



BROOKWILLOW VILLAGE HOMEOWNERS ASSOCIATION, INC. COMMUNITY GUIDELINES

The Brookwillow Village Homeowners Association is governed by their Declaration of Covenants, Conditions and Restrictions (Declaration or CC&Rs), Bylaws, and Policies and Procedures. The governing documents define the responsibilities of both the Association and its members (homeowners), as well as their guests and tenants. Also detailed are the restrictions and architectural guidelines for the community, helping the Association maintain uniformity and harmony throughout the neighborhood and protecting property values, providing for a wonderful place to call home.

COMMUNITY INFORMATION

Business mailing address: 2472 Orion Way, Grand Junction, CO 81505

Your community’s day-to-day operations are managed by your elected Board of Directors.

To contact a board member, please email your questions to:

General Board Email: board@brookwillowvillagehoa.com

| | | |
|----------------------------------|--|----------------------|
| Eric Anderson, President, email: | president@brookwillowvillagehoa.com | mobile: 970-270-7018 |
| Rebecca McKenna, Secretary: | board@brookwillowvillagehoa.com | mobile: 970-261-6239 |
| Scott Higgins, Director: | scott@brookwillowvillagehoa.com | mobile: 808-446-6609 |
| Nicole Heil, Director: | nicole@brookwillowvillagehoa.com | mobile: 970-201-9565 |

Information pertaining to Brookwillow Village may be accessed at www.brookwillowvillagehoa.com. Your community’s webpage provides you with the following:

- Governing Documents – CC&Rs, Articles, Bylaws, Amendments and Policies
- Annual Budget, Monthly Financials
- Meeting Minutes, Announcements, Online Payment Portal
- Upcoming Community Events

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ASSESSMENTS

The HOA assessments are determined on a yearly basis, as itemized in the annual budget.

Monthly payments are due on the first day of the month and may be subject to late fees if received after the 10th day of the month. Special note: statements are not mailed in advance of the due date nor mailed to owners with a zero or credit balance (available by special request). Payments are posted as of the received date, not the check or post-mark date.

The Board of Directors strongly encourages each community member to utilize our Appfolio e-check payment system. Please set up automatic payments from your bank account for the 1st day of each month. See link to appfolio below.

<https://brookwillowvillagehoa.com/appfolio-pay-dues/>

If paying by check, please make checks payable to Brookwillow Village HOA and include your address or account number on your check. Payments may be mailed to or dropped off at the black mailbox at the front of the building clubhouse at:

**2472 Orion Way
Grand Junction, CO 81505**

COMMON ELEMENTS

Common elements are HOA-owned property within the community. Common elements include the open greenspace, playgrounds, sport courts, walkways, parking lots, clubhouse, private roads, and the townhome lawns, driveway and back patio, sidewalks, and yard areas as indicated on the Association’s Plat Map.

The common areas are for all residents to enjoy. Please use care to protect these elements, as the expense for upkeep and repairs are shared by all Brookwillow Village homeowners. We encourage parents to supervise children at all times while on common grounds and while utilizing the clubhouse.

CLUBHOUSE

The community clubhouse is located at 2472 Orion Way. Its amenities include a small workout room and lounge. The clubhouse may also be reserved for private events. The reservation fee for the clubhouse is \$75.00 with an additional \$75.00 refundable cleaning deposit*. A keycard is required to access the clubhouse. If you do not have a keycard, replacement cards may be purchased for \$25.00. If you wish to purchase a replacement card, please complete the Replacement Card form on the community webpage and forward to the HOA Board with your payment. *Special cleaning fees may apply.

HOUSEHOLD PETS

Pet waste is a major nuisance in our community. Homeowners and tenants must pick up their pet's waste immediately and dispose of it in a proper waste receptacle. Waste stations are located at each park location for your convenience. Landscaping crews frequently encounter unit-owner's lawns with excessive pet waste that contaminates their equipment and risks the health and safety of their crews.

Brookwillow Village is a high-density community, it is vital to proactively protect your neighbors from potential pet-related nuisances. Examples of pet nuisance violations include excessive barking, aggressive behavior and allowing pets to be off leash outside of the home or enclosed yard (including cats).

Common complaints include loud music, instruments, and volume from television or streaming device, unkind language or behavior, unauthorized parking, pet issues, general mischief, and smoking.

MAINTAINING EXTERIOR OF HOME

Please maintain the exterior of your home in a neat and tidy condition. The HOA's Declaration requires homes be kept "...clean, sightly, and wholesome...". Continued maintenance is necessary to ensure your home does not fall into disrepair. Examples of areas of maintenance that may require your attention: loose or missing siding, peeling paint, broken or missing fence pickets, cracking and spalling of driveways, unkempt lawn and overgrown (tall and spreading) weeds -this applies to both living and dead vegetation. Please refrain from storing unauthorized items or debris in an area that is visible from street or neighboring homes and delayed removal of exterior holiday or seasonal décor.

Please note that some of the above maintenance items may be the responsibility of the HOA. If you own a townhome, please notify the management company of any needed exterior repairs.

VEHICULAR PARKING, STORAGE AND REPAIRS

Due to limited parking spaces, Brookwillow Village HOA strongly encourages homeowners and tenants to limit the number of vehicles to a maximum of three (3) per household.

Except for temporary convenience for loading, delivery, or emergency, all types of trailers, recreational vehicles, trucks larger than $\frac{3}{4}$ ton, and boats are prohibited.

Parking is unauthorized in the following locations: in areas designated as "No Parking", in a driveway that belongs to another homeowner, in front of or within five (5) feet of another homeowner's driveway, on a sidewalk, within fifteen (15) feet of fire hydrant, within twenty (20) feet of marked or unmarked crosswalks, in a marked or unmarked fire lane, within thirty (30) feet of a stop sign, in opposition to flow of traffic.

Please **DO NOT** park in any areas that are clearly marked with paint or a sign as "NO PARKING." These designations are in place for important safety reasons. We kindly ask that you first utilize your garage for parking, followed by your driveway. If additional parking is needed, please use the overflow parking lots or available spaces on public city streets.

It's essential to keep our streets clear to allow unobstructed access for emergency vehicles, as required by the City of Grand Junction Fire Department. Many of our private streets are too narrow for street parking, and

blocking these areas could prevent emergency responders from reaching residents in need.

For your reference, Brookwillow Village owns and maintains the following streets:

- Theresea Lane and Serenity Lane
- Theresea Court, Serenity Court, Pleasant Court, and Alexia Court
- Orion Way

Thank you for your cooperation in keeping our community safe and accessible for everyone.

Parking or storage of inoperable or abandoned vehicles shall not exceed 72 hours. "Abandoned or inoperable" shall apply to those vehicles which have not been driven under its own propulsion for a period of seventy-two (72) hours or longer.

Please refer to the Vehicular Parking Policy for further details. Violators of the Policy are subject to the Association's Covenant Enforcement Policy and Procedure and may be towed at owner's expense.

TRASH SERVICE AND RECEPTACLE(S)STORAGE

Please place all garbage in a suitable container and maintain garbage containers in a clean and tidy manner. Receptacles are to be stored in garage or screened behind fence except on your designated trash collection day and prior evening.

The HOA provides trash service through Waste Management. The trash collection service is included in the monthly assessment. **Weekly trash pick-up day is Thursday.** Legal holiday service may shift collection to the following day.

LANDSCAPING

Please maintain your landscaping in a neat and attractive condition. Please remove weeds as they sprout and keep shrubs, bushes, grasses, and trees trimmed as is appropriate for recommended care, appearance, and pedestrian and vehicle clearance. Please note townhome front lawns (grass and trees) are maintained by the HOA. All other areas and plantings are homeowner responsibility. Special note for single-family owners: please promptly remove fallen leaves from your property and street. Leaves can quickly clog street drains and cause flooding to adjoining homes.

IRRIGATION

The HOA maintains the community's irrigation system and the common area sprinklers.

Single-family and Duplex Owners:

Homeowners are responsible for the maintenance and upkeep of personal irrigation systems from the junction your property connects to the HOA's main line. You are also responsible for any property damage deemed to be caused by the malfunction of your system. Please maintain your system in good condition (proactive maintenance) and close your valves prior to irrigation system start-up in the spring (April) and winterization in the fall (October).

Irrigation water typically starts filling up canals mid-April and the HOA system start-up commences shortly thereafter, around the 3rd-4th week. The initial flow of water in spring often uncovers maintenance issues,

including main line breaks, homeowner line breaks and shut-off valve malfunction. As irrigation line and system issues are reported, some repairs will require the community water to be turned off at the main HOA valve. Repairs are resolved as quickly as possible to ensure minimal interruption to water service. If the system is shut down for a homeowner repair, a “thank you” in advance for completing with expediency to ensure irrigation water is restored to the community as quickly as is possible.

Please follow the Irrigation Water Protocol for reporting irrigation water-related issues.

SNOW REMOVAL

The HOA provides snow removal service for snow events of two (2) inches or more. Clearing of snow is limited to the common area walkways and sidewalks in front of townhomes. Townhome unit owners are responsible for clearing snow and ice from driveway, front entry, and back patio area within 24 hours of a snow event.

Townhome owners: failure to protect the concrete surfaces from damage from snow, ice, ice melt, or other materials, may result in the Owner being assessed cost of repair or replacement.

Single-family homes and duplex units are responsible for clearing snow within their property boundaries, including front, back, and side. Snow is to be cleared within 24 hours of snow event.

When clearing snow, please do not place discarded snow in the street or areas used for parking, or otherwise allow to accumulate in a manner that impedes safe pedestrian or vehicle access.

INSURANCE

The Association maintains insurance on the common elements, with additional coverage for the directors and officers.

Townhome Unit Owners:

It is very important that each townhome unit owner maintain a HO-3 or equivalent dwelling policy. The HOA is no longer insuring the townhouse exteriors.

Single-family and Duplex Owners:

The HOA does not maintain insurance on your personal property. You are responsible for maintaining the appropriate coverage.

For further information regarding the Association’s insurance, please refer to the governing documents, including the Declaration and Common Element Insurance Coverage Policy. You may also contact the HOA’s insurance agent directly for questions regarding coverage. Contact information is provided on the community’s webpage.

ARCHITECTURAL CONTROL – EXTERIOR IMPROVEMENTS APPROVAL PROCESS Prior to commencing exterior improvements (any change visible from outside of your home), please submit an Architectural Request Form to the Architectural Advisory Committee and/or Board of Directors for review and approval.

You may download the Request form at www.brookwillowvillage.com. Further submission details are provided on the form, as well as in the Architectural Control section of the Declaration.

COVENANT ENFORCEMENT - GENERAL OVERVIEW

While it is a *least-favored* task, it is the Board of Directors' duty to enforce the restrictive covenants. Consistent and fair enforcement helps your community retain property values and creates a pleasant and safe neighborhood.

Your board members, performs periodic neighborhood inspections to facilitate enforcement of the CC&Rs. Any noted concerns that may be in violation of the governing documents will be communicated by letter to both the homeowner and tenant, if applicable.

As defined in the CC&Rs and further detailed in the Covenant Enforcement Policy, should there be a noted violation on your property, the following provides a summary of the notification process:

First, a friendly reminder – For infractions that warrant a friendly reminder, a letter will be mailed detailing the potential violation. If you disagree the matter in question constitutes a violation, you have a right to dispute the violation and are encouraged to share your questions or concerns. We also recognize by the time a letter reaches you, you are likely already in the process of resolving. In this case, please simply disregard the letter. If the violation continues, further notices and applicable fines may be assessed.

Special note regarding violation-related notices: The HOA is required to enforce compliance of the governing documents. In doing so, they are directed to provide notice that includes specific information regarding the noted infraction, applicable rules, and policy details. The inclusion of this information can disguise the friendly tone we wish to impart. Your community leaders are here to support you. Your questions and concerns, regarding enforcement of covenants or any other HOA-related matter, are always welcome and encouraged.