

Year: \_\_\_\_\_

**ANNUAL MEMBER REGISTRATION**

Village Harbor Property Owners Association  
10115 Cambridge Place Fort Smith, AR 72903  
479-242-8476 director@villageharbor.com villageharbor.com

Lot No: \_\_\_\_\_

COMPLETE, SIGN AND RETURN WITH ANNUAL ASSESSMENT PAYMENT.

**REGISTRATION FORM MUST BE RECEIVED FOR MEMBERSHIP CARDS TO BE ACTIVATED OR RE-ACTIVATED. CARDS MUST BE ACTIVATED TO USE THE FACILITIES.**

\*\*\*\*\* PLEASE PRINT ALL INFORMATION CLEARLY \*\*\*\*\*

PROPERTY OWNER INFORMATION

Property Owner 1: \_\_\_\_\_ DOB: \_\_\_\_\_ Property Owner 2: \_\_\_\_\_ DOB: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Is This Property A RENTAL or AIR BNB Property? Yes \_\_\_\_\_ No \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Property Owner 1 Phone: \_\_\_\_\_ Property Owner 2 Phone: \_\_\_\_\_  
Property Owner 1 Employer: \_\_\_\_\_ Property Owner 2 Employer: \_\_\_\_\_  
Other Phone(s): \_\_\_\_\_ Other Phone(s): \_\_\_\_\_  
Email Address 1: \_\_\_\_\_ Email Address 2: \_\_\_\_\_

CHILDREN OR OTHER DEPENDENTS

Children or dependents of the property owner(s) must be permanent residents of the Village Harbor property.  
For family members who live outside of Village Harbor a Pool Pass can be purchased. Call 479-242-8476 ext. 1 for more information.  
A separate form must be completed for tenants of rental properties.

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

**Required (please check):**

I confirm and affirm that the above children and/or other dependents are permanent residents and reside at the property address listed. Should any issue arise concerning residency status, the property owners shall cooperate and furnish requested documentation that may be necessary in order to resolve any issues of residency.

**Date of Birth (DOB) must be provided in order for Membership Cards to be issued, activated or re-activated.  
For dependents who turned 10 years of age in the last year, a new membership card will be issued free of charge.**

NEW MEMBERSHIP CARDS NEEDED (circle one): Yes / No Needed For: \_\_\_\_\_

There is a \$5.00 fee per card to replace lost or stolen membership cards. Please include with payment for Annual Assessment.

How would you like to receive newsletters, social invitations, notices of events or general updates? (circle one) US Postal Service Email

Already signed up for email notifications. No changes required.

I would like to enroll in Paperless Billing:  Yes, Sign Me Up (must provide current email address)  No, I'm Not Interested. Send invoices & statements via USPS

Payment is accepted via cash, check, or money order. For your convenience, payment can be made online\* or by credit card\*\*. To pay online\* or by credit card\*\*, contact the office and request a payment link.

Payment Preference (circle one): Cash Check Money Order Online Credit Card

\*There is a 1.25% convenience fee to pay online.

\*\*\* If you prefer to pay the current annual assessment online or by credit card, please call the office and request a payment link .

\*\*There is a 4% convenience fee to pay via credit card

PLEASE CHECK THE COMMITTEES /AREAS THAT YOU WOULD LIKE TO SERVE ON (committee descriptions on reverse side)

Property Owner 1:  Architectural Control  Communications/Marketing/Welcoming  Grounds  Marina  Nominating  Pools/Pavilion  Socials  
 Tennis Courts  Board of Directors  Call if needed  
Property Owner 2:  Architectural Control  Communications/Marketing/Welcoming  Grounds  Marina  Nominating  Pools/Pavilion  Socials  
 Tennis Courts  Board of Directors  Call if needed

Comments and/or Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNER AFFIRMATION (required)

I affirm that all information submitted on this VHPOA Annual Member Registration form is true to the best of my knowledge and belief.

Property Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

Acct.#: \_\_\_\_\_ Registration Form Rec'd: \_\_\_\_\_ Assessment Paid: \_\_\_\_\_ QB Updated: \_\_\_\_\_ Member Track Updated: \_\_\_\_\_ USPS List: \_\_\_\_\_ Email List: \_\_\_\_\_  
Cards Issued: Adult: \_\_\_\_\_ 9 & Under: \_\_\_\_\_ Cards Activated: \_\_\_\_\_ Cards Reactivated: \_\_\_\_\_ Cards Mailed / Cards Picked Up / Cards Ready for Pick Up: \_\_\_\_\_ Email Sent: \_\_\_\_\_  
Committee Chairman Notified \_\_\_\_\_ Other \_\_\_\_\_ Notes: \_\_\_\_\_

VILLAGE HARBOR PROPERTY OWNERS ASSOCIATION  
COMMITTEE DESCRIPTIONS

**ARCHITECTURAL CONTROL:**

Assist the Board of Directors with supervision and enforcement of the architectural and protective covenants, maintain property values and the general appearance of the subdivision.

**COMMUNICATIONS/MARKETING/WELCOMING:**

Assist with the collection of information for the monthly newsletter; promoting our newsletter, website and communication among members; utilize social media to market the neighborhood; welcome and orient new property owners to facilities, covenants, bylaws and policies of Village Harbor.

**GROUNDS:**

Assist with the maintenance, repair and improvements to the Village Harbor common areas

**MARINA:**

Assist with the operation and maintenance of the boat dock and the adjacent property; recommend repair and improvements as well as recruit new users

**NOMINATING:**

Responsible for the nomination of candidates for election to the Board of Directors.

**POOLS/PAVILION:** Assist with the operations of the pools and pavilion; coordinate the repair, maintenance and improvements to pool, pavilion and facilities.

**SOCIALS:** Assist with the planning, development and hosting of various social events during the year.

**TENNIS COURTS:** Assist with the repair and maintenance, and long term improvement goals of tennis courts.

**BOARD OF DIRECTORS:** The Board of Directors is composed of nine directors who are elected to serve 3 year terms. The terms are staggered so three directors are elected each year. Board meetings are held once a month. The board is responsible for the overall operation of Village Harbor Property Owners Association.

IMPORTANT INFORMATION

- The Annual Assessment is due annually on January 1st . Your account will be considered delinquent and collection fees will be assessed if payment for the annual assessment is not received by March 15th.
- Annual Member Registration form MUST be submitted for Membership cards to be activated or reactivated. Scan the QR Code below if you prefer to complete the form online.
- Failure to submit the Annual Member Registration form before the pools open for the season will result in the inability to use the amenities until the form is completed.
- Property Owners can receive invoices, receipts, statements and make payments via ACH Bank Transfer or Credit Card when enrolled in Paperless Billing.

