

## The Villager – April 2023

Townhouse Villages at River Woods HOA 334 River Woods Lane, Burnsville, MN 55337

Office Hours: Mon – Thurs 9:00-4:00 & Fri 9:00 – 12:00 PH 952-894-4368 Email Address: river\_woods@comcast.net

**IMPORTANT SANITATION INFORMATION!!: OWNERS** – As of pick up on 3/22/2023, Aspen Waste began using an automated sanitation truck for garbage pickup. They will no longer be manually dumping bins. All bins must be 3 feet from each other, and 3 feet from cars, garages, or any other object. If containers are not placed out in this manner, you will not receive any pickup services. The Association office was made aware of this on 3/22/2023, after garbage pickup. Please begin this placement immediately moving forward.

**Office Appointments:** The office continues to be open by appointment. This is to be sure there are not duplicate visitors at the same time. Office times may change on short notice depending upon a necessary situation; therefore, **email is still our main form of communication.** Feel free to call the office for any non-emergency discussions. Should you be directed to leave a voice mail, your call will be returned as soon as we are able. Email for ALL emergency situations- do NOT just leave a voice mail. Please be sure that if you have an emergency after office hours or weekends, **email** the office for help and include your name, unit address and contact number and “EMERGENCY” in the subject line with your unit.

**Monthly Association Dues:** As of November 1<sup>st</sup> 2022, River Woods monthly association fees are \$338.00. **If you pay via ACH through the River Woods office, any changes must be made prior to the 20<sup>th</sup> of the month, for the change to be processed for the following next month. If you pay via a bank check or PayLease/Zego, please make sure you’re issuing your payment for the correct amount.**

**Late Fees:** Late fees are \$25.00 - payments are due by the 9<sup>th</sup> of each month, charges applied 10<sup>th</sup> and 20<sup>th</sup> of each month, if owners have any balance on their account. Contact the office if your payment is going to be late.

**Grounds:** Please be very careful when driving to stay off any grass. It is very soft and is easily damaged.

**Courtyards: For those unit owners with courtyards, this is your property. You own it and are responsible for the maintenance work needed, as well as the costs.** We offer free services for grounds maintenance and upkeep. If you would like to sign up for courtyard maintenance (these are detached garage units), please return the form in order to be included in spring cleanup. If you have signed up previously **YOU MUST DO IT AGAIN!** You can find the form on the website; [www.myriverwoods.org](http://www.myriverwoods.org), select ‘Specifications and Forms’. Please do NOT add other requests onto the courtyard form. Follow the proper request manner for the item you are requesting!

**Spring Walkthrough:** The time is here for the Spring Walkthrough to begin once the grounds are dried off enough. When feedback is provided to homeowners, please DO NOT take this personally! It is simply an assessment of the items that need attention, which are the homeowners’ responsibility. Make a written plan to accomplish the items that need repair and replacement, as noted in your unit inspection. Turn this plan into the office; it should include a timeline for completion. You may email the plan or drop it in the drop box outside of the office. Any unit on the painting cycle will need to have repairs completed within 30 days of notice. We have had feedback regarding units needing repairs. Everyone’s home values are affected by a homeowner letting their unit fall to disrepair. Neighbors are not happy that they must look at a “falling apart” unit. The repairs of some units have been put off for lack of funds. These repairs cannot wait any longer. If you cannot afford to do the repairs, please investigate county funding (see contact listed below). Items that have been listed for several years need to be addressed with a timeline for completion. This timeline must be communicated to the office. Thank you in advance for your cooperation in this very important matter. The Board will focus on units that have been needing attention for several years and will continue with all means necessary to get the units in good exterior condition.

**Power Washing:** The power washing of units 144-189 will begin sometime in May; please do not set out plantings, furniture, decorations, etc. until you have been power washed. Both vinyl and wood sided units will be power washed. This will also bring out any wood rot that is on the unit. In order for painting to begin, the wood will need to be replaced correctly. **Once the siding is power washed a white paint will be sprayed to indicate any wood that needs replacement.** Water will need to be accessed, please have your outside faucets on and in working order. See ‘Water Reimbursement’ information below for submitting billings. In the event your water doesn’t work, whichever unit’s faucet works, will be used.

**Painting:** The units to be painted this year, units 144-189, once posted for painting, please move any items on your deck to the middle of the deck. You must have any needed repairs done immediately (see note above regarding wood replacement), so painting may begin. Repairs will be noted on your walkthrough assessment. Your unit will not be painted if repairs are not completed. The Board will then have the unit repaired and assess the cost to the owner.

**ATTENTION PET OWNERS:** Grounds work has begun; the dog defecation is alarming. Each unit that has an issue will be tagged (a “hang tag” on the door) and fined according to the River Woods Pet Policy, each time there is an issue. The fines escalate up to \$500 and then you will not be able to have a pet because you are not following the rules and statutes. If you own a pet, you must follow the rules of River Woods. If an animal is **unattended/ OFF LEASH** or **incessantly barking** - call Animal Control (952-894-3647). Every pet in River Woods should be on a leash and with the owner at all times. Pets are not to be left on decks, There should be no urinating/defecation on decks or patios, defecation is to be cleaned up as it occurs! Animal Control will then follow up with the complaint, and additional fines may be imposed. If Animal Control is called due to defecation issues, this ordinance **WILL** be enforced by Animal Control. Lastly, please be mindful of your surroundings when walking your animals and please remember no owner appreciates the gift of poo being left on the common grounds! The grounds crew does not do pet waste removal, that is the owner’s job!

**Crew Members in The Field:** Please do not stop and make requests to the crew workers on the grounds. They all have jobs to perform and cannot stop for owners' requests. Also, the crew cannot do requests without office approval. If you have any questions, requests, or messages, please contact the office.

**Acceptable Flushable Items:** The **ONLY** paper product that should be flushed in toilets is toilet paper. **PLEASE, PLEASE,** do not flush; flushable wipes, biodegradable wipes, baby wipes, Kleenex, paper towels, etc. Any owner responsible for a blockage will be billed for any repairs!!

**County Funding:** Please call the Housing Rehab Coordinator @ 651-675-4400 for more information on the HRA loan through CDA or visit the website @ <http://www.dakotacda.org/homeowners.htm>.

**Architectural Requests:** An Architectural Request is a request for any change to the exterior of the building (does not include grounds requests – as they are submitted on Maintenance Request Forms). Approval must be obtained by filling out the request form which can be found on the River Woods website at [www.myriverwoods.org](http://www.myriverwoods.org) under the 'Replacement Specifications' tab. These need to be turned in by the 5th of each month to be approved at the Architectural Meeting (scheduled sometime in that month). You will receive notification with approval or denial, after the meeting. There are specification guidelines to be used when doing any replacement items. If you do not follow them, the request will be denied. Specifications and forms for all replacement items can be obtained from the office and are now listed on the website under the Replacement Specifications tab. Changes made without approval will need to be corrected at the homeowner's expense.

**Hired Contractors:** Owners hire their contractors for projects. It is the owner's responsibility to make sure their contractors are cleaning up their worksites as well as not blocking other driveways and main drives. Any contractor found to be throwing garbage on Association grounds, leaving materials behind, and not cleaning their sites may no longer be allowed to work in the Association.

**Grounds Maintenance Requests:** These are items related to common grounds only. This includes dirt, seed, landscaping, retaining walls, sod, sidewalks, etc. The request should be put on a Maintenance Request Form; see form attached or included in mailing. This must be filled out completely. The plan should include the work the homeowner is willing to do in the project, materials needed, and a drawing if needed. Many areas have been improved upon several times but have not had proper upkeep. The association now takes a position of ownership in the grounds. You must take part in the solution and maintenance of the area. The knowledge, materials and equipment are handled by the office. The requests are looked at with many variables; how many times has this been redone, was it taken care of, is there a permanent solution to the problem, cost, priority compared to the whole association and more. This year all requests are required to be in the **HOA office by May 22, 2023**, All will be evaluated, funds analyzed, and projects we can do this year will begin sometime in June. Based on weather and cash flow these request could be cancelled or added throughout the summer. Forms and Specs are available on-line at [www.myriverwoods.org](http://www.myriverwoods.org) in the "Association Documents" area. These forms are also available to pick up at the office upon request.

**Paint:** The office keeps paint for touch ups at the Maintenance Garage. Stain for decks is also available. We will have our paint order in May. **No paint will be given until after the beginning of June pending weather. Wood needs to dry out for the paint to adhere.** You may send an email or drop off a note requesting to be added to the paint drop off list. This request must include name, unit, what is being painted, quantity and color (trim, deck railing, house, stain). Once the paint ordered is received, it will be dropped at your units' front door.

**Water Reimbursement Plan:** This is what you **will need** to do - copy your bills from this March (2023) to November (2023), reimbursements will be decided depending on when there is a need to water and when the rainy season is. Submit the copies of your bills **(all at the same time) this fall (Nov/Dec 2023)**, and you will be reimbursed for the water usage over your normal usage from the winter. The reimbursement checks are dispersed in January. The association will no longer pay out previous year reimbursements; you may only submit reimbursement requests for current fiscal year. **After December 15th, bills will no longer be accepted for reimbursement for the year.**

**Seed:** Put in your request via email, your unit number and the type of seed you are requesting (i.e., sun, shade or mix) must be on the request. Seed will then be dropped back at your door after cleanup. You must apply fresh dirt prior to seeding. Please note that this will promote additional weeds. Area must be roughed up with a rake, then seed laid and stay moist for 21 days. It is imperative areas are sectioned off with twine and stakes, this is the owner's responsibility. Seed will be available in May, weather permitting. The cost of seed has risen 100% over the last couple of years, owners do not want these funds thrown away. Water is critical to the success and ownership of any seed project.

We are wishing everyone stays safe and healthy, from all Office & Grounds Employees.

