Fairway Townhome Owners Association, Inc.



Policy and Administrative Guide

Developed by the

Fairway Townhome Owners Association, Inc., Board of Directors

Eleventh Edition

August 2026

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Fairway Townhome Owners Association, Inc.
Policy and Administrative Guide

Approval

The Fairway Townhome Owners Association, Inc. POLICY AND ADMINISTRATIVE GUIDE, ELEVENTH EDITION, dated August 2026, is approved for publication and distribution to homeowners by the following serving members of the Board of Directors:

_____	_____
Sue Peters, President	Date
_____	_____
Colleen Koci, Treasurer	Date
_____	_____
Martha Miles, Secretary	Date
_____	_____
Debra Downey, Director	Date
_____	_____
Mary Goodby, Director	Date

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Fairway Townhome Owners Association, Inc. Policy and Administrative Guide

Introduction

References

1. *Declaration of Covenants, Conditions, and Restrictions of The Lake at Cherry Lane No. 7 Subdivision, dated and recorded on December 22, 1998.*

   This is a legal document establishing the protective covenants, conditions, restrictions, reservations, easements, liens, and charges for the benefit of the properties in The Fairways Subdivision and the present and subsequent owners of those properties.

2. *Amendment to Declaration of Covenants, Conditions, and Restrictions of The Lake at Cherry Lane No. 7 Subdivision, dated and recorded May 28, 2002.*

   This is a legal document amending Article VII, Section 4 of reference 1 regarding the shared maintenance of the offsite common area.

3. *Second Amendment to Declaration of Covenants, Conditions, and Restrictions of The Lake at Cherry Lane No. 7 Subdivision, dated November 1, 2016.*

   This is a legal document that adds:

   a) The following terms and definitions:
      - Common Area
      - Assessment
      - Association Maintenance Areas
      - Limited Assessment
      - Regular Annual Assessment
      - Special Assessment

   b) Detailed language regarding assessments, liens, and fines and penalties.
   c) Detailed language regarding maintenance and landscaping
   d) The requirement for all homeowners to obtain “liability, loss and casualty insurance” at their own expense.

4. *Bylaws of The Lake at Cherry Lane Homeowners Association, Inc., dated November 6, 1997.*
   This is a legal document establishing The Lake at Cherry Lane Homeowners Association and is the legal authority for the establishment and operation of the Fairway Townhome Owners Association, Inc. and its Board of Directors.

Purpose

While the Covenants, Conditions, and Restrictions (CC&Rs) are the final authority in determining any actions of members of the Fairway Townhome Owners Association, Inc. (FTOA) or its Board of Directors, CC&R wording is often broad and open to interpretation. It is these differences in interpretation that sometimes leads to disagreements among members and complaints against the Board or individual homeowners.

The purpose of this guide is to assist the FTOA Board of Directors in the routine administration of association business and the fair and impartial application of the CC&Rs. It is intended to explain Board decisions and interpretations and the reasons for them in a way that can be clearly understood by homeowners. It is also intended to serve as a record of those decisions and interpretations for members who serve on future Boards and a clear philosophy for providing future leadership. It is our hope that future Boards will maintain this guide as a viable and useful document.

This guide is not a legal document and is not intended to replace or modify any of the above references. Nothing in this guide shall violate any of the CC&Rs or Bylaws. In the event of conflict between this document and the CC&Rs or Bylaws, the CC&Rs and Bylaws will be the controlling documents.

Previous Versions of The Policy and Administrative Guide

This *Eleventh Edition of the Fairway Townhome Owners Association, Inc. Policy and Administrative Guide* replaces both the original version of the guide, published August 2010, the *Second Edition*, published in February 2014, the *Third Edition*, published in April 2019, the *Fourth Edition* published in September 2020, the *Fifth Edition* published in July 2022, the *Sixth* Edition published in August 2023, the *Seventh* Edition published in May 2024, the *Eighth* Edition published in September 2025, the *Ninth* Edition published in December 2025, and the *Tenth* Edition published in May 2026. Previous editions will remain on file for historical and reference purposes.

Dissemination and Comment

The *Eleventh Edition of the Policy and Administrative Guide* incorporates changes to the ACC policy and form which was approved by the ACC and the Board. The Board did not conduct a formal review; however, homeowners were notified through the newsletter. The new guide will be posted on the property management company's website and available from the Board secretary. These changes were approved by the Fairway Townhome Owners Association, Inc. Board on August 28, 2026.

Modifications

Modifications to this guide require only a majority vote of Board members. The Board may choose to propose a modification to the CC&Rs or Bylaws based upon contents of this guide. This may be done in accordance with requirements set forth in the respective document (Article XIII of the CC&Rs or Article XIII, Section 3 of the Bylaws).

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Section A: Philosophy of The Fairway Townhome Owners Association, Inc. Board of Directors (Developed January 2010)

The Fairway Townhome Owners Association, Inc. Board of Directors is elected to serve The Fairways Homeowners and manage the affairs of the Homeowners Association.

We believe:

1. That The Fairways should provide a living environment that is safe, well maintained, pleasant, and free of any harassment or intimidation.

2. That The Fairways residents (homeowners and tenants) should be free to live as they choose, as long as they do not infringe upon the rights of other residents. These rights are established and protected by the CC&Rs, as well as applicable laws and ordinances.

3. That all The Fairways Homeowners have a stake in the preservation of our community and quality of life.

4. That the Board of Directors shall endeavor to represent the interests of the majority of homeowners and is responsible for the fair and equal application of the CC&Rs to all residents.

5. That the Board of Directors is not responsible for policing or enforcing laws and ordinances. This is the responsibility of local government agencies, and any violations should be reported directly to those agencies.

Board of Directors Mission Statement

Our mission is to enhance the quality of life in our neighborhood through effective and proactive management of our resources and our common areas, reliable and consistent enforcement of our rules and covenants; providing ethical, professional, and fiscally responsible solutions that promote a strong sense of community in order to optimize our property values and plan for the future.

Section B: Policy and Administrative Guidelines

1. General

The Bylaws address the organization and responsibilities of the Board of Directors; how members are elected and/or appointed; and how meetings are scheduled and conducted. The following describes how these functions have come to be applied in the Fairway Townhome Owners Association, Inc.:

a. Organization and Responsibilities of the Board of Directors and Property Management Company

The Fairway Townhome Owners Association, Inc. has a five-member Board of Directors. The term of office is staggered: Two Directors are elected in odd-numbered years; and three directors are elected in even-numbered years (see Election Process, below). Board members serve as volunteers and are not compensated.

The Fairway Townhome Owners Association, Inc. Board of Directors is responsible for employing a property management company, as required by the CC&Rs, and working with that company to manage the affairs of the association and keep accurate records. Page A-3 of the Appendix of this guide contains detailed information regarding the responsibilities of the Board of Directors and provides an explanation of the requirement to employ a property management company.

b. Election Process

Vacancies on the Board of Directors are normally filled by election at the Annual Meeting. The Bylaws require a nomination from the floor and a secret written ballot. In the event that only one candidate is nominated for each vacancy, it has become practice to ask members in attendance if they will agree to waive the requirement of a secret ballot.

If a vacancy occurs during a term of office, the Board may appoint another member of the Association to serve out the remainder of the term.

Officers (President, Vice-President, Secretary, and Treasurer) are elected by the Board members themselves at the first meeting of the Board, following the annual meeting of the members. For purposes of continuity, this meeting should be held immediately upon the conclusion of the annual meeting or, if that is not possible, within the next week.

c. Board Meetings and Annual Meeting

The annual meeting of the Fairway Townhome Owners Association, Inc. is held in May of each year. A meeting notice, agenda, and financial statement are mailed to all homeowners at least 15 days prior to the meeting.

Regular Board meetings are held monthly and, although not required, are usually announced in advance through the newsletter. Homeowners are welcome to attend regular Board meetings, but are requested to notify the Board President at least one day in advance. The homeowner also must notify the President of any topics which they wish to present or discuss.

d. Board Jobs and Community Tasks

Board members and other members of the association volunteer their time to ensure that our community is properly managed and maintained. This takes a great deal of time, effort, and hard work, but is rewarding to those who wish to provide a valuable service to our community.

All homeowners are encouraged to support our community in some way. If Board service is not for you, take a look at some of the other jobs. Page A-5 of the Appendix lists tasks that are assigned to Board members, as well as other tasks that are assigned to community volunteers.

e. Complaint Process

1) Informal Complaints and Requests for Assistance

A homeowner may contact any member of the Board to request information or assistance or identify items in need of replacement or repair. Depending on the nature of the request, the Board member contacted may: (1) take the necessary action, (2) refer the request to the entire Board, or (3) request the homeowner to file a formal complaint (see below).

2) Formal Complaints

Formal complaints must be made in writing (signed correspondence or email) and addressed to the Board through the property management company. Formal complaints will be addressed at a scheduled Board meeting and included in the minutes of the meeting, along with the action taken. The complainant may be requested to attend the meeting, if additional information and/or discussion are needed. Information associated with a formal complaint and resulting action, including the names of the complainants, may also be published in the newsletter.

3) Continuous or Repetitive Complaints, Harassment, or Intimidation

The Board reserves the right to require any homeowner who refuses to accept a Board decision, files continuous or repetitive complaints, or engages in harassment or intimidation of Board members to communicate only through the property management company.

4) Complaints Regarding Violations of Laws and Ordinances.

The Board is not an enforcement agency. Complaints regarding violations of laws, City Codes, or Ordinances should be filed directly with the agency with jurisdictional responsibility (Police, Fire, Code Enforcement, etc.)

f. Assessments and Homeowner Dues

The Second Amendment, Article III, Homeowners Association, describes assessments, liens, fines, and penalties in detail. All homeowners should read this article carefully.

Regular Annual Assessments (association dues) are due by the first of the month; but may be paid annually (or quarterly), if paid in advance. The amount of dues can be obtained from any Board member and typically change in January of each year. Dues should be remitted to the property management company.

As set forth in Article III, Section 3, Paragraph I, (which is not changed by the Second Amendment) “Any assessment not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of twelve percent (12%) per annum. The Homeowners Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the property.”

The Board and property management company will apply this section as follows:

- Interest, as stated above, will accrue on any account that is more than 30 days past due.

- For any account that exceeds 90 days past due, a certified letter will be sent to the homeowner by the property management company. This letter will notify the owner that, if the account is not brought current within a 15-day period, the lien process will be initiated and additional charges will be applied.

g. Fines and Penalties

Any homeowner found to be in violation of any of the CC&Rs and related amendments may be subject to a fine, as set forth in Article III, Section 5 (Second Amendment). This may include any of the policies set forth in this Policy and Administrative Guide that are based upon the CC&Rs. Examples include, but are not limited to RV Parking, Garage Sales, Architectural Control, etc. Page A-6 of the Appendix describes the procedure to be followed in levying fines and penalties.

h. Reimbursement for Expenses

All purchases must be pre-approved by the Board prior to reimbursement for the expense.

i. New Homeowner's Greeting Packet

Each new homeowner will receive a greeting packet that consists of:

- A welcome letter containing information about The Fairways Community and owner responsibilities.
- The CC&Rs and Acknowledgement of Receipt.
- Emergency Contact Form
- Entry Gate Information
- Policy and Administrative Guide
- Current Occupant Roster
- Latest Newsletter
- Current Year's Budget
- Resident Referral List

Some of these documents are included in the Appendix of this guide.

As part of either the formal closing with the title company or in the greeting packet, the new homeowner also receives and must sign a statement that he/she has received a copy of the CC&Rs and will abide by them. This statement is included on Page A-8 of the Appendix. A member of the Board will try to meet with the new owner shortly after they move in to officially welcome them and answer any questions they may have. If a new homeowner wishes information prior to moving into the community, they may contact the property management company or any member of the Board of Directors.

j. Renter's Letter

Renters must abide by the same CC&Rs and policies as homeowners. When a renter moves into the community, they will receive a welcome letter that explains this and a member of the Board will meet with them to answer any questions they may have. The Renter Welcome Letter is included on Page A-9 of the Appendix.

k. Architectural Control

Article X of the CC&Rs establishes requirements for architectural control. Under these requirements, prior approval by the Architectural Control Committee (ACC) is required for virtually any construction, modification, or permanent change (including fences) a homeowner may wish to make to the exterior of their residence or to the landscaping. The following is the process a homeowner should follow:

1. The first contact a homeowner should make, is to the ACC. And, if the homeowner contacts a member of the HOA Board concerning any modifications he or she wishes to make, the Board member should refer the homeowner to the ACC.

2. After reviewing the homeowner's request, the ACC will consult with the Board if it appears the HOA might have financial or other responsibility for the project.

3. If an Architectural Review Request is not approved, Homeowners may appeal to Fairways Townhome Owner's Association, Board of Directors. A decision by the Board of Directors will be final.

4. Any architectural work that affects multiple homeowners must have the agreement of all homeowners.

5. Homeowners are responsible to pay for damages they cause to common areas, any property the HOA manages, and/or the property of another homeowner. This policy applies in all cases, regardless of whether or not an ACC request has been approved.

The Architectural Review Form is included on Pages A-11 - A-15 of the Appendix.

2. Maintenance and Landscaping Responsibilities

Article VII, Sections 1 and 2 and Article IX, Section 4 of the CC&Rs, as modified by the Second Amendment, describe the maintenance and landscaping responsibilities of the Association and individual homeowners. All homeowners should read these sections carefully and make sure that they fully understand them. Any questions should be addressed to the Board of Directors or the property management company

The chart on Page A-16 of the Appendix describes the Board's interpretation of specific items under these sections. Responsibility includes arranging for the work to be completed, as required in the CC&Rs, as well as payment for materials and labor.

The Board may call the homeowner's attention to any maintenance items that are clearly visible and that detract from the aesthetics of the neighborhood and require that the homeowner make corrections. If the homeowner fails to make corrections within the prescribed time (normally 30 days), the Board will have the work done and the homeowner will be billed. If the homeowner does not pay the bill, a lien will be placed on the property.

Those modifications that have been made to properties prior to the publication of this change, in May 2024, whether or not an approved ACC request is on file, are "grandfathered" as being acceptable until the property is sold, at which time the Board may make a request for change from the new owner.

a. Landscaping Contract

The Board is responsible for contracting for landscaping services. A Board member or another member of the association will be designated to manage the contract and communicate with the contractor. It is very important that all homeowners work through the designated person to lodge complaints or make requests with the contractor. This includes timer settings for the irrigation system.

Our landscaping contractors have often been willing to perform additional services requested by a homeowner, even though they may not be a part of our contract. If requesting additional services, it is imperative that homeowners work through the designated person who can arrange for the services and often get a much better price for the service. Failure to do this may result in additional costs to the homeowner.

b. Trees and Shrubs

The Association is responsible for removing and replacing trees and shrubs in the common areas and the Association Management Areas. Homeowners are responsible for removal and replacement of trees and shrubs on the remainder of their lots. See Second Amendment, replacing Section 4 of Article IX of the CC&Rs.

Homeowners wishing to have trees and shrubs, over 24 inches, removed or replaced on any area of their lots must contact the ACC prior to making any arrangements or taking any action. An Architectural Control Request shall be required in all cases.

Tree replacement will be made as follows:

1) The ACC will make the final determination as to whether a tree is "overgrown, could potentially cause property damage, is causing a hazard or obstruction, or is a nuisance to other homeowners."

2) At the time of planting, replacement trees will meet the specifications stated in the CC&Rs, Second Amendment to Article IX, Section 4A, which are: ". . . (a) deciduous tree of at least one and one-half (1-1/2) inches in diameter or a conifer tree at least six feet in height . . ."

3) Due to the problems that we are experiencing when large trees reach maturity on the small lots of our community, the ACC will work with homeowners to select trees that will maintain the beauty of our community, but will not create a hazard, cause property damage, or create a nuisance, such as large quantities of dropped fruit. Consideration will also be given to the estimated mature height and width, whether the tree will need regular trimming or other maintenance. For a list of suggested trees that have been approved by the ACC, please contact a member of the ACC.

Backyard shrubs and trees should be well trimmed and maintained and, if possible, kept to the approximate height of the fence. Any shrub or tree that exceeds fence height must not encroach upon a neighbor's property or cause property damage. The Board will require corrective action on a case-by-case basis.

c. Irrigation System

The association, through the landscaping contractor, is responsible for the operation, repair, and maintenance of the irrigation system; with the exception of any modifications made by or at the request of a homeowner. This includes all components of the system (drip lines, sprinkler lines, sprinkler heads, valves, etc.) If a homeowner does make modifications, they assume the responsibility for maintaining such modification(s) and paying any associated costs. An approved Architectural Control Form is required prior to making any modifications.

d. Growing of Fruits and Vegetables

Homeowners and residents may grow fruits and vegetables in their back yards only if the plants do not become higher than the fence and do not spread to neighboring properties. Front yards and flower beds are for ornamental plants only and the growing of fruits and vegetables is not allowed.

e. Flower Beds

Many homeowners like to plant flowers and bedding plants in their flower beds. For this reason, the maintenance of those beds has been made the responsibility of the homeowner. Homeowners are required to maintain their flower beds in a manner which does not detract from the beauty of the community.

Bedding plants and small shrubs in existing front yard flowerbeds, that will exceed 24 inches at maturity, must be approved by the Architectural Control Committee (ACC). The height limitation will not be applied for backyard flowerbeds as long as plantings do not exceed fence height and plants are not allowed to spread to neighboring properties. The 24-inch limitation will also apply to plants and shrubs placed in pots or planters, but will reflect plant height only, not the height of the pot or planter.

The homeowner or resident must maintain their flowerbeds in a weed-free condition. This means that regular weeding is required or that weed screen and bark or perma-bark be used. The Board reserves the right to require a homeowner to install weed screen and bark or perma-bark at the homeowner's expense.

(Please note that the approval of the ACC is required in many cases. If you are in doubt, please check first.)

f. Lawn and Home Decorations

Important: The ACC reserves the right to require submission of an ACC request and will approve or disapprove such request after the fact. If in doubt, homeowners should check with the ACC chair first.

Front Yard

Homeowners may install decorations to their front yards and siding without submitting an ACC request as long as:

- The decorations cannot be seen from the street.
- The decorations are temporary (Example: holiday decorations) and can be easily removed without damage to the property.
- The decorations support beautification of the property and the community.
    - Examples of acceptable decorations include: pots and planters, wind chimes, bird houses, bird feeders, and bird baths.
    - Examples of non-acceptable decorations include: old appliances, wash tubs, and yard junk.
- Decorations under 2 feet in height do not require an ACC form. Decorations 2 feet in height or taller require an ACC form.

- The decorations are limited to a single property. Any decoration or change in décor that may affect multiple properties shall require a written proposal be submitted to the ACC describing the details and scope of the change. For any modification that is proposed for three or more properties, the Board shall seek a majority vote of Association members present at an Annual Meeting.

Back Yard

Lawn and home decorations made to the back yards and back side of residences (not visible from the street) do not require submission of an ACC request as long as such modifications are temporary and can be easily removed without damage to the property and do not exceed fence height.

Furniture

Chairs, benches, tables, etc. placed in front of residence or between residences and visible from the street requires an ACC request.

g. Perma Bark/Colored Rocks

Placement of Perma Bark or colored rock in existing flower beds in front of or to the side of residences (visible from the street) requires an approved ACC form. Black, pink, green, white, and rust red/brown rock have been pre-approved and others may be considered upon request.

h. Mail Boxes

Mail boxes are provided by the HOA. Other mailboxes are not allowed.

i. Roof Repair

Please refer to the Second Amendment of the CC&Rs, Article VII, Maintenance Responsibility. The Association is responsible for general maintenance and repair of roofs; however, owners are responsible for roof repair “in the event the maintenance or repair or damage is caused by an Act of God, casualty, negligence or acts or omissions of the owner or its tenants, guests, or invitees.” All owners are required to obtain liability, loss and casualty insurance at their own expense (see Second Amendment to the CC&Rs, Article X).

Installation of gutter guards requires ACC approval.

j. Exterior Painting of Dwelling Units

The HOA will paint the exterior of the dwelling units every 7 to 10 years or when needed. If repairs to painting are needed, the HOA will supply the paint. It is the homeowner’s responsibility to have the paint applied.

Any changes in exterior design or paint color are not allowed.

Garage doors must match existing garage doors (paint color and windows).

k. Fences

Homeowners are responsible for the repair and maintenance of the fences bordering their property, except for those fences that form the perimeter of the subdivision. The Association is responsible for perimeter fences.

- Fences are shared property of the homeowners whose properties they divide. Any maintenance or replacement of the shared fencing must be agreed to in advance by the affected homeowners. The HOA Board of Directors is not responsible to facilitate such agreement and will not get involved with any disagreement after the fact.
- Homeowners are responsible for maintaining their fencing in good condition.
- The only acceptable fencing materials are the existing wood (cedar) and white vinyl that closely matches the other vinyl fencing in the community.
- Any changes in fencing material, e.g., wood to vinyl, must have an approved AC Form that includes the approval of all affected homeowners.

l. Sidewalks and Driveways (Concrete)

Homeowners are responsible for the repair and maintenance of sidewalks and driveways located on their property. The Association is responsible for repair and maintenance of sidewalks and gutters along streets and in common areas.

m. Satellite Dishes and TV Antennas

Under Federal Communications Commission regulations, the Board of Directors is not allowed to mandate the location where a satellite dish or antenna must be installed; however, the homeowner does have the right to request that it be installed in a certain location. Often the installer will want to place the dish on the front of the home because this is easier for them. **The Board of Directors strongly encourages homeowners to have it placed on the back side of their home (the side away from the street) to maintain the aesthetics of the neighborhood**. It is also advisable to have it placed low enough that snow can be swept away without climbing all the way onto the roof.

n. Driveway/Door Ramps

Driveway or door ramps of any design (metal, 2x4s, etc.) are not allowed in The Fairways, unless there is a medical need due to a disability. A physician's statement may be required and, if needed, will be submitted with the ACC form to the ACC for the ramp to be approved.

o. Placement of House Numbers on Property

The painting of house numbers on curbs is not allowed in The Fairways.

p. Outside Garage Lights and Yard Lights

The Association is responsible for the repair and maintenance of yard lights (those mounted on brick or metal posts in front of each residence). This includes changing the light bulbs, as needed, with clear or white LED lights. The homeowner or resident is responsible for the repair and maintenance of those lights mounted on the garage and house. To provide a more uniform look to our community at night, the Board requests that residents also use clear or white LED lights in the outdoor light fixtures. These light bulbs may be purchased from the Board, if desired.

q. Storage Sheds and Containers

Storage sheds are not allowed. Storage containers are allowed, but must be temporary, not a fixed unit, and of less than four feet in height. Such containers must be behind the fence and not visible from the street.

The four small storage sheds existing as of August 2026 are grandfathered until the property is sold or the shed is removed.

3. Parking

a. General Parking Restrictions

Parking is addressed by Article VIII, Sections G and L of the CC&Rs. In accordance with Meridian City Code and by direction of the Meridian Fire and Police Departments, parking is only allowed on the sidewalk side of the street and "No Parking" signs have been posted on the non-sidewalk side. All homeowners should ensure that visitors abide by this code restriction and inform them of the possibility of a fine of up to $500.

The Board of Directors will not enforce parking restrictions. Parking complaints should be directed to the Meridian Police Department.

The diagram on Page A-17 of the Appendix identifies the areas where parking is and is not allowed.

b. RV Parking

Parking of recreational vehicles (travel trailers, tent trailers, fifth wheels, motor homes, boats, ATVs, etc.) is restricted by Article VIII, Section G of the CC&Rs and allowed only "... as may be prescribed in writing by and at the sole discretion of the Board of Directors ..." All residents (homeowners and renters), who wish to park a recreational vehicle in The Fairways, other than under the exemptions listed below, must complete an application (see Page A-18 and A-19) and obtain written approval of the Fairway Townhome Owners Association, Inc. Board of Directors prior to parking the vehicle. This applies whether the vehicle is to be parked on the street or in a private driveway.

This application must be resubmitted and approved annually at the beginning of each calendar year.

The following types of vehicles and situations are exempted from this policy.

- Recreational vehicles that are parked in overflow parking for 24 hours or less with prior Board permission. The Fairways homeowner/resident must make this request personally to the Board President or designated Director at least 24 hours in advance. Permission will not be granted in cases involving large RVs or when parking may cause traffic congestion or a safety hazard.

- Any recreational vehicle that is stored inside a private garage, e.g., a tent trailer, ATV, or motorcycle.

Please note that these exemptions do not include RVs of people who are visiting a homeowner or resident and wish to park in front of a residence or in a driveway. The homeowner/resident is still required to submit a written application and obtain prior Board approval.

Approved RVs parked in front of homes must be moved within 36 hours.

c. Overflow/Guest Parking

There is limited overflow parking adjacent to Lot #75 (*on Moon Lake Lane*) and along the sidewalk adjacent to the patio and park area (See Page A-17 of the Appendix). The CC&Rs do not address the use of these parking areas, but the Board believes that they should be restricted to the use of guests, who are unable to find parking along the sidewalks near the residence they are visiting. Homeowners/Residents may park a vehicle in these areas for a limited time, to allow a guest or service vehicle to park at their residence. If this time is to exceed 24 hours, homeowners must obtain prior permission from the Board.

4. Pets

Article VIII, Section C of the CC&Rs addresses animals and requires that "Any animals outside a Dwelling Unit or fenced area must be on leashes, and the Owner or custodian of the animal shall be responsible for immediate cleanup of the animal's droppings." Meridian City Code 6-2-7 requires dogs to be "controlled by a leash not exceeding six feet (6') in length."

When walking your pets, please clean up after them and be considerate of other homeowners' properties.

Since many of our residents like to feed the birds, we ask that cat owners please keep their cats indoors, unless they are on a leash or in a stroller.

The Board will issue reminders of this requirement in newsletters, as necessary, and will attempt to address any specific issues with responsible parties. Homeowners, who are experiencing problems in this area are encouraged to contact the Meridian Police Department, Animal Control.

5. Snow Removal

The Fairway Townhome Owners Association, Inc. provides snow removal services as part of the HOA dues. Snow is removed from each sidewalk (from the front door to the driveway and to the mailbox) and driveway; and ice melt is applied.

6. Trash Cans

Trash collection by the City of Meridian is provided weekly on Fridays (one day later, if the week contains a holiday). Recycling is every other Friday. Call the City of Meridian at 208-888-4439 for trash, sewer, and water service. When not placed on the street for collection, trash cans must be stored either in the garage or behind the backyard fence and out of sight of neighbors.

7. Front Gates

The front vehicle gates open at 6:00 a.m. and close at 6:00 p.m. during the winter; 7:00 a.m. to 7:00 p.m. during summer (daylight savings time). When closed, the entry gate operates either from a remote in your vehicle or through the entry of a gate code on the drive-up keypad. The gate code will be provided to the homeowner by the property management company. Information regarding how to make this happen is included with the welcome packet information. Vehicle gate remotes should be passed along from one owner to another, but may also be purchased through the Board.

The vehicle entry gate also features a call box that can be used by visitors to enter the 3-digit code listed for the resident on the keypad. The resident will receive the call on their touch tone landline or cell phone and may push "9" to permit access.

The exit vehicle gate operates from a pressure plate in the street. Pull up to the gate slowly and stop to allow the gate to open.

Pedestrian gates are always closed and locked and may be opened by a key. Keys also should be passed from one owner to another, but may be purchased through the Board.

8. Garage Sales

The small size of our community and extremely limited parking make multiple and/or repetitive garage sales a safety hazard and a nuisance.

Personal garage sales may be scheduled with the written permission of the Fairway Townhome Owners Association, Inc. Board of Directors and with the following limitations. Homeowners may schedule two personal garage sales per year. Such sales must be scheduled at least one month apart, be scheduled for not more than two consecutive days of the week, e.g., Friday and Saturday, and not scheduled on a Sunday. Homeowners holding garage sales should monitor parking to ensure that people do not block neighbors' driveways and mailboxes and do not park in the posted No Parking areas on the inner side of the circle.

A Garage Sale Request Form is included as Page A-20 of the Appendix and is also available from any Board member.

9. Notice to Realtors and Prospective Buyers

Often, new owners do not receive CC&Rs and related information until they close the property purchase. Important questions, like those related to the CC&Rs, need to be addressed prior to that time.

The Board has developed a notice that will be provided to listing realtors as soon as we know that a property is coming up for sale (See Appendix, Page A-21). We are asking that homeowners help us with this by letting us know when they plan to sell their property and who the listing realtor will be.

Appendix

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Fairway Townhome Owners Association, Inc.

Board Member Responsibilities

The purpose of this document is to clarify the duties and responsibilities of the members of the Fairway Townhome Owners Association, Inc. Board of Directors. This clarification is necessary, due to conflicting instructions between two controlling documents: The Association Bylaws and the CC&Rs.

> The Bylaws of the Fairway Townhome Owners Association, Inc. contain a description of the duties of officers in Article VIII, Section 8. This description, however, is written as if a property management company is not employed.
>
> Article III, Paragraph K (4) of the Fairway Townhome Owners Association, Inc. CC&Rs requires that *"The business and affairs of the Association shall be managed by a professional management company unless at least 66 2/3% of the Members shall agree otherwise."*

The property management company assumes much of the business detail involved in the day-to-day operation of the association, allowing the Board of Directors to provide management oversight. This affects how Board officers, particularly the Treasurer, carry out their responsibilities.

The following describes the duties of the officers and members of the Board of Directors with a property management company in place. These duties also more accurately reflect how these positions have actually functioned since the formation of the association:

President

The president shall:

- Approve the agenda for, notify the Board members, and preside at all meetings of the Board of Directors and the Annual Meeting of homeowners.
- Schedule and conduct meetings.
- Serve as primary contact with the property management company and for homeowners and residents.
- Work with the property management company, when needed.
- See that orders and resolutions of the Board are carried out.
- Sign all legal and financial documents on behalf of the Association, as prepared and presented by the property management company.
- Ensure that all Board positions are filled, in accordance with the Bylaws of the Association, and that all jobs necessary for the functioning of the association are assigned to Board members or volunteers.
- Obtain a minimum of three bids for contractors.
- Serve as backup to the treasurer for the purpose of signing checks and obligating funds.
- Act as the liaison for landscaping.
- Coordinate and oversee landscaping projects.
- Appoint a Board Member to act on his/her behalf during any period of absence or incapacity.
- Perform other duties, as assigned.

Vice-President (optional position)

The vice-president shall:

- Act as President in the President's absence.
- Assist the President, as needed.
- Perform other duties, as assigned.
- Work with the property management company, when needed.

Secretary

The Secretary shall:

- Ensure that proper notification is given of all Board meetings and the Annual Meeting of Homeowners.
- Record minutes of meetings, including but not limited to: Board, Executive, Annual, and Special meetings.
- Review/Update homeowner/resident rosters.
- Maintain association forms and documents.
- Record votes at all meetings, including proxies at Annual Meetings.
- Create and distribute the newsletter.
- Serve as backup to the treasurer for the purpose of signing checks and obligating funds.
- Work with the property management company, when needed
- Perform other duties as assigned.

Treasurer

The Treasurer shall:

- Monitor the management and appropriation of funds by the property management company and report on financial activities at regular meetings of the Board of Directors and at the Annual Meeting of Homeowners.
- Coordinate financial transactions with the property management company.
- Manage financial accounts with the banking institution.
- Sign all checks and promissory notes of the Association.
- Report monthly financial/budget to the Board.
- Ensure that the property management company arranges for the completion of an annual *review* of the Association books by a public accountant at the completion of each fiscal year.
- Ensure that the property management company arranges for the preparing and filing of taxes by a public accountant at the completion of each fiscal year.
- Prepare an annual budget and statement of income and expenditures and mail a copy of each to the homeowners.
- Work with the property management company.
- Perform other duties as assigned.

Director At Large

Directors at Large are those Board members, not elected to a specific officer position. Directors at Large:

- Attend and participate in all Board meetings.
- Vote on motions and resolutions.
- Prepare Welcome Packets and meet with new residents.
- Collect RV forms.
- Serve in leadership positions for committees and projects.
- Perform other duties, as assigned.

Assignment of Community Tasks
(Sample – Boards Can Reassign These, As Necessary)

Normally Assigned To:	Jobs
Volunteers	• Architectural Control Committee (ACC) • Duck Grates on Storm Drains • Flag Raising/Lowering • Gate Codes/Keys/Openers • Little Free Library • Reader Board Notices • Smoke Alarm Battery Replacements • Social Committee • Yard Light Inspections/Bulb Replacements

Fairway Townhome Owners Association, Inc.

Procedure for Levying Fines and Penalties

(*Policy Guide) Any* homeowner found to be in violation of any of the CC&Rs and related amendments may be subject to a fine, as set forth in Article III, Section 5 (Second Amendment). This may include any of the policies set forth in this Policy and Administrative Guide that are based upon the CC&Rs. Examples include, but are not limited to, late dues, RV Parking, Garage Sales, Architectural Control violations, etc.

1. A complaint is filed against a resident[1] or a Board member observes a violation of the CC&Rs or supporting policy.

2. The violation is discussed by the Board at a closed session of a regular meeting or a special meeting is called. The purpose of this meeting is to determine if a violation has indeed occurred and Board action is required.

3. If it is determined that a violation has occurred, the homeowner will be contacted by a Board member and informally requested to correct the violation. If further action is required, the following shall be considered and Board members shall vote on the action to be taken:

    a. First Violation: A certified letter shall be sent to the homeowner describing the violation; the corrective action required; the date before which compliance is required (normally 30 days); and the fine or penalty to be levied (see below), if the homeowner does not comply. The homeowner should be given the opportunity to respond in writing or attend a Board meeting to discuss the violation and the actions required.

    b. Second Violation or a Failure to Comply: A certified letter shall be sent to the homeowner stating that a fine is being levied and the action(s) to be taken, if the fine is not paid (interest, property lien, attorney fees, small claims, etc.).

    c. Third Violation or Continued Non-Compliance: Actions as stated in b, above, are implemented and additional fines and costs may be levied.

Fines: The Board shall determine the amount of the fine based upon the severity of the violation and demonstrated compliance/non-compliance of the homeowner. The suggested amount for a Second Violation or Failure to Comply (3b) is $100 plus expenses charged by the property management company for processing the complaint and issuing the letters; for a Third Violation or Continued Non-Compliance (3c) is an additional $100 plus expenses charged by the property management company, any attorney fees, court costs, etc. All fines and related costs will be charged to the homeowner's assessment account. Failure to pay the fines will result in a lien placed on the property.

Revised March 2019

[1] If a renter is in violation, the action shall be taken against the homeowner. It is up to the homeowner to bring the renter into compliance.

Fairway Townhome Owners Association, Inc.
Owner Welcome Letter

Welcome to the Fairway Townhome Owners Association, Inc. (a.k.a. The Fairways). We hope you are getting settled in your new home and all is going smoothly for you. We would like to furnish you with some information about The Fairways and some of the responsibilities of the owners.

1. CC&R's (Covenants, Conditions and Restrictions) & HOA Policy & Procedure Guide - ~~R~~ead these thoroughly as they are the legal requirements that regulate The Fairways. You should receive a copy at the time of closing on the property from the title company.

2. Architectural Control Committee: This is a committee that reviews all changes you wish to make to the outside of your home, such as patio covers, TV reception devices, landscaping design (over 24 inches), or changes (such as changing from original ground cover at the time of purchase). This is all covered in the Fairway Townhome Owners Association, Inc. CC&R's The Architectural form is in Appendix A-11 – A15.

3. Clear or white light bulbs or the energy efficient bulbs have been approved for outside use on your home. One of our homeowners comes around and checks outside yard lights and replaces those bulbs as needed, but you are responsible for replacing those attached to your home.

4. Yard maintenance is paid through your monthly dues. The lawn is mowed on a weekly basis and, sprayed periodically for weeds. The sprinkler system is turned on in the spring and turned off and blown out in the fall. You are required to ensure that the back yard is accessible to Board members and maintenance people, that pets are safely inside during mowing days, and that any droppings have been cleaned up prior to mowing. You are free to add low growing plants/flowers to your present plantings, but the maintenance and care is the homeowner's responsibility.

5. Garbage pickup is every Friday, with holiday exceptions. Recycling is every other Friday. Call the City of Meridian at 208-888-4439 for trash, sewer, and water service.

6. Security Gate Operating instructions are included in your packet. The property management company will assign a four (4) digit code for keypad entry. If you have a local (208) phone number, they can also assign a three (3) digit code for guests to enter that will call your cell phone or landline for entry. If this hasn't been done yet, please call the property management company to setup. The hours for security gates opening and closing are 6:00 a.m. and close at 6:00 p.m. during the winter; 7:00 a.m. to 7:00 p.m. during summer (daylight savings time).

7. In the winter, snow removal of sidewalks and driveways is provided by the HOA.

8. Please complete your Emergency Contact form and place it on your refrigerator.

9. We have get-togethers. Watch the newsletter and Reader Board at the entrance for other community events.

10. The newsletter is sent on a quarterly basis (January, April, July, and October).

Sincerely,

Fairway Townhome Owners Association, Inc. Board of Directors

Fairway Townhome Owners Association, Inc.

Acknowledgement of Covenants, Conditions & Restrictions for the Fairway Townhome Owners Association, Inc.

To: Fairways Townhome Owners Association, Inc.

Buyer(s): _____

Property: _____

The undersigned buyer(s) herein acknowledge receipt of the Fairways Subdivision (a.k.a. The Lakes @ Cherry Lane #7) CC&Rs, and further acknowledges that he/she/they have read and will abide by said CC&Rs and that a copy of the CC&Rs and the HOA's policies, rules and regulations will be distributed to any tenant(s)/occupant(s) upon renting/leasing of the property.

If you plan to rent or lease your property, please be advised that your tenant is subject in all respects to the CC&Rs, Articles of Incorporation, Bylaws, and Policies of The Fairways. Failure of the tenant to abide by the requirements included in these documents may result in legal action initiated by the Fairway Townhome Owners Association, Inc. against you. We request that you provide your tenant with a copy of the CC&Rs, Bylaws, and the Fairway Townhome Owners Association, Inc. Policy Guide and inform them of the requirements therein. It is further suggested that you make these requirements a part of your lease or rental agreement.

_____ _____

Dated: _____

Fairway Townhome Owners Association, Inc.
Renter Welcome Letter

Fairway Townhome Owners Association, Inc. (a.k.a. The Fairways). We hope you are getting settled and enjoy your new home. We would like to furnish you with some information about The Fairways community and some of the responsibilities.

1. CC&R's (Covenants, Conditions and Restrictions) & HOA Policy & Procedure Guide – Your landlord should have furnished you with copies of these documents. **As a renter, you are required to comply with these requirements, so please read, as your landlord will be notified of any violations.**

2. Architectural Control Committee (ACC): This is a committee that reviews all changes you or your Landlord/Owner wish to make to the outside of your home, such as patio covers, TV reception devices, or landscaping design changes over 24 inches. This is all covered in the Fairway Townhome Owners Association, Inc. CC&R's. All Architectural Control Requests must be submitted by your Landlord/Owner.

3. Clear or white light bulbs or the energy efficient bulbs have been approved for outside use on your home. One of our homeowners comes around and checks outside yard lights and replaces those bulbs as needed, but you are responsible for replacing those attached to your home.

4. Yard maintenance is paid through monthly dues. The lawn is mowed on a weekly basis and, sprayed periodically for weeds. The sprinkler system is turned on in the spring and turned off and blown out in the fall. You are required to ensure that the back yard is accessible to Board members and maintenance people, that pets are safely inside during mowing days, and that any droppings have been cleaned up prior to mowing. You are free to add low growing plants/flowers, under 24 inches, to your present plantings (with your landlord's permission), but the maintenance and care of these plants/flowers are your responsibility.

5. Garbage pickup is every Friday, with holiday exceptions. Recycling is every other Friday. Call the City of Meridian at 208-888-4439 for trash, sewer, and water service.

6. Security Gate Operating instructions are included in your packet. The property management company will assign a four (4) digit code for keypad entry. If you have a local (208) phone number, they can also assign a three (3) digit code for guests to enter that will call your cell phone or landline for entry. If this hasn't been done yet, please call the property management company to setup. The hours for security gates opening and closing are 6:00 a.m. and close at 6:00 p.m. during the winter; 7:00 a.m. to 7:00 p.m. during summer (daylight savings time).

7. In the winter, snow removal of sidewalks and driveways is provided by the HOA.

8. Please complete your Emergency Contact form and place it on your refrigerator.

9. We have get-togethers. Watch the newsletter and Reader Board at the entrance for other community events.

10. The newsletter is sent on a quarterly basis (January, April, July, and October).

Sincerely,

Fairway Townhome Owners Association, Inc. Board of Directors

Fairway Townhome Owners Association, Inc.

Homeowner/Renter Information

This information will help us maintain accurate records for homeowners and renters. Please complete and return to the Board secretary.

Circle one: Are you the OWNER or RENTER

Name of homeowner or renter:	
Property Address:	
Mailing Address:	
Telephone number:	
E-mail address:	
Garage Code	

Thank you.

The Fairway Townhome Owners Association, Inc. Board of Directors

Fairway Townhome Owners Association, Inc.

Architectural Control Request Application

IMPORTANT:
Please read and make sure you understand all of the instructions. If you have questions, contact a member of the architectural control committee

Each homeowner is required to obtain prior written approval before beginning any outside work or making changes to the exterior of their home or landscaping *(the exception being the planting of low growing plants and flowers whose mature height is under 24 inches).* The Architectural Control Committee (ACC) will respond to your request as soon as possible, but decisions can take up to 30 days.

Do not begin any work or make any changes prior to receiving written approval from the ACC.

Instructions:

- Complete the Review Form. Sign, date, and deliver to the ACC Chairperson or any ACC member. Contact information for the ACC is on your Occupant Roster. If in doubt, contact a Board member. Make a copy for your records.
- The form provides space for multiple homeowner's signatures. **ALL AFFECTED HOMEOWNERS MUST SIGN THE FORM REQUESTING THE WORK TO BE DONE.**
- Attach a simple drawing, plan, picture, or brochure from the company or person doing the work, and include their name, address, and phone number.
- Refer to Article X, Section 3 of the CC&Rs regarding documents and other materials that may be requested by the ACC including, without limitation, a site plan, building plan, and/or a landscape plan. You will be notified if any of these are required by the ACC to be used in making their decision.
- Refer to the CC&Rs, Section 5, Fees: you may be required to reimburse the ACC for the costs of professional review of submittals and the services of a consultant to administer the matter to its completion, including inspections which may be required.
- It is your responsibility to obtain all permits from local government jurisdictions.
- Homeowners are financially responsible for any damages caused to utilities, Association Properties, and the properties of other homeowners.
- CALL: *811 BEFORE YOU DIG*. Always contact your 811 Center, wait the required time for utilities to respond to your request, and ensure that all utilities have responded to your request before putting a shovel in the ground. NOTE: Meridian city water lines and Nampa Meridian Irrigation lines are not included in the 811-utility response, so you MUST call them individually.
- The underground utility lines in the Fairways are very close to the surface…sometimes just a few inches underground. Digging without knowing exactly where the gas or electric lines are could cause an explosion endangering property and lives. Punctured water lines have flooded crawl spaces, and can damage your neighbor's property. Failure to call the 811 number could result in fines. Be safe!
- Upon completion of your project, contact the ACC so they can schedule your final inspection.
- Incomplete or unclear applications will be returned to the homeowner delaying the review process. Please feel free to contact any of the ACC members if you have questions.

- The ACC will begin review of your application as soon as possible. A minimum of two ACC members must sign the form to either approve or deny your request. You will receive a copy of the form by mail or personal delivery once a decision is made. All forms and pertinent documentation will remain on file with the ACC. After the final inspection by the ACC, you will receive a signed copy of the form for your files. The original will be filed with the ACC Chair.

- If a project is not completed within 120 days from the date of approval by the ACC, a new request must be submitted.

Revised 8/28/26

Fairway Townhome Owners Association, Inc.

Architectural Review Form

ALL HOMEOWNERS SIGNING THIS FORM MUST READ AND ABIDE BY THE INSTRUCTIONS ON PAGES A-11 AND A-12. PLEASE SUBMIT PAGES A-11 – A-15 WITH ANY ACC REQUEST.

Section I Explanation of project (attach additional pages as needed):

Homeowner Initiating Request – Primary Point of Contact

Property Owner's Name_____Date_____

Property Address_____

Mailing Address (if other than Fairways) _____

Phone_____Email_____

Tenant's Name (if applicable) _____Phone_____

Homeowner Signature _____ Date_____

- **I understand that I must receive written approval from the ACC before I may proceed with this project. I also understand that ACC approval does not constitute approval of any local government, and that I may be required to obtain building permits, etc. at my expense.**
- **I agree to complete the requested improvements promptly after receiving approval. If I decide not to do the project, I will immediately notify the ACC.**
- **I have read the CC&Rs, 2nd Amendment, Policy Guide, etc., and will comply with them. I understand that all projects are subject to final inspection by the ACC, and I will notify them when the project is finished and ready for the inspection.**
- **I am solely responsible for calling 811 BEFORE I DIG. Always contact your 811 Center, wait the required time for utilities to respond to your request, and ensure that all utilities have responded to your request before putting a shovel in the ground. NOTE: Meridian city water lines and Nampa Meridian Irrigation lines are not included in the 811-utility response, so you MUST call them individually.**

Other Affected Homeowners

We agree to the work requested and to any agreed upon cost-sharing. We understand that the HOA Board of Directors is not responsible to facilitate such agreement and will not get involved with any disagreement after the fact.

Name _____ **Date**_____

Property Address_____

Homeowner Signature _____ **Date**_____

Other Affected Homeowners

We agree to the work requested and to any agreed upon cost-sharing. We understand that the HOA Board of Directors is not responsible to facilitate such agreement and will not get involved with any disagreement after the fact.

Name _____ **Date**_____

Property Address_____

Homeowner Signature _____ **Date**_____

Other Affected Homeowners

We agree to the work requested and to any agreed upon cost-sharing. We understand that the HOA Board of Directors is not responsible to facilitate such agreement and will not get involved with any disagreement after the fact.

Name _____ **Date**_____

Property Address_____

Homeowner Signature _____ **Date**_____

Other Affected Homeowners

We agree to the work requested and to any agreed upon cost-sharing. We understand that the HOA Board of Directors is not responsible to facilitate such agreement and will not get involved with any disagreement after the fact.

Name _____ **Date**_____

Property Address_____

Homeowner Signature _____ **Date**_____

Section II (for ACC official use only)

Project approved: YES_____ NO_____

Signature/Date_____

Signature/Date_____

Final Inspection: PASS_____ FAIL_____

Signature/Date_____

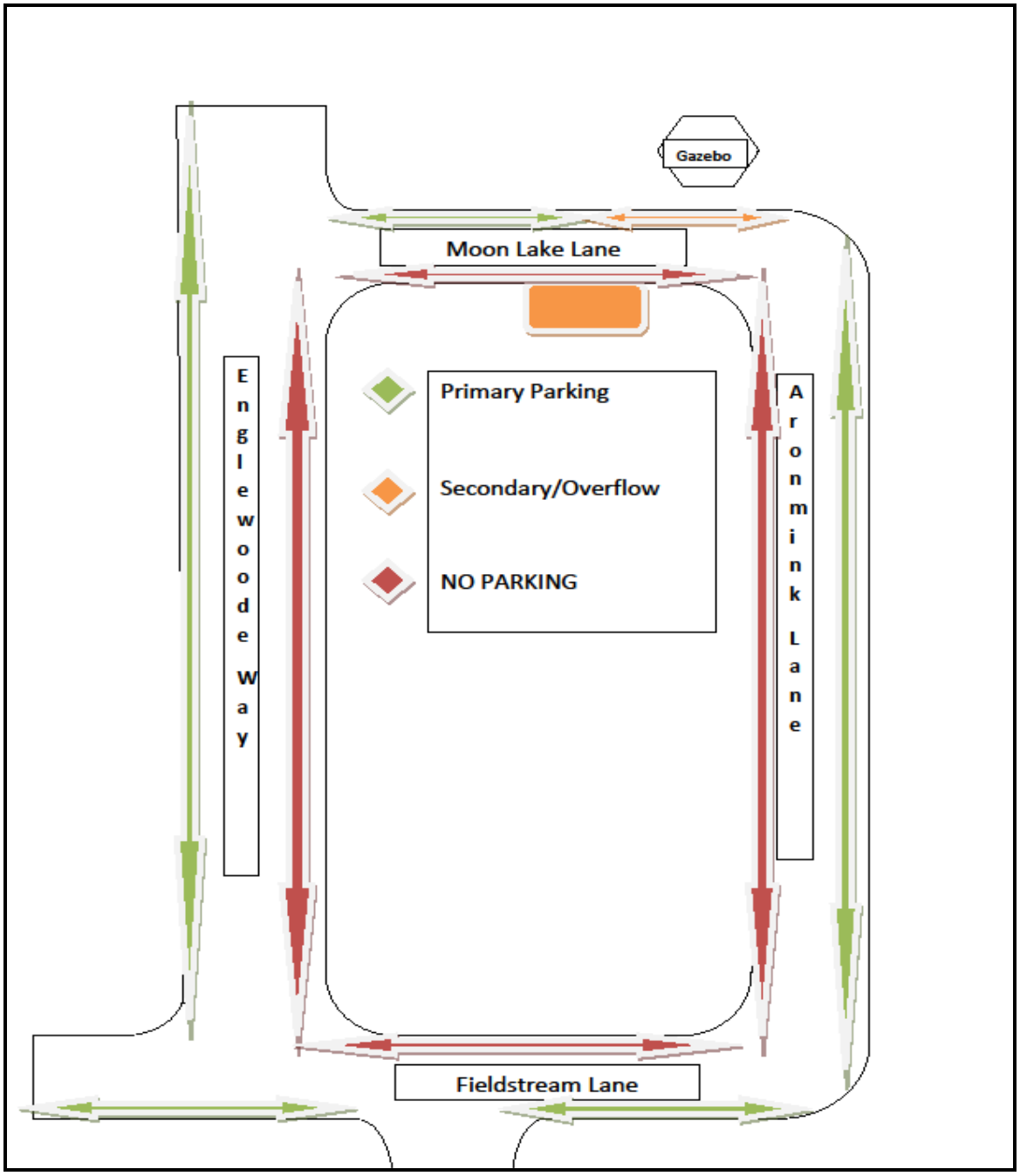
Signature/Date_____

Decision Notes:

Maintenance Responsibilities

Maintenance Item (Repair and/or Replacement)	FTOA Responsibility	Homeowner Responsibility	Notes
Back Yard Awnings and Patio Covers		X	
Concrete	X Sidewalks and gutters along streets and in common areas.	X Driveways, walkways, and patios on homeowner's property.	
Fence – Perimeter	X		
Fence and Gates – Between Homes		X	
Window Sills and Frames		X	
Front Doors and Frames		X	
Garage Doors and Frames		X	Board may request homeowner to repair based on degree and visibility of damage.
Irrigation System	X		All components, including drip lines, sprinkler lines, sprinkler heads, valves, etc. unless they have been modified by the owner.
Landscaping – Common Areas & Association Maintenance Areas	X		See Section 4, Article IX, Second Amendment of CC&Rs
Landscaping – Flower beds		X	Flower beds in both front and back yards, including soil aid, bark, and/or perma-bark.
Landscaping – Trees and shrubs	Common Areas and Association Maintenance Areas	All other areas	See Section 4, Article IX, Second Amendment of CC&Rs
Light Fixtures on Homes		X	
Light Fixtures Front Yards	X		
Mail Boxes	X		See Article VIII M, CC&Rs
Exterior Painting	X		
Rain Gutters		X	
Roofs (Exterior)	General Maintenance and Repair	Damage due to Act of God, Casualty, etc.	See Second Amendment to CC&Rs, Article VII and Article X
Street Lights	X		
Street Pavement	X		

Parking Diagram



Fairway Townhome Owners Association, Inc.

Application for Temporary Parking of a Recreational Vehicle

Policy

Parking of recreational vehicles (travel trailers, tent trailers, fifth wheels, motor homes, boats, ATVs, etc.) is restricted by Article VIII, Section G of the CC&Rs and allowed only "... as may be prescribed in writing by, and at the sole discretion of the Board of Directors . . ." All residents (homeowners and renters), who wish to park a recreational vehicle in The Fairways, other than under the exemptions listed below, must complete this application and obtain written approval of the Fairway Townhome Owners Association, Inc. Board of Directors prior to parking the vehicle. This applies whether the vehicle is to be parked on the street or in a private driveway.

This application must be resubmitted and approved annually at the beginning of each calendar year.

The following types of vehicles and situations are exempted from this policy.

- Recreational vehicles that are parked in overflow parking for 24 hours or less with prior Board permission. The Fairways Homeowner/Resident must make this request personally to the Board President or designated Director at least 24 hours in advance. Permission will not be granted in cases involving large RVs or when parking may cause traffic congestion or a safety hazard.

- Any recreational vehicle that is stored inside a private garage, e.g., a tent trailer, ATV, or motorcycle.

Application

In making this application to park my recreational vehicle in The Fairways, I agree to be considerate of the safety and welfare of other Fairways residents and their visitors and will abide by the following conditions:

1. If I live on the sidewalk side of the street, I may park a recreational vehicle in front of my residence or within my private driveway, for purposes of loading and unloading, for no longer than 36 hours. The tow vehicle (or towed vehicle), if present, must not remain connected for over 12 hours. If I do not live on the sidewalk side of the street, a neighbor who does may request this privilege on my behalf.

2. The RV and any related towed or tow vehicle must not block or obscure another residence, unless the other resident has agreed and the Board is notified of such agreement.

3. No towed/tow vehicle shall be parked less than 15 feet from any intersection and must not obscure the vision of drivers and pedestrians, block handicapped access, nor otherwise create a safety hazard.

4. The RV and any related towed or tow vehicle must not extend onto or over the sidewalk or encroach on any neighbor's property or shrubbery in any manner, including slide-outs, doors, windows, vents, or steps. Hoses or electrical cords that cross sidewalks, if left unattended, must be clearly marked with traffic cones or similar devices and covered with a material that will prevent a tripping hazard and allow disabled people using walkers or wheelchairs to cross over easily and safely.

5. A reflective warning device must be placed in front of and at the rear of any recreational vehicle parked in the street.

I understand that failure to meet the conditions listed on Page A-18 may result in the denial or forfeiture of this parking privilege. I also understand that I will be held personally liable for any injury or damage caused by the parking of my recreational vehicles.

_____ _____
Signature of Resident Date Signed

_____
Printed Name of Resident

_____
Address

_____
Phone Number

If Requested on Behalf of a Neighbor:

_____
Printed Name of Neighbor

_____
Address and Phone Number

_____
Signature of Neighbor

Board Action:

Application is approved for the period _____ through _____

Application is disapproved ____

_____ _____ _____
Signature Board Position Date

Permission has been revoked for the following reason(s):

_____ _____ _____
Signature Board Position Date

The Board will retain the original of the completed form.
A copy will be returned to the resident making the request.

Revised September 2017

Fairway Townhome Owners Association, Inc.

Request to Conduct Garage Sale

To: Fairway Townhome Owners Association, Inc. Board of Directors

From: _____
Name

_____
Address

I/We request permission from the Fairway Townhome Owners Association, Inc. Board of Directors to schedule a garage sale at our home on the dates indicated below. I/We agree to abide by the following policy:

> *Homeowners may schedule two personal garage sales per year. Such sales must be scheduled at least one month apart, be scheduled for not more than two consecutive days of the week, e.g., Friday and Saturday, and not scheduled on a Sunday. Homeowners holding garage sales should monitor parking to ensure that people do not block neighbors' driveways and mailboxes and do not park in the posted No Parking area on the inner side of the circle.*

Dates Garage Sale Is Requested: _____

_____ _____
Signature Date

Board Action:

Application is approved ___

Application is disapproved ___

Comments:

_____

_____

_____

_____ _____ _____
Signature Board Position Date

Revised April 2019

Fairway Townhome Owners Association, Inc.

(*The Lake at Cherry Lane No. 7*) ***aka The Fairways***

To: Realtors and Prospective Buyers of Property in The Fairways

Re: Things You Should Know About Regarding Owning a Home in The Fairways

- Welcome to The Fairways!

- The Fairways is a private senior community (over age 55). Our homeowners are proud of our community and work hard to maintain our properties. Although we are a private senior community, we do allow adults under the age of 55 to live in our community.

    - 80% of the occupied lots must be occupied by at least one person 55 years of age.
    - 20% of the occupied lots can by occupied by a person who is over 18 years of age.
    - No person under 18 years of age may regularly reside upon or occupy a Lot at any time.

- Each property owner is a member of *Fairway Townhome Owners Association, Inc.* (aka *The Fairways*), and is subject to the CC&Rs of the subdivision. CC&Rs are enforced and prospective buyers should familiarize themselves with the CC&Rs prior to closing on the property.

- HOA dues are due by the first of the month; but may be paid annually (or quarterly), if paid in advance. Dues need to be sent to Riverside Management. The dues amount can be obtained from any Board member and typically change in January of each year

- Any outdoor modifications to the home or landscaping require the prior approval of the *Architectural Control Committee* (ACC).

- Pets are allowed in The Fairways, subject to restrictions stated in the CC&Rs and Meridian City Animal Control Ordinances. When walking your dog(s), please have them on a leash. We ask that dog owners be considerate of other homeowners' properties when walking their dog(s) and cleaning up after them. Many residents like to feed the birds, and we ask that cat owners please keep them indoors.

- It is preferred that satellite dishes, TV antennas, or any similar devices be installed on the back side of the roof and in a manner that they are not visible from the street.

- The Association is responsible for providing landscaping services (mowing, trimming, irrigation, etc.), painting of outdoor residential surfaces, replacement of roofs that have met their life expectancy, and snow removal.

- Homeowners are required to carry a homeowner's insurance policy that will cover repair or replacement of property that is damaged by fire, weather, and other occurrences (see the CC&Rs).

- Parking is limited in The Fairways, and residents and visitors are asked to abide by posted "*No Parking*" signs on the non-sidewalk side of the street. This is required by fire code and fines can be heavy.

- We have get-togethers. Watch the newsletter and reader board at the entrance for other community events.

- Ask the Seller to leave these items in the home - - the remote control for the entry gate, the key for pedestrian gates, and all garage-door openers. This will avoid unnecessary costs for new items.

- For further information, please contact Riverside Management at 208-376-1616. Information, including the CC&Rs, is available online at www.RiversideManagement.com (select **ASSOCIATIONS -> Homeowner Associations -> Fairway Townhomes** from the drop-down menu).

Revised August 2026