



Welcome to your new home and to the Pheasant Trail 4th Homeowners Association! Our HOA wanted to reach out to you and provide information on your new neighborhood.

Our HOA covers three streets: Mallard, Merganser and Spoonbill. There are a total of 59 units.

The HOA Board/Team, is five members strong and our core values of SERVICE, COMMUNICATION, FAIRNESS W/RESPECT AND ACCOUNTABILITY are foremost. We want to encourage you to reach out at any time with questions or concerns through our email at pheasanttrail@gmail.com.

Quarterly you will receive our Pheasant Trail Communicator. Our newsletter provides current information on many topics. You can also visit the website at <http://pheasanttrail4th.com/>. There you will find our board meeting minutes and important documents for your use.

Our HOA Team meets monthly. You are welcome to attend at any time, just reach out for the date, time and location. Our Association Annual Meeting is held in September. Please watch for exact dates.

Below is a quick reference guide. We hope it is beneficial to you as you settle into our neighborhood.

- I. Mailing address is Pheasant Trail 4th Owners Association, PO Box 173, Marion, IA 52302
- II. HOA Webpage: pheasanttrail4th.com . You will find:
 - A. Board Minutes
 - B. Current Fiscal Year Budget
 - C. Recorded Documents pertaining to the Owners Association
 - D. Declaration of Submission

- E. Amendments to the Declaration of Submission
 - F. By-Laws
 - G. Restrictive Covenants
 - H. Policies put in place by the Board
 - I. Information for Real Estate Agents
 - J. Forms used by the Association for record keeping purposes
 - K. Notices to Residents on Events happening with the Association
- III. Forms required upon taking occupancy
- A. A \$550 startup fee is due within 10 days of move-in
 - B. Occupancy Information Form
 - C. Sex Offender Compliance Statement Form
 - D. Authorization Agreement for Preauthorized payments (HOA dues auto withdrawn each month from your bank)
 - E. Association Fee Acknowledgement Form
- IV. Annual Association Meetings are held each year in September. Residents will be notified of exact location, date and time
- V. Garbage pickup is every Tuesday. Each unit has one trash can and one recycle bin. If more is needed, please contact the HOA. A small additional fee will be added to your monthly HOA dues. Garbage and recycling should be placed at the end of your driveway no later than 8:00am each Tuesday. If that time changes, you will be notified as soon as possible. Also a holiday schedule can be found on the website.
- VI. Your mailbox key should be obtained from the past resident. Mailboxes are located at the end of each Court. Any problems with the mailboxes should be addressed with the United States Post Office.
- VII. The HOA email address is: pheasanttrail@gmail.com
- VIII. Facebook Group: Pheasanttrail 4th Addition - Marion

We are excited to meet you and get to know you and your family. Our Team is here to help in any transition and want you to feel safe and excited to join our neighborhood.

Nancy

Nancy Pasker
President, Pheasant Trail 4th Homeowners Association

October 2025