

## **WELCOME TO THE FAIRWAY MEADOWS PATIO HOMES**

Moving to a property governed by a Homeowners Association can be a confusing and challenging ordeal, especially if you have never before been involved with an Association. The Fairway Meadows Patio Homes Homeowners Association would like your experience here to be a positive and enjoyable one.

To help you we have created this document to touch on some key areas of interest for all new homeowners. This document is not designed to replace or substitute for the Fairway Meadows Patio Homeowners Association governing documents. Those documents provide the legal structure for the Association. Each homeowner has the responsibility to understand and adhere to the provisions detailed in those documents. A copy can be found on our website.

### **RESPONSIBILITIES**

If you purchased your home from the builder, any warranty problems should be addressed to the builder. Generally, the new construction warranty expires after one year, although there is a 10 year warranty for the foundation integrity. Some of the components of the structure have other warranty periods. You should consult the manual provided by the builder or the prior Owner.

1. **Interior.** All issues, concerns and questions associated with the interior of your house should be directed to your builder. This includes construction-completion as well as warranty issues.
2. **Exterior.** All issues, concerns and questions pertaining to the completion of the exterior of your house should be directed to your builder. This includes installation of landscaping, sod, irrigation, deck, patio, driveway, painting and other exterior items.
3. **Exterior Maintenance:** The Owner is responsible for the maintenance of the foundation landscaping within the border of the home, as well as any deck or patio. All other exterior maintenance is the responsibility of the Association. This includes landscaping (mowing, irrigation, shrubs, and trees), snow removal, siding, and roofing. Issues related to these items should be directed to our management company. Specifics for these items are outlined in this document.

Please keep in mind that your Homeowner Association dues can only be used only for the benefit of the Association as a whole. Consequently the Fairway Meadows Patio Homes Association and its manager are prohibited from addressing issues within an individual home or issues that are part of the construction and completion process.

### **ASSOCIATION MANAGEMENT**

Community Development Inc., a professional property and community management firm, manages the Fairway Meadows Patio Homes Association. All questions, concerns and issues relating to Homeowner Association issues should be directed to Jennifer Campbell, at **763-225-6462** or by email at **[jcampbell@developcommunity.com](mailto:jcampbell@developcommunity.com)**

### **RULES AND REGULATIONS**

The **Rules and Regulations** of the Association are more detailed requirements that affect every resident. They govern things such as parking, pets, trash and fines for enforcement. A copy of this document can be found on our website.

## **ARCHITECTURAL CONTROL**

One of the benefits of a Homeowners Association is the ability to create and maintain a pleasing and cohesive physical appearance within the neighborhood. To accomplish that goal, the Fairway Meadows Patio Architectural Review Committee is charged with reviewing any permanent exterior changes, including personalized landscaping, exterior antennas, deck or patio additions, and staining. Any change would also affect the siding or roofing of the Unit must also be approved. Keep in mind that each homeowner, by accepting the Fairway Meadows Patio Homes Association governing documents at closing, has agreed to abide by the terms of those documents. They were created for your protection.

An important provision of those documents is the mechanism for ensuring that high aesthetic standards are maintained within Fairway Meadows Patio Homes. Please keep in mind that **Architectural Review Committee approval is required for any alteration or improvement to the exterior of your property (house or landscaping).**

Before you begin plans for any alteration or improvement, you should first consult your Declaration of Covenants, and our **Architecture Guidelines**. Those documents will give you a more detailed understanding of the architectural review process. Should questions remain, feel free to contact Community Development Inc. for clarification or help with the process.

## **ASSOCIATION ORGANIZATION**

Your unit is a member of the *Fairway Meadows Patio Homes Association, Inc.* (FMP) community association.

There is also a master association that governs over all the Fairway Meadows community associations. The master association is called *Fairway Meadows Community Association, Inc.* (FAI). The other community associations under the master, in addition to FMP, are *Fairway Meadows Single Family Homes Association, Inc.* (FMS) and *Fairway Meadows Manor Homes Association, Inc.* (FMM).

## **ASSOCIATION MEETINGS – BOARD OF DIRECTORS**

The board of directors for *Fairway Meadows Patio Homes Association, Inc.* generally meets on the 3<sup>rd</sup> Wednesday of each month at 6:00 p.m. at a predetermined place. Notice of the board of directors meetings as well as the meeting minutes are posted on the association web site or you may contact the Community Manager. Homeowners are welcome to attend.

## **ASSOCIATION MEETINGS - ANNUAL MEMBERS**

The annual meeting of the members of the *Fairway Meadows Patio Homes Association, Inc.* is held in November. Meetings are open only to homeowners or their proxies. Official notice of the annual meeting is mailed (via US postal service) to the association member not less than twenty-one (21) nor more than thirty (30) days in advance of the annual meeting. The agenda for meetings of the members are established by the Board and are included with the notice of the meeting. The meeting minutes are mailed (via US postal service) to the members when they are completed.

## **ASSOCIATION WEB SITE**

The *Fairway Meadows Patio Homes Association, Inc.* provides a web site for the homeowners; [www.fmph.org](http://www.fmph.org). The site provides you with access to our online community resources. You have easy access to meeting notices and minutes, governing documents, property and homeowner information, newsletters, association members' directory, scheduled events, and other important items concerning our community. It is recommended that you register at the site and review the available information.

## **INSURANCE**

The Association carries property insurance coverage for the Units and Common Elements. The unit includes all items that are part of the initial construction of that unit.

An HO-6 type policy is recommended for insuring personal belongings as well as alterations/upgrades to the home.

Improvements or betterments (alterations/upgrades), either interior or exterior, installed by the homeowner or any other entity other than as part of the initial construction, are **not** covered by the Association's insurance. It is recommended that you keep the receipts for all alterations/upgrades to the unit.

The association's policy may have a large deductible, so check with your agent to see if they offer a rider/policy that will cover this deductible should you have a claim.

## **PETS**

Pets must be under the direct control (leashed) of the pet owner or other responsible person able to control the pet.

No pet shall be left outside unattended, whether leashed or otherwise.

The person in charge of the pet must clean up after it and is responsible for any damage caused by the pet.

## **FOUNDATION PLANTINGS/SHRUBERY**

The homeowner is responsible for watering their foundation plantings/shrubbery around their unit once a week during dry periods or inadequate rainfall. The lawn sprinklers cannot water them without also hitting the structure. The homeowner is responsible for the cost of replacing these plantings if they die.

## **DECKS / PATIOS**

The homeowner is responsible for maintenance and replacement of any deck attached to the home. The decks are constructed of treated wood, but they must be protected. You can use either a clear protection, or the approved cedar stain. See the Architecture Guidelines for the standard stain color.

Patios are also the responsibility of the individual Owner, as specified in our governing documents.

## **EXTERIOR LIGHTS**

The homeowner is responsible for changing the bulbs in all exterior light fixtures. It is highly recommended that you utilize fluorescent bulbs for these fixtures. The energy cost is very low, and the bulbs will generally last for years, whereas the normal bulbs last only a few months.

## **DRIVEWAY MAINTENANCE**

The driveways are maintained by the Association. They are seal coated on a regular basis, and plowed when there is sufficient snowfall.

## **LAWN AND SNOW SERVICE**

The lawn and snow services are provided by the contractor hired by the Homeowners Association. Do not communicate directly with the contractor or their service staff. All concerns should be directed to the property manager; see "Homeowner Concerns" section below for where to direct questions, requests, and comments regarding these services.

Do not place items on the lawn that will impede the lawn mowers.

The contractor is not responsible removing snow within three feet of vehicles left in driveways. Narrow driveways with parked cars will not be plowed at all. The contractor will assess an extra charge if asked by the

property management to make a special trip to remove snow from a driveway that previously had a parked vehicle.

### **TRASH PICKUP**

Trash (garbage and recyclable materials) is picked up curbside each Monday, except during the weeks when Monday is an official holiday. In that case, the trash will be picked up the next day (Tuesday).

All trash must be bagged if not in a garbage receptacle. The trash can be left out no earlier than 6:00 p.m. the day before the scheduled pickup. The receptacles must be moved inside no later than 6:00 p.m. the day of the scheduled pickup.

Please place the trash container on one side of your driveway, and the recycling container on the other side. That way the trash pickup can easily empty them without exiting from the vehicle.

If you have an unusual item for the trash that does not fit within the normal container, please contact the hauler and arrange for the pickup. There will normally be a fee for this service.

### **WINTER PARKING**

A Woodbury City Ordinance governs street parking during the winter months. Between November 1 and April 1, on-street parking is prohibited between the hours of 2 a.m. and 6 a.m. On-street parking is also prohibited any time two or more inches of snow have accumulated, until after the street has been completely plowed. The two-inch guideline applies to any hour of the day and any time of the year.

### **REGISTRATION OF OWNERS AND OCCUPANTS**

Each Owner shall register with the Secretary of the Association, in writing, providing:

- (i) the name and address of the Owners and any Occupants of the Unit,
- (ii) the nature of the Owner's interest or estate in the Unit,
- (iii) the address at which the Owner desires to receive notice of any meeting of the Owners, if other than the Unit address, and
- (iv) The name and address of the secured party holding the first mortgage on the Unit, if any.

**Each Owner shall have a continuing obligation to advise the association in writing of any changes in the foregoing information.**

Remember all questions, concerns and issues relating to the Homeowner Association issues should be directed to Jennifer Campbell at **763-225-6462** or email at **jcampbell@developcommunity.com**.

Thank you,

Fairway Meadows Patio Homes Association\_

## HOMEOWNER TIPS AND GUIDELINES

### Yearly Walk through

- Walk around the outside of your home at least once a year to check for siding, landscaping, and any other maintenance issues.
- Report maintenance issues to the Community Manager; see ‘Homeowner Concerns’ section below for contact information.

### Dryer Vents

- Clean lint trap inside dryer between every load
- Dryer vent cap on roof or wall should have a qualified individual/service clean when necessary
- Clean lint from dryer exhaust vent going to the roof at least once a year to reduce the risk of fire caused by a vent plugged with lint

How to clean:

1. Pull dryer away from wall
2. Disconnect vent pipe at the back of the dryer
3. Clean all visible lint from the pipe going into the wall
4. Clean all visible lint from the pipe going to the dryer

### Smoke Alarms

- Observe the LED; a constant green light indicates the smoke alarm is receiving 120V AC power.
- Test smoke alarms weekly and upon returning from vacation or when no one has been in the house for several days; the “Push-to-Test” button accurately tests all functions (push for at least 5 seconds and wait for the test beep sounds).
- Clear smoke alarm cover and vents at least once a month to remove dust, dirt, or debris.
- Replace battery at least once a year or immediately when the low battery chirp sounds once a minute and/or the LED is red and blinking periodically.
- **For original construction installed smoke alarms**, only use the following batteries as replacements: Duracell MN 1604, Eveready 216, 522, 1222, or Ultralife U9VL-J.
  - Do not use any other type of battery except as specified in the manual.
  - Do not use rechargeable batteries.

### Garbage Disposal

- If your garbage disposal gets plugged or quits, you can reset it by pushing the red reset button located on the bottom of the disposal unit.

### Sump Pump

- The sump pump should be checked frequently to be sure it is working.
- Remove the sump pump hose on the exterior of the unit in the fall and put it back on in the spring.
- Keep the sump pump hose away from the foundation of the unit.

### Exterior Faucets

- Shut off exterior faucets and drain them in the fall and turn them back on in the spring. This is very important in order avoid major damage to your plumbing.

### **Furnace Filters**

- The furnace filter should be replaced every 30 days, or **as specified by the manufacturer.**
- To purchase 4" filters: Twin City Filter Services - 612-721-2001. They deliver.

### **Vinyl Floors**

- Do not use rubber backed rugs on any vinyl flooring as this may cause yellowing and is not covered under the warranty.

### **Carpet over Concrete**

- Use rubber or plastic feet protectors on wood and metal legs that are placed on carpet installed over concrete. The concrete will absorb moisture from the wood and the stain in the wood will bleed through the carpet, leaving a stain in the carpet. Metal legs may leave rust spots.

### **Driveways, Walkways, and Steps**

- Remove snow and ice promptly; use "kitty litter" or sand for traction.
- DO NOT APPLY SALT in any form; repeated thawing and freezing with salt will kill grass, shrubs, and trees, as well as damage the concrete.

### **Outdoor Grilling**

- Grills should be placed at least 6 feet from the siding to ensure the heat from the grill will not harm the siding.
- If the vinyl siding becomes damaged due to grilling, the homeowner is responsible for the repair or replacement of the siding.

### **Association Web Site**

- It is recommended that you register for access to the association web site.
- Login to the URL: [www.fmph.org](http://www.fmph.org).
- The site provides you access to all the association online resources including meeting notices & minutes, customer service requests, and governing documents.
- Contact the Board of Directors Secretary if you have any questions or issues with this site.
- The association also maintains a Google Group, in order to facilitate communications to members at minimum expense. You should request membership in this group at:

[http://groups.google.com/group/fmph\\_org](http://groups.google.com/group/fmph_org).

Your participation will help keep our expenses down by reducing our mailing costs.

### **Homeowner Concerns**

All homeowner concerns should be directed to the Community Manager:

Jennifer Campbell

Community Development, Inc.

Phone: 763-225-6462

Fax: 763-225-6463

E-Mail: [jcampbell@developcommunity.com](mailto:jcampbell@developcommunity.com)

## IMPORTANT PHONE NUMBERS

\*Please notify the Board of Directors Secretary if you find invalid or disconnected numbers.

### Utility Services

Electric	Xcel Energy	1-800-895-4999	1-800-895-1999 (outage information)
Gas	Xcel Energy	1-800-895-4999	1-800-895-2999 (emergency)
Water/Sewer	Woodbury City Of Public Works	651-714-3720	
Telephone	Qwest Comcast	651-387-2118 651-222-3333	1-800-475-7526 1-800-266-2278
Cable TV	Comcast	612-222-3333	1-800-266-2278
Internet	DSL - Qwest Broadband - Comcast	1-888-777-9569 612-222-3333	1-800-266-2278
Trash Pickup	Tennis	651-459-1887	

### Contractor Services Reference

Electric	Aspen Electric	952-890-6364	
Heating & Air Conditioning	S & R heating, cooling, appliance repair	651-487-1753 - Rob	
	Sabre Heating	763-474-2267	
Furnace Filters (to purchase 4" filters)	Twin City Filter Services	612-721-2001	
Plumbing	Valley Plumbing	952-492-2121	
Siding – Association responsibility	SNG Construction	763-795-8496	
Gutters – Owner responsibility	SNG Construction – Adam Meyer	612-490-1466	763-795-8497 (fax)
Roof – Association responsibility	Quality Construction Roofing	651-463-3461	
Basement	Tremco Barrier Solutions	1-800-876-5624	
Fireplace	Fireside Corner	651-633-2561	
Audio/Video	Convergent Media	651-255-0156	
Appliances	GE Hotpoint Appliance Services	1-800-432-2737	
Windows – Owner responsibility	Local Supplier – parts: ABC Supply Co. Inc. 150 State St. St. Paul MN 55107	651-224-3675	
Windows	Lamont Glass Window & Door 2441 Ventura Dr. Woodbury MN 55125	651-755-3000	

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### Community Services

City Hall	City of Woodbury 8301 Valley Creek Road	651-714-3500	
Public Works	Woodbury City Of Public Works 2301 Tower Dr	651-714-3720	
Mail	Woodbury U.S. Post Office 7595 Currell Blvd	1-800-275-8777	
Library	R.H. Stafford Library – Woodbury 8595 Central Park Pl	651-731-1320	
License Center	Washington County License Bureau – Woodbury 2150 Radio Drive	651-275-8600	
Property Taxes	Washington County Property Information	<a href="http://www2.co.washington.mn.us/opip">www2.co.washington.mn.us/opip</a>	

### Association Contacts

Community Manager	Jennifer Campbell Community Development Inc.	763-225-6462	763-225-6463 (fax)
Board of Directors President	Bill Schultz	651-436-2225	
Association Web Site	Fairway Meadows Patio Homes Association, Inc.	<a href="http://www.fmph.org">www.fmph.org</a>	
Insurance (association policy)	RJF Agency	763-746-8000	