

Riverwalk Tucson Homeowners Association

c/o HBS Management Solutions
6258 E Grant Road
Tucson, Arizona 85712

Welcome!

The Board of Directors of Riverwalk Tucson Homeowner's Association extends a warm welcome to you as a new homeowner and member of Riverwalk Tucson Homeowner's Association in our unique and beautiful neighborhood. The community has two types of homes and is built partially of townhomes and partially of single-family residences. Because the maintenance requirements are different for each type of housing, the assessments are also different.

Assessments are billed on a quarterly basis and are due January 1, April 1, July 1, and October 1 every year. For 2021, the quarterly assessments are **townhomes (\$177.39)** and **single-family residential homes (\$142.77)**. There are various payment options; check my mail, Automatic Deduction, Bank Bill pay; but all payments are to be made payable to Riverwalk Tucson HOA and include your lot number. When mailing payments, send to Riverwalk Tucson HOA, c/o HBS Management Solutions, 6258 E Grant Road, Tucson, AZ 85712. For online payments, visit hbsmanagementsolutions.com and use Paylease in the upper right-hand corner of the screen.

For all financial questions, forms, payments are to be directed to:

Erin R. Kousen, Account Specialist

Direct: (520) 867-6034 Fax: (520) 867-6097

Erin@hbsmanagementsolutions.com

All the community is **governed** by written documents known as Articles, Bylaws, Covenants, Conditions, and Restrictions (CC&Rs), which set forth your rights and obligations as a homeowner as well as the Association to you; these documents should be provided to you during your purchase via the title agency or real estate agent. You may also download them from the community website. Please note that following the closing of your new home; we ask that you complete the included forms and return it to our office via mail, email, or fax so that we can assist you better.

Due to the Governing Documents, there are **limitations in parking spaces**. The Community is tight knit and there is no opportunity for land growth. As such, parking is limited to two vehicles being parked within the two-car garage. Parking on the street (anywhere in front of the home), on the apron (the pad immediately in front of the garage) and at the visitor parking spaces (unless it is a real visitor) are all prohibited and enforced. If purchaser, owner, or resident (renters) has a vehicle(s) that will not fit into the garage, purchaser will need to make other arrangements with the vehicle that does not include parking at any of the prohibited parking locations named. Conversion of garage for usage other than parking as intended within the Governing Documents is also prohibited and enforced.

If you purchased this home to be a **rental**, all rentals require a Registration Form to be completed and provided to the Association. Long-term rentals are not prohibited. Rentals must be no less than 30-days. Frequent rentals, longer than 30-days but not a long-term rental requires a \$25.00 rental fee paid to the association.

All rental homes are the full responsibility of the deeded owner to ensure that the residents are educated and following all community governing documents, policies, and rules. All rental owners are to ensure that the residents are aware there is no parking as specified in first notation. The relationship of the association is with the deeded owner(s) and not the resident. The deeded owner(s) are the entity that shall receive all violations and or fines wherever applicable and be held accountable to gain compliance.

The Homeowners Association has a volunteer Board of Directors who manage the business of the Association. Board meetings are typically quarterly and are open to the public. Meetings are noticed when scheduled on the website. riverwalktucson.com

If you want to make any **modifications**; all modifications require submittal and start with the Community Manager and go through the Architectural Review Committee (ARC) to ensure the aesthetics of the lovely neighborhood, as well as protect property values, the ARC must approve all exterior changes in writing. Only the deeded owner(s) may submit an ARC for review. (Renters are prohibited from making alterations.)

Mailbox access is not administered by the Association. Even if the seller provided you with a mailbox key, you might want to consider having the postal service changing the lock for new key(s). This would be arranged through the U S Post Office and there could be a fee. Closes Post Office is 1700 E River Rd, Tucson, AZ 85718, phone 800-275-8777.

Pool Gate Access Card- seller should have passed the pool gate access card to you. It is white and the size of a credit card with numerical digits on the upper right. Part of the digits are the pass code when using the gate card. One card per household. If the card is damaged or lost, they cost \$50 to replace by order through the property manager.

Fitness Room and Walking Gate access are the same key, and the seller should have passed to you during the sale. Replacements are \$10.00 each and by order through the property manager.

Gate Remote- see provided form.

For Architectural, Governing Documents, Meetings and other day to day community data, contact:

Brenda Goodell, Property Manager

520-462-0449

Brenda@hbsmanagementsolutions.com

Forms Included to be included and mailed, dropped, or faxed to HBS (fax 520-867-6097):

- Gate Code/Access Form – Community Manager needs this information immediately after closing.
- Owner Contact Information Form – HBS needs this information immediately after closing.
- ACH Assessment Form – Optional payment method.
- Opt Out Form – Optional communication form.

OWNER DATA SHEET

The following is information needed for your Homeowners Association records. Please complete and return.

Association / Property _____

Lot / Unit No _____

Site Address _____

City, State, Zip Code _____

Owner(s) Name(s) _____

Current Mailing Address _____

Email Address _____

Move In Date _____

Mailing Address (if different from site) _____

City / State / Zip Code _____

Home Phone Number _____

Work / Alternate Number(s) _____

Tenant(s) Name(s) (if applicable) _____

Tenant Phone Number(s) _____

Emergency Contact/Phone No _____

*Tenant information here does not negate the need to complete a Rental Registration Form and may be subject to the \$25.00 rental fee payable to the association.

Owner(s) Signature(s) _____

NOTE: All changes to owner information must be submitted *in writing* by documented owners only.

Please return to: **RIVERWALK TUCSON**
c/o HBS Management Solutions
6258 E GRANT ROAD
TUCSON AZ 85712

Date Submitted _____

HBS Management Solutions

6258 E. Grant Road
Tucson, AZ 85712
(520) 867-6034

Recurring Checking/Savings Account Payment Authorization Form

Schedule your payment to be automatically deducted from your bank account. Just complete and sign this form to get started.

Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time (even if you're out of town), eliminating late charges

Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your checking or savings account. You will be charged the amount indicated below each billing period. A transaction processing fee **will not** apply. You will be emailed a receipt for each payment and the charge will appear on your bank statement as an "ACH or EFT Debit". You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

Please complete the information below:

I _____ authorize HBS Management Solutions to charge my bank account indicated
(full name)

below for _____ on the 1st day of each quarter for payment of my HOA assessment.

Billing Address _____ Phone # _____

City, State, Zip _____ Email _____

Checking/Savings Account

Checking

Savings

Name on Account: _____

Bank Name: _____

Account Number: _____

Bank Routing Number: _____

Bank City/State: _____



SIGNATURE _____ DATE _____

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify **HBS Management Solutions** in writing of any changes in my account information or termination of this authorization at least **15 days prior to the next billing date**. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH/EFT debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In case of an ACH/EFT Transaction being rejected for Non-Sufficient Funds (NSF) I understand that **HBS Management Solutions** may at its discretion attempt to process the charge again within 30 days, and agree to an additional **\$25.00** charge for attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH/EFT transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the terms indicated in this authorization form.

Community **RIVERWALK TUCSON** Lot or Unit# _____

RIVERWALK TUCSON

Homeowners Association

c/o HBS Management Solutions
6258 E Grant Road
Tucson, Arizona 85712

OPT OUT FORM WAIVER AND AGREEMENT

TO RECEIVE ASSOCIATION CORRESPONDENCE AND NOTICES VIA E-MAIL

Whereas the Association understands that Members within the Association may desire to receive official Association documents and notices via e-mail instead of via first class mail, certified mail or other required forms of communication.

Therefore, the Association hereby provides this Waiver and Agreement to Receive Association Correspondence and Notices Via E-mail (hereafter, the "Waiver"). Those Members who desire to receive Association correspondence and notices via e-mail only may execute this Waiver as listed below. Execution of this Waiver will serve to instruct the Association to only correspond with you and send notice to you via e-mail.

I, _____, THE OWNER(S) OF LOT _____ OF
THE ASSOCIATION HEREBY WAIVE ALL RIGHTS AND PRIVILEGES AFFORDED TO
ME BY THE CC&RS, THE BYLAWS, THE ARIZONA PLANNED COMMUNITIES ACT
AND THE ARIZONA NON- PROFIT CORPORATIONS ACT AND HEREBY REQUEST
THAT ALL ASSOCIATION COMMUNICATION AND NOTICES BE SENT TO ME
VIA E-MAIL AT MY E-MAIL ADDRESS
_____. I FULLY UNDERSTAND THAT ALL
CORRESPONDENCE AND NOTICES FROM THE ASSOCIATION WILL NOW ONLY BE
SENT BY E-MAIL.

Signed _____

Printed Name _____

Date ____/____/____

It is the responsibility of the owner to provide any changes of email address in writing by providing a new Waiver and Agreement form.