

Village Green Townhomes
Owners Association
Homeowners Manual

The purpose of this Homeowners Manual is to help both owners and renters understand and apply the division of responsibilities in our covenant community. Residents are asked to familiarize themselves with this manual so that we can insure the well being of our association. If you have questions regarding this manual, please feel free to contact any of the Village Green Board members.

VGHOA Homeowners Manual

1- Property Management:

- Saddle Peak Properties
- Association Dues
- Contracts: Lawn, Snow Removal, Sprinkler
- Insurance: Liability and Board

2- Home Owners Responsibilities:

- Property Maintenance – not condos
- Rental Units
- Sale of Property
- Parking
- Association Dues
- Relationship with VGHOA Board
- Association Meetings
- Bridger Creek Subdivision
- Garbage
- Pets

3- General Maintenance and Repairs:

- Exterior Building Maintenance – color codes
- Grounds: sprinkler system and greenery

4- VGHOA Covenants

Property Management:

1- Saddle Peak Properties:

- Saddle Peak Properties is the property manager for our association. The office phone number is: 406-581-0142 and the email address is: info@saddlepeakproperties.com
- As our property manager, they are responsible for collecting the monthly association dues as well as paying association bills. You can mail payment to:
 - P.O. Box 4240 Bozeman, MT 59772
 - Or pay on the online system, www.gozego.com.
- Saddle Peak Properties handles all of our association contracts for lawn mowing, snow removal and sprinkler turn on and off. In addition they contract our association liability insurance.
- If you have concerns or questions to do with dues, lawn care, snow removal or sprinkler repair, please contact the management office.

Homeowner Responsibility:

1- Property Maintenance:

- Because VGHOA is a Townhouse association and not a Condo association, each homeowner is responsible for the general maintenance of their townhouse. There are some maintenance items that are shared with the VGHOA association which are spelled out in the section General Maintenance and Repair.
- Each homeowner is responsible for the exterior maintenance of their townhome. This includes sprinkler repair, lawn watering, shrubs, trees, raking and weeding.
- VGHOA assumes some responsibility for the exterior maintenance of the association townhomes so as to keep

uniformity i.e. staining the cedar shingles and exterior trim painting.

2- Rental Units:

- When a townhouse is rented, the homeowner is required to notify the VGHOA board with the name of the renter and the property management company.
- It is the responsibility of the homeowner to make sure the renter has a copy of the VGHOA Homeowner Manual.
- VGHOA townhomes are designed as single family dwellings.

3- Sale of Townhomes:

- Homeowners are asked to inform the VGHOA board when they plan to sell their home and the name of their realtor.

4- Parking:

- No parking on the street: short term exceptions may be given for moving vans and camping trailers.
- Guest parking is provided in the visitor parking area. More than one night parking requires a parking permit, which can be obtained from a VGHOA board member.
- Each homeowner has a green, laminated parking card with their unit number on it. This card should be placed inside the windshield of the overnight parked car. This is important when our street and parking lot need to be clear of vehicles especially during the winter season for plowing.

5- Association Dues:

- Homeowners are required to pay monthly association dues. These dues pay for: lawn care, snow removal, sprinkler turn on-off, association maintenance issues and property management.

- Dues are paid to VGHOA and can be dropped off or mailed to Saddle Peak Properties.
- Upon request, Saddle Peak Properties will provide you with a copy of the homeowners yearly dues statement.

6- Relationship with the VGHOA Board:

- Homeowners are encouraged to communicate their concerns or questions to the Board.
- Homeowners are expected to attend in person or by proxy association meetings.

7- Association Meetings:

- VGHOA Annual Meeting is held in the spring of each year. Homeowners will receive prior notification of the meeting as well as the agenda. At the Annual Meeting, officers are elected and budgets are approved.
- During the year periodic information meetings are called by the Board. The purpose of these meetings is to inform homeowners of current issues that affect our association.
- VGHOA is a part of Bridger Creek Subdivision. This association has covenants our association adheres to. In early May, the subdivision has their annual meeting.

8- Garbage:

- Each homeowner is responsible for contracting for their garbage service.
- Garbage is picked up every Thursday morning except on holidays. Garbage containers should go out to the street of the morning of pick up and be returned to the garage the same day. We have bears, raccoons and magpies that love our garbage when left out overnight.

9- Pets:

- Homeowners are responsible for the care and actions of their pets.
- The city of Bozeman has ordinances concerning the control of pets. They include: licensing, restraining, feces pick up, barking/biting, neglect and abuse.
- The Board asks that you consider your neighbors when you let your pet outside or at home when you are gone.

General Maintenance:

1- Exterior Building Maintenance:

- Because we are a covenant community, the exterior of our townhomes must conform to a uniform color code. The association shares some of the responsibility of the upkeep of the exteriors.
- VGHOA board is developing a five year maintenance program that will insure that our property keeps an acceptable level of appearance and care. This will be a cooperative effort of the association and the individual homeowner. The five year maintenance plan includes: painting exterior trim and fences; asphalt road repair; siding, gutter and roofs; windows and doors; driveways and sidewalks.

2- Grounds:

- Sprinkler Systems: Each homeowner is responsible for the maintenance of their lawn sprinkler system. The association will cover the spring turn on and the fall turn off of each sprinkler system and any winter damage to sprinkler heads. The homeowner is responsible for any summer repair for their system.
- Shrubs, Trees and Gardens: Each homeowner is responsible for the maintenance of their lawn, trees and garden. The association

provides lawn mowing and fertilization.

VGHOA Covenants:

A copy of the covenants is [linked here](#) and is on Saddle Peak Properties' website