

9/11/18

WELCOME TO THE NEIGHBORHOOD  
A RESIDENT'S GUIDE  
TO  
CHARLESTON HARBOR  
SUBDIVISION

Charleston Harbor Homes Association

[www.charlestonharbor.org](http://www.charlestonharbor.org)



# Charleston Harbor Homes Association (CHHA)

## TABLE OF CONTENTS

Page

3-4	Welcome from Your CHHA Board of Directors
5	Ways We Communicate With Homeowners & Residents
6	Board Meeting Schedule
7	Membership and Password Information
8-9	Annual Homes Association Dues
10-14	New Resident Checklist
15-16	Charleston Harbor Homes Association Amenities
17	Local Utilities and Other Community Information
18	Board Members Contact Information

## Welcome To Charleston Harbor

As a new resident, we invite you to become involved with our community and to participate in your HOA, the various volunteer opportunities and social activities afforded our residents. You will find Charleston Harbor to be a friendly community full of caring neighbors.

The Charleston Harbor Homes Association (CHHA) is a homeowner's association incorporated as a not-for-profit under Missouri law. Our purpose is to maintain and care for the common areas of the subdivision, including the lake, the community pool and parking lot, our three entrances to the subdivision and perimeter landscaping.

Our Board meetings are open to all homeowners. There are four sets of documents that govern our homes association. They are the Declaration of Covenants & Restrictions, the Articles of Incorporation, the Bylaws and the Architectural Committee Guidelines. Your Association's operations are governed by a volunteer, elected Board of Directors. (See the last page of this Guide for Board member information.) The Board sets and executes annual operating and capital improvement budgets. It also contracts for maintenance services. There exists opportunity for homeowners to become involved by serving on HOA Committees such as Architectural Review, Landscape, Yard Light Maintenance, Pool Operation & Maintenance, Lake, Welcome & Social, Communications, Government Relations, and Safety & Security.

We recommend that all our residents become familiar with our HOA documents. These can be found on our website. We encourage you to visit our website at [www.charlestonharbor.org](http://www.charlestonharbor.org) for useful information about our community.

**Beginning July 1, 2018** the Charleston Harbor Homes Association's Board of Directors has entered into an agreement with **Brookwater Management, LLC of Liberty, Mo.** to assume our community property management responsibilities. Their primary purpose is to assist in administering and coordinating the affairs of the Charleston Harbor community. As a community management company, their main goal is to preserve and protect the appearance and architectural harmony of our community and protect home values.

9/11/18

As our community association management company, **Brookwater Management will be the main point of contact.** They are able to assist homeowners with any concerns relative to the business of your Association, including assessment collections (dues), balance inquiries, covenant & restrictions, maintenance, community events and other important facets while serving the needs of our community.

Please feel free to contact Brookwater Management's office anytime (816) 429-8186, Monday-Friday, 8:00am - 5:00pm, email them at [info@brookwatermgt.com](mailto:info@brookwatermgt.com).

## **WAYS WE COMMUNICATE WITH HOMEOWNERS AND RESIDENTS**

As homeowners and residents in Charleston Harbor we want you to know the ways that we communicate news of our neighborhood. We encourage our residents to invite their neighbors to join us through one or all means of communication:

- **Brookwater Management App** – The app can be downloaded from the “Apple Store” or “Google Play” by typing in “Brookwater Management”. Register your account using Charleston Harbor’s Code; C71H3150. Or Text **brookwater** to **59248** and receive a text back with an app download link.

**Brookwater Management Sign Up and Login Page**

**Brookwater Management's Charleston Harbor HOA website**

**Our Registered Domain Web Site – Charleston Harbor Homes Association (www.charlestonharbor.org)**

**Nextdoor Charleston Harbor** – where our residents can connect and learn the latest news in the community

**Our Charleston Harbor Facebook Page**

**Neighborhoodlink Charleston Harbor** – another web site featuring our subdivision

**Newsletter** (quarterly with printing assistance from Northland Neighborhoods, Inc.)

**Flyers** placed on homeowners' front door

## **BOARD MEETING SCHEDULE**

An important way to help maintain the quality of life and home value in Charleston Harbor is to attend public Board Meetings. Your Board of Directors welcomes input, inquiry and volunteering from association members. If you have questions, concerns or wish to inquire about volunteering your time between public Board meetings, please contact the Board President, an Officer or a Committee Member.

On behalf of our Charleston Harbor residents and your Charleston Harbor Homes Association Board, we welcome you and look forward to meeting you somewhere within our community.

### **BOARD MEETING SCHEDULE**

**Open Homeowner Board Meetings** are held the *LAST Tuesday* of **January, March, May, July, September and November** at 7:00 pm. at the Shoal Creek Patrol Station, 6810 NE Pleasant Valley Rd., Kansas City, Mo. 64119 in their community meeting room. All homeowners are invited and encouraged to attend and become involved in our homes association.

**The Annual Board Meeting with the election of a new Board and Officers is held the last Tuesday of August (August 27, 2019)** at 7:00 pm. at the Shoal Creek Patrol Station, 6810 NE Pleasant Valley Rd., Kansas City, Mo. 64119. Homeowners are encouraged to attend and cast their vote. Should a homeowner be unable to attend the meeting, they can cast a proxy vote if submitted in a sealed envelope at least two weeks prior to the meeting or brought to the meeting by a neighbor.

Monthly working meetings of the Board of Directors will be held within Charleston Harbor subdivision at a board member's home.

## **Membership and Password Information**

Every homeowner within the subdivision is a member of the Charleston Harbor Homes Association. In fact Article III – A of our HOA Bylaws indicate that *membership is mandatory for all owners of residential tracts located in the Charleston Harbor subdivision.*

Article I of the Homes Association Declaration (1996) further states that *NO owner shall be allowed to disclaim said membership and the duties, obligations and benefits thereof nor withdraw from the Association for any reason.*

The association is incorporated under the laws of the State of Missouri as a corporation not organized for profit.

Some of our web site pages are **PASSWORD PROTECTED** and are available for viewing only by homeowners. Some of the pages include Documents, Treasurer Reports and a Directory of Homeowners.

If a homeowner would like to have access to the protected pages, please email the webmaster: [chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com) and request the web site **Password**. Please include your name, address and phone number with your email request.

9/11/18

## **Annual Homes Association Dues for Charleston Harbor**

### **2019 ANNUAL DUES**

Charleston Harbor Homes Association dues are **\$500/year** and are payable on January 1st of each calendar year and must be paid no later than April 1st. **All** property owners in Charleston Harbor are required to pay homes association dues.

### **WAYS TO PAY YOUR DUES**

Pay Online through Brookwater Management's payment portal.

Personal, certified check or money orders can be made out to CHHA and mailed.

Send remittance to:

**Brookwater Management LLC**

**118 N. Conistar Lane, Suite B #322**

**Liberty, Mo. 64068**

\* PLEASE be sure to write for Charleston Harbor dues and your address on your check.

**Your dues payments are used in the following manner:**

#### **For Administrative Costs & Services:**

Insurance

Dues Collection & Enforcement

Legal Services

Covenant Enforcement / Architectural Review

Printing & Communication

#### **For Maintenance of Common Areas:**

Snow removal

Mowing and chemical treatments to perimeter grounds

Landscaping at the entrances

Operation of irrigation systems

White Rock Lake associated expenses

9/11/18

**Neighborhood Pool:**

Upkeep and maintenance of the swimming pool  
Scheduled pool maintenance and improvement activities

**Social Activities:**

Neighborhood Garage Sales  
Cleanup / Dumpster days

We are very appreciative of our residents' cooperation in the payment of annual dues. In order to provide these services, it's important that all Charleston Harbor residents pay their annual dues. The Board of Directors takes the dues collection process seriously. Residents with outstanding dues will have liens filed against their properties and may face legal action to collect unpaid balances.

According to the terms and conditions of the Covenants of the Home Owners Association, **failure to bring your account up to date by April 1 will result in a lien on your property plus late fees and interest.** Late fees and interest are as follows: \$40 on April 1; \$40 on June 30; and ten percent (10%) per annum after June 30 plus all costs of collection, lien filing and releasing costs and all Attorney Fees. All late fees, interest and dues arrearages are CREDITED BEFORE current dues from each payment.

In order to resolve the dues delinquencies existing in the subdivision the Executive Committee of the Board of Directors has determined that further enforcement of dues collection procedures is required through the **retention of collection agencies** in accord with which the Committee has adopted the following:

BE IT RESOLVED that **beginning June 30, 2013** all arrearages of dues may be **assigned to a professional collection agency** which shall be authorized to employ all of usual collection procedures including but **not limited to reporting delinquent members to credit reporting agencies.**

If your dues are in arrears and you wish to avoid having your delinquency reported to an agency, please contact **Brookwater Management, LLC**, and make payment arrangements.

## **New Resident Checklist**

### **HOA Legal Documents**

Please familiarize yourself with the Charleston Harbor Homes Association legal documents. These are usually provided to a new homeowner at the closing on your property. Complete legal and detailed descriptions are a part of the Covenants & Restrictions and Bylaws that also can be found on the Charleston Harbor Homes Association website: [www.charlestonharbor.org](http://www.charlestonharbor.org) under the "CHHA Documents" tab within the drop down menu titled "About." These files are password protected on the web site and a homeowner may request the password by sending an email with their name and address to: [chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com). These documents can also be found on Brookwater Managements portal.

### **Trash and Recycling**

Trash and Recycling Pick Up is on **FRIDAY** mornings (have curbside by 7:00 a.m. on Friday, but not before 3 p.m. on Thursday). This is a service of the City of Kansas City and is funded from general tax dollars. For Trash Pick Up each household may place two bags per week without tags. For more than two bags, residents can buy tags for \$2.50 each at designated Westlake Ace Hardware and Price Chopper locations. Place a tag on each additional bag placed curbside.

Recycling Pick Up is voluntary and also a free service. In order to recycle, you must use a blue or black recycling bin from participating [Westlake Hardware or Price Chopper](#) stores. Bins are \$9 each, and more than one may be used. Or, set extra recyclables in cardboard boxes, paper bags or plastic tubs next to the bin.

For more detailed information, including large item pickup and acceptable items visit the KC 311 Action web site at <http://www.kcmo.gov/311>.

### **Leaf and Brush Collection**

The City of Kansas City, Mo. Water Services conducts free curbside leaf and brush collections each spring and fall. The scheduled dates will be posted on our Charleston Harbor Homes Association web site and also on the City of Kansas City's web site at <https://www.kcwaterservices.org/leaf-brush> . Additional rules for curbside collection of leaf and brush can be found on the City's link. Curbside collection will take place on our subdivision's regularly scheduled trash day which is Friday.

## **Mailbox**

A Community Mailbox system exists within the Charleston Harbor subdivision. You are assigned a mailbox number based upon your home address by the United States Postal Service. If you did not receive a mailbox key at the closing on your home, you will need to request a key at the post office that services our area, 4701 NE Barry Rd., Kansas City, Mo. 64156.

## **Pets**

Charleston Harbor, with lots of open areas, is pet friendly. We like to think of ourselves as people friendly as well. Please note that there is a Kansas City, Mo. leash policy. Dogs are not allowed to run loose. Whenever your dog is off your property, it must be leashed. If you are going to leave your pet outside for long periods of time, you should take steps to minimize barking. We strongly discourage leaving your pet outside for long periods of time when you are away from home, even if you have a doggie door to allow them to enter and exit from your residence unattended. Barking dogs are a nuisance, and, in addition to causing conflict among neighbors, may be cited for violation of the Kansas City, Mo. noise ordinances.

If you take your dog into common areas, please be responsible and considerate and clean up after your pet. There is also a city ordinance that restricts a homeowner to having no more than a combination of four pets.

## **Architectural or Landscape Changes To Property**

Your HOA has guidelines that must be followed if you plan to make any exterior changes or additions to your home or yard landscape. This includes projects such as a new roof, change in exterior paint color, adding or replacing a fence, any addition to your home and any changes to yard landscape. Please refer to the Covenants & Restrictions documents for more information. An **Architectural Exterior Change Form** is required and will need to be submitted to Brookwater Management and will need to be approved before proceeding. The form is located on our Charleston Harbor web site.

### **Yard Lights**

Your new home will have a yard light if you live in Plats 1–4. If you live in Plat 5 or 6 you and your neighbor will share a yard light. Homeowners that have a yard light are responsible for ensuring that the light is operational at night. When our subdivision was built, the developer decided to have decorative yard lights rather than typical city street lights. The Bylaws and Covenants & Restrictions for Charleston Harbor outline the use and maintenance of the yard lights. Your Charleston Harbor Homes Association provides free replacement bulbs and day–night sensors that activate the yard lights to turn on. The installation is provided by the Yard Light Maintenance Committee members.

### **Resident Directory**

The Board plans to publish an annual directory in the near future, to be updated each September, and it will carry the names, addresses, phone numbers, and email addresses of residents. It will also list the Board of Directors and Committee members and the official mailing address for correspondence with your HOA Treasurer.

### **Current News**

Next Door is a social web site designed to keep property owners informed of important community news and emergencies. It also is a way of informing our residents about upcoming events, important information or items of a time sensitive nature. If you haven't signed up to receive and are interested in doing so, please send an email to: [chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com).

### **Streets in Winter**

Winter can be mild or severe here in the Midwest. It does snow and we do get occasional ice. The City of Kansas City Public Works Dept. treats and plows residential streets after the maintenance of all major thoroughfares and highways. This means that treatment and snow removal does not always occur in a timely manner.

**Your HOA assessment provides for clearing of snow and ice when it accumulates to over 3 inches.** Once our contractor is notified and can drive to us, then you can expect treatment and snow removal to occur. When you know that bad weather is on its way you will need to keep your vehicles in your driveway so that crews can adequately care for the streets. Contracted services focus on the streets only. In the past, neighbors have arranged small group contracts with local entrepreneurs to have their driveways and sidewalks plowed. There is a city ordinance that requires homeowners to have their sidewalks cleared of snow or ice.

### **Parking**

We strongly urge that homeowners and guests park in the driveway. There are elements of safety when parking on the street. The possibility of a vehicle to be struck and damaged is heightened. On-street parking can contribute to break-in and theft according to local law enforcement. A car parked on the street may obstruct the view of oncoming traffic or being able to see a pedestrian crossing the street which can cause an accident. Parking on the curb, in the grass or side yard is a city code violation and can result in a citation being written by law enforcement.

### **Annual Garage Sales**

Your HOA has a provision for **one** annual 2-day neighborhood garage sale that usually occurs the first weekend in June. Residents are encouraged to participate and can place garage sale signs in their yards. Your HOA will have signs at the three entrances and will also advertise the garage sales on the Northland Neighborhoods, Inc. web site and on Craigslist. This is the only time that a garage sale may be held in the subdivision. Watch for the dates for the sales.

### **Safety and Security**

Your HOA has established a Safety and Security Committee to help make Charleston Harbor subdivision a safe place to live and play. Your familiarity with rules and compliance will be appreciated. Your involvement in a Neighborhood Block Watch Program is encouraged. Any concerns, suggestions or inquiries regarding the safety and security of the neighborhood should be directed to: [chwebmaster@yahoo.com](mailto:chwebmaster@yahoo.com).

9/11/18

### **Photos**

Our HOA web site has photos of events, homes, landscapes, projects, etc. Homeowners are welcome to place photos of interest on the web site. Photos can be sent as an attachment in an email to: [chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com). Please include your name, address and information about the photos.

### **Community Bulletin Board – Classified Ads**

Your Charleston Harbor Homes Association web site has a place where residents can place ads or requests for assistance. Residents and homeowners are encouraged to use the Classifieds Section for listing items for sale, trade or free. Individuals may also list services offered or needed such as child care, home repair, etc. We also will list contractors/individuals who are recommended by our residents. Please send your information, description, photo(s) if applicable, pricing and include your name, address and phone number to: [chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com).

### **HOA Committees**

As a homeowner, you have a big stake in the safety and cleanliness of your neighborhood. How can you ensure that your community will be properly maintained and cared for? The best way is to volunteer with your homes association. HOA committee positions or doing volunteer work are unpaid, however, the satisfaction of knowing your community is being well taken care of outweighs any monetary compensation.

Charleston Harbor Homes Association is actively seeking homeowners to serve on committees or volunteer to help with upcoming projects. An HOA activity is one of the best places to meet your neighbors and to learn more about them. It gives you a chance to socialize and make friends with others living in your neighborhood. For the most recent list of committees and current members see Charleston Harbor website at [www.charlestonharbor.org/About/CHHA Board and Committees](http://www.charlestonharbor.org/About/CHHA%20Board%20and%20Committees). Please consider joining.

## Charleston Harbor Homes Association Amenities

### Community Pool

The Charleston Harbor Community Pool is the central gathering place within our community. It is located adjacent to White Rock Lake and the island Lighthouse. The address of the Pool is 6715 N. Charleston Dr., Kansas City, Mo. 64119. We have a phone (FOR EMERGENCY USE TO CALL 9-1-1) located in the pool house. Our family friendly environment is a major draw for residents. The Charleston Harbor Homeowners Association community pool is available for parties, weddings and other events during the pool season. Contact a Board member to discuss.

Charleston Harbor residents have access to the pool facilities from Memorial Day weekend to Labor Day Weekend. Our pool is now closed for the 2018 season. We will re-open the pool for the 2019 season over the Memorial Day weekend. Each home is offered a pool access card free of charge to enter and exit the pool gates. Additional pool access cards can be purchased for \$40.00. Fees for replacing a lost card are \$40.00. If you rent your house, your home owner can provide you with a pool access card for the house you are renting. Please contact your landlord or home agent. **As of July 1, 2018, Brookwater Management is the keeper of all records.** Any request to obtain a new or replacement card should be sent to the management company. They will determine if you are current on HOA dues and then process the paperwork that will allow authorization of a Pool Access Card. Please note: Annual dues and all other financial obligations to the Homes Association must be current for the pool access card to be turned on.

**2019 POOL HOURS: Monday -Saturday, 10:00 am. – 9:00 pm. Sunday, 10:00 am. - 8:00 pm.**

#### POOL RULES:

No Lifeguard on Duty                      Use Pool at Your Own Risk  
No Animals Allowed                        No Glass, Food or Drink In Pool Area  
NO DIVING!!                                  No Running, Pushing or Dangerous Horseplay  
Young Children Must Be Accompanied By an Adult  
HOA Not Responsible For Accidents or Injuries  
Be Considerate – No Yelling, Loud Music or Excessive Noise    *Management Reserves the*

9/11/18

*Right to Deny Use of Pool to Anyone at Any Time.*

### **White Rock Lake and Lighthouse**

Behind the Community Pool is our historic White Rock Lake, originally a rock quarry and then a pay fishing lake prior to the start of our subdivision. It is a private lake for residents of Charleston Harbor who may enjoy fishing, a walk on the trail that follows the lake borders on the south or just enjoying nature. Those who choose to fish are encouraged to catch-and-release, as most fish are likely polluted by insecticides and fertilizer run-off from the neighborhood. Our lake is a NO swimming lake.

9/11/18

## Local Utilities

AT&T Telephone (888) 753-0378  
Kansas City Power & Light (KCPL) (816) 471-5275  
Kansas City Water Services (816) 513-1313  
Missouri Gas Energy (816) 756-5252  
AT&T U-Verse Internet & TV (877) 286-6268  
Direct TV (855) 833-4388  
Google Fiber Internet & TV (866) 675-7189  
Spectrum Cable Internet & TV (866) 282-1155

## Other Community Information

**Newspaper** – The Kansas City Star (816) 234-4636 ( [www.kansascity.com](http://www.kansascity.com) )

**Our School District** is North Kansas City Schools ( [www.nkcschools.org](http://www.nkcschools.org) ):

- Ravenwood Elementary, Maple Park Middle School, Winnetonka High School

**Emergencies – Dial 9-1-1 for Fire, Police or Medical Emergency**

- KCMO Fire Dept. Station #14, 8300 N. Brighton Ave.
- KCMO Police Dept. Shoal Creek Patrol, 6801 NE Pleasant Valley Rd. Call 9-1-1

**Be sure your street address is clearly displayed at your residence** so that the emergency responder can find you quickly.

**Make sure the number is well illuminated at night.** If possible have someone outside your residence to guide the response unit to you.

We have three area hospitals in close proximity, in case of an emergency.

- North Kansas City Hospital (816) 691-2000 approximately 6 miles
- Liberty Hospital (816) 781-7200 approximately 8 miles
- St. Luke's North Hospital (816) 891-6000 approximately 10 miles

Mo. State Auto License Office, 5943 NE Antioch Rd. (816) 455-5100

Voting Registration – Clay County Board of Election Commissioners (816) 415-8683

Polling Location for Charleston Harbor residents is at Maple Woods Community College.

Visit our HOA web site and click on the “Community Links” tab for more information.

9/11/18

## **2018-2019 Charleston Harbor Homes Association (CHHA) Board Officers, Board of Directors and Committees**

### **CHARLESTON HARBOR HOMES ASSOCIATION 2018–2019 ELECTED OFFICERS**

Charles (Chaz) Wood, President	<a href="mailto:chazbz1@yahoo.com">chazbz1@yahoo.com</a>
Josh Thomas, Vice–President	<a href="mailto:jrt6v4@gmail.com">jrt6v4@gmail.com</a>
Kay Foxe, Secretary	<a href="mailto:stitching1@yahoo.com">stitching1@yahoo.com</a>
Katie Wienke, Treasurer	<a href="mailto:wienke29@gmail.com">wienke29@gmail.com</a>

### **CHARLESTON HARBOR HOMES ASSOCIATION 2018-2019 BOARD OF DIRECTORS**

Kay Foxe	<a href="mailto:stitching1@yahoo.com">stitching1@yahoo.com</a>
Carlos Hernandez	<a href="mailto:elmanoblanco@gmail.com">elmanoblanco@gmail.com</a>
Paul Lavine	<a href="mailto:lavines@kc.rr.com">lavines@kc.rr.com</a>
Robert Sullivan	<a href="mailto:sullivanaircraft@gmail.com">sullivanaircraft@gmail.com</a>
Josh Thomas	<a href="mailto:jrt6v4@gmail.com">jrt6v4@gmail.com</a>
Katie Wienke	<a href="mailto:wienke29@gmail.com">wienke29@gmail.com</a>
Charles (Chaz) Wood	<a href="mailto:chazbz1@yahoo.com">chazbz1@yahoo.com</a>

Direct any other questions, comments or concerns for any Board or committee member to their email address above or by email to:

[chhwebmaster@yahoo.com](mailto:chhwebmaster@yahoo.com)