

**Moon Mountain Vista Homeowners' Association**

P.O. Box 4171

Mesa, AZ 85211-4171

(480) 545-9755

(480) 545-8020 (Fax)

Welcome to MOON MOUNTAIN VISTA HOMEOWNERS' ASSOCIATION

As a new member of a Homeowners' Association, we would like to familiarize you with the many aspects of community living.

**MEMBERSHIP**

The Moon Mountain Vista Homeowners' Association was created by the Declarations of Covenants, Conditions, and Restrictions (CC&Rs), the Articles of Incorporation and the Bylaws. The Association is a non-profit corporation of which all property owners are members. Contained in the Deed Restriction (CC&Rs) are regulations by which your Association is governed. If you purchased a new home, your title company should have provided you with these documents for your personal files. If you purchased an existing home, you received your Association's documents from Caretaker. **PLEASE TAKE THE TIME TO EXAMINE THESE IMPORTANT DOCUMENTS!** All questions that you may have regarding Moon Mountain Vista will be addressed within these documents.

We are often asked the purpose of a homeowners' association. An Association has many functions and purposes, but its main goal is the protection and enhancement of the value of the community as a whole as well as the retention and improvement in market value of each individual property. With these goals being met, each homeowner's quality of life will be enhanced through the perceived value to owners and prospective buyers alike.

**RESPONSIBILITIES OF THE ASSOCIATION**

The Moon Mountain Vista HOA has many responsibilities including the collection of assessments, management of the Association checkbook, violation enforcement, architectural control, maintenance of the Association files and records, preparation of Association taxes, and the corporation commission reports. The Association is also responsible for maintaining liability insurance on the common areas. Please note, however, that each owner is directly responsible for the coverage of their belongings and any personal liability they may wish to carry.

The funds with which your Association meets its financial obligations are derived from assessments from each member. Association expenses may include common area maintenance, liability insurance, water and electricity for common areas, management fees, parts and supplies, postage and copies, bank charges, common area, reserve requirements, and in some cases, private streets, fountains and pools, and security gates. These and other Association expenses form the basis for the operating budget and consequently, the assessment rate. The timely payment of assessment is extremely important to the smooth and successful financial operation of your community.

### **ARCHITECTURAL CONTROL**

The Board of Directors would like to remind all new homeowners that no excavation, grading, alterations, modification, or any other changes or work that in any ways alters the exterior appearance of your home or lot is to be made or done without the prior written request and subsequent approval by your Board of Directors. This would include, for example, the installation of a basketball pole, a play structure, storage shed, or an additional sidewalk. Please keep in mind when submitting your request for approval that the Architectural Committee has up to 30 days from the date of receipt to either approve, deny, or request any additional information. For your convenience, an architectural submittal form is included in this packet. For more information on the architectural approval process, please refer to your CC&Rs or contact our office. Though this process may at times seem inconvenient, its intent is to maintain the integrity of your community while helping to protect property values.

### **VIOLATION ENFORCEMENT**

One of the most important, and often times most difficult functions of the Association is the enforcement of the guidelines set forth in the CC&Rs. Compliance with the Association Use Restrictions is monitored on a regular basis by Caretaker Management and the Board of Directors. CC&R violations are identified and notification is sent to the homeowner requesting voluntary compliance. If compliance is not observed, the violation is turned over to the Board of Directors for resolution. Violation enforcement is conducted on an impartial basis and is not intended to harass, but is once again designed to maintain the integrity of your community and to protect property values. In addition we have enclosed a Violation form for your use in the unfortunate case were you may feel you need to bring a violation to our attention.

### **ASSESSMENTS**

Your 2003 assessment rate is \$150.00 per year, with payments due on the 1st of January. For your convenience, you will receive a billing statement and mailing envelope shortly

### **ASSESSMENTS**

Your 2004 assessment rate is \$150.00 per year, with payments due on the 1st of January. For your convenience, you will receive a billing statement and mailing envelope shortly before each annual assessment period. If you have already prepaid your annual assessment at closing, you will receive a statement the month prior to your next assessment.

All payments are electronically processed through the Association's bank lockbox. To insure proper credit and to avoid a \$2.00 processing fee, your payment and coupon must be mailed to the "remit to" address on the coupon. Please make sure your check is payable to **MOON MOUNTAIN VISTA HOMEOWNER ASSOCIATION** and note your account number on your check.

Because the funds are used solely for Association expenses, unpaid assessments may be subject to late fees and/or fines. If owners' account reaches a delinquent status per the CC&R's a lien may be placed against your property and you will be assessed all collection charges associated with such action.

### **ANNUAL MEETING**

An Annual Meeting of the membership is held each year, on a date specified by the CC&R's. Matters addressed at the Annual Meeting include election of the Board Members, a report on the financial status of the Association, and open discussion by the general membership.

Notification of the Annual Meeting will be sent to all Members within the time allotted by the Association documents. We would encourage all Members to attend, as it is your chance to express your comments, suggestions and concerns regarding your Association. It is also an excellent opportunity to meet your neighbors.

### **MANAGEMENT SERVICES**

Caretaker is a full service management and maintenance company. We pride ourselves on our ability to address all Association issues in a professional and timely manner to the satisfaction of all parties involved when possible. A partial list of duties performed by our firm on behalf of the Association include the following:

- Maintain corporate records for the Association
- Maintain a checking account in the name of the Association and deposit all income into the account
- Verify, approve and pay all bills presented to the Association
- Maintain an effective collection process for delinquent assessments

- Provide information, assessment coupons and envelopes to new owners
- Establish a line of communication with all Members and respond to their requests when possible
- Perform regular architectural compliance tour
- Coordinate and track the architectural submittal process
- Provide the Board with bids for sub-contracted services
- Prepare an annual operating budget for approval by the Board
- Prepare and file annual tax returns
- Prepare and file Corporation Commission Annual Report
- Handle the day to day affairs of the Association at the direction of the Board

Membership input and suggestions are very much appreciated and are a key ingredient in helping us to serve the Association's needs to the best of our ability. We would like to point out, however, that your Board of Directors is ultimately responsible for making the decisions and setting policies concerning the Association. Caretaker works totally at the direction of the Board.

Caretaker and your Board of Directors' goal is to make your community living as carefree as possible. If you have any questions or concerns regarding any issues relating to Moon Mountain Vista Homeowners' Association, please refer to the attached phone list or call us at 545-9755, or write to us at Moon Mountain Vista HOA, P.O. Box 4171, Mesa, AZ 85211-4171.

Again, welcome to Moon Mountain Vista Homeowners' Association.

Sincerely yours,

Kimberly King  
Vice President of Management Services for  
CARETAKER, INC.

## **Moon Mountain Vista Homeowner Association Phone List**

**Insert your Moon Mountain Vista account number here from your billing statement \_\_\_\_\_**

**Accounting/Collections** – GeraLynn Carson (480) 545-9755 ext. 23. Inquires regarding your billing, status of your account, inquire if payment was received, or financial questions Please have your Association name and your account number.

**Architectural Submittals** – Tia Beckman (480) 545-9755 ext. 10. Inquires related to items that have been submitted for review, how to submit plans and general questions regarding architectural guidelines.

**Escrow/Accounting Assistant** – Kara Yost (480) 545-9755 ext. 14. Inquires related Escrow Demands, lender certification or closed escrows.

**Insurance** - Kara Yost (480) 545-9755 ext. 14. Inquires regarding community insurance, proof of insurance or insurance claims.

**Management Consultant** – Michele Fairchild (480) 545-9755 ext. 24. Inquires related to violation letters, complaints, CC&R's, meetings, Board of Directors, or other specific questions related to the Moon Mountain Vista Homeowner Association.

**Vice President of Management Services/Supervisor** – Kimberly King (480) 545-9755 ext. 16.

**Moon Mountain Vista Homeowners' Association****P.O. Box 4171****Mesa, AZ 85211****(480) 545-9755****(480) 545-8020 Fax**

Dear Moon Mountain Vista Homeowner:

To assist in verification and update of Association records please take a moment to provide the information request below and return this letter to Moon Mountain Vista HOA P.O. Box 4171 Mesa, AZ 85211 or fax it to Moon Mountain Vista HOA (480) 545-8020. This information is for Association use only and will not be provided to any other organization or individual.

Homeowner's Name(s): \_\_\_\_\_

Homeowner's Address: \_\_\_\_\_

Homeowner's Lot #: \_\_\_\_\_

Homeowner's Phone #: \_\_\_\_\_

☐

Occupied by Homeowner

☐

Occupied by Tenant

Tenant Name(s): \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Tenant Lot #: \_\_\_\_\_

Tenant Phone #: \_\_\_\_\_

Thank you for your assistance.

# MOON MOUNTAIN HOMEOWNERS ASSOCIATION

PO BOX 4171

MESA, AZ 85211-4171

(480) 545-9755 (480) 545-8020 FAX

## Architectural Review Committee Submittal Form

Please provide the requested information as complete as possible. If you have any questions, please feel free to call us at 545-9755. Any omissions may cause unnecessary delays.

1. Owners Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Lot \_\_\_\_\_

2. Contractor \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ License # \_\_\_\_\_

3. Description of work to be performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Time period in which work is to be completed: \_\_\_\_\_

5. Materials to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Color scheme: \_\_\_\_\_

7. Other relevant information: \_\_\_\_\_

Please attach **three (3)** copies of drawings or Blueprints of your submittal. Please indicate all materials, dimensions, colors and the exact location of the proposed work to be completed. Drawings or brochures of similar projects may also be submitted. Major construction projects **must** include elevation drawings.

I agree:      \* to maintain all improvements.  
                 \* to comply with all applicable City and State laws and obtain all required permits.  
                 \* that no work will begin until I have received approval, in writing, from the  
                 Architectural Review Committee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Submitted requests will be reviewed as soon as possible. All requests will be reviewed individually. Mail completed form to the above address.

FOR ARC USE ONLY

DATE ARC MEET: \_\_\_\_\_

☐ Approved      ☐ Not Approved

☐ Approved With      ☐ Returned for more  
Provisions      information

Provisions \_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**Moon Mountain Vista Violation Form****Nature of Violation:**

\_\_\_ Architectural, \_\_\_ Pets, \_\_\_ Noise

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_ Parking: Please note vehicle  
description (color and make), license plate  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Description of Violation/Complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Name/Address of Homeowner(s) involved:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Date(s):** \_\_\_\_\_ **Time(s)** \_\_\_\_\_**Signature of Complaint:** \_\_\_\_\_  
\_\_\_\_\_**Date:** \_\_\_\_\_

*Complaint can be anonymous, if at the time a fine might be enforced, complaint must be signed and witnessed.*



**MOON MOUNTAIN VISTA HOMEOWNERS ASSOCIATION  
P.O. BOX 4171  
MESA, AZ 85211  
(480) 545-9755**

**December 1, 2003**

Dear Homeowner;

As we approach the year 2004, the Board of Directors would like to wish you and your families both a safe and happy holiday season.

Enclosed is a copy of the 2004 Budget for the Association that has been approved by the Board of Directors. The assessment amount for 2004 will remain at \$150.00 per year per owner.

For your convenience, a statement and mailing envelope will be sent to your residence two weeks prior to the assessment period. Please make checks payable to Moon Mountain HOA. If you do not receive a statement please contact Caretaker so they may send another statement.

The banking institution that Caretaker utilizes on our behalf, allows homeowners to pay their assessments directly via an ACH Direct Debit. If you are interested in this service, please contact Caretaker for the proper forms to fill out and fees associated with this service.

We would like to ask that homeowners inform their children that the police will be notified if they are seen playing in the alleyways along the canal behind the homes. There is a large concern for the well-being of the children if they should be injured. There have been many complaints over the past year regarding this matter, and homeowners are being advised to contact the police at 602-262-6151 (non-emergency).

Your management consultant is **Michele Fairchild with Caretaker Management** and can be reached at 480-545-9755, Ext. 24, or by email at [mfairchild@caretakerinc.com](mailto:mfairchild@caretakerinc.com).

Happy Holidays!!

Sincerely,

Board of Directors  
MOON MOUNTAIN VISTA HOMEOWNERS ASSOCIATION

Moon Mountain Vista Homeowners Association													
55 units		2004 Operating Budget		\$150.00		Annually							
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>INCOME</b>													
Homeowner Assessments	8250												8250
Late Charge Income													8
Collection/Lien Income													
Legal Fee Income													
NSF Fee Income													
Sub-Total	8250	0	0	0	0	0	0	0	0	0	0	0	8250
<b>OTHER INCOME</b>													
ACC Fine Income													
Interest Income													
Sub-Total	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Income</b>	8250	0	0	0	0	0	0	0	0	0	0	0	8250
<b>OPERATING EXPENSES</b>													
Contracted Services													
Landscape Maintenance	175			175			175			175			525
Sub-Total	175	0	0	175	0	0	175	0	0	175	0	0	525
Insurance													
Master Insurance Policy								815					815
Sub-Total	0	0	0	0	0	0	0	815	0	0	0	0	815
<b>Administrative Expenses</b>													
Management Service	450	450	450	450	450	450	450	450	450	450	450	450	5400
Legal Fees													
Collection/Lien Charges													
Postage / Copies	30	30	30	30	30	30	30	30	30	30	30	30	360
NSF Checks													
Office/Bank Charges	15	15	15	15	15	15	15	15	15	15	15	15	180
Audit/Tax Preparation			275										275
Billing Statements	96												96
Mass Mailings	110												110
Annual Meeting									134				134
Sub-Total	691	495	770	495	495	495	495	495	629	495	495	495	6500
<b>TAXES</b>													
State and Federal Taxes			60										60
Property Taxes			65							65			130
Sub-Total	0	0	125	0	0	0	0	0	0	65	0	0	190
<b>Total Operating</b>	866	495	895	670	495	495	670	1310	629	735	495	495	8250
<b>Total Expenses</b>	866	495	895	670	495	495	670	1310	629	735	495	495	8250
<b>NET CASH FLOW</b>	7384	6839	5994	5324	4829	4334	3664	2354	1725	990	495	0	

Maximum Annual Assessment for 2004 is \$217.80