

COTTAGES AT WOODRIDGE HOMES ASSOCIATION RESIDENTS' MANUAL

January 2024

Welcome to your new home!

We hope living in your new Cottage will be a very satisfying and rewarding experience.

This Manual has been prepared to help you understand more about the components of your new home as well as your Association's policies, procedures, and services which you may find useful. If you should sell your home, please give this Manual to the new owner.

Our residents enjoy gatherings at three Regular Meetings of the members throughout the year and the Annual Meeting in October. Social events are held periodically arranged by the Board in cooperation with members who volunteer to assist with the arrangements. These are great ways to meet your neighbors and the food is always delicious. All the activities are published on our community website, eNeighbors.com, as well as by e-mail communication.

If you have any questions, contact a member of the Board. Again, congratulations and welcome to your new home.

We will do our very best to live up to our motto, "The Cottage You Can Really Call Home".

Sincerely,

Board of Directors
Cottages at Woodridge Homeowners Association

Cottages at Woodridge Useful Phone Numbers

EMERGENCY NUMBERS

Fire	911 or 913-888-6066
Police	911 or 913-895-6300
Medical/Emergency	911
Poison Control	785-295-8095
City of Overland Park	913-895-6000
Community Services	913-895-6270
Animal Control	913-895-6300 Press #4

UTILITIES

Cable Television and Internet

Spectrum	877-463-0677
T-Mobile	800-866-2453

Electric Company

Evergy	816-471-5275
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Gas Company

Kansas Gas	800-794-4780 Emergency: 888-482-4950
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Trash Pickup

Waste Management	913-631-3300
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Pickup is Thursday for both recycling and trash. See #13 of policies and guidelines for more information.

COMMUNICATION WITH HOMES ASSOCIATION (HOA)

[Community Association Management](#) (CAM) based in Prairie Village handles finances for Cottages at Woodridge (CAW) Homes Association (HOA). They will contact you for details of processing your dues payment each month. The annual operating assessment, hereafter referred to as “dues”, for each unit is currently \$390/monthly with an increase to \$415/monthly effective May 1, 2024. For more information see #4 of the FAQ’s.

If you are a future or new resident we have a welcome packet of information for you and your realtor. Please contact our Community Manager, Liz Stedry, 913.738.9600, Extension 2 to secure this information or secure more information on the dues payment process.

SIGN UP at [eNeighbors.com](https://www.eNeighbors.com) with your address. Go to [eNeighbors.com](https://www.eNeighbors.com) and follow the instructions to become a member. There is no charge for this service, but you may have to wait a week or so after moving in to be able to activate this member benefit. All HOA documents, calendar of events, contact information for CAW Board members, and request forms for landscape, sprinkler repair, architectural change, and exterior repair are posted there. A weekly newsletter listing the recently posted documents and conversations underway on the bulletin board is sent each Monday morning.

You will periodically receive a roster of neighborhood contact information from Phyllis Lines for access to phone numbers and email addresses of all residents, including Board members. A plat map with listing of residents at each unit is revised periodically and distributed by the HOA.

MOVE IN REMINDERS

Change Utilities

Contact the appropriate utility companies listed in this Manual to have gas and electric service placed under your name. There is no need to order water and sewer as this service is provided by the Association and is included in your monthly dues.

Mail Service

Remember to advise your prior post office of your new address to forward mail. Also check with your new post office to begin service. Advise friends, relatives, charge card companies, magazines, etc., of your new address.

Insurance

Contact your insurance agent to arrange for condo insurance, also known as an H06 policy, for coverage on the interior betterments and improvements of your unit and personal property therein. Your Association dues provide payment of premiums for complete insurance protection for the exterior and structural elements of each building.

Each unit can be assessed (Loss Assessment) for the HOA Insurance Deductible at \$25,000 per unit, which was increased from \$10,000 in 2021. This item is usually an attachment to your H06 policy. The coverage and amount of coverage for this Loss Assessment is the decision of each condo owner.

The Covenants require a minimum of \$500,000 in liability coverage and \$10,000 in dwelling components. Homeowners and other residents should report any damage to a unit, whether from fire, storm, or other cause, to the HOA Board of Directors to get instructions on how to proceed.

Your H06 carrier, mortgage company, or other third party may request proof of insurance by the HOA. This is available on eNeighbors in the Insurance Info folder with name of document, Evidence of Property Insurance. The policy for the current year is available for download.

Cable Television and Internet

Your home has been pre-wired for cable TV and Internet. Contact the cable television company listed in this Manual to order service. (Spectrum or T-Mobile). At one time placement of a dish on the roof was previously permitted with submission of an Architectural Change Request Form and approval by the Board. This was changed in August 2023 to remove any approval of a satellite dish for installation.

FREQUENTLY ASKED QUESTIONS

Since many of our residents are living in a Cottage for the very first time, we have prepared this section of your Residents' Manual to help you understand how you can fully enjoy the convenient and carefree lifestyle of your new home.

First, and most important, refer to the CAW Declaration of Covenants and Restrictions, hereafter referred to as “Covenants”, and the Bylaws for Cottages at Woodridge, hereafter referred to as “Bylaws”. They are legal documents through which your Association has been formed and establish rules and regulations for owners and/or residents. Both are listed on eNeighbors.com and in the Top Documents listing in the weekly Cottages at Woodridge Newsletter.

To help you better understand your Association and its services this Manual has been prepared with a list of frequently asked questions and answers.

1. What does the Association control?

The Association is responsible for the maintenance and appearance of the exterior structures of the community. Basically, you are responsible for the interior of your Cottage and the Association maintains and manages everything else except windows, doors, and the patio which are the responsibility of the resident.

There is a CAW List of Responsibilities with a more complete list of the responsibilities of the owner and the Association on eNeighbors home page as a Public Document.

2. Who controls the Association?

The owners of the Cottages control the Association as specified in the Bylaws. The HOA is ALL OF US who reside in the Cottages at Woodridge. Every Cottage unit (owner) has one vote in determining Association policies and procedures.

Once each year, all owners are invited to the Annual Meeting of members of the Association. At this Meeting owners elect members to the Board of Directors who oversee the operation of the Association as specified in the Covenants and Bylaws. The Board may appoint various committees to assist them such as a Social Committee, Architectural Committee, Finance Committee, Grounds Committee, etc.

3. Who determines the dues amount?

The Board of Directors determines an annual operating assessment based on the budget and the monthly dues amount from each resident to cover this annual assessment.

4. How do I pay my dues?

Your monthly dues are due on the first day of each month. You will be assessed a late payment fee of \$3.25 for each month if not received or postmarked by 10th of the month or the next business day in case of a holiday or weekend. You may elect to have this payment made electronically by automatic withdrawal from your checking account (Automated Clearing House - ACH) or you may arrange for your bank to ‘auto-pay’ the dues each month. Someone from Community Association Management will contact you regarding this process. If you prefer to pay by check CAM will send you a packet of coupons with instructions each December for submittal of your payment each month during the following year.

5. What are the services provided by the Association?

- a. Lawn care, including grass cutting, weed control, fertilization, and mulching.
- b. Landscape maintenance of trees, shrubs, and flowers except those planted by the owners. Owners may selectively prune and provide landscape maintenance in common areas surrounding their unit at their expense and in accordance with their abilities. See Sec 4-6 in Policies and Guidelines contained in this Manual for details.
- c. Snow removal for driveways and streets and sidewalks after 3" accumulation.

- d. Lighting of the entrances and grounds.
- e. Insurance for the exterior structures, not for internal content or any resident's personal belongings.
- f. Trash and recycling collection.
- g. Public water and sewer.
- h. Maintenance of the exterior of your Cottage, excluding windows, doors and the patio area.
- i. Professional management of the Association finances.

There is a CAW List of Responsibilities with a more complete list of the responsibilities of the owner and the Association on eNeighbors home page as a Public Document.

6. What am I allowed to change on the outside of my Cottage?

Nothing! No change may be made to the structure or the common area surrounding your home without prior written approval of the Board of Directors. Please read the Policies and Guidelines contained in this Manual.

7. Who do I consult with questions?

Contact any member of the Board of Directors. For the current Board, check eNeighbors.com.

8. May I keep trash and recycling containers on my patio or in the side yard of my home?

No, these containers must be kept in the resident's garage at all times except for trash collection days. See Sec 13 of the Policies and Guidelines contained in this Manual.

9. How do I volunteer to serve on a committee or the Board of Directors of the Association?

To serve on a committee or the Board, notify a Board member of your interest. To serve on the Board, you must be nominated and then elected by the owners at the Annual Meeting held in October.

10. How do I enjoy the common area with a pet?

See Sec 12 of the Policies and Guidelines contained in this Manual. Remember to always pick-up after your pet.

11. May I add annual flowers, perennial plants, landscaping shrubs or trees?

See Sec 4-6 of the Policies and Guidelines contained in this Manual.

12. May I decorate the exterior during the Holiday Season?

See Sec 2 of the Policies and Guidelines contained in this Manual.

13. Can I use the fireplace as a wood burning fireplace?

Never burn anything in your firebox other than your gas logs. It is not a wood burning fireplace.

POLICIES AND GUIDELINES

These guidelines have been set forth to expand upon and detail the information found in the Covenants and Bylaws. All residents are asked to support these Policies and Guidelines for the community to be a more active and harmonious place to live.

1. Outdoor Personal Property: All property, such as lawn chairs, bicycles, tables, etc., must be kept inside the patio or porch area or in the garage. Property visible above the patio fence should be tasteful but may be subject to removal by the Board if found distracting or does not conform to the rest of the neighborhood.

Nothing may be hung, displayed, altered, affixed to or placed upon exterior structures without prior written approval of the Board of Directors. An exception is Holiday Decorations.

2. Holiday Decorations: Christmas lights and decorations are permitted to be placed in the limited common areas and/or on building exteriors provided the decorations do not damage limited common areas, buildings, gutters, or siding. They may not be displayed before Thanksgiving and must be removed no later than January 15th of the following year.

3. Flag: The American Flag may be flown or displayed at any time following normal flag protocol. Flags with a political message are strictly prohibited except forty-five (45) days prior to an election date and must be removed within two (2) days following the election.

4. Perennial Plants: Perennial shrubs and flowers added to existing landscape beds and mulched areas as new plantings or replacing existing plantings by the owner must follow these guidelines.

- a. Plant material and placement requires Board approval using *Sprinkler Repair or Landscape Request Form* available on eNeighbors; cost is at resident expense.
- b. Installation of such material may be provided by the HOA-contracted landscape service provider or a landscaper of your choice, in each case at resident expense.
- c. Any damage by an outside contractor to the sprinkler system, drip lines, or other plantings must be reported to the Board, with repair at resident expense and oversight by the Board.
- e. Additional information can be found in the *Rules for Landscaping* available on the eNeighbors home page as Public Documents.
- f. New plant material requires additional watering not provided by the regularly-scheduled irrigation systems. Residents are accountable for increased watering to stabilize new plants. The survival of any plants placed beyond the existing drip lines and sprinkler heads will be the sole responsibility of the homeowner.

If plantings purchased by the homeowner dies, it will be removed by the HOA, but not replaced the following growing season by the HOA. The homeowner may arrange to purchase and replace any such planting by completing and submitting the *Sprinkler Repair or Landscape Request Form* available on eNeighbors. All costs will be at the homeowner's expense.

The HOA will pay to replace plants, trees, and shrubs which do not thrive or become overgrown or damaged when replacements are consistent with plantings being removed. The HOA will pay for these plants and retain responsibility going forward. The HOA maintains all existing plantings in the mulch beds and common areas with a sprinkler system for regular watering through drip lines and sprinkler heads plus pruning and mulching. The HOA does ask the owner to stabilize new plants and plants away from drip lines by assuming responsibility for additional watering.

5. Annual Plants: Annual seasonal plants are limited to flowerpots. Such pots may be placed on porches, decks, patios, bedding or mulched areas. The Cottage owner assumes the cost and maintenance of the plants and pots, including appropriate watering and fertilizing to maintain healthy specimens. No vegetables, except herbs, may be planted either in pots or in mulched areas. Dead plants are to be removed by the resident promptly at occurrence or at the end of the season.

6. Trees and Shrubs: New shrubs or trees may be planted in common areas with approval of the Board following the same procedures and practices as outlined in the above paragraphs for Perennial Plants.

7. Herbicides: The application of herbicides such as weed killer or chemicals by homeowners in any area of the Cottages at Woodridge is prohibited. The landscape service hired by the HOA will apply as needed. Fertilizer may be applied by residents to their container grown annuals.

8. Prohibited Items: The following items will be strictly prohibited in any common area of the Community – any type of yard sign (except real estate signs and political signs which has restrictions), swing sets, mounted hose reels, laundry poles or clothes lines or other such items. Laundry may not be hung over any patio fence (swimsuits, towels, rugs, etc.) Political yard signs can be displayed forty-five (45) days prior to the date of the election and must be removed within two (2) days following the election.

10. Storm Doors: Any resident who wants to install a new storm door must get Board approval. Please submit an *Architectural Change Request Form* available on eNeighbors.com under the tab for Forms.

11. Windows and Window Coverings: All window coverings must be white, off white, light beige, or light gray on the exterior side.

12. Animals: No breeding or maintaining animals for commercial purposes is allowed. All animals when outdoors shall be maintained on a leash. They shall always be supervised by a responsible individual. Such individuals shall be responsible for the immediate cleanup of all pet litter. No pet shall be tethered outside on the lawn or common areas or be tied to any patio fence. If pets become a nuisance, they may be ejected at the discretion of the Board. Please respect the surroundings of your neighbor when walking your dog.

13. Trash Collection: Pickup is Thursday for both recycling and trash. Only containers with lids are permitted. Containers, when not set out for collection, must be kept inside the garage. On the day before pickup, place containers at the curbs West side of Goodman Street or North side of 131st Court, no sooner than 4:00 p.m. the months of October-February and 8:00 p.m. March-September. Containers must be put away by 9:00 p.m. on the day of collection.

Residents will be responsible for clean-up of trash spillage. Trash bags or items for recycling not in containers will not be picked up by Waste Management. Call Waste Management if you want containers; they are delivered free of charge.

For information about the holiday schedule observed by Waste Management go to [Holiday Waste Pickup Schedule | WM](https://www.wm.com/us/en/holiday-schedule) (<https://www.wm.com/us/en/holiday-schedule>) and enter your address.

14. Parking/Vehicles: No boats, trailers, motor homes, trucks (larger than a one-ton pickup) may be parked on any street or driveway overnight. Other vehicles used for recreational purposes (not garageable) will be permitted to park in a limited common area (i.e. in front of a garage) for forty-eight (48) hours to allow for loading and unloading. Such vehicles must not block normal access of other residents.

Inoperable vehicles (with flat tires, expired license tags, etc.) or vehicles which cannot be identified as belonging to a resident which are parked in any common or limited common area for more than forty-eight (48) consecutive hours may be towed off the premises at the vehicles owner's expense. No repair work is permitted on vehicles in limited common or common area except for short-term emergency work (flat tire, battery change, etc.). No vehicle shall be parked in any manner which blocks any street or driveway or the ingress/ egress to any garage other than the owners. Reckless operation, excessive speed and parking or driving on the lawn area is prohibited.

15. Solicitation: Commercial enterprises are not authorized to solicit within the community. In a like manner, garage sales, estate sales, sample sales, or other similar activities are specifically prohibited, unless approved by the Board of Directors as a planned activity.

16. Garage Doors: Garage doors shall remain closed at all times except when necessary for vehicle or resident ingress or egress.

IMPORTANT INFORMATION REGARDING THE SELLING OF YOUR RESIDENCE

Your Board of Directors will NOT be able to assist in the selling of your residence.

While garage sales and other similar sales are not permitted, a moving sale may be conducted with the approval of the Board. Special arrangements must be made including signs that restrict parking to one side of the street, at least one-week advance notice to the residents that the sale will be occurring, no more than three consecutive dates for the sale, and other requirements the Board may establish.

As the homeowner/seller YOU will be required to provide your real estate agent, buyer's real estate agent, the title company, and the finance company some or all of the following:

- Keys to the mailbox and mailbox number
- Keys to your residence
- Garage door opener
- Garage door keypad code
- Copy of the current Residents' Manual
- Copies of Covenants and By-laws
- Monthly dues information
- Contact Information for Community Association Management

Resale: Any owner who sells his or her own home is responsible for:

- a. Making certain Community Association Management is aware of ownership changes and a closing date immediately upon signing the contract for sale.
- b. Make certain all Association dues are current.

AMENDMENTS

These policies and guidelines may be subject to change from time to time at the discretion and by a majority vote of the Board of Directors.