

# ARTEMINA COMMUNITY ASSOCIATION

## WHAT DOES MY ASSESSMENT COVER?

### LANDSCAPE MAINTENANCE

**Landscape Contract:** Weekly maintenance of all common areas including trimming, mowing, irrigation system check, trash pick up, etc.

**Other Maintenance:** Storm clean up, and erosion repair.

**Plant/Tree Replacement:** Plant and tree replacement as needed as well as annual flowers.

**Seed:** Winter rye seed for common area.

**Supplies:** Tree stakes and guards.

**Sprinkler Repairs:** Repairs to the irrigation system and annual inspection of vacuum breakers.

**Trees:** Palm tree trimming, fertilizer and fungicide.

**Weed Control:** Treatment of turf.

### GENERAL MAINTENANCE

**Exterminating:** Service in the tot lot and ramada areas and bee treatment as necessary.

**Supplies:** Signs and minor replacements parts.

**Maintenance & Repair:** Minor repairs and maintenance in common areas.

**Playground Safety:** Annual audit of 2 playgrounds and quarterly maintenance / power washing.

**Vandalism:** Costs for repairs caused by vandalism in the common areas.

### WATER FEATURE

**Pump Maintenance & Repair:** Minor repairs to the water feature pumps.

**Water Feature Maintenance:** Weekly service and extra service calls due to vandalism.

### UTILITIES

**Electricity:** Power to irrigation time clocks, common area lighting and water feature equipment.

**Water:** Irrigation for common areas and water feature.

## ADMINISTRATIVE

**Accounting & Audit:** As a corporation, the association may have its financial records independently reviewed on an annual basis. Also includes federal and state tax return preparation.

**Accounts Receivable Collection Fees:** Lien, small claims and legal fees to collect assessments. These fees are back charged to the delinquent homeowners.

**Insurance:** Property and liability coverage on common areas, Directors and Officers coverage and Fidelity Bond.

**Management:** Professional management of association business including administration of Board policies, financial services and regular on-site inspections.

**Office & Printing:** Preparation of correspondence including homeowner letters, budget packages, semi-annual newsletters, invoices and meeting notices.

**Postage:** Mailing of correspondence including homeowner letters, budget packages, newsletters, meeting notices, etc.

**Professional/ Legal:** Legal, engineering and other professional services.

**Self Help:** Yard clean-ups as needed. This is back charged to the homeowner.

**Taxes:** Annual Corporation Commission fee, property tax on common area tracts and tax on interest income.

## RESERVES

**Contingency:** Cushion for financial shortfalls which may arise from unexpected expenses or late payment of assessments.

**Landscape Renovation:** Eventual top dressing of granite, major repairs to the irrigation system and major tree trimming and removal.

**Lighting:** Repairs to and replacement of lighting in the common areas.

**Painting/Structural:** Repairs to and repainting of common area walls and ramadas.

**Professional Services:** Legal expenses relating to non-payment of assessments, consultation and CC&R violations which are not covered in the operating budget.

**Recreational Equipment:** Repair and replacement of play structures, sport courts and other common area amenities.

**Water Feature:** Repair and replacement of pumps and water feature structures.