

Homeowners Association Handbook

Woodland Shores Homeowners Association, Inc.
Lees Summit, Missouri

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Important Numbers

The purpose of this information contained in this handbook is to inform, education, and highlight. For in-depth information, please refer to the complete restrictive covenants as filed with Jackson County.

Board of Directors

The Board is responsible for the operation and upkeep of the Woodland Shores development, the management of funds and the enforcement of restrictive covenants. The Board operates the community through the following officers and committees.*

President

Vice President

Secretary

Treasurer

Member At-Large

Committees

Communications: Publishes a newsletter, updates handbook, and works to promote Woodland Shores in the community at large.

Maintenance and Landscaping: Responsible for the development, improvement and maintenance of the landscape of the community property within Woodland Shores.

Marina: Responsible for accepting reservations, collecting fees and the general maintenance of the dock and boat.

Pool: Responsible for the operation, rules, maintenance, and improvement of the pool and the surrounding grounds.

Social: Responsible for planning of special events within Woodland Shores and communicating such events to the neighborhood.

Woodland Shores Homeowners Association Website:

www.woodlandshores.net The website has officer/committee information as well as contact numbers. The covenants are also posted on the site.

** Committee definitions may be modified based on the interest and expertise of the elected board.*

Board of Director's Meetings

Monthly Board of Director's meetings are held at rotating board member's homes on the first or second Sunday of each month. These meetings are open to any member of the association. Members wishing to formally address the Board on a particular issue, should submit a brief synopsis of the issue to the Board Secretary of Woodland Shores * 2405 NE Lake Breeze Point * Lees Summit, MO 64086, and will be contacted with the date/time/location of the next board meeting.

Annual Homeowners Association Meeting

The Board is required to hold an annual Association meeting. This meeting is an open forum to allow property owners to share ideas and information with the Board as well as vote on the new Board and issues presented by the Board. A meeting notice, detailing place and time, is sent to all members prior to the meeting.

Election of Board of Directors

The Woodland Shores Homeowners Association elects a Board of Directors consisting of five property owners. The election is held at the annual meeting. Term of office becomes effective upon written acceptance or by participating at a meeting of the Board of Directors. Anyone who owns property and is in good standing is welcome to run for a Board position. All homeowners are encouraged to participate. If you would like to get involved and have any questions about the activities of the Board, please feel free to call any of the current Board members - they would be happy to speak with you.

Homeowners Association Dues

The Homeowners Association annual assessment for existing residents is due and payable on January 1 of each year. If you have multiple lots, there is a separate invoice for each lot. Additional late fee of 5% will be charged if paid between February 2nd through March 1st. After March 1st a 10% late fee applies. New residents of newly constructed homes pay a prorated amount based on the number of full months of occupancy. Dues will be settled at the closing for new residents of previously occupied homes. In order to maintain all of the amenities in a manner that will maintain property values for every homeowner, it is absolutely necessary for all homeowners to pay 100% of their dues every year. Checks payable to Woodland Shores HOA should be mailed to 2405 NE Lake Breeze Point, Lees Summit, MO 64086. Payment may also be made online via Paypal with an additional service charge at:

www.woodlandshores.net/members-only/check-pay-dues/

Member in Good Standing

A member is in good standing if all dues, fees and interest have been paid in full and they have no outstanding covenant violations. A member who is NOT in good standing may not use ANY of the amenities to include the pool, the marina/boat, or trash service, nor may any family member use said amenities.

Selling your Property or Moving

Please notify the Homeowners Association when your property is sold. We need this information to keep our records current, and we'd also like to send the new owners an information package telling them about the community. If you move but still own your Woodland Shores property, please notify the Homeowners Association of your new address. We would like to keep sending you information updates. Please call the Treasurer or drop a note to the Homeowners Association * 2405 NE Lake Breeze Pt. * Lees Summit, MO 64086. This will avoid a lot of confusion and misunderstanding.

You Can Make a Difference in your Community

If you have a particular interest in the community, please call the chairperson of that area and let them know you are interested in being involved. Any amount of time is appreciated.

Amenities

Pool

The pool and pool area are for the use and enjoyment of Woodland Shores residents. Guests must be accompanied by a resident. The Woodland Shores Pool belongs to the WS Community. It is YOUR pool as well as any other Member in good standing. If a situation arises at the pool (i.e., excessive horseplay, abusive behavior, etc.), please speak up and respond to the situation. We will not tolerate inappropriate behavior at the pool. Repeat offenders will be handled appropriately as stated in the pool rules.

Key Fobs

Each Homeowner/Resident in good standing will be issued two Key Fobs. Key fobs are numbered and will identify you by name. Key Fobs will be tracked at the point of use; this means that every time your Key Fob is used, the transaction will be recorded. Info will be collected into a printable report.

*This info is for Woodland Shores Pool Co/HOA use only and will not be shared or published.

- Key Fobs will be issued and remain active contingent upon HOA dues being up to date yearly.
- Key Fobs lost will be replaced at a cost of \$20.00 for the 1st loss; \$50.00 dollars for the 2nd loss, a third loss will be discussed by the Pool Committee/HOA and could result in suspension of pool privileges.
- Lost Key Fobs need to be reported to the Pool Committee/HOA immediately so we can turn them off.
- Unsafe conduct, acts of vandalism, misuse of Key Fobs will result in Suspension of Pool use.

Dates and Hours

The pool will be open Memorial Day Weekend to Labor Day Weekend

5:00 am to 7:00 am - Lap Swim

7:00 am to 10:00 am - CLOSED for Pool Cleaning/Maintenance

10:00 am to 9:00 pm - OPEN Swim

9:00 pm to 11:00 pm - Adult Swim*

*Adult homeowners may bring children to the pool from 9 - 11:00PM as long as the adult is present. ** Due to Lees Summit City Noise Ordinance, no music, loud noise, or slide use after 10:00 PM.

General Rules:

- YOU are responsible for the safety of your own children.
- Residents under the age of 13 MUST be accompanied/supervised by a person 16 years or older. The Pool Committee recommends Life Guard and/or CPR Certification for such supervision.
- Each resident is allowed up to 2 guests.
- No bikes, skateboards or scooters inside pool area; please park outside the gates.
- Stay off the Rocks.
- No pets in the pool area.
- The use of profanity is prohibited.
- Bottles and glasses are prohibited in the pool area.
- NO SMOKING in the pool area.
- If you can hear thunder or see lightning, get out of the pool.
- Please clean up after yourself (throw away trash/food remnants, straighten chairs, etc.).

Hot Tub Rules:

- No more than 6 persons at a time in the hot tub.
- Children must be supervised while in hot tub.

Pool Rules:

- Life-saving devices are highly encouraged for children under 5 and non-experienced swimmers.
- NO DIVING in any area of the pool.
- Due to lake water contaminants (such as algae, etc.), any swimsuits, toys or floatation devices that have been in the lake are prohibited from the pool and pool area. After lake use, swimmers MUST shower at home and change swimsuits before returning to the pool.

Slide Rules:

- One person at a time (exception: Adults may slide with small children).
- Feet First.
- Do not climb up/on the slide.
- No rafts, tubes or toys on the slide.
- Do not throw anything on or off the slide.

Health Rules:

- No food in the pool.
- Proper swimwear required.
- Swim appropriate diapers must be used on infants/toddlers.

REPEAT violations of the rules may result in temporary or permanent exclusion from the pool.

** Rules are subject to change at any time**

Pool Party:

- Residents may sign up to have a pool party at www.woodlandshores.net.
- There will be a charge for reserving the pool, payable via Paypal on the website.
- Parties may last 2 hours. However, the pool will remain open to all residents.
- Maximum number of guests is 40.
- The homeowner having the party must be present to supervise the event.
- Long tables and chairs are available for your party if needed.
- Signage will be placed in the area reserved for the party.
- Pool area must be cleaned up by the party host. Tables must be wiped off; all trash must be placed in the blue trash containers.
- Pool rules must be followed at all times. Guests' compliance with pool rules is responsibility of host.
- In the event of an accident call 911, the pool address is 2405 Woodland Shores Point.

WOODLAND SHORES HOA

ARCHITECTURAL REVIEW REQUEST

Date Submitted: _____ Date Received: _____

The Architectural Review Committee has 35 days to review your request and advise you of their decision. Please plan your project start date accordingly. If you should start without approval, legal action may be taken by the HOA without notice.

To insure a quick and complete response to your request;

- Fully complete all requested information on this request.
- Attach additional exhibits/information such as lot survey, plan view or elevation drawings, complete description of materials such as a photograph of proposed item.

NOTE: You, the homeowner, are responsible for securing any necessary building permits or approvals from Jackson County and/or the City of Lee's Summit. Any improvements made within an utility easement on your property are subject to relocation or removal, should any future utility maintenance work be required by Jackson County, City of Lee's Summit, or other utility company. The cost of restoration, should this relocation or removal be necessary, is at the homeowner's expense. Restorations must be submitted to the ARC for approval.

Request submitted by: _____

Street Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

PLEASE check the following applicable to your project:

Modifications to: ___ Home ___ Fence ___ Patio ___ Other

Property Additions: ___ Home ___ Fence ___ Deck ___ Other

PROJECT DESCRIPTION: (Include size, materials being used, colors) _____

Attachments: Any illustrations must include dimensions of modification/addition, including heights (if applicable). Survey should also note distance from modification/addition to house and side and rear lot set back lines.

Survey Required _____ Elevation Drawing Required _____

Illustrations Required _____ Color Samples Required _____

Estimated Start Date: _____

Estimated Completion Date: _____

Homeowner Signature: _____ Date signed _____

By submitting this request, I agree to perform the work described strictly in accordance with the approved plans and specifications.

PLEASE MAIL TO:
Woodland Shores HOA
c/o Architectural Committee
2405 NE Lake Breeze Pt.
Lee's Summit, MO 64086

FOR ARC USE

Date Received: _____ Complete Information Received: ___ Yes ___
No

<p>If No, Additional Information Required :</p> <p>_____</p> <p>_____</p> <p>Date Notified Homeowner Need Additional Information: _____</p> <p>Date Received Complete Information: _____</p>
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Date: _____

Approved: _____ Approved with Revisions _____ Not Approved _____

Revisions required:

Reasons for Denial:

ARC Representative: _____

Notification to Homeowner forwarded on: _____
by _____

Important Numbers

Woodland Shores Sales Office	816-246-0064
Water Public Water Supply #13	816-578-2249
Sewer Lees Summit Water Department	816-969-1900
Missouri Gas Energy	816-756-5252
Electricity KCP&L	888-471-5275
Trash Town & Country Disposal	816-380-5595
Phone/Internet/Cable	
AT & T	800-288-2020
Comcast	816-795-1100
(There are many other choices out there, but these are most common)	
Post Office (key pick up) 210 SW Market Street	816-524-1273
City Hall 220 SE Green Street	816-969-1000
License Bureau 196A SW Oldham Parkway	816-524-8003
Chamber of Commerce	816-524-2424
Legacy Park Community Center	816-969-1550