

HOAAGENT.COM

Your Neighborhood is our Business



Dear Boardmember,

At Homeowners Association Services, Inc. our topline goal is to maintain and improve property values for our clients. We appreciate your interest in becoming a client and look forward to working with you and your neighborhood.

We've attached to this email samples of our board minutes, fee/fine schedule resolutions as an example of resolutions we would help your board craft to get the most out of your CCRs.

An Architectural Request form is provided to every homeowner to ensure a smooth process when a change is being requested, we gather all the documentation and review the addition or change and then send the scanned packet to the board members or architecture committee for review. We then inform the owner of the result, or gather more information for the committee.

Attached as well is a sample 'Services Guide' that we customize and send to every new homeowner as part of our welcome orientation packet. Every homeowner will receive one with our introduction packet upon taking over the management of the association. We can add customized information regarding services, or the board members names, or other pertinent information for your neighborhood to this guide.

Last but not least, we've attached a management agreement for your review. There may be services on here that your neighborhood does not require but we wanted to give you the full scope of the type of services we provide as part of this package price.

Thank you again for your interest in our management, please let us know if you have further questions.

Kristi Sampica, Board Communications and Payables
Peg MacGillivray, Accounts Division
Lance Ficklin, Maintenance Division
Homeowners Association Services, Inc.

HOMEOWNERS ASSOCIATION SERVICES, INC.

11808 E MANSFIELD AVE, SUITE 1 SPOKANE, WA 99206 509.922.2494 INFO@HOAAGENT.COM

Homeowners Association

Board Meeting

May 23, 2013

Meeting started at 4 pm

In Attendance: Mark H, Sue W and HAS, Inc
Quorum established

Old Business:

- ❖ Letter to Homeowners
 - It was decided that it was ok to use Jim's suggestions on some of the wording changes and a letter to the homeowners will be going out a.s.a.p. regarding inspections.
 - Under "Garbage" it will be added to show that cans need to be screened from view or in a fenced area.
 - A proxy will be mailed with the letter asking for a proxy vote as to whether the homeowner would like boats, trailers, and RV's to be allowed to park within the community on homeowner lots, with written board approval, from May 1st through September 30th, every year.
 - ◆ Homeowner will be responsible to contact Mortgage Company regarding vote.
 - ◆ Mailing will be sent in a stamped, self-addressed envelope to encourage return.
- ❖ Questions for Attorney
 - The following issues are going to be brought to the attorney for clarification
 - ◆ Enforcement on Towing, Towing Contract
 - ◆ Change of the CC&R's
 - ◆ Process to extend the park into the field
 - ◆ Can we legally have the park separately managed
 - ◆ Is it correct that we may back bill for the landscaping done when the homeowner fails to maintain their yard
- ❖ Tree Replacement Program
 - The board has asked the Jim with Four Seasons Landscape bid on the replacement of the trees on Barker over the next 3-4 years.
- ❖ Fence Issues
 - HAS, Inc will be confirming that the fence is a 50/50 responsibility as there are many areas along the common area that are falling into disrepair.
- ❖ Mail Stanchions

- Many mail stanchions are in need of repainting and repair. HAS, Inc will go out and assess these boxes and get bids on the repair and painting.

❖ Landscaping Issues

- Some areas are getting brown spots so HAS inc will speak with Four Seasons and have them increase the watering times. HAS inc will request a bid from Jim on the cost of keeping the pathway's edged.



- The president of [REDACTED] called HAS inc and requested a meeting between both sides to discuss the park and other shared interest. The board has agreed that this is a good idea and HAS inc will be setting up a meeting with the North Side that works with everyone's schedules.

❖ Rules & Regulations

- The board is interested in adopting Rules & Regulations.
- HAS inc will send sample template for the board to look at.

❖ ARC Requests

- A homeowner who is interested in building an addition will be granted approval with the following conditions:
 - ◆ They must provide the board with a building permit.
 - ◆ Contractor must show proof that they are licensed and bonded.
 - ◆ Homeowners must bring in paint chips and paint the entire house based on approved color scheme.
 - ◆ Homeowner must provide blue prints of the home.

New Business:

❖ Bi-Annual Meeting

- The Bi-Annual Meeting will be held July 15th at 6 p.m. in the park

Meeting adjourned at 5:15 pm

Minutes taken by HAS inc

Minutes approved by board on: _____, 2013

Sue W, Secretary

**Sample Homeowners Association
Schedule of Fees and Fines**

WHEREAS Article VI Section 1A of the By-Laws grant the Board of Directors with the power to conduct Association business and, to protect community harmony by providing guidelines and a procedure for addressing conditions that disrupt that harmony,

LET IT BE RESOVED THAT the following Schedule of Fees and Fines will be followed:

1. The Board of Directors is authorized to enforce timely assessment payments from owners, compliance with Rules and Regulations and other policies enacted in accordance with the governing documents by assessing monetary penalties against owners, their guests, family, and renters who are in violation.
2. Fines for specific offenses are:

RV and Boat parking beyond 48 hour limit	\$50 per day per incident
Unkempt lawn and bed	\$50 per day per incident

3. Owners have 14 days after receipt of notice to make corrective action or appeal per line 4, in the absence of a request for appeal or corrective action the fines will be imposed and added the account of the Owner.
4. Appeal process – Any Owner receiving a fine who believes no violation occurred, may submit a written explanation to the Board of Directors. The owner will be given an opportunity for a hearing and no enforcement fee will be imposed until after the hearing.
5. All unpaid fines are subject to he Collection Policy per Article 14.1 of the CC&Rs and/or Article X of the By-Laws.

Recorded in the Book of Minutes on the ____ day of _____, 2013

Signature: _____

Board President



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ARCHITECTURAL REQUEST FORM

ASSOCIATION NAME _____ Parcel/Account #: _____

HOMEOWNER NAME/s _____

SITE ADDRESS _____ MAILING ADDRESS _____

TELEPHONE _____ / _____ EMAIL _____
Evening Daytime

Covenants and Restrictions require prior approval of any improvements of the property or exterior of home. This may include, but is not limited to: changes or additions to fencing, home, garage, storage shed, pet enclosure or shelter, landscaping, and drainage. Please include the following information with your request:

1. Describe the improvement or change requested. Plans and specifications should include the following:
 - Dimensions (length, width, and height) (i.e. 8x10x8 shed)
 - List of building materials (roof, siding, foundation, etc.) (i.e. wood, brick, stone, etc.)
 - Paint color (siding and trim, etc. must match existing house) (paint chips or swatches necessary only if changing exterior paint color)
 - Roofs (outbuilding and patio cover roofs shall be built to match home i.e. same shingles and eaves to match existing roof)
 - Submissions must adhere to Spokane County Building Department standards and comply with Covenant rules regarding buildings, landscaping, and other specifications such as tree height or removal rules
 - Landscaping plans must include plant variety.
2. A copy of your property plat map to show location of improvements. A drawing must be included if you do not have a brochure of the item to be installed.

To avoid a returned request please make sure that you have included all of the above listed items. It takes approximately 15 to 30 days to process a request when all the information is received. A member of the committee may ask to see the property and site of the improvement for clarification. If you have any questions about the process, please call us. You will receive written notification once the committee has made a decision. The Architectural Review Committee will generally approve those improvements that look professional and appear as though they grew out of the original structure. Committee may require additional landscaping and/or approval from neighbors.

NOTE: The Architectural Review Committee's approval is for Association purposes only and is not to be considered code approval. Separate approval from others, such as City or County agencies may be required. It is the home owner's responsibility to obtain said approvals. Evidence of approvals may be requested by Architectural Committee at time of installation of any approved change.

You may email or fax to 509-922-2401. For questions, please call 509-922-2494. Copies of the covenants and restrictions are also available upon request and may be found at HOAAGENT.COM.

Received for consideration by _____ date _____

Approval granted/denied by _____ date _____

Reason: _____

Online Portal

www.HOAAgent.com

View Homeowner Account
Maintenance Requests
Historical Ledger
Association Documents
Meeting Notices
Reports



11808 E MANSFIELD AVE, SUITE 1
SPOKANE, WA 99206

OFFICE: 509.922.2494
FAX: 509.922.2401

INFO@HOAAGENT.COM

SAMPLE



Association Professionally
Managed By:

Homeowners Association Service, Inc.
11808 E Mansfield Ave, Suite 1
Spokane, WA 99206

Info@HOAAgent.com

509.922.2494
Fax: 509.922.2401

www.HOAAgent.com

Sample
Homeowners
Association
Services Guide

Updated: November 18, 2017

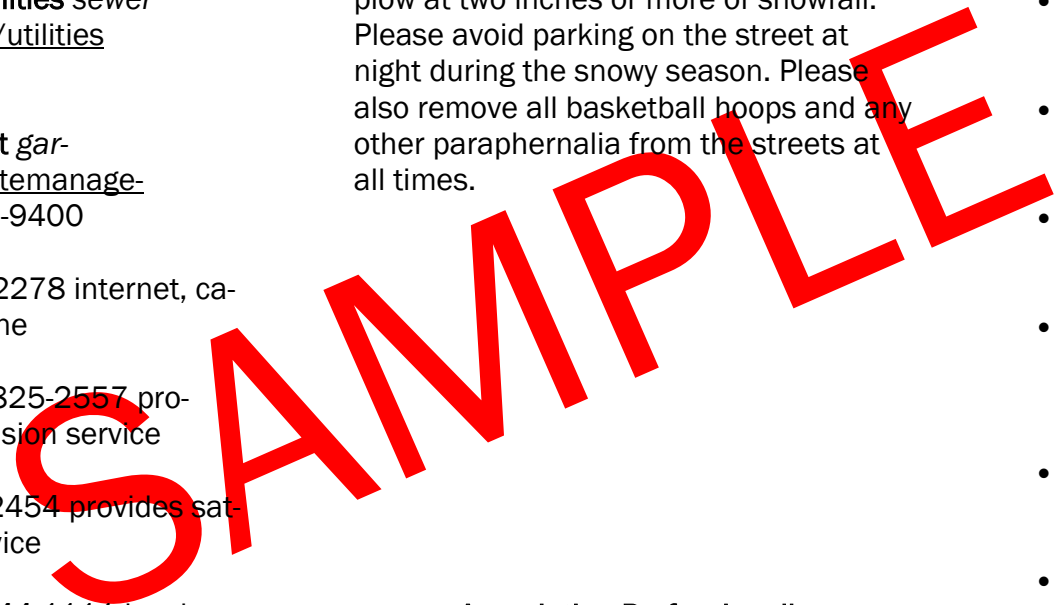
Services:

- **Avista Utilities** *Electricity & Natural Gas* avistautilities.com
800-227-9187
- **Consolidated Irrigation District** *water*
509-924-3655
- **Spokane County Utilities** *sewer*
spokanecounty.org/utilities
509-477-3604
- **Waste Management** *garbage/recycling* wastemanagement.com 509-922-9400
- **Comcast** 800-266-2278 internet, cable, and digital phone
- **Dish Network** 888-825-2557 provides satellite television service
- **DirectTV** 888-777-2454 provides satellite television service
- **Century Link** 800-244-1111 local service, long distance, cell phone, high speed internet
- **Spokesman-Review** 509-747-4422 daily local newspaper
- **Journal of Business** 509-344-1280 weekly business journal

There are other services available, this list is to get you started

A **Mailbox** stanchion is provided for all homeowners. TO obtain a key to your mailbox please call the post office at 509-893-0091 with your address for assistance.

Snow Removal may provided for, the contract service provider is instructed to plow at two inches or more of snowfall. Please avoid parking on the street at night during the snowy season. Please also remove all basketball hoops and any other paraphernalia from the streets at all times.



**Association Professionally
Managed By:**

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Agency and Political Boundaries:

- 5th Congressional District
www.spokanecounty.org/elections/
- 4th Legislative District—Precinct 4428
www.spokanedemocrats.org
www.spokanegop.com
- County Commissioner District No. 2
www.spokanecounty.org
- Aquifer Protection Area
www.spokaneaquifer.com
- Central Valley School District
www.cvsd.org
- Spokane Valley Fire District #1
www.spokanevalleyfire.com
509-928-1700
- Spokane County Library District
www.sclcd.org
- S.C.O.P.E. Office 509-477-0629
www.scopespokane.wa.org
- For **non-emergency Crime Reporting** call 509-456-2233 or logon to www.spokanecounty.org/crimecheck
- For non-emergency **Traffic** problems call 509-625-4150
- S.C.R.A.P.S. Spokane County Animal control 509-477-2532 *call with problems associated with domestic animals*
- **811** Call Before You Dig!