



November 5, 2023

RE: 2023 Annual Membership Meeting & Ratification of proposed 2024 Budget

Dear Community Members,

Please join us at the 2023 Annual Membership Meeting for the purpose of conducting business subject to Member vote, the details for which are listed below:

TIME & DATE: 6:00 pm on Wednesday, November 29, 2023

VIA ZOOM: <https://us06web.zoom.us/j/89258462780>

Enclosed please find the following documents for your consideration in advance of the meeting:

1. 2023 Annual Membership Meeting Agenda
2. Voting Materials: instructions, candidate biographies and 2023 Ballot, which includes the following actions for member vote:
 - a. The election of three (3) Directors
 - b. Option to reject ratification of the proposed 2024 Budget
3. Proposed 2024 Budget
4. Assessment Payment Methods (options for paying dues)
5. Annual Disclosure
6. Owner Info Form (for requesting EMAIL OPT-IN)

Upon ratification of the proposed budget, the monthly assessment rate will decrease to \$264.00 effective January 1, 2024. While most communities expect an increase in dues next year, the addition of new units results in a lower assessment rate while still maintaining the same level of service. Typically, assessments increase gradually to keep up with cost of living and long-term maintenance and repair obligations but through the development process, the baseline assessment at current market rates is lower than anticipated. Beyond 2024, the dues rate will remain static or follow an upward trend.

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

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

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

In partnership,

Hanley Lofts Condo Association
c/o Rockwood Property Management

WEBSITE: www.hanleyloftshoa.com

PHONE: (509) 321-5921

EMAIL: hanleyloftshoa@rockwoodpm.com



2023 Annual Membership Meeting

6pm on November 29, 2023 via Zoom

<https://us06web.zoom.us/j/89258462780>

AGENDA

- 1) Call to Order: Introductions
- 2) Election of Directors
 - (a) Final Call for Nominations (from the floor)
 - (b) Candidate Introductions
 - (c) Vote Online or by Ballot – due by 7pm
 - (i) Ballots due to RPM: hanleyloftshoa@rockwoodpm.com
 - (ii) Online Voting via www.hanleyloftshoa.com
- 3) New Business
 - (a) 2024 Budget Ratification
 - (b) IRS Revenue Ruling 70-604
 - (c) Adoption of the 2023 Annual Meeting Minutes – N/A
- 4) Financial Report
 - (a) Year to Date Financial Report & Yearend Projections
 - (b) Review: 2024 Budget
- 5) Community Update
 - (a) Turnover from Declarant to Members
- 6) Committee Reports
- 7) Adjourn

A brief Board of Directors Meeting will be held directly following the 2023 Annual Membership Meeting, the agenda for which is below:

- 1) Call to Order
- 2) Old Business
- 3) New Business
 - a) Appoint Officers
- 4) Homeowner Forum
- 5) Adjourn



Members may submit their vote online or via the enclosed Ballot. Each option requires that you take specific action by the posted deadline to ensure your vote is counted. Please select from ONE of the following voting options. Each Unit may vote only once; multiple owners of a single Unit should discuss their voting preferences prior to submission then cast their vote collectively. The description of each action subject to member vote is included in the enclosed Ballot and can be accessed via www.hanleyloftshoa.com. Ballots received after the deadlines specified below are invalid and will not count towards the voting outcome.

1. DELIVER to ROCKWOOD PROPERTY MANAGEMENT OFFICE

Ballots delivered to the RPM office **must be received by 3pm on 11/29/23**. Please select from the following options for delivering your completed Ballot to Rockwood Property Management "RPM" (1421 N Meadowwood Ln Suite 200, Liberty Lake WA 99019):

- a. Personal delivery to RPM. Office hours are Monday through Friday, 9am – 5pm but ballots may be deposited into the green HOA payment collection box (located at the northeastern entrance to the building) at any time up until the deadline stated above.
- b. Courier or first-class US Post. Please allow plenty of time as mail delivery has been inconsistent over the past year.

2. EMAIL TO HANLEYLOFTSHOA@ROCKWOODPM.COM

Ballots submitted by email **must be received by 6:30pm on 11/29/23**. To do so, please complete the enclosed Ballot then scan (or take a picture) and email to the address listed above.

3. VOTE IN-PERSON at the ANNUAL MEMBERSHIP MEETING

Ballots can be submitted in person at the Annual Membership Meeting until the polls close, which is expected to occur at approximately 6:30pm.

Time/Date: 6:00 pm on Wednesday, November 29, 2023

Via Zoom: <https://us06web.zoom.us/j/89258462780>

4. ONLINE BALLOT at WWW.HANLEYLOFTSHOA.COM/ONLINE-BALLOT

Online Ballots **must be received by 6:30pm on 11/29/23**. Please visit the website above then follow the prompts to submit your ballot online.

5. VOTE BY PROXY

To vote by proxy, the homeowner must complete the Homeowner Validation section of the attached Ballot and write their Proxyholder's name in the space provided. Your proxyholder must be present at the Annual Meeting to submit the Ballot.



Candidate statements are transcribed exactly as submitted:

Leslie Moyens Leslie is a good listener and passionate about what she believes in. I think she will adamantly strive to make changes based upon concerns from the residents. She will actively make Hanley Lofts a more desirable community to be a part of then what it already is; A Great Place to Live!

Joe Frank I am the President of Greenstone Corporation. I have been involved with development and construction for nearly 20 years. As the developer of River District, we have an insight and history for River District that I believe would be beneficial to the board as the transition from declarant to the homeowners continues.

Andrew Benado Drew has been working for Greenstone since 2005—first building homes and apartments, and then as Land Development Manager before moving into his current position as the Building Division Manager. Prior to Greenstone, Drew worked for 5 years as a Project Manager for a developer and builder in Vancouver, Washington and Southern Oregon. His experience ranged from building a community water system and tank to constructing model homes, and even included organizing a Merle Haggard concert. Drew received his bachelor's degree in Finance from the University of Idaho. When Drew is not working, he enjoys camping, trail running, doing things outdoors, and hanging out with his wife and three kids.



Pursuant to Bylaws Article II, Section 4, a quorum of 20% must be present to hold a vote on any matter at a duly called Membership Meeting. To ensure the Association achieves quorum sufficient for the meeting to proceed as scheduled, please return this Ballot at your earliest convenience.

OPTION 1: QUORUM ONLY

Please count my lot towards quorum for the 2023 Annual Meeting and any adjournment thereof.

OPTION 2: VOTE BY BALLOT *To submit your vote using this Ballot, please follow the voting instructions for each ACTION FOR VOTE listed below.*

➤ ACTION FOR VOTE: BOARD OF DIRECTORS ELECTION

Please mark the box next to three (3) candidates for election to the Board of Directors. Once elected, Directors serve staggered terms as outlined in the Bylaws.

LESLIE MOYENS JOE FRANK ANDREW BENADO

Write in Candidate (print name): _____

Write in Candidate (print name): _____

Write in Candidate (print name): _____

➤ ACTION FOR VOTE: 2024 BUDGET RATIFICATION

Enclosed please find the proposed 2024 Budget, which provides for an assessment of \$264 per unit per month (decreased from \$309.15 in 2023). Pursuant to CCR 6.2, unless 2/3 of members vote to reject the proposed budget, it's automatically ratified. For this reason, only an option to reject is offered in the voting section below. *If you are in favor of ratifying the proposed 2024 Budget, please leave this voting section blank.*

VOTE TO REJECT the proposed 2024 Budget

Homeowner Validation: *this ballot is not valid until the following information is complete:*

Homeowner's Signature

Print Name

Your Hanley Lofts Address

Date

(OPTIONAL) PROXYHOLDER AUTHORIZATION To vote by proxy, complete the Homeowner Validation section above **AND** write your Proxyholder's name in the space provided below.

"By my completion of this proxyholder assignment, I, the afore signed homeowner, hereby assign my voting rights and authorize my Proxyholder to vote on my behalf at the 2023 Annual Meeting or any adjournment thereof."

Proxyholder Name: _____

All Ballots are acknowledged and verified upon receipt.

Hanley Lofts Condos 2024 Budget - Operating

INCOME: Assessments		2023 Budget	Estimated* 2023 Income	2024 Budget
5010	Dues	\$ 58,114.00	\$ 80,305.30	\$ 96,000.00
5011	Master Dues	\$ 2,479.40		\$ 5,376.00
Total Assessments:		\$ 60,593.40	\$ 80,305.30	\$ 101,376.00

INCOME: Other		2023 Budget	Estimated* 2023 Income	2024 Budget
5014	Transfer Fee	\$ -	\$ -	\$ -
5020	Late Charges	\$ -	\$ 150.00	\$ -
5021	Late Interest	\$ -	\$ 39.36	\$ -
5025	NSF Income	\$ -	\$ -	\$ -
5026	Fine Income	\$ -	\$ -	\$ -
5032	Lien Income	\$ -	\$ -	\$ -
5050	Interest Income	\$ 3.00	\$ 7.64	\$ 12.00
5100	Misc. Income	\$ -	\$ -	\$ -
Total Income:		\$ 60,596.40	\$ 80,502.30	\$ 101,388.00

EXPENSES: Administrative expenses		2023 Budget	Estimated* 2023 Exepenses	2024 Budget
6120	Community Events	\$ -		\$ -
6135	Board & Annual Meetings	\$ 100.00	\$ 97.55	\$ 150.00
6305	Accounting	\$ 450.00	\$ 450.00	\$ 450.00
6306	Legal	\$ -		\$ -
6330	Bank Charges	\$ -		\$ -
6626	Postage	\$ 400.00	\$ 375.38	\$ 400.00
6900	Web Fees	\$ 200.00	\$ 156.82	\$ 156.82
7505	Management Fee	\$ 3,920.00	\$ 4,720.00	\$ 7,680.00
Total Administrative expenses		\$ 5,070.00	\$ 5,799.75	\$ 8,836.82

EXPENSES: Utilities and Taxes		2023 Budget	Estimated* 2023 Exepenses	2024 Budget
6410	Refuse Removal	\$ 1,960.00	\$ 1,691.08	\$ 3,724.80
6415	Electricity & Gas	\$ 1,352.00	\$ 2,789.49	\$ 4,120.00
6420	Water	\$ 2,340.00	\$ 965.09	\$ 2,510.00
6425	Sewer	\$ 6,860.00	\$ 1,644.49	\$ 3,326.00
7508	Property Taxes	\$ 100.00		\$ -
7515	Income Taxes	\$ -	\$ 30.00	\$ 30.00
Total Utilities and Taxes		\$ 12,612.00	\$ 7,120.15	\$ 13,710.80

* Estimated income and expenses = 2023 actuals through 10/31/2023 + remaining budget

Hanley Lofts Condos 2024 Budget - Operating

EXPENSES: Landscaping		2023 Budget	Estimated* 2023 Exepenses	2024 Budget
6615	Snow Removal	\$ 6,500.00	\$ 4,255.00	\$ 6,750.00
6810	Mowing - Commons	\$ 8,180.00	\$ 7,175.00	\$ 8,495.00
6820	Fertilize - Commons	\$ 1,080.00	\$ 900.00	\$ 1,340.00
6830	Turf Spray - Commons	\$ 1,150.00	\$ 1,200.00	\$ 1,750.00
6843	Master Tree Program	\$ 500.00	\$ -	\$ 2,000.00
6844	Insect Control	\$ -		\$ -
6850	Flowers (Planting, Maintenance, & Fall Cleanup)	\$ -		\$ -
6860	Sprinkler Turn On & Blow Out	\$ 1,000.00	\$ 500.00	\$ 1,000.00
6880	Landscape Labor/Materials irrigation	\$ 900.00	\$ 300.00	\$ 1,100.00
6890	Misc. Landscape- Planter/Fall clean	\$ 4,540.00	\$ 4,930.00	\$ 6,000.00
6891	Swale Maintenance			\$ -
Total Landscaping:		\$ 23,850.00	\$ 19,260.00	\$ 28,435.00

EXPENSES: Building Maint & Capital Reserves		2023 Budget	Estimated* 2023 Exepenses	2024 Budget
6310	Insurance Expense	\$ 2,886.00	\$ 5,703.00	\$ 10,000.00
6440	Street & Breeze Ways-Maint.	\$ -		\$ -
6630	Repairs & Maintenance- Grounds & Building	\$ 900.00	\$ 425.00	\$ 1,030.00
6635	Special Projects-Damages (water)	\$ -		\$ -
6750	Fire Alarm System	\$ 2,005.60	\$ 979.50	\$ 2,526.00
6620	Building Replace Reserve	\$ 10,200.00	\$ 10,200.00	\$ 25,835.00
Total Building Maintenance and Capital Reserves:		\$ 15,991.60	\$ 17,307.50	\$ 39,391.00

EXPENSES: Master HOA		2023 Budget	Estimated* 2023 Exepenses	2024 Budget
6010	HOA Main Dues	\$ 2,479.40	\$ 3,662.75	\$ 5,376.00
Total Master HOA		\$ 2,479.40	\$ 3,662.75	\$ 5,376.00

TOTAL EXPENSES: \$ 60,003.00 \$ 53,150.15 \$ 95,749.62

NET CASH FLOW: \$ 593.40 \$ 27,352.15 \$ 5,638.38

* Estimated income and expenses = 2023 actuals through 10/31/2023 + remaining budget

Hanley Lofts Condos 2024 Budget - Reserve

INCOME		2023 Budget	Estimated* 2023 Income	2024 Budget
	Operating-Building Replacement Res.	\$ 10,200.00	\$ 10,200.00	\$ 25,835.00
	Initiation Fees	\$ 8,656.20	\$ 9,948.20	\$ 6,336.00
5050	Interest	\$ 1.00	\$ 22.75	\$ 27.60
Total Income:		\$ 18,857.20	\$ 20,170.95	\$ 32,198.60

EXPENSES		2023 Budget	Estimated* 2023 Expenses	2024 Budget
6621		\$ -	\$ -	\$ -
6621		\$ -	\$ -	\$ -
Total Expenses:		\$ -	\$ -	\$ -
Net Cash Flow		\$ 18,857.20	\$ 20,170.95	\$ 32,198.60

* Estimated income and expenses = 2023 actuals through 10/31/2023 + remaining budget

Hanley Lofts Condo Association

ASSESSMENT PAYMENT METHODS



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

Helpful Links:

Your HOA's homepage: www.hanleyloftshoa.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

Hanley Lofts Condo Association

ASSESSMENT PAYMENT METHODS



US MAIL PAYMENTS:

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

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

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

Example: **7794 – HAN – HAN123123**

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

Hanley Lofts Condo Association
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: Hanley Lofts Condo Association
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 Hanley Lofts Condo Association 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

Hanley Lofts Condominium Association

Detailed below please find a disclosure regarding the HOA's existing policies, procedures and fee structures. This information has been sent as a matter of good practice to ensure 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 questions or concerns.

BOARD OF DIRECTORS: Declarant Controlled

Joe Frank, Jennifer Frank & Drew Benado

MANAGEMENT CO: Rockwood Property Management

PHONE NUMBER: (509) 321-5921

EMAIL ADDRESS: hanleyloftshoa@rockwoodpm.com

WEBSITE: www.hanleyloftshoa.com

RECORDS & GOVERNING DOCUMENTS

Accounting documents and historical records such as budgets, monthly financial reports, annual audits and reserves studies: www.hanleyloftshoa.com/budgeting

Recorded Covenants, Conditions & Restrictions (aka CC&Rs), Bylaws, Board Resolutions and Meeting Minutes: www.hanleyloftshoa.com/governing-documents

ARCHITECTURAL CONTROL

Written approval is required prior to affecting any 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.hanleyloftshoa.com/architectural-guidelines

ASSESSMENTS

Assessment information including rate(s), remittance options and instructions: www.hanleyloftshoa.com/assessments

SCHEDULE: Monthly

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

COLLECTION POLICY: www.hanleyloftshoa.com/governing-documents

LATE FEE AMOUNT: \$25.00

LATE INTEREST RATE: 15%

ANNUAL DISCLOSURES

Hanley Lofts Condominium Association

ADDITIONAL FEES & CHARGES

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

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

TITLE & LENDING FEES: \$150 Demand Fee per request + \$50 per update
\$100 Transfer Fee per sale

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

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

MEMBER DISCIPLINE

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

ENFORCEMENT POLICY: Rules & Regs Executed 05-26-2022

LOCATION: www.hanleyloftshoa.com/governing-documents

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.hanleyloftshoa.com/owner-info-form

OWNER ACCESS PORTAL: 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: Jennifer Mendenhal, Alliant Insurance Agency (509) 325-1803



OWNER INFORMATION FORM

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

HOA Name: Hanley Lofts Condo Association

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.