



2025 Budget Ratification & Notice of Assessment Increase

November 7, 2024

Dear Ponderosa Ridge Homeowner(s):

Budget season is upon us again. With support from Rockwood Property Management (RPM), your elected Directors have adopted and hereby propose the enclosed 2025 Budget for ratification by the members.

The budget is ratified unless 51% of the members oppose. To reject the budget, members must attend the Ratification Meeting in person or by proxy at 10:30 am on December 5th, 2024, via Zoom. Members that are unable to attend the Ratification Meeting may respond by Proxy, which must be submitted in writing by any means listed herein and received prior to the Ratification Meeting. The only purpose of the Ratification Meeting is to tally the members opposed to the proposed 2025 Budget; no other business will be discussed. To attend, please click the meeting link from the HOA's homepage (www.ponderosaridgehoa.com) or enter it into your browser window as; <https://us06web.zoom.us/j/85360035968>

Despite our efforts to provide quality services at consistent rates, the Association is still facing the impacts of rising inflation on utilities and services, along with ongoing fluctuations in the market and labor. As fiduciaries, it is essential for the Directors to promote equity and financial stability by adopting a reserve funding plan that accounts for the long-term repair and replacement of common elements, such as private roads and parks. An increase in assessments is necessary to ensure that funds are available for anticipated maintenance and to maintain the current level of service throughout the community.

A detailed account of anticipated income and expenses is set forth in the 2025 Budget for your consideration. Please review carefully then provide any questions or concerns you may have *prior to ratification*. If the budget is rejected by the membership, the Association must revise its current scope of work and disclose the insufficient funding plan (and resulting deficit) to lenders and prospective buyers, which could preclude Ponderosa Ridge homes from traditional lending and deter potential purchasers. For these reasons, ratification of the proposed budget is critical.

Upon ratification of the proposed 2025 Budget, the following assessment rates will be imposed effective January 1, 2025:

Main Association dues will increase from \$47 to \$48 per month.

Cottages and Townhomes dues will increase from \$183 to \$185, which brings the total monthly assessment to \$233 (= \$185 Cottages/Townhomes + \$48 Main).

Rosebury Commons dues will increase from \$170 to \$180, which brings the total monthly assessment to \$396 (= \$180 Rosebury + \$168 Private + \$48 Main).

Private Street dues will increase from \$160 to \$168, which brings the total monthly assessment to \$216 (= \$168 Private + \$48 Main).



2025 Budget Ratification & Notice of Assessment Increase

In December, an assessment payment coupon book will be sent to all homeowners *except those enrolled in Auto Pay through the Portal*. Aside from the forthcoming payment coupon book, no additional notice will be sent regarding the 2025 assessment. To avoid an underpayment, please make arrangements now to remit the new amount in January. Refer to the enclosed document titled "Assessment Payment Methods" for remittance instructions.

* * If you are enrolled in Portal AutoPay, nothing further is required from you. The monthly debit amount will be adjusted on your behalf beginning in January 2025.

As always, we thank you for your continued partnership in promoting a high quality of life at Ponderosa Ridge. We look forward to another successful year together.

In partnership,

Ponderosa Ridge Homeowners Association
c/o Rockwood Property Management

PHONE: (509) 321-5921

EMAIL: ponderosaridgehoa@rockwoodpm.com



Important Update on HOA Owner Portal Payment Options

PLEASE READ

Effective January 1, 2025, the third-party company that provides online payment options through your HOA Owner Portal will no longer offer a free recurring ACH option. If you are set up on **ACH auto payments** through the Owner Portal, you will be charged a \$1.50 fee per transaction.

If you are unsure if you are set up on **ACH auto payments**, please log in to the owner portal. The link to the portal can be found on the HOA website.

Link: <https://owner.topsssoft.com/RockwoodPM/Account/Login>

On the left side of the main page, under the account balance, you will see one of the following:

- A. **"Enroll Today in Auto Pay"** – If you see this, you are not enrolled in Owner Portal AutoPay.
- OR**
- B. **"You're enrolled in AutoPay"** – If you see this, you are enrolled in Owner Portal AutoPay.

If you're enrolled in Auto Pay, click on **"You're enrolled in Auto Pay"** to see if you are using ACH for your payments.

If your payment method is a bank account, you use the ACH option. This option was previously free and beginning January 1, 2025, a fee of \$1.50 per transaction will be charged. ***If you do not want to pay the \$1.50 transaction fee, please ensure you unenroll before January 1, 2025.***

We encourage members to take advantage of recurring ACH payments through the Owner Portal, as this method offers numerous benefits. For example, you won't have to worry about missing a due date, and you won't need to remember to adjust the payment amount if your HOA fees change.

Starting January 1, 2025, the Owner Access Portal Payment fees will be as follows:

- AutoPay – Recurring ACH payments are \$1.50 each (**this option was previously free**)
- One-time ACH payments are \$2.95 each (**No change**)
- Visa and MasterCard transactions are \$2.95 + 3.5% each (**No change**)
- Debit card transactions are \$5.95 each (**No change**)

Please be aware that the payment fees mentioned above are charged and paid to a third-party company responsible for processing these payments. None of these fees are received by Rockwood Property Management or your Association.

The payment options available through the Owner Portal are offered as a convenience, however, there are other payment options available for members to pay their HOA dues. **Please find the enclosed document to see all the payment options.** Thank you for your understanding.

Best regards,

Rockwood Property Management

Ponderosa Ridge HOA

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.ponderosaridgehoa.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.

Ponderosa Ridge HOA

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

Example: **7794 – PRG – PRG001001**

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

Ponderosa Ridge HOA
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: Ponderosa Ridge HOA
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 Ponderosa Ridge HOA 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.***

2025 Budget - Ponderosa Ridge HOA (Main)

INCOME		2024	2024 Actuals	2025
Assessments		Budget	+Remain Budget	Budget
5010	Dues: Master HOA	\$ 130,840.08	\$ 130,213.19	\$ 133,623.03
	Delinquency	\$ (2,000.00)	\$ -	\$ (2,000.00)
Total Homeowner Assessment:		\$ 128,840.08	\$ 130,213.19	\$ 131,623.03
Other Income				
5014	Transfer Fee	\$ -	\$ 250.00	\$ -
5020	Late Charges	\$ 1,800.00	\$ 1,552.34	\$ 1,800.00
5021	Late Interest	\$ 150.00	\$ 166.48	\$ 150.00
5026	Fine Income	\$ -	\$ -	\$ -
5032	Lien Income	\$ -	\$ 100.00	\$ -
5050	Interest Income	\$ 48.00	\$ 2,241.81	\$ 2,760.00
Total Income:		\$ 130,838.08	\$ 134,523.82	\$ 136,333.03
EXPENSES		2024	2024 Actuals	2025
Snow Removal Expenses		Budget	+Remain Budget	Budget
6615	Main Sidewalks and Sundance Dr.	\$ 7,047.00	\$ 1,955.25	\$ 8,829.00
Snow Removal Total:		\$ 7,047.00	\$ 1,955.25	\$ 8,829.00
Landscaping Expenses				
6810	Mowing - Commons	\$ 26,195.35	\$ 30,895.55	\$ 28,132.90
6820	Fertilize - Commons	\$ 5,079.40	\$ 3,809.55	\$ 3,809.55
6830	Turf Spray - Commons	\$ 2,891.23	\$ 4,969.80	\$ 4,733.33
6843	Master Tree Program	\$ 9,600.73	\$ 14,071.07	\$ 9,600.73
6850	Flowers (Planting/Maintenance)	\$ 1,135.75	\$ 1,102.17	\$ 1,135.75
6860	Sprinkler Turn On & Blow Out	\$ 2,120.05	\$ 2,120.05	\$ 2,120.05
6880	Landscape Labor	\$ 6,650.00	\$ 6,494.84	\$ 6,650.00
6890	Misc. Landscape (Bed Weeding)	\$ 2,556.05	\$ 1,874.80	\$ 2,419.80
Landscaping Total:		\$ 56,228.56	\$ 65,337.83	\$ 58,602.11
Community Event Expenses				
6120	HOA Annual Party	\$ 4,000.00	\$ 4,097.82	\$ 4,200.00
Community Event Total:		\$ 4,000.00	\$ 4,097.82	\$ 4,200.00
Common Area Utilities				
6415	Irrigation Timers/Street Lights	\$ 8,260.00	\$ 8,569.07	\$ 8,839.15
6420	Water	\$ 4,707.00	\$ 3,846.42	\$ 4,085.69
Common Area Utilities Total:		\$ 12,967.00	\$ 12,415.49	\$ 12,924.84
Common Area Repair & Maintenance				
6630	Site Amenities & Graffiti	\$ -	\$ -	\$ -
6630	Dog Station Supplies/Services	\$ 6,221.05	\$ 6,247.98	\$ 6,221.05
Common Area Repair & Maintenance Total:		\$ 6,221.05	\$ 6,247.98	\$ 6,221.05
Administrative Expenses				
6135	Board & Annual Meetings	\$ 125.00	\$ 148.78	\$ 125.00
6305	Accounting	\$ 3,120.00	\$ 3,120.00	\$ 3,185.00
6306	Legal	\$ -	\$ 359.50	\$ -
6308	Lien Expense	\$ -	\$ 100.00	\$ -
6310	Insurance Expense	\$ 2,937.00	\$ 2,937.00	\$ 3,230.70
6330	Bank Charges	\$ -	\$ -	\$ -
6626	Postage	\$ 2,225.00	\$ 2,545.24	\$ 2,275.00
6635	Special Projects	\$ -	\$ -	\$ -
6900	Web Fees/ Maintenance	\$ 176.48	\$ 179.55	\$ 179.82
7505	Management Fee	\$ 16,008.00	\$ 16,008.00	\$ 16,008.00
7508	Property Taxes	\$ 25.00	\$ 23.50	\$ 25.00
7515	Income Tax	\$ 782.73	\$ 783.00	\$ 1,420.22
6620	Reserve Fund	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Administrative Total:		\$ 42,399.21	\$ 43,204.57	\$ 43,448.74
Total Expenses:		\$ 128,862.81	\$ 133,258.94	\$ 134,225.73
NET CASH FLOW:		\$ 1,975.27	\$ 1,264.88	\$ 2,107.30
BEGINNING CASH BALANCE:		\$ 63,569.07	\$ 63,569.07	\$ 64,833.95
ENDING CASH BALANCE:		\$ 65,544.34	\$ 64,833.95	\$ 66,941.25

2025 Budget - Ponderosa Ridge HOA (Cottages)

INCOME		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5010	Dues: Townhome/Cottages	\$ 39,539.06	\$ 42,349.49	\$ 39,971.18
5013	Special Assessment	\$ -	\$ -	\$ -
Total Homeowner Assessments:		\$ 39,539.06	\$ 42,349.49	\$ 39,971.18

EXPENSES		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
Landscaping Expenses				
6615	Snow Removal	\$ 7,793.50	\$ 5,166.60	\$ 7,793.50
6810	Mowing - Commons/Fall clean	\$ 14,333.50	\$ 15,918.50	\$ 14,333.50
6820	Fertilize - Commons	\$ 801.15	\$ 779.35	\$ 801.15
6830	Turf Spray - Commons	\$ 525.93	\$ 643.10	\$ 820.93
6843	Master Tree Program	\$ 1,448.30	\$ 948.30	\$ 1,448.30
6860	Sprinkler Turn On & Blow Out	\$ 991.90	\$ 991.90	\$ 991.90
6880	Landscape Labor	\$ 450.00	\$ -	\$ 450.00
6890	Misc. Landscape (Planter Beds/swale)	\$ 5,967.75	\$ 4,915.90	\$ 5,967.75
		\$ 32,312.03	\$ 29,363.65	\$ 32,607.03

Common Area Repair & Maintenance

6630	Repairs & Maintenance	\$ -	\$ -	\$ -
Common Area Repair & Maintenance Total:		\$ -	\$ -	\$ -

Other Expenses		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6415	Electricity	\$ 300.00	\$ 300.00	\$ 350.00
6420	Water	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00
6440	Street Cleaning & Maintenance Allowance	\$ -	\$ -	\$ -
6635	Capital Improvements	\$ -	\$ -	\$ -
7505	Management Fee	\$ 1,512.00	\$ 1,512.00	\$ 1,512.00
6620	Reserve Funding	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
		\$ 6,812.00	\$ 6,812.00	\$ 7,362.00

TOTAL EXPENSES: \$ 39,124.03 \$ 36,175.65 \$ 39,969.03

NET CASH FLOW: \$ 415.03 \$ 6,173.84 \$ 2.16

BEGINNING CASH BALANCE: \$ (2,525.20) \$ (2,525.20) \$ 5,648.64

ENDING CASH BALANCE + Capital: \$ (2,110.17) \$ 5,648.64 \$ 7,650.80

2025 Budget - Ponderosa Ridge HOA (Rosebury Commons)

INCOME

Assessments

		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5010	Dues:	\$ 30,602.44	\$ 30,548.98	\$ 32,402.58
5013	Special Assessment	\$ -	\$ -	\$ -
	Estimated percentage of monthly payments	\$ -	\$ -	\$ -
Total Homeowner Assessments:		\$ 30,602.44	\$ 30,548.98	\$ 32,402.58

EXPENSES

Landscaping Expenses

		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6615	Snow Removal	\$ 7,793.50	\$ 10,246.00	\$ 8,393.00
6812	Mowing - Homes/Fall clean	\$ 13,347.05	\$ 13,772.15	\$ 13,347.05
6822	Fertilize - Homes	\$ 735.75	\$ 735.75	\$ 735.75
6832	Turf Spray - Homes	\$ 542.28	\$ 675.80	\$ 896.53
6843	Master Tree Program	\$ 1,669.57	\$ 1,169.57	\$ 1,669.57
6860	Sprinkler Turn On & Blow Out	\$ 1,248.05	\$ 1,248.05	\$ 1,248.05
6880	Landscape Labor	\$ -	\$ -	\$ -
6890	Misc. Landscape (Planter Beds/swale)	\$ 3,547.95	\$ 2,910.30	\$ 3,547.95
Total Landscaping:		\$ 28,884.15	\$ 30,757.62	\$ 29,837.90

Administrative Expenses

		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
7505	Management Fee	\$ 1,260.00	\$ 1,260.00	\$ 1,260.00
Total Other:		\$ 1,260.00	\$ 1,260.00	\$ 1,260.00

TOTAL EXPENSES: \$ 30,144.15 \$ 32,017.62 \$ 31,097.90

NET CASH FLOW: \$ 458.29 \$ (1,468.64) \$ 1,304.69

BEGINNING CASH BALANCE: \$ (1,948.75) \$ (1,948.75) \$ (3,417.39)

ENDING CASH BALANCE: \$ (1,490.46) \$ (3,417.39) \$ (2,112.70)

2025 Budget - Ponderosa Ridge HOA (Private Streets)

INCOME		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5010	Dues: Utility Assessment	\$ 339,915.95	\$ 343,282.81	\$ 356,911.75
	Delinquency	\$ (4,500.00)	\$ -	\$ (4,500.00)
Total Homeowner Assessments:		\$ 335,415.95	\$ 343,282.81	\$ 352,411.75

EXPENSES		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
Snow Removal				
6615	Private Streets	\$ 12,589.50	\$ 3,242.75	\$ 11,902.80
Snow Removal Total:		\$ 12,589.50	\$ 3,242.75	\$ 11,902.80

Common Area Repair & Maintenance		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6440	Private Streets	\$ -	\$ -	\$ -
6630	Site Amenities	\$ -	\$ -	\$ -
6830	Curb Line Spraying	\$ 321.55	\$ -	\$ 321.55
Common Area Repair & Maintenance Total:		\$ 321.55	\$ -	\$ 321.55

Utilities		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6410	Refuse Removal	\$ 38,020.51	\$ 39,466.18	\$ 42,228.84
6420	Water	\$ 94,492.05	\$ 81,394.12	\$ 100,421.83
6425	Sewer	\$ 151,351.66	\$ 147,945.13	\$ 153,391.38
6430	Recycling	\$ 833.23	\$ (1.60)	\$ (0.22)
6435	Storm Water	\$ 10,965.02	\$ 10,731.83	\$ 11,128.18
7505	Management Fee	\$ 3,186.00	\$ 3,186.00	\$ 3,186.00
6620	Capital Reserve	\$ 22,000.00	\$ 22,000.00	\$ 27,000.00
Utility Total:		\$ 320,848.48	\$ 304,721.66	\$ 337,356.01

Total Expenses	\$	333,759.53	\$	307,964.41	\$	349,580.36
Net Cash Flow	\$	1,656.42	\$	35,318.40	\$	2,831.39

BEGINNING CASH BALANCE:	\$	62,775.98	\$	62,775.98	\$	98,094.38
ENDING CASH BALANCE:	\$	64,432.40	\$	98,094.38	\$	100,925.77

2025 Capital Expense Budget - Ponderosa Ridge HOA - Main

INCOME:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5000-900	Reserve Contribution (Assessments)	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
5050-900	Interest	\$ 2,772.00	\$ 2,592.24	\$ 2,772.00
Total Income:		\$ 19,772.00	\$ 19,592.24	\$ 19,772.00

Capital Expenses:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6621-900	Curb drainage	\$ -	\$ -	\$ -
6621-900	Asphalt Seal Coating Bike Paths	\$ -	\$ -	\$ -
6621-900	Sidewalk Repairs	\$ 15,850.00	\$ 15,850.00	\$ 2,500.00
Total Expenses:		\$ 15,850.00	\$ 15,850.00	\$ 2,500.00
Net Cash Flow:		\$ 3,922.00	\$ 3,742.24	\$ 17,272.00

BEGINNING CASH BALANCE: \$ (3,137.40) \$ (3,137.40) \$ 604.84
ENDING CASH BALANCE: \$ 784.60 \$ 604.84 \$ 17,876.84

2025 Capital Expense Budget - Ponderosa Ridge HOA Townhomes & Cottages

INCOME:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5000-901	Reserve Contribution (Assessments)	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5050-901	Interest	\$ -	\$ -	\$ -
Total Income:		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

Capital Expenses:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6621-901	Concrete/Asphalt	\$ -	\$ -	\$ -
Total Expenses:		\$ -	\$ -	\$ -
Net Cash Flow:		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00

BEGINNING CASH BALANCE: \$ 2,000.00 \$ 2,000.00 \$ 4,000.00
ENDING CASH BALANCE: \$ 4,000.00 \$ 4,000.00 \$ 6,000.00

2025 Capital Expense Budget - Ponderosa Ridge HOA - Private Streets

INCOME:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
5000-903	Reserve Contribution (Assessments)	\$ 22,000.00	\$ 22,000.00	\$ 27,000.00
5050-903	Interest	\$ -	\$ -	\$ -
Total Income:		\$ 22,000.00	\$ 22,000.00	\$ 27,000.00

Capital Expenses:		2024 Budget	2024 Actuals +Remain Budget	2025 Budget
6621-903	Asphalt Seal Coating Private	\$ 15,695.76	\$ 12,809.91	\$ 15,695.76
Total Expenses:		\$ 15,695.76	\$ 12,809.91	\$ 15,695.76
Net Cash Flow:		\$ 6,304.24	\$ 9,190.09	\$ 11,304.24

BEGINNING CASH BALANCE: \$ 112,000.00 \$ 112,000.00 \$ 121,190.09
ENDING CASH BALANCE: \$ 118,304.24 \$ 121,190.09 \$ 132,494.33

RESERVE FUNDING DISCLOSURE per RCW 64.38.25

The following information has been extracted from the most recent reserve funding models for compilation herein per requirements set

- a) Next year's reserve contribution: **\$46,000.00**
 Funding plan on which it's based: **Reserve Study dated 1/24/20 - Directed Cash Flow**
- b) Planned special assessments: **NO**
- c) Will reserves will be sufficient at the end of each year? **NO**
- d) Will additional funds be needed and if so, when? **YES - a subsequent assessment increase will be necessary in 2025 to provide for sufficient reserve funding moving forward.**
- e) Recommended balance by current year end: **\$393,100.00**
 Projected balance by current year end: **\$125,794.93**
 Percent funded by current year end: **32%**
- f)

	Projected Balance	Estimated Reserve Balance	% Funded
Estimated reserve balance by yearend 2025:	\$431,457	\$246,985	57%
Estimated reserve balance by yearend 2026:	\$414,657	\$295,105	71%
Estimated reserve balance by yearend 2027:	\$467,021	\$344,669	74%
Estimated reserve balance by yearend 2028:	\$345,000	\$395,720	115%
Estimated reserve balance by yearend 2029:	\$367,947	\$448,302	122%

ANNUAL DISCLOSURES

Ponderosa Ridge Homeowners 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:

Bob Powell, Jodi Rose, George Shives, Kathy Vox & John Graham

MANAGEMENT CO: Rockwood Property Management

PHONE NUMBER: (509) 321-5921

EMAIL ADDRESS: ponderosaridgehoa@rockwoodpm.com

WEBSITE: www.ponderosaridgehoa.com

RECORDS & GOVERNING DOCUMENTS Accounting documents and historical records such as budgets, monthly financial reports, annual audits and reserves studies:

www.ponderosaridgehoa.com/budgets

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

www.ponderosaridgehoa.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.ponderosaridgehoa.com/architectural-guidelines

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

www.ponderosaridgehoa.com/assessments

SCHEDULE: Monthly

DUE DATE: 1st of the month, late if not received by monthend

COLLECTION POLICY: Revised Collection Policy (2018)

LATE FEE AMOUNT: \$25.00

LATE INTEREST RATE: 15%

ANNUAL DISCLOSURES

Ponderosa Ridge Homeowners 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: **Covenant Violation Policy (2018)**

LOCATION: www.ponderosaridgehoa.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 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.ponderosaridgehoa.com/homeowner-information-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

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 hoa@rockwoodpm.com or by mail to the address below.

HOA Name: Ponderosa Ridge HOA

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 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.