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# OLUMBIA VILLAGE

Everything Living Should Be

## **Homeowner's Handbook**



**Columbia Village**  
Everything Living Should Be

January 31, 2017

As your elected representatives, we are pleased to provide this handbook. Please use it as a tool to help you understand and appreciate our neighborhood. It contains information about the organization and management of our homeowners association as well as key protective excerpts covenants. This handbook contains items of interest important and helpful to you as a homeowner in Columbia Village. Remember this is a tool to help with frequently asked questions and the Columbia Village Master Declaration of Covenants, Conditions, Restrictions and Easements is the final authority on all CCR's interpretations.

The goal we share in Columbia Village is simple: to preserve and enhance the value and appeal of our neighborhood for those who own homes here.

We welcome your involvement in the homeowners association and appreciate your taking the time to read and follow the protective covenants governing the subdivision and the guidelines in this book.

Your comments and questions are always welcome. Contact our management company any time with your thoughts and suggestions. Phone numbers and addresses are listed at the beginning of the handbook.

Sincerely,

**The Board of Directors**

Columbia Village Owners Association

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# PEOPLE TO CONTACT

Columbia Village Office:                      Recreation Center  
433-0643    3655 E. Lake Forest Drive  
Boise, ID 83716

Rec Center Office Hours:                      Rec Center Facility Hours:  
Monday - Friday: 11:00am – 5:00pm                      Daily: 5:00am – 10:00pm  
Wednesday: 11:00am – 6:00pm

RENTING OF THE SPECIAL EVENTS FACILITY                      433-0643

RV OUTDOOR STORAGE RENTAL                      433-0643

COVENANTS VIOLATIONS – All covenants violations must be made in writing and addressed to the Board via email to [office@cvoa.net](mailto:office@cvoa.net), Fax 433-1436 or mail to 3655 E. Lake Forest Drive, Boise, ID 83716.

## UTILITY LIST

Century Link	(800) 247-7285
Intermountain Gas	(208) 377-6840
Suez Water	(208) 362-7304
Idaho Power	(208) 388-2323
City of Boise (Sewer & Trash)	(208) 384-3735
Cable One	(208) 375-8288

Emergency Calls                      9-1-1

Non-Emergency, Suspicious Activity, or Reporting a crime (not in progress)                      377-6790

Abandoned Vehicle                      377-6790

Boise Police Crime Prevention:

Neighborhood Watch	377-6676
Child Safety	377-6607
Business Crime	377-6672
Adult Personal Safety	377-6575

Boise Police Information Line                      377-5991

Boise Police Neighborhood Contact Officer                      331-0866

Code Enforcement (junk/salvage in yards, etc.)                      384-3845

Crime Stoppers                      343-COPS

Idaho Humane Shelter (animal complaints)                      342-3508

Public Works (street lights installed or outages)                      384-3945

Traffic/Speeding Complaints                      321-2852

Traffic/Speeding (Operation Speed watch)	377-6575
Traffic Issues and Signage (A.C.H.D.)	387-6140
Carey Guard Security	353-0348

# **THE COLUMBIA VILLAGE OWNERS ASSOCIATION**

All property owners within the Columbia Village, Silverado, Basalt Bluffs, Whistler Ridge, Kelton Crossing, Felly Rim and Legend Ridge subdivisions are members of the Columbia Village Owners Association, a not-for-profit Idaho Corporation. The corporation functions as a democratic organization with each home having one vote.

The Annual Homeowners Meeting is held each spring, generally in March. At this meeting the Board summarizes the affairs of the past year and open board positions are filled by the vote of homeowners. There are nine board members grouped in three sets of three year terms. Any homeowner in good standing that is willing to commit the time and effort is eligible to be a board member. Board positions that become vacant between the annual meetings are filled by the vote of the board.

All Board Members are unpaid volunteers. To help with the many business office functions of the homeowner's association we engage the services of a management company. Its duties include billing and collecting assessments, financial accounting, record keeping, assistance with covenant enforcement, communication, writing and mailing the newsletter, etc.

The Board meets monthly or more often if needed, to manage the affairs of the association. Board meetings are usually held on the third Tuesday of each month. All homeowners are welcome to attend the monthly meeting. If you wish to address the board, we ask that you contact the management company prior to the meeting so that you can be included on the agenda. Each guest that is on the agenda is normally given about 5-10 minutes to talk.

Several committees exist to oversee specific functions of the board.

## **ARCHITECTURAL CONTROL COMMITTEE**

The Architectural Control Committee exists to help ensure consistent application of design criteria and requirements included in the Covenants, Conditions, and Restrictions (CC&R's) and Architectural Specifications and Standards. All proposed exterior changes to homes and landscaping must be reviewed and approved by this committee prior to work commencing. Some examples include: changes to house color, installation of a new roof, addition of more living or garage space, patio covers, construction of fences, placement of storage shed or significant changes to the landscaping in your yard.

This committee also handles Covenant violations and tries to resolve these violations with the homeowner. If a homeowner does not comply with the Covenants, corrective action up to and including legal action may be taken. All complaints must be in writing with your name and phone number so that we can be sure to address the correct issue on the correct property. All complaints will be kept confidential.

## **LANDSCAPE & MAINTENANCE COMMITTEE**

The Maintenance Committee plans and oversees the maintenance of the common area which includes berms, lawns, bedding areas, sprinkler irrigation system, micro paths, and the desert belt areas. The committee serves as a liaison with our landscape maintenance contractor to assure that the care of our common areas is done properly. Landscape maintenance is the largest cost item in the budget of our homeowners association.

### **RECREATION COMMITTEE**

This committee tends to the operation and maintenance of the recreation center and its amenities including our swimming pools, exercise equipment, Special Events Facility, racquetball court, tennis courts, volleyball courts, disc golf course and related facilities. The cost of maintaining our recreation centers is the second highest cost item for the association.

This committee also prepares the recreational facility rules and regulations for the review and vote by the Board and organize activities including the Easter Egg Hunt, 4<sup>th</sup> of July Picnic, Community Yard Sale, National Night Out, etc.

### **NEIGHBORHOOD WATCH COMMITTEE**

This is our neighborhood crime prevention committee. It is organized into a team of block captains who watch over small sections of the neighborhood. This committee also acts as a telephone tree and communication network to quickly contact all homeowners in the event of a neighborhood emergency. They also order and maintain Neighborhood Watch signs.

### **RV STORAGE COMMITTEE**

This committee tends to the operation and maintenance of the RV Storage lot.

### **COMMUNITY RELATIONS COMMITTEE**

Members of this committee attend local, state, and county meetings that might affect our community. They are responsible for contacting local media regarding events in our community, the Columbia Village website, and the Columbia Village newsletter.

# COVENANTS, CONDITIONS & RESTRICTIONS

All properties and common areas within Columbia Village must comply with the requirements contained in a recorded document known as the Covenants, Conditions, and Restrictions (CC&R's). This legal document is provided to each homeowner at the time of purchase of their home. Each homeowner is required to abide by its conditions.

If you do not have a copy of the CC&R's please contact your title or insurance company for a copy. You may also retrieve a copy of the CC&R's from the association website at [www.cvoa.net](http://www.cvoa.net).

ACC Approval and Violations report forms are available in a plastic bin outside the office at the Columbia Village Management/Recreation Office and may be found at [www.cvoa.net](http://www.cvoa.net) under the Forms tab.

This handbook is intended to be complementary to the CC&R's and has been carefully edited to avoid any conflicts with the CC&R's. **In the event of a conflict, the CC&R's will take precedence.**

*The following are highlights from the CC&R's. They are not intended to replace the CC&R's since there are other applicable sections and often additional requirements and exceptions.*

## **APPROVAL OF USE & PLANS**

No improvements shall be built, constructed, erected, placed or materially altered within the Property unless and until the plans, specifications and site plan therefore have been reviewed in advance and approved by the ACC.

## **PROHIBITED BUILDINGS/USES**

No trailer or other vehicle, tent, shack, garage, accessory building or out building shall be used as a temporary or permanent residence.

No noxious or offensive activities shall be conducted on any Lot nor shall anything be done thereon which may be or become an unreasonable annoyance or nuisance to the Occupant(s) of the other Lots within the Property by reason of unsightliness or the excessive emission of fumes, odors, glare, vibration, gases, radiation, dust, liquid waste, smoke or noise.

## **ANTENNAE**

No exterior radio antennae, television antennae or other antennae should be erected or maintained on a Lot without prior approval in writing by the ACC.

## **SETBACKS**

No building or other structure (exclusive of fences and similar structures approved by the ACC) shall be located on a Lot nearer to the Lot line than is shown on the recorded subdivision plat.

## **EASEMENTS**

Easements are shown on the recorded subdivision plats. These easements shall be maintained by the owner of the Lot upon which they are situated. No improvements shall be placed or permitted to remain on such easement areas.



## **LIGHTING**

Exterior lighting and interior lights reflecting outside shall not be placed in any manner that shall cause glare or excessive light spillage on the neighboring lots.

## **ANIMALS**

No animals, livestock, birds, insects or poultry of any kind shall be raised, bred, or kept on any Lot, except that domesticated dogs, cats or other small household pets which do not unreasonably bother or constitute a nuisance to others may be kept, provided that they are not kept, bred, or maintained for any commercial purpose.

Dogs and other similar pets shall be on a leash when not confined to an owner's Lot.

## **GRADING & DRAINAGE**

Water may drain or flow into adjacent streets but shall not be allowed to drain or flow upon, across or under adjoining Lots or Common Areas, unless an express written easement exists.

## **LOT USE**

No Lot shall be used at any time for commercial or business activity.

## **MAINTENANCE**

Each Owner of a Lot shall maintain all improvements located thereon in good and sufficient repair and shall keep the improvements thereon painted or stained, lawns cut, shrubbery trimmed, rubbish and debris removed, weeds cut and otherwise maintain the same in a neat and aesthetically pleasing condition.

All damage to any improvements shall be repaired as promptly as is reasonably possible.

All trash debris, garbage and refuse shall be kept at all times in a covered container and all such containers shall be kept on a Lot within an enclosed structure or screened from public view.

## **BOATS, CAMPERS AND OTHER VEHICLES**

Trailers, mobile homes, trucks larger than standard pickups, boats, tractors, campers, garden or maintenance equipment and vehicles other than automobiles, when not in actual use, shall be kept at all times in an enclosed structure or screened from public view and at no time shall any of said vehicles or equipment be parked or stored on a public or private right-of-way in Columbia Village.

No operative vehicle shall be parked or stored for a period in excess of seventy-two (72) consecutive hours on any portion of a Lot between the front of a Building and the abutting public right-of-way.

No inoperative vehicle shall be parked or stored at any time on a lot unless wholly within an enclosed structure.

## **GARAGE DOORS**

Garage doors shall be closed except when open for a temporary purpose.

## **EXTERIOR MATERIALS AND FINISHES**

Exterior colors shall be selected and used which are approved by the ACC and which are compatible with other Buildings on the Lot and on neighboring Lots to the end that such Buildings will present a coordinated appearance.

All exterior finishes and/or colors shall be earth-tone, as approved by the ACC.

## **MAILBOXES**

No free-standing mailbox shall be constructed or installed on any Lot without the prior written approval of the plans by the ACC.

## **SIGNS**

No commercial billboard or advertising shall be displayed to the public view on or from any Lot. Owners may advertise a dwelling unit and Lot for rent or for sale by displaying a single, neat, reasonably sized vacancy sign or "For Sale" sign thereon.

Signs advertising the name of the builder and the name of the institution providing financing therefore may be displayed on a Lot during construction of the improvements.

Lighted, moving or flashing signs for any purposes are prohibited.

Directional signs may be used to give directions to traffic or pedestrians or give special instructions. Any directional or identification sign in Columbia Village shall be permitted, provided the same is approved by the ACC (Architectural Control Committee) prior to installation.

## **FENCES**

No fence or wall of any kind shall be constructed on a Lot unless the plans and specifications therefore, including the location, design and color thereof, have been approved in writing by the ACC prior to the construction or installation.

## **LANDSCAPING**

Homeowners shall prepare a landscape plan and shall submit the same to the ACC.

The ACC shall approve said landscape plan prior to the installation and/or construction of landscaping on a Lot.

Landscaping of a Lot shall be in accordance with the approved plan.

## **COVENANT ENFORCEMENT PROCEDURE**

Limited Assessment Process

The committee prepares a list of violations, weekly. Violations could fall into different categories.

Promptly send a letter to correct the problem permanently:

*Improperly storing trash cans, basketball hoops, garage doors, debris:*

Owner is asked to remedy the situation within 72 hours and is informed that they will be sent further notices that may result in an administration fee of \$25 for future violation of the same. Article must be out of sight for a minimum of 72 hours, following issuance of notice.

*Removal of improperly stored vehicle:*

Owner has 72 hours to remove stored vehicle and is informed that they will be further notices that may result in administration fee of \$25 for a second letter or future violation of the same. Vehicle must be out of sight for a minimum of 72 hours, following issuance of notice.

*Bringing fence, exterior of home, or landscape into compliance:*

ACC Chairman will be given a list of violation letters sent, monthly. Owner has 30 days to correct violation, and is informed that they may be sent a Notice of Non-Compliance.

If the violation is not corrected within timeframe given then a second notice will be sent to the homeowner warning that they need to correct the violation in question and that failure to do so will result in further action, including possible \$25 weekly non-compliance fee and restriction of Rec. Center access.

If after receipt of the second letter, the violation continues for an additional period, the violating party will be sent a certified Invitation to Hearing for the next board meeting to be held at least 30 days from date of the letter. The Board will hold the Hearing and make determination for compliance. If violation is still not corrected a \$25 per week fine may be assessed until the violation is corrected.

For issues with fences, exterior of home, or major landscape issues, the Association could obtain an estimate and charge a limited assessment for that amount, without stepping on the property. Here it might go to legal counsel, if they won't allow the correction.

Signs:

Signs placed in the common area are in violation of the CC&R's. As such, the following enforcement policy shall apply: *Signs will be picked up daily or otherwise. Anyone wanting to redeem their sign will have to pay an administration fee of \$25.00 to do so. All signs not retrieved within 14 days, will be discarded.*

# **ADDITIONAL RULES AND REGULATIONS**

The following Additional Rules & Regulations have been approved by the Board of Directors under the authority of section 6.07(e) on page seven of the CC&R's. This section gives the homeowners association the authority to adopt rules and regulations that, once adopted, have the same force and effect as if part of the CC&R's.

## **GENERAL**

Nothing shall be altered, constructed or removed from the Common Area except upon the written consent of the Association Board of Directors.

Holiday lighting and decorations shall be removed by the end of the third week following the holiday. (Weather permitting)

## **ANIMALS**

It is the responsibility of each owner to pick up their pet's waste and dispose of it in a sanitary manner.

## **STORAGE**

Do not store items in view of neighbors or visible from the street. Lumber and other building materials, saw horses, exercise and play equipment, gardening tools, and supplies, and all other household items should be stored out of sight or off site.

## **OUTBUILDINGS AND OTHER STRUCTURES**

All other structures including outbuildings, storage sheds, animal enclosures, play and fitness equipment, swimming pools, gazebos, deck covers, railings, ramps, walkways, and any other structures require the prior approval of the Architectural Control Committee before any construction or modification begins.

## **MAILBOXES**

All mail boxes shall be free standing and mounted on wood stands embedded into the concrete side walk. Homeowners are responsible for obtaining the written approval of the U.S. Postal Service prior to locating or relocating their mailbox.

Mailboxes and their stands shall be maintained in good condition by owners at their individual expense. Mail boxes shall be painted black or beige as is the standard on your particular street.

## **SIGNS**

No signs may be posted or placed in common areas or on utility poles, trees, or buildings except a directional "Open House" sign is allowed during the hours of your open house only, and the developer can post signs.

## **ANTENNAES**

Radio antennae, television antennae or other antennae, including satellite dishes, should be installed in such a way as to be hidden from view as well as possible from adjoining property Lots and from the street.

## **FENCES**

See the attached fencing policy for construction details and additional requirements.

Homeowners are responsible for maintaining fences bordering their Lot, even if they were built by the developer. In addition to maintaining the side that faces their property homeowners are responsible for maintaining the side that faces common areas.

### **BASKETBALL HOOPS**

Portable basketball hoops should not be placed on sidewalks or streets.

### **LANDSCAPING**

Each home must have at least two trees in the front yard.

When trees die they must be promptly removed.

Front yards should be landscaped with sod. At least 50% of the front yard should be landscape and sod unless an approved ACC Variance for designs of less than 50% is in place. Back yards may be seeded.

Side yards may be seeded unless visible from the front of the house in which case they should be landscaped with sod.

# FENCE POLICY

The following Fence Policy has been approved by the Board of Directors under the authority of Section 6.07(e) on page seven of the CC&R's. This section gives the homeowners association the authority to adopt rules and regulations that, once adopted, have the same force and effect as if part of the CC&R's.

## Columbia Village Homeowners Association Fence Policy

### **Addendum "A"**

The Architectural Control Committee in conjunction with the Columbia Village Owners Board of Directors created and adopted the fence policy Addendum "A" on this 8<sup>th</sup> day of April 2003. The following addendum clarifies and outlines the procedures and details of the current fence policy as is outlined within the CC&R's of the Columbia Owners Association.

The fence policy as outlined in the CC&R's Section 5.24 Fences shall take precedence and is the standard base for which all amendments are adopted by the Columbia Board of Directors and the Architectural Control Committee. The fence policy as outlined in the CC&R's is as follows:

Section 5.24 Fences. No fence or wall of any kind shall be constructed on a Lot unless the plans and specifications therefore, including the location, design, material and color thereof, have been approved in writing by the ACC prior to the construction of installation.

All fences and walls shall be subject to the following restrictions:

No fence or wall shall be permitted to be constructed or installed on any portion of a berm by the Grantor in Columbia Village.

All fences or walls on a Lot adjacent to any portion of the Common Area, except that portion of the Common Area improved as a recreation center (swimming pool, tennis courts, etc.) shall not exceed four feet (4') in height, unless a lower height is required by the ACC.

All fences and walls shall be constructed and installed and maintained in good appearance and condition at the expense of the Owner of the Lot on which they are located and all damaged fencing and walls shall be repaired or replaced to original design, materials and color within a reasonable time after said damage occurs.

No fence or wall shall interfere with the use and enjoyment of any easement reserved in this Master Declaration or shown on the recorded subdivision plat of the property.

The Architectural Control Committee adopted as an amendment to the CC&R's dated 4-25-96 a Fencing Policy.

### Fencing Policy

All fences must be six feet (6') unless they are located along a common area. These fences shall be four feet (4') in height or shall have open webbing on the upper two feet (2') if

they are over four feet (4') in height. The fences may be wood, if they conform to the following designs. \*Fence requests, in writing, will be considered and approved in writing after review by the ACC. No fence shall extend beyond the front face of the house.

All fencing guidelines and policies as set forth above must adhere to the policies as provided within. See Exhibit 'A' – Exceptions, Accessory and non-conforming uses; Fence regulations, Minimal property Maintenance Section 11-09-07 and 11-09-07.1 General Regulations.

### **ACC GUIDELINES, MATERIALS, PROCEDURES AND DETAILS** **ADDENDUM 'A'**

#### Fence Height

All fences shall not exceed 6' in height unless they are located along a common area. Fences along the common area must be either 4' or 4' solid with 2' of approved lattice for a total height not exceeding 6'. Any variation to this policy requires a variance from the ACC and Board of Directors of Columbia Village.

#### Fence Materials

Posts (structural) must be either pressure treated wood (stainable), Cedar, Redwood or Galvanized steel (must face inside). All posts must be moisture and concrete resistant. Posts are to be placed within footings that are a minimum 12" round, 18" deep and with 6" of gravel at the base of the footing.

- B. Pickets are required to be Cedar and shall be stained as per ACC approval.
- C. Optional Material – Vinyl fencing may be used as an option; however the ACC Committee must approve the use and the design. The design must adhere to that set forth within the CCR's.

#### Fence Design

Wood- The fence design shall adhere to CC&R's Section 5.24 Fences. (a), (b), (c) ,(d) and the ACC adopted guidelines dated 4-25-96.

Vinyl- The fence design shall be submitted to the ACC Committee for approval. The height and lattice requirements set forth in the CC&R's and ACC guidelines shall be strictly enforced. An example of the structure and construction of the approved vinyl fencing is on display at the property management office.

Note: If the wood or vinyl fence has not been approved prior to the installation of the fence the Board of Directors for Columbia Owners Association may enforce the CC&R's and require the fence to be removed.

#### Fence Color

Wood and vinyl fence colors must be approved by the ACC.

#### Fence Maintenance

All fences shall be constructed, installed and maintained in good appearance and condition at the expense of the Owner of the Lot on which they are located. All damaged fencing shall be repaired or replaced to original design, materials and color within a reasonable time after such damage occurs. The Board of Directors for Columbia Village reserves the right to set forth the reasonable time in which repairs are to be made.

Note: Please review the CC&R's Section 5.24 Fences subparagraph (c) for fence maintenance.

Approved and adopted by the Board of Directors of Columbia Village Owners Association, Inc. on this 8<sup>th</sup> day of April 2003.

## EXHIBITS



Exhibit 'A'

Exhibit 'B'

## Fence Setbacks - Interior Lots

Exhibit 'C'

## Fence Setbacks - Corner Lots

Exhibit 'D'

Exhibit 'D'

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Fence and Post Details (Wood and Galvanized steel)

Exhibit 'E'

Exhibit 'E'

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Fence - Typical Design and Elevation

# LANDSCAPING SUGGESTIONS

The level and quality of landscape maintenance in our neighborhood is an important component of the neighborhood appeal. Good landscaping increases property values.

Columbia Village is a planned community located in a southeast Boise area that was previously covered by sagebrush steppe and was a part of the historic Oregon Trail. The neighborhood broke ground in 1981. Currently, the neighborhood has 1809 homes, 76 town homes and approximately 25 businesses. The neighborhood is bordered by Federal Way, State Highway 21, and the historic Oregon Trail. To the east and south of the neighborhood lies desert. The Boise River runs north of the neighborhood at the foot of the mountains. Columbia Village is frequented by birds of prey, antelope, deer, badgers, voles, whistle pigs, marmots, fox, and more. It is located within eyesight of the location for annual banding of migrants along a major migratory route. Diurnal raptors, songbirds, and forest owls follow the Boise Ridge southward during fall migration, and become concentrated at Lucky Peak, the southernmost peak of the ridge. The Idaho Bird Observatory conducts standardized yearly counts, censuses, and banding of migrants within a stone's throw of the community. Within 1/2 mile to the north of the community lies Barber Pool, one of the largest blocks of undeveloped riparian habitat along the Boise River.

Columbia Village maintains approximately 7 miles of paved pathways that wind through common areas with views of the mountains and deserts. Many of these paths are now lined with mature pines and crabapples. The pathways were designed to promote recreational opportunities, connect various sections of the neighborhood, protect wildlife and native plants, and provide pedestrians with alternate routes away from traffic. Residents can show their commitment to the neighborhood through annual volunteer clean-ups and by creating and maintaining their properties in a pleasing manner.

If you're interested in attracting birds to your yard, add landscaping. Birds need evergreen trees to provide year round cover and nesting sites. Select native plants or plants that produce fruit, berries, seeds, nuts, or nectar. Provide water year-round in a heated bird bath, shallow dish, or pond. Clumps of evergreen trees and shrubs provide cover through the year. Nesting boxes and leafy trees and shrubs provide nesting sites.

To get more information on attracting birds or becoming a certified backyard habitat, contact:

The National Wildlife Federation  
P.O. Box 50281  
Hampden Station  
Baltimore, MD 21211-4281  
716-461-3092  
<http://www.nwf.org/habitats/backyard>

Plant selection and care for Columbia Village is important in creating a lush, easy care landscape. Many plants offered for sale in Boise have little chance of success in our alkaline clay soil, and suffer from dry air, hot summers, and cold winters. Soils closer to the river and in older neighborhoods can be very different and capable of supporting plants that struggle in our neighborhood.

Ways to improve our soil include composting, using a mulching mower, and adding organic matter to the soil. Better soil means healthier plants, less disease, and fewer chemicals. Organic fertilizers are superior to inorganic fertilizers, since they supply so many other nutrients. Fall is the most important time to fertilize lawn. The University of Idaho Horticulture Department recommends fertilizing in early September and again in November. Grass roots continue to grow through fall and winter, helping the

plants endure heat, bugs, and drought the following year. Fertilizing in fall helps keep lawn green later in the fall and earlier in the spring. A product that includes sulfur can help our soil absorb the fertilizer. If you want to do more for your lawn, you have your lawn aerated. Machines are available for rent. Finished compost can then be raked into the aerated holes, while the dirt plugs disintegrate. Watering schedules are important. The University of Idaho Horticulture Department recommends watering deeply, every few days so that the soil is moist down to 12". The soil needs to dry out somewhat between watering, to allow air to penetrate to the roots of plants. Plant selection is important, as well. Kentucky Blue-grass requires more water, fertilizer, and bug killers than fescues.

Examples of plants that will not fare well are White Birch, Aspen, Dogwoods, Beech, Fir, Cypress, Azaleas, Huckleberries, and Rhododendrons.

Columbia soils can be tolerated by Ash, Brooms, Leyland Cypress, Goldenrain Tree, Hackberry, Honeylocust, Incense Cedar, Juniper, Locust, Amur Maple, Ornamental Pears, Pines, Poplars, Smoke Shrub, Sumac, Sycamore, and Willows. Native plants and plants requiring little water will be easy to grow.

Several plants require no supplemental water and could be planted in these areas. Low water plants are best planted in fall when the ground is moist.

Plants requiring no supplemental water: Curl Leaf Mountain Mahogany, Skunk Leaf Sumac, Siberian Elm, Tree of Heaven, Golden Currant, Wood's Rose, Blue Flax, Orange Globe Mallow, Rubber Rabbitbrush, Sagebrush, Yarrow, Fernbush, Apache Plume, Rocky Mountain Juniper

Plants requiring occasional water (once weekly in summer): Pyracanthus, Yucca, Blackberry, Mockorange, Snowberry, Pinyon Pine, Ponderosa Pine, various Junipers, grapes, ice plant, hens and chicks, Broom, Butterfly Bush, common Lilac, Quince, Lamb's Ears, Russian Sage, Chokecherry, Apricot, Blanket Flower, Elderberry, Goldenrain tree, Hackberry, Locust, Burr Oak, Russian Olive, Service Berry, Sedum, Incense Cedar, Blue Mist Spirea

As long as the ground is thawed, winter can be a great time to plant trees and garden. Plants are dormant from mid fall through early spring and can be easily moved with little trauma. Homes in Columbia Village are required to have two trees in their front yards.

## **BEDDING AREAS**

Due to the high winds in the area, consider using "perma-bark" instead of "soil-aid".

## **TREES**

Trees grow "out" as well as up. Provide sufficient setback from the property line to prevent overhang onto your neighbor's property when the tree is full grown. Avoid poplar and cottonwood type trees because of the root problems they cause. Due to the high winds in the area, consider using trees with small leaves.

## **FERTILIZER APPLICATIONS**

At least three applications of lawn fertilizer and weed control should be made each year. Residents should test their soil. Sulfur helps acidify alkaline soil.

## **WEED CONTROL**

Lawns and bedding should be essentially free of weeds at all times. A pre-emergent application to control crabgrass should be made each spring before this weed germinates.

### **MOWING AND TRIMMING**

Lawn areas should be mowed at least every 10 days. Edging should be done along the same schedule. Shrubs, trees, flowers, ornamental grasses, etc. should be maintained in a neat manner.

### **WATERING**

Landscaping should be watered on a regular basis. You can decrease your water usage by raising the blade on your mower, aerating the soil, and applying humus, compost, or by using a mulching mower.

### **JAPANESE YEW**

This plant is deadly for wildlife & human consumption. Please cover with burlap during their feeding season to protect our wildlife, or consider removing altogether. More information is available online.

# OTHER SUGGESTIONS

## **GARAGE SALES**

The homeowners association schedules one or more neighborhood-wide garage sales each year.

## **TRASH CONTAINERS**

Trash removal day is Wednesday thru Friday, depending on location. Please place your trash in closed containers at curbside on the morning of the scheduled pick-up. Do not place trash bags or cans on the sidewalk since this impedes pedestrians who are entitled to this right of way. Please remove trash containers promptly by the end of the trash pick-up day and store them out of sight.

## **RENTAL OF YOUR HOME**

If it becomes necessary to rent your home, please make sure that your tenants have a copy of this handbook and the CC&R's. Please notify our management company of the names and phone numbers of your tenants as well as your new address and phone number.

Very often landscape and maintenance suffers at rented homes. Be sure to make arrangements for landscape maintenance in keeping with the neighborhood standards. If you need assistance, contact our management company for the names of landscape maintenance contractors who can help.

Renters can use of the association facilities by using the key card issued to the homeowner. Homeowners are responsible for their renters' behavior as they would be for a guest.

## **NEIGHBORHOOD SAFETY**

The speed limit in our neighborhood is 20mph on residential streets and 30mph on feeder and arterial streets. Violators should be reported promptly to the police, noting the vehicle identification and license number.

Avoid parking on the street so as to increase visibility for drivers and safety for children, joggers, cyclists, and other pedestrians.

Avoid parking on sidewalks at any time, even partially. Vehicles parked on sidewalks represent a safety hazard for children and an inconvenience for pedestrians.

Streets should be used only by motorized vehicles and bicycles. Avoid using neighborhood streets for any type of play including basketball, street hockey, and other sports.

# HOMEOWNER ASSESSMENTS

Under the authority of section 6.07(a) on page seven of the CC&R's, the homeowner's association levies and collects assessments from each homeowner. The quarterly homeowner assessments cover the cost for common area maintenance, recreation center, utilities, newsletter, management fees, insurance, and other operating expenses. In addition, funds are regularly set aside for periodic capital expenditures such as painting, carpeting, pool repairs, parking lot repairs, etc. Financial statements are prepared monthly and are available to all homeowners at any time by contacting our management company.

The following is our collection procedure for delinquent assessments:

Quarterly invoices are mailed out on or around January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup> of each year. All invoices are due within 30 days of invoice date. (I.e. if mailed on 4/1/04, due by 4/30/04)

A 30 day grace period is allotted, after which a 10 day delinquency statement is mailed out. This statement informs the homeowner that access to the recreation center and/or RV area will be suspended if dues are not paid within 10 days. If after 70 days, dues have still not been paid, the management company has been instructed to begin the lien process. Once the lien process begins, there are other costs and fees as well as the dues amount that will be charged to the homeowner.

# ASSOCIATION FACILITIES

Our homeowners association owns and operates a recreation center at 3655 E. Lake Forest Drive. This facility includes swimming pools, Special Events Facility, exercise equipment, racquetball court, tennis court, disc golf course, management office, and restrooms. Access is through the use of an electronic key card. One card is issued to each homeowner. An additional card is available for a fee.

These following rules have been approved by the Board of Directors under the authority of section 6.07(e) on page seven of the CC&R's. This section gives the homeowners association the authority to adopt rules and regulations that, once adopted, have the same force and effect as if part of the CC&R's.

## GENERAL

All facilities are open for use from 5:00 a.m. – 10:00 p.m.

Homeowners are responsible for the actions of their children, tenants, and guests.

Homeowners must reimburse the Association for any damage to common area facilities, furnishings, or landscaping caused by them or their children, tenants, and guests.

Doors and gates to the recreational facility shall be locked at all times. Do not prop them open.

Use of the pools, disc golf course, gym, and racquetball courts are restricted to homeowners or their children, tenants, and guests.

All homeowners are responsible for assuring that the Recreational Facility is left in a clean and undamaged condition.

No smoking is allowed inside the Recreation Center or in the pool area.

Except for seeing-eye dogs, no animals are allowed inside or on the premises of the Recreation Center.

Consideration of noise levels must be given to residents who live nearby.

The Special Events Facility is available to rent for parties, weddings, family reunions, you name it! For more information regarding renting the meeting room, please contact our management company.

## RACQUETBALL COURT

When scheduling court time, limit play to 1 hour.

Back to back hour scheduling is not permitted.

Scheduled court time is forfeited if more than 10 minutes late.

Scheduled players have priority over walk-ins.

Eye protection **must** be worn while playing.

No black-soled shoes allowed on court. Proper attire required.

Parents must accompany children under 16.

Owners must assume complete responsibility for the conduct and safety of their children, guests or tenants.

The court is strictly for racquetball game use only. Playing, dancing, or other activities are prohibited.

## **TENNIS COURT**

Singles matches are limited to 60 minutes playing time and doubles is limited to 90 minutes playing time.

The correct tennis attire is to be worn.

Rules of tennis etiquette must be observed and loud and unnecessary noise is prohibited.

No foul language will be tolerated.

No food or glassware is permitted on the courts and all trash and litter is to be disposed of.

No bicycles, roller-skates, roller-blades, skateboards or other wheeled apparatus are allowed on the tennis courts.

Owners must assume complete responsibility for the conduct and safety of their children, guests or tenants.

Children under 16 must be accompanied by a responsible adult.

## **EXERCISE ROOM**

Children under 16 years of age are not allowed to use the weight room unless accompanied by a responsible adult.

Children under 10 years of age are prohibited at any time (children 10-16 may use the gym with adult supervision).

Proper attire and footwear required.

No food or drink besides water.

Owners must assume complete responsibility for the conduct and safety of their children, guests or tenant.

Please wipe down equipment when done working out. If any equipment is not working properly please contact the management company.

## **SWIMMING POOLS**

The pools open from Memorial Day thru Labor Day. Dates may be flexible depending on weather, scheduled maintenance, and/or events, based on Board's discretion.

Daily - Open Swimming from **9:00 a.m. - 9:45 p.m.** Lap Pool 5:00am-9:45pm

A responsible adult must accompany children under 16 at Rec Center.

Swim at your own risk. Know where lifesaving equipment is at all times. No Lifeguard on duty.

No running or diving.

No climbing or jumping off waterfall or lifeguard chairs.

No glass containers in pool area.

No alcohol allowed.

No Smoking or Vaping in the pool area.

No diapers or cut-offs allowed in pool.

Children that are not potty trained must wear disposable swim pants such as Huggies Little Swimmers.

No swimming alone - use buddy system.

Floation devices may be used at the discretion of the staff.

No Frisbee's or flying objects allowed in the pool.

No pets allowed.

Please keep area clean.

Persons using facilities are responsible for security of facility during use.



Owners must assume complete responsibility for the conduct and safety of their children, guests or tenants.

No bicycles, roller-skates, roller-blades, skateboards or other wheeled apparatus are allowed in the pool areas.

The pool area is off-limits after 10:00 p.m.

The staff and security guards are at the Recreation Center for safety and to protect our assets. Let's work with them.

No weapons (guns, knives, etc.) allowed on the premises

You must be 16 years of age or older with a valid ID that shows your date of birth in order to be at the Rec Center without an adult.

All food and drinks should remain up front by the patio area or under the shaded areas on either side of the patio area. Water is the only exception but it should be in a clear plastic container.

## **GUEST POLICY**

Each family is allowed 2 guests and their children do not count towards the 2 guests. Adult Homeowners must accompany guests when they are using the facilities. All rules and regulations apply to guests and tenants. Homeowners are responsible for any damages caused by their guests or tenants.

## **VIOLATION POLICY**

Homeowners will be held responsible for damages caused by their children, guests or tenants. Homeowners should familiarize themselves with the violations policy posted on the website and at the Recreation Center.

Level 0: Verbal warning

Level 1: Verbal warning and/or 24 hours suspension from the Rec Center.

Level 2: Up to 6 months suspension, a \$50.00 fine, and must appear in front of the Board of Directors in order to have your suspension lifted.

Level 3: Automatic 1 year suspension with a possible lifetime suspension, a \$50.00 fine and must appear in front of the Board of Directors in order to have the suspension lifted.

# LOT DRAINAGE

The purpose of the Columbia Village Board of Directors is to “provide and assure the maintenance, preservation and architectural control of Lots, including the Common Area, within Columbia Village.” The association has little power to help homeowners with drainage issues on their property. It is the responsibility of homeowners to ensure their lot drains properly, per the CC&R’s.

If your Lot has drainage problems, check the grade of the Lot. On a typical Lot, water should drain away from the house and from the back to the front of the Lot. If the grade seems appropriate, you may have caliche under your soil. Check all sprinkler and water lines for potential breaks and make any necessary repairs. If water appears to be draining from an adjacent Lot, consult your neighbor. It is a violation of CC&R’s to have water drain onto another Lot or common area. In the instance that a neighbor is unwilling to stem the flow of water onto your Lot, contact the ACC. It is allowable under the CC&R’s to apply for an easement to drain water from your Lot onto common area.

If the grade of your Lot is not appropriate, review your landscape plan. Did you add any structures such as berms, swales, or hardscape that might impede the normal flow of water? Owners are required to submit a landscape plan and any changes or additions on the Lot to the ACC for approval. You may need to remove berms, retaining walls, or other changes made to the Lot if they impede proper drainage. Before removal, you must fill out the appropriate form with the ACC.

If your Lot is not graded properly, if you have made no changes to the Lot, and you have submitted a landscape plan to the ACC, consult the builder. Builders all sign a document reviewing the CC&R’s for drainage and are given strict direction as to the typical grade of Lots in Columbia Village.

Most soil in Columbia Village is alkaline clay. As any gardener’s hands can attest, alkaline soil can be corrosive. If the foundation of your house has some areas where it looks slightly eroded with a white residue, you may want to amend your soil. Test the PH of the soil next to the foundation. If it is alkaline, follow the recommendations on a bag of Ammonium Sulfate to help neutralize the soil. Adding organic matter to the soil can also help correct PH.

## General Recommendations to improve drainage

Add organic matter to your soil.

Each year, add 1/4" finished compost to the top of your Lot. Aerate the lawn and work finished compost or humus into the holes.

Start a compost pile in your yard.

Consider adding a pond or stream to collect excess water. (with ACC approval)

Turn off sprinkler heads in/over wet areas, remove sod, and put in xeriscape plants (plants that tolerate dry conditions such as Skunk Leaf Sumac or Mountain Mahogany). See the back of your Columbia Village manual for suggestions.

Consider adding French drains.

Check for Caliches, a hard, whitish layer of calcium and other minerals. In a few locations, drill down to six feet to break through the caliches and allow the water to drain.

Cut a narrow trench along the property lines on the side of your yard to direct water from the back yard to the front.

Consult the Master Gardeners office with the University of Idaho Agricultural extension for additional ideas. 377-2107

# SPECIAL EVENTS FACILITY

Columbia Village Special Events Facility at the Recreation Center can be reserved for pre-arranged meetings, community, or family functions. All questions, requests, and complaints regarding use of the Meeting room shall be directed to the Rec Center Manager. All Applicants of Meeting room must abide by the Association Rules, including but not limited to the following:

Legal residents (Columbia Village Members & Tenants) in good standing have the right and privilege to use the Recreation Center during regular hours, when available, and are subject to these rules. Execution of "Clubhouse Rental Agreement" by the Applicant and Recreation Committee or its authorized agent shall constitute confirmation of a reserved date for use of the Clubhouse. Deposit must be paid in full when submitting the Agreement.

2. FEES:	Refundable Cleaning Deposit	\$150.00
	Non-Refundable Deposit	\$ 40.00 (Half Day)
	Non-Refundable Deposit	\$ 80.00 (Full Day)

Set-up is the responsibility of the party hosts.

**All rubbish to be removed from premises.**

All lights to be turned off after each function.

Lavatories are located on both sides of the racquetball court.

The doors are to be unlocked and unrestricted during the party use.

Appropriate clothing should be worn for events.

Party or event must be completed by 10:00 p.m.

Music, or amplification provided by recordings must be confined within the meeting room and be kept to a level that does not cause stress for the other residents. Any party causing stress among the residents, which results in verbal complaints or visits from the police department will cease immediately. Speakers must stay inside and need to conform to Boise City Noise Ordinance.

Principal resident reserving the meeting room must personally be in attendance at the event at all times.

Personal equipment or property must be removed immediately following conclusion of party or event to avoid loss, damage or theft. The Columbia Village Owners Association and its authorized agent are not responsible for equipment or property brought to or left on premises.

FIRE CODE LIMITS OCCUPANCY TO 95 PERSONS.

**Any misrepresentation under the Rental Agreement is subject to forfeiture of entire deposit.**

The meeting room must be returned to its original condition.

Applicant is liable for all damages incurred regardless of amount.

Homeowner keycard will be activated ONLY during period of rental and automatically deactivated at end of rental period. Please respect other renters & plan ahead!

When renting the Member will have exclusive use of the multi-purpose room and kitchen only. This rental agreement does not include the racquetball court, pool, fitness room, or Recreation Center common area.

The area must be cleaned up after use. If the association is charged additional money by the cleaning company, these costs will be passed on to the homeowner that rented the meeting room and taken out of the deposit money or added to the Residents Quarterly Dues.

# RV STORAGE FACILITY

The homeowners association owns and operates a nearby RV Storage Facility. The use of this storage facility is a great benefit to the residents of Columbia Village. The lot is located on the Northwest corner of the subdivision and it is accessible from Yamhill Street. Space is limited and there is often a waiting list. Contact the Recreation Center Manager for availability and cost.

Please familiarize yourself with the following regulations. They have been voted on by the Board and carry the full weight of the CC&R's.

Rent is billed quarterly. Please mail your rental payment to Columbia Village HOA. Make sure your Space Number is on your check and make it payable to: DSI, 9601 W. State Street, #203, Boise ID 83714. To cover administrative costs, all returned checks and late payments will incur a service charge, per your Rental Agreement.

To park your vehicle in the Columbia Village RV Storage facility you must be an owner or resident of Columbia Village in good standing. Upon vacating the Community you must give CVOA proper notice and remove your vehicle immediately from this facility.

Park vehicles where they will not block driveways or other units.

Space is for storage only. No other use is allowed.

Advise the management company immediately of any name or address change (208) 433-0643. Please notify the office of any change in property stored at RV storage facility. We need to have the accurate information on file for vehicles stored.

When you are ready to vacate your storage space, CVOA requires a 30 day notice & that your spot be clean and empty before qualifying for refund of security deposit.

Do not store gas, explosives, or hazardous chemicals.

When backing into stall please be careful not to damage the perimeter fencing. The Tenant is responsible for damage incurred through their actions.

Columbia Village Owners Association recommends that you do not store any loose items where they can be easily taken and that you insure your property while in storage. We are not liable for items stolen or damaged.

Be sure to stop by the Management Office/Recreation Office at the Recreation Center, or call 433-0643 if there is anything that you need in regards to the Columbia Village RV Storage Facility.

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Updated: DATE \@ "M/d/yyyy" 2/10/2009

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Updated 02/15/2017  
Located: Documents – Board Meetings – HO Handbooks

FILENAME - CVOA Handbook –July 2017- .doc  
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