



# PARAMOUNT

Revised July 8, 2011

The following *Homeowner's Handbook* has been prepared to help you understand and appreciate our distinctive neighborhood. It contains important information including the organization and management of our Owners Association, key protective covenants, and other items of interest and importance to you as a homeowner and member of Paramount Owners Association.

We welcome your involvement in the Owners Association and appreciate your taking time to read and follow the covenants and guidelines in this handbook. Your comments and questions are always welcome. Contact numbers and addresses are listed at the end of the handbook.

Our mutual interest in Paramount is very simple: to preserve and enhance the value and appeal of our neighborhood.

We are proud of our community and look forward to getting to know you. On behalf of all of the members of Paramount, welcome to the neighborhood!

Sincerely,

*The Board of Directors*  
Paramount Owners Association

[www.paramount-idaho.com](http://www.paramount-idaho.com)

## **The Owners Association**

All property owners within Paramount are members of the Owners Association. The Board of Directors is the decision making body for the association and oversees the affairs of the association. We all play an important role in the Paramount community, many through work on one or more of our committees. These include the Architectural Review Committee, Landscape Committee, Hospitality Committee, Neighborhood Watch Committee and other committees that may be established from time to time. All members of the board and the committees serve as unpaid volunteers.

### **Architectural Review Committee**

The Architectural Review Committee exists to help ensure consistent application of design criteria and requirements included in the CC&Rs and architectural guidelines. All proposed exterior changes to homes and landscaping must be reviewed and approved by the committee. Some examples include changes in house colors, installation of a new roof, addition of more living space or garage space, placement of a storage shed, a dog house or dog run, new fencing or significant change to the landscaping in your yard.

### **Landscape Committee**

The Landscape Committee oversees the common area landscaping which includes plants around the entrance signs, perimeter berms, ponds, and interior parkways. The committee works with the Architectural Review Committee to help review proposed landscaping changes. The committee also serves as liaison with our landscape maintenance contractor to assure that the care of our common areas is done properly.

### **Hospitality Committee**

This committee warmly welcomes newcomers to our neighborhood, and is available to assist with neighborhood events.

### **Neighborhood Watch Committee**

This is our neighborhood crime prevention committee, organized into a team of Block Captains who watch over small sections of the neighborhood. This committee also acts as a telephone tree network to quickly contact all Owners in the event of a neighborhood emergency.

### **Advisory Committee**

This Advisory Committee was formed to provide a forum for any Member to be heard, to ask questions, offer suggestions and/or present facts and information regarding concerns of deviations and violations of the Association Documents; provide an opinion and make recommendations regarding such to the Member; and to relay appropriate Member concerns, questions, input and to provide an opinion and make recommendations regarding deviations and violations of the Association Documents to the Board.

## Covenants, Conditions and Restrictions

All properties and common areas within Paramount are covered by the Declaration of Covenants, Conditions, and Restrictions (CC&Rs). This legal document is provided to each homeowner during financial closing, and each homeowner is expected to abide by its conditions. If you do not have a copy of the CC&Rs, please contact your title insurance company for a free copy or you may obtain a copy from the website at [www.paramount-idaho.com/residents/downloads](http://www.paramount-idaho.com/residents/downloads).

### Owners Assessments

Under authority in the CC&Rs, the Owners association levies and collects assessment from each homeowner. The annual assessments cover costs such as maintenance of common areas, signs, utilities, security, neighborhood communications and other operation expenses. Financial statements, which reflect the use of the assessments, are prepared regularly and are available to all Owners. The assessments are subject to change depending on the decisions of the board of directors and the needs of the association.

### Community Centers

**General Policy** - The Community Center in Paramount is intended for use by the members and guests of our community. Please join in keeping these major neighborhood amenities clean and safe for all by following these rules and guidelines. **The Board may immediately terminate an Owners rights to use the Community Center in the Board's discretion upon an infraction of these rules and guidelines.**

**No Liability** – Each person who uses the community centers and pools assumes personal responsibility for any injury or accident that may occur there. The owners association is not liable or responsible for any such injury. Users assume all risk in utilizing the community centers and the equipment and facilities located in them. **There are no lifeguards on duty at the pools.**

**Open and Close** – Pools are open from Memorial Day to Labor Day each summer. Pool hours are 8:00 a.m. to 10:00 p.m. *These times are subject to change.* The pool, deck and patio areas must be vacated by 10:00 p.m. each day during the season. The period from 8:00 p.m. to 10:00 p.m. is considered “quiet time” when all community center users should keep noise and other sounds to a minimum. Fitness equipment and facilities and the dressing rooms are available year round from 5:00 a.m. to 10:00 p.m. daily and must be vacated by 10:00 p.m. each day. The community center is available for private parties and other events year round by reservation only.

**Community Center Parking** – Over night parking is not allowed in the community center lot.

**Community Center Access** – *One* electronic key card is issued to each household. Do not lend your key card to another person. Lost key cards can be replaced for \$25 each.

**Age Definitions** – Unaccompanied members must be 16 years old or older to use the community center, fitness center and swimming pools. *Members younger than 16 must be accompanied by a member that is 18 years of age.*

**Guests** – Guests are always welcome if accompanied by a member. A member at least 18 years of age must be present at all times when a guest is present.

**Shower Requirement** – Everyone who uses the pools is required to shower before entering the water.

**Damage** – Report any damage to the community centers, pool, pool equipment and other facilities immediately. Members are responsible to pay for repairs or damage caused by their use or their guests' use of the community centers, fitness center or swimming pools and pool decks. Contamination to the pools or pool decks are considered damage and any costs for clean-up will be the responsibility of the homeowner known to have caused the situation.

**No Roughhousing** – Roughhousing of any kind is prohibited in or near the community centers. Roughhousing includes running, jumping, diving and similar activities.

**Inappropriate Behavior** – Please respect others by keeping conversations and communications low. Avoid yelling or other loudness and remind guests of this requirement. The association has a "Zero Tolerance" policy for any foul or abusive language or behavior.

Inappropriate Behavior examples are but not limited to:

- Loudness
- Foul or Abusive Language and Behavior
- Illegal Activities
- Damage to Association Owned Property
- Inappropriate Behavior as defined by the Board

**Floating Devices** – Small, soft and inflated flotation devices are permitted. Large devices including inner tubes, kayaks, hard plastic or wood boards and floating lounge chairs are prohibited. Any floating devices left at the community center will be discarded immediately.

***Prohibited Activities – in and around the community center and pool areas***

- Bicycles
- Skateboards
- Skates
- Scooters and similar items

Glass containers of any kind are prohibited. Beverages must be in plastic containers. Radios, compact disc players and other audio devices must be on low volume at all times. Food is **not** allowed in the pool areas. Tobacco consumption of any kind is prohibited in or around the community center. *Animals or pets of any kind are prohibited from the community centers and pool areas.* Infants and toddlers must wear properly fitting swimming pants and swimsuits when using the pools. If using the swim diapers,

please place a plastic pant over the top of them to prevent any leaking of feces in the pool. Diapers are not allowed in the pools.

**Pool Equipment** – Professional technicians maintain the pools. If you wish to make changes in the pool temperature or spot problems with any of the pool equipment, please contact the Homeowners Association immediately.

**Reserving the Community Center** – Paramount residents may reserve the community center on the weekends (Friday through Sunday) a maximum of four (4) times per year and during the weekdays (Monday through Thursday) with unlimited use, for **non-profit social gatherings**, in accordance with the attached reservation form. Usage per year is subject to change. The maximum lead-time for reservations is six (6) months and there are two (2) time slots to choose from (morning or evening) per resident event. Effective January 1, 2010, the community center cannot be reserved for one resident's event for the entire day as this takes away the use of the facilities from other residents. The community center can be reserved up until 10:00 p.m. All guests must vacate the center by this time and all cleaning must be completed in order to meet the 10:00 p.m. deadline. Please note that community-wide events (such as the Holiday Boutique and Children's Christmas Party) take precedence over any reservations and are excluded from the time limit restrictions. Please contact Roberta Harman at (208) 287-0514 with any questions regarding reservations or for assistance in scheduling your reservation. The community center reservation calendar is available to view at [www.paramount-idaho.com/residents/reservations.aspx](http://www.paramount-idaho.com/residents/reservations.aspx) to check availability. Reservations are on a first come first served basis. The reservation will not be added to the calendar until the reservation form and required fee and deposit checks are received in the office.

## **Parking and Storage**

Vehicles used for everyday transportation should be parked in the garage or driveway. For safety and visibility of drivers, avoid parking in the street. Visitors should avoid parking in the street if possible.

Boats, campers, travel trailers, motor homes, snowmobiles, motorcycles, watercraft, tent trailers, and other recreational vehicles should be parked in the garage or out of sight behind your fence or at an off-site storage facility. It is permissible to park your RV in your driveway for up to consecutive 72 hours for cleaning, loading and unloading.

While in use for hauling items such as furniture, recreational vehicles, landscape or construction materials, it is permissible to have a utility trailer parked in your driveway. However, such trailers should be parked out of sight as soon as possible after use.

The primary use for garages should be to park vehicles and the secondary use should be for storage. Garage doors should remain closed when not in use. Back yard storage sheds may be allowed if they are adequately set back from property lines and match your house in terms of siding and roofing materials and colors and if they are approved in advance by the Architectural Review Committee.

## Renters

If it becomes necessary to rent your home, please make sure your tenants have a copy of this handbook and the CC&Rs. Notify the board of directors of the names and phone numbers of your tenants so they can be properly welcomed to the neighborhood and receive newsletters and notices. Many times, landscape maintenance suffers at rented homes. Be sure to make arrangements for landscape maintenance in keeping with neighborhood standards. If you need assistance, contact the board of directors for the names of landscape maintenance contractors who can help. To stay in touch with your Owners association, please notify the board of directors of your new address and phone number.

### Landscape Maintenance

The level and quality of landscape maintenance in our neighborhood is an important component of neighborhood appeal. Accordingly, all Owners are expected to maintain their landscaping in a way that meets or exceeds the following standards:

- *Landscape Materials* – All yards including front, back and side yards should be landscaped with sod, perennials, shrubs and trees.
- *Ground Covers* – Bedding areas should be covered with degradable ground covers such as “soil aid” or another form of mulch.
- *Trees* – It is wise to avoid Poplar varieties of trees because of the root problems they cause.
- *Fertilizer Applications* – At least two applications of fertilizer and weed control should be made each year. Three applications are preferred.
- *Weed Control* – Lawns and bedding areas should be essentially weed-free at all times.
- *Mowing and Trimming* – Lawn areas should be mowed at least once every ten days. Edging and trimming should be done along with mowing on the same schedule.

### Neighborhood Complaints

Neighborhood complaints will be handled and addressed on an individual basis by the community managers, appropriate committees, or by the board of directors for our association. Complaints should be made in writing to the board of directors for record keeping and documentation. Anonymous complaints are not considered a valid way to register a complaint or concern. Meridian City Ordinance and other laws cover some issues. Here are some of the most common complaints by homeowners:

- *Loudness and Music* – Please keep radios and music devices low if used outside. Loud or boisterous outside activities should be avoided at all times in keeping with noise ordinances and our covenants.

- *Pet Etiquette* – Pets should be on a leash and under control at all times when outside the confines of fenced areas of your yard. Cats should not be allowed to roam free at any time. The pet owner must remove pet litter immediately. Barking and pet nuisances should be reported promptly to the police, not to the Owners Association or to the board of directors.
- *Parking* – Vehicles should be parked in the garage or driveway. For safety and aesthetic reasons, avoid parking in the street. If you have guests, ask them to park in your driveway or on a straight street.

**Trash Receptacles** – Put your trash receptacles in the street at curbside on the morning of trash pick up. Do not place receptacles on the sidewalk. **Receptacles should be stored out of sight as soon as possible after trash pick up.** Trash removal day is **Thursday**. Please place your trash in closed containers at curbside or in paved alleyways on the morning of pick up **no later than 7:00 a.m.** Please remove trash containers by the end of the day and store them out of sight.

## Neighborhood Safety

The speed limit in all sections of our neighborhood is 20 mph. Violators should be reported promptly to the police noting the vehicle identification and license number.

Avoid parking on the street at any time to increase visibility for drivers and safety for children, joggers, cyclists and other pedestrians.

Do not park on sidewalks or parkway landscape strips at any time, even partially. Vehicles parked on sidewalks present a safety hazard for children and an inconvenience for walkers.

## Other Tips and Reminders

Permanent basketball goals should be permanently affixed adjacent to the driveway and never on sidewalks, streets, in cul-de-sacs, or facing onto these areas. *Portable basketball goals are not permitted.*

The association schedules one or more neighborhood-wide garage sales each year. Members are asked to avoid having individual garage or yard sales.

## Covenant Enforcement

All members of our neighborhood have acknowledged and, by acceptance of a deed to their homes, have agreed to abide by the CC&Rs. However, deviations do occur and should be handled according to the following five-step process:

**Background.** Covenant enforcement is an essential part of association management and an implied, if not directly stated, requirement of covenants. However, unlike city and county ordinances or state law, covenants do not provide any direct enforcement authority. Ultimately, covenants can be enforced by action at law, but lawsuits and other legal actions are expensive, time consuming, and the judicial process inherently unpredictable. The following four-step procedure is designed to move the covenant enforcement effort along swiftly while giving a homeowner ample time to respond and react. The essential objective of the process is to engage a homeowner. Ignoring the association when it initiates this procedure quickly becomes a financial and legal burden for an unresponsive homeowner. The costs associated with steps three and four are added to the homeowner's assessment account, creating the opportunity to file a claim of lien and take other collection actions against the homeowner. These costs are paid by the association to Brighton Property Management, and while not refundable, may be waived by the association as part of a negotiation. The fees in steps three and four are outside of the 10% management fee paid by homeowners.

**Step One.** An Infraction Notice is mailed to the homeowner in question. Brighton Property Management administrative office enters the Notice in the Covenant Enforcement Log and retains a copy of the Notice in the file of the property in question.

**Step Two.** If the infraction is not corrected and the homeowner has not contacted Brighton Property Management within ten (10) days, Brighton Property Management will make an attempt to contact the homeowner by phone or email. If no contact information is available or the homeowner remains unresponsive, a second infraction notice will be mailed to the homeowner with Property Management contact information.

**Step Three.** ***This step results in an assessment of \$125 to the homeowner's account and access cards are subject to deactivation until such time that the infraction is cured.***

**Step Four.** If the homeowner does not respond within ten (10) days to the Infraction Notice from Brighton Property Management administrative office, the matter is turned over to legal council and an assessment of \$225 is added to the homeowner's account. Legal council mails a certified letter with return receipt requested and also sends the letter by regular mail. If legal council receives no response within ten (10) days, legal council provides advice and a decision is made on how to proceed with the case.



# PARAMOUNT

For your convenience, a property management team is available to assist you. Please send all inquiries or correspondence to [rharman@brightoncorp.com](mailto:rharman@brightoncorp.com).

**Roberta Harman, Property Manager**  
**Brighton Corporation**  
(208) 287-0514  
Email: [rharman@brightoncorp.com](mailto:rharman@brightoncorp.com)



# PARAMOUNT

## Utilities

### **Cable One**

6123 Timbre Drive  
Caldwell, ID 83605  
(208) 455-5555

### **Idaho Power Company**

10790 W. Franklin Road  
P.O. Box 70  
Boise, ID 83701  
(208) 388-2323

### **Intermountain Gas**

555 S. Cole Road  
P.O. Box 7608  
Boise, ID 83707  
(208) 377-6805

### **Meridian Post Office**

1200 E. First  
Meridian, ID 83642  
(800) 275-8777

### **Meridian Sanitary Department**

(Trash, Sewer and Water hook-up)

33 East Idaho  
Meridian, ID 83642  
(208) 888-5242

Trash Day: **Thursday by 7:00 a.m.**

### **Qwest**

(800) 244-1111



## **School Information**

School information can change, please contact the school district for current information.

### **Meridian School District**

Christine Donnell, Superintendent of Schools  
Joint School District No. 2  
911 Meridian Road, Meridian, ID 83646  
(208) 888-7910  
[www.meridianschools.org](http://www.meridianschools.org)

### **Paramount Elementary**

Dean Brigham, Principal  
550 W. Producer Drive, Meridian, ID 83646  
(208) 350-4120

### **Heritage Middle School**

Susan McInerney, Principal  
4990 N. Meridian Road, Meridian, ID 83646  
(208) 350-4130

### **Rocky Mountain High School**

Mike Hirano, Principal  
5450 N. Linder Road, Meridian, ID 83646  
(208) 350-4340

### **Linder Elementary School**

1825 Chateau Drive, Meridian, ID 83642  
(208) 888-3715



# PARAMOUNT

## Other Helpful Numbers

### **Meridian Chamber of Commerce**

215 E. Franklin Road  
Meridian, ID 83642  
(208) 888-2817

### **Meridian City Hall**

33 E. Broadway Ave.  
Meridian, ID 83642  
(208) 888-4433

### **Idaho Motor Vehicles**

1769 N. Lakes Pl., Ste. 100  
Meridian, ID 83642  
(208) 577-4700

### **Meridian Police Department**

Emergency Calls Only 911  
Non-Emergency Calls (208) 888-6678

### **Meridian Fire Department**

540 E. Franklin Road  
Meridian, ID 83642  
Emergency Calls Only 911  
Non-Emergency Calls (208) 888-1234

### **St. Lukes Meridian Medical Center**

520 S. Eagle Road  
Meridian, ID 83642  
(208) 706-5000



# PARAMOUNT

## Paramount Owners Association, Inc. Community Center Rental and Use Agreement

This agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the Paramount Owners Association (Paramount) and \_\_\_\_\_ (*Member name*)

Whereas, Paramount is the owner of certain premises and facilities located as follows:

**5695 N. Fox Run Way, Meridian, Idaho 83646**

And whereas, Member is in good standing of Paramount and whereas, Member desires to have the temporary use of these premises on \_\_\_\_\_ (*day of week*) \_\_\_\_\_ (*date*) between the hours of 9:30 a.m. to 3:30 p.m.(morning block) \_\_\_\_\_ or between the hours of 4:00 p.m. to 10:00 p.m. \_\_\_\_\_ (*evening block*). ***Note: Please use a separate form for each day that is being reserved, there needs to also be separate checks for each event (i.e. one check for the deposit and one check for the use fee).***

Therefore, Paramount does hereby license and authorize Member to have temporary use of the portion of the premises described above, as crosshatched on Exhibit A, and subject to Member's compliance with the following conditions:

**Fee and Deposit:** A \$100.00 refundable cleaning and damage deposit and a \$20.00 non-refundable fee by separate check shall be paid to **Paramount Owners Association** by the Member and shall accompany this agreement. The \$20.00 non-refundable fee will be deposited into the miscellaneous building account and will be used for repairs due to normal wear and tear to the building.

- 1. The Member and all guests shall vacate the facility prior to 10:00 p.m. on the day of the rental period.**
- 2. The Maximum lead-time for reservations is 6 months.**
- 3. Occupancy load: 116 people**
- 4. Chairs available for use: 63**
- 5. Tables available for use: 8 banquet, 2 folding, 1 small square**
6. The facility is to be used for a **non-profit social gathering only**.
7. *Members may reserve the community center on the weekends (Friday through Sunday) a maximum of four (4) times per year and during the weekdays (Monday through Thursday) with unlimited use. Usage per year is subject to change.*
8. No pets of any kind are permitted within the premises at any time.
9. No nails or tape of any kind is to be used on the walls or windows of the facility.
10. No overnight parking is allowed in the driveway, parking lot area or on the public streets near the facility. Violators are subject to having vehicles towed at owner's expense.
11. Member shall be solely responsible for cleaning the facility following Member's use, which responsibility shall include removal of all Members' property from the facility and premises and removal and proper disposal of all trash, refuse, and debris.

12. Tables, chairs, counter, range and refrigerator must be washed and wiped clean, the facility must be vacuumed and other floor coverings must be left in a clean condition, which includes mopping in the kitchen area. Members must supply their own cleaning materials and equipment. If tables and chairs are needed for the event, a key can be signed out from the Property Manager 24 to 36 hours before the event and returned to the Property Manager on the following business day.
13. If Member cleans the facility to the satisfaction of Paramount Community Center Committee and if there is no physical damage to the facility, Paramount shall refund the cleaning and damage deposit within ten days of date of Member's use of the facility. Member understands and accepts that Paramount Owners Association may keep and apply such portion of the deposit as may be necessary to adequately clean and repair the facility and premises.
14. Member accepts responsibility for all cleaning and repair costs including any costs that may exceed the cleaning and damage deposit amount.
15. All furnishings must be returned to their proper arrangement after use of the facility.
16. No furniture, decorations, etc. are to be removed from the community center property including front porch and patio area at any time.
17. Member agrees to turn off all appliances and light fixtures and to lock facility after use.
18. Member agrees to be present at all times while guests and other non-member people are present at the premises and facility. Under no circumstances will Member grant access to the premises and facility to a non-member without being present during the entire period that the non-member is present.
19. Member agrees to hold Paramount Owners Association harmless from all claims, liability or responsibility for injury or property damage that may occur while this agreement is in effect.
20. Member accepts responsibility to assure that all guests and other users of the facility and premises follow all rules and requirements of Paramount.
- 21. Deviation of these conditions will result in the forfeiture of your right to use the community center immediately.**

Nature of function \_\_\_\_\_

Number of guests expected \_\_\_\_\_

\$100.00 Refundable Deposit Check No. \_\_\_\_\_ Dated \_\_\_\_\_

\$20.00 Non-Refundable Use Fee Check No. \_\_\_\_\_ Dated \_\_\_\_\_

Received and acknowledged by \_\_\_\_\_

***\*\*The completed form and required checks may be dropped off or mailed to Paramount Owner's Association office located at 12601 W. Explorer Drive, Suite 200, Boise, ID 83713, Attention: Property Manager.***

As a Member of Paramount, I have read the above Rental and Use Agreement and fully accept all of its terms and conditions. I understand that I take full responsibility for all guests and other users of the facility and premises and will comply with the terms of this agreement. I have been provided with a copy of this agreement and accept it as a receipt for my deposit.

**Member's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Alternate phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Premises Inspection**

Date premises and facility inspected \_\_\_\_\_ by \_\_\_\_\_

Condition of premises and facility \_\_\_\_\_

Amount of deposit returned \_\_\_\_\_ Date \_\_\_\_\_