

WELCOME TO CANDLEWYCK PATIO HOMES!
HOMEOWNER INFORMATION

1. **TWO ASSOCIATIONS-** Every Candlewyck Patio Home Owner is a member of **BOTH** the Candlewyck Patio Homes Association **AND** the Candlewyck Homes Association. Fees are assessed by **BOTH** associations.
2. **BOARDS OF DIRECTORS-** Each association has its own board of directors and committees. These boards are made up of homeowners who have the best interest of all association members in mind when making decisions. Should you have any concerns which pertain the neighborhood(s) 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 (or) by email. Please direct your concerns to the appropriate board according to the responsibilities of each (as indicated below.)
3. **ASSOCIATION RESPONSIBILITIES TO THE HOMEOWNER:**
 - a. **Candlewyck PATIO Homes Association Responsibilities**
 - Painting home exterior and patio fences every 7 years(subject to change)
 - Mowing, tree and landscape maintenance (does not include area within fencing or up to two feet beyond concrete patio if no fence exists)
 - Maintenance of streets and common area
 - b. **Candlewyck Homes Association Responsibilities**
 - Maintenance and management of the pool, tennis courts, playground and walking trails. These facilities are available to all homeowners living in the Candlewyck community. The Candlewyck Homes board makes the rules and regulations that govern their use. Contact the board for a copy of pool regulations and pool access information.
 - Lawn and landscape maintenance of common area, including area around the pond and property along Candlewyck Road.
4. **VOTING RIGHTS AND RESPONSIBILITIES-** Each homeowner has one vote in each of the two associations. Board meetings are posted in the Newsletters and the homeowners are notified by mail of dates and times.
5. **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 the annual meetings (or) by board assignment to committees.

6. **PATIO HOMEOWNER'S RESPONSIBILITIES**- Each Patio homeowner is responsible and must maintain his/her private patio, any drainage issues that may develop on property, roof repair, repair or replacement of rotted trim & siding along with any rotted fencing. **NOTE:** Any changes to the exterior of the homes including paint colors or roof, must be approved by the Patio HOA.

7. **SELLING/BUYING A PATIO HOME**- 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 the accepted 2% of the total number of Patio Homes. **New homeowners:** please note that property purchased for use by a relative may not be turned into income property once the relative no longer lives there. **Upon the sale of a patio home, it is the homeowner's responsibility to notify the Patio Board President as to the sale and submit new buyer contact information prior to vacating the home.**

8. **RULES AND REGULATIONS**- The Candlewyck Patio Home Board of directors is responsible for enforcing all rules and regulations concerning our Patio homes. There may be times for example, when the board must address an exterior home or yard issue with an individual homeowner. Please be aware that if a homeowner is found to be non-compliant and does not remedy the situation in the stated timeframe there will be additional fees and fines associated with non-compliance. A copy of the Rules and Regulations should be given to each new homeowner by the seller or the closing attorney. If you do not receive a copy at closing, you may obtain one from a Patio Home Board member. (there will be a cost to you)

9. **DUES AND ASSESSMENTS**- Upon your home purchase, every Patio homeowner automatically becomes a member of both associations and is required to pay dues.
 - a. **Candlewyck PATIO HOME Association** dues are paid **MONTHLY**. **You will not receive an invoice** from the Patio Home association. Payment is due on the 1st of every month and will be considered past due if not received by the 10th of each month. A late fee of \$25 will be assessed if payment is not received by the 10th. If dues are not paid in full, legal action may be required. As of January 1st 2021 dues are \$134.00 per month; please be aware this amount is subject to change, but not without prior notice. Payments should be mailed to:

Candlewyck Patio Home	All Checks (bank or personal)
P.O. Box 470593	must have patio home address
Charlotte, NC 28247	listed on the check. NO exceptions

b. **Candlewyck Homes Association** – dues are paid **BI-ANNUALLY** (January and July) an invoice will be mailed you. Payments should be mailed to:

CSI Community Management

P.O.Box 620131

Orlando, FL 32862-0131

10. **INSURANCE**- Each homeowner is responsible for maintaining insurance on his/her home along with all contents, and is required to maintain personal liability as well. The Patio Board will maintain a general liability policy for the common area.
11. **PARKING**- Homeowners may NOT park on the street. They must utilize their own garages and driveways. Our streets are too narrow and can impede county, city and emergency vehicles. There are designated parking spots for visitors; if they are occupied, visitors may for **short periods of time**, park on Candlewyck Lane. Cars that do not follow parking guidelines will be subject to being towed (at their own expense) Visitors may not park overnight on the street.
12. **SPEEDING**- Safe speed in Candlewyck and Patio homes should not exceed 25 mph.
13. **TRASH PICK UP DAY**- The city picks up our trash on Tuesday unless stated otherwise. City ordinance requires that our rollout containers NOT be placed at the street until Monday afternoon and must be removed by Wednesday morning. Rollout trash containers **may not be visible from the street**.
14. **CANDLEWYCK PATIO HOME EMAIL ADDRESS**: Please use this email address to communicate with your board members. It will be checked on a weekly basis, not daily. Should you have an urgent matter then please contact a board member directly.
www.candlewyckpatio@gmail.com
15. **REQUIRED ID TAGS**: Patio homeowners must have issued ID TAGS when using the community amenities. Guests are required to be accompanied by a member. It will be the homeowner's responsibility to return ID tags to the association or pass them along to the new homeowner, should the home be sold.

Last update: 5/31/21

