



Lakewood #9 Homeowners' Association

Homeowners' Handbook

Updated 2022



Lakewood #9 HOA
1861 E. Overland Road Ste. 110
Meridian, Idaho 83642

December 2022

On behalf of all the members of Lakewood #9 Homeowners' Association, 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 Homeowners' Handbook has been prepared for your use. It contains important information about Lakewood #9 including the organization and management of our homeowners' association, key protective covenants, and other items of interest and importance to you as a homeowner and member of our HOA.

Our common goal in Lakewood #9 HOA is very simple: to preserve and enhance the value and appeal of our neighborhood for those who own homes here.

We welcome your involvement in the homeowners' association and appreciate you taking time to read and follow the covenants and guidelines in this handbook. Your comments and questions are always welcome. Please contact our property manager any time with your thoughts and suggestions. Contact information is listed at the end of the handbook.

Sincerely,

The Board of Directors

Lakewood #9 HOA

LAKEWOOD #9 HOMEOWNERS' ASSOCIATION

The Homeowners' Association

All property owners within Lakewood #9 are members of the homeowners' association. Each year in March, members of the association gather at our annual meeting to elect members to the Board of Directors. The Board also meets monthly to manage the affairs of the association. Homeowners are welcome to attend any meeting to listen to the discussion. The date, time, and location of each Board meeting may be found in the previous month's Board meeting Minutes.

In addition to the Board, many play an important role in the Lakewood #9 HOA community through work on one or more of our committees. These include the Architectural Control Committee (ACC), Landscape Committee (LC), Pool Committee, and LC-led work days to help keep our community in good shape. Other committees may be established from time to time in an effort to tackle specific issues that arise within the HOA. All members of the Board and any committee serve as unpaid volunteers.

Homeowners' Assessments

Under authority in the CC&Rs, the homeowners' association levies and collects assessments from each homeowner. The annual homeowners' assessments cover costs such as maintenance of common areas, signs, utilities, neighborhood communications, management, and other operating expenses. Financial statements are prepared monthly and are posted to the owners' online portal. The annual assessment for each homeowner as of 1/1/2023 is \$2,412.00, billed monthly at \$201.00 due on the first day of each month throughout the year. Any increase of the monthly fee would begin on January 1st of that year. If you are unsure of how to pay your monthly fee, please contact the property manager.

Late Fee Policy

- When payment is 30 days past due: Late notice is sent to owner, and a \$30.00 late fee is assessed to owner's account.
- When payment is 60 days past due: Intent to Lien Notice is sent to owner, and a \$30.00 intent to lien fee is assessed to owner's account.
- When payment is 90 days past due: A lien is placed on the owner's property, and a \$125.00 lien fee (includes FedEx cost) is assessed to

owner's account (A Certified letter will be sent to the owner with a copy of the recorded lien.)

- When the outstanding balance is over \$300.00, a collection warning letter will be sent to the owner giving the owner 30 days to contact the property manager to make payment arrangements or to pay the delinquent amount. A \$35.00 collection warning fee is assessed to the owner's account.
- If the collection warning letter goes unanswered, and the account is not brought current, the account will be turned over to the collection process. A \$75.00 collection turnover fee is assessed to the owner's account. All ensuing legal costs are the responsibility of the owner and will be added to the owner's account.
- A \$30.00 late fee, plus 8% per annum of the assessment balance, will be charged each month the account continues to be past due.

COVENANTS, CONDITIONS, & RESTRICTIONS

Covenants, Conditions, and Restrictions (CC&Rs)

All properties and common areas within Lakewood #9 HOA are guided by a set of CC&Rs. This legal document should be provided to each homeowner during financial closing, and each homeowner is required to abide by its conditions. If you do not have a copy of the CC&Rs, please contact the property manager to have a copy mailed to you.

Parking and Storage

Vehicles used for every day 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 park in marked spaces.

Boats, campers, trailers, motor homes, snowmobiles, motorcycles, watercraft, and other recreational vehicles must be parked in the garage or at an off-site storage facility. It is permissible to park your RV in your driveway for up to 24 hours for cleaning, loading, and unloading. 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.

Signs

No signs may be placed on any common area and may not be accompanied by sound or music.

Insurance

Lakewood #9 HOA only provides insurance on the common areas, pool house, and grounds. From the Lakewood #9 HOA CC&Rs:

Article VIII, Section 1 – Insurance: “The owners of every building dwelling unit located upon any part of said property shall at all times cause the same to be insured with broad form fire and extended coverage insurance for the full replacement value thereof, purchased through one or more companies selected by the Association, naming the Association as an “additional interest” and shall upon request cause the insurance company to furnish the Association with a certificate of insurance showing said insurance to be in effect.

In order to verify proper building coverage, Lakewood #9 HOA requires all owners to provide a copy of the insurance policy. A printout copy of your insurance policy will not suffice. Like your mortgage company, **the HOA must be listed as “additionally insured” or “additional interest”**, and a certificate must be sent to the property manager for tracking.

Rentals

If it becomes necessary to rent your home, please make sure your tenants have a copy of this handbook and the CC&Rs. Notify our property manager of the names and phone numbers for your tenants so they can be properly welcomed to the neighborhood and receive newsletters and notices.

Please make sure the Lakewood #9 HOA property manager has a name and contact number for whomever is managing your rental in case there are any problems that need to be taken care of promptly.

Remember that no “For Rent” signs may be placed in common areas.

Landscape Maintenance

The level and quality of landscape maintenance in our HOA is an important component of our neighborhood appeal. The HOA provides maintenance of trees, shrubs, and grass in all common areas. Please note that the planting bed around each unit’s foundation is the responsibility of the owner to weed and maintain. The planting bed strip between the driveways will be weeded and maintained by the HOA unless a homeowner, with adjoining homeowner’s approval, contacts the property manager to request control of that strip. Additional guidelines are attached to this handbook.

Our landscape committee is a great source in helping keep our property safe and beautiful. Please contact the Board if you would like to be a part of this committee.

Garbage/Recycling/Compost Bins

Our garbage day is Thursday with alternating weeks for recycling. Please use the “orange” city schedule for our recycling weeks. Bins should be placed along the drive near your home. Check with your neighbors for the specific area used for bins for your pod. Do not place bins or recycling bags on the sidewalks. Bins should be placed out Wednesday evenings or Thursday mornings and should be returned to your home after collection by Thursday evening. If you are going to be away, plan to make arrangements for someone to put your bins out and return them to your garage or within your enclosed patio on schedule so bins are not left out on the drive outside of our schedule. Bins are to be stored out of sight.

Snow Removal

Snow removal for Lakewood #9 HOA is provided for streets, parking lots, driveways, and sidewalks to front doors when there is snow accumulation of 3 inches or more. Do NOT use granular or liquid melt on any sidewalk or driveway surface as it causes concrete deterioration. Kitty litter or sand are the approved materials to reduce slipping on icy walkways and driveways.

Neighborhood Complaints

Complaints about neighbors will be addressed on an individual basis by the property manager. If you have a problem with a neighbor, please attempt to come to a solution between you and that neighbor before involving the property manager.

If no solution can be found, complaints should be made in writing to the property manager for record keeping and documentation. Anonymous complaints will not be addressed. The identity of a member who complains about a neighbor will be kept confidential. Email any complaints with as much detail as possible and a contact phone number to amber@ironeaglepm.com.

- Music / Noise – Please keep radio and music device volume low if used outside. Ear buds and head phones are an easy solution. Loud or boisterous outside activities should be avoided at all times in keeping with noise ordinances and our covenants.
- Pet Etiquette – Pets must be on leash and under control at all times when outside the confines of fenced areas of your yard. Cats should not be allowed to roam free at any time. Pet litter must be removed immediately by the pet owner. Barking and pet nuisances should be reported promptly to the police, not to the property manager.

Neighborhood Safety

The speed limit in all sections of our neighborhood is 20 mph. Violators should be reported promptly to the police, noting the vehicle identification and license plate number.

- 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 the streets for any type of play including basketball, street hockey, and other sports.

Covenant Enforcement Procedure

All members of Lakewood #9 HOA have acknowledged and, by acceptance of a deed to their homes, have agreed to abide by the CC&Rs.

Any Lakewood #9 HOA homeowner, or any authorized agent, may initiate a violation complaint. If the Board, or authorized agent, determines a violation of the governing documents has occurred, the following actions will be taken:

Step One – The property manager enters a note of the violation in the Covenant Enforcement Log and flags your account. No other action will be taken at this time. If the compliance issue has not been corrected by the next drive through inspection, a courtesy letter will be sent. This courtesy letter is your chance to respond and correct the issue without penalty. However, if the problem goes unresolved, we move to the next step.

Step Two – If the violation is not corrected within ten days after a letter has been sent, and the homeowner has not contacted the property manager within the ten days with a plan for correction, the homeowner will receive a second letter asking for the violation to be remedied.

Step Three – If the homeowner is unresponsive or unwilling to correct the issue, the matter is turned over to the Board of Directors for follow up which will include a mandatory appearance at a Board hearing. Failure to appear will result in the matter being turned over to the HOA's attorney. Once a compliance issue is in the hands of the attorney, all attorney fees will be billed to the owner's account and collected by the attorney if not paid in full upon demand. The attorney will work with the Board and the property manager until the compliance issue is resolved.

Reoccurring Violation Action – Violations which are remedied but reoccur within 180 days will be treated as the same violation and subject to the stage in the violation remedy process that was in place prior to the initial remedy.

Architectural Specifications and Standards

Lakewood #9 HOA has an Architectural Control Committee (ACC) which helps homeowners make improvements to the outside of their property while adhering to the guidelines included in this handbook. The ACC Change Request Procedures and the ACC Change Request form, along with where to send the change request form, are included in this handbook. They are also available on the online portal. Here are a few guidelines.

- **Additions and Modifications:** Any addition or modification to the exterior of any home requires prior approval of the Architectural Control Committee. This includes walls, roofs, windows and awnings, fences, decks, patio cover, and landscaping. In general, an addition or change will be considered for approval on the basis of its consistency with existing structures and with the architectural standards included in this handbook. Full plans and specifications must be submitted for approval before any construction begins on any addition to any home, and the work must be completed within 180 days after receiving approval.
- **Exterior Antennas** – No outside antennas or receiving devices shall be installed on any residential lot or the exterior of any residence without approval by the ACC.

Pool

Our pool is a wonderful addition to our common areas. We invite you to enjoy the pool, but we ask you to adhere to the pool rules included in this handbook and posted on the pool house wall. Failure to follow the rules may result in the loss of privilege of being able to use the pool.

A pool key should have been left for you by the previous owner of your home. If you need a pool key upon purchasing your home, please contact the property manager. Should you lose your pool key, a replacement may be purchased from the property manager for \$25.00. Pool keys should not be loaned to family members not living on the property or to friends.

Contact Information

- Property Manager
 - Amber Holtz
 - amber@ironeaglepm.com
 - 208-336-8888
 - 1861 E. Overland Road Ste. 110 Meridian, ID 83642
- Board of Directors
 - Send communication to the Board via the property manager listed above.
- Boise City Police Department
 - 208-570-6000 (general questions)
 - 208-377-6700 (non-emergency dispatch/request officer)
 - 911 (emergency)

Information and Forms

- Pool Rules
- ACC Procedures
- ACC Change Request Form (2 pages)
- Private Patio/PAMA Planting Policy and Guidelines
- Property Map

Pool Rules

Pool Hours: Open 7:00 A.M. – 10:00 P.M.

No Lifeguard on Duty: Swim at your own risk!

Entrance to the pool area implies agreement to the following Pool Rules:

- Private Pool: For the use of Residents & Owners (and guests) only
- Guests: Must be accompanied by a resident/owner at all times
 - 4 guests maximum per household
 - Pool keys must not be loaned/given to non-residents
- Pool Safety:
 - No unsafe behavior including: diving, running, rough play, pushing, or excessive splashing
 - No foul or unwelcoming language
 - No glass, alcohol, smoking, firearms, or pets
- Children: 14 years of age and younger must have adult supervision. No diapers in pool except swim diapers.
- Lap Swimming: 2:00 – 3:00 P.M.: Please allow for peaceful activities of pool during these hours.
- Pool Equipment (ie. furniture and pool toys) Not to be removed from premise or used inappropriately. Must be returned to original location. No large toys/flotation devices in pool.
- Swim Apparel: Must wear swimwear in pool, no inappropriate clothing (i.e. jeans and t-shirts). Please tie back hair to help maintain pool & pump.
- Personal Items: Cannot be stored in pool area. Pack out everything you bring in.

All Residents Welcome!

Be kind and welcoming to other swimmers to maintain a harmonious atmosphere in our wonderful community.

- Closing for Safety: Property Management reserves the right to close pool when necessary for safety (examples - pool contamination, dangerous weather)
- Accidents (human waste, vomit): Leave pool and notify Property Management immediately. Do not use pool until properly cleaned & treated.
- Keep pool gate locked upon Entry & Exit. DO NOT open gate to anyone without a pool key.
- Violations: HOA Board and Property Management reserve the right to revoke pool access for violation of pool rules, exceeding maximum number of guests, or delinquency of dues.
 - Any damage caused at pool will be billed to the responsible resident.
 - Entrance outside of pool hours is trespassing and can involve police citation
- All pool concerns shall be directed to Property Management. Call (208) 906-0638.

Lakewood #9 HOA - ACC Procedure for Homeowner Change Requests

- I. Homeowner completes a change request form obtained from *PMC's website or HOA Handbook.
- II. Homeowner sends form to PMC where date/time received is recorded on the form. Process/time frame now must be consistent with CC&Rs. If a Board or **ACC member receives a request form, that person sends it to PMC. Contact information for sending this request is listed at the bottom of the Lakewood #9 ACC Request Form.
- III. PMC forwards the request to the 3 ACC members. PMC emails the homeowner that the request has been received and forwarded to the ACC.
 - A. ACC files the form, by address, in its permanent files.
 - B. ACC reviews the request, compares the details to the CC&Rs and the HOA Architectural Control Guidelines.
 - C. ACC contacts homeowner if there are any further questions.
 - D. ACC reviews the site, with or without homeowner presence, to consider standards, design, color, dimensions, location, chosen contractor, etc.
 - E. ACC leaves signed form with homeowner or at front door notifying homeowner that site has been reviewed.
 - F. ACC votes to approve or deny the homeowner's change request.
 - 1. APPROVED:**
 - a. ACC's decision is sent to PMC and Board president and is recorded in ACC's permanent files.
 - b. PMC informs homeowner in writing of change request approval.
 - c. Homeowner has 120 days to begin the work, and the work must be completed in 180 days.
 - 2. DENIED:**
 - a. ACC's decision is sent to PMC and Board president and is recorded in ACC's permanent files.
 - b. PMC informs homeowner in writing of change request denial explaining that the denial is being sent to the Board for further consideration. Let the homeowner know that they will be contacted again by PMC after the Board reviews the request.
 - c. Change request is now transferred to the Board for further consideration.
- IV. The Board reviews the change request and the ACC's denial of the request.
 - A. Board may affirm denial of all, or part of, the request, request more information, or suggest options.
 - B. Board may reverse all or part of the ACC's denial of the request.
 - C. Board may decide to proceed with further action.
 - D. Board informs ACC and PMC of its decision.
- V. PMC informs homeowner in writing of the Board's final decision and records the final decision in its homeowner address files.

* PMC = Property Management Company

**ACC = Architectural Control Committee

In case of any conflict, the CC&Rs prevail.

All decisions are, and have been, retained in ACC's hard copy files by address. 9/2021

Lakewood HOA #9 ACC Change Request Form (Page 1)

Date Submitted: _____ (120 days to start project – 180 days to finish project)

Homeowner’s Name: _____

Address: _____

Phone: _____ Email: _____

Estimated Start Date: _____ Estimated End Date: _____

Contractor: _____

Type of Change Approval Requested:

- _____ Windows _____ Window Box _____ Storm Door
- _____ Front Door _____ Patio Door _____ Garage Door
- _____ Fence _____ Patio/Deck _____ Outside Light Fixture
- _____ Handrail _____ Color _____ Landscaping
- _____ Other

Detailed Description of Request: Please review the Architectural Guidelines posted on the Iron Eagle portal and in the HOA Handbook. Include pictures, measurements, and provide as much detail as possible in your request. Attach a diagram if helpful showing the placement, design, and color for which you are requesting approval.

****** See next page, please! ******



Lakewood HOA #9 ACC Change Request Form (Page 2)

Forward your Request:

Email to: amber@ironeaglepm.com

Mail to: Iron Eagle Property Management
1861 E. Overland Road Ste. 110
Meridian, ID 83642

Homeowner Please Continue:

Date Submitted: _____

Homeowner's Name: _____

Which type of change did you check on the front?

***** **For ACC Use** *****

Date Iron Eagle Received Request _____ (30 days starts on this date.)

Time Iron Eagle Received Request _____

_____ Request Approved

_____ Request Denied

If request is denied, why?

ACC Member Signature

Date _____ Time _____



Lakewood HOA #9 – Shrub/Tree/Planting

Private Patio/PAMA Planting Policy and Guidelines

Objective:

Lakewood HOA #9 strives to maintain an attractive and harmonious appearance of our property which supports, maintains, and enhances the value of our homes. Additionally, Lakewood HOA #9 wants to avoid plantings and other landscaping which might present a hazard or danger to residents, guests, or structures. A Landscape Committee (LC) was created to help guide and monitor landscaping maintenance and improvements.

Definitions:

- **Private Areas** – Those areas designated on the county plat map as the land on which the tax valuation of the property is based.
- **PAMA** – (Private Area Maintained by the Association) is the portion of each lot surrounding the home not covered by the driveway, sidewalk, or patio/deck and not enclosed in a fence. Homeowners may request the HOA not to maintain the PAMA adjacent to their home. In such cases, the homeowners are responsible for planting, weeding, thinning, and pruning all vegetation on their lot. If they do not maintain their vegetation, the HOA will request the landscapers do it for them. All owner upgrades to the PAMA are at owner's expense.

Expectations:

- All plantings of trees/shrubs/vines must be approved by the ACC (Architectural Control Committee) before planting.
- Homeowner plantings in the private/PAMA areas around their home are at the owner's expense.
- Trees/bushes cannot interfere with water, sewer, cable/utility lines, or permanent walls. Repair to any damage caused by the owner's plantings will be at the owner's expense.
- It is the owner's responsibility to water plants in the private patio and any PAMA in which they have taken planting control. Existing sprinklers will not be extended, or tapped into, to accommodate private plantings.
- Selection of plants and ground cover in PAMA is at the discretion of the HOA. However, homeowners are welcome to plant flowerbeds that add beauty to the property. Homeowners will maintain their flowerbeds.
- Planting of ivy is not allowed as it damages siding. Vines which climb by tendrils are allowed if supported by a trellis or another plant. Vines must not make contact with the home. Existing ivy should be removed.
- Placement of ornamental rock must be approved by the ACC and pose no impediment to landscaping maintenance such as mowing, trimming, and edging. Use of trim to keep small rocks from spreading is encouraged.
- Any trees/shrubs not meeting the criteria in these guidelines will need to be removed at the expense of the owner.

Continued ...

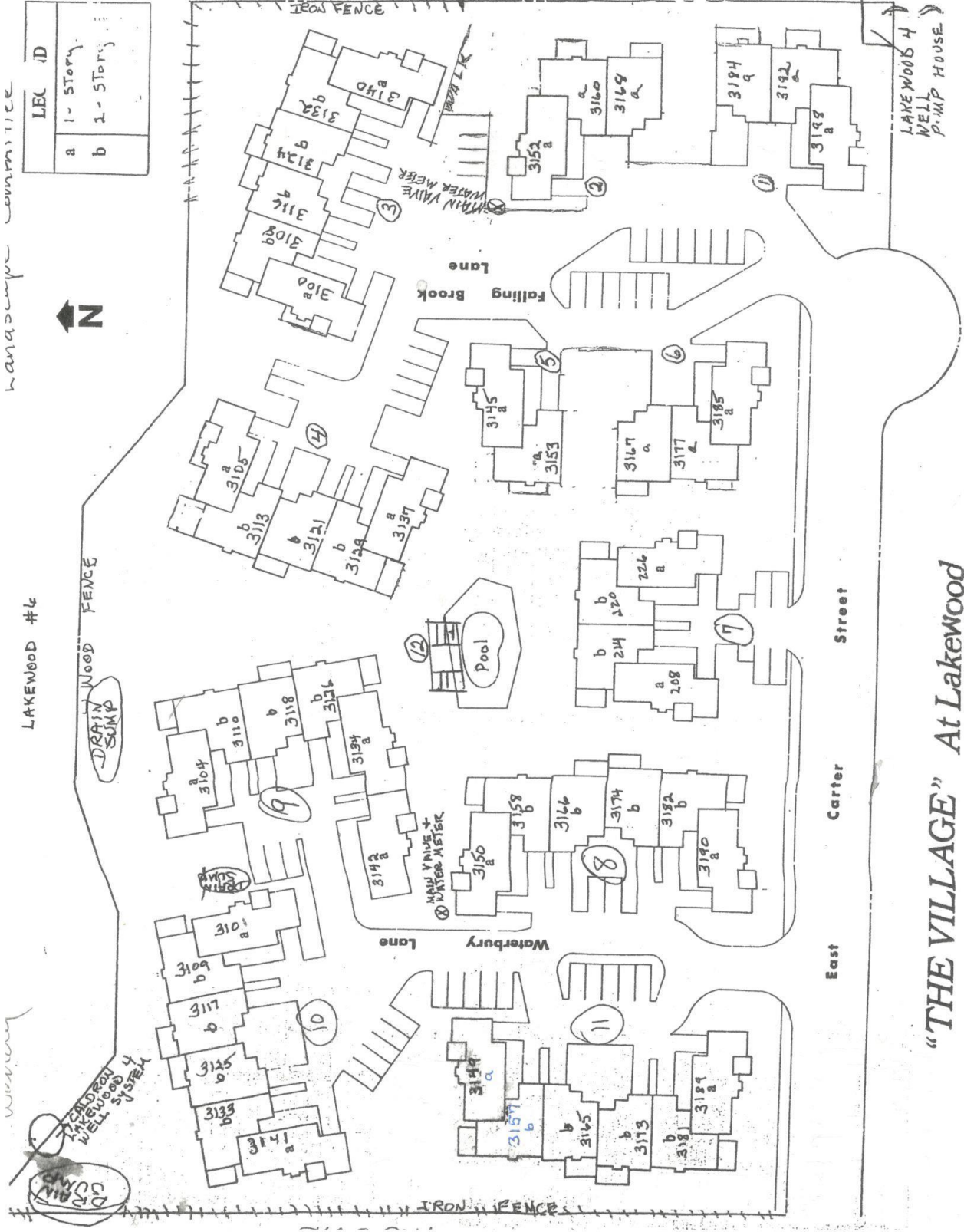
Planting Guidelines

Only dwarf size trees/shrubs may be planted in private/PAMA areas. These should not exceed the height of the privacy fence (app. 5 ft.).

- Plantings of trees/shrubs must be at least 2 ft. from any permanent wall.
- Choose drought-tolerant and heat-tolerant plants.
- Choose plants that are non-toxic to humans and animals and will not damage property.
- Choose trees/shrubs that can be pruned to keep them away from siding where they might cause damage.
- When choosing a tree/shrub, consider soil condition, size at maturity, light exposure, watering needs, and disease resistance.

Thank you, Lakewood HOA #9 – Board of Directors

*****See Back Page for Map of the Property*****



"THE VILLAGE" At Lakewood