



**2017
FEE SCHEDULE**

HOA ADD line 31 as "Other Fees" MLS "Initial Ownership/Membership Fee"	→ Membership Price <i>(75% Refundable Upon Sale)</i>	(One-Time Fee) Golf - \$60,000 Social - \$30,000 Town - \$60,000	
Master Association HOA ADD lines 12-15 MLS "HOA Name" & "Additional Membership Fees"	→ Flagstaff Ranch Property Owners Association <i>(Paid by all property owners)</i>	(Monthly) Golf - \$182 Social - \$182 Town - N/A	
"Other HOA" HOA ADD lines 16-17 MLS "Initial Membership Fee"	→ Flagstaff Ranch Golf Club Membership Dues	(Monthly) Golf - \$485 Social - \$253 Town - \$485	
HOA 2 HOA ADD lines 8-11 MLS "HOA 2"	→ Aspen Shadows Condominium Association (ASCA) <i>(Paid by all ASCA property owners in addition to Flagstaff Ranch Property Owners Association Dues)</i>	(Quarterly) (Monthly) Golf - \$425 \$142 Social - \$425 \$142 Town - N/A N/A	Aspen Shadows Condos (Additional) HOAMCO Transfer Fees: \$200 HOAMCO SELLER Disclosure Fees: \$200 (\$20 is Doc Discl. Fee) Reserve Contribution: \$200 (Add to HOA ADD lines 20-21 and MLS Misc. Fees)
	→ The Golf Cottages at Flagstaff Ranch (GCFR) <i>(Paid by all GCFR property owners in addition to Flagstaff Ranch Property Owners Association Dues)</i>	(Quarterly) (Monthly) Golf \$270 \$90 Social - \$270 \$90 Town - N/A N/A	
Capital Improvement Fees HOA ADD lines 20-21 MLS "Additional Misc. Fees or Deposits"	→ Working Capital Assessment <i>(Payable upon transfer of property)</i>	Flagstaff Ranch POA - \$1,092.00 Golf Cottages - \$540.00	(same with Aspen condos)
	Annual Food & Beverage Minimum	(Yearly) Golf - \$600 Social - \$400 Town - \$600	

SEWER FEES

Flagstaff Ranch Mutual Waste Water Company

<u>Mutual Waste Water Co.</u>	<u>(Quarterly)</u>	<u>(Monthly)</u>
	Golf - \$75	\$25
*Payable quarterly for owners without sewer connection	Social - \$75	\$25
	Town - N/A	N/A

	<u>(Variable Monthly Usage Charge)</u>
*Payable monthly for owners with sewer plus variable monthly sewer charge	0-6,000 gallons = .01 per gallon (\$10.00/1,000 gallons)
	6,001+ gallons = \$.005 per gallon (\$5.00/1,000 gallons)

HOA ADD line 19
MLS "HOA Transfer Fee"
(Combine ALL Transfer fees here)

Transfer Fees

(Payable upon transfer of property)

FR Mutual Waste Water Co. - \$1,200 (+\$50 BUYER Water Acct. Fee=\$1,250 Total)
Golf Cottages - \$180

Sewer System Connection \$4,500

Reconnection Fee \$500 minimum
(may increase depending on duration of disconnect)

Grinder Pump \$3,600

Grinder Pump Inspection \$550

Unplatted Tracts \$30 per each 7,260 sq. ft. unplatted tract or portion greater than 3,630 sq. ft.

Refundable Deposit on Transfers \$400

Late Fee \$30

Flagstaff Ranch Mutual Waste Water Service Personnel \$75/hour, \$50 each additional hour (Minimum of 1 hour)

MISCELLANEOUS FEES
Flagstaff Ranch Golf Club

<u>FOB Key Deposit</u> (Entry to Fitness Center and Pool) * Refundable upon move	\$15 each
<u>External Transponder</u> (Entry through Gate House) * \$30 Refundable upon move	\$45 each
<u>Internal Transponder</u> (Entry through Gate House) * Non-refundable	\$30 each
<u>Mailbox Keys</u>	2 - Free Additional \$10 per key
<u>NSF Check Fee</u>	\$25
<u>Monthly Trash Service Fee</u> (Optional - Staff moves trash cans in and out weekly)	\$10/mo.
<u>Dumpster Service</u> (Optional - Use of community dumpster)	\$15/mo.

SECURITY CHARGES

Speeding

First.....	Warning
Second.....	\$100
Third or more.....	\$ 200
Failure to Stop at Stop Sign.....	\$ 50

Parking

First.....	Warning
Second or more.....	\$ 50

Other Violations of CC&Rs

First.....	Warning
Second or more.....	\$ 50

DESIGN REVIEW COMMITTEE (DRC) FEE SCHEDULE



Design Review Fee Schedule; Individual Lots

*Fees are subject to change at the discretion of the DRC

All checks (excluding Waste Water) shall be made payable to Flagstaff Ranch POA.

Review Type	DRC Review Fees	Notes
Pre-Design Conference, Preliminary Design Submittal, & Final Design Submittal	\$3,250	Includes site review, questions, written follow-up
Construction Inspection Fee	\$500	
Waste Water Tap Fee	\$4,500	*Check made payable to Flagstaff Ranch Mutual Waste Water Company
Water Meter Advance Fee	\$1,000	Excluding Aspen Shadows
Total Fees	\$9,250	Aspen Shadows \$8,250
<u>Additions to Existing Homes</u>		
House additions of more than 1,500 sqft.	\$2,000	Assumes no landscaping review
House additions of 600 sqft. to 1,499 sqft.	\$1,000	Assumes no landscaping review
House additions of less than 600 sqft.	\$500	Assumes no landscaping review
Garage additions	\$250	Assumes no landscaping review
Deck, patio or porch additions	\$300	Assumes no landscaping review
<u>Miscellaneous</u>		
House Repainting	\$50	*Repainting fee will be waived for homes that are being repainted with the previously approved color, provided it is in compliance with current standards
Variance/Waiver Request	\$250	Time to review varies depending on nature of request
Modification to Approved Plans	\$250	Time to review varies depending on nature of request
Other (yard art, new roof, lighting etc.)	\$100	
Lot Combination Request	\$250	
<u>Landscaping</u>		
Landscaping plans	\$250	*Only if made as a separate submittal from Final Design plans
Re-submittal of Final Design Plans	\$275	*Includes 2nd and each additional re-submittal

H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM

	<p><i>The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.</i></p>	
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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: Some Great People
2. Premises Address: A SINGLE FAMILY HOME IN FLAGSTAFF RANCH
3. Date: Today
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale.
5. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8.	H.O.A.:	Contact info:
9.	Management Company (if any):	Contact info:
10.	Amount of Dues: \$ _____	How often?: _____
11.	Amount of special assessments (if any): \$ _____	How often?: <u>NA</u> Start Date: <u>NA</u> End Date: <u>NA</u> MO/DA/YR MO/DA/YR

12.	Master Association (if any): <u>Flagstaff Ranch POA</u>	Contact info: <u>(928) 226-3100</u>
13.	Management Company (if any):	Contact info:
14.	Amount of Dues: \$ <u>182.00</u>	How often?: <u>Monthly</u>
15.	Amount of special assessments (if any): \$ _____	How often?: _____ Start Date: _____ End Date: _____ MO/DA/YR MO/DA/YR

16.	Other: <u>Flagstaff Ranch Golf Club Membership</u>	Contact info: <u>(928) 226-3100</u>
17.	Amount of Dues: \$ <u>485.00</u>	How often?: <u>Monthly</u>

FEES PAYABLE UPON CLOSE OF ESCROW

19. **Transfer Fees:** Association(s) fees related to the transfer of title. H.O.A. \$ 0.00 Master Association \$ 1,200.00 .
20. **Capital Improvement Fees,** including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ _____ Master Association \$ 1,092.00 .
22. **Prepaid Association(s) Fees:** Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ NA
23. Master Association \$ NA .
24. **Disclosure Fees:** Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ _____ .
31. **Other Fees:** \$60,000.00 Explain: Golf Membership Initial Fee .
32. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.

34. _____ 35. ^ SELLER'S SIGNATURE <u>These Great People</u>	MO/DA/YR	_____ ^ SELLER'S SIGNATURE _____	MO/DA/YR
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Single Family Home Sales



2017 FEE SCHEDULE

HOA ADD line 19
MLS "HOA Transfer Fee"
(Combine ALL Transfer fees here)

Transfer Fees
(Payable upon transfer of property)

FR Mutual Waste Water Co. - \$1,200 (+\$50 BUYER Water Acct. Fee=\$1,250 Total)
Golf Cottages - \$180

H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM



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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: **Some Great People**
2. Premises Address: **A SINGLE FAMILY HOME IN FLAGSTAFF RANCH**
3. Date: **Today**
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

7. H.O.A. _____ Contact info: _____
9. Management Company (if any): _____ Contact info: _____
10. Amount of Dues: \$ _____ How often?: _____
11. Amount of special assessments (if any): \$ _____ How often?: **NA** Start Date: **NA** End Date: **NA**
MO/DA/YR MO/DA/YR
12. Master Association (if any): **Flagstaff Ranch POA** Contact info: **(928) 226-3100**
13. Management Company (if any): _____ Contact info: _____
14. Amount of Dues: \$ **182.00** How often?: **Monthly**
15. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. Other: **Flagstaff Ranch Golf Club Membership** Contact info: **(928) 226-3100**
17. Amount of Dues: \$ **485.00** How often?: **Monthly**

FEES PAYABLE UPON CLOSE OF ESCROW

19. **NEG** Transfer Fees: Association(s) fees related to the transfer of title. H.O.A. \$ **0.00** Master Association \$ **1,200.00**
20. **NEG** Capital Improvement Fees, including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ _____ Master Association \$ **1,092.00**
21. **BUYER** Prepaid Association(s) Fees: Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ **NA**
22. Master Association \$ **NA**
23. **SELLER** Disclosure Fees: Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien stoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association.
24. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ _____
25. **Other Fees:** \$ **40,000.00** Explain: **Golf Membership Initial Fee**
31. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.

HOA ADD line 01 as "Other Fees" MLS "Initial Ownership/ Membership Fee"

Membership Price
(75% Refundable Upon Sale)

(One-Time Fee)
Golf - \$60,000
Social - \$30,000
Town - \$60,000

Master Association HOA ADD lines 12-15 MLS "Additional Membership Fees"

Flagstaff Ranch Property Owners Association
(Paid by all property owners)

(Monthly)
Golf - \$182
Social - \$182
Town - N/A

"Other HOA" HOA ADD lines 16-17 MLS "Initial Membership Fee"

Flagstaff Ranch Golf Club Membership Dues

(Monthly)
Golf - \$485
Social - \$253
Town - \$485

HOA # HOA ADD lines 8-11 MLS "HOA #"

Aspen Shadows Condominium Association (ASCA)
(Paid by all ASCA property owners in addition to Flagstaff Ranch Property Owners Association Dues)

(Quarterly) (Monthly)
Golf - \$425 \$142
Social - \$425 \$142
Town - N/A N/A

Aspen Shadows Condos (Additional) HOAMCO Transfer Fees: \$200 HOAMCO SELLER Disclosure Fees: \$200 (\$20 is Doc. Discl. Fee) Reserve Contribution: \$200 (Add to HOA ADD lines 20-21 and MLS Misc. Fees)

The Golf Cottages at Flagstaff Ranch (GCFR)
(Paid by all GCFR property owners in addition to Flagstaff Ranch Property Owners Association Dues)

(Quarterly) (Monthly)
Golf \$270 \$90
Social - \$270 \$90
Town - N/A N/A

Capital Improvement Fees HOA ADD lines 20-21 MLS "Additional Misc. Fees or Deposits"

Working Capital Assessment
(Payable upon transfer of property)

Flagstaff Ranch POA - \$1,092.00 (same with Aspen condos)
Golf Cottages - \$540.00

Annual Food & Beverage Minimum

(Yearly)
Golf - \$600
Social - \$400
Town - \$600

Membership Fee

BUYER'S ACKNOWLEDGMENT AND TERMS

69. Buyer: _____

70. Seller: These Great People

71. Premises Address: Somewhere in Flagstaff Ranch, FLAGSTAFF, AZ

72. Date: _____

73. The following additional terms and conditions are hereby included as part of the Contract between Seller and Buyer for the
74. above referenced Premises.

75. Transfer Fees shall be paid by: Buyer Seller Other: _____

76. Capital Improvement Fees shall be paid by: Buyer Seller Other: _____

77. Buyer shall pay all Prepaid Association Fees.

78. Seller shall pay all Disclosure Fees as required by Arizona law.

79. In a financed purchase, Buyer shall be responsible for all lender fees charged to obtain Association(s)/Management Company(ies) documents.

80. Other fees: New Owner Buyer Fee of \$50 for Flagstaff Ranch Water Account Establishment

81. _____

82. BUYER VERIFICATION: Buyer may contact the Association(s)/Management Company(ies) for verbal verification of association FEES
83. PAYABLE UPON CLOSE OF ESCROW.

84. ASSESSMENTS: Any current homeowner's association assessment which is a lien as of Close of Escrow shall be paid in full by Seller.
85. Any assessment that becomes a lien after Close of Escrow is Buyer's responsibility.

86. ADDITIONAL TERMS AND CONDITIONS

87. _____

88. _____

89. _____

90. _____



[HOA 1 Master Assoc]	Yes
[HOA Name]	Flagstaff Ranch Property Owners Association
[HOA Contact #]	928-226-3100
[Initial Ownership or Membership Fee Y/N]	Yes
[Initial Ownership or Membership Fee \$/%]	\$
[Initial Ownership or Member \$]	60000
[Fee Name]	Golf Membership
[HOA Fees]	485
[HOA Frequency]	Monthly
[Additional Membership Fees Y/N]	Yes
[Additional Membership Fee Amount]	182
[Additional Membership Fee Frequency]	Monthly
[Fee Type]	Golf
[HOA Transfer Fee \$]	1200
[Additional Misc Fees or Deposits Y/N]	Yes
[Additional Misc Fees or Deposits \$]	1092
[Additional Fee Name/Type]	Working Capital Assessment
[Prepaid Fees Y/N]	No
[HOA 2 or POA Y/N]	No
[Special Assessments Y/N]	No
[Pending Assessments Y/N]	No
[Seller's Disclosure Fees \$]	0.0000
[Prepaid Assoc Fees \$]	0.0000

Single Family Home with Golf Membership

Condo Prop Sales



2017 FEE SCHEDULE

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Master Association HOA ADD lines 12-15 MLS "Additional Membership Fees"	→ Flagstaff Ranch Property Owners Association <i>(Paid by all property owners)</i>	(Monthly) Golf - \$182 Social - \$182 Town - N/A
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HOA # HOA ADD lines 8-11 MLS "HOA #"	→ Aspen Shadows Condominium Association (ASCA) <i>(Paid by all ASCA property owners in addition to Flagstaff Ranch Property Owners Association Dues)</i>	(Quarterly) (Monthly) Golf - \$425 \$142 Social - \$425 \$142 Town - N/A N/A
Capital Improvement Fees HOA ADD lines 20-21 MLS "Additional Misc. Fees or Deposits"	→ Working Capital Assessment <i>(Payable upon transfer of property)</i>	Flagstaff Ranch POA - \$1,092.00 <i>(same with Aspen condos)</i> Golf Cottages - \$540.00
	Annual Food & Beverage Minimum	(Yearly) Golf - \$600 Social - \$400 Town - \$600

HOA ADD line 19
MLS "HOA Transfer Fee"
(Combine ALL Transfer fees here)

Transfer Fees
(Payable upon transfer of property)

FR Mutual Waste Water Co. - \$1,200 (+\$50 BUYER Water Acct.
Golf Cottages - \$180 **Fee=\$1,250 Total)**

H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM

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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: **Great People**
2. Premises Address: **Aspen Shadows Condo Flagstaff Ranch, FLAGSTAFF, AZ**
3. Date: **Today**
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8. **H.O.A.:** HOAMCO Contact Info: (928) 776-4479
9. Management Company (if any): _____ Contact Info: _____
10. Amount of Dues: \$ 142.00 How often?: Monthly
11. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
12. **Master Association** (if any): Flagstaff Ranch POA Contact Info: (928) 226-3100
13. Management Company (if any): _____ Contact Info: _____
14. Amount of Dues: \$ 182.00 How often?: Monthly
15. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. **Other:** Flagstaff Ranch SOCIAL Membership Contact Info: (928) 226-3100
17. Amount of Dues: \$ 253.00 How often?: Monthly

FEES PAYABLE UPON CLOSE OF ESCROW

















19. **Transfer Fees:** Association(s) fees related to the transfer of title. **H.O.A.** \$ 200 **Master Association** \$ 1,200.00
20. **Capital Improvement Fees:** including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. **H.O.A.** \$ 200.00 **Master Association** \$ 1,092.00
21. **Prepaid Association(s) Fees:** Dues, assessments, and any other association(s) fees paid in advance of their due date. **H.O.A.** \$ NA **Master Association** \$ NA
22. **Disclosure Fees:** Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association.
23. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. **H.O.A.** \$ 200.00 **Master Association** \$ 0.00
24. **Other Fees:** \$ 30,000.00 Explain: **SOCIAL MEMBERSHIP Initial Fee**
25. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's

Add Listing – Residential 2345 Flagstaff Ranch Condo-Social, Flagstaff, AZ 86005

 Add Listing  Save Incomplete

General | **Address** | **Main Fields** | **Details** | **Photos** | **Export**

Show All Fields 

[HOA 1 Master Assoc]	Yes 
[HOA Name]	Flagstaff Ranch Property Owners Association
[HOA Contact #]	928-226-3100
[Initial Ownership or Membership Fee Y/N]	Yes 
[Initial Ownership or Membership Fee \$/%]	\$ 
[Initial Ownership or Member \$]	30000 
[Fee Name]	Social Membership 
[HOA Fees]	253
[HOA Frequency]	Monthly 
[Additional Membership Fees Y/N]	Yes 
[Additional Membership Fee Amount]	182
[Additional Membership Fee Frequency]	Monthly 
[Fee Type]	Social 
[HOA Transfer Fee \$]	1400 
[Additional Misc Fees or Deposits Y/N]	Yes 
[Additional Misc Fees or Deposits \$]	1292
[Additional Fee Name/Type]	FR Working Capital + HOAMCO Reserve Contribution
[Prepaid Fees Y/N]	No 
[HOA 2 or POA Y/N]	Yes 
[HOA 2 or POA Name]	HOAMCO
[HOA 2 or POA Contact #]	928-776-4479
[HOA 2 or POA \$]	142
[HOA 2 or POA Frequency]	Monthly 
[Special Assessments Y/N]	No 
[Pending Assessments Y/N]	No 

Condo with Social Membership in Flagstaff Ranch

Settlement Statement for Flagstaff Ranch Aspen Shadows Condo Sale with Social Membership

	ADDITIONAL CHARGES:	
445.00	Home Warranty to First American Home Buyer's Pr	
	2nd 1/2 2015 Taxes to Coconino County Treasurer	1,012.43
30,000.00	Social Membership to Flagstaff Ranch Golf Club	(22,500.00)
241.00	Social Dues (March) to Flagstaff Ranch Golf Club	
82.00	POA Dues (balance March) to Flagstaff Ranch Property Owner	
546.00	Working Capital to Flagstaff Ranch Property Owner	546.00
500.00	Transfer Fee to Flagstaff Ranch Mutual Waste W	500.00
200.00	New Account Set Up Fee to Flagstaff Ranch Mutual Waste W	
50.00	Establishment Fee to Flagstaff Ranch Water Company	
	Disclosure Service Fee to HomewiseDocs.com	20.00
	Disclosure Fee to HOAMCO	180.00
100.00	Transfer Fee to HOAMCO	100.00
100.00	Reserve Contribution to Aspen Shadows Condominiums	100.00
	Repair Bill to Backus Heating & Air, LLC	90.00
	PRORATIONS AND ADJUSTMENTS:	
260.02	County Taxes from 1/1/2016 to 2/17/2016	260.02

CONTINENTAL COUNTRY CLUB

SUBDIVISION NAME	PREFIX	LOT ASSESSMENT	MANGEMENT COMPANY
Canyon Country Club Estates Unit I	481	\$550	
Canyon Country Club Estates Unit II	482	\$365	
Canyon Country Club Estates Unit III	483	\$550	
Canyon Country Club Estates Unit IV	484	\$365	
Chipmunk Hollow	479	\$550	
Coconino Country Club Estates	480	\$365	
Continental Townhouse Unit I	495	\$550	PEAKS
Continental Townhouse Unit II	496	\$550	HOAMCO
Continental Country Club Estates Unit I	485	\$550	
Continental Country Club Estates Unit II	486	\$365	
Elk Run Townhouses	477	\$550	HOAMCO
Elk Run	492	\$365	
Evergreen	490	\$550	
Gemini 2	402	\$550	
Idlewood I	498	\$550	PEAKS
Idlewood II	499	\$550	PEAKS
Lakepoint	475	\$550	HOAMCO
Lakeside Acres I	488	\$550	
Lakeside Acres II	489	\$550	
Lakeside Acres III	493	\$550	
Lakewood Village I	497	\$550	STERLING
Lakewood Village II	478	\$550	HOAMCO
Marina del Lago	404	\$365	
Morning Star	491	\$550	
Saddleback	401	\$550	PEAKS
Sunridge	487	\$365	
Tanglewood Vista	406	\$550	PEAKS
Tanglewood Villas	405	\$550	PEAKS
Tam O'Shanter	407	\$550	PEAKS
Walnut Canyon Village	420	\$550	PEAKS
Walnut Canyon Hills I & II	421	\$550	STERLING
Whispering Pines	476	\$550	
Woodridge	403	\$550	



COMMUNITY OVERVIEW

LOCATION: Flagstaff, Arizona, approximately two hours north of Phoenix in Northern Arizona. Flagstaff sits 7,000 feet above sea level and offers a mild four-season climate, which is typically 25 degrees cooler than Phoenix at any time of year.

SIZE: A 600-plus-acre private community with over 700 home sites. Dominating the landscape is the Coconino National Forest.

Owned & Managed by The Symmetry Companies

AMENITIES: Championship 18-hole Jay Morrish-designed golf course, 35,000-square-foot Clubhouse, pro golf shop, private dining room, mixed-grill restaurant, cocktail lounge, 1,700-bottle wine room, spa, men's and women's lounges with lockers, game tables, whirlpool and steam rooms, Trout Creek Park with barbecue grills and lake stocked with Rainbow Trout for catch-and-release fishing and Camp Pine Canyon recreational facility for the entire family, with tennis courts, casual dining, a lap pool with a water slide, kid's pool with water features and a shaded toddler pool.

PRODUCT OFFERINGS

CUSTOM ESTATE HOME SITES	from the \$100,000's
CUSTOM RESIDENCES	from the \$900,000's to over \$4 Million
DEER CREEK CABINS	from the high \$700,000's
MOUNTAIN VISTA CONDOMINIUMS	from the mid \$700,000's
ELK PASS TOWNHOMES	from the \$700,000's
COCONINO RIDGE.....	coming soon!

MEMBERSHIP SUMMARY

RESIDENT OFFERINGS:

Summit Membership Initiation Fee \$100,000 (refundable) or \$40,000 (non-refundable) / \$750 per month

*The annual minimum of \$1,200 will consist of food and merchandise purchases.

Alpine Membership Initiation Fee..... \$48,000 (refundable) or \$28,000 (non-refundable) / \$295 per month

*The annual minimum of \$1,200 will consist of food only purchases.

Social Membership Initiation Fee..... \$10,000 (non-refundable) / \$100 per month

*The annual minimum of \$1,200 will consist of food only purchases.

NON-RESIDENT OFFERINGS

Summit Membership Initiation Fee..... \$50,000 (non-refundable) / \$750 per month

*The annual minimum of \$1,200 will consist of food and merchandise purchases.

HOMEOWNER'S ASSOCIATION DUES

Custom Estate Home Sites / Custom Residences / Creekside Village / Deer Creek Cabins	\$600 per quarter / \$200 per month
Elk Pass Townhomes	\$1,530 per quarter / \$510 per month (\$200 plus \$310)
Mountain Vista Condominiums	\$1,440 per quarter / \$480 per month (\$200 plus \$280)

Price ranges and rates subject to change without notice. Current as of 04/01/2017.

Pine Canyon Sales Office: (866) 779-5700 pinecanyon.net



PINE CANYON VILLAGE ASSOCIATION (FLAGSTAFF)



LOCAL OFFICE INFORMATION:

523 N Beaver Street
Flagstaff, AZ 86001

COMMUNITY MANAGER:

Christine Fisher
Email: cfisher@hoamco.com
Phone: 928-779-4202 x 7
Fax: 928-776-0500

Single Family Home HOA Info

HOA Fees

Transfer and Disclosure Fees

Master Assoc.

- HOAMCO Transfer Fee: \$150.00 Combine both transfer fees (\$200)
- Disclosure: \$180.00 Combine both SELLER Disclosure and Doc fees (\$200)
- Home Wise Documents: \$20.00
- HOA Transfer Fee: \$50 All Sales
- Working Capital: \$450 for a Developer Sale
- Reserve Contribution: \$350 for a Developer Sale
- Enhancement fee for Resales only:
 - Vacant Lot: 0.50% of GSP not to exceed \$5000

Initial Membership Fee


- Built: 0.25% of GSP not to exceed \$10,000 Community Enhancement Fee

HOA Fees



- Quarterly Assessments: \$600.00

**H.O.A. CONDOMINIUM /
PLANNED COMMUNITY ADDENDUM**

Single Family Home in Pine Canyon



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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: _____
2. Premises Address: _____
3. Date: _____

4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale.
5. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8. H.O.A.: _____ Contact info: _____
9. Management Company (if any): _____ Contact info: _____
10. Amount of Dues: \$ _____ How often?: _____
11. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DAY/YR MO/DAY/YR
12. Master Association (if any): Pine Canyon Village Master Associta Contact info: Christine Fisher
13. Management Company (if any): HOAMCO Contact info: 9287794202 ext. 7
14. Amount of Dues: \$ 600.00 How often?: Quarterly
15. Amount of special assessments (if any): \$ NONE How often?: _____ Start Date: _____ End Date: _____
MO/DAY/YR MO/DAY/YR
16. Other: _____ Contact info: _____
17. Amount of Dues: \$ _____ How often?: _____

FEES PAYABLE UPON CLOSE OF ESCROW

19. Transfer Fees: Association(s) fees related to the transfer of title. H.O.A. \$ _____ Master Association \$ 200.00
20. Capital Improvement Fees, including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ 800 Developer / NO for re-sale
21. Prepaid Association(s) Fees: Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ _____ Master Association \$ _____
22. Disclosure Fees: Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association.
23. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ 200.00
24. Other Fees: \$ Enhancement Explain: Resale Vacant .50% GSP not to exceed 5,000/ Built .25% GSP not to exceed \$10,000
25. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.

34. _____
35. * SELLER'S SIGNATURE MO/DAY/YR * SELLER'S SIGNATURE MO/DAY/YR

[HOA 1 Master Assoc]	Yes
[HOA Name]	Pine Canyon Village Association
[HOA Contact #]	928-779-4202
[Initial Ownership or Membership Fee Y/N]	Yes
[Initial Ownership or Membership Fee \$/%]	%
[Initial Ownership or Member \$]	0.25
[Fee Name]	Community Enhancement
[HOA Fees]	600
[HOA Frequency]	Quarterly
[Additional Membership Fees Y/N]	No
[HOA Transfer Fee \$]	200
[Additional Misc Fees or Deposits Y/N]	No
[Prepaid Fees Y/N]	No
[HOA 2 or POA Y/N]	No
[Special Assessments Y/N]	No
[Pending Assessments Y/N]	No
[Seller's Disclosure Fees \$]	200.0000
[Prepaid Assoc Fees \$]	0.0000

Elk Pass Townhomes in Pine Canyon

- HOAMCO Transfer Fee: \$150.00 + \$50= \$200
- Disclosure: \$180.00
- Home Wise Documents: \$20.00 + \$180= \$200
- HOA Transfer Fee: \$50 All Sales
- Working Capital: \$450 for a Developer Sale
- Reserve Contribution: \$350 for a Developer Sale
- Enhancement fee:
 - Vacant Lot: 0.50% of GSP not to exceed \$5000
 - Built: 0.25% of GSP not to exceed \$10,000
- Quarterly Assessments: \$1530.00 Includes the \$600/Quarterly Fee
 - Master Assessment: \$600/quarter
 - Elk Pass Assessment: \$930/quarter

Mountain Vista Condos in Pine Canyon

- HOAMCO Transfer Fee: \$100.00 + \$150= \$250
- Disclosure: \$100.00
- Home Wise Documents: \$20.00 + \$100= \$120
- HOA Transfer Fee: \$150 All Sales
- Quarterly Assessments: \$1440.00 Includes the \$600/Quarterly Fee
 - Master Assessment: \$600/quarter
 - Mountain Vista Assessment: \$840/quarter

***Combine BOTH Transfer Fees and Both Disclosure Fees for one Total Entry**

**H.O.A. CONDOMINIUM /
PLANNED COMMUNITY ADDENDUM**

Townhome in Pine Canyon



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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: _____
2. Premises Address: _____
3. Date: _____
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale.
5. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8. H.O.A.: Elk Pass Townhome Contact info: Christine Fisher
9. Management Company (if any): HOAMCO Contact info: 9287794202 ext. 7
10. Amount of Dues: \$ 930.00 How often?: _____
11. Amount of special assessments (if any): \$ NONE How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
12. Master Association (if any): Pine Canyon Village Master Associta Contact info: Christine Fisher
13. Management Company (if any): HOAMCO Contact info: 9287794202 ext. 7
14. Amount of Dues: \$ 600.00 How often?: Quarterly
15. Amount of special assessments (if any): \$ NONE How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. Other: _____ Contact info: _____
17. Amount of Dues: \$ _____ How often?: _____

FEES PAYABLE UPON CLOSE OF ESCROW

19. Transfer Fees: Association(s) fees related to the transfer of title. H.O.A. \$ _____ Master Association \$ 200.00
20. Capital Improvement Fees, including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ 800 Developer / \$0 For Resale
22. Prepaid Association(s) Fees: Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ _____ Master Association \$ _____
24. Disclosure Fees: Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association.
26. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ 200.00
31. Other Fees: \$ Enhancement Explain: Resale Vacant .50% GSP not to exceed 5,000/ Built .25% GSP not to exceed \$10,000
32. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.

34. _____ MO/DA/YR ^ SELLER'S SIGNATURE MO/DA/YR

35. ^ SELLER'S SIGNATURE MO/DA/YR

HOA 1 Master Assoc]	Yes	?
HOA Name]	Pine Canyon Village Association	
HOA Contact #]	928-779-4202	
Initial Ownership or Membership Fee Y/N]	Yes	
Initial Ownership or Membership Fee \$/%]	%	
Initial Ownership or Member \$]	0.25	?
Fee Name]	Community Enhancement	?
HOA Fees]	600	
HOA Frequency]	Quarterly	
Additional Membership Fees Y/N]	No	
HOA Transfer Fee \$]	200	?
Additional Misc Fees or Deposits Y/N]	No	?
Prepaid Fees Y/N]	No	?
HOA 2 or POA Y/N]	Yes	?
HOA 2 or POA Name]	Elk Pass Townhomes	
HOA 2 or POA Contact #]	928-779-4202 X7	
HOA 2 or POA \$]	840	
HOA 2 or POA Frequency]	Quarterly	
Special Assessments Y/N]	No	?
Pending Assessments Y/N]	No	?
Seller's Disclosure Fees \$]	200	
Prepaid Assoc Fees \$]	0.0000	

**H.O.A. CONDOMINIUM /
PLANNED COMMUNITY ADDENDUM**

Condo in Pine Canyon



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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: _____
2. Premises Address: _____
3. Date: _____
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale.
5. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8. H.O.A.: Mountain Vista Condominium Association Contact info: Christine Fisher
9. Management Company (if any): HOAMCO Contact info: 9287794202 ext. 7
10. Amount of Dues: \$ 840.00 How often?: _____
11. Amount of special assessments (if any): \$ NONE How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
12. Master Association (if any): Pine Canyon Village Master Associa Contact info: Christine Fisher
13. Management Company (if any): HOAMCO Contact info: 9287794202 ext. 7
14. Amount of Dues: \$ 600.00 How often?: Quarterly
15. Amount of special assessments (if any): \$ NONE How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. Other: _____ Contact info: _____
17. Amount of Dues: \$ _____ How often?: _____

FEES PAYABLE UPON CLOSE OF ESCROW

19. Transfer Fees: Association(s) fees related to the transfer of title. H.O.A. \$ _____ Master Association \$ 250.00
20. Capital Improvement Fees, including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ NONE Master Association \$ NONE
21. Prepaid Association(s) Fees: Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ _____ Master Association \$ _____
22. Disclosure Fees: Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ 320.00
31. Other Fees: \$ Enhancement Explain: 0.25% of GSP not to exceed \$10,000
32. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.

34. _____
35. A SELLER'S SIGNATURE _____

[HOA 1 Master Assoc]	Yes
[HOA Name]	Pine Canyon Village Association
[HOA Contact #]	928-779-4202
[Initial Ownership or Membership Fee Y/N]	Yes
[Initial Ownership or Membership Fee \$/%]	%
[Initial Ownership or Member \$]	0.25
[Fee Name]	Community Enhancement
[HOA Fees]	600
[HOA Frequency]	Quarterly
[Additional Membership Fees Y/N]	No
[HOA Transfer Fee \$]	250
[Additional Misc Fees or Deposits Y/N]	No
[Prepaid Fees Y/N]	No
[HOA 2 or POA Y/N]	Yes
[HOA 2 or POA Name]	Mountain Vista Condo Association
[HOA 2 or POA Contact #]	928-779-4202 X7
[HOA 2 or POA \$]	840
[HOA 2 or POA Frequency]	Quarterly
[Special Assessments Y/N]	No
[Pending Assessments Y/N]	No
[Seller's Disclosure Fees \$]	320
[Prepaid Assoc Fees \$]	0.0000

RATES FOR 2017

EFFECTIVE 1-1-2017

BOARD APPROVED 11-4-2016



ASSOCIATION FEES

The Forest Highlands Association

New Owner Capital Contribution **\$44,000.00**

Membership Transfer Fee \$1,500.00 + \$4,000.00 for Utility Transfer Fee: **\$5,500.00**

Regular Monthly Assessment **\$650.00**

Regular Monthly Assessment - Reserves **\$100.00**

Input as \$750/Month

Alarm Monitoring \$27.50 Natural Gas Tap-In Fee (*new*)

\$3,000.00 Natural Gas Conversion (*existing*) \$2,000.00 NSF Check \$35.00

To access ALL Info and Docs: <http://fhgc.com/forest-highlands-forms/>

H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM

Page 1 of 3
February 2015



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Home in Forest Highlands

SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: Great People
2. Premises Address: ANY HOME Forest Highlands, FLAGSTAFF, AZ 86005
3. Date: Today
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale. (2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.
6. **ASSOCIATION(S) GOVERNING THE PREMISES**
8. H.O.A.: _____ Contact info: _____
9. Management Company (if any): _____ Contact info: _____
10. Amount of Dues: \$ _____ How often?: _____
11. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
12. **Master Association (if any):** Forest Highlands Association Contact info: (928) 525-9014
13. Management Company (if any): _____ Contact info: _____
14. **Amount of Dues:** \$ 750.00 How often?: Monthly
15. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. **Other:** _____ Contact info: _____
17. Amount of Dues: \$ _____ How often?: _____
18. **FEES PAYABLE UPON CLOSE OF ESCROW**
19. **Transfer Fees:** Association(s) fees related to the transfer of title. H.O.A. \$ _____ Master Association \$ 5,500.00
20. **Capital Improvement Fees** including, but not limited to, those fees labeled as community reserve, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ _____ Master Association \$ 44,000.00
21. **Prepaid Association(s) Fees:** Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ NA
22. Master Association \$ NA
24. **Disclosure Fees:** Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association.
27. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ Master Association \$ _____
30. H.O.A. \$ _____ Master Association \$ _____
31. **Other Fees:** \$ _____ Explain: _____
32. **SELLER CERTIFICATION:** By signing below, Seller certifies that the information contained above is true and complete to the best of Seller's actual knowledge as of the date signed. Broker(s) did not verify any of the information contained herein.
33. _____
34. _____

[HOA 1 Master Assoc]	Yes
[HOA Name]	Forest Highlands Association
[HOA Contact #]	928-525-9014
[Initial Ownership or Membership Fee Y/N]	Yes
[Initial Ownership or Membership Fee \$/%]	\$
[Initial Ownership or Member \$]	44,000
[Fee Name]	Capital Improvement Fee
[HOA Fees]	750
[HOA Frequency]	Monthly
[Additional Membership Fees Y/N]	No
[HOA Transfer Fee \$]	5,500
[Additional Misc Fees or Deposits Y/N]	No
[Prepaid Fees Y/N]	No
[Additional Misc Fees or Deposits Y/N]	No
[Prepaid Fees Y/N]	No
[HOA 2 or POA Y/N]	No
[Special Assessments Y/N]	No
[Pending Assessments Y/N]	No
[Seller's Disclosure Fees \$]	0.00

CONTINENTAL COUNTRY CLUB

(A Master Homeowners' Association)
2380 N. Oakmont Drive ~ Flagstaff, AZ 86004
Phone: (928) 526-5125 ~ Fax: (928)526-6393

ANY PROPERTY (DOES NOT INCLUDE OTHER HOA FEES FOR CONDOS or TWHS)

The Annual Lot Assessment for Continental Country Club (CCC) is **\$550.00**.

The Annual Lot Assessment for CCC is paid through **12/31/2017** and is next due on **1/1/2018**.

A **RESALE DISCLOSURE FEE** of **\$400.00** and a **RESERVE FUND DEPOSIT** of **\$1,000.00** is required for a total of **\$1,400.00** payable to CCC upon closing.

No Special Assessments for CCC are due or anticipated.

The CCC Lot Assessment does not include blanket hazard insurance nor fire insurance premiums.

RESERVE FUND: This fund is used for larger scale projects, such as infrastructure, that are not covered by the Annual Lot Assessment and don't occur on an annual basis. **Some examples of reserve fund use are:**

- Construction and major renovation such as sidewalks and parking lots
- A water pipe in the clubhouse that freezes, burst and cause a flood in the middle of winter

TRANSFER FEES

Please note that "Resale Disclosure Fees" and "Reserve Fund Deposit" are **Not** Transfer Fees.

Arizona statutes were amended as of January 1, 2012, to regulate transfer fees. (*A.R.S. § 33-1256 and § 33-1807 and A.R.S. § 33-442*) Because of the potential liabilities simply because of the unknown legal distinctions, it is important that **Resale Disclosure Fees and Reserve Fund Deposit Fee are Not defined as "Transfer Fees."**

Transfer fees are **Not** to be confused with the resale disclosure fees authorized in the planned community and condominium statutes.

H.O.A. CONDOMINIUM / PLANNED COMMUNITY ADDENDUM

Page 1 of 3

February 2015



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SELLER'S NOTICE OF H.O.A. INFORMATION

1. Seller: Great People
2. Premises Address: A HOME in Continental Country Club, FLAGSTAFF, AZ 86005
3. Date: Today
4. **INSTRUCTIONS:** (1) Homeowner's association ("H.O.A.") information to be completed by Seller at the time of listing the Premises for sale.
(2) Upon completion, this Addendum shall be uploaded to the multiple listing service, if available, or delivered to prospective buyers upon request prior to prospective buyer's submission of a Purchase Contract to Seller.

ASSOCIATION(S) GOVERNING THE PREMISES

8. H.O.A.: _____ Contact info: _____
9. Management Company (if any): _____ Contact info: _____
10. Amount of Dues: \$ _____ How often?: _____
11. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
12. **Master Association (if any):** Continental Country Club Contact info: (928) 526-5125
13. Management Company (if any): _____ Contact info: _____
14. **Amount of Dues:** \$ 550.00 How often?: Annually
15. Amount of special assessments (if any): \$ _____ How often?: _____ Start Date: _____ End Date: _____
MO/DA/YR MO/DA/YR
16. **Other:** _____ Contact info: _____
17. Amount of Dues: \$ _____ How often?: _____

Add Condo or TWHS HOA Info & Fees Here

FEES PAYABLE UPON CLOSE OF ESCROW

19. **Transfer Fees:** Association(s) fees related to the transfer of title. H.O.A. \$ _____ **Master Association** \$ _____
20. **Capital Improvement Fees,** including, but not limited to, those fees labeled as **community reserve**, asset preservation, capital reserve, working capital, community enhancement, future improvement fees, or payments. H.O.A. \$ _____ **Master Association** \$ 600.00
22. **Prepaid Association(s) Fees:** Dues, assessments, and any other association(s) fees paid in advance of their due date. H.O.A. \$ NA
23. **Master Association** \$ NA
24. **Disclosure Fees:** Association(s) Management/Company(ies) costs incurred in the preparation of a statement or other documents furnished by the association(s) pursuant to the resale of the Premises for purposes of resale disclosure, lien estoppels and any other services related to the transfer or use of the property. Pursuant to Arizona law, Disclosure Fees cannot be more than an aggregate of \$400.00 per association. As part of the Disclosure Fees, each association may charge a statement or other documents update fee of no more than \$50.00 if thirty (30) days or more have passed since the date of the original disclosure statement or the date the documents were delivered. Additionally, each association may charge a rush fee of no more than \$100.00 if rush services are required to be performed within seventy-two (72) hours after the request. H.O.A. \$ _____ **Master Association** \$ 400.00
31. **Other Fees:** \$ _____ Explain: _____

Add Listing – Residential

5678 Continental Country Club Home, Flagstaff, AZ 86004

Add Listing

Save Incomplete

General Address Main Fields Details Photos Export

Show All Fields

[HOA 1 Master Assoc]	Yes	
[HOA Name]	Continental Country Club	
[HOA Contact #]	(928) 526-5125	
[Initial Ownership or Membership Fee Y/N]	No	
[HOA Fees]	550	
[HOA Frequency]	Yearly	
[Additional Membership Fees Y/N]	No	
[HOA Transfer Fee \$]	0	
[Additional Misc Fees or Deposits Y/N]	Yes	
[Additional Misc Fees or Deposits \$]	600	
[Additional Fee Name/Type]	Reserve Fund Fee	
[Prepaid Fees Y/N]	No	
[HOA 2 or POA Y/N]	No	
[Special Assessments Y/N]	No	
[Pending Assessments Y/N]	No	
[Seller's Disclosure Fees \$]	400.0000	
[Prepaid Assoc Fees \$]	0.0000	

Info for Condo or TWHS as HOA 2

[HOA 2 or POA Y/N]	Yes
[HOA 2 or POA Name]	(HOA Name of Condo or TWHS)
[HOA 2 or POA Contact #]	#
[HOA 2 or POA \$]	\$
[HOA 2 or POA Frequency]	Monthly
[Special Assessments Y/N]	No
[Pending Assessments Y/N]	No
[Seller's Disclosure Fees \$]	400.0000
[Prepaid Assoc Fees \$]	0.0000

“Yes” when Condo or TWHS HOA

MLS HOA Help Fields and Explanations

flexmls

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Add Listing – Residential [Last AutoSave: 11:12 am]

General Address Main Fields Details Photos Export

[HOA 1 Master Assoc] Yes [Click HERE to download HOA Contact List](#)

[HOA Name]

[HOA Contact #]

[Initial Ownership or Membership Fee \$/%] Select One

[Initial Ownership or Member \$]

Select One

- Association Fee
- Capital Improvement Fee
- Community Enhancement
- Social Membership

[Fee Name] Select One

[HOA Fees]

[HOA Frequency] Select One

[Additional Membership Fees Y/N] Select One

Membership Fee \$

[Initial Ownership or Member \$]

[Fee Name] Select One

- Golf
- Golf & Social
- Optional/Non-Mandatory
- Social

[Fee Type] Select One

[HOA Transfer Fee \$]

[Additional Misc Fees or]

HOA 1: This is either the ONLY HOA or MASTER governing HOA when other HOA's exist or if there are additional HOA fees or categories. **Refer to HO Addendum lines 8-11 or 12-15.**

HOA Initial Ownership or Membership Fee: The Fee associated with either the ONLY HOA fee or when there's a MASTER HOA. This is typically the fee required by new owners to become a member and/or provide capital to the HOA. This is an additional fee other than any monthly, quarterly, or annual fee. See "Fee Name" for options of the type of fee. **Refer HOA Addendum lines 8-15, 16-17, or 20-21.**

HOA Initial Ownership or Membership Fee Amount: The Fee associated with MANDATORY additional membership cost. For most areas this is a \$ amount whereas in Pine Canyon it is a 25% of 1% of sales price (0.25 %). See "Fee Name" for options of the type of fee. **Refer HOA Addendum lines 8-15, 20-21 or on line 31.**

Fee Name: "Association Fee" typically refers to when there's just one HOA and/or in an area that does not offer membership-type benefits. "Social Membership" is typically referred to with public areas that do offer amenities such as in Continental Country Club or can be identified with Flagstaff Ranch when exist. "Capital Improvement Fee" (Forest Highlands) and "Community Enhancement Fee" (Pine Canyon) typically refers to private golf course community's initial buy-in fee. **Refer to lines 8-15, 16-17, or 20-21 of HOA Addendum to specify.**

Additional HOA Fee Type: Refers to options based on area's amenities and/or if current owner holds any transferrable membership whether mandatory or not. **Please specify if non-mandatory.**

[HOA Frequency]	Select One ▾
[Additional Membership Fees Y/N]	Select One ▾
[HOA Transfer Fee \$]	<input type="text"/>
[Additional Misc Fees or Deposits Y/N]	<input type="checkbox"/>
[Prepaid Fees Y/N]	Select One ▾
[HOA 2 or POA Y/N]	Select One ▾
[Special Assessments Y/N]	Select One ▾
[Pending Assessments Y/N]	Select One ▾
[Seller's Disclosure Fees \$]	<input type="text"/>
[Prepaid Assoc Fees \$]	<input type="text"/>
[Taxes]	<input type="text"/>
[Tax Year]	<input type="text"/>
General Property Description	

Additional Misc. Fees or Deposits: When the HOA requires either administration or online fees, utility fee hook-ups, or of similar fee type to acquire the property. *Refer to line 31 and/or 80 of HOA Addendum. Must include amount and fee name or type.*

Pre-paid Fees: When the HOA requires dues or assessments to be paid prior to when they are due. *Refer to lines 22-23 of HOA Addendum. Buyer is responsible for these fees, see line 77 of HOA Addendum.*

HOA 2 or POA: When there is more than one governing HOA and typically refers to condominiums or town-homes. *Refer to lines 8-11 and/or lines 16-17 of HOA Addendum.*

Special or Pending Assessments: Occurs when a HOA requires additional funds to typically improve or enhance the area or amenities to be paid by current homeowner. The amount and due date may effect buyer's desire or financial ability to purchase. *Refer to lines 84-85 and/or lines 86-90 of HOA Addendum.*

Best Practice Use of the HOA Addendum

Posted on January 16, 2015 by Nikki Salgat, Esq.

The newly revised [H.O.A. Condominium / Planned Community Addendum](#) (HOAAddendum) is scheduled for release on **Monday, February 2, 2015**. With the revision comes a change in the way the HOAAddendum is used. Accordingly, this article is intended to educate REALTORS® on best practices in using the new HOAAddendum.

Before discussing the use of the revised form, it is important for members to understand the reason for the changes. In the eyes' of the Risk Management Committee, it was becoming increasingly common for parties to be surprised at close of escrow by previously undisclosed HOA fees that were due and payable upon close of escrow, and which neither the buyer nor seller had previously agreed to pay. In an effort to avoid this scenario, the Committee wanted to create a form that promotes a greater level of disclosure of the various fees that are payable upon close of escrow. This greater level of disclosure should allow for fewer surprises, happier clients and successful closings.

The HOAAddendum is now a three-page document that involves four parts.

Part One: The Seller

The Seller initiates the process by completing page one of the HOAAddendum. Page one involves identifying the Association(s) that govern the Premises, along with the amount of dues and/or special assessments. This section also asks the Seller to disclose the homeowner's association (HOA) fees payable upon close of escrow.

A. Identifying the HOA Information

Upon listing a property for sale, the **Seller should identify all Association(s)/Management Company(ies)** governing the Premises. The HOAAddendum includes three boxes for this information. The boxes are as follows: (1) the first box, starting at line 8, is for the HOA governing the Premises; (2) the second box, starting at line 12, is for properties that may be additionally subject to a master association; and (3) the third box, starting at line 16, is included for the rare occasion in which there is a third association governing the Premises.

The Seller should further include in each of the respective boxes the amount of dues owed to the Association(s)/Management Company(ies) and how often those dues are paid (e.g. monthly, quarterly, or yearly). Additionally, if the Seller is aware of any current or pending special assessments, that amount should be included along with the start date and end date for the special assessment.

The Seller can find the above information by reviewing their association billing statement or contacting the Association(s)/Management Company(ies) that govern the Premises.

B. Identifying the Fees Payable Upon Close of Escrow

When listing a property for sale, the HOAAddendum further instructs the Seller to disclose the Fees Payable Upon Close of Escrow. The **Fees Payable Upon Close of Escrow are located at lines 19 through 31** and are grouped into categories which consist of the following: (1) Transfer Fees; (2) Capital Improvement Fees; (3) Prepaid Association(s) Fees; (4) Disclosure Fees; and (5) Other Fees. If there is a question as to what kind of fee falls under each of the categories, definitions of the fees conveniently follow each bolded category.

In completing this portion of the HOAAddendum, each association governing the property should be contacted, and

the fees charged by each association at close of escrow should be disclosed. If there are fees charged by a third association, those fees should be included in one lump sum under “Other Fees” with an explanation provided.

C. Conveying the HOA Addendum

Once the HOA information and Fees Payable Upon Close of Escrow have been obtained, the Seller is to complete page one of the Addendum and place their signature on line 34. Thereafter, the entire three-page HOA Addendum is to be uploaded to the Multiple Listing Service, if available, or delivered to prospective buyers upon request.

The reason for uploading the HOA Addendum is so that prospective buyers will be able to easily access the HOA Addendum and take note of the Fees Payable Upon Close of Escrow. With this knowledge, the Buyer can make an informed decision as to which fees they are offering to pay as part of their purchase offer.

In the event that the local MLS does not permit the Addendum to be uploaded, or in the event that the listing agent fails to do so, the prospective buyer’s agent should directly contact the listing agent and request that the HOA Addendum be promptly conveyed.

Part Two: Additional Obligations

The second page of the HOA Addendum addresses the Seller’s legal obligation to provide specific information (which is located in the box on page 2) to the Buyer if the HOA has less than 50 units. However, if the HOA has 50 units or more, lines 38 through 41 address the association’s obligation to provide the information to the Buyer.

Part Three: The Prospective Buyer

Prior to submitting their purchase offer, the Buyer should secure a copy of the Addendum in which page one has been completed by the Seller. The Buyer should review the fees disclosed on page one and should then contact the Association(s)/Management Company(ies) to obtain verbal verification of the Fees Payable Upon Close of Escrow. Once the Buyer feels that they understand the Fees Payable Upon Close of Escrow, they are to complete page three of the HOA Addendum, thereby identifying which party pays for which fees. Finally, the Buyer signs the HOA Addendum at line 100 and conveys all three pages of the HOA Addendum to the Seller upon submission of their purchase offer.

Part Four: The Seller

Upon receipt of the HOA Addendum, the Seller decides whether to accept or counter the Fees Payable Upon Close of Escrow as proposed by the Buyer.

If the Seller is unwilling to accept the Buyer’s proposal regarding the Fees Payable Upon Close of Escrow, the Seller has two primary options. First, the Seller can simply reject the Buyer’s purchase offer. Alternatively, the Seller can submit a counteroffer to the Buyer that contains the Seller’s proposal for who pays what fees.

For more information on the changes and use of the HOA Addendum, please see the [HOA Addendum FAQs](#) and our [HOA Addendum webinar](#).

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This article is of a general nature and reflects only the opinion of the author at the time it was drafted. It is not intended as definitive legal advice, and you should not act upon it without seeking independent legal counsel.

Tags: [HOA](#), [HOAAddendum](#), [New Form](#), [New Forms](#), [New HOA form](#)