

# HOAAGENT.COM

*Your Neighborhood is our Business*



Dear Homeowner at Windsor Ridge;

Welcome, we hope you are enjoying your home at Windsor Ridge 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.

This will include the following:

- Common area mowing, trimming, edging, fertilizer, and weed control,
- Common area Sprinkler blow-out & start up and repairs,
- 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.

Another service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request on the reverse of 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.

A statement will be provided to the Homeowner, assessments are due and payable on the first of February and are considered late on the last day of that month. No further statements will be sent unless a homeowner has been deemed to be delinquent. Statement fees and interest will be added to any late account.

Again, we welcome you to Windsor Ridge 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 Windsor Ridge Homeowners  
Homeowners Association Services, Inc.

**HOMEOWNERS ASSOCIATION SERVICES, INC.**

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