**

### **1.2 Applicability and Purpose**

**The purpose of this document, Community guidelines and Architectural Standards (Guide), is to help fulfill the duties and responsibilities of the Board of Directors and the Architectural Control Committee (ACC) by providing supplemental information to homeowners. This document is not intended to replace the Covenants, Conditions and Restrictions (CC&R) for Mayfair Townhomes but to better detail and clarify various community policies and guidelines, including the Violation Policy, Delinquency Policy, and the process by which owners may customize and modify the exterior presentation of their townhome. Additionally, the Guide will set forth various guidelines on other matters relating to community standards and the overall appearance of the property and common areas throughout The Mayfair community.**

**The intent of the architectural standards outlined in this Guide is to provide consistent and clear guidance to residents regarding the requirements for exterior modifications and improvements to their properties, along with matters of particular concern to the ACC and the Board when considering applications for approval of such additions and modifications. The goal is to preserve the consistent and harmonious aesthetic appearance of townhomes and property within the community and to promote a consistent understanding and application of rules and regulations among all owners and residents. Because the quality of the townhome lifestyle depends upon group effort and**

cooperation, residents are expected to exercise restraint, moderation, tolerance and consideration in matters of personal conduct and lifestyle that may affect their neighbors.

The architectural and community standards included herein are not intended to be a comprehensive listing, but rather a summary of many of the more common considerations. Adherence to the standards outlined in this document will not be the sole basis for review or approval, nor does it guarantee approval of any request for modification. In reviewing each application, the ACC or the Board will consider any factor it deems relevant. Decisions may be based purely on aesthetic considerations. Each owner acknowledges that the determination as to such matters may be subjective in nature and that opinions may vary as to the desirability and attractiveness of any proposed exterior modification or improvement.

The effective date of the initial guidelines outlined by the ACC is 06-28-2010. Homeowners who have previously made exterior modifications or improvements to their townhome are grandfathered in, provided approval for the modifications or improvements was obtained from the Builder or the Board.

Specific questions or comments regarding the information contained in this Guide can be directed to any member of the ACC or the Board.

### **1.3 ACC Application and Review Process**

The Mayfair ACC will meet as necessary to consider requests for exterior modification and improvements. One (1) copy of the Request for Architectural Approval form must be submitted to the ACC to allow ACC members to review requests and to complete site inspections and discussions with the owner as needed and one copy must be submitted to the Management Company. A copy of this form and directions for completion and submission are included in Section 4.0 of this Guide.

The ACC or the Board will notify the owner(s) in writing within five business days following the meeting date if their request has been approved, not approved or if additional information is necessary in order to render a decision. You may contact the ACC or the Management Company for a status update if no response has been received within one week following the meeting date.

Owners must adhere to the terms and conditions stated on the ACC approval letter regarding project specifications. Any disregard for the terms stated in the approval letter may render the ACC's approval null and void, in which case the applicant may need to remove or make changes or repairs to the modified structure and/or resubmit their request for approval to the ACC.

The ACC or the Board is not responsible for ensuring structural integrity or compliance with state and local building codes. Owners must obtain all necessary building permits and other government approval that may be required for the proposed modification or improvement.

## **2.0 General Architectural Standards**

### **2.1 Antennas and Satellite Dishes**

- 2.1.1 Due to the potential for damage to the exterior structure and regulatory considerations, homeowners who wish to place a satellite dish on the exterior of their residence must obtain prior approval from the ACC or the Board.**
- 2.1.2 Satellite dishes must not exceed 24 inches in diameter and must be attached to or mounted on a deck, patio, roof or wall in the rear of the residence.**
- 2.1.3 Based on visibility to other residents, the ACC or the Board may require satellite dishes to be painted to more closely match the mounted surface.**
- 2.1.4 Outdoor television receiving antennas require prior approval from the ACC or the Board. All other types of freestanding receiving antennas are not permitted.**
- 2.1.5 Pursuant to FCC Section 207 of the Telecommunications Act of 1996, the ACC or the Board will not require prior approval for antennas/dishes in the attic, crawl space, garage or other interior space of any townhome.**
- 2.1.6 Owners will be responsible for any damage that is done to the townhouse structure during the mounting process or as a result of continued wear.**

### **2.2 Awnings and Tent Canopies**

- 2.2.1 Due to mounting and the potential for damage to the exterior structure, homeowners who wish to attach a permanent style or retractable awning to their townhome must obtain prior approval from the ACC or the Board.**
- 2.2.2 Awnings are not permitted in the front of any townhome.**
- 2.2.3 To ensure uniformity in color and appearance, only brown awnings will be approved. A fabric sample must be submitted to the ACC for color approval.**
- 2.2.4 Awning hardware needs to be brown or non-obtrusive in color and appearance.**

**2.2.5 Awnings must be maintained in good condition. The ACC or the Board will inspect all awnings on a periodic basis for appearance. If found to be faded, torn or in disrepair, the owner will need to either repair promptly or remove the awning.**

**2.2.6 Tent canopy structures are not permitted in the front or side of the townhome.**

**2.2.7 Tent canopy structures are permitted in the rear of the townhome but require ACC approval.**

### **2.3 Basketball Goals and Play Equipment**

**2.3.1 Basketball goals that are permanently mounted in the ground or to any structure are not permitted due to the close proximity of townhomes within The Mayfair community.**

**2.3.2 Portable basketball goals must be stored in the garage when not in use and must not be left at any time unattended in the driveways, front or side yards, sidewalks or common areas.**

**2.3.3 All play equipment, including bicycles, balls, bats, scooters and soccer nets, must be stored in the garage when not in use and must not be left at any time unattended in driveways, front or side yards, sidewalks or common areas.**

**2.3.4 Skateboarding and throwing or bouncing any type of balls against any townhome unit or common area structure is prohibited due to maintenance considerations and the potential for annoyance to other residents.**

**2.3.5 The use of drones is restricted to airspace over the streets and must comply with the NCDOT requirements ([www.NCDOT.Gov/aviation/UAS/operators/recreation](http://www.NCDOT.Gov/aviation/UAS/operators/recreation)).**

### **2.4 Beautification and Landscaping**

**2.4.1 If an owner wants to replace trees, shrubs or hedges in their front or side yard or any common area, prior ACC or Board approval is required. Pine needles are provided by the landscaping company and should not be changed or replaced in order to prevent insect infestation and to maintain consistency with the existing pine needles. It is very important that all homeowners call 811 before digging for any type of in depth change-work on their property.**

- 2.4.2** In order to maintain consistency, owners may not plant flowers in the front, side or common area beds without prior ACC approval. Owners will be asked to remove any flowers that hinder the landscape company in performing its maintenance of the property, that might propagate disease or that might interfere with the growth pattern of existing trees and shrubbery.
- 2.4.3** All dead and discolored flowers, artificial flowers and plants in window boxes, planters, pots and beds originally planted by the resident in front, side and rear yards must be promptly removed.
- 2.4.4** Window boxes installed in the front and sides of townhomes are not permitted.
- 2.4.5** Planters may not be affixed to front or side railings. Planters may be affixed to rear railings. All planter frames must be made of metal material, black or brown in color and properly maintained. Owners will be responsible for any damage that is done to the railing or brick during the mounting process or as a result of continued wear or watering.
- 2.4.6** Edgings around front and side planting areas are not permitted due to landscape maintenance considerations and in order to maintain consistency in the community.
- 2.4.7** Stepping stones in grassy areas or beds around the front or side of townhomes are not permitted.
- 2.4.8** Garden hoses in the front of any residence should be coiled and/or neatly stowed in a hose storage container and should not be visible from the road. Hose reels are not permitted in the front or side of townhomes.
- 2.4.9** Trellises are permissible only in the rear of townhomes. All clinging vines should be grown on trellises. Trellises must be black or brown in color and constructed of metal or wood. Trellises may be mounted to the brick. Owners will be responsible for any damage that is done during the mounting process or as a result of continual wear or watering.
- 2.4.10** Pruning trees, shrubs and hedges in front or side yards or in any common areas is not permitted. The hedges separating side yards and backyards are considered located in common areas.
- 2.4.11** Fences can be added in backyards only if owners have submitted their request and received approval from the Board, prior to installation. More information on the subject is

available in the CC&R's.

- 2.4.12 Grass in owner's rear yard will be mowed or string-trimmed by the HOA's landscape vendor if requested by an owner provided: 1) the directors believe the vendor's employees can reasonably access the grass without damaging common property of the community and, 2) if the employees must cross the rear yard of other homeowner(s) to reach the grass, written permission has been given by the other owner(s).

## 2.5 Birdbaths and Birdfeeders

- 2.5.1 Birdbaths are only permitted in the rear areas due to landscape maintenance considerations
- 2.5.2 Birdfeeder/birdhouses are permissible in the rear.
- 2.5.3 The areas surrounding birdfeeders and birdhouses must be maintained and kept cleaned for sanitary reasons and to avoid rodents.

## 2.6 Decks, Patios, Covered Porches and Screened Porches

- 2.6.1 ACC or Board approval is required prior to construction or modification of decks, patios, covered porches and screen porches.
- 2.6.2 Decks, patios, covered porches and screen porches are the owner's responsibility and must be maintained in good condition. The ACC and the Board may inspect decks, patios, covered porches and screen porches. If found to be in disrepair, the owner will need to either repair promptly or remove the structure.

## 2.7 Exterior Doors, Storm/Screen Doors, Shutters, Lighting, Paint Colors and Hardware

- 2.7.1 ACC approval is required prior to adding or modifying any exterior doors, shutters and/or outdoor lights from the original materials allowed by the builder.
- 2.7.2 Storm doors and screen doors are not allowed on the front of townhomes.
- 2.7.3 Storm doors are permitted on the rear doors of townhomes. Storm doors must be metal, of good quality and architecturally consistent in color and design with the townhome. Specifically, the color of the storm door must match in color to the doors installed by the builder. (Color match is to the door, not the trim.) Door hardware must be consistent with the other hardware and fixtures on the property. Screens may be added to storm doors.



- 2.7.4** Screened doors are permitted on the rear doors of townhomes. Retractable screen doors are allowed on the rear doors of townhomes.
- 2.7.5** Exterior columns and shutters are maintained by The Mayfair Owner's Association. Owners may not paint front and rear doors or shutters or remove them from the building. Please report immediately any problems with worn or damaged doors, shutters, or columns to the Management Company. If you do not receive a response from the management company within two weeks, please notify the Board and the Chair of the ACC.
- 2.7.6** The hardware on the front door or front exterior of any townhome must be consistent with the standard hardware finish installed by the builder and approved by the Board.
- 2.7.7** Door knockers, numbers and kick plates that are not provided by the builder are not permitted on the front of any townhome.
- 2.7.8** No other signage denoting the owner's street address is permitted to be affixed to the exterior of any townhome without prior ACC approval, excluding the standard street numbers affixed by the builder.

## **2.8** Flags and Flagpoles

- 2.8.1** The American flag may be flown on a regular basis from flagpoles that are affixed to townhome units. Flags may not exceed 4 feet tall by 6 feet wide in size. Flags must be kept in good repair.
- 2.8.2** Flagpoles may not be mounted to doors and shutters. Owners are responsible for any damage done to the brick, columns or other structures during the mounting process or as a result of continual wear.

## **2.9** Fountains, Benches and Yard Art

- 2.9.1** Fountains are only permitted in the rear of the townhome.
- 2.9.2** Metal or wood benches, black or dark brown in color, are allowed. Plastic benches including beach chairs are not permitted. Benches must be on the owner's front porch and not in planting beds.
- 2.9.3** Yard art is not permitted in the front or side beds of the townhomes.
- 2.9.4** Yard art is permitted in the rear of the townhome. The ACC or the Board can request any yard art to be removed if deemed to be distasteful or potentially offensive to other residents, or in interference with any routine maintenance requirement.

**2.9.5** In the front of townhomes pots are only permitted on porches or steps. Pots are not permitted in the beds in the front or sides. The owner is responsible for properly maintaining the plants in the pots. All dead plants should be promptly removed. Owners will be responsible for any damage that is done to the structure or as a result of continual wear or watering.

## **2.10 Holiday Decorations**

**2.10.1** Holiday decorative lights, garland, greenery, ornamental items and wreaths are allowable from the week before Thanksgiving through the 15<sup>th</sup> of January.)

**2.10.2** Seasonal decorations (e.g., Easter, Halloween, Thanksgiving,) are permitted four weeks prior to the event until two weeks after the event.

**2.10.3** Holiday decorations are not permitted on the grass due to maintenance concerns and damage.

**2.10.4** No decorations may be mounted to the roof. Owners will be responsible for any damage done to doors, columns, railings or brick during the mounting/decorating process or as a result of continual wear.

## **2.11 Hot Tubs, Spas and Saunas**

**2.11.1** Outdoor hot tubs, spas and saunas are permitted in the rear of the townhome. All outdoor hot tubs, spas and saunas must be approved by the ACC or the Board. They must be properly maintained and not create a breeding ground for insects such as mosquitoes.

## **2.12 Irrigation System**

**2.12.1** ACC approval is not required prior to the addition of any permanent outdoor irrigation system in the rear of townhomes.

**2.12.2** Owners may not tamper with or access the existing Mayfair irrigation system to add or modify any sprinkler coverage to their property.

## **2.13 Roof Accessories**

**2.13.1** Attic fans, skylights, solar panels, solar collectors or other solar powered apparatus are not permitted.

## **2.14 Window Air Conditioning Units and Fans**

**2.14.1** Window air conditioning units and fans are not permitted in

**The Mayfair community.**

**2.15 Window Treatments**

**2.15.1 Window treatments on all windows that face the street must be off-white or white or lined with an off-white or white lining.**

**2.15.2 This applies to attic windows and windows of both finished and unfinished bonus rooms above garages.**

**2.16 Exterior Lighting**

**2.16.1 Landscape lighting, electric or solar, is not permitted in the front or sides of townhomes.**

**2.16.2 Security lighting must not be intrusive into your neighbor's townhome or onto your neighbor's private rear yards.**

**3.0 Community Standards**

**3.1 Common and Open Areas**

**3.1.1 No alterations of any kind shall be made to the common areas or open areas, including trees, shrubs, hedges and planting, without approval from the ACC.**

**3.1.2 Skateboarding is prohibited. The use of roller skates and bicycles, in the owner's driveway and the side of streets, is permitted. Please be cautioned. Adults should supervise children using roller skates and bicycles. The use of play equipment in the owner's driveway or in common areas is permissible as long as it does not result in damage to trees, shrubs, grass and structures. Any damage will be the responsibility of the parties involved.**

**3.2 Enforcement of Rules and Regulations**

**3.2.1 All homeowners are responsible to insure that their guests, visitors, residents and tenants are informed of and comply with all community regulations.**

**3.2.2 All homeowners are responsible for any damage to The Mayfair community property by their guests, visitors, residents and tenants; homeowners will be responsible for fines in case of violations.**

**3.2.3 Any resident may report any violation of rules and regulations. This should be done in writing and delivered to the Management Company. Violations or encounters with neighbors or visitors that are unusually obnoxious or dangerous should be reported verbally as soon as possible to**

the appropriate authorities.

**3.3 Fire Safety**

**3.3.1 Residents are urged to install carbon monoxide alarm and detector devices and maintain one fire extinguisher per level, including the garage.**

**3.3.2 Storage of propane or gasoline in garages is prohibited as fumes could be explosively ignited.**

**3.3.3 Charcoal and gas grills, indoor and outdoor fireplaces and fire pits are a fire safety concern. Residents should ensure that these are properly installed and operated in a safe and appropriate manner.**

**3.3.4 Outside fireplaces and fire pits are permitted in backyards but require HOA's approval and must comply with safety requirements.**

**3.3.5 Residents are urged to have their chimney periodically swept by a certified chimney technician.**

**3.4 Garage Doors**

**3.4.1 Garage doors should be kept closed when the garage area is not in use.**

**3.5 Garbage Containers, Recycle Storage Bins and Garbage**

**3.5.1 All garbage containers, recycle storage bins and garbage must be stored in the garage unless curbside for garbage pickup during designated times.**

**3.5.2 Owners may place garbage containers and recycle storage bins curbside no sooner than the evening before scheduled garbage and recycle pickups scheduled between 9:00 AM and noon on the service day. Owners should promptly return garbage containers and recycle storage bins to their garage no later than the evening on the day of pickup. If residents will be out of town during a scheduled garbage or recycle pick-up, they are encouraged to make alternative arrangements with their neighbor.**

**3.5.3 All garbage must be placed in tied garbage bags and placed in the approved roll-out garbage receptacles at curbside, on the driveway or street. Cardboard boxes, cartons, excess garbage bags and other large items may be placed curbside, but must be secured to avoid being blown into streets and adjoining property. All residents are responsible for cleaning up any spilled garbage, trash or recycled materials.**

- 3.5.4** When scheduled garbage or recycle pickups do not occur, residents should remove containers from the curb (weather permitting) and stored in their garage until the next scheduled pickup.
- 3.5.5** If the service day falls on New Year's day, Thanksgiving day or Christmas day, the service day will be one day late that week.
- 3.5.6** Christmas trees should be placed on the edge of the street, corner of the owner's driveway or sidewalk. Do not place discarded Christmas trees in the grass. Christmas trees should not be placed outside sooner than the evening before scheduled garbage pickups.
- 3.5.7** Recycling should be sorted before the recycling container is placed on the curb according to the guidelines provided by the private sanitation company. Newspapers must be placed in a bag or tied with string. Please exercise care in filling recycle bins to minimize chances of contents being blown out. All plastic bottles and glass jars must be clean and the caps must be removed.
- 3.5.8** Bulky items such as White Goods (for example, washing machines, dryers, refrigerators, stoves) and Furniture (for example, mattresses, box springs, couches, loveseats, patio furniture) will be picked up on the service day.
- 3.5.9** Yard Waste such as rocks and dirt will not be picked up.
- 3.6** Hanging Clothes on Laundry Lines

  - 3.6.1** Hanging clothes on laundry lines is prohibited in backyards and also in any common areas.
- 3.7** Outdoor Storage

  - 3.7.1** No household items, including patio furniture, grills, pet waste receptacles, trash and recycling bins, empty watering containers and receptacles for extinguished cigarettes, may be stored on the exterior front or side, driveway, sidewalk or front porch of any townhome. All items must be stored in the backyard and within the footprint of the structure. End units that include backyards extending beyond the footprint of the structure may not use the extended portion of the backyard for storage.
  - 3.7.2** All ladders, recreational equipment, bicycles, landscape materials, and gardening tools must be stored in the garage.
  - 3.7.3** Firewood, lumber and other termite-attracting materials may not be stored against the exterior walls of the

townhomes.

**3.7.4 Temporary storage units such as PODS are limited to 3 days in the driveway of a homeowner. Temporary storage units are not permitted on streets, common property, front, side or rear yards.**

**3.7.5 No outdoor storage units or buildings are permitted. Small boxes for storing outdoor furniture covers and cushions are permitted in backyards.**

**3.8 Parking and Temporary Structures**

**3.8.1 No residence of a temporary nature shall be erected or allowed to remain on the Property.**

**3.8.2 No trailer, shack, tent, garage, or any other building of a similar nature shall be used as a residence on the Property, either temporarily or permanently.**

**3.8.3 Mobile house trailers, on or off wheels, recreational vehicles ("RVs"), motor homes, vehicles or enclosed bodies of the type which may be placed on or attached to a vehicle, known generally as "campers", commercial vehicles of any kind operated by a member of the household occupying the dwelling on the Lot and any boat and boat trailers shall not be permitted on a Lot or any other portion of the Property, unless inside the garage. Moving vans or other extremely heavy vehicles are not allowed to park in the driveways as the driveways are not designed to withstand this kind of weight and pressure.**

**3.8.4 No out buildings, storage sheds, trash receptacles or other structures shall be placed between the dwellings on the Property and an adjoining public right-of-way or adjoining property.**

**3.8.5 No vehicle of any type which is abandoned or inoperative shall be stored or kept on any Lot or elsewhere within the Property in such a manner as to be seen from any other Lot or any street within the Property.**

**3.8.6 No automobiles or other mechanical equipment may be dismantled or allowed to accumulate on any Lot.**

**3.8.7 Vehicles of any type shall not be parked overnight within the private streets, nor parked or stored on any part of the Lot or other portion of the Property not approved for that purpose (i.e. garage, driveway or parking pad).**

**3.8.8 Occasional, temporary parking for guests is allowed within the private street rights-of-way. No vehicle should obstruct the safe entrance-exit of the neighbors' driveways.**

Temporary parking is defined as less than eight (8) hours.

- 3.8.9 Guest parking for less than eight (8) hours should park in front of the owner's home they are visiting if parking in the street. Guest parking for longer than eight (8) hours is allowed in the guest parking pads located near the mailboxes. A guest may park in the guest parking spaces for a reasonable length of time, not to exceed two weeks, unless written permission is requested by the owner on behalf of his guest and it is authorized by FirstService Residential.
- 3.8.10 No parking is ever allowed in the grass or common areas.
- 3.8.11 Residents are required to park in their garages or driveways. Multi-night parking of owner vehicles in the guest spaces is not allowed.
- 3.8.12 Residents should also provide information about their vehicles. The Form is available on the Community website.

### 3.9 Pets

- 3.9.1 Dogs must be carried or kept on a leash at all times when being walked. This is a City of Charlotte Ordinance. Owners are responsible for any injuries, property damage or disturbance inflicted or caused by their dogs.
- 3.9.2 Dogs cannot be left outdoors, unattended at any time. Dogs must be controlled so as not to create a nuisance or unreasonable disturbance, including loud and excessive barking.
- 3.9.3 Pet owners must immediately clean up all waste and dispose of it properly. This would include the grassy area outside of the gates on Rea Road in front of the community. Owners are also encouraged to immediately dilute dog urine with water to prevent damage to sod and shrubs.
- 3.9.4 Animals that pose a threat of attack, injury or danger or disturbance are not permitted in the community. The Board has the authority to require an owner to control or remove any pet judged by the Board to be a danger or a nuisance,
- 3.9.5 Any unattended dogs or cats on common ground are subject to capture and confinement by the City of Charlotte. All residents have the responsibility to call Animal Control at (704) 336-7600 to report unattended dogs or cats.
- 3.9.6 Invisible fences, dog houses, and exterior pet doors are only permitted in the rear of the townhome.

- 3.9.7 Animal pens are not permitted.
- 3.9.8 The number of household pets generally considered to be outdoor pets such as dogs and cats shall not exceed two (2) in number. That means one dog and one cat OR two dogs OR two cats.
- 3.9.10 Animals presenting a danger to other residences, expressly Pit Bulls and Rottweilers, are prohibited within The Mayfair community by owners or guests permanently or temporarily.
- 3.9.11 Residents should register their pets to meet Mecklenburg county requirements and owners must provide information about their pet(s) by completing the Form available on the Community website.
- 3.9.12 Pets are not allowed to walk on front yards other than the pet owner's property.
- 3.9.13 Owners of pet(s) are encouraged to ask their neighbor(s), from time to time and especially when a pet is left alone in the townhome, if they can hear their animal. If so, adjustments should be made.

### 3.10 Pond Regulations

- 3.10.1 Swimming or wading is not permitted in the pond.
- 3.10.2 Floats and other play equipment are not permitted in the pond.
- 3.10.3 Fishing or netting is not permitted in the pond.

### 3.11 Signs

- 3.11.1 No sign of any kind shall be displayed to the public view on any property, except approved signs when a property is being offered for sale or denoting that the home is protected by a security system.
- 3.11.2 Owners may place one approved *For Sale sign* in the front of their property. Signs must be the Board approved design, size and colors and may only be secured with a Board approved stake in-ground. Signs may be purchased from John Heim at Budget Signs, (704) 377-4890 or request a sign specification sheet from the Board, the ACC or FirstService Residential. All signs must meet the Board approved specifications for material, size and wording.
- 3.11.3 Open House signs for properties offered for sale are allowed at the entrance to the community and in front of townhomes



from Friday at 6 PM until Sunday at 6 PM. Signs should be no larger than 3.5 ft. high and 2.0 ft. wide (including the support structure) and may only be secured in-ground. No other signage may be placed by a homeowner at the entrance to the community or along Rea Road in front of the community.

- 3.11.4 The owner is responsible for any damage to the property including the grass and irrigation system from the installation of a *For Sale* or *Open House sign*.

### 3.12 Solicitations

- 3.12.1 In order to protect the privacy and safety of the community, The Mayfair residents are asked to support and abide by the no solicitation restrictions by asking door-to-door salespeople or people delivering leaflets to leave the neighborhood.

### 3.13 Garage Sales

- 3.13.1 Unless a community sponsored event, garage sales are not permitted.

### 3.14 Speed Limits and Camera Surveillance

- 3.14.1 The speed limit in The Mayfair is 15 miles per hour and should be observed at all times and on all streets throughout the community.
- 3.14.2 Walkers/joggers are encouraged to use the sidewalks or walk on the side of the street and yield to automobiles. If walking at dusk or in the dark, walkers/joggers are encouraged to wear light colored reflective clothing.
- 3.14.3 Camera Surveillance is set up at the main entrance/exit gate. Board members and FirstService Residential Community Manager or other duly authorized persons can have access to the tape.

### 3.15 Tenants

- 3.15.1 Owners are required to provide their tenant(s) with a copy of the following Mayfair documents: (1) Bylaws; (2) Covenants, Conditions and Restrictions (CC&R); and (3) Community Guidelines and Architectural Standards. Tenants must strictly adhere to these documents.

### 3.16 Vehicle Maintenance, Repair and Disassembly

- 3.16.1 All vehicles shall be quiet in operation.
- 3.16.2 Vehicles rendered inoperable or in need of repair must be removed from the property. Vehicle repairs and any on

premises disassembly and repair must be confined to garages only.

- 3.16.3 Washing of owner's vehicles is permitted in owner's driveway only. Please avoid using excessive suds flowing onto neighbor's property.

### 3.17 Bulletin Board

- 3.17.1 The Community Bulletin Board may be used for The Mayfair HOA sponsored postings and homeowners postings providing they fall into the following categories: 1) HOA announcements (notices pertaining to maintenance, meetings, events sponsored by the HOA, thoughts of the day, etc.); 2) Residents' activities (Book Club, Bridge Club, etc.); 3) Charitable events; 4) Lost and Found.

Postings promoting political or controversial issues, products, services or For Sale items are not allowed. Postings shall not contain any information or subject matters which are offensive in their nature.

Residents' postings should not be viewed as an endorsement or recommendation from The Mayfair Board and /or the HOA.

- 3.17.2 The process to be followed by residents wishing to post items is described in the Guidelines which are available on the Community website.

## 4.0 Policies and Supplemental Information

### 4.1 Violation Policy

This section outlines the Violation Policy for The Mayfair Owners Association, Inc. This policy has been written to conform to The Declaration of Covenants, Conditions and Restrictions for Mayfair Townhomes (hereafter "CC&Rs") and the laws of the State of North Carolina. Any party having any right, title or interest in the subdivision of The Mayfair (hereafter "lot owner") is required by the laws of the State of North Carolina to abide by the CC&Rs and all rules and regulations adopted by the Board of Directors. This policy will be used for the enforcement of the CC&Rs, the *Community Guidelines and Architectural Standards*, and all other rules and regulations adopted by the Board of Directors for the purpose of protecting the integrity, value and desirability of the lots and common area in The Mayfair Townhome subdivision. This Violation Policy became effective February 1, 2010. Updates to the violation rules and guidelines will become effective when approved by the Board and posted to the Community website.

If at any time any lot owner is alleged to be in violation of the CC&Rs, the Community Guidelines and Architectural Standards and/or any Board approved rules and regulations for The Mayfair Townhomes, the following procedures will go into effect:

**Step 1** – The lot owner alleged to be in violation will be mailed a written notice and requested to immediately comply with the rules.

**Step 2** – If the violation still continues or reoccurs, the owner will be invited to attend a hearing before the HOA Board. The owner will be informed, in writing, of the date and location 10 days prior to the hearing. The Board will act on the violation whether or not the owner chooses to attend the hearing. The owner will be notified in writing after the hearing and advised of the Board's findings. A grace period may or may not be given before the actual imposition of the fine and/or suspension of community privileges or services to give the lot owner the opportunity to cure the violation. If the violation concerns the Parking rules and if the Board so determines, a \$25 fine will be assessed against the homeowner and if the violation continues after the initial fine, the Board will assess a fine of \$25 per day for each day the violation continues.

For any other violation, if it is decided that a fine should be imposed, a reasonable one-time fine of up to \$100 may be imposed. Additionally, a fine of up to \$100 per day may be imposed until the violation is cured without further hearing. If it is decided that a suspension from planned community privileges or services should be imposed, it may take place without further hearing until the violation or delinquency is cured. Such fines shall be assessments secured by liens under G.S 47F-3-116.

The total levy of fines, if not paid, could hinder the owner's ability to complete a sales transaction of the owner's Mayfair property.

**Step 3** – If the lot owner is still in violation after Steps 1 and 2 and no resolution has been made between the lot owner and the Board of Directors, the matter will be referred to an attorney to resolve or begin lien and foreclosure proceedings and possible further legal action. While Step 3 takes place, the lot owner will continue to be charged the daily fines imposed in Step 2. Once the matter has been turned over to the attorney, the lot owner in violation will be responsible for all reasonable attorneys' fees as is allowed in G.S 47F-3-120 and the Association's CC&Rs, in addition to all previous assessments, interest, costs or fines incurred.

## **Community Guidelines and Architectural Standards**

### **THE MAYFAIR OWNERS' ASSOCIATION - ARCHITECTURAL CONTROL COMMITTEE REQUEST FOR ARCHITECTURAL APPROVAL FORM (Section 1.3 of the Guide)**

<b>Applicant's Name:</b>	<b>Date:</b>	
<b>Address:</b>	<b>Home Phone:</b>	
<b>Email Address</b>	<b>Office Phone:</b>	
<p>Have you reviewed the CC&amp;Rs and the Community Guidelines and Architectural Standards?  <b>YES: ___ NO: ___</b></p> <p>Will your proposed improvement have any impact on your neighbors and if so, have you discussed your project with them?  <b>YES: ___ NO: ___</b></p> <p><b>Detailed Description of Project: (Please include detailed information regarding location, materials to be used, color, dimensions, contractor's name and address, etc. If applicable, please also attach a fabric sample and-or plans/drawings with proposed changes/additions illustrated.)</b></p>		
<b>Project Start Date:</b>	<b>Projected Completion Date:</b>	
<b>Date Received by ACC:</b>	<b>Received by:</b>	
<b>Date Reviewed by ACC:</b>	<b>Approved</b>	<b>Not Approved</b>
<b>Comments/Conditions for Approval/Reasons for Non-Approval/Additional Information Needed to Render Decision:</b>		
<b>ACC Member Signature:</b>		<b>Date:</b>

Note: **No outdoor construction/demolition work shall be done before 7:00 AM or after 6:00 PM and no work is permitted on Sundays.** Approval by the ACC or Board 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.

Return completed form and supporting information to the following:

Provide one (1) copy to:  
**The Mayfair Owners Association,**  
**Attention: Jim Boso, Architectural Control Committee**  
 6102 Fletcher Circle, Charlotte, NC 28226

Provide one (1) copy to:  
**FirstService Residential,**  
**Attention: Lori Lundy, Community Manager,**  
 5970 Fairview Road, Suite 710, Charlotte, NC 28210

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