



**Property Owner's Association
Handbook**

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I. INFORMATIONAL

1.1 INTRODUCTION

The Villages at Chapel Hill is a unique community comprised of Property Owners and Tenant/Residents. In a close-knit neighborhood such as the Villages, cooperation and regulation of behavior and consideration for the community as a whole is very important. In order to assist Residents in living together peacefully, the Villages at Chapel Hill Property Owners Association (POA) has compiled this informational handbook.

This handbook contains rules, regulations, and policies that govern living in our community along with procedures that Residents should follow in the event of a problem. Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for The Villages at Chapel Hill. These Rules and Regulations do not replace the above mentioned documents but serve only to clarify them. These Rules and Regulations were adopted to further assist with the mandate of the Declaration for "enhancing and protecting the value, desirability and attractiveness" of the Villages. **Compliance with these Rules and Regulations is not voluntary.** By accepting the deed to your property, you agreed to abide by these documents in an effort to protect the value of all of the Property Owners.

The Villages at Chapel Hill Property Owners Association consists of individually owned four-plex and five-plex rental buildings and common use areas. Total acreage of the development is approximately 13.5 acres. The majority of the property construction was completed during 2005 along with the initial phase of sales to Property Owners, with Residents beginning their initial occupancy in mid to late 2005. Sales to Property Owners continued in 2006. Currently, there are forty-four (44) buildings comprised of forty-two (42) 4-Plexes and two (2) 5-Plexes; there are 178 apartment units in all at present. Each building consists of either two-bedroom units or a combination of three and two bedrooms units. Common facilities include a clubhouse, pool, hot tub, playground, basketball court, several garbage enclosures, parking areas and open space. The clubhouse includes a gathering area with couches, tables and kitchen, TV room, fitness room and game room with a pool table. The common areas are owned and managed by the POA. All Property Owners are members of the Property Owners Association (POA).

1.1.1 **Authority:** The CC & R's as recorded August 3, 2005 provides the Board of Directors with the authority to "adopt reasonable rules and regulations" governing the Villages at Chapel Hill.

1.1.2 **Adoption:** Effective immediately, the Board of Directors hereby adopts this handbook and future amendments hereto, including the rules and regulations herein, as the Rules and Regulations of the Villages at Chapel Hill Property Owners' Association.

1.1.3 **Compliance:** As specified in the CC&R's and enumerated above, compliance with these Rules and Regulations is not voluntary. Unless specified otherwise, the penalty for violation of these Rules and Regulations shall be any or all of the following: i) Suspension of voting rights, ii) Suspension of the right to use common facilities, iii) Monetary fine as designated herein and referenced in Appendix 4.3.

1.2 GENERAL INFORMATION

1.2.1 POA MANAGEMENT COMPANY: Managers:
EverStar Realty **Gayle Stack**
1920 N. Pittsburgh Street, Suite A email: gayle@EverStarRealty.com
Kennewick, WA 99336
Telephone: (509) 735.4042 **Debbie Cooper**
Fax: (509) 735.4052 email: debbie@EverStarRealty.com

1.2.2 BOARD OF DIRECTORS and OFFICERS:

The POA is managed by a Board of three (3) Directors each of whom shall be an Owner of a Lot. The term of each Director shall be three (3) years staggered annually. The Officers consisting of President, Vice-President, Secretary and Treasurer are elected annually by the Board and shall hold office for three (3) years staggered annually. Please contact the Management Company for a current list of Directors and Officers.

1.2.3 COMMITTEES:

Committees are established by the Board of Directors to manage ongoing procedures and address specific issues, as needed and depending upon the availability of volunteers. The current standing committees of the Association are:

Architectural Review Committee: Appointed annually by the Board of Directors, the Architectural Review Committee (ARC) reviews initial construction or modification to the exterior of the buildings and lots as described in Article 4 of the CC & R's. The

purpose of this Committee is to assure architectural uniformity within The Villages at Chapel Hill.

Budget Committee: The budget committee is responsible for providing oversight of the income and expenses for POA.

Neighborhood Watch Committee: This committee is the liaison between the Board of Directors and the Pasco Police Department's Neighborhood Watch officers. The chairperson may be responsible for attending the regularly scheduled Neighborhood Watch meetings and also recruiting Residents to be active participants in the program.

1.2.4 COMMUNICATION:

All communication with the Board of Directors and Officers shall be via written correspondence and mailed, emailed or hand delivered to the POA Management Office. The communication will be presented to the Association Board of Directors at a scheduled Board meeting. In the event the correspondence is of a sensitive nature, it may be addressed in an Executive Committee Meeting. The Board of Directors will review and reply by telephone or written correspondence. In the event of a property emergency, the POA Management should be contacted immediately.

1.2.5 BOARD MEETINGS

The Board of Directors and Officers generally meet quarterly to conduct the business of the POA. The meetings are held by conference call or may be attended at the POA Management Office, on the second Wednesday at 10:00 a.m. (March, June, Sept, Dec) or as scheduled by the President of the Association). Members are encouraged to attend for informational purposes but are not allowed to participate. At the end of each meeting the property owner has the opportunity to make comments or ask questions of the Board during the "Good of the Order". If you would like to discuss an issue of business with the Board, it must be approved by the President and included in the Meeting Agenda. The Meeting Agenda is completed and circulated to the Board on the Tuesday prior to the Board Meeting. Please make all requests by email to the POA Management Office. Meeting minutes are available from the POA Management by written request.

1.2.6 ANNUAL MEETING

The Annual Meeting of the POA is held in November of each year at the clubhouse of the Villages at Chapel Hill and via conference call, pursuant to paragraph 2.5 of the C & R's. This is a voting meeting and attendance is encouraged. In addition voting for new Directors, the management and operations are reviewed from the previous year

and the goals for the next year are presented. If you are unable to attend, it is very important for you to sign and return the Proxy that is distributed with the meeting announcement. Only POA members who are in good standing and current in all obligations will be able to vote.

1.2.7 ANNUAL BUDGET

The annual budget is based on past history of expenses, current inflation factor, projected increase in contracts and utilities and projected capital improvements (reserve expenses). A copy of the approved budget may be obtained from the POA Management by written request.

1.2.8 POA ASSESSMENTS

The POA assessments are established annually by the Board of Directors and are due monthly from each property owner. The assessment is used to pay for common area building, grounds and pool maintenance, certain utilities, liability insurance, management and capital repairs and derived from the annual budget. Assessments are due by the 10th of the month otherwise late fees and interest will accrue as outlined within the CC & R's (provision is attached as Appendix 4.2).

1.2.9 RESERVE STUDY/REPLACEMENT FUND

Maintaining the association's property is among the Board's and POA Manager's highest responsibilities. The reserve study is the plan by which the association prepares for inevitable future expenses in maintaining the common area facilities. As guided by the Reserve Study, the replacement fund is established to offset the cost of large expenditures without the need for a special assessment. A portion of the monthly dues may be allocated to the replacement fund.

1.3 EMERGENCY NUMBERS

Police, Fire, Ambulance	911
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1.4 OTHER USEFUL NUMBERS

Pasco Police – Non-emergency	(509) 545.3510
Poison Control	(509) 222.1222
Animal Control	(509) 545.3740
Hospitals:	
Lourdes Medical Center, Pasco	(509) 547.7704

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Kennewick General Hospital, Kennewick	(509) 586.6111
Kadlec Medical Center, Richland	(509) 946.4611

Utilities:

Telephone – Qwest	(800) 475.7526
Satellite & HDTV – Columbia Basin Satellite**	(509) 737-9196
** exclusive satellite provider for the Villages.	
Cable TV & Internet – Charter	(866) 925.1484
Garbage Removal (large items) – Basin Disposal	(509) 547.2476

II. RULES AND REGULATIONS

2.1 GENERAL

The Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for the Villages at Chapel Hill. These Rules and Regulations do not replace the above mentioned documents but serve only to clarify them. These Rules and Regulations were adopted to further assist with the mandate of the Declaration for "enhancing and protecting the value, desirability and attractiveness" of the Villages. **Compliance with these Rules and Regulations is not voluntary.** Compliance includes not only property owners but also Residents and guests. Failure to comply may result in penalties, which could be monetary and/or loss of use of amenities. A copy of the Rules and Regulations that have been modified for Resident's in the form of a Resident Handbook and is included as Appendix 4.5. You are encouraged to make copies available to your Property Manager, Residents and their guests.

- All Buildings/Units/Lots shall be occupied and used for "Residential" purposes. Commercial and non-residential uses are not permitted.
- All Residents/Tenants must be registered with POA Management in order to obtain access to the common facilities. Property Owners must be current in the POA obligations for Residents to be given access to common facilities.
- All Property Owners/Property Managers shall provide the POA Management with a current list of Residents on a monthly basis.
- Please refrain from asking employees of the Property Owner Association, landscapers and third party vendors to handle any concerns you may have. Please call or email the POA Management with your concerns.
- Do not change or alter any sprinkler heads, lighting, pool/spa or clubhouse thermostats, exercise room equipment or other apparatus belonging to the Association.
- No changes to ANY of the common areas are permitted. Examples include, but not limited to, plantings, trees or shrubs or tampering with utilities.
- Bicycles, skateboards, roller blades and skates MAY NOT be used on pedestrian pathways.
- Broken windows are the responsibility of the Property Owner and must be repaired within 24 hours. If repairs are not made in a timely manner, the POA may repair the window at the Property Owners expense.

2.2 ASSESSMENT COLLECTION POLICY

If any part of any Assessment is not paid and received by the Association or its designated agent within ten (10) days after the due date (first day of each month), an automatic late charge equal to five percent (5%) of the Assessment (but not less than \$10.00) shall be added to and collected with the Assessment.

If any part of any Assessment is not paid and received by the Association or its designated agent within thirty (30) days after the due date, the total unpaid Assessment (including the late charge) shall thereafter bear interest at the rate of eighteen percent (18%) per annum until paid. The Board **will suspend** the Owners (and Residents) rights to access the clubhouse and pool if any delinquencies after a period of 60 days and required notice by the Association. A complete copy of collection policy is included as Appendix 4.2.

2.3 PARKING AND USE OF ROADWAYS ON THE PROPERTY

All motor vehicles owned or operated by Resident's must be registered at the time the Resident obtains their access keys to the clubhouse and pool.

At the time of registration the Resident will be given parking rules and will be expected to abide by these rules throughout the term of their tenancy. Unauthorized vehicles will be towed at the vehicle owner's expense. In addition the following rules apply:

- The maximum speed limit throughout the Villages at Chapel Hill is 5 miles per hour.
- Pedestrians and bicycles have the right of way while standing, proceeding, or crossing streets within the property.
- All persons must hold a valid state driver's license to drive any motorized vehicle within the property.
- All vehicles must have current registration (tags) clearly posted.
- Utility, boats, camper or other type trailers, snowmobiles, mobile homes, RV, ATV, commercial vehicles, bus, truck (other than standard pickup truck) SHALL NOT be permitted to park on the property unless such vehicle is for construction, repair, of any Unit and / or building on the premises. No vehicle used as living quarters may be parked OR to remain within the property.
- All automobiles must use marked parking areas only. Automobiles shall be parked forward due to possible exhaust in units.
- Street legal and licensed motorcycles are allowed and MUST BE parked in parking stall only.
- Inoperative Vehicles: Vehicles that are (a) inoperative for 7 days or more days, or (b) fail to display a current license plate SHALL NOT be parked on the property. If the vehicle is

not removed after twenty-four (24) hours written notice, the Board or Management will do so at the risk of and expense of the owner.

- Residents / Owners with autos leaking excessive oil or other chemicals will be responsible for the cost of clean-up and removal of residue and / or stains.
- Auto maintenance of any nature whatsoever is not permitted on property.

2.4 PETS

Pet owners are responsible for the maintenance and control of their pets. The POA will allow a maximum of one (1) domesticated dog and one (1) domesticated indoor cat per unit. Dangerous breeds are not allowed on the property. Dogs and cats cannot exceed twenty (20) pounds. All pets MUST BE registered with the POA Management office and all pet owners must comply with the following rules:

- It is the pet owner's obligation to dispose of waste materials from pets. Failure to pick up after the animals will result in corrective action. ALL DOGS AND CATS MUST BE ON LEASHES OR SIMILARLY RESTRAINED WHENEVER OUTDOORS AND ON THE PROPERTY. This includes all entries, patios and balconies, parking and grassy areas.
- EXCESSIVE AND CONSISTENT BARKING WILL BE CONSIDERED A NUISANCE. Pet owner will be notified by Association Management of any complaints. Pets can be considered a nuisance when any act or acts of the animal or its owner annoys or disturbs the rights and privileges common to the public
- For the safety and protection, pets are NOT allowed in the playground / basketball areas / pool / clubhouse.
- Pet birds, insects, poultry, reptiles, rodents or rabbits are not permitted on the property.
- Pet owners will be responsible for any personal or property damage caused by their pet.
- Pets will be considered a nuisance when any acts of the animal or its owner disturbs the rights and privileges common to the public.

2.5 USE OF POOL AND HOT TUB

****Important Note: There is no lifeguard on duty****

The use of the pool / hot tub area is limited to only those persons authorized to be at The Villages at Chapel Hill, including Residents and their invited guests up to two at anytime. All unauthorized persons violating this rule will be subject to immediate termination of access to pool / hot tub, at the discretion of the POA Management. The pool / hot tub may be closed for maintenance or repairs, anytime at the discretion of the POA Management. **In addition to the posted rules, the following rules must be adhered to at all times.**

The hours for the use of pool and hot tub areas will be posted at the clubhouse and on the pool gates. The Pool and hot tub will be closed for the winter season on or about Labor Day and reopen on or about Memorial Day weekend. Any additional use must have special permission from the Association Office.

- Use of pools by children shall be pursuant to Washington State Law.
- No children under fourteen (14) are allowed in any pool area unless accompanied and supervised by an adult.
- Children under the age of two (2) years old and not “potty” trained or in diapers SHALL NOT be allowed in pool or hot tub.
- Please take a shower before entering the pool / hot tub. Remove suntan oils and lotions before entering pool / hot tub due to possible damage to pool filters.
- Absolutely no food, glass or alcoholic beverages may be taken into the pool / hot tub area. All other beverages must be in plastic containers.
- No Smoking allowed in or within 25 feet of the pool / hot tub area.
- Pool deck furniture may not be removed from these areas.
- No electronic equipment while in the Pool and Hot Tub. All music devices must be used with headphones only for the enjoyment of others.
- Please use towels to cover poolside chairs and lounges to protect furniture from damage caused by suntan oils and lotions.
- Be considerate of other swimmers if using floating devices. No air mattresses, inner tubes or other item used in rivers or lakes are permitted.
- Be considerate of noise and adjacent buildings
- Maximum capacity for the Hot Tub is six (6) persons. 15-minute limit is recommended. It is recommended that persons under the age of six not use the Hot Tub at any time.

2.6 USE OF CLUBHOUSE

The Clubhouse is maintained for the use and enjoyment of the owners and Residents of the Villages at Chapel Hill. We ask your cooperation in following the guideline for the use of the clubhouse. The POA management reserves the right to refuse the use of the clubhouse amenities to Owners / Residents or their guests that do not follow these rules.

- Resident’s apartment rent and Owner’s POA assessments must be paid current, with no outstanding unpaid charges otherwise the access to the clubhouse will be terminated.
- Clubhouse hours will be determined by the Board of Directors of the Association.
- There shall be no alcohol in the Clubhouse at anytime.
- No one under the age of 16 is allowed in the clubhouse without an adult.
- No smoking allowed within 25 feet of the clubhouse

- No running, horseplay or boisterous behavior allowed in the clubhouse. Do not rearrange the furniture
- Dispose of all trash and turn off lights upon leaving.
- Private events will be limited to 3 hours and must be reserved in advance with the POA management. Charges for the private use will be determined at the time of scheduling.

2.7 USE OF FITNESS ROOM / EXERCISE EQUIPMENT

The Villages at Chapel Hill, does not provide any physical fitness instruction or training for the use of the exercise equipment and is used at the users risk.

- Use of the exercise equipment is at your own risk! The Property Owners Association will not assume responsibility for any accidents or injuries that occur.
- You must be at least 18 years of age to use the exercise equipment or be in the exercise room
- Only Property Owners/Residents shall be authorized to use the exercise equipment
- The television located in the fitness center should be kept at appropriate sound levels for the comfort of other clubhouse visitors.
- Exercise equipment shall never be moved for any reason.
- Appropriate exercise attire is required. NO swimsuits, wet or otherwise, are permitted in the fitness room.

2.8 SATELLITE DISHES AND ANTENNAE (RADIO & TV)

***See attached contact / phone list for appropriate service provider phone numbers**

The Board has secured a single source provider for the property that will provide ALL satellite services including high definition. All Residents will have the option of using the Charter Cable Service OR working with the authorized satellite service provider, Columbia Basin Satellite. Columbia Basin will work directly with Residents, Property Managers and Owners on service and will place a dish on buildings at the approved location.

Property managers and owners ARE responsible for working directly with the single source provider. The appropriate Property Owners, Resident and/or Property Manager will be held accountable should this guideline not be followed and damages occur to the common area of the property.

- Satellite dishes should not exceed twenty-four (24) inches in diameter unless approved otherwise by the ARC committee.
- Location of the dish has been approved by the ARC committee in advance and will be placed in a location in which the dish is best suitable for aesthetics and signal.

- No Property Owner or Resident may be permitted to construct, use, or operate his own external radio or other electronic antenna.

2.9 TRASH AND GARBAGE DISPOSAL

There are Five (5) disposal areas located throughout the property. These rules are intended for only Property Owners and Residents.

- Garbage **MUST** be in sealed plastic bags. Do not place loose trash into dumpsters.
- Breakdown cardboard boxes prior to placing in dumpster.
- If the dumpster nearest your building/apartment is full, place trash in the next closest dumpster available.
- Furniture shall not be place in or near the dumpsters. Property Owner / Resident is responsible for arranging for proper removal of these items.
- If remodeling results in excess trash, the Property Owner / Resident must arrange with BASIN DISPOSAL CO. for removal. This will be an additional charge and the Property Owner /Resident will be responsible the cost.
- Construction materials such as paint, old appliances, rugs, misc., may **NEVER** be placed in any dumpster. All construction debris must be disposed of in the appropriate manner. This is the Property Owner's responsibility and failure to comply will result in the incurred expenses plus fees assessed by the Association.

2.10 NEIGHBORHOOD WATCH

The Villages at Chapel Hill is an active participant in the national Neighborhood Watch Program. If you would like to participate in the committee or would like further information, please contact the POA Management.

2.11 NOISE, NUISANCE, VANDALISM

OWNERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR RESIDENTS AND GUESTS

No noxious, illegal, or offensive activities shall be carried on in any Lot, or in any part of the property, nor shall anything be done thereon which maybe or may become an annoyance or a nuisance to or which may in any way interfere with the quiet enjoyment of each of Property Owner or Resident of their respective lot. This includes, but is not limited to loud noise, music, power tools, musical instruments, televisions, radios, stereos, automobiles, motorcycles and/or animals.

Residents disturbed by excessive or persistent noise at any time should report the violations immediately to the police. Property Owners are held legally responsible for any disturbance created by themselves, their guests, Residents, or guests of Residents.

In the event Residents are required to contact the police or Property Manager/Property Owner about a noise problem, the POA Management should be notified as well. The Association will keep a record of noise complaints and will take action against an owner if noise is a repeated problem. All Residents have the right to a quiet neighborhood.

2.12 SIGNS

Signs advertising for sale, lease or rent may be displayed on the property without prior approval providing such sign shall not exceed 18" x 24". All signage MUST be in window of unit or building being advertised. No signs shall be displayed to the public view on ANY LOT or COMMON AREA without prior approval of the Board. Open house signs are restricted for use one hour before and taken down one hour after the Open House. The POA Management, as authorized by the Board of Directors will remove any signs that are not in compliance with this section and any costs associated with the removal will be billed to the Property Owner. It is the Property Owner's/Property Manager's responsibility to notify real estate agents of this policy.

2.13 WINDOW COVERINGS

Any window or patio coverings must be complimentary to the property. The ARC approved window coverings are white or off white and minimum of 1" and maximum of 2" horizontal blinds on all windows except patio doors which shall be white or off white vertical blinds. Any deviation from this policy shall be approved in writing by the ARC. The use of paper, foil and any material which is not approved is prohibited.

2.14 INSURANCE

The Association shall maintain the following insurance which DOES NOT include coverage for individually owned lot(s) or buildings:

Public Liability: This coverage is for injury that occurs upon or within the Common Areas as a direct result of negligence of the Association or its agents.

Property: This coverage is for damage caused to improvements to the real property owned by the Association, such as the clubhouse and pool. This coverage DOES NOT include individually owned lot(s) or buildings.

Directors and Officers: D & O coverage protects the Board of Directors and Committee Members in case of an error or omission on their part while performing in their capacity as a Director, Officer or Committee Member.

The Property Owner is required to maintain “property owner coverage” and must name as Additional Insured “The Villages at Chapel Hill Property Owners Association”. In the event the insurance company will not name the POA as Additional Insured, the term “Interested Party” will be acceptable. Proof of current insurance must be provided to the POA Management in the form of a Certificate of Insurance or Endorsement. FAILURE TO FOLLOW THIS REQUIREMENT MAY RESULT IN FINES AND SUSPENSION OF PROPERTY OWNERS & RESIDENTS ACCESS TO THE COMMON AREA AMENITIES.

It is strongly recommended that ALL Residents purchase personal property and liability insurance for their belongings.

2.15 BUILDING MAINTENANCE

BALCONIES, PATIOS, STAIRWELLS, ENTRY, LAWN / LANDSCAPE, COMMON AREAS

Property Owners and Residents shall maintain all balconies, patios, stairwells, entries and “common” grounds in a clean, neat and orderly condition and appearance. These areas ARE NOT intended as storage areas and are not to be used for storage at any time.

- All garbage, refuse, indoor furniture, clotheslines, hanging laundry, mops, cleaning supplies, debris and other unsightly articles are strictly NOT permitted in these areas.
- Plants, flowers, and other items MAY NOT extend beyond the patio, balcony, or into any walkway and / or common area. Toys must be stored inside the residence.
- Motorcycles or other motorized equipment ARE NOT to be parked or stored in the any of the above areas at any time. Bicycles and baby strollers are allowed but SHALL NOT block any doorway, stairwell, or sidewalk.
- The balconies and patios shall be used for patio furniture, planters, barbecues and bicycles only.
- Yard and patio sales are never allowed in any area of the complex.

The POA Management shall perform regular inspections of these areas and the Architectural Review Committee will determine if items are not suitable.

2.16 ANNUAL BACKFLOW INSPECTION AND TESTING

During May of each year the POA Management shall arrange for the annual backflow inspection and testing, as required by the City of Pasco. Backflow testing is required to protect the domestic water supply from the water supplied to the fire sprinkler system. During the test, the backflow valve is tested for proper operation.

2.17 ANNUAL FIRE SYSTEM TESTING

Each Property Owner shall be responsible for the annual testing of the fire sprinkler system within each building, as required by the City of Pasco. The POA Management shall assist inspector by providing access to the fire riser room as needed.

2.18 BUILDING CHANGES, RECONSTRUCTION OR NEW CONSTRUCTION

Mandatory approval is required before any changes can be made to any building or lot.

No landscaping shall be placed on any Lot in the Property, no building, wall or other structure shall be commenced, erected or maintained upon the Property, nor shall any exterior addition to or alterations be done until the plans and specifications showing the nature, kind, shape, height, materials, color and location have been submitted to and approved in writing by the Architectural Review Committee (ARC).

Repainting of the exterior CAN NOT be made until the all specifications are submitted in writing and approved in writing by the ARC. Paint color for the property to be determined for the project by the Board and the ARC.

Detailed architectural review procedures are located in the Appendix 4.3.

III. ADMINISTRATION, ENFORCEMENT, APPEAL

3.1 REPORTING VIOLATIONS

Property Owners, Residents and Property Managers should provide the POA Management office, in writing, notification of the violation of any Rule or Regulation. The complaint must include the violation(s) and the name and address of the violator, ways you have attempted to resolve the issue, your name, address, email address and phone number. This information is required for the POA Management to contact you. All reporters' information shall remain confidential unless required by law to be disclosed. **Any reports without the above listed information will not be pursued. The Board will not take action on anonymous complaints.**

3.2 INVESTIGATION

When a possible violation is reported to or otherwise becomes known to the POA, it will be investigated by the Board and/or POA Management, and a determination made as to whether a violation has actually occurred. The POA Management will automatically send out a warning letter to attempt to make contact and resolve the violation with the Property Owner, Residents or occupant. The violation notice shall specify the nature of the offense and include a way to contact the POA Management office to discuss the violation.

Should a Property Owner or Resident object to the Notice of Violation, they shall have fifteen (15) days after the violation notice is received to contact the POA Management office to discuss the violation in writing. If the notice was sent in error a retraction letter will be sent and the offense will be retracted.

3.3 NOTICE OF VIOLATION

If the violation continues for more than 30 days after the warning letter is sent or delivered, a written first Violation Notice will be sent or delivered. This First Violation Notice is the second attempt for the Association to resolve the issue and informs the Property Owner, of the potential violation fine. It will also inform the Property Owner or Resident of their right to request a hearing.

If the violation still exists after 30 days from the First Violation Notice, the Association will then send their appropriate fine notice with amount due. The letter will again inform the Property Owner of how to request a hearing regarding the violation. Failure to correct the violation will result in additional monthly fines at the determined interest rate in the collection policy. The fine must be paid within 30 days and will follow policies and procedures as referenced in the collection policy for the Association.

3.4 COLLECTION OF FINES

The POA will bill the violating owner. In the case of a violation by a Resident, the Property Owner shall be responsible for all fines caused by their Resident. If, after the fines accrue they remain unpaid and outstanding for more than 30 days from the date of the first such billing, interest shall commence and apply to the unpaid fines at the rate applicable in the POA collection policy per month on the unpaid balance.

All fines imposed by the POA upon an owner which remain unpaid for 60 days shall automatically constitute a lien on the Lot, and may be handled and foreclosed upon in the same fashion as if it were a lien for unpaid assessments under the POA's governing documents and the laws of the State of Washington. The POA may file a formal lien with the county in order to further protect its interests regarding the unpaid fine(s). The amount of the lien shall include interest, and all costs and collection of such unpaid fine(s).

3.5 REQUEST FOR APPEAL HEARING

Any owner found by the POA Board to be in violation of governing documents provisions or requirements might request a hearing to offer a defense to, or to explain circumstances regarding, the imposition of the fines. The owner must complete a written Request for Hearing, which shall be mailed or delivered to the POA Management office. The appeal must contain the following:

1. Owners name and lot and / or mailing address;
2. Owners reasons, basis and defense for the hearing;
3. A copy of all supporting documentation;
4. The name of any attending attorneys, witnesses etc.;
5. The owner's signature and date.

3.6 APPEAL HEARING PROCESS

1. The Property Owner will be sent confirmation by the POA of its receipt of the Request for Hearing.
2. The POA Board will assemble and appoint an Enforcement Review Board consisting of current Board members or designate POA Management to comply within seven (7) calendar days of receipt
3. No later than ten (10) calendar days following the formation of the Review Board, they shall mail or deliver to the appellant owner of a hearing date, with time and exact date and location of the hearing, which is to be determined by the Review Board.

The Villages at Chapel Hill
Property Owners Association Handbook

4. The Review Board will permit the appealing Property Owner up to fifteen minutes to explain the circumstances of the matter and provide grounds as to why the fine should be waived, reduced or cancelled.
5. At the conclusion of the presentation, the hearing will adjourn, and the Review Board will review the circumstances of the Request for Hearing as presented.
6. Within seven (7) calendar days of the hearing, the Review Board will mail or deliver written notice to the Property Owner of the Review Board's decision.
7. If the Review Board finds in favor of the Property Owner, it will advise the Property Owner as to whether the violation and/or the fines originally imposed are reduced, modified, or waived. Any adjustment(s) shall reflect on the Property Owner's account the following month.
8. Should the Review Board determines that the Property Owner's explanation or defense presented at the hearing was inadequate or otherwise failed to justify a reduction, modification, or waiver of the violation and /or fines, the owner will be so notified, in which case the fines imposed will continue as onward to the Association until paid in full regardless of whether the violation has since been removed or corrected. In any event, if the Review Board finds against the Property Owner, the fines will continue to accrue until full and adequate compliance occurs by the Property Owner.

IV. APPENDIX

4.1 Board of Directors & Committee Members

2015 Board of Directors and Officers

Director & President	Paula Montgomery	(2013 - 2015)
Vice-President	Mike Barton	(2014 - 2016)
Director & Secretary/Treasurer	Larry Andros	(2015 - 2017)

2015 Committees

Budget Committee	
Chairperson	Larry Andros
Architectural - ARC Committee	
Chairperson	Mike Barton

IV. APPENDIX

4.2 Late Payment Policy

If any part of any Assessment is not paid and received by the Association or its designated agent within ten (10) days after the due date (first day of each month), an automatic late charge equal to five percent (5%) of the Assessment (but not less than \$10.00) shall be added to and collected with the Assessment.

Additionally, if any part of any Assessment is not paid and received by the Association or its designated agent within thirty (30) days after the due date, the total unpaid Assessment (including the late charge) shall thereafter bear interest at the rate of eighteen percent (18%) per annum until paid. As a courtesy, monthly statements are mailed to each Property Owner

The Board may suspend the Property Owners (and Residents) rights to access the clubhouse and pool if Assessments are not current.

Following is the excerpt from the C C & R's

6.10 Enforcement of Assessment Obligation; Priorities; Discipline.

If any part of any Assessment is not paid and received by the Association or its designated agent within ten (10) days after the due date (first day of each month), an automatic late charge equal to five percent (5%) of the Assessment (but not less than \$10.00) shall be added to and collected with the Assessment.

Additionally, if any part of any Assessment is not paid and received by the Association or its designated agent within thirty (30) days after the due date, the total unpaid Assessment (including the late charge) shall thereafter bear interest at the rate of eighteen percent (18%) per annum until paid.

Further, the Association shall have the power to sever all utility services to the delinquent Lot if the Assessment is not paid within thirty (30) days of the due date, and to continue the severance until the Assessment (and related charges) shall have been paid. Each unpaid Assessment, whether Regular, Extraordinary or Special, shall constitute a lien on each respective Lot prior and superior to all other liens recorded subsequent to the recordation of the Notice of Assessment lien, except (1) all taxes, bonds assessment and other levies which, by law, would be superior thereto; and (2) labor or materialmen's liens arising under Washington law (timely and

duly filed) if the legal effective date is prior to the recording of Notice of Assessment lien under the Washington law. Such lien, when delinquent, may be enforced by sale by the Association (acting through the Board), its attorney or other person authorized by this Declaration or by law to make the sale, after failure of the Owner to pay such Assessment, in accordance with the provisions of Washington law applicable to the exercise of powers of sale in deeds of trust (with the Board having the right and authority to appoint an independent trustee, such right hereby declared to include a power of sale and the Property or Lot hereby declared to not be used principally for agricultural purposes) or by judicial foreclosure as a mortgage, or in any other manner permitted by law. During any such foreclosure proceeding, the Owner shall be required to pay a reasonable rental for the Lot, and the foreclosing party shall be entitled to the appointment of a receiver to collect such rent. The Association, acting on behalf of the Lot Owners, shall have the power to bid for the Lot at the foreclosure sale, and to acquire and hold, lease, encumber and convey the same. The foreclosing party shall have the right to reduce or eliminate any redemption rights of the defaulting Owner as allowed by law. Suit to recover a money judgment for unpaid Assessments, rent, interest, costs, penalties, and attorney's fees shall be maintainable without foreclosing or waiving the lien securing the same. The Board may impose reasonable monetary penalties including actual attorneys' fees and costs and may temporarily suspend the Association membership rights of a Lot Owner who is in default in payment of any Assessment, after notice and hearing according to the Bylaws.

IV. APPENDIX

4.3 Violation and Fine Schedule

All violations may carry a suspension of Key Card until violation is cured

	1st Notice	2nd Notice
Road and Parking Areas:		
Improper use of skateboards, roller blades, bikes, etc.	Reminder	\$50 fine
Parking violation in Handicapped, Road or Illegal	Reminder	\$50 fine / City Rules
Repairing Violation	Reminder	\$100 Fine
Water Use Violation	Reminder	\$100 Fine
Toxic Waste (Oil, Oily waste, etc.)	\$100 Fine & Clean Up Cost*	\$100 Fine*
Other violations as deemed by management	Reminder	\$100 Fine
Swimming Pools and Hot Tub Areas:		
Pool and Hot Tub Area Rules Violations	Reminder	\$50 Fine
Vandalism of Pool & Spa Area	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost
Restricted Items in Pool / (requiring the pool and Hot Tub to be shut down)	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost
Pet Rules:		
Violation of Number, Size or Type	Reminder	\$100 Fine
Registration Violation	Reminder	\$100 Fine
Location, Walking and Clean Up Violation	Reminder	\$100 Fine
Feeding or Releasing Stray Pets	Reminder	\$100 Fine
Noise / Nuisance Violation	Reminder	\$100 Fine
Unattended Animal on Balcony	Reminder	\$100 Fine
Damage to Common Area	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
Clubhouse Rules:		
Violation of hours of use	Reminder	\$100 Fine
Reserved Use Violations	Reminder	\$100 Fine
Unreserved Use Violations	Reminder	\$100 Fine
Smoking in Clubhouse	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
Fitness Center Rules:		
Violation of hours of use	Reminder	\$100 Fine
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
All other violations as deemed by management	Reminder	\$100 Fine

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Property Owners Association Handbook

Satellite and Antennas Rules:

Installation other than preferred provider	\$100 Fine & Repair Cost*
All other violations	Reminder

Signage in Common Area Rule:

All signage in common area (not in window)	Reminder	\$100 Fine
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Architectural Review Rules:

Unapproved Alterations / Construction	\$200 Fine	\$500 Fine
Construction Work Hour Violations	Reminder	\$100 Fine
Construction Clean Up / Disposal Violations	Reminder	\$100 Fine
Non-Association worker restriction Violations	Reminder	\$100 Fine
Other violations	Reminder	\$100 Fine

Tenant Maintenance Rules"

Balconies, Patios, Stairwells, Entry, Lawn / Landscape, Common Area

All Violations	Reminder	\$100 Fine
Excessive Noise / Nuisance Violation	Reminder	\$100 Fine

Vehicle Rules:

Vehicle Specification Violation	Reminder	
Non allowable vehicle Violation	\$100 Fine + Tow	
Speeding Violations (Strictly Enforced)	Reminder	\$100 Fine

Assessment / Collection Policy / Other:

Attorney Fees	Collection Policy	
Late Payments	Collection Policy	
Lien Cost	Collection Policy	
NSF Checks	Cost & Mgt Cost	\$25 Fine & Mgt Costs
Not providing required proof of insurance or other required documentation	Reminder	\$100 Fine plus \$25 each month it continues.

*Repair and Clean Up Cost includes actual cost of material and labor for repair.

**Timeframe should be 15 days maximum

***Daily fees of \$10 additional per day may be added to fine if non compliance (Up to Mgt)

Fees to be paid to The VCH POA

Please Note: This is not an all-inclusive list and may be modified by the Board of Directors without notice.

IV. APPENDIX

4.4 ARCHITECTURAL REVIEW GUIDELINES / APPLICATION

The Declaration of Covenants for The Chapel Hill Property Owners Association (POA) requires the Architectural Review Committee (ARC) to preserve the harmony of the buildings, structures, and improvements with each other and with the general surroundings and require the ARC to preserve the rights, interests, and welfare of all property owners with respect to the environment.

The ARC acts in the interest of all property owners to approve or disapprove all plans, specifications, details, and color schemes for buildings and other structures and improvements to property, removal of landscape, and to maintain the appropriate upkeep of the acreage and buildings.

Any damage caused by a Property Owner to The Villages at Chapel Hill Property Owners Association (POA) assets in constructing anything in The Villages at Chapel Hill, the Property Owner will replace the item damaged or pay for it, at the Property Owners Association discretion.

These regulations do not, in any way, replace, but do give specific definition to the restrictions and responsibility of the ARC, as set forth in the Restrictive Covenants, and in way is intended limit its authority. Any contradictions with prevailing Restrictive Covenants, the Restrictive Covenants will prevail. In addition all applicants must abide by the governing state, county and city of Pasco regulations where applicable.

SUBMISSION TO THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

New building construction, existing building modifications or property improvements require that an application be submitted to the ARC in duplicate and with payment of any applicable fee established by the Association (if any). The ARC will consider only those applications whose association dues and other charges or obligations are current. The ARC will respond in writing notifying the applicant of their decision relative to the application. Property owners and builders making property changes without written approval from the ARC **WILL BE**

subject to penalties in the form of fines, liens against their property, and /or suspension of rights and privileges.

A. When submitting approval for Building Improvements, Existing Building Modifications, Minor Repair to one's building, an ARC application should be submitted with all appropriate details. Examples of improvements, modification or repair include but are not limited to the below:

- Any change to the exterior of a building including change of siding, painting of trim or body of the building or balconies, installation of shutters, security screen doors, sunscreens or awnings, and replacement of doors or windows, roofing with a style different from the original
- Installation of fences.
- Any changes to existing patios, balconies, carport or garages.
- Additional Landscape on Lot: Must be pre-approved by ARC and landscape maintenance crew due to complex irrigation system on property. Any Property Owners who violate this provision and damage occurs – will be provided a receipt of damages and be billed by the Association for damages as a special assessment.

B. When submitting plans for NEW construction approval, the following items are required:

- An ARC application completed and signed by the property owner(s) and the builder.
- One copy of the building elevation of structure with reference to the existing and finished Lot grade, general design, interior layout / floor plans and specifications;
- The exterior finish materials and color, including roof material;
- The landscape plan shall be developed by a licensed landscape professional; a person, partnership or corporation who install landscaping as a regular part of its business activity. In addition to all other provisions regarding landscaping on the individual Lots as stated in the official Declaration, the provisions Articles 4.4.5.1 through 4.4.54.
- Other information that may be required in order to determine whether the structure conforms to the standards articulated in this Declaration and the standards employed by the Committee in evaluating development proposals
- Appropriate provision for storm water drainage, in accordance with the Design Guidelines, shall be incorporated into each Lot and approved by the Committee. It is the sole responsibility of the owner to provide appropriate protection for his / her dwelling for storm water and other drainage.
- Copy of Builder's Risk Insurance

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- Copy of Builder's Workmen's Compensation or Labor and Industries Insurance
- Copy of Builder's General Liability Insurance
- Copy of Contractor's License and Bond
- One copy of Building Permit / Approval of Septic (if appropriate)
- Official address of Building site. This can be obtained after issuance of Building Permit
- Proof of property ownership or right to develop. Such as copy of property deed.
- An impact fee will be determined and must be submitted with application. Applications submitted without proper fee will not be considered for approval. Note: This fee in no way covers actual damage to roads, amenities, or a structures or devices maintained by the POA. Check to be made out to The Villages At Chapel Hill Property Owners Association.

PLEASE NOTE: THE ARC WILL VIGOROUSLY ENFORCE THE ACR RULES AND REGULATIONS, PROPERTY OWNERS AND BUILDERS ARE STRONGLY ENCOURAGED TO ADHERE TO THESE RULES AND REGULATIONS AND VCH CCR'S. VIOLATORS WILL BE SUBJECT TO FINES, LIENS, AND/OR SUSPENSION OF COMMUNITY RIGHTS AND PRIVILEGES.

UPDATED June 2009

THE VILLAGES AT CHAPEL HILL POA
APPLICATION FOR EXTERIOR CHANGES

Date: _____

Name _____

Address _____

City, State Zip _____

Phone # _____

Secondary # _____

Email Address _____

Description of Proposed Changes (Please provide separate sheet for extensive changes):

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Property Owners Association Handbook

NOTE: Please attach all applicable site plans / drawings with this request. Incomplete applications will delay the approval process or potentially result in the denial of your request.

Date of Receipt _____

Date of Decision _____

Approval _____ Disapproval _____

Approved with Modifications _____

Remarks:

Follow-up inspection by: _____ Date: _____

Please submit to:

The Villages at Chapel Hill POA-Management Office
C/O EverStar Realty, Attn: Gayle Stack
1920 Pittsburgh, Suite A
Kennewick, WA
Telephone: (509)735.4042
Email: Gayle@EverStarRealty.com

IV. APPENDIX

4.5 Resident Handbook

The following Resident Handbook is being provided to each Property Owner as a tool to assist in providing continuity at The Villages at Chapel Hill. We strongly suggest that all Property Owners make this Handbook available to their Property Managers and if you are managing the buildings yourself, please provide your Residents with a copy. Also, it would be best if a copy is provided to each new resident upon signing their rental documents.



Resident Handbook

The Villages at Chapel Hill
Resident Handbook

The Villages at Chapel Hill is a unique community comprised of property owners and tenants. In a close-knit neighborhood such as the Villages, cooperation and regulation of behavior and consideration for the community as a whole is very important. In order to assist residents in living together peacefully, the Villages at Chapel Hill Property Owners Association (POA) has compiled this informational handbook.

This handbook contains rules, regulations, and policies that govern living in our community along with procedures residents should follow in the event of a problem. Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for the Villages at Chapel Hill. These Rules and Regulations do not replace the above mentioned documents but serve only to clarify them. These Rules and Regulations were adopted to further assist with the mandate of the Declaration for "enhancing and protecting the value, desirability and attractiveness" of the Villages and may be changed or modified without notice to Residents. **Compliance with these Rules and Regulations is not voluntary.**

The common areas of The Villages at Chapel Hill Property Owners Association is owned and managed by The Villages at Chapel Hill Property Owners Association. This includes all common facilities such as the clubhouse, pool, hot tub, playground, basketball court, several garbage enclosures, parking areas and open space. The clubhouse includes a gathering area with couches, tables and kitchen, TV room, fitness room and game room with a pool table.

We hope this handbook will help to make your living at The Villages at Chapel Hill an enjoyable experience.

The Villages at Chapel Hill
Resident Handbook

- 1.1 General
- 1.2 Parking and Use of Roadways on the Property
- 1.3 Pets
- 1.4 Use of Pool and Hot Tub
- 1.5 Use of Clubhouse
- 1.6 Use of Fitness Room / Exercise Equipment
- 1.7 Satellite Dishes and Antennae (Radio & TV)
- 1.8 Trash and Garbage Disposal
- 1.9 Neighborhood Watch
- 1.10 Noise, Nuisance, Vandalism
- 1.11 Window Coverings
- 1.12 Building Maintenance
- 1.13 Useful Telephone Numbers
- 1.14 Violation and Fine Schedule

1.1 General

The Property Owners Association has contracted with EverStar Realty to provide management of the common areas. You may likely have a different property manager for your needs as a Tenant. Please contact your Property Manager or Owner for your questions or needs.

The Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for the Villages at Chapel Hill. **Compliance with these Rules and Regulations is not voluntary.** Compliance includes not only property owners but also Residents and guests. Failure to comply may result in penalties, which could be monetary and/or loss of use of amenities.

- All Buildings/Units/Lots shall be occupied and used for "Residential" purposes. Commercial and non-residential uses are not permitted.
- All Residents must be registered with POA Management in order to obtain access to the common areas and parking permits. Property Owners must be current in the POA obligations for Residents to be given access and permits.
- Please refrain from asking employees of the Property Owner Association, landscapers and third party vendors to handle any concerns you may have. Please call your Property Manager or Property Owner.
- Do not change or alter any sprinkler heads, lighting, pool/spa or clubhouse thermostats, exercise room equipment or other apparatus belonging to the Association.
- No changes to ANY of the common areas are permitted. Examples include, but not limited to, plantings, trees or shrubs or tampering with utilities.
- Bicycles, skateboards, roller blades and skates MAY NOT be used on pedestrian pathways.

1.2 Parking and Use of Roadways on the Property

All motor vehicles owned or operated by Resident's must be registered with the POA Manager within 5 days of occupying an apartment home at the Villages

Guests may park in Visitor Parking only. Unauthorized vehicles will be towed at the vehicle owner's expense. In addition the following rules apply:

- The maximum speed limit throughout the Villages at Chapel Hill is 5 miles per hour.
- Pedestrians and bicycles have the right of way while standing, proceeding, or crossing streets within the property.
- All persons must hold a valid state driver's license to drive any motorized vehicle within the property.
- All vehicles must have current registration (tags) clearly posted.
- Utility, boats, camper or other type trailers, snowmobiles, mobile homes, RV, ATV, commercial vehicles, bus, truck (other than standard pickup truck) SHALL NOT be permitted to park on the property unless such vehicle is for construction, repair, of any Unit and / or building on the premises. No vehicle used as living quarters may be parked OR to remain within the property.
- All automobiles must use marked parking areas only. Automobiles shall be parked forward due to possible exhaust in units.
- Street legal and licensed motorcycles are allowed and MUST BE parked in parking stall only.
- Inoperative Vehicles: Vehicles that are (a) inoperative for 7 days or more days, or (b) fail to display a current license plate SHALL NOT be parked on the property. If the vehicle is not removed after twenty-four (24) hours written notice, the Board or Management will do so at the risk of and expense of the owner.
- Residents / Owners with autos leaking excessive oil or other chemicals will be responsible for the cost of clean-up and removal of residue and / or stains.
- Auto maintenance of any nature whatsoever is not permitted on property.

1.3 Pets

In the event the Property Owner for your 4 plex allows pets, pet owners are responsible for the maintenance and control of their pets. The POA will allow a maximum of one (1) domesticated dog and one (1) domesticated indoor cat per unit. Dangerous breeds are not allowed on the property. Dogs and cats cannot exceed twenty (20) pounds. All pets MUST BE registered with the POA Management office and all pet owners must comply with the following rules:

- It is the pet owner's obligation to dispose of waste materials from pets. Failure to pick up after the animals will result in corrective action. ALL DOGS AND CATS MUST

BE ON LEASHES OR SIMILARLY RESTRAINED WHENEVER OUTDOORS AND ON THE PROPERTY. This includes all entries, patios and balconies, parking and grassy areas.

- EXCESSIVE AND CONSISTENT BARKING WILL BE CONSIDERED A NUISANCE. Pet owner will be notified by Association Management of any complaints. Pets can be considered a nuisance when any act or acts of the animal or its owner annoys or disturbs the rights and privileges common to the public
- For the safety and protection, pets are NOT allowed in the playground / basketball areas / pool / clubhouse.
- Pet birds, insects, poultry, reptiles, rodents or rabbits are not permitted on the property.
- Pet owners will be responsible for any personal or property damage caused by their pet.
- The Board of Directors / POA Management shall have the right to order the removal of any pet, which is considered a nuisance or threat.

1.4 Use of Pool and Hot Tub

****Important Note: There is no lifeguard on duty****

The use of the pool / hot tub area is limited to only those persons authorized to be at The Villages at Chapel Hill, including Residents and their invited guests up to two at anytime. All unauthorized persons violating this rule will be subject to immediate termination of access to pool / hot tub, at the discretion of the POA Management. The pool / hot tub may be closed for maintenance or repairs, anytime at the discretion of the POA Management. **In addition to the posted rules, the following rules must be adhered to at all times.**

The hours for the use of pool and hot tub areas will be posted at the clubhouse and on the pool gates. The Pool and hot tub will be closed for the winter season on or about Labor Day and reopen on or about Memorial Day weekend. Any additional use must have special permission from the Association Office.

- Use of pools by children pursuant to Washington State Law:
- No children under fourteen (14) are allowed in any pool area unless accompanied and supervised by an adult.
- Children under the age of two (2) years old and not "potty" trained or in diapers SHALL NOT be allowed in pool or hot tub.
- Please take a shower before entering the pool / hot tub. Remove suntan oils and lotions before entering pool / hot tub due to possible damage to pool filters.

- Absolutely no food, glass or alcoholic beverages may be taken into the pool / hot tub area. All other beverages must be in plastic containers.
- No Smoking allowed in or within 25 feet of the pool / hot tub area.
- Pool deck furniture may not be removed from these areas.
- No electronic equipment while in the Pool and Hot Tub. All music devices must be used with headphones only for the enjoyment of others.
- Please use towels to cover poolside chairs and lounges to protect furniture from damage caused by suntan oils and lotions.
- Be considerate of other swimmers if using floating devices. No air mattresses, inner tubes or other item used in rivers or lakes are permitted.
- Be considerate of noise and adjacent buildings
- Maximum capacity for the Hot Tub is six (6) persons. 15-minute limit is recommended. It is recommended that persons under the age of six not use the Hot Tub at any time.

1.5 Use of Clubhouse

The Clubhouse is maintained for the use and enjoyment of the owners and Residents of the Villages at Chapel Hill. We ask your cooperation in following the guideline for the use of the clubhouse. The POA management reserves the right to refuse the use of the clubhouse amenities to Owners / Residents or their guests who do not follow these rules.

- Resident's apartment rent and Owner's POA assessments and obligations must be current, with no outstanding items or charges otherwise the access to the clubhouse will be terminated.
- Clubhouse hours will be determined by the Board of Directors of the Association.
- There shall be no alcohol in the Clubhouse at anytime.
- No one under the age of 16 is allowed in the clubhouse without an adult.
- No smoking allowed within 25 feet of the clubhouse
- No running, horseplay or boisterous behavior allowed in the clubhouse. Do not rearrange the furniture
- Dispose of all trash and turn off lights upon leaving.
- Private events will be limited to 3 hours and must be reserved in advance with the POA management. Charges for the private use will be determined at the time of scheduling.

1.6 Use of Fitness Room / Exercise Equipment

The Villages at Chapel Hill, does not provide any physical fitness instruction or training for the use of the exercise equipment and is used at the users risk.

- No one under 18 years of age may use the exercise equipment or be in the exercise room
- No guest of any Property Owner/Resident shall be authorized or allowed in the exercise room at any time.
- Property Owner/Resident must sign a waiver provided by the Property Owners Association prior to utilizing the equipment.

1.7 Satellite Dishes and Antennae (Radio & TV)

***See attached contact / phone list for appropriate
service provider phone numbers**

The Board has secured a single source provider for the property that will provide ALL satellite services including high definition. All Residents will have the option of using the Charter Cable Service OR working with the authorized satellite service provider, Columbia Basin Satellite. Columbia Basin will work directly with Residents, Property Managers and Property Owners on service and will place a dish on buildings at the approved location.

Property Managers and Property Owners ARE responsible for working directly with the single source provider. The appropriate Property Owners, Resident and/or Property Manager will be held accountable should this guideline not be followed and damages occur to the common area of the property.

- Satellite dishes should not exceed twenty-four (24) inches in diameter unless approved otherwise by the ARC committee.
- Location of the dish has been approved by the ARC committee in advance and will be placed in a location in which the dish is best suitable for aesthetics and signal.
- No Property Owner or Resident may be permitted to construct, use, or operate his own external radio or other electronic antenna.

1.8 Trash and Garbage Disposal

Trash pick-up is on Monday and Thursday and there are Five (5) disposal areas located throughout the property. These rules are intended for Property Owners and Residents

- Garbage MUST be in sealed plastic bags. Do not place loose trash into dumpsters.
- Breakdown cardboard boxes prior to placing in dumpster.
- If the dumpster nearest your apartment is full, place trash in the next closest dumpster available.
- Furniture shall not be placed in or near the dumpsters. Resident is responsible for arranging for proper removal of these items.
- If remodeling results in excess trash, the Resident must arrange with BASIN DISPOSAL CO. for removal. This will be an additional charge and the Resident will be responsible for the cost.
- Construction materials such as paint, old appliances, rugs, misc., may NEVER be placed in any dumpster. All construction debris must be disposed of in the appropriate manner. This is the Property Owner's responsibility and failure to comply will result in the incurred expenses plus fees assessed by the Association.

1.9 Neighborhood Watch

The Villages at Chapel Hill is an active participant in the national Neighborhood Watch Program. If you would like to participate in the committee or would like further information, please contact the POA Management.

1.10 Noise, Nuisance, Vandalism

No noxious, illegal, or offensive activities shall be carried on in any Lot, or in any part of the property, nor shall anything be done thereon which maybe or may become an annoyance or a nuisance to or which may in any way interfere with the quiet enjoyment of each of Property Owner or Resident of their respective lot. This includes, but is not limited to loud noise, music, power tools, musical instruments, televisions, radios, stereos, automobiles, motorcycles and/or animals.

Residents disturbed by excessive or persistent noise at any time should report the violations immediately to the police. Property Owners are held legally responsible for any disturbance created by themselves, their guests, Residents, or guests of Residents.

In the event Residents are required to contact the police or Property Manager/Property Owner about a noise problem, the POA Management should be notified as well. The Association will keep a record of noise complaints and will take action against an owner if noise is a repeated problem. All Residents have the right to a quiet neighborhood.

1.11 Window Coverings

Any window or patio coverings must be complimentary to the property. The ARC approved window coverings are white and minimum of 1" and maximum of 2" horizontal blinds on all windows except patio doors which shall be white vertical blinds. Any deviation from this policy shall be approved in writing by the ARC. The use of paper, foil and any material which is not approved is prohibited.

1.12 Building Maintenance

BALCONIES, PATIOS, STAIRWELLS, ENTRY, LAWN / LANDSCAPE, COMMON AREAS

Property Owners and Residents shall maintain all balconies, patios, stairwells, entries and "common" grounds in a clean, neat and orderly condition and appearance. These areas ARE NOT intended as storage areas and are not to be used for storage at any time.

- All garbage, refuse, indoor furniture, clotheslines, hanging laundry, mops, cleaning supplies, debris and other unsightly articles are strictly NOT permitted in these areas.
- Plants, flowers, and other items MAY NOT extend beyond the patio, balcony, or into any walkway and / or common area. Toys must be stored inside the residence.
- Motorcycles or other motorized equipment ARE NOT to be parked or stored in the any of the above areas at any time. Bicycles and baby strollers are allowed but SHALL NOT block any doorway, stairwell, or sidewalk.
- The balconies and patios shall be used for patio furniture, planters, barbecues and bicycles only.
- Yard and patio sales are never allowed in any area of the complex.

The POA Management shall perform regular inspections of these areas and the Architectural Review Committee will determine if items are not suitable.

1.13 Useful Telephone Numbers

Police, Fire, Ambulance	911
Pasco Police – Non-emergency	(509) 545.3510
Poison Control	(509) 222.1222
Animal Control	(509) 545.3740
Hospitals:	
Lourdes Medical Center, Pasco	(509) 547.7704
Kennewick General Hospital, Kennewick	(509) 586.6111
Kadlec Medical Center, Richland	(509) 946.4611

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Utilities:

Electricity – Franklin PUD	(509)547.5591
Telephone – Qwest	(800) 475.7526
Satellite & HDTV – Columbia Basin Satellite**	(509) 737-9196
** exclusive satellite provider for the Villages.	
Cable TV & Internet – Charter	(866) 925.1484
Garbage Removal (large items) – Basin Disposal	(509) 547.2476

POA MANGEMENT:

EverStar Realty

1920 N. Pittsburgh Street, Suite A
Kennewick, WA 99336

Telephone: (509) 735.4042

Fax: (509) 735.4053

Debbie Cooper

email: debbie@EverStarRealty.com

Gayle Stack

email: gayle@EverStarRealty.com

1.14 Violation and Fine Schedule

In the event a violation of the CC & R's or the Rules and Regulations, the following fines and or suspension may occur:

All violations may carry a suspension of Key Card until violation is cured

	1st Notice	2nd Notice
Road and Parking Areas:		
Improper use of skateboards, roller blades, bikes, etc.	Reminder	\$50 fine
Parking violation in Handicapped, Road or Illegal	Reminder	\$50 fine / City Rules
Repairing Violation	Reminder	\$100 Fine
Water Use Violation	Reminder	\$100 Fine
Toxic Waste (Oil, Oily waste, etc.)	\$100 Fine & Clean Up Cost*	\$100 Fine*
Other violations as deemed by management	Reminder	\$100 Fine
Swimming Pools and Hot Tub Areas:		
Pool and Hot Tub Area Rules Violations	Reminder	\$50 Fine
Vandalism of Pool & Spa Area	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost
Restricted Items in Pool / (requiring the pool and Hot Tub to be shut down)	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost

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Pet Rules:

Violation of Number, Size or Type	Reminder	\$100 Fine
Registration Violation	Reminder	\$100 Fine
Location, Walking and Clean Up Violation	Reminder	\$100 Fine
Feeding or Releasing Stray Pets	Reminder	\$100 Fine
Noise / Nuisance Violation	Reminder	\$100 Fine
Unattended Animal on Balcony	Reminder	\$100 Fine
Damage to Common Area	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost

Clubhouse Rules:

Violation of hours of use	Reminder	\$100 Fine
Reserved Use Violations	Reminder	\$100 Fine
Unreserved Use Violations	Reminder	\$100 Fine
Smoking in Clubhouse	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost

Fitness Center Rules:

Violation of hours of use	Reminder	\$100 Fine
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
All other violations as deemed by management	Reminder	\$100 Fine

Satellite and Antennas Rules:

Installation other than preferred provider	\$100 Fine & Repair Cost*
All other violations	Reminder

Signage in Common Area Rule:

All signage in common area (not in window)	Reminder	\$100 Fine
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Architectural Review Rules:

Unapproved Alterations / Construction	\$200 Fine	\$500 Fine
Construction Work Hour Violations	Reminder	\$100 Fine
Construction Clean Up / Disposal Violations	Reminder	\$100 Fine
Non-Association worker restriction Violations	Reminder	\$100 Fine
Other violations	Reminder	\$100 Fine

Tenant Maintenance Rules"

Balconies, Patios, Stairwells, Entry, Lawn / Landscape, Common Area

All Violations	Reminder	\$100 Fine
Excessive Noise / Nuisance Violation	Reminder	\$100 Fine

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Vehicle Rules:

Vehicle Specification Violation	Reminder	
Non allowable vehicle Violation	\$100 Fine + Tow	
Speeding Violations (Strictly Enforced)	Reminder	\$100 Fine

Assessment / Collection Policy:

Attorney Fees	Collection Policy	
Late Payments	Collection Policy	
Lien Cost	Collection Policy	
NSF Checks	Cost & Mgt Cost	\$25 Fine & Mgt Costs

*Repair and Clean Up Cost includes actual cost of material and labor for repair.

**Timeframe should be 15 days maximum

***Daily fees of \$10 additional per day may be added to fine if non compliance (Up to Mgt)

Fees to be paid to The VCH POA

Please Note: This is not an all-inclusive list and may be modified by the Board of Directors without notice.

Certificate of Receipt of Resident Handbook

I acknowledge the receipt of my personal copy of The Villages at Chapel Hill Resident Handbook. I understand that this Handbook is intended to provide an overview of the rules and regulations for the Villages at Chapel Hill.

I understand that it is my responsibility to read this Handbook and abide by all rules and regulation contained herein. I am also responsible for providing my guest with a copy for their compliance.

I further agree that this Handbook does not imply a Landlord-Tenant relationship between The Villages at Chapel Hill Property Owners Association and the Resident.

Signature of Resident

Date

Signature of Resident

Date

Signature of Resident

Date