



Policy Manual

Welcome!

The Board of Directors and staff of the Bella Vista Townhouse Association (BVTA) are pleased to have you as a member of our community and the Association. As a townhouse owner, you are automatically a BVTA member.

The Annual assessment provides for regular grounds maintenance of BVTA limited common property including mowing, weed-eating, shrub & tree trimming, weed spraying in rock beds, leaf cleanup, maintenance of court lights, operations, facilities, and infrastructure.

BVTA is governed by a seven-panel Board of Directors, all of whom are deeded townhouse owners elected by a majority vote of the membership. The Board meets on the third Wednesday of every month, except in December, we meet on the second Wednesday, at 4:00 PM at our 2 Cora Circle Office in Drake Courts. During the meeting, Board members and staff are available to answer questions or address issues that you may have. We encourage all owners to attend.

Only BVTA Owners are eligible to run for the Board of Director's and must be in good financial standing.

Please take time to read through the policy manual and familiarize yourself with your responsibilities as a townhouse owner along with BVTA's services and responsibilities to you.

As a resident of Bella Vista, you are governed by the City and subject to compliance with City laws and ordinances. As a property owner, you are a member of the Bella Vista Property Owner's Association (BVPOA) and subject to compliance with BVPOA Covenants and Restrictions in addition to those of Architectural Control Committee (ACC) and the Bella Vista Townhouse Association (BVTA). For more specific information, please visit our websites at the following:

Bella Vista Townhouse Association - bvth.eunify.net

Bella Vista Property Owner's Association - bellavistapoa.com

City of Bella Vista - bellavistaar.gov

Architectural Control Committee – bvacc.com

If you have questions, please call the office at (479) 855-9328 or email us at officemanager@bvth.com. Please send mail correspondence to P.O. Box 5301, Bella Vista, AR 72714. For the latest information and updates, please visit our website at bvth.eunify.net.

Sincerely,

Bella Vista Townhouse Association Board of Directors & Staff

Table of Contents

Access Walks.....	5
Administration.....	1
Assessment & Non-Payment of Assessment – Owner Obligations	
Assessment – Association Obligations	
Amendments.....	10-11
Antennas & Satellite Dishes.....	6
Approval.....	5
Board of Directors.....	7
Carports.....	3
Cooking Grills.....	5
Drainage.....	3
Driveways.....	5
Dwelling Maintenance (Exterior & Interior).....	4
Golf Cart / Storage Sheds.....	3
Grounds Maintenance Services.....	2
Important Phone Numbers.....	9
Landscaping.....	2
Lake Stairs & Docks.....	6
Mailboxes.....	3
Maintenance of Structures.....	5
Nuisance.....	7
Painting.....	4
Parking Pads.....	5
Parking.....	6
Pets.....	6
Propane Tanks.....	5
Recreation Hall.....	8
Roofing.....	4
Sidewalks.....	5
Signs.....	5
Suspension of Privileges.....	7
Trash.....	6
Trees.....	3
Utilities & Other Services.....	2
Vinyl Siding.....	4

Administration

Assessments - Owner Obligations

BVTA is authorized by Article XII of the By-Laws to collect annual assessments. Payment may be made monthly, quarterly, semi-annually, or annually. Assessment payments are due the first business day of the month and incur a late fee if not received by the 14th. Additional interest fee charges are applied if payment is not received by the 30th of each month. Any returned checks will be subject to a \$30.00 returned bank fee charge. Owners are encouraged to use automatic bank drafts as the method of payment. There is a \$5.00 check processing fee for all physical checks sent into the office for assessment and/or cart shed payments. If you would like to set up auto-pay, please follow the below steps.

Visit our website at bvth.eunify.net. Use the below information to set up your account.

Account # - Please contact the office if you don't have this information.

Association ID = 11199

Management Company ID = 8169

Follow the prompts to set up your automatic payment.

Ownership Change - There is a \$200.00 transfer fee charged to cover the administrative cost to transfer property to a new owner. All current assessment and fee schedules can be obtained from the BVTA office. Additional copies of this policy manual can be printed online at bvth.eunify.net.

Non-Payment of Assessments – Any assessment not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of ten (10%) percent per annum, which rate may be raised or lowered by the Board of Directors but shall not exceed the maximum rate allowable under the laws of the State of Arkansas. The Association may bring an action by law against the Owner personally obligated to pay the same or foreclose the lien against the property; and both actions shall be cumulative, and neither shall preclude the other. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Limited Common Properties or abandonment of his Lot or Living Unit. BVTA will start the foreclosure process for any delinquent assessments with a balance of \$7,500.00 or more. The Owner will be responsible for all legal fees and collection efforts for unpaid assessments.

Assessments – Association Obligations

The Association uses monies from assessments to maintain Limited Common Property as determined by the Board of Directors and finances available. Ground maintenance includes, but is not limited to, mowing, weed-eating, shrub and tree trimming, weed spraying of rock beds, leaf cleanup, and maintenance of facilities and infrastructure. Please direct all questions or requests for these services to the BVTA office.

Maintenance of a blanket liability insurance policy of \$2,000,000.00 on the limited common property and property insurance on the equipment and buildings which it owns. Payment of real estate taxes on the limited common properties, payroll, and income taxes, if any. Payment of utility bills occurred in maintaining the limited common properties.

Maintenance of an office with up-to-date records of all transactions and expenses involving townhouse properties. Maintain a limited number of golf cart/storage sheds available for rent by townhouse owners.

Utilities & Other Service Fees

In addition to fees set by the BVTA, you are also responsible for:

- Trash, electric, telephone, cable TV, pest control, real estate taxes, and household insurance.
- Village Waste Water (sewer system) is a separate corporation not connected to BVTA. Fees are set and collected by Village Waste Water.
- Water service and the POA assessment is provided by the Bella Vista Property Owners Association (BVPOA).

Please be aware that you are responsible for the repair or replacement of all utility lines including the main water and sewer line for your townhouse. Restoring BVTA limited common property damaged or disturbed, because of utility work, is also your responsibility. This includes adequately burying cable TV and telephone lines, so they are not cut or damaged by mowers or other equipment. BVTA is not responsible for any improperly installed utility lines that are broken or damaged by our employees or equipment.

Grounds Maintenance Services

BVTA primary services of mowing, weed-eating, shrub trimming, weed spraying, and leaf cleanup are all performed on a regular cycle and scheduled on a court-by-court basis. We cannot and do not notify owners/residents when services will be performed, nor can we return, before the next regular cycle. Trees are trimmed so riding lawn mowers can safely cut grass under the trees. If you do not want the tree trimmed, it's your responsibility to maintain the yard at your expense. If you elect to do your own maintenance, the BVTA monthly assessment must still be paid in full. If you would like BVTA to stop any of these services, please notify the office in writing and you will be put on the "Do Not" list for the length of time you request.

Please refrain from asking BVTA grounds maintenance employees about services while they are working, as we maintain a tight schedule and must perform services for all 1,048 townhouses. Instead, please call, email, or stop by the office with your questions or requests.

Landscaping

Changes or additions to any landscaping on the limited common property including but not limited to trees, bushes, shrubs, flowers, and plants are not permitted unless approved by BVTA Management.

BVTA will remove dead shrubs and bushes at the owner's request and will replant up to 5, no larger than 3-gallon in size, in rock beds, if provided by the owner. Please contact the BVTA office in early spring for this service.

BVTA does not replace trees that die or require removal for any reason. Fertilizers and weed or pest control, watering of lawns and bushes are the responsibility of the owner.

BVTA is not responsible for any irrigation system, sprinkler heads, improperly installed lines, or ornamental pieces broken or damaged by our employees or equipment.

BVTA requires a Property Waiver and Release of Liability form for any services provided within 5' of the townhome. This form can be found on our website at bvth.eunify.net or you can contact the office and request one.

If a BVTA Owner removes a tree located on BVTA Limited Common Property, without the approval of BVTA management, they will be fined \$250.00, per tree.

Trees - Trimming, Removing & Planting

Townhouse owners can make a request to BVTA to trim or remove trees, underbrush, and vines in the immediate area surrounding their townhouse, at their own expense. If approved, BVTA must be notified when work is to be done and will monitor all work. No dirt work is allowed because of potential washout problems. The townhome owner must fill out a permit application form, which can be found on our website, and submitted to the office for approval.

If an owner has trees removed, he/she is responsible for all cleanup. Any stump removal will be at the owner's expense.

When a townhouse owner requests a tree be trimmed or cut down, BVTA will do the following:

1. If a tree is determined to be imminent danger to the townhouse structure, BVTA will trim or pay for the removal of the tree. BVTA requires a Property Waiver and Release of Liability form for any services provided within 5' of the townhome. This form can be found on our website at bvth.eunify.net or we will provide one at the time of service.
2. If the tree is determined to not be of imminent danger to the townhouse structure, but the owner wants it trimmed or removed and the Grounds and Facilities Maintenance Manager approves, it can be trimmed or removed at the owner's expense.

BVTA does not replace trees that die or have to be cut down or removed. Owners may be permitted, with the approval of BVTA Grounds and Facilities Maintenance Manager, to plant a replacement tree at their expense.

Drainage

Drainage issues are assessed on a case-by-case basis. Storm runoff from streets falls under the scope of street maintenance and is the responsibility of the City. Drainage issues and erosion resulting from roof runoff, clogged or damaged gutters, or downspouts that do not properly divert water away from foundations or neighboring Townhouses, are the responsibility of the owner.

Golf Cart/Storage Sheds

BVTA members in good standing may lease Golf Cart/Storage Sheds. Currently, the Association has 75 units, however, a waiting list is likely. For more information, please contact the BVTA office. Security deposit is required.

Mailboxes

Most courts have locking, cluster-mailbox units. A few areas have conventional mailboxes, supplied by the townhouse owner, and are found grouped in convenient neighborhood locations, approved by the U.S. Postal Service. Contact the Bella Vista Post Office for lost keys or locking mailbox problems.

Carports

Carports and front entry areas are not to be used for any type of exposed storage, including but not limited to appliances, trailers, boats, campers, and other recreational vehicles.

Dwelling Maintenance

Interior

All work including but not limited to painting, plumbing, appliances, etc. shall be the responsibility of the owner. There is no permit required by BVTA. Plumbing and electrical work may require a permit from ACC and/or the City.

Exterior

All building or site modifications including but not limited to carports, walkways, deck extensions, enclosures and additions, awnings, painting, roofing, windows, and doors are the responsibility of the owner and require permit applications and approval from BVTA, ACC, and/or the City.

Snow removal and cleaning of debris from walks, gutters/French drains, parking areas, decks, and roofs are the responsibility of the owner. Construction of a fence of any kind is not permitted.

If you incur personal property damage to your townhouse or vehicle as to the result of felled trees/limbs or post-storm damage, contact your insurance company immediately. This is deemed an Act of God and covered under property/casualty or auto insurance coverages. Please report dead/storm-damaged trees to the Association for evaluation.

Painting

All individual buildings, whether they are one, two, three, or four units must be, as near as possible, of the same color. If all units are not to be painted at the same time, the individual owner or owners are, upon approval of their permit application, responsible for the paint match. It is recommended that a chip from an inconspicuous place be taken to a paint store where it can be matched. In all cases, color selection must be within the range approved by the Bella Vista Architectural Control Committee (ACC). If the entire building is to be painted, then the approved color must be compatible and in harmony with all other buildings in the same court.

Vinyl Siding

It is recognized that maintenance-free exteriors are desirable. However, compatibility is a major factor in approval. It is most desirable to have an entire building done at one time. If that is not possible, then the approved color must be as close as possible to the rest of the structure, including the foundation. If the entire building is to be done at one time, the approved color must be compatible and in harmony with all other buildings in the same court. The installation of vinyl siding shall be vertical over vertical and/or horizontal over horizontal. All horizontal and vertical trim boards shall be capped with flat vinyl fascia panels (not lap panels) the same trim around windows and doors. Examples of trim boards are the 1x8's located at the bottom of the wood structure and concrete block foundation. Approved provision shall be made for a clean break between units where a continuous common wall exists. All vinyl siding shall be grooved or textured.

Roofing

It is most desirable to have all units in a single building be roofed at the same time. If this is not possible, then the approved color, texture, and style must match as near as possible to the remaining roof. If the entire building is to be re-roofed, the approved color, texture, and style should be compatible and in harmony with all other units in the same area. Existing shake roofs can be repaired only. If a full replacement is required, it must be done with architectural covering.

Propane Tanks

Installation of LP gas tank(s), over 20 lb. capacity, for generators, heating, cooking, or fireplaces must meet all State and Local requirements and be approved by the BVTA Grounds and Facilities Maintenance Manager. Only (2) 100 lb. cylinders or (1) 420 lb. cylinders are permitted and must be located within 5' of the structure.

Approval

All exterior work must first be approved by BVTA and then submitted to the ACC and/or City for final approval. Contact BVTA office for forms and instructions on proper procedures. All permit applications must be accompanied by a color sample and material sample, if applicable. A site visit will be made, and an approved permit application will be available once approved by BVTA. The Bella Vista ACC, as always, has final approval of any color, material, construction, etc. You must have an approved permit from the ACC and/or City prior to any work starting.

Maintenance of Structures

Parking Pads, Driveways, Sidewalks or Access Walks

A member who has restricted use of BVTA Limited Common Property for that member's or his or her guests' exclusive use shall be responsible for the proper maintenance of structures located on that property. Proper maintenance shall include the cost of structural maintenance or replacement of structures located on the Limited Common Property. Structures are defined to include carports, sidewalks, parking pads, retaining walls, railings, driveways, docks, ramps, bridges, and other similar structures which are restricted in use to the member.

Signs

Any sign stating, "For Sale", "For Rent", and/or "For Lease" either by owner or realtor cannot be larger than five (5) square feet in size or displayed over five (5) feet from any townhouse. Signs must be mounted on the structure or in an existing rock bed. It cannot be displayed on Townhouse Limited Common Property and in any way that interferes with regular grounds maintenance. Only one sign per unit may be displayed unless the unit is on a golf course or lakefront, then a sign may be displayed in front and rear. Signs found in violation or unkept condition will be picked up and taken to the BVTA maintenance building. No other signs are allowed unless approved by the BVTA, ACC, and/or the City.

Antennas & Satellite Dishes

TV antennas only and satellite dishes less than 1 meter in diameter are permitted within FCC guidelines so long as they are in no way affixed on Limited Common Property or neighboring units. Please contact BVTA before installation.

Cooking Grills

Standard propane barbecue grill tanks 17 lb. capacity and under, require no permit. For all larger tanks see section F under Building Maintenance. Charcoal Grills are not permitted on wooden decks.

Lake Access Stairs & Docks

Townhouse owners with Limited Common Property between their townhome and the lake may seek approval to construct access stairs to the lake's edge and a dock. Stairs and the dock are to be placed as close to directly behind the owner's property as possible. An application must be made to the Townhouse Association and approval granted before obtaining a design permit from the Architectural Control Committee and a construction permit from the City. As most lake frontage townhomes are in 'complexes', space may not be available to each property for the addition of stairs and/or dock. The Association reserves the right to deny or amend any request due to space restrictions and/or the number of existing stairs and docks. As lake access stairs cross Limited Common Property, they may be used by other members. Docks, however, are for the exclusive use of the owner. Owners are responsible for regular and proper maintenance to ensure the safety of stairs and docks. Failure to do so may result in repair or removal of stairs and the owner assessed the expense.

Pets

Pets must be walked on a leash and all droppings promptly cleaned up and properly disposed of. Fences of any kind including invisible fences, dog houses, runs, pens or chains are prohibited on Limited Common Property, in carports, or on decks/patios. Pets defecating/urinating on decks/patios is a violation of City Ordinance Section 4-33 – Nuisance Dogs.

[Chapter 4 - ANIMALS | Code of Ordinances | Bella Vista City, AR | Municode Library](#)

Exotic pets must be kept inside at all times. Exterior pet habitats for domestic or feral animals are prohibited. Beekeeping is prohibited in multi-family housing.

If there are excessive pet droppings in your yard, we will not be able to provide services until it has been picked up.

Parking, Recreational & Commercial Vehicles

Two (2) spaces are allocated for each unit. However, these spaces may not always be together in front of the unit.

Townhouse areas may have some visitor parking spaces available.

No boats, motor homes, trailers, cargo trailers, campers, trucks over a ¾ ton, or commercial vehicles weighing over 1 ½ ton, are allowed to park in townhouse areas. In rare cases, special permission may be obtained from the BVTA Office. In some areas parking spaces are pre-assigned. If an unauthorized vehicle is parked in space pre-assigned to another unit, the owner of the pre-assigned parking space may, after a failed request to move the vehicle, have the unauthorized vehicle towed at the owner's expense. Also, see motor vehicles under the Nuisance paragraph.

Trash Service

Republic Services provides contract sanitation service for the City of Bella Vista. Most Courts have curbside service, but a few areas have dumpsters. All properties must subscribe to trash removal service. If your area is curbside, poly carts with wheels and attached lids are provided with your service by Republic in 65-gallon sizes. Please contact Republic at 1-800-627-1717 with service or billing questions.

Keep your cart as close to your residence as possible and if you have a carport or garage, store your cart there. Please bag all trash, place it in the cart/dumpster, clean up any spills or messes that occur, and as soon as possible, after pick-up, return your cart from the street.

Everyone is encouraged to recycle. The Bella Vista Recycling Center is located on the east side of Hwy. 71, immediately south of the Town Center exit on Pinion Bluff Dr. Household items accepted include plastic, glass, steel & aluminum cans, cardboard, newspapers, and magazines.

Suspension of Privileges

All townhouse occupants, owners, renters, lessees, and approved guests are expected to abide by all BVTA policies. The Board of Directors may suspend privileges of anyone found in violation of BVTA policy.

Nuisance

In consideration of neighboring townhome residents, all loud noise, disturbances, music, musical equipment, and amplifiers must always be kept inside. Outdoor activities on decks, patios, and/or lawn areas must be kept to a minimum after 10:00 P.M.

Fireworks are not permitted in townhouse areas at any time.

Clotheslines are not permitted. Bedding, clothing, towels, or other items are not to be displayed or hung on decks or railings. Mopeds, motorcycles, ATV's and/or other mechanized vehicles are to be used for transportation only, not racing, off-road or other sports activity in townhouse areas. "jungle gym" and other recreational equipment, including but not limited to, swing sets, trampolines, treehouses, fences, etc. shall not be situated on limited common property.

Motor vehicles, golf cart trailers or other conveyances that do not display current registration or are otherwise inoperable and/or have not been moved for an extended time and appear to be abandoned constitute a nuisance. BVTA, upon such discovery of a nuisance conveyance, shall try to determine the ownership of said conveyance. The owner shall be notified that unless evidence to the contrary is received, or the property in question is removed, action will be taken by BVTA to declare the conveyance "abandoned". If the owner cannot be determined, posting such notice on the conveyance and at the Townhouse office, shall be deemed adequate notice. Upon such declaration and notice to the owner, BVTA will arrange the removal of the conveyance at the owner's expense.

Board of Directors

BVTA is governed by a seven-panel Board of Directors, all of whom are deeded townhouse owners elected by majority vote of the membership. Only a deeded owner of townhouse property whose membership is in good standing are eligible to be nominated, elected or serve on the Board of Director's. We encourage all owners and candidates to attend our monthly meetings. The Board meets every third Wednesday of the month, except in December, we meet on the second Wednesday, at 4:00 PM at our 2 Cora Circle Office in Drake Courts.

Recreation Hall Rental

BVTA has a recreation hall that we offer to owners, tenants, POA members and guests. The Recreation Hall is located at 2 Cora Circle in Drake Courts. Hours available to rent are Monday – Sunday from 8:00 am – 10:00 pm

Daily Rates

\$50 per day - Bella Vista Townhouse Association Owner

\$65 per day - POA Member – Must show current POA card

\$75 per day - Non-Bella Vista Owner

\$100 Refundable Security Deposit

You **cannot** access the room the day before or after your reserved date as it may already be reserved.

Contact BVTA office for reservation application.

A security deposit in the amount of \$100.00 must be submitted to reserve the Recreation Hall for the Event. The deposit is refundable if the event is left clean and there is no damage to any furnishings, walls, floors, fixtures, or equipment. The outdoor area, restrooms, and kitchen, are cleaned, swept/vacuumed, and returned to "as was" condition. Any costs incurred in replacing, repairing any loss or damage to the Recreation Hall will be deducted from the deposit. Should damages exceed the deposit amount, the "renter" shall be responsible for any additional costs, including repair or replacement of any furnishings, walls, floors, fixtures, or equipment, which are damaged, lost, or stolen by the "renter" or the "renters" guests or invitees. Failure to pay the amounts owed for damages to the Recreation Hall shall constitute legal action. The "renter" will be responsible for all legal fees incurred.

Equipment available: Tables, chairs, fully equipped kitchen, Roku smart TV, wifi and a gas grill. Set up of the room is the responsibility of the renter.

Max Capacity - 40 people, per fire regulations.

The renter must be always present when the building is in use. The building will be locked when not occupied.

Gambling, smoking, drugs, and pets are not permitted.

Cancellation Policy

30 days or more prior to reservation: A full refund will be issued for both the deposit amount and the facility rental fee.

7 – 30 days prior to reservation: A full refund of the deposit and a ½ refund of the facility rental fee.

Less than 7 days prior to reservation: A full refund of the deposit and the facility rental fee will not be refunded.

Post Reservation: If the facility is reserved and not used, the deposit will be refunded, the facility rental fee will not be refunded.

Important Phone Numbers

Emergency – 911

Non-Emergency Police – (479) 855-3771

Non-Emergency Fire – (479) 855-8048

Bella Vista Townhouse Association – (479) 855-9328

City of Bella Vista Administration – (479) 876-1255

City of Bella Vista Permits – (479) 268-4980

City of Bella Vista Courthouse – (479) 876-1255

Bella Vista Architectural Control Committee – (479) 855-8080

Bella Vista Property Owners Association – (479) 855-8000

U. S. Post Office, Bella Vista – (479) 855-6121

Recycling Center – (479) 876-5343

Animal Shelter – (479) 855-6020

Riordan Hall – (479) 855-8170

Bella Vista Water Department – (479) 855-8000

Carroll Electric – (479) 273-2421

Republic Services (Trash) – 1 (800) 627-1717

Village Wastewater Company – (479) 855-7613

This policy manual is prepared for your convenience and has been approved by the Bella Vista Townhouse Association Board of Directors.

Bella Vista Townhouse Association
PO Box 5301
Bella Vista, AR 72714

Corporate Office Location: 2 Cora Circle, Bella Vista, AR 72715
(479) 855-9328

Policy Manual Amendments

Page 1: Administration

Assessments – Owner Obligations

Added Check Processing Fee (\$5.00)

Record & Memorandum of the Action of the Directors

January 1, 2023

Page 2: Landscaping

Added Property Waiver & Release of Liability Clause

Record & Memorandum of the Action of the Directors

February 8, 2023

Page 3: Trees – Trimming, Removing & Planting

Added Property Waiver & Release of Liability Clause

Record & Memorandum of the Action of the Directors

February 8, 2023

Page 1: Administration

Assessments – Owner Obligations

Changed Ownership Change Fee (\$175.00 to \$200.00)

Record & Memorandum of the Action of the Directors

March 16th, 2023

Page 6: Parking, Recreational & Commercial Vehicles

Added 1 ½ ton to Commercial Vehicles

Record & Memorandum of the Action of the Directors

September 15, 2023

Page 2: Landscaping

Added Tree Removal Fine (\$250.00 per tree)

Record & Memorandum of the Action of the Directors

June 19, 2024

Page 6: Pets

Updated City Ordinance Code & Added Website Link

Record & Memorandum of the Action of the Directors

June 19, 2024

Page 3: Drainage

Removed Clause: "In certain cases, BVTa will assist owners in alleviating drainage issues."

Record & Memorandum of the Action of the Directors

June 19, 2024

Policy Manual Amendments

Page 1: Administration

Assessments – Owner Obligations

Added Non-Payment of Assessments Clause

Record & Memorandum of the Action of the Directors

June 19th, 2024

Page 7: Board of Directors

Added Board of Directors Nomination Requirements

Record & Memorandum of the Action of the Directors

June 19th, 2024

Page 1: Administration

Assessments – Association Obligations

Verbiage Update

Removed: Utilize funds to maintain Limited Common Property as determined by the Board of Directors and finances available.

Added: The Association uses monies from assessments to maintain Limited Common Property as determined by the Board of Directors and finances available.

Record & Memorandum of the Action of the Directors

June 19th, 2024