



Homeowner Information

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WELCOME

The Villages of Garrison Creek

Welcome to The Villages of Garrison Creek (VGC). In choosing to join us in this community, you have chosen the lifestyle of a planned association of attractive, well-maintained homes in a parklike environment. We enjoy private streets and common areas for use by VGC members (Members) or lessees and their guests. The homes are constructed and maintained to harmonize exterior design and landscape.

The Villages of Garrison Creek HOA Vision, Mission, and Values

- The homeowners of VGC envision primarily an owner-occupied community that offers an inspiring lifestyle and quality of life and is a desirable place in which to live and enjoy the benefits of family, friends and community.
- Our mission is to enhance and preserve the quality of life and sense of community through effective and efficient management of the VGC, enforcement of rules and covenants to preserve property values, and support initiatives and capital improvements benefiting the greater good of the community.
- In all our activities to achieve our vision and mission we value integrity, fairness, consistency, common sense, volunteerism, community participation, respect, cooperation and a sense of community.

HOMEOWNERS IMPORTANT INFORMATION

Village Website www.villagesofgarrisoncreek.com

The Villages' website contains documents and information that answer many questions pertaining to VGC. The following are of particular value or interest:

- Home & About Pages – Information about VGC
- News & Events Page – Contains the latest information on upcoming events
- Document Page – VGC Association legal documents, including VGC's Land Use Standards and requirements
- ARC page - Contains information about the Architectural Review Committee, Village Standards, Rules and Regulations
- Photo Page – Photos of various areas within the Villages
- Contact Page – VGC Homeowners' Association (HOA) Board of Directors and various other volunteer contact information
- Members Content Page - Contains Board meeting minutes and monthly VGC financial reports

It is important for each homeowner to provide an email address to the Board in order to facilitate distribution of information to all VGC Members. The email address information will not be shared with any outside agencies or groups.

Please set up an account by clicking on "Member Contact" on the website home page. Then click on "Request Access" and fill in the information. The password will be emailed to you by the Webmaster.

I. What is the Declaration of Covenants, Conditions, & Restrictions?

By purchasing a home in VGC, you automatically become a Member in a planned, covenanted community, which has Home Owners Association (HOA). The rules of the HOA community reside in a legal document, called a Declaration of Covenants, Conditions, and Restrictions (CCRs), that you should have received when you "closed" on the property at the title company. It is important and necessary that you become thoroughly familiar with the CCRs. In signing the documents at the closing of your property, you agree to abide by the CCRs. If you don't abide by the CCRs, the HOA can impose penalties for any violations.

The CCRs are the rules of the neighborhood. They cite the HOA adopted requirements and limitations on the use of your property. The goals of the CCRs are to protect, preserve, and enhance property values in the

community. Most of the time, the rules make sense and are easy to accept. For example, it is easy to agree with a covenant that requires you to mow your lawn and keep it weed free.

Other rules might interfere with your plans or seem unreasonable to you. For example, perhaps you're planning to add a fence around your yard to contain your dog. But after reading the CCRs, you find out that the community doesn't allow fences of the type you want.

Likewise, if you're planning a big project later on down the line, like painting your house a new color, you will need to seek approval from the Architectural Review Committee.

II. What Are the Bylaws?

The HOA is set up as a non-profit corporation, an organization established to manage our private, planned community. Like other corporations, the HOA is governed by a volunteer Board, who are elected by the Members, and a set of rules called the "Bylaws".

The Bylaws govern how the HOA operates and contain the information needed to run the HOA as a business. The bylaws cover matters including:

- How the meetings are conducted
- The duties of the various offices of the Board of Directors
- How many people serve on the Board
- Membership voting rights

You should take time to familiarize yourself with both the CCRs and the Bylaws, so that you are aware and understand both the neighborhood restrictions and how the community operates. If you have questions about the HOA's governing documents and your rights, you should consider talking to an attorney.

III. Land Use Standards (LUS)

The following pages are the current Land Use Standards:

Land Use Standards

By the Architectural Review Committee



Committee address: ARC, P.O. Box 694, College Place, WA 99324 or email
villagesarc@gmail.com

These Standards have been established to promote the comfortable use and enjoyment of the Villages. A monitoring system and a notice of non-compliance procedure are in place. The standards apply to all owners and occupants and shall be enforced by the Architectural Review Committee (ARC) with full support of the Master Property Association Board of Directors.

CONSTRUCTION (New and Update):

- 1) The Architectural Review Committee (ARC) must approve all elevations and blue prints in writing prior to commencement of construction.
- 2) Construction is to commence within 12 months of lot purchase and must be completed within 12 months after commencement of construction unless an extension is granted by the ARC.
- 3) No detached outbuildings are allowed unless specifically approved by the ARC. Any addition to the house must have approval from the ARC prior to commencement of construction. House exterior must be painted and maintained to the ARC standards. House Paint colors selected must currently exist within The Villages and may consist of up to 4 unique colors grouped as follows: 1 or 2 compatible colors on house siding; 1-color for trim (white); 1-color for front door; garage door color must be same as color on first level of house siding.
- 4) The ARC must approve building location and setback lines before any building may commence.
- 5) Fences must be built and maintained to the ARC's specifications. Contact the ARC for approval before beginning construction. The approved sealant should be a natural cedar protective product that offers Transparent or Semi-Transparent colors in shades of Butternut or Cedar. If you wish to use any other color, and wish to avoid possible fines, prior written approval must be obtained from the ARC.
- 6) All contractors working within the Villages must be licensed and bonded.

PARKING AREAS AND GARAGES:

- 1) Homeowners' and/or occupants' vehicles will be garaged overnight. Homeowners and/or occupants may not park in driveways, parking pads or in the street overnight. Driveways and parking pads may be used for daytime parking only.
- 2) Overnight guests shall park in driveways or parking pads or designated parking areas but shall not park in the street. A guest may park in a driveway or on a parking pad for a maximum of 14 days within a 30-day period but may not park overnight in the street. Guest vehicles shall display a valid "Temporary Parking Permit" on dashboard of vehicle; such permits are available from ARC or a designated homeowner within the concerned Phase.
- 3) Vehicles must never park on grass as vehicle will break sprinkler heads, interrupting irrigation and requiring repair.
- 4) RVs may be parked on the street or driveway in front of a house for up to 72 hours or four days per month while loading and off-loading by residents. RVs, boats, trailers, and additional vehicles must be kept offsite. Under no circumstances may guests or residents reside in a camper or motorhome within the Villages.
- 5) The short-term gravel parking area off Garrison Village Way is provided as temporary parking for residents and guests. The lot is not for storing trailers, RV's, boats, commercial vehicles, or vehicles that are rarely used. The lot is to be used only for **temporary** parking of vehicles driven on a daily basis by homeowners and occupants.

SIGNS AND COMMERCIAL ACTIVITY:

- 1) No signs are allowed to be posted on trees, fences, or roofs around the Villages without written consent from the ARC. No flashing or lit signs are allowed.
- 2) No commercial activity is allowed in the neighborhood unless approved by your Homeowners Association in the phase AND the Master Property Management Association.
- 3) Permitted yard signs include standard sized (18"x24") "Home for Sale" or "Home For Rent", and standard size (18"x24") "Election Campaign" signs (limited to 2). Election signs can only be placed on property 45 days prior to election and must be removed within three days after the election. Yard or Garage or Estate sales are not allowed within the Villages. **A \$500 fine will be assessed of any homeowner or resident who has a yard or garage or estate sale.**

LANDSCAPING AND YARD CARE:

- 1) The Homeowners Association in each phase maintains the front yard and 6 feet back from the front of the house. The homeowner is responsible for the plantings in the back yard.
- 2) Homeowners may not add plants or alter the front yard planting areas, grass or trees without approval of the ARC.
- 3) Ornaments or statuary of any kind are not allowed in the front yard or the front of the house except for holiday decorations.
- 4) Front porch flower containers must meet ARC approval and only live plants, or natural dry arrangements will be approved.
- 5) Front porch swings, chairs, benches, and/or other furnishings or building ornaments must meet the ARC approval.
- 6) Homeowner's front yards will be kept clean. Yard ornaments, toys, bikes, and any item not a part of the approved landscaping must be kept out of sight from the street. If the back yard or side yard is visible, the yard will be kept manicured and clutter free.
- 7) Homeowners must have their back yard sprinkler system and landscaping completed within six months of move in date.

PETS ALLOWED:

- 1) Dogs are to be kept where their barking is not disturbing to their neighbors.
- 2) Dogs are to be kept on a leash at all times while on Association property, except when in the owners' yard.
- 3) Owners must clean up after pets in common areas and front yards.
- 4) Dog runs or animal pens are not allowed in the Villages.
- 5) Cats are to be kept in owners' yard and not allowed to wander free in the neighborhood.

MISCELLANEOUS EXTERIOR:

- 1) Trash and recycle containers must be located or screened so they are concealed from view of neighboring houses, streets, and adjacent property.
- 2) Trash and recycle containers are to be retrieved from the common area the same day of trash pickup.
- 3) The ARC must approve all exterior lights and decor with the exception of seasonal holiday decorations for Halloween, Thanksgiving, and Christmas (which may be displayed between October and January only).
- 4) Communication dishes and antennas may not be visible from the street, or obstruct neighbor's views without prior written consent from the ARC.
- 5) No exterior antennas or aerials are allowed upon any portion of the property without prior written consent from ARC.
- 6) Solar Panels are permitted and must be installed in compliance with RCW 64.38.055 and prior to installation must have written approval from ARC for aesthetics, placement, and safety.

USE OF STREETS, WALKWAYS, COMMON AREAS, AND GREENBELTS:

- 1) The Village Streets are private and were built to be shared by walkers and vehicles.
- 2) Homeowners and Guests must Follow speed limits (15 mph), WATCH for CHILDREN, WALKERS, MOBILITY SCOOTERS, OTHER VEHICLES, and BLIND INTERSECTIONS!
- 3) The walkways, common areas, and greenbelts within the Villages are owned by the MPMA, you are asked to stay out of the creek, berm, and flower beds, and remain on the walkway to protect the sensitive environment around the creek.
- 4) No permanent construction is allowed within the 50' Riparian zone.
- 5) The Common Area Parks exist to be enjoyed by all Villages Homeowners. Those using the Common Area Parks are required to avoid overly loud music and observe reasonable hours of use. HOA members can use these Parks for small gatherings, however all lawn furniture, tables, etc. must be removed after any events. Landscape changes within the Common Area Parks shall be approved by the MPMA Board of Directors. All Common Park foliage shall be low-maintenance grass and minimal tasteful landscaping. "Green is the Theme".
- 6) Use of the Gazebo Park must be scheduled through ARC or a member of the Villages Board of Directors.

< Failure to follow these Land Use Standards may result in monetary penalties >

IV. Board Positions and Committees

President

The president is the chief executive officer of the HOA and subject to the control of the Board. The president has general supervision, direction, and control of the business and affairs of the HOA. The president presides at all meetings of the Members and of the Board, and is an ex officio member of all committees.

Vice President

The vice president performs duties, as prescribed by the Board. In the absence or disability of the president, the president's duties and powers are performed and exercised by the vice president.

Secretary

The secretary maintains possession of the duly executed legal documents, insurance policies, and other official and legal documents for the HOA as identified by the Board. The secretary keeps original copies of all HOA Board meetings, whether regular or special meetings, and posts the copies on the VGC website. The secretary performs other duties that may be prescribed by the governing documents and the Board.

Treasurer

The treasurer acts as chairman of the HOA Finance/Budget Committee, and maintains accurate accounts of the properties and business transactions of the HOA for both the Operating and the Reserve Funds. The treasurer or HOA accountant deposits all moneys and other valuables in the name and to the credit of the HOA. HOA funds disbursed by the treasurer as ordered by the Board. The treasurer records any fines or fees duly assessed, including late fees and interest.

Other Board Members

There are three additional Board members. One Board member is selected as chairman of the Architectural Review Committee (ARC.) The other two Board members represent the Board on committees as prescribed by the president. These include the Common Area and Reserve Fund Committee, Finance Committee, Strategic Planning Committee, Member Communication Committee, Safety/Security Committee, Homeowner Information Committee, Legal and Insurance Committee, Nominating Committee, and Website/Email Committee.

Architectural Review Committee (ARC)

The ARC, as defined in the covenants, is a standing committee with the authority to act for the Board in matters described in the covenants as General Use Restrictions and other standards established in governing documents. The committee is chaired by a member of the Board, includes a second member of the Board, along with up to three HOA Members. The ARC is tasked to protect the property rights of all HOA Members with respect to CCRs, Bylaws, and Land Use Standards as approved by the HOA Board.

Primary responsibilities of the Architectural Review Committee are:

- (1) Acting as a resource to homeowners
- (2) Maintaining appropriate appearances in the community

The ARC will assist in enforcement and interpretation of the Land Use Standards, and review all homeowner requests. A copy of the 2018 Land Use Standards is included in this document. The LUS are also available on the Village website.

Finance/Budget Committee

The Finance/Budget Committee is a standing committee, co-chaired by the Board Treasurer and the HOA Accountant. The committee reviews the budgets for the last three years, assesses the needs for the upcoming year, and presents the proposed Operating Fund Budget to the Board for acceptance. The committee ratifies or amends the Reserve Fund Budget, and monitors delinquencies.

Common Area/Reserve Study Committee

This is a standing committee responsible for monitoring our many common areas. Additionally, the committee coordinates and works with landscapers and utility providers to ensure that the maintenance of all common areas is completed in a satisfactory and timely manner. The committee also assists Members with specific maintenance needs, and coordinates with the treasurer and Board for budgeted and unbudgeted maintenance. The committee works with the Finance/Budget Committee to prepare both annual and long-term (three to thirty year) projections for maintenance needs of common areas.

Strategic Planning Committee

The responsibility of this committee, in conjunction with the Common Area Committee and Reserve Study Committee, is to retain and maintain both tactical and strategic plans related to the enhancement and maintenance of community roadways, common areas, landscaping, trees, infrastructure and all other association assets. The committee identifies when the community needs to augment volunteers with professional support.

Safety/Security Committee

The Safety/Security Committee is a standing committee that keeps abreast of and follows current community crime prevention guidelines, using the guidance of the College Place Police Department and the National Neighborhood Watch Program “best practices” recommendations. Using VGC volunteer leadership for communication support, the committee notifies Members of local criminal activity and crime prevention educational events, suggesting effective ways to reduce risk with guidance from our local law enforcement.

Home Owner Information Committee

The Home Owner Committee is tasked to maintain a membership list and a directory of contact information of all members. The membership list shall include the name, address, phone number, email address and emergency contact information of the owner of each lot in the Village. The same information for renters, will be included in the directory. This committee also maintains the website, sends out informational emails and newsletters to members. This committee also maintains the VGC ZOOM account.

Welcome/Social /Committee

It is important to build a sense of community in a homeowners association. Members of this committee strive to do this through making new residents feel more at home and make the transition process easier. The committee provides welcoming gifts upon contact as well as copies of the Homeowners Information Packet to help familiarize the new homeowners with the VGC rules and processes. The same committee members will also help organize events and social gatherings that can help promote camaraderie. Social interaction is the “glue” that holds the community together. The committee may create events for the holidays, seasonal festivals and other special occasions. They will occasionally survey residents to inquire regarding their interests and what events they may participate in as well as what works best for homeowner schedules,

Volunteer Committee

Volunteering is fun, and gives everyone an opportunity to meet other Members. Short-term opportunities abound for Members to volunteer in many areas. These opportunities include trimming shrubs and plants along the walking trails, doing a little gardening in the common areas, touch up painting on benches and bridges, participating in the preparation of newsletters, supporting our website or phone messaging system. The committees can always use a little secretarial support or an additional member.

Other Committees

The Board may establish other standing or ad hoc committees as needed.

V. HOA Meetings

Annual Meeting

A meeting of the HOA must be held at least once a year. The meeting is commonly held during the first part of December. At this meeting, Members vote on the Board approved budget for the coming year, elect Board members, hear committee reports and discuss items of common interest. Members will be given notice of the meeting time/place and be given time to review the proposed budget and other pertinent information. The governing documents require the HOA to notify the Members in advance of all meetings, and Members are encouraged to attend.

Board Meetings

The Board meets regularly to conduct oversight of ongoing business matters of the HOA. The Board usually holds a regular meeting monthly or every other month. At Board meetings the Board of Directors sets policy, reviews operations, reviews financial statements, resolves disputes, dialogues with residents, and plans for the future. With the exception of Executive Sessions, all meetings of the Board of Directors are open to Village residents. Meeting minutes and financial reports are available on the Village website “Members Content” page. Meeting announcement of times and dates are sent to homeowners by email, and are included on the website.

Executive Board Sessions

Members may not attend when the Board goes into executive session. Topics that the Board may discuss in executive session are limited by law to a narrow range of sensitive topics, such as legal, personnel issues, contracts or delinquent assessments. Executive session content is not discussed by the Board outside of the meeting.

Emergency Meetings

An emergency meeting may be called when circumstances occur that have not been anticipated. These circumstances may require immediate attention or possible action by the Board. The immediacy of these circumstances may make it impractical to provide prior notice to the HOA. An emergency meeting of the Board may be called by the president or by two Board members other than the president. An emergency meeting may be held in person, by phone, or by email if all Board members agree in writing.

Special Meetings

Special meetings of the association may be called by the president, a majority of the Board, or by owners having ten percent of the votes in the association. Advance notice will be given for this type of meeting. The notice must include time and place for the meeting and the agenda topics.

Individual Village Meetings

The regular business of each Village is conducted at Village meetings. Villages may hold meetings monthly, quarterly, or yearly. At these meetings, Village Members review Village policy, financial reports, front yard and pocket park maintenance, plan social events, and discuss future Village projects. One of these Village meetings must develop a new budget and vote on that budget for the coming year.

VI. Homeowner Assessments

Board Assessment Dues

These dues are an amount of money that must be paid monthly. The HOA Board collects these fees for maintenance, repair, replacement, and modification of common areas and for administrative costs. The dues also include fees to cover future expenses in the HOA Reserve Fund.

Village Assessment Dues

These dues are an amount of money that must be paid monthly, in addition to the Master Board dues. The Villages collect these fees for front yard maintenance, front yard irrigation, administration expenses, social expenses, administrative costs, future expenses from planned projects (reserve) and water costs.

Total Monthly HOA Assessment Dues

This is the sum of the Board Assessment dues, plus the Village Assessment dues:

1. Dues are payable by the 1st of each billing month. They are considered past due if not received by the 15th of the month. Account balances are considered delinquent if not paid in full by the 25th of the month.

2. Dues may be paid by a check or your bank's bill-pay check system. Allow adequate time for mail delivery. Three business days if you mail your payment and 5 business days if using bill-pay checks.
3. Checks may be mailed to Villages of Garrison Creek, P.O. Box 694, College Place, WA 99324.
4. Dues include several components, depending on the Village/Phase:
 - ALL dues is to be paid to The Villages of Garrison Creek, PO Box 694, College Place, WA 99324
 - Master Association dues - Operating Budget and Reserve Fund Spending Plan used for maintaining the common area property and administering the business of the HOA.
 - Village/Phase dues – used for front yard maintenance for all villages, for city utilities on common meters in Villages 1,2,5,6,7, and 10, and other Village-approved budget items.
5. Village/Phase treasurer/bookkeeper contacts (for information):
Jim Hall, PO BOX 694 College Place WA. 99324
accounting@villagesofgarrisoncreek.com
MPMA Board Treasurer
treasurer@villagesofgarrisoncreek.com
6. The [MPMA Delinquent Dues Policy](#) outlines late fees for delinquent accounts.

Operating Fund

This fund is an account used to pay for the HOA approved budget. It pays for services that help carry out the everyday functions of the HOA. Examples include landscaping, general maintenance of common areas, insurance, utility expenses, office expenses, accounting, and legal fees. These expenses occur annually.

Reserve Fund

This is an account set aside to meet large projects and future costs. The account provides funding for maintenance, repair, or replacement of assets determined to have a life expectancy of three to thirty years. Examples include roads, street lights, major landscaping projects, replacement of common area fencing, irrigation replacement. The benefits of a Reserve Fund have the following characteristics:

- Results in a more consistent level of assessments
- Makes the prospect of a special assessment less likely
- Provides a more equitable sharing of costs
- Helps to prevent the deterioration of the property and supports property values

Reserve Study

This study provides a long-term schedule of estimated costs and repairs that is recommended by an independent professional. The professional estimates the cost and timing of repairs and common area asset

replacements that will likely be needed over the course of three to thirty years. This study is required by Washington State Law.

An HOA Special Assessment

This is a special or extra fee that may be required by the Board or Village to cover costs of repair that exceed the amount in the current budget. The MPMA Reserve Fund prevents Special Assessments except under the most extreme circumstances. Village Special Assessments are voted on by the Village homeowners.

Variance Among Village Assessments

- Villages 1,2,5,6,7 include water expenses, including College Place city fees, for their house and front/back yards in their Village assessment dues. There is only one water meter for all of these Villages. The water costs are divided by the number of homes in these Villages.
- Villages 8 and 9 have water meters installed for each home. Therefore Village 8 and 9 do not pay utilities with their Village dues but are billed directly from the city.
- Village 10 includes water expenses of the houses and front/back yards because all water in Village 10 goes through one meter. The water costs are divided by the number of homes in Village 10.

Clarification of Services

Snow removal on your property is the responsibility of the homeowner. Snow removal on the private roads in the neighborhood is the responsibility of the Board. The Board has a schedule specifying which roads are to be plowed first and when to plow them. Refer to the Village website for the Snow Removal Policy.

Front Yard Plant Replacements

Some Villages pay for front yard plant replacements from their Village dues and some Villages elect to have each homeowner pay for the appropriate plant replacement. Please see your Village chairman for clarification.

Village Mailboxes

Mailbox structure maintenance is the responsibility of the Board. The actual mailboxes are the responsibility of the homeowner. Some Villages have elected to purchase metal, locked, mailbox structures, and that expenditure was paid for by the Village budget.

VII. Important Contacts

Utilities/Services

Pacific Power	888-221-7070	Villages 1 and 2
(Power Outages)	877-508-5088	
Columbia REA	509-382-2578	Villages 5, 6, 7, 8, 9, 10

Cascade Natural Gas	888-522-1130
Spectrum/Charter TV	888-406-7063.
Direct TV	844-718-3799
Dish TV	844-718-5758
Basin Disposal	509-525-1711 (collection day and time is Tuesday morning)
Walla Walla Union Bulletin	509-525-3300

College Place Services

EMERGENCY	911
Police (Non-emergency)	509-525-7778
County Sheriff	509-527-3265
Washington State Patrol	509-527-4413
Fire Non- Emergency	509-529-6506
Ambulance	509-529-4083
Poison Control	800-222-1222
Road and Weather Conditions	511
Voter Registration	www.sos.wa.gov

Schools

- Davis Elementary
- Rogers Elementary
- John Sager Middle School
- College Place High School
- Walla Walla Valley Academy
- Walla Walla University
- Whitman College
- Walla Walla Community College

Frequently Asked Questions

Q. I understand that I am bound by Covenants, Conditions and Restrictions (CCRs). Where do I find them?

A. When you purchase your property in the Villages, your Title Company should have provided a copy of the CCRs at the closing. You may find the document on the Village website.

Q. Does the HOA have a set of Bylaws and Land Use Standards?

A. Yes. Your Title Company should have provided a copy of the Bylaws and Land Use Standards at the closing. You may find these documents on the Village website.

Q. Are there regular HOA meetings that I can attend?

A. Yes. The annual meeting usually occurs in December for the election of officers and approval of the budget. The Board meets monthly, and those meetings are open to the Members and lessees.

Q. I'm interested in making modifications to my property, including painting my house, installing and staining a fence, and adding landscaping. Are there procedures and forms I should obtain to get permission to make these changes? Who do I contact?

A. Yes, there are procedures to follow. Contact the Architectural Review Committee for the forms and answers you need. Additional information is on the Village website.

Q. I believe a violation of the Village rules/regulations/guidelines is taking place. How do I report it?

A. Contact the Architectural Review Committee. (VillagesARC@gmail.com)

Q. How do I report common area maintenance issues such as a broken sprinkler head or street light outages?

A. Contact your Village leadership or one of the HOA Board members. info@villagesofgarrisoncreek.com

Disclaimer

This informational document is provided solely as a general guide and reference for new and existing homeowners in VGC. It is not a legal document. All information relating to the community documents is provided as a general interpretation. The official community documents (CCRs, Bylaws, and Land Use Standards) take precedence over all information provided within this document and the community documents should be referenced for additional information and clarifications. Neither the HOA Board nor any of its affiliate committees, including the webmaster, are responsible for any inaccuracies provided herein or on the VGC website. Residents are responsible to read and educate themselves.