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VINEYARDS WELCOME PACKET
(Revised January 2023)

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REVISED January 2023



WELCOME TO VINEYARDS

Welcome to the Vineyards Community! The Vineyards at StoneRidge is our northern Idaho home. A beautiful year-round home for some and summer getaway for others. Golf, pickle ball, boating, fishing, hiking, even just getting together with friends...there is something for everyone here. We are excited to have you join our family! This packet serves as your guide to community events, HOA information, emergency response and answers to “frequently-asked questions”. Residents here share the common goal to protect and maintain the lifestyle we have come to love in the Stoneridge Community. Vineyards I, II, and III are part of the Stoneridge Community. The Vineyards development is a sub - association of the Stoneridge Property Owners Association, known as SPOA. SPOA is the Master Association which governs all sub-associations. They have their own Board and work for the common goal of the entire community.

Your Vineyards HOA Board is elected by Vineyards residents to work on your behalf in maintaining the standards of our community. The Board meets monthly to help manage our common interests and to address residents’ concerns. Representatives from each of Vineyards I, II, and III, voluntarily serve on the Board. Residents are encouraged to attend Board meetings and are provided a copy of the agenda and guest policy. Resident input and assistance in our efforts is what makes this community special. As a prime way of sharing information, the Vineyards community has set up the **Vineyards HOA website**. The links on this website will help you locate important information, find documents and forms, and contact your Association officers. For additional information on using the website, see section ‘O’ in this packet or contact Jack Matuska, jmatuska.vyhoa@gmail.com

As you familiarize yourself with Vineyards and SPOA, you will find we are a close-knit community with diverse interests and needs, yet united for the good of the entire community. It is our hope that you will read this packet and keep it handy to help you navigate the community.

Sincerely,

Vineyard Homeowners Association Board

SECTION “A”

REVISED January 2023



Vineyards Management Committee (MC) and ARC

The Vineyards Management Committee (MC)

Board meetings are scheduled for the 3rd Tuesday of every month at 4:00 PM in the SPOA Activity center in the multi - purpose room (except for during the winter when they are done by with “Zoom”). Board meeting dates/times are posted to the calendar on the Vineyards HOA website (vyhoa.com). The current Board members’ contact information and upcoming Board meeting agendas are also available on the Vineyards HOA website. Residents are encouraged to attend meetings.

Architectural Review Committee (ARC)

The Architectural Review Committee's (ARC) main function is to review all plans and requests for the construction, modification and maintenance of improvements on the property and to administer and enforce the architectural controls and guidelines for the Vineyards townhomes. This includes annual inspections and sending notices of required maintenance to homeowners.

The ARC meets throughout the year prior to the Board Meetings in the Activity Center in the multi-purpose room. ARC meeting dates/times are posted to the calendar on the Vineyards HOA website. ARC members’ contact information is also available on the Vineyards HOA website. Additional ARC guidelines and forms are contained in this Welcome Packet and on the HOA website (vyhoa.com). Be sure to review the ARC guidelines and submit the appropriate forms before beginning any exterior projects.

Community Contact Information

Master Property Owner's Assoc. (SPOA)

Board President, Nancy Richards

Email:

nancy-richards@outlook.com

StoneRidge Information & Admin Office

Phone 208-437-3148

364 StoneRidge Rd.

Blanchard, ID 83804

Golf Maintenance:

Course Superintendent 208-437-3148 Ext. 3712

Water/Sewer:

Utilities Manager &

Administration, Account Information, Hook-ups,

Disconnects

StoneRidge Utilities 208-437-3148

PO Box 298

Blanchard, ID 83804

Pro Shop- Josh Owens (Head Pro)

Golf Pro and Tee Times 208-437-4653

Grill Restaurant & StoneRidge Events

Restaurant Manager & Event Coordinator,

208-437-3148 Ext. 3710

Fire/Police:

ALL EMERGENCIES CALL 9-1-1

Bonner County (Non-Emergency) 208-265-5525

Spirit Lake Fire Department 208-623-5800

Hospitals:

Newport Community Hospital 509-447-2441

Kootenai Health CDA 208-666-2000

Bonner Gen. Hosp., Sandpoint 208-263-1441

Kootenai Urgent Care CDA 208-667-9110

Post Office:

Blanchard 208-437-2720

Propane Gas:

City Service/Valcon 208-437-3513

AmeriGas 208-263-1486

North Idaho Propane 877-772-6719

Electric:

Inland Power (outages) 877-668-8243

Inland Power (Accounts) 800-747-7151

Telephone:

Ziplay 877-462-8188

Verizon 800-922-0204

Satellite:

Direct TV 855-293-7676

Dish Network 866-974-1617

Internet:

Airpipe 866-969-8351

Verizon 800-922-0204

Hughes Net 844-737-2700

Ziplay 877-462-8188

Garbage:

Waste Management 208-263-2432



Home Owner Association (HOA) Responsibilities

- . Painting the outside of units and garages (not doors)
- . Roof shingles (repair and replacement)
- . Rain Gutters
- . Repair and maintenance of walkways and parking lots
- . Snowplowing (not walkways)
- . Application of Traction Sand/ Spring Street Cleaning
- . Placement and removal of foam insulators in crawl space vents.
- . Maintenance of garbage huts and outside lamp posts
- . Garage Security Lights
- . Landscaping
 - Sprinkler Systems
 - Bark Maintenance & Replacement
 - Common Area Weed Control
 - Lawn Maintenance & Fertilization
 - Annual Insect Control around foundations and eaves
 - Maintenance of Seasonal Yellow Jacket Traps (All hornet and wasp nest issues on eaves of homes, under decks or on garages are homeowner's responsibility).
 - Maintenance of existing shrubs
 - Replacement of dead shrubs/trees (replacement of existing healthy shrubs will be at owners' expense and must be approved in advance by ARC)



Homeowner Responsibilities

- All individual services (power, propane, water heater, heating and air conditioning (where applicable)).
- Light fixtures, outside vent covers (Bathroom fans and dryer vents), windows, doors, garage door, patios, pergolas, balconies, rock pillars and decks, Handrails (subject to approval of the Board as to construction materials, etc.)
- Crawlspace and foundation issues, outside hose bibs.
- Maintaining and keeping your Unit and your Limited Common Areas clean, attractive, tidy, uncluttered, safe, sanitary and in functional condition, so as not to detract from the health, safety and uniform appearance and design of the project.



BOARD MEETING GUEST POLICY

Thank you for attending the Vineyards HOA Board meeting. This is your opportunity to observe your elected board members at work discussing agenda items and voting on issues that are important to our community.

There is a protocol that must be followed while the board meeting is in progress.

- Guests will be introduced at the start of the meeting, and their names will be entered into the official meeting notes.
- Seats at the table are reserved for Board Members and invited guest and/or speakers.
- After the introductions, guests can only observe without joining the discussion, unless the Vineyards President chooses to ask for their input.
- At the end of every board meeting, guests will be allotted 3 minutes to speak, discuss issues and concerns, ask questions, and provide/receive feedback from the Vineyards Board.
- Guests may be asked to leave the meeting during any “Executive Session” or when personal information is being discussed.
- Repeated unsolicited feedback/input from guests may result in that guest being asked to leave the meeting.

Input and feedback from our property owners is greatly appreciated and will be given serious thought and consideration at this meeting, and future meeting.

Thank You,

Your Vineyards Board



**RULES OF CONDUCT FOR ATTENDING MEETINGS AT ALL VINEYARDS
HOMEOWNERS' ASSOCIATION MEETINGS**
March 24, 2021

The Board of Directors of Vineyards Homeowner's Association is comprised of resident volunteers elected by the owners whose primary obligation and duty is to make decisions for the entire community and is responsible to set a standard and a tone for behavior that is conducive to the best interest of the entire community. Resident input and participation in HOA meetings is encouraged. The Board of Directors of the **Vineyards Homeowner's Association** hereby adopts the following guidelines that are applicable to all residents (owners and long- term renters) that attend any meetings of the Association:

- All attendees will be seated separately from the Board members.
- All attendees will refrain from speaking unless asked to by the Board until Board business is completed.
- All questions, comments, or complaints need to be direct and to the point. The Board will limit the time to the relevant point and all parties will refrain from wandering off point.
- All questions, comments, or complaints need to be made in a respectful manner. Verbal abuse will not be tolerated.
- If possible, the Board will respond to your question, comment or concern at that time. If not, the Board will respond via email or request your attendance at an upcoming Board meeting.
- If the Board deems it necessary all attendees will have the opportunity to respond to the Board's response to their own question, comment, or complaint.
- All attendees will accept the response of the Board and will not instigate an argument.
- Once an attendee is finished with his turn to speak or the Board states your time is up, you may stay to the end of the meeting but must remain quiet.
- No attendee will continue their comments after the meeting is finished. Confronting any Board member in the parking lot or at their personal residence will be considered harassment, and the police will be called immediately.
- All attendees will read these instructions, agree to them and sign this before they can attend the meeting.
- If any attendee does not abide by these rules they will be asked to leave. If they refuse to leave immediately the police will be summoned and the attendee will be charged with trespassing.
- Board members and attendees will respond to each other with mutual respect. The Board members shall determine what is and is not acceptable behavior by any attendee. Yelling, foul or abusive language, name calling or threats, etc., will not be tolerated.

This document shall constitute a legal and binding agreement among the parties. Each member has read and acknowledges what is expected of them as attendees of any meeting. Any attendee that violates the terms and conditions of this agreement and by a majority of the Board vote, shall immediately be asked to leave the meeting room. Failure to vacate and/or continue with disruption, will result in the proper authorities be called and a trespass order will be requested.

Should a disagreement occur between the Board or attendee, or should the Board become divided by differences of opinion, the Board may contact the HOA attorney and request a mediation to resolve the matter. Should the majority of Board members pursue a legal remedy to resolve the matter, any costs incurred shall fall with the presiding party.

This resolution is adopted this 24th day of March 2021, by a unanimous vote of the Board and will become effective immediately. Each owner/ long term resident is required to agree to these Rules of Conduct.

Name _____ Date _____
Attending Owner/ Long Term Resident



VINEYARDS PET RULES AND REGULATIONS

- No pets, animals, livestock or poultry of any kind shall be bred in Vineyards.
- Only two (2) domestic pets (cats and dogs) per household
- Pets in the Common Area must be in a cage or on a leash and under the control of a responsible person
- Pets in the Common Areas must be cleaned up after immediately:
 - Pets are not to be allowed to urinate or defecate in, on or around common area plants or shrubbery.
- Pets may not create a nuisance, such as:
 - Causes damage to the property of anyone other than its owner
 - Causes unreasonable fouling of the air by odors
 - Barks, whines, howls, or makes other disturbing noises in an excessive, continuous, or untimely fashion.
 - Creates unsanitary conditions
 - Molests or harasses people by lunging at them or chasing passing vehicles
 - Attacks people or other domestic animals
 - Interfering with other residents' rights to the peaceful and quiet enjoyment of their property and the common areas



PARKING POLICY

- DUE TO THE INCREASE IN YEAR LONG RESIDENCY AND LONG-TERM RENTALS, PARKING PROBLEMS HAVE ARISEN THAT NEED TO BE RESOLVED.
- OWNERS AND RENTERS VEHICLES MUST BE REGISTERED WITH THE HOA (FORM & INSTRUCTIONS ARE ATTACHED). PARKING STICKERS WILL BE ISSUED FOR IDENTIFICATION.
- ACCORDING TO THE CC&R'S (SECTION 12) STORAGE AND PARKING OF VEHICLES: THE DRIVING, PARKING, STORING OF MOTOR VEHICLES IN, ON OR ABOUT THE PROJECT SHALL BE SUBJECT TO THE FOLLOWING:
 - THE PARKING RULES AND REGULATIONS ADOPTED BY THE COMMITTEE FROM TIME TO TIME.
 - IF A HOMEOWNER OR RENTER HAS TWO VEHICLES, ONE SHOULD BE PARKED IN THE GARAGE AND THE OTHER IN COMMON AREA PARKING. TALK TO YOUR NEIGHBORS. SOME ONLY HAVE ONE VEHICLE AND PARK IT IN THE GARAGE. MAKE SURE YOU ARE CONSIDERATE OF YOUR NEIGHBORS.
 - IF AN OWNER OR RENTER HAS THREE OR MORE VEHICLES, THE EXTRA VEHICLE SHOULD BE PARKED IN THE OVERFLOW PARKING AREA.
 - IN ADDITION, IF AN OWNER OR RENTER HAS TWO OR MORE GUESTS VISITING AND STAYING OVERNIGHT OR LONGER, THEIR VEHICLES SHOULD ALSO BE PARKED IN OVERFLOW PARKING. THIS IS ESPECIALLY IMPORTANT DURING THE WINTER WHEN THE PARKING AREAS MUST BE PLOWED AND SANDED
 - IMPORTANT NOTE: RESIDENTS AND TENANTS WILL BE NOTIFIED FROM TIME TO TIME IN THE WINTER TO MOVE THEIR VEHICLE'S SO WE CAN ADEQUATELY PLOW AND SAND THE COMMUNITY. AN AREA WILL BE PLOWED OUT ACROSS FROM VINEYARDS I IN FRONT OF THE GOLF COURSE MAINTENANCE SHOP TO ACCOMMODATE MOVEMENT OF VEHICLES.

THANK YOU FOR YOUR COOPERATION.
YOUR VINEYARDS MANAGEMENT COMMITTEE AT STONERIDGE



Vineyards Garbage and Recycling:

Garbage Dumpsters are for Vineyard residents only. No commercial disposal is permitted in these dumpsters. Cardboard and large items are to be broken down and laid flat in each dumpster. Toxins, paints, oil, car batteries or appliances cannot be disposed of in the dumpsters, only residential garbage. Ensure that doors are latched when you are finished using the garbage huts to prevent winds from damaging the doors and hinges.

Garbage collection is on Monday mornings during summer season (also on Fridays in VY1 only). Winter collection may be limited to dumpsters in VY1 and VY2, depending on occupancy levels in VY3 during the winter. You will be notified by the HOA of any changes.

Vineyards recycling

Recycling in Vineyards is limited to Aluminum Cans and certain clean plastics. Collection containers/boxes are located in each garbage hut behind the dumpster. Waste Center County disposal sites are set up to take other recyclables. Contact the Bonner County site ahead of time to find out what is being allowed. (208) 623-3591





ACTIVITY CARD INFORMATION

Your activity card allows you access to the Stoneridge Property Owners Association (SPOA) Activity Center, the swimming pool, weight and exercise rooms and the meeting room. The card is programmed to allow you and your family, along with limited guests, access through both the front and back doors.

SPOA has posted the rules for use of the facility throughout the building. You will also be required to sign and date a copy of these rules for SPOA before your card is activated. Activity Center Rules and Regulations can be found online on the SPOA website:

If you are a new owner, and you have not yet received your card(s), please contact a SPOA Board member for information.

VINEYARDS TOWNHOMES
MAINTENANCE AND WORK ORDER PROCEDURES
(Updated 2-23)

- All requests for HOA maintenance /repairs and/or work orders are to be submitted on the vyhoa.com website under “***Maintenance and Work Order Request***” . Fill out the form for any maintenance/repair request that you feel is the HOA’s responsibility (Refer to “Homeowners Association Responsibilities”). If your request is not considered a responsibility of the HOA, you will receive a response from the Management Committee with a detailed explanation that can be appealed.
- If you do not have internet access, contact a member of the Management Committee directly or by telephone or text message.
- Provide your name, address, phone number, email address and a brief description of the problem.
- The request will be received by a designated MC member and routed to the appropriate vendor. Please allow 48-72 hours for a response. Emergency repairs can be reported directly to any member of the Management Committee.
- When the work is completed, you will receive a copy of your request with detailed information regarding repairs that were completed.

VINEYARDS HOA

Maintenance Request/Inspection Form

Location:

Date:

Requested by:

Contact Phone Numbers: Home _____ Work _____
Cell _____

Problem(s) detected:

Repair(s) done:

Time repair(s) begun: _____ **Date/Time repair(s) completed:** _____

Repair(s) to be completed by: _____

Materials required for repair(s): _____

Cost of materials: _____

Other: _____ **Other:** _____

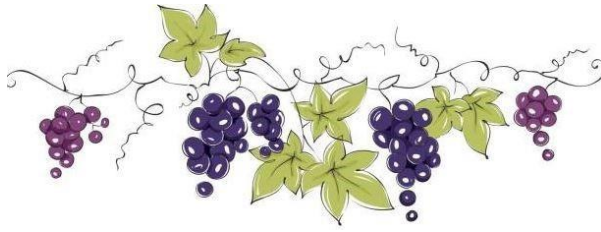


The Vineyards Townhomes at Stoneridge **Architectural Review Committee (ARC)**

The Architectural Review Committee's (ARC) main function is to review all plans and requests for the construction, modification and maintenance of improvements on the property and to administer and enforce the architectural controls and guidelines for the Vineyards townhomes. This includes annual inspections and sending notices of required maintenance to homeowners.

Prior to beginning any new construction, be sure to review the ARC Standards for Decks, Pergolas and Safety Handrails. The **Exterior Modification Request Procedure** provides instructions on how to request approval for any new construction using the **Exterior Modification Request Form**. All these documents are available on the Vineyards website (vyhoa.com) or in this Welcome Packet.

The ARC is available for homeowners to consult with and work together toward a successful project.



**The Vineyards Townhomes at Stoneridge
EXTERIOR MODIFICATION APPLICATION**

Date: _____

Property Owner Name(s): _____

Property Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

Description of Project:

Name of Contractor (if applicable): _____

Contractor Phone #: _____

Contractor Email and/or Physical Address: _____

**** Please submit this application to: Vineyards Architectural Review Committee (ARC).**

Email: info@vyhoa.com

**** Please include and attach photos, detailed sketches with dimensions, material specifications to best describe the details of your project.**

**** Prior to beginning project or purchasing supplies, please allow a minimum of 30-45 days for a response.**

Owner: _____ Property Address: _____

Findings of ARC and VY HOA Management Committee:

The Architectural Review Committee and Vineyards HOA Management Committee have reviewed your application and have made the following determination:

APPROVED, as submitted.

CONDITIONAL APPROVAL, subject to these additional guidelines:

Owner's Initials _____ Date _____

More Information Is Needed:

NOT APPROVED, does not comply with the design guidelines of the CC&Rs for The Vineyards Townhomes at Stoneridge, and/or other explanation:

Vineyards ARC Chairperson

Date

Management Committee President (or designated MC member)
Vineyards at Stoneridge HOA

Date





The Vineyards Townhomes at Stoneridge

ARC Exterior Modification Request Procedure

Before starting any new construction, review the ARC Standards and complete and submit the **Exterior Modification Request Form**. Use the following procedure as a checklist for submission and approval.

1. Obtain the ARC Standards and **Exterior Modification Request Form** from the Vineyards website (vyhoa.com) or your Welcome Packet.
2. Complete the Exterior Modification Request Form
 - If needed, obtain Bonner County Building Code(s) that govern such modifications.
 - Identify color(s), material, and project time frame information as needed.
3. Submit the **Exterior Modification Request Form** with related explanatory documents, drawings(if needed), and sample materials to the Architectural Review Committee Chairperson no later than 30 days prior to the expected start of the project.

Once the form and samples are submitted, the ARC will review the project plans and, if needed, contact the Property Owner for additional information. The next steps in the process are as follow:

4. ARC will present the completed **Exterior Modification Request Form** and supporting information to the Vineyards at Stoneridge HOA Board with the ARC recommendations.
5. The Vineyards HOA Board will review and make its recommendation(s)/approval to the ARC.
6. The ARC will notify the Property Owner of the Board's decision about the project, including any exceptions to the project that may need to be satisfied and reviewed prior to the beginning of the project.



COMMUNITY ACTIVITES

Water Aerobics – Monday, Wednesday, Friday

8:00 AM to 9:00 PM (Pool)

Pickle Ball– Monday, Wednesday, Friday and Saturday (Seasonal)

8:00 AM to 12:00 PM (Pickle Ball Courts)

Poker – Monday 6:00 PM to 9:00 PM (Multi-Purpose Room)

Darts- Sunday 5:00 PM to 7:00 PM

Pot Luck and Cards/Games – Tuesday 6:00 PM (Multi-Purpose Room)

Coffee Social – Thursday 10:00 AM (Multi-Purpose Room)

Women’s Bible Study – Tuesday 1:00 PM

Hiking – Tuesday 8:00 AM (Seasonal)

Men’s Club Golf– Thursday’s (Seasonal)

Women’s Club Golf – Wednesday’s (Seasonal)



Medical Emergency Response Procedures

The Stoneridge Community has an AED unit and first aid supplies located in the Pro Shop, Activity/Fitness Center and Motor Coach Village. The Stoneridge Resort has two AED units located in their recreation center and lobby. The Stoneridge Resort has their own response team and protocol. If there is a medical emergency, Stoneridge residents have access to the AED Unit and First Aid Response Bag at the locations noted above. Residents have access to the AED unit and First Aid Supplies in the Activity/Fitness center 24/7. There is a key pad entry system, along with a card reader that members can access in case of an emergency. If it is outside normal operating hours (11 pm - 5 am) you can gain access for emergency use only by pressing (9111*)

For Life Threatening and/or Medical Emergencies:

Call 911, state your emergency and location. A specific location/address is necessary. If possible, call from a land line, if not available, state your exact location.

STONERIDGE COMMUNITY CPR/AED/ FIRST AID TRAINING:

CPR/AED/FIRSTAID classes are provided by community American Heart Association Instructors on an “as needs” basis. When offered, classes will be posted on the SPOA, Vineyards HOA Websites calendar and the Coffee Connection.

CPR Savers: [1-800-480-1277](tel:1-800-480-1277) www.cprsavers.com

Hands only CPR: www.handsonlycpr

HELPFUL INFORMATION/NUMBERS:

LIFE FLIGHT NETWORK is a non - profit organization and is the region’s premier critical care transport service dedicated to the safe and compassionate care for thousands of critically ill or injured patients through helicopter, fixed wing and ground-based transport to health care facilities throughout the Pacific Northwest. The cost of transportation for the primary member and eligible household members is included on the enrollment form 72 hours after Life Flight Network receives your payment.

Life Flight Network: [1-800-982-9299](tel:1-800-982-9299) www.lifeflight.org



The Vineyards Townhomes at Stoneridge

HOA Website

The Vineyards at StoneRidge is our northern Idaho home. A beautiful year-round home for some and summer getaway for others. Golf, pickleball, boating, fishing, hiking, even just getting together with friends...there is something for everyone here. Your Vineyards Board is committed to serving the needs of our community.

To make the most current Vineyards HOA information available to all homeowners, we now have a Vineyards HOA website. The links on this website will help you locate important information and documents (e.g. CC&Rs, ARC Standards, etc), find forms (e.g. Exterior Modification Request Procedure and Exterior Modification Request Form), and contact your Association officers.

All homeowners are registered on the Vineyards website (vyhoa.com) with the email address you provided when you moved in.

If you have any trouble accessing the website or you have changed your email address or you have multiple addresses for your household, simply contact an Association officer with your new email address and we can update your access.

Vineyards Contact Information

c/o Vineyards Management Committee

P.O. Box 883, Blanchard, Idaho 83804

Property Address: _____

_____ Owner-Occupant _____ Tenant-Occupant

Contact Information Form (Please print)
Please complete your contact information below.

Owner's Name: _____

- Email is our primary way
to keep you informed -

Email: _____

Mailing Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

If your property is managed by a property rental company, please provide the name, phone number, and email address of the property rental company and/or tenant(s):

Property owner's name and address are public information; the VY Management Committee cannot be restricted from giving out this information; however, your email address and phone number are personal information, and you can ask that we maintain that information *privately* within our files for managing your account.

_____ **Yes**, I agree to have email address and phone numbers available to other owners.

_____ **No**, I do not want to release my email address and phone numbers to other owners.

Signature _____

Date: _____

Alternate contact person in case of an emergency:

Name: _____

Address: _____

Phone: _____
