

WOODBIDGE COMMUNITY HOMEOWNERS ASSOCIATION

**HOMEOWNER'S
HANDBOOK**

www.Woodbridge83642.net

Welcome to Woodbridge!

On behalf of all the members of Woodbridge, welcome to the neighborhood! We are proud of our community and look forward to getting to know you. To help you understand and appreciate our special neighborhood, the following *Homeowner's Handbook* has been prepared. It contains important information about Woodbridge, including the organization and management of our Homeowners Association (HOA), key protective covenants, and other items of interest and importance to you as a homeowner and member of Woodbridge Community Homeowners Association.

This handbook was created to explain more fully the expectations and rules for residing in this community and is not intended to replace or modify the project documents or master declaration of covenants, conditions, and or restrictions (CC&Rs). In the event of a conflict between anything in this handbook and the CC&Rs, the CC&Rs rule in every case.

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

The Woodbridge HOA website can be located at www.woodbridge83642.net. And provides the HOA the opportunity to communicate to residents. Further, residents will have easy access to important documents including CC&R's, Design Guidelines, cabana reservation form, design review form, HOA budget and Meridian City code links. The website also hosts a number of frequently asked questions such as, "What color is our fence stain?" or "I am making exterior changes, do I need a design review request form?"

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.

Sincerely,

The Board of Directors

Woodbridge Community Homeowners Association, Inc.

The Homeowners Association

All property owners within Woodbridge are essentially members of two Homeowners Associations. Everyone belongs to the Master Homeowners Association, and in addition, everyone belongs to one of nine neighborhood sub-associations, identified as Woodgate, Parkside, Timbergate, Creekside, and Crosstimber, Northwood, Greenvalley, Woodhaven, and Trailcreek. (See Map pages 14-15). Each year members of the Neighborhood Associations meet to elect members to their neighborhood association board of directors and to elect delegates to the master association. The board of the Master Association and the Neighborhood Associations meet quarterly or more often if needed to manage the affairs of the associations. Homeowners are welcome to attend any meeting with advance notification to the boards, however will not be allowed to participate unless recognized by the board or first be put on the agenda. In addition to the boards, we all play an important role in Woodbridge Community, many through work on one of our committees. These include the Design Review Committee, Finance Committee, Landscape Committee, Hospitality Committee, Recreation Committee, Neighborhood Watch Committee and other committees that may be established from time to time. All members of the board and the committees serve as unpaid volunteers.

Design Review Committee

The Design Review Committee exists to help ensure consistent application of design criteria and requirements included in the Covenants, Conditions and Restrictions (CC&Rs) and architectural guidelines.



Finance Committee

The Finance Committee oversees the Woodbridge budget. The budget is established as a collaborative effort between the management company and the Woodbridge Board of Directors. The Finance Committee also arranges for annual audit of the Woodbridge finances. Any Woodbridge resident may request a copy of the budget through their neighborhood delegates or members of the Board of Directors.

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 works with the Design Review Committee to help

review proposed landscaping changes by homeowners. The committee also serves as liaison with our landscape maintenance contractor to assure the proper care of our common areas.

Hospitality Committee

This committee is responsible to welcome newcomers to our neighborhood, assure that they are aware of the CC&Rs and provide them with a contact for questions and issues that may arise.

Neighborhood Watch Committee

The neighborhood watch, also known as the neighborhood crime prevention committee, is organized into a team of Block Captains who watch over small sections of the neighborhood. This committee also acts as a telephone tree and communications network that quickly contacts all homeowners in the event of a neighborhood emergency.



Recreation Committee

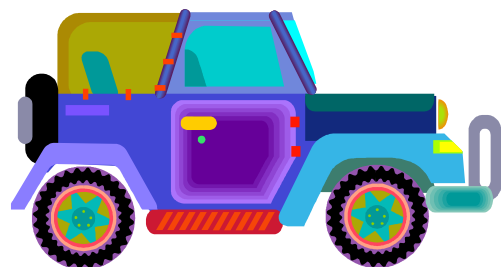
The Recreation Committee organizes all community-wide events. The Recreation Committee also oversees the pool area maintenance. This includes pool and restroom cleaning annual contracts. Seasonal maintenance issues are handled by this committee as well.

Covenants, Conditions and Restrictions

All properties and common areas within Woodbridge are subject to 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 check with your closing title company or access the Woodbridge website at <http://www.woodbridge83642.net>

Parking

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. Non working and unlicensed vehicles must not be visible. Parking adjacent to common areas is only allowed for short term visits. 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 a RV in your driveway for up to 36 hours for cleaning, loading/unloading, and temporary visitors.

While in use for hauling items such as furniture, recreational vehicles, landscape or construction materials, it's OK to have a utility trailer parked in your driveway. However, such trailers should be parked out of sight as soon as possible after use.

The primary use for garages should be to park vehicles and the secondary use should be for storage. Garage doors should remain closed when not in use. Back yard storage sheds are allowed if they are adequately set back from property lines, match your house in terms of siding and roofing materials and colors, and are approved in advance by the Design Review Committee.

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.

Pet Responsibility

Dogs must be on a leash and under control at all times when outside the confines of fenced areas of your yard per Meridian City Code (6-2-1 & 6-2-7) and Woodbridge Homeowners Association CC&Rs. The pet owner must remove pet litter immediately. Barking and pet nuisances should be reported promptly to Animal Control at Meridian Police Department (846-7327) and Riverside Management Company.

Signs

- *Common Area:* No sign of any kind shall be displayed to the public in any common area. Common area includes sidewalks and grass, common area parks, and islands at entrances to the neighborhoods. The Board of Directors may place sandwich boards in the common areas to notify residents of community wide information.
- *Residential Area:* A lot owner may display one temporary sign of no more than 450 square inches advertising the property for sale or rent and may display temporary political signs. Private garage sales signs are not allowed (see garage sale section).

Trash

Garbage and trash containers must not be kept where they will be visible from the street or neighboring homes. Trash day is Tuesday and recycling day is every other Tuesday. Please place your trash in approved SSC wheeled cart along the edge of the sidewalk on the morning of pick-up. Do not block the sidewalk or group the containers in a bunch. Remove trash containers promptly by the end of trash pick-up day and store them out of sight.

Basketball Hoops

Portable basketball goals should be placed only on the side of driveways and never on sidewalks, streets, in cul-de-sacs, or facing onto these areas. They must be removed from view when not in use. Permanent basketball goals may be installed only with approval from the Design Committee.

Loudness and Music

Please keep radios and music devices at low volume if used outside. Loud or boisterous outside activities should be avoided at all times in keeping with noise ordinance and our covenants.

Garage Sales

The Homeowners Association schedules one or more neighborhood-wide garage sales each year. Members are asked to avoid having individual garage or yard sales and to participate in the community sale instead.

Fences

- No fence may be constructed without approval from the Design Committee and must meet the strict requirements of the Woodbridge Community Design Guidelines. All fences must be maintained at all times in good repair. This includes replacing loose or missing boards and re-staining when deterioration is obvious (fading, water stains, mold, etc).
- The approved fence stains are Cabot Stain colors: Sequoia and New Cedar. Sequoia stain is used on all common area cedar fences. Solid stain is recommended.
- The Homeowners Association is responsible to repair and maintain fences adjacent to Locust Grove and Woodbridge Drive, unless the adjacent homeowner damaged the fence. The Homeowners Association is responsible for maintenance and repair of the side facing other common areas. Homeowners must maintain their side of the fence.

Mailboxes

All owners must maintain, repair, and replace any mailbox or mailbox post that is not in good condition. All mailboxes must be the original design. Replacements can be purchased by calling PCA Post & Sign (377-2136).

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 non hazardous.
- *Ground Covers:* Bedding areas should be covered with degradable ground covers such as “soil aid” or another form of mulch.



Permanent ground cover such as lava or river rock, “perma-bark,” cinders or other non-degradable materials are discouraged.

- *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 to prevent overhang onto your neighbors property when the tree is full grown. It may be wise to avoid poplar type trees because of the root problems they cause. Each home must have at least one tree in the front yard. When trees die, they must be promptly removed and replaced.
- *Fertilizer Applications:* At least two applications of fertilizer and weed control should be made each year. Three applications are preferred.
- *Weed Control:* Lawns and bedding areas should be essentially weed-free at all times.
- *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.

Common Area Use

Maintenance of common areas is the sole responsibility of the Master Association. No homeowner or resident can alter the common area in any way (mow, cut, plant, weed, apply poisons or pesticides, etc.). Please report any infractions immediately to our management company.

Recreation Area Rules

The Woodbridge Community Recreation Area consists of pool, dressing rooms, and surrounding areas. These areas are supported by and intended for the enjoyment of the members and guests of Woodbridge Community. One electronic key card is issued for each home in the neighborhood. The key card operates the pool gate. If key cards are lost, a \$25 replacement charge will be made for each new key card issued. The Members are asked to observe the following rules when using the recreation area.

General Rules: Glass containers of any kind are prohibited in any part of the fenced recreation area including the pool, dressing rooms, and grassy areas. Gates should be kept closed and locked at all times. Only members should have key cards, and no key

cards should be loaned or given to friends. Guests of members are welcome to use the recreation area provided that a member is present at all times. **There is a limit of two guests per member at any one time unless prior arrangements are made by reserving the recreation area for private parties or events.** Members are responsible for damage to and cleaning after using the recreation area. Food scraps and beverage spills must be removed immediately.

Reservations: The cabana, barbeque, and grassy area within the fenced recreation area may be reserved for exclusive use for parties and other events for up to three hours per event. The pool may not be reserved. To reserve the recreation area, a *Use Agreement* must be submitted to Riverside Management Company and a \$100 cleaning and damage deposit made. A copy of the Recreation Area Use Agreement Form is included at the end of this handbook and is included on the Woodbridge website at www.woodbridge83642.net. A reservation must be made at least two weeks in advance of the event and will be posted online at the website. Members who schedule private parties are responsible for cleaning after the event. The 8:00 p.m. to 10:00 p.m. “quiet time” rule applies to all parties and events.

Pool Area: Hours for general use are 9:00 a.m. to 10:00 p.m. Children under 13 must be accompanied by an adult. The period from 8:00 p.m. to 10:00 p.m. is considered “quiet time” when all recreation area users should keep noise and other sounds to a minimum. All members are asked to use the buddy system and never swim alone. Glass containers, gum, cut-off shorts and disposable diapers are not permitted in the pool. Diving and running are prohibited in the pool area and use of the pool and pool area is at one’s own risk. **Small floatation devices are permitted in the pool; however flotation devices large enough for people to float on are prohibited.** Noodles are acceptable. All swimmers must shower before entering the pool. Swimming lessons may not be offered at the pool.

Pets: For health reasons, no pets of any kind are allowed in the recreation area, the pool area, or the dressing rooms at any time.

Loudness and Foul or Abusive Language: Please respect others by keeping conversations and communications low. Avoid yelling or other loudness and remind guests of this requirement. The association has a “zero tolerance” policy for any foul or abusive language. Members or guests who violate this policy will have their access key confiscated and their rights to use the pool area terminated immediately.

Enforcement: The Board of Directors for Woodbridge Community Homeowners Association have approved and adopted these rules on behalf of all members of the association. The Board reviews and modifies the rules annually as needed. Members

are asked to assist in enforcing these rules, in reporting violations and in proposing changes to them. Members who violate these rules may have their access keys confiscated, their rights to use the pool area terminated, and fined \$100 to have their keys returned and rights to use the common areas reinstated.

Delinquent HOA Dues: If you become more than 90 days behind on payment of your homeowners dues, your pool key will be deactivated. There is a \$25.00 charge to re-activate your pool key once your homeowners dues are paid in full.

Design Approval Procedures

All proposed exterior changes to homes and landscaping must be reviewed and approved in advance by the committee. Some examples include changes in house colors, installation of a new roof, addition of more living space or garage space, placement of a storage shed or significant change to the landscaping in your yard. A form to request design approval of your project is included at the end of this handbook and is included on the Woodbridge website at www.woodbridge83642.net

Neighborhood Safety

The speed limit in all sections of our neighborhood is 25 mph. Violators should be reported promptly to the police, noting the vehicle identification and license number. (80% of the speeders live in the hood).

Avoid parking on the street to increase visibility for drivers and safety for children, joggers, cyclists and other pedestrians.

Avoid parking on sidewalks at any time, even partially. Vehicles parked on sidewalks represent a safety hazard for children and an inconvenience for walkers.

Streets should be used only by vehicles and bicycles. Avoid using neighborhood streets for any type of play including basketball, street hockey and other sports.

Renters

If it becomes necessary to rent your home, please make sure your tenants have a copy of this handbook and the CC&Rs. Tenants are obligated to abide by the restrictive covenants. Many times, landscape maintenance suffers at rented homes. Be sure to arrange for landscape maintenance in keeping with neighborhood standards. If you

need assistance, contact the board of directors 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.

Neighborhood Complaints

Complaints about neighbors will be handled and addressed on an individual basis by Riverside Management Company and the board of directors for our association. Complaints should be made in writing to Riverside Management Company or a board of directors' designee for record keeping and documentation. Anonymous complaints are not considered a valid way to register a complaint or concern. Measures will be made to keep the identity of a member who complains about a neighbor confidential.

Covenant Enforcement

All members of our neighborhood have acknowledged and, by acceptance of a deed to their homes, have agreed to abide by the CC&Rs. However, deviations do occur and should be handled according to the following five-step process:

1. Complaints or notification regarding apparent deviations from the CC&Rs should be sent in writing to Riverside Management Company or a board of directors' designee. After verification that a deviation has occurred, Riverside Management Company will send a reminder letter to the member requesting specific action to correct the deviation.
2. If the deviation is not corrected or the member has not responded within 10 days, Riverside Management will contact the member by U.S. mail to see why and determine what follow-up action may be necessary. The board of directors will be notified. Personal emergency, health, employment, financial and other factors should be considered.
3. If the deviation persists without cooperation, the member will be invited to a meeting with the board of directors in another attempt to correct the deviation.
4. If a meeting with the board of directors fails to reach a resolution or if the member fails to attend, the member will be invited to mediation.
5. If the mediation fails or if the member fails to attend, the matter may be referred to an attorney to assist the board of directors in deciding what course of action to pursue.

Homeowner's Assessments

Dues are sent on a quarterly basis. Invoices will be sent 30 days prior to the due dates of January 1st, April 1st, July 1st and October 1st. Invoices are due on these dates and become delinquent if not paid within ten (10) days after the 1st. A 10% late charge will accrue for late payments. If payment is not received within 20 days after the due date, interest will begin to accrue @ 18% until such time as payment is received.

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 for all matters should be through Riverside Management Company. 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.



Riverside Management Company, Inc

8919 W. Ardene St.
Boise, ID 83709

Phone: 321-7771
376-1616

Fax: 378-7676

email: riversideboise@aol.com

Meridian Police Department – Non-emergency

No Dispatch Required: 888-6678

Dispatch Required: 377-6790

2011-2012 Neighborhood Delegates

Woodgate	Scott Clark 476 S. Torino Ave.
Parkside	Aaron Thompson 528 S. Trunnel St.
Timbergate	Brandt Breski 662 S. Torino Ave.
Creekside	Bob Parker 1943 E. Pegram St.
Crosstimber	Dave McKinnon 735 S. Crosstimber Ave.
Northwood	Angela Nanney 2221 E. Bowstring St.
Greenvalley	David Hollander 2304 E. Clifton Dr.
Woodhaven	Celeste Fox 582 S. Woodhaven Ave.
Trailcreek	Liz Boone 781 S. Thornwood Way





- NEIGHBORHOODS**
- NORTHWOOD
 - GREENVALLEY
 - TRAILCREEK
 - WOODHAVEN

PHASE 2

phase2.jpg