

Woodburn Club Homeowner's Handbook



woodburnclubhoa@gmail.com

www.woodburnclub.com

Please Keep in a Convenient Place for Future Reference

Please Give this Handbook to New Owner when Property is Sold

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KEEP THIS HANDBOOK IN A SAFE PLACE FOR FUTURE REFERENCE

Please Give this Handbook to the New Owner when Property is Sold

Welcome to Woodburn Club!

On behalf of the Woodburn Club HOA Board, we are glad you have chosen to purchase a townhome in our neighborhood. Every homeowner in Woodburn Club is a member of the Homeowner's Association. The purpose of the association is to ensure that our neighborhood is maintained in an attractive and safe manner. A Declaration of Covenants, Conditions and Restrictions was recorded on July 20, 1984 to establish a set of regulations intended to preserve the appearance and character of Woodburn Club as well as to maintain property values. Among other things, the covenants require owners to properly maintain their homes and yards and to receive prior approval from the HOA Board for any upgrades to the exterior of the home or lot. To help accomplish this, your HOA Board has established this Homeowner's Handbook that is filled with information that pertains to living within the Woodburn Club HOA environment.

The rules and regulations you find in this guide are consistent with our bylaws and restrictions. They take into consideration the health, safety and comfort of all residents. This handbook also addresses improvements which homeowners most often submit applications for review to the HOA Board. **This handbook is not intended to be all-inclusive or exclusive, but rather serves as a guide of the Rules, Regulations, Architectural Guidelines, CC &R's and additional policies set forth by the Board of Directors.** A complete listing of all the governing documents can be found online at www.hinsonmanagement.com. The specific objectives of this handbook are:

1. To increase homeowner's awareness and understanding of the legally binding governing documents, also known as the Bylaws and Restrictions and Rules and Regulations.
2. To assist homeowners in preparing an acceptable application for architectural review to the HOA Board.
3. To describe the organization and procedures involved in the architectural standards review.

4. To illustrate design principles that will aid homeowners in developing exterior improvements which are in harmony with the immediate neighborhood and the community as a whole.
5. To provide uniform guidelines to be used by the HOA Board in reviewing applications in light of the goals set forth in the founding documents of this neighborhood.

Your HOA Board is given authority to promulgate and enforce the rules found in the governing documents.

Please take time to review this handbook thoroughly so that we can maintain our properties to a high standard and keep our relationships with neighbors conflict-free. Keep it convenient and refer to it when necessary. Property owners are responsible for understanding and complying with the governing documents outlined in this handbook. If you need clarification or additional details about any of the topics discussed, please email the board. We are delighted to welcome you to our neighborhood.

Welcome Home!

Sincerely,

Woodburn Club HOA

Table of Contents

Simplified Covenants, Restrictions, Rules and Regulations..... 7

- Animals.....14
- Changes or Alterations to Unit.....10
- Clothesline.....12
- Exterior Electronic Equipment.....12
- Flags..... 9
- Holiday Décor.....9
- Items Stored Out of Sight.....8
- Lawn Decorations.....7
- No Soliciting.....12
- Noxious or Offensive Behavior.....12
- Outdoor Furniture.....8
- Parking.....12
- Preapproval of Alterations and Changes.....10
- Residential Use.....10
- Signage.....11
- Toys.....9 & 10
- Trash.....8 & 13
- Tree Removal.....12
- Vegetable Gardens.....8
- Water Hoses.....7
- Welcome Mats.....8
- Wreaths.....8
- Window Blinds.....7
- Window Dividers.....7
- Window Treatments.....7
- Yards and Front Porches.....8

Noncompliance Procedure..... 16

Hinson Management..... 17

Things to Know 19

- ARC19
- Annoyances and Nuisances.....19
- Annual Meeting..... 19
- Annual Regime Fee.....20
- Association Budget.....20
- Backyards and Patios.....21
- Complaint Form.....21
- Dead Trees..... 21

- Directory..... 21
- Dollar General22
- E-mail..... 22
- Exterior Décor..... 22
- Exterior Maintenance and Repair.....22
- Fence Color..... 22
- Feral Animals 22
- Financial Report..... 23
- Flyers..... 23
- Governing Documents.....23
- Insurance..... 23
- Irrigation24
- Landscaping Box..... 24
- Leases..... 24
- Mailboxes..... 25
- Membership in Association..... 25
- Newcomer Visits.....25
- Newsletters.....26
- Paint Schedule.....26
- Perimeter Fence.....26
- Renter Guides.....26
- Reserve Fund.....27
- Sheds27
- Signage..... 27
- Speed Limit.....27
- Trash Collection..... 27
- Unifying Elements of Design.....28
- Units 28
- Yard Sales..... 28
- WC at a Glance.....28
- Website.....29
- Window Screens.....29
- Window Unit Air Conditioners, Heaters and Fans.....29

HOA Board 30

Obligations of Woodburn Club Owners..... 33

ARC Process..... 35

Landscaping..... 40

Exterior Elements of Design..... 42

- Detached Sheds.....47

- Exterior Lighting.....52
- Exterior Paint.....43
- Fences.....51
- Front Door Hardware/Doorbells.....50
- Gutters.....52
- House Numbers.....49
- Insulated Vinyl Siding.....46
- Kick Plates.....54
- Landscaping Beds.....56
- Leaf Guards/Gutter Guards.....56
- Original Paint Palettes.....44
- Plantation Shutters.....49
- Roofs....55
- Shutters.....56
- Siding....46
- Storm Doors.....49
- Trim Color.....45
- Updated Exterior Color Choices.....45
- Updated Exterior Paint Guidelines.....44
- Windows.....55
- Window Dividers.....48

Simplified Covenants, Restrictions, Rules and Regulations

These regulations are binding to all owners, tenants, occupants, guests, invitees, licensees, agents and contractors of owners (6.2)

When preapproval from the Association is required, see ARC Process on page 35 for additional information

- ❖ **Window Dividers (also known as window grids or grilles)** must remain in front and side windows. Window Dividers must be in a good state of maintenance and repair. (6.14) Dividers must be the same color as the Woodburn Club Exterior Trim. (See page 45).
- ❖ **Window Blinds** are required to be of the same white or off white, type, and style in each window of the townhome as to promote conformity throughout the community. *To the extent as they are seen from the exterior, **window treatment color/design** must be white or off-white.* The use of sheets, foil and plastic as window treatments is prohibited. (6.14)
- ❖ **Lawn Decorations:** The following decorations should not be visible from the street: wind chimes, wind socks, wind spinners, decorative flags, shepherd's hooks, lanterns, candles, light catchers, bird feeders, bird houses, bird baths, plaques, signs, statuary, fountains, exterior landscape lighting, crystal reflectors, stepping stones, artificial flowers or artificial greenery. (6.15)
- ❖ **Water Hoses:** When not in use, water hoses must be out of sight-neatly coiled behind shrubbery or in a water hose box or on a water hose stand behind the landscaping bed.
- ❖ **Landscaping/Extermination/Automotive/Outdoor Living/Home Improvement/Moving Items/Medical Equipment/Personal Items/Sports Equipment/Pet Items:** These items should **not** be seen from the street. (6.16)

- ❖ **All porches and yards are expected to be kept in a neat and orderly fashion.** *When not in active use, these items are expected to be stored out of sight.* Including the following: brooms, rakes, mops, cans of paint, watering cans, firewood, ashtrays, coolers, boxes, dollies, shoes, wheelchairs, oxygen tanks, trash cans (**See pages 13 & 27**), refuse of any kind, sports balls, golf clubs, pet bowls and **any other items not previously approved in writing by the board.** (6.16)
- ❖ **Yards and Front Porches:** Residents may display planters and/or hanging baskets on their front porches with **living, decorative** plants. (6.17)
- ❖ **Wreaths** (or other type of door ornament) are permitted on the front door. (6.17)
- ❖ **A Welcome Mat** is permitted on the front porch. (6.17)
- ❖ **Furniture:** Outdoor furniture visible from the street must have prior approval from the HOA Board. (6.13) *Only furniture made of wicker, wrought iron or wood and in a good state of maintenance and repair will be considered for approval.*
- ❖ **Vegetable Gardens-** All vegetable gardens/planters with vegetables must be located in the rear of the unit.
- ❖ **A South Carolina state flag or American flag** may be displayed outside the unit, provided that the flag is hanging from the unit by a pole/bracket fastened to the unit. (6.17) *Flags must be in a good state of maintenance and repair.*
- ❖ **Team Flags** may be displayed the day of a scheduled event and the day after a scheduled event. Organizations include: NFL, NBA, NCAA, USMNT,

USWNT. (6.17) *Flags must be in a good state of maintenance and repair.*

❖ **Holiday Decorations** (6.18) The Rules and Regulations allow for exterior decorating for various holidays:

- **Easter/Spring décor** may be displayed the week before Easter and must be removed no later than seven (7) days after Easter.
- **Independence Day décor** may be displayed from June 26 until July 6.
- **Halloween décor** may be displayed from October 15 until November 1.
- **Thanksgiving/Fall décor** may be displayed from November 1 until the Sunday after Thanksgiving.
- **Christmas décor** may be displayed the day after Thanksgiving until January 10.

-All exterior décor must be in a good state of maintenance and repair-

❖ **Children's Toys:** Children's toys shall not be stored outside the unit in view of the street. Any items placed outside must be returned out of view of the street when not in **active** use. (6.19)

❖ **No alteration, change, addition or deletion from a residential unit shall be commenced until the plans and specifications showing the nature, kind, shape, height, material, color and location of the same shall have been submitted and approved in writing by the Association so as to preserve harmony in exterior design and location in relation to surrounding structures and**

- topography.** The residential owner shall bear the burden of proof that plans have been submitted to the Association. In the event that plans have not been approved or disapproved in writing by the Association within sixty (60) days after said plans have been submitted, the plans shall be deemed to have been approved. (V. Architectural Control)
- ❖ The Association shall have the right, at their election, to enter upon any lot during construction, erection, or installation of improvements or alterations to inspect work being undertaken in order to determine that such work is being performed in conformity with approved plans and specifications and in a good and workmanlike manner, utilizing approved methods and good quality materials. (V. Architectural Control)
 - ❖ **Residential Use:** Lots shall be used for single family residential purposes only. No commercial enterprise, business or business activity shall be carried on, at, or in any unit at any time, except with the written approval of the Association, when empowered. (VI. General Provisions, 6.1)
 - ❖ **Alterations of Housing Exterior Color:** There shall be no change in exterior color of any residential unit from the color scheme in effect throughout the property, except in connection with a general change in such color scheme under the direction or with approval of the Association. (6.3) See page 45 for information on exterior color choices.
 - ❖ **Signage:** No For Rent signs are allowed **at any time.** (Amendment, 1985) Advertising signs, political signs

or billboards shall not be erected on any lot or displayed in any form to the public. No signs shall be nailed or fastened to any tree at any time. (6.5) **A small professional home security sign is allowed only through preapproval.**

- ❖ **For Sale Signs:** A For Sale sign must receive **preapproval in writing** from the Association. **One For Sale sign per unit. A For sale sign may be located in landscaped beds only.** (6.5) No For Sale signs are allowed ***anywhere*** on Woodburn Club property at any time apart from landscaped beds of the unit being sold. No For Sale signs or notices will be allowed at the entrance of the neighborhood, along the Country Club fence area, at the end of streets in Woodburn Club, etc.
- ❖ **For Sale Open House Signs** are permitted only with preapproval in writing from the Association.
- ❖ **Clotheslines:** Laundry, bedding and the like shall not be hung out to dry in any position in which it is visible from the exterior of any residential unit. (6.7)
- ❖ **Parking:** Parking on turf is not allowed at any time. Automobiles and motorcycles must be parked in designated parking areas only. (6.8) Parking in front of a fire hydrant is against state law.
- ❖ No vehicles, bicycles, carriages or other articles shall be outside the residential unit except when in use. (6.8)
- ❖ **Antennae and Exterior Electronic Equipment:** There may only be one exterior antenna or dish on the exterior of a unit at a time. Exterior antennas should be located on the rear of the unit in the least

conspicuous area possible. (6.9) ***Preapproval from the Board is required for installation of exterior electronic equipment.***

- ❖ **Tree Removal:** No healthy living tree over four (4) feet tall shall be cut or removed from the residential lot without written approval from the HOA Board. (6.12)
- ❖ **No soliciting:** Soliciting is not allowed. Please advise salespeople that the homeowners in our neighborhood have requested that they do not solicit in Woodburn Club. There is a sign at the entrance that clearly states No Soliciting.
- ❖ **No Noxious or Offensive Activity** shall be carried on, at, or in any residential unit, nor shall anything be done which may be or become a nuisance or an annoyance as determined by the Association. (6.10) Noise pollution is a nuisance. **Property owner and resident consideration for other property owners and residents living in close proximity shall be the norm.** Any resident disturbed by excessive or persistent noise at any time should report violations immediately to the police. Disturbances include, but are not limited to, loud music, fireworks, loud voices, loud or extended vehicle engine operation, car horns, large gatherings of people, unruly and loud animals (see ANIMALS on pages 14-15 for additional information). *Anything that in any way disturbs the wellbeing of community residents or owners can be considered an annoyance or nuisance.* Homeowners are held responsible for any disturbance created by themselves, their guests,

tenants or guests of tenants. In the event that you are required to contact the police about noise, please notify the HOA Board as well. **If an annoyance persists**, the HOA Board asks the owner/resident disturbed inform the owner/resident directly about the issue first. This can be done via telephone, text, email, face to face or even through an anonymous letter. If the issue persists after the owner/resident has been informed, keep a record of the nuisance (date, time, duration) so that the board may take action against an owner if the issue is recurring.

- ❖ **Trash Receptacles-** Trash cans **must** be stored out of view of the street. (6.16) See page 27 for information on trash pickup.
- ❖ **Animals:** No animal of any kind shall be kept or maintained within any residential unit except for such birds, dogs, cat or ornamental fish or other household pets as permitted by the Association. While outside the residential unit, all pets shall be kept on a leash or other proper restraint, and shall at all times, while outside the unit, be accompanied by the owner or owner's agent. (6.6) Pet owners are responsible for immediate clean up and proper disposal of pet waste. Pet waste should be disposed of in a sealed container in the rear of the unit, not in view of the street. Pet owners should respect the private property of others. Pets are not allowed to trespass and/or defecate or urinate on private property. Owners and residents should ensure that their pets do not become an annoyance or nuisance.

A Pet can be considered an annoyance or nuisance if it.....



- ✓ **barks, howls or whines in an excessive, continuous manner, one or more times per minute, each minute during a ten minute period, or barks, howls or whines in an untimely manner;**
- ✓ **is off the premises of its owner;**
- ✓ **gets into or turns over garbage containers;**
- ✓ **damages gardens or other foliage or other real or personal property;**
- ✓ **is dangerous;**

- ✓ **is maintained in an unsanitary condition as to be offensive in sight or smell;**
- ✓ **is diseased and therefore, dangerous to the public;**
- ✓ **walks or sleeps on automobiles of another homeowner or resident;**
- ✓ **is in heat and is not confined to a unit or a secure enclosure.**

Noncompliance

Compliance with the Rules and Regulations is not voluntary

Rules violations shall be reported to the HOA Board in writing. A resident may use the complaint form (see Complaint Form page 21) or may email the HOA Board with the alleged violation. The complaint will be confidential and be investigated as soon as possible. Additionally, rules violations may be observed during routine inspection of units. (Notification 4.2)

First Notice: Owner shall be provided written notice of the violation. The written notice shall describe the nature of the violation and provide a time period within which the violation must be remedied.

Second Notice: If violation is not remedied within the timeframe referenced in the First Notice or recurs, the owner will be provided a second written notice of the violation. This shall notify the owner of the continued violation and give the owner proper time to resolve the violation before a fine is

imposed. Hinson Management will be notified at the time a Second Notice is sent.

Third Notice: If the violation is not remedied by the deadline provided in the Second Notice, a third notice will be sent to the owner informing them that a fine has been levied and inform them of a new timeline before an additional fine is imposed.

Fourth Notice: If the violation is not remedied by the deadline provided in the Third Notice, a fourth written notification will be sent to the owner informing them an additional fine has been levied and a timeframe to remedy the violation.

In the event of noncompliance, continued rules violations may result in fines and legal action.

Hinson Management



www.hinsonmanagement.com

8499 Valley Falls Road

Boiling Springs, SC 29316

**Mailing Address: P.O. Box 160207 Boiling Springs,
SC 29316**

Phone: 864-599-9019 Fax: 864-599-9029

In 2006, the HOA Board hired Hinson Management to act as Woodburn Club's property management company. Hinson Management assists the HOA Board with a variety of tasks.

Some of their duties include:

- Collecting all assessments due.
- Preparing all paperwork necessary to begin a legal action against any owner who does not pay assessments in a timely manner.
- Files all court actions for non-payment of assessments with the Spartanburg Magistrate Court.
- Arranges for a process server to serve any court papers filed with the Magistrate Court.
- Represents the HOA at trial.
- Pays all association expenses from assessments collected.
- Contacts subcontractors to explain payment procedures in place to protect the association.
- Generates monthly statements to reflect monthly and year to date collections, expenses, monthly cash flow.
- Assists the HOA Board in dealing with breaches of the Restrictive Covenants and writes letters to owners at the direction of the HOA Board.
- Prepares and files association taxes with the IRS on all subcontractors who are paid in excess of \$600.00 in any calendar year.
- Sends documentation necessary for the preparation of the association's annual tax return.
- Prepares a yearend financial statement for the association.
- Alerts our HOA Board with foreclosures and closings.

Hinson Management is very knowledgeable about County Ordinances and County offices that can be of assistance to our HOA. Hinson is also a valuable asset in dealing with legal HOA issues. Their role is to assist the Woodburn Club Board of Directors in protecting property values within our subdivision.

Things to Know

ARC- A form entitled Architectural Review Consent, or ARC, is the way in which our governing documents maintain architectural control. **For prior approval for items such as outdoor furniture, For Sale signs, professional security signs, installation of exterior electronic equipment and for ANYTHING done to the exterior of the residential unit, an owner needs written preapproval. The only time an owner does not need preapproval is for pressure washing, roof washing or gutter cleaning.** A copy of the ARC can be downloaded from www.hinsonmanagement.com or www.woodburnclub.com. Owners are required to fill out the form entirely and fax or mail to Hinson Management (See page 17 for the mailing address and fax number for Hinson) Please do not give ARCs to board members. All ARCs must go through Hinson Management. Hinson will then send the form to the HOA Board for review. The board has 60 days to review an ARC. Owners will receive their ARC via US Mail within this time frame. See page 35 for more detailed information about the ARC procedure. Hinson Management and the HOA Board keep copies of all submitted ARCs. If there is an **unforeseen** emergency, complete

an ARC form and contact the HOA Board. In some cases, the HOA Board may expedite the ARC process.

Annoyances and Nuisances- Woodburn Club governing documents specify that nothing should be done that may be or become a nuisance. All owners have the right to peaceful enjoyment of their homes. See pages 12-15 for more information and examples of actions which could be considered an annoyance or nuisance.

Annual Meeting- The Association holds an annual meeting on a Tuesday at 6:30 in April every year. Written notice to homeowners of the annual meeting is done by mailing a copy to each homeowner, postage prepaid, at least 15 days before the annual meeting. The notice of the meeting must specify the place, day and hour of the meeting. (Article IV Meeting of Members, Section I and 3) If election of a board member is on the agenda of an annual meeting, homeowners may vote by proxy. (Article IV, Section 5).

Annual Regime Fee- An annual regime fee is assessed for each individual lot at Woodburn Club. Each lot's annual regime fee is the same regardless of square footage of home, size of lot, etc. The assessments levied by the Association shall be used exclusively to promote the health, safety and welfare of the residential owners and the care, upkeep and upgrading of the property. The annual regime fee includes landscaping, taxes, street lights, irrigation at the entrance, signage, upkeep of common areas, etc.. The Board can only increase the annual regime fee up to 10% of the previous year's assessment without approval from owners. (Article V, Assessment for Common Expenses 5.02 and 5.03) The annual fee is due on January 1 of each year. Any assessment not paid within forty five (45) days after the due date incurs a penalty of one (1) dollar per day from the due date. If an owner does not pay the regime fee, the Association may put a lien on the owner's property and can foreclose the lien. Penalties, costs, and reasonable attorney fees are added to the amount of the assessment. (Article V,

Assessment for Common Expenses 5.08 and 5.09). Hinson Management sends notices to all owners for the annual regime fee and collects all assessments for the Association.

Association Budget- The HOA Board sets the annual association budget. Many factors are taken into consideration when preparing the annual budget. Those factors include, but are not limited to, upcoming projects, expenditures from the past year and long term goals.

Backyards and Patios- These areas should be maintained and uncluttered. Backyards where pets are kept must be kept hygienically.

Complaint Form- An owner may download a complaint form from www.hinsonmanagement.com or www.woodburnclub.com to register a complaint. Complaint forms need to be filled in completely and legibly and faxed or mailed to Hinson Management. See page 17 for mailing address and fax number of Hinson Management. Please do not give complaint forms to board members. It is important that all complaint forms be sent to Hinson Management first. Hinson then sends the complaint forms to the HOA Board. Complaints are taken seriously, investigated as soon as possible and kept confidential.

Dead Trees-Dead trees on private property are the homeowner's responsibility. The HOA Board cannot do anything if there is a dead tree on your neighbor's property that may fall on your home or vehicle. If there is a dead tree on a neighbor's property that concerns you, please speak first with the owner about the possible dangers. Then, if the issue is not resolved, it is strongly suggested that you put the owner on notice. You can legally put the owner on notice by sending a signed and dated written letter stating your fear about the tree in question, and asking them to have it removed. In

this way, you are protecting yourself and your property should the tree cause any damage in the future.

Directory- The HOA Board compiles and publishes an annual directory. This directory has the names of owners and residents, their address, phone and email. Please notify the board if any information changes to ensure that not only the directory has the information, but also to ensure that the HOA Board has all current information. If you do not want your information published, please email the Board.

Dollar General Property- The lot behind Dollar General and next to 302 Woodburn Creek Road is not Woodburn Club Property. No debris should be dumped in this area.

E-mail- The HOA Board has an email address, woodburnclubhoa@gmail.com. We encourage all owners and residents to use this address to voice concerns & ask questions. Email is checked regularly and it is a board priority to respond to each concern and question.

Exterior Décor- Our governing documents restrict the use of many items of lawn and outside décor as seen from the street. Please see pages 7-9 for more information about permissible items. Information about more permanent exterior décor such as windows, siding, porch lighting, etc. can be found in the Exterior Design section on pages 43-56. Please remember that anytime anything is done to the exterior of your townhome, you must have preapproval. See pages 35 for information about the ARC process.

Exterior Maintenance- Each owner is legally responsible for the maintenance and repair of their property. Annual exterior maintenance should include pressure washing. Gutters should be cleaned biannually. (Article IX, Obligations of Residential Owners 9.01).

Exterior Trim Color- All trim on units, as well as the trim and door color of detached sheds should be painted the Woodburn Club Exterior Trim Color. This color is only available in the computer at Sherwin-Williams located at 2060 East Main Street, Spartanburg.

Fence Color- Each fence in Woodburn Club is shadow box in design and must be painted the Woodburn Club Fence Color. The Woodburn Club Fence Color is available in the computer only at Sherwin Williams located at 2060 East Main Street, Spartanburg.

Feral Animals- Any stray animal found wandering Woodburn Club can be considered a stray. Residents should contact Animal Control. The HOA Board cannot assist in the capture of stray animals.

Financial Report-The HOA Board publishes an annual financial report for each owner. This report is distributed at the annual meeting. If an owner is not present at the annual meeting, a copy of the report is mailed to the owner.

Flyers- The HOA Board periodically publishes flyers with information important for all owners and residents. These flyers are sometimes put on the mailboxes or placed in front doors or under welcome mats.

Governing Documents-The original Declaration of Covenants, Conditions, Restrictions, Reservations, Grants and Easements and Bylaws was filed on July 20, 1984. There have been three amendments filed since that time. These documents are legally binding to all homeowners, tenants, guests, occupants, invitees, licensees, agents and contractors of owners. (6.2).

Insurance- Each residential owner must maintain in full force at all times insurance covering the residential unit. Homeowner's

insurance should cover fire, earthquake, extended coverage, additional coverage, vandalism and malicious mischief. (Article VI, Repair, Restoration and Rebuilding, Insurance, 6.05) The Association may ask owners to furnish proof of insurance. (6.05)

Irrigation System- There is an underground irrigation system at the entrance to Woodburn Club. The irrigation system is monitored by the landscaping contractor.

Landscaping Box- There is a landscaping box where owners may write requests for landscapers. As you are leaving the neighborhood, the landscaping box is located on the left tower. Owners are reminded that Woodburn Club has a landscaping contract and landscapers can only fulfill duties that are written in their contract. If owners have a landscaping request, it is wise to give at least a full week notice, email the board of the request and put a written request in the landscaping box to ensure your request is fulfilled.

Leases- Woodburn Club originally did not allow for renters. However, on June 20, 1985, an amendment was filed that allowed for renting of townhomes with stipulations. It reads:

“if any residential unit is leased, the lease shall be in writing and provide the terms of the lease and occupancy of the unit shall be subject in all respects to the provisions of the Declaration and any failure by any lessee to comply with the terms of such Declaration shall be a default under the lease.”

This section declares:

1. A written lease must specify the terms of occupancy, including the legal compliance of the Woodburn Club Covenants and Restrictions.
2. Failure to comply with the lease is a breach of contract.

Therefore,

1. A breach allows the owner to evict a renter, if necessary, for any non-compliance.

The HOA Board has **no** plans to inspect any leases. However, because this is a part of our legally binding governing documents, it is important that owners who have leased their unit ensure that their leases follow these guidelines. Additionally, any leasing company being used should have a copy of these guidelines and a copy of the Woodburn Club Renter's Guide.

Mailboxes-There are five (5) community mailboxes located in our neighborhood. The Association is in charge of the upkeep of the mailboxes (ex. broken or damaged stands). If a mailbox key is lost or stolen, the owner of the unit must go to the main post office located at 250 South Church Street with photo identification and proof of residency and apply for another key to the mailbox.

Membership in Association- Every homeowner in Woodburn Club is a member of the Woodburn Club Homeowner's Association. No owner may terminate or withdraw from his membership in the Association or terminate his owner responsibilities found in the governing documents. (Article IV, Formation of Association, 4.02 and 4.04).

Monthly Walk Through-A member of the HOA Board performs a monthly walk through for the sole purpose of inspecting each unit for maintenance issues and rules violations. See page 30 for more information about the HOA Board's rights and legal responsibilities.

Newcomer Visits- A member of the HOA Board or a member of the newcomer committee makes every reasonable effort to visit each newcomer. Renters are given a copy of the Woodburn Club Renter's Guide, a directory, and copies of previous newsletters. Owners are given a Woodburn Club Homeowner's Handbook, a directory, copies of past newsletters, the previous year's WC at a Glance and financial report. During the visit, the new resident's name, phone number and email address are received. When a newcomer cannot

be reached at home, all the information is left with a note asking for name, phone number and email address to be emailed to the HOA Board for information purposes. It is helpful when owners sell their homes to alert the HOA Board when closing will occur so that the HOA Board can be looking for the new owners. It is also helpful for previous owners to inform new owners of the rules and restrictions of our neighborhood as well as pass on the Woodburn Club Homeowner's Handbook and the updated exterior paint color palettes. For renters, it is the owner's ultimate responsibility to inform their prospective renters about the rules and regulations at Woodburn Club as the owner is legally responsible for a renter's actions. Please see Renter's Guide on page 26 for additional information.

Newsletters- The HOA Board publishes regular newsletters and sends them to all off site owners, and distributes them to on site owners and renters.

Paint Schedule- Residential Units and individually owned patio/backyard fences and sheds must be repainted at least every seven (7) years. Trim painting may need to take place more often. See pages 43-45 about painting for more information.

Perimeter Fence- The Association owns the perimeter fence that surrounds much of the neighborhood. The Woodburn Club perimeter fence is shadow box in design and is painted the Woodburn Club Fence Color.

Renter's Guides- The HOA Board has compiled a 16 page Woodburn Club Renter Guide that is given to all renters. It is a comprehensive guide and includes all the rules and regulations pertinent to renters. Because many off site owners rely on their renters to alert them to issues, there is a section reminding renters to let their owners know if various exterior items deteriorate or need to be refurbished or replaced. If an owner uses a management

company to rent their units, it is advisable that you ask the HOA Board to send a copy of the guide to the company so that they can give prospective renters a copy of the guide prior to renting in our neighborhood to ensure that they know of and agree to the expectations.

Reserve Fund- The Association maintains a reserve fund (savings account). The balance of the reserve fund is noted in each year's financial report.

Sheds- Many units have a detached shed. The body color for all detached sheds is the Woodburn Club Fence Color (the fence color and the shed color are the same paint color) available only at Sherwin-Williams located at 2060 East Main Street, Spartanburg. The door and trim of detached sheds is the Woodburn Club Exterior Trim color which is also only available at Sherwin-Williams located at 2060 East Main Street, Spartanburg. All shed roofs are black asphalt shingles. See pages 47 & 55 for more information.

Signage- The Association maintains the entrance signs. A new entrance sign was made in 2015.

Speed Limit- While there is no posted speed limit in our neighborhood, drivers are asked to drive slowly as there are children, older residents and many walkers in Woodburn Club.

Trash Collection- Trash receptacles are to be placed out of view of the street. **Trash receptacles may be brought to the curb no earlier than the afternoon the day before trash pickup and must be returned to their position out of street view no later than the evening of pickup day.** There is no government or HOA-provided garbage and trash service. All trash removal is privately contracted. Newcomers must call and arrange for trash pickup. Companies that already have a presence in Woodburn Club include:

- Waste Management 864-576-5728

Unifying Features of Design- Woodburn Club is a traditionally styled neighborhood and has 4 design features that are maintained throughout the neighborhood:

- Fence design: All fences in the neighborhood have the Shadow Box design
- Fence Color/Shed Color: All sheds and fences are painted the Woodburn Club Fence Color (see pages 22 & 51 for additional information).
- Window Dividers (painted the Woodburn Club Exterior Trim Color) in all front and side windows
- Exterior Woodburn Club Trim Color on all Units and Sheds (See Paint Colors on pages 43-45 for more information)

Units- When speaking about individual residential units, the governing documents specify that this means the townhouse and the individual lots upon which they are situated. (Article I, General Purpose of this Declaration).

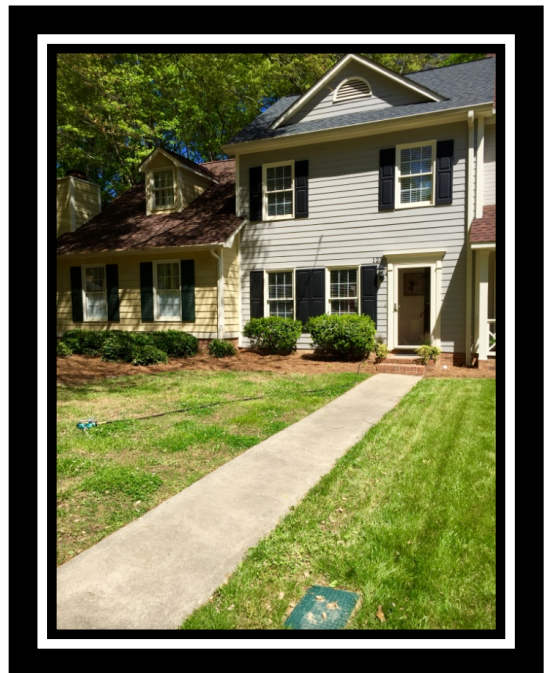
Yard Sales- Individual yard sales are discouraged. From time to time, the Association hosts a neighborhood yard sale, providing that there is enough interest and participation. In that case, the Association pays for advertising and puts up signs to alert traffic when and where the yard sale will occur.

WC at a Glance- Since 2013 the HOA Board has published an annual WC at a Glance. The publication of WC at a Glance coincides with the annual meeting. The handout, which is distributed to all owners, shows successful projects, ongoing projects, upcoming projects, as well as information such as number of newsletters and flyers published, number of letters sent to owners and renters, etc. The goal of the annual WC at a Glance is to demonstrate the HOA Board's commitment to make Woodburn Club a thriving community.

Website- In an effort to make it even easier to access information and news, the HOA Board has developed a website at www.woodburnclub.com. Included in the website are downloadable copies of the Renter's Guide, Homeowner's Handbook, ARC form, complaint form, copies of previous newsletters and additional information that may be helpful to homeowners, residents and potential owners.

Window Screens-Window screens are allowed only on the rear windows of a unit. Window screens must have preapproval.

Window Unit Air Conditioners, Heaters and Fans- Window unit air conditioners, heaters and fans are unacceptable. However, if a homeowner or resident has experienced a failure in their HVAC system and temporarily needs to use a window unit, they must contact the HOA Board immediately with the request. The request will be considered by the Board and, if approved, will be allowed on a temporary basis only.



Woodburn Club HOA Board



-Our Mission-

Fiscally responsible and proactive management of our resources
Reliable and consistent enforcement of our bylaws and covenants
Ethical and responsible solutions that provide order, continuity and
fairness

The purpose of the HOA Board (also known as the Board of Directors or Association) is to perform all the functions provided in the governing documents. The HOA Board has the power necessary to enforce all of the rules and regulations. (Article IV, Formation of Association, 4.05)

The Board of Directors must have at least 5 directors who are elected by secret written ballot by homeowners during the annual meeting in April. The term of office of an HOA Board member is three (3) years. (Article V, Section 2 and Article VI Nomination of Directors, Section 2).) Any board member may be removed from the HOA Board, with or without cause, by a majority vote of the members of the HOA Board. In the event of removal, resignation or death, the successor is selected by the remaining members of the Board. (Section 3, Removal)

There is no financial compensation for any HOA Board member, though a member may be reimbursed for actual expenses incurred in the performance of board duties. (Section 4, Compensation)

A Nominating Committee, chosen by the current HOA Board, consists of at least three (3) homeowners. They are nominated prior to the annual meeting in April and serve until the next year's

annual meeting. The nominating committee makes nominations for board elections. (Article VI, Nomination of Directors, Section 1)

The HOA Board may appoint an agency or person (Hinson Management, for example) to help manage and conduct the affairs of the Association under the direction of the HOA Board. (4.06)

The HOA Board can change or amend portions of the original governing documents by the approval of no less than two-thirds (2/3) of the homeowners. (4.07, Article X Amendment and Additional Rules 10.01)

The HOA Board has the power to adopt, amend, modify and otherwise alter and enforce additional rules and regulations dealing with the occupancy and maintenance of the property only if the actions are applied uniformly to all residential units. An attorney must author the new rules and regulations, each director must sign the new rules and regulations and the instrument becomes a part of the governing documents only when filed for record in Spartanburg County. (10.03 and 10.04)

The HOA Board can enter into agreements or contracts with persons or business entities to perform its duties. (4.09) This allows the HOA Board to hire contractors to perform work on behalf of the Association.

The HOA Board meets monthly to discuss neighborhood business and concerns. Owners are welcome to address the HOA Board personally during monthly meetings. Owners wishing to have a portion of the meeting agenda should email the board to make a request.

The HOA Board maintains the perimeter fence which partially encloses the neighborhood. The HOA Board also maintains the

entrance to the neighborhood, the Inwood Court island, and the mailboxes.

The HOA Board may obtain additional insurance as the Board deems prudent, to cover possible damage and destruction of any property which is the responsibility of the Association to maintain. (6.11)

The HOA Board serves as the Architectural Review Board and reviews all ARC proposals.

The HOA Board and/or its agents may visit any residential unit or lot during improvements or alterations to inspect the work being done or work that has been completed to determine that the work done is performed in conformity with approved plans and specifications and in a good and workmanlike manner, utilizing approved methods and good quality materials. (3.04)

The HOA Board, its employees or agents have the right to go to any residential unit for inspection of its maintenance and repair and adherence to rules and regulations in the governing documents. (3.12) This is typically accomplished during a monthly walk through. See Monthly Walkthrough on page 25 for information.

As evidenced and explained in the HOA Board's mission statement, your HOA Board strives to treat each owner equally and fairly as we endeavor to follow our governing documents. We are constantly looking for ways to improve our neighborhood.

Obligations of Woodburn Club Homeowners

All homeowners must keep their residential unit **in a good state of maintenance and repair** including painting and tuck pointing at such intervals as shall be prudent, repair or replace all building material on the exterior of such residential unit as the need arises, **maintain and repair the grounds and landscaping** of the residential unit. (Article IX 9.01)



As any homeowner knows, home maintenance is a continuous effort. As our neighborhood ages, it is more important than ever to maintain the exterior appearance of each home in Woodburn Club. The HOA Board conducts a monthly walk through of Woodburn Club for the sole purpose of inspecting each unit for maintenance issues and rules violations. For maintenance and repair issues, the

HOA Board sends letters to owners alerting them of the need to repair and maintain their unit.



Every unit should be pressure washed annually. Additionally, gutters should be cleaned twice per year. You do not need preapproval for these annual maintenance jobs.

Townhomes, sheds and fences should be repainted at least every 7 years. Exterior trim on units may need to be repainted more often.

Grass should be watered regularly, particularly before and after aeration and over seeding in the fall. Flyers will be distributed to alert all residents of the need and obligation to water. While the landscaping contract includes trimming of shrubbery, if shrubbery dies, it is the responsibility of the homeowner to replace.

Preapproval through the ARC process is necessary for replacing or removing any shrubbery that is visible from the street. See ARC on pages 35-39 for more information about preapproval.

The ARC Process

There shall be no alterations, changes, deletions or additions to or from any residential unit unless approved by the Association. No alteration, change, addition or deletion shall be commenced until the plans and specifications showing the nature, kind, shape, height, materials, color and locations of the intended alteration have been submitted to and approved in writing by the Association so as to preserve the harmony of exterior design. The residential owner bears the burden of proof that plans have been submitted to the Association. In the event that plans have not been approved or disapproved in writing by the Association within sixty (60) days after the plans have been submitted, the plans are deemed to have been approved. (Article III Provisions Relating to the Residential Unit, 3.02 and 3.04)

- **ANY and ALL exterior work must receive prior approval.**
- The only time you do not need to receive prior approval is for pressure washing, roof washing and/or gutter cleaning.

Procedure:

- 1) ARC forms can be found at www.hinsonmanagement.com or www.woodburnclub.com.
- 2) Homeowner completes form. The form must be complete, legible and specific.
- 3) Homeowner faxes or mails form to Hinson Management:
P.O. Box 160207 Boiling Springs, SC 29316
Fax: 864-599-9029

Please do not give an ARC form to any HOA Board member. **ALL ARC forms must go through Hinson Management.**

- 4) Hinson Management sends the ARC form to the HOA Board for review.
- 5) HOA Board reviews form for completeness and renders a decision.
- 6) HOA Board sends completed ARC form to Hinson.
- 7) Hinson Management sends reviewed form to homeowner.

Your Returned ARC Form will have one of three (3) designations:

1. Approved as submitted.
2. Approved with contingencies.
3. Denied due to lack of information, incompleteness, or denial of proposal.

To ensure that your ARC is complete and specific, you may need to include:

Site Plan: A site plan should indicate proposed changes including dimensions and distances from property lines, if applicable.

Material, Finish, Stain, Color: Specify materials, finish materials and colors to be used.

Drawings and Photographs: A graphic description should be provided, and may be in the form of a picture or a freehand drawing. The amount of detail should be consistent with the complexity of the proposal. For example, if you would like to build a deck, the drawing would need to be more complex and show exact measurements. However, if you are asking for approval for a new porch light, a picture from a website, a description of light with finish material listed (for example, brass or

satin nickel) or a manufacturer's item number should be sufficient. Landscape improvements should include a drawing showing the planned position of new plants, along with plant names.

Manufacturer Name Item Number: This can be especially helpful to expedite ARCs.

Physical Samples- If an owner wishes to re-side the entire unit with insulated vinyl siding, a physical sample is needed. See page 46 for more information on insulated vinyl siding. If an owner wishes to repair or replace an area of the unit with similar cement board, the board may ask for a sample of the proposed replacement siding. See page 46 for additional information on siding.

Please see section on Exterior Design Elements on pages 42-56 for more specific information about how to complete your ARC form.

FAQs:

1. I am repainting my back patio fence. I am using the Woodburn Club approved paint color. Do I still need to get prior approval?
Yes. ANY and ALL exterior work must receive preapproval.
2. I am painting my living room a different color. Do I need to get preapproval? No. ARCs pertain only to EXTERIOR work done on your unit.
3. Due to a recent storm I have severe roof damage and need to have my unit re-roofed as soon as possible. Do I still need to get preapproval? Yes. The HOA Board understands about unforeseen emergency situations. Please complete the ARC form and send it in immediately, contact the HOA Board and we will expedite the process.
4. I am replacing my porch light. Do I really need preapproval? Yes, ANY and ALL exterior work must be preapproved. Indicate on your ARC the color/finish and size of the light fixture. A manufacturer name and item number or photograph would also be beneficial.
5. I really want to re-landscape the bed in front of my unit. Do I need preapproval? Yes. ANY and ALL exterior work must have preapproval.

Draw a sketch of the landscaping bed and the approximate site of plants, as well as the plant names.

6. I have already begun painting my unit. Do I still need to get approval? Yes. Please stop painting until your ARC is submitted, reviewed and approved before beginning any work.
7. My wife and I don't have time to fill out all the paperwork involved in preapproval. We want to paint the trim of our house the same color. Is it okay if we just start painting? No. We understand that gaining written approval is one more thing you may have to deal with; however, preapproval is mandatory for any and all exterior work. The ARC is a one page form and is very easy to complete. Please submit the ARC and you may begin once it has been approved.
8. I am going to repaint my unit the same color as it currently is. Do I need to go through the ARC process? Yes. ANY and ALL exterior work must have preapproval.
9. My husband and I would really like to get new windows in our unit. Do I need preapproval? Yes, ANY and ALL work that can be seen from the exterior must have preapproval.
10. I am going to have to replace my roof. Do I need to go through the ARC process even when the roof will be identical? Yes, ANY and ALL exterior work needs to be preapproved.
11. I am re-staining my back deck. I would like to stain it a little darker than it is now. Do I need preapproval? Yes. ANY and ALL exterior work must receive preapproval. Please indicate the color stain you will use on the ARC form.
12. I have my painter coming to paint in three days. I totally forgot to get preapproval. Can't I just paint my unit and get approval later? No. Preapproval for ANY and ALL exterior work is legally mandated. We understand that you may have forgotten, but you need to go through the preapproval process before any work has begun.
13. I am having my entire unit pressure washed and the gutters cleaned. Do I need preapproval? No. Pressure washing, roof cleaning and gutter cleaning are the only exterior work that does not need preapproval.
14. I received approval for some exterior work. I have changed my mind and have decided to do something that was not approved. Is that okay? No.

Your approved ARC is a legal agreement to carry out the approved plans only.

15. I received my ARC from Hinson. I was approved with contingencies. What does this mean? This means that while you were approved, you **must** follow the contingencies the HOA Board specified on your ARC form.

Homeowner work commenced before approval of plans and specifications by the HOA Board is in violation of the Association Architectural Review policy and subject to removal or restoration at the expense of the property owner, an injunction to stop work until plans have been submitted and approved, and/or legal action.

Landscaping



The current 2016 amendment to our original governing documents authorizes the Association to provide grounds maintenance for each residential unit. The maintenance, as defined by the amendment, includes mowing grass, removal of leaves, periodic fertilizing, re-seeding of areas that become bare, weeding and mulching of landscaping beds with pine straw, sweeping paved areas including walks, parking spaces and drives, and the trimming of shrubbery. The fee for landscaping is included in the annual regime fee. From time to time and as funds are available and the need arises, the HOA Board may increase the landscaping contract to include various other services.

- **The removal and/or replacement of trees, groundcover (ivy), shrubs and bushes due to damage from lightening or other natural causes is the responsibility of the individual homeowner.** If trees in the front or side of the unit are removed, the stump must also be removed. Preapproval is necessary for removal and replacement of healthy trees or shrubs. See ARC Process on pages 35 for more information. **Maintaining turf and shrubbery is also the responsibility of the homeowner or resident.** **Maintaining turf includes regular watering.**

- Aeration and over seeding occurs in the fall. Flyers are distributed to all residents to alert them to water consistently before and after the aeration and over seeding for best results and to fulfill their legal obligations to maintain the landscaping.
- Trees under fifteen (15) feet tall are pruned as necessary.
- Landscapers trim shrubbery and groundcover (such as ivy) one section of townhomes at a time. As a general guideline, this occurs two or three times per year.
- Leaves, sticks, litter and debris are removed from all areas as needed. Turf grasses and weeds in bedding are removed by herbicide or by hand, as needed.
- Pine straw is put in landscaping beds in early spring.
- Please see Landscaping Box on page 24 for additional information. The HOA Board asks that residents give at least one week advance notice of special requests. Please note that landscapers can only do items that are in their contract.
- Landscapers will cut turf in back yards, collect leaves and blow off back patios only if rear gates are **unlocked and ajar.**
- Landscapers have requested that keys not be left under door mats. When blowing porches, keys & other items under mats frequently get blown into landscaping beds.

*If you have questions or concerns about landscaping services, **please email the board.***

Exterior Elements of Design



Exterior Paint

Townhomes, sheds and fences must be repainted at least every 7 years; Exterior trim may need to be repainted more often.

Two Important Things to Know about Exterior Paint in Woodburn Club:

- 1. You must have preapproval before any exterior painting begins even if the paint color does not change.** See ARC Process on page 35 for additional information about the approval process.
- 2. All trim in Woodburn Club is to be painted with Woodburn Club Exterior Trim Paint available only at Sherwin- Williams located at 2060 East Main Street, Spartanburg.**

When deciding to repaint your unit's exterior, you have two choices:

- 1. Repaint your unit the same exterior color.** While many of the exterior colors have faded, you may temporarily remove a shutter to see the original color for paint matching purposes. If using this choice, the body and accent color must remain the same and the trim color must be Woodburn Club Trim Color available in the computer at Sherwin-Williams located at 2060 East Main Street, Spartanburg.
- 2. Repaint your unit with one of the updated color combinations.**

If you choose to use one of the updated paint combinations, there are guidelines that must be followed:

- 1. There can be no duplication of body/accent colors within a block of contiguous townhomes.** While the same color scheme of body/accent colors could be on the same street, they may not be used within the same group of adjoining townhomes.

2. The entire structure must be painted at the same time when changing to the updated color scheme.
3. Each combination of body/accent colors is chosen as a pair and must be used together. They cannot be selected separately or paired with a different color.
4. All exterior trim will be the Woodburn Club Exterior Trim color and will remain as the unifying color feature (see page 45)
5. Brick front townhomes may change the accent color for doors and shutters according to their roof color. The backs of brick units will remain the same basic color.
6. No roof color may be changed and the use of the new color palette is specific for your roof color.
7. All color selections must have WRITTEN APPROVAL (see page 35 for information about obtaining prior approval) before work can begin.
8. It is advisable to visit a Sherwin-Williams store and look at their samples for your desired paint choice.

Original Color Palettes

In the rear pocket of this handbook is a copy of the only information the HOA Board has concerning the original exterior paint colors. As you can see, it is incomplete. Owners who wish to repaint their units using the original color palette may temporarily remove the shutters in order to match the original color.

Trim color for every home is approved Woodburn Club Exterior Trim available only at Sherwin-Williams located at 2060 East Main Street, Spartanburg. Accent Color refers to shutter and door color.

Updated Exterior Color Choices

Please refer to guidelines on page 44 if you wish to use one of these updated color choices. Trim Color is the approved Woodburn

Club Exterior Trim available in the computer at Sherwin-Williams located at 2060 East Main Street, Spartanburg.

Black/Gray Roofs

Body	Accent
-------------	---------------

1. SW 7644 Gateway Gray	SW 7617 Mediterranean
2. SW 7684 Concord Bluff	SW 7047 Porpoise
3. SW 6199 Rare Gray	SW 6208 Pewter Green
4. SW 7603 Poolhouse	SW 7674 Peppercorn
5. SW 7672 Knitting Needles	SW 7620 Seaworthy
6. SW 6099 Sand Dollar	SW 6257 Gibraltar
7. SW 2850 Chelsea Gray	SW 2848 Roycroft Pewter

Rust/Red/Brown Roofs

Body	Accent
-------------	---------------

1. SW 7540 Artisan Tan	SW 7593 Rustic Red
2. SW 6121 Whole Wheat	SW 7630 Raisin
3. SW 7638 Jogging Path	SW 7645 Thunder Gray
4. SW 7504 Keystone Gray	SW 7515 Homestead Brown
5. SW 7533 Khaki Shade	SW 7710 Brandywine
6. SW 6100 Practical Beige	SW 6244 Naval
7. SW 7621 Silvermist	SW 7040 Smokehouse

Siding

Homeowners must receive preapproval before any repair or replacement of siding occurs. Please see The ARC Process on page 35 for additional information about preapproval. Original siding in Woodburn Club is masonite. Because this is no longer widely manufactured, if siding needs repair, owners must re-side with siding (cement board, hardie board, or treated wood) that is

identical in length, width, grain and texture as the original. If the area needing repair is in an inconspicuous place on the unit and identical siding is not available, a contractor can very often cut cement board that will match seamlessly with the original masonite when painted to match. If the area needing repair is not in an inconspicuous area (for example, the front of the unit), the entire side where the repair needs to be made may need to be completely re-sided. Please contact the HOA Board to discuss options. **As of July 2013, no “hollow” vinyl siding will be approved for re-siding. See below #1 for more information.**

Insulated Vinyl Siding

Preapproval is needed before re-siding of any unit is allowed. Please see ARC Process on page 35 for additional information about the preapproval process. In July 2013, the HOA Board allowed for the use of vinyl siding as an option for owners who are wishing to re-side the entire structure of their home. There are contingencies:

1. The vinyl **must** be **insulated** vinyl siding. ***Insulated vinyl means that the insulation adheres to the vinyl as one piece.*** Please see the picture below.
2. The insulated vinyl siding must be a similar color and grain of the existing siding.
3. The insulated vinyl siding must be installed by the company on the entire unit at the same time.
4. The HOA Board **must** see a physical sample of the vinyl before approval is granted. The quality of the vinyl and

reputation of the manufacturer will be considered in the evaluation.



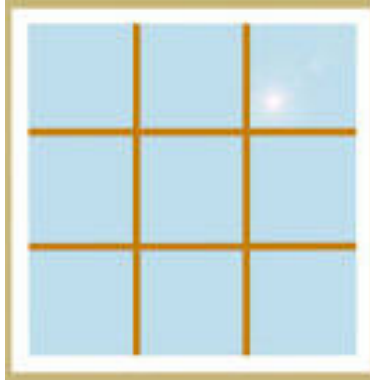
The picture above shows that the insulation is attached to the vinyl in one piece in insulated vinyl siding.

Detached Sheds

Detached Sheds must be repainted at least every seven (7) years. The body of all sheds must be painted the official Woodburn Club Fence Color and the door and trim of all sheds must be the Woodburn Club Exterior Trim Color. Both of these colors are available only at Sherwin-Williams located at 2060 East Main Street, Spartanburg. Homeowners must obtain prior approval before repainting or reroofing sheds. See page 35 about the ARC process. All shed roofs are black asphalt shingles. See page 55 about roofing. Some sheds adjoin each other and share a roof. In this case, when reroofing an adjoining shed, it would be wise for both owners to roof the entire structure at the same time and share the cost.

Window Dividers

(also known as grilles or grids)



Window dividers **must** be present on all front and side windows even if there are plantation shutters present.

Window dividers must match the Woodburn Club Exterior Trim Color (see page 45) and be in a good state of maintenance and repair.

Plantation Shutters

Homeowners must receive prior approval to install plantation shutters. Plantation shutters must be painted the Woodburn Club Exterior Trim Color (see page 45). When completing an ARC (See page 35) to install plantation shutters, specify which windows will have plantation shutters installed.

Storm Doors

The HOA Board in 1987 voted to allow installation of storm doors in Woodburn Club. Prior approval is necessary. See page 35 for

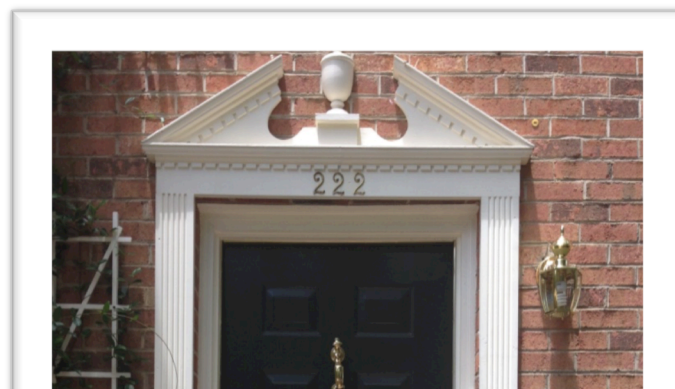
information on obtaining approval. Storm doors that can be seen from the front of the unit must be white/off white to match the Woodburn Club Exterior Trim Color (See page 45), be full view, clear (non-colored) glass, free of any embellishment or design on the glass, and be screen free. When completing an ARC, specify the color/material of the door hardware. Effort should be made to coordinate/match the material of the door hardware with the porch light, door numbers and other design elements visible from the street.

House Numbers

All house numbers on a unit must match in size and material. No vinyl adhesive numbers are allowed. Effort should be made match/coordinate the material of the house numbers with the existing porch light and door hardware. When requesting preapproval through the ARC process (see page 35) specify the material/finish of the house numbers you would like to use.

Front Door Hardware/Doorbell/Door Knockers

Effort should be made to coordinate/match the finish material of front door hardware with other exterior design aspects of your home such as porch lights and house numbers. When requesting approval (see page 35) specify the finish/material of the front door hardware and/or doorbell you would like to use.



Fences

Fences must be repainted at least every seven (7) years.

Fences

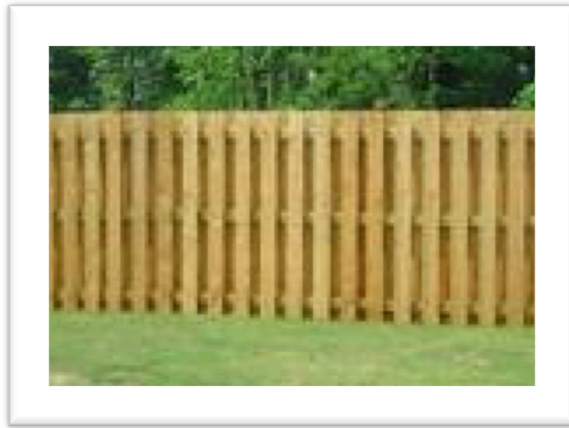
Most townhomes in Woodburn Club have fences. These fences are typically found behind the unit and surround the backyard or patio area. All fences should be shadow box in design and **must** be painted the Woodburn Club Fence Color available in the computer only at Sherwin- Williams located at 2060 East Main Street, Spartanburg.

Fences should be repainted at a minimum of every 7 years.

When requesting preapproval for repainting or rebuilding a portion of your fence (see page 35 about the ARC process) you must specify shadow box design and the approved color you will use.

Many fences are shared. If there is a shared portion of fence, the top boards and the main support beams are jointly shared. When

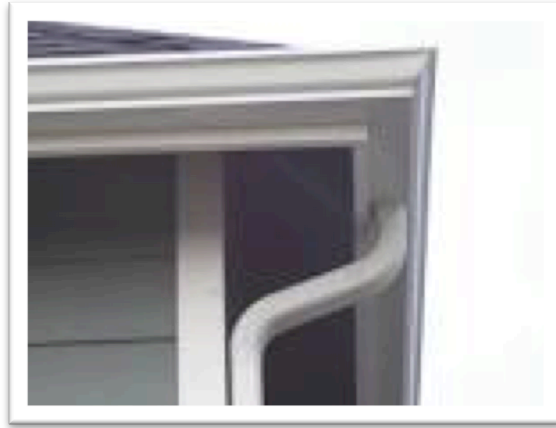
replacing, repainting, or repairing these parts of the fence, it is important for homeowners who share fences work together to pay for the cost.



Gutters

Gutters must be cleaned biannually.

Not all units have gutters and installation of gutters is not mandatory. If a homeowner would like to install gutters, they must request prior approval through the ARC process. Gutters must match the Woodburn Club Exterior Trim color, which is a soft white (see page 45 for additional information) Gutters may be painted (with prior approval- see page 35 about the preapproval process) the Woodburn Club Exterior Trim Color to match exactly and have a seamless and attractive appearance.



Exterior Lighting

Our neighborhood is traditionally designed, so **all** exterior design elements should reflect this. Exterior lighting should be in a good state of maintenance and repair. Effort should be made to coordinate front door hardware, front porch lighting, and house numbers. When considering new porch lighting, prior approval is necessary. When completing your ARC (see page 35 about the preapproval process), please note material/finish of the light, as well as a short description. A picture or a manufacturer name and item number is also a good idea.

Below are a few pictures intended to show owners some examples of traditional lighting that would be acceptable for front porches:



Below are a few examples of exterior lighting that are not traditional and would likely not be preapproved for a front porch.





Kick Plates

Kick plates should match the material/finish of the door hardware.

Specify the material/finish on your ARC (see page 35 about the approval process) of the kick plate you would like to use. Effort should be made to coordinate and match all your front porch exterior design elements to present a cohesive design for your home.

Roofing

When replacing your roof, you must have preapproval (See page 35 for information about the ARC Process). Owners are not allowed to change the color of the roof and the only acceptable materials for roof replacement are asphalt shingles, 3 tab or architectural shingles.



Windows

When replacing windows, preapproval through the ARC Process is necessary. See page 35 about the preapproval procedure.

Windows must be clear, noncolored glass and should have the same configuration (as seen from the exterior) as the original windows. If using vinyl windows, the style must match the original windows **and** the vinyl surround must be painted to match the Woodburn Club Exterior Trim Color. **All windows must have window dividers and the dividers must be painted the Woodburn Club Exterior Trim Color** (see page 45).

Shutters

Shutters may not be removed from the unit. With prior approval, however, the style of shutters may be changed. Shutters should be the same width and length of the original shutters. See ARC Process on page 35 for information on preapproval.

Leaf Guards/Gutter Guards

Leaf/gutter guards may be installed with preapproval (see ARC Process on page 35 for information on preapproval). Guards should match gutters.

Landscaping Beds

Landscaping beds can be re-landscaped with preapproval (see ARC Process on page 35 for information on preapproval).

