



# West Eugene Village Homeowners Association, Inc.

Welcome to West Eugene Village (WEV)! We are so thrilled that you have joined our WEV community. Below is contact information and a list of commonly asked questions. If you have other questions, please feel free to contact us or our Management company (Metco) at any time. We are also asking you to return some information to Metco at your earliest convenience. Thank you!

### Contact information for the Board of Directors, ACC and Management Company

Deb Gates	President	541-204-0799	wev.president@gmail.com
Vacant	Vice President	541-204-0799	wev.vicepresident@gmail.com
Sheila Hart	Treasurer	541-204-0799	wev.treasurer@gmail.com
Amy Hanna	Secretary	541-204-0799	wev.secretary@gmail.com
Cindy Waldahl	Member at Large	541-204-0799	wev.memberatlarge@gmail.com
Architectural Control Committee (ACC)		541-204-0799	wev.acc@gmail.com
Christina Centeno	Metco Management	541-683-9001	ccenteno@metcorealty.com

Homeowner resources and community information will be located on the HOA’s website (coming soon), [www.westeugenevillagehoa.com](http://www.westeugenevillagehoa.com). Topics include the following items:

- News and Events (Newsletter and Announcements)
- HOA Documents (Bylaws, Declarations – CC&R’s, Rules & Regulations, Fines & Fees)
- ACC Documents (Alterations to an Improved Lot form and Change Request Criteria)
- Contact Information for the Association and Management Company Information

**Before making any changes or modifications to your home or yard, please read the Rules & Regulations and Use Restrictions located in our CC&R’s, Section 9. If you need a printed copy of the governing documents, please contact Metco or the HOA’s Secretary.**

**Below is a list of commonly asked questions. If you have other questions, please feel free to contact us at any time:**

### **How do I submit an Architectural Control Committee (ACC) Requests?**

Documents for submitting a change request are located under Governance on the HOA’s website, [www.westeugenevillagehoa.com](http://www.westeugenevillagehoa.com). The best and most effective way to submit an Application for Alterations to an Improved Lot is through the Portal on AppFolio. This is handled by Metco-Management Company. You will receive an invite to join the portal from Metco.

### **When will I receive a statement to make payments for dues?**

Statements are billed and either emailed or mailed quarterly (December, March, June, and September). Assessments can be paid monthly, quarterly or yearly. If paying monthly, they are due on the first day of each month. If paying quarterly, they are due on the first day of the quarter. And if paying yearly, they are due on the first day of the year. Payments not received within 30 days of the first day of the month will be assessed a \$15.00 late fee plus interest in every successive month the payment(s) remain in arrears.



## West Eugene Village Homeowners Association, Inc.

### **How do I find out about paying my dues?**

There are two different ways to make your payment:

1. Checks – made payable to West Eugene Village, HOA, Inc. and mailed to Metco Investment Realty, Inc., 388 Q Street, Springfield, OR 97477.
2. By Bill Pay through your bank - made payable to West Eugene Village, HOA, Inc. and mailed to the address noted directly above.
3. Through the portal-established my Metco. This option does require you to pay a fee to make any form of payment.

### **What happens if my payments are late?**

As a non-profit corporation, we are not in the position to carry unpaid debt when members fail to pay dues. The Board of Directors takes failure to pay dues quite seriously. A \$15.00 late fee and interest will be applied to your statement if you fail to make a payment when due. If assessments remain unpaid, the Board can place a lien on your home and initiate collections with the HOA's Attorney if the balance is over 90-days past due. Homeowners are responsible for all fees. If a homeowner is behind in making payments, a payment plan is available if the homeowner wishes to avoid collections.

### **Whom do I contact if I have financial questions?**

Financial questions and Escrow payoff requests go to [hoa@metcorealty.com](mailto:hoa@metcorealty.com). Mail all payments to West Eugene Village HOA, Inc., c/o Metco Investment Realty, Inc., 388 Q St., Springfield, OR 97477.

### **What do the dues pay for?**

Since we are a private community, we all share in the ownership and maintenance of the common areas that include our private streets, sidewalks, storm drains, streetlights, signage, interior pathway, park, playground and structures around the post office boxes (which we are responsible for). We are also responsible for maintenance of the landscaped areas along Terry and Avalon Streets, in the park and at the entrances. Third party vendors maintain these areas. Dues pay for utilities such as electricity and water to irrigate the landscaped areas and lighting along the streets and entrances. Board members are volunteers; however, we do employ a management company to help operate our Association.

Best regards,

Deb Gates, President  
Amy Hanna, Secretary  
Sheila Hart, Treasurer  
Cindy Waldahl, Member-at-Large

WEV Board of Directors



West Eugene Village  
Homeowners Association, Inc.

**New Homeowners Information**

Full Name (Owner 1) \_\_\_\_\_ Preferred Name \_\_\_\_\_

Full Name (Owner 2) \_\_\_\_\_ Preferred Name \_\_\_\_\_

WEV Address \_\_\_\_\_

Alternate Address (Not WEV) if any \_\_\_\_\_

Date property purchased in the WEV Community \_\_\_\_\_

Phone (Owner 1) Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Phone (Owner 2) Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_

(Please circle the best number with which to reach you)

Email (Owner 1) \_\_\_\_\_ Home/Work  
\_\_\_\_\_ Alternate email

Email (Owner 2) \_\_\_\_\_ Home/Work  
\_\_\_\_\_ Alternate email

(Please circle the best email address with which to reach you/set up portal)

\_\_\_\_\_ I will look at the governing documents at [www.westeugenevillagehoa.com](http://www.westeugenevillagehoa.com)

\_\_\_\_\_ I would like a print copy of the governing documents delivered to me

Do you occupy the home or do you have renters? Owner Occupied \_\_\_\_\_

Renter Occupied \_\_\_\_\_ (If Renter occupied, please fill out the second form with Renter's Information. Thank you.)

Date: \_\_\_\_\_



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## Renter's Information

If you have a renter in your home within the West Eugene Village HOA, please fill out the form below and return it to us with the Renter's Information. If you have a lease agreement, a copy of that, in lieu of this form, would be great. Tenant's information will only be used to inform them of activities in the neighborhood, maintenance in the common areas, possible violations of certain rules and in an emergency. We value the privacy of our Home Owners and their Renters.

You can mail the information to West Eugene Village, HOA, Inc. c/o Metco Management Realty, Inc. 388 Q Street, Springfield, OR 97477. If you are sending a payment this month, you can include it with your payment, otherwise, you can email the information to [hoa@metcorealty.com](mailto:hoa@metcorealty.com).

Full Name (Renter 1) \_\_\_\_\_ Preferred Name \_\_\_\_\_

Full Name (Renter 2) \_\_\_\_\_ Preferred Name \_\_\_\_\_

WEV Address \_\_\_\_\_

Phone (Renter 1) Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Phone (Renter 2) Home \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Cell \_\_\_\_ - \_\_\_\_ - \_\_\_\_ /Work \_\_\_\_ - \_\_\_\_ - \_\_\_\_

(Please circle the best number with which to reach the occupants of your home)

Email (Renter 1) \_\_\_\_\_ Home/Work

\_\_\_\_\_ Alternate email

Email (Renter 2) \_\_\_\_\_ Home/Work

\_\_\_\_\_ Alternate email

(Please circle the best email address at which to reach the occupants of your home)

**Note:** All homes are single-family homes and should be rented as such per HOA rules regarding rentals.

Questions or comments: \_\_\_\_\_

Date: \_\_\_\_\_