

February 19, 2025

To: Members of the Watkins Grove Homeowners Association  
From: Watkins Grove Homeowners Association Board of Directors (BOD)  
Subj: Clarifying details to the Watkins Grove Homeowners Association members

## Part 1 – FAQs

The governing document for our Homeowner's Association is the "DECLARATION OF THE COVENANTS, EASEMENTS, RESTRICTIONS AND ASSESSMENT LIENS FOR WATKINS GROVE" (Covenant). Each Homeowner is provided with a copy at their closing and it is available publicly. **Nothing in this document should be construed to supersede the Covenant.** The following simply provides clarification on some frequently asked questions (FAQ) on our formal governing document. The clarifications below are followed by the relevant *Article, Section, Item* from the Covenant.

1. Each dwelling is a single housekeeping unit and not a rooming house, meaning a multi-generational family or cohabitants may live together in a single housekeeping unit, but rooms cannot be rented out like a boarding house or hotel (*IV, 1, a*)
2. You cannot rent out your house for less than 30 days. (i.e. no Air-BnB) (*IV, 1, b*)
3. Garbage and recycling should be placed in appropriate containers and containers will be stored in the dwelling's garage or in a BOD-approved garbage container coral or screening area that is concealed from the view of the street and secured from the elements. (*IV, 1, f*)
4. Trailers, tents, shacks, barns, commercial machinery, boats, commercial vehicles, and motor homes. The intent here is to cover anything that is not a privately owned vehicle in reasonable working / running condition that is within the view from the street. The BOD is granted the power and the authority to create and enforce reasonable rules and regulations regarding placement / parking of vehicles in Watkins Grove. Unauthorized vehicles left for any time period greater than 48 hours in a 30-Day period is subject to a violation unless accommodation is granted. (*IV, 1, h*)
5. Landscaping – All shrubs, trees, grass, and planting will be maintained. Each lot owner is responsible for dead and diseased trees that are on their property. BOD reserves the right to alert homeowners if violations are observed. (*IV, 1, m & V, 2*)
6. Sheds – More details can be found in the Shed Amendment. Maximum footprint is 120 square feet and 12ft 6in height, placed at a minimum of 5 feet from the property line, behind the principal residence, on a level surface, with zero gap to the ground, maintain a uniformed look to the neighborhood and approved by the City of Etna and the BOD. (*IV, 2, d & Shed Amendment*)
7. Fences – all Fence construction must be approved by the BOD prior to construction. Specifically, the material, color, and height (48 inches) must be approved. (*IV, 2, q*)

8. Solar Panels are not permitted (IV, 2, q)

## **Part 2 - Helpful Information**

1. HOA Owner Portal: <https://app.csmhoa.com/>
2. Unofficial HOA Facebook group: <https://www.facebook.com/groups/148528511985285> (you must be invited by a current member to join – reach out the BOD to be added)
3. Neighborhood Webpage Link TBD
4. The current dues are \$250 per year due in January each year (*please see below for late fee structure*).
5. To streamline the payment process, you can opt for automatic dues assessments by enrolling in recurring payments at <https://propertypay.firstcitizens.com/> Detailed instructions on how to set this up can be found in the “Documents” tab of the HOA portal.
6. To access your account statement and verify your balance, simply click on the "My Statement" tab on the HOA portal.
7. HOA expenses and budget can be viewed on the HOA portal on the “Financials” tab.
8. Submitting an ARC (Architectural Review Committee) document – the application can be found in the “Documents” tab on the HOA portal and under “Files” on the Facebook group.
9. Meetings – meetings are held quarterly or more often as needed. A large sign is placed at each entrance and the meetings are announced on the Facebook group.

## **Part 3 - Enforcement and Fee Guidelines**

1. The current HOA dues are \$250 per year due in January each year.
2. Any payment received after March 1st will incur a late fee. Starting January 2026, the late fee will be \$25 per month.
3. Starting on July 1st of each year, if your dues remain unpaid for one year, a lien will be placed on your property. Any legal fees incurred to file and remove the lien will be charged to the homeowner's account. It is crucial to promptly settle all outstanding fees to avoid any additional charges related to bringing your account up to date.
4. Violations of the DECLARATION OF THE COVENANTS, EASEMENTS, RESTRICTIONS AND ASSESSMENT LIENS FOR WATKINS GROVE (Covenant) will be brought to the attention of the homeowner via US mail and/or email notification.
5. The homeowner will have a “grace period” to address the violation as specified in the letter/email referenced above but generally in the range of 2 to 7 days (depending on the nature/severity of the offense).

6. Once the grace period has expired, fines and/or liens will be administered at the sole discretion of the Watkins Grove Board of Directors (BOD). It is the BOD's position that minimum fines will be \$25 for an initial offense. Notifications of such fines will be in writing via US mail and/or email notices with a documented due date which will generally be 30 days.
7. After the documented due date has expired without resolution, fines in the same amount will be issued monthly until the violation is rectified. Owed fees will be assessed to the account of the Homeowner.
8. It is within the BOD's authority to place a lien on the subject property for the amounts owed as specified in the Covenant. All costs and expenses, including court costs and attorney fees, incurred by the Board in connection with any violations shall be the responsibility of the Homeowner with such fees being assessed to the account of the Homeowner.