

June 15, 2010

Revised Nov. 1, 2010 page 8 changed insurance deductible to \$25,000.00.

Revised Dec. 21, 2010 page 20 - deleted transportation.

Revised through December 31, 2010

Revised Aug. 8, 2011 page 19 added \$25,000.00 minimum insurance on dwelling/building.

Revised January 17, 2012 page 14 #4 resident to furnish supplies for guest house and added a #7 \$50.00 deposit required on the guest house.

## **Village Woods Residents Association, Inc.**

### **Homeowner's Information Handbook**

YOUR NAME \_\_\_\_\_

Your Address is 5323 Blair Lane Bldg. \_\_\_\_\_ Unit # \_\_\_\_\_

Baton Rouge, La. 70809

NOTE: Be sure to put your "Building Letter(s)" and your "Unit number". Other residents have the same UNIT NUMBER as you do!!!

**No "Storage Pods" or "18 Wheelers" allowed on property!**

**Telephone (225) 769-8204**

**Administrative Office and Maintenance Hours  
7:30 a.m. to 12:00 noon and 12:30 p.m. to 4:00 p.m.  
Monday through Friday**

## Preface

**Welcome!!!** A warm welcome is extended to all Village Woods residents and homeowners. Your Village is owned by you and fellow property (Unit) owners. It is also governed by you and fellow property owners through the Village Woods Residents Association, Inc.

The Village is a “Retirement Condominium Community” for “Independent Living” consisting of one hundred-fifty (150) units with sixteen (16) different floor models. These Units were built in three phases, 1983, 1984 and 1987.

All of the individual homeowners have shared rights to most common areas, such as the elevators, hallways, pool, clubhouse, gardens, lawns, trees, etc. Maintenance of these areas becomes the responsibility of the condominium association. Every owner owns a share of interest in the condominium association, plus an obligation to pay monthly dues.

A feature that sets Village Woods apart from other condominiums is that the Association absorbs the expenses for all replacements, repairs and maintenance which are not a part of the Unit composition. Unit composition is as described below:

In horizontal dimension, each unit consists of the area situated within the unfinished interior perimeter walls of each unit as designated on the Plat. In vertical dimension, each unit consists of the area located above the top of the unfinished concrete floor and below the bottom of the unfinished ceiling. Doors and windows; all heating and air conditioning, plumbing and electrical systems; all pipes, ducts, electrical wiring, and conduits; fresh water and sewage systems; all interior components not hereinafter specifically included; and all walls and any structural building parts are excluded from unit ownership. Unit ownership shall include all lighting fixtures located within the particular unit boundaries. Unit ownership shall not include ownership of any patio areas, attic spaces, fences, building exteriors, foundations, roofs, all structural building parts and such other components as may be hereinafter designated to be a part of the common elements. Unit ownership shall, additionally, include all aspects of the unit parcel, particularly including the following:

- a. An undivided ownership interest in the common elements and the common surplus, the same being a component part of the unit;
- b. The exclusive right to the use of the limited common elements dedicated to a particular unit;
- c. Membership in the Association; and
- d. An obligation to pay a portion of the reserves and common expenses of the Association.

The Board of Directors, composed of nine (9) members, governs the affairs of the Association which is administered by the Manager. A president, vice-president, secretary and treasurer are elected within the Board of Directors.

The Village Woods annual budget is prepared by the Budget and Finance Committee and presented to the Board for final approval before being mailed to homeowners. The membership must approve the budget at the annual Membership Meeting held on June 15<sup>th</sup>. Assessment fees are computed annually according to the Budget, which is on a fiscal year basis (July 1 thru June 30).

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### **Activities:**

Some of the social activities in Village Woods include bible study, rosary, bridge, bingo, game day, men's coffee, pokeno, pot luck dinner, happy crafters, etc. All activities and socials are held in the clubhouse unless otherwise notified.

### **Amendments/Rule Changes (Future):**

All future amendments and rule changes will be sent to each resident. These future amendments/rule changes are to be placed into your Resident Book under Section 3. Please strike out the rule that is being replaced and/or changed. Please remember to refer to Section 3 for any rule updates.

### **Assessment Fees:**

Your assessment fee is based on the yearly budget expenditures and is subject to change yearly. Your assessment fee figure is computed by the number of livable square feet of the Unit plus any additional applicable options and whether the expense is a per capita common expense (divided equally) or a disproportionate common expense (multiplied by the percentage listed in the Bylaws).

Assessment fees are due on the first (1<sup>st</sup>) day of each month. A twenty-five dollar (\$25.00) late fee will be assessed on any payments made after the fifth (5<sup>th</sup>) of each month.

Listed below are some of the services or items provided in your maintenance fee:

1. Gated community with video surveillance by three (3) cameras twenty-four hours a day.
2. On site property manager and maintenance personnel.
3. Building and Property Insurance (does not include personal contents or liability inside of the home).
4. Building replacements and repairs include roofs, air conditioners, heating, hot water heaters, also internal plumbing, sewer and electrical problems within the walls.

5. Appliance maintenance (labor only when possible) On appliances such as the dishwasher, disposal, stove, refrigerator, washer and dryer, etc. that came with the Unit when purchased from the builder, Village Woods will supply the labor, if possible, and the owner will supply the parts or replacements.
6. Water and sewer service.
7. Garbage service.
8. Pest control and termite control service to all condo Units.
9. Pool maintenance and supplies.
10. Electricity to common areas.
11. Basic and expanded cable service.
12. Landscaping service.

### **Beauty Shop:**

A beauty shop is located in Suite P at the back of the property near the Maintenance Yard for the convenience of the residents. The beauty shop is open by appointment only. Call the beautician to set up an appointment.

### **Bird Feeders:**

Squirrel proof bird feeders, liquid hummingbird feeders and conventional size bird baths which provide drinking water and bathing water are permitted in Village Woods. Mosquito rings which will not harm the birds must be placed in the bird baths.

### **Business Office Located in the Clubhouse:**

The business office hours for the employees are set by the Board of Directors. Currently the office hours are 7:30 a.m. to 12 noon and 12:30 p.m. to 4:00 p.m.

The tendency of a few residents in Village Woods to have frequent and prolonged office visits has produced an unacceptable burden on the efficiency of services to the general membership.

It is therefore agreed that residents shall observe one of the four (4) following recommendations:

1. Put work request in writing and bring it to the office. (Do not take up the manager's time with personal conversation.)
2. Put work request in writing and put it in the black mail box outside of the office door on the clubhouse (the door nearest the pool) or through the mail slot in the office door.
3. Phone the office anytime after office hours and leave a brief message on the answering machine.
4. Residents may call the office with a brief description of the work needed to be done between the hours of:  
9:00 a.m. to 12:00 noon and 12:30 p.m. to 3:00 p.m.  
If you choose to call the office during the office hours listed above, please be brief and to the point when requesting work to be done.

Emergency calls will be accepted at any time.

### **Carports and Storerooms:**

Residents are responsible for the maintenance, upkeep and replacement of carports and storerooms. These structures are not covered by the Village Woods termite contract. The Association insurance will only cover these structures if the damages exceed our \$25,000.00 deductible and they are damaged by hurricane, tornado, etc.

### **Clubhouse Rules and Regulations:**

The clubhouse is the heartbeat of the Community where all business and social activities are held. The clubhouse is open daily during office hours except for weekends and holidays. The fire marshal has set eighty-four (84) as the capacity for the Village Woods Clubhouse. The St. George Fire Department services Village Woods Retirement Community.

Following are the rules and regulations:

1. Only residents/owners are allowed to rent the clubhouse.
  - a. Birthday Parties, Anniversary Parties, Showers and Weddings are not allowed in the Village Woods clubhouse unless the

resident is the honoree and there will be no charge to the resident.

- b. There will be no charge when a resident reserves the clubhouse for their family reunion or holiday event.
2. A \$50.00 deposit is required at the time the rental is booked and the renter must sign the Rental Rules.  
This deposit is returned if the clubhouse is left in its original clean status. The deposit amount is established by the Board.
3. No decorations are allowed that have to be attached to the walls and all decorations must be removed after the function.
4. Kitchen, tables and floors must be cleaned and the tables and chairs must be placed where they were originally.
5. All lights in the Clubhouse and restroom must be turned off; keys must be left in designated place prior to leaving the premise.
6. All functions shall be held without loud music or boisterous activity.
7. The resident is responsible for the conduct of their guests.
8. All food and disposable items must be furnished by the renter. Table cloths may be used but must be returned cleaned to the clubhouse within 48 hours.
9. Anyone renting the Clubhouse is responsible for all expenses incurred or any damage caused to the Clubhouse property by such renter or their guests.
10. No animals are permitted in the Clubhouse.
11. Food/drinks are not allowed in the television area of the Clubhouse.
12. Smoking is not permitted in the Clubhouse.
13. Clubhouse property is not to be removed from the Clubhouse.
14. The Association is not responsible for loss of any kind by residents or guests.

The clubhouse houses the business office and the library.

**Common Elements/Grounds (shared):**

1. Common Elements shall not be obstructed, littered, defaced or misused in any manner.
2. Common sidewalks and other Common Elements shall be kept free from rubbish, debris, cigarette butts and other unsightly materials.
3. Garbage or trash is not to be left outside of the door.

4. No items of any kind may be placed around the air conditioner units. The area around the air conditioner must be free from objects of any kind with at least a 12 inch open space for proper ventilation.

All grounds are considered common grounds. Any changes and/or usage of the common grounds must be approved by the Board in writing before the resident makes any changes to the property.

### **Dumpster Use and Garbage/Trash Pickups:**

A total of nine (9) garbage bins are located within the Village Woods property. The eight (8) bins in the resident area are each two (2) cubic yards and one oversized bin in the Maintenance Yard is an eight (8) cubic yard. Garbage is picked up twice a week on Wednesdays and Saturdays.

1. Residents are requested to put their trash in a plastic bag and tighten securely before placing the bag in the dumpster.
2. Do not put raw garbage in the dumpster, it will attract critters.
3. Breakdown all boxes prior to placing flat inside of the dumpster.
4. Big limbs and shrubbery debris must be put in the oversized bin in the Maintenance Yard.
5. If the dumpster closest to your Unit is full, you must put your garbage in the next closest dumpster that is not full.
6. Anything placed outside the dumpster will not be picked up.

Contractors hired to do renovations are responsible for removing all of their debris off of the property (flooring, wallpaper, etc.) and are not to use Village Woods dumpsters.

### **Emergency Calls:**

When calling “911” for the police, fire department or emergency medical service, make sure you give the emergency personnel both your “building letter (s)” and your “Unit” number (s).

Remind the emergency personnel that the entrance to Village Woods is on “Butter Creek” instead of Blair Lane. Village Woods is a gated community and the “Yelp” mode will open the gate.

Acadian subscribers needing assistance must punch the “Red emergency button” on their Unit or the button on the chain provided by Acadian Ambulance.

Village Woods employees are not allowed to pick up or assist anyone in medical emergencies. Call “911” or a relative.

### **Employees:**

The Board of Directors hires the employees for the Association which consist of the manager, maintenance employee(s) and other employee(s) on an as needed basis.

The maintenance employees/other employees are supervised by the manager who is the only person with authority to assign tasks to the personnel. The personnel are instructed to decline direct work orders from residents.

### **External Appearance of Residence:**

1. Porches, balconies and/or carports must be kept free of clutter and unsightly items such as ice chests, plastic pots, etc. No outdoor clothes line may be erected, and nothing shall be hung or exposed (namely beach towels, mops, sheets, bathing suits, etc.).
2. Alterations or decorations such as signs, awnings, shutter, antennas, satellite dishes, etc. may not be placed on the exterior walls or roof without written consent of the Association.

3. The coverings on all windows or glass doors which may be seen from the exterior of the condominium buildings shall be white or light brown. Aluminum foil may not be placed on windows.
4. Porches, patios and common grounds are not to be used as a storage area.

### **Fenced Patios:**

The area inside the fenced-in patio is the responsibility of the resident/homeowner. The resident/homeowner is responsible for keeping the grass mowed and at least twelve inches away from the air conditioner Unit compressor and the ground must be below the slab level.

Violators will be sent a written notice and given thirty (30) days to correct the situation. If the situation is not corrected, the fence will be removed and the area will be maintained as part of the common area.

### **Gate Entrance Guidelines:**

Electric gates are installed at the entrance of Village Woods to help provide privacy for the residents/homeowners of Village Woods.

1. Residents/owners moving into Village Woods are issued one clicker and one card at no cost. Additional clickers are \$42.00 each and additional cards are \$6.00 each. The cost of the extra clickers and cards are refundable when the items are returned when the resident/owner moves out of the community. Original clicker and card issued at no cost must be returned upon move out prior to any refunds.
2. Residents in vehicles may use the clicker to open the electric gates. The No. 1 on the button will open the left gate and the No. 2 will open the right gate.
3. You will be entering the gate to the right if you are using a card. Touch the card flat on the touch plate with the blank side down at the podium and the gate will open.
4. Visitors to your home who do not have a clicker or card must call you from the control box at the podium. A code number for each resident is in the

directory. The visitor will enter your code number and press the call button which will ring your phone.

When you answer your phone, you must press nine (9) on your phone and hold for five (5) seconds, this will open the gate.

The visitor must use the control box for the call; calls initiated from a cell phone will not permit you to activate the entrance mechanism from your home phone.

5. The sidewalk gate is to be used by residents walking in and out of the community. The sidewalk gate is opened by the card only.
6. Cable Channel 23 on your television is set to view the front entrance of the property twenty-four (24) hours a day. If you have a digital box, you must disconnect the box and run the cable wire directly to your television to view the gate channel.
7. Should you receive a call from someone at the gate whose identity you do not know, do not open the gate. The visitor will have to call the right party to gain access to the community.
8. Notify the office immediately should you lose a clicker or card so the code can be canceled and avoid getting into the wrong hands.
9. Any individual who accidentally hits the gates will be held responsible for any damages that occur.

\*\* 24-hour video surveillance cameras are operational to monitor the main gate and periphery. These cameras are recording all traffic entering and exiting Village Woods 24 hours a day. The presence of the cameras and lighting are a deterrent to illegal activities.

Should you see any suspicious activity or damage being done to Village Woods property, call the manager or 911 depending on the time and circumstance.

## **Guest House Rental Regulations**

There is one guesthouse room located in the P Building that the resident/homeowner can rent for up to a week for his/her family or guests at thirty-five (\$35.00) per night. The rates are established by the Board. Call the Manager's office for reservations.

Following are the rules governing the guesthouse room:

1. The guest room is for the exclusive use of the residents' family or friends. (e.g. not for business associates.)
2. Check-in time is 4:00 p.m. and check-out time is 10:00 a.m.
3. All personal property must be removed by 10:00 a.m. on check out day.
4. Linens, towels and toiletries are to be furnished by the resident.
5. No pet is allowed in the guest room. (If your family brings a pet it is required to stay in the resident/owner's unit).
6. No smoking is allowed inside to the guest room.
7. A deposit of \$50.00 on the guesthouse rental is required. Provided everything is left in order and no damage is done, the deposit will be returned.

### **K and V Buildings:**

1. The K and V Buildings are two story buildings with stairs and an elevator located in each building.
2. Grocery carts are kept under the stairwells of both buildings for everyone's convenience. Please return the cart to the same location from which it was taken as soon as possible.
3. No Smoking in the hallways.
4. Please be cautious, that your pet does not have bathroom accidents on the hallway carpets.
5. Upstairs residents should be respectful to your neighbor below with reference to noises and TV volume. The volume of noise increases below.
6. Fire alarms including heat sensors are installed in each attic and each individual Unit of the K Bldg. and V Bldg. Horns and lights are also installed in each Unit.

### **Maintenance Emergencies:**

In case of maintenance or other various “EMERGENCIES” when the office is closed, contact the Manager or Maintenance personnel at home or on the cell phone. If not successful, contact a Board member who will get in touch with the proper individual.

### **Maintenance Yard:**

Included in the maintenance yard:

1. Two (2) maintenance storage buildings and miscellaneous equipment.
2. Golf cart stored in maintenance building.
3. Plant Conservatory and compost bin.
4. Temporary use of visitor RV parking is limited to seven (7) days with a charge of \$5.00 per day.

### **Mosquito Control:**

Village Woods is sprayed for mosquitoes only when the area is scheduled for spraying by the Mosquito Control Center. Any resident having specific mosquito problems can personally call the Center (phone 1-225-356-3297), and request to get the space around their Unit sprayed. The resident must be home to instruct Mosquito Control personnel of the area to be sprayed.

### **Other Safe Guards:**

1. One (1) story Units are equipped with regular smoke alarms. The batteries in those alarms are scheduled to be changed once a year.
2. There are four fire hydrants located on Village Woods property.
3. Each Unit is furnished one fire extinguisher. These fire extinguishers are inspected and checked annually.

### **Parking in Village Woods:**

1. Residents must use their designated parking space(s) before using a guest space. If a resident has two (2) designated parking spaces and two (2) vehicles, the resident **must** use both of these spaces before using any guest spaces for personal vehicle parking. If a resident has two (2) vehicles and only one (1) designated parking space, the resident **must** use the guest parking space assigned by the manager for the second vehicle. Visitors, relatives, sitters, etc. can only park in spaces that are marked “Guest”.
2. The spaces marked “Loading Zone” are for emergency vehicles or loading and unloading only. Visitor parking is prohibited in Loading Zones.
3. The Board may revoke parking privileges on Village Woods property at any time when violations occur.

### **Pests and Termite Control:**

The Village Woods property is divided into three (3) sections for pest control purposes. The company comes the first (1<sup>st</sup>) Thursday of each month to treat one section. Thereby, each Unit is treated on a quarterly basis. Following is the list of all buildings divided into the applicable sections:

Section 1 --- Buildings AA, EE, FF, GG, HH, JJ and V Building.

Section 2 --- Buildings A, B, C, D, E, F, H, L, M, R, S, T and U Building.

Section 3 --- Buildings G, J, K, BB, CC, DD, KK, and LL Building.

You do not have to wait for your scheduled time if you are having problems with pests. Call the office and you will be scheduled to get your Unit sprayed on their next visit.

Treatment for termites is done annually.

### **Pet Owners:**

All dogs, cats and other pets must be leashed and shall not be permitted to run loose. Homeowners shall be responsible for picking up and disposing of their pet's waste and for any damage caused by their pets to the Common Areas.

1. Dogs must be walked on the outside perimeter of the property and not in someone else's yard.
2. The person walking the dog must be capable of controlling the pet at all times and responsible for picking up after the dog immediately.
3. A maximum of two (2) pets per unit with the weight of each pet at the adult stage not exceeding twenty (20) pounds, this also includes guest's dogs.
4. Please be considerate of your neighbors who don't have dogs.
5. Pet owners are responsible for flea and tick control.
6. No pets are allowed in the guesthouse, clubhouse or fenced in pool area.

All rules apply to visitors bringing pets/dogs into Village Woods.

### **Pool Rules and Regulations:**

The swimming pool located adjacent to the Clubhouse is for the exclusive use of Village Woods residents/owners and their guests. For everyone's safety and convenience, the following rules apply and are rigorously enforced:

1. Gates to the pool are locked from 10:00 p.m. to 5:00 a. m. because of insurance requirements.
2. The pool will be closed every Monday until 12 noon for cleaning.
3. There is no lifeguard on duty; swimming is at your own risk.
4. Children 12 years old and younger may swim from 10:00 a.m. to 5:00 p. m. only and must at all times be accompanied by an adult capable of supervising and rescuing the child if needed. (No exceptions).
5. No diving, running, horse playing or chewing gum is allowed in the pool area.
6. Glass or any other breakable containers are not allowed inside the fenced-in pool area.
7. No pets are allowed in the fenced-in pool area.
8. No smoking within the fenced-in pool area or restroom.
9. Persons with communicable illnesses such as skin disease, eye, ear, nose or throat infections are prohibited from using the pool.

10. In case of a disturbance at the pool, call or report the incident to the office. Anyone who will not obey the rules will be given a warning and will be banned from the pool if the warning does not solve the problem.
11. In case of life emergencies, Call 911.

RESIDENTS PLEASE REMEMBER that you own part of the pool and if you see anyone misusing, abusing or breaking the rules you should correct them. If you have any problems report them to the office. Anyone who will not obey the rules will be given 3 warnings and will be banned from the pool if the warnings do not solve the problem.

### **Resident Activities/Functions:**

Loud or disturbing noises that interfere with the rights, comforts, or convenience of your neighbor must be avoided at all times. A curfew of 10:00 p. m. should be adhered to.

### **Requests and Complaints:**

1. Requests and complaints must be put in writing and given to the manager for processing. The manager will either take care of the situation, refer it to the proper committee or the Board of Directors directly.
2. The resident or homeowner can request in writing to meet with the Board of Directors at any of their monthly meetings.

### **Selling Your Unit**

The manager must be notified any time a homeowner contemplates selling his/her Unit so the applicable seller/seller's agent and potential buyer can be made aware of the Village Woods Rules and Regulations prior to the purchase. The prospective buyer should be given the Village Woods binder to read with all the governing documents prior to the sale.

### **Storage Pods:**

Storage Pods are not allowed on Village Woods property.

### **Taxes and Insurance:**

1. Village Woods does not cover personal liability and other homeowner insurance inside your Unit. It is recommended you make arrangements for this coverage on your own and carry a minimum of \$25,000.00 on the dwelling/building and \$300,000.00 liability.
2. The homeowner is responsible for signing his/her homestead exemption and paying all applicable property taxes. Homestead exemption in Louisiana is \$75,000.00 and must be applied for in person at the City Parish Assessor's Office.

### **Traffic in Village Woods:**

Village Woods has a speed limit of ten (10) mile per hours. Please observe the speed limit at all times and notify your visitors of the same.

1. Pedestrians have the right-of-way in the Community. Residents walk for exercise at different times during the day. Drivers need to be alert and observe all stop signs.
2. Incoming traffic has the right-of-way at the entrance gates. Drivers leaving the Community must wait until the incoming cars are cleared before going through the gate. Please remain in the right lane of traffic exiting and entering the property.

### **US Mail and/or Delivery of Packages, etc.:**

1. A mailbox with a key is assigned to each Unit located in close proximity to the specific Unit.
2. Letters that are too large for the mail box and mail that was erroneously put in your box can be brought to the office for proper handling.
3. Packages are delivered to your unit.

The resident/homeowner expecting a delivery is responsible for providing the business/company/person proper instructions to access the property.

### **Vehicles in Village Woods:**

1. Village Woods individuals moving into the Community are given a special sticker for their respective automobiles. Stop by the office for a sticker, this will identify resident vehicles from guests.
2. 18 wheelers are not allowed in Village Woods.
3. Owners of vehicles inoperable for 30 days or longer will be sent a written notice to remove the vehicle within seven days or the vehicle will be removed at the owner's expense.
4. Extensive repairs on automobiles cannot be performed on Condominium Common grounds. Emergency repairs such as flat tires and the use of jumper cables is permitted.

## **Volunteer Committees:**

A sizeable part of the success of the Village Woods Retirement Community depends on volunteers who agree to serve on committees. Our committees include; Architectural Control and Maintenance, Bingo, Budget and Finance, Clubhouse, Guesthouse and K and V Bldg., Election Oversight, Landscaping and Ground, Library, Office, Scan, Scrapbook, Social/Activities and Welcome. (Please refer to the Rules and Regulations, Section B: #15 for the details to become a volunteer.) Listed below are the duties of each committee:

### **Activities/Social Committee**

This committee's responsibility is to coordinate the social functions of the Village Woods Community and to obtain and encourage the volunteers to plan and execute these functions (usually on a monthly basis); that is – all meals, entertainment and special holiday celebrations.

All functions shall be financially self supporting.

### **Architectural Control and Maintenance Committee**

The goal of the Committee should be to maintain the appearance and value of the property. Its function shall be to recommend architectural standards and to review all proposed changes that would affect the appearance of the condominium in relation to those standards.

The Committee is assigned the task of establishing a system for considering and acting on all proposed architectural changes. This calls for a four-step process: formal application, review by the committee, recommendations to the Board, and approval or rejection by the Board.

Architectural standards subject to the committee may deal with things as fences, patios, exterior paint colors, and porch railings, and other modifications that may be proposed by a unit owner to his/her unit or by the association to the common areas.

The Committee is also responsible for streets, HVAC systems, traffic and parking and structural portions of the common areas. The committee shall prepare work specifications and evaluate estimates for contractual work. They shall inspect and supervise work in progress, working closely with the management agent.

The Committee shall meet regularly and periodically, walk through the

common areas, listing any defects noted. They then should make appropriate recommendations to the Board for repairs, improvements, replacements, and shall recommend reserve funds for major work anticipated in the future.

### Bingo Committee

This committee is authorized to conduct Bingo games in the clubhouse twice monthly. This activity will be advertised in Scan's calendar each month. The treasurer of the bingo committee will report the cash status of the committee at the annual membership meeting; or at any time requested by the Board of Directors.

### Budget and Finance Committee

This Committee is one of the most important advisory bodies of Village Woods. It works with the Treasurer, the management agent and the Board of Directors on all financial matters.

The Committee, of which the Treasurer is a member, prepares the annual budget. This responsibility requires meeting with the chairperson of other committees to determine the money they need to operate.

The Budget and Finance Committee must periodically review the operating costs of the community, keeping the Board apprised of any areas that require re-evaluation. If actual expenses greatly exceed budgeted expenses, the committee may recommend that a special assessment be levied. This would require that a detailed explanation be made to all unit owners. In the event that insufficient funds are generated by existing assessments, the Budget and Finance Committee may recommend that they be increased. Similarly, if the efficient operation of the community or other factors results in lower costs, the committee may recommend a reduction in assessments.

The Budget Committee shall review and evaluate the insurance policies required by the Board.

### Clubhouse, Guesthouse and K & V Bldg. Committee

The purpose of this committee is two-fold. On a routine basis they will monitor the housekeeping and make recommendations to the Manager when such are warranted. The committee will also evaluate the décor of these buildings and make suggestions or recommendations to the Board.

### Landscaping and Grounds Committee

The Landscaping and Grounds Committee is responsible for outlining specifications for landscaping and gardening, detail them in writing, and make appropriate recommendations to the Board. Once the Board has negotiated a contract for outdoor maintenance, the Landscaping and Grounds Committee will check the contractor's performance.

The Landscaping and Grounds Committee will make expense recommendations to the Board at the time the annual budget is prepared. In addition to planning for work that will be required on a regular basis, the Committee should periodically inspect the grounds and based on this inspection, recommend to the Board planting, pruning, or improvements or repairs that are needed.

The Landscaping and Grounds Committee will review individual owners' request for planting shrubs or flowers or making other changes to the grounds. It will help set landscaping standards, review all requests for changes, and make recommendations to the Board.

### Library Committee

The Library Committee is in charge of arranging and re-shelving the books donated by resident to the Library in the clubhouse – including the rapidly growing collection of paperbacks.

### Office Volunteers

Office volunteers are residents who are willing to sit in the office when the Manager is out running errands, sick or on vacation. Their main duty is to answer the phone and write work orders.

### Scan Committee

The newsletter is an important link in the network of communications among the entire association. It should bind together the association membership. It should not be a vehicle for debating issues or otherwise creating divisiveness in the community.

SCAN will be prepared and published monthly. SCAN content will be supplied by the committee chairperson and the management agent. SCAN will report any decisions made by the Board of Directors or other committees that affect the membership. It will keep residents advised of any social functions that

are scheduled.

### Scrapbook Committee

The Scrapbook Committee collects items of special interest pertaining to residents and the Village, and take snapshots of special events. This is the only history to Village Woods past social history.

### Welcome Committee

The welcome committee is made up of residents who are willing to meet and welcome newcomers after they have moved into Village Woods. They will also write up a short article on the new resident to be placed in the monthly Scan Newsletter.

### **Work Requests and No Tipping Policy:**

1. A request must be made in writing through the business office if you need work to be done. Do not stop the maintenance men while they are working to request a job. Only requests made through the office will be honored.
2. The Board of Directors of Village Woods has established a “no tipping” policy to employees for any work done in line with their jobs. We appreciate everyone’s generosity but do not want residents to tip employees.

### **Workshop Building:**

The workshop building is located in the back of the property off of Oriole Drive, behind the CC & G buildings.

1. You are welcome to continue your workshop hobbies in the workshop building, **but you do so at your own risk.**
2. You are welcome to use the tools and equipment in the workshop but you are responsible to leave them in good condition or replace if broken.
3. All tools should be used in the shop. Should you have to remove a tool, please note on the pad by the door the item taken, date, time and sign your name upon removal and return.