

HIDDEN VALLEY'S IMPORTANT INFO FOR OWNERS & RESIDENTS

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FOREWORD

Hello. I would like to take a moment to say thank you to all unit owners for their cooperation with the compliance of the Hidden Valley rules and regulations.

This is a great community and I am so happy to be here. I am sure many other unit owners feel the same.

Compliance of the rules and regulations results in all unit owners being happy and having a beautiful community.

Compliance also helps to keep the condo fee from increasing.

I believe some unit owners would be quite amazed at just how much upkeep is required for this community. And none of this upkeep is free of charge. We have numerous contractors and there are always maintenance expenses.

The Board cares a great deal about this community and spends a lot of time negotiating with existing contractors and finding new ones when necessary. This is done to help all unit owners.

The HVCA budget has very little room to absorb any contractor price increases which is why compliance to our rules and regulations is very much appreciated.

Some examples of how compliance helps all unit owners:

NEVER flushing wipes down the toilet ensures that the pumping station contractor doesn't have to get called to clear clogs. Unclogging the pumping station is a big expense.

ALWAYS breaking down boxes before tossing them into the recycle bin ensures that the bin doesn't fill up quickly. And also cutting them to be no larger than 3' x 5' as mandated by city of West Warwick.

Moving vehicles after snow storms to give the plows open parking lots makes it very easy for the plowing contractor. The easier we make it for the plowing contractor ensures us good prices when negotiating the winter contract.

These are just a few examples of how rules and regulations compliance can keep community expenses down.

Hopefully whatever info that you need can be found here.
Please email if it isn't.

CONDO OWNERSHIP

A condo owner owns “walls in” which means owners are responsible for the inside walls of a unit and everything inside.

Owners are also responsible for windows, doors, outside lights next to front entrance and sliding doors and outside electrical outlets.

Condo owners DO NOT own anything on the outside of the buildings – walls, decks, front porches, garden areas, etc. These are the property of the Association.

Owners are not permitted to make any alterations or do any type of construction to the exterior of buildings or its landscaping.

Owners are not permitted to do any painting, staining or decorating to the exterior of buildings.

Front entrances and front porches CANNOT be cluttered with furniture, plants, knick knacks, etc. This is a safety hazard if emergency personnel need to enter a unit. No large furniture is allowed. A small table and chair is permitted as long as it is easy to walk around.

No planters can be put on front porch railings.

Absolutely nothing should be at the top of the stairs when going to an upper level unit.

UNIT OWNER CONTACT FORM

MANDATORY for all unit owners to keep an updated form with the Association.

The Board must have a completed form from every owner. This includes owners who have their unit as a rental.

It is the owner’s responsibility that the Board always has accurate info (**ESPECIALLY EMAIL ADDRESS AND PHONE #**) at all times. This is very important so unit owners can be contacted quickly if an emergency arises.

If any info changes are required, an email can be sent or a revised contact info form can be placed in the HVCA mailbox which is located on the main circle outside the gazebo.

If selling your unit, this form will be required from the buyer before a resale certificate gets released.

This form can be found on the Hidden Valley website under FORMS.

HOA MONTHLY FEE

Condo fees apply to the month of payment.

Checks are due by the 1st of each month.

After the 10th a \$25 late fee will be added.

Please place your check into an envelope and write your unit # on the outside of the envelope and also on the check.

Drop the envelope in the mailbox which is located outside the gazebo.

If making payments through your bank, be sure to know how long it takes your bank to send checks.

Late fee will not get waived if a bank's check arrives past the 10th.

SEWER AND WATER

Unit owners do not get individual sewer and water bills.

These expenses are factored into the yearly budget, and the Association pays the bills.

ASSIGNED PARKING SPACES

Each unit owns two parking spaces. Space #s will never change.

Refer to the link under FORMS for the space #s assigned to each unit.

COMMUNITY EMAILS

VERY IMPORTANT – **ALWAYS** read emails that are from Hidden Valley !!!

We use Mailchimp for community emails (not the HVCA's Gmail account) and there are times when Mailchimp emails go to Junk, Spam and Trash folders. And sometimes the Promotions tab if you use Gmail.

Be sure to always check these places for Hidden Valley emails.

Idea to make it easy for seeing all Hidden Valley emails – create your own Hidden Valley email address.

It is free to create most email addresses, so this is a perfect idea to not miss emails.

Use something like "you name"-HV@

Only Hidden Valley emails would go to this address which you could check often.

Missing an email for something that is time sensitive is never an excuse and could result with a fine if a date for something mandatory is missed.

UNIT OWNER ANNUAL MEETINGS

There are two unit owner meetings each year:

1st Monday of June – Election of Officers

1st Monday of December – Budget

Unit owner meetings are extremely informative and there is always an open floor discussion at the end of each one.

Hidden Valley is a large property with numerous aging buildings.

The yearly budget has to cover numerous contractors, utilities and insurance.

It is the owner monthly fees that make upkeep, maintenance and improvement projects possible, so all owners should want to know how their money is being used.

The meeting venue is always local and only a short drive.

HIDDEN VALLEY GMAIL ADDRESS

hvcamain@gmail.com

All issues, concerns, questions, complaints, suggestions and compliments are to be emailed to this address.

The Secretary will forward the email to the appropriate Board member and may at times also reply to the email.

All Board members will reply in a timely manner which is typically within a few days.

Emails are not always checked on a daily basis.

ALWAYS contact the police or fire department for emergencies.

The Board should never be contacted first for any emergency situation.

The Board does not get involved with personal issues between unit owners unless a rule or regulation is being violated.

HIDDEN VALLEY MASTER INSURANCE

The complete master insurance policy along with Acord forms can be found on the Hidden Valley website under FORMS.

Very Important to always know the master policy's deductible.

If a unit owner ever places a claim with the master policy, the unit owner is responsible for paying the deductible. This is per RI Condo Law.

All unit owners should speak with their own personal homeowner insurance agent. This deductible can be incorporated into your homeowner policy.

If damages occur inside a unit as the result of an issue outside the building (such as ceiling water stains from a roof leak), repairs inside the unit would not be at the expense of the Association. The unit owner could place a claim with Hidden Valley's master insurance company, and paying the master policy deductible would be unit owner responsibility.

Master insurance does NOT cover any incidents/disasters that happen inside units (for example burst hot water tanks and leaking washing machines or dishwashers)

PERSONAL HOMEOWNER INSURANCE

It is **MANDATORY** for all unit owners to have an HO-6 personal homeowner policy.

(HO = homeowner and 6 is the code for a condo policy)

Companies for condo community master insurance require that all unit owners have their own homeowner policies.

EVERY summer the Association will require all unit owners to provide a copy of their policy's declaration page. The date on this page will be proof of an up-to-date policy. Hidden Valley's master insurance company – at any time – can ask the Association for proof that all unit owners have a homeowner policy.

Very Important to always know Hidden Valley's master policy deductible.

If a unit owner ever places a claim with the master policy, the unit owner is responsible for paying the deductible. This is per RI Condo Law.

All unit owners should speak with their own personal homeowner insurance agent. This deductible can be incorporated into your homeowner policy.

NEW UNIT OWNERS – you are required to provide the Association with a copy of your HO-6 policy declaration page within one month after your closing date.

SMOKE DETECTORS

All units have three hard wired smoke detectors – two inside and one in the outside mechanical closet.

All condos are “walls in” responsibility for unit owners.

Smoke detectors are inside the units, so they are unit owner responsibility.

DO NOT contact the Board for help with nuisance alarms and battery changes.

For the safety of owners and residents all detectors are on a hard wired circuit with either two or three units.

It is **very important** to know which unit or units you are connected with so you can work with your neighbors if alarms begin to sound. Especially if the sounding is a false alarm and the “nuisance” detector needs to be determined.

The hush button can be pushed on the detector that is triggering the nuisance alarms.

Hidden Valley has twelve buildings and each building has ten units.

Each building has the same hard wired circuit configuration.

The two units on one end (unit #s ending with 0 and 4) are connected to the same alarm system.

One garden unit below and two townhouses above (unit #s ending with 1, 5 and 6) are connected to the same alarm system.

One garden unit below and two townhouses above (unit #s ending with 2, 7 and 8) are connected to the same alarm system.

The two units on the other end (unit #s ending with 3 and 9) are connected to the same alarm system.

Nuisance alarms are when the detector alarms go off but there is not a fire.

Humid weather tends to trigger nuisance alarms. And this is typically caused by the detector in the mechanical closet where it is not air conditioned.

Nuisance alarms can also be caused by things such as kitchen smoke, shower steam, power surges, dirt, bad batteries and even bugs inside the detector.

It is unit owner responsibility to determine the detector that is triggering the nuisance alarms.

Detector causing the nuisance alarms is very easy to locate.

It is the detector with a rapid blinking light (Red light on the smoke only detectors and green light on the combo smoke/carbon monoxide detectors)

Procedure to follow if your detectors sound and it is a nuisance alarm:

1. Check all your detectors to see if one has the rapid blinking light. If one of your detectors does have the rapid blinking light, push the HUSH button. This will silence all detectors that are on the circuit.
2. If the detectors sound again, remove the batteries from the compartment.
3. Clean the compartment with a small brush, canned compressed air or a tissue.
4. Replace the batteries, close the compartment door and press the TEST button. All detectors on the circuit will sound during TEST mode. (Smoke detectors – push TEST button for approx. 5 seconds until the mode begins. Smoke/carbon monoxide combo detectors – push and release the TEST button.)

IT IS VERY IMPORTANT THAT THE TEST BUTTON GETS PUSHED ANY TIME ANY DETECTOR IS UNATTACHED/REATTACHED TO THE HARDWIRE AND ALSO AFTER ANY BATTERY CHANGE!! THIS TEST IS HOW THE CIRCUIT RESETS ALL THE DETECTORS.

If none of your own detectors have the rapid blinking light, it is in one of the other units that are wired to your system.

Work with your neighbors to find this rapid blinking light. Do not contact the Board.

If these steps fail and the alarms are still sounding, contact the Board.

All detectors should have a solid green light which indicates that the detector is connected to an electrical source.

The smoke only detectors will have a red light that flashes approximately once every 45 seconds. This indicates that the detector is functioning properly.

April 2021 every unit had three new detectors installed.

Hardwired circuits work best when all detectors are the same make and model.

If you have a defective detector, it must get replaced with the same make and model or the upgraded version if there is one.

Once a year the Association hires an electrician to test all detectors in all units and also install new batteries in all detectors.

A community email gets sent in advance to provide date and time for your building's detector testing.

It is MANDATORY that someone be home so the electrician can enter.

A fine will get issued to any unit that cannot be entered during their building's scheduled visit.

A "chirping" detector indicates that the batteries need to get changed.

HOT WATER TANKS

Leaking hot water tanks can result with very expensive damages.

It is strongly recommended that all unit owners have some type of leak protection system on their tank.

Also strongly recommended to have a water pan under the tank.

VERY IMPORTANT to know how to react quickly if your water tank begins to leak.

This is especially important if you own a second floor unit where a failed hot water tank can cause significant water damage to your unit and the units below.

Know how to use the tank's water shut off knob.

Know which circuits in the electrical breaker box shut off the tank.

Have a 25' hose near the tank. If there is a leak, connect this to the tank and get the other end out a door or window.

If a leak happens:

First – use the tank's shut off knob

Second – electrical circuits get shut off

Third – attach hose

Please take notice of the age of your hot water tank. Most tanks are good for about 7 to 8 years, and they can go without any warning.

UTILITY CLOSETS

Each building has one on the lower level. It has double doors.

NEVER use this for personal storage.

These closets are for cable and electric company workers.

These closets **CANNOT** ever have modems, routers or ONT boxes.

Any device that pertains to an owner's cable and internet service must be in the owner's unit.

If getting a new cable or internet provider, be sure the company's technician know this info.

STAIRWELLS

NEVER use these areas for personal storage.

During the summer it is permitted for storage of gardening items, but these items must get moved when summer ends.

During the winter it is permitted for storage of shovels and ice melt.

UNIT WATER SHUT-OFF KNOB

Every unit has a knob or valve that will shut off the water for the entire unit.

Townhouses – knob is on top of the hot water tank

Lower Units – knob is in front entry closet behind the vent that is near the floor

EXCEPTION – The upper end units **DO NOT** have their own main water shut off knob. The lower end unit for each building controls the main water shut off for the upper end unit that is above.

RECYCLING AND TRASH

There is only one recycling bin, so it is very important for recycling to be done properly to prevent the bin from filling up quickly.

The main cause for the bin filling quickly is boxes that are not being broken down.

Please email the Board if you see anyone not recycling properly.

Immediate fine for anyone who does not follow proper recycling procedure.

NEVER put boxes in any of the bins if they are not broken down or cut into pieces. This is extremely disrespectful to all other unit owners. There are many owners who need to dispose of trash and recycling.

Styrofoam, plastic bags, pizza boxes, bubble wrap and other wrappings are NOT recyclable. Please dispose of these in the trash bins.

For any unit having construction or remodeling work done all construction materials must be removed by the company doing the work. Construction and remodeling job items cannot be put into the Hidden Valley trash bins – even if it is the unit owner who is doing the job.

If you have large items to discard (such as mattresses, hot water tanks and furniture) or electronics, they must be brought to the dump.

West Warwick Public Works does not offer heavy trash pick up in condo communities.

DON'T LEAVE ITEMS ON GROUND IN THE DUMPSTER AREA. This will result with a fine since any items outside of the bins will not be picked up for removal.

Failure to comply with any of the recycling and waste management rules will result in a \$50 fine.

MECHANICAL CLOSETS & HVAC (heating and air conditioning) SYSTEMS

All units have a mechanical closet off their back deck.

This closet has the unit's HVAC system and the circuit breaker box.

This is for a unit's personal storage.

There are two vents on the outside wall. NEVER block these vents.

Proper air circulation is required for the smoke detector and also the HVAC system.

Routine maintenance of the HVAC system is strongly recommended.

As per the HVCA By-Laws it is the responsibility of the unit owners to keep up with proper maintenance of their unit which includes the heating and air conditioning units.

DRYER LINT SCREEN AND VENT HOSE

The lint screen should be cleaned after each dryer use.

Failure to do this is a fire hazard.

The vent hose that leads from the dryer to the ceiling should be checked periodically and cleaned if necessary.

Screens and vents that are not clean are one of the top causes for fires!!

Also – it is recommended that doors to the laundry area are kept OPEN while running the dryer.

SPARE KEY HOLDERS / KEYLESS ENTRY KNOBS / REMOTE DOOR LOCKS

It is strongly suggested that all unit owners have some type of spare key holder, keyless entry or remote locking system.

If there is an emergency (such as a leaking hot water tank) and the unit owner is not at home, emergency personnel would have to break down the entry door.

Replacing the door would be at unit owner's expense.

This type of situation could be avoided if there was a way to enter the unit when the unit owner is not at home.

The unit owner could be contacted and could advise where to find a spare key or give the code for unit entry or use a remote app to unlock the door.

GAS GRILLS & FIRE TORCHES

By order of the West Warwick Fire Department gas grills are **NOT ALLOWED** on the decks of any unit at Hidden Valley or within 10' of the buildings.

Only electric grills are allowed on upper level decks.

Upper level units are permitted to have gas grills, but they must be kept on ground level at least 10' away from the building. Further is space allows so it isn't directly behind a lower unit.

No torches of any kind (tiki, citronella, etc) are allowed on decks or patios.

PUMP STATION

ONLY FLUSH TOILET PAPER !!!

Anything else flushed will cause the pumps to clog and stop working.

If the pumps stop working, the result could be a back up of sewage material into lower units.

NEVER flush wipes of any kind (even if the packaging says flushable), Kleenex, dental floss, cat litter, feminine products, diapers, paper towels, grease or cooking oils.

A clog could potentially damage a pump.
And replacing a pump would be very expensive.

WINDOW & DOOR REPLACEMENT

Windows, sliding doors and front entry doors are unit owner expense; however it is necessary to email the Board if you are going to replace any of these.

BIRD NESTS

If you notice a bird nest near your unit (lower deck, gutters, roof, etc) and it is causing an issue, please email the Board.

We cannot remove the nest if birds or eggs are still in it, but we will make note of the unit number and location for addressing the issue at the proper time of year when the birds will not be affected.

NEVER try to remove the birds or nest yourself.

If you have a problem with woodpecker holes, please email the Board.

CIGARETTE BUTTS

These should **NEVER** be discarded around the buildings, in the parking areas or anywhere else throughout the complex.

Please always discard your cigarette butts in a proper receptacle.

NEVER dispose of freshly snuffed cigarette butts in the trash bins as this is a huge fire hazard.

Failure to comply with this is a violation of improper trash disposal on Hidden Valley grounds and will result with a fine.

UNIT SALES

If you are selling your unit, please send an email to the Board and advise. This will alert the Secretary to watch for emails with requests from the seller, buyer, realtors and banks.

Also be sure to give your realtor the hvcamain@gmail.com address for communicating all sales requests.

Fees do apply for certain requests from realtors and mortgage companies, and the Board must have these requests on file.

Please also relay that the HVCA requests a 7 day turnaround on all requested documents from outside vendors and agencies for resales.

The selling agent will be sent a new owner info contact form which must be passed along to the agent for the new buyer. This form must be completed by the new buyer before a resale certificate will be issued.

The completed form can either be put into the mailbox by the gazebo or emailed to hvcamain@gmail.com

PEST CONTROL

Hidden Valley currently has a contract with Big Blue Bug Solutions for all pest control issues on the exterior of units.

If any unit owner has an interior issue, it is your choice which exterminator to use since interior issues are unit owner expense.

If you want to use Big Blue, advise that you are a resident of Hidden Valley when you call.

Big Blue gives a discount to all unit owners in Hidden Valley as long as we contract with them.

Big Blue's phone number is (401) 941-5700

If the technician determines that the interior issue is the result of an exterior issue, the technician will advise the President of Buildings.

Unit owners are typically not responsible for a pest control expense inside their unit if it is the result of an exterior issue.

CLEANLINESS & MAINTENANCE

It is unit owner responsibility and expense to keep their unit's limited common areas clean and safe.

Examples of limited common areas are front porches, back decks and entrances to the front and rear of each unit.

Unit owners are required to keep proper maintenance of their units, and this maintenance is at owner expense.

This includes hot water tanks and regular servicing of HVAC units.

SPEED LIMIT

The speed limit is 15 miles per hour in Hidden Valley.

This limit is for the safety of all as we have many walkers here and also some children.

COMPOSITE RAILINGS

Summer 2023 (buildings 7 and 8) the Association began replacing the front porch and back deck wooden railings with composite railings.

These have a much more appealing appearance than the wood, and – most importantly – they will be much less expensive to maintain since they do not require painting.

VERY IMPORTANT

After your building gets the new composite railings you cannot puncture any part of the composite material.

NO NAILS. NO SCREWS. Nothing that will in any way put a hole in the railings.

Composite is a hollow material. Holes in composite material cannot get filled and repaired.

Any person who punctures or damages the new railings will receive an immediate \$100 fine plus being charged the cost for replacing the damaged railing.

WINTER PROCEDURES

FIREPLACE & CHIMNEY INSPECTION/CLEANING

PLEASE READ THE FIREPLACE FORM CLOSELY SO IT IS COMPLETED PROPERLY.
ALL DETAILS ARE ON THE FORM.

THIS IS FOR THE SAFETY OF EVERYONE IN HIDDEN VALLEY

MANDATORY for ALL unit owners to complete the fireplace inspection/cleaning form **between September 1 and December 1** of **EVERY** year – regardless of whether or not you burn wood in your fireplace, you don't use it or it is a gas insert.

IMMEDIATE \$50 FINE FOR NON-COMPLIANCE

Inspections and cleanings are **NOT** required if your fireplace does not get used to burn wood or if it is gas.

HOWEVER – it is still necessary to complete this form every year.

It's important for HVCA to have these forms in case we are asked for them by our master insurance company. These forms show the insurance company that HVCA is taking steps to help prevent fires and keep the community safe. **Our insurance rate could increase if we are unable to produce forms if they get requested.**

IMPORTANT NOTE REGARDING INSPECTIONS AND CLEANINGS:

For fireplaces that do get used for burning wood a cleaning **is required once every three winter seasons.**

The dated cleaning receipt must get attached to the completed chimney form for all the winter seasons that it covers.

IT IS NOT THE RESPONSIBILITY OF THE HVCA TO MAINTAIN THE RECEIPTS FOR PREVIOUS YEARS.

IT IS OWNER RESPONSIBILITY TO KEEP THEIR OWN DATED RECEIPTS AND TO ATTACH THEM TO ALL APPLICABLE COMPLETED CHIMNEY FORMS.

This is obviously an extremely important rule since non-compliance could affect the safety of the entire community.

ICE MELT

Containers of ice melt will be left outside each unit prior to the winter season. This is for use on steps and walkways – NOT on the parking lot.

Please **DO NOT** bring these containers inside your unit as they are to be shared by all unit owners.

EXCEPTION - upper end units. Their entry doors do not have overhangs, so their ice melt containers do need to get brought inside.

The Board does not monitor these containers. It is the responsibility of unit owners to contact the Board if a container is empty and needs to be refilled. Send an email and indicate your unit number.

IMPORTANT – be sure caps are on the containers tightly after use.

OUTSIDE WATER SPIGOTS

It is imperative that outside water spigots get turned off before extreme winter weather and freezing temperatures hit.

Failure to do this can result with frozen and burst pipes and expensive repair costs which would be unit owner expense.

Please note that not all units have knobs for controlling the outside spigots.

BEFORE WINTER:

If your unit does have a knob that controls an outside spigot:

First – Turn off the knob that is inside your unit.

Second – Open the outside spigot to drain the excess water. Keep the spigot open.

Lower level end units have two knobs.

One is for the outside spigot that is in front of the building. This knob is located in the front entry closet behind the vent that is near the floor.

One is for the outside spigot that is at the back of the building.

This knob is located with your hot water tank.

Second level cathedral ceiling units

The knob is located under the kitchen sink.

The water for the outside spigots will get turned on after winter ends and the temperatures get warm.

SNOW STORM PROCEDURES

KNOW THE RULES & HAVE A PLAN READY

One **MANDATORY** rule

Vehicles must get moved after snow stops and Trellis Drive main road is cleaned

Failure to move your vehicle at the proper time will result with an immediate fine.

NO OWNER is to make their own decision as to whether or not accumulation is too little to warrant moving their vehicle.

It is not your choice to make.

Any time the plowing crew is working it means that you have to move your vehicle after the snow stops.

ALWAYS HAVE A PLAN FOR HOW YOUR VEHICLE WILL GET MOVED IF YOU ARE NOT ABLE TO DO IT YOURSELF

There could be times when an owner is sick or has gone away and left a vehicle at the complex.

This is New England. Storms can happen very suddenly. Be prepared with a plan.

The Board will not accept any excuses, so don't send emails.

Emails will not prevent the issuance of a fine.

If there is a unit owner in need of help, it would be very nice to have neighbors lending each other a hand.

Owners don't have to be best friends with each other, but kindness would be appreciated.

SIDENOTE:

Having to move a vehicle can be an inconvenience, but this rule is much better than how snow storms get handled at other condo communities and apartment complexes.

Example – Sparrows Point complex on Cowesett Rd tows cars immediately if they are not moved after the snow ends. No notice and no questions asked – vehicles just get taken away on a flatbed truck.

BEFORE A STORM:

Work with your neighbors and park vehicles so they are grouped together as closely as possible.

This will create large open areas in the parking lots which will help the plowing crew. Don't leave empty spaces between vehicles.

REMINDERS:

No parking in the cul-de-sac. This area is for the plowing crew's equipment.

No parking on Trellis Drive main road until the storm has ended and it has been cleaned.

Owners and residents can park in Visitor spaces during snow storms.

AFTER A STORM:

Fines will get issued for vehicles that do not get moved.

And they must get moved AT THE PROPER TIME.

Vehicles that do not get moved at the proper time cause safety issues and also interfere with the plowing crew.

Once the snow has completely stopped the plowing crew will begin with final clean up.

Final clean up always starts with Trellis Drive main road.

NEVER PARK YOUR VEHICLE ON TRELIS DRIVE UNTIL IT IS COMPLETELY CLEANED!!

Trellis Drive is not a wide road.

It is not safe for the plowing crew to have to try and maneuver around vehicles that park there before it gets cleaned.

The plow trucks are not quiet, so it will be very easy for owners and residents to know when Trellis Drive is being cleaned.

As soon as you see that Trellis Drive is completely clean you **MUST** move your vehicle there.

It will remain there until your parking lot has been completely cleaned.

Owners should move vehicles back to their own parking spaces as soon as possible after your parking lot has been completely cleaned.

DO NOT leave your vehicle on Trellis Drive overnight unless it happens to be a storm that ends late and final clean up of parking lots does not get done until after 6:00 pm.

NEVER tell the plowing crew what they should or should not be doing.

As per Hidden Valley rules interfering with any Hidden Valley contractor is a fineable offense.

The plowing crew receives their instructions from only the contractor. And the contractor is always in contact with the President of Grounds.

Any owner who has a comment or complaint about the plowing crew can send an email to hvcamain@gmail.com

The President of Grounds will review any email received and speak with our contractor.

If there are orange cones set around a specific area prior to a storm, please **DO NOT** park in the blocked off area. The plows sometimes need an area reserved to dump excess snow.

Any vehicles in the blocked off area will get towed at the unit owner's expense and a \$100 fine will be imposed.

It is the unit owner and resident responsibility to advise any guests about the Hidden Valley snow removal rules and ensure that the guests do not park in spaces that belong to other unit owners.

Depending upon the severity of a storm the plowing and walkway cleaning may not begin until the heaviest of the storm has passed.

Please refrain from contacting the Board to ask when plowing crews are going to arrive.

Unit owners may have to shovel behind their vehicles if there is a storm with high accumulation.

The plows can only get so close behind vehicles, and the plowing crew does not do any shoveling behind or between vehicles.

It is necessary for the Board to be extremely strict with snow storm procedure rules. Someone not complying will affect the safety of others if an area is not able to get cleaned.

Making it easy for the plowing crew to do their job quickly and efficiently is for the benefit of both the crew and also unit owners.

When it comes time to negotiate a contract price for plowing the price will be much better if Hidden Valley is considered to be an easy complex to clean.

LOWER LEVEL UNITS – ENTRY CLOSETS

The outside wall in the front entry closet for all the lower units contains the water pipe that leads up to the second level units.

There is insulation around the water pipe however there have been a few times that temperatures have gotten cold enough to freeze some pipes. And in some cases the frozen pipes have burst which causes many issues and a lot of costly damage.

To prevent this from happening it is strongly urged that during the winter months the door on this front entry closet be kept open just a tiny bit – just enough so a bit of heat can get inside the closet.