



May 15, 2012

**Important Announcement to All Country Village Homeowners Regarding
Enforcement of Our Bylaws' Regulations**

Upon purchasing a home in Country Village all owners become members of the Country Village Townhouse Association. Our Association is governed by a set of bylaws which have two major objectives:

1. Maintenance and insurance of our Common Property
2. Maintaining our individual property values and enhance residents' enjoyment and use of their individual property

The bylaws mandate the elected Board of Directors to enforce the bylaws' objectives. Enforcement is accomplished through:

1. Collection of annual membership dues
2. Periodic inspections of properties

The **vast majority** of homeowners are consistently compliant with promptly paying their annual dues and maintaining the satisfactory appearance of their homes and property, and we thank you. Unfortunately a small number of owners are repeatedly in arrears with their dues payments or have problems following the bylaws' provisions for maintenance standards.

As of May 7, 2012, there are 3 owners' accounts in collections and over a dozen owners with outstanding dues and fines totaling over \$6,000. In fact one owner is in arrears of over \$1600 and the attorney representing the Association is in the process of taking legal action against them. However, until all delinquent accounts are paid in full the rest of the owners are, in essence, paying all of their dues and associated collection and legal expenses.

A small number of owners have repeatedly ignored the bylaws' provisions addressing general neighborhood appearance issues such as parking commercial vehicles, not storing trash cans out of sight after collection, storing firewood, snow blowers, or other items on front porches, poor lawn maintenance, or ignoring property repairs identified in semi-annual inspections.

The Board of Directors and the Association's managing agent, Maxwell Property Management, spend an inordinate amount of time and energy chasing after the relatively small number of owners alluded to above. Traditional methods such as "friendly" reminder letters followed by very nominal fines when necessary have not been effective. Our policy for collecting unpaid dues/fines currently takes many months before accounts are sent to collections and subsequent legal action if necessary.

Therefore, to send a clear message to all owners and to simplify and condense the work, the Board has voted to adopt the following Policy Resolutions into effect immediately.

Revised Overdue Dues & Fine Policy:

- When a homeowner's bi-annual Association dues account is 30 days past due the account will be assessed with a \$50 late fee, payable immediately and a \$50/month late fee will be assessed until paid in full or other arrangements have been made.
- In the event an account reaches \$200 in overdue dues and penalties/assessments, it will be sent to collections and \$100 collection fee will be added to the account. While in collections the account will continue to be assessed a \$50/month late fee until the account has been paid in full or other arrangements have been made.
- If collections are 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.

These standards and policies include, but not limited to:

- Trash cans put at the curb before Tuesday evening and left at the curb after collection.
- Holiday decorations left out after January 31st.
- Vehicle Parking Resolution
 - Parking Commercial vehicles in the community
 - Parking vehicles on lawns (personal and Common Property)
 - Operating motorized vehicles on Common Property
- General appearance of homes. Areas exposed to public view should be kept clean and in good appearance, (e.g. front porches, decks or other areas generally seen from the street should not be used to store the following, but not limited to; snow blowers, recycling bins, trash cans, ladders, firewood, gardening implements, etc.
- General appearance of landscaping. Lawns, shrubs and trees should be kept neatly trimmed.
- Basketball Hoop Policy
- Using Common Property for personal use (e.g. storing personal materials, erecting fire pits, mowing or plowing Common Property, etc.)

Revised 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 as deemed necessary.

Semi-Annual Community Inspection Policy

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.

Revised Semi-Annual Community Inspection Policy:

- 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 Fines Policy above.
- Category II: Could be a \$100 fine. See Fines 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.

Attention

In an effort to encourage resolution of all currently overdue fines the Board of Directors has instituted the following **“one time opportunity”**.

Any homeowner who currently has outstanding, unpaid fine balances, (this does not include unpaid Association Dues), will be given a **“one time opportunity”** to **fully** satisfy their account by paying half the total fines due, within thirty days from the date of this letter. Any unpaid fine balances **not paid in full by (Thursday, June 14, 2012)** will be addressed as outlined above.

If you are interested in taking advantage of this great **“one time opportunity”** please contact our managing agent Lee Lounsbury.

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. In addition, you will have the opportunity to ask questions at our semi-annual community meeting on Thursday, May 24, 2012 at 7:00pm at the Guilderland Town Hall. We look forward to seeing you there.

Sincerely,

Country Village Board of Directors