

# 2024 Budget (enclosed) & Notice of Assessment Increase



November 3, 2023

Dear Cd'A Place Homeowner(s):

As the season changes, it's time again to finalize the Association's financial plan for the year ahead. With support from Rockwood Property Management (RPM), your Board of Directors has adopted the enclosed 2024 Budget for your consideration.

Like most consumers, the Association is experiencing the financial impact of recent market fluctuations and interruptions. To continue the current level of service, an assessment increase is necessary to cover the rising cost of goods and services. A detailed account of anticipated income and expenses is included for your consideration.

Raising dues is never an easy decision but as a not-for-profit corporation, the budget provides little room to negotiate lower rates without sacrificing services. The Board's options are limited to raising assessments and/or reducing services and so the following points were considered ahead of adopting the enclosed budget:

- Landscape contract rates will increase up to 10% based on the service. The Board considered competitive pricing but ultimately determined that the 10% rate increase is on target with market expectations. Changing service providers will not lower pricing but may impact service as the new contractor(s) learn the scope of work and community expectations.
- Water expense (for common area irrigation) is considerable but unfortunately, irrigation zoning limits the HOA's ability to precisely measure water distribution by each residence and so overwatering will occur in some areas with underwatering in others. To conserve water, we could update and amend irrigation zones and buy new controllers to function with a higher level of accuracy, but the cost benefit is insignificant compared to installation and monitoring expenses moving forward. The Board will perform an irrigation audit with usage data from the City to determine if there's anything further the HOA can do reduce the water utility expense.
- Postage and mailing costs amount to \$18k annually. To reduce this expense, Members are encouraged to OPT-IN to email delivery of important HOA notices by checking the box at the bottom of the enclosed Owner Info Form or via the website at [www.cdaplacehoa.com/homeowner-information-form](http://www.cdaplacehoa.com/homeowner-information-form).
- Reserve funding will increase significantly in 2024 and will continue to increase gradually to ensure the Association is financially prepared to maintain and/or replace major common elements when the time comes. Common elements include walking paths, gates and private drives, parks and playground equipment, which fall under the Association's duty to maintain and repair. To avoid deferred maintenance and/or special assessments for common element repair/replacement, it's imperative that appropriate funding be added to the annual budget.

## **Effective January 1, 2024, assessments will increase as follows:**

**Main Association** dues will increase from \$25.30 to \$28/month. Main association dues are levied semi-annually on January 1 and July 1 in the amount of **\$168**.

**Parkside** dues will increase from \$339.90 to **\$384/quarter**, levied on Jan 1, April 1, July 1 and Oct 1.

**Sorbonne Townhomes & Cottages** dues will increase from \$132.30 to **\$160/month**.

**Village** dues will increase from \$129.90 to **\$159/quarter**, levied on Jan 1, April 1, July 1 and Oct 1.

**Parc Rose** dues will increase from \$135.30 to **\$153/month**.

**Soleil Park** dues will increase from \$142.30 to **\$163/month**.

**Vigne Blanc** dues will increase from \$135.30 to **\$153/month**.

# 2024 Budget (enclosed) & Notice of Assessment Increase

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**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**, you will receive a copy of this notice by both mail and email. The copy sent by mail will include a payment coupon book 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 Cd'A Place Master Association. We look forward to continued community success and wish you the very best in the New Year.

In partnership,

Cd'A Place Master Association  
c/o Rockwood Property Management

Phone: (509) 321-5921

Email: [cdaplacehoa@rockwoodpm.com](mailto:cdaplacehoa@rockwoodpm.com)

**Enclosed:**      Notice of Assessment Increase  
                    Assessment Payment Methods (options for paying dues)  
                    2024 Budget (Main, Cost Centers & Reserve Funding)  
                    Annual Disclosure  
                    Owner Info Form (for requesting EMAIL OPT-IN)  
                    Community Garden Info & Form (for Vigne Blanche, Sorbonne TH, Park Rose & Soleil Parc)  
                    Assessment Coupon Book (for owners not enrolled in AutoPay)

# Cd'A Place Master 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.cdaplacehoa.com](http://www.cdaplacehoa.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

# Cd'A Place Master Association

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

Example: **7794 – CDA – CDA001001**

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

Cd'A Place Master 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:** Cd'A Place Master 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 Cd'A Place Master 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.***

# 2024 Budget - Main

## Cd'A Place Master Association

Assessment Income		2023 Budget	2023 Income (Estimated)	2024 Budget
5010	Dues	\$ 539,730.41	\$ 541,095.53	\$ 623,549.43
5011	Dues - Apartment Rockwood Lodge	\$ 36,432.00	\$ 36,432.00	\$ 40,320.00
5011	Dues - Apartment Northern	\$ 44,629.20	\$ 46,478.40	\$ 49,392.00
5011	Dues - Hanley Lofts	\$ 3,662.75	\$ 3,667.75	\$ 4,710.35
Projected % of Delinquent Dues		\$ (5,397.30)	\$ -	\$ (6,235.49)
5012	Dues - Builder	\$ 10,474.20	\$ 9,335.70	\$ 11,592.00
<b>Total Assessments</b>		<b>\$ 629,531.26</b>	<b>\$ 637,009.38</b>	<b>\$ 723,328.28</b>

### Other Income

5014	Transfer Fee	\$ -	\$ -	\$ -
5020	Late Charges	\$ 12,000.00	\$ 15,314.52	\$ 12,000.00
5021	Late Interest	\$ 1,560.00	\$ 1,547.38	\$ 1,560.00
5025	NSF Income	\$ -	\$ -	\$ -
5026	Fine Income	\$ 2,400.00	\$ 970.04	\$ 2,400.00
5032	Lien income	\$ -	\$ 758.27	\$ -
5045	Initiation Fees	\$ -	\$ -	\$ -
5050	Interest Income	\$ 84.00	\$ 74.79	\$ 84.00
5100	Misc. Income	\$ -	\$ -	\$ -
<b>Total Income</b>		<b>\$ 645,575.26</b>	<b>\$ 655,674.38</b>	<b>\$ 739,372.28</b>

Landscaping Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6615	Snow Removal	\$ 11,000.00	\$ 10,210.00	\$ 11,592.00
6810	Mowing - Commons/Fall Leaf	\$ 184,300.00	\$ 184,815.00	\$ 198,000.00
6820	Fertilize - Commons	\$ 23,814.00	\$ 20,400.00	\$ 23,000.00
6830	Turf Spray - Commons	\$ 19,506.00	\$ 26,101.50	\$ 32,800.00
6843	Master Tree Program	\$ 23,000.00	\$ 23,757.25	\$ 24,350.00
6850	Flowers (Planting, Maintenance, Cleanup)	\$ 3,678.00	\$ 3,775.56	\$ 4,200.00
6860	Sprinkler Turn On & Blow Out	\$ 10,221.00	\$ 10,244.50	\$ 11,829.00
6880	Landscape Labor ( Irrigation Maintenance)	\$ 24,500.00	\$ 19,715.90	\$ 23,000.00
6890	Misc. Landscape(planter Beds)	\$ 5,726.56	\$ 7,864.41	\$ 9,670.00
6891	Swale Maintenance	\$ 1,000.00	\$ 1,011.25	\$ 1,120.00
<b>Total Landscaping</b>		<b>\$ 306,745.56</b>	<b>\$ 307,895.37</b>	<b>\$ 339,561.00</b>

## 2024 Budget - Main (continued)

### Cd'A Place Master Association

Other Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6120	Community Events	\$ 11,000.00	\$ 11,220.64	\$ 13,000.00
6135	Board & Annual Meetings	\$ 196.00	\$ 178.55	\$ 195.00
6305	Accounting	\$ 3,950.00	\$ 3,950.00	\$ 3,950.00
6306	Legal	\$ -	\$ -	\$ -
6307	Code Enforcement	\$ -	\$ -	\$ -
6308	Lien Filing Expense	\$ -	\$ 690.00	\$ -
6310	Insurance Expense	\$ 15,600.00	\$ 17,029.00	\$ 18,730.00
6330	Bank Charges	\$ -	\$ 20.00	\$ -
6415	Electricity	\$ 6,360.00	\$ 6,565.14	\$ 6,960.00
6420	Water	\$ 144,300.00	\$ 145,300.00	\$ 162,500.00
6625	Supplies	\$ -	\$ -	\$ -
6626	Postage	\$ 18,250.00	\$ 17,462.01	\$ 17,480.00
6630	Repairs & Maint.- hard scape/Dogy Pot	\$ 7,800.00	\$ 8,915.93	\$ 8,052.00
6631	Fence Repair & Maintenance	\$ 500.00	\$ -	\$ -
6635	Special Projects	\$ -	\$ -	\$ -
6900	Web Fees	\$ 178.67	\$ 178.67	\$ 178.67
7505	Management Fee	\$ 117,232.50	\$ 119,022.00	\$ 127,943.25
7508	Property Taxes	\$ 2,300.00	\$ 1,500.00	\$ 1,700.00
7515	Income Tax	\$ 285.79	\$ 353.00	\$ 1,551.80
6621	Capital Reserve Funding	\$ 10,000.00	\$ 10,000.00	\$ 35,000.00
<b>Total Other</b>		<b>\$ 337,952.96</b>	<b>\$ 342,384.94</b>	<b>\$ 397,240.72</b>
<b>TOTAL EXPENSES</b>		<b>\$ 644,698.52</b>	<b>\$ 650,280.31</b>	<b>\$ 736,801.72</b>
<b>NET CASH FLOW</b>		<b>\$ 876.73</b>	<b>\$ 5,394.07</b>	<b>\$ 2,570.56</b>

# 2024 Budget - Parkside

## Cd'A Place Master Association

INCOME		2023 Budget	2023 Income (Estimated)	2024 Budget
5010	Dues	69,696.00	70,631.81	\$ 79,200.00
Total Income		\$ 69,696.00	\$ 70,631.81	\$ 79,200.00

Landscaping Expenses		2023 Budget	2023 Income (Estimated)	2024 Budget
6615	Snow Removal	\$ 6,500.00	\$ 7,357.50	\$ 6,960.00
6810	Mowing/Fall Leaf, Entire Site	\$ 38,251.00	\$ 37,561.00	\$ 40,041.75
6820	Fertilize - Entire Site	\$ 3,204.00	\$ 3,198.00	\$ 3,354.75
6830	Turf Spray - Entire Site	\$ 4,269.00	\$ 3,764.00	\$ 5,313.50
6843	Master Tree Program	\$ 2,000.00	\$ 2,000.25	\$ 2,161.00
6850	Flowers (Planting, Maint. & Fall Cleanup)/Planter Beds	\$ 700.00	\$ 661.00	\$ 1,352.00
6860	Sprinkler Turn On & Blow Out	\$ 378.00	\$ 378.75	\$ 428.73
6880	Landscape Labor/Materials (Irrigation)	\$ 1,650.00	\$ 1,631.30	\$ 1,700.00
6890	Planter Bed Maintenance	\$ 670.00	\$ 670.00	\$ 732.00
Total Landscaping		\$ 57,622.00	\$ 57,221.80	\$ 62,043.73

Other Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6415	Common Area Electricity	\$ 1,968.00	\$ 1,880.55	\$ 1,908.00
6420	Common Area Water	\$ 1,440.00	\$ 1,203.23	\$ 1,240.00
6590	Gate Operations/Maintenance	\$ 1,038.00	\$ 1,833.54	\$ 2,840.00
6630	Repairs and Maintenance ( hardscape)	\$ -	\$ -	\$ -
6631	Fence Repair & Maintenance	\$ -	\$ 42.23	\$ -
7505	Management Fee	\$ 4,356.00	\$ 4,356.00	\$ 4,752.00
6620	Reserve Funding	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00
Total Other		\$ 11,802.00	\$ 12,315.55	\$ 16,740.00
TOTAL EXPENSES		\$ 69,424.00	\$ 69,537.35	\$ 78,783.73
NET CASH FLOW		\$ 272.00	\$ 1,094.46	\$ 416.27

# 2024 Budget - Sorbonne Townhomes

## Cd'A Place Master Association

<b>INCOME</b>		<b>2023 Budget</b>	<b>2023 Income (Estimated)</b>	<b>2024 Budget</b>
5010	Dues	\$ 71,904.00	\$ 72,179.33	\$ 88,704.00
5100	Misc. Income	\$ 180.00	\$ 220.00	\$ 180.00
<b>Total Income</b>		<b>\$ 72,084.00</b>	<b>\$ 72,399.33</b>	<b>\$ 88,884.00</b>

<b>Landscaping Expenses</b>		<b>2023 Budget</b>	<b>2023 Expenses (Estimated)</b>	<b>2024 Budget</b>
6615	Snow Removal	\$ 7,250.00	\$ 9,942.50	\$ 9,456.00
6810	Mowing/Fall Leaf	\$ 22,837.50	\$ 21,575.00	\$ 28,350.00
6820	Fertilize	\$ 2,299.50	\$ 2,400.00	\$ 2,670.00
6830	Turf Spray/Curb line weeds	\$ 2,394.00	\$ 3,631.83	\$ 3,551.00
6843	Master Tree Program	\$ 4,500.00	\$ 4,261.50	\$ 4,500.00
6860	Sprinkler Turn On & Blow Out	\$ 1,880.00	\$ 1,883.00	\$ 2,081.00
6880	Landscape labor and Materials ( Irrigation)	\$ 2,100.00	\$ 2,486.81	\$ 2,550.00
6890	Misc. Landscape ( Planter Beds)	\$ 11,975.56	\$ 18,198.53	\$ 14,287.00
<b>Total Landscaping</b>		<b>\$ 55,236.56</b>	<b>\$ 64,379.17</b>	<b>\$ 67,445.00</b>

<b>Other Expenses</b>		<b>2023 Budget</b>	<b>2023 Expenses (Estimated)</b>	<b>2024 Budget</b>
6415	Electricity Common area/street lights	\$ 1,620.00	\$ 1,582.50	\$ 1,633.80
6420	Water	\$ 3,900.00	\$ 4,564.96	\$ 4,700.00
6630	Repairs and Maintenance	\$ 684.00	\$ 1,138.32	\$ 1,249.96
6620	Reserve Funding	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00
7505	Management Fee	\$ 8,064.00	\$ 8,064.00	\$ 8,064.00
<b>Total Other</b>		<b>\$ 16,768.00</b>	<b>\$ 17,849.78</b>	<b>\$ 20,647.76</b>

<b>TOTAL EXPENSES</b>	<b>\$ 72,004.56</b>	<b>\$ 82,228.95</b>	<b>\$ 88,092.76</b>
<b>NET CASH FLOW</b>	<b>\$ 79.44</b>	<b>\$ (9,829.62)</b>	<b>\$ 791.24</b>



## 2024 Budget - Villages

### Cd'A Place Master Association

INCOME		2023 Budget	2023 Income (Estimated)	2024 Budget
5010	Dues	\$ 18,144.00	\$ 16,994.48	\$ 25,200.00
Projected % of Delinquent Dues		\$ (907.20)		\$ (1,260.00)

**Total Income: \$ 17,236.80 \$ 16,994.48 \$ 23,940.00**

Landscaping Expenses:		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6615	Snow Removal	\$ 5,500.00	\$ 5,601.25	\$ 5,880.00

**Total Landscaping: \$ 5,500.00 \$ 5,601.25 \$ 5,880.00**

Other Expenses:		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6630	Repairs/Maintenance	\$ -	\$ -	\$ -
6415	Electricity	\$ 2,040.00	\$ 1,928.36	\$ 1,952.76
6620	Reserve Funding	\$ 8,000.00	\$ 8,000.00	\$ 16,000.00

**Total Other: \$ 10,040.00 \$ 9,928.36 \$ 17,952.76**

**TOTAL EXPENSES: \$ 15,540.00 \$ 15,529.61 \$ 23,832.76**

**NET CASH FLOW: \$ 1,696.80 \$ 1,464.87 \$ 107.24**

## 2024 Budget - Parc Rose

### Cd'A Place Master Association

<b>INCOME</b>		<b>2023 Budget</b>	<b>2023 Income (Estimated)</b>	<b>2024 Budget</b>
5010	Dues	\$ 87,120.00	\$ 88,949.82	\$ 99,000.00
5100	Misc. Income	\$ 140.00	\$ 180.00	\$ 140.00
<b>Total Income</b>		<b>\$ 87,260.00</b>	<b>\$ 89,129.82</b>	<b>\$ 99,140.00</b>

<b>Landscaping Expenses</b>		<b>2023 Budget</b>	<b>2023 Expenses (Estimated)</b>	<b>2024 Budget</b>
6615	Snow Removal	\$ 6,750.00	\$ 8,113.75	\$ 7,392.00
6810	Mowing/Fall Leaf, Entire Site	\$ 35,525.00	\$ 35,346.00	\$ 37,294.00
6820	Fertilize - Entire Site	\$ 3,078.00	\$ 3,078.00	\$ 3,234.00
6830	Turf Spray - Entire Site	\$ 4,981.85	\$ 3,753.12	\$ 4,879.07
6843	Master Tree Program	\$ 3,690.00	\$ 3,699.75	\$ 4,002.00
6860	Sprinkler Turn On & Blow Out	\$ 2,565.00	\$ 2,571.60	\$ 2,830.85
6880	Landscape Labor/Materials (Irrigation)	\$ 4,000.00	\$ 9,264.72	\$ 4,400.00
6890	Misc. Landscape(planter Beds)	\$ 2,940.00	\$ 1,535.00	\$ 2,172.50
<b>Total Landscaping</b>		<b>\$ 63,529.85</b>	<b>\$ 67,361.94</b>	<b>\$ 66,204.42</b>

<b>Other Expenses</b>		<b>2023 Budget</b>	<b>2023 Expenses (Estimated)</b>	<b>2024 Budget</b>
6415	Electricity	\$ 3,600.00	\$ 3,574.43	\$ 3,696.00
6420	Water	\$ 6,800.00	\$ 6,410.83	\$ 6,665.00
6590	Gate Operations/Maintenance	\$ 3,120.00	\$ 4,454.85	\$ 6,300.00
6630	Repairs and Maintenance ( hardscape)	\$ -	\$ 176.85	\$ -
6631	Fence Repair & Maintenance	\$ -	\$ 600.00	\$ -
7505	Management Fee	\$ 6,336.00	\$ 6,336.00	\$ 6,336.00
6620	Capital Reserve Funding	\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
<b>Total Other</b>		<b>\$ 24,356.00</b>	<b>\$ 26,052.96</b>	<b>\$ 31,997.00</b>

**TOTAL EXPENSES**    \$        87,885.85    \$        93,414.90    \$        98,201.42  
**NET CASH FLOW**    \$        (625.85)    \$        (4,285.08)    \$        938.58

# 2024 Budget - Soleil Park

## Cd'A Place Master Association

INCOME		2023 Budget	2023 Income (Estimated)	2024 Budget
5010	Dues	\$ 78,624.00	\$ 78,101.82	\$ 90,720.00
5100	Misc. Income	\$ 340.00	\$ 360.00	\$ 340.00

**Total Income \$ 78,964.00 \$ 78,461.82 \$ 91,060.00**

Landscaping Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6615	Snow Removal	\$ 8,000.00	\$ 11,095.00	\$ 8,400.00
6810	Mowing/Fall Leaf, Entire Site	\$ 30,943.00	\$ 29,890.00	\$ 32,480.00
6820	Fertilize - Entire Site	\$ 2,700.00	\$ 2,700.00	\$ 2,835.00
6830	Turf Spray - Entire Site	\$ 3,006.00	\$ 2,808.88	\$ 4,868.00
6843	Master Tree Program	\$ 2,000.00	\$ 1,676.00	\$ 2,294.00
6860	Sprinkler Turn On & Blow Out	\$ 1,526.82	\$ 1,529.92	\$ 1,687.13
6880	Landscape Labor	\$ 5,150.00	\$ 5,136.82	\$ 5,475.00
6890	Misc. Landscape(planter Beds)	\$ 2,000.00	\$ 1,850.00	\$ 1,952.50

**Total Landscaping \$ 55,325.82 \$ 56,686.62 \$ 59,991.63**

Other Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6120	Community Events	\$ -	\$ -	\$ -
6415	Electricity	\$ 1,188.00	\$ 1,140.73	\$ 1,177.20
6420	Water	\$ 11,850.00	\$ 11,808.32	\$ 12,200.00
6590	Gate Operations/Maintenance	\$ 2,832.00	\$ 5,500.84	\$ 5,940.00
6630	Repairs and Maintenance ( hardscape)	\$ -	\$ 1,500.00	\$ 1,500.00
6631	Fence Repair & Maintenance	\$ -	\$ 1,381.81	\$ -
7505	Management Fee	\$ 5,376.00	\$ 5,376.00	\$ 5,376.00
6620	Capital Reserve Funding	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00

**Total Other \$ 23,246.00 \$ 28,707.70 \$ 30,193.20**

**TOTAL EXPENSES \$ 78,571.82 \$ 85,394.32 \$ 90,184.83**

**NET CASH FLOW \$ 392.18 \$ (6,932.50) \$ 875.17**

# 2024 Budget - Vigne Blanche

## Cd'A Place Master Association

INCOME		2023 Budget	2023 Income (Estimated)	2024 Budget
5010	Dues	\$ 37,290.00	\$ 36,189.80	\$ 60,375.00
5012	Dues - Builder	\$ 5,940.00	\$ 4,940.00	\$ 6,750.00
5100	Misc. Income	\$ -	\$ 20.00	\$ -
	Developer Contribution	\$ -		\$ -

**Total Income \$ 43,230.00 \$ 41,149.80 \$ 67,125.00**

Landscaping Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6615	Snow Removal, Streets Common Sidewalks	\$ 4,500.00	\$ 6,275.00	\$ 9,000.00
6810	Mowing/Fall Leaf, Entire Site	\$ 17,400.00	\$ 15,800.00	\$ 23,200.00
6820	Fertilize - Entire Site	\$ 2,900.00	\$ 1,800.00	\$ 2,550.00
6830	Turf Spray - Entire Site	\$ 2,190.00	\$ 2,099.32	\$ 3,120.00
6843	Master Tree Program	\$ 1,500.00	\$ 500.00	\$ 1,800.00
6860	Sprinkler Turn On & Blow Out	\$ 1,100.00	\$ 950.00	\$ 1,435.28
6880	Landscape Labor	\$ 3,000.00	\$ 6,195.07	\$ 5,300.00
6890	Misc. Landscape(planter Beds)	\$ 1,835.80	\$ 3,518.50	\$ 3,970.00

**Total Landscaping \$ 34,425.80 \$ 37,137.89 \$ 50,375.28**

Other Expenses		2023 Budget	2023 Expenses (Estimated)	2024 Budget
6120	Community Events		\$ -	
6415	Electricity	\$ 540.00	\$ 489.94	\$ 498.00
6420	Water	\$ 2,660.00	\$ 7,189.96	\$ 8,700.00
6590	Gate Operations/Maintenance	\$ 803.40	\$ 461.45	\$ 504.00
6630	Repairs and Maintenance ( hardscape)	\$ -	\$ 1,000.00	\$ 1,800.00
6631	Fence Repair & Maintenance	\$ -	\$ -	\$ -
7505	Management Fee	\$ 2,712.00	\$ 2,528.00	\$ 3,864.00
6620	Capital Reserve Funding	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

**Total Other \$ 8,715.40 \$ 13,669.35 \$ 17,366.00**

**TOTAL EXPENSES \$ 43,141.20 \$ 50,807.24 \$ 67,741.28**

**NET CASH FLOW \$ 88.80 \$ (9,657.44) \$ (616.28)**

# 2024 Budget - Reserve Funding

## Cd'A Place Master Association

Income		2023 Budget	2023 Income ( <i>Estimated</i> )	2024 Budget
5000	Reserve Income	\$ -	\$ 10,000.00	\$ 35,000.00
5045	Initiation Fees	\$ 2,250.00	\$ 2,150.00	\$ 2,520.00
5050	Interest	\$ 1,000.00	\$ 4,923.38	\$ 6,000.00
Total Income		\$ 3,250.00	\$ 17,073.38	\$ 43,520.00

Capital Expenses		2023 Budget	2023 Expenses ( <i>Estimated</i> )	2024 Budget
6621-900	Asphalt	\$ -	\$ -	\$ 20,000.00
6621-900	General Landscaping	\$ -	\$ -	\$ 12,000.00
6621-900	Fence Painting	\$ -	\$ -	\$ 15,000.00
6621-900	Concrete	\$ -	\$ 23,000.00	\$ -
6621-900	Fencing	\$ 17,400.00	\$ 4,424.68	\$ 11,400.00
6621-900	Community Reserve Study	\$ 3,000.00	\$ -	\$ 3,000.00
Total Expenses		\$ 20,400.00	\$ 27,424.68	\$ 61,400.00

Net Cash Flow \$ (17,150.00) \$ (10,351.30) \$ (17,880.00)

# ANNUAL DISCLOSURES

## Coeur d'Alene Place Master 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:**

Tony Delio, Mary Hammerly, Ryan Crosby, Sally Gidlund & Ryan Carrie

**MANAGEMENT CO:** Rockwood Property Management

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

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

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

## **RECORDS & GOVERNING DOCUMENTS**

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

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

## **ASSESSMENTS**

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

**SCHEDULE:** varied by address

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

**COLLECTION POLICY:** Revised Collection Policy (2014)

**LATE FEE AMOUNT:** \$25.00

**LATE INTEREST RATE:** 15%

# ANNUAL DISCLOSURES

## Coeur d'Alene Place Master 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:** Covenant Violation Policy (2014)

**LOCATION:** [www.cdaplacehoa.com/assessments](http://www.cdaplacehoa.com/assessments)

### 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.cdaplacehoa.com/homeowner-information-form](http://www.cdaplacehoa.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:** Jennifer Mendenhal, Alliant Insurance Agency (509) 325-1803



## OWNER INFORMATION FORM

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

**HOA Name:** CDA Place Master 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.





Coeur d'Alene Place Master Association

## Community Garden Rules & Regulations

Community Gardens are located in and available for use by residents of the following communities:

Vigne Blanche, Parc Rose, Soleil Park & Sorbonne Townhomes

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 RPM 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.

### 2023 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, Coeur d'Alene Place Master Association 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: \_\_\_\_\_