

Hidden Springs Town Association, Inc.

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Association Policy 800

Facilities Incident Policy

Hidden Springs maintains various common area facilities and open space (the “amenities”) for the use and enjoyment of the residents of the community. Pursuant to Master Declaration of Covenants Conditions and Restrictions 3.1.7.1, this policy establishes the rules and procedures by which the community will address conflicts, disputes or perceived problems in the use of amenities.

Incident Reports - Community staff, contractors, or residents will fill out an incident report form whenever a resident or homeowner using an amenity is perceived to have violated the Master Declaration of Covenants Conditions and Restrictions relating to the amenity, established rules for the amenity, or caused a disruption to the enjoyment of any amenity by other residents.

The Town Manager will review all incident reports and take the actions he deems in the best interest if the community in response including but not limited to (a) education of the community member, (b) counseling the community member regarding community rules, (c) direct referral of the incident to the Town Counsel for review or (d) report to the police or other public authorities. Any time a resident is subject of three or more incident reports over a 12-month period the incidents shall be reviewed by the Town Council.

Town Council Review - Initial Town Council review will occur informally and the Council shall determine whether any further action may be warranted. If after informal review the Council determines it is in the best interests of the community it may immediately terminate the resident’s access to some or all facilities and will direct the Town Manager to suspend the resident’s access code. No other adverse action will be taken until the resident is provided the opportunity to attend a hearing.

If the Council determines action is, or may be, warranted the resident shall be provided the opportunity to appear before the Council to address the incident(s) at the Council’s next scheduled meeting. At or before the hearing, the resident may submit any documentation, evidence or testimony the resident deems appropriate.

The Council shall review any and all materials and statements submitted regarding the incident. The Council may act at the open meeting or may take the matter under advisement. After the resident’s opportunity for a hearing and Council’s review of materials, the Council may:

1. Choose to take no further action’
2. Terminate the resident’s access to one or more amenity for a period of up to one year;
3. Establish a procedure for limited access to the amenities for the resident;
4. If the actions of the resident caused the HSTA to incur any direct financial costs for repair, clean-up or otherwise, the Council may levy Limited Assessment pursuant to CC& R 10.49 against the property owner of the resident’s home. The Limited Assessment shall include all direct and ancillary costs including management and employee time caused to the community by the residents action, and/or
5. Take any other action authorized by the governing documents that is in the best interest of the community.

A resident subject to an action of the Town Council under this policy may file one written appeal at any time after notice of the Council’s determination. No other appeals will be considered.