Heritage Glen — New Homeowner Welcome Packet

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Welcome to Heritage Glen

Welcome to the neighborhood. Heritage Glen is a quaint neighborhood in the Village of Alamance, begun in 1999 and run entirely by volunteer neighbors, with no management company.

The Heritage Glen Property Owners Association (POA) maintains the subdivision entrances and common areas, pays their utility bills and enforces the recorded covenants. Every home is a member. This packet covers what you need in your first few months.

Stay connected

Sign up for email notices first. It's how the board shares dues reminders and neighborhood news.

What	Where
Website	heritageglennc.com
Email notices signup	heritageglennc.com/#notices
Announcements	Posted on the website's home page

What	Where
Facebook	The Heritage Glen POA page (tap **Sign up** to get notices)

Notices arrive from **notices@heritageglennc.com**. Add it to your contacts so they don't land in spam. Pages and groups not run by the board don't speak for the POA.

Dues

Dues are **$100 a year per home**, due each **February**. Pond Lot owners also pay a separate **$150 pond fee** each year.

	Every home	Pond Lots
Annual dues	$100	$100
Pond fee	—	$150, billed separately
Due	February	February

How to pay: mail a check payable to **Heritage Glen POA** to:

P.O. Box 398 Alamance, NC 27201

Write your street address on the memo line.

Prefer to pay by card? Email the board for a secure online payment link. A card processing fee is added.

- **Statements:** as a courtesy, the board mails a statement each January. Dues are still owed if a statement doesn't arrive.
- **Your first year:** dues for the year you bought are prorated and collected at closing, and the seller pays any outstanding dues on the home, so your first bill will usually be next January.
- **What dues pay for:** upkeep and utility bills for the entrances and common areas, the POA's insurance, legal and consulting services, and covenant enforcement.

The pond

The pond is a limited common area. Only the owners of the Pond Lots around it may use it, and they pay the $150 fee for its upkeep. Major pond work is decided by a majority vote of Pond Lot owners, who share the cost.

Rules and building approvals

Village of Alamance ordinances apply to all of Heritage Glen. The covenants add stricter rules on top of some of those ordinances, so follow both. The covenants are recorded with the county and bind every lot permanently. The full Declaration and all its amendments are under **Documents** on the website.

Get written approval before changing the outside of your home. That includes additions, outbuildings, fences, pool houses and other enclosures. Storage buildings must be permanent and stick-built on site; prefabricated or portable sheds aren't allowed.

1. Download the **Architectural Request Form** from the website's Building Guide.
2. Send it with your plans, a materials list and a site plan, by email or by mail to P.O. Box 398.
3. Wait for written approval from the Architectural Committee before work begins.

Approvals expire if work hasn't started within 12 months, and approved work should be finished within 12 months of starting. A pool itself doesn't need approval, but a fence around it does, along with a Village of Alamance permit. Check the Building Guide for setbacks and sizes in your section.

Rules that come up most:

- Homes are single-family residences, with no business or commercial activity on the property.
- Pets must be leashed or kept on your lot. Barking can't become a nuisance, and owners clean up after their pets.
- Keep garbage cans in the garage or an enclosed area, and bring them in promptly after pickup.
- Clotheslines must be screened from the street.
- No junked, inoperable or unlicensed vehicles or trailers on any lot or street.
- Trailers, boats, campers and other vehicles you don't use regularly go in the garage or out of view from the street.

- Fences need POA approval and a Village of Alamance permit, and can't extend past the front of the house.

Contact the board

Email is the fastest way to reach the board.

How	Details
Email	heritageglennc@gmail.com
Phone	(336) 278-1770 (voicemail; leave your name, address and number)
Mail	Heritage Glen POA, P.O. Box 398, Alamance, NC 27201

Utilities and Village services

Heritage Glen is in the Village of Alamance. Contact Village of Alamance Town Hall to set up your **water and sewer connection** and **trash and recycling pickup**. The POA doesn't handle these. Roads and other infrastructure in Heritage Glen are public and maintained by the Village, so report potholes, streetlight or drainage problems to Town Hall too.

	Details
Address	2874 Rob Shepherd Drive, Burlington, NC 27215
Phone	(336) 226-0033
Hours	Monday–Friday, 9 am–5 pm
Website	villageofalamance.com

Other utilities you'll set up yourself:

- **Electric:** Duke Energy
- **Internet:** AT&T Fiber and Spectrum are both available

Schools (Alamance-Burlington School System):

- E.M. Holt Elementary

- Southern Alamance Middle School
- Southern Alamance High School

Sources: Alamance County boards listing, CATIC municipal directory

Move-in checklist

- [ ] Call Village of Alamance Town Hall at (336) 226-0033 to start water and sewer service and trash and recycling pickup
- [ ] Set up electric with Duke Energy and internet with AT&T Fiber or Spectrum
- [ ] Sign up for email notices at heritageglennc.com/#notices
- [ ] Add notices@heritageglennc.com to your contacts
- [ ] Email the board your name, mailing address and phone so January statements reach you
- [ ] Note dues: $100 each February (plus $150 if you own a Pond Lot)
- [ ] Read the Declaration and amendments under Documents on the website
- [ ] Check the Building Guide before planning any outside project
- [ ] Follow the Heritage Glen POA page on Facebook