



*At Fieldcreek Ranch Homeowners Association*

[www.fairwaysatfieldcreek.com](http://www.fairwaysatfieldcreek.com)

Dear Fairways Homeowners,

Please see the enclosed forms, which will require action from you.

Please take the time to fill out the Owner Information Sheet in its entirety and return it to me via email, US Mail or fax. Note that there is more information needed such as vehicle and pet information.

The second form is information regarding new payment options and account visibility that we will soon be offering to homeowners via an online portal. I think you will find it useful when questions arise about your account or payment options.

Thank you for taking the time to fill out the information form!

Enjoy your weekend!

*Sierra Boothby*

Provisional Community Manager  
The Fairways at Fieldcreek Ranch

# The Fairways at Fieldcreek Ranch HOA

## HOMEOWNER REGISTRATION FORM

Owners are required to complete and return a 'HOMEOWNER REGISTRATION FORM' within thirty (30) days of receipt and the form must also be updated immediately following a change of occupancy. Additional forms may be obtained from Kenyon & Associates, Inc. Please understand that this information is necessary in the event of an emergency involving your home and that it is also required in order to maintain a record of all persons entitled to be on the property.

### OWNER INFORMATION

DATE: \_\_\_\_\_ OWNER NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
(address) (city, state, zip code)

OWNER MAILING ADDRESS (if different) \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home phone number: \_\_\_\_\_

Cell 1: \_\_\_\_\_ Cell 2: \_\_\_\_\_

Other phone number: \_\_\_\_\_ Email address(es): \_\_\_\_\_

**Pursuant to NRS 116.3108, Section 3, please sign and date below if you consent to the Association delivering documents to you at the email address(es) you provided or by other electronic means.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is this your primary residence?  Yes  No

Is this a 2<sup>nd</sup> home?  Yes  No

### TENANT INFORMATION

Please provide **all** requested information for those who live at the property address. Attach additional sheets if necessary. If unit is occupied by someone other than the owner(s), please list:

1. TENANT NAME: \_\_\_\_\_ work # \_\_\_\_\_

Home # \_\_\_\_\_ cell # \_\_\_\_\_

2. TENANT NAME: \_\_\_\_\_ work # \_\_\_\_\_

Home # \_\_\_\_\_ cell # \_\_\_\_\_

### **EMERGENCY CONTACT AND/OR LEGAL REPRESENTATIVE INFORMATION**

Indicate the person to contact in the event of an emergency and/or legal representative.

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

Please list any other people who have access to your home (e.g., rental agent, manager, other)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

**RESIDENT VEHICLE INFORMATION**

Please provide **all** requested information for vehicles of those who live at the property address. Attach additional sheets if necessary.

	<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>License Plate #</u>	<u>Registered Owner</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

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**PETS**

Please provide **all** requested information for pets of those who live at the property address.

	<u>TYPE</u>	<u>BREED</u>	<u>COLOR</u>	<u>GENDER</u>	<u>NAME</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

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**PLEASE COMPLETE ALL OF THE INFORMATION AND SUBMIT THIS FORM TO ONE OF THE FOLLOWING:**

EMAIL: [sierra@kenyonandassociates.com](mailto:sierra@kenyonandassociates.com)

FAX: 775-674-8010

Mail/Deliver: Kenyon & Associates, Inc., 645 Sierra Rose Dr., Suite 104, Reno, NV 89511

# Coming Soon!!

## Pay your assessments online!!

Your Association will soon be offering a convenient way for you to pay your dues online via a secure Online Portal.



### **Secure**

Online payments are encrypted using bank-grade security.



### **Fast**

Your charges are immediately marked as paid.



### **Convenient**

You can pay your dues from anywhere with your mobile device.



### **Flexible**

Choose the method that best fits your needs.

Below are your payment options:

### **eCheck (100% free to you!)**

Enter your routing and account numbers in your secure Online Portal to pay dues or any other charge directly from your checking or savings account.

### **Credit or Debit Card**

Use your debit or credit card to pay dues or any other charge through the secure Online Portal. (An online convenience fee applies and is based on your monthly dues charges.)

### **Electronic Cash Payments**

If you choose this method, we will provide you with a reusable PaySlip that you can use at 7-Eleven, Ace Cash Express, CVS and Casey's General Stores to pay your dues in cash (a \$3.99 transaction fee applies; \$1,500 maximum per transaction).

How to get started:

- In order to participate with online payments, we will need your email address. Your email address will be used as your login to the Online Portal.
- Please send the email address you wish to use for your Online Portal to [sierra@kenyonandassociates.com](mailto:sierra@kenyonandassociates.com), fill in the enclosed form. You can also opt to use email as your primary contact method when permitted under the law, which will save the Association money by not having to pay for copies and postage in the future.
- You will be notified by email once Online Payments is ready to go.

If you have any questions, please email us at [sierra@kenyonandassociates.com](mailto:sierra@kenyonandassociates.com) or call 775-674-8000 Ext. 202.



THE FAIRWAYS AT  
 FIELDCREEK RANCH HOA  
 645 SIERRA ROSE DR.  
 SUITE 104  
 RENO, NV 89511

RENO NV 895

01 JUN 2018 PM 2



Jeffrey D. Houston  
 12840 Silver Wolf Rd.  
 Reno, NV 89511

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