



The Trails Homeowner's Association, Inc.

<CURRENT DATE>

<HOMEOWNER NAME>

<HOMEOWNER ADDRESS LINE #1>

Coeur d'Alene, ID 83815

Welcome To The Trails HOA!

Dear <HOMEOWNER NAME>,

Welcome to the Trails HOA! We hope that you are settling in to your new home nicely. As with any newcomer to a community, I'm sure that you have many questions regarding the HOA. I've included some common FAQs below.

FAQ #1: HOA Manager Contact

My name is Brandon Collins, and I am your HOA Manager. Should you need to contact me, I can be reached via the two methods below:

E-mail Address: b.collins@myarchiterra.com
Direct Line: 208-269-5446

With that being said, I may not always be available to respond to phone calls and emails right away, as I am consistently in meetings or handling other requests. However, my goal is to always respond to inquiries by the end of the next business day.

FAQ #2 : Governing Documents for the Trails HOA

The governing documents for the association, which are the CC&R's, bylaws, articles of incorporation, and rules & regulations, are available electronically upon request. As a matter of policy, the HOA does not provide physical copies of these governing documents, as this would be an extraneous cost on the HOA. Should you wish to obtain a copy of these documents, please reach out to me via email.

FAQ #3: Paying HOA Dues

The regular assessment for the Trails HOA is \$120.00 per quarter; these regular assessments are billed on January 1st, April 1st, July 1st, and October 1st. Assessments are considered late if funds are not received within 75 days of the bill date. The late fee is an interest charge of 1.5% per month for past due balances. There are two methods by which you can pay your HOA assessments, which I have outlined below.

Method #1: Online Payment

We utilize an online payment platform called AppFolio in order to process online payments for the HOA dues. If you would like to pay your dues via this online method, please either email me so that I can set up your account. AppFolio even has an app that can be downloaded via the

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The Trails Homeowner's Association, Inc.

Google Play or Apple App Stores that you can access your account from once the initial setup is complete. Once you have access to the AppFolio system, there will be 2 ways by which you can pay your HOA dues through this system:

Option #1: E-Check

This is the preferred method for online payments, as there is no fee for paying through this method. In order to set up an E-Check payment, all you will need is your Bank Account Number and your Bank's Routing Number. More details will be available on the website, but please feel free to reach out with any questions.

Option #2: Credit Card or Debit Card

Should you wish to pay for your HOA dues via credit or debit card, please note that the AppFolio System will charge a fee for the processing this type of transaction. You will need to enter your credit card information into the system in order to pay through this method, so we would advise having that information handy when you login. More details will be available on the website, but again, please feel free to reach out with any questions.

Method #2: Personal Check

If you would like to pay for your HOA dues via a personal check, we can receive this check via either the mail or walk in. Should you like to pay via check, we can receive said check at the following location:

The Trails Homeowner's Association, Inc.
C/O: Brandon Collins
1859 N. Lakewood Drive, Suite 200
Coeur d'Alene, ID 83814

FAQ #4: Architectural/Landscape Changes

Per the CC&R's for the Trails HOA, all exterior changes require approval for the Board of Directors prior to the start of work. There is an application for this type of submittal, should you wish to obtain this application, please reach out to me via email.

Sincerely,

Brandon Collins, CMCA®, AMS®

Brandon Collins

Homeowner Association Manager, Architerra Homes, LLC.

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Architerra Homes, LLC.



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The Trails HOA – Quick Info Sheet

Association Management Company Contact:

Architerra Homes, LLC.
1859 N. Lakewood Drive, Suite 200
Coeur d'Alene, ID 83814

Brandon Collins
Homeowner Association Manager
b.collins@myarchiterra.com
General Office Line – 208-449-1905
Manager's Direct Line – 208-269-5446

Make checks payable to:

The Trails Homeowner's Association, Inc.
C/O: Brandon Collins
1859 N. Lakewood Drive, Suite 200
Coeur d'Alene, ID 83814

The current annual assessment fees are - \$480.00
(\$120.00 paid quarterly)

Association Duties:

Common Area Property and Liability Insurance
Postage and Printing
Association Accounting/Management
Tax Accountant (CPA)
Common Area Property Taxes
Association Reserves for Future Maintenance and Capital Improvements
Common Area Maintenance:
Landscape and Grounds Maintenance
Spraying of Weeds, Fertilizing, Sprinkler Repairs
Irrigation Control and Maintenance
Electric – Irrigation Clocks, Entry Lighting, and Street Lighting
Tree Care

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