

Tarawood Property Owners' Association, Inc (TPOA)

Standard Operating Procedures (SOPs)

Version Date: April 10, 2024

Revised by TPOA Board. Rearranged sections C and D.

Added numbering for clarification with Minor updates to content.

Such as corrected typographical error in section B, #8; 14.09% of \$550 is \$77.50.

Tarawood Property Owners' Association, Inc
Standard Operating Procedures

Table of Contents

A. Governance Process (officers, terms, elections etc):	Page 3
B. Fiscal Year and Property Owner Assessments (Dues):	Page 5
C. Covenant Highlights: Tree-Removal Process / New Construction / Re-modeling / Renovation	Page 7
D. <u>TPOA, Inc. Operating Information:</u> Business Financials, Annual Tax Preparation, Legal and Miscellaneous Information on Operating TPOA, Inc:	Page 10
E. Miscellaneous Information	Page 11
Exhibit A: Current Vendors/Utilities/Professional Service companies for TPOA, Inc and available for home-owners	Page 12
Exhibit B: Property Owner Request for Tree Removal Form	Page 13
Exhibit C: Property Owner Request for New Construction/Remodeling/ Renovation Form	Page 14

A. Governance Process: These standard operating procedures (SOPs) are a supplement to the covenants of the Tarawood Property Owner's Association, Inc (TPOA) for the purpose of managing and conducting the business of the association. Major changes to these SOPs (such as annual property owner due amounts) have to be voted on and approved by a 75% affirmative vote of the property owners. Minor changes to the SOPs (such as a change in a vendor) may be voted on and changed by the board of directors.

1. Board of Directors and Duties:

- i. **President:** The President shall be the elected officer and spokesperson of the TPOA. The President shall call the meetings of the board of directors as well as the annual meeting of the property owners. The President shall appoint the members to Architectural Committee and any other special committees that may be convened. The President shall have legal signature authority for the TPOA checking or other financial/investment accounts. The President shall serve as a voting member on the Board of Directors.
- ii. **Vice-President:** The Vice President shall perform the duties of the President in the absence or disability of the President, or when so requested by the President. The Vice President shall serve as a voting member on the Board of Directors. To provide continuity of leadership, the Vice President is encouraged to volunteer to move up and serve a term as President.
- iii. **Director:** The Director shall serve as a voting member on the Board of the Directors and fully participate in the management of the association. The Director shall serve as a voting member on the Board of Directors.
- iv. **Treasurer:** The Treasurer shall be the custodian of the TPOA funds in concert with the President and shall sign, in accordance with written policies adopted and amended from time to time by the Board of Directors, certain disbursements of funds on deposit to the Association's bank or financial institution. The Treasurer shall prepare, or cause to be prepared, the TPOA annual financial report and annual operating budget, which shall be reported to the Board of Directors for review and subsequent approval by the Association voting members in January of each year. One of the other Board of Directors shall maintain electronic media back up (copy) of financial files at a separate address. The Treasurer shall serve as a voting member on the Board of Directors.
- v. **Secretary:** The Secretary shall keep and maintain an accurate record of the meetings of the Board of Directors and annual meeting of the Association members. The Secretary shall have authority to affix the corporate seal to any document requiring it and attest thereto by their signature. One of the other Board of Directors shall maintain electronic media back up (copy) of association minutes at a separate address. The Secretary shall serve as a voting member on the Board of Directors.

B. Fiscal Year and Property Owner Assessments (Dues:

1. The TPOA fiscal year shall begin on the first day of January and end on the last day of December of each year.
2. The annual proposed budget and appointment of Board of Directors is sent out electronically or mailed via US Postal Service in December of each year with the vote of approval at the annual meeting of the property owners.
3. The annual meeting will convene in the months of January or February. In the event the association is not able to meet live, proxy votes may be requested via mail, email or person by an established deadline.
4. As documented in the covenants of the association, the annual general assessments (property owner dues) shall be fixed and established by the Association at uniform rates for each lot or tract lying within the area embraced by the restrictive covenants.
5. The current property owner assessments (dues) are \$550 per year except for current homeowners facing Shoreline Drive. Based on legal language in the TPOA Covenants, as homes facing Shoreline Drive are sold by current owners, the dues will be increased to match the remainder of the property owners.
6. Members will be penalized \$50 per month, per lot, if their Membership Dues are not paid by March 1st (TPOA Covenants, Section XXVII). Any change to the annual assessments must be sent to all members 20-40 days in advance of the meeting.
7. At the meeting of the members or of proxies entitled to cast 60% of votes of each class of membership shall constitute a quorum. If the required quorum is not present, another meeting may be called subject to the same notice requirements, and the required quorum at the subsequent meeting shall be one-half of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than 60 days following the preceding meeting (TPOA Covenants, Exhibit B, Section G6).
8. If a property owner owns more than one lot, the annual assessments for each additional lot shall be reduced by 14.09%. For example, current annual assessments (dues) are \$550. Therefore $\$550 \text{ less } 14.09\% = \77.50 for each additional lot (Approved 2/5/2023).
9. In addition to the above, per TPOA Covenants, Exhibit B, Section G6: Special Assessments may be charged, imposed, and levied against specific lots and tracts upon a 67% affirmative vote of the voting members present either at an Annual Meeting of

Members or at any special, called meeting. Notice of the meeting shall be sent via Return Receipt Request U.S. Mail. The notices provided for herein shall be given at least 30 days prior to the date of any such meeting and such meeting must commenced and convened within 75 days from the date of said notice.

10. Non-budgeted general or emergency repairs in amount of \$2,000 and less may be approved for by payment by a majority vote of the TPOA, Inc Board of Directors.
11. The TPOA, Inc Board of Directors may approve road-specific repairs up to \$5,000 for payment. Estimated repairs in the amount greater than these dollar values will require a 67% affirmative vote of the voting members. This vote can be done at a live meeting of the owners, by mail ballot or electronically via email response.
12. No clearing of lots for construction of new homes/buildings can occur until both TPOA, Inc and Davidson County have approved the construction plans. The same applies also to piers and boathouses (TPOA Covenants Section XXII).
13. No burning of construction debris is allowed within the Tarawood sub-division.
14. Any fence construction requests must be submitted using black aluminum, wrought iron, stone, stone veneer, or brick material.

C. Covenant Highlights. *Tarawood is governed by Restrictive Covenants to protect the investment of all property owners. A complete set of Restrictive Covenants will be provided upon written request. Please contact any current board member with any questions. The following is a summary of some of the important guidelines and is not intended to be all inclusive:*

Tree Removal

1. TPOA Covenants Section, XXII. No large trees measuring six (6) inches or more in diameter at ground level may be removed without the prior written approval of the TPOA, unless located within ten (10) feet of the main dwelling or accessory building or within (10) feet of the approved site for such building.

New Construction / Re-modeling / Renovation

2. TPOA Covenants Section II. No building, fence, wall, drive, boathouse, pier or other structure shall be erected, placed or altered on residential property until the proposed building plans, specifications, exterior color of finish, plot plan (showing the proposed location of such building or structure drives and parking areas) and construction schedule shall have been approved in writing by Tarawood Property Owner's Association, Inc (TPOA). Per the historical, standard operating procedures of the association, no structure shall be placed within 10 feet of the side boundaries of a property lot or 30 feet of the street line. No alterations in the exterior appearance of any building or structure shall be made without approval by TPOA.
3. A request for new construction, remodeling, renovation or tree removal shall be made to the TPOA Board of Directors by completing the TPOA checklist and then submitting it. A representative from the Architectural Committee or Board of Directors will then contact you to discuss the proposed project.
 - i. Please complete Exhibit B "Property Owner Request for Tree Removal Form" or Exhibit C "Property Owner Request for New Construction / Remodeling / Renovation" form and include a copy of your plans to the TPOA Board of Directors for its records.

4. House or other structure locations and construction shall be governed by the following general restrictions:

 - i. TPOA Covenants Section IIIA. Construction of new one story homes must be 1,800 square feet, of heated space, exclusive of basement, garages, terraces, decks, open porches, however screen porches if the roof of such porch forms an integral part of the roof line of the main dwelling or if they are on the ground of a two story structure
 - ii. TPOA Covenants, Section III, B Any multi-level dwelling built upon any lot shall contain not less than 2,200 square feet, of heated area. Such dwelling shall contain not less than 1,500 square feet of heated area on the ground floor
 - iii. TPOA Covenants, Article III C. The home must be stick built on site. No pre-fabricated, modular or trailer homes are allowed.
5. TPOA Covenants, Section IV, A. House locations may be no closer to a street line than thirty (30) feet and nearer the other lot boundaries than ten (10) feet, unless specifically stated in the plat of the subdivision.
6. TPOA Covenants, Section V. The exterior of all houses and structures must be completed within one (1) year after the construction of same shall have commenced, except where such completion is impossible or would result in great hardship to the owner or builder due to strikes, fires, national emergency, or natural calamities.
7. TPOA Covenants Section XIX. Modular or mobile homes that are transported in on trailers, wheels or other transportation methods are prohibited ().
8. TPOA Covenants, Section XXI. No private water wells may be drilled or maintained on any residential lot so long as the TPOA maintains a water distribution line within fifty (50) feet of such lot with an average daily water pressure in such line adequate for normal household use in dwellings served by such distribution line. In the event a water distribution line is not provided, the TPOA must approve the location of any wells.

Board of Directors

9. TPOA Covenants Section Article XII. “The Board of Directors shall consist of five elected members: President, Vice-President, Secretary, Treasurer and one At-Large Director. Each shall serve a two-year term, other than the Vice-President who will automatically rotate up to become President. The Board shall serve without compensation. The Association may have committee chairmen appointed by the President of the Board. Owners in good standing can participate via running, nominating and/or voting. Only owners in good standing who can reasonably expect to attend at least 50% of the Board Meetings shall run for the Board. There is one (1) vote per each developed lot owned. There is a maximum of one (1) Board Member per owner. Individuals receiving the majority of votes will serve on the Board as long as there is a minimum of 60% participation of eligible, total votes cast. The Proxy form is allowed with signed or electronic (email) authorization. A person designated as a proxy will cast a proxy vote in line with the property owners directions as written on their proxy form. Request for nominations for open positions shall be sent out in November to December and the election held at the annual property owner meeting at the beginning of the fiscal year. Nominations will be accepted via email, electronic means, regular mail or verbally until the vote occurs at the annual meeting. New Board Members shall assume their positions, following the annual meeting. Should a Board Member resign or vacancy occur on the Board, an eligible replacement may be nominated by the remaining Board and then approved with a 60% email, electronic or mail-in approval of eligible, voting members of the association”

D. TPOA, Inc. Operating Information:

- 1. Business Financials.** Monthly financials for TPOA, Inc are created monthly by the Treasurer using financial software and are reviewed and approved at each board meeting by the Directors. Checking and CD investment accounts are maintained at First National Bank in Lexington.
- 2. Annual Tax Preparation.** Annual State and Federal tax returns are prepared by Turlington & Company, LLC, 509 E. Center St, Lexington, NC 27292. 336-249-6856. At this time, residential home-owners associations are exempt from NC State tax but are required to pay Federal tax (we must file both State and Federal tax returns).
- 3. NC Secretary of State Registration.** Tarawood Property Owner's Association, Inc (TPOA) is registered with the NC Secretary of State (SOS) as a non-profit corporation. As a homeowner association, we are currently not required to upload annual reports to the Secretary of State web site nor are we required to pay annual franchise fees. The business address registered with the Secretary of State for TPOA is 115 Foxglove Lane, Lexington, NC 27292. When new officers are elected to the board of directors, an "Articles of Amendment Non-Profit Corporation," form #N02, shall be completed and uploaded to the Secretary of State listing the names of the new officers. A PDF copy of this form should be uploaded to the Secretary of State web site at <http://www.sosnc.gov>. To upload this document, an officer of the board must create a user I.D. that is linked to the Tarawood Property Owner's Association, Inc. This can be quickly done at the Secretary of State web site.
- 4. Attorney.** Legal work performed for TPOA, Inc has been done by: Brinkley, Walser, Stoner, in Lexington, NC, 336-249-2101.
- 5. Mailboxes.** The mailboxes at TPOA, Inc are owned and managed by the association. Lock numbers and keys are assigned by the Board and kept at the current President's residence. If replacement keys are needed, spare keys are kept by the TPOA board. It is the responsibility of TPOA, Inc to maintain the boxes and upkeep at their location at the fork of Marigold and Periwinkle Lane.

E. Miscellaneous Information:

1. **TPOA Business Address:** The TPOA, Inc business mailing address is 115 Foxglove Lane, Lexington, NC 27292.

2. **Board of Directors for 2024**

- a. President: Gary Phillips 919 522 1339 garyhp2010@yahoo.com
 - b. Vice-President: Mike Waid 336 399 9643 mwaid@wakehealth.edu
 - c. Director: George Shutt 336 225 1428 gshut@live.com
 - d. Treasurer: Judith Trantham 336-250-7101 jadt3953@twc.com
 - e. Secretary: Amy Nuttall 336-345-1489 anuttall@wakehealth.edu
3. Property owners that want to post “For Sale” signs on their lots must receive approval from the TPOA, Inc board of directors. One sign located at the driveway and one at the pier may be submitted to the board for approval. Open House signs may also be posted. The real estate agent’s sign must be approved by, printed, and conform in shape to other signs posted in the sub-division.

EXHIBIT A

(May be updated by TPOA, Inc Board of Directors as needed)

Current Vendors/Utilities/Professional Service Companies for TPOA or the TPOA Community

1. **Mail Boxes:** The current president of the property owners association maintains extra mail box keys for the central mail boxes. If your key is misplaced or broken, contact the president. The three cluster boxes are overseen by the Lexington Post Office at 110 N. State St, in downtown Lexington. Phone number: 336-249-4504. Tarawood Property Owners Association is responsible for maintaining the locks/keys for each box. Per U.S. Postal policy, mail will only be delivered to homes that have full-time residents residing in them.
2. **Street Address Signs:** source for home address street signs: Montague Metal, 4101 W. Fruitvale Rd, Montague, MI 49437, www.montaguemetal.com, sales@montaguemetal.com, 800-345-8263. 9.5 inch aluminum sign w/ stake, hunter green color w/ silver letting. The lettering will need to be manually painted white to best match the existing Tarawood address signs.
3. **TPOA Bank / Financial Institution:** First National Bank, 298 Lowes Blvd, Lexington, NC 27292, phone 336-780-7562.
4. **TPOA Legal / Attorney Service:** Brinkley, Walser, Stoner, 336-249-2101, 10 LSB Plaza, PO Box 1657, Lexington, NC 27293-1657,
5. **TPOA Accounting service:** Turlington & Company, LLC, 509 E. Center St, Lexington, NC 27292. 336-249-6856. Jennifer Everhart is our contact.
6. **TPOA United Energy: & Light Poles:** United Energy has 4 account numbers for Tarawood: 2041816 (all light posts), 2041817, 2041818 and 2041419. Each light pole has a number and if a light goes out, give them account #2041816 and they should be able to pull up the light in their system. 800 522 3793.
7. **TPOA Landscape:** Grady Hedrick Landscaping & Hydro-Seeding, LLC, Lexington, 336-746-7800.
8. **Tree removal service:** Grady Hedrick Landscaping & Hydro-Seeding, LLC, Lexington, 336-746-7800. No formal agreement.
9. **TPOA Asphalt Repair/Service:** Everhart Asphalt, Rex Everhart, Lexington, NC: Cell: 336-250-8280.
10. **TPOA Water Irrigation System** (near mailbox): LIS Landscape Irrigation Systems, Inc, 207 Hillstone Drive, Jamestown, NC 27892, 336-454-6605. Annual service contract for \$150 per year. Contact is Cathy Blankenship. LIS@northstate.net
11. **Electrical Service:** Energy United, 800-522-3793
12. **Water Service:** Davidson Water, Inc, account # 28-312-10, 336-731-2341.
13. **Trash Service for community:** multiple vendors

14. **Internet/Cable Service for community:** Spectrum 855-707-7328, Kinetic by Windstream 866-455-5880.
15. **Snow removal service:** No formal service agreement with a vendor.

Exhibit B
PROPERTY OWNER REQUEST FOR TREE REMOVAL
(May be updated by TPOA, Inc Board of Directors as needed)
Tarawood Property Owners Association, Inc.

Owner's Name: _____ Building Lot in TW: _____
Current Address: _____ Section: _____

Cell Phone #: _____ Home #: _____
Email Address: _____ Fax #: _____

This checklist is designed to help you provide the necessary information to the Architectural Committee (AC) of Tarawood POA, Inc. in order to expedite the approval of your plans. Please refer to the restrictive covenants for specific details.

1. _____ Tree Removal: Provide a description of the living or dead trees you plan to cut-down/remove. We recommend marking the tree(s) with a rope, ribbon, flag, etc. to avoid miscommunication and for the convenience of the AC and BoD.

Description and location of tree(s): _____

Sketch of location on lot.

Approval by Architectural Committee Member: _____

Tarawood Board Approval: _____ Date: _____

Exhibit C
PROPERTY OWNER REQUEST FOR
NEW CONSTRUCTION / REMODELING / RENOVATION

(May be updated by TPOA, Inc Board of Directors as needed)

Tarawood Property Owners Association, Inc.

Owner's Name: _____ Building Lot in TW: _____

Current Address: _____ Section: _____

Cell Phone #: _____ Home #: _____

Email Address: _____ Fax #: _____

This checklist is designed to help you provide the necessary information to the Architectural Committee (AC) of Tarawood POA, Inc. in order to expedite the approval of your plans. Please refer to the restrictive covenants for specific details. Please make a copy of this checklist for the committee, plus one set of your plans. There is a one-year limitation from the beginning of the construction to the completion of the exterior.

1. _____ Please review with the AC the setback requirements, driveway requirements and tree requirements. (Locate house and driveway on plot plan). Provide plans for driveway and garage. (Brick, Asphalt or Concrete) Circle one.
2. _____ Provide a complete set of working plans for your proposed home. Include calculated square footage of heated space for the 1st and 2nd floors. Do not include basement area, finished or un-finished.
3. _____ Provide a sample of your planned exterior material(s), which needs to include:
 - a. Color of proposed finish
 - b. Color sample of proposed roof
4. _____ Provide plans for any exterior construction. E.g. Pools, Gazebos, Entrance Columns, Decks.
5. _____ Provide plans and location for your pier, if applicable.
6. _____ Provide plans for landscaping and Utilities: i.e.: propane tanks

New home construction/remodeling or renovation that requires clearing of lots, please keep in mind that you cannot begin to clear your lot, until the AC has approved the Surveyed Stakes and Site Location of your proposed home, new garage or gazebos.

Once your footings have been poured, the AC must also inspect and approve the final foots, **BEFORE CONSTRUCTION BEGINS.**

Homes are to be constructed on site (i.e. stick built) as approved. The construction must include exterior trim, porches or deck railings, exterior window treatments and windows, exterior doors, decorative brickwork, etc., as initially approved by the AC and Board. The driveway from the road to the home must be asphalt, cement or stone pavers.

Any changes from the above items, which you have submitted must be reviewed again by the AC and re-approved by the Board of Directions before you proceed with construction.

The AC after reviewing your plans is required to submit them to the Board of Directors for final approval. You **CANNOT** begin construction until you have received written notification from the Board.

Committee Members:	Chairperson	Walt Suddreth	304-633-8275
		Jerry Aaron.....	336-870-7293
		Todd Brown.....	336-870-5454

Date Checklist Submitted: _____

Homeowners Signature: _____

Person Submitted to: _____

DEPOSITS:

Your Deposit is required when the plans are submitted to the Board.

\$3,500 deposit for new construction.

\$1,500 deposit for Remodeling/Renovation (when applicable) and pre-approved by the Board.

All deposits are returned fully, if the homeowner complies with the approved plans and no damage to Tarawood property is incurred.

**PROPERTY OWNER REQUEST FOR
NEW CONSTRUCTION / REMODELING / RENOVATION**

Name: _____ Building Lot in TW: _____

Section: _____

DATE OF AC REVIEW: _____

AC Members Present: _____

Board Member Present: _____

1. _____ Please review with AC the setback requirements, driveway requirements and the tree requirements.

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

Recommendations accepted by homeowner presenting plans:

Signature: _____

2. _____ Provide a complete set of working plans for your proposed home. Include calculated sq. footage of heated space for the 1st and 2nd floors. Do not include basement, finished or un-finished.

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

Recommendations accepted by homeowner presenting plans:

Signature: _____

3. _____ Provide a sample of your planned exterior material(s), which needs to include:
a. Color of proposed finish

b. Color sample of proposed roof

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

Recommendations accepted by homeowner presenting plans:

Signature: _____

4. _____ Provide plans for any exterior construction. e.g. Pools, Gazebos, Entrance Columns, Decks.

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

Recommendations accepted by homeowner presenting plans:

Signature: _____

5. _____ Provide plans and location for your pier. (if applicable)

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

Recommendations accepted by homeowner presenting plans:

Signature: _____

6. _____ Provide plans for Utilities: i.e. Propane Tanks (if applicable)

ACCEPTED BY AC _____ **RECOMMENDATION BY AC** _____

Recommendation by AC:

 Recommendations accepted by homeowner presenting plans:

Signature: _____

CONSTRUCTION/REMODELING/RENOVATION DEPOSIT REQUIRED:

YES _____ NO _____

\$ _____ deposit, with \$ _____ being reimbursed after construction/remodeling/renovation is completed in accordance to specifications submitted.

_____ **Date of Board of Directors Review**

_____ **APPROVED by Board of Directors**

_____ **REJECTED by Board of Directors**

Comments:

Board of Directors status above acknowledged by TPOA President: _____

Date Property Owner notified by Architectural Committee Chairman: _____

Comments by Property Owner: _____

Estimated Start Date: _____

Please make 2 copies:

Original – original copy of this form is to be forwarded to the TPOA Secretary.

Copy – A copy should be forwarded to the property owner submitting plans.

Copy – Architectural Committee should hold one copy to follow up of construction in process.

TARAWOOD ARCHITECTURAL REVIEW COMMITTEE
CONSTRUCTION/REMODELING/RENOVATION INSPECTION

Name: _____

Building Lot in TW: _____

Address: _____

Section: _____

Date Project Started: _____ New Construction/Remodeling/Renovation
(circle one)

EXTERIOR CONSTRUCTION COMPLETE: YES _____ NO _____

COMMENTS: _____

LANDSCAPING COMPLETE: YES _____ NO _____

COMMENTS: _____

CONSTRUCTION DEBRIS CLEANED UP AND REMOVED:

YES _____ NO _____

COMMENTS: _____

DRIVEWAY COMPLETE: YES _____ NO _____

COMMENTS: _____

DATE OF INSPECTION: _____

AC COMMITTEE MEMBERS PRESENT: _____

RECOMMENDATIONS TO THE BOARD: _____

BOARD OF DIRECTORS

DATE: _____

ACCEPTED: _____

REJECTED: _____

DEPOSIT TO BE REFUNDED: _____