

Union Woods Park HOA

Policy & Procedure Manual

Revision 01 – September 2020

The purpose of this manual is to provide all members of the Union Woods Park HOA with a reference manual containing policies and procedures established by the Management Committee. This manual is subject to change based on resolutions from Management Committee meetings.

TABLE OF CONTENTS

1 HOA Policies ----- 3

2 Reinvestment Fee Policy ----- 4

3 Parking Policy ----- 5

4 Snow Removal Policy ----- 6

HOA Policies

Date of Inception: September 2020

Last Update: September 2020

Background:

The Management Committee needed an approach to implement policies and procedures that were not defined in the company Declaration or By-Laws.

Policy:

- Policies do not override any conditions set forth in the Declaration or By-Laws.
- Policies must be resolved in Board meetings of the organization with the support of the majority of the Management Committee.

Procedure:

- To implement or change a policy, a majority vote of the Management Committee must take place during Board meeting.
- The vote of each Management Committee member must be documented in the Board meeting minutes.
- The policy must be added to this manual.

Reinvestment Fee Policy

Date of Inception: September 2020

Last Update: September 2020

Background:

FCS' management agreement states that agents are compensated \$100 for each title transfer (administrative setup fee). Historically during title transfers, FCS requested the title company collect \$50 from a new home buyer and \$50 was charged to the HOA. The Management Committee resolved to eliminate the \$50 charge to the HOA by defining a reinvestment fee to be assessed during title transfers. When a title transfer takes place, a reinvestment fee of up to 1% of the property purchase price could be collected by the HOA to pay FCS' administrative setup fee.

Policy:

- Reinvestment fees collected for title transfers of any kind will be 0.1% of the property purchase price.
- \$100 of the reinvestment fee will go toward FCS' administrative setup fee.
- Remaining proceeds of the reinvestment fee will be transferred to the HOA reserve account.

Procedure:

- When title companies contact FCS or the HOA to inquire about reinvestment fees to apply to title transfers, a reinvestment fee of 0.1% of the property purchase price will be communicated.

Parking Policy

Date of Inception: August 2017

Last Update: September 2020 – Added to this manual.

Background:

The Union Woods Park HOA exists solely because Ivory Homes chose to prioritize financial profit over compliance with city regulations. Ivory built the HOA roads smaller than the Midvale requirements. Therefore, the city will not take ownership of the roads due to concerns with the inability to maneuver city owned vehicles such as snowplows. The homeowners of the HOA bear the responsibility to maintain and repair the roads.

The undersized roadway poses challenges for emergency, utility, or residential vehicles when residents choose to park on the street instead of in their driveways or garages.

Policy:

- Any vehicles or personal property not identified as belonging to a resident (or guest) parked in the same place for more than 48 hours will be given a 24-hour written notice by the HOA Management Committee, prior to contacting Slick Rock towing for removal. Signs with Slick Rock's contact number are posted along the entry of Union Mill Drive for those looking for towed vehicles.
- For general safety and to avoid congestion on HOA streets - Residents shall use their private garage and driveway for any and all vehicle parking. HOA streets must be clear at all times and provide adequate passage for emergency vehicles, utility vehicles, mail and delivery vehicles, moving vehicles, residential traffic, garbage collection, and the removal of snow.
- On-street parking is available for guests of HOA residents and as temporary overflow parking for residents only after residential garages and driveways have been fully utilized. Any driver who parks on an HOA street must avoid any location that would inconvenience another HOA member or prevent the safe flow of traffic.
- Residents are expected to resolve concerns among themselves and avoid any action that inhibits the safe usage of HOA streets. Escalation of parking concerns to the HOA board will result in the implementation of permanent parking rules with defined consequences (e.g. fines, towing, liens, etc.).

Procedure:

- Residents are expected to resolve concerns among themselves.
- If escalation and/or towing is required, contact the HOA board [here](#).

Snow Removal Policy

Date of Inception: August 2017

Last Update: September 2020 – Added to this manual.

Background:

The Union Woods Park HOA was poorly managed from inception until 2015 resulting in the neglect of the roadways and common areas and leaving the organization in a very weak financial state. Efforts to find a cost-effective solution to hire a 3rd party company to remove snow from the roadways have not been successful due to the project being too small for snow removal companies to prioritize over larger contracts. In an effort to keep HOA fees as low as possible, the responsibility to remove snow from the HOA roadways has been divided among the HOA residents.

Policy:

- Any cars parked on the HOA roads during or after a snowstorm may be towed without notice at the owner's expense.
- Within 24 hours after a snowstorm HOA residents are required to remove snow from the areas assigned to them as indicated in the map below.
- Residents are encouraged, but not required, to remove as much snow from the roads as possible which may include removing snow from zones assigned to another residence.

