

Roudebush Woods H.O.A., INC.

visit the Roudebush Woods website at: www.roudebushwoods.org

*c/o: Community Association Services of Indiana
11711 North College Avenue, Suite 100
Carmel, IN 46032
(317)-875-5600 or toll free: 1-877-875-5600
Fax: (317)-875-5614 or visit our website at: www.cas-indiana.com*

Dear Homeowner:

As the Managing Agent for your Homeowners Association, Community Association Services of Indiana (CASI) would like to welcome you as a new member. We look forward to assisting you whenever possible. Our contact information is listed above. Our office hours are Monday thru Friday 8:00 a.m. to 5:00 p.m., excluding holidays.

Association living can be both a rewarding and a challenging experience. If you have come here from a rental apartment or a condominium, you may find some of the aspects of single family association living a bit confusing at first. A successful Association requires individual input and group cooperation. It will be the responsibility of CASI to focus on those financial, administrative and common property maintenance duties as delineated in your Association's governing documents. We will be working closely with both the Association's Board of Directors and the individual owners in the successful operation of your community.

The following should help clarify some of the principal procedures and methods used by your Association.

ASSOCIATION ASSESSMENTS: As a homeowner, you are required to pay an "Association Assessment" which represents your share of the association's expenses. You will receive an invoice for remitting your fee payment. It is your responsibility to pay the fee. If a change of ownership occurs, we require prior notice from the title company or settlement attorney to be furnished to the Association.

Please make your check for each assessment payable in the name of your Homeowners Association and mail it to the address specified on the invoice. To ensure proper credit, please include your invoice coupon with your check and note your account number on your check. Payment by credit card on line is available as well by visiting the CASI website. Please do not hesitate to contact us regarding any concerns related to payment of your Association assessment.

OWNERS AND RESIDENTS CONTACT INFORMATION: In the past we have experienced many situations which have made us aware of the need to keep a current list of owners and renters contact information. Many emergencies have arisen where phone calls to the proper persons were of critical importance. Any information CASI receives will not be released to anyone for any purpose not related to the Homeowners Association. We ask that you complete the enclosed Homeowner Information Form and return it to us at your earliest opportunity.

MANAGEMENT SERVICES: CASI is responsible for financial administration of the Association along with the administration (enforcement of rules and regulations) and maintenance of the common areas and elements of your community. The Association assessments collected are used to pay for common services such as maintenance and repairs of the common grounds and elements, amenities, the Association's master insurance policy, etc.

PROBLEMS WITH YOUR HOME: The Association is responsible for maintaining and operating the common elements* of your community. Individual owners are responsible for their own homes and lots. CASI is always available to answer any questions regarding jurisdiction of responsibility as specified in your governing documents. Any Association after business hours maintenance emergencies will be addressed by contacting CASI's emergency on call maintenance personnel by calling our office numbers listed at the top of page one.

* The common elements are defined by the governing documents of your community.

ARCHITECTURAL CONTROL: As described in the Association documents; any exterior and/or structural modifications or alterations to your home or grounds must be approved in advance by the Board and/or the Architectural Control Committee. For your convenience, we are enclosing an Architectural Change Request (ACR) form to be used for seeking such approval. Please complete this ACR form and mail it to us. No such work shall commence until you have obtained written approval to proceed.

CHANGE OF ADDRESS OR SELLING YOUR HOME: We have enclosed a Change of Address Notice, which should be completed and mailed to us if you relocate, but do not sell your home. Providing this information to us is very important, since as an Owner, you will continue to receive all pertinent information regarding the Association. If, however, you do sell your home, please make sure that your title company/settlement attorney is aware that you live in a mandatory Homeowners Association and they are therefore required to obtain a "Letter of Assessment" from us prior to closing and notify us of said change of ownership upon closing.

We look forward to working cooperatively with all homeowners in preserving the pleasant living environment of your community. Your active participation in the Homeowners Association is welcome. If you encounter any problems or if you have any questions, please feel free to contact CASI via our contact information listed at the top of page one. Concerns regarding your account should be directed to our accounting department while you should request the Community Manager assigned to your Association for all administrative and property concerns.

Sincerely,

Community Association Services of Indiana
As Managing Agent for

_____ H.O.A., Inc.

Enclosures; Homeowner Information Form, ACR Form, Change of Address Notice

Roudebush Woods
Homeowners Association
2008 Budget

| Account Number | Account Name | 2007 Budget | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | 2008 Budget |
|----------------|---------------------|-------------|--------|-----|------|--------|-----|------|-------|-----|------|--------|-----|------|-------------|
| INCOME | | | | | | | | | | | | | | | |
| 40000 | Association Fees | 59200 | 14800 | | | 14800 | | | 14800 | | | 14800 | | | 59,200 |
| 40020 | Bad Debt | -960 | | | -615 | | | -615 | | | -615 | | | -615 | -2,460 |
| | Total Income | 58,240 | 14,800 | 0 | -615 | 14,800 | 0 | -615 | ##### | 0 | -615 | 14,800 | 0 | -615 | 56,740 |

EXPENSES

ADMIN. EXPENSES

| | | | | | | | | | | | | | | | |
|-------|-----------------------------|--------|-----|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|--------|
| 50001 | Management Fees | 8,328 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 694 | 8,328 |
| 50037 | Printing | 1,020 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 85 | 1,020 |
| 50036 | Postage | 600 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 600 |
| 50043 | Administrative Other | 1,000 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 1,000 |
| 50002 | Professional Fees | 2,735 | | 235 | 2,000 | 500 | | | | | | | | | 2,735 |
| | Total Administrative | 13,683 | 909 | 1,144 | 2,909 | 1,409 | 909 | 909 | 909 | 909 | 909 | 909 | 909 | 949 | 13,683 |

INSURANCE

| | | | | | | | | | | | | | | | |
|-------|---------------------------|--------|---|---|-----|---|---|---|---|---|---|---|---|--------|--------|
| 50004 | Insurance | 2,975 | | | | | | | | | | | | 2,653 | 2,653 |
| 60333 | Insurance Contribution | -1,194 | | | | | | | | | | | | -1,065 | -1,065 |
| 50006 | Property Tax | 7,238 | | | 125 | | | | | | | 0 | | | 125 |
| 60334 | Property Tax Contribution | -3,316 | | | -13 | | | | | | | | | | -13 |
| | Total Insurance | 5,703 | 0 | 0 | 112 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,588 | 1,700 |

UTILITIES

| | | | | | | | | | | | | | | | |
|-------|--------------------------|--------|-----|-----|-----|------|------|------|------|------|------|------|-----|-----|--------|
| 60001 | Electric | 3,584 | 42 | 42 | 42 | 42 | 268 | 299 | 575 | 575 | 510 | 270 | 70 | 50 | 2,785 |
| 60335 | Electric Contribution | -1,936 | -5 | -5 | -5 | -113 | -129 | -129 | -266 | -266 | -234 | -114 | -40 | -15 | -1,197 |
| 60006 | Gas | 18 | 18 | 18 | 18 | 300 | 600 | 600 | 500 | 500 | 500 | 18 | 18 | 18 | 2,626 |
| 60347 | Gas Contribution | -9 | -9 | -9 | -9 | -150 | -300 | -300 | -250 | -250 | -250 | -9 | -9 | -9 | -1,313 |
| 60008 | Water/Sewer | 2,725 | 112 | 112 | 112 | 358 | 330 | 330 | 317 | 360 | 310 | 275 | 215 | 112 | 2,725 |
| 60336 | Water/Sewer Contribution | -775 | -37 | -37 | -37 | -158 | -67 | -67 | -99 | -87 | -87 | -67 | -47 | -37 | -775 |
| | Total Utilities | 3,607 | 121 | 121 | 121 | 505 | 733 | 733 | 861 | 820 | 749 | 373 | 207 | 119 | 4,851 |

INCOME

ROUDEBUSH WOODS HOA

2008 BUDGET NOTES

40000 Association Fees Quarterly association fees of \$80.00 per home based on 185 homes.

40020 Bad Debt Based on homes not paying dues due to foreclosure or bankruptcy

EXPENSES

50001 Management Fee Based on 185 homes @\$3.75 per home per month

50037 Printing Newsletters, invoices, payments, copies and other correspondence

50036 Postage Postage for invoices, violation letters, billings and other correspondence

50043 Administrative Other Stationary, envelopes, checks, accounting, supplies, long distance calls, contributions, web site. Etc.

50002 Professional Fees Tax returns in February and legal fees in March and April

50004 Insurance Liability and property insurance based on current policy

60333 Insurance Contr. Roudebush Farms contributing to the insurance coverage for the pool

50006 Property Tax Per current bills for drainage assessment. Common area values have been reduced to 0.

60334 Property Tax Contr. Roudebush Farms contributing to the pool tax bill

60001 Electric Utilities for common area lighting and the pool reduced due to the removal of the electric pool heater.

60006 Gas Gas for pool heater

60347 Gas Contribution Roudebush Farms contribution to pool heater gas.

60335 Electric Contribution Roudebush Farms contribution towards the elect costs at the pool

60008 Water/Sewer Water & sewer for the irrigation and pool

60336 Water/Sewer Contr. Roudebush Farms contribution towards the pool and sewer for the pool

60116 Contract Landscaping Cutting of common areas based on 28 cuts including fertilization and irrigation work

60122 Pool Mowing Cutting pool areas based on 28 cuts including fertilization and bed care.

60136 Woods Improvements To be determined

60123 Pool Mowing Contr. Roudebush Farms contribution towards the cutting of pool areas

60320 Lake Care Treatments Treatments for algae & submersed weeds based on 2008 contract for 3 ponds

Miscellaneous Lawn
60120 Special projects preformed throughout the property to include playground timbers, mulch and tree replacement.

60327 Pool Pay Phone Monthly service for the phone at the pool

60337 Pool Pay Phone Contr. Roudebush Farms contribution towards the pool pay phone service

60301 Pool Service Based on 2006 bid proposals

60348 Pool Improvements To be determined

60349 Pool Improvements Contr. Roudebush Farms contribution

60336 Pool Service Contr. Roudebush Farms contribution towards the pool service contracted

AUTO DEBIT FORM

We are now able to offer direct payments for your Association fees. This will allow your association fees to be automatically withdrawn from your bank account between the 1st and the 5th business day of every month/quarter. If you would like to take advantage of this, please fill out this form and send it back to us, including a voided check. Direct Debits will be in affect for the next Month's/Quarter's fee. Please send a check for the current Month's/Quarter's fee.

I (we) hereby authorize **(Association name):** _____
to initiate debit entries to my (our) account indicated below and the financial institution named
below to debit the same to such account for:

(Homeowner Name)

(Financial Institution Name) (Branch)

(Address) (City/State) (Zip)

(Routing Number) (Account Number) Type of Acct: ___ Checking ___ Savings

Fee charge frequency (set by the Association): ___ monthly ___ quarterly (check only one)

This authority is to remain in full force and effect until the above named Association has received
written notification from me (or either of us) of its termination in such time and manner as to the
Association and _____ a reasonable opportunity to act
on it. (Financial Institution)

(Print Individual Name) (Signature)

(Address) (Date)

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

MAIL TO:

**Community Association Services of Indiana
11711 N. College Avenue, Suite 100
Carmel, IN 46032**

OR

EMAIL TO:

pfranklin@cas-indiana.com

Be sure to attach a scan copy of a voided check to email.

Questions; please call (317)-875-5600

ROUDEBUSH WOODS

DELINQUENCY PROCEDURES POLICY

- The 1st** Quarterly HOA Assessment fee due and payable.
- 20 days** **“REMINDER NOTICE”** is sent to homeowner requiring full payment.
- 50 days** **“FINAL NOTICE”** is sent to homeowner requesting payment in full within 10 days. A \$25.00 late fee is added to the account at this time. If payment is not received within the allotted 10 days, the account is turned over to the Association Attorney for immediate legal action and filing suit, and a \$95.00 management company collection cost administrative fee* will be added to the homeowner’s account.
- 60 days** **ATTORNEY ACTION;** Delinquent account turned over to the Association’s attorney to begin pursuing collection at the owner’s expense (**see note below**).

HOMEOWNERS WILL BE RESPONSIBLE FOR ALL COSTS AND FEES RELATED TO THE COLLECTION OF THE ASSOCIATION’S FEES, DEBTS AND CHARGES!

NOTE: Legal action may result in the Association filing suit to seek a judgment, attachment of assets, garnishment of wages, a lien upon the property and foreclosure. If the Association has to send a homeowner’s account to the Attorney for collection; all of the Association fees remaining for the fiscal year will be accelerated (as applicable), as provided for in your documents. The owner will be responsible to pay all HOA fees, late fees, court costs, attorney fees and the management company collection cost administrative fee*. Payments received will be applied to the oldest balance first.
*This fee is for the management company’s additional time and expense related to dealing with the delinquent account and the Association’s attorney.

ROUDEBUSH WOODS

Architectural Approval Procedure & Regulations

Requests for architectural approval for any such proposed improvements must be submitted on the Architectural Change Request Form. Should you need a copy of this form it can be obtained through CASI. A copy of the plot plan for your lot (furnished to you by the builder at closing) must accompany your request and be marked to show the location where the proposed improvement (e.g. wall, fence, deck, patio) will be built. Also, please submit any additional drawings, which may aid the committee in reviewing the proposed improvement. These may include such things as pictures of fence types, renderings of decks or plans for additional landscaping. All Architectural Change Requests should be mailed to **Roudebush Woods HOA, c/o Community Association Services of Indiana (CASI), attn: Wendy Blake, 11711 N College Ave, Suite 100, Carmel, IN 46032 or fax to 317- 875-5614.**

Please be aware that the Plat Covenants and Restrictions relating to your lot may contain restrictions on the use of lot, including limitations or prohibitions against commercial use, detached accessory buildings and nuisances; restrictions relating to the use of Landscape Easements, Landscape Preservation Easements, Lake Easements, Sidewalk Easements and Utility, Drainage and Sewer Easements; and restrictions relating to temporary structures, vehicles parking, signs, mailboxes, garbage and refuse disposal, storage tanks, water supply and sewage systems, ditches and swales, driveways, awnings, fencing, swimming pools, solar panels and outside lighting. Prior to submitting any request for architectural approval, it is suggested that you review any of these restrictions that may be applicable to the improvements you are considering.

Approval of the Architectural Review Committee does not in any way relieve the homeowner from compliance with all Federal, State, County and City Regulations, Codes, Restrictions or Laws. ***It is your responsibility to obtain any and all permits from the City of Noblesville prior to making your improvements.*** Furthermore, it is the homeowner's responsibility to ensure that all covenants, conditions, and restrictions and easements are in compliance. ***By completing the proposed project or improvement, the homeowner agrees to hold the Roudebush Woods HOA, the Roudebush Woods Architectural Review Committee, and it's officers and agents harmless from any action resulting from the homeowner's improvements on his/her property.***

NOTE: A PLOT PLAN INDICATING THE LOCATION AND DIMENSIONS OF THE PROPOSED IMPROVEMENT MUST BE INCLUDED FOR ANY ARCHITECTURAL CHANGE REQUEST. THIS REQUEST FORM WILL BE RETURNED TO YOU WITHOUT APPROVAL IF A PLOT PLAN IS NOT INCLUDED.

Please initial here _____ to indicate you have read and agree to the information contained on this page.

ROUDEBUSH WOODS HOMEOWNER REQUEST FOR ARCHITECTURAL CHANGE

Please Print

1. Name _____ Phone _____
Address _____ Fax _____
Lot # _____ Community Roudebush Woods

FOR ALL SUBMISSIONS THE FOLLOWING ATTACHMENTS ARE REQUIRED:

- The builder at closing furnished you with a plot plan for your lot. **On a copy please draw the change in the location of where the proposed addition/improvement will be built.**
 - Elevations and Blueprints or working drawings indicating all dimensions.
 - If available, a photograph or drawing of a similar completed project.
- THE COMMITTEE HAS UP TO 30 DAYS TO REPLY – PLEASE PLAN ACCORDINGLY – THANK YOU!**

2. Requesting architectural approval of the following:
_____ Improvement _____ Addition _____ Repair/Replacement

3. Briefly describe the proposed change _____

Location: _____

Dimensions: _____

4. Please list below the major construction materials that will be used in this project. Be as specific as possible:

Requests for exterior color/materials changes MUST submit samples of color, paint, brick, etc. (Exterior materials must conform to the original construction or be sufficiently compatible.)

Note: All submitted materials will be retained by the Association. You may wish to make a copy for your personal records.

5. Will any part of the proposed improvement extend beyond your property line? Yes _____ No _____

If yes, signature and address of the affected homeowner must be provided below:

Signature _____ Printed _____

Address: _____

6. Would any part of the proposed improvement extend into any Common Area, Utility, Drainage or Sewer Easement, Landscape Easement, Landscape Preservation Easement or Lake Easement shown on the plot plan of your lot? Yes _____ No _____

Dear Homeowner:

Though the Request for Architectural Change is being processed by the Architectural Review Board, it is our responsibility to have you sign the attached Easement Waiver. This waiver must be signed and returned within 10 days, to protect you and the HOA of your community and to indicate that you have a full understanding of the responsibilities of developing an improvement into a known easement.

Since you are developing into an easement, it is also your responsibility to have the utilities marked prior to commencing by calling "Holey Moley" Indiana Underground Services @ 800-382-5544.

EASEMENT WAIVER

This document is an acknowledgment that I/we, _____
NAME OF HOMEOWNER (S)

_____ the owner(s) of the property located at

_____ in _____, IN. Lot # _____
STREET ADDRESS CITY

of the _____ community will be
NAME OF SUBDIVISION

installing _____

_____ that extends into a drainage and/or utility and/or sewage easement and accept full responsibility of any cost to replace this improvement if the utility company, developer or other authorized party needs to gain access to that area by removal of said improvement.

Signature of Homeowner

Date

Signature of Homeowner

Date

Return this document to:

Roudebush Woods HOA
11711 N. College Avenue, Suite 100
Carmel, IN 46032
Fax: 317-875-5614

HOMEOWNER INFORMATION FORM

HOMEOWNER ASSOCIATION: _____

HOMEOWNER NAME: _____

PROPERTY ADDRESS: _____

UNIT NUMBER (LOT #): _____

MAILING ADDRESS (if different than above): _____

HOME PHONE: _____

CELL PHONE: _____

WORK PHONE: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____

EMPLOYER: _____

LENDING INSTITUTION: _____

Please complete this form and mailed to:

**Community Association Services of Indiana
11711 North College Ave., Ste 100
Carmel, IN 46032**

This information is used in the event of an emergency with your home. Thank you for your cooperation. If there are any questions, you may call us at: (317)-875-5600.

CHANGE OF ADDRESS NOTICE

HOMEOWNERS ASSOCIATION: _____

HOMEOWNER: _____

CURRENT ADDRESS: _____

UNIT NUMBER: _____

NEW ADDRESS: _____

NEW PHONE NUMBER: _____

EMAIL ADDRESS: _____

NOTE: Please complete this form and mail it to us at the below address if you relocate but do not sell your home so we may update our records. If you have any questions or concerns please contact us at (317)-875-5600. Thank you.

MAIL TO; Community Association Services of Indiana
11711 North College Avenue, Suite 100
Carmel, IN 46032