



You are not only purchasing a quality home, but you are buying into a community. As a result, you are automatically a member of The Cove at West Port Homeowners' Association (HOA). Because the HOA is so important to the community and your personal investment, please take a moment to read the following Frequently Asked Questions about community living. Please note that the following is intended to be a helpful summary, but does not replace, amend, or modify the contents of your governing documents. You should rely on the contents of the governing documents and not this summary.

WHAT IS A HOMEOWNERS' ASSOCIATION (HOA)?

The Homeowners' Association is a private, non-profit corporation of which all unit owners are members and have certain rights and obligations, governed by a recorded set of governing documents, and administrated by a board of directors. Association business expenses are funded through the collection of regular assessments paid by each member. The first HOA Board of Directors is appointed by the developer from the development team of professionals. The governing documents were written by the developer and are based on years of successful implementation in countless communities. The HOA's governing documents have been carefully adapted to meet the specific needs of your community.

WHAT ARE THE GOVERNING DOCUMENTS COMPRISED OF?

The governing documents include three major instruments: The Declarations of Covenants, Conditions and Restrictions, and the Articles of Incorporation and Bylaws.

HOW DOES THE NEIGHBORHOOD HOMEOWNERS' ASSOCIATION WORK?

You and your neighbors will ultimately direct the management company to handle the day-to-day business through a member elected Board of Directors once your community has been turned over to the residents. The first homeowner elected Board must consist of no less than three, and no more than five members, elected in accordance with the Articles and Bylaws. The Board of Directors will assume the responsibility of operating and maintaining the common areas, developing financial plans, assessing fees, and enforcing the governing documents and architectural controls. The Committees and hired professionals may assist the Board in its duties. Some of the community services currently contracted in your community include general management, landscape, irrigation, and maintenance.

WHOM SHOULD I CONTACT WITH QUESTIONS ABOUT MY NEW HOME?

For issues regarding your home's structure, appliances, or systems, refer to the New Owner Package provided to you at closing, or contact your developer's Warranty Department.

I WANT TO CHANGE MY LANDSCAPE. DO I NEED APPROVAL FOR EXTERIOR WORK?

ANY exterior changes require Architectural Review Committee (ARC) approval prior to starting the work. ARC applications can be obtained by calling Access Management or by visiting your HOA's website: <https://engage.goenumerate.com/s/coveatwestport/>

I HAVE A COMPLAINT AGAINST MY NEIGHBOR. HOW IS THIS REPORTED?

You may contact your Community Association Manager in writing in case of a true violation. The homeowner will be contacted and asked to comply. Violations are logged and tracked. If the violation continues and reasonable efforts for compliance have failed, legal measures will be taken.

I PLAN TO LEASE MY HOME. DO I NEED TO INFORM THE HOA? WHAT IF I DECIDED TO SELL?

Please reference your governing documents for specific Rules and Regulations or contact your Property Manager to obtain more information about leasing or selling your home in your community.

WHEN ARE MY ASSESSMENTS DUE?

Assessments are due on the 1st of the month, quarter, or year. Grace periods can vary. Please reference your payment coupon to verify your late date and fees.

ARE YOU ABLE TO PROVIDE INSIGHT ON THE MOVING IN PROCESS?

We have a helpful guide to ease the process of moving in and getting established in your new home on The Cove at West Port HOA portal. Visit <https://engage.goenumerate.com/s/coveatwestport/> and click on the “Resources” menu for a document called *“Moving in and Getting Set Up.”*

WHOM SHOULD I CONTACT WHEN I HAVE A QUESTION?

We have contact information on The Cove at West Port HOA portal. Visit <https://engage.goenumerate.com/s/coveatwestport/> and click on the “Resources” menu for a document called *“Whom Do I Contact?”*

COULD YOU MAKE SOME RECOMMENDATIONS ABOUT THE AREA?

We have collected information about various local businesses and activities in our exclusive *“Local Resources Guide”* which can also be found in the “Resources” menu on The Cove at West Port website. Visit <https://engage.goenumerate.com/s/coveatwestport/>