

March 21, 2024



South Shores Community Association
Special Reserve Assessment: Homeowners will pay \$460

Dear South Shores Community Association Valued Homeowner(s),

We are pleased with the progress LandCare is making in converting our community landscaping from grass to desert landscape in our effort to conserve water and in compliance with Nevada Assembly Bill 356 which requires that non-functional turf be removed. **A one-time Special Reserve Assessment must be paid by all property owners to cover this cost. Homeowners must pay \$460.00 in addition to their regular annual assessment amount of \$368. Commercial property owners have been notified in a separate mailing of the amount they must pay, and all property owners have been sent a second coupon book.**

You will need to take action in paying your Special Reserve Assessment even if you have previously setup scheduled payments for your regular assessment. Please see the attachment for information on how to make payments.

This is what you can expect:

- You have received two coupon books 2024: One for the Special Reserve Assessment and one for your regular assessment:
 - Special Reserve Assessment Due Dates are April 1, 2024; July 1, 2024; October 1, 2024; and January 1, 2025. The amount is \$115 per quarter.
 - Regular Assessment Due Dates are January 1, 2024; April 1, 2024; July 1, 2024; and October 1, 2024. The amount is \$92 per quarter.
- Payments must be made separately. Do not combine your payments.
- **The Special Reserve Assessment can be paid by check/mail using the coupons or online. You can setup automatic payment for the Special Reserve Assessment. See the attachment for more information.**
- Payments may be made in advance of the due dates.
- Interest and late fees will be applied to late or missed payments.

Conversion of grass to desert landscape is underway at neighborhood entrances along Lake Mead and will proceed on Mariner Drive and finally Harbor Island Drive. Grass will be retained at the Roundabout Park on Soft Winds Drive and the North and South ends of the park on Lady Lake Drive. Southern Nevada Water Authority has determined where our community must remove grass.

If you have questions about payments, please reach out to the Terra West Management Team at SouthShores@terrawest.com or (702) 856-3838.

Sincerely,

South Shores Community Association

How to pay the Special Reserve Assessment

Please follow the instruction below. The Terra West ACH form that some homeowners use to pay their regular assessments CANNOT be used for the Special Reserve Assessment.

To Pay with a Check or Money Order:

Mail your Special Reserve Assessment coupon (amount is \$115) along with a check or money order to the address on the coupon. You may pay the entire amount of \$460, or mail a payment quarterly.

To Make a One-Time Payment Online:

You can pay \$460 once, or you can follow this process each quarter to make quarterly payments of \$115.

- Click on the “Pay Now” menu option on the Homeowner portal (<https://southshores.myterrawest.com>). It is at the bottom of the left-hand menu.
- Click on the picture - This is First Citizens Property Pay
- Scroll down and click on “Pay Assessment” for a one-time payment
- Fill out forms:
 - Management ID 2117
 - Association ID 00452
 - Account Number – This is your account number, and appears on your coupons and also on the Homeowner Portal – click on “Profile” in the left-hand menu to find it.
- You can pay with a bank account or with a credit card. A convenience fee is charged for a credit card, but not for a bank account.
- Provide payment amount and date to be paid.
- Continue with forms to make payment.

To Schedule Quarterly Payments Online:

- **You need to setup an Account with Property Pay, if you do not already have one:**
 - Click on the “Pay Now” menu option on the Homeowner portal (<https://southshores.myterrawest.com>). It is at the bottom of the left-hand menu.
 - Click on picture - This is First Citizens Property Pay
 - Click on “Sign Up”
 - Read and agree to terms and conditions
 - Fill out forms
 - Management ID 2117
 - Association ID 00452
 - Account Number – This is your account number, and appears on your coupons and also on the Homeowner Portal – click on “Profile” in the left-hand menu to find it.
 - Click on “Register Property”
 - Fill out form
 - Click on “Create Account”
- **Once you have an Account, Setup Scheduled Payments:**



- Click on the “Pay Now” menu option on the Homeowner portal (<https://southshores.myterrawest.com>). It is at the bottom of the left-hand menu.
- Click on picture - This is First Citizens Property Pay
- Click on “Login”
- Scroll down and click on “Add a Schedule.” Please create a new schedule for the Special Reserve Assessment, even if you already have a schedule setup for your regular Assessments.
- First time – Add a Payment Method to your Wallet. You can add a credit card or a bank account. A convenience fee is charged for a credit card, but not for a bank account.
- Fill out schedule. **REMEMBER TO SPECIFY THAT ONLY 4 PAYMENTS ARE TO BE MADE.**
- Enter:
 - Frequency: Quarterly
 - Start Date: April 1, 2024
 - Number of payments: 4
 - Payment Amount: \$115
- Continue with forms to setup schedule.