



## 2024 Budget Ratification & Notice of Assessment Increase

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November 2, 2023

Trutina Members,

It's time again to finalize the Association's financial plan for the year ahead. With support from Rockwood Property Management (RPM), the Board has adopted and hereby proposes 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 November 28, 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.trutinahoa.com](http://www.trutinahoa.com)) or enter it into your browser window as <https://us06web.zoom.us/j/85154281669>.

Included herein, please find the following documents for your consideration:

- 1 – Budget Narrative
- 2 – Main Budget: Scope of Services
- 3 – Main Clubhouse: Scope of Services
- 4 – Staffing Allocations & Roles
- 5 – Main Budget 2024
- 6 – Residential Budget: Scope of Services
- 7 – Residential Budget 2024
- 8 – Change of Services Process
- 9 – Area Map

**Upon ratification of the proposed 2024 Budget, the assessment rate will increase to \$261.00 per month effective January 1, 2024.**

***If you are enrolled in Portal AutoPay***, no additional notice will be sent regarding the forthcoming assessment increase. 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 due date. More information is detailed in Payment Methods herein.

***If you are NOT enrolled in Portal AutoPay***, an assessment coupon book will be sent to you by mail in December. Aside from the forthcoming payment coupon book, no additional notice will be sent regarding the 2024 assessment. To avoid an underpayment, please make arrangements now to remit the new amount in January. Refer to the enclosed document titled "Assessment Payment Methods" for remittance instructions.

***\*\* 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.***



## 2024 Budget Ratification & Notice of Assessment Increase

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

In partnership,

Trutina Homeowners Association  
c/o Rockwood Property Management

**PHONE:** (509) 321-5921

**EMAIL:** [trutinahoa@rockwoodpm.com](mailto:trutinahoa@rockwoodpm.com)

*Enclosed:* Budget Ratification & Notice of Assessment Increase

- 1 – Budget Narrative
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Assessment Payment Methods (options for paying dues)  
Annual Disclosure  
Owner Info Form (for requesting EMAIL OPT-IN)  
Community Garden Rules & Application  
Assessment Coupon Book (for owners not enrolled in AutoPay)

Trutina Members,

As part of the budget ratification process, I am also including a budget narrative below that we hope will provide some insight and clarification to the 2024 Budget. As usual the budget is broken into two components. The first budget is for the area we refer to as the “Trutina Main”. This specific area is identified on the HOA map provided. This portion of the project is for the benefit of all residents within the project. Below is the narrative related to the Trutina Main 2024 Budget:

**TRUTINA MAIN 2024 BUDGET:**

1. Dues for the Trutina Main will remain the same at \$70 per month per member.
2. As of the end of 2023, the Trutina Main is self-sustaining and does not require any additional developer contributions going forward. In 2023, prior to any developer contribution, we anticipate the Trutina Main Budget to cash flow roughly \$22,000.
3. At the end of 2023 the developer will make a final contribution to clear up any past deficits. This estimated contribution is shown as part of the 2023 updated budget.
4. The 2024 budget is based on the Scope of Services Documents provided with the budget. Please review these Scope of Services. Going forward these Scope of Service documents will guide the budgeting efforts by the Board and the Property Management Company. Later in this letter we will provide some additional insight into how the Scope of Services may be modified in the future.
5. Landscaping services will be increasing by roughly 10%. We had 3 companies bid on the landscaping contract this year and Greenleaf was roughly 15% lower than the next lowest bid. We understand that we need to continue to work with Greenleaf to improve the quality of services, however based on the bids we did not think a change of provider was warranted.
6. In general, the estimated budget and the actual expenses for 2023 are in line. There are some items over budget and some items under budget, but the Property Management Company has managed these variances successfully and the overall outcome has resulted in a net income higher than expected.
7. The 2024 estimated budget ties very closely to the 2023 budget with the following exceptions. Expense Category 6715 for Social Activities has been increased to account for more residents in the community along with the cost of supplies. Expense Category 6590 for Gate operations has been increased for some preventative maintenance items. Expense Category 6705 for Staffing and 6755 for Janitorial have been increased due to wage increases.
8. Even without a dues increase this 2024 estimated budget projects a cash flow of over \$10,000.

The second budget is for the area we refer to as the “Trutina Residential”. This specific area is identified on the HOA map provided. Below is the narrative related to the Trutina Residential 2024 Budget.

**TRUTINA RESIDENTIAL 2024 BUDGET:**

1. By in large this budget is responsible for private lot landscaping and snow removal services, therefore this budget is much more affected by labor wage increases.
2. Dues for the Trutina Residential will increase from \$160 to \$191.
3. The majority of this increase is a result of increases to the landscaping services. As mentioned previously we were able to solicit 3 vendors to bid the landscaping services and this budget is built using the pricing from GreenScape. GreenScape is a new vendor to Trutina and bid the Trutina Residential area at roughly the same price as Greenleaf. We see this as a good opportunity to tryout a new vendor in the community.

4. The next significant component to this increase is the addition of Private Lot Pruning Services back into the budget. The board removed this service from last year's budget in an attempt to soften the dues increases. After looking back at this decision, it is my opinion that this decision was made in haste and was not consistent with the baseline scope of services for the Trutina Community.
5. The 2024 budget is based on the Scope of Services Documents provided with the budget. Please review this Scope of Services. Going forward these Scope of Service documents will guide the budgeting efforts by the Board and the Property Management Company. Later in this letter we will provide some additional insight into how the Scope of Services may be modified in the future.
6. The majority of variances between the 2023 budget and the 2023 actuals is due to the new homes and commons areas being brought on in 2023. As you can see both the revenue side and the expense side of the budget saw increases due to this community growth. The only exception to this would be Expense Category 6890 for common area pruning. Some of the 2022 pruning work spilled over into early 2023, which was not planned for at the time of the 2023 budget approval.

Over 2022 and 2023 there were many discussions about the services provided to Trutina Members and should these services be adjusted to account for changing desires or cost concerns. As we mentioned before we made such a change to services as part of the 2023 budget, with the removal of private lot pruning services under the Trutina 2023 Residential Budget. It is the board's determination that this removal of services was done in haste and should have gone through a more formal process for removal. The base line services are established by the developer as part of the development process. These services are marketed and communicated as such to potential buyers and do have an influence on their buying decisions. As such it is the board's decision that making changes to these baseline services should be a more formal process. With this in mind, the board has developed and adopted a formal process for implementing additions to or subtractions from the base level of services. That Change of Services process is an attachment to this communication and will also be added to the HOA website as part of the Governing Documents. This Change of Services process is not related to new amenities or features that may be added by the developer in future phases and as such the board may update the Scope of Services documents based on these future additions without further action.

After reviewing all the attached information, please email any questions or concerns you have to [trutinahoa@rockwoodpm.com](mailto:trutinahoa@rockwoodpm.com), prior to November 10th. We will accumulate these questions and respond with answers or clarifications to the entire community, via email, by November 17<sup>th</sup>. Between November 17<sup>th</sup> and November 28<sup>th</sup> we will schedule one open house for in person questions and answers.

Point of Clarification: I would like to provide some clarification between the HOA Board and the Advisory Committee. The HOA board is still under Declarant control. This means the developer still appoints the board members. The Advisory Committee is a group of 6 Trutina Residents, selected by the developer, to act as a go between the community and the developer. This group does not have any authority of the HOA decision making, but they do provide valuable input and influence final decisions.

Sincerely,

Joe Frank

# Trutina HOA - Main Scope of Services

## Page 1

<u>Service</u>	<u>Description of Services</u>
<b>Weekly Lawn Mowing:</b>	Weekly yard mowing service. The frequency of mowing sessions will be adjusted based on weekly weather conditions to ensure optimal lawn health. Grass clippings will be mulched.
<b>Weekly Edge Trimming:</b>	String trimming along planter bed edges. Hard edge trimming areas are sidewalks, driveways and patios and will be completed on a bi-weekly basis.
<b>Grass Fertilization:</b>	Grass fertilizing will be applied three times a year, once in the spring and twice over the summer time, to all turf areas. Grass fertilizer is a suggested blend by the landscaping vendor but is required to be phosphate free and applied at a rate of 4lbs per 1000 square feet of turf area. Homeowners will be notified, via email, of all fertilization prior to scheduled services.
<b>Planter Bed Pre Emergent Weed Application:</b>	Planter Bed pre emergent application will occur twice a year for all mulch and rock planter beds. Homeowners will be notified, via email, of all pre-emergent applications prior to scheduled services.
<b>Plant Bed Weeding:</b>	In addition to pre emergent, a manual weeding of mulch and planter rock beds will be performed as needed, but no more than three times per year.
<b>Lawn Weed Spray:</b>	Broad Leaf weedspray for all turfed areas. Performed in spring and fall by landscaping vendor. Homeowners will be notified, via email, prior to all lawn weed spray application services.
<b>Curb Line Weed Spray</b>	Curblin and Crack weedspray performed a maximum of three times to eliminate weeds in road and sidewalk cracks. Homeowners will be notified, via email prior to all curblin and crack weedspray applications.
<b>Pruning for Planter Beds:</b>	This is a fall service for all shrubs, natural grasses and perennials inside of planter beds.
<b>Care And Pruning Street Trees:</b>	Street trees associated with the main HOA area will receive a clearance pruning on a as needed basis, year to year. Fertilization and systemic treatment is applied to the trees every fall as part of the care process. As well as the systemic treatment, tree rings are sprayed around all trees to prevent mower damage

# Trutina HOA - Main Scope of Services Page 2

<u>Service</u>	<u>Description of Services</u>
<b>Irrigation Startup (Spring):</b>	The startup process, for irrigation related to Main HOA common areas, will include activation and coverage evaluation of each individual lawn irrigation zone to maximize water coverage efficiency. Any requisite repairs or maintenance arising from this evaluation will be the financial responsibility of the Main HOA. The scope of the startup service will include adjustments to watering days and/or times.
<b>Irrigation Winterization (Fall):</b>	Winterization of the each irrigation system will include the blowout of the sprinkler lines to minimize any potential damage over the winter months due to freezing temperatures.
<b>Snow Removal - 2" Threshold:</b>	Snow removal services shall be activated for snowfall events that accumulate a minimum of 2 inches by the end of snow event. The exact frequency of such services shall be contingent upon weather conditions. The contractual agreement with the designated vendor mandates that snow removal be completed within 24 hours following the accumulation of the aforementioned 2-inch threshold, unless otherwise directed by the property management company. It is acknowledged that the frequency of snowfall events may vary significantly from year to year, resulting in corresponding fluctuations in annual expenses. The specific areas designated for snow removal include private roadways, alleys, driveways, driveway approaches, walkways, public sidewalks, community mailboxes, and any fire hydrants associated with the Main HOA areas. Snow berms created by the plowing of roadways and/or alleys will be removed to allow access to driveways.
<b>Utilities/Community Gate/Dog Station:</b>	Water costs associated with the irrigation of common areas within the Main HOA area. Electricity cost associated with street lights, irrigation clocks, etc for that infrastructure located within the Main HOA area. Repair/replacement costs associated with the community gate and dog stations.
<b>Administrative Costs:</b>	Include but may not explicitly be limited to the following costs: Board & Annual Meetings, Accounting, Legal, Insurance, Bank Charges, Postage, Website administration, Property Taxes, etc.
<b>Reserve Funding:</b>	All capital costs associated with the Main HOA are shared 50/50 between the Multi-Family Owner and the Residential HOA. No reserve funding will take place in the Main HOA. The Multi-Family property owner is responsible for building their own reserve account and the Residential HOA is responsible for building their own reserve account.
<b>Clubhouse:</b>	Please refer to the Clubhouse specific Scope of Services document for further details.
<b>General Note:</b>	This document is intended to detail out all included services. If a detail is not defined in this Scope of Services document, it should be considered not included. For example the following items are not discussed above and thus should be considered not included: replacement of dead plants; lawn diseases; damages to yard not specifically caused by a vendor; etc..

# Trutina HOA - Main - Clubhouse

## Scope of Services

### Page 1

<u>Service</u>	<u>Description of Services</u>
<b>Trash:</b>	Trash services related to the Clubhouse and community gardens.
<b>Electricity/Gas:</b>	Electricity and Gas expenses related to the Clubhouse and Clubhouse amenities.
<b>Sewer/Water:</b>	Sewer and Water bill associated specifically with the Clubhouse.
<b>Staffing:</b>	Staffing allocations for services provided to the Main HOA by the Multi-Family Property Staffing. These staffing allocations are detailed out in the Staffing Allocation Document.
<b>Clubhouse Décor:</b>	Budget amount to account for décor items that may be desired by the Main HOA as detailed on an annual basis as part of the budget preparation.
<b>Social Activities:</b>	The following social activities are funded as part of the Main HOA: Monthly Men's and Women's Coffee, Wine Down Wednesday Weekly and Discretionary Social Budget. The Discretionary Social Budget amount will be determined as part of the annual budget preparation.
<b>Fitness Activities:</b>	The following fitness activities are funded as part of the Main HOA: One weekly yoga class, two weekly water aerobics classes.
<b>Clubhouse Hospitality:</b>	Clubhouse Hospitality shall include the following: coffee and shared drinks available for those community members while using the Clubhouse, kitchen supplies, printer supplies, dog treats and bathroom supplies.
<b>Clubhouse Repair and Maint:</b>	Budget allocation for general repair and maintenance related to the Clubhouse building and grounds.
<b>Clubhouse HVAC Repair and Maint:</b>	Budget allocations specific for quarterly HVAC maintenance and estimated annual repairs.
<b>Pool License and Repair and Maint:</b>	Budget allocations specific for the required pool license, pool maintenance and estimated annual repairs for the pool equipment and area.
<b>Clubhouse Fire and Security Systems:</b>	Budget allocations specific for annual inspection requirements for the fire alarm system and estimated maintenance costs related to the access control and security system for the clubhouse.
<b>Clubhouse Janitorial Services:</b>	Budget allocation for the following cleaning activities: weekly full clean of the Clubhouse and pool area, window cleaning two times annually, cleaning supplies, carpet cleaning on a quarterly basis.

Role:	Name:	% Allocation	Approx HRS/WK
<b>Property Manager</b>	Amber Burgess	5%	2
<b>Leasing Manager</b>	Leeza Gangle	10%	4
<b>Tasks:</b>			
<b>Contract Management:</b> Sourcing, bidding and finalizing contracts for HOA sponsored events, HOA sponsored fitness classes and hospitality. For example: Water aerobics and yoga classes, coffee service, cable / internet service, catering, etc.			
<b>Purchasing:</b> All items necessary to maintain the Clubhouse and to facilitate HOA sponsored events. For example: Hospitality items – coffee, water, drinks we make available in the refrigerator, toiletry items, cleaning supplies, replacement towels, laundry soap, bathroom supplies such as toilet paper and shower products, garden supplies, fitness and pool room supplies.			
<b>Accounts Payable:</b> Approving and coding all invoices related to management of the Clubhouse.			
<b>Budget Prep and Management:</b> Assisting in the creation of annual Clubhouse management budgets.			
<b>Staffing:</b> Hiring, training and managing Clubhouse staff.			
<b>Access Controls:</b> Maintaining door access control systems, creating fobs for residents, setting up new residents in the gate entry system, Updating the door system schedules in the door system software.			
<b>Spa:</b> Overseeing the Spa lease to ensure they are meeting their lease responsibilities.			
<b>Compliance:</b> Creating the monthly newsletter and other various communication on an as needed basis. Fielding questions and concerns from residents, vendors and the declarant. When requested, participating in various meetings related to the HOA such as the Advisory Committee meetings, the annual board meeting and other community committee meetings.			

Role:	Name:	% Allocation	Approx HRS/WK
<b>Leasing Agent</b>	Linda McLean	5%	3
<b>Leasing Agent</b>	Mary Shaw	5%	3
<b>Tasks:</b>			
<b>Opening/Closing Clubhouse:</b> Refilling hospitality items: coffee, drinks in the refrigerator, bathroom supplies, dog treats. Ensuring all the trash cans are emptied daily. Light cleaning to include: wiping down counters, emptying and filling dishwasher, cleaning entry ways. Reviewing voice messages and responding to resident calls.			
<b>Resident Assitance:</b> Assist residents with various forms and event schedules: club forms, private event forms, managing the event calendar. Assisting with HOA sponsored event prep: shopping for items needed, preparing and posting flyers, putting together grab and go packages for special events, attending HOA sponsored events on an as needed basis, assisting with set up for HOA sponsored events. Assisting with laundry (pool towels). Answering general community related questions.			



<b>Role:</b>	<b>Name:</b>	<b>% Allocation</b>	<b>Approx HRS/WK</b>
<b>Guest Service Coordinator</b>	Jolene Parkinson	100%	6
<b>Tasks:</b>			
<p><b>Opening/Closing Clubhouse:</b> Refilling hospitality items: coffee, drinks in the refrigerator, bathroom supplies, dog treats. Ensuring all the trash cans are emptied daily. Light cleaning to include: wiping down counters, emptying and filling dishwasher, cleaning entry ways. Reviewing voice messages and responding to resident calls.</p>			
<p><b>Resident Assitance:</b> Assist residents with various forms and event schedules: club forms, private event forms, managing the event calendar. Assisting with HOA sponsored event prep. Doing inventory of hospitality supplies. Assisting with laundry (pool towels). Greeting residents and answering general community related questions.</p>			

<b>Role:</b>	<b>Name:</b>	<b>% Allocation</b>	<b>Approx HRS/WK</b>
<b>Maintenance Manager</b>	Donald Buss	5%	2
<b>Tasks:</b>			
<p><b>Contract Management:</b> Sourcing, bidding and finalizing contracts for all work related to the Clubhouse and common area maintenance. For example: Clubhouse janitorial, annual pool maintenance, annual Clubhouse HVAC maintenance, fitness center maintenance .</p>			
<p><b>Purchasing:</b> All items necessary to maintain the Clubhouse and other common areas.</p>			
<p><b>Accounts Payable:</b> Approving and coding all invoices related to common area maintenance.</p>			
<p><b>Budget Prep and Management:</b> Assisting in the creation of annual Clubhouse management budgets for all things maintenance related.</p>			
<p><b>Staffing:</b> Hiring, training and managing maintenance staff.</p>			
<p><b>Compliance:</b> Continually monitors laws to ensure our HOA, Clubhouse, pool and fitness center are in compliance. Managing signage to ensure we are in compliance with all safety laws.</p>			

<b>Role:</b>	<b>Name:</b>	<b>% Allocation</b>	<b>Approx HRS/WK</b>
<b>Maintenance</b>	Terry Mathews	30%	9
<b>Grounds Keeper</b>	Terry Betts	30%	9
<b>Tasks:</b>			
<b>Daily Pool/Spa Maintenance:</b> Checking chemicals, wiping down windows and window seals, vacuuming and sweeping out the pool deck area, maintaining dehumidifier and HVAC system daily.			
<b>Fitness Center Maintenance:</b> Checking equipment for needed repairs, scheduling and meeting with fitness center contractors on an as needed basis.			
<b>Work Orders:</b> Work orders on an as needed basis for the Clubhouse and other common areas. These may vary but usually pertain to lighting, plumbing, painting.			
<b>Purchasing:</b> Maintenance supplies, garden supplies.			
<b>Event Maintenance:</b> Maintaining specialized equipment such as the kegerator, portable heat lamps, community bbq's, etc. Assisting with trash removal and event set up on an as needed basis, related to the events outlines in the Scope of Service Documents			
<b>Vendor Oversight:</b> Scheduling, meeting and holding accountable all vendors that are responsible for work done on the Clubhouse and other common areas.			
<b>Trail Maintenance:</b> Once per week during the summer months and once per month in the winter months, drive the Centennial Trail to remove trash, remove graffiti and report anyone camping along the trail.			
<b>Groundskeeping:</b> Assessing work completed by landscape and snow removal contractors on a weekly basis and report issues to the HOA Manager. Checking dog stations multiple times a week to remove waste and add more bags. Monitoring grounds on a daily basis to remove trash and debris. Power washing on an as needed basis. Planting flowers in various raised pots throughout the common areas. Repainting the parking lot lines and ADA spaces annually.			
<b>Maintenance of Outdoor Furniture:</b> Removing and replacing furniture as the seasons change. Doing repairs to furniture as needed.			

### 2024 Budget - Trutina Main

<b>INCOME:</b>	Cost/Month	Frequency	# of homes	2023 Budget	2023 Actuals through Sept and remaining budget	2024 Budget
5010 Dues: Residential	\$ 70.00	12	225	\$ 150,430.00	\$ 153,317.45	\$ 179,270.00
5011 Dues: Apartments	\$ 70.00	12	92	\$ 77,280.00	\$ 77,280.00	\$ 77,280.00
5012 Dues: Builder	\$ 70.00	6	22	\$ 9,240.00	\$ 14,280.00	\$ 9,240.00
<b>Total Homeowner Assessment:</b>				<b>\$ 236,950.00</b>	<b>\$ 244,877.45</b>	<b>\$ 265,790.00</b>

# of homes

Projected Closings

5014 Transfer Fee				\$ -	\$ -	\$ -
5020 Late Charges					\$ 875.90	\$ -
5021 Late Interest					\$ 91.60	\$ -
5032 Lien Income				\$ -	\$ -	\$ -
5050 Interest Income				\$ 24.00	\$ 29.53	\$ 36.00
5005 Developer Contribution				\$ 15,000.00	\$ 57,502.55	\$ -
5100 Misc. Income				\$ 1,575.00	\$ 2,195.00	\$ 2,200.00
<b>Total Income:</b>				<b>\$ 253,549.00</b>	<b>\$ 305,572.03</b>	<b>\$ 268,026.00</b>

<b>EXPENSES:</b>	Cost	Frequency	SqFt	2023 Budget	2023 Actuals through Sept and remaining budget	2024 Budget
<b>Snow Removal Expenses</b>						
6615 Streets/Sidewalks/Parking Lots				\$ 10,380.00	\$ 8,733.79	\$ 10,935.00
<b>Snow Removal Total</b>				<b>\$ 10,380.00</b>	<b>\$ 8,733.79</b>	<b>\$ 10,935.00</b>
<b>Landscaping Expenses</b>						
6810 Mowing - Commons/Lodge				\$ 20,968.97	\$ 21,007.09	\$ 23,065.87
6820 Fertilize - Commons/Lodge				\$ 2,583.38	\$ 2,583.39	\$ 2,841.73
6830 Turf Spray - Commons/Lodge				\$ 7,035.76	\$ 3,694.05	\$ 2,553.50
6843 Master Tree Program				\$ 2,829.52	\$ 2,392.77	\$ 3,012.47
6844 Pest Control				\$ 300.00	\$ 291.68	\$ 300.00
6850 Flowers/Baskets				\$ 600.00	\$ 307.15	\$ 600.00
6860 Sprinkler Turn On & Blow Out				\$ 1,071.85	\$ 1,071.85	\$ 1,179.04
6880 Landscape Labor for Irrigation				\$ 4,625.00	\$ 7,300.27	\$ 5,145.00
6890 Planter Beds/Shrub Pruning				\$ 6,090.78	\$ 8,429.54	\$ 6,699.89
<b>Landscaping Total</b>				<b>\$ 46,105.25</b>	<b>\$ 47,077.79</b>	<b>\$ 45,397.50</b>
<b>Community Center Expenses</b>						
6412 Comm Ctr- Refuse				\$ 516.00	\$ 541.13	\$ 624.00
6417 Comm Ctr- Electricity				\$ 32,800.00	\$ 36,807.91	\$ 37,338.75
6422 Comm Ctr- Water				\$ 8,250.00	\$ 9,301.03	\$ 8,185.51
6427 Comm Ctr- Sewer				\$ 907.32	\$ 905.88	\$ 955.07
6705 Comm Ctr- Staffing				\$ 55,251.35	\$ 50,147.93	\$ 58,883.55

6710	Comm Ctr- Décor				\$ 400.00	\$ 100.00	\$ 400.00
6715	Comm Ctr- Social Activities				\$ 18,800.00	\$ 12,155.31	\$ 19,400.00
6720	Comm Ctr- Fitness Activities				\$ 7,812.00	\$ 7,076.20	\$ 7,812.00
6725	Comm Ctr- Hospitality				\$ 10,628.99	\$ 9,219.08	\$ 11,965.00
6730	Comm Ctr- R&M Tech Supplies/Services				\$ 5,400.00	\$ 3,491.73	\$ 6,271.20
6740	Comm Ctr- HVAC R&M				\$ 5,360.00	\$ 3,663.55	\$ 5,560.00
6745	Comm Ctr- Pool License and R&M				\$ 6,000.00	\$ 3,998.04	\$ 5,000.00
6750	Comm Ctr- Fire and Security				\$ 416.00	\$ 308.51	\$ 236.00
6755	Comm Ctr- Janitorial				\$ 8,768.00	\$ 8,354.69	\$ 10,134.00
<b>Community Center Event Total</b>					<b>\$ 161,309.66</b>	<b>\$ 146,070.99</b>	<b>\$ 172,765.08</b>
<b>Common Area Utilities</b>							
6415	Gate/Irrigation/Street Light Electricity				\$ 1,848.00	\$ 1,800.26	\$ 1,863.24
6420	Water				\$ 10,307.64	\$ 10,724.12	\$ 11,637.00
<b>Common Area Utilities Total</b>					<b>\$ 12,155.64</b>	<b>\$ 12,524.38</b>	<b>\$ 13,500.24</b>
<b>Common Area Repair &amp; Maintenance</b>							
6440	Private Streets/Parking Lots				\$ -	\$ -	\$ -
6590	Gate operations- Phone line				\$ 2,790.00	\$ 2,729.37	\$ 4,920.00
6630	Site Amenities/Dog Station Supplies				\$ 2,500.00	\$ 639.39	\$ 1,500.00
<b>Common Area Repair &amp; Maint Total</b>					<b>\$ 5,290.00</b>	<b>\$ 3,368.76</b>	<b>\$ 6,420.00</b>
<b>Administrative Expenses</b>							
6135	Board & Annual Meetings				\$ 120.00	\$ 127.55	\$ 130.00
6305	Accounting				\$ 220.00	\$ 220.00	\$ 220.00
6306	Legal				\$ -		\$ -
6310	Insurance Expense				\$ 4,400.00	\$ 3,725.00	\$ 4,023.00
6330	Bank Charges				\$ -	\$ -	\$ -
6626	Postage				\$ 42.00	\$ 10.75	\$ 42.00
6635	Centennial Trail Sponsorship/Maintenance				\$ -	\$ -	\$ -
6900	Web Fees/ Maintenance				\$ 3,157.00	\$ 3,227.97	\$ 3,300.00
7508	Property Taxes - HOA Tracts				\$ 95.00	\$ 73.97	\$ 95.00
<b>Administrative Total</b>					<b>\$ 8,034.00</b>	<b>\$ 7,385.24</b>	<b>\$ 7,810.00</b>

**Total Expenses: \$ 243,274.55 \$ 225,160.95 \$ 256,827.82**

**NET CASH FLOW: \$ 10,274.45 \$ 80,411.08 \$ 11,198.18**

# Trutina HOA - Residential

## Scope of Services

### Page 1

<u>Service</u>	<u>Description of Services</u>
<b>Weekly Lawn Mowing:</b>	Weekly yard mowing service includes care for both front and back yards. The frequency of mowing sessions will be adjusted based on weekly weather conditions to ensure optimal lawn health. Grass clippings will be bagged and removed by the vendor. Any exceptions to these services will be clearly outlined in an 'Exception List'.
<b>Weekly Edge Trimming:</b>	String trimming along planter bed edges. Hard edge trimming areas are sidewalks, driveways and patios and will be completed on a bi-weekly basis. Any exceptions to these services will be clearly outlined in an 'Exception List'.
<b>Grass Fertilization:</b>	Grass fertilizing will be applied three times a year, once in the spring and twice over the summer time, to all turf areas. Grass fertilizer is a suggested blend by the landscaping vendor but is required to be phosphate free and applied at a rate of 4lbs per 1000 square feet of turf area. Homeowners will be notified, via email, of all fertilization prior to scheduled services.
<b>Planter Bed Pre Emergent Weed Application:</b>	Planter Bed pre emergent application will occur twice a year for all mulch and rock planter beds. Homeowners will be notified, via email, of all pre-emergent applications prior to scheduled services.
<b>Plant Bed Weeding:</b>	In addition to pre emergent, a manual weeding of mulch and planter rock beds to be performed as needed, but no more than three times per year.
<b>Lawn Weed Spray:</b>	Broad Leaf weedspray for all turfed areas. Performed in spring and fall by landscaping vendor. Homeowners will be notified, via email, prior to all lawn weed spray application services.
<b>Curb Line Weed Spray</b>	Curblineline and crack weedspray performed a maximum of three times to eliminate weeds in road and sidewalk cracks. Homeowners will be notified, via email prior to all curblineline and crack weedspray applications.
<b>Pruning for Planter Beds:</b>	This is a fall service for all shrubs, natural grasses and perennials inside of planter beds. Members can mark plant material with yellow or red flagging tape if they do not want specific plants pruned. Homeowners will be notified, via email prior to all pruning services
<b>Care And Pruning Street Trees:</b>	Street trees, located on individual homeowner lots, will receive a clearance pruning on a as needed basis, year to year. Fertilization and systemic treatment is applied to the trees every fall as part of the care process. As well as the systemic treatment, tree rings are sprayed around all trees to prevent mower damage

# Trutina HOA - Residential

## Scope of Services - Page 2

<u>Service</u>	<u>Description of Services</u>
<b>Irrigation Startup (Spring):</b>	Members shall receive a notification, via email, no less than seven days prior to the commencement of irrigation startup procedures, which pertain solely to lawn sprinkler systems. The startup process will include activation and coverage evaluation of each individual lawn irrigation zone to maximize water coverage efficiency. Any requisite repairs or maintenance arising from this evaluation will be the financial responsibility of the individual homeowner. Homeowners are obligated to activate their own irrigation water supply, located within the home, in preparation for this service. The scope of the startup service explicitly excludes adjustments to watering days and/or times, which are regulated by individual irrigation timers and remain the sole responsibility of each homeowner.
<b>Irrigation Winterization (Fall):</b>	Winterization of the each irrigation system will include the blowout of the sprinkler lines to minimize any potential damage over the winter months due to freezing temperatures. Notification of winterization, via email, will be sent out to the members a minimum of seven days prior to startup. Homeowners are responsible for having irrigation water supply system turned off no later than 24 hours prior to blowout services.
<b>Snow Removal - 2" Threshold:</b>	Snow removal services shall be activated for snowfall events that accumulate a minimum of 2 inches by the end of snow event. The exact frequency of such services shall be contingent upon weather conditions. The contractual agreement with the designated vendor mandates that snow removal be completed within 24 hours following the accumulation of the aforementioned 2-inch threshold, unless otherwise directed by the property management company. It is acknowledged that the frequency of snowfall events may vary significantly from year to year, resulting in corresponding fluctuations in annual expenses. The specific areas designated for snow removal include private roadways, alleys, driveways, driveway approaches, public sidewalks, community mailboxes, fire hydrants, and residential walkways up to, but NOT including, front steps/patio. Snow berms created by the plowing of roadways and/or alleys will be removed to allow access to driveways.
<b>Utilities/Amenities:</b>	Water costs associated with the irrigation of common areas within the residential area. Electricity cost associated with street lights, irrigation clocks, etc, for that infrastructure located within the residential area. Repair/replacement costs associated with amenities specific to the residential area.
<b>Admin/Postage:</b>	Administrative and postage costs associated with the running of the HOA business specific to the residential area.
<b>Reserve Funding:</b>	Annual funding of a reserve account to cover future capital costs. Examples of potential future capital costs include, but are not exclusive to, the following: private road repairs; amenity replacement; 50% of all Main HOA capital expenses; etc.
<b>Management Fee:</b>	The management fees are related to the coordination and the oversight of these special services. It is imperative that community members communicate deficiencies in these services as they notice them, so that the Management Company can work to correct those deficiencies.
<b>General Note:</b>	This document is intended to detail out all included services. If a detail is not defined in this Scope of Services document, it should be considered not included. For example the following items are not discussed above and thus should be considered not included: replacement of dead plants, lawn diseases, damages to yard not specifically caused by a vendor, etc..

## 2024 Budget - Trutina Residential

		Cost/Month	Frequency	# of homes	2023 Budget	2023 Actuals through Sept and remaining budget.	2024 Budget
<b>INCOME:</b>							
5010	Dues: Residential	\$ 191.00	12	225	\$ 343,840.00	\$ 356,566.91	\$ 489,151.00
5012	Dues: Builder	\$ 191.00	6	22	\$ 21,120.00	\$ 29,640.00	\$ 25,212.00
5013	Special Assessments- Fencing					\$ 2.00	
<b>Total Homeowner Assessment:</b>					<b>\$ 364,960.00</b>	<b>\$ 386,208.91</b>	<b>\$ 514,363.00</b>

### # of homes Projected Closings

5045	Initiation Fees				\$ -	\$ -	\$ -
5050	Interest Income				\$ -	\$ -	\$ -
5005	Developer Contribution				\$ -	\$ -	\$ -
<b>Total Income:</b>					<b>\$ 364,960.00</b>	<b>\$ 386,208.91</b>	<b>\$ 514,363.00</b>

		Cost	Frequency	SqFt	2023 Budget	2023 Actuals through Sept and remaining budget.	2024 Budget
<b>EXPENSES:</b>							
<b>Snow Removal Expenses</b>							
6615	Streets/Sidewalks/Driveways				\$ 78,161.25	\$ 61,415.29	\$ 93,801.15
<b>Snow Removal Total</b>					<b>\$ 78,161.25</b>	<b>\$ 61,415.29</b>	<b>\$ 93,801.15</b>
<b>Landscaping Expenses</b>							
6810	Mowing - Entire Site				\$ 170,444.49	\$ 191,379.12	\$ 243,765.73
6820	Fertilize - Entire Site				\$ 14,345.12	\$ 14,493.76	\$ 18,716.59
6830	Turf Spray - Entire Site & Curb lines				\$ 9,960.81	\$ 13,319.84	\$ 12,544.44
6843	Master Tree Program- Entire Site				\$ 9,704.48	\$ 8,566.16	\$ 9,600.00
6860	Sprinkler Turn On & Blow Out Commons/Homes				\$ 12,177.74	\$ 15,064.45	\$ 21,034.20
6880	Landscape Labor Common Area Irrigation				\$ 1,550.00	\$ 787.94	\$ 1,550.00
6890	Planter Beds Weed Control & Spring/Fall Cleanup				\$ 20,649.60	\$ 35,988.91	\$ 58,339.52
<b>Landscaping Total</b>					<b>\$ 238,832.24</b>	<b>\$ 279,600.18</b>	<b>\$ 365,550.48</b>
<b>Common Area Utilities</b>							
6415	Street Lights/Irrigation Meter Electricity				\$ 5,440.00	\$ 6,495.45	\$ 7,260.00
6420	Water				\$ 2,735.00	\$ 2,471.55	\$ 3,415.00
<b>Common Area Utilities Total</b>					<b>\$ 8,175.00</b>	<b>\$ 8,967.00</b>	<b>\$ 10,675.00</b>
<b>Common Area Repair &amp; Maintenance</b>							
6440	Private Streets/Parking Lots				\$ -	\$ -	\$ -
6630	Site Amenity Repairs				\$ -	\$ 24.98	\$ -
<b>Common Area Repair &amp; Maintenance Total</b>					<b>\$ -</b>	<b>\$ 24.98</b>	<b>\$ -</b>
<b>Administrative Expenses</b>							
6620	Reserve Account Fund				\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
6626	Postage				\$ 1,180.00	\$ 1,287.57	\$ 1,180.00
7505	Management Fee	\$ 13.00			\$ 25,308.00	\$ 26,004.00	\$ 32,721.00
<b>Administrative Total</b>					<b>\$ 36,488.00</b>	<b>\$ 37,291.57</b>	<b>\$ 43,901.00</b>

**Total Expenses: \$ 361,656.49 \$ 387,299.02 \$ 513,927.63**  
**NET CASH FLOW: \$ 3,303.51 \$ (1,090.11) \$ 435.37**

## Trutina HOA – Change of Service Process

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 a member driven process 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.



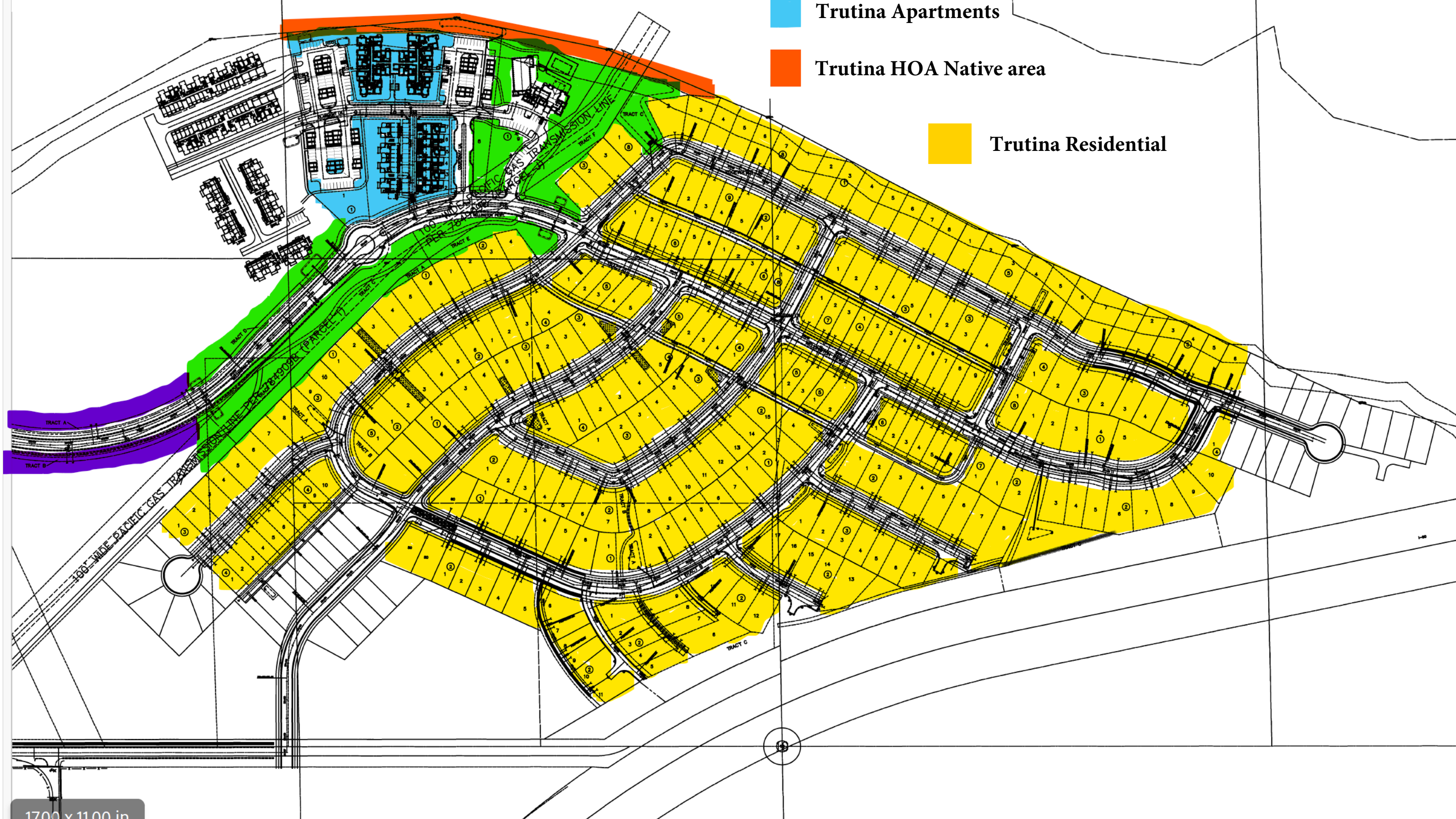
■ - Harvard Entrance

■ Trutina HOA Main

■ Trutina Apartments

■ Trutina HOA Native area

■ Trutina Residential





# Trutina HOA

## ASSESSMENT PAYMENT METHODS

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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.trutinahoa.com](http://www.trutinahoa.com)

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

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

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 due date)
- 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.

### Please read prior to AutoPay enrollment:

- ❖ Once enrolled, your first AutoPay payment will be debited from your checking account on the next assessment due date. You must be enrolled BEFORE the assessment due date in order to pay by AutoPay.
- ❖ The Portal does not take into account any outstanding balances or credits remaining on your account with the HOA at the time of AutoPay enrollment. This means that an outstanding balance (if any) must be paid another way, either a check sent by mail or one-time Portal payment.
- ❖ Conversely, any credits that exist on your account with the HOA will not be taken into account when the AutoPay is debited on the next assessment due date; the exact assessment amount will be debited from your checking account regardless of the balance due or lack thereof. Please take this into consideration when 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

# Trutina HOA

## ASSESSMENT PAYMENT METHODS

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### 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: **TRU**
- c. Your Property Account Number has not changed and can be found on your remittance coupons or the Portal.

Example: **7794 – TRU – TRU123123**

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

Trutina 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:** Trutina 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 Trutina 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

## Trutina Homeowners Association

Detailed below please find a disclosure regarding the HOA's existing policies, procedures and fee structures. While not required in your state, this information has been sent as a matter of good practice to ensure our members have the information 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 you may have.

### **BOARD OF DIRECTORS:**

Declarant Controlled

**MANAGEMENT CO:** Rockwood Property Management

**PHONE NUMBER:** (509) 321-5921

**EMAIL ADDRESS:** trutinahoa@rockwoodpm.com

**WEBSITE:** [www.trutinahoa.com](http://www.trutinahoa.com)

[www.trutinaresidents.com/home](http://www.trutinaresidents.com/home)

## **RECORDS & GOVERNING DOCUMENTS**

Accounting documents and historical records such as budgets, monthly financial reports, annual audits and reserves studies: [www.trutinahoa.com/budgeting](http://www.trutinahoa.com/budgeting)

Recorded Covenants, Conditions & Restrictions (aka CC&Rs), Bylaws, Board Resolutions and Meeting Minutes: [www.trutinahoa.com/governing-docs](http://www.trutinahoa.com/governing-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.trutinahoa.com/architectural-guidelines](http://www.trutinahoa.com/architectural-guidelines)

## **ASSESSMENTS**

Assessment information including rate(s), remittance options and instructions: [www.trutinahoa.com/assessments](http://www.trutinahoa.com/assessments)

**SCHEDULE:** Monthly

**DUE DATE:** 1st of the month, late if not received by monthend

**COLLECTION POLICY:** Collection & Enforcement Policy adopted August 2016

**LATE FEE AMOUNT:** \$25.00

**LATE INTEREST RATE:** 18%

# ANNUAL DISCLOSURES

## Trutina 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.

<b>RECORDS INSPECTION:</b>	Postage + copies \$0.15/page + hourly rate to prepare
<b>TITLE &amp; LENDER FEES:</b>	\$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:** Collection & Enforcement Policy adopted August 2016

**LOCATION:** [www.trutinahoa.com/governing-docs](http://www.trutinahoa.com/governing-docs)

### 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 mailing address, email or phone number. Failure to provide timely updates may prevent the member from receiving important notices regarding their ownership obligations. Please submit changes via the Owner Information Form on the website (link below). To review the contact information on file with the HOA, login to your Owner Access Portal account.

**OWNER INFO FORM:** [www.trutinahoa.com/homeowner-information-form](http://www.trutinahoa.com/homeowner-information-form)

**OWNER ACCESS PORTAL:** [owner.topsssoft.com/RockwoodPM/Account/Login](http://owner.topsssoft.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



# OWNER INFORMATION FORM

Please complete and return this form by email to [trutinahoa@rockwoodpm.com](mailto:trutinahoa@rockwoodpm.com) or by mail to the address below.

**HOA Name:** Trutina 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.



## Community Garden Rules & Regulations

Gardeners must apply prior to working in the beds. All new applications will be added to the annual lottery and those drawn for a plot will be notified by mail by mid-March. Gardeners assigned to a plot last year will be assigned to the same plot again, if possible.

Gardeners are responsible for cultivating, weeding, and watering their assigned plot. Water is turned on by April 25 and turned off for the season by the end of October, weather permitting; plots are available for cultivation April 25 – November 15. A spigot is provided for each full garden bed. By submitting this form and participating in the Community Garden lottery, you agree to the following:

- I will plant something in my assigned garden bed by June 21st and keep it planted all summer long.
- If, for any reason, I'm unable to maintain my plot at any point in the season, I will immediately notify Rockwood Property Management so the plot can be reassigned to another gardener.
- If I move from my residence within the participating community, my plot will be reassigned to another gardener.
- I will keep weeds at a minimum and maintain areas immediately surrounding my assigned plot.
- I will keep trash and litter out of the plot and adjacent pathways and fences.
- If my assigned plot becomes unkempt, I understand I will be given one week notice to make the necessary corrections. If I fail to do so, my right to use the plot may be revoked and the plot reassigned.
- I will not plant tall crops that will block sun exposure to neighboring plots.
- Unless given permission by the respective gardener(s), I will only pick my own crops. I understand that my use of the community garden can be revoked for harvesting crops that don't belong to me.
- I agree to keep pets on a leash in the garden area and will immediately remove waste and/or remedy any disturbance they may cause while in the garden area.
- The plot must be cleaned up and cleared of all vegetation, décor, hoses or any other garden objects by November 15th. A \$50 cleaning fee will be assessed if this deadline is not met.
- I understand and agree that maintenance of the assigned plot is subject to the same standards enforced throughout the community, which includes the levy of fines for failure to maintain.
- A \$20 fee is due with this Application annually.

### 2024 Community Garden Application

Name: \_\_\_\_\_ Prior Plot # (if applicable): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

- I have read, understand and agree to adhere to the Community Garden Rules & Regulations.
- I understand that violation of the Association's standards may result in a forfeiture of my garden plot assignment for the remainder of the season and beyond.
- I agree to hold harmless the garden group, Trutina HOA and Rockwood Property Management for any liability, damage, loss or claim that may arise in connection with the use of the garden by me or my guests.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_