

# 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, Leslie Moyon & 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](http://www.hanleyloftshoa.com/budgeting)**

Recorded Covenants, Conditions & Restrictions (aka CC&Rs), Bylaws, Board Resolutions and Meeting Minutes:

**[www.hanleyloftshoa.com/governing-documents](http://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](http://www.hanleyloftshoa.com/architectural-guidelines)**

**ASSESSMENTS** Assessment information including rate(s), remittance options and instructions:

**[www.hanleyloftshoa.com/assessments](http://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%

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**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](http://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](http://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:** [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:** Jennifer Mendenhal, Alliant Insurance Agency (509) 325-1803