

206 Lupfer Condominium Association

Welcome and COA Management Information

Montana Community Management Corp. (MCM) was recently hired by the 206 Lupfer Condominium Association Board of Directors as the business and community manager of the Condominium Owners Association (COA). We are in process of setting up the basics to get the Condominium Association live for owners. Please watch for additional information on how to access resources for the management of the COA.

About Montana Community Management

MCM is a full-service management company in the Flathead Valley and serves the Board of Directors for 30 condominium and homeowners associations. We provide customized services for the administrative, financial, and physical aspects of association management. For a comprehensive view of our services, please visit our Facebook Page – find us under Montana “Community Management Corp.” or our website at <http://montanahoa.com/hoa-management-services/> and let us know if you have any questions about how we can help.

**Please note that MCM does not provide VRBO or rental property management services. All issues with tenants, appliances, or HVAC components within your unit should be handled directly by you, the owner, or routed through your VRBO property manager for handling. However, we will need to know how to contact any VRBO or rental management company that you retain so we may reach them in an emergency.

Your Community Management Team

As your primary community manager, **Jackie Parlee, CMCA** will handle all day-to-day management for your HOA. Jackie joined MCM in 2015, with 20 years of experience in the financial and IT industries. Besides her Community Management credentials, Jackie holds several business and IT certifications and has served as a project leader for global business and IT services. While Jackie manages all types of communities, she specializes in multi-family communities.

Lindsay Smith will act as secondary contact for the COA Community Management. Lindsay joined MCM in 2021 and has an impressive background of various client service, administration, vendor, and plant-management experience. Lindsay has lived in the Flathead Valley her entire life and is a wonderful resource to owners. You will see Lindsay out and about meeting with service providers and managing the physical aspects of your community.

COA Statements and Payments

Owner statements will be sent via email to owners from support@montanahoa.com so please ensure this address is added to your spam filters. We offer an electronic payment portal for folks wishing to pay their dues from their US bank account or by credit/debit card. If mailing a check, send your monthly dues, **payable to 206 Lupfer COA, Inc.** to 857 Grand Drive - Bigfork, MT 59911

How to Reach MCM

- During business hours (8:30 am to 5:00 pm MT, M-F), you can reach us at (406) 837-4536 or via email at support@montanahoa.com
- For emergency support after business hours, email: afterhours@montanahoa.com

On behalf of the Alta Views Board of Directors, we would like to welcome you as a new owner at Alta Views!

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Utility Services Information

Electric Service to your unit will be billed direct to owners via [Flathead Electric Cooperative](#). When calling to establish your account, please be prepared to provide them with your physical unit address, and a billing address for mailing of your monthly statements. To establish service to your unit, please call 1-800-735-8489.

Natural Gas Service to your unit will be billed direct to owners via [Northwest Energy](#). When calling to establish your account, please be prepared to provide them with your physical unit address, and a billing address for mailing of your monthly statements. To establish service to your unit, please call 1-888-467-2669.

Domestic Water/Sewer Services are provided by the City of Whitefish and calculated by central meter for each building on the property. The City charges include a monthly base meter fee (monthly fee covering city infrastructure such as water mains, sewer treatment, etc.) which is shared by the units in your building and the per gallon usage charges for the water consumption and associated sewer fees for your individual unit.

Cable/Internet services to residential units are provided by Charter Spectrum at a discounted, bulk rate and billed to the HOA on a centralized billing statement. Owners will see a quarterly reimbursement charge on statements for this service. Owners may not opt out of this service, and will be billed regardless of use. The Spectrum app can be downloaded on other smart-tv's and personal devices and used to watch TV while connected to the WIFI in your unit. To establish service to your unit, owners must call Charter Spectrum directly at 1-833-697-7328 and arrange for the installation of equipment. Owners are responsible for installation fees, and equipment must be returned to the local Spectrum store upon the sale of unit to avoid being charged.

If you are paying dues via a recurring electronic payment file set up on the COA web portal, your utility reimbursement fees will be collected with your scheduled dues payments. If you pay by another method, please be sure to include these charges with your payment.

Window Covering Standards

The Board of Directors for the community asks that all owners plan for some thing simple/modern in white or cream/beige colored window coverings.

Building Access Codes / Unit Access Codes

- Each residential unit has been set up with a unique building code for use on all exterior entrances and the garage.
- VRBO codes will be available in a few weeks when the access control system is completed.
- A key to your unit was provided at closing. Manuals to set up key pad access were left inside units for self-service. The manual is also available on the owner-owly web portal.

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OWNER INSURANCE REQUIREMENTS

Section 8.18 Required Insurance for Commercial Use of Unit. The Owner, Occupant, tenant or lessee of any Unit being used for commercial purposes shall be required to obtain and maintain at the Owner's, Occupant's, tenant's or lessee's sole cost and expense, commercial general liability and property damage insurance covering all operations on and from the Property with coverage limits of not less than \$1,000,000 per occurrence. The amount of required insurance and the required coverages may be modified from time to time by the Board as part of the Administrative Regulations and such modification shall not require an amendment to this Declaration. Such commercial general liability insurance must name the Association as an additional insured on a primary and non-contributory basis. The Owner shall deliver or shall cause the Occupant, tenant or lessee of the Owner's Unit to deliver a certificate of insurance to the Association showing that such insurance, naming the Association as an additional insured, is in full force and effect and will not be modified or canceled without twenty (20) days' prior notice to the Association. Such certificate of insurance must initially be delivered to the Association on or before the date that the Owner, Occupant, tenant or lessee begins any commercial operations from the Property. Subsequent certificates of insurance must be delivered to the Association prior to the expiration date of the policy for which the prior certificate of insurance was delivered and at any time upon request by the Association. If an Owner, Occupant, tenant or lessee fails to deliver the required certificate of insurance to the Association, the Association may assess the Owner of the applicable Unit a Default Assessment equal to the increase in the Association's insurance premium resulting from the failure of the Owner, Occupant, tenant or lessee to obtain the required commercial general liability insurance.

Section 9.4 Liability Insurance. The Association will obtain a comprehensive policy of public liability insurance and property damage insurance with such coverages and limits as the Board of Directors may from time to time determine, insuring each member of the Board of Directors, the Association, and the respective employees, agents, and all persons acting as agents against any liability to the public or the Owners (and their guests, invites, tenants, agents, and employees) arising in connection with the ownership, operation, maintenance, or use of the General Common Elements and any other areas under the control of the Association. Declarant will be included in the coverage as an additional insured in Declarant's capacity as an Owner or Director. To the extent reasonably available, the Owners will be included as additional insureds, but only for claims and liabilities arising in connection with the ownership, existence, use or management of the Common Elements.

The Board of Directors will review the coverage limits from time to time, but, generally, the Board will carry such amounts of insurance usually required by private institutional mortgage lenders on projects similar to the 206 Lupfer Condominium project, and in no event will such coverage be less than \$1,000,000.00 for all claims for bodily injury or property damage arising out of one occurrence.

Each Owner must obtain and maintain condominium unit owner's insurance which includes liability coverage for personal injury and property damage with limits of not less than \$500,000 per occurrence for each Residential Unit and \$1,000,000 for each Commercial Unit. This amount may be increased from time to time by the Board, as part of the Administrative Regulations, without the need to amend the Declaration. To the extent available without material price increase, each Owner shall name the Association and the Association's manager or management company as an additional insured on such liability insurance coverage. If an Owner's insurer refuses to name the Association and any management company hired by the Association as an additional insured on the liability coverage, the Owner shall provide the Association with written notice from the insurer stating that the insurer will not name the Association and any management company hired by the Association as an additional insured on the liability insurance coverage. Each Owner, upon acquiring a Unit and as often as necessary to show that continuous liability insurance in the required amounts is in effect, including upon request of the Association, shall provide to the Association

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a certificate of insurance showing that the required liability insurance is in full force and effect. Additionally, to the extent available, each Owner's insurance policy will include a subrogation waiver waiving the insurer's right of subrogation against Declarant, the Board, the Association and its management company and the other Unit Owners. The Board may adopt, as part of the Administrative Regulations, additional requirements for the insurance to be obtained by the Unit Owners.

Section 9 .10. Insurance Obtained by Owners. With respect to any insurance required to be obtained by an Owner or which an Owner obtains for such Owner's benefit, no such insurance coverage obtained by an Owner will operate to decrease the amount which the Association, on behalf of all Owners, may realize under any policy maintained by the Association or otherwise affect any insurance coverage obtained by the Association or cause the diminution or termination of that coverage. Any such insurance obtained by an Owner will include a waiver of the particular insurance company's right of subrogation against Declarant, the Board of Directors, the Association and other Owners.

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Assessment Collection Policy

206 Lupfer COA dues statements are sent to homeowners approximately 30 days prior to due date, and are due on the first day of the quarter. The Board of Directors has adopted the following Assessment Collection policy for the 206 Lupfer COA, in conjunction with 206 Lupfer COA Governing documents.

The HOA accepts payments in the form of personal check, credit card, and quarterly drafts from US bank accounts. Please contact the management company if you need help paying your bill by one of these methods.

Quarterly Assessment Due Dates	31 Days Friendly Reminder Notice	45 Days Notice of Intent to Lien	60 Days + Record Lien
January 1 April 1 July 1 October 1	Assess 10% Interest; Suspension of Voting Rights	Assess 10% Interest Notice of Intent to Lien Sent via Certified Mail	Continue to Assess 10% Interest until paid, Assess collection and legal fees; Lien recording fees Acceleration of all assessments for reminder of fiscal year payable immediately

Per Section 6.7 Remedies for Nonpayment of Assessments: Any installment of an Assessment which is not paid within thirty (30) days after its due date will be delinquent. In the event of such delinquency, the Association may take any or all of the following actions:

A. Assess a reasonable late charge for each delinquency at uniform rates set by the Board from time to time;

B. Charge interest from the date of delinquency at uniform rates set by the Board from time to time, not to exceed the maximum rate of interest permitted by law;

C. Suspend the voting rights of the Owner during any period of delinquency;

D. Accelerate all remaining Assessment installments for the fiscal year in question so that unpaid Assessments for the remainder of the fiscal year will be due and payable at once;

E. Bring an action against any Owner personally obligated to pay the delinquent Assessment charges; or

F. File a statement of lien with respect to the Unit and foreclose as set forth in more detail below.

The remedies provided under this Declaration are not exclusive, and the Association may enforce any other remedies to collect delinquent Assessments as may be provided by law.

HOA Assessment Collection Process:

31 Days Past Due

1. 10% interest assessed from due date.
2. HOA friendly Reminder Notice sent to all delinquent accounts.

45 Days Past Due

1. 10% interest assessed from day interest charged last.
2. Notice of intent to lien sent to delinquent accounts via Certified Mail.
3. Voting Rights Suspended until account is paid in full.

60 Days Past Due

1. 10% interest assessed from day interest last assessed.
2. Remainder of fiscal year quarterly assessments become due and payable immediately.
2. Collection, legal and recording fees assessed to owner account.
3. HOA perpetual lien filed with Flathead County, encumbering future sale of the property.
4. Interest will continue to be assessed until past due balance is paid in full.

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OWNER INFORMATION

Unit Number(s): _____ Name: _____

Mailing Address: _____

Phone: _____ Mobile(s): _____

E-mail(s): _____

PREFERRED METHOD FOR DELIVERY OF STATEMENTS AND NOTICES: _____ MAIL _____ E-MAIL
(Please consider selecting email to save the COA postage fees and for more timely communications!)

EMERGENCY CONTACT

Please provide information of someone (other than a VRBO or rental management company) that MCM can contact if unable to reach you in an emergency.

Name: _____ Relationship to unit owner:

Phone(s) #: _____ Email: _____

VRBO or RENTAL MANAGEMENT CONTACT (if applicable)

Name: _____

Phone: _____ Mobile _____

E-mail: _____

Owner Responsibility for COA elements

Please be advised that owners are responsible for ensuring their tenants abide by the property rules and regulations. Any damaged caused to the COA common elements by renters will be the responsibility of the unit owner.

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Permission to Enter Authorization

(Signed original must be on file at Management Office)

I hereby authorize Management Company of the 206 Lupfer Condominium Association Condominium Association to enter my Residence.

I understand that the named company or individual(s) will be entering my unit unaccompanied at my request. I agree to hold harmless the 206 Lupfer Condominium Association Condominium Association and Management Company from any litigation as a result of the access I am authorizing with my signature below.

Authorization to Enter Given to: MCM Corp, Inc.

Keycode: _____

Additional Instructions:

Unit #: _____

Printed Name: _____

Signature: _____

Date: _____

Please Note: All Authorizations of Entry will be considered in effect until MCM is notified in writing of your wish to cancel.



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Web Portal Access & Dues Payment Options

Kevin Wetherell 2018 Legacy Trust

A web portal is available for your exclusive use. Homeowners are encouraged to log in and explore this online resource for account information, news and announcements, important association documents, a member directory, and much more. You also may make service/maintenance requests (see instructions at bottom of next page).

Please login today!

How to Log In

Access to the web site is restricted to members of 206 Lupfer COA, Inc.. To gain access, please follow these directions:

1. Direct your browser to montanahoa.com.
2. Click the "Login" link located at the top of the page. You will be redirected to the community web portal sign-in page.
3. Log in using the following User ID and password. They are unique to you and can be changed after you log in!

Your TEMP user ID will be: [s16151c101d01](#) Your TEMP password will be: [yJAQRDT](#)

Please log in ASAP and update your profile with your preferred ID/Passwords

Check and Update Your Information

Select the box "My Profile".

1. Click on "My Info".
 - The information on file at Montana Community Management has been pre-loaded into your account record. Please check it for accuracy. You may add or change information, if needed. It's a good idea to provide emergency and alternative contact information.
 - Indicate what information (if any) other residents can see about you in the web portal "Phone Book". You'll see the options in the box at the very top of the page. Nothing will display in the "Phone Book" until you set your preferences.
 - Choose to receive dues statement and other HOA-related communications via standard mail or email. Near the top of the page, you will see, "I prefer to receive correspondence".

By default, the software chooses the "by mail" option. Receiving correspondence "by email" helps your association save money, by reducing the cost of printing and postage. **We encourage you to change this setting to "by email" unless US mail is absolutely necessary.**

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To Create a New Username or Password:

1. Log in using the username and password in this letter.
2. Choose "My Profile".
3. Click on "Password and Alias".
4. Complete the information on the screen. "Alias" means the *new* username you have chosen.
5. Click the "Save" button.
6. Please allow 24 hours for your changes to take effect.

To Make An Online Payment via Debit or Credit Card:

1. Log into the web portal with your credentials
2. Click on the "Online Payment" button on the home screen and follow the instructions to enter your info.

To Make a Request for Repairs or Maintenance of the Common Areas

1. Log in to the web site.
2. From any page on the site, click the white question mark in the blue bar on the right side of the page.
3. A box with four options will open. Choose "Service Request".
4. A blank email will open. Type in your subject and message. If you have photos that would be helpful, please attach them. Click "Send".

Log Out

After updating your information and checking out the rest of the site, you should log out.

1. Click the gear icon or symbol on the right side of the page, near the top.
2. Click "Log out".

We hope this new web portal will enable owners to better interact with the association, its board and Montana Community Management, and that the new payment options will provide valuable convenience to owners.

If you would like assistance in setting up your web portal account or have questions, please contact us at 406-837-4536 or send an email to support@montanahoa.com. We will be happy to give you a "guided tour" of the site.

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AUTHORIZATION FOR AUTOMATIC DUES PAYMENTS

By completing and signing this form, and attaching a voided check for a financial institution, you authorize Montana Community Management Corp., the business manager for 206 Lupfer Condominium Owners Association, to make withdrawals from a checking or savings account to pay your owner association dues and utility fees. No other amounts will be withdrawn to pay COA-related charges without your express written consent.

The total amount due will be withdrawn electronically on a quarterly basis (Jan/Apr/Jul/Oct) until you give Montana Community Management Corp. written instructions to discontinue automatic dues payments.

Name: _____ Account Number: _____

Property Address: _____

Bank Account Information

Bank or Financial Institution: _____

City and State of Bank/Financial Institution: _____

Name(s) on account: _____

Bank routing number: _____ Bank account number: _____

Type of account (choose one): ☐ Checking ☐ Savings

Signature of account holder _____ Date: _____

(only one signature needed for joint accounts)

PLEASE BE SURE TO ATTACH A VOIDED CHECK FOR THE BANK ACCOUNT LISTED ABOVE.

NOTE: TO RETURN THIS FORM BY EMAIL, PLEASE SCAN THE SIGNED FORM AND YOUR VOIDED CHECK AND EMAIL THEM TO SUPPORT@MONTANAHOA.COM.

Montana Community Management will send you a confirming email once your auto-payment has been set up in the bookkeeping system.

Email address for confirmation: _____