

# Southampton



## **HANDBOOK**

### **Of Rules and Regulations**

For Cambridge, Oxford and Wellesley

*Revised September 27, 2020*

## Southampton Handbook

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# Southampton Handbook

## I. General Policy

Pursuant to its authority under the *Declaration of Covenants, Conditions, and Restrictions for Oxford and Cambridge at Southampton*, the Architectural Review Committee (ARC) of the Southampton Homeowners Association hereby issues the following Handbook of Rules and Regulations for Southampton. This document is also referred to as Standards and Guidelines for Interpretation of the *Declaration of Covenants, Conditions, and Restrictions for Oxford and Cambridge at Southampton*. These Standards and Guidelines are supplemental to the existing Declarations, and are not inclusive of all items upon which the Southampton Architectural Review Committee or the Board of Directors of the Association may act. It is intended to provide guidance to Owners regarding requirements for additions and modifications to property in Southampton and matters of particular concern to the Architectural Review Committee in considering applications for approval of such additions and modifications. In addition, it sets forth various restrictions on other matters relating to the overall appearance of property in Southampton.

Compliance with the guidelines and requirements of this Guide is required, but does not constitute the sole basis for review of applications for approval under Article VII of the Declaration, nor does it guarantee approval of any application. In reviewing each submission, the ARC may consider any factors it deems relevant. *Decisions may be based on purely aesthetic considerations*. Each owner acknowledges that determinations as to such matters are purely subjective and opinions may vary as to the desirability and/or attractiveness of proposed additions and modifications. To this end, it is important to note that decisions are made on a case-by-case basis, and although a modification or addition may have been approved in one instance, there is no guarantee that it will be approved again.

Unless otherwise specifically exempted by the Declaration or this guide **all proposed modifications and additions to homes and lots within Southampton require application to and prior approval of the ARC**. Where this guide specifically permits an owner to proceed without prior approval, such permission shall only be effective so long as the owner complies with the requirements of this guide.

All requests for modifications must be submitted in writing to the Southampton Homeowners Association. A form is attached.

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## II. Maintenance

### A. Performed by the Association

1. The Association is responsible for maintaining all areas of Common Space within Southampton. All such areas are the property of the Association.
2. No resident shall cause any object to be fixed to the common property (including the planting of any plant material) or in any manner change the appearance of the common property.
3. All improvements, including landscaping, located upon individual resident's lots are the responsibility of the **resident** to maintain. Residents are strongly encouraged to water new growth of grass upon their lots and to keep their lawns watered during the summer months in order to maintain an attractive appearance.
4. **Residents** are required to keep their property maintained in such a manner to provide a neat and attractive appearance.

## III. Improvements to Lots

### A. General Guidelines

1. ALL improvements to lots require specific prior approval by the Architectural Review Committee, and will be approved or disapproved based on compliance with the Declarations, these Guidelines and / or the aesthetic discretion of the Committee.
2. All projects should be completed within thirty (30) days of start date, unless not feasible due to the magnitude of the project.
3. Any utility additions must be underground and adhere to applicable code for such utilities.
4. All applications must include a detailed description of the planned project and must contain the following information, as applicable:

Size of structure	Roof design
Height	Roof material
Wall Material	Exterior finish
Location	Quantity
Utilities (water, electric)	Detailed drawing
Estimated length of construction	

### B. Outbuildings

1. Size: no greater than ten feet by ten feet (10' X 10').
2. Height: overall no greater than nine feet (9' with a maximum eave height of six feet (6'))
3. Roof Design: single pitch (shed) roofs are not permitted.
4. Roof Materials: must be constructed of shingles that match those on the home.
5. Quantity: only one outbuilding per lot is permitted.

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6. Wall Material: exterior walls should be constructed of either hardboard or vinyl siding to match the home, T-111 exterior plywood (or other similar siding with exterior grooves) painted to match the home. No particleboard, standard plywood, cinder block, plastic or metal construction is allowed.
7. Exterior Finish: outbuildings must be trimmed and painted, in their entirety, in the same quality materials and colors of the home.
8. Utilities: any utility facilities (water, sewer, electric, etc.) providing service to an outbuilding must be underground and adhere to applicable building code for such facilities.
9. Foundation: poured concrete foundations are preferred. Concrete blocks are acceptable if screened with lattice type underpinning or appropriate landscaping.
10. Location: outbuildings are to be placed in the rear yard of a lot and are subject to the following restrictions:
  - a) The rear property line must be at least three (3) times larger than the outbuilding dimensions. For example, a 10'x10' outbuilding requires a minimum thirty-foot (30') rear property line.
  - b) Outbuildings must be placed at least six feet (6') from any property boundary as provided by zoning regulations and should contain sufficient clearance around all sides to permit appropriate maintenance.
  - c) Outbuildings should be placed no less than fifty feet (50') from the property line adjacent to the street side of a corner lot.

### C. Fences

1. Fencing must be constructed of wood or vinyl. Wood fencing may be painted white or left natural. Vinyl fencing must be white.
2. Chain link fencing in any form is strictly prohibited (including dog pens / runs).
3. Fencing may not exceed six feet (6') in height.
4. Fencing may have no more than eighty percent (80%) of its surface closed as viewed from a point on a line of sight perpendicular to the line formed by the line of the fence (Refer to Section 7.07 of the DCCR's.) Eighty percent (80%) of a fence surface shall be defined as follows: for every one inch (1") of board there must be 0.2" of space, for example, a five inch (5") wide board would require one inch (1") of space between boards, i.e. no perimeter fencing is allowed that completely blocks the view into the area being fenced.
5. The maximum board width allowed is five and one half inches (5 ½").
6. The "finished" side of all fencing must face outward.
7. Fencing may not be erected any closer to the street than the side and / or rear setback line on lots adjoining streets. Consult your property survey for your setback lines.

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8. Fencing may not be extended any closer to the street than the rear facade of a home, unless approved by the Committee due to the existence of a side service entrance.
  9. Privacy fencing around decks and patios may be approved (fencing that does not comply with the eighty percent (80%) spacing requirements) but must comply with all other fencing guidelines. Similar fencing may be approved to screen HVAC units.
  10. Consult Section 7.07, page 12-13, of the Declaration for further information on fencing in Southampton.
- D. Doghouses
1. Size: may not exceed four feet (4') wide by five feet (5') deep by four feet (4') high.
  2. Material: must be constructed of the same materials as described for outbuildings (see section 3B of this document). No plastic doghouses are allowed.
  3. Quantity: no more than two (2) doghouses are permitted on any lot.
- E. Driveway Additions
1. Material: must be constructed of concrete (no asphalt driveway will be approved).
  2. Location: a two-foot (2') minimum setback should be maintained from all property lines. Situations not permitting this setback will be reviewed by the Committee on a case-by-case basis. No circular driveways will be approved.
- F. Basketball Goals
1. Material: professional metal pole with fiberglass or Plexiglass backboard. Portable goals are permitted provided they are not placed in the street (including at the end of dead-ends or in cul-de-sacs), not placed where play would occur in the street and are stored in a location that is screened from street view when not in use for extended periods.
  2. Quantity: only one (1) goal per lot is permitted,
  3. Location: must be located at least fifteen feet (15') from the street. Backboard may NOT be attached to the house. The goal must be oriented so that play occurs on your property.
- G. Exterior Lighting
1. Freestanding security lights located in front and side yards may be approved, but are limited to six feet (6') in height.
  2. Freestanding security lights located in rear yards may be approved, but are limited to ten feet (10') in height.
  3. Eave-mounted flood lights may be approved.
  4. Landscape lighting may be approved.

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### H. Swimming Pools

1. In-ground swimming pools may be approved, but require the installation of an approved perimeter fence enclosing the entire rear yard or an approved privacy fence that surrounds the pool deck area.
2. Above-ground pools, with the exception of temporary "kiddie pools" in rear yards, are prohibited.

### I. Signage

1. Only the following types of signs are permitted on any lot in Southampton:
  - a) One temporary sign advertising the home for sale, provided the sign has a maximum face area of five (5) square feet on each side and, if freestanding, stands no more than four feet (4') off of the ground.
  - b) One security service sign located in the front yard and one located in the rear yard, provided the signs have a maximum face area of two (2) square feet.
  - c) Notification signage as may be required by legal proceedings or a governmental entity (such as a building permit).

### J. Trampolines

1. Trampolines may be approved, but must be located in rear yards that are enclosed by approved perimeter fencing.

### K. Mailboxes

1. No brick mailboxes will be approved.

## IV. Improvements to Structures

### A. General Guidelines

1. ALL improvements to structures require specific prior approval by the Architectural Review Committee, and will be approved or disapproved based on compliance with the Declarations, these Guidelines and / or the aesthetic discretion of the Committee.
2. All projects should be completed within thirty (30) days of start date, unless not feasible due to the magnitude of the project.
3. Any utility additions must be underground and adhere to applicable code for such utilities.
4. All applications must include a detailed description of the planned project and must contain the following information, as applicable:

Size of structure	Roof design
Height	Roof material
Wall Material	Exterior finish
Location	Quantity
Utilities (water, electric)	Detailed drawing
Estimated length of construction	

### B. Additions

1. Must adhere to all applicable building codes.

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2. Exterior surfaces must match those on existing structure.
- C. Decks / Patios
  1. Must adhere to all applicable building codes.
  2. Patios must be constructed of concrete, stone or brick pavers.
- D. Satellite Dishes
  1. Direct TV-type satellite dishes no larger than eighteen inches (18") may be approved.
  2. Approved dishes must be mounted to the house in a position not visible from the street (unless approved by the Committee due to reception issues).
  3. No other types of television or radio pole, antenna, aerial or tower may be constructed, installed, erected or maintained on any lot in Southampton.
- E. Exterior Painting
  1. Painting of exterior house surfaces any color that is different than the color that is already on the house will only be approved on a case-by-case basis due to lack of color availability.

## V. Aesthetics

- A. Flags
  1. One (1) flag up to four feet by six feet (4'X6') in size attached to a flagpole mounted to the home may be approved. The pole may not exceed four inches (4") in diameter and sixty inches (60") in length.
  2. Only official flags of countries, states or universities and seasonal decorative flags may be displayed. Flags which display trademarks or advertising, battle flags and similar flags which, in the Board's judgement, are intended to, or tend to, incite, antagonize or make political statements (other than a statement of citizenship or country of origin of the residence of the dwelling) shall NOT be displayed.
  3. Approved flags shall be maintained in good condition and shall not be displayed if mildewed, tattered or faded beyond recognition.
- B. Lawn Ornamentation
  1. Statues, fountains and figurines (including planter figurines) in front or side yards will not be approved.
- C. Window Treatments
  1. The following window treatments are NOT allowed in Southampton:
    - a) aluminum foil window covers
    - b) solid black window coverings
    - c) bed sheets
    - d) Newspapers
  2. Typical window treatments such as blinds, draperies, shades and plantation shutters are allowed.
  3. Window air conditioning units or fans are not allowed.

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### D. Exterior Holiday Decorations

1. Seasonal house decorations should be removed within thirty (30) days of the holiday.
2. Christmas lighting is not permitted before Thanksgiving.

### E. Trash Removal

1. Garbage cans and recycle bins must be stored in one of the following locations (stated in order of preference):
  - a) inside your garage
  - b) behind your house (screened from street view by your house)
  - c) behind an approved screening fence on the side of your house
2. No refuse containers (of any type) may be stored in the front of your house.
3. No garbage can or recycle bin should be placed at the curb any earlier than the night before collection and should be removed by midnight the day of collection.

## VI. Parking

### A. Street Parking

1. Street parking is only allowed for periods of up to twenty-four (24) hours to accommodate guest parking when the driveway is to capacity.

### B. Parking of Commercial Vehicles

1. Commercial vehicles as defined by the Association is any vehicle with permanent markings and / or attachments. (Vehicles with removable signs or attachments must remove said items within one (1) hour from the time the vehicle is parked.)
2. Tractor trailer "rigs" (also referred to as transfer trucks, etc.) are prohibited.
3. No commercial vehicles may be parked in Southampton, with the exception of temporary parking for deliveries, repairs, etc. and for vehicles that are fully enclosed in the attached garage of a dwelling.

### C. Parking of Recreational Vehicles

1. Recreational vehicles may not be parked where they are visible from the street.
2. Recreational vehicles as defined by the Association is any vehicle commonly referred to as or considered a recreational vehicle, including but not limited to campers, RV's, full-size conversion vans, etc.
3. Boats and other water sports equipment, all-terrain vehicles, motorcycles and other off-road vehicles are not allowed in Southampton unless fully enclosed in an attached garage or approved storage shed.

## VII. Material Storage

- A. Storage of materials of any kind that are visible from the street or neighboring yards is not allowed.

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- B. Weeds, vegetation, rubbish, debris, garbage or waste materials are not allowed to be accumulated on any lot or Common Area with the exception of one (1) compost pile and/or one (1) firewood pile per lot.
  - 1. Firewood piles are limited to two (2) cords (approximately a pickup truck load), should be stacked no higher than four (4) feet and should be screened from public view.
  - 2. Compost piles are allowed unless the Board determines that such compost pile is unsightly or offensive.
  - 3. Both compost piles and firewood piles on corner lots must be located at the farthest possible point from the intersecting street.
- C. Toys should be stored out of sight when not in use.

### VIII. Pets

- A. Generally, all pets should be kept under their owner's control at all times and in compliance with applicable leash laws.
  - 1. All dogs should be contained on the owner's lot or leashed when off of the owner's property.
  - 2. Owners are responsible for cleaning up any mess that a pet creates in any Common Area, as well as on any private property.
  - 3. Owners are responsible for their animal's actions and are liable for any provable damages.
  - 4. Each home is limited to three (3) pets.
  - 5. Animals being a nuisance to residents will not be tolerated - this includes issues with noise. Should an issue arise, please try discussing the situation with the animal's owner before calling Animal Control.

### IX. Disturbances / Nuisances

In matters that become a problem between neighbors in Southampton, the Board may act upon some under the general powers conferred by the Declaration. In the rare event that a resident causes unreasonable noise or other disturbances that cannot be resolved by speaking with the neighbor, the appropriate public law enforcement agency should be contacted. (For disturbances related to pets of residents, please see Section VIII A, subsection 5 of this document).

### X. Safety

- A. Fire
  - 1. Residents should use extreme caution when using grills on wood decks or in close proximity to structures or flammable landscape materials such as pine bark mulch or pine needles.
  - 2. Smoke detectors should be located on each level of every home near sleeping areas and should be tested twice yearly.
  - 3. The local fire department may be contacted for more tips on fire safety.

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### B. Children

1. Please observe speed limits and be alert for children playing that may dart into your path. Keep Southampton safe for everyone.

### C. Theft / Burglary

1. Please report any suspicious activity in the community to the police department.

## XI. Dues

Dues in Southampton are set yearly by the Board and are billed quarterly (subject to change yearly upon vote of the Board). Changes to yearly dues amounts are set sixty (60) days in advance of any assessment year. See Section 9.05, page 17 of the *Declaration* for more information on dues.

## XII. Management Company

Superior Association Management manages Southampton. Superior's duties include, accounting services (collecting Association dues, mailing late notices, paying bills on behalf of the Association, etc.), handling homeowner complaints and inquiries and managing agents hired by the Board to perform landscaping services and other Common Area repair or maintenance.

Superior should be contacted in the event of any emergency or to answer any questions related to the Homeowner's Association. A 24-hour answering service is provided for absolute emergencies.

### Key Information:

Superior Association Management P.O. Box 2427  
Huntersville, NC 28070  
704.875.7299 (Phone)  
704.875.7177 (Fax)  
www.SuperiorAM.net

## XIII. Property Boundary Information

Road right-of-ways span 40 to 60 feet. Your property begins where the road right-of-way ends. The right-of-way/your property line is located approximately 8 to 11 feet behind the back of the curb. The strip of land between the right-of-way and the back curb is generally considered part of your yard that you maintain, but it is not part of your property.

In addition, your lot has front, side, and rear yard restrictions that limit usage of these areas as specifically discussed in these guidelines and the Declaration.

NOTE: Refer to your survey for your front, rear and side setbacks.