



Hidden Valley Heights Owners Association
PO Box 878
Spanish Fork, Utah 84660

August 23, 2005

Dear Home Owner,

On behalf Hidden Valley Heights, we wish to welcome you to our community. We are so pleased that you have chosen to become the first residences of our new neighborhood and wish to extend our willingness to make your transition here as smooth as possible.

Our vision for Hidden Valley Heights is one in which members of the St. George area may have the opportunity to experience the benefits of owning a quality home at an affordable price while also enjoying a number of amenities which make your neighborhood truly unique and inviting. This is already manifest in the landscaping, pool, club house, and exercise facilities that are now at your disposal as well as in the high tech infrastructure that was designed into the development which allows every home owner state of the art communication via phone, cable, and internet. Additional landscaping and recreation areas will be forth coming as construction proceeds to completion.

The maintenance and management of these amenities is currently the responsibility of the developer, until such time, in the future, when a Home Owners Association will be formed to provide the ongoing management of these facilities. We have formulated some initial guidelines, which are included with this letter, which we hope will be helpful to you. These guidelines are meant to meet the needs of our residents, while maintaining respectful consideration for the safety, security, and welfare of the entire community. We welcome your personal suggestions and input into procedures, or policies, that you think may be beneficial to implement.

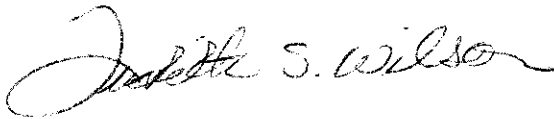
Again, we thank you for your willingness to invest in our community. We realize that your satisfaction is our greatest reward in seeing this project to completion. We look to you for support in helping maintain a smooth transition during the continued developmental stages of the project.

In conjunction with on going construction please remind children to not play in construction areas in order to protect them from possible injury.

Attached are several helpful documents that you will find useful. Please let us know if we can be of assistance.

Thank you for your help.

Sincerely,

A handwritten signature in cursive script that reads "Judith S. Wilson". The signature is written in black ink and is positioned above the typed name and contact information.

Judith Wilson
Hidden Valley Heights Owners Association
Voice: (801) 722-7061
Fax: (801) 722-7045
Email: Judith@soldatna.com

Hidden Valley Height Owners Association

How to Communicate With the Board of Directors

Check the Latest Newsletter/Web Page - www.myhvh.com

The following information will always be available on the community website:

- Names and contact information for Access Property Management and on-site Association Personnel. Currently this is:

CLUBHOUSE MANAGER:

Debbie Cooper
435-313-1599 Cell
435-773-9991 Clubhouse
deb@accesspm.net

ACCESS PROPERTY MANAGEMENT:

Mike Wilson
P.O. Box 878
Spanish Fork, UT 84660
435-313-1488
801-830-2578
mikew@accesspm.net

- List of directors and officers.

Bryan Sparks	President
Bryce Burns	Vice-President
Brad Sparks	Vice-President
Judith Wilson	Secretary Treasurer

theboard@myhvh.com
- Information for clubhouse reservations – call the clubhouse attendant on duty.
- Schedule of Board Meetings.
- **Make all HOA payments (dues, assessments, long distance charges, etc.) to:**

Access Property Management LLC
PO Box 878
Spanish Fork, Utah 84660
Phone: 1-435-313-1488 Contact: Mike

Association fees are currently \$185.00 for owner occupied units and \$215.00 for non-owner occupied (leased) units. Payments are due on the 1st and late after the 10th regardless if you have received a statement or not. Long distance and other miscellaneous charges are the responsibility of the Owner. If tenants are occupying the property we will allow up to \$10.00 to accrue for Long Distance and other phone charges before they must be paid or a late fee will be assessed.

Emergencies, Routine Matters, General Questions

For most routine matters and general questions call the clubhouse attendant. For emergencies call Mike with Access Property Management 435-313-1488.

If you have questions about your assessment or statement you can also call Mike with Access Property Management.

Written Requests

The Board of Directors encourages homeowners to put requests in writing and to forward them to the Association Manager. Any correspondence sent to the Manager is copied and given to each member of the Board up to two weeks prior to the Board of Directors meeting. This procedure allows the Board members to consider your request more thoroughly and to view your issue prior to their meeting.

All correspondence must be delivered to the Manager at least 30 days prior to the meeting for inclusion in the Board packet for the applicable meeting. A suggested form will be included on the Hidden Valley Heights (HVH) web page or can be obtained through the clubhouse attendant or through email request to the Association Manager.

Only agenda items will receive comments. Members of the HOA may address the board regarding items within the agenda subject matter. No action may be taken on off-agenda items. Comments shall be limited to matters listed on the agenda. Members of HOA may comment on any matter listed on the agenda at the time that the board considers that matter. Each person's presentation is limited to a maximum of three minutes

Clubhouse Rental

The Great Room at the clubhouse is available for rent. Reservations are currently being handled by clubhouse attendants. A fee schedule and rental guidelines/rules can be obtained through them.

Landscaping

We have had some problems with owners/tenants trying to do their own landscaping and/or gardening. Please do not alter the existing landscaping in any way! Section 9.9 of your CC&Rs explains that:

'No planting or gardening shall be done, and no fences, hedges or walls shall be erected or maintained upon any Property except such as are installed in accordance with the initial construction of the buildings located thereon or as approved by the Architectural Control Committee.'

Violations will be assessed for non-compliance.

ATTENTION NEW MEMBERS!

Owners of non-owner occupied units are required to provide tenant information and owner's contact information to the HOA along with Property Management information if applicable. (See Article 10 of the Hidden Valley Heights CC&Rs) Please use the "**Leasing – Information Form**" **OR equivalent information when providing this information.** This information is required within fifteen (15) days after execution of a lease or rental agreement. Fines will be imposed if this information is not provided to the HOA Office within 15 days.

Please read your CC&Rs, Bylaws, and Rules and Regulations. Make sure you understand them. Your tenants must also know and understand these rules. You, as the owner, are responsible for your tenants' compliance.

Three items must be filled out and provided to the HOA office. For the onsite owners and tenants convenience we have placed copies of these documents online at www.myhvh.com as well as at the clubhouse office. Offsite owners can email wendi@accesspm.net for quick email delivery.

- *Occupant Information Form*
- *Owner Acknowledgment and Waiver*
- *Tenant Acknowledgment and Waiver*

Please return originals to Deb at the clubhouse or to the HVH OA address listed below.

The Occupant Information Form, Waiver and a copy of the lease must be turned in prior to the distribution of access keys for the pool and clubhouse facilities.

Utilities

Electric service for the units must be put in the owners name immediately upon purchase. Contact Dixie Escalante - 145 W. Brigham Rd. Phone: 435-673-3297.

All other utilities, including water, sewer, garbage, local phones, internet and cable are included in the Association Fees.

Phone, cable and internet connections are in and ready to be used! Contact West at Diamond T for any questions or problems regarding cable and internet 435-688-9441. For problems with the phone contact Mike at Access Property Management 435-313-1488.

Mail

Mail box keys can be picked up at the post office. They are assigned by your Unit #.

Gym & Pool Keys

For a fee of \$25.00 the access keys to the pool and fitness area can be obtained through the clubhouse manager.

Parking Permits

Parking permits can also be obtained from the clubhouse manager for a fee of \$5.00 each. Read your rules and regulations for more information about parking.

Warranty Issues

Call Salisbury Homes Warranty Department - Traci Tanner - 801-491-9091. A Salisbury Homes Warranty Manual should have been given to you at your walk-through. Please ask your sales agent for one if you have not received it!