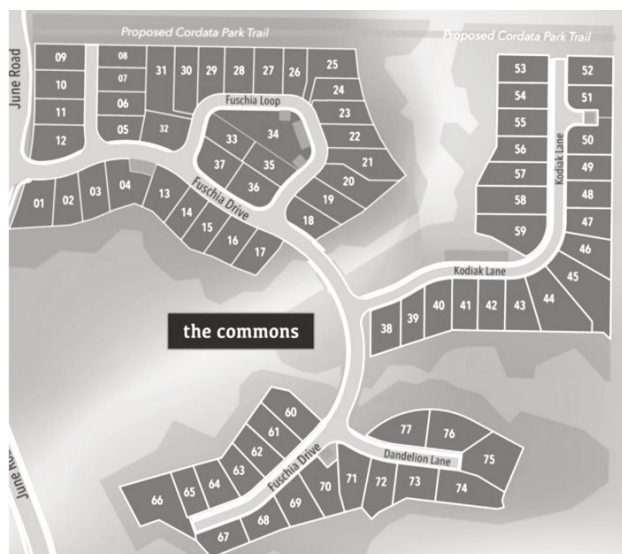


COMMONS AT CORDATA

Welcome to the Commons



The Commons at Cordata is a community of “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. Properties such as ours are setup as stand alone condos because it allows the developer to put more homes in a smaller acreage.

Our community consists of 77 air space condo homes. The entire Commons at Cordata Condominium consists of 27.736 acres. The units (homes) and the private roads (including common parking areas) total 8.932 acres. The wetland buffers and conservation easement tracts total 18.804 acres. The development extends along June Road to Aldrich Road; from Aldrich Road to almost the Mahogany Street trail; and completes the square area just west of the The Village at Cordata development.

The Commons at Cordata has been built on surrounding wetlands which are supervised by the City of Bellingham. Wetlands are precious habitats that provide refuge for unique wildlife and enrich the land. The term wetland is used to describe bogs, swamps, and marshes. A wetland can stay wet all year long, or it may be an area that's only wet during the rainy seasons.

Our development is governed by **The Commons at Cordata Condominium Owners Association, COA**. An association is an organization of homeowners in a planned development. The purpose of a home owners association is to provide a structure for preserving, maintaining, and enhancing the value of homes, property, and infrastructure. Each unit owner in the Commons at Cordata development owns their land and is responsible to maintain their home interior and exterior along with landscaping. **Any modification to the exterior requires the consent of the association.**

Our development was built in 4 phases.

Phase 1: 12 condo homes built by Janicki Homes, Lots #1- 12 (Beginning Fuchsia Drive and Verbena Lane)

Phase 2: 25 condo homes built by Janicki Homes, Lots #13 - 37 (Middle Fuchsia Drive and Fuchsia Loop)

Phase 3: 22 condo homes built by Janicki Homes, Lots #38 - 59 (All of Kodiak Lane)

Phase 4: 18 condo homes built by Grandview Homes, Lots #60 - 77 (End of Fuchsia Drive and Dandelion Lane)

Because our development has been built on a wetland, each home is subject to pervious and impervious restrictions declared by the City of Bellingham. The Impervious Surface Ratio (ISR) is the portion of a lot that is covered by impenetrable materials, such as concrete. The ISR number is dictated by the City of Bellingham for each property in the Commons and differs from unit to unit.

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

Impervious surfaces are solid surfaces that don't allow water to penetrate, forcing it to run off. Impervious surfaces are mainly artificial structures—such as pavements, roads, sidewalks, driveways and parking lots, that are covered by impenetrable materials such as asphalt.

The Commons at Cordata Condominium Owners Association (COA)
www.commonsatcordata.com

COA stands for Condo Owner Association and **HOA** is for Homeowner Association. When an owner purchases a home in The Commons, they have automatic membership in the COA and are required to follow the governing documents including the payment of monthly dues. Governing documents include the CC&Rs, Bylaws and Rules and Regulations.

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.

Bylaws - 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 are supported by the CC&Rs, Bylaws and the City of Bellingham. Rules are designed for community safety and to protect property values.

Board of Directors - The board is a group of individuals who have volunteered and been elected to represent homeowners. They are responsible for upholding the CC&Rs, Bylaws, Rules and Regulations of the association, as well as overseeing its operation and maintenance.

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 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 delinquent dues, legal or rule violations, and homeowner requests. These are held after a board meeting adjourns. 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, ratify the annual budget and elect the board of directors.

Annual Audit - Required by law. An independent CPA is hired by the board to provide an evaluation of the COA financial statements every year.

Reserve Study - The reserve fund is money set aside for long-term replacement and maintenance items. 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 necessary 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, Bylaws, and Rules and Regulations of the COA. Homeowners are responsible for any violations incurred by their renter.

Community Management - The association 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.

Monthly Assessment Fees (also known as Monthly Dues)

What do they pay for?

Community Manager - hired by Association

- Collects dues, Follows up on delinquencies
- Advises the board on governing
- Follows up on homeowner complaints
- Helps homeowners comply with the governing documents and rules
- Handles resale certificates
- Keeps record of owners, renters, & contact info
- Pays bills
- Provides monthly finance reports
- Obtains service providers

Landscaping

- Maintenance along June Road
- Maintenance of Common areas
- Plantings
- Blackberry removal

Electricity

- Street Lights
- Stormwater Pump

Insurance

- Directors and Officers Liability
- General Liability

General Maintenance

- Maintenance of roads
- Storm water system
- Sewer system

Office Supplies

- Meetings
- Printing, Copies
- Mailing

Legal

- Action to enforce rules and regulations
- Action to enforce payment of dues
- Legal advice

Financial

- Annual Audit and Taxes
- Reserve Study

Reserves - Planning for Future Maintenance

- Roads, Sidewalks
- Street Lights, Mailboxes
- Split Rail Fencing
- Storm system and Sewer system
- Pump stations
- Detention pond
- Mailboxes

Think of our community as a small city and the monthly association fees as the monies needed to maintain our city. The association is designed to protect property values and create enjoyable living spaces for people to live. From board members to homeowners, community managers to service providers, everyone must do their part to keep things running smoothly and provide the services and maintenance needed. We live in a high density development. Understanding what the COA is all about, how it operates, volunteering your time, and striving to be a helpful neighbor makes The Commons a great place to call home!

Living in Our Community

- Our homes are close together. Say hello to your neighbors. Be friendly and polite.
- If problems arise, encourage solutions by talking with your neighbors. Look to compromise.
- Remember to pick up after your pets. It protects your neighbor's property and protects wetlands health.
- Volunteering and being involved can be fun. Come to community events.
- Pay your monthly dues on time.
- Leave the common area guest parking areas for guests. No resident is permitted to park in guest parking except with an Extended Parking Pass. Apply at commonscoa@gmail.com.
- **Drive Slowly. The Speed Limit is 15 mph.** All streets are fire lanes and do not allow street parking.
- Contribute to building a community you want to live in. Become a board member.
- Maintain your front and back yard landscaping to preserve our property values.
- Our community is surrounded by buffers and wetlands. Help to protect our valuable water management system.
- The City of Bellingham inspects our stormwater system once a year. Follow wetlands rules to protect our system.
- Learn about the CC&R's, Bylaws and Rules and Regulations for our Association.
- Come to a board meeting.
- Check out The Commons website for current information: www.commonsatcordata.com
- Look for The Commons quarterly newsletter *The Common Thread* in your Email.
- The community board located on Fuchsia Drive offers board information and postings by residents.
- A community library box on Fuchsia Drive is available for residents to borrow and exchange books.
- For community questions contact: commonscoa@gmail.com
- Contact the community manager for issues or problems. Info on website.

Home Insurance - The COA has General Liability and Directors Insurance ONLY. No structures or residential buildings are covered. Check your insurance policy to be sure you are covered for interior, exterior, and property damage.

Property Modification - If you intend to make changes to the exterior of your structure, erecting any structures, fencing, or landscaping projects, a **Property Architectural Review** must be submitted to the association board of directors for approval.

Trees - Our development is surrounded by trees in the wetlands. Part of living with trees is knowing there may be occasional limbs that may fall or even a tree itself. Homeowners are responsible for any property and home damage done by wetlands trees, usually covered by homeowners insurance. If a homeowner is concerned about a tree, they may hire at their expense a certified arborist to assess the situation. All tree removal must be approved by the City of Bellingham through a tree permit process.

Guest Parking - We have 25 total designated guest parking spaces for 77 homes. That breaks down to one (1) guest parking space for every three (3) homes. **Guest Parking is for 48 hours only.** Homeowners or renters parking in guest parking are in violation of the COA rules and regulations. Guest, homeowners and renters may apply for an extended parking pass at commonscoa@gmail.com.

Renting - If renting a unit, owners are responsible for ensuring that their tenants have a copy of and comply with the COA Rules and Regulations. A copy of the lease must be filed with the community manager as well as the names and contact information of renters. No short term rentals nor Airbnb rentals are allowed.

Selling - If you sell your unit, the seller must purchase a resale certificate. This is required by Washington State law with the purchase and sale of condominiums. Contact the community manager for details.

The Wetlands - The Commons at Cordata community in conjunction with the City of Bellingham are stewards of the wetlands. A split rail fence has been built to designate the wetlands and buffer areas. These areas are owned and maintained by The Commons COA.

Ways You can Protect our Wetlands

- Avoid use of herbicides and pesticides. If needed, use only those products approved for use near water bodies.
- Avoid non-native and invasive species of plants. Check with the Whatcom Noxious Weed List.
- Do not dump garbage, grass clippings, yard pruning, toxic materials, motor oil, grass, landscaping bark or other debris in wetlands.
- No filling or clearing of wetlands or buffer areas.
- Pick up after your pets. Pet waste contains harmful organisms and fecal coliform bacteria can filter into our water systems. Bag the waste and put in the garbage. Do not let pets wander in the wetlands.
- Wash your car at a car wash to avoid pollutants going into the storm drain.
- No decorative objects in the wetlands or buffers. Objects such as statues, bird baths and decor can dislodge during storms and clog stormwater culverts.
- Homeowners may remove blackberry plants within five (5) feet beyond the split rail fence and must replace the area with native plants between October and May. Owners can do the work. All other workers must be licensed, bonded and insured to maintain association insurance. Board approval is needed beyond five (5) feet removal.
- Some homeowners have disbursement trenches located on their property as a stormwater management tool. Check them regularly and follow the guidelines at commonsatcordata.com.
- Adhere to the impervious cover limit for your unit. Check with the City Public Works Department if you have questions about impervious limits.

Maintaining Storm Disbursement Areas - Infiltration basins are designed so that stormwater eventually soaks into the ground, imitating natural conditions and recharging groundwater supplies. In addition to recharging groundwater, infiltration basins also trap pollutants, making them a highly valued stormwater management tool.

Do you have one? Homeowners with storm disbursement areas will notice a rectangular pile of gravel near the split rail fence behind their home. It needs to be inspected and cleaned it out annually. The gravel must be free of debris, silt and dirt. The gravel cannot be covered, built on, or have plantings in it. If there is standing water on the gravel, the trench is plugged and needs maintenance.

Detention Pond - The Detention pond located on June Road serves the Commons and the Cottages. The pump station is owned and serviced by the City of Bellingham. The Commons at Cordata Condominium is responsible for 58% of any June Road pond maintenance cost, while June Road Cottages Condominium is responsible for 42% of any June Road pond maintenance cost. Detention 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.