

Helpful Information On Rules & Regulations for Residents of River Woods

1. Office hours for the HOA are as follows:

October 1st through April 30th

Monday – Thursday 9am – 4:00 pm

Friday 9:00am – noon

May 1st through September 30th

Monday – Thursday 9:00am – 4:00 pm

Friday 9:00 am – noon

2. **The monthly Association fee of \$338.00** is due on or before the first of the month. Please include on your check the month you are paying for and your house number. Make checks payable to: Townhouse Villages at River Woods HOA. All homeowners are provided with self-addressed envelopes for each mailing. You may also leave your check in the mail slot in the office door. Any fee unpaid after the due date becomes delinquent and incurs a \$25.00 administration charge on the 10th and an additional \$25.00 on the 20th. Legal action may be taken against the homeowner after the monthly fee becomes delinquent.
3. **The HOA Publishes a monthly newsletter entitled, THE VILLAGER**. This is delivered monthly by email or mail depending on what the homeowner chooses. This is the association's principal means of communication. Please read it carefully. If you would like to advertise in THE VILLAGER, private resident ads are free. Commercial ads are \$100.00 for a ¼ page, \$150.00 for a ½ page and \$200.00 for a full page. Please submit your ad in writing before the 15th of each month.
4. **The Villager Is Also Posted Online on the River Woods Website.**
The website address is www.myriverwoods.org
- The website is filled with info on the association. It also gives updates on things happening around the association.
- (Please keep in mind that things are constantly changing, and the website is not always current. Please contact the office if you have any questions about content on the website.)
5. **The HOA Board of Directors Meets Most Months.** The time and place are listed in the calendar if the date has been set by publication. Homeowners are encouraged to attend these meetings as bystanders. If you have an item that should be discussed at the Board Meeting, notify the General Manager at least two weeks prior to the meeting so that a meeting agenda item can be reserved for you with Board approval. New members are elected to the Board at the HOA's Annual Meeting which is held each June. Special notices are sent to each homeowner in advance of the Annual Meeting.
6. **Pool Tags** - Can be obtained at the pool with a non-refundable deposit of \$5.00.
7. **Watering of Common Areas** – If you wish to participate in watering common ground areas around your unit, please call the office. The Association will reimburse homeowners (for the excess water used) that help water common ground. To do this, simply send in one bill from a winter month and all summer bills containing the dates in which you watered common ground to the office. All bills should be sent in at one time, once outside watering has stopped for the year. Please keep in mind that we have hoses and sprinklers available at the office if you need them, please send an email to request them. Hoses must be removed from the lawn and coiled after each use to help our crews out with mowing.

8. **Courtyards** should be kept free of lawn furniture, toys and other debris that would be in the way of the grounds crew. If you have a large gate, it must be left unlocked, or the grounds crew will not enter the courtyard for maintenance work. A written request for courtyard maintenance must be on file in the office. It is important to know that if you have a courtyard, it is yours (you own it). Meaning if you would like us to do work in it for you (ex. mowing, spray chemicals and pruning) please contact the office and request the form to be completed with what work you would and would not like done.
9. **Exterior Garage Lights** – If the light on your garage goes out or if the bulbs on the common pole lights are burned out, please call the office. The maintenance crew replaces all bulbs on garages and globes. Replacement photocells and shields for garage lights are available in the HOA Office. Please email or call the HOA office to report garage or pole lights that are out.
10. **New Residents** are invited to contact Kimberly G. at the HOA Office with any questions. Feel free to stop in or call.

This outline is intended to provide you with a brief overview of the Master Insurance program in place for Townhouse Villages at River Woods Homes Association. Not all coverages and/or exclusion are outlined in this letter.

The marketplace for associations has received major losses in Minnesota in the past year, paying millions for hail and tornado losses. These occurrences have made our state number one in insurance losses to date. River Woods has managed claims well and owners have done a good job in controlling their losses. The market as a whole is what carriers base the increased premiums on. We went to all national carriers for quotes, only seventeen responded. Most responded with even higher pricing and less coverages. The Board selected the best plan to manage our community perils.

If you would like to find out what the marketplace is like, call and speak to your HO6 agent for a very real discussion on this issue in the MN market today. The Board which approved this policy also lives in River Woods and pays the same as you do. There is no cheaper market out there! Reminder, the Board, and office have nothing to do with the insurance marketplace, be kind, we are the messenger! A threat of action will not improve this cost nor will yelling at anyone. If you came to the Annual meeting, you were clearly explained the market situation then. If you did not attend you should try to do so, there is important information given at meetings and all is in the Villager sent out monthly.

Following is a general overview of policy provisions and is, of course, subject to the actual policy terms, conditions and exclusions.

BUILDING COVERAGES – Illinois Union Insurance Company and Homeland Insurance Company of New York

The property policy provides building coverage on a replacement cost basis for the amount shown on your certificate of insurance. The policy provides “Special Form Coverage” protection against direct physical loss or damage to the buildings. This coverage includes, but is not limited to, the following perils: fire, lighting, windstorm, hail damage, falling objects, riots and civil commotion, explosions, smoke damage, removal expenses, vandalism and malicious mischief, damage by vehicles and aircraft, weight of ice, sleet or snow or water damage. **The applicable deductibles are as follows: Water Damage - \$25,000; Flood and Earthquake - \$50,000; Wind/Hail – 1% of Building Values affected by loss, subject to \$100,000 minimum; and all other perils - \$25,000. If several units are damaged by the same occurrence (i.e., Tornado) then the deductible will only apply once. Loss assessment coverage may be available on your HO-6 policy to help offset some of this deductible expense to you, the homeowner. Contact your personal lines agent to clarify. The homeowner will be responsible to pay for whatever portion of the deductible is assigned to the unit. The maximum deductible possible on home/unit is \$50,000.00 and this is the amount you should insure for the loss assessment deductible on your HO6 policy.**

The major exclusions of your policy are as follows: Nuclear, Biological, Chemical and Radiological loss, Earthquake, Sprinkler Leakage, Pre-Existing Property Damage, Asbestos Material, Pollution & Contamination and Terrorism.

The definition of “Building” includes:

- A. *“...Completed Additions” and*
- B. *“...**Permanently installed** fixtures, machinery and equipment. Outdoor fixtures” and*
- C. *“...**Personal property owned by the association that is used to maintain or service the office, shop, pool, building or structure** including fire extinguishing equipment, outdoor furniture, floor coverings, and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering. **AND if not covered by other insurance**, additions under construction, alterations and repairs to the building or structure, materials, equipment, supplies and temporary structures on or within one hundred feet of the described premises, used for making additions, alterations or repairs to the building or structure.”*

This means that anything *permanently* installed in a unit, such as appliances, floor coverings, carpet, cabinets, wall coverings, light fixtures and bath fixtures are considered to be part of the building and are covered by the property policy.

PERSONAL PROPERTY COVERAGES

It is not the responsibility of the Association to insure your personal property. Personal property owned by individual homeowners, which is not permanently installed, (i.e. furniture, clothing, jewelry, and personal effects) should be insured under a Homeowner’s Condominium Owners policy (called an HO-6). Contact a personal lines insurance agent to discuss HO-6 insurance if you have not already done so.

LIABILITY COVERAGES – Cincinnati Insurance Co.

This policy contains a \$1,000,000 single limit of liability applying on a “per occurrence” basis for bodily injury and property damage. This limit of liability protects the Association and each individual homeowner, in the event that a claim arises because of an occurrence on the **common premises** of the Association.

Please note that this liability coverage does not extend to you, the individual homeowner, for your personal liability exposures occurring on that portion of the premises occupied or used exclusively by you! Personal liability exposures include such things as bodily injury or property damage caused by your negligence, libel, slander or defamation. Your personal liability exposures should be insured, along with your personal property, in your own Homeowner’s Condominium Owners policy (HO-6).

Here are some examples of liability situations.:

- A. *Someone interested in buying a home in the Association walks across the parking lot to the office. They slip and fall on ice, sustaining bodily injury. The Association’s Liability policy would respond to the claim.*
- B. *You are entertaining guests in your home. One of the guests slips and falls in your kitchen and sustains bodily injury. Your personal liability insurance would respond to the claim, not the Association’s Liability policy*

MISCELLANEOUS COVERAGES AND EXTENSIONS

1. The liability policy contains broadened liability coverage’s which include such features as contractual liability protection, host liquor liability protection, and incidental medical malpractice protection.
2. Directors & Officers Liability coverage with CNA Insurance in the amount of \$5,000,000. This extends coverage to board members, committee members and other volunteers that help run the day-to-day business of the association.
3. A commercial Crime with CNA Insurance in the amount of \$500,000 is purchased which provides protection for the Association’s assets in the event of dishonest acts.
4. Cincinnati Insurance Company also provides excess liability protection in the amount of \$5,000,000. This policy extends the liability coverage for claims arising because of an occurrence on the **common premises** of the Association.

CLAIMS REPORTING PROCEDURES

Should you experience a loss or have knowledge of a loss the following steps should be taken:

1. Call the River Woods office with all information.
2. Immediately call Kraus-Anderson Claims Department (952.707.8200).
2. Kraus-Anderson Insurance will submit all necessary information to the insurance carrier(s) who will assign an adjuster to investigate the claim and make a loss settlement.
3. The association office will be able to help you with the selection of a contractor.
4. Communication is of the utmost importance! Therefore, in the event of a problem or a breakdown of communications, do not hesitate to contact the agency Claims Department (952.707.8200) or the agency Claims Manager, Deb Mueller (952.707.8208) with issues or questions.

MORTGAGE CHANGES

If, at any time in the future, you should have reason to change your mortgage company, pay off your mortgage or receive a request from your mortgage company for a Certificate of Insurance, please contact us at 952.707.8200, and ask to speak to Amber Weeks or Elysia Watkins. *If you supplied us with the name and address of your current mortgagee, then we have already sent them a copy of the Certificate of Insurance.*

KRAUS-ANDERSON INSURANCE

Kraus-Anderson Insurance is a full-service independent insurance agency which has been located in Burnsville for over 40 years. We offer both commercial as well as personal lines insurance services. If you would like to review and/or discuss your personal lines insurance needs, please call Matt Akin at 952.707.8200.



Townhouse Villages at River Woods
Homeowners Association

06/01/2017

Dear Homeowner,

River Woods provides ACH services, which allow you to have River Woods automatically withdraw your association fees on the 1st of each month, at no charge. If you are interested, please fill out the attached form and return to the HOA office. Forms need to be received by the 20th of the month to be in effect for the 1st of the following month. This service only withdraws monthly fees. Late fees, fines, legal, etc., will all be billed and mailed separately. Those homeowners enlisting in ACH services will not be sent a statement, unless they have an outstanding balance.

Please call the HOA office with questions (952-894-4368).

Thank you,

Kimberly Gannon

GM

Townhouse Villages at River Woods

ACH Authorization Form

This form **MUST** be accompanied by a **Printed Voided Check**

Add Delete Change

Name: _____

Unit Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email _____

Funds Settlement Information

Bank Name: _____

Bank Address (City, State, Zip): _____

Account Type (Business Checking, Checking, Savings): _____

Account Holder Name: _____

Account Holder Address: _____

City: _____ State: _____ Zip: _____

Routing # (9 digits) _____ (do not use routing # from deposit slip)

Account # _____

In addition to paying your monthly association fees through ACH, you also have the option to pre-pay your annual Homeowners Insurance. An amount of your choice will be withdrawn monthly (September through August) and River Woods will write a check to Kraus Anderson. You will be notified in August of the amount of your Homeowner's Insurance, as well as any balance due (or refund if you have over paid). Based on this year's Insurance Premium, your suggested Monthly Pre-pay would be \$_____.

I would also like to PRE-PAY my INSURANCE PREMIUM: Yes NO
AMOUNT TO WITHDRAW FOR INSURANCE PREMIUM \$_____

I authorize Townhouse Villages at River Woods and the financial institution named above to initiate withdrawals from my checking account. **Withdrawals will only include monthly recurring charges and will not include miscellaneous charges, late fees and legal fees.** This authority will remain in effect until such time as I notify you in writing that it be canceled.

_____/_____/_____
Account Owner Signature Date

Print Name

Notes: **Please attach to this form a voided check blank from the designated account and mail to River Woods, 334 River Woods Lane, Burnsville, MN 55337. Automatic payments are deducted from your account on the 1st of each month or following business day if the 1st falls on a weekend or holiday.**

This form must be received at the River Woods office by the 20th of the month to be effective for payment of the next month's dues; this includes additions, deletions or changes.

Guidelines for Townhouse Exteriors & Common Grounds

Planting Regulations:

1. **Common Grounds** – No owner or resident is allowed to remove any trees, shrubs, etc... Without prior approval from the office. Planting on common grounds by the individual homeowner is only permitted upon written approval.
2. **Courtyards** – Please use good judgment when planting in your courtyard area. The maintenance crew cannot mow in your courtyard if your plantings are too elaborate.
3. **Decks and Patios** – Flower boxes, containers or enclosures shall not be visible above or attach to the top of balcony railings.
4. **General Planting Rules** – flowers or other plants that require trellis support or like framework shall not be permitted.

Regulations Applying to Common Grounds:

1. **Additions or Alterations:** of the existing structures by individual homeowners is not permitted without prior approval from the Architectural Control Committee.
2. **Mailboxes** are the property of the Federal Government and no additions or alterations are permitted. Please remove papers and magazines from the plastic bins attached to your garage daily. If you are going to be gone for an extended period of time, please arrange with someone to take in your mail, or contact the Post Office for a hold.
3. **Pets** are not permitted on the common grounds unless leashed and attended. There is a limit of two pets per unit. The Burnsville leash law will be enforced by the HOA. The Burnsville dog warden has been given permission by the HOA Board of Directors to enter River Woods at any time and pick up any dog found running loose or to answer complaints by residents concerning pets. No leashes are to be attached to common grounds or units. Defecation by pets must be picked up and properly disposed of by the pet's owner immediately. Pet owners are reminded to take plastic baggies with them when they are walking their pets. You are responsible for cleaning up after your pets. Failure to comply could result in daily fines. Aggressive/vicious animals "ie: Pitbull's, Rottweilers and many other breeds" which may be a danger to other pets or people are not allowed. No aggressive pet will be allowed to be in River Woods. See below for Resolution and City revision.

Official Rule Change Notification Effective 7/7/17

Townhouse Villages at River Woods HOA

334 River Woods Lane, Burnsville MN 55337

952-894-4368 Email: river_woods@comcast.net

*Pet rule revision: New rules and procedures will begin 7/1/2017. This procedure will correspond to the City ordinance already in place.

Pets are not permitted on the common grounds unless leashed and attended. Pet owners should be educated on the City of Burnsville's pet ordinance. The HOA will enforce Burnsville's pet restraint/nuisance ordinance. Burnsville Animal Control has been given permission by the HOA Board of Directors to enter River Woods at any time and pick up any pet found running loose or to answer complaints by residents concerning pets. No leashes are to be attached to common grounds or units

All domesticated pets (dogs, cats, and ferrets) over the age of 4 months must be registered with the City. Licenses expire in two calendar years and must be updated with the City. There will be one warning documented in Owners accounts for any pet related incident including, but not limited to; defecation not immediately cleaned up (take plastic baggies with you when walking pets), or an unleashed pet. The fine for the 2nd incident is \$25 and the fine(s) increases by \$25 for each subsequent violation; example \$50, \$75, \$100, \$125 etc. Once a fine has been assessed to your unit you will be required to turn in a copy of your City pet license to the Association office. If you have not registered your pet, the pet is not allowed in River Woods until it has been registered and that documentation is provided to the office. Fines cannot exceed \$500.00 in any calendar year or you will be required to remove the pet from Townhouse Villages at River Woods Association. The two pet maximum- per unit, will not be changed. All costs associated with the collection and legal action regarding pets, are the responsibility of the unit owner to pay and will be assessed to their unit account. The issues throughout River Woods are very much out of control and many owners are not following the City ordinance or River Woods rules. All owners suffer by stepping in the defecation and the odor that goes with it, it also affects the crew's ability to properly complete their maintenance in defecated areas. The Board asks all owners help in resolving this issue and report any issues to the River Woods office. Aggressive/vicious animals ie; Pitbulls, Rottweilers, and many other breeds, which may be a danger to other pets or people, are not allowed. No aggressive pets will be allowed in River Woods. In addition, if at any time your pet bites a person or domesticated animal or causes injury to either, your pet will need to be permanently removed from the Association regardless of any City or Animal Control guidelines. This rule will be sent to all owners with the Annual Meeting minutes and Newsletter, The Villager, end of June.

*City of Burnsville Licensing Amended 8/16/2019 - See attached amended City Release.



CITY OF BURNSVILLE, MINNESOTA
POLICE DEPARTMENT

100 Civic Center Parkway
Burnsville, Minnesota 55337
952-895-4600 • Fax 952-895-4640
www.burnsvillemn.gov/police

Tanya Schwartz
Chief of Police



FOR IMMEDIATE RELEASE

Aug. 16, 2019

Contact:

Lynn Lembcke
Burnsville Police Department
O# 952-895-4630
Lynn.lembcke@burnsvillemn.gov

BURNSVILLE REMOVES PET LICENSING FEES, REQUIREMENTS

Effective as of August 2019, the City of Burnsville no longer requires dogs, cats, ferrets or chickens to be licensed through the City.

During their Aug. 5, 2019 meeting, the Burnsville City Council updated its ordinance to remove previous licensing requirement and fees for pets kept within City limits.

While a City license is no longer required, all dogs, cats and ferrets over six months old are **still required to be vaccinated against rabies**. Dogs and cats are also **still required to have some form of identification** (tags, collars, microchips, etc.).

The number of pets allowed per household, residential/commercial kennel license requirements, and animal control ordinances remain unchanged.

For more information on animal, pet and kennel requirements in Burnsville visit www.burnsvillemn.gov/permit and select "Kennel Licenses & Pet Requirements."

The City of Burnsville contracts with American Boarding Kennels (1102 Highway 13 E., Burnsville) for animal control issues. For more information visit www.americanboardingkennel.com or call 952-894-DOGS (3647).

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4. **Garbage** is collected on Wednesday mornings starting at 6am. Please place your garbage in a closed container 4ft out from the garage on Wednesday morning. If the garbage should become scattered, it is the homeowner's responsibility to clear the area. Garbage cans are not permitted on the common grounds nor are they to be left on driveways, except on regular collection days. Fines can be placed on a homeowner if garbage cans are not put away after collection same day.
5. **Residential parking** is permitted in garages only. Up to two vehicles (for a double garage) may be parked in front of the garage door depending on location of the unit and what space provides and one vehicle for a one car garage. Additional parking spaces are provided for guest parking only. Car maintenance on HOA property is not permitted. No business or recreational vehicles ie; campers, boats, trailers etc. allowed on grounds. No vehicles with expired tabs or missing plates allowed. Vehicles must be operable. Immediate towing may take place if any parking rules are violated. **NO PARKING ON GRASS/WALKS/FIRELANES OR BLOCKING ANOTHER UNITS.** No parking allowed in guest parking areas
6. **Garage Doors** are to be closed. Open garage doors are unsightly to neighbors and they attract vandalism. With the high density of homes, please consider your neighbor's and park your vehicle in your garage instead of outside for long periods of time.

Regulations on Additions or Alterations to the Home, Garage, Exterior, Patio or Privacy Fence

1. **Bird Houses and Bird Feeders** shall not be attached to the exterior of the home or garage without written approval.
2. **Painting or Staining** of the exterior of the home, garage, patio or fence by the individual homeowner is not permitted. Minor touchups are permitted providing the same paint or stain as the original is used. Paint or stain for this purpose can be obtained from the HOA office. To get paint from the office, simply bring your own empty ice cream bucket or coffee can to the office with a label on it that states: how much paint is needed, what your painting (ex. trim boards, siding or deck) and your unit number. We will fill it and deliver it back to your unit as soon as we can. Please keep in mind that our crew is not always available so please plan in advance. For Example, if you are planning on painting your unit over the weekend, your container should be at the office by Monday for filling. You may need to wait if your color is not available
3. **All patio, courtyard and deck alterations or additions must** have prior approval in writing by the Architectural Control Committee (A.C.C.).
4. **No Building, Fence or Gate may be added** to the existing structures without written approval from the A.C.C.
5. **Shades, Awnings, Tents, and Screen Houses** shall not be attached to the exterior of the home, garage or to the patio fence. Shade umbrellas must be removable. Decks or balconies are not to be used for household storage area. Retractable sun-setters are not allowed without approval in writing from the office. No shade huts of any kind allowed on decks.
6. **Antennas, weather vanes, pennants, insignia, emblems, or name signs** shall not be attached to the exterior of the home, garage or to the patio fence. Nor may they be visible above the patio fence.
7. **Satellite Dishes** all exterior changes must be approved and requested through the office prior to installation. Specifications are available from the office. **No dish may be installed on roof.**
8. **Flags** may be displayed on the right hand side of the garage or patio (Looking at the house).
9. **House Numbers** are Mandatory – numbers per city specs are available at the office.
10. **No Additional Permanent Exterior Lighting** is permitted without prior approval of the A.C.C.

11. **Christmas Lights** are permitted on patios or decks for specific occasions, Holidays or parties. They must be removed after the specific event. Christmas lights may be up from November 21st through January 17th. Christmas trees must be properly disposed of by January 20th and shall not be stored on decks or disposed of on common grounds. **NO Tiki Torches, Chinese Lanterns may be on deck patio or yard.**
12. **No Clothing Lines** may be attached to the exterior of the house, garage or patio fence.
13. **Hanging swings or swing sets** are not permitted on decks, courtyards, patios or common grounds.
14. **Recreational equipment** must be removed after use. For example, volleyball and badminton nets must be removed after the game is over. This also includes bikes, toys, pools and other playing items. This also includes damaging the grounds with skate boards and bikes by riding on lawn and down grassy hills.

River Woods Pool Rules 2021

POOL HOURS:

The pool will be open the weekend June 5 - 6th and open for the rest of the season weekdays, each day hours are 10-8, weather permitting as outside temps must be 70 degrees or above.

The pool is open daily from 10:00 am to 8:00 pm. Due to vandalism, anyone in the pool area outside of these hours will be arrested for trespassing. If the red flag is up, the pool is closed.

The pool will close for the following reasons:

- inclement weather- weather permitting as outside temps must be 70 degrees or above.
- chemical imbalance
- an accident in the pool area

1. ENTRY INTO THE POOL - A pool tag is required for admittance into the pool area. Tags MUST be shown to the pool monitor when entering the pool area. NO EXCEPTIONS, NO TAG, NO ENTRANCE! UPON ENTERING THE POOL, WHEN OPEN, NEW OWNERS MUST PRESENT AN ID WITH ADDRESS OR A UTILITY BILLING WITH NAME AND ADDRESS TO OBTAIN A TAG. ONE TAG PER UNIT.

2. Residents:

Authorized Residents* of the River Woods Association are given a tag to identify that they are allowed to use the pool.

Guests:

- A. Each Unit is allowed to bring family members ie; children and grandchildren.
- B. No Large Parties.
- C. **NO GLASS IN POOL AREA, NO EXCEPTIONS!!!!**
 - a. State and local laws state due to the tendency of glassware & similar materials to shatter on impact, they shall NOT be allowed within the pool enclosure. All coolers WILL be inspected.

3. Young Swimmers:

- A. Children 12 and under MUST be accompanied by an adult (18 or older):
- B. Older children/siblings will not be allowed to babysit in the pool area- **** It is not the responsibility of the Home Owner's Association to provide a babysitter for unattended children.****

- C. State and local laws state that children shall not use the pool without an adult in attendance.
- D. Insurance requires we adhere to this strictly.
- E. Self-Sanitizing of pool furnishings is up to those using the pool. Sanitizing wipes provided while supplies are available.

4. Swim Attire:

- A. Proper swim attire must be worn.
- B. No cut-offs are allowed, the threads clog the filters.
- C. No colored shirts.
- D. Babies MUST wear a swim diaper.

5. Behavior:

- A. No running or horseplay permitted: including and is not limited to running, rough play, forced submerging of another swimmer, or throwing balls from one of the pool to the other.
- B. It is inconsiderate of others using the pool and pool area.
- C. This is state and local law.

6. Large Buoyant Objects & Toys

- A. Due to the size of our facility the use of air mattresses, rafts, tubes and pool noodles will be on a limited basis which will be determined by capacity. You may be asked to remove pool items if accommodations warrant.
- B. Water toys are to be used in wading pool area only.

7. Excessive Noise & Language:

- A. No excessive yelling or screaming
- B. No use of foul language (swearing).
- C. No loud music, music must be kept to a low minimum, or headphones/earphones are to be worn. If the monitor requests that the music be turned down or off and you do not comply, your unit will be suspended from the pool privileges. **Pool monitors will enforce as necessary!**

****This is a courtesy to others in the pool area, as well as the residents living in units adjacent to the pool facilities.****

8. Smoking:

- A. Smoking is allowed in the pool area.
- B. Place cigarette butts in the stone ashtrays or one given by the pool monitor.

9. Alcohol or Illegal Drugs:

- A. No alcohol is allowed within the pool enclosure. **Pool monitors will inspect coolers.** You may be asked to leave the pool area.
- B. No illegal drugs are allowed in the pool area. Anyone believed to be under the influence may be asked to leave the pool area.

****This rule is to avoid problems or accidents in or around the pool, as well as the court areas outside the pool fence.****

10. Pets:

- A. No pets are allowed in the pool area. **Pets found in the pool area will be secured and turned over to Animal Control or the Police Department.**

POOL MONITORS:

- A. POOL MONITORS ARE NOT LIFE GUARDS!!!
- B. Residents will respect the authority and personal boundaries of the pool monitor, if not, the unit will be suspended from the pool.
- C. Monitors reserve the right to ask anyone to vacate the pool area for any reason including but not limited to; making monitors/other feel uncomfortable by behavior, inability to follow pool etiquette, violating pool rules.
- D. Homeowners are NOT allowed to request that a monitor assists them in the application of sunblock or in any other manner requiring physical touch.

The pool monitor is acting on behalf of the Association; making sure the rules are properly enforced for your safety as well as your fellow homeowners. Those residents who violate the Association rules and regulations or who are in arrears with their monthly association dues/maintenance payments will be suspended from using the pool.

PENALTIES FOR POOL VIOLATIONS WILL BE HANDLED ON A CASE BY CASE SITUATION: Possible consequences:

- Verbal Warning
 - Immediate ejection from pool area
 - Suspension of the use of facilities for up to 60 days
 - Pool tag will be confiscated for flagrant/repeated violations
 - Fines
- *Authorized Residents are Residents of the Association who are in good standing.

Homeowner Guidelines for Architectural Change Requests

The Following Guidelines are designed to save time with potential questions on construction and other things of this nature that require approval by the A.C.C.

1. **Stain** – Exterior stains must match the color of your unit or trim.
2. **Slatted Wood Arbors** - Specifications are available from the A.C.C.
3. **Gates** – Gates must be stained the same color as the privacy fence. Same type of construction and design must be used. Privacy fences must be made to extend so that the gate is with right angle to the garage. Gates must be open into the courtyard. If the courtyard gate is locked or shut at all times, the homeowner must then assume all responsibility for maintenance of the courtyard.
4. **House Numbers** – The new style house numbers as put on the units must be maintained to carry our architectural harmony – get from the office. As of 2012/2013, a new address sign program is being installed.
5. **Patios** - to insure the privacy of each homeowner, the maximum length of the patio cannot extend past the homeowner's property line or twelve feet from the house, whichever comes first. If a patio exceeds the length of the privacy fence, the fence must be extended to the length of the patio by the homeowner. In most cases, building permits must be obtained from the City of Burnsville for this work to be completed.
6. **Storm Doors** – Storm doors are permitted with the approval of the A.C.C.
7. **Patio Gas Grills** - Patio gas grill installations involving exterior gas line routing piping must have the approval of the A.C.C. If all gas line routing is interior to the home, no approval is necessary.
8. **Sun Shades** – Wooden rollup sunshades may be installed with prior approval of the A.C.C.

Approval Procedure for Architectural Changes

1. Contact the HOA Office or look in your directory for the proper form.
2. Complete the form and enclose plans according to the instructions and return to the office.
3. Within 45 days the form will be returned with Approval / Denial or with recommended changes.
4. The Committee reserves the right to review the finished product in accordance to the written plans.
5. Appeal- Homeowner may appeal the decision of the A.C.C. at the regularly scheduled meeting of the Board of Directors.

ARCHITECTURAL REQUEST FORM

To assist the Architectural Control Committee in making a decision, please be as specific as possible about your request. Look through the following list and include the appropriate information concerning your request.

Area around Unit to be Changed _____

Purpose and/or Reason for the Request _____

Complete Scale Drawing/Picture of Work – On Back or Attach Extra Sheet

Length, Width, Height, Other Appropriate Size Dimensions _____

Material to be Used _____

Design, Style _____

Color _____

Company Name and/or Brand _____

Name _____

(Signature)

Unit# _____ Phone# _____ Date _____

The Architectural Control Committee allows three months for completion of work. If the work is not complete within that time, the request must be resubmitted to the committee. Requests must be in by the 23rd of the month to be considered at the next monthly meeting.

For Office Use Only

Date ACC Reviewed _____ Approved _____ Not Approved _____

Completion Date By _____ Rep. Checked Date _____

Chair _____ Rep. Approval Yes _____ No _____

Procedure for Handling Violations of Common Grounds Rules (Except Parking Violations)

1. Residents wishing to make complaints should submit a written complaint to the office. All complaints are kept confidential and on file.
2. Upon receipt of a formal complaint, a letter will be sent to the violator asking them to correct the problem.
3. After one week, if problem still exists, a registered letter will be sent stating a date by which the problem must be corrected and the action that will be taken if it is not. This letter will be sent by the GM of the Administration.

Possible Actions that can and will be taken include:

Notifying and issuing a complaint to the Dog Warden of the City Health Inspector.

Assessments/Fines

Suspension of Recreational Privileges

Suspending all use of Common Grounds

Legal Action

NOTE: Residents are responsible for violations of Common Ground Rules committed by their guests. Violations committed by Guests will be handled as though the Homeowner committed them.

Parking Restrictions Violations Procedure

Special areas have been set-aside for Guest Parking! The use of these areas by the Homeowners or residents to park Vans, Campers, Boats, Trailers, Business Vehicles, Cars or the like is **not** permitted. All vehicles parked on Common Property (including roadways, vegetated areas, driving lanes, or on driveways belonging to Common Property) are subject to the following:

1. Vehicles in violation will be tagged or towed by the office/grounds staff, towing company, the A.C.C., the Maintenance Committee, or by an Association Employee. Some violations are immediate towing – such as parking in a fire lane, common driving lane, on grass or grounds, blocking another driveway and a homeowner parked in guest parking. Two cars may park in front of a two car garage and one car in front of a one car garage as long as the driving lane is not impeded more than the allotted amount will be towed immediately. Vehicles with expired tabs or inoperable are subject to immediate towing also.
2. If the tagged vehicle has not been moved within 12 hours, or if the vehicle returns any time after being tagged, it will be subject to being towed away at owner's expense with no further notification.
3. If removal of the vehicle by the Association's Agent is interfered with, the resident will be liable for costs incurred.
4. Vehicles parked in roadways of driving lanes and or causing an obstruction during periods of snow removal and or Grounds Maintenance may be towed away without notice at owner's expense. Guest parking areas should be cleared of vehicles after a snowfall so the crew has places to push the snow.
5. No Vehicle maintenance, repair, or refinishing is allowed anywhere in the River Woods HOA including owners garage.

Any exception needed of any of these rules must get prior office approval!

Summary of Maintenance Services

Lawn Service

1. Spring and Fall cleanup- Raking leaves, gathering debris, sweeping walks etc... to be completed prior to June 1st and November 15th.
2. Fertilizing – Twice each growing season.
3. Weed Control – Twice each growing season.
4. Seeding and Sodding – On Common Grounds as needed.
5. Mowing – As often as necessary for a well-kept appearance – minimum of once a week except in dry spell. Walks to be free of grass clippings.
6. Edging – Sidewalks – once a year.
7. Trimming – Around all buildings, trees, etc... as needed while mowing.
8. Trees and Shrubs – Sprayed as needed for pest control; shrubs pruned once a year; original trees trimmed as needed during the winter.

Snow Plowing

1. Streets and Driveways
 - Snowfall exceeds two inches shall be plowed within 12 hours after the snow stops falling.
2. - A driving access shall be maintained to all garages from 7am to 11:30pm if it is still snowing at 5".
 - Sanding will be done when appropriate.
 - Clear access ways to all fire hydrants within 48 hours.
3. Walkways – (a path of sidewalk with width running to the front door of the townhouses or to the mailboxes) Walkways to be clear of snow as soon as possible after the snowfall has subsided, weather conditions permitting. Sidewalks of homes with tuck-under garages. Icy walks and steps will be attended to when the office is made aware of the problem. Maintenance will not patrol the walkways to look for slippery areas. All residents may request salt to distribute on sidewalks when slippery.
4. Damages – All damages resulting from snow plowing activities will be repaired at the end of the season unless such damage renders the part inoperable.

Swimming Pool

1. Spring start up and Fall shut down
2. Daily service such as vacuuming, cleaning the pool area, and chemical addition.
3. Pool is monitored during open hours.

Refuse Service

1. Pick up is at a regular time; 6:00 am to 6:00 pm, one day each week.
2. Packing waste generated by new occupants will, in most cases, be picked up.
3. Call or email the office to make arrangements for missed pick-ups & container changes.
4. Call Aspen Waste Systems (612) 884-8000 for pickup of excess garbage or larger items such as additional bags that do not fit inside waste/recycling containers, furniture, wood, etc...
5. Call the office to have your Christmas tree picked up for free, do not call Aspen.

Miscellaneous

1. Sweep driveways once a year.
2. Sport Courts – maintained and clean of debris

Maintenance Groups

Maintenance is divided into two main groups:

1. Major upkeep and repair of dwellings and common property. Includes such items as staining of dwellings, road resurfacing, common property sewer main repair, and major modifications to the common grounds. This is usually done by outside contractors.
2. Day-to-Day common property upkeep and repair. This includes such items as lawn mowing, trimming, weed control, minor repairs, snow plowing etc... is done by our crew.

Please Note:

1. **Courtyards** are the responsibility of the homeowner. The association offers 3 services to homeowners who have a courtyard; mowing, pruning, and chemical applications (fertilizer and weed kill). In order for you to receive these services, you must provide a written request to the office declaring what you want and don't want done. If no request is received, there will be no work done to your courtyard. Please keep in mind, no courtyard work will be done if there are any dog droppings, lawn furniture, toys, etc...
2. **Lawn Watering** – The HOA, as a general rule, provides hoses and sprinklers for the units upon request. These are to be used by the homeowners to water the areas within reach of the hose. (The homes are used to water the Common Grounds are reimbursed for the cost of the water consumed that is in excess of the winter monthly bill.)
3. **Lights** – The HOA will replace burned out bulbs on the square garage lights and light poles on the Common Grounds. Please call into the HOA Office when you see an outage
4. **Questions or Problems** – Please contact the HOA Office.
5. **Borrowing Equipment** – It is the HOA policy not to loan out Association tools and equipment to homeowners.
6. **Litter** – It is the responsibility of each resident of River Woods to keep the area free from litter. Please do your part to keep River Woods neat and attractive.



Townhouse Villages at River Woods
Homeowners Association

Maintenance Request Form (Maintenance Deficiency or Suggestion)

Grounds Items Only, please

Lawn

- Water
- Mowing
- Trimming
- Weeds
- Fertilization
- Shrubs
- Insect/Pests

Snow

- Ice
- Snow
- Delay
- Sand/Salt

Garbage/Rec.

- Missed
- Late
- Early
- Other

Common Property

- Drives
- Damage
- Trees
- Cleanup issues spring or fall

Other Issue Please Explain:

Location of Deficiency:

Suggestions to be Made:

Individual Homeowner / River Woods HOA Responsibilities

Responsibility of Individual Homeowners on their private lot:

1. Repair all exterior surfaces of the owner's lot including but not limited to replacing and/or the refinishing of siding, windows, decks and membranes, residence doors, fences, patios, garages and garage membranes, garage doors, light fixtures, globes and landscaping.
2. All interior maintenance to the townhouse and garage.
3. Removal of snow / ice from roofs, decks and patios.
4. All private property of the homeowner whether inside or outside of home.
5. Damage to townhouse or garage from any cause (except to the extent covered by insurance payable to the HOA) is the responsibility of the individual homeowner. The River Woods HOA however, has the right to repair or replace any damage or deterioration to the townhouse, garage or landscaping at the owner's expense if not done promptly by the homeowner.
6. To repair or replace lawns, trees, shrubs, water, lights, mailboxes / stands or other common grounds facilities should a guest, resident or animal of the owner cause such damage by intent or accident. The homeowner whose guest, resident or animal causes such damage will be assessed for the cost of repair and these cost's will become part of a special assessment against the homeowner's lot.

HOA Responsibility on Common Property:

1. All areas, lawns, trees, shrubs etc... to be maintained as needed to provide a proper level of health and beauty. This excludes watering!
2. Trees, shrubs and other plantings to be kept trimmed or to be replaced as needed.
3. Provide for annual opening, operation and closing of the pool, tennis courts and keeping of the fencing, buildings and operating equipment associated with the pool and tennis courts.
4. Maintain ponds and woods
5. Maintain street signs, walkways, bridges, benches, light stands and retaining walls.
6. Repair / Replace all blacktop streets and repair / replace all common grounds cement walks via escrow funds on scheduled basis.
7. Repair water and sewer lines on common grounds up to utility split to line of homeowner.

HOA Responsibility on Private Property:

1. Paint trim, doors, stain siding of townhouses, garages and fences that have been previously stained / painted on a scheduled basis (every 6 years).
2. Replace light bulbs on garages on the street side.
3. Mow lawns and shovel snow from walk in enclosed courtyards provided the owners so requests by written notice to the HOA office each year and provided there are no animals. Toys, lawn furniture or other obstructions in the courtyard at the time the grounds crew comes by to mow or shovel snow. If there are obstructions in the area, or if gate is locked, that area will be passed until the next normal mowing or shoveling time.
4. Remove snow from sidewalks and driveways. Removal of snow shoveled from roofs and decks is the responsibility of the homeowner.
5. Trim all trees from rooflines on common grounds side.
6. Replacement of roof shingles on a scheduled basis (around every 35 years).