



SILVER CREEK VILLAGE

Master Homeowners Association Welcome Packet







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Welcome to



SILVER CREEK
VILLAGE



On behalf of the community, welcome home to Silver Creek Village. When hearing the words “homeowners association” it can sometimes be off-putting, let me assure you — this association and this community are unique. Silver Creek Village is a master plan community and will ultimately contain more than 1,200 homes within its many neighborhoods. These neighborhoods will surround parks and trails benefiting the community lifestyle. The developers for Silver Creek Village have an amazing vision for this community.

Silver Creek Village contracts with CCMC for community management services. CCMC is a national leader in community management, providing a dedicated team to assist in overseeing and maintaining the day-to-day operations consistent with the direction of the Board.

Information regarding upcoming events will be published in the newsletter on the website at

www.silvercreekvillagecommunity.com

The website is an excellent source of information. Please take a moment to create a login. If you should find yourself needing answers to questions, please reach out to the management staff, as they are here to assist you and help however they can.

Sincerely,

Silver Creek Village Community Manager

communitymanager@silvercreekvillagecommunity.com



Silver Creek Village offers exclusive community amenities, ideally situated close to the best resorts and attractions around Park City. With convenient access to major highways, you're never far from what's happening year-round.



Community Contacts

Service & Utilities

POWER

Rocky Mountain Power
Address: P.O Box 1508
Park City, Utah 84060
Phone: (801) 237-2293

WATER

Park City Municipal Corporation
Address: 1053 Iron Horse Drive
Park City, Utah 84060
Phone: (435) 615-5335

GAS

Questar Gas
Address: 753 Honda Park Drive
Bluffdale, UT 84065
Phone: (435) 649- 0670

Cable, Phone, & Internet

SATELLITE

Direct TV
Phone: (833) 446-1130

CABLE

Xfinity
Phone: (800)934-6489

INTERNET

Centurylink
Phone: (435) 649- 6186

Non - Emergency

POLICE DEPARTMENT

Park City Police Department
Phone: (435) 615-5500

FIRE DEPARTMENT

Park City Fire Department
Phone: (435) 649-6706

Postal

Park City USPS

Address: 1764 Uinta Way Ste H1
Park City, Utah 84089
Phone: (800) 275-8777

For all emergencies dial 911

School District

South Summit Elementary School

Address: 535 E. 300 S. Kamas, Utah 84036

Phone: (435) 783-4318

Website: www.ssummit.org

South Summit Middle School

Address: 355 E. 300 S. Kamas, Utah 84036

Phone: (435) 783-4341

Website: www.ssummit.org

South Summit High School

Address: 45 S. 300 E. S.Kamas, UT 84036

Phone: (435) 783-4313

Website: www.ssummit.org

For a complete list of schools in the area, please visit the South Summit School District website, ssummit.org.



Silver Creek Village

Management Team

At Silver Creek Village, your Board of Directors has hired CCMC to manage the daily administration and operations of your association & build a sense of lifestyle in your own community. To help you understand what the management company is and isn't responsible for, we've categorized some basic information below.

COMMUNITY MANAGER
CommunityManager@SilverCreekVillageCommunity.com
(801) 679-2255

LIFESTYLE DIRECTOR
Info@SilverCreekVillageCommunity.com
(801) 679-2255

CCMC is Responsible for:

- ☒ Assisting the Board of Directors and Neighborhood Advisory Committees with Administrative, Financial and Organizational Detail.
- ☒ Hiring and Training All Association Staff Members.
- ☒ Maintaining the Financial Records of the Association.
- ☒ Billing and Receiving All Member Assessments.
- ☒ Preparing Association Financial Statements.
- ☒ Assisting the Board of Directors in Preparing the Budget.
- ☒ Enforcing Community Standards, Guidelines, and Policies.
- ☒ Providing Community Services, as Approved by the Board of Directors.
- ☒ Maintaining All Common Areas and Community Amenities.
- ☒ Processing Architectural Modification Requests.
- ☒ Preparing or filing tax returns for common areas.

CCMC is Not Responsible for:

- ☒ Providing Maintenance or Repairs for Your Home.
- ☒ Representing Members in Legal Proceedings.
- ☒ Preparing or filing any tax returns for individual homes.
- ☒ Completing or Warranting the Developers or Builders Construction Work.



**We are here
for you!**

If you should have any problem or complaint relating to the common areas within your community, please notify CCMC; Monday through Friday, 9 AM to 5 PM. An answering service is also available for after hour emergencies within your community. To allow us to serve you most effectively, please use this service for emergencies only.

**Silver Creek Village Main Office
(801)679-2250**

**For after hour emergencies
please call (602)234-9288**

Silver Creek Village is a traditional neighborhood village clustered among the sage meadows of the Eastern Snyderville Basin.

The intent of the plan is to create a “special place” with a pattern of streets, blocks and open spaces that compliment, not compete with the land. The Village is centered on a traditional “Main Street” intersection. Here, residential lofts rise above a tree lined retail street with boutique shops, a neighborhood market, small restaurants and cafes, a post office, a bank and a variety of public gathering spaces.

The architecture within Silver Creek Village will strongly reflect the ranching and territorial past of rural Summit County while applying modern elements to create a unique yet timeless village. The Main Street terminates at the 3-acre Village Green located in the heart of the Village. The green will provide residents with a gathering space to enjoy concerts at the amphitheater, play Frisbee on the great lawn, cool down at the splash pad, attend the farmers market or an art show or enjoy any of the other park amenities such as the picnic pavilions, playgrounds, and walking paths. The Village Green is oriented with Main Street to the breathtaking views of the ski areas along the eastern slopes of the Wasatch Mountains.

The neighborhoods within Silver Creek Village are both unique and diverse. The community emphasizes an interconnected network of pedestrian scaled streets lined with trees, sidewalks, public spaces, and a mix of residential units ranging from village lofts to single family custom homes. To reinforce the pedestrian-oriented philosophy of the village, automobiles are directed to street parking, rear access garages and parking lots located to the side or rear of commercial or mixed-use buildings. Each neighborhood is adjacent to an abundance of natural and planned open spaces. Each residence is located within a 3-minute walk of a park providing residents with active recreation opportunities such as playgrounds, picnic pavilions, play lawns, sports courts, etc. The Village also boasts over 60 acres of neighborhood and community parks providing a diverse range of active programmed uses.

MASTER PLAN TOTALS:

Neighborhood Commercial: 50,000 square feet
Multi-Family units: 939
Single family units: 351
Total Units: 1,290





Board of Directors

All affairs of your association are governed by the Board of Directors who currently is a declarant board (under developer).

If you are living in an association that is still being developed, the members of the board may be appointed by the developer of your community until the association is transitioned to the individual homeowner members.

The Board of Directors are responsible for overseeing the maintenance of all common areas and any amenities located within your community. In partnership with Park City who will help maintain the aesthetic view of our community. Common areas may include streets, green space, storm water management facilities, parking areas, gates, perimeter walls, entry features, and recreational amenities.

As you can see, being a member of the board of directors of your association is a big job. It is important that you give them your support and cooperation for the benefit of everyone living in Silver Creek Village Community. As each community differs in this regard, please contact us if you have any questions about the areas for which your association is responsible.



The Board of Directors is empowered and directed to:

- Prepare the Annual Budget for the association
- Establish the rates of assessments
- Collect all assessments due to the association
- Provide for necessary operational personnel
- Adopt and amend the community rules
- Enforce all provision of the governing documents
- Keep detailed association accounting records
- Provide for, care, and upkeep of the common areas
- Do all acts necessary for the associations administration

Lifestyle

Lifestyle programming allows us to bring your neighborhood to life through signature events, parties, and classes. Creating a connected, friendly community is something we pride ourselves on, and fun events are one of the ways we help bring neighbors together.

As the community grows, so will our lifestyles programming. If you have ideas or feedback for future events, please contact the community manager. Reach out to your community director with any input, questions, or comments.

COMMUNITY MANAGER

CommunityManager@SilverCreekVillageCommunity.com

(801) 679-2255





Communications

FACEBOOK

Follow us on Facebook at Silver Creek Village

As technology has evolved, social media has allowed for people to connect in new and innovative ways. The association maintains an active presence on social media, providing residents with not only important news updates but also fun engaging content reflecting the joys of life in the community.

E-NEWSLETTER

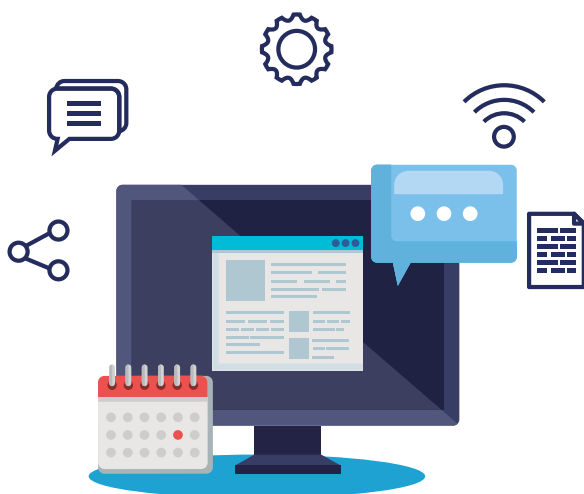
Silver Creek Village

Your community newsletter is your go to place for all updates in your community. This will include upcoming events, announcements, developer updates, contests, and more. By creating an account online at SilverCreekVillageCommunity.com you will be signed up to receive monthly newsletters. If you are not receiving the monthly community e-newsletter please contact the community manager at Info@SilverCreekVillageCommunity.com

WEBSITE

Register for a login at silvercreekvillagecommunity.com

This will be your central hub to review Governing Documents, access your community calendar, ARC application guidance and more.



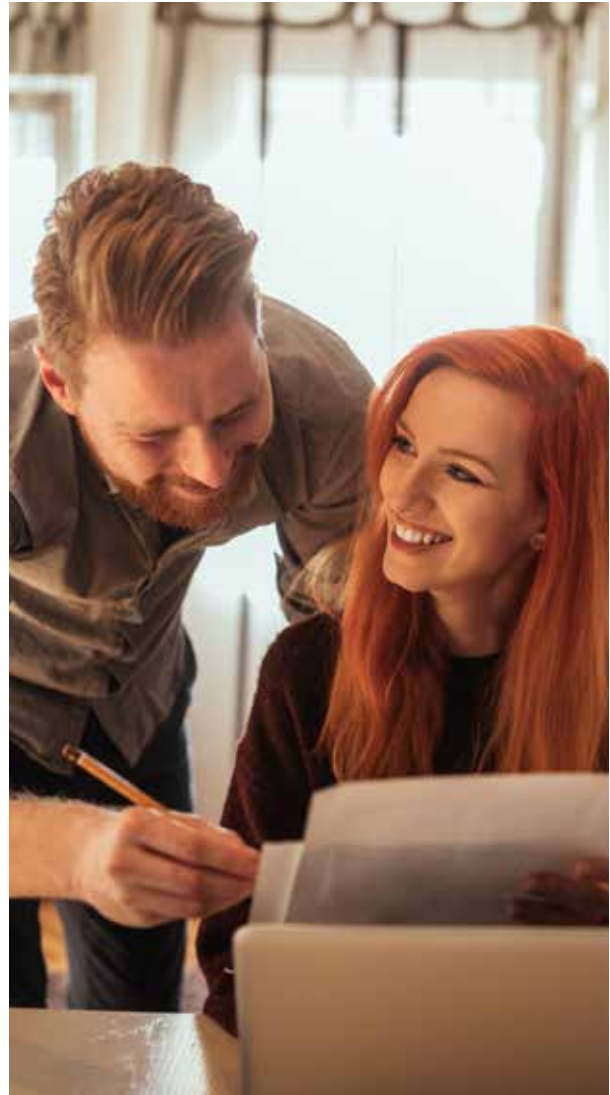
Assessments

Membership in the association is mandatory; every member receives the same benefits and shares the responsibilities (as outlined in our community Governing Documents). These include the Declaration, Master Deed or Covenants, and Conditions and Restrictions. You should have received a copy of these important documents at the time of closing on your home, if you have not received a copy, please contact us.

As a community association member, you will be required to pay your monthly assessments, abide by the community rules and restrictions, and maintain those areas of your home for which you are responsible. You will also enjoy all of the benefits that this membership provides, such as lifestyle programming, trails, parks, community events, and so much more!

To accomplish the many tasks for which it is responsible, the association must have operating funds for daily maintenance, repairs, and administration, as well as adequate reserve funds for major repairs or replacements for common property. The board of directors will establish assessment rates each year and adopt the annual budget for your community. The association will notify you of the amount and due date of your specific assessment. If you do not have any information regarding the assessment, please contact us.

While we work hard to contain expenses, periodic increases in your assessment may occur to cover the rising costs of operations and maintenance of your community as it grows & expands.



eStatements

eStatements are electronic versions of your community association account statement. These statements are traditionally distributed by postal mail, but eStatements will arrive in your digital inbox instead. If you would like to receive your statements via e-mail, rather than mail, please create an account at HOAbankservices.com and update your preferences. Once you have submitted your request, you will receive an activation email which you will need to open to activate your account.



More Information at
silvercreekvillagecommunity.com/assessments

Welcome to Silver Creek Village

SilverCreekVillageCommunity.com

Compliance Reminders

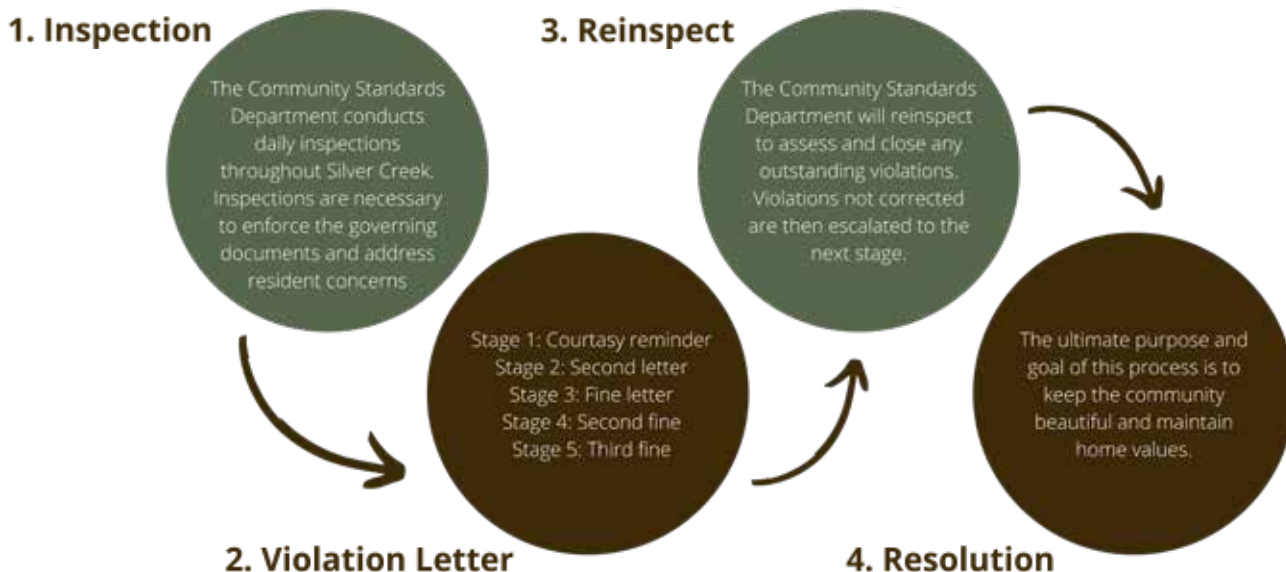
We encourage you to take the time to become familiar with the associations Rules and Regulations which can be found at www.SilverCreekVillageCommunity.com/Documents.



SCAN
HERE

COMMON COMPLIANCE REMINDERS:

- **PARKING** – Motor Vehicles owned or leased by an Owner, Tenant or Resident of the Lot be parked only in the garage, carport, driveway or approved driveway expansion areas situated on the Lot. Motor Vehicles owned by guests of an Owner, Tenant or other Resident may be parked in the driveway on a Lot or, in the case of visits, parties, or special events, on the Streets or in designated parking spaces on the Common Area.
- **RV'S/TRAILERS/RECREATIONAL VEHICLES** – Mobile home, travel trailer, tent trailer, trailer, camper shell, boat trailer or other similar equipment must be stored in the garage or behind a fence. Street parking of these items is strictly prohibited.
- **HOLIDAY DÉCOR** – Halloween lights and decorations will be allowed between October 1st and November 6th. Holiday lights and decorations will be allowed between Thanksgiving and January 10th. Lights and decorations for other holidays may be installed no more than two (2) weeks prior to the holiday and must be removed within one (1) week after the holiday.
- **TRASH CANS** – Individual trash and recycling containers shall not be stored in public view and shall not be stored in the front yard, rear alley, on a porch nor in the front courtyard of any home. Trash and recycling containers must be stored in the garage, or within enclosed yards that are screened from view from the street, alleys or adjacent properties.
- **ANIMALS** – No animal, livestock, poultry or fowl of any kind other than a reasonable number of generally recognized house pets, shall be maintained on or in any Lot, Unit, or Parcel and then only if they are kept or raised thereon solely as domestic pets and not for commercial purposes.



Payment Options



Direct Debit (ACH Withdrawal)

Using direct debit, your assessment payment will be automatically drafted from your bank account each quarter when payment is due (e.g. January 1st, April 1st, July 1st and October 1st).

To sign up for direct debit please complete and return the Direct Debit Form along with a copy of a voided check.

Your completed form and voided check can be emailed to achsetup@ccmcnet.com or faxed to 480-921-7564.

Mail Payment

Payments can be mailed to the address listed on assessment statements. The detachable coupon portion of the statement must be included with the payment.



Multiple Accounts

When paying by mailing in your payment, or through your online bill payment service, it is imperative that separate checks and envelopes be used for each account. Each check should also list the account number to ensure timely and proper posting to the correct accounts. The remittance address for your mailed payments is:

P.O Box 533182
Atlanta, GA 30348-5260



Electronic Checks & Credit Card

Online payments can be made by eCheck, credit card or automatic withdraw through Pacific Western Bank. To access Pacific Western Bank, please do so through the CCMC website at www.ccmcnet.com/homeowners/payment-options, not the Pacific Western Bank website. The automatic withdraw option is valid for one year and then must be rescheduled.

There is a \$14.95 processing fee per credit card transaction through Pacific Western Bank. American Express, Discover, Master Card and Visa are accepted. There is no charge for electronic check transactions. If you have recurring electronic check payments through Pacific Western Bank and your assessment has changed, it will be necessary to update your payment information with Pacific Western Bank.

If you wish to make any changes to your account with Pacific Western Bank, please do so directly on their website.

Disclaimer: because Pacific Western Bank is a 3rd party provider, CCMC does not have the ability to make changes within their website.

Keep in mind that assessments are the primary source of income for community association, we encourage all members to pay them in a timely manner. Members who do not pay their assessments on time may be subject to various monetary penalties and usage restrictions. While this may seem extreme, please remember that your association can operate only if all members pay their assessments when due. That will allow your association to properly administer and maintain your community.



More Information at
silvercreekvillagecommunity.com/assessments

Welcome to Silver Creek Village

SilverCreekVillageCommunity.com

Design Review



The design guidelines protect your property values and preserve the character of the community. A comprehensive guide to modifying the exterior of your home while remaining in compliance with the established community guidelines is required. There are three main steps to completing a proper Architectural Application.

Once you have a plan, how do you apply?

1. Complete an application that corresponds with your neighborhood. More information on what to include in your application can be found on **silvercreekvillagecommunity.com/designreview**
2. Complete a site plan for the project. Site plans must be legible and must include dimension, materials, colors & any other details that may be helpful for the Silver Creek Village Design Review Committee(DRC). Submit the application, site plan, and any additional supporting documentation of the project to **designreview@silvercreekvillagecommunity.com**.
3. The community manager will submit plans to the Silver Creek Village Design Review Committee (DRC). The DRC is made up of developer team members who will review the applications. Final approval of a project will come from the DRC.
4. Once you received approval from Design Review Committee, you may schedule or begin your project.



Helpful tips



- Identify the sizes as well as distance from trees, patio covers, and structures to the property line (setback).
- Choose plants and trees from the suggested plant list and include plant species on your plans.
- Allow 30 days for the completed application to be reviewed and approved by the SCVDRC.



FAQ

Assessments

How can I pay my assessment dues?

You can send a check, set up recurring monthly payments with your bank, or sign up with CCMC's Direct debit service. Please visit silvercreekvillagecommunity.com/assessments for more information.

How can I set up Automatic Payments?

To sign up for direct debit, please complete the direct debit form (PDF) and return it and a copy of a voided check to the Association Office. Forms can also be emailed to achsetup@ccmcnet.com or faxed to 480-921-7564. Please visit silvercreekvillagecommunity.com for more details.

What do I pay my assessments for?

Monthly assessments support the community operations and reserve funds. Please visit silvercreekvillagecommunity.com assessments for more information.

Community Standards

I received a letter regarding my landscaping. What happens next?

Management is tasked with enforcing community standards of the community which includes routine inspections.

When are violation fines assessed?

After receiving notices, if the homeowner does not bring their property to compliance, fines may be assessed.

How often are the communities inspected?

Each sub-division is thoroughly inspected once a month, but staff is out in the community weekly.

More Questions?

Please call (801) 679-2255 or email info@silvercreekvillagecommunity.com



FAQ

Design Review & Approval

Why do I need to get design approval?

The design guidelines protect your property values and preserve the character of the community.

Approval is required for all landscaping and exterior or architectural changes. Go to silvercreekvillagecommunity.com/designreview for more information

How long does it take to get approval?

Approval varies by neighborhood and depends on your specific committee, finishing a detailed form may help with approval time. Visit silvercreekvillagecommunity.com/designreview for further details on best practices.

What is my first step for approval?

You must submit a completed Architectural Application along with a detailed plan site. Send your completed application and detailed plan site to designreview@silvercreekvillagecommunity.com. Once you've received an email stating approval from the Design Review Committee, you may schedule or begin your project. Please visit silvercreekvillagecommunity.com/designreview.

Management

What is an HOA?

As a property owner, you're automatically a part of the association. The Board of Directors is elected to serve as advocates for the members, establish operating policies and standards, and support community interests.

How can I reach the HOA office?

Our regular business hours are 9am-5pm, feel free to call us or email us with any questions or concerns. Please see page 9 for your teams contact information.

What if my questions aren't included on this list?

We are always happy to hear from you and answer any questions you may have. Please feel free to call or email us.

How can I get a hold of the governing documents?

Create an account on silvercreekvillagecommunity.com today. Then go to the "Documents Tab" for full access to the community documents. If you need any assistance please feel free to reach out to us.

How can I find out about community events?

Please visit silvercreekvillagecommunity.com/lifestyle



SILVER CREEK VILLAGE

SilverCreekVillageCommunity.com



Now this feels like home.®

3300 N Triumph Blvd. Suite 100, Lehi, UT 84043 | (801)679-2255