

*Hidden Meadows
Homeowner's Association
Homeowner's Handbook*



Dear Homeowner,

This Handbook was written to provide you with a brief description of the primary functions and responsibilities of your Association, and also to inform you of the specific rules and regulations which govern the Association, and the procedures which must be followed when any change to a personal property is considered. Each Homeowner's thoughtfulness, cooperation and participation are an essential ingredient to making our community an enjoyable place to live.

Your home is located in a "managed community", which is a unique style of home ownership, blending many benefits of the single family ownership along with many benefits of association living. In a managed community, homeowners must comply with certain requirements that are necessary to maintain the continued attractiveness and cohesiveness of the neighborhood. Many developers in the metro area establish these managed communities in an effort to retain the neighborhood's aesthetic appeal, while also encouraging a sense of community and commitment to the neighborhood.

The information contained in this Handbook is adapted from the Hidden Meadows Homeowners Association's Declarations and By-Laws, and serves to simply provide a snapshot of the contents of those documents. The Rules and Regulations in no way replaces those documents, and complete information regarding all items outlined in the Rules and Regulations can be found in your Governing Documents.

This Handbook is the property of the Hidden Meadows Homeowners Association and must remain on the premises, in addition to copies of the Association's Articles of Incorporation, Declarations and By-Laws (commonly called The Governing Documents) for any new Homeowner. If you require a replacement copy of said governing documents, please contact Creating Order (hereinafter referred to as the "Management Company") via email at admin@creatingorder.com.

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General Information

Section 1. Assessments

All annual assessments are determined and assessed against the Lots by the Board of Directors. Complete information regarding Assessments can be found in Section III of the Declaration.

- Annual assessments are due the First of the Calendar year, and late charges, fines, and interest can be charged for late payments.
- Annual assessments are used to cover the expenses of the Association, to include Common Area maintenance, insurance, and Professional Services.
- Annual assessments are automatically a continuing lien upon the Lot which the assessment is made, and each assessment, together with interest, costs, and reasonable attorney's fees, is the personal obligation of the person who was the Owner of the property at the time the assessment came due.

Section 2. Duties of the Association

The Association provides for maintenance of Common Areas, to include the Monument entry and signage and lighting, landscaping, trees, shrubs, grass, walks, irrigation systems, and other improvements located on Common Areas. The Association does not provide for maintenance of dwellings, trees, shrubs, or other plantings installed by any Owner.

Section 3. Architectural Control

- All buildings, fences, walls, antenna, satellite dish or receptor's in excess of 20", or other structures shall be approved in writing by the Architectural Committee or Board of Directors if a formal committee is not in place.
- The Board of Directors reviews all requests and makes determinations based upon aesthetics alone, with regard to harmony of external design and location in relation to surrounding structures and topography.
- The Board of Directors will approve or disapprove plans within 30 days. Failure to receive approval within 30 days signifies that approval is not required and that all conditions set forth in the Declaration are met.
- All local/county/state building codes must be adhered to.
- Architectural Request Forms may be obtained by contacting the Management Company.
- Note that this is required for exterior modifications and enhancements only, and does not pertain to the interior of a Homeowner's residence.
- Failure to comply with Architectural Requirements as stated in the Declaration can result in an order to remove or alter the subject item, and to employ judicial proceedings to compel the alteration or demolition of the non-complying violation. Any costs incurred by the Association shall be assessed against the homeowner.

Complete information regarding Architectural Control can be found in Article V of the Declaration.

Rules and Regulations

- All Lots are to be used solely for residential purposes.
- Residences are not allowed to be used for transient or hotel purposes. Rental property is permitted, however short-term rentals could be construed as transient or hotels and thus are not permitted. Additionally, you are required to complete a rental property application with the City of Maple Grove - Site and Housing Inspector for approval. Upon approval, a signed copy must be submitted to our Management Company.
- No signs of any kind are permitted on properties, with the exception of one professional real estate sign advertising a property for sale. Political and/or contractor signs are acceptable, but shall not exceed more than three (3) consecutive weeks.
- No animals shall be kept or maintained for commercial purposes. City of Maple Grove Ordinances are followed in all circumstances.
- Exterior dog kennels or runs must be located so as to be screened from streets and neighboring lots. Outside kennels or runs shall be adjacent to a building and shall not exceed 80 square feet, with a maximum 6 foot high fence.
- According to City of Maple Grove Ordinances, all dogs and cats must be kept on their own property, in a vehicle, or on a leash not to exceed six (6) feet. They are not allowed to run freely about the neighborhood or parks.
- According to City of Maple Grove Ordinances, all persons walking a dog must have in their possession means to remove any fecal matter that the animal deposits on public or private property, and they must remove it immediately.
- Dumping of rubbish or other waste materials is not permitted on any Lots or sewer drains.
- Dumping of compost or other organic materials is not permitted in any ponds.
- As mandated by City of Maple Grove Ordinances, garbage and recycle containers shall be located so as to be accessible to collection equipment and yet located and screened to be out of the public view and to conform with required aesthetics.
- No temporary structures, to include but not limited to trailer, tents, shacks, barn, fish houses, etc., shall be used on any Lot at any time as a residence, either temporarily or permanently.
- Trailers, boats, buses, motorhomes, campers, snowmobiles, or other types of recreational vehicles shall not be parked on any Lot for more than 45 consecutive hours unless such vehicle is parked within a garage or storage shed located on such Lot.
- The Board of Directors has the authority to grant permits to park recreational vehicles on Lots for limited periods of time not to exceed fourteen (14) days in any twelve (12) month period.
- Aerials, antenna, and satellite dishes should not extend above the roofline of the Dwelling. Conventional television antennas should be mounted within the attic of the Dwelling, and any aerials, antennas, or satellite dishes should be screened from view of the street and adjacent homes.
- All buildings, fences, walls, antenna, satellite dish or receptor's in excess of 20", or other structures require the approval of the Board of Directors and should meet the requirements of the City of Maple Grove.
- All City of Maple Grove Ordinances are to be followed, and have priority over neighborhood Rules and Regulations.

Frequently Asked Questions

- 1. If I live where there is an established Association, then what are my responsibilities as a homeowner?**
You are responsible for your mailbox/stand, yard, home, garage, driveway, trees on your property, snow removal, and mowing. See General Information, Section 2, for the responsibilities of the Association.
- 2. Can personal recreational equipment be stored on common grounds?**
No, all recreational equipment (from soccer nets to basketball hoops and everything in between) must remain on your own personal property and cannot be placed on City or Association property.
- 3. My neighbor's grass is too long – who can I contact?**
Contact the City of Maple Grove at 763-694-6370. City Ordinance states that your grass may not be taller than eight (8) inches at any given time. A suggested time for mowing your yard is no earlier than 8 a.m. and no later than 8 p.m.
- 4. If I suspect a homeowner is in violation of an Association Rule or Regulation – who should I contact?**
Call or email our Management Company ([763-545-0064](tel:763-545-0064) or admin@creatingorder.com)
- 5. A vehicle is parked in the street overnight or is blocking traffic (for example, during sporting events) – who should I contact?**
Call the Maple Grove Police non-emergency number at 763-494-6100
- 6. If you suspect Dutch Elm Disease, or if a tree has fallen onto your property – who should I contact?**
Call the City of Maple Grove at 763-494-6372. The City will inspect and remove if on public property, or will notify property owner to have removed.
- 7. To report a street light out, or if one is needed – who should I contact?**
Call City of Maple Grove Engineering at 763-494-6365
- 8. The City has damaged my property due to snow plowing – who should I contact?**
Call Maple Grove Public Works Department in the spring at 763-494-6370
- 9. I have a water, sewer, street, or snowplowing emergency – who should I contact?**
Call Maple Grove Public Works Department at 763-694-6370
- 10. I am looking for specifications or permit information for a deck, fence, pool, fire pit, etc.**
Call the City of Maple Grove at 763-494-6080 or visit their website <http://www.ci.maple-grove.mn.us>. Additionally, contact our Management Company to complete the Architectural Request Form for the Board of Director's approval on your project.
- 11. What if I smell gas in my home?**
Get out immediately, then contact Centerpoint Energy/Minnegasco at 612-372-5050
- 12. Who do I contact prior to digging a hole in my yard?**
Contact Gopher State One Call at 651-454-0001 to find out where the underground utilities might be buried before you begin excavation.
- 13. I would like to get involved. How do I join the Board of Directors or any Committee?**
Contact your Management Company or any current Board of Director to express your interest.
- 14. I noticed a problem with one of the Common Areas – who should I contact?**
Call or email our Management Company ([763-545-0064](tel:763-545-0064) or admin@creatingorder.com)
- 15. I would like to report suspicious activity – who should I contact?**
Call the Maple Grove Police non-emergency number at 763-494-6100
- 16. I will be selling my home, is there anything I need to do?**
Contact the Management Company and also inform your realtor that your property belongs to the Hidden Meadow's Association. Remember to accurately state the annual dues amount on your disclosure paperwork (\$100 for 2008). Most importantly, pass along your governing documents and this Handbook to the new owner(s).
- 17. How many garage sales can a homeowner have each year?**
The City of Maple Grove allows a homeowner to conduct four (4) garage sales per year. Each occurrence is limited to three (3) consecutive days.

18. I have a thought, suggestion or feedback to pass along with respect to our Association – who should I contact?*Call or email our Management Company (763-545-0064 or admin@creatingorder.com)*

19. Which areas are considered Common Areas that the Association must maintain?

Essentially there are three (3) Common Areas located within our development. The first is the immediate front entrance boulevard area, including the adjacent boulder areas on either side of the monument. The second is on Merrimac Lane as this is a cul-da-sac neighborhood with an established boulevard. The third is along Peony Lane which consists of a small stretch of land on the West side before entering into Gladstone.

Reporting an Incident - Instructions

All Homeowners of the Association are encouraged to first begin communications with their neighbors regarding any perceived infraction of these guidelines before contacting the Management Company to intervene. It is only through good communication that a community can thrive, and many misunderstandings can be avoided if this route is pursued first and foremost.

In the event you are unable to resolve an infraction with a homeowner, you must provide detailed information, including your name, address, and contact telephone number, and all known information regarding the infraction to include name and/or address of Homeowner in question, details regarding infraction, and what you have done to address the situation prior to contacting the Management Company.

You may contact the Management Company via email at admin@creatingorder.com or in writing at Hidden Meadows Homeowners Association, 333 Washington Ave N #300, Minneapolis, MN 55401.