

## NORTHWEST VILLAGE HOA RULES AND GUIDELINES, June 2019

We have chosen to live in beautiful Northwest Village knowing that we live in close proximity to one another and that we have to share the responsibilities as well as the amenities of our condominium complex. Each individual in our village is encouraged to get to know their neighbors and to be aware of and follow the rules and guidelines designed to enhance the enjoyment of all owners, families, guests and other residents. Neighbors are encouraged to discuss any concerns or violations that they become aware of with violating neighbors first and then report them to the Manager only if satisfactory resolution cannot be achieved.

In the event that violation of the rules and or guidelines of the Association are reported to the Manager and/or the Board of Directors, the following protocol will be followed for resolution and to attain compliance:

1. Manager will research reported violation and assess the need for further follow-up. Reported valid violations will be discussed with the homeowner either verbally or by written or electronic methods and documented in Unit files. If repeat or continual violations occur, a timeframe will be established to comply with Association rules and regulations.
2. The Board of Directors (BOD) will be advised of non-compliance within the established timeframe and a formal letter will be sent out with subsequent consequences including as follows:
  - **Financial Impact** – assessed fines
    - *H/S (Health and Safety)* \$25/1<sup>st</sup> occurrence, \$50/2<sup>nd</sup> occurrence, \$75/3<sup>rd</sup> occurrence etc. – **no exceptions**
    - **Other rules/guidelines** – Fines to be determined by BOD based upon severity of violation
  - **Denial of Use** - The BOD may restrict or deny the use and enjoyment of any common area or facility to any owner, family member, guest or resident for willful and/or continual defiance of community rules and/or disregard for rules defined to protect the safety and well-being of any other owner, family member, guest or resident.

All homeowners and residents are responsible for following all NWV HOA rules and guidelines and are required to acknowledge that they have received a copy of said rules and guidelines. Signatures below signify both an understanding of the rules and guidelines and the repercussions of violations of them. It is the homeowner's responsibility to notify the manager of any and all roommates and other non-homeowner residents, in order to record Emergency Contact information, register vehicles and pets, and to assure this completed form is signed and on file.

Name	Unit #	Date
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## A) GATE OPENING, PARKING & DRIVEWAYS:

1. ***H/S (Health and Safety)*** Observe the posted Speed Limit of 5 MPH at all times. We have children playing, pets, bicycles and blind spots.
2. Use remote opener (Each unit has two) for opening either the Hubbard Street or Lincoln Way Drive gate. To EXIT onto Hubbard Ave; pull car to the yellow block on the pavement and wait for gate to open. This is the ONLY exit that can be used without a remote opener. Don't use the Lincoln Way drive/gate when it is icy.
3. Visitors must enter at the Hubbard Gate. Gate entry should not be blocked while utilizing the call box space to gain entry. Do not let someone not known to you in the gate.

*CALL BOX ACCESS:* scroll to the occupant's name & press call. (If visitor knows the unit #, they may simply push the Unit's number and ring the unit). The programmed phone will ring, once answered and guest is identified, you may push "9" to allow visitor entry. (Your phone # must be programmed by the Manager, and any landline or android phone should perform this function. iPhones currently do not have this action available).

4. Guests should park in spaces marked "GUEST" - not in a Unit numbered space, unless it belongs to your unit! Overnight Guests should display your Unit's "Overnight Guest Parking Pass" on the dashboard of their vehicle if parked in a guest space overnight.
5. Each Unit has two (2) assigned parking spaces (garage &/or carport or an uncovered space). Any additional vehicles should be parked in the Upper Lincoln Way Drive guest spaces – not in the Guest Parking closest to your Unit. The Overnight Guest Parking Pass must be displayed on the dashboard.
6. IF your vehicle drips oil, place a pan or similar underneath in your space, to help protect our asphalt & clean off any residue left by your vehicle.
7. Double Parking behind other cars in any stall or in front of a garage is not allowed. Note: NWV does have a towing policy.
8. No Boats, Trailers or Snowmobiles, or any other R.V. are allowed in the village except for loading and unloading only. At no time are they to be stored or parked within the complex unless temporary arrangements have been made with the manager and given board approval.
9. Do not park in the two (2) "Clubhouse Guest ~ Vendor/Service" parking spaces on either side of the dumpster located closest to Clubhouse/Pool entrances. Guests are allowed to park in these spaces only if they are actually attending a scheduled Clubhouse Event. These two (2) spaces are never to be used for overnight guest parking.
10. Contractors working in individual homeowner's units must park in a numbered space corresponding to the unit where the work is being done. If necessary, the homeowner should park in a Lincoln Way Drive guest space and should display Unit's "Overnight Guest Parking Pass" on the dashboard of parked vehicle.
11. The one "ramped" guest spot located between building 7 and building 8 is to be used for loading and unloading only at all times.

## **B) DUMPSTER AREAS ~ Talking Trash:**

1. ***H/S (Health and Safety)*** All garbage/waste must be bagged and all boxes are to be broken down and flattened before placing in the dumpster. If a dumpster is full (lid will not close completely), take garbage/waste to another dumpster on the premises.
2. ***H/S (Health and Safety)*** Any items that do not fit in the dumpsters must be taken to the Transfer Station. Dumpsters are not to be used for remodeling/repair waste. All hazardous materials, including paint, are to be taken to the HazMat section at the Transfer Station at 3330 N Ramsey Rd, CDA, ID.
3. ***H/S (Health and Safety)*** ALL residents are responsible for keeping the area around the dumpsters and the grounds clean; smoking materials, food & beverage containers and trash should be disposed of properly.

## **C) YOUR HOME is YOUR CASTLE . . . with a few exceptions . . .**

1. ***H/S (Health and Safety)*** Notify the manager of any and all roommates and other non-homeowner residents in order to record Emergency Contact information, register vehicles and pets and to assure this completed form is signed and on file.
2. No storage is allowed on either the open back deck or on the front cement porch.  
***Exception:*** Bicycles may be stored on the back deck in winter or in the carports in front of cars during the summer months ***only*** if the unit does not have a garage and if first come, first served bicycle storage in the dumpster areas are full.
3. Do not leave bagged trash sitting outside your Unit's front door for extended periods of time, or hang your wet towels/clothing on the front or back railing of your unit.
4. Window treatments must be white or off-white on the side facing to the outside.
5. No "For Sale" or Advertising signs are to be displayed on Units, or the grounds.
6. No potted plants or other property is/are permitted on the common areas. Any potted plants and window boxes are planted by individual owners and should be hand watered or on a personal drip system attached to unit's hose-bib. HOA landscaping contractors are not responsible for maintenance of said plants, and pruning and deadheading debris should be bagged and disposed of properly; in-ground plants become the property of the HOA.
7. Hoses are to be coiled neatly & removed for winter to avoid damage to the outside faucets & pipes.
8. Residents are responsible for clearing any snow from their own carports, sidewalks and steps to their entrance and deck. Ice Melt is provided at each trash shed for your use.
9. Each Homeowner is responsible for wood burning fireplace chimney cleaning ANNUALLY if the fireplace is used.
10. Any structural and exterior changes, deck expansion, awnings and egress window installation should follow established guidelines and requires BOD approval before work commences.
11. Written information describing interior remodeling or improvements of \$1000.00 or more must be provided to the BOD of the HOA immediately upon completion.

**D) PETS AND OTHER CREATURES** - you are responsible for your guest's pet(s)

1. **H/S (Health and Safety)** No more than two (2) indoor dogs and/or cats are allowed per Unit unless temporary variances have been made with the manager and given board approval. All pets are to be kept indoors and are not allowed outside unattended or off leash. All animal waste must be picked up immediately from the grounds by the pet's owner.
2. **H/S (Health and Safety)** Be courteous of your neighbors; keep your pet from disturbing the peace.
3. **H/S (Health and Safety)** Do not feed stray cats, the birds, or other animals: the feed attracts unwanted creatures. (Raccoons, mice, skunks, etc.).

**E) CLUBHOUSE, POOL & SPA**

1. **H/S (Health and Safety)** **No smoking or pets** are allowed within the gates of the pool/spa area or in the clubhouse at any time.
2. The Clubhouse is open and available for residents to use daily, unless reserved for a Private Event. During the summer season, entry is via the back door near the hot tub; you may purchase a key to the front door from the Manager for off season use. There is a small library available for your use on the first floor of the clubhouse.
3. Any resident can deposit \$50 and reserve the Clubhouse for a private event by contacting the manager, and the gate can be programmed to be open for your guests' entry. The pool area is open to all residents, and may not be reserved for private use.
4. The pool and barbecue area is open from 8 AM until 10:30 PM DAILY during the summer season; the hot tub is open the same hours year round. Residents and Guests in the pool area should hang identifying Unit Pool Passes on a hook located inside the pool area next to the north gate.. Lower all umbrellas and dispose of all trash in provided trash receptacles when you leave.
5. **H/S (Health and Safety)** An adult resident must accompany and supervise any guest under the age of 18 using the pool or hot tub. Guests over the age of 18 may use the pool unaccompanied, with your Unit Pool Pass. Use of the Hot Tub for children under 18 is at their parent/guardian's own risk. Please instruct guests to follow all posted Pool Rules.
6. **H/S (Health and Safety)** No glass of any kind in the pool deck area.
7. **H/S (Health and Safety)** Do not wear swimwear that has been washed in detergent in the hot tub. Put chlorine granules in hot tub before closing the lid.
8. Restrooms are located inside the Clubhouse, on the ground level. Please do not go upstairs with wet clothing and remember to turn off the lights when you leave.
9. **H/S (Health and Safety)** Children in diapers **MUST** wear swim diapers when in the pool.

**F) REPLACEMENT COSTS –**

- \$ 75 Lost Pool keys
- \$ 35 Rekey of mailbox plus two keys
- \$ 5 Pedestrian Gate Keys, Clubhouse key, laminated Unit Pool Pass or Overnight Guest Parking Pass
- \$ 50 Additional remote gate openers
- \$ 15 Replacement fee for worn out or broken remote gate openers