

# ***EAGLE POINTE***



*Homeowner's Handbook*

*2017-2018*





Dear Eagle Pointe Homeowner,

We are proud of our community and look forward to helping all homeowners understand the rules of our community. The following Homeowner's Handbook has been prepared for your convenience. It contains important information about Eagle Pointe, including the organization and management of our homeowners association, key protective covenants, and other items of interest and importance to you as a homeowner and member of Eagle Pointe Homeowners Association.

Our common goal in Eagle Pointe is very simple: to preserve and enhance the value and appeal of our neighborhood for those who own homes here.

We welcome your involvement in the homeowners association and appreciate your taking time to read and follow the covenants and guidelines in this handbook. Your comments and questions are always welcome. Contact our management company any time with your thoughts and suggestions. Phone numbers and addresses are listed at the end of the handbook.

Sincerely,

*The Board of Directors*

Eagle Pointe Homeowners Association, Inc.

# The Homeowners Association

All property owners within Eagle Pointe are members of the homeowners association. Each year, members of the association meet to elect members to the board of directors. The board meets monthly, or more often if needed, to manage the affairs of the association. Homeowners are welcome to attend any meeting with advance notification to the board. In addition to the board, homeowners can also serve the Eagle Pointe community by volunteering to work on one of our committees. These committees include the Architectural Review Committee, Landscape Committee, Budget Committee and other committees that may be established from time to time. All members of the board and the committees serve as unpaid volunteers.

## Neighborhood Committees

### Architectural Review Committee

The Architectural Review Committee exists to help ensure consistent application of design criteria and requirements included in the Covenants, Conditions and Restrictions (CC&Rs) and Architectural Specifications and Standards. All proposed exterior changes to homes and landscaping must be reviewed and approved by the committee. Some examples include changes in house colors, installation of a new roof or new windows or doors, addition of more living space or garage space, placement of a storage shed, or a significant change to the landscaping in your yard.



### Landscape Committee

The Landscape Committee oversees the common area landscape maintenance that includes plants around the entrance signs, the central park area and interior pathways. The committee also serves as liaison with our landscape maintenance contractor to assure that the care of our common areas is done properly.

### Budget Committee

This committee reviews the annual budget and helps with long term financial planning, to assure that the association has the funds it needs to finance annual operating expenses as well as long-term and short-term projects.

## **Covenants, Conditions and Restrictions**

All properties and common areas within Eagle Pointe are guided by a set of Covenants, Conditions, and Restrictions (CC&Rs). This legal document is provided to each homeowner during financial closing, and each homeowner is required to abide by its conditions. If you do not have a copy of the CC&Rs, please contact your title insurance company for a free copy or on our management company's website.

## **Homeowners' Assessments**

Under authority in the CC&Rs, the homeowners association levies and collects assessments from each homeowner. The annual homeowners' assessments cover costs such as maintenance of common areas, perimeter fence, and signs as well as common area utilities, neighborhood communications, management, and other operating expenses. Financial statements are prepared regularly and are available to all homeowners by contacting our management company.

## **Architectural Specifications and Standards**

*Authority:* Under its authority to make Association rules under Article 4, Section 4.5.1.4, page 12 of the Declaration of Covenants, Conditions and Restrictions for Eagle Pointe Subdivision governing certain activities in the Eagle Pointe neighborhood, the Board of Directors of the Association, by majority vote, hereby adopts the following architectural specifications and standards which apply to all residences and common areas and are effective March 21, 1991. Please note that these standards are to serve as a guideline for the Architectural Control Committee (ACC). ALL exterior changes to your property, whether mentioned in these standards or not, must be submitted to the ACC for approval prior to making any changes.

*Architectural Approval Process:* The ACC shall use the following process when considering a request for architectural approval. Please note, the ACC has **20 days** to consider a request once it is received, so make sure you get your plans in early so you have approval before your desired project start date. If the application is incomplete the process may be delayed:

1. The Architectural Review and Approval Request Form shall be completed by the requesting homeowner and forwarded to our management company electronically or by regular mail. It can also be delivered to a board member. Full plans and specifications must be submitted for approval before any construction begins on any addition or modification to the exterior architecture or landscaping of any home.
2. The homeowner shall be notified when the form has been received and is under consideration by the ACC.
3. Within 20 days, the ACC shall decide to approve or not approve the request and inform the homeowner of its decision.
4. The ACC may approve or deny a homeowner's request, or approve a request with conditions agreed upon by both the ACC and homeowner. If not approved, the ACC will offer alternative ideas or suggestions that may be approved.
5. In cases of dispute or disagreement, a homeowner may request an appeal to the Board of Directors. Within ten days after this request, the Board will schedule a time and place for such review to consider the appeal.
6. Decisions and interpretations of the ACC, including decisions resulting from appeal, shall be considered final.
7. An inspection of your project will be done after approval is granted and your project is complete. Please call or e-mail the management company when you are ready for inspection or if your project will be delayed.
8. Roofs must be a minimum of 30-year architectural style composition shingles such as CertainTeed Landmark Series. The shingle color will be a brown tone. Any other brand or style of equivalent quality and appearance may be used but all roof materials to be used, whether similar or different from existing roofs, shall, in all cases be submitted for approval of the ACC before any roof renovation or replacement is started.

***Painting and Staining:*** Houses should be re-painted or re-stained at least once every seven years, and, in some cases, more often if requested by the ACC. Any brand of paint may be used but all exterior paint colors, whether similar or different from the existing colors, shall in all cases be submitted for approval of the ACC before any exterior painting begins.

***Fences:*** A fence divides property lines and shields the back yard from the street. All fences shall be made of first quality, dog-eared cedar or hemlock either four or six feet in height. Fence posts shall be first quality, four-by-four wood or steel and placed at least two feet into the ground with concrete aggregate placed and packed in each post hole.

Fences may be stained or sealed and left a natural wood color. New fence construction or modification of the existing fence requires prior approval of the ACC. Replacement of an existing fence does not need approval, as long as the fence meets the current Architectural Standards. Replacing broken fence boards and posts needs no approval. **If you are replacing boards that were previously stained or painted the replacement boards should match or blend with the old fence boards that are not replaced.** The perimeter fences on the HOA common area, North Pebble Beach, Floating Feather and Edgewood Streets are mostly maintained by the homeowners association, although owners backing up to the fence may share responsibility in occasional repairs or replacement. All other fences are the sole responsibility of individual homeowners whose properties they border.

***Storage Sheds and Other Outbuildings:*** All storage sheds and other outbuildings require prior approval of the ACC before any construction or modification begins. Sheds and outbuildings must be constructed of wood and the roof and siding of the structure must be compatible in color to the approved roof and exterior colors of the home located on the lot.

***Architectural Approval Form :*** The association's Architectural Review and Approval form is included in this handbook and should be used to seek approval of any additions or modifications to the exterior of homes and landscaping in Eagle Pointe. A copy of the form can also be received from our management company's website or contacting them.

## General Rules & Regulations

### Parking and Storage

Vehicles used for daily transportation should be parked in the garage or driveway. For safety and visibility of drivers and for aesthetic reasons, parking in the street should be avoided. Visitors should also avoid parking in the street if possible. Parking on the grass is not allowed for any reason.



Boats, campers, travel trailers, motor homes, snowmobiles, motorcycles, watercraft, tent trailers, and other recreational vehicles must be parked in the garage or out of sight behind your fence or at an off-site storage facility. It is permissible to park recreational vehicles in your driveway or on the street for up to 72 hours for cleaning, loading, and unloading. However, such trailers should be parked out of sight as soon as possible after use. Please do not abuse the courtesy

of the 72 hour rule. For more information, see Eagle Pointe's Parking Policy, printed at the back of this handbook.

The primary use for garages should be to park vehicles and the secondary use should be for storage. Back yard storage sheds are allowed if they are adequately set back from property lines, match your house in terms of comparable siding and roofing materials and colors, and are approved in advance by the Architectural Review Committee.

## Renters

If it becomes necessary to rent your home, please make sure your tenants have a copy of this handbook and the CC&Rs. Notify our management company of the names and phone numbers for your tenants so they can be properly welcomed to the neighborhood. Many times, landscape maintenance suffers at rented homes. Be sure to make arrangements for landscape maintenance in keeping with neighborhood standards. If you need assistance, contact the board of directors by way of the management company for the names of landscape maintenance contractors who can help. To stay in touch with your homeowners association, please notify our management company of your new address and phone number.

## Landscape Maintenance

The level and quality of landscape maintenance in our neighborhood is an important component of neighborhood appeal. Accordingly, all homeowners are expected to maintain their landscaping in a way that meets or exceeds the following standards:

*Landscape Materials:* All yards including front, back, and side yards should be landscaped with sod, perennials, shrubs, and trees, maintained in a condition which is essentially weed free and not hazardous.

*Trees:* It is not necessary to get approval to plant trees. Recognize that trees grow out as well as up. Provide sufficient set back from property line so as to prevent overhang onto your neighbor's property when trees are full grown. When trees die, they must be promptly removed. Any trees must be trimmed back so as not to inhibit those walking, biking, or using the adjacent sidewalks that run along those roads.

*Mowing and Trimming:* Lawn areas should be mowed at least once every ten days. Edging and trimming should be done along with mowing on the same schedule.





## Neighborhood Complaints

Complaints about neighbors will be handled and addressed on an individual basis by the board of directors for our association.

Complaints should be made in writing to the contact the board of directors by way of the management company for record keeping and documentation. Anonymous complaints are not considered a valid way to register a complaint or concern. The identity of a member who complains about a neighbor will be kept confidential.

## Pet Etiquette

Pets should be on leash and under control at all times when outside the confines of fenced areas of your yard. Cats should not be allowed to roam free at any time. Pet litter must be removed immediately by the pet owner. Barking and pet nuisances should be reported promptly to Eagle Police Department via their Non-Emergency number, not to the homeowner's association or to the board of directors.

## Enforcement Policy

The Board desires to update its rules and to adopt a clear policy and procedure for enforcing rules, covenants and restrictions in accordance with Idaho law. The Board finds that it is in the best interest of the Association and all of its members to use a standardized enforcement procedure to enforce the provisions of the covenants and restrictions; and to communicate a clear enforcement policy to all members and enforce it even-handedly and consistently. The Enforcement policy will be delivered to each homeowner in person or by mail with the distribution of this handbook. An additional copy of the enforcement policy is available from our management company.

### List of Actionable Violations

<b><u>Fines</u></b>	<b><u>Amount/Per</u></b>	<b><u>Maximum</u></b>
Landscaping Front or Back Yard	\$35/week	\$750
Exterior Maintenance	\$35/week	\$750
Nuisances	\$50/week	\$500
Vehicles & Equipment	\$50/week	\$500
Signs	\$35/week	\$105
Improvements	\$50/week	\$750

## Other Tips and Information

- *Meetings:* The homeowners association holds an annual meeting of the members once each year in March. Please keep your eye out for the annual meeting notice that usually is mailed sometime in January. The annual meeting is your chance to get an update on the state of the association, contribute agenda items, voice your concerns, meet your neighbors, vote for your board of directors, run for a seat on the board, and get involved in community. If you are unable to attend the annual meeting, make sure to submit a proxy so your voice can be heard!
- *Storage:* Avoid storing items in view of neighbors or visible from the street. Lumber and other building materials, saw horses, exercise and play equipment, gardening tools and supplies and all other household items should be stored out of sight or off site.
- *Trash Containers:* Trash removal day is Wednesday or Friday, depending on your location. Please place your trash in closed containers at curbside on the evening before or the morning of pick up. Please remove trash containers promptly by the end of trash pick-up day and store them out of sight, either in your garage or behind a fence or screen approved by the Architectural Control Committee.

## **Whom to Contact**

Our management company provides business office functions and services to our homeowners association. The board of directors is ready and willing to address neighborhood concerns, but our first line of communication should be through our management company. As Discussed at the Annual meeting the board has made the decision to end our limited service contract with AMI and enter a full-service contract with **Development Services Inc.**

Your call or letter will be logged and promptly reported to the board. Call any time and please leave a message if you call after normal business hours. Business hours are 9:00 a.m. to 12:00 p.m. and 1:00pm to 5:00pm Monday through Friday.

The contract with AMI will end on June 30<sup>th</sup>, 2017. For issues that arise **prior to June 30<sup>th</sup>, 2017**, please contact AMI at (208) 385-9650 x204

**As of July 1<sup>st</sup>, 2017**, please direct all communication to **Development Services Inc.** Contact Information is as follows.

### **Development Services Inc.**

<http://www.dev-services.com/>

9601 West State Street #203

Boise, ID 83714

Phone (208) 939-6000

Fax (208) 939-6118

## **Eagle Point Homeowners Association**

### **Policy Statement**

**January 15, 2010**

#### **SUBJECT: Parking Policy for Towed Vehicles**

**Objective:** The board of directors for the Eagle Pointe Homeowners Association wished to formalize, declare and clarify the Home Owner Association Policy and rules for the parking for the towed vehicles (Trailer) within the development.

**Definitions:** For the purposes of the policy, towed Vehicles are defined as:

1. Camper trailer; defined to included, but are not limited to, slide-in, cab-over, pop-up, travel and 5<sup>th</sup> Wheel vehicles intended for human habitation, both long and short term.
2. Person trailers, defined to include, but are not limited to , Utility, Yard, ATV, snowmobile and motorcycle trailer towable by a road vehicle.
3. Commercial trailer; defined to include all personal trailer types and any other towed or self-propelled vehicle used to conduct business.
4. For the purposes of this policy; parking is defined as the placing of any home owner's towed vehicles, defined above, whether attached to a tow vehicle or not, on the streets of the subdivision or on a lot of the subdivision such that it is in the driveway or anywhere in the front of the dwelling or in front of the dwelling's yard fencing.

**Policy:** It shall be the policy of the Home Owners Association that personal trailer parked in front of an owner's property, my never be parked in excess of twenty four hours. Commercial trailers may never be parked in front of a property for more than 12 hours on any day.

For Camper trailers; an owner may park their trailer in front of their home for seventy-two (72) hours. This rule is intended to provide the property owner with the opportunity to prepare the camper.

Any towed vehicle not the personal property of the property owner, may never be parked in excess of twenty-four (24) hours.