

## **WELCOME!**

The Cherokee Village Townhouse Association (CVTA) Board of Directors is pleased you have chosen to become a member of our community. The \$80 monthly assessment provides for yard care, facilities maintenance (including 2 pools and a community center), and operation of the CVTA. As an owner of a townhouse, you automatically have become a member of the CVTA.

It is the responsibility of the owners to provide up-to-date contact information (name, address, phone, email) to the CVTA **and to understand the Rules and Regulations handbook. Please familiarize yourself with CVTA's services to you and your responsibilities to the Association.** If you have any questions, you may contact the CVTA via:

- Cherokee Village Townhouse Association  
P.O. Box 475  
Cherokee Village, AR 72525
- Text (preferred)/phone: 870-710-1710  
Hours: 8 am – 5 pm, Mon-Fri

Texting is the preferred method to contact the Association. Please include your question with your name and townhouse address. The Board members are assigned to particular tasks. You will be directed to who will best assist you.

Board members are volunteers. Please recognize their service by remembering their privacy. Hours are 8 am – 5 pm, Mon-Fri.

The CVTA website is the source for the most up-to-date information regarding the Association, including Board of Directors meeting minutes and the latest version of the Rules and Regulations handbook.

- CVTA website: [CherokeeVillageTownhouse.com](http://CherokeeVillageTownhouse.com)

## **TOWNHOUSE ASSOCIATION ASSESSMENT**

The current assessments are \$960 annually (\$80 a month). Assessment fees are prescribed by CVTA's Articles of Incorporation, Bill of Assurance, and By-Laws. The purpose of the fee is to provide services related to the enjoyment of townhouse living. Owners of a townhouse are responsible for the assessment fee. No owner may waive or otherwise avoid payment of these monthly assessments by non-use of the common properties or abandonment of his/her lot or townhouse.

**With a majority vote of the membership, the Board has the authority to increase or lower monthly fees.** A change in assessment can occur every year with the approval of the majority of the property owners.

An invoice will be sent to each townhouse owner in December for the next year. An owner may pay annually (due January 15) or monthly (due by the 15<sup>th</sup> day of the month). Please indicate which townhouse address the payment is for.

Payments are sent to the CTVA mailing address:

Cherokee Village Townhouse Association  
P.O. Box 475  
Cherokee Village, AR 72525

There is also a black mailbox in the community center where you can drop off your payment. The mailbox is located inside the entrance to the hallway that leads to the indoor pool, outside of the restrooms.

If an owner is late in paying assessment fees, the notification of owner is as follows:

**LETTER:** A letter will be sent informing the owner of their late fee status, amount owed, and payment date expected. **The board may assess a late payment of \$10 per month. If dues are not paid within 30 days, the board may require the entire year to be paid immediately.**

**PASS CARD PENALTY:** If an owner is in arrears, their pass card (or their tenant's) pass card will be void until payment is current.

**VOTING PRIVILEGES** will be suspended.

**LATE PAYMENTS:** Any monthly assessment received after the 15<sup>th</sup> of the month will be charged a late fee or \$10 per month.

**LIENS:** If assessments are unpaid for three (3) consecutive months, a lien may be placed on the property for the monthly assessments plus \$10 per month late fee, a one-time \$30 fee for lien processing, and possible additional attorney fees.

## **GENERAL INFO**

Each owner is accountable for their townhouse: electric, telephone, water, sewer, trash collection, internet, TV, real estate taxes and dwelling/household insurance. The owner is also responsible for repair or replacement of all utility lines (i.e. water, internet, TV, telephone, drainage, and sewer line) for your townhouse. Remember to bury cable TV and telephone lines so they are not cut or damaged by mowers or other equipment.

This Rules and Regulation handbook (revised 2022) supersedes all previous issues. The Board of Directors (referred to as Board) retains the right to review and modify these rules as conditions warrant. The CVTA was established in 1971 and operates under its Articles Incorporation, Bylaws, Bill of Assurance, Protective Covenants, as well as the City of Cherokee Village ordinances for the maintenance and preservation of the resident's living units, lots, and common properties. The most up to date CVTA documents are on the CVTA web page, **CherokeeVillageTownhouse.com**.

The CVTA is managed by a Board of Directors with its membership comprised of residents or non-residents of the association. The Board is at least a five (5) member group. Any board vacancy shall be filled at any board meeting by a majority board vote. The board welcomes any new members that wish to serve their community.

Board responsibilities include:

- Maintain complete and updated records.
- Financial planning of fiscal policy which includes the ability to place a lien against the residential property for late assessments.
- Contract and payment of maintenance issues.
- Establish and enforce rules and regulations to govern property.
- Procure and maintain adequate property liability and hazard insurance.
- Ensure that the Common and Limited Common Properties are maintained.

## **MEETINGS**

Owners are entitled to one (1) vote per townhouse unit owned. If ownership is held in a joint tenancy, the townhouse is permitted only one (1) vote.

**Annual Meeting:** October; usually held in the Community Room, however, if needed, it may be moved to the Cherokee Village Senior Center. At this meeting, there will be discussions of former and current year's budget, current expense and balance statements, current year's agenda of items to accomplish, a five-year plan of projects, resident's issues, and personal comments. Increases in fees will be discussed and voted on in this meeting. This is the only meeting required by CVTA documents. All owners are encouraged to attend to participate and vote on how you would like for the CVTA to be run.

**Quarterly Meetings:** January, April, and July and are usually held in the meeting room of the community center. Discussions and voting may occur.

**Board Meetings:** 2<sup>nd</sup> Tuesday of the month at 6 pm or as needed. The Board makes day to day decisions of the running of CVTA. Members may attend, but do not vote.

## **SAFETY**

For the safety of all residents, CVTA **prohibits the use of roller skates, roller blades, skateboards, coaster wagons, bicycles, tricycles, hover boards, or similar items** throughout the townhouse areas. **Do not place anything in any area that will impede trimming or mowing.** Wet/freezing conditions require everyone to be extra careful! When undertaking tasks, take safety precautions, ask for help, or hire a professional.

## INDOOR AND OUTDOOR POOLS

A pass card is provided to each owner for the community center and both pools. The indoor pool, bathrooms, and community center is located at 30 Santee Drive. The outdoor swimming pool is located on the corner Okmulgee Drive and Cherokee Road. Parking is available off of Okmulgee Drive between Annette Road and Cherokee Road. Do not park on Annette Road, all roads on CVTA property are fire lanes and parking is prohibited.

Pool usage is limited to CVTA owners and owners' authorized guests if accompanied by card holder. Long term Board approved tenants of at least 6 months or more, as well as other groups specifically approved by the Board are authorized to use pool for a monthly charge.

Indoor Pool hours are 7 days a week – 6 am to 9 pm. Please ensure the sliding doors to the indoor pool are closed and locked when leaving the pool. Please be sure the lights are turned off and entrance doors are locked.

The swim club uses the indoor pool during specific times posted in the community center. Pool parties can NOT be reserved at either pool. Please plan your swimming time accordingly.

**In case of emergency, call 911. Yell for help. Lifesaving equipment is located on the indoor wall or outside fence.**

Every pool card holder MUST ACCOMPANY every guest. **Owners/tenants, and their guests must adhere to the following rules** around and in the pool and its adjacent areas:

1. Running, diving, and horseplay are prohibited.
  2. Users swim at their own risk. Lifeguards are not provided.
  3. CVTA is not liable for injuries or accidents.
  4. Proper swim wear is required. Cuts-offs or regular clothing is prohibited. Babies must be in swim diapers.
  5. Lost/left items left or lost in pool areas. Items will be disposed of once a week.
  6. Glass items, pets, food, and drinks are NOT ALLOWED.
  7. Under the age of 18, need responsible adult supervision.
  8. Out of respect for others, rafts or other floating devices may be used with the consent of others present in pool.
- **Offenders of any of these rules may be asked to leave either pool by any Townhouse pool cardholder.**
  - **CONTINUED VIOLATION OF RULES BY A CARDHOLDER OR THEIR GUESTS WILL RESULT IN THE LOST OF THE POOL PASS CARD.** Reinstatement requires Board approval.
  - **If vandalism is observed, call 911 and the CVTA phone number (870-710-1710).** Vandalism at either pool will not be tolerated and will be reported to the police. Immediate privileges will be withdrawn. Reinstatement requires Board approval.

**CHEROKEE VILLAGE SWIM CLUB** is composed of townhouse owners as well as non-CVTA residents. The swim club uses the indoor pool. Swim times are listed in the community center and on the CVTA website: [CherokeeVillageTownhouse.com](http://CherokeeVillageTownhouse.com)

**MEDICAL PASS CARDS** for non-CVTA residents are permitted for a monthly fee of \$40 plus a doctor's note recommending heated pool usage. One guest may accompany the person holding a medical pass if assistance is needed.

## **COMMUNITY CENTER**

The Community Center may be used by any owner who is in good standing. For scheduling reservations, write your name and time on the calendar located in the kitchen.

CVTA requires that each guest in the center adhere to the following:

- No alcohol, drugs, smoking, pets.
- CVTA is not responsible for any lost or left items.
- The owner must be always present and will be responsible for any damage, repairs and/or replacement.
- After event, the owner is responsible for clean-up. Tables and chairs must be returned to the location that they were found. All trash must be removed, and floors cleaned.
- Owner must turn off ALL lights including bathrooms and be sure that BOTH entrances are locked.

## **PASS CARDS**

Each owner, whose assessments are current and privileges have not been revoked by the Board, is entitled to one (1) pass card per townhouse. Pass cards permit the owner to gain entrance to the pools and community center. Upon receipt of the card, you must sign a Release of Liability form and Agreement to follow the pool rules.

The Community Center and pools are secured with electric locks. The security is controlled by the computerized coded pass cards that will only be issued once (replacements \$25). A change of ownership will result in a new pass card and the previous owner's card being voided.

Each person receiving a pass card must agree to follow the pool guidelines and sign a Release of Liability form.

If an owner chooses to rent his/her townhouse, the owner is responsible to provide the name, phone number, and email address of the tenant and notify CVTA if the owner or the tenant changes any information. Owners are responsible to ensure that their tenants comply with CVTA's rules.

A tenant who would like usage of a pass card is required to do the following:

- Show evidence of a 6 month or longer lease
- Provide a letter or email from owner stating that it is ok to give the renter a card

- Pay \$40 monthly fee to CVTA
- Sign a Release of Liability Form and Agreement to follow the pool rules
- Secure Board approval

### **ANTENNAS & SATELLITE DISHES**

TV antennas or 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 as well as neighboring townhouses. It must have Board approval.

### **CARPORTS, ENTRIES, OTHER**

Construction of carports must have prior Board approval and a work order. In order to secure a City building permit, the work order must be presented to Cherokee Village City Hall. Place it in the front window of your townhouse.

Clotheslines are not to be outside of your townhouse as well as the hanging of bedding, clothing, towels, or other items on decks, railings, or fences. Jungle gyms and other recreational equipment (swing sets, trampolines, basketball hoops, and fences) shall not be placed on any CVTA property. Carports and front entry areas are not to be used for any type of exposed storage, appliances, trash containers (unless screened), etc.

### **LANDSCAPING**

CVTA Board contracts for ground maintenance, including mowing, weed eating, trimming shrubs, weed spray, and general clean-up (leaves, rocks). Owners are responsible for outdoor clean-up of their decks and patios. CVTA will remove dead shrubs and bushes at an owner's request. If an owner desires to replace their shrubs or trees, it will be done at the owner's expense.

Owners can make a request to the Board to have trees trimmed. If a tree is determined to be a danger to the townhouse, CVTA will pay for and contract out the trimming or tree removal. If a tree is determined not to be a danger to the townhouse, but the owner wants it trimmed or removed, they can trim or remove the tree at the owner's expense if they have Board approval.

CVTA does not replace a tree that dies as well as one that is cut down or removed. Owners, only with Board approval, may be permitted to plant a replacement tree which will be at the owner's expense.

Changes or additions to any landscaping on limited common property (within three feet surrounding the owner's townhouse) such as trees, shrubs, flowers, and plants are not permitted

unless approved by the Board. **Owners must not place items in any area that will impede mowing or trimming.**

### **MAILBOXES**

Mailboxes must be approved by the U.S. Postal Service. Owners may erect a mailbox for their townhouse, in the cluster on their street, or attached to their carport. Please observe the location and type of mailbox format consistent of those on your street.

Any mailbox change that differs from your street/building type must have Board approval. Arrangements for mail delivery service must be made by contacting the Hardy Post Office (870 856 3720). Cherokee Village's zip code is 72529.

### **NOISE AND DISTURBANCES**

In consideration of all townhouse occupants, music/radio/TV must be kept within the confines of your townhouse. Fireworks are never permitted in townhouse areas. After 10 pm is quiet time. During quiet time, there must be no noisy activities outside your townhouse (i.e. parties, construction, loud voices, barking dogs, etc.).

### **PARKING**

**Parking is prohibited in fire lanes or on the grass/lawn areas. Note that most of the streets in the CVTA neighborhoods are fire lanes.** Members must use their own designated parking spaces. Overnight parking is not permitted for RV's, boats, trailers, golf carts, all-terrain vehicles, etc. Abandoned vehicles must not be parked in CVTA areas, those vehicles left may be towed at owner's expense.

Motorized vehicles that are licensed by a state are permitted. Any motor vehicle that does not display current registration and/or appears to be abandoned will be considered a nuisance and may be towed at the owner's expense. Vehicle mechanical work is not permitted in the townhouse area.

### **PETS**

Pets (dogs and cats) must be kept on a leash with its owner any time outside of the townhouse. Droppings must be promptly cleaned up and properly disposed. Pet owners **MUST CLEAN UP AFTER THEIR PETS WHEN WALKING.** Animals are never allowed to run loose in any CVTA area. Owners need to respect the preferences of others in keeping their pets off common grounds.

Pet owners shall take all the steps necessary to ensure that their pets shall in no way disturb the peace and quiet of others.

Pets are prohibited from being tied up in yards, decks, porches, carports, or any other CVTA property. Fences of any kind (including invisible fences, dog houses, runs, pens or chains in carports or on decks/patios) are prohibited. Remember to adhere to Cherokee Village City Codes regarding their pet's registration and vaccinations. Pets defecating/urinating on decks/patios is a violation of City Ordinance. It is a not safe nor legal to feed stray animals.

### **SIGNS**

Except for "personal name" signs of reasonable size and appearance, no signs may be affixed to the outside of the townhouse. Any sign (real estate, commercial, or political) May be placed inside a window.

### **SUSPENSION OF PRIVILEGES**

All townhouse occupants (owners, renters, lessee, or guests) are expected to abide by the following: City of Cherokee Village laws and ordinances, CVTA Bill of Assurance, Protective Covenants, By-Laws, and Rules/Regulations. Not following the aforementioned may result in suspension of privileges as well as other consequences. Remember all exterior work requires a work order and Board approval. Please do your best to be a responsible member of the community.

### **PAINTING- EXTERIOR**

It is preferable that all individual buildings (1 to 4 townhouses) be in harmony, as near as possible the same color. An owner desiring to change the color of a townhouse must have written approval from their building neighbors and a work order with Board Approval. A city permit may also be required.

### **PROPANE TANKS**

Installation of tank(s) with a capacity of more than 20 pounds must meet City requirements. An owner may place a LP tank; either 2 (100) pound tanks or a 420 tank (Arkansas approved). Tanks must have Board work order approval, City permit, be placed on a concrete slab, be located within 5' of the townhouse, and be screened from view.

## **ROOFING**

It is most desirable to have all townhouse 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. With any roof changes, the owner must have written approval from his/her neighbors in the multi-townhouse structure and submit to the Board for approving color and style selection. All roofing needs a Board work order and city building permit.

## **STRUCTURES**

An owner with exclusive use of CVTA common property (carports, sidewalks, parking pads, retaining walls, railings, patios, decks, entries, etc.) is responsible for the maintenance and replacement of these structures.

## **SNOW REMOVAL, CLEANING, DEBRIS**

Snow removal and/or cleaning debris from sidewalks, gutters, French drains, parking areas, decks, patios, and/or roofs are the individual townhouse owner's responsibility.

## **TRASH AND ITS CONTAINERS**

A trash can is to be used in your townhouse's designated area. Trash is not permitted to be visible above your container. Because of animals, a trash can with a locking lid is recommended. If your individual trash container requires maintenance or replacement, it is the owner's responsibility.

Some streets have a fenced in trash collection area. Owners are required to provide a trash can that can hold a week's worth of refuse. When replacing a trash container, remove the can not in use. These fenced in areas will be maintained or replaced by CVTA. It is the users of the communal refuse area to maintain a clean and orderly appearance. Since this is a communal area, it is requested that you put your number address on the can (i.e. 20 if you live at #20 Tenkiller).

Items waiting for pick-up must be stored in designated containers. Bags or trash will not be tolerated on the patio, decks, stairs, carports, or anywhere outside your townhouse unit. Trash is picked up on Monday.

## **VINYL SIDING & METAL ROOFS**

It is recommended that maintenance free exteriors are desirable; however, compatibility is a major factor in CVTA's board approval.

It is preferred if the entire multi-townhouse building is completed at one time. If only one townhouse is done within a building, an approval provision shall be made for a clean break between townhouses in reference to siding and/or metal roof.

CVTA preference for siding is to be grooved or textured.

Any changes in colors must have written permission of your neighbors in the multi-townhouse structure. The Board must approve and supply you with a work order. City will issue a building permit which must be put in the front window of your townhouse. Owner will fill out and submit to the Board. Contact the CVTA for a work order.

## **YARD SALES**

Garage, estate, and moving sales are the responsibility of the townhouse owner.

## **CVTA WORK ORDERS**

All exterior work will need to secure a work order from the CVTA prior to the start of your project. The request should contain a picture and/or color samples of the work to be done. A CVTA work order is required to be issued a permit from the City of Cherokee Village.

Some interior work such as plumbing, electrical, HVAC work may also need a work order & City permit. General interior painting, appliance replacement, and floor replacements do not need a work order.

## IMPORTANT TELEPHONE NUMBERS

### **Emergency**

Police, Fire, Ambulance ..... 911  
Emergency Room – WRMC ..... 870-257-0070

### **City of Cherokee Village**

Fire Station (Baseheart) ..... 870-257-2304  
Police (Non-Emergency) ..... 870-257-5225  
Post Office (PO Boxes) ..... 870-257-2662  
SID ..... 870-257-2468  
Animal Control ..... 870-994-4445

### **Sharp County Courthouse**

Non-Emergency ..... 870-994-2211  
Assessor’s Office ..... 870-994-7327  
Clerk’s Office ..... 870-994-7361  
Collector’s Office ..... 870-994-7334

### **Utilities (owners are responsible)**

Century Link (landline phones) ..... 800-201-4099  
Cherokee Village Water Works ..... 870-257-3508  
Energy (Electric) ..... 800-368-3749  
    Outage ..... 800-968-8243  
Fidelity Communication (internet) ..... 800-362-8070  
Progressive Waste (trash service) ..... 870-994-7000  
St. Joseph’s Glen (sewer) ..... 866-611-0490