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PostHill Homes Association

Resident's Manual

**Your Guide to PostHill Living**

updated July 2022

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# Why a PHHA Resident's Manual?

Homes Associations exist to manage a number of the common services to residents such as lawn care, landscaping, and snow removal in order to make living in a community a pleasant experience. The purpose of this manual is to provide guidelines for PHHA Townhome living and answer your questions.



# PostHill Homes Association

PHHA is a nonprofit 501C3 corporation registered with Platte County, State of Missouri and managed by an elected Board of Directors, its purpose is *to* maintain all common areas and to make the community an enjoyable place to live. The recorded Declaration of Covenants, Conditions and Restrictions, commonly referred to as Covenants and Bylaws are the guidelines established for the common interest of the community. These guidelines cannot be changed without a specified majority vote. This change then becomes an amendment and is recorded with the Platte County Recorder's office.

**What is a Homeowner's Association?**

The Homeowner's Association is a corporation by law, and therefore a governing body is needed to oversee the business of the community. The homeowner's association acts through its officers. The Board of Directors makes the policies and carries out these policies and functions for the community. The Board of Directors is the elected governing body of the community. These Directors appoint the Officers, create the rules and regulations for enforcement within the community, oversee that money is being properly budgeted and awards contracts for maintaining and repairs in the Association common areas. The election of the Board of Directors takes place at the annual meeting.

**What are the Bylaws?**

The Articles of Incorporation of the Association define its basic structure and its areas of responsibility. The bylaws establish the procedures for carrying out these responsibilities. The bylaws are the adopted guidelines and rules established for the operation of the homeowner's corporation . These bylaws define the election of the Board of Directors, the duties and responsibilities of the Board and Officers and set other specifics which are necessary to properly operate the Association.

You should carefully review the Covenants and Bylaws available on the website

**Who are the Board of Directors and Officers?**

The officers of the Homeowners Association are appointed by the Board of Directors, after the election of the board. Collectively, the officers perform the duties established in the Bylaws and carry out the management responsibilities of the corporation under the policies approved by Board. Members of the Board of Directors serve without compensation. PostHill Homes Association has four (4) officers appointed by the board:

* President - presides at all meeting of the Board and membership. The president will execute contracts, orders and other documents in the name of the association as its agent. The president assumes general charge of the day-to-day administrations of the Association and has the authority to authorize specific actions in furtherance of the Board's policies. The president serves a spokesperson for the Board of Directors in matters relating to general Association business. The president has the authority to appoint committees or individuals to advise the Board.
* Vice President - is vested with all of the powers which are required to perform the duties of the Association president in the absence of the president.
* Treasurer - is the custodian of the funds, securities and financial records of the Homeowners Association. The treasurer is responsible for coordinating the development of the proposed annual budget and for preparing and giving the annual financial report on the financial status of the Homeowners' Association.
* Secretary - is responsible for keeping and maintaining a record of all meetings of the board and the membership and is the custodian for the official records of the association. The secretary is responsible for giving all of the required notices to both the Board and association members in accordance with the law and the documents of the community.
* Other Officers or Advisors - appointed and granted duties and responsibilities that the Board deems appropriate.

**What is the Job of the Board of Directors?**

The Board of Directors, after election at the annual meeting is to organize and appoint officers for the homes association and creates several committees as needed to aid the community with decision making. Examples of this at PostHill would be: Architecture Committee and a recently appointed a committee to develop guidelines for homeowners around pet ownership.

The initial Board of Directors consisted of members of the Development group. Since 2004, when the maintenance of the common areas was turned over to the Homes Association, the Developer has been invited to Board Meetings to participate in decision making. This is done to provide the individuals or companies holding large portions of ownership of the project, with adequate protection of their interests, especially since the project entails several phases. The Director and Officer positions on this Board are held by Homeowners.

The Bylaws state the time and location of the Annual Homeowners meetings. The annual meeting is held in late January-early February. Monthly Board meetings are open to all homeowners, but the Board has the right to limit participation by individual homeowners. Depending upon the business to be transacted, Board meetings may occur only once a quarter or as frequently as monthly.

**What is the Purpose of the Monthly Home Association Dues?**

The monthly home owner's dues are assessed from each homeowner. This assessment is used to maintain the property that is commonly owned or controlled by the Association. The dues are based upon the estimated expenses required to operate the Association and maintain the common areas and facilities (budget). Only homeowners are assessed, renting tenants are not billed.

The Treasurer of the Homes Association has the responsibility of maintaining the operating budget. The Budget covers a year's operation of the Association. This budget is reviewed by the homeowners at the Annual meeting. There are two basic areas to the budget: the Operating accounts such as utilities, landscaping, etc, and the capital expenses for replacement of components such as pool accoutrements, entry signs, retaining walls and painting within the common areas, etc. These amounts are difficult to predict accurately and even if accurately estimated initially, these amounts can increase with the age of facilities and with increased costs of living. Additionally, there are funds that are in savings and CD's to ensure that the Home's Association has funds available in case of emergency priority needs.

The dues assessments increased in the initial years due to improvements needed in the operations and cost increases for utilities and services. Your Board of Directors will prepare a new budget each year to reflect changes and cost increases or decreases. The Board must obtain the majority vote of the members to increase the dues assessment more than 10% from the prior year's assessment. At this time, additional growth of PostHill is a phased project in which additional lots/units may be added, it is possible that your assessments may increase or decrease when the assessments commence for the next phase of development.

# What Happens If I Don't Pay My Dues?

Remember that all the owners share the responsibility of assuring payment to the Association so that the property can be properly maintained. Be sure to closely review the Association's current adopted assessment collection policies discussed in this manual.

The Covenants and Bylaws state that not paying the monthly installment of the dues assessment has significant consequences. The homeowner who is delinquent and therefore not in good standing or his lessee may lose privileges to use the common facilities such as the pool. Delinquency may cause the homeowner to be subject to late charges as well as interest and collection charges. If there is no payment from the homeowner, a Lien can be filed which could eventually result in foreclosure of your home.



**What are my Responsibilities as a PHHA Resident?**

We, as members of the Homeowners Association, have two responsibilities: One to ourselves and to our individually owned property and one to the association and our community. As an individual, we have the responsibility to occupy, maintain and use the property in accordance with the Association covenants and rules. To sustain the quality of life that goes along with a well-maintained community, we must each do our part to keep the property in the best condition possible and observe the rules of living in our community. The following are the rules of living in PostHill:

1. First of all, the monthly dues assessments are the responsibility of the homeowner to be handled in a timely manner.
2. PostHill property is private property. Use of common facilities by non-residents is prohibited. Solicitation on any part of the grounds is prohibited.
3. All activities, whether individual or group, shall be conducted at a noise level that is reasonable and not disturbing to other Association residents. Each owner or resident is responsible for the conduct and behavior of their children, guests, and any visiting children and for any property damage caused by such persons.
4. Guests must be accompanied by a host or hostess resident of the Association when using the facilities of the Association.
5. Vehicles, toys, or bicycles are not allowed to be parked or placed so they block or interfere with pedestrian traffic on the sidewalks. The placement of unattended play toys or other equipment in front yards and areas visible from adjoining lots is prohibited.
6. Curtains, drapes, shutters or blinds may be installed as window coverings. Sunscreens, gazebos, etc must be approved by the Architecture Committee on a case by case basis. No window shall be covered with material not specifically designed for use as a window covering. Signs, advertising or other devices, or miscellaneous paraphernalia shall not be exposed or attached in any fashion to or on windows, fences and exterior walls or any other areas of buildings or grounds, unless written approval has been obtained from the Board of Directors.
7. **NO VENDOR ADVERTISING SIGNS AND/OR POLITICAL SIGNS ARE PERMITTED.**
8. One sign indicating the number of the residence and the name of owner which has been approved as to design, size and location by the Architecture Committee may be used.
9. One sign of reasonable dimensions advertising the home for sale or rent may be displayed in the window of a home, yard area or other areas designated by the Association. **Only approved signage specifications** **may be utilized.**
10. No noxious or offensive activities shall be carried on nor shall anything be done which may be or become an annoyance or nuisance to the residents or which shall in any way interfere with the quiet enjoyment of occupants

in their residences.

1. The garage is solely to be used for the parking and storage of authorized vehicles. They are not to be converted for any type of living or recreational activities. Garages shall be kept clear so as to permit parking of the number of vehicles for which the garage was designed.
2. Issues or complaints concerning common area maintenance or usage should be submitted to the Board of Directors in writing.
3. Should a difficulty develop with a neighbor over the parking of vehicles, loud and excessive noise, animals, etc. These complaints should be made to one of the Officers of the Homes Association. The Homes Association will notify the homeowner stating the violation or disturbance and enforce, through the Board of Directors, any fine which the Association has established. At times, the enforcement may necessitate the notification of local police.
4. Depending upon the nature of the concern or emergency, contact the appropriate public agency **FIRST.** It is best to receive immediate service in the event of these type problems or in the event of an emergency the Board of Directors should also be aware of these situations, as it allows for a monitor of recurring problems. Be sure to keep handy the emergency telephone numbers for the local companies and official agencies
5. Members, lessees and residents are responsible for payment of all cost of repairs for all damage to the Association's property caused by themselves, members of their families or their guests. Nothing shall be done or kept in the Common Area which would increase the rate of or result in cancellation of insurance on the Common Areas.
6. Garage doors must remain closed except for entering/exiting or when the garage is in use and attended.
7. All vehicles must display current license plates. Recreational vehicles such as motor homes, travel trailers, camper vans, boats or other vehicles identified by the Board as recreational vehicles may be parked completely within enclosed garages, but may not be parked, stored or kept on any public or private street within, adjacent to or visible from the Property or any other Common Area parking area except for brief periods (not to exceed three days) for loading and unloading, making deliveries or emergency repairs. This is limited to one-time activities and not ongoing parking needs, three days at a time.
8. No repair, maintenance or restoration of any vehicles may be conducted on the Property except within an enclosed garage provided such activity is not undertaken as a business, and provided that such activity is not prohibited entirely by the Board if the Board determines that it constitutes a nuisance.
9. No overnight parking is permitted on the private streets and residents may not park in any designated guest parking areas. Violators of the parking restrictions may have their vehicles towed at the Owner's expense.
10. The maximum speed limit within the confines of PostHill Homes Association is 25 miles per hour or as posted.
11. *A reasonable number of 2 household pets may be maintained within a**unit under the following conditions:*
	1. *Whenever pets are outside of the resident's unit, they must be on leash or otherwise under full control of the owner.*
	2. *Residents must clean up after any solid waste left by their pets.*
	3. *Residents shall be responsible for any personal injury or property damage caused by their pets.*
	4. *Pets emitting excessive noise, or in any manner unduly disturbing other residents, may be caused to be removed from the premises of the Association by order of the Board of Directors after notice.*
	5. *No animals shall be maintained for any commercial purposes.*
12. Trash and recycling containers shall be stored out of view of neighboring Lots/Units or in the garage, except they may be placed at the curbs on the night before and day of the scheduled trash pick-up.
13. No business or commercial activities of any kind are to be established, maintained, permitted or conducted in any home or on any portion of the common areas in violation of local ordinances, federal or state law
14. No exterior clotheslines shall be erected or maintained, and there shall be no drying or laundering of clothes in the Common Areas or the open portion of any residence. Garments, rugs or similar items shall not be hung from windows or the facades of Residences or other Improvements.
15. In addition, the Board of Directors may also assess fines of not less than $50. 00 per day for non-compliance of Board requests to have non-approved alterations restored to their original condition.
16. To insure compliance with the above mentioned guidelines, Homeowners may be fined not less than $10.00 or more than $50.00 per occurrence or continuation of violations. Fine amounts are to be set by the Board of Directors based on the merits of each violation

**When do I Consult the Architecture Committee?**

1. The Architecture Committee must approve all exterior townhome changes. Plans and requests should be submitted to the Architecture Committee in writing. If a homeowner completes an exterior change without Committee approval, the owner may be required to remove the modification and be subject to enforcement proceedings. This regulation is set up to maintain the overall appearance of the community and protect the property values. The Architecture Committee utilizes guidelines concerning exterior changes to your home and improvements to your residence.These guidelines conform to the original design of our homes within the PostHill.
2. Alterations, additions or modifications made to your lot or the exterior surfaces of your home must have prior written approval from the Architecture Committee or the Board of Directors. This includes visible landscaping, solar energy systems, fences, walls, sun screens, bamboo blinds, decks, lattices, pools, spas, color changes, sheds, any sports apparatus, etc.
3. Any alterations that do not have prior written approval by the Architecture Committee or Board of Directors will be removed by the homeowner and the area will be restored to its original condition. Should the homeowner fail to comply, the Association will pursue its legal remedies including, but not limited to having the alteration removed at the owner's expense.
4. Installation and maintenance of television or video antennae or satellite dishes over one meter in diameter visible from any Common Area or public street must be submitted to the Architecture Committee. Satellite dishes less than one meter do not need approval of the Architecture Committee if they meet the following guidelines:
	1. They are not mounted on the roof or chimney of the residence.
	2. They are located at the rear or side of the residence (except corner lots) in

the least conspicuous (obvious) location visible from the common areas or

public streets.

* 1. All wiring shall be painted to match the exterior of the residence
1. No basketball standards, hoops or backboards or other fixed sports apparatus shall be attached to the front of any Residence or erected in the front yard. All sports fixtures proposed for backyards must be approved by the Architecture Committee. Portable basketball standards must be lowered and stored in garages or backyards when not in use not, they must not be visible from the streets or an adjoining lot and may not be left out overnight. Portable basketball standards may not be placed on sidewalks or the public/private streets at any time.

**Exterior Maintenance**

The Homeowner is responsible for insuring and maintaining the exterior of their home either in the case of damage or normal wear and tear. The Homes Association is responsible for insuring and maintaining all of the structures in the common area.

 **What If I Rent my Townhome?**

While, PostHill Homes Association prefers owner/occupancy, there can occur situations where the owner chooses to lease or rent their townhouse.

If you chose to rent your townhome, screening of tenants before rental is very important, not only to the owner, but also in consideration of the other residents. Preservation of the community as well as harmony among residents is the ultimate goal of any association. If a tenant violates these rules or regulations, the owner is expected to take the necessary measures to correct the situation. Each owner should be certain that his tenant is familiar with the association rules and regulations. Disturbances and disorderly conduct by tenants and can result in a fine to the OWNER for their behavior.

Owners leasing their home retain their voting right in the Association but assign the use of all common facilities of the project to the lessee of their home. The lessee assumes the privileges and responsibilities of membership as hereinafter stated, but do not have a voting right, the vote belongs only to the owner. Non-resident owners are not permitted to use any common area facilities when so assigned to a lessee except as a guest of a resident.

Homeowners are responsible for maintenance and replacement of all external facing property: examples roofs, exterior walls, driveways, air conditioners…. The Association is responsible for all community property maintenance such as lawns, pool, roads etc. Any painting needed is the responsibility of the homeowners. All exterior work and or changes must be approved by the ARC Committee prior to beginning work. All contractors engaged by Homeowners must be properly insured for Workman’s Comp, general liability, and damage. The insurance documents must be forwarded to the ARC committee prior to work being started. The Homeowners are responsible for all payment activity.

**Pool Rules **

The PostHill Pool is open generally from Memorial Day weekend until Labor Day weekend each year. If you have paid your dues and are in good standing with the HOA then you have the right to use the facility during regular operating hours.

Each homeowner has been issued a key to access the pool. Replacement of a key is at homeowner expense. A minimum of $5.00 will be charged for each replacement. Members of the association who have not paid their association fees or tenants of member who are in arrears may not use the pool, under any circumstances.

1. Pool Hours are from 8 am until 10 pm daily.
2. There is NO LIFEGUARD. Swim at your own risk! Children 14 & under must be accompanied by an

adult when using the pool or in the pool area.

1. Please use common sense regarding bad / serious weather conditions, and leave the pool area should any such weather conditions occur.
2. *PLEASE – DO NOT LEAVE THE GATE OPEN! The* last person leaving the pool is responsible for insuring the gate is locked upon his/her departure. We are not allowed to leave the entry gate open and / or unattended for any reason or for any amount of time per our Insurance. Climbing the fence is prohibited.
3. All guests / non-members should be accompanied at all times by a resident. You are responsible for your guests.
4. Residents may reserve the pool area for 2 hours. Remember you are responsible for your guests and any debris / trash brought in to the pool area.
5. PostHill Homes Association reserves the right to refuse use of the pool to anyone violating pool rules, trespassers and those appearing to be under the influence of alcohol or drugs. The HOA has the right to file charges for damages, trespassing, and illegal behavior.
6. A phone is available to all pool users. Be considerate of others – limit phone calls to a few minutes. False 911 calls may result in prosecution and loss of the use of the pool for the rest of the season.
7. Glass bottles / containers, balloons, animals, running, diving, acrobatics, rough play or “horse play”, sexual activity, profanity, climbing, and the pushing, and/or pulling of others or the fence.

POSTHILL HOA IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY**.**

1. Smokers – please provide your own ashtrays! Cigarette butts should not be left on the pool deck. All cigarettes are to be extinguished and the butts placed in the trash containers.

It is everyone’s responsibility to keep the pool area, grounds, parking lot, and restrooms clean & tidy. Be a pro-active resident and please pick up your own trash. It is everyone’s responsibility to stop criminal behavior and damage to the pool and property. This is your property.

# General Information

## 2022 Board of Directors

President – Amy Goforth amyegoforth@gmail.com

Vece President – Paula O’Rear paula@builtbygenesis.com

Treasurer - David Lesher dklesher@gmail.com

Secretary - David Lesher dklesher@gmail.com

## 2022 Architecture Committee

Judy Leist - nonanipa@hotmail.com

Beth Heinz = eheine@shb.com

## Homes Association Official Mailing Address

 Post Hill Homeowners Association

 9820 N. Montclair Ave

Kansas City, MO 64154

## Monthly Dues (as of 7/25/22):

$220.00, due the first if each month

## Property Sales / Fees

 Transfer Fee due at time of sale: $1500.00

## Post Hill Website

 [www.posthillhoa.com](http://www.posthillhoa.com)

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