



Community  
Solutions



# Proposal for School House Place HOA

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**Kingston, WA**

**PREPARED:**

Jul 15, 2025

Dear Lacey,

Thank you for contacting HOA Community Solutions (HOA-CS) regarding School House Place HOA. Based upon our meeting, we have enclosed a scope of work and pricing for your Association's review and consideration.

The HOA-CS monthly management fee is based upon the estimated hours to complete the work for the Association as listed in the scope of work. The Association is, in fact, purchasing "a bucket of time". We believe your community should be able to depend upon receiving exceptional services at a consistent and fair monthly cost for a dedicated amount of time. Should you occasionally need more than the hours allocated in this proposal, we can bill for any additional time requested for special projects on an hourly basis.

There is a one-time set-up fee to ensure a smooth transition of the bookkeeping and financial records between your current Association's records and ours. The Association is also responsible for any hard costs incurred throughout the month, such as postage, supplies, and filing fees.

We handle most of all collection's efforts internally; if a lien must be recorded or released, we can provide that service for the Association providing significant cost savings to our clients. To recover the hard costs to the Association, the delinquent owners are billed for the Notice of Lien fee, the county recording fees, and our time to prepare the documents for recording, the fees are listed in **Exhibit B**. Should legal counsel be needed for collections, we will work in concert with the legal professional of your choice.

Thank you for considering HOA Community Solutions and asking us to bid on this project! Our company has enjoyed serving in the community management business since 2008, and we are eager to help Associations that want to work together to build a stronger, healthier community.

Should you wish to explore this further or have any questions, please do not hesitate to give me a call. The enclosed Scope of Work is valid for six months from the date of this proposal.

A handwritten signature in black ink that reads 'Madison S. Westman'.

Sincerely,

Madison Westman  
Operations Project Lead  
HOA Community Solutions

## HOA Community Solutions Overview

### About Us

HOA Community Solutions is a privately owned and operated corporation. We opened our doors as a sole proprietorship in 2008 and have experienced consistent and steady growth from that day forward. We restructured as an LLC in January 2012, and in 2014, we purchased the historic Gig Harbor/Wollochet Fire Station as our new base of operations (2201 34th Avenue NW).

Our team has grown to over forty employees and is comprised of billing/accounts receivable specialists, accounts payable specialists, accounting staff, community association managers, escrow specialists, operations support technicians, a compliance manager, customer service representatives, and the owner/managing member.

### Mission Statement

To serve our communities and their members with honesty and professionalism. HOA Community Solutions strives to be a beacon of excellence in the community association management industry.

### Our Values

Our team of employees identified the values that we are committed to providing to our clients:

**Integrity, honesty & trustworthiness** - we are a company that you can trust

**Knowledge & leadership** - you can rely on our management professionals to help you navigate the industry challenges

**Compassion** - more than a management company, we bring care and compassion to our work with your community and its members.

**Committed to the Customer Experience** - As we serve others, we build our own character. Great acts are made up of small deeds.



### Staff Experience & Education

[Meet our staff](#)

Our community managers bring their knowledge and experience to your community. Our company is a member of the Community Association Institute, and our employees frequently attend the [Washington Chapter's](#) (WSCAI) workshops and seminars. The practical application of industry knowledge and expertise is a strength for which we are recognized. Our managers either have CMCA designations or are working toward taking the board exam to secure this designation. We rarely experience voluntary turnover in our employees. Employee retention has allowed us to build lasting partnerships with the communities we serve, bringing continuity and institutional knowledge.

## Client Relationships

We value our relationships with each Association and its members. We view our relationship with your Association as a partnership. We ask that you view your community manager as a professional colleague and partner who will manage the day-to-day business of the Association and provide the best customer service possible, leaving you, the Board, to govern and lead the Association.

We currently work with more than 160 community Associations of various sizes and in various capacities across the South Puget Sound region, and many have been with us since our inception.

We enjoy an [A+ Rating given by the Better Business Bureau of Washington](#). The rating is based upon our length of time in business with zero unresolved complaints. Our goal is always a win-win outcome for the Association and its members; creating satisfaction for our customers (homeowners and board members) is extremely important to us.

## Software, Communication & Technology

Staying current with industry trends is essential to sustainability. We offer online payment through our website with E-checks, credit cards, and direct debit to your members. We are licensed with [Vantaca](#), a web-based software that can manage all aspects of an Association. Vantaca brings all community management aspects together into one spaced. While our staff can utilize Vantaca to manage the association's financials, CCR compliance, correspondences, and more; Associations and their members may also utilize Vantaca to log into their "homeowner accounts" where they will have the ability to view their account balance, update their personal contact information, download Association documents, etc. Likewise, board members will have access to a Vantaca account with special features, including a board dashboard to help manage and organize association matters.

Vantaca has an excellent interface with our banking partner, [Alliance Association Bank](#); this interface allows for very rapid posting of payments and mitigates fraud risk. Alliance Association Bank is a division of Western Alliance Bancorporation and was recently rated #6 on Forbes 2020 Best Banks in America List.

Vantaca empowers our staff and communities to elevate community living and association management.

## Collections and Delinquencies

We will assist the board in developing a collections policy for distribution to the membership. Once the Association has adopted a policy, we implement the collections process consistent with the policy. Our recommendation to clients is to be consistent, fair, and respectful, but act swiftly and not allow delinquencies to linger for several months before acting.

Our goal is ALWAYS to help Associations reduce their delinquency rates. We typically recommend that notices of intent to lien be mailed after 60 days' delinquency and liens recorded approximately 30 days thereafter. We further recommend that Associations turn uncollected accounts over to a collections attorney if there is no activity after 120 days. Depending on the board's preferences, we have utilized either a collections attorney or a collections agency for problematic/recurring delinquencies.

## Resale Demands/New Homeowners

HOA Community Solutions uses a 3rd party to process all documents related to the resale of homes. Resale demands, lender questionnaires and resale certificates are all available to order on-line. We believe that the time to inform a prospective homeowner about your community's rules and regulations is before they buy. Rather than send a "welcome packet" full of rules after they have purchased a home, we provide all of your Association's disclosure documents to the prospective buyer with the resale demand. Buyers are asked to digitally sign and acknowledge that they have received and reviewed these documents before the sale closes.

## **Financial Reports and Money Handling Procedures**

The collection of assessment income is handled through a lockbox. Our AR billing specialist will bill your homeowners' accounts in accordance with your collections policy. Statements will include a remittance coupon and a windowed return envelope. Payment is remitted to a lockbox which is linked directly to your Association's FDIC insured operating account. The lockbox is also integrated with Vantaca software, so payments post directly to each homeowner's account.

Accounts payable are handled through a web-based software provided by [Strongroom Solutions](#), where the Association can approve payments and view invoices online. With Payables Lockbox, board members no longer wait for the board meeting for approval. They simply log on securely to the Payables Lockbox site, review the invoices awaiting their approval, and authorize them for payment.

We continue to issue manual checks through our local office as needed/requested at no extra charge. Blank check stock is kept securely locked, and only two employees have check signing authority for an Association's operating account. Reserve account payments must have two board member signatures. All non-budgeted expenditures require board approval.

Bank accounts are reconciled each month by our staff accountants. Upon completion, the reconciliation reports are submitted for a second-tier review by the Association's community manager before the monthly financial reports are generated. Vantaca can generate many different types of reports. A sample of some standard monthly financial reports available to board members is included within this proposal.

Our financials reports are in a modified accrual format. The year-end financial statements and third-party audit are adjusted to accrual and in accordance with Generally Accepted Accounting Principles (GAAP). Audits completed by 3rd party CPAs have affirmed and upheld our safety and compliance procedures for proper money handling with few if any, management notes.

## **Vendor Management**

**(Not included in all management levels)**

We know you most likely have trusted vendor relationships that you wish to sustain. For this reason, we do not have any vendors under contract, nor do we require that specific vendors must be used by the Associations we manage. It is important to us that your Association can continue to work with the vendors that you prefer and have established relationships with. Should we need to secure an outside vendor, we are knowledgeable about local vendors and can provide alternatives when needed. When an Association determines that it is necessary to put a larger contract or project out for bid, we use an RFP process and provide all bid responses to the board for review.



## Site Inspections and Architectural Review with Vantaca

Not all our clients retain our services for site inspections. For those that specifically contract site inspections, we generally visit a community once each month unless the Association prefers a different visit schedule. While performing the site visit, the compliance department utilizes a tablet or smartphone with the Vantaca platform. This web-based application geo-maps all the homes in your community using GPS. The inspector records any CC&R and/or rules violations using the tablet, the tablet then synchs with our computer system. Compliance letters and a response form are generated and mailed through the mail house within one business day of the site visit.

Much like the delinquency cycles, we program a community's enforcement policy into our computer system, so we can manage and follow up on CCR compliance. Once a compliance issue is resolved, we can "close" the violation in the system. Board and committee members can be given access to the software to log in and view the violation. Additionally, we can train board members, committee members, and even security staff to use the web-based application on their phones. For example, If an Association representative spots a boat in the driveway that should not be there, they can snap a photo and send it through the application.

Vantaca architectural provides an online platform where homeowners can upload their applications. Allowing the Architectural Review Committees (ARCs) to review, discuss and approve the ARC submittals online.

## Emergencies

**(Not included in all management levels)**

Just about every association has them! We have a dedicated 24/7 emergency line. Callers are instructed to press the \* key when calling our office if the matter is an emergency. This action will connect you directly to [All City Communications](#), our emergency call service provider. They will field the emergency call and escalate it as necessary. If immediate action is required, callers can expect a callback from one of our staff members within the hour to help resolve the issue.

## Other Questions?

If you have other questions not addressed in this overview, please call us! (253) 985-3812



HOA COMMUNITY  
SOLUTIONS

# YOUR COMMUNITY, OUR COMMITMENT.

## What sets us apart...

- **48-hour response time**– No more waiting weeks for an answer. Our community managers are committed to providing prompt responses within 48 hours.
- **30-days to walk away**– We believe you'll love the quality of our service, so we won't lock you in. Terminate services at anytime with 30-day prior notice.
- **Free Bi-monthly Board Trainings**– Expand your knowledge at our Bi-monthly board trainings. Hear from various experts in our field with Q&A opportunities at no additional cost to your association.
- **Daily invoice processing**– Prompt payment of invoices is crucial for building positive working relationships with your vendors. At HOA-CS, we have dedicated accounts payable staff to ensure quick invoice processing every day of the week.

# Summary of Proposed Scope of Work for School House Place HOA

HOA Community Solutions, LLC (AGENT) will provide the following management services to the School House Place HOA (ASSOCIATION) a 28-lot community. If the management services provided below are acceptable to the ASSOCIATION, the AGENT will provide a detailed Management Agreement for the ASSOCIATION'S review and approval related to the services specified below.

## Agent Will Provide the Following Financial Services:

Service	Basic Management	Full Service Management
Transfer ASSOCIATION records, vendor, and homeowners contact information from the ASSOCIATION'S current records to AGENT	✓	✓
Bill and Collect annual assessments (Follow the ASSOCIATION'S Collection Policy to collect delinquencies. AGENT'S collection format must be adopted)	✓	✓
Serve as the main point of contact for all ASSOCIATION'S homeowners and receive owners' phone calls, mail and other communication related to the finances of the ASSOCIATION	✓	✓
Bill and receive payments for all other ASSOCIATION charges (fines, late fees, etc.)	✓	✓
Process daily banking and deposits of assessment income (Assessments to be directed to AGENT'S lockbox)	✓	✓
Perform monthly reconciliation of Operating and Reserve Accounts (Additional accounts added after the date of this agreement are subject to additional charges per exhibit B.)	✓	✓
Generate monthly electronic financial statements and reports to be provided to the Board	✓	✓
Provide information for the preparation of the ASSOCIATION'S annual tax return	✓	✓
Prepare the draft Operating and Reserve budget for the Board's review and approval	✓	✓

## Agent Will Provide the Following Management Services

Service	Basic Management	Full Service Management
Provide all of the ASSOCIATION'S policies, rules and disclosure documents prior to any resale or transfer of title. Complete resale demands, lender questionnaires, resale certificates, refinancing demands and related documents for title companies. (ASSOCIATION will not be responsible for the 3rd party fees. All fees in Exhibit B are the responsibility of either the buyer or the seller)	✓	✓
Keep owner records current based on the most recent County Assessor/Treasurer data	✓	✓
Serve as the Registered Agent for the corporation and fulfill annual reporting requirements of the Washington Secretary of State Corporation Division	✓	✓
Record and release liens on behalf of the ASSOCIATION with the County Auditor's Office	✓	✓
Manage the ASSOCIATION records (minutes, financial documents, correspondence, etc. pricing does not include AGENT to take meeting minutes)	✓	✓
Assist with mailings and other communication as needed by regular mail or electronic mail as appropriate	✓	✓

## Agent Will Provide the Following Management Services

Serve as the main point of contact for all of the ASSOCIATION'S homeowners and receive all owners' phone calls, mail, and other communication related to the ASSOCIATION	✓	✓
Work with the ASSOCIATION'S Reserve Specialist to ensure the reserve study remains current and updated (ASSOCIATION is responsible for the cost of the Reserve Specialist)	✓	✓
Assist with the preparation for the ASSOCIATION'S Annual Owners' Meeting	✓	✓
Attend the Annual Owners' Meeting via Microsoft Teams or other electronic medium	✓	✓
Upon notice from the ASSOCIATION, notify homeowners in violation of CC&Rs regarding the specific violation and follow up as needed	✓	✓
AGENT will provide the Board with vendor referrals as needed for routine and reoccurring maintenance	✓	✓
AGENT will serve as the main point of contact for all Architectural Control Applications	✓	✓
Agent will provide consultation to the Board's point of contact as needed prior to board meetings via electronic mediums	✓	✓
Solicit bids for routine and reoccurring maintenance and general repairs to the common area		✓
Manage vendor relations on behalf of the ASSOCIATION and as directed by the board		✓
Assist the ASSOCIATION point of contact with the preparation of agenda and pertinent materials of up to three (3) Board meetings		✓
Attend up to three (3) Board meetings via Microsoft Teams or other electronic medium		✓

## Agent Will Provide the Following On-Site Services:

Service	Basic Management	Full Service Management
Conduct site visits and property inspections- bi-monthly and communicate with owners regarding any observed covenant violations requiring correction. AGENT will follow the ASSOCIATION'S Enforcement Policy and procedures for remedy. (AGENTS Enforcement Policy format must be adopted. Pricing does not include Board reviewing letters or attending inspections with AGENTS compliance department)		✓
AGENT shall provide inspection of common areas and facilities and report findings to the ASSOCIATION (AGENT to provide visual inspection and is not certified in structural engineering or utility maintenance)		✓

## Agents Proposed Monthly Cost:

	Basic Management	Full Service Management
	\$725	\$1000
Estimated manager's hours spent by Community Association Manager monthly	3.5hrs/mo	5.5hrs/mo

The management agreement will be month to month and can be canceled at any time with thirty (30) days written notice. The monthly rate for services includes the AGENT'S hours as listed above, operations, and accounting staff's time. ASSOCIATION will be responsible for paying any additional costs incurred such as materials, supplies, and postage for mailings, filing and recording fees and

for any additional services not included in the monthly rate. There is a one-time setup fee equal to one month of management fees. This covers the initial costs of set-up, data entry, and bookkeeping/journal entries to ensure that your financial records pick up where the current records leave off.



# Rate Sheet

**Exhibit B**  
For unlisted services, call  
(253) 985.3812

## Fees Charged by HOA Community Solutions

Service Type	Cost
<b>Liens, Lien Releases, and Document Recordings</b>	\$404 for the first page and \$1 for additional pages (Recovered from Homeowner)
<b>Lien Notice Fee</b>	\$35.00 (Recovered from homeowner)
<b>Meeting Attendance</b> (for additional meetings beyond what is stated in the scope of work and contract)	\$80/hour Weekdays \$125/hour Weekends & Evenings (After 6PM)
<b>Additional Time/Overtime</b>	\$80/hour Administrative Time \$100/hour Accounting Time
<b>Administrative Notice Fee</b> Charged monthly on delinquent accounts to offset the costs of recurring mailings of statements each month	\$10 (Recovered from Homeowner)
<b>Water Shut-off Fee</b> Charged to delinquent accounts with water-shut offs	\$35 (Recovered from Homeowner)
<b>Storage of Associations Files</b> 1 box of files kept at managing agent's office at no charge. Fee is for additional boxes to be kept in storage	\$5/box
<b>Expedite Mail Fee</b> (Materials finalized for mailing less than 7 days prior to required post mark date)	Cost of postage and materials (+20%) plus cost of administrative time
<b>Debit Card Accounts</b> (Bank account to be used as petty cash. Debit Card provided for board members or on-site employees use)	\$100/month for Debit Card Account reconciliation
<b>Sales Tax Collection</b> All Associations are subject to Washington State sales tax. If an Association requests HOA-CS to make a purchase on its behalf from a vendor that does not collect Washington sales tax, HOA-CS will be required to collect and remit Washington State sales tax on that purchase.	6.5% surcharge (Subject to change based on WA state regulations)
<b>Credit Card Surcharge for Online Purchases</b> This fee is to cover the Washington State Business & Occupation (B&O) tax as well as the cost associated with tracking and reporting purchases.	A minimum fee of \$10 or a 5% surcharge (whichever is greater)

## Fees Charged by 3rd Party Vendors

Service Type	Cost
<b>Real Estate Transactions</b>	
<b>Resale Transfer Fee</b> (collected by the title company at closing. The transfer fee covers the costs related to closing out the seller's account and opening new accounts for the buyer)	\$75 During Development Period \$150 After Development Period
<b>Lender Questionnaire</b> (Charged upon order, this fee covers the questionnaire that we complete for all lenders)	\$150 (Paid by borrower or lender)
<b>Custom Lender Questionnaire</b> (Charged upon order, this fee covers the cost of completing a customized questionnaire for the lender. Typically used when the lender insists upon using their own form)	\$200 (Paid by borrower or lender)
<b>Homeowner Document Requests</b> (The homeowners can order copies of association documents at no charge)	NO CHARGE
<b>3rd Party Document Requests</b> (Charged to real estate agents, lenders or other 3rd party/non-owners)	\$10/per document (Paid by requestor)
<b>Resale Demand</b> <i>*For all real estate transactions*</i> (A resale demand is ordered by the title company to ensure assessments are current and that all important information regarding the association, home or unit is disclosed to the buyer. Our demand includes a multitude of disclosure documents for the prospective buyer to review)	\$175
<b>Resale Certificate</b> <i>*Primarily condominium and WUCIOA communities*</i> (A complex disclosure document that is required under Washington law. Resale Certificate is good for up to 90 days and can be shared with perspective buyers. Includes all documents required by the RCWs)	\$275
<b>Online Payment Portal</b>	
<b>ACH Processing Fee</b>	\$2.95/transaction (charged to homeowner at time of payment)
<b>Strongroom Online Bill Approval</b>	

## Fees Charged by 3rd Party Vendors

### Payment of Association expenses through online web payment.

With Strongroom, board members no longer have to wait for the board meetings to approve expenditures. They simply log on the secure Strongroom website, review the invoices waiting their approval, and authorize them for payment.

\$10 per month, per bank account for the first 10 invoices. \$1.10 for each additional invoice (includes the cost of postage, check and envelope).

### Nelco 1099 Filing

Filing requirements for Vendors and Contractors requiring a 1099-NEC or 1099-MISC will be fulfilled using the Nelco platform.

\$4.99/per filing

### Association Employee Payroll

**Intuit Payroll Services-** If your Association has employees that need payroll processing, we can provide this for you via Intuit Online payroll.

\$65 plus \$6/per employee per month (plus tax)

# Printing Rates

## Assessment Billing Related Materials

Assessment Billing through OSG/SouthData	Cost
Coupon Book with 12-return envelopes	\$2.24
Statements with return envelope	\$0.23
<b>Mailing Inserts with Assessment Billing (Black &amp; White)</b>	
1 Page- single side	\$0.11
<b>Mailing Inserts with Assessment Billing (Color)</b>	
1 Page- single side	\$0.19
1 Page- duplexed	\$0.27

## All Other Mailings

(Letters, Annual Meeting Packets, etc.)

OSG/SouthData Envelopes	Cost
#10 Envelopes	\$0.06
6X9 Envelope	\$0.09
9X12 Envelope	\$0.13
<b>OSG/SouthData Printed Materials (Black &amp; White)</b>	
1 Page- single side	\$0.11
1 Page- duplexed	\$0.17
<b>OSG/SouthData Printed Materials (Color)</b>	
1 Page- single side	\$0.19
<b>Assembly Fee</b>	\$0.05
<b>Mailing Sheet</b>	\$0.27

### Please Note

Prices are for printing only and do not include postage, recovery fees, or Washington State charges sales tax. Prices are subject to increase by vendor.

### Required Lead Time

Your manager will give you information regarding the required lead time on mailings. Given the state requirements regarding "proper notice" and the increasing unreliability/predictability of the US Postal Service, it is critical that mailings are delivered to the mail house well in advance of the desired mailing date. Should we have to prepare a mailing in-house, a handling fee of 20% plus cost of the administrative staff time is charged to expedite mailings.

# SAMPLE FINANCIAL REPORTS

THIS PACKET IS BEING PROVIDED AS A SAMPLE OF SOME OF THE FINANCIAL REPORTS THAT ARE AVAILABLE TO OUR CLIENTS.

PLEASE NOTE THAT THE INFORMATION IN THIS SAMPLE PACKET IS BASED UPON A FICTIOUS ASSOCIATION AND THE FINANCIAL INFORMATION HEREIN IS ERRONEOUS. IT IS PROVIDED AS A SAMPLE OF THE MOST COMMONLY REQUESTED FINANCIAL REPORTS.

VANTACA, OUR SOFTWARE SYSTEM, IS CAPABLE OF GENERATING MANY DIFFERENT REPORTS AND ASSOCIATIONS ARE NOT LIMITED TO THESE SPECIFIC EXAMPLES.

# Presidential Valley Homeowners Association

09/30/2024

Prepared by:



Community  
Solutions

# Presidential Valley Homeowners Association

Balance Sheet as of 9/30/2024

<b>Assets</b>	<b>Operating</b>	<b>Reserve</b>	<b>Total</b>
<b>Bank Accounts</b>			
000100 - Operating Account AAB	\$18,923.12		\$18,923.12
000105 - Savings Account AAB	\$15,911.16		\$15,911.16
000201 - Reserve Money Market AAB		\$77,191.50	\$77,191.50
<b>Total Bank Accounts</b>	<b>\$34,834.28</b>	<b>\$77,191.50</b>	<b>\$112,025.78</b>
<b>Assets</b>			
110000 - Accounts Receivable	\$1,537.00		\$1,537.00
120500 - Prepaid Insurance	\$7,626.00		\$7,626.00
<b>Total Assets</b>	<b>\$9,163.00</b>		<b>\$9,163.00</b>
<b>Total Assets</b>	<b>\$43,997.28</b>	<b>\$77,191.50</b>	<b>\$121,188.78</b>
<b>Liabilities / Equity</b>			
<b>Liability</b>			
200000 - Accounts Payable	\$540.00	\$23,707.41	\$24,247.41
210200 - Prepaid Assessment	\$10,625.00		\$10,625.00
<b>Total Liability</b>	<b>\$11,165.00</b>	<b>\$23,707.41</b>	<b>\$34,872.41</b>
<b>Equity - Retained Earnings</b>			
320000 - Operations Retained Earnings	\$24,777.09		\$24,777.09
321000 - Reserves Retained Earnings		\$166,203.36	\$166,203.36
390000 - Net Income	\$8,055.19	(\$112,719.27)	(\$104,664.08)
<b>Total Equity - Retained Earnings</b>	<b>\$32,832.28</b>	<b>\$53,484.09</b>	<b>\$86,316.37</b>
<b>Total Liabilities / Equity</b>	<b>\$43,997.28</b>	<b>\$77,191.50</b>	<b>\$121,188.78</b>

# Presidential Valley Homeowners Association

## Statement of Revenues and Expenses 9/1/2024 - 9/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Income</b>							
<b>Income</b>							
410000 - Assessment Income	21,500.00	22,018.00	(518.00)	197,500.00	198,162.00	(662.00)	264,211.00
410001 - Late Fees	-	-	-	25.00	-	25.00	-
410110 - Gate Remote Income	-	-	-	150.00	-	150.00	-
410905 - Admin Notice Fee	-	-	-	12.00	-	12.00	-
420003 - Investment/Interest Income	13.84	83.00	(69.16)	120.13	747.00	(626.87)	1,000.00
<b>Total Income</b>	<b>21,513.84</b>	<b>22,101.00</b>	<b>(587.16)</b>	<b>197,807.13</b>	<b>198,909.00</b>	<b>(1,101.87)</b>	<b>265,211.00</b>
<b>Total Income</b>	<b>21,513.84</b>	<b>22,101.00</b>	<b>(587.16)</b>	<b>197,807.13</b>	<b>198,909.00</b>	<b>(1,101.87)</b>	<b>265,211.00</b>

### Operating Expense

<b>Expenses</b>							
500080 - Bank Fees	-	2.00	2.00	-	18.00	18.00	20.00
501000 - Accounting/Audit	2,275.00	2,200.00	(75.00)	2,275.00	2,200.00	(75.00)	2,200.00
501003 - Insurance Expense	-	2,464.00	2,464.00	10,596.00	22,176.00	11,580.00	29,568.00
501004 - Legal/Lien Fees	-	83.00	83.00	162.50	747.00	584.50	1,000.00
501006 - Management	534.75	535.00	.25	4,278.00	4,815.00	537.00	6,417.00
501010 - Filing Fees	20.00	1,100.00	1,080.00	49.94	1,100.00	1,050.06	1,100.00
501014 - Administrative Notice Fee - HOA-CS	10.00	-	(10.00)	10.00	-	(10.00)	-
501095 - Misc Dues	-	17.00	17.00	-	153.00	153.00	200.00
501098 - Facilities Rental/Meeting Room	200.00	-	(200.00)	200.00	-	(200.00)	400.00
501190 - Reserve Study	2,475.00	-	(2,475.00)	2,475.00	2,107.00	(368.00)	2,107.00
503000 - Office Supplies	82.59	25.00	(57.59)	102.80	225.00	122.20	300.00
503010 - Postage	92.15	25.00	(67.15)	124.16	225.00	100.84	300.00
503250 - File Storage	20.00	10.00	(10.00)	100.00	90.00	(10.00)	120.00
504000 - Taxes Property	-	-	-	261.45	150.00	(111.45)	300.00
504080 - Taxes Federal	-	-	-	-	350.00	350.00	700.00
600001 - General Repairs	6,510.61	1,292.00	(5,218.61)	24,474.16	11,628.00	(12,846.16)	15,500.00
600031 - Exterior Lighting	1,216.30	17.00	(1,199.30)	1,275.29	153.00	(1,122.29)	200.00
600080 - Septic pumping	675.63	-	(675.63)	6,462.23	6,000.00	(462.23)	6,000.00
610001 - Landscaping Miscel/Special	5,000.00	974.00	(4,026.00)	5,072.68	8,766.00	3,693.32	11,687.00
610005 - Landscape Maintenance Contract	4,605.06	4,750.00	144.94	41,445.54	42,750.00	1,304.46	57,000.00
610007 - Roof Cleaning/Moss Control	-	250.00	250.00	-	2,250.00	2,250.00	3,000.00
610130 - Backflow Testing	-	-	-	1,410.00	1,600.00	190.00	1,600.00
610205 - Irrigation Repairs	-	-	-	750.95	-	(750.95)	-
610218 - Septic Drainfield Maintenance	-	500.00	500.00	-	4,500.00	4,500.00	6,000.00
620010 - Gate Maintenance	-	167.00	167.00	795.45	1,503.00	707.55	2,000.00
620022 - Gate Telephone	76.06	75.00	(1.06)	680.28	675.00	(5.28)	900.00
750001 - Water	801.54	400.00	(401.54)	2,634.24	3,600.00	965.76	4,804.00
750002 - Electricity	745.50	692.00	(53.50)	6,500.27	6,228.00	(272.27)	8,300.00
<b>Total Expenses</b>	<b>25,340.19</b>	<b>15,578.00</b>	<b>(9,762.19)</b>	<b>112,135.94</b>	<b>124,009.00</b>	<b>11,873.06</b>	<b>161,723.00</b>

# Presidential Valley Homeowners Association

## Statement of Revenues and Expenses 9/1/2024 - 9/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Operating Expense</b>							
<b>Non Operating Expense</b>							
990000 - Reserve Contribution	8,624.00	8,624.00	-	77,616.00	77,616.00	-	103,488.00
<b>Total Non Operating Expense</b>	<b>8,624.00</b>	<b>8,624.00</b>	<b>-</b>	<b>77,616.00</b>	<b>77,616.00</b>	<b>-</b>	<b>103,488.00</b>
<b>Total Expense</b>	<b>33,964.19</b>	<b>24,202.00</b>	<b>(9,762.19)</b>	<b>189,751.94</b>	<b>201,625.00</b>	<b>11,873.06</b>	<b>265,211.00</b>
<b>Operating Net Total</b>	<b>(12,450.35)</b>	<b>(2,101.00)</b>	<b>(10,349.35)</b>	<b>8,055.19</b>	<b>(2,716.00)</b>	<b>10,771.19</b>	<b>-</b>

SAMPLE

# Presidential Valley Homeowners Association

## Statement of Revenues and Expenses 9/1/2024 - 9/30/2024

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>Reserve Income</b>							
<b>Income</b>							
420003 - Investment/Interest Income	57.10	-	57.10	1,628.97	-	1,628.97	-
<b>Total Income</b>	<b>57.10</b>	<b>-</b>	<b>57.10</b>	<b>1,628.97</b>	<b>-</b>	<b>1,628.97</b>	<b>-</b>
<b>Non Operating Revenue</b>							
890000 - Reserve Income Contribution	8,624.00	8,624.00	-	77,616.00	77,616.00	-	103,488.00
<b>Total Non Operating Revenue</b>	<b>8,624.00</b>	<b>8,624.00</b>	<b>-</b>	<b>77,616.00</b>	<b>77,616.00</b>	<b>-</b>	<b>103,488.00</b>
<b>Total Income</b>	<b>8,681.10</b>	<b>8,624.00</b>	<b>57.10</b>	<b>79,244.97</b>	<b>77,616.00</b>	<b>1,628.97</b>	<b>103,488.00</b>
<b>Reserve Expense</b>							
<b>Expenses</b>							
600001 - General Repairs	23,707.41	-	(23,707.41)	109,537.52	-	(109,537.52)	-
650071 - Painting	-	-	-	16,141.91	-	(16,141.91)	-
650080 - Roof Repair and Replacement	-	-	-	66,284.81	-	(66,284.81)	-
<b>Total Expenses</b>	<b>23,707.41</b>	<b>-</b>	<b>(23,707.41)</b>	<b>191,964.24</b>	<b>-</b>	<b>(191,964.24)</b>	<b>-</b>
<b>Total Expense</b>	<b>23,707.41</b>	<b>-</b>	<b>(23,707.41)</b>	<b>191,964.24</b>	<b>-</b>	<b>(191,964.24)</b>	<b>-</b>
<b>Reserve Net Total</b>	<b>(15,026.31)</b>	<b>8,624.00</b>	<b>(23,650.31)</b>	<b>(112,719.27)</b>	<b>77,616.00</b>	<b>(190,335.27)</b>	<b>103,488.00</b>
<b>Net Total</b>	<b>(27,476.66)</b>	<b>6,523.00</b>	<b>(33,999.66)</b>	<b>(104,664.08)</b>	<b>74,900.00</b>	<b>(179,564.08)</b>	<b>103,488.00</b>

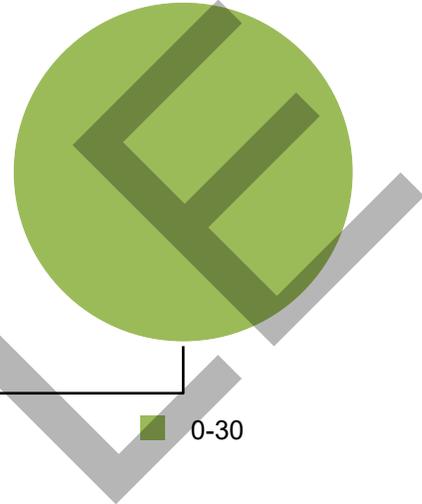
# Presidential Valley Homeowners Association

AR Aging - 9/30/2024

## SUMMARY

Charge	Balance
Administrative Notice Fee (1)	\$12.00
Assessment (1)	\$1,000.00
Late Fee (1)	\$25.00
Monthly Assessment (1)	\$500.00
<b>Total</b>	<b>\$1,537.00</b>

## DISTRIBUTION



Property	0-30	Over 30	Over 60	Over 90	Balance
<b>99910007 - *** 1797 Pennsylvania Ave Unit 311 - Adams</b>	\$1,037.00	-	-	-	\$1,037.00
Late Fee	\$25.00	-	-	-	\$25.00
Administrative Notice Fee	\$12.00	-	-	-	\$12.00
Assessment	\$1,000.00	-	-	-	\$1,000.00
<b>99910000 - 1789 Pennsylvania Ave Unit 110 - Washington</b>	\$500.00	-	-	-	\$500.00
Monthly Assessment	\$500.00	-	-	-	\$500.00
<b>Total:</b>	<b>\$1,537.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,537.00</b>
<b>Property Count:</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	

(\*\*\* indicates previous owners)

# Presidential Valley Homeowners Association

## Pre Paid Homeowners For 9/30/2024

Account	Property	Owner Name	Credit Amount
PRES1049866	2526 Pennsylvania Ave	Chester & Ellen Arthur	1,500.00
PRES1049969	2612 Pennsylvania Ave	Bill Gates	1,500.00
PRES1050036	2617 Pennsylvania Ave	Grover & Frances Cleveland	1,500.00
PRES1049927	1802 Pennsylvania Ave	Thomas Jefferson	500.00
PRES1054586	1804 Pennsylvania Ave	James & Dolley Madison	500.00
PRES1049826	1903 Pennsylvania Ave	John Tyler	500.00
PRES1049992	1911 Pennsylvania Ave	James & Sarah Polk	500.00
PRES1049893	2002 Pennsylvania Ave	Gary Payton	500.00
***PRES1050018	2010 Pennsylvania Ave	Ulysses Grant	500.00
PRES1049997	2017 Pennsylvania Ave	Barack & Michelle Obama	500.00
PRES1049872	2520 Pennsylvania Ave	Abraham Lincoln	500.00
PRES1050021	2521 Pennsylvania Ave	Andrew Johnson	500.00
PRES049961	2525 Pennsylvania Ave	Andrew & Rachel Jackson	500.00
PRES1050025	2619 Pennsylvania Ave	George W. & Laura Bush	500.00
PRES1050008	2620 Pennsylvania Ave	Gerald Ford	500.00
PRES1050013	2010 Pennsylvania Ave	Richard Nixon	125.00
<b>Total</b>			<b>10,625.00</b>

(\*\*\* indicates previous owners)

# Presidential Valley Homeowners Association

## Bank Account Reconciliation for Period 9/30/2024

### Reconciliation Summary

Bank Account	Bank Bal.	Uncleared Items	Adj. Balance	Book Balance	Status
AAB Operating - 5855	20,994.46	-2,071.34	18,923.12	18,923.12	Balanced
Savings AAB - 5889	15,911.16	0.00	15,911.16	15,911.16	Balanced
Reserve Money Market AAB	77,191.50	0.00	77,191.50	77,191.50	Balanced

### Unreconciled Items

Date	Description	Check No	Amount
AAB Operating - 5855			
9/24/2024	ABC Home Services LLC	100400	-324.30
9/30/2024	Peninsula Light Co.	301144	-31.65
9/30/2024	Peninsula Light Co.	301145	-32.32
9/30/2024	Peninsula Light Co.	301146	-31.58
9/30/2024	Peninsula Light Co.	301147	-31.25
9/30/2024	Peninsula Light Co.	301148	-32.40
9/30/2024	Peninsula Light Co.	301149	-32.80
9/30/2024	Peninsula Light Co.	301150	-32.07
9/30/2024	Peninsula Light Co.	301151	-31.16
9/30/2024	Peninsula Light Co.	301152	-32.64
9/30/2024	Peninsula Light Co.	301153	-34.61
9/30/2024	Peninsula Light Co.	301154	-32.48
9/30/2024	Peninsula Light Co.	301155	-32.32
9/30/2024	Peninsula Light Co.	301156	-31.65
9/30/2024	Peninsula Light Co.	301157	-31.41
9/30/2024	Peninsula Light Co.	301158	-31.41
9/30/2024	Peninsula Light Co.	301159	-33.96
9/30/2024	Peninsula Light Co.	301160	-32.55
9/30/2024	Peninsula Light Co.	301161	-31.33
9/30/2024	Peninsula Light Co.	301162	-37.32
9/30/2024	Peninsula Light Co.	301163	-31.58
9/30/2024	Peninsula Light Co.	301164	-31.49
9/30/2024	Peninsula Light Co.	301165	-31.65
9/30/2024	Washington Water Service - Seattle	301166	-456.66
9/30/2024	Washington Water Service - Seattle	301167	-91.27
9/30/2024	Washington Water Service - Seattle	301169	-253.61
9/30/2024	Peninsula Light Co.	301170	-33.87

# Presidential Valley Homeowners Association

## Bank Account Reconciliation for Period 9/30/2024

Date	Description	Check No	Amount
9/30/2024	Herbert Hoover	100401	-200.00
<b>Total AAB Operating - 5855</b>			<b>-2,071.34</b>

### Reconciled Items

Date	Description	Check No	Amount
AAB Operating - 1234			
9/3/2024	Lockbox Deposit - Alliance Association Bank		6,000.00
9/4/2024	Lockbox Deposit - Alliance Association Bank		500.00
9/5/2024	Lockbox Deposit - Alliance Association Bank		5,500.00
9/6/2024	Lockbox Deposit - Alliance Association Bank		1,000.00
9/9/2024	Lockbox Deposit - Alliance Association Bank		1,000.00
9/11/2024	Acct: PRES1049809 Check #45871754		500.00
9/11/2024	Lockbox Deposit - Alliance Association Bank		1,000.00
9/17/2024	Lockbox Deposit - Alliance Association Bank		500.00
9/18/2024	Lockbox Deposit - Alliance Association Bank		500.00
9/20/2024	Lockbox Deposit - Alliance Association Bank		1,500.00
9/23/2024	Lockbox Deposit - Alliance Association Bank		1,000.00
9/24/2024	Lockbox Deposit - Alliance Association Bank		500.00
9/27/2024	Lockbox Deposit - Alliance Association Bank		1,000.00
9/30/2024	September Interest		0.81
9/30/2024	Lockbox Deposit - Alliance Association Bank		500.00
8/31/2024	Peninsula Light Co.	301115	-32.23
8/31/2024	Peninsula Light Co.	301116	-31.41
8/31/2024	Peninsula Light Co.	301117	-32.72
8/31/2024	Peninsula Light Co.	301118	-32.23
8/31/2024	Peninsula Light Co.	301119	-31.65
8/31/2024	Peninsula Light Co.	301121	-37.08
8/31/2024	Peninsula Light Co.	301122	-32.23
8/31/2024	Peninsula Light Co.	301123	-31.33
8/31/2024	Peninsula Light Co.	301124	-31.16
8/31/2024	Peninsula Light Co.	301125	-31.73
8/31/2024	Peninsula Light Co.	301126	-31.58
8/31/2024	Peninsula Light Co.	301127	-33.62
8/31/2024	Peninsula Light Co.	301128	-33.71
8/31/2024	Peninsula Light Co.	301129	-32.48
8/31/2024	Peninsula Light Co.	301130	-34.36
8/31/2024	Peninsula Light Co.	301131	-32.07
8/31/2024	Peninsula Light Co.	301132	-32.48



**SAMPLE**  
AAB BANK  
STATEMENTS

Alliance Association Bank, a division of Western Alliance Bank.  
Member FDIC.

PO Box 26237 • Las Vegas, NV 89126-0237

Return Service Requested

Last statement: August 31, 2024  
This statement: September 30, 2024  
Total days in statement period: 30

PRESIDENTIAL VALLEY HOA  
C/O HOA COMMUNITY SOLUTIONS LLC  
OPERATING  
PO BOX 364  
GIG HARBOR WA 98335-0364

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( 13)

Direct inquiries to:  
888-734-4567

Alliance Association Bank  
3033 W Ray Road, Ste 200  
Chandler AZ 85226

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THANK YOU FOR BANKING WITH US!

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### AAB Community Checking

Account number	XXXXXX	Beginning balance	\$33,619.77
Enclosures	13	Total additions	21,000.81
Low balance	\$20,993.65	Total subtractions	33,626.12
Average balance	\$40,098.40	Ending balance	\$20,994.46
Avg collected balance	\$39,798		

### CHECKS

Number	Date	Amount	Number	Date	Amount
100387	09-19	545.54	100394	09-25	675.63
100388	09-19	3,474.40	100395	09-30	1,142.28
100389	09-19	4,605.06	100397 *	09-26	121.44
100390	09-27	5,000.00	100398	09-27	2,275.00
100391	09-30	305.91	100399	09-30	1,142.28
100392	09-23	2,475.00			
100393	09-26	173.95			

\* Skip in check sequence

### DEBITS

Date	Description	Subtractions
09-03	* ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060090	31.16
09-03	* ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060089	31.33

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060098	31.33
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060082	31.41
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060097	31.49
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060099	31.49
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060100	31.49
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060079	31.58
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060095	31.58
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060085	31.65
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060087	31.73
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060091	32.07
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060083	32.23
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060086	32.23
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060088	32.23
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060096	32.40
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 0000060092	32.48

<u>Date</u>	<u>Description</u>	<u>Subtractions</u>
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060093	32.48
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060084	32.72
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060080	33.62
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060081	33.71
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060094	34.36
09-03	' ACH Debit PENINSULA LIGHT PLC PMTS 240903 000060078	37.08
09-06	' ACH Debit WASHINGTON WATER WATER BILL 240905	54.75
09-06	' ACH Debit WASHINGTON WATER WATER BILL 240905	98.42
09-06	' ACH Debit WASHINGTON WATER WATER BILL 240905	376.25
09-17	' ACH Debit AVIDPAY SERVICE AVIDPAY REF*CK*100396*2409 16*Advanced Energy Solutions\154862017\105482461\15486	1,216.30
09-18	' ACH Debit Assn Dues 240918	500.00
09-24	' ACH Debit LumenCenturyLink SPEEDPAY 240924	76.06
09-27	Miscellaneous Debit EXTERNAL WEB API -	8,624.00

CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
09-03	' Lockbox Deposit	6,000.00
09-04	' Lockbox Deposit	500.00
09-05	' Lockbox Deposit	5,500.00
09-06	' Lockbox Deposit	1,000.00
09-09	' Lockbox Deposit	1,000.00
09-11	' Remote Deposit	500.00
09-11	' Lockbox Deposit	1,000.00
09-17	' Lockbox Deposit	500.00
09-18	' Lockbox Deposit	500.00
09-20	' Lockbox Deposit	1,500.00

<u>Date</u>	<u>Description</u>	<u>Additions</u>
09-23	' Lockbox Deposit	1,000.00
09-24	' Lockbox Deposit	500.00
09-27	' Lockbox Deposit	1,000.00
09-30	' Lockbox Deposit	500.00
09-30	' Interest Credit	0.81

**DAILY BALANCES**

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08-31	33,619.77	09-11	47,846.50	09-24	38,954.14
09-03	38,875.92	09-17	47,130.20	09-25	38,278.51
09-04	39,375.92	09-18	47,130.20	09-26	37,983.12
09-05	44,875.92	09-19	38,505.20	09-27	23,084.12
09-06	45,346.50	09-20	40,005.20	09-30	20,994.46
09-09	46,346.50	09-23	38,530.20		

**INTEREST INFORMATION**

Annual percentage yield earned	0.02%
Interest-bearing days	30
Average balance for APY	\$39,798.40
Interest earned	\$0.81

**OVERDRAFT/RETURN ITEM FEES**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Alliance Association Bank, a division of Western Alliance Bank.  
Member FDIC.

PO Box 26237 • Las Vegas, NV 89126-0237

Return Service Requested

Last statement: August 31, 2024  
This statement: September 30, 2024  
Total days in statement period: 30

PRESIDENTIAL VALLEY HOA  
C/O HOA COMMUNITY SOLUTIONS LLC  
RSV MM  
PO BOX 364  
GIG HARBOR WA 98335-0364

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Direct inquiries to:  
888-734-4567

Alliance Association Bank  
3033 W Ray Road, Ste 200  
Chandler AZ 85226

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THANK YOU FOR BANKING WITH US!

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### AAB Association MMA

Account number	XXXXXX1234	Beginning balance	\$68,510.40
Enclosures	1	Total additions	8,681.10
Low balance	\$68,510.40	Total subtractions	0.00
Average balance	\$69,660.27	Ending balance	\$77,191.50
Avg collected balance	\$69,660		
Interest paid year to date	\$874.13		

### CREDITS

Date	Description	Additions
09-27	Miscellaneous Credit	8,624.00
	EXTERNAL WEB API -	
09-30	* Interest Credit	57.10

### DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
08-31	68,510.40	09-27	77,134.40	09-30	77,191.50

### INTEREST INFORMATION

Annual percentage yield earned	1.00%
Interest-bearing days	30
Average balance for APY	\$69,660.27
Interest earned	\$57.10

**OVERDRAFT/RETURN ITEM FEES**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

SAMPLE

Alliance Association Bank, a division of Western Alliance Bank.  
Member FDIC.

PO Box 26237 • Las Vegas, NV 89126-0237

Return Service Requested

Last statement: August 31, 2024  
This statement: September 30, 2024  
Total days in statement period: 30

PRESIDENTIAL VALLEY HOA  
C/O HOA COMMUNITY SOLUTIONS LLC  
SAVINGS  
PO BOX 364  
GIG HARBOR WA 98335-0364

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Direct inquiries to:  
888-734-4567

Alliance Association Bank  
3033 W Ray Road, Ste 200  
Chandler AZ 85226

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THANK YOU FOR BANKING WITH US!

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### AAB Association MMA

Account number	XXXXXX1234	Beginning balance	\$15,898.13
Low balance	\$15,898.13	Total additions	13.03
Average balance	\$15,898.13	Total subtractions	0.00
Avg collected balance	\$15,898	Ending balance	\$15,911.16
Interest paid year to date	\$112.89		

### CREDITS

<u>Date</u>	<u>Description</u>	<u>Additions</u>
09-30	Interest Credit	13.03

### DAILY BALANCES

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
08-31	15,898.13	09-30	15,911.16		

### INTEREST INFORMATION

Annual percentage yield earned	1.00%
Interest-bearing days	30
Average balance for APY	\$15,898.13
Interest earned	\$13.03

**OVERDRAFT/RETURN ITEM FEES**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

SAMPLE

# **SAMPLE**

## OWNER STATEMENT

Presidential Valley Homeowners Association  
 c/o HOA Community Solutions  
 P.O. Box 364  
 Gig Harbor, WA 98335

Ben & Caroline Harrison  
 2101 Pennsylvania Ave  
 Washington DC 20500

**ACCOUNT STATEMENT**

as of 11/06/2024

Account Number	Due Date	Pay This Amount
PRES1049877	11/1/2024	\$500.00
Please remit payment using the coupon below. Please include your account number on the check.		

DATE	DESCRIPTION	CHARGES	PAYMENTS	TOTAL
	Property: PRES1049877 - 2101 Pennsylvania Ave			
	-- Prior Balance --			\$0.00
2024-11-01	Monthly Assessment	\$500.00		\$500.00

*Please detach and return this portion with your payment.*

Presidential Valley Homeowners Association  
 Ben & Caroline Harrison  
 RE: PRES1049877 - 2101 Pennsylvania Ave  
 2101 Pennsylvania Ave  
 Washington, DC 20500

**PAY THIS AMOUNT: \$500.00**  
**DUE DATE: 11/1/2024**  
 Account Number: **PRES1049877**

**Mail Checks to:**

Presidential Valley Homeowners Association  
 c/o HOA Community Solutions  
 PO Box 97974  
 Las Vegas, NV 89193-7974

Please include your account number on your check. Make check payable to your association. Please allow 10 to 15 business days for processing or pay through your owner's portal for instant processing.

# SAMPLE COMPLIANCE LETTERS

THIS PACKET INCLUDES OUR STANDARD COMPLIANCE LETTERS. THE INTENTION OF THESE LETTERS ARE TO NOTIFY HOMEOWNERS THAT THEIR PROPERTY IS NON-COMPLIANT WITH THEIR COMMUNITIES' GOVERNING DOCUMENTS.

A HOMEOWNER RESPONSE FORM IS ATTACHED TO EACH LETTER TO ALLOW THE OWNERS THE OPPORTUNITY TO RESPOND IN OBJECTION TO THIS NOTICE, INITIATE A COMPLIANCE RESTORATION PLAN, OR NOTIFY US THAT COMPLIANCE HAS BEEN RESTORED.

<<association\_legalName>>

c/o HOA Community Solutions  
PO Box 364  
Gig Harbor, WA 98335

<<Picture\_Location\_1>>

[<TodaysDateMonth>]

[<ResidentContact.First Name>] [<ResidentContact.Last Name>]  
[<ResidentContact.Address>]  
[<ResidentContact.City State Zip>]

Property Address: [<Unit.Unit Address>]  
Account #: [<Resident.Resident Key>]

**COURTESY NOTICE**

Dear [<ResidentContact.First Name>] [<ResidentContact.Last Name>],

This is a courtesy notice for a violation of the Community Standards that has been identified by the HOA. We prefer to rely on voluntary compliance by our residents rather than punitive action, however, all residents have a duty to remain in compliance with the established Governing Documents of the community. Failure to remediate or cure the violation has the potential to result in fines or penalties being levied by the HOA. The specifics of the violation are detailed below for your review.

**Violation & Remediation: [<Compliance.Violation>]**

Governing Documents Cited: [<CompanyRule.Document Source>], [<CompanyRule.Chapter Reference>] which states: [<CompanyRule.Note>]

**The Board is respectfully requesting that your lot and/or living unit be brought up to the standards set forth in the governing documents for [<Company.Name>], within 15 days from the date of this notice.** Your cooperation and quick resolution to this notice are greatly appreciated.

If you have questions, disagree with this notice, are requesting an extension to remedy the condition, or are requesting a hearing before the Board, **please complete the attached Homeowner Response Form and submit to the Association office, in writing, via email, mail or fax.** All homeowners are afforded the opportunity to discuss concerns and to have their opinions heard.

Sincerely,  
[<Employee.Signature>]  
[<Employee.First Name>] [<Employee.Last Name>]  
[<Employee.Title>]  
[<Employee.Email Address>]  
Office: (253) 985-3812/Fax: (253) 313-1219

<<association\_legalName>>

c/o HOA Community Solutions
PO Box 364
Gig Harbor, WA 98335
DIRECT: (253) 649-5200 Fax: (253) 313-1219
heretohelp@hoacommunitysolutions.com

HOMEOWNER RESPONSE FORM

[<TodaysDateMonth>]

Instructions: The purpose of this form is to dispute citation for a violation of the Governing Documents of your community, or to explain actions that will be taken to correct a violation, as well as to indicate when a violation will be corrected. Please submit the completed form to the compliance manager, Samantha Sharp, of HOA Community Solutions, where it will be reviewed for completeness and submitted to the Board for consideration.

Property Address: [<Unit.Unit Address>]

Account #: [<Resident.Resident Key>]

Violation& Remediation: [<Compliance.Violation>]

Governing Document Rule: [<CompanyRule.Document Source>], [<CompanyRule.Chapter Reference>]

REASON FOR APPEAL

I agree that my property is in non-compliance and am requesting an extension to remedy the situation. Compliance will be restored by \_\_\_\_\_.

I believe I received this notice in error. Why? \_\_\_\_\_

I disagree that my property is in non-compliance and I am requesting a hearing before the Board. (Please submit this form within 10 days from the date of compliance notice. Failure to contact us within (10) days will result in a waiver of your right to a hearing and/or appeal any fines and administrative sanctions that may be assessed) I have attached photographic evidence and have provided additional information that I would like the Board to consider.

Compliance has been restored as of \_\_\_\_\_

Other. Please provide additional information. \_\_\_\_\_

Multiple horizontal lines for providing additional information.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

<<association\_legalName>>

c/o HOA Community Solutions  
PO Box 364  
Gig Harbor, WA 98335

<<Picture\_Location\_1>>

<<current\_date>>

<<ownertenant\_fullnameaddress>>

Property Address: <<homeowner\_address>>  
Account #: <<account\_number>>

**FINE WARNING**

Dear <<ownertenant\_fullname>>:

You were recently contacted by <<association\_name>> and notified that the following condition(s) were out of compliance with the <<association\_name>> governing documents. It has been noted that the condition(s) are continuing or recurring.

<<activity\_ccrLetterText>> <<reason\_Text>>

This is in violation of <<activity\_ccrArticleNumber>>, <<activity\_ccrTitle>> which states: <<activity\_ccrText>>

Please correct this condition **or** notify us **in writing** with your plans to correct this condition if you are unable to correct it without a longer time frame. **Failure to correct this issue within <<activity\_cure>> days from the date of this letter will result in a fine in the amount of \$<<activity\_nextFine>> applied to your owner account.**

If you have questions, disagree with this notice, are requesting an extension to remedy the condition, would like the Board to consider a waiver of fines, or requesting a hearing before the Board, **please complete the attached Homeowner Response Form and submit to the Association office, in writing, via email, mail or fax.** All homeowners are afforded the opportunity to discuss concerns and to have their opinions heard.

Sincerely,

<<associationPrimaryContact\_signature>>

<<associationPrimaryContact\_Name>>

<<associationPrimaryContact\_title>>

<<associationPrimaryContact\_Email>>

Office: (253) 985-3812/Fax: (253)313-1219

**<<association\_legalName>>**  
c/o HOA Community Solutions  
PO Box 364  
Gig Harbor, WA 98335  
DIRECT: (253) 649-5200 FAX: (253) 313-1219  
heretohelp@hoacommunitysolutions.com

**HOMEOWNER RESPONSE FORM**

<<current\_date>>

**Instructions:** The purpose of this form is to dispute citation for a violation of the Governing Documents of your community, or to explain actions that will be taken to correct a violation, as well as to indicate when a violation will be corrected. Please submit the completed form to the Compliance Department of HOA Community Solutions at heretohelp@hoacommunitysolutions.coms, where it will be reviewed for completeness and submitted to the Board for consideration.

**Property Address:** <<homeowner\_address>>  
**Account #:** <<account\_number>>

**Violation:** <<activity\_ccrLetterText>><<reason\_Text>>

**Governing Document Section:** <<activity\_ccrArticleNumber>>, <<activity\_ccrTitle>>

**REASON FOR APPEAL**

\_\_\_\_\_ I agree that my property is in non-compliance and am requesting an extension to remedy the situation.

Compliance will be restored by \_\_\_\_\_.

\_\_\_\_\_ I believe I received this notice in error. Why? \_\_\_\_\_

\_\_\_\_\_ I disagree that my property is in non-compliance and I am requesting a hearing before the Board. **\*\*Please submit this form, along with photographic evidence or any other additions information you would like the Board to take into consideration within (10) days of the date of this notice. Failure to communicate your resolution to the Board in a timely fashion may result in a waiver of your right to a hearing and/or appeal any fines and administrative sanctions that may be imposed\*\***

\_\_\_\_\_ Compliance has been restored as of \_\_\_\_\_

\_\_\_\_\_ I am requesting the board consider a waiver of fines in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Other. Please provide additional information. \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

<<association\_legalName>>

c/o HOA Community Solutions  
PO Box 364  
Gig Harbor, WA 98335

<<Picture\_Location\_1>>

<<current\_date>>

<<ownertenant\_fullnameaddress>>

Property Address: <<homeowner\_address>>  
Account #: <<account\_number>>

**FINE NOTICE**

Dear <<ownertenant\_fullname>>:

You have previously received requests to remedy the following recurring or unresolved violation(s):

<<activity\_ccrLetterText>> <<reason\_Text>>

This is in violation of <<activity\_ccrArticleNumber>>, <<activity\_ccrTitle>> which states: <<activity\_ccrText>>

Fines are now being applied to your HOA account due to the lack of response to the previous notice and because the violation remains unresolved. **Today your account has been fined \$<<activity\_fine>> in accordance with <<association\_name>> policies.**

All fines will be assessed to your account and remain on your account until paid in full. Additional fines may be assessed in accordance with the HOA policies should this violation continue or recur. **Failure to correct the violation within <<activity\_cure>> days of the date of this notice (or within the above specified time frame, if different), will result in an additional fine in the amount of \$<<activity\_nextFine>> assessed to your account.**

If you have questions, disagree with this notice, are requesting an extension to remedy the condition, would like the Board to consider a waiver of fines, or requesting a hearing before the Board, **please complete the attached Homeowner Response Form and submit to the Association office, in writing, via email, mail or fax.** All homeowners are afforded the opportunity to discuss concerns and to have their opinions heard.

Sincerely,

<<associationPrimaryContact\_signature>>

<<associationPrimaryContact\_Name>>

<<associationPrimaryContact\_title>>

<<associationPrimaryContact\_Email>>

Office: (253) 985-3812/Fax: (253) 313-1219

<<association\_legalName>>

c/o HOA Community Solutions  
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Gig Harbor, WA 98335  
DIRECT: (253) 649-5200 FAX: (253) 313-1219  
heretohelp@hoacommunitysolutions.com

**HOMEOWNER RESPONSE FORM**

<<current\_date>>

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**Property Address:** <<homeowner\_address>>

**Account #:** <<account\_number>>

**Violation:** <<activity\_ccrLetterText>><<reason\_Text>>

**Governing Document Section:** <<activity\_ccrArticleNumber>>, <<activity\_ccrTitle>>

**REASON FOR APPEAL**

\_\_\_\_\_ I agree that my property is in non-compliance and am requesting an extension to remedy the situation.

Compliance will be restored by \_\_\_\_\_.

\_\_\_\_\_ I believe I received this notice in error. Why? \_\_\_\_\_

\_\_\_\_\_ I disagree that my property is in non-compliance and I am requesting a hearing before the Board. **\*\*Please submit this form, along with photographic evidence or any other additions information you would like the Board to take into consideration within (10) days of the date of this notice. Failure to communicate your resolution to the Board in a timely fashion may result in a waiver of your right to a hearing and/or appeal any fines and administrative sanctions that may be imposed\*\***

\_\_\_\_\_ Compliance has been restored as of \_\_\_\_\_

\_\_\_\_\_ I am requesting the board consider a waiver of fines in the amount of \$ \_\_\_\_\_

\_\_\_\_\_ Other. Please provide additional information. \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_