

# MARLEY PARK™ 2019 ANNUAL GOVERNANCE PACKAGE







December 1, 2018

Dear Marley Park™ Homeowner,

On behalf of the Board of Directors and in compliance with our community's governing documents, the Marley Park Community Association, Inc., ("MPCA") produces an annual governance package to share with all Marley Park homeowners.

Enclosed in this 2019 governance package, please find the following:

- 1) Budget Summary
- 2) Budget
- 3) Governance Overview
- 4) Marley Park Assessment & Fee Schedule

While this governance package is focused on the year ahead, there was important transitional groundwork in 2018, setting the stage for 2019 and beyond in Marley Park.

In September 2018 at Marley Park's third quarter board meeting, the Board of Directors transitioned from founder-control to resident-control in accordance with Marley Park's Community Charter. Homeowners elected two additional Owner Directors: Mark McCall and Lance Miyatovich will serve alongside previously elected Owner Directors, Donna Bronski and Valerie Jackson, and founder-appointed member, Dan Kelly.

Prior to transition and to inform the process, the Board of Directors convened two committees: (1) a 10-member Transition Committee to help guide the transition process for all community stakeholders; (2) a 10-member standing Landscape Advisory Committee to identify and prioritize landscape maintenance improvements to common areas in the year ahead. Both Committee's provided formal 2019 budget recommendations to the newly elected Board.

As we look to 2019, the Board plans to continue to establish committees to support its work. All residents are invited to get involved in these important community leadership opportunities.

For questions regarding information in this annual governance package, please contact the MPCA at [mpca@dmbcommunitylife.com](mailto:mpca@dmbcommunitylife.com) or 623-466-8820. We also invite you to attend the Annual Membership Meeting slated for March 25, 2019. In addition to our usual Board business, two open Owner Director seats will be elected at the Annual Membership Meeting. Please watch for additional communication in early 2019 about this meeting and Board election.

Sincerely,

Marley Park Community Association, Inc.  
Managed by DMB Community Life, Inc.: people and places with purpose



**Marley Park Community Association, Inc.  
2019 Budget Summary  
December 1, 2018**

Annually, the Board of Directors for the Marley Park Community Association, Inc. ("MPCA"), prepares a budget for the upcoming fiscal year and sets an assessment level to meet the fiduciary requirements of the MPCA, ensuring that operating expenses and reserve allocations are adequately funded in accordance with Chapter 14 of the Community Charter for Marley Park.

For 2019, the Board of Directors has found it necessary to increase the MPCA base assessment by \$4 for a total monthly base assessment of \$110.00.

This budget reflects the MPCA's efforts to responsibly manage our resources and protect Marley Park's long-term vision. This includes the MPCA's priorities for continuing to contribute to the reserve fund in accordance with Marley Park's reserve study, maintaining important community amenities such as the Heritage Pool House and the Heritage Club, and for preserving our distinguishing community landscapes such as community parks, common areas and tree-lined streets, as well as supporting our unique community programs.

Please remember: Assessments are due in full on the 1<sup>st</sup> of each month; late charges will be assessed after the 15<sup>th</sup> of the month. If you use an Online Bill Pay service with your bank or credit card, please confirm the withdrawal amount for your monthly assessments beginning January 1, 2019.

The MPCA encourages enrollment in the Automated Clearing House (ACH) Direct Debit program to ensure payments are received and posted between the 5<sup>th</sup> and 10<sup>th</sup> of each month. Enrollment authorizes the MPCA to withdraw the Board-approved monthly assessment of \$110.00 from your checking or savings account. If you have questions regarding ACH enrollment or would like to receive your monthly statements via email in lieu of mailed copies, please contact [accounting@dmbcommunitylife.com](mailto:accounting@dmbcommunitylife.com).

We look forward to an exciting 2019.

By order of the Board of Directors,

Marley Park Community Association, Inc.  
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## Marley Park Community Association, Inc. 2019 Budget

### FEES

Marley Park Community Association, Inc. Assessment \$ 110.00

### REVENUE

Community Association Assessment \$ 2,164,690

Legal, Collection & Compliance Fees 38,278

Events & Amenity Revenue 37,673

Transfer & Disclosure Fees 188,235

Special Service Area Assessment 117,180

Other Revenue 13,167

**Gross Revenue** \$ 2,559,223

Bad Debt (10,519)

**NET REVENUE** \$ 2,548,704

### OPERATING EXPENSES

General & Administrative \$ 644,560

Utilities 217,665

Landscaping 924,464

Community Engagement 119,491

Repairs & Maintenance 37,699

Facilities 295,013

Communications 48,990

**TOTAL OPERATING EXPENSES** \$ 2,287,882

**INCOME BEFORE RESERVES** \$ 260,822

**RESERVES** (260,000)

**TOTAL SURPLUS (DEFICIT)** \$ 822



## 2019 MARLEY PARK™ GOVERNANCE OVERVIEW

Marley Park is a distinctive community in the growing City of Surprise. Built with a keen attention to detail, Marley Park emphasizes diverse and traditional architecture that fosters an active and caring community for residents today and in the future. Achieving our shared vision for Marley Park is facilitated by an Arizona nonprofit organization, known as the Marley Park Community Association, Inc. (the “Community Association”).

### **MARLEY PARK COMMUNITY ASSOCIATION, INC.**

The Community Association provides spirited, dynamic leadership for the Marley Park community by cultivating a rich variety of activities and programs and by preserving special community landscapes and neighborhood settings. The Community Association works in partnership with residents to create a strong, active and caring community.

Please contact the Community Association for questions and suggestions about community life, including operations such as governance, assessments and fees, landscape and general maintenance of community common areas and parks, community guidelines including compliance and design review applications; as well as programs such as events and activities, Marley Park Matters, clubs and groups, volunteer and philanthropic opportunities, facility reservations, and [marleypark.com](http://marleypark.com) and other communications tools.

The Community Association is responsible for maintaining the following common areas, unique to Marley Park: major thoroughfares and parkways, neighborhood parks, Arbor Walk path and trail system, and landscape tracts funded by the Marley Park Community Facilities District (“Marley Park CFD”). For more information on the Marley Park CFD, refer to the *CFD Disclosure Statement*.<sup>\*</sup> The Community Association is also responsible for maintaining the Heritage Club – a 6,000-square-foot private, recreational facility for all residents that includes indoor and outdoor areas, catering kitchen, and flexible meeting spaces; and the Heritage Pool House – a two-acre private, recreational facility for all residents to swim, play, and relax year-round that includes a recreation and fitness pool, multi-purpose indoor gathering space, an outdoor fire pit, ramadas and barbecue.

Governed by a Board of Directors, the Community Association’s responsibility is to implement and enforce the terms set forth in the *Community Charter* (the “Charter.”)<sup>\*</sup> The Charter establishes a flexible system of standards and procedures for the overall development, administration and preservation of the residential portion of Marley Park. All residential property owners are members of the Community Association.

### **ASSESSMENTS AND FEES**

The Community Association is funded by a Board approved, mandatory monthly assessment collected from all residential property owners. As of January 1, 2019, the monthly assessment is:

\$110.00 – Community Association Base Assessment

In addition to the above assessment, homes in certain neighborhoods may be subject to additional monthly Service Area Assessments, as defined in the Charter and levied to pay expenses incurred for benefits or services provided by the Community Association for certain portions of the Community that are not common to all owners.

*Note: Other assessments and fees may be applicable as delineated in the governing documents. All assessments and fees, as of January 1, 2019, are subject to change in accordance with the governing*

*documents. Special use and consumption fees may be required for certain amenities, programs, events and activities. See the current years MPCA Assessment & Fee Schedule.\**

## **DESIGN GUIDELINES**

To ensure that the character of Marley Park remains true to its vision, and to maintain consistency in the quality of improvements within Marley Park, Design Review is a free and mandatory approval process for owners who want to change or modify the exterior of their home. Design Review in Marley Park is detailed in a document which may be amended periodically, Marley Park Residential Design Guidelines.\* Prior approval must be obtained from the Design Review Committee, as outlined in the Charter, before any exterior changes or modifications are made.

*Note: Homeowners who do not secure pre-approval for Design Review are subject to a Retroactive Design Review Application Fee. See the current years MPCA Assessment & Fee Schedule.\**

## **GOVERNING DOCUMENTS**

The Charter for Marley Park is a document in accordance with Arizona regulations regarding the establishment of nonprofit organizations and cannot be changed without a specific vote by Marley Park property owners. If approved, these changes become amendments and are recorded with the Maricopa County Recorder's Office. Please be advised that failure to abide by the governing documents can result in specified legal remedies and/or fines. The *Bylaws*\* outline the manner in which the Community Association should be overseen and govern internal affairs such as voting, elections and meetings.

\*Governing documents may be amended periodically. All current governing and financial documents are available on [marleypark.com](http://marleypark.com).

## **CONTACT INFORMATION**

MPCA Operations team at [mpca@dmbcommunitylife.com](mailto:mpca@dmbcommunitylife.com) or 623-466-8820

MPCA Engagement team at [mpengagement@dmbcommunitylife.com](mailto:mpengagement@dmbcommunitylife.com) or 623-466-8820

MPCA Accounting team at [accounting@dmbcommunitylife.com](mailto:accounting@dmbcommunitylife.com) or 623-466-7008



## Marley Park Community Association, Inc. Assessment & Fee Schedule

Adopted November 5, 2018 | Effective January 1, 2019

Monthly Assessments	
<b>Marley Park Community Association, Inc.</b> (Community Charter for Marley Park, Chapter 14, Section 14.5)	\$110
<b>Marley Park Community Association Special Service Area Assessment (MP SSA)</b> (Community Charter for Marley Park, Chapter 14, Section 14.5)	\$93
Property Transfer Fees	
(ARS 33-1806 Resale of units; information required; fees; civil penalty; definition) (DMB Community Life, Inc. Management Contract 2019, unless otherwise stated)	
Builder Transfer	
<b>First Home Buyer Transfer Fee; per lot</b>	\$100
<b>Working Capital Fee – ½ of the Annual Assessment</b> (Community Charter for Marley Park, Chapter 14, Section 14.9)	\$660
<b>Upfront Monthly Assessments Collected at Closing – 2 mo.</b>	\$220
Resale Transfer	
<b>Resale Transfer Fee</b>	\$300
<b>Resale Disclosure Fee</b>	\$75
<b>Community Enhancement Fee</b> (Community Charter for Marley Park, Chapter 14, Section 14.11)	¼ of 1% of Gross Sales Price
<b>Prepaid Monthly Assessment Collected at Closing – 2 mo.</b>	\$220
<b>MP SSA Prepaid Monthly Assessment Collected at Closing – 2 mo.</b>	\$406
Builder-to-Builder Transfer	
<b>Builder-to-Builder Transfer Fee; per lot</b>	\$50
Non-Exempt Transfer	
<b>Any Non-Exempt Transfer Other Than a Sale</b> (Covenant for Community for Verrado, Section 2.3(f))	¼ of 1% of the Estimated Fair Market Value
Delinquency & Legal Fees	
(Community Charter for Marley Park, Chapter 14, Section 14.6) (Current Delinquency Account Collection Process) (DMB Community Life, Inc. Management Contract 2019, unless otherwise stated)	
<b>Late Fee</b> (Assessed monthly on the 16th)	\$15
<b>Demand Fee</b> (Assessed after the 2nd month Delinquent)	\$35
<b>Returned Check Fee</b>	\$25
<b>Pre-Lien Fee</b> (Assessed after the 3rd month Delinquent)	\$70
<b>Collection Agent Fee</b>	\$125
<b>Payment Agreement Default Letter</b>	\$85

<b>Record Notice of Lien</b>	\$185
<b>Delinquency Lawsuit</b>	\$275 & up
<b>Post-Judgment Collection Service</b>	\$135 & up
<b>Property Setup Fees</b>	
(ARS 33-1806 Resale of units; information required; fees; civil penalty; definition) (DMB Community Life, Inc. Management Contract 2019)	
<b>Tenant Account Set-up Fee</b>	\$25
<b>Foreclosure Set-up Fee</b>	\$400
<b>Administrative Transfer Set-up Fee</b> (Applicable for Community Enhancement Fee Exempt Transfers)	\$75
<b>Third-Party Disclosure Fee</b> (homewisedocs.com)	\$25
<b>Resale Rush Fee</b> – 72 hours	\$100
<b>Resale Update Fee</b> – After 30 days	\$50
<b>Schedule of Monetary Penalties for Noncompliance</b>	
(Community Charter for Marley Park, Chapter 9, Sections 9.2(a)(i) & 9.2(a)(vii)) (Community Charter for Marley Park, Chapter 14, Section 14.4(b))	
<b>Amenity Violation</b>	\$100
<b>Animals &amp; Pets</b>	\$50
<b>Commercial Vehicle, Recreational Vehicle, Inoperable Vehicle Violation</b>	\$150
<b>Exterior Architectural Maintenance; Missing/Damaged Elements</b>	\$150
<b>Landscape Maintenance Violation(s)</b>	\$150
<b>Short-Term Property Rental</b>	\$500
<b>Specific Assessment</b> – Self-Help	\$150 & up
<b>Trash/Recycling Container Stored in Unapproved Location / Unapproved Signage</b>	\$25
<b>Unapproved Architectural Modification(s)</b>	\$200
<b>Residential Design Review Submittal Fees</b>	
(Community Charter for Marley Park, Chapter 6, Section 6.2(d))	
<b>Residential Application</b>	\$0
<b>Commercial Application</b>	\$0
<b>Retroactive Design Review Application Fee</b> (non-refundable fee for work completed prior to Design Review Approval)	\$50
<b>Major Addition or Modification to Existing Home</b> (i.e. guest house, main home square footage expansion)	\$1.00/sq.ft. under roof for each submission; minimum fee of \$500 & maximum fee of \$2,000



<b>Custom Home Design Review Application Fee</b>	\$3,300
<b>Heritage Club &amp; Pool House Facility Rentals</b>	
<b>Heritage Club – Keeping Room – 2 hour minimum</b>	\$10/Hour
<b>Heritage Club – Rose Room – 2 hour minimum</b>	\$10/Hour
<b>Heritage Club – Main Parlor &amp; Back Lawn – Under 60 people - 2 hour minimum</b>	\$50/Hour
<b>Heritage Club – Main Parlor &amp; Back Lawn – Over 60 people - 2 hour minimum</b>	\$200/Hour
<i>Main Parlor &amp; Back Lawn Reservations includes common parlor, kitchen &amp; back lawn. During overseeding there is no access to the Back Lawn.</i>	
<b>Heritage Pool House – Multipurpose Room Only</b> Saturday & Sunday Only – 10am – 2pm (30 people maximum, including resident household)	\$200/4-Hours
<b>Heritage Club &amp; Pool House Facility Rentals Facility Violations &amp; Fines</b>	
<b>Broken Glass In/Near Pool(s) Resulting in Pool Closure</b>	Pass through cost from service provider
<b>Facility Reservation Time Exceeded</b>	\$25/15 minutes beyond scheduled start/end of reservation
<b>Guest Count Exceeds Reservation</b>	Difference in price/half-hour
<b>Damage/Lack of Proper Cleaning</b>	Pass through cost from service provider
<b>Undisclosed/Unapproved High-Risk Vendor</b> (i.e. bounce house, bartender)	\$500
<b>Amenity Access Cards (A maximum of 3 Cards per Lot)</b>	
<b>First &amp; Second Card – Supplied as a Courtesy for new Owners</b>	\$0
<b>Third or Replacement Card</b>	\$25/Card



MARLEY PARK COMMUNITY ASSOCIATION, INC.  
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