



February 1, 2013

Dear Country Village resident:

Country Village Townhouse Association bylaws provide us with a unique ability to ensure ongoing property values and a pleasant environment for all residents. Our bylaws govern collection of annual Association charges and enforcement of various community rules and regulations. The Board of Directors is morally and legally obligated to enforce these bylaws.

As you may recall, in an effort to strengthen the processes of collection of Association charges and enforce community rules and property inspections, the Board presented a revised set of resolutions to owners last May. That letter was accompanied by a pamphlet which outlined most community rules.

During discussions at the community meeting on May 25, 2012, the validity of the new policy resolutions was put into question as a former resolution (previously unknown to the Board) was brought to the Board's attention. Consequently, the Board put a hold on enactment of the new resolutions pending further consideration.

Subsequently, the Board obtained legal counsel and it was determined that the new resolutions are, in fact, valid and may be enacted as originally presented. The purpose of this letter is to serve as a reminder of the provisions of the new policy resolutions. Please note the policy resolutions in their entirety are posted on our website at [www.cvta.weebly.com](http://www.cvta.weebly.com). These resolutions replace and supersede any put forth by previous Boards. Enforcement will commence thirty days from the date of this letter.

In summary, the new resolutions are:

**Overdue Association Assessment Charges:** Association charges are collected semi-annually, in February and August. Should an owner's account become thirty days past due the account will be assessed an additional \$50 per month assessment until paid in full or other arrangements are made. In the event an owner's account reaches \$200 the account will be sent to collections and an additional \$100 administrative assessment will be levied. Should collections be unsuccessful, a lien will be placed on the property and further legal actions will be considered including, but not limited to, Small Claims Court and foreclosure.

**General Standards and Policies:** The following standards and policies have been established to maintain high standards for the continued attractive appearance of our community, the protection of property values and the perpetuation of cordial neighborly relations. They include, but are not limited to:

- Refuse/Recyclables Policy. Only one vendor is permitted to serve Country Village. Trash pickup is on Wednesdays. Trash cans should not be placed at the curb before Tuesday evening and they should be stored out of sight by Wednesday evening.
- Holiday Decorations Policy. Decorations for all holidays should be removed within three weeks of the holiday.
- Vehicle Parking Resolutions.
  - Parking Commercial Vehicles in the Community. Owners' and residents' vehicles that appear to have a commercial use are not to be parked on the streets or in driveways.
  - Parking vehicles on lawns (personal and Common Property) is prohibited
  - Operating motorized vehicles on Common Property is prohibited.
- Lawns and Grounds Maintenance. Homes and grounds should be kept clean and in good appearance. Front porches, decks and patios should not be used to store the following (but not limited to): snow blowers, recycling bins, trash cans, ladders, firewood, gardening implements, etc... Lawns, shrubs and trees should be kept neatly trimmed.
- Basketball Hoop Policy. Basketball hoops are only allowed in driveways, between April 1 and October 31.
- Personal Use of Common Property. Storing personal materials, erecting fire pits, mowing or plowing Common Property is prohibited.

**Enforcement of General Standards and Policies:**

- Violations (some that are listed above) could incur an immediate \$50 fine, payable within 30 days.
- After 30 days, any unpaid fines will incur a \$50/month late fee until paid in full or other arrangements have been made.
- If fines and late fees accumulate to \$200 the account will be sent to collections. A processing fee of \$100 will be levied when an account is sent to collections and the account will continue to incur a \$50/month late fee until paid in full or other arrangements have been made.
- Unsuccessful collections will result in a lien placed on the property and further legal actions will be considered, including Small Claims Court and Foreclosure.

**Semi-Annual Community Inspections**

CVTA requires its managing agent to conduct semi-annual inspections with the ultimate goal being to maintain everyone's property values. These inspections evaluate individual home exteriors (including yards) for overall appearance.

Following an inspection, identified deficiencies and necessary remediation is promptly brought to the attention of the individual property owner and, depending on the nature of the deficiency, the owner is provided an expected date of completion of the correction.

**Enforcement of Semi-Annual Community Inspections:**

- Category I Deficiencies listed but not limited to include:
  - Cleaning siding, exterior door trim repair or painting, removal or trimming overgrown shrubs or trees, lawn and landscaping maintenance, etc.
  - These spring and fall inspection deficiencies are to be corrected within 60 days.
- Category II Deficiencies listed but not limited to:
  - Driveway, roof, porch, steps, siding replacement, house painting, etc.
  - These deficiencies must be completed within one year.

Should the deficiencies not be completed by the identified deadline the following fine structure will be employed:

- Category I: Could be a \$50 fine. See [General Standards Policy above](#).
- Category II: Could be a \$100 fine. See [General Standards Policy above](#).

The goal of the above revisions is not to enrich our treasury, but to minimize if not extinguish the costly and time consuming problems created by a small minority of owners.

In addition, these policies should not send a harsh or unpleasant picture of Country Village to current or prospective owners. Rather, they are intended to send a message that Country Village is serious about maintaining its high standards and property values and that the inactions of a few will not negatively impact the majority.

**Please note: Any owner who currently has outstanding, unpaid fines** for violations of general standards and policies or community inspections will have thirty days to fully pay off their account balance. After thirty days all unsatisfied accounts will incur a \$50 per month assessment until paid in full. Should an account reach \$200, it will be sent to collections. If collections are unsuccessful further legal action may be taken including, but not limited to, Small Claims Court or Home Foreclosure.

If you have any questions or concerns about these policies or any other Country Village related issues please feel free to contact our property manager, Lee Lounsbury at Maxwell Property Management: (518) 428-9784 or [lee@maxwellpm.com](mailto:lee@maxwellpm.com).

Sincerely,

Country Village Board of Directors