

Townhouse Villages at River Woods HOA, 334 River Woods Lane, Burnsville, MN 55337 PH 952-894-4368, FX 952-808-6900  
Email: river\_woods@comcast.net Office Hours Mon-Thurs. 9-4 and Friday 9-12

**A Word from The Board:** I want to commend Loren (Tiny) and his River Woods crew for the great job they have done removing/moving the snow in our complex. As you know, the amount of snow was incredible. They were out in the middle of the night to ensure we were plowed, and sidewalks shoveled. It has taken days to continue cleaning up. Many of you may not be aware that many townhouse complexes are not plowed immediately – some wait days to get plowed out. I want to extend a big thank you and kudos to our River Woods crew! - April Bowen

**Association's Website:** The Association's website at [www.myriverwoods.org](http://www.myriverwoods.org) is up and running. Hopefully you've had an opportunity to visit and navigate the site. Please let the office know if you have any questions. The mobile version is not available, if you have issues accessing site documents through your phone or a tablet, you'll have to view via a laptop or desktop computer.

**Information Update:** Please make sure we have your latest contact information on hand. Phone numbers, emails and emergency contacts need to be updated on a regular basis. Please complete the Homeowner Contact Information Form from the website, it is under "Specifications and Forms", and return it to the River Woods office. **If we have a current form on file, completing a new form is not necessary.** Also, spare keys can be kept on hand in the offices secured lock box - for emergencies. We can also keep a copy of your mailbox key for you.

**Mailbox Reminder:** Should you lose your mailbox key and we do not have a copy, replacement/re-keying from the post office is the only option, and there is a \$40.00 or more fee, and you must contact the Burnsville Post Office. We are happy to keep an extra key secured in our lock box in case yours is lost.

**Late Fees: All payments are due by the 9<sup>th</sup> of each month, payments received after the 9<sup>th</sup> are late and late fees will be applied. The late fee policy is as follows; \$25.00 charged on the 10<sup>th</sup> of the month, \$25.00 charged on the 20<sup>th</sup> of the month. ANY balance on an account will have a late fee applied. Owners are STILL paying the previous monthly association fee of \$330.00. As of November 1, 2022, monthly association fees are \$338.00.**

**Checks/Deposits:** Deposits are not made daily, it is not unusual for us to make deposits only once a week or every other week, especially at the first of the month when there are so many payments to credit. Bank policies have made deposits difficult, with bank hours and other drop-off issue the banks have had for commercial customers. Please keep watching your account, it could take a payment a week or two to clear your bank. Also, if you drop off a monthly fee check for the following month, unless you indicate it should be applied immediately, it will be held for the 1<sup>st</sup> of the month that it is due in. Example, if you drop off fees in January that are due in February, that payment will be applied February 1<sup>st</sup>. **Cash is no longer accepted in the office**, please pay via check; personal, cashiers or money order or online through the Zego/PayLease system. Call the office if you are interested in setting up an automatic free ACH payment.

**Deck and Roof Clearing: Please get approval to clear your deck beforehand- not call and request removal after it is complete. Thank you for your attention to this matter! Please do not clear decks onto drives without prior office approval. The crew will not clean up any snow a owner has put on the sidewalk after clearing deck or roof.**

**Salt Requests: If you need salt to put on your sidewalk, please email the office and put in a request. DO NOT ASK A CREW MEMBER FOR SALT OR GIVE YOUR SHAKER TO A CREW MEMBER OR DROP YOUR SHAKER OFF AT THE OFFICE.** Please store the salt inside your garage so that it does not turn to a hard brick. We will be happy to refill your shakers throughout the winter, just set it by your door and email that it needs filling, and we will take care of that for you. When you leave the message, **please state whether you have a shaker to fill and your unit number.** Detached units have their own courtyard and it is your job to take part in keeping this clean and free of ice. You own this property, and we will help you if you request (complete a Courtyard Form Request). Please see your documents for further explanation. This is Minnesota and it is impossible to find every bit of ice every day. On the weekends the crew is not out unless it snows. The Association does **not** offer 'pet friendly' salt.

**Rental Resolution:** All owners should be up to date with the Rental Resolution that the Board passed in **September of 2018**. This Resolution applies to **ALL** units. If you purchased your unit prior to 7/27/1994 you are grandfathered in and can rent out your unit. Any unit purchased after that date cannot be rented, but you may reside in your unit and have a renter or a roommate. This Resolution applies to all these situations. The full Rental Resolution, and the forms required to be turned into the office can all be found on the Association's website at [www.myriverwoods.org](http://www.myriverwoods.org) under the 'Association Documents' section. Owners not in compliance with this Resolution will be subject to fines and or legal consequences that begin at \$1,000. Please contact the office if you have any questions. **We are missing many units that we know have roommates – we will be contacting owners in February and then fines begin and continue until all owners are in compliance.**

**Holiday Decorations:** Holiday lighting and decorations should have been removed by now. Please remove all items possible now and turn off all lighting and take it down ASAP. This also includes colored light bulbs which are not allowed in fixtures on garage fronts and sides. We will be touring the association starting week of February 6th for items that should have been removed and assessing the fines to the owners account, and letters will be sent out in February. If there is a reason you need more time, please email the office.

**Garage Lighting:** Garage lighting is for safety. No colored light bulbs may be placed in garage fixtures. In addition, settings must be left on '**Dusk to Dawn**', please do not change these settings.

**Recycling:** Please be aware of what items can be placed in recycling. Recycling is collected weekly; this is by mandate of Dakota County. You may find more information on the Dakota County website at <https://www.co.dakota.mn.us/Environment/Residential/Recycling/Pages/default.aspx>.

**Free ACH:** Prefer not to write checks each month? Sign up for free ACH and we will withdraw it on the 1st of each month out of your account. If you have any questions please call the office, and we will help you understand the process. You may also escrow your insurance premium for the **upcoming 2023-2024** year on ACH.

**Zegos/PayLease Online Payment/Fee Change:** Zegos/PayLease is a 'for fee' payment system available on the Association's website at [www.myriverwoods.org](http://www.myriverwoods.org), under the 'Make a Payment' section. Instructions and fees are listed under this section as well. If you have any questions regarding the online payment system, please email the office.

**Free Tax Preparation: AARP Tax-Aide for low-to-moderate income seniors, adults and families:**

Please log into [https://www.aarp.org/money/taxes/aarp\\_taxaide/](https://www.aarp.org/money/taxes/aarp_taxaide/) or call 888-687-2277 for assistance with finding a location near you.

**Emergencies in River Woods HOA:** If you have a true emergency, please **email** the office at night or weekends and the email is monitored during non-business hours. Once Kim goes to bed it is not looked at again till morning. If it involves gas, electricity or water please notify the utility company emergency number.

**Buckthorn:** We continue to make progress on removal of buckthorn in our community. If you would like to know more about buckthorn and how it impacts your woods, please refer to information on the City website or the internet.

**Fundraiser – Racing for Ronald McDonald -Pop Tab Collection:** An employee's family member is collecting pop tops for a fundraising event for the Ronald McDonald House. We will be accepting collections at the River Woods office until March 23rd, 2023, if you'd like to help and contribute. Thank you!

**Lost and Found:** Occasionally the crew finds items such as cellphones, keys, etc. on the grounds. We do our best to find the owners of the property, however in some instances it is not possible. Please check with the office if you have lost an item.

**Update From 91 River Woods on "Cameron's Coat Drive Collection:** I wanted to share the results of Cameron's Coat Drive this year. We had our biggest year yet! To give perspective- since 2019, the total amount of coats we have received (all years combined) is 500 coats.

This year alone, we received...466 Coats!! 57 Snow pants, 506 Hats, 195 Mittens, 473 items of Clothing, 208 Scarves / Gaiters, 34 Boots, 14 Shoes,

60 Blankets, 11 Sleeping bags, 5 Mats, 42 Towels, 2 Tents, 3 Camp chairs, Uncounted items received: First aide, hygiene products, menstrual products, hand warmers, socks, underwear, long Johns, backpacks, luggage, totes. Thank you for supporting the coat drive again this year, Alex, and Cameron.

*\*\*River Woods staff would like to send a HUGE **Thank you** to all the wonderful residents who brought treats and gifts for the crew and office. It was an unusual holiday season for everyone, and we are very grateful for the incredibly generous folks we have in this community!!!\*\**

Return to the River Woods Office.



Homeowner Information

Date \_\_\_\_\_

**Contact Information**

Name	
Unit Number	
Cell Phone	
Home Phone	
Work Phone	
E-Mail Address	
E-Mail Address	

**In Case of Emergency**

Garage code or key given to the office?

Garage code: \_\_\_\_\_

Cell or Emergency Number (used only in case of emergency):

\_\_\_\_\_

\_\_\_\_\_

Who has a key to access the unit that can respond quickly?

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alt. Phone: \_\_\_\_\_

**Special Note**

Please notify the office if you are taking trips and/or need someone to monitor the property.

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