

The Commons at Cordata COA

Glossary

Air space condo homes. An air space condo defines the boundary by an imaginary block of air that sits on the property boundaries. Everything inside the block of air is owned and maintained by the homeowner.

COA stands for Condo Owner Association and **HOA** is for Homeowner Association. Most associations have mandatory membership and require monthly or quarterly fees paid into them by homeowners.

CC&Rs (Covenants, Conditions & Restrictions) - This is a legally binding document that is officially recorded and filed with WA state. The CC&Rs cover the rights and obligations of the condo association to its members and vice versa.

By-laws - Provide guidance to the board on how to enforce the CC&Rs, as well how to conduct elections. The bylaws establish the structure for the day-to-day governance of the condo association.

Rules and Regulations - Focus on the internal workings of the association and include rules that are important for the community to follow as outlined in the CC&Rs and by-laws.

Board of Directors - The board is a group of individuals who live in the community who have volunteered and been elected to represent homeowners. They are responsible for upholding the CC&Rs, by-laws, rules and regulations of the association, as well as overseeing its operation.

Board Meetings - The Board of Directors hold work meetings and vote on current issues that need to be addressed for the community. These meeting are open for homeowners to attend as observers. A short period is held after the meeting at the end of the meeting for homeowners to comment on items discussed in the agenda. Minutes are taken at meetings and once approved, distributed to homeowners.

Resolutions - One of the functions of the Board of Directors is to pass resolutions which clarify a rule or policy.

Executive Sessions - A closed meeting where the board of directors discuss confidential matters such as legal or rule violations, and homeowner requests. No motion can be adopted in an executive session. Those must be done in an open meeting.

Annual Meetings - Typically, an association will have an annual meeting once each year to discuss topics with everyone in the community and elect the board.

Annual Audit - Required by law for associations over 50 units. An independent CPA provides an opinion over the association financial statements.

Reserve Study - The reserve fund is money set aside for long-term replacement and maintenance. This fund helps to prevent unexpected special assessment fees and is required by law.

COA fee - The amount of money that must be paid monthly by homeowners for their residential property. These fees assist with maintaining and improving the common property of the association. These fees are subject to change with the annual budget.

Special Assessments - Major improvements levied by the **COA** in addition to monthly fees. If sufficient funds are set aside for future repairs, as guided by the Reserve Study, special assessments should only be in rare circumstances.

Advisory Committees - Residents who advise and help support the board through recommendations. The volunteers allow the board to function more efficiently and create an ongoing feedback loop on important issues.

Renters - Renters must follow the CC&Rs, by-laws, and rules of the COA. Homeowners are responsible for any violations incurred by their renter.

Property Management - The property management company is an agent of our condo association. They act to implement the guidelines set forth by the board, help to enforce the COA rules and regulations, and collect dues. They also provide advice and guidance to ensure that the association adheres to state and local laws while providing a useful framework to develop our community in a way that preserves home values.

Stormwater Glossary

Buffer: A designated area adjacent to or a part of a stream or wetland that is an integral part of the stream or wetland ecosystem.

Catch Basin: A rectangular underground inlet to the stormwater piping system, with a slotted iron grate on top.

Culvert: Pipe or concrete box structure which drains open channels, swales, or ditches under a roadway or embankment typically with no catch basins or manholes along its length.

Disbursement Trench: Designed so that stormwater eventually soaks into the ground, imitating natural conditions and recharging groundwater supplies. They also trap pollutants, making them a highly valued stormwater management tool.

Erosion: The detachment and transport of soil or rock fragments by water, wind, ice, etc.

Groundwater: Hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common hard impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam, or other surfaces.

Habitat: The specific area or environment in which a particular type of plant or animal lives and grows.

Impervious Surface: A hard surface area which either prevents or retards the entry of water into the soil.

Pervious Surfaces: allow water to percolate into the soil to filter out pollutants and recharge the water table.

Retention Pond: Retention ponds provide added environmental benefits of slowing down the flow of water, filtering contaminants naturally, and allowing debris and silt to sink to the bottom of the basin.

Runoff: Water originating from rainfall and other precipitation that ultimately flows into drainage facilities, rivers, streams, springs, seeps, ponds, lakes, and wetlands as well as shallow groundwater.

Sewer System: The system of pipes and pump stations that collect and transport wastewater from homes and businesses to a wastewater treatment plant.

Stormwater: Water that runs off surfaces such as rooftops, paved streets, highways, and parking lots. It can also come from hard grassy surfaces like lawns, play fields, and from graveled roads and parking lots.

Stormwater system, residential: Residential stormwater systems typically serve all or part of a single development and are built on a tract dedicated to this purpose.

Vector truck: A truck with a special tank and vacuum attachment designed to remove sediment from storm water facilities like catch basins or pipes.

Wetland: An area inundated or saturated by ground or surface water at a frequency and duration sufficient to support, and that under normal circumstances does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. The Commons at Cordata community in conjunction with the City of Bellingham are the stewards of the wetlands. A split rail fence has been built to designate the wetland area.