

# ABOUT US

Park Pointe Property Management Services (PPMS) was established in the Treasure Valley in 1984 in order to meet the growing need for communication facilitation between homeowners, renters, land developers, builders, investors and the like. Owned by Treasure Valley real estate entrepreneur, Craig Groves, Park Pointe Management Services acts as a holding company operating independent business units in the areas of real estate brokerage, real estate development and property management services.

With more than 40 years of combined experience in real estate and land development, PPMS is uniquely qualified to service the needs of residential and commercial clients equally.

PPMS is a professional and local management company that assists in managing the day to day operations on behalf of the Association and the Board of Directors.

Your Association Manager will work as a liaison with the Board, Homeowners, Vendors and more to help protect and maintain the Association's Common Areas and enhance property values for all Homeowners within the subdivision subject to the provisions set forth in the Covenants, Conditions, and Restrictions (CC&Rs).

Mace River Ranch HOA  
1500 W Bannock St.  
Boise, ID 83702  
208.323.4022



**Mace River Ranch HOA Homeowners**



**NEW MANAGEMENT COMPANY**

1500 W. Bannock Boise, Idaho 83702 | 208-323-4022  
[www.ParkPointeMS.com](http://www.ParkPointeMS.com)



We love what we do. And, we're motivated by the challenge to always be the best.

# WELCOME TO PARK POINTE!



We are pleased to announce that your Board of Directors has selected us to manage Mace River Ranch HOA.

Welcome to Park Pointe Management Services.

We look forward to working with you!

Please take a moment and look through this newsletter to learn more about us and what we will be doing for YOU.

To fresh starts & new chapters!

## WHEN WE START

*Park Pointe Management Services will begin managing your HOA effective*

***April 1st, 2023.***

*We look forward to working together to further the success of your community and provide you with the specialized services you deserve. Please let us know if you have any questions.*



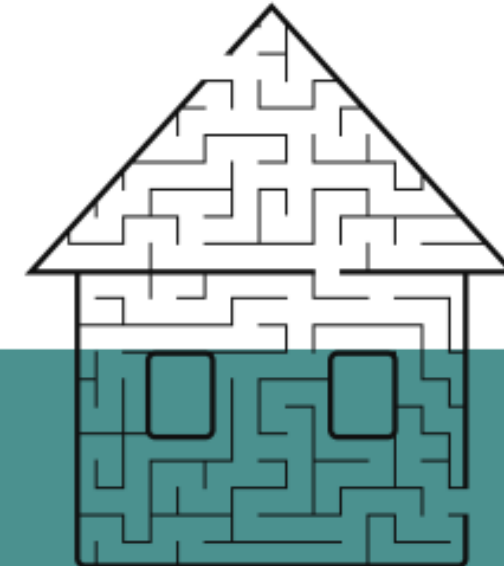
We are here to help keep your neighborhood look as inviting as the day you moved in. We will be doing monthly inspections to make sure the CC&R's placed in your neighborhood are being followed.

If you see one of us driving slowly and taking photos, please be courteous to our employees.

If you have any questions or concerns, please contact our office at 208.323.4022.



# KEEP YOUR HOA A-MAZE-ING





**Mace River Ranch Owner's Association**

**Architectural Control Committee (ACC) Request Form**

**Please review your CC&Rs and Architectural Guidelines before starting any projects.**

The ACC Committee does its best to respond to requests within 1-2 weeks. Some requests may take up to 30 days, please plan accordingly. Please provide the information below regarding your proposed improvement(s). If you have any questions or concerns or need assistance, please contact management.

Owner First/Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date application completed: \_\_\_\_\_

**Description of Project Planned: (use additional sheets of paper if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Contractor (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**The Following Information is required for Processing:**

- ✓ Detailed drawing attached: Dimensions including heights, footprint of existing structures, set back of new structures and property lines, and other details.
- ✓ Information on types of materials to be used.
- ✓ Paint color chips if painting.
- ✓ Neighbor awareness acknowledgement. See below.

**If the Supporting Documentation and Contractor information (if applicable) is not provided, the ACC Committee may return the Request Form to the homeowner and require re-submittal.**

I am aware of this proposed project and agree that it will have no impact on neighboring property.

Signed: \_\_\_\_\_ Address \_\_\_\_\_

I am aware of this proposed project and agree that it will have no impact on neighboring property.

Signed: \_\_\_\_\_ Address \_\_\_\_\_

**Review by ACC: Action decided: (please indicate CC&R sections when necessary)**

\_\_\_\_\_ Approved, with the following condition(s): \_\_\_\_\_ Not Approved, for the following reason(s): \_\_\_\_\_

Board/Developer Review Signature: \_\_\_\_\_

OFFICE USE ONLY:				
Received in office by: _____	mail	email	fax	drop-off
Sent to ACC member: _____	mail	email	fax	drop-off
Response to owner by: _____	mail	email	fax	drop-off

**Return completed form to: Mace River Ranch HOA – 1500 W Bannock St., Boise, ID 83702 or email [service@parkpointe.com](mailto:service@parkpointe.com)**

1500 W. Bannock Boise, Idaho 83702 | 208-323-4022  
[www.ParkPointeMS.com](http://www.ParkPointeMS.com)



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# CONTACT US

Park Pointe Management Services is the main point of contact for homeowners to reach out to with any questions or concerns regarding billing and payments, violation issues, architectural requests, common area maintenance requests, neighbor complaints, etc. and can assist in answering general questions regarding your Homeowners Association.



1500 W Bannock St.  
Boise, ID 83702

208.323.4022

[service@parkpointe.com](mailto:service@parkpointe.com)

[parkpointems.com](http://parkpointems.com)

[portal.parkpointems.com](http://portal.parkpointems.com)



## ONLINE PORTAL: ONE STOP SHOP!

**Please note, this will not be accessible until we go "live" on Friday, March 31st.**

Payments, Directory, Documents, Forms, Calendars, Minutes, AND SO MUCH MORE!

### SIGNING UP:

If this is your first time on the Community Online Portal, you will need to sign up for access. Signing up is fast and easy to do!

Note: **the default "Communication Preference" is paper.** If you'd prefer to have statements emailed, please update your preference under the "My Contact Info" tab.

Please visit [portal.parkpointems.com](http://portal.parkpointems.com)

1. Click "Sign Up" on the bottom right of the Home page.
2. If you have your Registration Key from the Welcome email, skip to the next step.  
If you do not have the Registration Key, click "I don't have a portal key or account number."
3. Please provide as much information as possible. If you do not know your account number, just leave it blank. When completed, click the green "Sign Up" button and you're finished! Please see paragraph below with important information on the next step!

**You will receive a message stating that your request has been submitted to management for review. Please note - it may take up to 1-2 business days before you receive an email from management with your login information and a temporary password to access your account.**

Homeowners have the ability to pay dues online using the following payment methods:

- E-Check - No Charge
- ACH Withdrawal
- Credit/Debit Card (Note: 3.5% transaction fee will be applied)
- Online Bill Pay Through Your Financial Institution.
- Send a Personal Check (Please Reference your account number on the check) to:

Mace River Ranch Owners Association, Inc.  
c/o Park Pointe Management Services  
1500 W Bannock St.  
Boise, ID 83702

## MACE RIVER RANCH OWNERS ASSOCIATION, INC. ANNUAL DISCLOSURE OF ASSESSMENTS & FEES

### 2023 ASSESSMENTS & FEES:

Below is a breakdown of the assessment billing schedule and fees, effective January 1, 2023.

Assessments shall be due and payable to Mace River HOA on the first (1st) day of MONTH(S) as stated below. Any assessment not paid on the due date will be charged an interest fee of 12% annually of the installments until paid in full. As a courtesy, billing statements will be sent out to homeowners approximately fifteen (15) days prior to the assessment due date.

- **Regular Quarterly Assessment: \$549.13**  
(Due Date: January 1st, April 1st, July 1st, and October 1st)
- **The Estates Quarterly Assessment: \$366.25 + \$549.13**  
(Phase 4 aka The Estates pays the master dues plus additional dues)
- **Irrigation Assessment: Varies by lot based on sq. footage**  
(Due Date: Annually on March 1st)
- **Interest Charge: 12% of the installment annually after 10 days delinquent.**
- **Returned Check Fee: \$35.00**

Assessments can be paid online at [portal.parkpointems.com/home/login](http://portal.parkpointems.com/home/login).

Alternatively, please send and make checks, including account number, payable to:

**Mace River Ranch Owners Association, Inc.  
c/o Park Pointe Management Services  
1500 W Bannock St. - Boise, ID 83702**

Park Pointe Management Services, Inc. shall charge reasonable administration fees to process a transfer of ownership in connection with a property within the homeowner's association.

The administration fees are as followed:

**Estoppel Fee: \$175.00**  
**Transfer of Title Fee: \$100.00**