

**CANDLEWYCK PATIO HOMES ASSOCIATION
HOMEOWNER INFORMATION
WELCOME TO THE CANDLEWYCK COMMUNITY!**

1. **TWO ASSOCIATIONS** – Every Candlewyck Patio Homeowner is a member of BOTH the Candlewyck Patio Homes Association AND the Candlewyck Homes Association. Fees are assessed by BOTH associations.
2. **DUES AND ASSESSMENTS** – Every Patio homeowner automatically becomes a member of both associations and is required to pay dues.

a. Candlewyck Patio Homes Association fees are paid **monthly**, you will **NOT** receive an invoice. Payment is due on the first day of the month and is considered late if not paid by the 15th, and a late fee of \$10 will be assessed if payment is not received by the 15th.

Candlewyck Patio Homes Association fees are **\$120 per month** and should be mailed to:

**Candlewyck Patio Homes Association
PO Box 470593
Charlotte, NC 28247**

If you pay through your bank, be sure to put your street address as the “account number”.

b. Candlewyck Homes Association dues are paid **bi-annually (currently \$310 in January and \$310 in July)** of each year) and an invoice will be mailed to you by that association board. The address is:

**Candlewyck Homes Association
PO Box 4810
Davidson, NC 28036**

Please see the letter you received for your account number and remittance address if you pay through your bank.

3. **BOARDS OF DIRECTORS** – Each association has its own board of directors and committees. (For a list of board members of both associations see the website at <http://www.candlewyckhomes.com>. These boards are made up of homeowners who have the best interest of all association members in mind when making decisions. There may be times when you do not agree with a decision that has been made. It is your right (and responsibility) to make your concerns known to the Board by contacting a board member, preferably in writing, during normal business hours. Please direct your concerns to the appropriate board according to the responsibilities of each (as indicated below.)

4. **ASSOCIATION RESPONSIBILITIES TO THE HOMEOWNERS:**

a. Candlewyck Patio Homes Association Responsibilities –

- Painting exteriors of homes and patio fences every five (5) years.
- Lawn, tree and landscape maintenance (does not include area within patio fences or up to 2 feet beyond the concrete patio pad if no fence exists.)
- Maintenance of streets and common areas.

b. Candlewyck Homes Association Responsibilities –

- Maintenance and management of the pool, tennis courts, playgrounds and trails. These facilities are available for use by all homeowners in Candlewyck. The Candlewyck Homes Board makes the rules and regulations that govern their use. You should contact this board for pool access card(s) and a copy of pool regulations.
- Lawn and landscape maintenance of common areas that border the patio homes properties, including property along Candlewyck Road.
- Lawn and landscape maintenance of common areas around the pond.
- Maintenance of the pond.

5. **VOTING RIGHTS AND RESPONSIBILITIES** - Each homeowner has one vote in each of the two associations. Board meetings are posted in the newsletter and the homeowners are notified by mail of the dates and times of annual association meetings for each of the two associations.
6. **HOMEOWNER INVOLVEMENT** - It is the homeowner's responsibility to attend and participate in the annual meetings and in the governance of the associations. Board and committee membership is encouraged and is open to every homeowner by election at annual meetings or by board assignment to committees.
7. **PATIO HOMEOWNERS' RESPONSIBILITIES** - Each patio homeowner is responsible for the maintenance of his/her own private patio and roof, and for the overall exterior appearance of his/her home, including the repair/replacement of rotted exterior surfaces (but excluding painting.) **NOTE:** Any changes to exterior of the homes, including the color of the exterior paint or the roof, must be approved by the Architectural Committee of the Board.
8. **RULES AND REGULATIONS** – The Candlewyck Patio Homes Board of Directors is responsible for enforcing the rules and regulations. A copy of these should have been given to the homeowner by the closing lawyer at the time the home was purchased. **If you do not have a copy, you may obtain one from a member of the Board** (there will be a cost to you), or you can download copies from the website.
9. **SELLING/BUYING A PATIO HOME** – The Candlewyck Patio Homes Association approved an amendment to the Bylaws in 2008 which prohibits the sale of a Patio Home for use as a rental/income property until such time the number of rentals falls below 2% of the total number of Patio Homes. **New homeowners** please note that property purchased for use by a relative cannot be turned into income property once the relative no longer lives there. (For exceptions see the Bylaws.)
10. **INSURANCE** – Each homeowner is responsible for maintaining insurance on his/her patio home and all contents, and is required to maintain personal liability insurance. The Board of the Patio homes will maintain a general liability policy for the common areas.
11. **PARKING** – Homeowners may NOT park on the street, they are too narrow and can impede emergency vehicles. Visitors may park on the street for short periods of time if absolutely necessary. Parking on lawns is NOT permitted and is in violation of city/county ordinance.
12. **SPEEDING** – Safe speed on Patio Homes streets should not exceed 20 mph.
13. **TRASH PICKUP DAY** – The City picks up trash every Tuesday. Recycle bins are picked up every other Tuesday. City Ordinance requires rollout containers NOT be placed at the street until Monday afternoon and must be removed by Wednesday morning. Rollout containers must not be stored where will be clearly visible from the street.

CANDLEWYCK PATIO HOMES ASSOCIATION

HI NEIGHBOR!

THE BEST WAY FOR YOU TO STAY INFORMED OF ACTIVITIES HAPPENING IN THE PATIO HOMES NEIGHBORHOOD (Information from the Neighborhood Watch Program, landscaping and painting plans, meeting notices and more) IS TO PROVIDE YOUR EMAIL ADDRESS TO THE BOARD OF DIRECTORS.

IN ADDITION, IF YOU PROVIDE YOUR HOME AND WORK TELEPHONE NUMBERS, AND AN EMERGENCY CONTACT, THE BOARD WILL BE ABLE TO REACH YOU OR A FAMILY MEMBER OR FRIEND IN AN EMERGENCY.

PLEASE BE ASSURED WE WILL **NOT** SHARE YOUR EMAIL, CONTACT NAME OR PHONE INFORMATION WITH ANYONE. IT WILL ONLY BE USED FOR THE PURPOSES GIVEN ABOVE.

OWNER INFORMATION:

PATIO HOME ADDRESS: _____

Name(s) _____

Address (if different from Patio Home address) _____

Telephone numbers _____

Email addresses _____

PERSON(S) LIVING IN THE HOME (if different from above)

Name(s) _____

Telephone numbers _____

Email addresses: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT NUMBER: _____

YOU MAY MAIL THIS INFORMATION TO:

Frances Ringley, President
Candlewyck Patio Homes Association
2702 Quailrush Road
Charlotte, NC 28226

OR YOU MAY EMAIL THE INFORMATION TO: fcringley@gmail.com