

2022-07885

Certificate of Record
FORT SMITH DISTRICT
SEBASTIAN COUNTY, ARKANSAS
SHARON BROOKS, CO CLERK & RECORDER
04/01/2022 02:59:51 PM
RECORDING FEE 30.00
Pages: 4

Cover Sheet

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Stonebridge Common Homeowner / POA Responsibility

Homeowner Approved March 31, 2022 - Amendment Filed, Circuit Clerk - April 1, 2022

Homeowners and the POA will work in conjunction to maintain the community in which it was designed. Deviation requires an approved Homeowner's amendment to the Master Deed. All guidelines are for all Homeowners, no exception will be granted.

Item	Responsibility	Description	Reference
Buildings			
Architectural Expansions / Modifications**	Homeowner / POA	Submit detailed written request of all proposed external architectural changes to the building, grounds and/or landscaping to the Architectural Committee / Board prior to modifications. If granted, a signed variance by both parties is required stating approval details which includes responsibility of maintenance / repairs and if the Homeowner's POA dues will be adjusted. If property is sold, variance transfers as stated by the POA to new owners. Owner has disclosure responsibility. (RE: Architectural Variance)	
Buildings - Exterior Balconies, Decks, Patios, Lawn, Driveway, Etc.**	POA / Homeowner	POA is responsible for repairs to all building exterior except if such a variance has been granted and/or Homeowner damage has occurred which was caused by the Homeowner, guest, leasee and/or personal contractor. All Homeowners are responsible for maintaining the exterior of their home within POA guidelines. The Homeowner has the responsibility to report in writing or electronically to the Board issues with buildings / grounds. The Board, in a timely fashion, will evaluate the issue and determine corrective action. The Architectural Committee will conduct annual exterior property review.	WHAT VARIANCE → OFFICE AREA?
Doors, Windows, Screens, Gutters, Downspouts, Skylight**	Homeowner / POA	Replacement, repairs and painting are homeowner's responsibility. The POA will have the gutters, downspouts and extensions cleaned semi-annually.	
Exterior Home Appearance**	Homeowner	Homeowners are responsible for maintaining a neat and clean appearance around the exterior of their home. Respecting the shared aesthetics of this community is required of all residents. Violations will be addressed by the Architectural Committee/Board.	
Painting	POA	The POA is responsible for planned exterior painting projects, which includes home and deck, unless a variance has been issued by the Architectural Committee/Board. The Architectural Committee will present a recommendation to the Board for final determination. The Board will maintain approved paint colors. Deviation is not acceptable without prior written Board approval. A building with multiple homes must remain the same color on the buildings, decks and patio.	
Residential Electrical Interior / Exterior	Homeowner	Responsible for home and garage electrical both interior and exterior.	
Residential Plumbing & Exterior Water Faucet.	Homeowner	Repair or replacement is the responsibility of the Homeowner and must be performed by a licensed plumber*. Freeze damage is also the responsibility of the Homeowner.	
Roof	POA	POA provides insurance and building integrity. Homeowners should immediately contact the Board with structural issues. Every three years, insurance bids should be reviewed, overseen by the Treasurer. An annual report and discussion on the status and conditions of our insurance will be available to all homeowners.	
Wildlife	POA / Homeowner	Wild animal damage to the exterior of the home, garage and landscaping beds around the	

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		home will be determined and rectified by the POA. Wild animal damage inside buildings is the Homeowner's responsibility. The Homeowner has the disposal responsibility of dead wildlife adjacent to their home. Homeowners are encouraged to call the Fort Smith Animal Control agency for assistance. Personal pet damage is the homeowner's responsibility.	
Grounds			
Drainage	POA	The POA is responsible for maintaining efficient drainage in common areas and limited common elements underground adjacent to homes.	
Interior Road	POA	POA is responsible for maintenance / replacement.	
Irrigation System	POA	All maintenance and servicing will be performed by a Board approved service provider.	
Water / Sanitation	POA	Water / Sanitation expense is covered by POA dues. Irrigation has a reduced water charge. Faucet watering is at a higher rate. Homeowners are asked to curtail usage to reduce cost.	
Landscaping			
Fertilization	POA	POA dues will cover expense.	
Lighting - Exterior**	Homeowner	Homeowner is responsible for exterior lighting attached to their home and detached buildings. All lighting must meet POA approved guidelines with written Board approval.	
Lighting - Common Areas	POA	POA will purchase / maintain all lighting in common areas.	
Plants, Trees, Etc.**	Homeowner / POA	The Homeowner is responsible for the cost of planting adjacent to their home and garage. All plants, trees types, etc. must receive Board approval prior to planting. The POA is responsible for the common areas and the trimming / weeding of all beds therein, unless it is determined extra care and/or expense is required, at which point the Homeowner will be responsible. The POA will also remove all untreatable diseased and/or dead plants and trees unless a variance has been issued. The POA will trim trees away from homes/roof. POA is responsible for removing leaves/debris from all patios/decks.	
Miscellaneous			
Clothes drying**	Homeowner	May not dry clothes, etc. outside of the home on a regular basis.	
Contractors**	POA - Homeowner	All contractors must abide by Stonebridge Common rules. The POA will review with contractors employed by community all guidelines such as parking, damage, entrance/exit, etc. It is the Homeowners responsibility to cover Contractor Guidelines* with their contractors.	
Exterior Property Improvement**	Homeowner / POA	The POA is responsible for defined property improvements. A Homeowner may cover the cost of exterior property improvement(s), providing an advance detail request is submitted to the Board. The Board will determine if project meets Stonebridge Common Guidelines. If approved the Homeowner may proceed with the project. If Architectural Committee/Board agrees to contribute to part of the cost, a maximum must be stated prior to the start of the project. In additional two (2) contractor bids are required, with the Board reserving the right to require additional bids. The Project Sequence must be considered to determine if other projects have higher priority The Board will communicate details to all Homeowners. RE: Contactor Guidelines.	
Gate - Main	POA - Homeowner	Homeowners call Controlled Access (479.783.6522) for unique gate code. POA is responsible for maintenance / operating expense. Special one time codes (birthday, party, etc.) may be requested from a designated Board member. Codes will be valid for a specific date and beginning/ending time.	
Gate - Service (Delivery, A/C Repair, Sanitation, etc.)**	POA - Homeowner	POA responsible for maintenance. Request unique code from a designated Board member. Gate system was selected to accommodate service traffic only. Service gate for service providers only. No Residential Use.	
Insect - Termite Control	POA - Homeowner	Termite inspection and treatment paid by the POA. If damage is discovered, the termite	

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		coverage, the POA will cover from the studs out and Homeowner will be responsible for the sheetrock (wall) in. Treatment / prevention of other insects is the responsibility of the Homeowner.	
Mailbox**	POA - Homeowner	A homeowner must submit and receive a variance for an individual mailbox. The POA retains responsibility of the shared mailbox rock structure, while the Homeowner, in conjunction with the U.S. Postal Service, maintains corrective action with the mailbox.	
Parking**	Homeowner	Habitual curbside parking, which is defined as continuous curbside parking for more than three (3) consecutive days or more than five (5) days per month, is prohibited within Stonebridge Common. Temporary curbside parking is allowed provided that such parking does not block the street or impair the normal use of the road, entrances and/or exits. If exception is required (i.e.: extended construction) the Owner(s) must notify the Board for approval. Parking or driving on the grass is not allowed unless providing a service. Boats, RVs or large vehicles may not be parked outside of a garage or driveway in Stonebridge Common for more than 48 hours. The Homeowner is responsible for all damages caused by themselves and/or guests.	
Pets**	Homeowner	Homeowners have responsibility to control, clean-up and minimize noise of their pet in common areas and around the home. All dogs must remain on a leash or within an invisible fence. All dogs must be accompanied and controlled by the owner. All owners are expected to comply with city, county and state/ordinances regarding their pet(s).	
Signs / Open House**	POA - Homeowner	The POA may post Stonebridge Common information signs. No political, garage sale, etc. are permitted. 'Home For Sale' signs must be registered with the designated Board member which will ensure signs do not exceed a maximum of two (2) with a FIFO rotation at the Service Entrance only. The Board member must be made aware four (4) days in advance of an Open House. The Board will make arrangements for the opening / closing of the Service Gate. No rental signs are permitted on Stonebridge property nor adjacent to the community.	
Vandalism	POA - Homeowner	Common areas and exterior of buildings will be covered by the POA. All other damage is the responsibility of the Homeowner.	
Water, Sewer & Sanitation**	POA / Homeowner	POA dues and/or assessment will cover expense. Trash containers must be stored in the garage or an enclosed interior space.	

Note: Quick Reference Guide is based on Master Deed and By-Laws. Master Deed and By-Laws under revision.

* Contractor Guidelines

** Homeowner(s)/Unit who violates a rule will be issued one warning. If there is a continuing violation after the warning the Board is authorized to pursue other remedies, including but not limited to, additional warnings, a fine, bad standing, legal action or whatever the Board deems appropriate.

- 'Bad Standing' status will result in loss of Homeowner/Unit voting rights, removal from the Board and/or committee. Voting rights will be restored once current and in 'Good Standing'.
- If an issue is disputed, the individual(s) will be given an opportunity to address the Board in person and/or in writing. Board will investigate with the Board decision being final.
- The Board may temporarily suspend selected maintenance items based on POA financials.
- Homeowners and Board members may vote in person, mail, electronically or by proxy (Board members are limited to voting by proxy once per year unless the Board grants an exception).

*my commission expires:
July 11 2023*

Crystal Martin

CRYSTAL MARTIN
Arkansas - Sebastian County
Notary Public - Comm# 12394304
My Commission Expires Jul 1, 2023