

General Information Overview for New Owners and Renters Revised – January 2024

Your Financial Responsibility

DUES are \$426 per month for 2024. They are subject to change on an annual basis.

Approximately 2/3 of the monthly dues currently go toward Maintenance and Operations and 1/3 go into the Reserve/ Saving Account to help pay for Capital Improvements and Expenses.

Dues are to be paid by the first of each month and need to be mailed to the property managers at Diamond Community Management

They are located at 7512 Stanich Lane # 6 Gig Harbor, WA 98335

Their phone number is 253- 514 - 6638

Checks need to be made payable to HiddenWood West. A late fee will be charged for late payments.

You can set up automatic payments with your bank or credit union.

Your monthly dues cover the following costs:

1. General Labor and supplies required for maintaining the common areas. This includes: road and security lighting, landscaping of the common areas, fence repair, storm drain cleaning, tree service, gravel for parking and pathways, limited pest control, back flow checks, signage, maintaining the water feature and other general tasks.

2. Contract Labor for capital projects: Major repairs and replacement

This include: roofs, gutters, unit painting, siding, road sealing, perimeter fences, club house maintenance, mail box stations, RV and vehicle storage lot, sprinkler system for common areas, retaining wall rockeries, and some privacy fencing.

3. Cost of community management This includes: collecting dues and assessments, contracting and supervising contractors, resolving work orders, paying bills, completing resale certificates, filing our non- profit fee and federal taxes, monitoring legal issues, printing and correspondence, providing paper supplies, arranging for spraying of, problem solving, insuring compliance of rules and regulations. The management company physically inspects the property and a manager attends meetings, as needed.

4. Legal/ Insurance Costs This includes:

The required review of the capital reserve study document, financial audits, legal updating and the filing of our governing documents and the association insurance coverage.

Utilities: What Your Dues Cover

- 1. Water** for all units, landscaping and the clubhouse. There is only one water meter
- 2. Electrical** service for clubhouse and property lighting.
- 3. Cable** TV for all units. This only covers basic cable with **Comcast**.

Note: DO NOT DIG without bringing in a locator service, since our cable and electrical are underground.

What Your Dues Do Not Cover

1. Phone service: Land Line phone service can be set up with Century or Comcast. You may also explore other options. You are responsible for you own hookup and bill. You can get cell phone from any provider.

2. Extended Cable Service:

If you want enhanced service, you need to call and set this up. We have a business contract with the Comcast. The bulk accounts phone number is: 1 888-824-8520. The company will give you a monthly credit for the basic cable cost covered by your dues. The account # is 8498350100062299

3. Propane for fireplaces:

This is a choice and needs to be individually arranged and paid for. Tanks need to be placed in an area that does not create a hazard and should be screened, so they are not visually unattractive for neighbors. They need to be located where they can be seen by the Fire Department. A reflective sign needs to be placed indicating the location.

4. Electrical service for your unit:

You are responsible for your own hookup and billing for your unit with the City of Tacoma. They can do auto and budget billing.

5. Insurance cost for coverage of your limited common areas and the interior of your unit:

A copy of the summary needs to be sent to the Community Managers. You are responsible to insure the inside of your unit and your own possessions. The common area grounds and the exterior structure of your unit are covered the Associations insurance policy. We are not insured for earthquakes or flooding.

6. Property taxes for your individual unit.

You are responsible for your taxes. 7. The upkeep/replacement of your sidewalks, driveways, exterior unit lighting, doors, windows, screens, storm doors, garage doors, security systems, doorbells, smoke alarms, basements, door locks, plumbing, electrical wiring, hot water heaters, heat pumps, furnaces, skylights, solar tubes, porches, porch railings, stairs, patio, privacy fences, decks are an owner's responsibility.

8. Sewer - You are responsible for your monthly cost. You can set up auto billing with the company, if you want to pay this way.

9. Window cleaning- You are responsible to clean them or pay to have them done.

10. Garbage and Recycle Service

Owners may choose from 3 sizes of garbage cans, but recycle bins are all the same size. Residents will be billed every month. Garden Totes are available for individual or groups to rent and several are provided by the association for common use.

The following information is a quick and short summary of information to help you get familiar with the operation of the community.

Reserve Account – Reserve Study

Recent legislation now requires each association to do a reserve study and develop a 30 year projection of replacement, upgrades and maintenance costs. This document must be shared with potential buyers and all current owners. The study is to be reviewed every year by a company authorized to conduct the study.

Checking Account

The association maintains a checking account to pay for routine business expenses and routine repairs. A portion of your dues is put in this account monthly.

Special Assessments

From time to time, at the discretion of the board, an assessment may be levied to each owner to help pay for special major projects that the reserve account cannot totally fund or in emergency situations. These monies will be in addition to the regular monthly dues. A payment plan can be created for individual owners, when necessary. Since 2000 only 2 assessments have been charged to owners. One covered the painting of all units and second was to increase the money in our reserve fund.

Failure to Pay

If dues and assessments are not paid, a lien will be placed on your property which must be paid in order to sell your unit. A late fee will be applied to dues that are not paid by the 10th of the month.

Work Orders/ Vendor List

We maintain a current list of vendors. You are not limited to this list and may arrange for work done inside your unit. Internal remodeling plans must be submitted to the Board prior to contracting the work. You are living in 1/2 of a structure and it is imperative that no work done on one side of the duplex impacts the structure or compromises the other half of the building. If you need work or repairs done that fall under the Association's responsibility, you need to fill out a work order and e mail or mail it to the community manager. In an emergency situation, you can call the community manager and then follow up with a written work order. Owners are restricted from doing some repairs and work due to liability issues.

Work is to be done by a licensed, bonded and insured contractor. The filling of work orders is dependent on funds available and other priorities for funding that may take precedence.

Keeping Cost down

Homeowners are encouraged to help keep the costs down by volunteering to assist with some projects. Due to insurance restrictions, there are some limitations. Check with a board member before taking on a project. The Association has replaced the majority of the wooden perimeter fence with chain link and is continuing to encourage everyone to remodel or rebuild with materials that are low maintenance and have a long life span.

Annual Budget

The annual budget is created by the treasurer, community manager and the budget committee. It is presented to unit owners at the annual general meeting and approved by the board with owner input.

The Financial decisions are made based on the following criteria:
liability, security, preventative maintenance, routine maintenance,
financial stability, impact on property value/curb appeal and good will.

Capital Projects History

By 2014 all units had roofs replaced. All original gutters were replaced. The clubhouse roof was replaced in 2016. Units were repainted over 3 years starting in 2016 and completed in 2018. A number of large fir trees have been removed.

Unit Gutters

Owners are not to put ladders against the gutters or climb on the roofs to clean the roof, skylight or solar tubes. Gutters are professionally cleaned once a year.

Unit Roof

Roofs are cleaned and moss killer applied by a professional company once or twice a year, depending on condition and need.

Landscape Spraying:

Spray service sprays the bushes, shrubs and smaller trees several times a year.

General Information

Documents you are responsible to read:

You will have access to the Articles of Incorporation, By-Laws, Declarations, Reserve Study, Rules and Recommendations, ARC document, financial information and resident information.

You may also be given a map of the property highlighting the limited common area for your unit.

If you have questions feel free to contact a board member or the community manager. You will receive a monthly newsletter, meeting minutes and financial information. Those with e mail are encouraged to receive information this way to save on cost. The website contains most of the information you need.

Common Areas and Limited Common Areas

You own 1/30 of the entire property called the common area. The association, of which you are a member if you are an owner, is responsible for maintaining these areas. You are responsible for maintaining your limited common areas which includes your driveway and the flower beds on either side of your sidewalk and driveway and the areas adjacent to your decks or patio and immediately in front and back of your unit. This includes the area under your decks. You are also responsible for the crawl space, basement or rooms under or above the main floor, and the attic.

Speed limit

The speed limit is 10 miles per hour. Traffic is one way.

Use of Clubhouse

All residents are welcome to use the clubhouse. You may borrow or request to have your own key. To sign up for use, write your name on the calendar on the desk in the entry hallway.

The fee is \$10.00 a day. The rules and regulations for use are in a notebook located in the clubhouse hallway near the calendar.

Available Tools

A big ladder, pole pruner, wheelbarrow and a variety of other tools are available to borrow. Check with a board member to borrow any of these items.

Phone List

You will be provided a list of owners, unit numbers, phone and cell phone numbers and E-mail information. **This information is considered confidential and not to be used for business purposes or to be shared with non-owners/residents.**

Newspaper Delivery

The paper is generally delivered by 6:00 am. It is thrown in the driveway, unless you have a TNT paper box on the side of your unit.

Storm Drains

Do not pour anything, but clear water into the storm drains, because they are catch basins.

Remodeling

Plans must be submitted to the board for any changes to your limited common area.

Plans must be approved by the board before proceeding with your projects.

Watering.

Since we all pay for water that is used, owners need to restrict the length of time they water their limited common area or wash vehicle to a reasonable amount of time. All residents are responsible to water their limited common areas during warm weather. Volunteers will be asked to assist with the watering of the property's large common areas.

Meetings

Meetings of the board and community are held the 4th Tuesday of each month starting at 3:00pm at the clubhouse. (There is no meeting in December)

All owners and renters are urged to attend to learn more about the operation of the business, to share ideas and ask questions.

Annual Picnic and Social Events

The annual picnic is held in August. The annual meeting is in September.

All owners and renters are encouraged to attend.

Newsletter

A monthly progress report will be delivered in person, mailed or E mailed to each resident. It will keep you informed of upcoming events and what is happening in the community.

Garbage and Recycling Schedule

Garbage and recycle bins are picked up every other Wednesday. Place one can on the curb to the left on your driveway and one on the right side of the driveway if you live on the outside circle. Those living on the inside circle need to place your cans across the road. Snowbirds need to put a temporary hold on having their garbage and recycle picked up during the months they are gone.

Planting

Read the landscaping standards before planting anything. It is especially important to keep dirt and plants away from the siding and to control invasive weeds.

Landscaping Services

Our landscapers are paid to maintain the common areas of the property. Owners are responsible to take care of their own limited common area yard. Landscapers do not take care of any roses, annuals, potted plants, trees that required specialized pruning nor deadhead rhododendrons.

Decorations and hanging things outside your unit.

Decorations need to be hung taking care to insure that moisture does not build up behind and do not damage the siding.

Rules limit the type and number of decorations you may put up.

Deck Restrictions

No pots or plants should sit directly on the deck or deck railings since moisture will rot the wood. Using plant caddies or spacers under pots and planters will extend the life of the deck. Residents are responsible for the upkeep and replacement of decks.

Winterizing

Hoses should be stored and outside faucets must be covered in winter. Damage resulting from frozen pipes are the owner's responsibility.

Water Turn Off

Most units have their main water turn off inside the garage. It should be marked with a sign. If you do not find it, check with the community manager or board member.

Mail

Each unit has a locked assigned mailbox. There are 4 mail stations on the grounds. They include 2 package drops for incoming packages and a secured drop for outgoing mail. There is also a community information box location at the centers for flyers about coming events.

Dogs

All owners with dogs are responsible for cleaning up after them and restricting the areas that dogs are allowed to relieve themselves. Dogs are not allowed to be left outside unattended on the deck or in your limited common area. All dogs being walked outside of the unit need to be on a leash. While a reasonable amount of barking can be tolerated by neighbors, owners are expected to control their animals barking, so the noise does not become a problem for neighbors. We have owners who work shifts and sleep during the day, so it is important to check with your immediate neighbors to insure that your dog is not creating a disturbance.

Parking

You need to park inside your garage or in your paved driveway. Extra cars, boats, trailers, trucks and visitor vehicles can be parked in the RV lot.

These are secured with a chain and locks.

There are power hookups available. There is no charge for parking or the use of power in this area. Gravel parking areas are reserved for visitors on a temporary, short term basis and our vendors.

Smoking

This is basically a non smoking community. If you smoke or have guests who do, be aware that the smell of smoke may invade the other side of your duplex, if you are smoking inside. All outside smokers and contracted workers must dispose of cigarette butts in safe containers.

Noise

While there is some sound barrier material between the two sides of the duplexes, they are not completely sound proof. Out of respect to your immediate neighbor, we ask that everyone monitor the placement and volume of TV, sound systems and loud noises and the running loud machines before 8 am and after 10:00 pm. If a disturbance occurs, first alert your neighbor to the problem. If the problem is not resolved, call the property manager for assistance.

Disaster Preparedness

The community has developed a neighborhood plan in case of a major disaster. The club house will be available as a shelter and have some supplies including limited tools, water, bedding and some first aid equipment. Limited Emergency information will also be available in this location. It is recommended that owners have survival equipment in their cars and home. It is also advised that everyone take a first aid/ CPR class and stay current.

The Board

The board is made up of 5 elected owners. Members serve one or two year terms. Snowbirds and off site owners may serve on the board, but must be available by e-mail and by phone to discuss association business.

If you have questions about any of the above information or after reading the required documents, please contact any board members or the community management company.

Website WWW.HIDDENWOODWEST.COM

Our web site has a wealth of information including: the monthly newsletters, meeting minutes, the Reserve Study, the Declarations, Articles of Incorporation, By Laws, Rules, and Recommendations, the ARC document, the welcome letter, the current phone and e mail list for all residents and off site owners, contact information for our community management company, a list of the board of directors, recommended vendors, financial reports, insurance information, the annual budget, owner and association responsibilities and utilities.

It is a secure site with sections for owners, renters and the public. You will need a password to access all sections except the one open to public.

Call Diamond Community Management for your password.

There is an owner password and one for renters. There is also a public information section helpful to potential buyers and real estate agents.

We are very glad you have joined our community and look forward to getting to know you!