

**ALBION WOODS TOWNHOUSE ASSOCIATION, INC.**  
**Common Area RULES**

(Rules Pursuant to Declaration of Covenants, Conditions and Restrictions recorded as Instrument No. 800523 on March 23, 1972, and Amendment recorded as Instrument No. 105184576, on December 5, 2005, records of Ada County, Idaho)

**DESIGNATED COMMON AREAS**

The following are Common Areas of Albion Woods:

1. Entryway, which includes the planting areas along the driveway and the center island planting area in the entryway
2. All asphalt
3. Park and garden area, except garden areas behind Units A, B, and C – owned by those Units
4. All fence around the RV lot
5. RV storage lot
6. Fence on both sides of the entryway
7. Chain link fence and wood fence between the Park and garden area.

**EXCEPTION:** Fences that adjoin the asphalt are the responsibility of the owner of the lot on which the fence is located.

Any fence not designated above as common area is the property of the deeded owner.

**MAINTENANCE OF AREAS NOT COMMON AREAS BUT MAINTAINED BY ALBION WOODS**

1. The pole security lamps in the planting areas between the units.
2. If the owner or resident is aware of needed repair of a security lamp, the owner or residence is asked to bring the issue to the attention of Riverside Management Company Inc., (376-1616). Riverside Management Company shall advise the Board of the request. The Board will address the issue as soon as possible.
3. Owners or residents shall not request Riverside Management Company to send out a vendor to resolve any Albion Woods' repair issues, but Riverside Management Company shall notify a member of the Board of any maintenance issue it has received from a resident.

**PUMP AND COMMON AREA IRRIGATION**

Albion woods maintains a pump and irrigation system for the entryway, Park and garden area. The Board shall name designated pump handlers who are responsible for pump use. If a resident has a need to use the pump for the garden area, the resident is

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requested to contact a designated pump handler for assistance. Only designated handlers are authorized to operate the pump.

## PARKING

1. All vehicles of residents must be parked in residents' carports. If a vehicle cannot be parked in a resident's carport, the vehicle must be parked in the RV storage lot. Parking next to the park is for visitors. Residents may park next to the Park on a short-term basis no longer than 48 hours. Residents are allowed to temporarily park vehicles next to the Park longer than 48 hours upon advising the president or acting president of the Board of the circumstances.
2. Commercial vehicles cannot be parked on any Common Area except while performing work for a resident or Albion Woods.
3. Vehicles of a resident's guest may be parked on the Common Area lot during visits. Short-term guests may park a vehicle behind the carport of the resident they are visiting, provided it does not block access.

## RV STORAGE LOT

1. The RV lot is for the use of RESIDENTS OF ALBION WOODS ONLY. Unauthorized vehicles will be towed at the vehicle owner's expense. (See posted towing sign)
2. When using the storage lot, please respect the space around Unit D. Sufficient access must be allowed for the owner to maintain the residence.
3. If you have an unregistered or non-running vehicle, it cannot be parked in the carports, next to the Park or in the RV storage lot/ All unregistered or non-running vehicles must be parked or stored off site. Any exceptions to this Rule must be approved by the Board.
4. There are two electrical outlets in the RV storage lot, which are paid by Albion Woods. Upon approval of the Board, residents may use the power source in the RV Storage lot for long-term use. A \$10 per month fee will be assessed and collected by Riverside Management Company for any long-term use of such electrical outlets.

## CARPORTS

1. Residents are responsible to keep carports clean and free of clutter. The carports are not storage areas. Carports are intended for the parking of vehicles and keeping of trash cans only and not for general storage. All vehicles must be registered and drivable. Items other than vehicles and trash cans must be stored in the residence, storage closets or elsewhere out of view.
2. Trash cans are to be kept in resident's carport and placed outside the carport only on the evening prior to collection. All trash must be in cans and/or bagged. Any shrub and/or tree branches or other over-sized items must be cut and bundled

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before placing at curb for collection. See guidelines from company for seasonal services.

3. Carports and any part of the Common Area are not to be used for making car repairs or oil changes.

## MAINTENANCE OF RESIDENCES AND FRONT GARDEN AREAS

1. The lot and units are the property of the owners. (See warranty deed to property.) Albion Woods does not have any responsibility for such maintenance, Albion Woods HOA is not responsible for the exterior paint of the townhouse units.
2. The fences behind the units along the canal are the property of the owner of such unit along the canal.
3. All front garden areas are to be maintained in a neat and attractive manner, including watering, weeding and trimming of shrubs.

## ANIMALS

1. All dogs must be leashed or accompanied by dog owner or dog handler when outside the residence. Do not allow pets to roam unsupervised.
2. You are responsible for cleaning up after your pets.
3. Damage to property caused by a pet is the responsibility of the pet owner.

## PARK AND GARDEN AREA

1. The Park and garden area are available for the enjoyment of residents of Albion Woods.
2. Any additional equipment, decorations, chairs, tables, games, nets, household appliances, etc. which homeowners feel need to be added to the common area park, MUST obtain prior approval from the Board, before installing said addition(s).
3. Group functions should be scheduled with a member of the Board of Albion Woods. After each function, residents and guests are requested to clean up the area and return it to its original condition.
4. The fire pit in the garden area is for the use of the residents. Before use of the fire pit, please contact a Board member to obtain approval of fire pit use.

## OTHER

1. The speed limit in Albion Woods is 5 mph. Please use caution when entering and leaving Albion Woods.
2. Signs, except a residence "For Sale" sign, are not allowed. No election signs shall be posted.
3. Please keep noise levels to a minimum.
4. Owners and residents shall maintain appropriate insurance protections. Albion Woods maintains insurance protection on the Common Areas.

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5. A member of the Board or anyone related to or living with a Board member may not be a paid vendor for the HOA. This is a conflict of interest and may lead to accusations of impropriety, such as, a failure to observe the standards of due honesty, proper behavior or character.
6. Neighbors not living in the community/association, who wish to lounge/work/recreate in the common area (garden/park) without a homeowner's presence/company must obtain Board approval.

## STRUCTURAL ALTERATIONS, CONSTRUCTION OR REMOVAL OF STRUCTURES

Prior to obtaining required construction permits, per Article II, Section 9 of the CC&R's for Albion Woods:

1. No owner or resident is allowed to make any structural alterations, perform any construction or remove any building, fence or other structures on the exterior of a residence without approval of the Board or architectural committee. This would include any item that may be viewed from the front of the property (i.e., roofs, windows, doors, doorways, carport modifications, resident fencing, lighting, sidewalks, etc.)
2. The form (the ACC Request Form) required to be completed and submitted to the Architectural & Environmental Control Committee can be found on Riverside Property Management's website link for Albion Woods. [http://www.riversidemanagement.com/albion\\_woods\\_townhouses/](http://www.riversidemanagement.com/albion_woods_townhouses/)A plan for any proposed work, addition or modification must be forwarded to the Board, who will forward to the PRIOR to the beginning of any work and the proposed plan/work must be approved by the Architectural & Environmental Control Committee PRIOR to the initiation of any work.
3. The Architectural & Environmental Control Committee will review the proposed plan within 30 days of submission and reply in writing to the resident within that time with its approval, denial or request for further information. (Approval requires 2 of 3 AECC signatures).
4. Board discussion of a project and verbal approval, or a majority of homeowners approving one's proposed project does NOT constitute approval for a project. The project will not be considered legal or have legitimate approval unless an ACC Request Form with two committee members' signatures is filed with the HOA Secretary.
5. Failure to obtain PRIOR Architectural & Environmental Control Committee approval will result in a default position and resident may be required to remove and restore the property to its original condition and such failure could result in monetary damages being paid by the resident.

Please work with the Board to maintain the unified appearance of the exterior of the units of Albion Woods.

#### ALBION WOODS MONTHLY ASSESSMENTS

1. The monthly assessment of Albion Woods (\$100) is payable on the first day of every month. You may pay monthly assessments in advance. Please make timely payments to avoid delinquency notices and fees.
2. Dues 10 days late/delinquent of the due date (1<sup>st</sup> of every month) will be assessed a late fee of 8% on a monthly basis, in addition to Riverside's fees for mailing the notice of delinquency. CC&Rs Article 5, Section 4
3. Riverside Management Company provides payment coupon books for your convenience. If you choose not to use a payment coupon book, please notify Riverside Management Company annually prior to November 10.
4. Make checks payable to Albion Woods HOA and mail to Riverside Management Company, 9019 W. Ardene St., Boise, ID 83709. You may make arrangements with your bank to pay the monthly assessments by direct pay or you may make the appropriate setup on your computer to make online payment of the monthly assessments. If you have any questions concerning your account, please contact Riverside Management Company at 376-1616.
5. The monthly assessment enables Albion Woods to pay utilities, operating expenses and make capital improvements. In October of each year, the Board will review the monthly assessment. Based on the projected budget for the upcoming year, the Board will determine if an assessment increase is appropriate.

#### REIMBURSEMENT PROCEDURE

1. **Unless prior approval is obtained from the Board of Albion Woods, owners will NOT be reimbursed for out-of-pocket expenses.**
2. Prior to making any out-of-pocket expenditures, owner must present the Board a written description of the project and a written-detailed list of supplies and costs.
3. Upon the Board's approval of the project, the presiding officer will prepare and sign an Albion Woods' Purchase Order for the cost of the project. The presiding officer shall forward the Purchase Order to Riverside Management Company for payment directly to the owner who proposed the project.
4. Upon completion of the proposed project, the owner shall present to the board all receipts for materials and labor, which shall be placed in the records of Albion Woods and the Board shall evaluate any over or under payment to the owner.