

# WANDERMERE ESTATES HOA INFORMATION

## Gate Access:

1. Gate remotes can be purchased for \$100 (per remote). If you did not purchase a remote through your closing agent, you can go onto the website [www.wandermereestateshoa.com](http://www.wandermereestateshoa.com) and purchase a gate clicker there. It will then be delivered Mark Sandall, IT for Wandermere Estates, to your home. You can also email [gates@wandermereestateshoa.com](mailto:gates@wandermereestateshoa.com) and cc [jwheeler@sentrymgt.com](mailto:jwheeler@sentrymgt.com) to request a purchase of gate remotes. The cost will be added to your online account, and you can then pay online for the remotes through your Owner Portal.
2. A gate directory code will be assigned to you once closing documents are received at Sentry. It requires a phone number (landline or cell) to allow access. When your guest arrives at the gate, they should scroll through the directory to your name or enter your directory number, which will call your phone. You must answer the phone, ensure this is someone you want to allow access, and press 1\* to open the gate.
3. A resident code will also be assigned to you by Mark Sandall, IT. Access using this code at either gate should be for resident use only.
4. Owners can request a temporary code for things like parties or open houses.
5. Emergency vehicles have access to the association via code and key.
6. If there are any gate issues, please contact Ponderosa. In electrical outages, the exit gate at both gates should open and remain open until power is restored.

## Online Owner Portal

Sentry Management provides all HOA's with an online portal for each Owner. To access this account, go to [www.sentrymgt.com](http://www.sentrymgt.com) and follow these steps:

1. Click "For Homeowners"
2. Register a "New User" account (create username and password)
3. Make online payments for gate remotes, late fees, or Assessments, view HOA Meeting Minutes, Budgets, view CC&R's and other Association Documents
4. **This is the main "Hub" for Wandermere. All association documents will be held here if not on the website\***

**Emergency Situations:**

1. Wandermere Estates does not have a separate security presence. We are served by the Spokane County Sheriff's Department. In Extreme emergency situations, dial 9-1-1; for non-emergencies call Crime Check at 509-546-2233.
2. If there has been a security issue, please also notify Jeani Wheeler with Sentry Management as soon as possible.
3. In the event of a major water line break, call the Spokane County Water District #3 at 509-536-0121. Additionally, please also notify Jeani Wheeler, Sentry Management.
4. In the case of a gas leak, immediately evacuate the area and contact Avista's customer service center at 1-800-227-9187

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## Maintenance/ Routine:

1. Garbage pickup is on Tuesday with recycling collection every other week. Yard waste receptacles are available for an extra fee. Each homeowner is responsible for setting up their individual service with Waste Management.
  - a. **Note: storage of receptacles is not permitted except in areas completely screened from view from all dwellings, streets, and common areas (CC&R's 8.14)**
2. Questions regarding mailboxes and mailbox keys are handled with the post office.
3. Outgoing mail can be sent from the outbox at any of the cluster mailboxes in the association.
4. Snow removal is contracted and streets are automatically plowed in the winter as part of your Wandermere Estates HOA assessments. Sidewalks and driveways are not included in the contract and are owner responsibility. **Owners should not push ANY snow from their lot or sidewalks into Association streets.**
5. If a streetlight or other common area light is out, please contact Avista and give them the number of the street pole that is out. (Each streetlight has a number on the pole, Avista will then come out and fix the light.)
6. Remember that any alterations to the exterior of your home need to be approved by the Architectural Review Committee. The ARC form can be found on the website and submitted to Sentry Management for approval.  
**\*Approval is required prior to any work starting.**

Wandermere Estates is governed by Covenants, Conditions, and Restrictions as well as By-Laws and Rules and Regulations. These documents are available on the website: [www.wandermereestateshoa.com](http://www.wandermereestateshoa.com).

As a homeowner in Wandermere Estates, you are responsible for understanding and following these documents.

Any questions or concerns can be addressed to Sentry Management.

Wandermere Estates  
c/o Sentry Management  
1110 W Park Place, Suite 101  
Coeur D Alene, ID 83815  
208.676.8626  
[jwheeler@sentrymgt.com](mailto:jwheeler@sentrymgt.com)

# **WANDERMERE ESTATES HOA INFORMATION**

## **CURRENT SEMI ANNUAL ASSESMENT RATE:**

- ☐ **ALL OWNERS - \$960 Semi Annually**
  
- ☐ **PHASE 1 LANDSCAPE - \$449 Semi Annually (Owners who are in Phase 1 will also be charged the Landscape Assessment with the HOA Assessment of \$960 2x per year)**