Introduction

This Handbook was prepared by the Board of Directors of The Village Condominium Owners, Inc. to serve as a quick source of general information about the community including a summary of the rules, regulations, policies and guidelines by which we all live. The rules, regulations and policies are partly from the Declaration, which have been adopted by vote of the membership, and partly adopted by action of the Board of Directors. This is not a substitute for the Declaration and its subparts, which should be read and understood by every Homeowner. In the event of a conflict between this Handbook and the Declaration, the Declaration is the controlling document.

How is the Association Governed? What Does the Board of Directors Do?

The Village Condominium Owners, Inc. is the legal name of the association that is incorporated under, and governed by, the State of Idaho. We operate the same as all other non-profit corporations. The Legislature has passed laws that outline how we are to operate and includes protections for our ability to make rules, but at the same time provide for protection for the homeowners to prevent misconduct on the part of any governing body.

The Village’s governing documents consist of the Declaration, the Articles of Incorporation, the Bylaws and other Exhibits to the Declaration, as well any rules, regulations, policies or guidelines that may have been promulgated by the Board from time to time. These documents, along with State of Idaho Statutes, City and other local laws and Ordinances govern our existence.

A non-profit corporation is just like any other corporation except for the taxing procedures. Each Owner is a “stockholder” in the corporation and gets to vote at each full membership meeting. (Such as the Annual Meeting held in the fall each year to elect 1/3 of the Board) Each month, the Board of Directors, made up of 9 elected members, meets and makes the routine decisions that make up 95% of the business of the Corporation. Non-board members may not vote at these meetings, but these meetings are always open to the membership and members are normally permitted to speak for or against a certain proposal.

The homeowners have protection in the documents that provide for the calling of special meetings of the full membership, nominating board members from the floor at the annual meeting, or showing up at a regular Board meeting in numbers showing large dissatisfaction with the decision in question.

The Board deals with all financial matters of the Association (setting dues, authorizing expenditures, writing and adopting policy, rules, regulations, procedures, overseeing maintenance and landscaping issues, managing the common areas such as the clubhouse and pool, setting up and operating activities, maintaining security, protecting architectural requirements, etc.

The Board is authorized to set up a number of committees that owners are encouraged to serve on. If you are interested in serving on one or more of these committees, please contact the Chairperson.

This is a short version of how we are governed. If you have specific questions about the governing procedure, feel free to contact the President, Secretary or any Board Member.

Board of Directors Meetings: 2nd Tuesday of each month, 7:00pm, Village Clubhouse
Rules and Regulations

Purpose: To establish rules that will preserve our asset (the community), control operating and maintenance costs, and provide for a harmonious living environment for all residents. The condominium homeowner association industry recognizes that a source of a home’s resale value lies in the well-kept and uniform appearance of the entire community, and it is to these ends that your Board, pursuant to the Declaration, adopted these rules and regulations. The Board may amend the rules and regulations from time to time, as conditions change, but cannot circumvent any policy set forth by the Declaration.

Non-Compliance: When rules are broken and are brought to the attention of the Board, the Declaration, and written policy, provides the Board with various avenues for enforcement. Depending on the type and severity of the infraction, the responsible Resident Owner may be given verbal or written notice of the violation and that notice may include a fine and/or loss of Clubhouse and Pool privileges, or other allowable violation-appropriate measures may be imposed. The fines and removal of privileges may be determined by the Board on a case-by-case basis, or standards may be established by resolution and policy and then enforced by the Committees, all in accordance with the power given the Board in the governing documents.

Reporting an Infraction:
1. Almost all internal infractions of the rules and regulations are non-emergency types of issues and, as such, should be observed, recorded and then reported to the office during regular office hours. The office secretary will then log the complaint and pass the information to the appropriate Board or Committee member for consideration and action. Observer should gather complete information, including description of the infraction and the offending automobile-license / animal and owner, etc., time of day, location of infraction, and a photo if possible along with any other information that would assist the enforcement of the rules.
2. Unlawful or illegal activity should always be reported to the local City police immediately.
3. There may be a few instances when Village rules are being broken that are not ‘illegal’ but are more critical and time-sensitive and should be tended to immediately. In these cases, the resident observing the infraction should contact a member of the Security Committee or a Board member immediately. An example would be inappropriate activities or behavior and breaking of rules in the Pool, Clubhouse or other Common Area endangering others or destroying property.

Resident Registration: All new residents are required to register with the Association at the Village office. Registration includes a $65 registration fee and filling out a Registration Form that includes standard homeowner information, emergency or alternate contact information, automobile and pet information and a copy of the owner’s property deed. The owner will receive one passkey for the clubhouse and pool building and keys to their assigned mailbox as well as a copy of this Handbook and the Village Declaration and Bylaws. Updated homeowner registration information will be requested from all members from time to time.

Regular monthly assessments (often called ‘dues’) are set by the Board of Directors in accordance with the governing documents and are to be paid in advance at the Association Office on the 1st of each month. These assessments may be paid by check, cash, and automatic bank transfer; annually in a lump sum, or by other suitable arrangements. Delinquent dues may result in fines, interest charges and/or loss of privileges, in accordance with the governing documents.
Homeowner’s Insurance / HOA Hazard Insurance: The MRRRP will be particularly useful to your homeowner’s insurance agent in determining your condo owner’s insurance coverage. One of the useful pieces of information that is shown in this document and will be important to your agent is that the Living Unit (what YOU own and should insure) is everything inside the unit INCLUDING the sheetrock and painted surfaces. (Clarification: Any stud walls and any utilities or other materials inside any stud walls, including those inside the bounds of the Unit, is Common Area and is the responsibility of the HOA, not the Homeowner. The HOA’s hazard insurance, in the case of fire or other insurable disaster or accident, will cover all things damaged that are Common. Unit is defined as all space, sheetrock in. (Declaration Paragraph 2.1)

Note to New Unit Owners, Current Unit Owners and those Unit Owners who are planning to sell their unit: New homeowners should take special note of the Architectural Changes Guidelines. New and current homeowners or those contemplating a purchase in the Village need to be fully aware of the restrictions and requirements to make renovations or changes to their unit, including the requirements for obtaining a City of Coeur d’Alene building permit, if applicable. Current Unit Owners who are considering selling their Unit need to be aware that there may be issues in the Unit that are brought to their attention during the home inspection that will require a licensed contractor such as plumber, HVAC, electrician, etc. The items found during the home inspection will need to be fixed before closing so there will be urgency on the Unit Owner to respond quickly. If any of those repairs include contact with Common Area (studs, floor or ceiling joists) the HOA must be notified. The HOA will require a copy of the Home Inspection Report in all cases, along with information on the resolution of any issues that fall into the above-mentioned category.

Architectural Changes Guidelines: The adopted Architectural Control Policy in conjunction with the Maintenance, Repair and Replacement Responsibilities Policy (MRRRP) spell out in detail the regulations and processes in place to assist the Association and the homeowners understand and adhere to architectural control restrictions that are essential to create, preserve and assure that our community is attractive, livable and that our property values are protected. Following is a summary of the process and general guidelines based on the adopted Architectural Control Policy and Guidelines, as well as other adopted governing documents.

To assist in visualizing and understanding the Common Area vs the Living Unit Area boundaries as it applies to homeowner additions, improvements, changes or repairs:

1. First, recognize that **ALL stud walls, ceiling joists and floor joists, inside and outside of your Unit, are Common Area (HOA responsibility) as well as ANYTHING inside those stud walls or joist areas, such as pipes, electrical wiring, electrical plug, switch and light boxes, insulation, etc.** *(These stud walls include closet stud walls, bathroom stud walls, bedroom stud walls, etc.)* Note: The switches, plugs and light connections inside the electrical switch boxes, but behind the sheetrock belong to the Living Unit.

2. Second, understand that all space and material, including cabinets, wood trim, banisters, toilets, subflooring, carpet, light and fan fixtures, etc. including the sheetrock inside your Unit is Living Unit Area.

3. Visualize horizontal planes along the bottom of the ceiling joists on the top level and on the top and bottom of ceiling joists if there is a middle level in the Unit and then on the top of the floor joists or top of concrete if a slab foundation. Then visualize vertical planes that intersect with the horizontal planes, that are on the inside surface of every stud wall in your
unit between the studs and the sheetrock. This defines and separates the Common Area from the Living Unit Area.

Guidelines / Policies:

Items subject to these guidelines / policies and the Architectural Control Committee's control include, but are not limited to, alterations, improvements and repairs to the Living Unit that touch or affect Common and Limited Area, homeowner and Association responsibilities related to exterior appearance of the buildings and Common and Limited Common Area, exterior paints and stains, screens, doors, windows, awnings, flags, flag poles, decoration, antennas and satellite dishes, fences, patios, decks, etc.

1. Modifications, Additions, Improvements, Changes, Repairs to a Unit
   a. An Modification, Addition or Alteration Request Form must be submitted for Architectural Control Committee (ACC) review and approval when a Unit Owner wishes to make any additions, improvements, changes or repairs to, or connected to, **Common or Limited Common Area**, whether inside or outside the Unit boundaries. The changes must first be approved by the Association's Architectural Control Committee, in accordance with provisions of the Declaration and the Architectural Control Committee Guidelines. (Note: **ALL stud walls and materials within, whether inside or outside the Unit boundaries, are Common Area**)
   b. The committee will approve or deny the request based on the Declaration, the MRRRP, the Architectural Control Policy and ACC and/or Board decision.
   c. The ACC is required to respond to any written request within 30 days or the request will be considered approved.
   d. Any repairs, maintenance, installations or construction performed on, or connecting to, Common or Limited Common area, whether inside or outside the Unit, must be performed by an insured and State Licensed or State Registered contractor, where applicable.
   e. **Unit Owner is responsible for obtaining a City of Coeur d’Alene building permit (when required by the Code)** from the Building Department located at 710 E. Mullan Ave, Coeur d’Alene, in accordance with Section 105-Permits of the 2012 International Building Code (adopted by the City of Coeur d’Alene). Section 105-Permits can be reviewed in the HOA office.
   f. **Unit Owner is responsible for providing the Association office with copies of contractor’s registration / license and proof of Worker’s Compensation and Liability insurance, with the Village Condominium Owners, Inc. named as an additionally insured entity and a copy of the City of Coeur d’Alene issued building permit (when required) prior to a contractor commencing work on their behalf.**
   g. Association may require that Unit Owner stop contractor’s work until the required paperwork is submitted to the Association office.
   h. **All major construction work must be performed between 7 am and 6 pm daily. Please be sensitive towards your neighbors quite time needs during the remodel phase.**
   i. The Unit Owner is responsible for any damage or adverse affects to adjacent property caused by any construction under their control.
   j. Association is required to maintain copies of the proof of insurances, registration / license in the Unit files, copies of building permits and other related documents, including the internal application and HOA approvals.
   k. Any improvements or additions to Common Area or Limited Common Area made by the Unit Owner becomes Common or Limited Common Area and must be officially accepted by the HOA upon completion of the project. (Example: new stud
The Village Rules and Regulations Handbook

walls within the Unit boundaries will become Common, and a gazebo built in a patio/yard area will become Limited Common)

l. The Association has the authority to stop construction / installation of improvements, or require removal of improvements, that have not been approved or do not match the submitted application or do not meet the required standards.
m. Request Forms with design and material guidelines are listed in more detail and may be reviewed in the Architectural Control Policy and Guidelines document available in the Association office.

2. Decorative Items, Potted Plants, and Foreign Material
All Common Area, as well as Limited Common Area that is visible from the street, shall be free of any foreign material and Unit owner items unless given specific written permission from the ACC or Board of Directors.
a. Common Area is defined as all of the properties accept the Living Unit. For the purposes of clarification for this policy, Common Area and visible Limited Common Area includes, but is not limited to, all streets and rolled curbs, all lawn and landscaped areas, driveways and sidewalks.
b. Examples of items not allowed in the above described areas include, but are not limited to, yard ornaments, figurines, plastic flowers, lights, windmills, birdbaths, feeders, political signage, more than one real estate for sale sign, etc.
c. Only standard and normal window coverings shall be hung permanently in any window visible to the street or neighbors. Unit Owners may not use foil or other unintended window covering material in windows visible from outside the unit for more than 7 days (temporary).
d. Exceptions:
   1. Potted plants may be placed on the sidewalks, stoops and porches serving one unit. (Must be clear of landscaped area and lawns to accommodate lawn maintenance. Unit owner will be responsible for snow removal on sidewalks with planters and pots present.)
   2. Appropriate patio type furniture on stoops and porches serving one unit or those porches and decks in the Clusters that may be accessed from more than one unit.
   3. Tasteful hanging potted plants secured with adequate and appropriate hanging hooks.
   4. Appropriately installed and maintained balcony and porch rail planters.
   5. American flags and tasteful décor flags (1 only) appropriately hung on the building so as to not interfere with any pedestrian traffic. (Free standing flag poles are not allowed)
e. No items may be placed on the driveway or streets. These items will obstruct snow removal crews (i.e. potted plants or trees, etc.)
f. The HOA Board of Directors and the ACC retains the right to review and reject any item from the Exceptions list that is considered inappropriate, offensive, not maintained to a reasonable standard, installed without concern for the Common area or public safety. Removal will be at homeowner's expense.
g. Unit owners may apply to the Board of Directors to vary from these guidelines. Written permission for variances from the Board or the ACC must be present in the Living Unit files in the office at all times.

3. Limited Common Area Assessments
a. The Unit Owner is responsible for the repair and replacement of a Limited Common Area appurtenance (see Limited Common Area in chart in the MRRRP) that falls into disrepair or is damaged or is in some way below the standards of the Association.
b. The Unit Owner is responsible for any damage or adverse affects to adjacent property caused by any Limited Common Area appurtenance under their control.

c. If, after the Unit Owner has been duly notified by the Association and the Unit Owner does not rectify the problem or agree with the Association on a plan of action to mitigate the damage, the Association may obtain an estimate of the costs to repair or replace the appurtenance.

d. The Unit Owner may then be given the option of rectifying the situation themselves or the Association will have the work performed and the Unit Owner will be assessed for the costs.

4. Water Infiltration and Responsibilities

a. Unit Owner is responsible for reporting to the Association any signs of water / moisture infiltrating into the Unit and / or adjacent Common or Limited Common areas as soon as is reasonable and practical whether or not it is obvious where that moisture is originating.

b. In most cases, the source of the water infiltration is due to the failure of some part of the Common appurtenances – roof, vents, flashing, siding, plumbing inside the stud walls, etc. Ice dams and icicles also cause roofs and flashing to fail. Some Limited Common area appurtenance failures can also be the cause of water infiltration – windows and frames, doors and frames, etc.

c. The Association is ultimately responsible for determining the source or cause and then repairing the failed appurtenance if it is a Common area appurtenance that has failed.

d. The Unit Owner is responsible for repairing the failed appurtenance, under HOA oversight, if it is a Limited Common area appurtenance that has failed.

e. The responsibility for the repair of any subsequent adjacent damage due to the failure is that of the:
   i. Unit Owner if the damage is to the Living Unit,
   ii. Association if the damage is to the Common Area, and
   iii. Unit Owner (in conjunction with and in accordance with Association Guidelines) if the damage is to Limited Common area.

f. Reference the charts in the MRRRP, the Declaration and Exhibit E.

5. Water Infiltration and Immediate Mitigation Measures

a. Water Infiltration required immediate action to minimize or avoid damages.

b. This Rule is established to provide guidelines for immediate action, by the Association or by the Unit Owner, in order to minimize water infiltration damage as quickly as possible.

   i. Unit Owner attempt to determine the source of the leak or point of infiltration.

   ii. If a Unit Owner is unable to contact the Association or the contacted Association representative is unable to act on the water infiltration issue immediately, the Unit Owner is responsible for contacting one of the Association listed contractors (see the Association’s Contractor’s List) or choosing a licensed, insured contractor from the Yellow Pages or other source, and engaging them to help with immediate mitigation of the problem at hand. Examples: Roofers (for apparent roof leaks, including removal of ice dams and icicles), Plumbers (for apparent pipe leakage or frozen or broken pipes), etc.

   iii. Payment for the contractor’s services to attempt to stop the leaking or infiltration will need to be handled on a case by case basis. However, rule of thumb for these Unit Owner contacted contractors - they shall be paid by
the Unit Owner at the time of service, unless other arrangements can be made.

iv. If it is determined that the source of the infiltration is due to failure of Common Area appurtenances, the Unit Owner will be reimbursed for these immediate contractor costs by the Association.

v. Unit Owner should not attempt to repair the Common Area appurtenances or attempt to remove ice dams or icicles on their own – contact a professional.

6. Driveway Repair and Replacement – Limited Common Area
   a. Driveways are designated as Limited Common Area. Limited Common area is ‘owned’ by the Association but is the fiscal responsibility of the Unit Owner which it exclusively serves.
   b. Repair and replacement of driveways serving a single unit (Multi-Unit buildings) shall be covered by the following conditions:
      i. Decision regarding repair and replacement of driveways shall handled by the Association, however the Unit Owner will be notified and consulted with, and may have input into the decision, in conjunction with the Association. If there is disagreement, the Association’s decision will overrule.
      ii. The Association will be responsible for securing bids, overseeing the project and contractors and keeping the Unit Owner(s) informed about schedule and costs. The Association will assess the Unit Owner an agreed upon cost when costs are known or at the completion of the project.

Landscape Guidelines: The adopted Landscape Guidelines in conjunction with the MRRRP spells out guidelines related to the landscaping in our community, who is responsible and how the homeowners may share in the use and landscaping of the Common and Limited Common Area. The complete adopted guideline document is available in the Association office.

1. Each homeowner is responsible for maintaining the landscaping in the backyard area designated for the use of their single unit, fenced or not. (Limited Common Area)
2. Homeowners wishing to plant annuals and perennials at their own expense in the Common Area flower beds adjacent to their unit must get specific permission from the Landscape Committee.
3. Homeowner plantings should be visually harmonious and compatible with over all landscaping, as well as maintenance-compatible with other plantings. i.e. it should not require additional irrigation modifications or block existing irrigation patterns; however the homeowner may maintain and water the plantings themselves.
4. The Association ultimately remains responsible for oversight and/or maintenance of any Common Area and Limited Common Area regardless of who planted it. If any owner- planted landscaping elements are not maintained to a standard set by the Landscape Committee or if an owner-planted item results in additional costs for removal or damage to adjacent plantings, the Association may intervene and assess the homeowner for costs.
5. Yard ornaments such as figurines, plastic flowers, lights, windmills, bird baths, feeders should not be placed in landscape-maintained areas as they interfere with normal maintenance. Seasonal decoration is allowed but must be placed in such a manner as to not interfere with maintenance activity.
6. Homeowners are asked to refrain from communicating with the landscape contractor personnel. Please contact the Landscape Committee chair or office secretary with Landscape related requests, complaints or questions.
Snow Removal Guidelines: The adopted Snow Removal Guidelines in conjunction with the MRRRP spell out the snow removal guidelines in detail. Following is a list of guidelines that affect the homeowner. See the adopted documents for complete guidelines.

1. **General HOA Snow Removal Guidelines:**
   a. Only the Snow Removal Committee may make the determination when snow will be removed from the Village streets, driveways and sidewalks by the Association contractor. General rule is a 3” accumulation will trigger that decision.
   b. The Committee and the contractor will determine the order in which the snow will be removed to be most efficient and to maximize the storage of the snow.
   c. Homeowners are asked to refrain from communicating with the snow removal contractor. If there is a snow removal related issues that needs attention, please contact the Snow Removal Committee chair or designated representative.
   d. Homeowner’s may contract with a private contractor to have snow removed from their driveway and/or sidewalks at their own expense and in accordance with Item #2 of the MRRRP. Association must be notified of private contracts on an annual basis. Any private contractor damage to the landscaping, sprinkler system, concrete or other Common or Limited Common Area elements will be the responsibility of the homeowner. The Association may assess the homeowner for the costs involved to repair any private contractor damage. Private contractors may not interfere with the snow removal activity of the Association contractor.

2. **Unit Owner Snow Removal**
   a. The Association is responsible for removing snow, in accordance with Association’s Snow Removal Guidelines, from all streets, access ways, fire lanes and sidewalks serving multiple units, and various other Common areas, including roofs, as deemed necessary.
   b. The Association, by Board Policy, is removing snow, when needed and in accordance with Snow Removal Guidelines, from the driveways and front sidewalks, if any, serving a single unit. (This affects Multi-Unit buildings only). (Cluster Units do not have driveways or sidewalks serving a single unit). NOTE: This Board policy is an exception to the standard Limited Common Area Responsibilities according to the Declaration and may be re-evaluated by the Board at any time.
   c. Driveways and Sidewalks
      i. A Unit Owner may contract to have snow removed from their driveway and sidewalk at their own expense if they wish.
      ii. Notify Association and provide proof of Insurance in accordance with Rule #2 above, for the snow removal contractor that will be clearing your driveway.
      iii. Unit Owner will be held responsible for any damage done by their contractor to Association landscaping, irrigation system, curbing, street asphalt as well as any unreasonable damage to the concrete on the unit’s driveway.
   d. Roofs
      i. A Unit Owner may contract to have snow removed from their roof at their own expense if they wish.
      ii. In advance, notify Association and provide proof of Insurance in accordance with Rule #2 above, for the snow removal contractor that will be clearing your roof.
iii. Unit Owner will be responsible for moving any snow that is dropped from the roof onto areas that need to be cleared. Association snow removal contractor is not responsible for removing snow from the streets, driveways or sidewalks that is dropped from the roof by Unit Owner's contractor.

iv. Unit Owner will be held responsible for any damage done by their contractor to the roof, building and landscaping.

e. The Association will not compensate or reimburse any Unit Owner for removing, or contracting to remove, the snow from their roof, driveway or sidewalk, unless prior approval has been given by the Board.

3. ‘Winterizing’ Measures and Guidelines

f. Unit Owners shall be responsible for ‘winterizing’ their unit to help avoid costly damage to their Living Unit, their neighbor’s Living Unit and the Common and Limited Common Area.

g. Before winter weather sets in:
   i. Remove all hoses from the external hose bibs and assure that there are no additional valves attached to the end of the ‘frost valve’.
   ii. Have crawl space vent covers installed before freezing weather sets in. Remove the vent covers when the warm weather returns in the spring.

h. During the winter months:
   i. If you leave your condo over night or longer:
      1. Do not turn off the heating system. Leave the thermostat set at a reasonable temperature.
      2. Leave the lower cabinet doors at each of the sinks open to allow the house warmth to penetrate.
   ii. If leaving your condo for a longer period of time consider the following.
      1. Drain all water out of the pipes and leave faucets open
      2. Have a neighbor or friend check your unit regularly, especially if the temperatures are very low.
      3. Leave lower cabinet doors at sinks open.
   iii. If you are at home and the temperatures are forecasted to drop into the teens or lower, leave your lower cabinet doors at sinks open.
   iv. Leaving faucet trickling water is often recommended to keep the water moving in the pipes, therefore making it more difficult for the water to freeze, however consider the fact that if the drain pipe’s trap water was to freeze instead of the water pipes, the trickling water could overflow the sink and cause water damage as well.
   v. (Climbing on roofs is dangerous and removing ice dams and icicles can cause more damage to the roofs, flashing and shingles if not done properly. Unit Owners that do attempt to remove ice from their roofs will be responsible for additional damage caused by that removal, if any).

Parking Rules for Residents and Guests: The rules within the Village regarding parking are relatively simple, are easy to follow and will be enforced in accordance with the governing documents.

Regular Vehicle Parking
  1. No overnight parking on the streets allowed.
  2. No parking at any time in the marked bike / walking path or in front of a fire hydrant. (City Ordinance) or in front of the mailboxes, except to retrieve your mail.
  3. No parking in any access-way, alleyway, fire lane or where marked ‘No Parking’ (except for loading and unloading)
4. The marked parking spaces on Scotch Pine Lane and Whispering Pine Lane are for residents and guests of residents use; after the parking spaces assigned to each unit have been exhausted (i.e. homeowners and guests must use their garage and driveway first, before utilizing the marked parking spaces). A resident’s regular use of the marked parking spaces for their regular vehicles, when their garages and driveways are not being utilized may result in warnings and/or other infraction appropriate enforcement. Resident Owners are responsible for their guests and where they park. For 5 days or more, contact the Office for an authorized parking pass for your guest.

5. Marked parking area directly adjacent to the Clubhouse is designated for those visiting the clubhouse and pool.

6. If a homeowner has a special temporary parking need, contact the office or Security chairperson ahead of time for special permissions.

RV Vehicle Parking

1. All RV’s and non-operating vehicles, including but not limited to, autos being restored, autos in need mechanical assistance, off-road vehicles, motor homes, boats, campers and camper shells may not remain parked in the Village streets, driveways or marked parking spaces for longer than 48 hours.

2. If a homeowner has a special temporary parking need, contact the office or Security chairperson ahead of time for special permissions.

3. See RV Parking and Storage Space Rental Policy for additional information about RV Parking.

If a vehicle is parked in violation of these rules, the Association reserves the right to have that vehicle removed at the Resident Owner’s expense, though an attempt will be made to identify and locate the owner prior to towing.

Swimming Pool Rules: The pool is located in the clubhouse and is for the use of residents of the Village and their guests. The rules will be enforced in accordance with the governing documents. Security cameras are in use 24/7 in both the clubhouse and pool area, which can be used to support any fines or suspensions of privileges.

The pool is open 24 hours a day, 7 days a week, except at those times when, at the sole discretion of the Pool Committee it is deemed to be unsafe or unusable due to mechanical failure, chemical imbalance or cleaning, or maintenance and repair is required for whatever reason.

Who Can Use the Pool?

1. Any adult (18 years or older) who resides in the Village, whether they are the Resident Owner or an adult living with a Resident Owner, is considered a ‘resident’ for the purposes of these rules and therefore may use the pool, in accordance with these rules, if given permission by the responsible Resident Owner.

2. Special Pool Hours: ADULTS ONLY (18 years or older) 7:00 pm to 10:00 am. No children under age 18 allowed in pool area during the special pool hours.

3. All children under age 18 must be accompanied by a resident adult at all times.

4. EXCEPTION: Children who live in the Village age 16 and 17 may swim unaccompanied, but may not bring guests.

5. All guests (non residents) of any age MUST be accompanied by a resident adult.

6. Resident Owners may schedule to use the pool area for a pool party with the office ahead of time. (See Clubhouse / Pool Use section)

7. Scheduled pool parties cannot be exclusive, i.e. other Village residents may swim during a scheduled pool party if they wish.
8. All scheduled (reserved) parties in the pool area must end by 9:00 pm. (Children who are part of a scheduled pool party may participate in that party until 9:00 pm)

Pool Rules:
1. Children age 12 or under are NOT allowed in the hot tub at any time.
2. Food and glass beverage containers are NOT allowed in the pool area. (Food may be eaten on the patio area)
3. Running, jumping or diving is NOT allowed.
4. Loud music or disruptive behavior is NOT allowed.
5. Pets are NOT allowed in the pool area.
6. Children in diapers are NOT allowed in the pool or hot tub.
7. Smoking is NOT allowed inside the pool area or the Clubhouse.

Other Pool Considerations:
We ask your cooperation in the following matters:
1. Never lend your pool passkey to another owner, friend or guest. The Resident Owner assigned to the passkey is responsible and liable for all infractions of the rules or damage incurred during any person’s visit to the pool and clubhouse, which are identifiable by the pool, passkey electronic records.
2. Please do not wash your swimsuit in detergent. It remains in the fabric and can cause problems with the hot tub filters. Only regular swimwear is allowed in the pool and hot tub.
3. Lights and hot tub jets are on timers. Please allow them to shut off on their own. The under water pool light may be turned on, but please turn it off when you leave.
4. When leaving the pool area, replace the hot tub cover, turn off the radio and check ALL doors and windows to make sure they are locked, unless others are using the facility.
5. Be prepared to show your access key card and answer questions, if asked, to Security / Board members as they do their regular check ups on the clubhouse and pool.

Clubhouse / Pool Use: The Village Clubhouse is available for all Village homeowners and their guests to use. The following guidelines have been established to insure equitable access to all homeowners as well as to set forth some basic rules for reservations and facility use for all to abide by. Misuse or abuse of the facility will result in the responsible Resident Owner being warned, fined and/or facility privileges being suspended. Security cameras are in use 24/7 in both the clubhouse and pool area, which can be used to support any fines or suspensions of privileges.

Homeowner access to the building (Clubhouse and Pool) is controlled by an electronic pass key lock system so Village residents may access the facility at any time of the day or night. Resident Owners are issued one electronic passkey when they register. The pass key system records the pass key code every time it is used and may be used to identify the homeowners who are accessing the facility. The Resident Owner to whom the passkey is registered is responsible for their family, friends and guests behavior while using the facility.

Guidelines
1. Any Resident Owner in good standing may apply to schedule / reserve the clubhouse and/or pool in accordance with these rules and guidelines.
2. Resident Owner must be present during all scheduled or unscheduled activities in the facility.
3. A Clubhouse / Pool Reservation Form and deposit check must be submitted to the office secretary during regular office hours with at least 3 days allowed for processing and approval. Reservation forms are available in the Clubhouse by the bulletin board or from the office secretary. Review the calendar on the bulletin or call the office secretary for...
available dates and times. Reservations are on a first come, first served basis. DO NOT add your event to the calendar – only the office secretary or a Board member may fill in dates on the calendar after acceptance of the application.

4. A $50.00 refundable cleaning and damage deposit is required for each Clubhouse reservation. The entire facility, including the kitchen, the restrooms and floors throughout must be left in the same condition as they were found. Vacuum, mop, broom and cleaning supplies are available for use. Tables and chairs should be returned to how they were found. Cleaning or damage repair costs will be held out of the cleaning deposit. If the costs are more than $50, the Resident Owner will be billed for the excess.

5. The full deposit or remaining deposit, after expenses, will be returned to the homeowner as soon as compliance is determined by the office secretary or assigned Board member.

6. The occupancy limitation of the facility is 56 people. Do not plan events that may result in a larger number of participants.

7. A denied request or a disagreement regarding cleaning deposit refunds may be appealed to the Board in writing.

8. Homeowners may access and use the Clubhouse room without reservation IF there is nothing scheduled on the calendar (on the bulletin board) however they cannot exclude others from using it at the same time if it has not been reserved.

9. All pool rules apply, whether ordinary use or by reservation for a pool party.

10. There shall be no public advertising designed to draw outside attendees to a homeowner activity, party, or meeting, except when sponsored by the Association.

**Types of Activities in the Clubhouse:**

1. Association-sponsored and hosted activities, meetings, gatherings and parties.

2. Homeowner-hosted private parties, home product parties, meetings and gatherings (for their private invited guests).

3. Homeowner-organized and hosted events, parties, home product parties, meetings and gatherings for any Villagers and other invited guests. (Invitation flyers and posters in the Clubhouse permitted. Use the Village Directory and word of mouth to invite your neighbors.)

4. Homeowner organized and hosted regular social activities for Villagers and guests. The Association encourages homeowners to organize regular activities that might appeal to other Village residents – examples might be weekly or monthly card games – pinochle, bridge, poker, etc. – Bunco, Mahjong, Village Coffee Klatich, Village Book Club, or just about anything that is of interest to any group of homeowners. (Invitation / Notice flyers and posters in the Clubhouse permitted. Use the Village Directory and word of mouth to invite your neighbors.)

5. Homeowners may NOT reserve the Village facilities for the purpose of holding regular meetings/gatherings for outside social, political, service, youth and religious organizations.

6. Commercial or public sales programs, meetings or trainings are not permitted, except when sponsored by the Association.

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**‘Pets in the Village’ Rules:** The State of Idaho statutes and the City of Coeur d’Alene ordinances apply to all homeowners and pets inside the Village. Most of the rules listed below are not only rules that the Association has adopted, but are also City of Coeur d’Alene Ordinances.

**Pet Rules:**

1. All dogs must be licensed by the City of Coeur d’Alene.

2. All dogs must be kept on a leash and in full control of their owner at all times, when outside the unit or the fenced back yard area. (City Ordinance – Association Rule)
3. All pet owners are required to pick up all debris left by their dog on Common or Limited
Common Area. (City Ordinance – Association Rule)

4. No owner may harbor an animal that disturbs the peace and comfort of any reasonable
person or interferes with the reasonable and comfortable enjoyment of life or property.
(City Ordinance)

Other Pet Considerations:
1. Barking dogs are often a point of contention in close communities like the Village.
Sometimes the pet owners are unaware that their pet is annoying others and it is advised,
if possible and in a friendly way, to first advise the pet owner of the behavior of the animal
that is disturbing the peace. If the results are not satisfactory, report the infraction to the
Association as described above in ‘Reporting an Infraction’. As a last resort, and
sometimes the only recourse, contact the City of Coeur d’Alene Animal Control to lodge
your complaint. Remember, that harboring an animal that is disturbing the peace is an
infringement of a City law.
2. Cat owners are encouraged to be good neighbors and restrain their cat from roaming
freely in the Common Area and in other Village owners Limited Common Area.
3. Cat owners are encouraged to license and collar their cats to help insure their return if lost
and to help with identifying cats whose behavior might be infringing on others. While the
City Ordinances or Village rules do not require restraint, the ordinance referred to in item 4
above could be applied to cats if their behavior becomes unreasonable.

RV Parking Area Guidelines: The Village has an RV parking and storage area
available for resident owners to rent for the storage of their RV’s and vehicles. The RV Parking
and Storage Space Rental Policy include policies, guidelines and procedures to assist the RV
Parking Committee in supporting the oversight and orderly assignment and rental of the available
spaces.

1. Any Resident Owner who wishes to rent a space must submit an RV Parking and Storage
Space Rental Application, in accordance with the policy, to the Association office. Renters
must agree to the ‘Conditions of Rental’.
2. The RV Parking Committee will assign spaces on a first-come, first-served basis.
3. Rental fees are paid on an annual basis. Renters who allow their rental fees to become
delinquent may risk the Association removing their vehicle at the homeowner’s expense.
4. Only Resident Owners may rent spaces. The vehicle must be registered or licensed to the
Resident Owner.
5. There are a number of detailed rules and procedures that the Committee follows in order
to support fair and orderly space rental. Any interested homeowner should read the actual
adopted policy.
6. The application with Conditions of Rental and the adopted policy are available in the office
during regular Village office hours.

The actual adopted documents for the Architectural Control Policy and Guidelines, Landscape Guidelines,
Snow Removal Guidelines, and RV Parking Guidelines may be reviewed, or copies obtained, in the Office
during regular office hours.

The various forms and applications are included in the Appendix for reference but if a form is needed for
application, it should be picked up in the Office during regular office hours.