



**Resident Handbook**

*The Villages at Chapel Hill*  
Resident Handbook

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The Villages at Chapel Hill is a unique community comprised of property owners and tenants. In a close-knit neighborhood such as the Villages, cooperation and regulation of behavior and consideration for the community as a whole is very important. In order to assist residents in living together peacefully, the Villages at Chapel Hill Property Owners Association (POA) has compiled this informational handbook.

This handbook contains rules, regulations, and policies that govern living in our community along with procedures residents should follow in the event of a problem. Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for the Villages at Chapel Hill. These Rules and Regulations do not replace the above mentioned documents but serve only to clarify them. These Rules and Regulations were adopted to further assist with the mandate of the Declaration for “enhancing and protecting the value, desirability and attractiveness” of the Villages and may be changed or modified without notice to Residents. **Compliance with these Rules and Regulations is not voluntary.**

The common areas of The Villages at Chapel Hill Property Owners Association is owned and managed by The Villages at Chapel Hill Property Owners Association. This includes all common facilities such as the clubhouse, pool, hot tub, playground, basketball court, several garbage enclosures, parking areas and open space. The clubhouse includes a gathering area with couches, tables and kitchen, TV room, fitness room and game room with a pool table.

We hope this handbook will help to make your living at The Villages at Chapel Hill an enjoyable experience.

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## **1.1 General**

The Property Owners Association has contracted with EverStar Realty to provide management of the common areas. You may likely have a different property manager for your needs as a Tenant. Please contact your Property Manager or Owner for your questions or needs.

The Rules and Regulations contained in this handbook are based on local city ordinances, the Declaration of Covenants, Conditions and Restriction (CC&R's), Articles of Incorporation and Bylaws, and have been adopted by the Board of Directors as the Rules and Regulations for the Villages at Chapel Hill. **Compliance with these Rules and Regulations is not voluntary.** Compliance includes not only property owners but also Residents and guests. Failure to comply may result in penalties, which could be monetary and/or loss of use of amenities.

- All Buildings/Units/Lots shall be occupied and used for "Residential" purposes. Commercial and non-residential uses are not permitted.
- All Residents must be registered with POA Management in order to obtain access to the common areas and parking permits. Property Owners must be current in the POA obligations for Residents to be given access and permits.
- Please refrain from asking employees of the Property Owner Association, landscapers and third party vendors to handle any concerns you may have. Please call your Property Manager or Property Owner.
- Do not change or alter any sprinkler heads, lighting, pool/spa or clubhouse thermostats, exercise room equipment or other apparatus belonging to the Association.
- No changes to ANY of the common areas are permitted. Examples include, but not limited to, plantings, trees or shrubs or tampering with utilities.
- Bicycles, skateboards, roller blades and skates MAY NOT be used on pedestrian pathways.

## **1.2 Parking and Use of Roadways on the Property**

The only authorized vehicles are those or operated by a Resident.

Guests may park in Visitor Parking only. Unauthorized vehicles will be towed at the vehicle owner's expense. In addition the following rules apply:

- The maximum speed limit throughout the Villages at Chapel Hill is 5 miles per hour.
- Pedestrians and bicycles have the right of way while standing, proceeding, or crossing streets within the property.
- All persons must hold a valid state driver's license to drive any motorized vehicle within the property.
- All vehicles must have current registration (tabs) clearly posted.
- Utility, boats, camper or other type trailers, snowmobiles, mobile homes, RV, ATV, commercial vehicles, bus, truck (other than standard pickup truck) SHALL NOT be permitted to park on the property unless such vehicle is for construction, repair, of any Unit and / or building on the premises. No vehicle used as living quarters may be parked OR to remain within the property.
- All automobiles must use marked parking areas only. Automobiles shall be parked forward due to possible exhaust in units.
- Street legal and licensed motorcycles are allowed and MUST BE parked in parking stall only.
- Inoperative Vehicles: Vehicles that are (a) inoperative for 7 days or more days, or (b) fail to display a current license plate SHALL NOT be parked on the property. If the vehicle is not removed after twenty-four (24) hours written notice, the Board or Management will do so at the risk of and expense of the owner.
- Residents / Owners with autos leaking excessive oil or other chemicals will be responsible for the cost of clean-up and removal of residue and / or stains.
- Auto maintenance of any nature whatsoever is not permitted on property.

### **1.3 Pets**

In the event the Property Owner for your 4 plex allows pets, pet owners are responsible for the maintenance and control of their pets. The POA will allow a maximum of one (1) domesticated dog and one (1) domesticated indoor cat per unit. Dangerous breeds are not allowed on the property. Dogs and cats cannot exceed twenty (20) pounds. All pets MUST BE registered with the POA Management office and all pet owners must comply with the following rules:

- It is the pet owner's obligation to dispose of waste materials from pets. Failure to pick up after the animals will result in corrective action. ALL DOGS AND CATS MUST

BE ON LEASHES OR SIMILARLY RESTRAINED WHENEVER OUTDOORS AND ON THE PROPERTY. This includes all entries, patios and balconies, parking and grassy areas.

- EXCESSIVE AND CONSISTENT BARKING WILL BE CONSIDERED A NUISANCE. Pet owner will be notified by Association Management of any complaints. Pets can be considered a nuisance when any act or acts of the animal or its owner annoys or disturbs the rights and privileges common to the public
- For the safety and protection, pets are NOT allowed in the playground / basketball areas / pool / clubhouse.
- Pet birds, insects, poultry, reptiles, rodents or rabbits are not permitted on the property.
- Pet owners will be responsible for any personal or property damage caused by their pet.
- The Board of Directors / POA Management shall have the right to order the removal of any pet, which is considered a nuisance or threat.

#### **1.4 Use of Pool and Hot Tub**

**\*\*Important Note: There is no lifeguard on duty\*\***

The use of the pool / hot tub area is limited to only those persons authorized to be at The Villages at Chapel Hill, including Residents and their invited guests up to two at anytime. All unauthorized persons violating this rule will be subject to immediate termination of access to pool / hot tub, at the discretion of the POA Management. The pool / hot tub may be closed for maintenance or repairs, anytime at the discretion of the POA Management. **In addition to the posted rules, the following rules must be adhered to at all times.**

The hours for the use of pool and hot tub areas will be posted at the clubhouse and on the pool gates. The Pool and hot tub will be closed for the winter season on or about Labor Day and reopen on or about Memorial Day weekend. Any additional use must have special permission from the Association Office.

- Use of pools by children pursuant to Washington State Law:
- No children under fourteen (14) are allowed in any pool area unless accompanied and supervised by an adult.
- Children under the age of two (2) years old and not “potty” trained or in diapers SHALL NOT be allowed in pool or hot tub.
- Please take a shower before entering the pool / hot tub. Remove suntan oils and lotions before entering pool / hot tub due to possible damage to pool filters.

- Absolutely no food, glass or alcoholic beverages may be taken into the pool / hot tub area. All other beverages must be in plastic containers.
- No Smoking allowed in or within 25 feet of the pool / hot tub area.
- Pool deck furniture may not be removed from these areas.
- No electronic equipment while in the Pool and Hot Tub. All music devices must be used with headphones only for the enjoyment of others.
- Please use towels to cover poolside chairs and lounges to protect furniture from damage caused by suntan oils and lotions.
- Be considerate of other swimmers if using floating devices. No air mattresses, inner tubes or other item used in rivers or lakes are permitted.
- Be considerate of noise and adjacent buildings
- Maximum capacity for the Hot Tub is six (6) persons. 15-minute limit is recommended. It is recommended that persons under the age of six not use the Hot Tub at any time.

## **1.5 Use of Clubhouse**

The Clubhouse is maintained for the use and enjoyment of the owners and Residents of the Villages at Chapel Hill. We ask your cooperation in following the guideline for the use of the clubhouse. The POA management reserves the right to refuse the use of the clubhouse amenities to Owners / Residents or their guests who do not follow these rules.

- Resident's apartment rent and Owner's POA assessments and obligations must be current, with no outstanding items or charges otherwise the access to the clubhouse will be terminated.
- Clubhouse hours will be determined by the Board of Directors of the Association.
- There shall be no alcohol in the Clubhouse at anytime.
- No one under the age of 16 is allowed in the clubhouse without an adult.
- No smoking allowed within 25 feet of the clubhouse
- No running, horseplay or boisterous behavior allowed in the clubhouse. Do not rearrange the furniture
- Dispose of all trash and turn off lights upon leaving.
- Private events will be limited to 3 hours and must be reserved in advance with the POA management. Charges for the private use will be determined at the time of scheduling.

## **1.6 Use of Fitness Room / Exercise Equipment**

The Villages at Chapel Hill, does not provide any physical fitness instruction or training for the use of the exercise equipment and is used at the users risk.

- No one under 18 years of age may use the exercise equipment or be in the exercise room
- No guest of any Property Owner/Resident shall be authorized or allowed in the exercise room at any time.
- Property Owner/Resident must sign a waiver provided by the Property Owners Association prior to utilizing the equipment.

## **1.7 Satellite Dishes and Antennae (Radio & TV)**

**\*See attached contact / phone list for appropriate service provider phone numbers**

The Board has secured a single source provider for the property that will provide ALL satellite services including high definition. All Residents will have the option of using the Charter Cable Service OR working with the authorized satellite service provider, Columbia Basin Satellite. Columbia Basin will work directly with Residents, Property Managers and Property Owners on service and will place a dish on buildings at the approved location.

Property Managers and Property Owners ARE responsible for working directly with the single source provider. The appropriate Property Owners, Resident and/or Property Manager will be held accountable should this guideline not be followed and damages occur to the common area of the property.

- Satellite dishes should not exceed twenty-four (24) inches in diameter unless approved otherwise by the ARC committee.
- Location of the dish has been approved by the ARC committee in advance and will be placed in a location in which the dish is best suitable for aesthetics and signal.
- No Property Owner or Resident may be permitted to construct, use, or operate his own external radio or other electronic antenna.

## **1.8 Trash and Garbage Disposal**

Trash pick-up is on Monday and Thursday and there are Five (5) disposal areas located throughout the property. These rules are intended for Property Owners and Residents



- Garbage MUST be in sealed plastic bags. Do not place loose trash into dumpsters.
- Breakdown cardboard boxes prior to placing in dumpster.
- If the dumpster nearest your apartment is full, place trash in the next closest dumpster available.
- Furniture shall not be placed in or near the dumpsters. Resident is responsible for arranging for proper removal of these items.
- If remodeling results in excess trash, the Resident must arrange with BASIN DISPOSAL CO. for removal. This will be an additional charge and the Resident will be responsible for the cost.
- Construction materials such as paint, old appliances, rugs, misc., may NEVER be placed in any dumpster. All construction debris must be disposed of in the appropriate manner. This is the Property Owner's responsibility and failure to comply will result in the incurred expenses plus fees assessed by the Association.

### **1.9 Neighborhood Watch**

The Villages at Chapel Hill is an active participant in the national Neighborhood Watch Program. If you would like to participate in the committee or would like further information, please contact the POA Management.

### **1.10 Noise, Nuisance, Vandalism**

No noxious, illegal, or offensive activities shall be carried on in any Lot, or in any part of the property, nor shall anything be done thereon which maybe or may become an annoyance or a nuisance to or which may in any way interfere with the quiet enjoyment of each of Property Owner or Resident of their respective lot. This includes, but is not limited to loud noise, music, power tools, musical instruments, televisions, radios, stereos, automobiles, motorcycles and/or animals.

Residents disturbed by excessive or persistent noise at any time should report the violations immediately to the police. Property Owners are held legally responsible for any disturbance created by themselves, their guests, Residents, or guests of Residents.

In the event Residents are required to contact the police or Property Manager/Property Owner about a noise problem, the POA Management should be notified as well. The Association will keep a record of noise complaints and will take action against an owner if noise is a repeated problem. All Residents have the right to a quiet neighborhood.

### **1.11 Window Coverings**

Any window or patio coverings must be complimentary to the property. The ARC approved window coverings are white and minimum of 1" and maximum of 2" horizontal blinds on all windows except patio doors which shall be white vertical blinds. Any deviation from this policy shall be approved in writing by the ARC. The use of paper, foil and any material which is not approved is prohibited.

### **1.12 Building Maintenance**

#### **\*BALCONIES, PATIOS, STAIRWELLS, ENTRY, LAWN / LANDSCAPE, COMMON AREAS\***

Property Owners and Residents shall maintain all balconies, patios, stairwells, entries and "common" grounds in a clean, neat and orderly condition and appearance. These areas ARE NOT intended as storage areas and are not to be used for storage at any time.

- All garbage, refuse, indoor furniture, clotheslines, hanging laundry, mops, cleaning supplies, debris and other unsightly articles are strictly NOT permitted in these areas.
- Plants, flowers, and other items MAY NOT extend beyond the patio, balcony, or into any walkway and / or common area. Toys must be stored inside the residence.
- Motorcycles or other motorized equipment ARE NOT to be parked or stored in the any of the above areas at any time. Bicycles and baby strollers are allowed but SHALL NOT block any doorway, stairwell, or sidewalk.
- The balconies and patios shall be used for patio furniture, planters, barbecues and bicycles only.
- Yard and patio sales are never allowed in any area of the complex.

The POA Management shall perform regular inspections of these areas and the Architectural Review Committee will determine if items are not suitable.

### **1.13 Useful Telephone Numbers**

Police, Fire, Ambulance	911
Pasco Police – Non-emergency	(509) 545.3510
Poison Control	(509) 222.1222
Animal Control	(509) 545.3740
Hospitals:	
Lourdes Medical Center, Pasco	(509) 547.7704
Kennewick General Hospital, Kennewick	(509) 586.6111
Kadlec Medical Center, Richland	(509) 946.4611

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Utilities:

Electricity – Franklin PUD	(509)547.5591
Telephone – Qwest	(800) 475.7526
Satellite & HDTV – Columbia Basin Satellite**	(509) 737-9196
** exclusive satellite provider for the Villages.	
Cable TV & Internet – Charter	(866) 925.1484
Garbage Removal (large items) – Basin Disposal	(509) 547.2476

POA MANGEMENT:

**EverStar Realty**

1920 N. Pittsburgh Street, Suite A  
Kennewick, WA 99336

Telephone: (509) 735.4042

Fax: (509) 735.4053

**Debbie Cooper**

email: debbie@EverStarRealty.com

**Gayle Stack**

email: gayle@EverStarRealty.com

**1.14 Violation and Fine Schedule**

In the event a violation of the CC & R's or the Rules and Regulations, the following fines and or suspension may occur:

**All violations may carry a suspension of Key Card until violation is cured**

	1st Notice	2nd Notice
<b>Road and Parking Areas:</b>		
Improper use of skateboards, roller blades, bikes, etc.	Reminder	\$50 fine
Parking violation in Handicapped, Road or Illegal	Reminder	\$50 fine / City Rules
Repairing Violation	Reminder	\$100 Fine
Water Use Violation	Reminder	\$100 Fine
Toxic Waste (Oil, Oily waste, etc.)	\$100 Fine & Clean Up Cost*	\$100 Fine*
Other violations as deemed by management	Reminder	\$100 Fine
<b>Swimming Pools and Hot Tub Areas:</b>		
Pool and Hot Tub Area Rules Violations	Reminder	\$50 Fine
Vandalism of Pool & Spa Area	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost
Restricted Items in Pool / (requiring the pool and Hot Tub to be shut down)	\$100 Fine & Clean Up Cost*	\$250 Fine & Repair Cost

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**Pet Rules:**

Violation of Number, Size or Type	Reminder	\$100 Fine
Registration Violation	Reminder	\$100 Fine
Location, Walking and Clean Up Violation	Reminder	\$100 Fine
Feeding or Releasing Stray Pets	Reminder	\$100 Fine
Noise / Nuisance Violation	Reminder	\$100 Fine
Unattended Animal on Balcony	Reminder	\$100 Fine
Damage to Common Area	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost

**Clubhouse Rules:**

Violation of hours of use	Reminder	\$100 Fine
Reserved Use Violations	Reminder	\$100 Fine
Unreserved Use Violations	Reminder	\$100 Fine
Smoking in Clubhouse	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost

**Fitness Center Rules:**

Violation of hours of use	Reminder	\$100 Fine
Vandalism or Damage	\$100 Fine & Repair Cost*	\$200 Fine & Repair Cost
All other violations as deemed by management	Reminder	\$100 Fine

**Satellite and Antennas Rules:**

Installation other than preferred provider	\$100 Fine & Repair Cost*
All other violations	Reminder

**Signage in Common Area Rule:**

All signage in common area (not in window)	Reminder	\$100 Fine
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**Architectural Review Rules:**

Unapproved Alterations / Construction	\$200 Fine	\$500 Fine
Construction Work Hour Violations	Reminder	\$100 Fine
Construction Clean Up / Disposal Violations	Reminder	\$100 Fine
Non-Association worker restriction Violations	Reminder	\$100 Fine
Other violations	Reminder	\$100 Fine

**Tenant Maintenance Rules"**

**Balconies, Patios, Stairwells, Entry, Lawn / Landscape, Common Area**

All Violations	Reminder	\$100 Fine
Excessive Noise / Nuisance Violation	Reminder	\$100 Fine

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**Vehicle Rules:**

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Vehicle Specification Violation	Reminder	
Non allowable vehicle Violation	\$100 Fine + Tow	
Speeding Violations (Strictly Enforced)	Reminder	\$100 Fine

**Assessment / Collection Policy:**

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Attorney Fees	Collection Policy	
Late Payments	Collection Policy	
Lien Cost	Collection Policy	
NSF Checks	Cost & Mgt Cost	\$25 Fine & Mgt Costs

\*Repair and Clean Up Cost includes actual cost of material and labor for repair.

\*\*Timeframe should be 15 days maximum

\*\*\*Daily fees of \$10 additional per day may be added to fine if non compliance (Up to Mgt)

Fees to be paid to The VCH POA

Please Note: This is not an all-inclusive list and may be modified by the Board of Directors without notice.

## **Certificate of Receipt of Resident Handbook**

I acknowledge the receipt of my personal copy of The Villages at Chapel Hill Resident Handbook. I understand that this Handbook is intended to provide an overview of the rules and regulations for the Villages at Chapel Hill.

I understand that it is my responsibility to read this Handbook and abide by all rules and regulation contained herein. I am also responsible for providing my guest with a copy for their compliance.

I further agree that this Handbook does not imply a Landlord-Tenant relationship between The Villages at Chapel Hill Property Owners Association and the Resident.

\_\_\_\_\_  
*Signature of Resident*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Resident*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Resident*

\_\_\_\_\_  
*Date*