



SUN WEST RANCH PROPERTY OWNERS ASSOCIATION

Essential Services

This is what we regard as core services. They are subject to change and will be reviewed annually.

1. Grade and maintain common area roads.
2. Snow removal from Hwy 287 to POA House and on common area roads out away from the POA House as needed to check and service houses and for owner access to homes. Roads will be considered drivable and will not be plowed if a normal 4-wheel drive vehicle can traverse them. There may be times when extreme storm conditions may necessitate the closing of some roads. Owners should call the SWRPOA office in advance of their arrival to inquire about access to the area they intend to drive to for current conditions, and to permit time for personnel to clear the necessary roads. Owners' contractors and service providers are expected to abide by the same rules as owners with reference to accessibility of roads and providing advance notice prior to arrival, especially during bad weather.
3. Check, test & maintain the water well systems.
4. Decide what grazing will occur, negotiate leases and oversee grazing.
5. Maintain/build needed fencing and remove unused fencing.
6. Maintain irrigation ditches and irrigate fields/pastures.
7. Decide what timber thinning or cutting will occur, negotiate agreements and oversee cutting, all in compliance with the SWR Forestry Management Plan.
8. Maintain fire breaks and Fire-Wise measures on common area and around Association improvements.
9. Spray, cut or manage noxious weeds on roads and in common areas.
10. Provide security and oversight of traffic/visitors.
11. Rent, clean and maintain the rental cabin and the bunk room.

12. Answer telephone and provide office presence. Messages (e-mail and phone) will be checked daily. Office hours are 9 am to 5 pm May through September and as needed based on Ranch activity October through April. Homeowners are asked to respect the privacy of the Staff by refraining from calling after hours unless it is an emergency situation.
13. Administer insurance requirements for POA structures and staff.
14. Enforce POA policies, guidelines and CC&Rs.
15. Pay bills and payroll, invoice owners, basic bookkeeping.
16. Maintain files, file government reports, and oversee the preparation of tax returns.
17. Maintain POA house, landscaping, storage buildings, horse corrals, barn and arena.
18. Purchase or lease and maintain POA equipment.
19. Prepare for and host annual POA meetings and other special events and/or meetings.
20. Hire permanent and seasonal employees and manage all insurance and all filings relating to employees.
21. Check homes weekly when owners are absent or during winter months and up to once a day during extremely cold temperatures. (Extreme cold is considered to be when the temperature falls below zero for more than a 12 hour period.)
22. Maintain trails for hiking and riding.
23. Maintain common area ponds (some ponds stocked with fish require monitoring for fish health and quantity, and water quality). Arrange for stocking of ponds.
24. Maintain all storage areas and facilities both owned and leased.
25. Arrange for and oversee all tree spraying and treatments, i.e. pine beetle, bud worm, etc.
26. Coordinate document flow for and assist SWRPOA Architectural Review Committee.
27. Provide first response to fire/burglar/temperature alarms in homes for the purposes of assessing the situation and alerting owners or authorities. If the situation requires more than 1/2 hour's time, then additional time beyond the first 1/2 hour will be billed as a User Pay Service.

BOARD APPROVED



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2022 User Pay Services

User pay services include any services provided by the POA staff that is not an essential service. The following is a list of services which are subject to the Ranch Manager's approval as to safety, feasibility, and availability of the Ranch staff.

Rates as of November 1, 2022

| Spring and Summer Services | Pricing |
|--|--------------------------|
| Spring Lawn & Beds clean-up. Lawn Grading and Reseeding | Contact Mgr. for pricing |
| Lawn Mowing (lawn mow and weed trimming) Fixed Rate - Based on size of lawn | Contact Mgr. for pricing |
| Sprinkler Head Repairs | \$48 / HR |
| Home Opening/ Closing | \$48/HR |
| Transportation (Limited-service area, Includes driver, vehicle and fuel) | \$60 / HR |
| Fed Ex/Packages | Fee plus \$10 |
| Mail Drop Services | \$10/per drop off |
| Nightly Cabin Rental (plus cleaning fee of \$50.00 per stay) | \$150.00/night |
| Cabin Cancellation Fee – (Less than 3 day notice) | \$75.00 |
| Fall & Winter Services | Pricing |
| Driveway Snowplow w/ Operator | Contact Mgr. for pricing |
| Snow Removal w/ Shovel | \$48 / HR |
| Home Closing / Winterizing | \$48 / HR |
| Year 'round Services | Pricing |
| Basic Home Repairs | \$48-\$65/HR |
| Trash Pickup | \$60/HR |
| Firewood: Split & Delivered (Additional \$50 to stack wood) | \$250 / Cord |
| Driveway Grading | Contact Mgr. for pricing |
| Tree & Brush clearing ladder fuel reduction. Remove 6ft lower branches. Very important for fire management & protection. | Contact Mgr. for pricing |
| Cistern Upgrade add additional cistern to help with well cycle time recovery and fire protection. | Contact Mgr. for pricing |
| Backhoe w/Operator (Spring-Fall) | \$125/HR |
| Miscellaneous Services (*pricing as determined by Manager, based on task) | \$48-65/ HR* |
| *Hourly Rates – billed at a minimum of 1 hour | |