Welcome to
Village at Haydens Crossing North
Homeowners' Association (VHCN HOA)

We welcome you to the Village at Haydens Crossing North (VHCN) Homeowners' Association!

All Owners belong to 2 different Associations which have separate Board of Directors.

1. **Village at Haydens Crossing North Homeowners' Association (VHCN)** which is a sub association consisting of 426 free standing homes.
2. **Haydens Crossing North Master Association (HCNM) which consists of all the free standing homes and townhomes**.
3. Both Associations employ Capital Property Solutions (CPS) as the property management company to run the day-to-day operations. Each Association have ***different*** property managers, responsibilities, rules and regulations.

Capital Property Solution (CPS) Responsibilities

- Responds to Owners questions, concerns, and maintenance requests.
- Collects monthly assessments.
- Ensures the Declarations and Bylaws are followed.
- Coordinates other functions with the Board of Directors.
- Maintains financial records and disburses payments to our business partners.

Capital Property Solution (CPS) Information

Contact CPS with any of your Association questions by the following:

- Telephone at 614-481-4411 OR via Fax at 614-443-3798
- Resident Services: admin@cpscolumbus.com
- Accounting: accounting@cpscolumbus.com
- PO Box 630, Worthington, OH, 43085
- If Owners do not receive a response from CPS within 3 business days, please contact the VHCN Board of Directors at VillageHCN@gmail.com.

Capital Property Solutions (CPS) Owner Portal

- CPS provides an Owner Portal for VHCN HOA.
- On this site, you can see your account statement, association documents, calendar, and etc.
- Login to this site by visiting https://portal.cpscolumbus.com
- You will be sent an email with a link that automatically logs you into the site, be sure to change your password to something specific to you.
- If you have problems accessing the Owner Portal, please email admin@cpscolumbus.com.
- NOTE: In order to access the Owner Portal website, CPS needs your ***current email address*** on file. **Please fill out the enclosed lot owner information form and email it to: admin@cpscolumbus.com OR mail it to CPS within 30 days of closing. Completing the form in its entirety will help us in the event of any issues.**

VHCN HOA GENERAL INFORMATION

VillageHCN.com

Assessments

- Your homeowner assessments are due on the first of each month.
- Assessments are $90 per month for 2021 year.
- Assessments consist of 2 fees: 1 for the VHCN HOA and the other for the HCN Master HOA.
- VHCN HOA pays the HCN Master HOA each month on behalf of owners for the maintenance and repair of all common areas.
- A coupon book will be mailed to you within the next few weeks to use if mailing payments.

- Please pay your assessments to the VHCN Association using any of the options detailed on attached "Assessment Payment Options" sheet.

Governing Documents

- The Declaration of Covenants, Code of Regulations (Bylaws), and the VHCN handbook are governing documents which guide the maintenance and administration of the VHCN HOA. These documents were given to you at closing and are on the CPS Owner Portal and VillageHCN.com website.
- The Declarations of Covenants and Bylaws were established by the builders to maintain safe, clean, beautiful, and high quality community standards.
- The VHCN Handbook is a quick information guide for owners about the neighborhood history and setup, local information, and a summary of the Declarations (rules and regulations).
- Owners need written approval from the Design Review Committee by submitting an Architectural Review Form to construct, modify, add or alter improvements to the outside of their house or Lot.
- Architectural Review Form is on the CPS Owner Portal and VillageHCN.com website.
- To keep the community looking its best, CPS regularly monitors the community. Please become familiar with the Association rules to prevent receiving a notification of compliance.
- Contact CPS if you receive a compliance letter so we can work together toward a resolution.
- Each year at VHCN Association's Annual Meeting, there is an election of volunteer members to create the Board of Directors. You will be mailed an invitation with exact details. Information will also be on the CPS Owner Portal and VillageHCN.com website.

HCN Master Association Responsibilities

- Maintenance of common area green space, clubhouse, pool, fitness room, private roads, alleys, ponds.
- Keycard information will be in HCN Master Association Welcome Letter.

Landscaping and Snow Removal

- Owners are responsible for snow removal on sidewalks, driveway, and porch.
- Owners are responsible for landscaping beds and must be maintained throughout the season.
- VHCN HOA is responsible for mowing all accessible grass areas on your lot that is not obstructed by landscaping.

Leasing/ Renting

- If you plan to Lease/Rent your Lot, owners must provide a copy of the Lease Agreement and the tenants contact information(name, phone number, and email address) to CPS. This information is used for disseminating information to the tenants regarding community information, social events, compliance purposes, and etc.

Parking

- Parking of vehicles is only permitted in garages, driveway and designated parking spaces.
- "No parking" signs need to be followed. Parking in the alleys at any time is prohibited.

Pets

- Pets must be kept on a hand-held leash not exceeding 6 feet in length and attached to and under the complete physical control of the owner at all times when outside the dwelling.
- Pet waste must be disposed at the Owner's dwelling.

Trash, Recycling, and Yard Waste

- All containers for trash are to be stored in the garage, except when placed outside for collection.
- Trash containers must be returned back to the garage within eight hours following pickup.
- Trash and Recycling containers are placed at the end of your driveway. Yard waste is place in front of your house along the street curb.

For further explanation and information, please refer to the VHCN HOA Handbook, Declaration, and Bylaws on the CPS Owner Portal and VillageHCN.com website.

Sincerely,

VHCN Board of Directors & CPS Property Management