

The Villager - February 2022

**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

Association's Website: As mentioned in the previous Villager, the Google platform that provides the Association's website will be phasing out their current design, and we are in the process of changing over to the new format. Thank you for your patience in advance if you have any trouble accessing the website as we are still in the revision phase.

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 included form below** 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 also can 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 are lost.

PayLease/Zego Payments: Effective as of February 10, 2022 the online payment system PayLease/Zego will be increasing their rates. If you use this payment method, please see the Association's website <http://www.myriverwoods.org/Welcome/make-a-payment> for the new fee changes.

Late Fees: All payments are due by the 9th of each month, payments received after the 9th are late and late fees will be applied. The late fee policy is as follows; \$10.00 charged on the 10th of the month, \$20.00 charged on the 20th of the month. ANY balance on an account will have a late fee applied. Owners are STILL paying the previous monthly association fee of \$320.00. As of November 1, 2021, monthly association fees are \$330.00

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. COVID has made making 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 1st 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 1st.

Deck and Roof Clearing: Please get approval to clear 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.

Salt Requests: If you need salt to put on your sidewalk, please email the office and put in a request. 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 your own courtyard and it is your job to take part in keeping this clean and free of ice. You own this property, and we 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.

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 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 1st for items that should have been removed and assessing the fines, 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.

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 under the 'Association Documents' section. Owners not in compliance with this Resolution will be subject to fines and or legal consequences. 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.**

Recycling: Per the email that was sent to owners on 1/20/22 and mailed to non-email owners; effective immediately recycling will be weekly in lieu of every other week. 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. Any questions please call the office, and we will help you understand the process. You may also escrow your insurance premium for the **upcoming 2022-2023** 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, 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. **As of February 10th Zego/PayLease will be making changes to these fees and they are listed on the website.**

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/ 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 on nights and 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, electric 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.

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.

****Thank you** to all of 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.
