



## **Frequently Asked Questions:**

### **This is my first time owning a home in an HOA, how does it work?**

*A Homeowners Association is a non-profit corporation registered with the State and managed by a Board of Directors. At first the Board is comprised of officers of the Developer's company and occasionally Builder representatives. They make all of the decisions for the HOA during the construction phase. When a new development nears completion, there will be an official meeting to "turnover" the control of the association to the homeowners, at which point there will be an election by the owners of fellow homeowners to serve on the Board for the term prescribed in the governing documents. There will be an Annual Meeting each year to discuss any important issues the HOA might be involved in, vote on anything requiring a majority of owners to approve, and elect Directors if any vacancies exist or terms have expired. The HOA Management Company is hired by the Board of Directors to carry out the business of the HOA at the direction of the Board. Association Services, Inc. is your HOA Management representative and the contact for all HOA-related questions. Any questions about your home's construction or function should be directed to your Builder representatives or warranty department, including any landscaping installations or other lot development questions.*

### **What are "Governing Documents"?**

*All homeowners associations have a set of documents that are the guidelines for the operation of the non-profit corporation. The Covenants, Conditions and Restrictions (CC&Rs) define the property use and restrictions, common areas, owner responsibilities, the authority of the Board, what the purpose of the assessments are and what happens if assessments are not paid in a timely manner. The Bylaws define the business part of the association such as how many Board members there will be, the length of their term, what constitutes a quorum, the duties of the officers, and more. You will be provided a copy of these documents during the purchasing process to review. You are encouraged to keep them available for reference throughout your membership in the association. The Board of Directors may also establish a set of Rules and Regulations that would further define the general guidelines found in the CC&Rs.*

### **Who do I contact if I have a question?**

*When you officially become a member of the Fox Hollow HOA, Association Services, Inc. will send you a Welcome Packet with important information about the Association. It will contain the instructions for how, where and when to make your assessment payments and a statement of your account balance as of your date of purchase. If you have a question about your assessments, account balance or how to make a payment, you can contact your Account Manager. Remember to look for future invoices and other notifications in your mail or email from Association Services, Inc. to stay up-to-date and informed. If you want to request an Architectural Change, such as fencing, painting, installing a shed or other structure, contact your Account Manager for the proper application and process.*



**HOA Management Company contact:**

**ASSOCIATION SERVICES, INC. AAMC®**

1110 W. Park Place, Suite 101  
Coeur d'Alene, ID 83814

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**208-676-8626 – Office**  
**208-676-8603 – Fax**

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**What HOA Fees are Due at the Close of the Transaction?**

\*Quarterly assessment fee of \$80.00 – prorated at closing, and sometimes the next quarter's assessment if it will be due in less than 30 days after the closing date – payable to Fox Hollow HOA.

\*Working Capital Fee collected at closing (one-time fee) \$160.00 – payable to Fox Hollow HOA.

\*New-owner set-up Fee - \$85.00 per lot – payable to Association Services, Inc.

**Quarterly assessment fees are - \$80.00 - due on the 1<sup>st</sup> of January, April, July and October**

**What's covered by the Assessments?**

**Insurance – Liability and property**

**Postage and printing**

**Professional Expenses**

Accounting/Management  
CPA (filing of annual taxes)  
Site Inspection for non-compliance  
Architectural process of applications

**Utilities – common areas**

Water  
Electric

**Reserves – Future common area replacement**

**Landscape and grounds maintenance – common areas only**

Spaying of weeds, fertilizing, sprinkler repairs  
Lawn mowing/tree & plant care  
Fence repairs

**Taxes**

State & Federal  
Property Taxes (common areas)



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