

2024 Budget Ratification & Notice of Assessment Increase



November 13, 2023

Dear Homeowner(s):

As the season changes, it's time again to finalize the Association's financial plan for the year ahead. With support from Rockwood Property Management (RPM), your elected Directors have adopted and hereby propose the enclosed 2024 Budget for ratification by the members.

Pursuant to RCW 64.38.025(3), the budget is ratified unless 51% of the members oppose. To reject the budget, members must attend the Ratification Meeting in person or by proxy at 11:00AM on December 13, 2023, via Zoom. Members that are unable to attend the Ratification Meeting may respond by Proxy, which must be submitted in writing by any means listed herein and received prior to the Ratification Meeting. The only purpose of the Ratification Meeting is to tally the members opposed to the proposed 2024 Budget; no other business will be discussed. To attend, please click the meeting link from the HOA's homepage (www.riverdistricthoa.com) or enter it into your browser window as <https://us06web.zoom.us/j/84152531888>.

Despite efforts to minimize an increase through collection of competitive bids, the Association is still experiencing the impacts of high inflation and post-pandemic market/labor fluctuations. As fiduciaries, your Directors have a duty to promote equity and financial stability by way of a reserve funding plan that provides for the long-term repair and replacement of common elements. To ensure funds are available for anticipated maintenance and to continue the current level of service, an assessment increase is necessary.

A detailed account of anticipated income and expenses is set forth in the 2024 Budget for your consideration. Please review carefully then provide any questions or concerns you may have prior to ratification. If the budget is rejected by the membership, the Association must revise its current scope of work to meet the current funding level.

Upon ratification of the proposed 2024 Budget, the following assessment rates will be imposed effective January 1, 2024:

Main Association dues will increase from \$33.50 to \$35 per month; levied semi-annually on January 1 and July 1 in the amount \$210.

Sahale Townhomes dues will increase from \$100 to \$115 per month, which brings the total monthly assessment to \$150 (= \$115 Townhomes + \$35 Main).

Sahale Cottages dues will increase from \$125 to \$140 per month, which brings the total monthly assessment to \$175 (= \$140 Townhomes + \$35 Main).

Orchard Place dues will increase from \$160 to \$185, which brings the total monthly assessment to \$220 (= \$185 Orchard Place + \$35 Main).

Trailhead Townhomes dues will increase from \$160 to \$185, which brings the total monthly assessment to \$220 (= \$185 Trailhead + \$35 Main).

River Crossing East Townhomes dues will increase from \$160 to \$185, which brings the total monthly assessment to \$220 (= \$185 East Townhomes + \$35 Main).

2024 Budget Ratification & Notice of Assessment Increase



If you are enrolled in Portal AutoPay, no additional notice will be sent regarding the forthcoming assessment. Nothing further is required from you; the assessment debit amount will be adjusted on your behalf beginning January 1, 2024. Members that wish to enroll in Portal AutoPay, must do so before the assessment is levied. More information is detailed in "Payment Methods" herein.

If you are NOT enrolled in Portal AutoPay, by yearend you will receive a payment coupon book by mail for use in remitting assessments by check. As a reminder to members that remit payment by bill pay service offered through their bank, please update the amount due as of January 1.

As always, we thank you for your continued faith and partnership in maintaining a high quality of life at River District. We look forward to continued community success and wish you the very best in the New Year.

In partnership,

River District

c/o Rockwood Property Management

PHONE: (509) 321-5921

WEBSITE: www.riverdistricthoa.com

EMAIL: riverdistricthoa@rockwoodpm.com

Enclosures//

Budget Ratification & Dues Increase Notice
2024 Budget (Main, Cost Centers & Reserve)
Payment Methods (options for paying assessments)
Annual Disclosure updated for 2024
Change of Service Process
Owner Info Form (please consider opting in to email delivery)

2024 Budget - Main

River Crossing Homeowners Association

INCOME

Assessments:		Cost/Mo	Frequency	# of homes	2023 Budget	Estimated* Income	2024 Budget
5010	Dues	\$ 35.00	12	767	\$ 287,832.00	\$ 287,063.62	\$ 317,940.00
5011	Harvest Lofts Dues	\$ 17.50	12	72	\$ -	\$ -	\$ 15,120.00
Projected % of Delinquent Dues				1.0%	\$ (2,878.32)		\$ (3,179.40)
5012	Dues - Builder	\$ 35.00	9	20	\$ 6,030.00	\$ 8,648.00	\$ 6,300.00
	Developer Contribution				\$ 10,000.00	\$ 17,000.00	\$ 10,000.00
Total Assessments:					\$ 300,983.68	\$ 312,711.62	\$ 346,180.60

Other Income:

5014	Transfer Fee				\$ -	\$ -	\$ -
5020	Late Charges				\$ 4,000.00	\$ 6,643.34	\$ 4,000.00
5021	Late Interest				\$ 310.00	\$ 629.53	\$ 310.00
5025	NSF Income				\$ -	\$ -	\$ -
5026	Fine Income				\$ -	\$ 100.00	\$ -
5032	Lien Income				\$ -	\$ 1,423.35	\$ -
5045	Initiation Fees				\$ -	\$ -	\$ -
5050	Interest Income				\$ -	\$ 2,653.77	\$ 4,140.00
5100	Misc. Income				\$ -	\$ 20.00	\$ -
Total Income:					\$ 305,293.68	\$ 324,181.61	\$ 354,630.60

EXPENSES

Landscaping Expenses:		Contract Rate	Frequency	# Per Year	2023 Budget	Estimated* Expenses	2024 Budget
6810	Mowing - Commons/Fall Leaf control				\$ 103,779.65	\$ 106,190.92	\$ 117,133.73
6820	Fertilize - Commons				\$ 11,169.87	\$ 11,169.89	\$ 12,286.86
6830	Turf Spray - Commons				\$ 11,768.96	\$ 12,991.10	\$ 13,628.51
6843	Master Tree Program				\$ 13,488.96	\$ 12,623.93	\$ 14,800.00
6850	Flowers (Planting and Removal)				\$ 650.00	\$ 888.53	\$ -
6860	Sprinkler Turn On & Blow Out				\$ 4,876.00	\$ 4,876.00	\$ 5,352.83
6880	Landscape Labor and Materials				\$ 13,750.00	\$ 16,598.73	\$ 16,950.00
6890	Misc. Landscape- Planter beds				\$ 9,021.55	\$ 13,531.36	\$ 11,017.73
6891	Swale Maintenance/splash pads				\$ 491.41	\$ 491.41	\$ 540.55
Total Landscaping:					\$ 168,996.41	\$ 179,361.87	\$ 191,710.20

Other Expenses:

6120	Community Events				\$ 9,300.00	\$ 9,250.00	\$ 9,900.00
6135	Board & Annual Meetings				\$ 350.00	\$ 131.36	\$ 140.00
6305	Accounting				\$ 195.00	\$ 220.00	\$ 3,620.00
6306	Legal				\$ -	\$ -	\$ -
6308	Lien Filing				\$ -	\$ 757.00	\$ -
6310	Insurance Premiums				\$ 1,181.00	\$ 1,181.00	\$ 1,299.10
6330	Bank Charges				\$ 40.00	\$ -	\$ -
6415	Electricity/Street Lights				\$ 35,500.00	\$ 39,278.02	\$ 40,132.00
6420	Water				\$ 10,930.00	\$ 8,387.88	\$ 9,820.00
6615	Snow Removal				\$ 19,737.00	\$ 21,878.30	\$ 22,915.83
6626	Postage				\$ 6,880.00	\$ 6,881.09	\$ 7,185.00
6630	Repairs & Maintenance/dog stations				\$ 5,693.00	\$ 5,046.03	\$ 5,733.00
6635	Centennial Trail Sponsor				\$ 4,500.00	\$ 1,275.00	\$ 2,580.00
6900	Web Fees				\$ 156.82	\$ 156.82	\$ 156.82
7505	Management Fee	\$ 5.75			\$ 46,975.50	\$ 48,157.00	\$ 52,146.75
7508	Property Taxes				\$ 450.00	\$ 386.80	\$ 400.00
7515	Income Taxes				\$ -	\$ 5.00	\$ 803.22
Total Other:					\$ 141,888.32	\$ 142,991.30	\$ 156,831.71

6620	Capital Funding:				\$ 4,000.00	\$ 4,000.00	\$ 5,000.00
TOTAL EXPENSES					\$ 314,884.73	\$ 326,353.17	\$ 353,541.92
NET CASH FLOW:					\$ (9,591.05)	\$ (2,171.56)	\$ 1,088.68

* Estimated income and expenses = 2023 actuals through 8/31/2023 + remaining budget

2024 Budget - Sahale

River Crossing Homeowners Association

INCOME

Assessments:		Cost/Mo	Frequency	# of homes	2023 Budget	Estimated* Income	2024 Budget
5010	Dues Townhomes	\$ 115.00	12	45	\$ 54,000.00	\$ 74,676.71	\$ 62,100.00
5010	Dues Cottages	\$ 140.00	12	14	\$ 21,000.00		\$ 23,520.00
<i>Projected % of Delinquent Dues</i>			2%		\$ (1,080.00)		\$ (1,242.00)
Total Income:					\$ 73,920.00	\$ 74,676.71	\$ 84,378.00

EXPENSES

Landscaping		Contract Date	Frequency	# per Yr.	2023 Budget	Estimated* Expenses	2024 Budget
6810	Mowing - Commons/leaf control				\$ 16,018.10	\$ 16,446.12	\$ 18,242.82
6820	Fertilize - Commons				\$ 2,572.99	\$ 2,572.99	\$ 2,830.30
6830	Turf Spray - Commons				\$ 1,382.35	\$ 2,265.91	\$ 2,772.36
6843	Master Tree Program				\$ 4,500.00	\$ 2,664.79	\$ 3,770.00
6860	Sprinkler Turn On & Blow Out				\$ 1,595.39	\$ 1,595.39	\$ 1,754.93
6880	Landscape Labor/Materials				\$ 2,900.00	\$ 3,146.53	\$ 3,475.00
6890	Landscape-Planter Beds/fall clean up				\$ 9,794.19	\$ 14,309.22	\$ 13,283.45
6891	Swale Maintenance				\$ 102.37	\$ 204.74	\$ 112.60
Total Landscaping:					\$ 38,865.39	\$ 43,205.69	\$ 46,241.46

Other Expenses

6415	Electricity				\$ 2,280.00	\$ 2,382.00	\$ 2,424.00
6420	Water				\$ 2,950.00	\$ 2,680.70	\$ 2,780.00
6615	Snow Removal				\$ 13,538.00	\$ 16,646.76	\$ 15,956.03
6630	Repairs & Maintenance				\$ -	\$ 75.00	\$ -
7505	Management Fee	\$ 12.00			\$ 8,496.00	\$ 8,496.00	\$ 8,496.00
Total Other:					\$ 27,264.00	\$ 30,280.46	\$ 29,656.03
6620	Capital Funding:				\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
TOTAL EXPENSES					\$ 71,129.39	\$ 78,486.15	\$ 80,897.49
NET CASH FLOW:					\$ 2,790.61	\$ (3,809.44)	\$ 3,480.51

* Estimated income and expenses = 2023 actuals through 8/31/2023 + remaining budget

2024 Budget - Trailhead Townhomes River Crossing Homeowners Association

INCOME

Assessments		Cost/Mo	Frequency	# of homes	2023 Budget	Estimated* Income	2024 Budget
5010	Dues:	\$ 185.00	12	18	\$ 34,560.00	\$ 34,460.00	\$ 39,960.00
Total Homeowner Assessment:					\$ 34,560.00	\$ 34,460.00	\$ 39,960.00

EXPENSES

Snow Removal		Contract Rate	Frequency	# per Yr.	2023 Budget	Estimated* Expenses	2024 Budget
6615	Alley/Sidewalks				\$ 7,688.00	\$ 9,840.78	\$ 10,343.87
Snow Removal Total					\$ 7,688.00	\$ 9,840.78	\$ 10,343.87

Landscaping Expenses

6810	Mowing - Commons/Homes				\$ 12,571.42	\$ 12,746.40	\$ 14,319.10
6820	Fertilize - Commons/Homes				\$ 1,241.46	\$ 1,241.46	\$ 1,365.61
6830	Turf Spray - Commons/Homes				\$ 628.51	\$ 1,288.44	\$ 1,226.68
6843	Master Tree Program				\$ 1,470.00	\$ 640.33	\$ 1,205.00
6860	Sprinkler Turn On & Blow Out				\$ 730.49	\$ 730.49	\$ 803.55
6880	Landscape Labor				\$ 1,830.00	\$ 1,833.14	\$ 1,900.00
6890	Misc. Landscape (Bed Weeding)				\$ 2,708.34	\$ 4,109.77	\$ 3,758.45
Landscaping Total					\$ 21,180.21	\$ 22,590.03	\$ 24,578.39

Common Area Utilities

6415	Irrigation Timers/Street Lights				\$ 528.00	\$ 531.03	\$ 545.40
6420	Water				\$ 590.00	\$ 522.06	\$ 590.10
Common Area Utilities Total					\$ 1,118.00	\$ 1,053.09	\$ 1,135.50

Common Area Repair & Maintenance

6440	Alley				\$ -	\$ -	\$ -
6630	Site Amenities				\$ -	\$ -	\$ -
Common Area Repair & Maintenance Total					\$ -	\$ -	\$ -

Administrative Expenses

6620	Reserve Account Fund				\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7505	Management Fee	\$ 12.00		18	\$ 2,592.00	\$ 2,592.00	\$ 2,592.00
Administrative Total					\$ 4,092.00	\$ 4,092.00	\$ 4,092.00

Total Expenses:	\$ 34,078.21	\$ 37,575.90	\$ 40,149.75
Net Cash Flow:	\$ 481.79	\$ (3,115.90)	\$ (189.75)

* Estimated income and expenses = 2023 actuals through 8/31/2023 + remaining budget

2024 Budget - East Townhomes & Cottages River Crossing Homeowners Association

INCOME

Assessments		Cost/Mo	Frequency	# of homes	2023 Budget	Estimated* Income	2024 Budget
5010	Dues:	\$ 185.00	12	27	\$ 51,840.00	\$ 52,094.00	\$ 59,940.00
5012	Builder Dues	\$ 185.00	3	0	\$ -	\$ 480.00	\$ -
Total Homeowner Assessment:					\$ 51,840.00	\$ 52,574.00	\$ 59,940.00

EXPENSES

Snow Removal		Contract Rate	Frequency	# per Yr.	2023 Budget	Estimated* Expenses	2024 Budget
6615	Alley/Driveway/Sidewalks				\$ 15,616.00	\$ 20,164.46	\$ 19,388.01
Snow Removal Total					\$ 15,616.00	\$ 20,164.46	\$ 19,388.01

Landscaping Expenses

6810	Mowing - Commons/Homes				\$ 16,669.87	\$ 16,483.06	\$ 19,286.19
6820	Fertilize - Commons/Homes				\$ 856.77	\$ 856.77	\$ 942.46
6830	Turf Spray - Commons/Homes				\$ 702.95	\$ 1,074.30	\$ 1,106.85
6843	Master Tree Program				\$ 900.00	\$ 431.24	\$ 875.00
6860	Sprinkler Turn On & Blow Out				\$ 900.88	\$ 1,075.12	\$ 1,392.26
6880	Landscape Labor				\$ 2,800.00	\$ 3,817.58	\$ 4,100.00
6890	Misc. Landscape (Bed Weeding)				\$ 3,741.53	\$ 5,304.00	\$ 5,937.12
Landscaping Total					\$ 26,571.99	\$ 29,042.07	\$ 33,639.88

Common Area Utilities

6415	Irrigation Timer				\$ 300.00	\$ 370.77	\$ 276.00
6420	Water				\$ 750.00	\$ 372.58	\$ 450.00
Common Area Utilities Total					\$ 1,050.00	\$ 743.35	\$ 726.00

Common Area Repair & Maintenance

6440	Alley				\$ -	\$ -	\$ -
6630	Site Amenities				\$ -	\$ -	\$ -
Common Area Repair & Maintenance Total					\$ -	\$ -	\$ -

Administrative Expenses

6620	Reserve Account Fund				\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
7505	Management Fee	\$ 12.00		27	\$ 3,888.00	\$ 3,864.00	\$ 3,864.00
Administrative Total					\$ 5,388.00	\$ 5,364.00	\$ 5,364.00

Total Expenses: **\$ 48,625.99** **\$ 55,313.88** **\$ 59,117.89**

Net Cash Flow: **\$ 3,214.01** **\$ (2,739.88)** **\$ 822.11**

* Estimated income and expenses = 2023 actuals through 8/31/2023 + remaining budget

2024 Budget -Capital/Reserve
River Crossing Homeowners Association

INCOME

Assessments		Cost/Mo	Frequency	# of homes	2023 Budget	Estimated* Income	2024 Budget
5000	Reserve Transfer				\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
5045	Initiation Fees	\$ 50.00	1	20	\$ 1,000.00	\$ 1,800.00	\$ 1,000.00
5050	Interest				\$ 54.00	\$ 123.62	\$ 144.00
Total Income:					\$ -	\$ 5,923.62	\$ 5,144.00

EXPENSES

Capital Expenses		Contract Rate	Frequency	# per Yr.	2023 Budget	Estimated* Expenses	2024 Budget
6621-900	Playground Equip.				\$ 10,000.00	\$ 3,866.64	\$ -
6621-900	2024 Project Discussion				\$ -	\$ -	\$ -
Total Expenses:					\$ 10,000.00	\$ 3,866.64	\$ -
Net Cash Flow					\$ (4,946.00)	\$ 2,056.98	\$ 5,144.00

* Estimated income and expenses = 2023 actuals through 8/31/2023 + remaining budget

River Crossing HOA

ASSESSMENT PAYMENT METHODS



For the remittance of assessments, your HOA accepts the payment methods detailed below. To ensure your payment is received as intended, please review the instructions for your preferred payment method carefully prior to remitting payment.

Helpful Links:

Your HOA's homepage: www.riverdistricthoa.com

Your HOA's website is updated regularly with relevant information and important links.

[Owner Access Portal](#) (also linked to your HOA website homepage)

The Portal is our new online platform where owners may login to view their assessment account balance, review enforcement actions and pay assessments using a variety of online payment methods including FREE recurring ACH. If you don't have a login, please request an invite via the HOA's website homepage (see above link).

ONLINE PAYMENTS: Through the Portal, we offer FREE recurring ACH payments ("AutoPay") for the remittance of HOA assessments. Visa, MasterCard and one-time ACH payments are offered for a nominal fee as follows:

- AutoPay – FREE Recurring ACH payments (must enroll before assessment is levied)
- One-time ACH payments are \$2.95 each
- Visa and MasterCard transactions are \$2.95 + 3.5% each

To enroll in AutoPay, you must first register for the Portal. Visit your HOA's homepage to complete the form "*Request an Invite to the Owner Access Portal*". Once registered, login to your Portal account then follow the prompts to create a payment method then enroll in AutoPay. Detailed instructions (with screenshots) are linked to your HOA homepage as "AutoPay Instructions".

Please read prior to AutoPay enrollment:

- AutoPay enrollment is a 2-step process: 1) create an AutoPay payment method and then, 2) enroll your payment method in AutoPay. If you're unsure, please contact RPM before the next assessment is levied to confirm your enrollment is accurate and complete.
- Once enrolled, your first AutoPay payment will be debited from your designated payment method on the first business day after the assessment due date. You must be enrolled BEFORE the assessment is levied to pay by AutoPay.
- Your assessment account balance must be zero (\$0.00) at the time of AutoPay enrollment. Any balance outstanding at the time of enrollment must be paid another way (either one-time Portal payment or check by mail). To avoid overpayment, please reconcile any outstanding assessment credits before enrolling in AutoPay.
- Once enrolled in AutoPay, the rate will be automatically updated if/when assessments change from year to year. The exact assessment amount will be debited on each due date until the homeowner cancels or amends their AutoPay enrollment via the Portal

River Crossing HOA

ASSESSMENT PAYMENT METHODS



US MAIL PAYMENTS:

1. Payment remittance coupons for the following year are distributed to all owners (except those enrolled in Portal AutoPay) prior to January 1st. To ensure your payment is applied to the correct account, please include a payment remittance coupon with each check and mail using the windowed envelopes provided.

Include the following information on each payment to ensure proper application:

- a. Your Management Company ID: **7794**
- b. Association ID, which is: **RCX**
- c. Your Property Account Number has not changed and can be found on your remittance coupons or the Portal.

Example: **7794 – RCX – RCX123123**

2. Please mail all payments to the following remittance address:

River Crossing HOA
c/o Rockwood Property Management
P.O. Box 94804
Las Vegas, NV 89193-4804

3. If you are paying for multiple properties, please send a separate coupon and check for each property.

BANK BILL PAY SERVICES: If you currently utilize or want to pay through the bill payment service provided by your bank, please do the following:

1. **VERY IMPORTANT:** Delete any existing payment profile and create a new one. Enter the payee and mailing address as follows:

Payee: River Crossing HOA
Address Line 1: c/o Rockwood Property Management
Address Line 2: P.O. Box 94804
City, State, Zip: Las Vegas, NV 89193-4804

2. Make payable to River Crossing HOA and include the Management Company ID, Association ID and your account number on the check memo line. See above for an example. ***This must be included on each payment to ensure proper application.***

ANNUAL DISCLOSURES

River Crossing Homeowners Association

Detailed below please find a disclosure regarding the HOA's existing policies, procedures and fee structures. While not required, this information has been sent as a matter of good practice to ensure our members have the tools necessary to be well informed, good stewards of the community. To conserve resources, a link is provided instead of the full text and/or applicable documents to review and download at your convenience. Please review carefully then reach out via the contact info detailed below with any questions or concerns.

BOARD OF DIRECTORS:

Tim Olsen, Lee Wolfand, Tom Sahlberg, Kevin Schneidmiller & Joe Frank

MANAGEMENT CO: Rockwood Property Management

PHONE NUMBER: (509) 321-5921

EMAIL ADDRESS: riverdistricthoa@rockwoodpm.com

WEBSITE: www.riverdistricthoa.com

RECORDS & GOVERNING DOCUMENTS Accounting documents and historical records such as budgets, monthly financial reports, annual audits and reserves studies:

www.riverdistricthoa.com/budgeting

Recorded Covenants, Conditions & Restrictions (aka CC&Rs), Bylaws, Board Resolutions and Meeting Minutes:

www.riverdistricthoa.com/hoa-docs

ARCHITECTURAL CONTROL Written approval is required prior to affecting exterior improvements or repairs. Architectural guidelines are available for review and download and the Architectural Application may be printed or submitted via the following link:

www.riverdistricthoa.com/architectural-guidelines

ASSESSMENTS Assessment information including rate(s), remittance options and instructions:

www.riverdistricthoa.com/assessments

SCHEDULE: varied by address

DUE DATE: 1st of the month, late if not received by the end of the following month

COLLECTION POLICY: Revised Collection Policy (2014)

LATE FEE AMOUNT: \$25.00

LATE INTEREST RATE: 15%

ANNUAL DISCLOSURES

River Crossing Homeowners Association

ADDITIONAL FEES & CHARGES In addition to assessments and penalties, members may be subject to the following fees and costs, which are levied to the owner upon request.

RECORDS INSPECTION: Postage + copies \$0.15/page + hourly rate to prepare

TITLE & LENDER FEES: \$150 Demand Fee per request + \$50 per update

\$100 Transfer Fee per sale

\$250 Resale Certificate Fee per request (condos only)

Demand & Resale Certificate Fees are billed to the Homeowner upon fulfillment. Transfer Fees are billed upon sale and paid at the close of escrow.

MEMBER DISCIPLINE Upon purchasing a home in the HOA, members agree to abide by the Governing Documents. The Board of Directors is charged with enforcement in the event of non-compliance, the policy for which is detailed below.

ENFORCEMENT POLICY: **Covenant Violation Policy (2014)**

LOCATION: www.riverdistricthoa.com/assessments

HOMEOWNER CONTACT INFORMATION & PORTAL ACCESS

Members are required to provide written notice to the HOA within 30 days of making changes to their contact information, such as a new mailing address, email or phone number. Failure to provide timely updates may prevent Members from receiving important notices regarding their ownership obligations. Please submit changes via the Owner Information Form on the website (link below) or complete and return the hard copy included herein. To review the contact information on file with the HOA, login to your Owner Access Portal account.

OWNER INFO FORM: www.riverdistricthoa.com/owner-info-form

The Owner Info Form is included herein for Members that prefer to submit a hard copy. Please submit a new Owner Info Form if:

- You recently purchased and haven't provided this information to the HOA previously.
- You've submitted this form in the past but haven't received an email from the HOA.
- To change or confirm your contact information.
- To OPT-IN to email correspondence of important HOA notices.

OWNER ACCESS PORTAL: owner.topsoft.com/RockwoodPM/Account/Login

INSURANCE The HOA's master policy provides for corporate liability and common area property coverage. Members are encouraged to contact a licensed insurance agent to obtain appropriate coverage for their separate interest(s). Please submit questions regarding the HOA's policy to the agent:

INSURANCE AGENT: Alliant Insurance Agency (509) 325-3024

The Board realizes that as projects age the members of the different Special Service Communities may desire to adjust their services. For this reason, the Board has developed the following process to allow this change of services to be brought forth by the members. The process will be member driven with oversight by the Board of Directors.

Step 1: Any member or group of members (“Presenter”), within the community, can initiate this process with the redrafting of the “Scope of Services”.

Step 2: The Presenter of the action is then responsible for collecting signatures of not less than 67% of the affected members. The collection of signatures will require an address, legal name, valid phone number and valid email address.

Step 3: Upon the completion of Step 1 and Step 2, the Presenter will submit the packet of information to the Board, along with an application fee. The application fee is used for expenses related to the confirmation of the submitted information and signatures. Upon completion of this step the Board will issue a formal determination of a “complete” or “incomplete” application. In the circumstances of an incomplete application the Board will either request additional information or deny the application (either action would be done in writing by the Board to the Presenter).

Step 4: If the application is deemed complete, a notification will be sent out to the affected members. If additional costs are incurred, above the application fee, the member or group of members will be responsible for these costs. This notification will include:

- a. The updated draft of the “Scope of Services”
- b. A dated deadline for members to submit a letter in favor of or in opposition to this action.
- c. A date for the official member vote on this action and instructions on how to vote.

Step 5: Upon the deadline for members to submit letters in favor or opposition, all letters will be made available on the HOA website and a link will be emailed out to all affected members.

Step 6: Upon the deadline for voting, the action will only be approved if 67% or more of the voting members vote in favor of the action. A vote not submitted would count as a vote in denial of the application. There will be no appeal allowed of this final vote. Any continued effort by the Presenter will need to go back through the process outlined above.

Step 7: Upon a vote of approval, the updated “Scope of Services” will go into effect as of the next budget cycle or expiration of contracted services, whichever is most restrictive.



OWNER INFORMATION FORM

Please complete and return this form by email to riverdistricthoa@rockwoodpm.com or by mail to the address below.

HOA Name: River District (aka River Crossing HOA)

Property Address: _____

Homeowner Name(s)

Primary Owner: _____

Additional Owner: _____

Additional Owner: _____

What is the intended use of this home?

() Primary Residence

() Second Home

() Investment Property / Rental

Homeowner(s) Contact Information:

Note: the primary owner will receive an email invitation to register for the Owner Access Portal, which provides real time assessment account balance and compliance information. Each home/lot is limited to a single login.

Mailing Address: _____
(if different from property)

Primary Owner Name: _____

Phone Number(s): _____

Email Address: _____

Additional Owner Name: _____

Phone Number(s): _____

Email Address: _____

By checking this box, I/we (the owner/s of the above referenced address) hereby opt-in to email delivery of required HOA notices.

“OPT IN” NOTICE BY EMAIL DELIVERY: by checking the email “opt-in” box you are authorizing the Association to distribute legally mandated notices (such as annual meeting, collection, violation and/or assessment notices) to you by email instead of US Post. Certain notices may also be sent by mail but we try to ‘go green’ whenever possible. If you provide your email address but do not check the “OPT IN” box, you will still receive occasional updates via email but legally mandated notices will be sent by US Post.