

# The Village at Johnston Station Town Home Owners Association

P.O.BOX 1115

Johnston, IA 50131

[www.JohnstonStation.org](http://www.JohnstonStation.org)

## PROSPECTIVE HOME BUYERS

Please carefully read the Rules & Regulations and other legal documents on the HOA website at [www.JohnstonStation.org](http://www.JohnstonStation.org) under "Documents". When you purchase a home in our community, you agree to abide by our HOA legal requirements.

## EMERGENCY PHONE

Call 911. Our HOA no longer has an emergency phone number.

## HOW TO SELL YOUR HOME

### **INSTRUCTIONS FOR THE SELLER**

Make sure your Community Financials HOA account is current and paid up to date.

Community Financials portal: <https://comwebportal.com/login>

### **INSTRUCTIONS FOR REAL ESTATE CLOSING AGENTS**

All legal docs are on the HOA website at [www.JohnstonStation.org](http://www.JohnstonStation.org) under "Documents".

#### **How to request a Resale Demand Letter from Community Financials**

Our HOA accounting service Community Financials, will provide you with real estate closing information (for example, collect two months of pre-paid HOA dues at closing, address of where to send closing funds and documents, etc.).

You can request this information directly from Community Financials as follows:

Phone: (833) 266-3636, option 3

Email: [resale@communityfinancials.com](mailto:resale@communityfinancials.com)

Email Subject line: Johnston Station HOA resale demand letter <insert HOA property address>

#### **How to request an HOA Affidavit**

An HOA Affidavit is not a required document. However, our HOA will provide this optional closing document if the following provisions are met:

1. Request is made in writing to email address below.
2. Request is received at least two weeks prior to the closing date.

Real Estate Closing Agents may submit a written request for an HOA Affidavit to:

Email: [johnstonstationhoa@gmail.com](mailto:johnstonstationhoa@gmail.com)

Email Subject line: Johnston Station HOA Affidavit <insert HOA property address>

### **INSTRUCTIONS FOR THE BUYER**

After closing, you will receive information from Community Financials on how to set up your HOA account and automatically pay your HOA association dues each month. It could take a couple of weeks for this written information to arrive. You will be provided a unique account number for your HOA account at Community Financials.

## **ACCOUNTING SERVICE - COMMUNITY FINANCIALS**

Monthly dues payments of \$175 are made to our HOA Accounting Service, Community Financials.

Community Financials portal: <https://comwebportal.com/login>

## **MORTGAGE REFINANCE**

If you need a proof of a zero account balance for a mortgage refinance, contact Community Financials.

[resale@communityfinancials.com](mailto:resale@communityfinancials.com)

**(833)266-3646, option 3**

## **HOMEOWNER CONTACT INFORMATION MUST BE KEPT CURRENT**

Our HOA uses the account information at Community Financials as the legal system of record for homeowner contact information. All homeowners are expected to create an account and keep their address/phone/email updated.

## **HOA LEGAL DOCUMENTS**

HOA legal documents are available on the HOA website, and also available on the Community Financials portal.

## **MINUTES & BOARD MEETING SCHEDULE**

Board Meeting minutes and Board Meeting Schedule are available in the Community Financials portal.

## **HOA BANKING & FINANCIAL STATEMENTS**

Our HOA keeps reserve funds in Green State Credit Union, at the Ankeny Branch. Our HOA keeps operating funds in Pacific Premier Bank. Our monthly financial statements are prepared by licensed CPAs with Community Financials and placed in the Community Financials portal in the "Financials" folder. It takes a few weeks for the monthly reports to be prepared. These monthly reports will be available to homeowners starting with the May 2022 monthly reports.

## **MAINTENANCE REQUESTS / HOA GOVERNANCE COMPLAINTS / COVENANT VIOLATIONS**

Write to PO BOX 1115, Johnston, IA 50131 or appear at a board meeting to discuss your issue.

The Board is researching options for hiring a Grounds Manager/Grounds Keeper. It could take several months for this issue to be resolved. In the meantime, write to the PO BOX as shown.

## **DECKS / WINDOWS & WINDOW SCREENS / FRONT DOORS & GARAGE DOORS**

Repairs are the responsibility of the homeowner. Repairs must conform to original design, style, and color of the original item. Total replacements must be approved by board. Submit requests to PO Box or attend Board Meeting.

## **CERTIFICATION OF INSURANCE**

Our HOA has a master insurance policy at the Grimes Financial & Insurance Group office in Grimes. Homeowners who need a Certificate of Insurance to provide to their mortgage company, may directly contact the HOA master insurance agent office as follows: [bkramer@grimesfig.com](mailto:bkramer@grimesfig.com) (515) 986-1447

Provide this information in your request: subject line: *Johnston Station HOA Certificate of Insurance*

- mortgage company name & address
- mortgage loan number
- your HOA property address

## **GARBAGE & RECYCLING COLLECTION IN OUR HOA**

Please keep your garbage bin and/or recycle bin inside your garage when not in use. Service is as follows:

### **WASTE CONNECTIONS (blue garbage bin – pickup every Wednesday).**

This is a private service that our HOA pays for. It has nothing to do with the City of Johnston.

Blue garbage bin issues, or questions: Waste Connections customer service **(515) 265-7374**, and state that you live in the Village at Johnston Station HOA, in Johnston.

### **RECYCLING (green recycle bin – pickup every other Tuesday).**

This is a city service provided by the City of Johnston, via Metro Waste Authority.

Green Recycle cart issues, or questions: Metro Waste Authority **(515) 244-0021**. State that you reside in Johnston.

### **NO BULKY TRASH PICKUP!**

Our HOA does not provide bulky trash pickup.

*This document last updated June 15, 2022.*