



October 17, 2025

RE: 2025 Annual Membership Meeting & Ratification of proposed 2026 Budget

Dear Community Members,

Please join us at the 2025 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 Tuesday, December 2, 2025

VIA ZOOM: <https://us06web.zoom.us/j/83367404339>

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

1. 2025 Annual Membership Meeting Agenda
2. Ballot Packet
3. Proposed 2026 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 increase to \$265.50 effective January 1, 2026. Small increases in assessments is to gradually keep up with cost of living and long-term maintenance and repair obligations as the project develops and ages. Small increases year by year is what we are expecting to see moving forward beyond 2026.

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, 2026. 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



2025 Annual Membership Meeting

6pm on December 2, 2025 via Zoom

<https://us06web.zoom.us/j/83367404339>

AGENDA

- 1) Call to Order: Introductions
- 2) Board Member Election
 - (a) Nominations from the Floor
 - (b) Candidate Introductions
 - (c) Voting Instructions
- 3) New Business
 - (a) 2026 Budget Ratification
 - (b) IRS Revenue Ruling 70-604
 - (c) Adoption of the 2024 Annual Meeting Minutes
- 4) Financial Review
 - (a) Year to Date Financial Report
 - (b) 2026 Budget Review
- 5) Community Update
- 6) Adjourn

A brief Board of Directors Meeting will be held directly following the 2025 Annual Membership Meeting, the agenda for which is below:

- 1) Call to Order
- 2) Numeration of Officers
- 3) New Business
- 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 12/02/25**. 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 12/02/25**. 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 Tuesday, December 2, 2025

Via Zoom: <https://us06web.zoom.us/j/83367404339>

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

Online Ballots **must be received by 6:30pm on 12/02/25**. 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:

Joe Frank (incumbent) 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.

Ian Swanstrom (incumbent) I am a real estate sales professional with Coldwell Banker Schneidmiller Realty, specializing in new construction projects in Kootenai County. I am a current board member for CDA Regional Realtors, and 2026 President Elect for the CDA MLS. As a Hanley Lofts property owner, I bring a genuine interest in maintaining the desirability of the community. Additionally, I feel my past and current board experience, along with previous experience in corporate finance/accounting, would be beneficial to the Hanley Lofts board.



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 2025 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 two (2) candidates for election to the Board of Directors. Once elected, Directors serve staggered terms as outlined in the Bylaws.

JOE FRANK (incumbent) IAN SWANSTROM (incumbent)

Write in Candidate (print name): _____

Write in Candidate (print name): _____

➤ ACTION FOR VOTE: 2026 BUDGET RATIFICATION

Enclosed please find the proposed 2026 Budget, which provides for an assessment of \$265.50 per unit per month (increased from \$265 in 2025). 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 2026 Budget, please leave this voting section blank.*

VOTE TO REJECT the proposed 2026 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 2025 Annual Meeting or any adjournment thereof."

Proxyholder Name: _____

All Ballots are acknowledged and verified upon receipt.

Hanley Lofts Condos
2026 Budget - Operating

INCOME: Assessments		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
5010	Dues	\$ 108,000.00	\$ 107,399.45	\$ 108,000.00
5011	Master Dues	\$ 6,480.00	\$ 6,450.00	\$ 6,696.00
	Developer Contribution	\$ -	\$ -	\$ -
Total Assessments:		\$ 114,480.00	\$ 113,849.45	\$ 114,696.00

INCOME: Other		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
5014	Transfer Fee	\$ -	\$ -	\$ -
5020	Late Charges	\$ -	\$ 125.00	\$ -
5021	Late Interest	\$ -	\$ 14.15	\$ -
5025	NSF Income	\$ -	\$ -	\$ -
5026	Fine Income	\$ -	\$ -	\$ -
5032	Lien Income	\$ -	\$ -	\$ -
5045	Initiation Fees	\$ -	\$ -	\$ -
5050	Interest Income	\$ 12.00	\$ 13.33	\$ 15.00
5100	Misc. Income	\$ -	\$ -	\$ -
Total Income:		\$ 114,492.00	\$ 114,001.93	\$ 114,711.00

EXPENSES: Administrative expenses		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
6120	Community Events	\$ -	\$ -	\$ -
6135	Board & Annual Meetings	\$ 150.00	\$ 74.68	\$ 150.00
6305	Accounting	\$ 485.00	\$ 485.00	\$ 485.00
6306	Legal	\$ -	\$ -	\$ -
6308	Lien Filing Fees	\$ 50.00	\$ -	\$ -
6330	Bank Charges	\$ -	\$ -	\$ -
6626	Postage	\$ 400.00	\$ 339.85	\$ 400.00
6900	Web Fees	\$ 179.50	\$ 156.96	\$ 156.96
7505	Management Fee	\$ 9,720.00	\$ 9,720.00	\$ 10,800.00
Total Administrative expenses		\$ 10,984.50	\$ 10,776.49	\$ 11,991.96

EXPENSES: Utilities and Taxes		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
6410	Refuse Removal	\$ 6,216.00	\$ 5,548.40	\$ 4,723.92
6415	Electricity & Gas	\$ 3,720.00	\$ 6,470.97	\$ 6,654.00
6420	Water	\$ 2,510.00	\$ 2,538.27	\$ 2,693.00
6425	Sewer	\$ 4,344.00	\$ 4,683.29	\$ 4,877.00
7508	Property Taxes	\$ -	\$ -	\$ -
7515	Income Taxes	\$ 30.00	\$ 10.00	\$ 30.00
Total Utilities and Taxes		\$ 16,820.00	\$ 19,250.93	\$ 18,977.92

Hanley Lofts Condos
2026 Budget - Operating (continued...)

EXPENSES: Landscaping		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
6615	Snow Removal	\$ 6,750.00	\$ 3,760.00	\$ 5,600.00
6810	Mowing - Commons	\$ 9,759.75	\$ 9,172.00	\$ 10,783.17
6820	Fertilize - Commons	\$ 1,407.00	\$ 1,055.25	\$ 1,108.02
6830	Turf Spray - Commons	\$ 1,837.50	\$ 1,098.75	\$ 1,698.38
6843	Master Tree Program	\$ 2,100.00	\$ 2,000.00	\$ 2,100.00
6850	Flowers (Planting, Maintenance, & Fall Cleanup)	\$ -	\$ -	\$ -
6844	Insect Control	\$ 292.50	\$ 600.00	\$ 600.00
6860	Sprinkler Turn On & Blow Out	\$ 1,050.00	\$ 1,050.00	\$ 1,102.50
6880	Landscape Labor/Materials irrigation	\$ 1,700.00	\$ 948.75	\$ 1,200.00
6890	Misc. Landscape- Planter/Fall clean	\$ 8,557.50	\$ 6,448.75	\$ 6,763.86
Total Landscaping:		\$ 33,454.25	\$ 26,133.50	\$ 30,955.93

EXPENSES: Building Maintenance and Capital Reserves		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
6310	Insurance Expense	\$ 9,647.00	\$ 10,788.00	\$ 11,855.80
6440	Street & Breeze Ways-Maint.	\$ -	\$ 1,420.00	\$ 1,400.00
6630	Repairs & Maintenance- Grounds & Building	\$ 1,176.00	\$ 927.45	\$ 1,034.54
6635	Special Projects-Damages (water)	\$ -	\$ -	\$ -
6750	Fire Alarm System	\$ 4,540.00	\$ 2,934.50	\$ 3,040.00
6620	Building Replace Reserve	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Total Building Maintenance and Capital Reserves:		\$ 45,363.00	\$ 46,069.95	\$ 47,330.34

EXPENSES: Master HOA		2025 Budget	2025 Actuals thru Aug. + Budget	2026 Budget
6010	HOA Main Dues	\$ 6,480.00	\$ 6,480.00	\$ 6,696.00
Total Master HOA		\$ 6,480.00	\$ 6,480.00	\$ 6,696.00

TOTAL EXPENSES: \$ 113,101.75 \$ 108,710.87 \$ 115,952.15
NET CASH FLOW: \$ 1,390.25 \$ 5,291.06 \$ (1,241.15)

BEGINNING OPERATING BALANCE: \$ 46,843.14 \$ 46,843.14 \$ 52,134.20
ENDING OPERATING BALANCE: \$ 48,233.39 \$ 52,134.20 \$ 50,893.05

Year End Projection:

Operating Account	\$ 52,134.20
Reserve Account	\$ 89,057.23
Total Assets	\$ 141,191.43

Hanley Lofts Condos
2026 Budget - Capital Expenses

INCOME:		2025 Budget	2025 Actuals thru Sept + Budget	2026 Budget
5000-900	Operating-Building Replacement Res.	\$ 25,835.00	\$ 30,000.00	\$ 30,000.00
5045-900	Initiation Fees	\$ 6,336.00	\$ 1,058.00	\$ -
5050-900	Interest	\$ 27.60	\$ 184.15	\$ 204.00
Total Income:		\$ 32,198.60	\$ 31,242.15	\$ 30,204.00

Capital Expenses:		2025 Budget	2025 Actuals thru Sept + Budget	2026 Budget
6621-900	None	\$ -	\$ -	\$ -
Total Expenses:		\$ -	\$ -	\$ -
Net Cash Flow		\$ 32,198.60	\$ 31,242.15	\$ 30,204.00

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 homepage)

The Portal is our new online platform where owners may login to view their assessment account balance, review enforcement actions and pay assessments using a variety of online payment methods. 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 both recurring ("AutoPay") and one-time payment options using ACH, Visa, MasterCard and debit cards for the remittance of HOA assessments. Fees are as follows:

- AutoPay – Recurring ACH payments are \$1.50 each (must enroll before assessment is levied)
- One-time ACH payments are \$2.95 each
- Visa and MasterCard transactions are \$2.95 + 3.5% each
- Debit card transactions are \$5.95 each

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

Please read prior to AutoPay enrollment:

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

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. While not required, this information has been sent as a matter of good practice to ensure Members have the tools necessary to be well informed, good stewards of the community. To conserve resources, a link is provided instead of the full text and/or applicable documents to review and download at your convenience. Please review carefully then reach out via the contact info detailed below with any questions or concerns.

BOARD OF DIRECTORS:

Joe Frank, Ian Swanstrom, April Denton

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

\$100 Transfer Fee per sale

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

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

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

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

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

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

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

OWNER ACCESS PORTAL: <https://engage.goenumerate.com/s/hanleylofts/>

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: LeAnne Tope, Alliant Insurance Agency (509) 325-3024



OWNER INFORMATION FORM

Please complete & return 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: _____

Rental Property Manager *(if applicable)* _____

What is the intended use of this home?

() Primary Residence

() Second Home

() Investment Property / Rental

Grant Property Manager Online Account Access

() YES (this includes any stored payment info)

() NO

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 data. 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.