

Savannah Greens Handbook



This handbook has been prepared to share important information about Savannah Greens. Our common interest in Savannah Greens is to preserve and enhance the property value and appeal of our neighborhood. It is full of information, association, guidelines, and tips.

Sincerely,

The Savannah Greens Board of Directors

Board Approved, June 27, 2024

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The Homeowners' Association (HOA)

All property owners are members of the homeowners' association. Each year, an annual meeting is held in October. Homeowners are strongly encouraged to attend.

The cost of all maintenance is divided among homeowners and is funded by homeowners' dues. Dues provide for landscaping, watering, snow removal over 3 inches, arborist services, yearly maintenance, operating expenses, reserves for current and future capital projects like roof replacements, perimeter fencing, sidewalks, and sealcoating.

Financial reports are provided quarterly to the homeowners. They show year-to-date expenditures for the Operating Account and the Reserve Account as well as cash and budget balances in each account.

Annual Meeting (October)

The annual meeting notice and proxy forms are mailed in September to announce the date, time, agenda, budget, and Board nominations for the following year. A quorum of thirty (30) homeowners in person or by proxy is required to conduct HOA business. Residents serve as unpaid volunteers on Board and neighborhood committees:

Architectural Control Committee (ACC)
Welcoming Committee

Landscaping Committee (LC)
Nominating Committee

CC&R's - Covenants, Conditions, and Restrictions/By-Laws

All properties and administrative functions within Savannah Greens are guided by a set of Covenants, Conditions, and Restrictions (CC&R's) and the By-Laws. These legal documents are provided to each homeowner at the time of property purchase, and each homeowner is obligated to abide by these documents. The CC&R's and By-Laws are available at savannahgreenshoariversidemanagement.com.

The Townhouse Concept of Uniformity

Our townhomes are designed to be uniform in exterior appearance according to the CC&R's. The HOA is responsible for all exterior maintenance, weekly and yearly landscaping (not on patios), exterior painting, roofs, rain gutters, fencing around the perimeter of the subdivision, private streets, walkways, signs, insurance and other capital expenses. The cost of all maintenance is funded by the homeowner's dues. This uniformity is achieved by two important committees, Architectural and

Landscaping. Homeowner applications for changes or additions are explained and included in the Appendices.

Responsibility Matrix

This valuable tool explains item by item whether the homeowner or the HOA is responsible for specific issues/maintenance. This document is available at: savannahgreenshoariversidemanagement.com.

Architectural Control Committee (ACC)

The ACC exists to ensure that all townhomes remain uniform in their exterior appearance and also to protect any part of any building/component where HOA dues are used to pay for replacements or to make repairs. Homeowners who make modifications to the exterior of their home are responsible for the insurance and maintenance of that change.

The ACC reviews and provides feedback/approval for homeowners' requests for **exterior changes**, including but not limited to, awnings, patio covers, satellite dishes, or any item that attaches to any part of buildings. This includes decorations, flags, flag holders, hose holders, or signs that attach to the siding, stucco, or building.

Example: A homeowner submits an **Architectural Request Form (see Appendix A)** to put a satellite dish on the roof - ACC approval is required before any item is attached to any part of the property that the HOA is responsible for maintaining or replacing - in this case the roof.

Landscaping Committee (LC)

The Landscaping Committee oversees all planted areas except patios. The flower beds belong to you, but since maintenance is the responsibility of the HOA, only plant in them with landscaping change approval. **Planted areas** include front yards, side yards, flowerbeds, and berms. Homeowners can request landscaping changes by submitting a **Landscaping Request Form (see Appendix B)**.

This committee is the liaison with our arborist and landscape contractor to ensure that all landscaping additions, removals, or replacement of plants, bushes, shrubs, and trees meet the criteria for watering, mowing, edging, safety, and required maintenance. If homeowners plant flowers, they are responsible for maintaining that area.

Please **do not adjust sprinkler heads**. Report watering issues to Riverside Management.

Areas are mowed and edged each week Spring to Fall. Yearly weed and bill bug spraying is scheduled by the landscape company. Pruning and clipping is done twice a year by the landscaping company, in the late spring and late fall - residents will be notified. Leaf cleanup and rain gutter cleaning take place in the fall.

Nothing should be stored or stacked alongside the garage or building. (Tomato plants are fine if the area is cleaned up after the growing season ends.)

Time is money for the landscaping crew - please do not interrupt them while they are working. Contact Riverside Management with watering or landscaping issues.

Patio Landscaping: Mowing, watering, and maintenance in the patio area is the owner's responsibility. You may install your own watering system on your patio, but it cannot be tapped into the existing HOA sprinkler system.

Riverside Management Company

Our homeowner's association contracts with Riverside Management to handle dues billing and collection, assistance with meetings, and records/bookkeeping. They document and report homeowner's questions to the Board. This is only a short list of all Riverside Management brings to the table.

Communication is initiated only through Riverside Management at 208-376-1616, or email at riversideboise@aol.com. Riverside will pass the information on to the Board and you will be contacted as soon as possible. Our Board of Directors is always in communication with Riverside and the Board meets regularly to ensure that issues are being addressed.

Communication

We respectfully request that you do not contact Board members or volunteers at home, on their personal phones, or emails. We also ask that you not air grievances or discuss issues with volunteers when they are out enjoying a walk or getting their mail. Information provided through Riverside is key to planning and organizing solutions to homeowner questions.

Reporting issues and Concerns

Neighbor to neighbor issues should be handled politely between the two parties involved. Unresolved noise complaints, stranger sightings, etc., may be reported to the Garden City Police Department at their non-emergency number, **208-472-2950**.

Insurance

The HOA's master property casualty insurance policy is all-in coverage. The policy is primary and covers the interiors/exterior of each building including fixtures in individual units and any structural improvements and betterments that were made to the original construction. It provides coverage to replace a unit to the condition it was at the time of loss. As stated in the CC&R's, the owner is responsible for documenting any interior upgrades made to the property. This documentation may be necessary to prove loss beyond the original construction value. The maximum homeowner deductible shall be in the amount as negotiated by the Board of Directors or their designee with the insuring agency using industry standards.

The HOA also purchases comprehensive public liability insurance. This policy insures the association, board officers, individual homeowners, and employees. This policy will protect the insureds against any liability incident to the ownership and/or use of the property of the association.

Each homeowner should purchase a HO6 Policy - Special Form (commonly referred to as a condo policy) which includes townhomes. This policy covers loss of personal property but can also cover liability, loss of use, and loss assessment of any accidents in the shared area of the community above that covered by the association blanket policy. The policy can also cover the deductible of the property casualty insurance if it is added.

Owners are encouraged to discuss the specifics of these policies with their insurance agent and how claims are handled when the HOA policy is primary.

Filing an insurance Claim

If the homeowner has a problem arise that may involve a potential insurance claim, the homeowner needs to contact Riverside Management and explain the situation. Riverside will contact the HOA insurance agent, who will assess the problem and determine if a claim is warranted. If the HOA agent determines a claim should be filed, the agent will notify Riverside Management. Riverside will notify the homeowner and the HOA Board for approval to proceed with filing a claim.

The homeowner should also contact their personal insurance company to arrange for coordination of the two policies and payment of the deductible, if covered by their personal insurance.

Dues and Fees

The HOA budget is presented at the annual meeting in October, at which time the dues are set for the upcoming year. The dues will remain the same year to year unless there is a vote by the homeowners to change them at the annual meeting. The current monthly dues are as follows:

Triplex	\$248.00 per month
Fourplex	\$186.00 per month
Duplex	\$217.00 per month

The monthly payment is due before the 15th of each month. If payments are late, a charge of \$25.00, plus a non-compliance fee of \$1.00 and 2% interest is added each month until the full amount is paid. If payment is more than 90 days late, the Board may elect to file a lien on the property. The cost of filling a lien is a \$75.00 processing fee, plus a \$10.00 filing fee, which are added to the homeowner's overdue amount.

When a unit is sold, a transfer fee of \$100.00, plus a \$75.00 setup fee is due upon sale.

The current HOA insurance policy has a \$2500.00 deductible, payable by the homeowner. If a casualty loss is incurred on the inside of a property, the homeowner is responsible for that deductible.

Parking

(CC&R's Article V. Sections 5.16 and 5.17)

*****Parking is one of the most controversial issues we have in our community*****

1. All resident's vehicles must be parked in a garage or approved parking space overnight.
2. Overnight visitor vehicles must display a permit (**see Appendix C**).
3. Vehicles/repair trucks cannot block access to garage doors in alleys or the mailboxes. If you have repair work being done, please notify your neighbors that a repair truck may be parked in the alley so they can move their vehicle outside if necessary.

Please read the appended "Parking Policy" and become familiar with the specific issues. This policy will be enforced at the owner's expense.

Temporary Parking Permits and the Parking Policy are found in Appendix C.

Pet Etiquette

Pets are required to be on a leash and under control at all times when outside the confines of the fenced area of your yard. Cats should not be allowed to roam free. Please be a responsible pet owner and clean up after your pet. If not resolved with your neighbor, barking and pet nuisances can be reported to the Garden City Police at **208-472-2950**.

Trash Receptacles

Trash and recycling receptacles are to be stored out of sight. **Trash pickup is on Thursday**, often very early in the morning, so set your receptacles out Wednesday evening. Recycle (blue receptacle) is picked up every other week. They will not pick up anything outside of the receptacle.

Receptacles are placed in the alleyways, outside the garage doors, 3 feet from the building, away from the eaves, and 3 feet from each other so the trash truck pick-up arm can grab the receptacle safely. Please return them to the garage/patio as soon after pick up as possible. For recycling dates, special pick-ups, and a list of acceptable recycling items, contact Republic Services website or call **208-345-1265**.

Landlords and Renters

The CC&R's limit the number of people and pets in one household. Landlords and tenants will receive a copy of this handbook. Owners are responsible for their renter's compliance with all rules.

Renters, please feel free to attend the annual meeting in October. You are also invited to attend the monthly Board of Director's Meeting. An agenda for that meeting is sent out via email a week prior to the meeting, noting the place, time, and items for discussion. Minutes from this meeting will be emailed to you.

We encourage you to be part of our neighborhood and to feel welcome here. You will receive all correspondence the Board sends to homeowners.

Tips and Reminders

- Please do not pressure wash the siding.
- No wood burning portals. This includes patio fire pit features, chimineas, or fire structures including metal bowl-like stands for wood. burning.
- Mailbox replacements need ACC approval.
- Businesses are not allowed to operate out of Savannah Greens.
- Parking. or driving on the grass can break sprinkler heads.
- Rust/water stains/mold on the patio area fencing is the responsibility of the homeowner and should be removed as often as necessary to maintain a clean appearance. (Vinegar and water mixed 1 to 3 parts and 1/4 tsp. cornstarch in a spray bottle works magic).
- Visitors and repair trucks should park far enough from either side of mail boxes to allow for mail delivery.
- No solicitors.
- Garage doors should remain closed when not in use.
- Backyard storage sheds are not allowed.
- No fireworks.
- Landscaping rock such as pebble style ground cover is not compatible with edgers, mowers, and windows.
- Keep BBQ grills away from the siding of your home when in use.
- Check out the Little Lending Library on the rock retaining wall of Biscay Lane.

Riverside Management Contact Information

Email Address: riversideboise@aol.com Phone: **208-376-1616**

Mailing Address: 8919 W. Arden Street, Boise, ID 83709

Website: <http://www.riversidemanagement.com>

**To access forms and information regarding Savannah Greens Townhomes:
savannahgreenshoariversidemanagement.com**

Forms/policies available include the following:

CC&R's & Index

By Laws & Index

Steps for Requesting ACC & LC Changes

Architectural Change Request Form

Landscaping Policy (LC)

Landscaping Change Request Form

Responsibility Matrix

Parking Policy

Parking Permit Form

Insurance Information

Owners' Handbook

Annual Meeting Minutes

SAVANNAH GREENS OWNERS' ASSOCIATION

MAKING CHANGES THAT MAY REQUIRE ARCHITECTURE CONTROL (ACC) OR LANDSCAPING COMMITTEE (LC) APPROVAL

Key Information

- The **ACC** (Architecture & Control Committee) is a committee required in the CC&R's and is appointed by the Board of Directors. The **LC** (Landscaping Committee) is an ad hoc committee appointed by the Board of Directors. These two committees coordinate their efforts.
- The **ACC and LC** review and make decisions related to proposed changes to properties within Savannah Greens (SG)
 - ACC or LC approval is **required before making changes** related to construction, alteration, modification, removal or destruction of **any of the original "as-built" structures and landscaping** within SG
 - Section 13 of the CC&R's provides details
 - A quick list of examples includes (but not limited to):
 - Patio covers
 - Skylights
 - Windows
 - Roof exhaust fans
 - Satellite dishes or antennae
 - Outdoor wiring or lighting
 - Fence modifications, including gates and posts
 - Hot tubs
 - Landscaping outside the patio area
 - Modification of exterior parking spaces
 - See **CC&R section 5.14** and the **Responsibilities Matrix** for additional examples

How Does This Work?

- For a **simple explanation**, there is an annotated step-by-step chart on the next page
- The detailed instructions can be found in **CC&R section 13.07**

APPENDIX A

STEP BY STEP INSTRUCTIONS

Step 1	I have an idea for a change I'd like to make	Yea! Ideas are good. Now we have some checking to do.
Step 2	Check to see if my idea will need to be reviewed and approved by the ACC/LC	Check the Responsibilities Matrix and CC&R's, section 5.14 Ask by sending an email to the ACC/LC via Riverside Management (RM)
Step 3	If the initial idea seems to require ACC/LC review/approval, fill out the ACC or LC request form (found in Homeowners Handbook) and send it to RM. They will forward it to the appropriate committee.	There are detailed instructions in CC&R section 13.07 and on the forms. Remember: if you go ahead without approval, you could have to pay to reverse the change. So, PLEASE check before moving forward with your idea
Step 4	The ACC/LC will review your request.	They may request additional information or want to talk with you before making a decision. Decisions are required to be made within 45 days, but usually are done more quickly if it is a simple request. Remember: it is unwise to sign a contract or do work before you get approval
Step 5	The ACC/LC will meet and make a decision and communicate it to you	Decision will be one of the following: Approve/Deny/Conditional Approval
Step 6a	If the decision is Approve	Proceed BUT , be sure to read CC&R section 13.09 regarding complaints and inspections
Step 6b	If the decision is Deny	Reasons will be provided to you. You can request a meeting with the ACC within 10 days to discuss the decision. If the decision remains Deny, you have the option to request an appeal to the Board
Step 6c	If the decision is Conditional	You will be asked to update your application information and plans to meet the conditions before moving forward
Step 7	When a project is Complete , you must notify the ACC/LC so that they can do a final review of the results	Yea! All done!! Remember that future maintenance and insurance coverage of this change are your responsibility

APPENDIX A

ARCHITECTURAL POLICY AND CHANGE REQUEST (Updated 6/7/2024)

Name _____ Address _____ Phone _____
Email _____

Please submit this form **BEFORE** the start of changes to the original appearance of your townhome.

Please refer **CC&Rs, ARTICLE V, SECTION 5.14 (h)** to understand the responsibility of the owner to maintain and repair any improvement and the owner's responsibility to reimburse the Association if the owner fails to abide by the obligations set out in 5.14. Your signature here verifies that you understand and agree to your responsibility for this change.

Signature _____ Date _____

More information: **ARTICLE XIII** SECTIONS 13.05, 13.06, 13.07, 13.08, 13.09

Please attach copies of the Improvement Plan (including bids, pictures, blueprints, sketches, drawings, or color samples) and **SUBMIT ALL TO RIVERSIDE MANAGEMENT.**

Type of Improvement _____

Contractors Name _____

Description of Improvement _____

Documents Attached: _____

Proposed Start & Completion Dates _____ to _____

Other Information _____

Improvements/Changes include but are not limited to: Fence Modification, Skylights, Roof Fans, Awnings, Patio Covers, Hot Tubs, Antennae, Satellite Dishes, Wiring etc.

Approval Checkpoints/ **Office Use Only**

Size for area _____ Water/Landscape Interference _____ Appearance Match _____
Insurance Risk _____

Impedes autos, pedestrians _____ Color Issue _____ Roof Issue _____ Siding Issue _____

Visual Property Value Issue _____

Other _____

Approved _____ Denied _____ Homeowner Notified _____

Reason: _____

SAVANNAH GREENS OWNERS' ASSOCIATION

Landscaping Policy

The HOA is responsible for the protection, maintenance and improvement of the community's property. All property outside the fenced patio areas is covered by this policy and will be known as **common area**. This responsibility will be met by the integration of common standards to insure Association-wide uniformity.

Landscaping is defined as trees, bushes, shrubs, flowers and grass in all planted areas.

1. The Association shall be responsible for maintenance and replacement of landscaping in all areas not enclosed by a patio fence.
2. Homeowners are responsible for the maintenance of landscaping within the fenced patio area on their property.
3. The Association is responsible for maintaining a three (3) year plan for landscaping maintenance, updating and replacement.
4. Homeowners may submit a **Landscaping Change Request** form for items not included in the three-year plan. Once the request is approved, the items may be placed at the owner's expense, and all approved items will become the responsibility of the Association to maintain.
5. A **Landscaping Change Request** form is required for floral plantings, additions, or modifications. After approval, items may be placed and maintained at the homeowner's expense. The Association is not responsible for damage that occurs during routine lawn care or other necessary maintenance.
6. The sprinkler system is common property of the HOA and homeowners are not permitted to adjust *sprinkler* heads, alter the irrigation system or tap into the sprinkler system.
7. Any non-approved items placed in the common area may be removed at the homeowner's expense.

APPENDIX B

LANDSCAPING CHANGE REQUEST FORM

Name of tree, shrub, flower, or description of item:

Is this an addition or replacement for a previously approved item? _____

Proposed location (provide sketch in box below) _____

Estimated maximum height _____ width _____ (of plant, at maturity)

Homeowner's Expense _____ HOA Expense _____ Nursery Used _____

Homeowner's Signature _____ Date _____

Sketch Plan and Location:

Please return completed form to Riverside Management - riversideboise@aol.com

Approval Checkpoints/ Office Use Only

Mature size for area _____ Impedes Water/Landscape _____ Appearance Match _____

Insurance Risk _____ Impedes autos, pedestrians _____ HOA Expense _____ Cost _____

Homeowner Expense _____ Visual Property Value Issue _____ Other _____

Approved _____

Homeowner Notified _____ Date _____

Signature _____ Date _____

SAVANNAH GREENS OWNERS' ASSOCIATION

Parking Policy

CC&R's ARTICLE V: SECTION 5.16 & SECTION 5.17

OCCUPANTS' VEHICLES - Includes automobiles, pickups, SUV's, vans, motorcycles, golf carts etc. The owners shall provide sufficient garage space for all occupant's vehicles. All vehicles shall be kept within the garage. Resident/Occupant parking is prohibited on the street or in the parking areas near the entrance.

GUESTS' VEHICLES - are subject to the following conditions:

- a. Daytime, temporary, guest parking is permitted with a completed parking permit in the date range provided on the ****TEMPORARY PARKING PERMIT** visibly placed in the vehicle window.**
- b. Temporary, over-night guest parking for a period not to exceed seventy-two (72) consecutive or non-consecutive hours (any part of the three (3) consecutive days) is allowed in the designated parking areas near the front entrance, in the date range provided on the TEMPORARY PARKING PERMIT visibly placed in the vehicle window**.
- c. For special circumstances, temporary, over-night guest parking may be allowed in the proximity of the home being visited for period not to exceed seventy-two (72) consecutive or non-consecutive hours (any part of the three (3) consecutive days) in the date range provided on the ****TEMPORARY PARKING PERMIT** visibly placed in the vehicle window.**

OVER-SIZE VEHICLES - Includes boats, motorhomes, trailers and all others. Oversize vehicle parking is permitted in public or private right-of-ways for a period not to exceed seventy-two (72) consecutive or non-consecutive hours (any part of the three (3) consecutive days) in the date range provided on the TEMPORARY PARKING PERMIT clearly posted in the vehicle window. Parking for guests visiting in an RV is limited to one (1) night.

No inoperative vehicle shall be parked or stored on the street at any time

ALL VEHICLES – No parking is allowed in front of, or near mailboxes when it would obstruct mail delivery or pick up. Please advise guests and service vehicles.

TEMPORARY PARKING PERMIT is included in the directory and can be found on the Riverside website under Savannah Greens. **Please display in the vehicle window or under the windshield wiper. If a longer time is foreseen, contact Riverside Management for a special permit. Vehicles without a Temporary Parking Permit, with an "undated" permit, or with an "expired" permit could be removed at the owner's expense.**

APPENDIX C

SAVANNAH GREENS OWNERS' ASSOCIATION

**TEMPORARY PARKING PERMIT
NOT TO EXCEED 72 HOURS**

Date In: _____

Date Out: _____

Homeowner's Name

Homeowner's Address

Please place in clear view inside the vehicle on
dashboard or window.