

# Palacio Del Mar Homeowners Association



[www.PalacioDelMarCondosHOA.com](http://www.PalacioDelMarCondosHOA.com)

## PALACIO DEL MAR CONDOMINIUM ANNUAL BUDGET PACKET - 2025

<b>CONDO:</b>	
<b>HOMEOWNER:</b>	

Included in your Annual Budget Packed 2025 are the following document items:

Document Item
Annual Budget Packet Cover Letter
Homeowner Assessment Fee – 8 Easy Ways to Pay
2025 Operating Budget
2025 HOA Condo Assessment Fees
2024 Owners HOA Statements
2024 Owners Mortgage Statements (if applicable)
2024 Owners Mortgage Amortization (if applicable)
Trust Documentation Information Requested (List)
Client Identification File for Individuals Form
Substitute Beneficiary Form
Homeowner Included Services
Insurance Policy – Homeowners Personal Property/Contents
Maintenance Assistance
Vendor/Contractor/Supplier Access
Electric Bill - CFE
Association Contact Information
Policies/Rules

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November 1, 2024

RE: Palacio Del Mar – 2025 Operating Budget and HOA Dues

Valued Owners,

The 2025 operating budget has been completed. **The budget is prepared with your monthly assessment fee increasing to \$260 per month/individual condominium.**

A copy of the 2025 budget is enclosed for your review. Please review it so you will be able to ascertain how your dues are utilized in fulfilling the association's obligation. The budget has been able to remain the same for the last 6 years all the while making continued improvements to the property. The last increase in assessments was 2019. Increases to payroll expenses, professional fees, taxes and utilities over the last year and a half have dramatically shifted expenses.

Palacio Del Mar will continue to improve the property and do the necessary maintenance and repairs in an efficient and cost-effective manner. We encourage each owner to inspect their own property to determine what, if anything, is needed in their individual home to help keep the high maintenance standards of the community.

Information of the association, including forms and documents, is available 24/7 at the association's website [www.palaciodelmarcondoshoa.com](http://www.palaciodelmarcondoshoa.com) or send an email to [PalacioHOA@gmail.com](mailto:PalacioHOA@gmail.com). Please pay your assessment(s) on time to avoid any late fees. Payments are due on the 1<sup>st</sup> of every month. A late fee of \$35 will be assessed if payment is received on the 11<sup>th</sup> of the month.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Amy Hill

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## Homeowner Assessment Fee

**Monthly Assessment Fee: \$260.00 USD**

There are several payment options for you to pay your monthly association fee. Remember to pay your assessment(s) on time to avoid any late fees. **Payments are due on the 1<sup>st</sup> of every month.** A late fee of \$35 will be assessed on the 11<sup>th</sup> of the month. It is the solely the responsibility of the owners to pay the assessment fees. The HOA will not attempt to receive payment from third parties.

Should your homeowner's monthly assessment be delinquent more than 3 months, termination of all homeowners included services will be suspended until outstanding balance is paid in full, plus 1 month.

### EIGHT EASY WAYS TO PAY



	<b>Mail:</b> If you prefer to <b>Pay by Mail</b> , payments can be mailed to Palacio Del Mar HOA, LLC at PO Box 1900, Higley, AZ 85236.
	<b>Bill Pay:</b> Send payment using <b>your own bank bill pay service</b> . Please include your condominium number on your check. Payments can be mailed to Palacio Del Mar HOA PO Box 1900, Higley, AZ 85236.
	<b>Auto-Pay:</b> Assessments can <b>automatically pay</b> on the 1 <sup>st</sup> of every month utilizing a credit card. There is a servicing fee of 3.9% per transaction to process. Email <a href="mailto:PalacioHOA@Gmail.com">PalacioHOA@Gmail.com</a> to set this up as a payment option.
	<b>Zelle:</b> Payments may also be processed through <b>Zelle</b> using <a href="mailto:PalacioHOA@Gmail.com">PalacioHOA@Gmail.com</a> as the account name.
	<b>Venmo:</b> Payments may also be processed through <b>Venmo</b> . Email <a href="mailto:PalacioHOA@Gmail.com">PalacioHOA@Gmail.com</a> to set this up as a payment option.
	<b>Banorte:</b> Payments may also be processed directly through <b>Banorte</b> in Mexico. Email <a href="mailto:PalacioHOA@Gmail.com">PalacioHOA@Gmail.com</a> to set this up as a payment option.
	<b>Wire Transfer:</b> Cash payments may be made in the form of a <b>wire directly to bank</b> . There is a fee in the amount of \$15 that needs to be added to your total monthly assessment as your wire transfer. Or make payment directly to Banorte.
	<b>In Person:</b> If you prefer to <b>pay in person</b> . For your protection, we are unable to accept cash or post-dated checks. Checks are the only method of payment accepted in person.

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## *Trust Documentation Information Requested*

The following information is a list of documentation that is necessary from each owner to continue the completion of the trust documentation process. Enclosed you will find the two forms that are listed below as “see attached form enclosed” provided from the Law Offices of Ricardo Borquez.

Please gather all documents in the list and complete the forms as requested. If you are placing title into an LLC, there is additional documentation that will be required. I am working closely with the office to gather and provide all necessary information. Please feel free to reach out to me with any questions that you may have regarding the list or information being requested.

### **Buyer:**

- 1.- Client Identification File for Individuals form filled and signed (see attached form enclosed)
- 2.- Color scanned copy of current passport book
- 3.- Color scanned copy of current driver’s license
- 4.- Scanned copy of social security card
- 5.- Scanned copy of birth certificate
- 6.- Scanned copy of marriage license (if applies)
- 7.- Scanned copy of most current US electric bill (full address: Street, city, state and zip code)
- 8.- Color scanned copy of permanent residence card or FMM Visa (tourist visa for 180 days for business)
- 9.- General information of Substitute Beneficiaries Form (see attached form enclosed)
- 10.- Color scanned copy of Substitute Beneficiaries current passport book

IMPORTANT NOTE: **Documents and Id’s taken with a cell phone are not accepted.**

Return documents in provided envelope to:

Palacio Del Mar HOA  
PO Box 1900  
Higley, AZ 85236

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## *Homeowner Included Services*

Welcome to Palacio Del Mar Condominiums. The following information is shared with you that is considered relevant about being a member of this community.

### *Homeowner Assessments Include:*

- **24/7 Security** at the main entrance
- **Insurance Coverage** against earthquakes, fire, and storms; related damage for the building and public areas and liability for the entire property (insurance does not include individual condominium units and/or personal property/contents)
- **Maintenance and Cleaning** of common areas, including:
  - ❖ Building hallways
  - ❖ Swimming pool/spa
  - ❖ Elevators
  - ❖ Palapas areas
  - ❖ Gardening and landscaping
  - ❖ Equipment rooms
  - ❖ Beach/Common areas
  - ❖ Parking lot
  - ❖ Security Guard office
  - ❖ Entry Gates
  - ❖ Fire Equipment
  - ❖ Painting Common Areas
- **Utility Services** as follows:
  - ❖ Water
  - ❖ Electricity for Common Areas
  - ❖ Trash/Refuse services
  - ❖ Pest Control of common areas
  - ❖ Propane to heat the spa
  - ❖ Staff salaries
  - ❖ Federal zone fee
  - ❖ Safety/Security Training
  - ❖ Pool Certificates
- **Parking Permits** as resident of the property and/or for guests of the property

It is the responsibility of the individual homeowner to obtain the following services as deemed necessary for your individual condominium unit: Cable TV, Telephone Service, Internet Service, Filtered Water Services. Cable Dishes cannot be installed on exterior of building.

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## *Insurance Policy – Homeowners Personal Property/Contents*

Homeowners must acquire a liability and content insurance policy for personal property and contents for the individual condominium. Once obtained a copy of the policy must be emailed to [PalacioHOA@Gmail.com](mailto:PalacioHOA@Gmail.com). It is the responsibility of the new homeowner to obtain individual insurance as the association is not responsible for any/all damages that may occur to the individual condominium unit.

## *Maintenance Assistance*

In case maintenance assistance is needed to your individual condominium unit, you may contact an external vendor/contractor/supplier. Palacio Del Mar or HOA is not responsible for any of these companies. Owners will contact directly to the vendor of their choice.

Owners are responsible for any acts or omission that may be caused by damage of individual condo to another homeowner's condominium and any/all damages that may occur to any third party as an invited guest and/or contractor in your individual condominium.

## *Vendor/Contractor/Supplier Access*

For the security of all homeowners and the community, we request owners to inform the HOA when any contractor or external worker will access/enter your condominium. Access requests must be provided with a **24-hour notice** in advance of access to premises. The homeowners are responsible for any damage done to the property by any external vendor/contractor/supplier they authorize to enter premises. If notification is not received prior to the arrival of the contractor, the **access may not be granted**.

To request vendor/contractor/supplier access email:

[PalacioHOA@Gmail.com](mailto:PalacioHOA@Gmail.com)

Palacio Del Mar HOA reserves the right to refuse access to the premises to any vendor/contractor/supplier should they not comply with Palacio Del Mar Rules and/or Policies.

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## *Electric Bill - CFE*

The electric bills of your individual condominium are your sole responsibility. CFE generates statements for payment of services every 2 months. As CFE is a power company of the federal government, they do not bill outside of the country, nor accept checks or foreign currency for payment.

You can set up your account with CFE to receive email notifications of the statements. You can make your payment at CFE in the lobby ATM machine, directly with a teller within daily hours, or at a bank if the bill is not past the due date.

After the due date passes and there is non-payment, the electric company disconnects the power of the condo, and a re-connection fee is charged at your expense. Breaking the seal of your meter is illegal and fine is assessed. All complaints regarding the fee or charge need to be addressed directly with CFE, as Palacio Del Mar and HOA are not associated. For more information or reviewing your electric bill, you can go to their website: [www.cfe.gob.mx](http://www.cfe.gob.mx).

## *Association Contact Information*

### **Palacio Del Mar HOA Office Contact:**

Amy Hill  
Community Manager  
Phone: 602.478.2034  
Email: [PalacioHOA@Gmail.com](mailto:PalacioHOA@Gmail.com)

### **Palacio Del Mar HOA Security Contact:**

Day Shift: 7AM-3PM  
Mid Shift: 3PM-11PM  
Night Shift: 11PM-7AM

Guest reservations, email: [PalacioReservation@Gmail.com](mailto:PalacioReservation@Gmail.com). Please email guest reservations or arrivals at least 24 hours in advance.

For any maintenance requests or property upgrade requests, please email [PalacioHOA@Gmail.com](mailto:PalacioHOA@Gmail.com).

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## Policies/Rules

For your safety, enjoyment and courtesy to others, the following policies/rules have been established

### *Pool/Spa Common Area:*

- ❖ POOL HOURS 10AM – 10PM. SPA is heated Fri & Sat 4pm-9pm.
- ❖ There is **NO LIFEGUARD on duty**. All children must be supervised AT ALL TIMES by an adult.
- ❖ **No glass containers** are allowed to be used in or around the pool area.
- ❖ No diving into the pool/spa. This includes jumping from the spa to the pool.
- ❖ No running around the pool/spa.
- ❖ **Spa is adults only**. Children 14 + can be accompanied by an adult.
- ❖ **Bathing suits are required**. There are no street clothes or nudity allowed.
- ❖ Children that are NOT potty trained, MUST be in swimmers (diapers are not allowed).
- ❖ Your designated condo bathroom must be utilized should you need to use the restroom. No urinating in the pool.
- ❖ Place ALL trash in receptacles.
- ❖ **Pets are not allowed in the pool/spa.** A FINE will be strictly enforced of \$100 USD. On 2<sup>nd</sup> occurrence, access will not be granted for remainder of stay. We can lose our license.
- ❖ **All furniture** in the common areas is to remain in common areas and are not to be used in individual condominiums.

### *General Policy/Rules:*

- ❖ Owners, Guests, and Renters are responsible for their own belongings
- ❖ All individuals must respect the privacy of the other owners and guests.
- ❖ Quiet hours are 10PM – 7AM.
- ❖ Hanging articles over the balcony railings is strictly prohibited.
- ❖ **No Fireworks or Bonfires allowed on property.** A FINE will be enforced of \$100 USD should any fireworks be initiated on the property. Should the Policia arrive as well, they will ticket according to the law.
- ❖ Speed limit in the parking lot is no more than 5 mph.
- ❖ All Garbage/Trash must be bagged, tied, and placed in the trash receptacle near the entrance of the property. Follow the signs.
- ❖ No dumping trash in or around the property. It is your responsibility or your guests to place in the appropriate trash receptacles.
- ❖ Please be courteous with noise and music. Quiet Hours are strictly enforced.
- ❖ Dog rules: Cannot be a nuisance by barking or aggressiveness to other homeowners or guests. **YOU MUST pick up after your own pet.** It is not the responsibility of the staff.
- ❖ No camping (RV's or Trailers) is allowed on/or within the premises.
- ❖ No one under the age of 16 may drive any vehicles, per Mexican Law.
- ❖ Management is not responsible for unsupervised minors, lost or stolen items, and/or vehicles on the property.