PARKWOOD HOMEOWNERS ASSOCIATION

NOTICE & AGENDA FOR THE PARKWOOD HOMEOWNERS ASSOCIATION BUDGET RATIFICATION MEETING

The purpose of this notice/agenda is to inform you of the date and action items of the upcoming scheduled budget ratification meeting of the Parkwood Homeowners Association. Enclosed with this mailing are the 2025-2026 Operating and Reserve Budgets, the Associations Collection Policy, and a summary of the Reserve Study.

Date: June 4, 2025 Time: 5:15pm

Location: Parkwood HOA Clubhouse

AGENDA

- 1. Call to Order, Determination of Quorum
- 2. Homeowner Comments
- 3. Ratify 2025-2026 Operating and Reserve Budgets

4. Adjournment

The minutes of this meeting will be available to homeowners 30 days after the meeting date.

WHAT IS BUDGET RATIFICATION?

(Action Item)

Pursuant to Nevada law, NRS 116.31151 (3) "Within 60 days after adoption of any proposed budget for the commoninterest community, the executive board shall provide a summary of the budget to all units' owners and shall set a date for a meeting of the unit's owners to consider ratification of the budget not less than 14 nor more than 30 days after the mailing of the summary."

The Board of Directors adopted the enclosed proposed budgets for 2025-2026 on May 21, 2025, at 5:15pm. Ratification of the enclosed budgets will take place at the Budget Ratification Meeting scheduled for June 4, 2025.

The enclosed approved 2025-2026 Budget was prepared with all unit owners paying an equal assessment of \$500.00 per month, per unit. There is an increase for the 2025-2026 assessments.

The enclosed approved 2025-2026 Reserve Budget was prepared with all unit owners paying an equal **special reserve assessment** of \$2,500.00 per unit, with payments of \$208.33 a month, or payment in full. Please note that the Special Reserve Assessment does not need the vote of the membership.

NRS 116.31151 (3) continues: "...Unless at that meeting a majority of all units' owners or any larger vote specified in the declaration reject the budget, the budget is ratified, whether or not a quorum is present."

As per NRS 116, as quoted above, if you are in agreement with the enclosed budget, no response is necessary and you do not need to attend the meeting. The 2025-2026 Budget will be ratified at the meeting unless at least fifty-one percent (51%) of unit's owners appear in person to reject it.

Should you have any questions regarding this notice or the contents of this mailing, please contact Equus Management Group.

Sincerely, Parkwood Homeowners Association Board of Directors

R. O. O.		ld	2024-2025	98	Actuals		Projected	180	2025-2026	
CODE	OPERATING REVENUE	Charles I	BUDGET		12/31/2024		6/30/2024		BUDGET	NOTES
	Assessments	\$	658,560.00		329,280.00	\$	658,560.00		672,000.00	Man A De la Servicia de la Carte de la Car
	nterest	\$	50.00	\$	29.73	\$	59.46		50.00	
	HOA Transfer Fee	\$	240.00	\$	300.00	\$	500.00	_	240.00	
	RV Storage Rental	\$	2,520.00	\$	1,327.50	\$	2,655.00	\$	2,520.00	
	Parking Passes	\$	-	\$	100.00	\$	100.00			Service Services
4520	Key Sales	\$	-	\$	-	\$	-	\$	-	1.4.74 7.1-1
4710	Collection Fee Reimbursenment	\$	-	\$		\$		\$	-	Act A T A const
4718	Other Refunds	\$	-	\$	-	\$		\$	-	
4720	NSF Fee Reimbursenment	\$	-	\$	40.00	\$	50.00	\$		
5100	Misc. Op Income	\$	-	\$	-					
	Late Fees	S	750.00	\$	250.00	\$	250.00	\$	750.00	
5120	Clubhouse Usage	S	200.00	\$	220.00	\$	220.00	\$	200.00	
-	TOTAL REVENUE	S	662,320.00	S	331,547.23	S	662,394.46	S	675,760.00	
							6			
CODE	OPERATING EXPENSES		2024-2025 BUDGET		Actuals 2/29/2025		Projected 6/30/2025		2025-2026 BUDGET	NOTES
	Allocation to Cap. Reserves	S	240,000.00	S	120,000,00	•	240,000.00	•	240,000.00	NOTES
	Permits & Licenses	\$	525.00	\$	120,000.00	\$	300.00	\$	240,000.00	Cornerate Transparence: Act
	Pool and Spa Fees	5	600.00	\$		\$	600.00	_		Corporate Transparenecy Act
	Ombudsman Fees	5	476.00	\$		\$			600.00	2 11 000 PERC 1 A
	Secretary of State Filing Fees	5	476.00 51.25	\$		S S	476.00		476.00	
				-	-	-	51.25	\$	51.25	7883F #110 H11 G I1
	Finance Charge/Credit Card Fee	S	75.00	\$	-	S		\$		No more credit card
	Bank Fees	S	50.00	\$	40.00	\$	40.00	\$	50.00	
-	nsurance	S		\$	12,505.50	S	25,011.00	\$	rania.	Need to combine 6700 and 6730
	nsurance-Umbrella	\$	2,500.00	\$	1,167.00	\$	2,334.00	\$	3,800.00	
	nsurance- Liablity	\$	49,000.00	\$	8,202.00	\$	16,404.00	\$	51,000.00	
	nsurance- Workers Comp	S	1,000.00	\$	William States	\$	910.00		1,000.00	
	General Misc. Op & Maintenance	\$	250.00	\$		\$	-	\$	250.00	
-	Contingency	\$	-	\$		\$	-	\$	-	
	Collection Costs	\$	500.00	\$		\$	and the second second	\$	250.00	
	Furniture & Equipment	\$	200.00	\$	373.40	\$	373.40	\$	500.00	
	Bad Debt	S	50.00	\$	Get to vest	\$	A STATE OF THE SEC.	\$	50.00	
	Wage Reimbursement- Robert	\$	52,000.00	S	25,944.07	\$	51,888.14	\$	52,000.00	
	Wage Reimbursement- Assistants	\$	15,000.00	\$	8,425.62	\$	16,851.24	\$	10,000.00	10hr a week @\$15.00/hr
	Maint. Sup. Taxes & Benefits	\$	10,500.00	\$	4,415.85	\$	8,831.70	\$	10,500.00	and the second second
6020	Payroll- Insurance Reimbursement	\$	14,000.00	\$	4,562.75	S	9,125.50	\$	14,000.00	
6030	Payroll- Direct Deposit Fee	\$	200.00	\$	56.00	\$	112.00	\$	200.00	
6040	Payroll- Processing Fee	\$	1,700.00	\$	1,050.00	\$	2,100.00	\$	2,200.00	
6050	Bonus/Gifts	\$	1,500.00	\$	1,250.00	\$	1,250.00	\$	1,500.00	
	Staff Training	\$	THE STATE OF THE S	\$	18 mbas 19.	\$		\$	600.00	СРО
6100	Management	\$	15,300.00	\$	7,800.00	\$	15,600.00	\$	15,700.00	
6111	Management Extras	\$	350.00	\$	-	\$		\$	350.00	
6112	Records Storage	S	350.00	\$	154.00	\$	308.00	\$	350.00	
6115	Community Event	\$	450.00	\$		\$		\$	100.00	
6120	Audit/Review/Tax Prep	\$	4,950.00	\$	175.00	\$	4,895.00	\$	4,950.00	State A - sell like a sell a like
6130	Legal	\$	4,000.00	\$	2,662.43	S	4,500.00	\$		Due to skylight issue
6150	Snow Removal	\$	15,000.00	\$	150.00	\$	7,000.00		15,000.00	
6160	Backflow Testing	\$	900.00	\$	765.00	\$	765.00	\$	900.00	PUNCHES STATE OF THE SECOND STATE OF THE SECON
6165	Facility Maintenance	\$	500.00	\$	16.22	\$	16.22	\$	-	combine with 6180
	Landscaping (Contract Only)	\$	54,000,00	\$	29,495,00	S	58,990.00	\$	70,000.00	THE RESERVE OF THE PARTY OF THE
	Landscape Extras	S	700.00	\$	476.42	\$	952.84		1,000.00	
	Irrigation Repairs	S	2,000,00	\$	11,378.63	\$	15,000.00	\$	10,000.00	
	Landscaping Improvements	S	200.00	\$	11,570.03	\$	15,000.00	S	10,000.00	
	Maint & Repairs	\$	4,500,00	\$	4,920.97	\$	4,920.97	\$	10,000.00	
	Electrical Repairs	\$	1,500.00	\$	1,804.77	\$	1,804.77	\$	1,950.00	
			1,500.00			_	1,804.//	_	1,950.00	
6184	Asbestos Testing	\$	-	\$		\$	•	\$	-	

DDE	OPERATING REVENUE	q	2024-2025 BUDGET		Actuals 12/31/2024		Projected 6/30/2024		2025-2026 BUDGET	NOTES
	RESERVE EXPENSES		2024-2025 BUDGET		Actuals 2/29/2024		Projected 6/30/2025		2025-2026 BUDGET	NOTES
	Reserve Study	S	1,339.00		1,100.00	\$	1,100.00	\$		Mari Jo Did Not Include Price in her Study
	Clubhouse- Stairway Carpet	\$		\$	Kar B. V	S	T Seed 1	\$	1,648.00	Tarks removed a series
	Clubhouse	S		\$	68 J	\$		\$	824.00	THE RESERVE OF THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW
9823	Concrete Replacement	\$	15,450.00	\$	29,668.00	\$	29,668.00	\$	15,862.00	CHITTLE TO THE
	Landscaping- Irrigation	S		\$		\$	THE STATE OF THE S	\$	12,772.00	
9824	Landscaping	S	23,690.00	\$	15,843.00	\$	15,843.00	\$	11,639.00	
9825	Dry Rot Repair	\$	+147	\$	750.00	\$	750.00	45	Tak (s)	A DESCRIPTION OF THE PARTY OF T
9828	Roofing- Gutters	\$	-	\$	545.00	\$	545.00		The second second	S. L. Surgeria
	Decks/Balconies	\$	20,600.00	S	5,725.00	\$	5,725.00	\$	13,390.00	Company of the second
9832	Fence Painting & Repairs	\$	•	\$		\$		\$		I all paragon ribust
9833	Fences, Perimeter, Patios	\$	10,300.00	\$	3,916.03	\$	3,916.03	\$	10,609.00	The second of th
9856	Street Signs Replacement	\$	7,210.00	\$		\$	1 4/6	\$		The state of the s
9835	Painting- Touch Ups	\$	*	\$		\$	I I Garage	\$	14,881.44	
	Painting- Phase 4 (5- 2025-2026)	\$	101,970.00	\$	70,583.85	\$	70,583.85	\$	105,047.64	Phase 5
9836	Pool	\$	-	\$	81.16	\$	81.16	\$. PA	
	Pool Chemical Injection System	\$	3,605.00	\$	AJBI'S	\$		\$		
9838	Utility Line Repair/Replacement	\$	20,600.00	\$	20,060.00	S	20,060.00	\$	24,720.00	A Company of the Comp
9839	Golf Cart Major Repairs	\$	riog(V) -	\$		S	-	\$	and the second	California (not some a final a
	Golf Cart Replacement	S		\$		\$		\$	* III: IIP	land a control
9846	Major Landscape- Trees	S		\$	500.00	\$	500.00	\$	28,840.00	The state of the s
9848	Structural Repairs	S		\$	6,392.22	\$	6,392.22	\$		end in the second of the secon
9860	Surface Maintenace Treatment	\$	18,849.50	S		S	1.17	S	13,178.94	Millbrook
9860	Surface Maintenace Treatment	\$	12,779.58	S		S		\$	8,568.88	Bluegrass, Greenbriar, Henry, Sarah, Shady
			1648	24				18		Angela, Marigene, Octaviva, Rose Gardenm Clyd
9860	Surface Maintenace Treatment	S	Spring and	\$		S		5	10,869.66	
	Gym Maitenance	\$	-	\$	63.92	\$	63.92	\$	The state of the s	
	Removal & Reconstruction- Lorraine Road	\$	32,290.50	S	107,860.00	\$	107,860.00	S		
	Roofing/Flashing	\$	141,831.00	\$	124,150.00	\$	130,000.00		146,466.00	Phase 5
	Flooring	\$	1,545.00	\$		S		S	-	7.7
		100	REPORT -	2	TRADA T		A PAGE WILLIAM		- PERSONAL DESIGNATION OF THE PERSON OF THE	
	Concrete Valley Gutters and Rolled Curbs	5	5,150.00	\$		S		S	200	
	Electrical Repairs	\$	-,,,,	S	1,750.00	S	1,750.00			
	Reim op for Sidng and fence Expense				-, -,	S	6,175,00			
	TOTAL EXPENSES	S	417,209.58	S	388,988.18	S	394,838.18	\$	420,816,56	
			7.00						1237.000	
	Reserve Balance at 6/30/2024		\$403,269.07				jected Balance 6/30/2026		\$636,509.71	33%
	加州 (1) (1) (1)					10	teal Balance at 6/30/2026		\$1,909,821.33	100% Funded
	Estimated Reserve Balance at 6/30/2025 Ideal Reserve Balance per study at		\$533,326.27		27%				ACTIVITIES TO	
	6/30/2025		\$1,978,551.85		100% Funded	Re	serve Special Assessment Per owner per month	s	280,000.00 \$208.33	
	The Board of Directors does anticipate a spe to provide adequate funding of the reserves	cial as:	sessment							
	Funding Method: Full Funding									
	Reserve Study Prepared by: Better Reserve	Consu	Itants RRS. 000002:	5			TRANSAT			MI 16.27 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	The complete Reserve Study is available upo Management Company Office.	n regu	est at the						E Marie Committee	

ODE	OPERATING REVENUE		24-2025 UDGET		Actuals 12/31/2024		Projected 6/30/2024	2025-2026 BUDGET	NOTES
6190	Pest Control	\$	3,500.00	\$	820.00	\$	2,000.00	\$ 3,500.00	
6210	Fence Repair	s	75.00	s	2,577.73	s	250.00	\$ 250.00	Can the expenses paid come out of reserves - \$2495
	Special Maintenance Project	S	-	\$	4,154.63	S	474.63		Takethe \$3680 APS from reserves
	Painting	S	2,000.00	S	17.48	S	17.48		
6230		S	250.00	\$	349.92	S	699.84		
	Tree Trimming	S	(A. 10)	S	905.00	\$	905.00		
	Tree Maintenance - Pest Control	S	8,000.00	\$	9,031.60	\$	9,031.60		
6245	Clubhouse General Repairs/Maint.	S	1,200.00	S	1,590.78	\$	1,590.78	\$ 1,750.00	
6260	Plumbing	\$	500.00	\$	e la	\$	To face	\$ 500.00	D 1 2
6270	Sign Maint & Replacement	\$	500.00	\$	1,427.11	\$	1,427.11	\$ 500.00) Kill Series
6285	ADT Monthly Monitoring	S	750.00	\$	-	\$	-	S -	Duplicate 6230
	Security Patrol	\$	250.00	\$	- ·	\$		S -	The second second second
	Pool Maintenance/Supplies	\$	1,000.00	S	4,099.14	\$	8,198.28	\$ 12,000.0	
6300	Office Supplies	\$	500.00	\$	322.11	\$	644.22	\$ 500.0	
6310	Postage	S	1,350.00	\$	1,171.89	\$	2,343.78	\$ 2,600.0	
	Envelopes	S	85.00	\$	101.10	\$	202.20		
6320	Copies	\$	2,600.00	\$	1,469.42	S	2,938.84	\$ 3,100.0	
	Coupon Books	\$	215.00	\$	add to the	\$	230.00	\$ 230.0	
	Lighting/Electrical Supplies	\$	1,600.00	\$	-	\$		\$ 2,000.0	
	Electrical Supplies	S	400.00	\$		\$		s -	Combine with 6335
	Pool & Spa Supplies	\$	12,000.00	\$	1,062.58	\$	2,125.16		Combine with 6296
	Grounds & Landscape Supplies	\$	200.00	\$	119 8	\$		s -	21
	Janitorial Supplies	S	360.00	\$	89.73	\$	110.00		
	Repairs & Maint- Supplies	\$	500.00	\$	147.16	\$	147.16		Put expenses to 6180
	Property Taxes	\$	25.00	\$		\$		\$ 25.0	
	Income Taxes	\$	1,600.00	\$	1,436.56	\$	1,436.56		
	Trash Removal	S	3,000.00	\$	144.78	\$	600.00		
	Electricity/Gas	\$	23,500.00	\$	7,342.77	\$	14,685.54		Combined Elect/Gas into one GL
	Natural Gas	S	-	\$	A CAMPAGE .	\$	-	S -	A THE REST OF THE REST OF THE PARTY OF THE P
	Water	S	55,000.00	\$	37,030.98	\$	74,061.96		
	Water/Sewer	\$	-	\$	482.52		482.52		
6440	Telephone/Pool/ Cable	S	2,244.00	\$	1,204.53		2,409.06		Combined Pool/Cable - Check YouTube TV
	TOTAL EXPENSES	S	618,081.25	\$	324,770.15	\$	618,422.75		
		S	44,238.75	\$	6,777.08	\$	43,971.71	\$ 10,067.7	
	Cash on Hand 6/30/2024	, S	8,398.65	123	and the second				
	Estimated Cash at 6/30/2025	S	52,370,36	į			/		
				1					
	Library and the state of the state of								
	Assessments per year per Owner in 2022-		The Edward						
	2023	5	5,880.00	-	Number of units	112		\$ 6,000.0	Assessments per year per Owner
	Assessments per month per Owner in 2022-								
	2023	5 5	490,00	-		\$	10.00	\$ 500,0	Assessments per month per Owner
		A STATE OF THE PARTY.	Control of the Contro						
	RESERVE		24-2025		Actuals		Projected	2025-2026	
	REVENUE		UDGET		12/31/2024		6/30/2025	BUDGET	NOTES
	Reserve Special Assessment	\$	280,000.00		178,331.56		280,000.00		
9803	Reserve Contribution	S	240,000.00	\$	12,000.00		240,000.00		
	Reserve Interest	S	2,500.00	\$	2,447.69		4,895.38		
9804	TOTAL REVENUE	S	522,500.00	S	192,779.25		524,895,38	\$ 524,000.0	

Parkwood ASSESSMENT AND FINE COLLECTION POLICY Adopted _______, 2019

RECITALS

 Timely payment of regular, reserve, individual and special assessments is of critical importance to the Association.

2. The failure of any owner to pay assessments when due creates a cash-flow problem for the Association and causes those owners who make timely payment of their assessments to bear a disproportionate share of the Association's financial obligations.

3. Owners who have violated the governing documents should pay fines pursuant to the Association's Declaration of Covenants, Conditions and Restrictions ("Declaration"), its Bylaws and Nevada Revised

Statutes 116, Sections 116.3115 through 116.31168 inclusive and 116.3118.

4. Upon its effective date, this Policy replaces all previously adopted collection and fine policies and procedures.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of Parkwood adopts the following Collection Policy and Fine Policy ("Policy") as of 2019. The policies and procedures set forth herein and the charges set forth on the Schedule of Collection Fees and Costs attached shall become effective thirty (30) days after the date this Policy is first mailed to the Members. It shall remain in effect unless it is modified.

The Board establishes the Association's fiscal year, July 1 through June 30, as the Regular Assessment period. Monthly payments of regular assessments are due on the first day of each month.

1. Assessment due dates. The regular or annual assessment is due and payable in twelve (12) equal monthly installments on the first day of each month. Special, reserve or individual assessments shall be due and payable on the due date specified by the Board of Directors in the notice imposing the assessment. Assessments shall be delinquent if not paid within fifteen (15) days.

The Association will give the owners notice of the annual assessment each year. Notice will be sent by first-class mail to addresses on the membership register as of the date of notice or by electronic mail if written instruction has been given by the owner. It is the responsibility of each owner to advise the Association of any address changes in writing. The Board of Directors may elect to provide additional periodic statements of account, but lack of such statements does not relieve the owners of the obligation to pay assessments. If payment is not received when due, the assessment includes any late charges, interest, collection fees, collection costs, attorney's fees and costs.

- 2. <u>Creation of Lien and Personal Obligation of Owner.</u> Each Assessment or charge is the personal obligation of the Owner at the time the Assessment or other sums are levied. In addition, the Assessment is also a charge or lien upon the Owner's Unit. Recordation of the Declaration constitutes record notice and perfection of the Association's lien. No further recordation of any claim or lien for any unpaid Assessment is required. See NRS 116.3116(9). However, pursuant to this Policy, the Association may record a notice of delinquent assessment and claim of lien for unpaid Assessments and related charges.
- 3. No Exemption. No Owner may exempt himself or herself from liability for Assessments by non-use of Common Elements or abandonment of his or her Unit.
- 4. <u>Late Charges and Interest</u>. When an installment payment of any assessment becomes delinquent, the owner's account may be assessed a late charge of \$25.00, and such charge(s) shall be part of the assessment and lien. Subject to any limitations imposed by the Nevada Servicemembers Civil Relief Act, as defined in

Paragraph 8 below, and the Nevada Civil Relief Act, as defined in Paragraph 6 below, any assessment payment that is sixty (60) days or more past due bears interest at the legal rate allowed, such interest to be part of the assessment and the lien. The current legal interest allowed is 2% above the Nevada prime rate as published January 1st and July 1st by the Commissioner of Financial Institutions.

- 5. <u>Dishonored Checks</u>. At any time that the Association or its designated agent receives a check dishonored by the bank for any reason, an administrative charge of \$20.00 shall be imposed. The owner shall be responsible for any other charges imposed by the bank or financial institution. The Board may immediately proceed with the collection process if the amount of the dishonored check is not paid within ten (10) days after notice of dishonored check is sent to the owner. The Association may also seek damages in accordance with the Nevada Revised Statutes.
- 6. <u>Dispute of Charges</u>. If the owner questions the accuracy of the calculation of an account or the amount charged to the account, a written objection to the specific charges must be received by the Board within thirty (30) days of the date notice of the charge or balance is sent. A telephone call will not reserve any rights. The disputed amount may remain unpaid during the investigation, but the undisputed portion of the account must be paid before the delinquency date in order to avoid collection charges. No action will be taken to collect the disputed amounts until completion of the investigation and the decision is provided to the owner. The owner must provide the following information in writing regarding any dispute.
 - The owner's name, mailing address, and account number.
 - The exact dollar amount in dispute or in error.
 - For each charge or payment in dispute, an explanation of the reasons the owner believes there is
 an error, with sufficient detail such as dates, names and check numbers, so that the dispute may
 be investigated. If an owner does not know how the error was made, that statement may be made.
 - Copies of checks (both front and back), letters and other documents referred to or claimed must accompany the written objection.
- Servicemember or Dependent of a Servicemember. The Association shall comply with the Nevada Servicemembers Civil Relief Act ("NSCRA"). If a unit's owner or his or her successor in interest is a servicemember or, as provided herein, a dependent of a servicemember, the Association shall not initiate the foreclosure of a lien by sale during any period that the servicemember is on active duty or deployment for a period of one (1) year immediately following the end of such active duty or deployment, unless a court determines that the ability of the servicemember or dependent of the servicemember to comply with the terms of the obligation secured by the Association's lien is not materially affected by the servicemember's active duty or deployment. Upon application to the court, a dependent of a servicemember is entitled to the protections provided to a servicemember if the ability of the dependent to make payments required by a lien of the Association is materially affected by the servicemember's active duty or deployment. The Association shall provide a Verification Form to each unit's owner or his or her successor in interest, which informs them that if the person is a servicemember or dependent of a servicemember, he or she may be entitled to the protections of NRS 116.311625. The Association shall give the person the opportunity to provide any information required to enable the Association to verify whether he or she is entitled to the protections set forth in NRS 116.311625 before the Association takes any action pursuant to NRS 116.31162(4)(a) as detailed in Section 6 below. If information required to verify whether a unit's owner or his or her successor in interest is entitled to the protections of NRS 116.311625 has been provided to the Association, the Association shall verify whether the person is entitled to the protections set forth in NRS 116.311625. If information required to verify whether a unit's owner or his or her successor in interest is entitled to the protections of NRS 116.311625 has not been provided to the Association, the Association shall make a good faith effort to verify whether the person is entitled to the protections set forth in NRS 116.311625. The Association shall act honestly and fairly when trying to verify whether a unit's owner or his or her successor in interest in entitled to the protections of NRS 116.311625, as evidenced by (1) providing the unit's owner or his or her successor in interest a Verification

Form; (2) making reasonable efforts to give the unit's owner or his or her successor in interest an opportunity to provide any information required to enable the Association to verify whether the person is entitled to the protections of NRS 116.311625; and (3) making reasonable efforts to utilize all resources available to the Association to verify whether the unit's owner or his or her successor in interest is a servicemember. The Association shall use the search features provided on https://scra.dmdc.osd.mil/single record.xhtml, if the information required is available to the Association, and/or www.servicememberscivilreliefact.com, and/or any other website available, to comply with this provision after an account is 60 days past due. The amount of \$36.40 or other amount charged by the entity shall be assessed to the unit owner's account for the cost of the search. Such cost is the current actual cost charged to the Association, without mark-up and will change when/if the cost of the search feature changes. Servicemember means a member of the military and dependent has the meaning ascribed to it in 50 U.S.C. Section 3911.

8. Compliance with Nevada Civil Relief Act. Federal, Tribal and State Workers/Contractors and Landlords ("NCRA"). In order to comply with NCRA, before the Association takes any action to pursue collection of past due obligations, the Association shall: (a) inform each Owner, or his or her successor-in-interest, that if the person is a federal, tribal or state worker or contractor or a household member or landlord of these persons, he or she may be entitled to certain protections granted by the NCRA; and (b) give the person the opportunity to provide the information necessary for the Association to verify whether the person is entitled to the protections set forth in NCRA.

If the person, a household member of the person, or the landlord of the person is entitled to the protections of NCRA, then, in the absence of a court order to the contrary, the Association shall not commence collection of any past due assessments and related charges, during a shutdown and up to ninety (90) days after the shutdown has expired. For the purposes of this provision the term "shutdown" is defined as any period of time during which there is a lapse in appropriation of federal or state agency or tribal government that continued through any unpaid payday for a federal worker, state worker, or tribal worker employed by that agency or tribal government.

- 9. Delinquency Notice. Sixty (60) days after an assessment, or any portion thereof, becomes past due, and after the Association has made a good faith effort to verify that the Owner is not entitled to the protections of NSCRA or NCRA, the Association shall mail a delinquency notice stating all amounts past due as of the date of the notice. The notice shall enclose: (1) a copy of this Collection Policy which shall constitute notice of the fees that may be assessed if the delinquency is not paid; (2) a NSCRA/ NCRA Verification Form; (3) a proposed repayment plan that the owner may pay the delinquency in equal monthly payments that will bring the account paid in full within a reasonable period of time, plus any current assessments made; and (4) notice that the owner may request a hearing with the Board to contest the past due obligation. The processing cost for preparing and mailing the Delinquency Notice to the Owner shall be charged to the Owner. If no hearing is requested and no repayment plan executed and commenced within thirty (30) days of the date of this notice, the account may be referred to legal counsel or a collection agent for collections. If the owner requests a hearing or enters into a repayment plan within thirty (30) days of the date of this notice and is unsuccessful at the hearing or fails to make a payment under the repayment plan within ten (10) days after the due date, the Association may take any lawful action pursuant to NRS 116.31162(1) to enforce its lien.
- 10. Assignment of Account to Designated Attorney or Collection Agent. If within thirty (30) days after the Delinquency Notice is mailed, the Owner has not: (a) paid the past due obligation in full, (b) signed and returned the payment plan, (c) submitted a written request for a hearing, or (d) notified the Association that the Owner or a dependent of the Owner is or may be entitled to protection under NSCRA or NCRA, then the Association may turn the account over to the Association's Designated Attorney or Collection Agent for enforcement which may include recording a Notice of Delinquent Assessment and Claim of Lien, and thereafter, foreclosing on the lien. See NRS 116.31162 et. Seq. At the time that an account is delivered to the

Association's Designated Attorney or Collection Agent, the Association shall add an account audit fee of not more than \$200.00 to the Owner's account, the amount of which is consistent with Nevada law.

- collection Costs Are Recoverable and Are Part of the Assessment and Lien. The Association is entitled to recover all reasonable costs incurred in collecting delinquent assessments including, but not limited to, the following: (i) reasonable charges imposed to defray the cost of preparing and mailing demand letters or notices; (ii) legal expenses incurred; (iii) costs of collection; (iv) recording costs; (v) costs incurred with title companies or foreclosure service providers; (vi) management company fees; (vii) costs to perform a search to verify whether the unit's owner is entitled to the protections of NRS 116.311625; and (viii) any other costs of collection identified in NRS 116.310313. All such costs shall be part of the assessment and lien. Examples of such costs that may be incurred are set forth on the Schedule of Collection Costs attached hereto. Collection costs are recoverable as part of the super-priority lien as provided in NRS 116.3116.
- 12. Notice of Delinquent Assessment and Claim of Lien. The Association has a lien for any unpaid assessment, abatement assessments, late fee, fine, construction penalty, collection fee, collection cost, attorney's fee or cost that is imposed against a homeowner. The recording of the CC&Rs constitutes record notice and perfection of the Association's lien that shall include any and all sums due including but not limited to any unpaid assessment, abatement assessments, late fee, fine, construction penalty, collection fee, attorney's fee or cost. No further recordation of any claim of lien is required. If payment for all sums that are then delinquent is not made, the Association, or its agent, may record a Notice of Delinquent Assessment and Claim of Lien. This step in the non-judicial foreclosure process shall not be commenced before the expiration of time periods set forth in NRS 116.31162(4).
- 13. Non-Judicial or Judicial Foreclosure. If the account remains delinquent, any action may be taken to proceed with or complete a non-judicial or judicial foreclosure as provided by Nevada law. A lien for unpaid assessments is extinguished unless a notice of default and election to sell is recorded as required by NRS 116.31162(1)(b) or judicial proceedings are instituted within three (3) years after the assessment became due.
- 14. <u>Application of Payments and Partial Payments</u>. Payments shall be applied to the oldest balance owing unless otherwise specified in writing by the owner. Payments for assessments may not be applied to fines unless authorized by the owner. Partial payments will be accepted and applied. However, absent a written and approved payment plan, there is no obligation to stop any collection or foreclosure if a partial payment is tendered.
- Payment of Fines for Non-Compliance. Owners shall be responsible to pay all fines, as the same may be levied from time to time by the Board, pursuant to the powers of the Board granted in the governing documents and subject to the provisions of NRS Chapter 116. Fines may vary depending upon the infraction and fines shall be determined on the basis of the severity of the violation. The owner shall be provided with notice of the fine to be imposed prior to any hearing or the levying of any fine. If the owner fails to pay a fine within thirty (30) days of notice, the Association may record a notice of violation and claim of lien against the owner's property and the Association has the right to charge any amount allowed by law to collect unpaid fines from the owner. There is no cumulative limit to the amount of a continuing violation fine. Notwithstanding anything herein to the contrary, there shall be no dollar limit on the amount of any initial fine for each and every separate violation of any provision of the governing documents which poses an imminent threat of causing a substantial adverse effect on the health, safety or welfare of the unit's owners or residents of the Association. Any initial health, safety, welfare fine amount will be determined commensurate with the severity of the violation, in the Board's discretion. The Association does not have the right to foreclose on a lien for fines, unless such fines were for a health, safety, or welfare violation or for a construction penalty. The Association may avail itself of other remedies allowed by law to collect the assessment made for a fine. This includes but is not limited to commencement of an action pursuant to Chapter 38 of the Nevada Revised Statues.

- 16. <u>Bad Debt</u>. The Board must approve the write-off of bad debt.
- 17. Other Remedies. The Association reserves the right to avail itself of any other remedy permitted by law and the Association's governing documents to collect any past due obligation and related costs and charges, including but not limited to bringing an action under Chapter 38, in Small Claims, Municipal or District Court. Such remedies may be taken in addition to or in lieu of any action already taken, and commencement of one remedy shall not prevent the Association from electing at a later date to pursue another remedy as allowed by law.
- 18. <u>Void Provisions</u>. If any provision of this Policy is determined to be null and void, all other provisions of this Policy shall remain in full force and effect.

By: Attested by: Oal Mary, Secretary

LEACH KERN GRUCHOW ANDERSON SONG **2023 LIEN/FORECLOSURE FEE SCHEDULE**¹

1.	NRS 116.31162(4) sixty (60) day Payment Plan/Fee Disclosure Letter	\$240.00
2.	Validation Notice	\$240.00
3.	Intent to Notice of Delinquent Assessment Lien	\$240.00
4.	Notice of Delinquent Assessment Lien (preparation and recordation of lien and all statutorily required mailings)	\$520.00 ²
	Release of Notice of Delinquent Assessment Lien (upon payment of all amounts owed by HO) – [includes contact from owner to pay lien without dispute, preparation of document, obtaining appropriate signature from Client, recordation of document, and providing recorded copies to Client and HO]	\$50.00
5.	Intent to Notice of Default Letter	\$145.00
6.	Notice of Default (preparation and recordation of NOD and all statutorily required mailings)	\$640.00
	Trustee's Sale Guarantee (at actual cost charged by title company – the cost is based on the amount of the lien)	At actual cost charged by title company
	Rescission of NOD (upon payment of all amounts owed by HO) — [includes contact from owner to pay lien without dispute, preparation of document, obtaining appropriate signature from Client, recordation of document, and providing recorded copies to Client and HO]	\$50.00
7.	Intent to Notice of Sale Letter	\$145.00
8.	Substitution of Agent	\$50.00
9.	Foreclosure Sale – includes: Notice of Sale Intent to conduct foreclosure sale Publication & Posting Costs Conduct Sale Postponement Fee Foreclosure Fee Transfer Deed (Prepare & Record)	\$440.00 \$40.00 At Cost \$200.00 \$50.00 \$240.00 \$200.00

¹ Each line item amount is the fee for that task. Pursuant to NAC 116.470(3), actual costs incurred in performing each line item task are in addition to the fee for each task.

² Violation Lien(s) may be filed in accordance with NRS Chapter 116.

10. Payoff Demand(s)/Escrow Demand(s) • Check Letter	\$240.00 \$50.00
11. Expediting Fee (Payoff requested within 3 days of receipt)	\$100.00
12. Repayment Agreement(s) – Between Owner(s) and Association Set-up Fee Payment Plan Breach Letter Intent to Notice NOD or NOS Check Letter	\$50.00 \$40.00 \$90.00 \$7.38
 Mailing Fee Per Piece – Intent to Lien Letter, Demand Letter, Notice of Delinquent Assessment Lien, Notice of Default 	\$3.20 per piece
14. Insufficient Funds Fee (NAC 116.470(2)(p)	\$30.00 + third party costs (NAC 116.470(3))
 Paralegal Services performed @ Hourly Rate (NAC 116.470(4)(b)) 	\$160.00-\$195.00
16. All other attorney services performed @ Hourly Rate (NAC 116.470(4)(b))	Partner \$325.00-\$425.00 Associates \$185.00-\$350.00
17. Copy/Facsimile Charges	\$.20/page
18. Postage Charges	At cost of postage
19. Certified Mail Charges	At cost of certified mailer
20. Recording Fees	At cost charged by Recorder's Office
21. Pacer Charges	At cost charged by Courts (CM/ECF)
22. Servicemembers Civil Relief Act Central Verification Service	At cost charged by third party
23. Other Third Party Costs	At cost charged by third party

LEACH KERN GRUCHOW ANDERSON SONG 2023 BANKRUPTCY FEE SCHEDULE³

	Bankruptcy Package Preparation and Monitoring	\$160.00 Flat Fee
	File Evaluation/Recommendation This can be utilized in conjunction with any of the following items or not at all	\$195.00 Flat Fee
	Proof of Claim Includes coordination with manager to obtain updated account history and prepare and file Proof of Claim	\$175.00 Flat Fee
	Demand Letter Regarding Payment of Post- Petition Payments Includes coordination with manager to obtain updated account history and prepare and deliver demand letter	\$215.00 Flat Fee
5.	Motion for Relief From Stay	\$500.00 Flat Fee + Court Filing Fees (Filing fees are currently \$176.00 and are subject to change)
-	Bankruptcy Letter to Lender(s) (in case of Property Surrender to Lender(s) and/or Lender(s) Motion for Relief From Stay Granted)	\$175.00 Flat Fee
	Filing of pleadings other than Motion to Terminate Stay (i.e., Opposition, Reply, Objection to Plan Confirmation, etc.), Court appearances and Board meeting appearances at professional's hourly rate	At hourly rate set forth below
8.	Paralegal Services performed @ Hourly Rate	\$160.00-\$195.00/hour
	All other attorney services performed @ Hourly Rate	Partner \$325.00-\$425.00 Associates \$185.00-\$350.00
10.	Copy/Facsimile Charges	\$.20/page
11.	Postage Charges	At cost of postage
12.	Certified Mailing Charges	At cost of certified mailer
13.	Recording Fees	At cost charged by Recorder's Office
14.	Pacer Charges	At cost charged by CM/ECF
15.	Other Third Party Costs	At cost charged by third party

³ Each line item amount is the fee for that task. Pursuant to NAC 116.470(3), actual costs incurred in performing each line item task are in addition to the fee for each task.

NEVADA SERVICEMEMBERS CIVIL RELIEF ACT ELIGIBILITY VERIFICATION AND NEVADA CIVIL RELIEF ACT: FEDERAL, TRIBAL AND STATE WORKERS

Parkwood

c/o Equus at 5480 Reno Corporate Drive #100 Reno, NV 89511

Unit Owner's Name:	
Unit Address:	muniting to its manufacture and total and some and the pro-
Mailing Address, if Different:	manification particle as of emorable as at applicate asset as any fi
Email Address:	Phone:
Nevada	Servicemembers Civil Relief Act ("NSCRA")
Servicemember's Name:	All real treatments and the street treatment of every
Servicemember's Date of Birth:	
I am eligible for protection under the	
the end of such active duty or deploy	
☐ A dependent of such a servicement☐ Spouse; ☐ Child, as defi	
	servicemember provided more than one-half my support in
	y preceding the application for relief.
I attest by my signature below the information in order to avail mysel dependent of the servicemember, the personal identifying information for I further agree that (1) upon request required to verify entitlement to pro-	at I, as the servicemember, am providing my own personal identifying if and/or my dependents of the protections of the NSCRA or, if I am the nat the servicemember has authorized me to provide the servicemember's this purpose. st, I will provide additional information to the Association which may be stections under the NSCRA; (2) the Association will use this information to
NSCRA protections expires, I will n	periodically thereafter; and (3) when my or my dependents eligibility for otify the Association within fourteen (14) days. eral, State and Tribal Workers/Contractors and Landlords ("NCRA")
Employee's Nomes	
Employee's Name:	
Employee's Address:	Employer's Phone Number:
Lam eligible for protection under the	e Nevada Civil Relief Act because I am:
	tribal worker/contractor A state worker/contractor
	on related by blood, marriage, adoption or other legal process and currently
residing with the federal, tribal or sta	
☐ A landlord of a federal, tribal or s	
	I am a federal, tribal or state worker/contractor, a household member or a
	er agree that, upon request, I will provide additional information to the
	ired to verify: (1) the employment of the federal, tribal or state
	y for the protections afforded to such persons in Nevada. The Association
may use this information to verify e	eligibility. When my eligibility expires, I will notify the Association within
fifteen (15) days.	
Signature:	Date:
Printed Name:	of thought may read has because red to mis Research Aucount gest present

Reserve Budget Summary

Homeowners,

This Summary meets the NRS 116.31151 requirement of the Annual distribution to units' owners of operating and reserve budgets. It is provided to all individual homeowners as a recap of the Reserve Study that has been adopted by the Board of Directors.

NRS 116.31151-Annual distribution to units' owners of operating and reserve budgets or summaries

- 1....The executive board shall, not less than 30 days or more than 60 days before the beginning of the fiscal year of the association, prepare and distribute to each unit's owner a copy of:
- (a) The budget for the daily operation of the association. The budget must include, without limitation, the estimated annual revenue and expenditures of the association and any contributions to be made to the reserve account of the association.
- (b) The budget to provide adequate funding for the reserves required by paragraph (b) of subsection 2 of NRS 116.3115. The budget must include, without limitation
- (1) The CURRENT estimated replacement cost, estimated remaining life and estimated useful life of each major component of the common elements and any other portion of the common-interest community that the association is obligated to maintain, repair, replace or restore;
- (2) As of the end of the fiscal year for which the budget is prepared, the CURRENT estimate of the amount of cash reserves that are necessary, and the CURRENT amount of accumulated cash reserves that are set aside, to repair, replace or restore the major components of the common elements...

A copy of the entire Reserve Study is available by contacting the Community Management Company (or Board of Directors of Self Managed Associations).

Reserve Study Prepared for Year: 07/01/2025 - 06/30/2026 Reserve Bank Balance as of Beginning Date: \$666,392.57 Annual Contribution to the Reserve Account: \$240,000.00

Estimated Expenditures: \$419,316.56

Projected Reserve Bank Balance at the End of the Fiscal Year: \$781,070.41

Planned Special Reserve Assessments: \$280,000.00

Current "Due-to-From" Amount - Due to Reserve Account from Operating Account: \$0.00

(Amount that was not transferred to the Reserve Account per previous Reserve Study)

Study Funding Plan: Threshold Funding

Reserve Study Completed By: Reserve Study Specialists: Mari Jo Betterley, RSS.025 and Amber Hancock, RSS.0281, Better Reserve Consultants

Better Reserve Consultants Version 1.01 - DRAFT February 06, 2025

Major Components of the Common Elements to be Repaired, Replaced, Restored or Maintained

Component		Today's Cost	Estimated Remaining Useful Life	Estimated Life When New
	Clubhouse			
Carpet and Floorin	g - Great Room (Done 2022-23)	\$98,000	18	20
Carpet and Floorin	g - Gym (Done 2021-22)	\$3,600	6	10
the state of the s	s Removal and Safety Strips installed (One	\$1,600	1	30
Doors and Window	rs .	\$10,300	4	30
Doors Locks (Done	e 2021-22)	\$1,000	5	5
Exercise Equipmer	•	\$25,800	5	5
Furniture	40 80 Cur	\$2,600	4	15
HVAC (Furnace an	nd AC) Unit 1	\$14,400	2	20
•	id AC) Unit 2 (Done 2023-2024)	\$14,400	18	20
Kitchen Appliances	, ,	\$2,600	5	5
Kitchen Remodel		\$6,200	6	20
Office Equipment (Computer (Done 2020-21)	\$800	1	5
Paint Exterior (Don		\$7,700	2	10
	atroom (Gym Done 2023)	\$3,600	6	10
Pool Table Cover (\$1,300	4	10
Restroom Shower	Rehab	\$1,100	7	20
Restroom(s) Remo	odel	\$7,200	6	20
Roof Asphalt Shing	gle Replacement (Done 2023-24)	\$37,820	23	25
	al Flashing Replacement (New 2023-24)	\$2,600	29	30
Roof Repairs (Flat	Roof)	\$2,600	4	5
Roof Replacement	(Flat Roof)(2013-14)	\$17,420	4	15
Roof Skylights Rep	placement (Done 2023-24)	\$15,400	23	25
Sauna Heater Rep	lacement	\$2,100	6	20
Security Camera S	ystem	\$5,200	4	5
Water Heater (Don	ne 2019-2020)	\$1,800	9	15
Water Heater (Orig	ginal)	\$2,150	2	15
	Common Area			
Bridge Replaceme	nt (Built 2018-19)	\$4,200	23	30
Concrete Grinding		\$12,400	2	2
Concrete Replacer	·	\$15,400		
	ent, Repairs and Painting - Perimeter and	\$10,300	ed decis	insertive je si
Golf Cart Major Re	•	\$1,100	2	2
Golf Cart Replacer		\$15,400	3	15
Landscaping - Bac		\$16,500	20	30
Landscaping - Irrig		\$12,400	many recor	s lest nod i rat
Landscaping - Ren	ovation (Plants, Brushes, Trees ludes Curb) (Done 2023-24)	\$11,300	SALES SALES	

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Better Reserve Consultants Version 1.01 - DRAFT February 06, 2025

Pool Filter (Done 2014-15)	\$7,700	2	8
Pool Filter Sand (Done 2023-24)	\$3,000	6	7
Pool Furniture	\$1,100	2	2
Pool Heater (Done 2021-22)	\$7,200	4	8
Pool Heater 2nd Unit	\$7,200	0	8
Pool Heater Repairs	\$2,100	5	5
Pool Lighting and Wiring (Done 2014)	\$7,200	14	25
Pool Pump (Done 2014)	\$4,700	2	15
Pool Resurface (Done 2014)	\$17,000	2	12
Repairs Shut Off Valve (Done 2022-23)	\$1,600	5	5
Retaining Wall Repair or Replacement	\$6,200	5	5
Wrought Iron Fencing Painting and Repairs	\$2,600	4	4
Wrought Iron Fencing Replacement	\$28,437.50	20	40
Reserve Study			
Annual Update (Required per NRS116.31151)	To Be	1	1
Annual Opuale (nequired per Nh3110.31131)	Determined	'	
Full Reserve Study (Done 2024)	To Be	4	5
, , , , , , , , , , , , , , , , , , , ,	Determined		
Roads and Parking			
Concrete Valley Cutters and Rolled Curbs	¢E 000	•	2
Concrete Valley Gutters and Rolled Curbs	\$5,200	3	3
Overlay - Millbrook (Reconstruction Done 2015-16)	\$79,872.38	26	35
Overlay - Side Streets Phase 01 (Bluegrass, Greenbriar, Henery, Sarah, Shady) (Reconstruction Done 2018-19)	\$51,932.60	23	30
Overlay - Side Streets Phase 02 (Angela, Marigene, Octana, Rose Garden, Clyde Ct.)	\$65,876.74	24	30
Removal and Reconstruction - Lorraine South Side (13959sf	\$107,901	0	30
Total Divided by Valley Gutter, 1/2 North Side Done 2013) (One Time Cost)			
Street Lights Fixtures Replacement (10 Units)	\$3,000	0	2
Street Signs Replacement (Done 2024-25)	\$1,500	0	20
Surface Maintenance Treatment - Lorraine	\$4,700	3	5
Surface Maintenance Treatment - Millbrook	\$12,795.09	1	5
Surface Maintenance Treatment Side Streets Phase 01 (Bluegrass, Greenbriar, Henery, Sarah, Shady) (Scheduled to be Completed in 2024-25)	\$8,319.30	1	5
Surface Maintenance Treatment Side Streets Phase 02 (Angela, Marigene, Octavia, Rose Garden, Clyde Ct. and Annemarie) (Scheduled to be Completedin 2024-25)	\$10,553.07	1	7
Tennis Court			
Block Walls Concrete Retaining (Done 2020-21)	\$10,300	20	25
Chain Link Fencing Repairs or Replacement Includes Wind	\$5,200	4	5
Nets			
Maintenance Crack Repairs (Done 2023-24)	\$5,700	3	3
Repaint	\$11,300	3	10
Resurface (Done 2022-23)	\$3,100	6	. 8
Subsurface Removal and Replacement (Done 2017-18 at \$170k)	\$103,000	29	35

Total: \$3,475,097.68