Wesley Place Homeowners Association

Welcome to Wesley Place

Introduction

We are glad that you have chosen to live in our neighborhood. This overview is designed to quickly inform you about the neighborhood, opportunities to serve, our rules, and our Association's Covenants & By-laws. This document is part of a new homeowner's packet. The packet also includes the following items:

1. *Getting Started at Wesley Place*,
2. *Wesley Place Resident's List*,
3. *Wesley Place Resident's Map*, and
4. *WPHA Board of Directors and Committee Roster.*
5. *Mailbox map.*

Your Homeowner's Association

Wesley Place is a planned unit development (PUD), not a condominium. These two types of developments are significantly different. If you are a Wesley Place owner, then you own your house, including the exterior walls and roof and a small lot on which your home rests. Common grounds are owned and maintained by the Wesley Place Homeowners Association (WPHA), Incorporated. WPHA is a not-for-profit Tennessee corporation, and you are one of its 73 voting members. Unlike a standalone home, WPHA also has certain maintenance responsibilities for your home (unit), including painting and routine exterior maintenance on some items.

Insurance

It is critical that you carry your own ***homeowner's insurance policy*** *for your home*. Condo or renter's insurance will not cover damage to your home in the case of fire or another catastrophe. Also, note that some insurance policies do not cover complete replacement of roofs (instead prorating on remaining estimated life) in the event of storm damage, such as a hailstorm. Given that there have already been two hailstorms that necessitated replacing all our roofs, we recommend that you have complete replacement coverage.

Governance

WPHA Incorporated is a not-for-profit Corporation in the state of Tennessee. Our corporate documents include the **Declaration of Covenants, Conditions, & Restrictions (DCCR)**, **By-Laws**, and the **Articles of Incorporation** of Wesley Place. We highly suggest that all homeowners familiarize themselves with these documents.

Board of Directors

WPHA is administered by six elected members of the Board of Directors (the Board). Usually, all Board members are homeowners but that is not mandatory. Board members serve three-year terms and two usually rotate off each year. To replace those directors, a Nominating Committee, chaired by the Vice-president, is formed annually that helps identify candidates, but anyone, owner or not, may run for the Board. There are four officer positions: President, Vice-president, Secretary, and Treasurer. Minutes of the meetings are distributed to all homeowners in electronic form (homeowners may request printed copies if needed). These meetings are held on a regular schedule, and the time of the next meeting is in the minutes of the prior meeting.

Management Company (HOA Management—HOAM)

From 2020, Wesley Place Board has contracted the services of a management company, HOA Management, Incorporated, Tennessee. HOAM keeps our books, manages communications, collects fees, provides legal services as needed, and does our exterior maintenance on an hourly basis. For HOAM contact information see our *Getting Started at Wesley Place* handout or the *Resident List*.

Finances

WPHA employs HOA Management, Inc. to keep our books and prepare financial reports. At least quarterly, the latest financial statement is distributed as an attachment to the Board minutes. The Finance Committee, chaired by the Treasurer, prepares a draft budget each year for Board approval. Financial information can be found on the Wesley Place Frontsteps website.

Architectural Control

The look of our community is very important to most of our residents. To ensure a harmonious appearance, whenever changes are made Wesley Place requires that changes to all building exteriors be **pre-approved** via our Architectural Control Committee (ACC). The ACC operates under the purview of the Board. The ACC may approve, reject, or approve it with stipulations, any request. Rejections may be appealed to the Board. ACC Request Forms are available at the mail station and should be submitted in the clubhouse mail slot (please extend the flag).

Landscaping/Grounds Maintenance

We are glad to welcome new homeowners with a "green thumb." Please keep in mind that usually your lot does not extend all the way to the road and even less to the back and side of your unit. The rest is common property owned by the WPHA. It is allowable to have a personally maintained landscaping/flower bed that encompasses some of this common property. Regardless of this differentiation you must get **pre-approval** from the Grounds Committee to either (1) expand an existing flower bed or (2) create a new flower bed. The Landscaping Approval Form is available at the mail station and should be left in the clubhouse's mail slot to the left of the front door (please extend the flag). IF YOU ONLY WANT TO REPLANT WITHIN AN EXISTING FLOWER BED, THEN YOU DO NOT NEED GROUNDS APPROVAL.

Wesley Place's extensive grounds and large trees are a signature drawing card for our community. Maintenance of our grounds is our largest annual expense, by far. Private lawns are maintained in addition to common ground. However, tending plants in homeowner approved landscape beds are the homeowner's responsibility.

Maintenance

Within the first four years of the Association, it became obvious that some limits had to be set on what the Association could afford to do versus what it could be construed to do under the DCCR. In response the Board drafted the "Exterior Maintenance Rules and Regulations." It was circulated and receiving no objection, was adopted by the Board. With slight modifications, this document has been in use ever since. See the Maintenance Responsibility List for a quick reference to what we expect homeowners to take care of and what the Association will do. If you have a maintenance need covered by the Association, retrieve a Maintenance Request form from the mail station, complete it, and put it in the clubhouse mail slot to the left of the front door (please extend the flag). If the situation is an emergency, contact the Maintenance Chair or our HOA Management Liaison.

In 2026, Wesley Place homeowners voted to amend the DCCR to transfer responsibility for roofs, gutters, and downspouts from the Association to homeowners.

Pool

Wesley Place residents, their family, and their guests are welcome to use the pool, but please review the rules included herein to maintain a pleasant and safe environment for all pool guests. The pool gate is locked, and you should have received a key to that lock from the previous owner when you took possession of your home. If not, please call your WPHA President or Pool Committee Chairperson to purchase a replacement key.

Reserve the Clubhouse

Residents may have two private functions in a year without incurring a fee. Please see the Clubhouse Rules and Regulations to see if your planned event is allowable (no commercial functions are allowed) and if any fees apply. Get a Clubhouse/Pool Reservation form at the mail station and leave it with the Clubhouse Reservationist. See the *Resident List* or *Getting Started in Wesley Place* for the Reservationist's contact information.

Attend an Event

We invite you to attend a Wesley Place social function. The Social Committee arranges events and functions, including an annual holiday party in December. Look for announcements in your monthly Board Meeting notes, as well as announcements posted at the drive-up mail station.

Wesley Place also has a book club that meets every month. Their meetings times are announced in the Board minutes and at the mail station. They maintain a small library of donated books at the clubhouse for your use as well.

Brief History & Layout

Wesley Place was built in three phases by (Brian) Testerman Construction Company. Phase I is on the right-hand side of the road when entering from Ebenezer Road. It contains the clubhouse and was built in 1984. Soon after, Phase II was built. It is on the left side of the road, across from Phase I and contains the mailbox station. The road past the mailboxes, which we unofficially call "Honeysuckle Lane", and the Westland Drive entrance was not built until the third group of homes (Phase III) were built in 1987. Phase I contains 22 homes, Phase II 17, and Phase III 34. See the **Wesley Place "Phases" Map** available on our website for a visual reference. Units in all phases must pay the same fees and receive the same overall level of services.

Services

Wesley Place pays for lawn care, garbage collection, fire protection, limited pest control, and most repairs and/or maintenance of some exterior portions of your homes due to normal wear and tear. For a list of our contractors, see the **Services Providers List** and the **Maintenance Responsibility List** for more what Wesley Place covers versus homeowner responsibility.

Communications

Wesley Place offers several ways to stay involved and informed, which are listed below.

1. Sign up for official Association emails with HOAM (see Management Company above). The HOAM liaison will send you monthly Board minutes, attachments, and announcements.

2. Access Wesley Place's public website at **http://www.wesleyplace.org**. No login is required.
3. Access Wesley Place's private HOAM Frontsteps website for non-public information, such as our resident telephone list, resident map, Board minutes, Newsletters, Financial Information, etc.
4. Participate in our resident-to-resident private Facebook group. Search for "Wesley Place Neighborhood, Knoxville" and request to join. Please provide your connection to Wesley Place so that the administrator can verify your qualification to join.

For more information on Wesley Place online resources see the **Wesley Place Websites** section.

Forms

These forms *are available at the mail station* or can be downloaded from our public website. Go to our online **Forms Center** and select the form that you need.

Participation

Please participate! To join a committee, contact the chairperson and ask to join. To run for the Board of Directors, monitor the monthly Board communiques in November and December and contact the Nominating Committee. Your participation saves us money and unites us as a community.