

WEATHERSFIELD SERVICE GROUP VI QUICK REFERENCE MANUAL

July 2025

(Replaces all previous Quick Reference Manuals)

This Quick Reference Manual serves as a brief guide to the provisions of the Weathersfield Service Group VI (WSG VI) Covenants and Restrictions and the Bylaws that govern Weathersfield. For in-depth information residents should refer to the Declaration of Covenants and Restrictions of 2008 as amended in 2011 (Insurance), 2014 (Architectural Control) and 2022 (Rental Cap) and the Bylaws as revised a January 31, 2025. These documents may be found on the Weathersfield website: www.weathersfieldsg.org.

As residents of Weathersfield, each of us agreed at the time of purchase to comply with established guidelines and restrictions to retain the attractiveness and value of our property. This means curtailing the freedom to make unique choices and to express our individuality as it pertains to the exterior of our home and the surrounding grounds. The WSG VI Board of Directors must approve any changes or additions to your home exterior or grounds. Specific guidelines and other details can be found in the drop-down menu “Documents,” “Guidelines for Homeowners” on www.weathersfieldsg.org. Printable applications to request changes can be found on the website, along with a chart detailing the responsibilities of the homeowner and WSG VI (“Maintenance Responsibility Chart”).

Homeowners must also receive approval from the WSG VI Board of Directors before renting their homes. Details and a rental application form are posted on www.weathersfieldsg.org under the “Rental Cap” menu tab.

Weathersfield is governed by a Board of Directors, which makes policy decisions and decides long-range planning matters. Financial oversight and day-to-day operations are supervised by Mill House Properties whose address is 1720 East Franklin Street, Chapel Hill, NC 27514. For needed repairs and questions regarding the grounds, please call them at: (919) 448-5150. You can also contact a Board member if you have questions or concerns regarding Board policies. The names and phone numbers of Board members and committee chairs can be found in the “Farrington Village Directory & Handbook,” published every January, and names of Board members and committee chairs are also posted on the Weathersfield website.

This document summarizes Board and committee responsibilities and provides other useful information.

Board of Directors

There are five to nine elected directors on the WSG VI Board. The election occurs at the Annual General Meeting in November. Board meetings are held monthly with informal meetings held during the summer months. If there is a pressing issue that requires immediate attention, a special session is arranged. The minutes are posted on the Weathersfield website: www.weathersfieldsg.org.

Board Officers

The homeowners elect the Board of Directors. The Board itself elects the officers. The President, Vice President, Secretary, and Treasurer MUST be members of the Board.

Board Committees

There are seven standing committees of the WSG VI Board. All standing committees are chaired by a Board member or Officer appointed by the Board. Each committee chair will attempt to recruit a minimum of three members. The Board may also create other ad hoc committees to facilitate the work of the Board. Ad hoc committees may be chaired by a Board member or a member of the WSG VI Homeowners Association.

Nominating Committee

The Nominating Committee is responsible for nominating candidates for election to the Board of Directors.

Building and Street Maintenance Committee

This committee is responsible for overseeing WSG VI street, sidewalk, and garage maintenance, and exterior maintenance of the homes. (Garages are owned by WSG VI; owners have use of a garage.) The WSG VI maintains unit exteriors except for glass and exterior alterations (decks, porches, gutters, solar panels) made after initial construction of the home. The [Maintenance Responsibility Chart](#) is posted on the website and lists the obligations of the WSG VI and the homeowner.

Architectural Committee

The Architectural Committee is responsible for the approval of any exterior changes or alterations to any owner's home and other architectural control matters. The committee investigates the proposed external changes and recommends approval/disapproval to the Board. Decks, screened-in porches, gutters, solar panels, screen and storm doors, and electric vehicle chargers are permitted subject to approval. An application form for such changes is found on the WSG VI website at: www.weathersfieldsg.org/documents/forms/.

Insurance Committee

The WSG VI insurance policy covers loss or damage by fire and other hazards for each living unit, all buildings owned by the Association, and all improvements in the Common Areas in an amount not less than one hundred percent (100%) of the insurable replacement cost of such buildings and improvements. The Association also maintains liability insurance for the Common Areas, as well as liability coverage for the officers and directors.

The WSG VI policy is primary insurance, which means that in case of a loss the WSG VI would pay first. However, the policy contains a \$10,000 deductible, which means that the unit owner is responsible for this amount before the Association policy takes effect. **Owners are urged to obtain HO-6 insurance coverage for their personal property and personal liability, which are not covered by the WSG VI policy.** The Association policy covers items permanently attached to the building, such as built-in bookcases and permanently installed stovetops and dishwashers. However, freestanding appliances such as refrigerators, washers, and dryers are considered to be personal property covered by the owner's HO-6 policy. In addition, improvements made to internal fixtures may not be fully covered by the Association policy, so shortfalls should be accounted for in the owner's HO-6 policy. For more specific information,

owners should refer to the Declaration of Covenants and Restrictions amendment of 2011, on the Weathersfield website: www.weathersfieldsg.org/ as well as the recently issued [Insurance Guidance paper](#), also on the website. Copies of the Association insurance policy are available from the Insurance Committee upon request.

Utilities Committee

The Utilities Committee is responsible for overseeing lighting, trash collection, and recycling. First Choice Disposal normally picks up trash on Tuesday mornings in front of the garages. Recycling is collected on Tuesdays at an agreed upon location within each Close and should be placed there the night before or by 7:00 a.m. that morning. The following items may be recycled; they do not need to be sorted:

- Glass: All colors and clear glass, rinsed and lids removed.
- Plastic: Containers numbered #1 and #2, rinsed and lids removed.
- Cans: Steel and aluminum cans, rinsed and lids removed.
- All lids should be disposed of with the trash.
- Paper Products: newspapers, office and computer paper, magazines, phone books, all cardboard (corrugated and non-corrugated, flattened), detergent and cereal boxes, etc. However, soiled cardboard boxes cannot be recycled, i.e., pizza boxes if they are left with any food residue.
- **NOT RECYCLABLE** items include container lids, plastic bags and cups, Styrofoam, bubble wrap, ceramic and clay pots, light bulbs, electronics, shredded paper, household cleaning products, paint, hazardous waste containers, plastic toys, etc.
- The foregoing is a **summary** of recycling guidelines. Complete trash and recycling guidelines may be found on First Choice Disposal's website: www.firstchoicedisposal.biz.
- Chatham County Solid Waste and Recycling accepts many of the items not accepted by First Choice Disposal. Chatham County's website is: www.chathamcountync.gov/government/departments-programs-i-z/solid-waste-recycling/recycling.

Oversight of storm water, water and sewer lines in the common areas are also the responsibility of this committee.

Landscape Committee

The WSG VI contract with our landscaping company includes, but is not limited to, the following:

- Lawns mowed and sidewalk edges trimmed weekly during growing season
- Weed control, mulching, edging, and pre-emergent weed control
- Pruning two times per year
- Leaf removal, especially in the fall
- Plants monitored for diseases and treated

Bagged garden debris and leaves (in paper bags, *not plastic*) and tied bundles of branches are picked up weekly (twice per month in the winter months) at an area as designated by your Close. Bags and branches should not be placed along the roadside of Weathersfield and Swim and Croquet.

The replacement of dead or diseased plants is the responsibility of WSG VI excluding plants in owner's private gardens or plants not previously approved by the committee. We ask that you water any newly planted shrubs until they are established. Permission must be requested, and the Landscape Committee must approve, additional plantings homeowners may want to add to their private property. A copy of the application form for these alterations or additions is available on the WSG VI website at www.weathersfieldsg.org/documents/forms/. Homeowners are responsible for the cost and labor expense for these additions and for maintenance of flower gardens on their private property or common area in their Close. Our landscaping company does not weed flowerbeds.

Communications Committee

This committee establishes and maintains efficient communication links with WSG VI residents—from welcoming new owners to keeping current residents up to date about recent developments, and maintaining the website.

IN A WORD

This is a brief summary of information deemed essential for homeowners of the Weathersfield Community of Ferrington Village.

EXTERIOR MAINTENANCE: Weathersfield Service Group VI (WSG VI) is responsible for the exterior maintenance of your townhouse, except for glass surfaces and added decks, porches, gutters, and solar panels. Call Mill House Properties, WSG VI's professional property manager, at (919) 448-5150 or email Mill House Properties at hoa@millhouseproperties.com for service.

LANDSCAPE MAINTENANCE: WSG VI is responsible for mowing, trimming, pruning, etc. of the common areas. Supplemental plantings by the homeowner must be approved by the Landscape Committee. An approval form is available on the Weathersfield website: www.weathersfieldsg.org/documents/forms/. The homeowner is responsible for maintaining and weeding flowerbeds.

PARKING: Residents have the use of a garage (owned and maintained by WSG VI) and one parking space in addition to the garage. If you use more than one parking space in addition to the garage without a clear understanding and agreement with your neighbors, you are infringing on your neighbors.

TRASH and RECYCLING: Trash and recycling are normally picked up Tuesdays. Trash cans are stored in your garage, not outside.

ANIMALS: Dogs and cats must be kept on a leash when outside. Carry a baggy to pick up after them.

INSURANCE: Owners are urged to obtain HO-6 insurance coverage to cover the \$10,000 deductible of the WSG VI policy and for their homeowner personal property and personal liability, which are not covered by the WSG VI policy.

RENTING: Owners must obtain approval from the WSG VI Board of Directors before renting their home. Details can be found at: <https://www.weathersfieldsg.org/weathersfield-rental-cap-guidelines/>.

EXTERIOR CHANGES: Exterior architectural changes require approval of the WSG VI Architectural Committee and Board. Applications are available on the Weathersfield website www.weathersfieldsg.org/documents/forms.

FRONT DOORS: Front doors are limited to five approved colors. Contact the Architectural Committee for a list of the approved colors.

STORM and SCREEN DOORS: These doors must comply with architectural specifications. Contact the Architecture Committee for these specifications.

OTHER: As a WSG VI homeowner, you are also a member of the Ferrington Homeowners Association (FHA). You will be billed for its annual dues by the FHA.