



The Management Trust

AN EMPLOYEE OWNED COMPANY

HORIZON POINTE LACEY HOA
Professionally Managed by
The Management Trust

Dear New Homeowner:

Welcome to the Horizon Pointe Lacey HOA! As the management company selected by the Board of Directors for your Association, The Management Trust expects you are getting settled into your new home and enjoying the beautiful Horizon Pointe community. We're glad you've chosen to live here, and we want you to know your Association is available to assist you.

You will receive a statement for your HOA account in the mail soon. If you have any questions about your assessment account, please contact an A/R Specialist at (425) 897-3400. Your monthly assessment amount, under the current annual budget, is \$47.50. If you live on Balustrade Blvd., your account will also be assessed for front yard landscape maintenance (Total assessment is: \$49.75). For your convenience, payment options are included in this packet.

To report any common area property maintenance concerns, or if you have questions about the Horizon Pointe Lacey HOA, please contact me during my normal office hours of 9:00am to 5:00pm, Monday through Thursday and 9:00am to 3:00pm on Friday's. For after-hours emergencies, please call (425) 897-3400 to be directed to the on-call manager.

Please also visit the HOA website at www.HorizonPointeLaceyHOA.org for the most current Association information and forms. Once you're set up in our system, you will be able to create a sign-in name and password to access your account information.

We hope you will take a moment to review all of the documents and forms we've included in this mailing, and keep this information for your records.

It would be very helpful if you would share your basic contact information with us by emailing the enclosed Resident Information Form to Aubree.Fries@managementtrust.com. We like to keep accurate contact information in order to better inform and serve you.

Again, welcome to Horizon Pointe – we look forward to providing you with exceptional service!

Best Regards,

Cindy Sinanian
Community Association Manager
The Management Trust
Cindy.Sinanian@managementtrust.com



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The Horizon Pointe Lacey HOA is a Washington non-profit corporation organized in January 2007.

Purpose of the Horizon Pointe Lacey HOA (Association):

The Association is responsible for the front yard landscape maintenance of homes on Balustrade Blvd. and the management, maintenance, operation and control of the common areas within the Association. Common areas in the Association include entry signage and fountains, landscape buffers, street strips, parks, park equipment, open space areas, wetlands and storm ponds, and any other areas as designated in the Declaration.

The Association works with numerous vendors to maintain the common areas and keep Horizon Pointe looking beautiful. The Association is a resource for residents to access information about social events, committees, resident programs, and issues concerning Horizon Pointe and the surrounding area.

The Association helps administer the Declaration (also known as the Covenants, Conditions and Restrictions – CC&Rs) on Horizon Pointe property. The Declaration, along with the House Rules and Regulations, sets forth certain standards for activities within the Association and the maintenance of the common areas, which ensures your property values remain as high as possible.

Membership in the Association:

All owners in Divisions 1, 2 and 3 are automatically members of the Association. Please look to the Association website at www.HorizonPointeLaceyHOA.org for important information and documents about the Horizon Pointe community.

Helpful Contact Information:

Association Staff can be reached at the address and phone number below or by emailing:

- Cindy Sinanian, Community Association Manager Cindy.Sinanian@ManagementTrust.com
- AuBree Fries, Community Support Specialist – AuBree.Fries@managementtrust.com
- Bernadette Lau, Account Questions – Bernadette.Lau@ManagementTrust.com

✓ **After-Hours Common Area Emergencies – (425) 897-3400**

HORIZON POINTE LACEY HOA
RESIDENT INFORMATION FORM

Account Number (*as shown on statement*) _____ Lot # _____

YOUR CONTACT INFORMATION

Owner 1 Name _____ Owner 2 Name _____

Cell _____ Home _____ Work _____

Email Address(es) _____

Property Address _____
Street City State Zip + 4

Mailing Address _____
Street City State Zip + 4

LOCAL EMERGENCY CONTACT

Name _____ Relationship _____

Phone _____ Email Address _____

HAVE TENANTS?

Tenant 1 Name _____ Tenant 2 Name _____

Cell _____ Home _____ Work _____

Email Address(es) _____

Property Management Company Name _____

Manager Name _____ Phone _____

Mailing Address _____
Street City State Zip + 4

ADDITIONAL INFORMATION YOU'D LIKE US TO KNOW

PLEASE RETURN THIS FORM TO:

The Management Trust, 6704 Tacoma Mall Blvd., Suite 111, Tacoma, WA 98409
EMAIL: AuBree.Fries@ManagementTrust.com



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ASSESSMENT INFORMATION

The management company for the Horizon Pointe Lacey HOA is The Management Trust.

The 2019 assessments for Horizon Pointe:

Monthly \$47.50

Balustrade Monthly: \$96.75

Assessments are due (at a minimum) on the 1st day of each month and are subject to a late charge of \$25 if not received by the 10th of the month. Late payments may also be subject to a \$15 administrative notification charge and interest, in accordance with the governing documents and collections policy.

ASSESSMENT PAYMENT OPTIONS

1. Pay your assessment automatically from your bank account – simply fill out and return the Direct Debit enrollment form included in this welcome packet. There is no fee for this option. You can also complete your submission online at www.HorizonPointeLaceyHOA.org.
2. Pay your assessment over the phone by calling (425) 897-3400. Be sure to have your account number handy when you call. A \$1.50 fee applies for E-Check and \$1.50 +3% of your Total (ex. 3% of \$47 is \$1.41) if you use a debit or credit card.*
3. Pay your assessment online with your debit or credit card at www.HorizonPointeLaceyHOA.org. A nominal fee applies for this option. (NEW OWNERS: You will be able to log-on once your account information is set up in our system – typically 3-4 weeks after you close.)
4. Pay your assessment by adding Horizon Pointe Lacey HOA to the online Bill Payer with your bank. Please ensure all payments are set up to be received no later than the 10th of each month.
5. Please make checks payable to Horizon Pointe Lacey HOA and use the below mailing address:

Horizon Pointe Lacey HOA
c/o The Management Trust
P.O. Box 97975
Las Vegas, NV 89193-7975

If you have questions about your Horizon Pointe Lacey HOA account, please call (253) 472-0825 and ask for your Accounts Receivable Specialist, or send an email to ARTMT1@managementtrust.com.

*Fees are charged due to a 3rd party vendor handling online payments



THE MANAGEMENT TRUST

Direct Debit Authorization

STEP #1: SELECT TYPE New Authorization Renewal

STEP #2: WRITE IN START DATE (MM/YY): _____

COMPLETED FORM MUST BE RECEIVED NO LATER THAN THE 25TH OF THE MONTH FOR TRANSACTIONS TO BE EFFECTIVE FOR THE NEXT MONTH'S WITHDRAWAL. IF YOU HAVE ANY QUESTIONS REGARDING START DATES, PLEASE CONTACT ACCOUNTING AT 425-897-3400.

STEP #3: FILL IN INFORMATION

HOA/Condo Name:	HOA/Condo Account #:	
Owner Name 1:		
Owner Name 2:		
Home/Condo Address:		
City:	State:	Zip:
Email Address:		
Home Phone:	Work Phone:	

NOTE: DEBITS WILL BE DONE ON OR ABOUT THE TENTH (10TH) DAY OF THE MONTH THE DIRECT DEBIT PROGRAM ONLY COVERS RECURRING CHARGES SUCH AS DUES (NOT VARIABLE CHARGES BASED ON USAGE, OR ONE-TIME CHARGES, [IE, FINES, LATE FEES, ETC]).

STEP #4: BANK ACCOUNT INFORMATION (Type or Print Clearly)

Bank Name:	
Bank Account Number:	Bank Routing Number:

I (We) certify that the above bank information is accurate and understand any bank fees associated with erroneous information will be charged to my (our) homeowner account with The Management Trust.

I (We) hereby authorize the designated signers of The Management Trust as managing agent for the owners association shown above ("Association") to initiate, change, or cancel debit entries and to initiate, if necessary, credit entries and adjustments for any debit entries in error to my (our) account indicated and the depository named ("Depository") to debit and or credit the same to such account. **This authority is to remain in full force until the Association has received written notification from me (or either of us) of its termination no less than ten (10) days from billing date.**

STEP #5: OWNER SIGNATURE/S

_____ Owner #1 Signature	_____ Owner Name (Please Print)	_____ Date
_____ Owner #2 Signature	_____ Owner Name (Please Print)	_____ Date

STEP #6: MAIL or EMAIL YOUR COMPLETED FORM TO:

THE MANAGEMENT TRUST
6704 TACOMA MALL BLVD.
SUITE 111
TACOMA, WA 98409

OR ARTMT1@managementtrust.com



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Abridged Rules and Community Standards

1. **CC&Rs, Article 9.1(a): Plan Submission and Approval:** “No Improvements shall be erected, placed, altered, maintained, or permitted to remain on any lot by any Owner until final plans and specifications shall have been submitted to and approved by the Committee...” Please visit www.HorizonPointeLaceyHOA.org to obtain an ACC application for submittal.
2. **Use Rules C – Home Maintenance and Repair:** “Each Owner shall maintain its Unit in good order, condition, and repair, and in a clean, attractive and sanitary condition. Home siding, trim, gutters, and roofs shall be kept free of moss, mildew, plant material and shall be free of deterioration. Owners are expected to provide consistent quality care of their home’s exterior appearance and surrounding property...”
3. **Use Rules E – Sports and Children’s Play Equipment:** “Front yards cluttered with oversized, unused or broken toys or sports equipment create an unwanted look in the Association. All Owners are encouraged to keep their front yards neat by storing unused toys and sports equipment out of sight. No basketball hoops are allowed in the streets, alleys, sidewalks or parking strips. Basketball hoops may not interfere or hinder the flow of traffic; automotive or pedestrian. Basketball hoops permanently installed in private driveways or on home exteriors require ACC approval.”
4. **Use Rules F and J -Holiday Displays and Unsightly Conditions:** “No holiday displays or decorations may be installed earlier than six weeks before the pertinent holiday. All holiday displays and decorations must be removed within 30 days after the pertinent holiday. Any seasonal or year-round exterior decorations, displays, or adornments that appear out of character with the general aesthetics and quality of the Community are prohibited unless approved by the ACC... It is preferred for bins to be stored out of view of the street, but bins are allowed to be stored on the side of the house behind the front façade of the home. Along alleyways, trash and recycling receptacles must be stored behind fencing or as far back as possible to prohibit view from the street...Garbage containers may be put out by the curb 24 hours prior to garbage pickup and must be removed from the curb within 24 hours of garbage pickup...”
5. **Use Rules G – Satellite Dishes:** “In accordance with FCC regulations, the Association does not review architectural applications for satellite dish installation. The Association simply requests all satellite dishes are installed as far back as possible from the front of the home while allowing for adequate reception.”
6. **Use Rules I – RVs, Boats, and Commercial Vehicles:** “No structure of a temporary character, trailer, recreational vehicle, boat, boat trailer, panel truck, bus, camper or camping trailer, tent, shack, barn or other outbuilding, shall be either used or located on any Lot, or on a Street, at any time or used as a residence either temporarily or permanently. These must be parked either in a garage or off-site. You may request special accommodations from the Association Manager to prepare for departure or return from travel.”
7. **Use Rules J and CC&Rs, Article 10.1 (a) - Quiet Hours and Nuisance:** “To preserve an enjoyable environment for all residents of the Horizon Pointe Lacey HOA, the quiet hours of the community are between 10:00 PM and 7:00 AM. No noxious or offensive activity shall be carried on upon any lot or common area, nor shall anything be done thereon which may be or may become an annoyance or nuisance to the community.”
8. **Use Rules K – Household Animals:** “No animals, livestock or poultry of any kind shall be kept on any Lot except dogs, cats, or other household pets; provided that they are not kept, bred or maintained for commercial purposes. No more than two (2) dogs and cats shall be allowed per Lot. All household animals shall be restrained to an Owner’s Lot and not allowed to run at large. Leashed animals are permitted within rights-of-way and Common Areas when accompanied by their Owners. Owners shall be responsible for cleaning up any and all of their animals' waste on the Property, including on the respective Owner’s Lot.”
9. **Use Rules L - Fireworks:** “No use or discharge of firecrackers and other fireworks is allowed in Horizon Pointe. Please see: <http://www.codepublishing.com/WA/Lacey/#!/lacey09/Lacey0920.html#9.20.030>”

The complete Horizon Pointe CC&Rs and Community Guidelines, Rules, and Enforcement Policy Handbook are available for viewing or downloading on the HOA’s website at www.HorizonPointeLaceyHOA.org under the Homeowner Resources section.