

*welcome*

*welcome*



*welcome*

# WELCOME TO MACE RIVER RANCH

Professionally managed by  
Park Pointe Management Services

[www.parkpointems.com](http://www.parkpointems.com)

# Welcome home!

We are proud of our community and hope you are too. We have created this handbook to help facilitate an understanding of some of the most common rules and regulations within the community. This handbook contains important information about your community, including the organization & management of a non-profit homeowner's association, key protective covenants, conditions, restrictions (CC&Rs), and other items of interest that protect your investment as a homeowner and as a member of the Mace River Ranch Homeowner's Association.

Our common interest in Mace River Ranch is very simple: To preserve and enhance the value and appeal of our community for everyone that lives here.

We welcome your involvement with the association and appreciate your time in reviewing and adhering to the rules, regulations, and guidelines within this handbook. If you have any questions or concerns, please contact Park Pointe Management Services.

Sincerely,

*Mace River Ranch  
Homeowner's Association*

YAY!

|

HELLO



# I N D E X



3

## About Park Pointe Management Services

This page will give you information on Park Pointe Management Services. This is the main point of contact for all questions or concerns regarding your community. Their contact information can be found on this page.

4

6

## Brief Overview of the CC&Rs

This section of the handbook will give you a brief overview of the covenants, conditions, and restrictions (CC&Rs) in your community. Please note that these are condensed. Please visit the portal for the full document.

7

## CC&R Standard Violation Enforcement Procedure

This page will give you information about the CC&R violation enforcement based on your community. There are monthly inspections done by Park Pointe Management Services.

8

10

## Informational Pages

Park Pointe Management Contact information - Page 8  
Architectural Request Form - Page 9  
Map of subdivision - Page 10



# WELCOME TO PARK POINTE!

3



Welcome to Park Pointe Management Services.  
We look forward to working with you!

Park Pointe Management Services is a professional management company that assists in managing the day-to-day operations on behalf of the association and the Board of Directors. Your Association Manager works as a liaison, under the direction of the Board, to carry out decisions that are made subject to the provisions set forth in the CC&Rs to preserve, enhance, and maintain common areas and property values.

PPMS will be the main point of contact for homeowners to reach out to with any questions or concerns and can assist in answering general questions regarding your community.

All homeowners have access to a self-service online portal to view their account, make payments, view documents and more!

We look forward to working together to further the success of your community and provide you with the specialized services you deserve. Please let us know if you have any questions or concerns.

**WARMEST REGARDS,**  
*Park Pointe Management Team*



## Overview of the Covenants, Conditions and Restrictions ("CC&Rs")

All properties and common areas within Crowfoot HOA are governed by the Covenants, Conditions, and Restrictions (CC&Rs). This legal document should have been provided to you during the purchase of your home. If you do not have a copy of the CC&Rs for your community, please visit our website at [www.parkpointems.com](http://www.parkpointems.com) to download a copy. All homeowners within the association have acknowledged and, by acceptance of the deed to your home, have agreed to abide by the provisions contained within the CC&Rs.

We've listed a few key items from the CC&Rs for your convenience:

**HOA Assessments** Each year the Board of Directors has a fiduciary responsibility to review the association's budget to determine the amount of the regular assessment for the purpose of promoting the recreation, health, safety and welfare of the residents in the community and for the operation, maintenance repair, and improvement of the common areas and facilities located thereon and for any reasonable expenses incurred by the operation of the affairs of the association and for expenses incurred in connection with any of its obligations (i.e. landscaping, sprinkler repairs, fence repairs, electricity, insurance, management, taxes, etc.) contained in the Declaration or Bylaws.

**Billing Statements** are generally sent to homeowners at least fifteen (15) days prior to the assessment due date. If there is any reason you are unable to pay your assessment in full, please contact the management company to inquire about setting up a payment plan. Homeowners who fail to pay their assessments may be subject to late fees, interest and/or collection/legal fees.

**Animals/Pets** No animals, livestock or poultry of any kind shall be raised, bred, or kept on any part of said Property, except that two dogs and one cat, or two cats and one dog, or other household pets may be kept within a dwelling or within a fenced area as may approved by the Architectural Control Committee. Any animals outside a Dwelling or fenced area must be on leashes, and the Owner or custodian of the animal shall be responsible for the immediate cleanup of the animal's droppings. The term "fenced area" as used in this paragraph shall be interpreted to include any electronic pet containment system; provided, however, that the boundary of any such system shall be approved by the Architectural Control Committee. The Association shall have the right to remove pets from a Lot in the event of uncontrolled barking repeated violations of fencing requirements, leash or clean up rules. No cultivation of insects of any kind shall be undertaken or kept on any part of said Property. This prohibition shall constitute a prohibition on beekeeping on any Property, which includes the maintenance of hives or boxes on any Property and the personal or commercial production on honey.

**Vehicles and Equipment** Any automobile or other vehicle used by any Owner shall be parked in the driveway or garage which is a part of his Dwelling. Every Dwelling shall have a minimum of a garage that is sufficient to permit interior parking for two automobiles. Carports shall be prohibited. Driveways shall be utilized solely for temporary parking of vehicles. No other use of a garage which would limit the use of a garage for the parking and storage of the number of vehicles for which the garage is designed shall be permitted. Parking of vehicles on the driveway or on either a public street or a private street is intended to be temporary only. Long term parking or storage of vehicles as well as the parking and storage of boats, trailers, motorcycles, trucks, truck campers, motorhomes, recreational vehicles, and like equipment, or junk cars or other unsightly vehicles, shall not be allowed on any driveway, public street, private street, or Common Area adjacent thereto, and shall be stored entirely within an enclosed garage or approved structure. All other parking of equipment shall be prohibited, except as approved in writing by the Association. Any vehicle awaiting repair or being repaired shall be removed from the Subdivision within 48 hours. There shall be no repair of vehicles in the driveways or streets of the Subdivision.

**Nuisances** No noxious or offensive or unsightly conditions shall be permitted upon any part of said Property, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.

**Flags/Signs** No commercial billboard or advertising shall be displayed to the public view on or from any Lot. Owners may advertise a Dwelling and Lot for rent or for sale by displaying a single, neat, sign that does not exceed three square feet in area. Directional signs may be used to give directions to traffic or pedestrians or give special instructions. Any directional or identification sign within the Subdivision shall be permitted, provided the same is approved by the Architectural Control Committee prior to installation. Lighted, moving or flashing signs for any purposes are prohibited. There shall be no yard sales within the Subdivision or any other type of sale of personal property from any Dwelling or Lot. There shall be no drying of clothes on permanently installed clothes lines.

**Wildlife** The Subdivision has been developed in and adjacent to the north channel of the Boise River in areas with ecological features that provide habitat conducive to wildlife. Certain types of landscaping and improvements may be attractive to such wildlife. Neither the Declarant, nor the Association, nor the Architectural Control Committee shall have any responsibility for the impact of wildlife on any Lot, the Improvements, or its landscaping. No hunting, trapping, or other capturing of wildlife shall be permitted on the Property excepting, however, fishing that is permitted subject to the regulation of the State of Idaho, the City of Eagle and the Association.

**Architectural Review Committee** In order to protect the quality and value of the homes built on the Property, to assure an attractive, compatible and aesthetically pleasing community, and for the continued protection of the Owners thereof, an Architectural Control Committee is hereby established consisting of three members to be appointed by the Declarant until the Change of Control Date as set forth in Section 20.7. Thereafter, the members of the Architectural Control Committee are to be appointed annually by the Board of the Master Association at each annual meeting of the Board.

Please visit the portal at [portal.parkpointems.com](http://portal.parkpointems.com) to get a complete copy of all the Governing Documents in their entirety.

# NEIGHBORHOOD SAFETY

Below is a list of friendly reminders to help keep everyone safe in the community:

- **Lights** - Keep your exterior garage door lights and front porch lights on and in working order. These lights shall be wired to a photocell, and shall be activated, and remain lit during periods of darkness and/or low light conditions. Light is the best deterrent of opportunistic crime.
- **Garage Doors** - Please keep your garage doors closed when not occupied or in use.
- **Vehicles** – Remember to lock your doors and roll up any windows.
- **Sight Distance at Intersections** – No fence, wall hedge, shrub planting, etc. which obstructs sight lines at elevations between 3 feet and 8 feet above the roadways shall be placed or permitted to remain on any corner Lots.
- **Please, NO SPEEDING**

**Sidewalks** It is against City Code to impede any sidewalk or pedestrian right-of-way. Please keep sidewalks free from garage and refuse containers, landscape, sports equipment, vehicles, recreational vehicles, trailers and anything of the like.

**CC&Rs** If you need to obtain a copy of the CC&Rs or if you have any questions regarding the above-mentioned rules and regulations, please visit our website at <http://www.parkpointems.com> to login to the online portal.



# CC&R STANDARD VIOLATION ENFORCEMENT PROCEDURE

The Association Manager, under the direction of the Board of Directors, performs a drive through throughout the community once per month to view and determine the condition of any Lot, parking issues, neighbor complaints and common areas. If there is a property in violation of the CC&Rs, the Board will be notified accordingly. The Board utilizes the following violation enforcement procedure below for most C&R infractions:

The Association Manager performs inspections once per month and documents violation issues accordingly and will notify the Board of the results after each inspection and will send out violations according to the process below when necessary.

- If a violation is observed for the very first time, the Community Manager will make an internal note on the homeowner's account. (1-30 days)
- During the next monthly inspection, the Community Manager will check the status and if the violation issue has not been addressed, then the owner will receive a 1st Violation letter. (30-60 days)
- If the violation issue has not been corrected by the next monthly inspection, then the owner will receive a 2nd Violation letter. (60-90 days)
- If the violation issue has still not been corrected by the next monthly inspection, then the owner will receive a "final" notice inviting them to attend a hearing before the board of directors. The Notice of Hearing will be sent via certified mail, return receipt and will take place within 30 days. At the hearing, an owner will have an opportunity to be heard and the board will determine what, if any, enforcement action will be taken against the owner, including, but not limited to reasonable attorney's fees, etc. if the issue has not or is not resolved immediately or within a specific time frame. (90-120 days)

Please be advised that Privacy laws *restrict Park Pointe Management and the Board from disclosing any public communication about the specifics of any CC&R violation.*

If it is voted that limited assessments, in the form of reasonable attorney's fees will be used for enforcement, two letters will be written to the violator from the attorney's office and such owner shall pay for the cost thereof. *Under state law, neither Park Pointe Management nor the Board can be empowered to levy fines against a homeowner for any reason. The only financial remedy available to the HOA is to file a lien against the property and pursue legal action to seek injunction relief.* The board will vote to determine if litigation to bring the property into compliance is necessary.

*Complaints from neighbors may be reported at any time through the online portal by visiting [portal.parkpointems.com](http://portal.parkpointems.com) Please ensure to provide the property address and a photo of the violation or issue for documentation purposes. All neighbor complaints will be kept confidential, unless subpoenaed by a court order.*



# CONTACT US

8



Park Pointe Management Services is the main point of contact for homeowners to reach out to with any questions or concerns regarding billing and payments, violation issues, architectural requests, common area maintenance requests, neighbor complaints, etc. and can assist in answering general questions regarding your Homeowners Association.



1500 W Bannock St.  
Boise, ID 83702

208.323.4022

[service@parkpointe.com](mailto:service@parkpointe.com)

[parkpointems.com](http://parkpointems.com)

online portal: [www.portal.parkpointems.com](http://www.portal.parkpointems.com)



**Mace River Ranch Owner's Association**  
**Architectural Control Committee (ACC) Request Form**

***Please review your CC&Rs and Architectural Guidelines before starting any projects.***

The ACC Committee does its best to respond to requests within 1-2 weeks. Some requests may take up to 30 days, please plan accordingly. Please provide the information below regarding your proposed improvement(s). If you have any questions or concerns or need assistance, please contact management.

Owner First/Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date application completed: \_\_\_\_\_

**Description of Project Planned: (use additional sheets of paper if necessary)**

---

---

---

Name of Contractor (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**The Following Information is required for Processing:**

- ✓ Detailed drawing attached: Dimensions including heights, footprint of existing structures, set back of new structures and property lines, and other details.
- ✓ Information on types of materials to be used.
- ✓ Paint color chips if painting.
- ✓ Neighbor awareness acknowledgement. See below.

**If the Supporting Documentation and Contractor information (if applicable) is not provided, the ACC Committee may return the Request Form to the homeowner and require re-submittal.**

I am aware of this proposed project and agree that it will have no impact on neighboring property.

Signed: \_\_\_\_\_ Address \_\_\_\_\_

I am aware of this proposed project and agree that it will have no impact on neighboring property.

Signed: \_\_\_\_\_ Address \_\_\_\_\_

**Review by ACC: Action decided: (please indicate CC&R sections when necessary)**

\_\_\_\_\_ Approved, with the following condition(s): \_\_\_\_\_ Not Approved, for the following reason(s): \_\_\_\_\_

Board/Developer Review Signature: \_\_\_\_\_

**OFFICE USE ONLY:**

_____ Received in office by: _____	mail	email	fax	drop-off
_____ Sent to ACC member: _____	mail	email	fax	drop-off
_____ Response to owner by: _____	mail	email	fax	drop-off

**Return completed form to: Mace River Ranch HOA – 1500 W Bannock St., Boise, ID 83702  
or email [service@parkpointe.com](mailto:service@parkpointe.com)**

1500 W. Bannock Boise, Idaho 83702 | 208-323-4022  
[www.ParkPointeMS.com](http://www.ParkPointeMS.com)



We love what we do. And, we're motivated by the challenge to always be the best.



Mace River Ranch Pond Map (10/16/2022)

