

# HOAAGENT.COM

*Your Neighborhood is our Business*



Dear Homeowner at Arrow Lane;

Welcome, we hope you are enjoying your home at Arrow Lane. Homeowners Association Services, Inc. is honored to manage your homeowners association. We will be doing everything we can to make your lifestyle peaceful and carefree. All services your neighborhood has previously received will continue.

This will include the following:

- Common area mowing, trimming, edging, fertilizer, and weed control,
- Common area Sprinkler blow-out & start up and repairs,
- Water feature care and maintenance,
- Online Payment Gateway for Assessment payments,
- Preparing the HOA 1120 H Tax form for the IRS,
- Renewing the HOA Non-Profit Corporation annual report,
- Annual billing and collection of the HOA Assessment,
- Liability insurance for HOA Activities for the protection of the homeowners and board members.
- **PLEASE** let your insurance company know of the change of mailing address for the notification of your unit's insurance policy.

Another service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request included with this letter. This form is to be used to make any change or addition to fencing, housing, storage, pet containment or shelter. Please keep it handy as you plan for your exterior To-Do list.

Annually, the budget will be reviewed and the annual assessment may be altered to maintain a balanced budget and to allow for continued growth of the reserve account. Notification of any change in the budget or assessment will be provided by Homeowners Association Services, Inc. to the members of the Board for approval and to the Association, prior to a change being implemented.

Association Assessments are due semi-annually, statement fees and interest will be added to any late account.

Again, we welcome you to Arrow Lane and hope to be a good partner in providing you with an enjoyable and carefree living experience. Please contact us with any questions or concerns at [Info@HOAAgent.com](mailto:Info@HOAAgent.com) or 509-922-2494.

Agent for Arrow Lane Homeowners  
Homeowners Association Services, Inc.

## HOMEOWNERS ASSOCIATION SERVICES, INC.

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