



HOMEOWNERS ASSOCIATION
P.O. BOX 385758
BLOOMINGTON, MN 55438-5758

Welcome to West Park Hills –

On behalf of the Townhome Association, I would like to welcome you to our neighborhood. If you have not already done so, **please provide the Association with your telephone number and emergency contact information.** See the item “Emergency Contact” below for additional information. It is imperative that we receive this information from you.

West Park Hills consists of 39 quads for a total of 156 units. The Association is self-managed with a nine-member board. The Board meets at 6:00 p.m. the first Tuesday of every month at Community of the Cross Church (located at the corner of Bloomington Ferry Road and Old Shakopee Road). Homeowner input is taken prior to the meeting being called to order. Following is information that may be of assistance to you in making your move to our neighborhood. Also, please visit the Association’s website at **www.westparkhills.com** for additional information, forms, insurance information, etc.

Official Documents – You should have received copies of our Governing Documents during the purchase of your home. These documents are the guide to how our HOA operates. Please review and pay particular attention to the Declaration, Architectural Control Guidelines and Procedures, and Rules and Regulations as each of these outlines the rights and obligations of both homeowners and the association. You can also find all governing documents on our website **www.westparkhills.com**

Association Fees – Association fees are due the first of every month. A \$25 late fee will be assessed after the 15th of each month. You may place your dues in the Association mailbox located near 10419 Decatur Avenue South or mail them to WPH, P.O. Box 385758 Bloomington, MN 55438. Payment coupons are enclosed.

Although our HOA does not accept electronic payments due to additional costs and accounting associated with it, homeowners may use their bank’s bill pay service to pay their monthly dues. Most banks offer this service which differs from electronic payments in that upon request by the payor, your bank prints a check for the payment then mails the check to the payee on your behalf. The process is initiated online which means you no longer have to worry about physically writing out a check for your dues; this is especially helpful when you have all of your other bills set up to be paid online.

As the payor, you set up the bill pay online and may choose to set up a recurring payment that is automatic each month or you may initiate a one-time payment each month. Use the information below when setting up WPH as a payee in your online bill payment setup.

Payee: West Park Hills HOA
Payee Phone Number: 612-236-9298
Payee Address: PO Box 385758, Bloomington, MN 55438

Association Hotline (612-236-9298) - For homeowner’s convenience, an Association hotline has been set up for homeowners to call should they have any issues and/or concerns. Please leave a message on the hotline and someone will get back to you as quickly as possible.

Board Members – President; Chuck Amlaw, Vice President; Open Position, Secretary; Open Position, Treasurer; Carol Pavlik, Rules and Regulations; Wayne Evavold, Landscape and Grounds; Lisa Feldner, Member at Large; Christine Hazen, Architectural and Maintenance; Tim Hinz, Member at Large; Roderick Wooten.

E-Mail Address - The Association’s e-mail address is **westparkhills@live.com**

Homeowner Contact Information – Enclosed is a homeowner contact form. Please complete the form as soon as possible and return to the Association. You may place the form in the Association mailbox located near 10419 Decatur Avenue South or mail it to WPH, P.O. Box 385758 Bloomington, MN 55438. You may also e-mail this information to **westparkhills@live.com**

Garbage and Recycling – Garbage is picked up every Friday morning and Recycling is picked up every other week on Friday. Enclosed is a schedule for recycling pickup. Should you need a garbage and/or recycling container, please e-mail the Association at westparkhills@live.com or leave a message on the Association hotline, 612-236-9298. When there is a national holiday during the week garbage is picked up one day later (Saturday). Please do not leave garbage cans in the street once the garbage has been collected. Bloomington City Ordinance requires all refuse and recycling containers to be placed at the curb no more than 12 hours before and removed no more than 12 hours after the scheduled collection day.

Insurance – Enclosed is a letter explaining the Association’s master insurance policy which provides blanket coverage on an “all-in” basis, which includes everything permanently and physically attached to the building. The deductible for the master policy is \$20,000 per occurrence. All or part of this deductible will be the unit owner’s responsibility. **It is essential that all unit owners purchase an H06 policy to cover the deductible.** Should you have any questions regarding the Association’s master policy, please contact Paul Gentilini, 763-755-1420, the Association’s State Farm representative.

Newsletter – The Board prepares and distributes an Association newsletter. This newsletter provides the homeowner with information about what is happening in the Association. The newsletter is typically distributed in the spring and fall and includes copies of the Meeting Minutes and Treasurer’s Report. The newsletter will be e-mailed to the homeowners and posted to the website. Enclosed is a copy of our most recent newsletter.

Treasurer’s Report – The Board’s Treasurer prepares a monthly Treasurer’s report providing the Association’s current financial status. This information is posted to the website.

Homeowner Responsibility – Enclosed is a list which shows what property the homeowner is responsible for and what the Association is responsible for.

Parking Rules – Parking is forbidden in the turnaround area at the end of each common driveway. Please see the enclosure “Parking Rules” as well as the Rules and Regulations for additional information.

Watering – Homeowner’s are required to water the property around their unit. Each home has a water faucet located on the front of their unit near the dryer vent. The outside faucet should only be used for watering of lawns and not for personal use. While the homeowner is responsible for their own in-house water bill, water from the outside faucet is paid for by the Association and not the homeowner. If you need a hose or sprinkler, please leave a message on the hotline (612-236-9298) and one will be delivered to you. The homeowner is responsible for storing the hose and sprinkler as they are assigned to that unit and will only be replaced every three years.

Repair Requests – Should you have any items that are in need of repair and are the Association’s responsibility, a Request form (enclosed and posted on the website) must be completed and submitted to the Board either in the Association mailbox located near 10419 Decatur Avenue South, mailed, or e-mailed to the Association. The appropriate Board member will contact you regarding your request as soon as possible.

Other Requests – Any changes which alter the exterior of the home must be submitted for approval by the board. This includes but is not limited to window and sliding door replacements, patio and deck alterations, landscaping, rain gutter installation, etc. Forms for these requests can be found on our website and should be completed and submitted to the Board either in the Association mailbox located near 10419 Decatur Avenue South, mailed, or e-mailed to the Association. The appropriate Board member will contact you regarding your request as soon as possible.

Website – The Association has a website located at www.westparkhills.com All of the documents and forms mentioned above can be found on this website.

Again, welcome to West Park Hills. Please do not hesitate to call the Association hotline or e-mail with any questions you might have. As mentioned above, additional information can be found on the Association’s website.

Chuck Amlaw
West Park Hills Homeowner Association President

Enclosures



HOMEOWNERS ASSOCIATION
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WEST PARK HILLS HOMEOWNERS' ASSOCIATION PAYMENT COUPON

January 2023 – December 2023

SEE MONTHLY CASH FLOW CHART FOR BREAKDOWN OF EXPENSES

DUES \$235.00 PER MONTH

Insurance	\$48.76
Fixed Operating Costs and Replacement and Reserves	\$186.24
Total Dues	\$235.00

MAKE PAYMENTS PAYABLE TO:
WEST PARK HILLS HOMEOWNERS ASSOCIATION

Place in WPH Dropbox located at the corner of Decatur Circle North OR MAIL TO:

WPH Homeowners Association
PO BOX 385758
BLOOMINGTON, MN 55438

-----Please tear bottom portion off and include with payment-----

Month Due:	
Total Due:	
Name:	
Address:	



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Homeowner Contact Information

Please complete this form for the West Park Hills Association records. Emergency contacts will only be contacted in case of an emergency and the homeowner cannot be contacted.

Homeowner Information	
Name(s):	
Address:	
Primary Phone #:	Secondary Phone #:
Email:	

Emergency Contacts	
Contact 1	
Name:	
Phone #:	Relationship:
Contact 2 (optional)	
Name:	
Phone #:	Relationship:

Is this unit a rental property? Yes No

If yes, complete the information below:

Renter Information	
DBA/Rental Agency Address:	
Renter Name(s):	
Renter Phone #:	Renter Sec Phone #:
Renter Email:	

Please return form via email to westparkhills@live.com; place in the Association's mailbox; or mail to West Park Hills Homeowner's Association, PO Box 385758, Bloomington, MN 55438-5758

Agent: Paul Gentilini
3357 Coon Rapids Boulevard NW
Coon Rapids, MN 55433-2624
755-1420 Fax: (763) 755-1761

Staff: Shelley, Sugar & Jo Ann
www.myagentpaul.net
Office: (763)

West Park Hills Homeowners Association

Policy Term: September 1, 2022 to September 1, 2023

Building Coverage

The association's master policy provides blanket coverage on an "All-In" basis, which includes everything permanently and physically attached to the building. This includes fixtures, wall coverings, floor coverings, cabinets, millwork, built-in appliances, and homeowners' improvements and betterments. **The deductible for the master policy is \$20,000 per occurrence. All or part of this deductible will be a homeowners' responsibility, so please take careful notice of the HO6 policy section below.**

Please note: The association policy does not provide coverage for personal property for the homeowners. This coverage is provided by a separate policy most commonly known as an HO6 policy. In the case of a unit being rented out and not owner occupied, the landlord would need a policy similar to an HO6 which is known by different names throughout the industry.

Association Liability vs. Personal Liability Coverage

The master policy includes \$1,000,000 of liability coverage per occurrence. This protects the association in the event of a claim or lawsuit being filed against the association.

The policy does not cover individual homeowners for their own personal liability. Personal liability is especially important for that portion of the premises occupied by or reserved for the exclusive use of a homeowner. Again, personal liability is provided by an HO6 policy, or its equivalent in the case of a rental situation.

HO6 Policy

It is essential that all homeowners' purchase an HO6 policy (or its equivalent if a rental) for the following protection:

- All personal property such as clothing, furniture and household goods.
- The \$20,000 deductible per occurrence. The association determines who is responsible for paying the master policy deductible in the event of a loss. It is our understanding that the homeowners' affected by the loss would incur the association deductible. **It is important for you to explain the exposure of the deductible to your HO6 agent- where and how this is covered varies from company to company. Failure to do so could result in you paying your portion of the association deductible or loss assessment out of your own pocket.**
- Building and Loss Assessment Coverage. You should discuss the appropriate limits with your agent.
- Back-up of Sewer & Drain Coverage. While the association's master policy provides coverage for this peril, it is subject to the association's deductible, which could be your responsibility. Typically, HO6 policies don't automatically include this coverage. Therefore, it is recommended you check with your agent to see about adding this coverage to your policy.

Certificate of Insurance: If you are in need of a certificate of insurance, please contact our office directly.

Claims: If you suffer a loss, please first notify the WPH HOA at (612) 236-9298. You should also notify your personal HO6 carrier as they may become involved in the claim as well.

IMPORTANT! HO6 policies are not standardized. Our office is well versed in HO6 policies. If you have questions regarding how your HO6 policy coordinates with the association's master policy, or would like a quote on an HO6, please contact our office. **We can make sure you will have no "out of pocket" gaps in your coverage.**

The Governing of West Park Hills Homeowners' Association

The following provides a guideline for the Association's Maintenance Responsibilities

Item Maintenance Responsibility		
Item	Homeowner Responsibility	Association Responsibility
Insurance: HO6 Policy	Covers contents and liability coverage of events inside homeowner unit and \$20K master policy deductible	HOA master policy. Damages normally covered by homeowners' insurance shall be excluded from the Association's responsibility
Air Conditioner	X	
Blacktop		X
Chimney Repair	Cleaning & replacing the flue	Maintain brick and exterior
Garage Apron Concrete		Association responsibility (between garage slab and asphalt driveway)
Patio Concrete	X	
Deck	Repair and replace in accordance with association standards	Paint or stain railing and ground support
Front Storm Door	Screen, glass and hardware	Replace in accordance with association standard
Front Entry Door	X	
Garage Door	X	Association replacing one to new metal door; painting as part of exterior
Sliding Glass Porch Door	Repair and replace	Paint outside trim (\$200 contribution toward new door)
Meter	Contact utility company to repair or replace	Paint to match house
Lawn, Trees, and Shrubs	Water as needed	Replace as needed
Water Line	Guidelines established by the Association	
Sewer Line	Guidelines established by the Association	
Front Steps Wrought Iron Railing	Guidelines established by the Association	X
Roof		X
Shutters, Siding, and Wood Trim		X
Windows	Repair and replace in accordance with association standards	Paint trim
Siding and Trim	Homeowner must advise association board of need for repair or replacement	Repair siding and trim as required
House Numbers		X
Landscape Timbers / Rock Beds	If located on lower-level walkout, homeowner is responsible	X
Sidewalk and Front Steps		X



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Parking Rules

Per the Association Rules and Regulations:

1. Driveways/Parking:

- a. The turnaround area at the end of the driveways must always be available in the winter months for the snowplows to have this space for pushing snow.
- b. The turnaround area was made for convenience while turning vehicles around. Other uses such as temporary parking in these areas is up to the residents of that driveway. No one unit has preferred or permanent use of the turnaround area.
Stored, Inoperable and unlicensed vehicles must be stored within garages.

Failure to comply with these rules may result in the assessment of penalties and fines.