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HOMEOWNER ASSOCIATIONS
BUYER WELCOME PACKET

HOA INSTRUCTIONS

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HOA FORMS AND DISCLOSURES

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MEMBERSHIP LIST OPT OUT NOTICE AND FORM
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HOA DISCLOSURES

DISPUTE RESOLUTION DISCLOSURE
INSURANCE DISCLOSURE

P 888.999.6575
F 888.999.5755

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OK 157444, TX 9000190

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HOMEOWNER ASSOCIATIONS
PAYMENT OPTIONS AND CONTACT INFORMATION

PAYMENT OPTIONS

1. MAIL A CHECK
Mail a check payable to your association and please make sure to reference the property name along with your unit number on your payment, or contact us for your account number.

PAYABLE TO: "YOUR ASSOCIATION NAME"

MAIL TO: Golden Estate Management, Inc.
12734 Branford Street, Suite 3
Arleta, CA 91331

2. ONLINE PAYMENTS
Please visit www.gemanage.com and click on the payment tab for details and instructions on registering for one time or recurring withdrawals from your bank account or credit card. We prefer online payments and electronic check payments are completely free of charge. By using the autopay feature of the online payment system, you can take full advantage of the 15 day grace period and you will never receive a late notice or be billed a late fee.

All assessments are due on the first of the month, and a late fee will apply if the assessment is not received by the fifteenth of the month. Please contact hoa.accounting@gemanage.com or via telephone at 1 (888) 999-6575 extension 200 with any questions.

GOLDEN ESTATE MANAGEMENT
DEPARTMENT CONTACT INFORMATION

Accounting Department	Operations Department	24/7 Emergency Department
1 (888) 999-6575 x200	1 (888) 999-6575 x300	1 (888) 999-6575 x999
hoa.accounting@gemanage.com	hoa.operations@gemanage.com	hoa.emergency@gemanage.com

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HOMEOWNER ASSOCIATIONS
ARCHITECTURAL DISCLOSURE AND APPLICATION FORM

Please send this completed form to one of the following:

Fax: 1 (888) 999-5755
Email: hoa@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

Prior to completing, please check with us to see if your Association has a property specific form on file.

According to the governing documents of the Association, all changes to the common area and/or to the exterior of any unit or lot by a homeowner require the prior written approval of the Board of Directors. Interior changes may also be subject to the aforementioned architectural approval requirements, including any changes to the plumbing, electrical, flooring, walls, or other structural modifications to the unit.

Homeowners must submit this written application identifying the proposed modification(s) to the Board of Directors. The Board of Directors will approve or disapprove of the owner's application in writing within the required amount of days, typically within one week but may require up to six weeks from the time a complete file is received. Any approval is subject to the appropriate conditions and documentation required by the Board of Directors, and pursuant to the requirements as set forth in the governing documents of the Association.

HOMEOWNER INFORMATION

Date _____

Name _____

Unit Number _____

Unit Address _____

Phone Number _____

Email Address _____

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VENDOR INFORMATION

Contractor _____

License Number _____

Insurance Carrier _____

PROPOSED ARCHITECTURAL MODIFICATION

Type _____

Location _____

Detail _____

_____

_____

DOCUMENTS REQUIRED

1. Signed Architectural Form
2. Vendor Proposal including Complete Job Scope
3. Insurance Certificate with Additional Insured Endorsement
4. Sample Photos or Architectural Renderings of Proposed Modification

WAIVER OF LIABILITY

The undersigned hereby agrees to waive all rights against the Homeowners Association, its management company, or their representatives arising out of this architectural modification. The undersigned also agrees that any and all liability caused by or arising from this architectural modification shall not be held against the Homeowners Association, its management company, or their representatives. The undersigned further agrees to indemnify the Homeowners Association, its management company, or their representatives from all losses, costs, expenses, and attorney's fees in connection with any such request described above to the property.

As a condition precedent to granting approval of any request, the applicant and the heirs and assigns thereto, hereby assume sole responsibility and all costs for any damage resulting in the undersigned's request.

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HARD SURFACE FLOOR RIDER

The installation of hardwood or other hard surface floors, if done improperly may lead to disturbance, nuisance, and inhabitability issues with neighboring units. In the event that an architectural modification involves installation of hard surface floors and such installation results in disturbance, nuisance, and/or inhabitability issues with neighboring units, the installing unit agrees to undergo acoustic diagnostics and sound testing of the subject architectural modification. In the event that architectural approval is not obtained prior to the installation of hard surface flooring, the installing unit shall be responsible for the cost of sound testing regardless of the outcome of the testing. If architectural approval is obtained via this architectural application form, the undersigned shall be responsible for the cost of the sound test if the test fails, and the unit requesting the sound test shall be responsible for the cost of the sound test if the test passes.

In the event that sound testing results in noise levels above the sound standard set forth in the governing documents of the Association, or in the absence thereof, the industry standard of 55 dB FIIC (or 60 dB IIC), the undersigned shall cover all the costs to repair/modify the floor to meet the standards. These costs may include but are not limited to: demolition of improperly installed flooring, installation of appropriate soundproofing, and reinstallation of flooring.

AT ALL TIMES, THE UNDERSIGNED WILL ABIDE BY THE FOREGOING TERMS IN ADDITION TO THE CONDITIONS, COVENANTS, RESTRICTIONS, AND OTHER AGREEMENTS FOUND IN THE GOVERNING DOCUMENTS OF THE HOMEOWNERS ASSOCIATION.

HOMEOWNER SIGNATURES

Date: _____ Date: _____

By: _____ By: _____

Homeowner 1: _____ Homeowner 2: _____

APPROVAL BY THE BOARD OF DIRECTORS

APPROVED _____	NOT APPROVED _____

Date _____

Comments _____

Authorized Representative _____

Signature _____

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HOMEOWNER ASSOCIATIONS
BOARD OF DIRECTORS ELECTION - NOMINATION FORM

Please send this completed form to one of the following:

Attention: Inspector of Elections
Fax: 1 (888) 550-3530 | Email: hoa.inspector@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

NOMINATION FORM

Please fill out this form in its entirety to nominate yourself for the Board of Directors election identified below:

HOA Name _____

Election Date _____

Candidate Name _____

Candidate Unit Number _____

Candidate Mailing Address _____

Candidate Phone and Email _____

Summary of Qualifications _____

ELIGIBILITY AFFIDAVIT

Although the requirements vary by association, most associations require that you be a member in good standing, current on all obligations to the association, and have not been suspended from any rights or privileges. I have referenced the governing documents and hereby certify that as a candidate for the Board of Directors, I meet all qualifications as set forth by the governing documents for service on the Board of Directors.

Candidate Signature _____ Date _____

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HOMEOWNER ASSOCIATIONS
CONTACT INFORMATION UPDATE FORM

Please send this completed form to one of the following:

Fax: 1 (888) 999-5755
Email: hoa@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

Unit Number _____

Association Name _____

FIRST OWNER'S NAME _____

Cell, Home, and Work Phones _____

Email Address _____

Mailing Address _____

SECOND OWNER'S NAME _____

Cell, Home, and Work Phones _____

Email Address _____

Mailing Address _____

TENANT'S NAME _____

Tenant's Phone and Email _____

Emergency Contact Name and Relation _____

Emergency Contact Phone and Email _____

Vehicle 1 - Year, Make, Model, and License _____

Vehicle 2 - Year, Make, Model, and License _____

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HOMEOWNER ASSOCIATIONS
ELECTRONIC TRANSMISSION CONSENT FORM

Please send this completed form to one of the following:

Fax: 1 (888) 999-5755
Email: hoa.disclosures@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

CONSENT TO RECEIVE DISCLOSURES AND NOTICES ELECTRONICALLY

California law allows homeowner associations to send certain disclosures and notices electronically. This helps to keep costs down and allows us to remain environmentally friendly by saving on paper and other natural resources. Your email address and other contact information will only be used for association purposes and will never be distributed or sold to outside parties. Also, you may revoke your consent at any time by providing such request in writing.

NOTICE TO THE ASSOCIATION

I consent to receiving all association disclosures, notices, and other documents as allowable by California law.

Date _____

Print Name _____

Email Address _____

Alternative Email Address _____

Unit Number and Address _____

Signature _____

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HOMEOWNER ASSOCIATIONS
MEMBERSHIP LIST OPT OUT NOTICE

Please send this completed form to one of the following:

Fax: 1 (888) 999-5755
Email: hoa.disclosures@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

DISCLOSURE REGARDING ABILITY TO OPT OUT OF HAVING NAME ON MEMBERSHIP LIST

Homeowners may request that the Association provide them with a copy of the membership list, including the names, property address, and mailing address of each homeowner. The request must be in writing and must set forth the purpose for which the list is requested, and the purpose must be reasonably related to the requester's interests as a member of the Association. The association will be obligated to provide a copy of the membership list unless it reasonably believes that the homeowner will use the information for another purpose.

A homeowner can however opt out of having his or her name and address included on a membership list that must be distributed to owners upon request. If you would like to opt out of having your name included on a membership list that may be distributed to another owner upon request, please complete the following form and return it to the Association. The opt-out request will remain in effect until further notice from you.

NOTICE TO THE ASSOCIATION

Please remove my name and addresses from the membership list until further notice from me.

Date _____

Print Name _____

Unit Number _____

Unit Address _____

Signature _____

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HOMEOWNER ASSOCIATIONS
SECONDARY ADDRESS NOTICE

Please send this completed form to one of the following:

Fax: 1 (888) 999-5755
Email: hoa.disclosures@gemanage.com
Mail: 12734 Branford Street, Suite 3, Arleta, CA 91331

SECONDARY ADDRESS DISCLOSURE

Homeowners have the right to submit to the Association with a secondary address for the purposes of sending collection notices. A homeowner's request must be in writing and mailed in a manner indicating that the association has received it (such as by certified mail with return receipt requested, overnight delivery, or the like). Upon receipt of such notice, the Association will mail any collection notices to both the primary and secondary address. If you would like to provide the Association with an secondary address for purposes of sending collection notices, please complete the following form and return it to the Association via a manner indicating that the association has received it.

NOTICE TO THE ASSOCIATION

Please send an additional copy of all collection notices to me at the following secondary address listed below:

Date _____

Print Name _____

Unit Number and Address _____

Signature _____

SECONDARY ADDRESS

Street Address _____

City, State, Zip Code _____

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HOMEOWNER ASSOCIATIONS
DISPUTE RESOLUTION DISCLOSURE

DISPUTE RESOLUTION PROCEDURES

SUMMARY OF CALIFORNIA CIVIL CODE SECTIONS 5900-5920 AND SECTIONS 5925-5945
RELATING TO ENFORCEMENT OF GOVERNING DOCUMENTS THROUGH
INTERNAL DISPUTE RESOLUTION AND/OR ALTERNATIVE DISPUTE RESOLUTION

California Civil Code Section 5975 addresses the right of an association or a member of the association to enforce the governing documents of the Association. Other areas of the Civil Code address other dispute resolution processes, both "internal" (commonly called IDR or meet and confer) and "external" (commonly called ADR which stands for Alternative Dispute Resolution).

1. The Association must adopt procedures that allow the Board or any Owner to request a meeting with a director or directors to attempt to resolve a dispute between them. This document contains the policy adopted by the Board for Internal Dispute Resolution Procedures per Civil Code Sections 5900-5920; and/or

2. The Association and/or any Owner must attempt to resolve matters by means alternative to litigation (ADR) prior to filing a lawsuit. This document summarizes the provisions of Civil Code Sections 5925-5945, as originally introduced in 2005 and reiterated in the reorganized Davis Stirling Act as of 1/1/2014.

These statutes encourage parties to a dispute involving enforcement of an association's governing documents to first have an informal meeting with directors and the owner(s) involved, and then, if not settled and litigation is considered, submit the dispute to a form of alternative dispute resolution (ADR) such as mediation or arbitration, prior to filing a lawsuit. The intent of the statue is to promote efficient, speedy and cost-effective resolution of disputes, to better preserve community cohesiveness, and to channel disputes between the Associations and Owners away from the state's court system.

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INTERNAL DISPUTE RESOLUTION REQUIREMENTS

Pursuant to Civil Code, Sections 5900-5920, this Association has adopted procedures for Internal Dispute Resolution (also known as Meet and Confer). The procedure provided below is considered fair, reasonable, and expeditious, within the meaning of the aforesaid statutes. Either party to a dispute within the scope of this article (described below) may invoke the following procedure:

1. The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be in writing.
2. A member of an association may refuse a request to meet and confer. The association may not refuse a request to meet and confer.
3. The board shall designate a director to meet and confer.
4. The parties shall meet promptly at a mutually convenient time and place, explain their positions to each other, and confer in good faith in an effort to resolve the dispute. The member and association has the right to be assisted by an attorney or another person to help them explain their positions, at their own cost.
5. A resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by all parties, including the board designee on behalf of the association, and any such signed agreement is legally enforceable including any court proceeding.
    a. An agreement reached under this section binds the parties and is judicially enforceable if both of the following conditions are satisfied:
        i. The agreement is not in conflict with law or the governing documents of the common interest development or association.
        ii. The agreement is either consistent with the authority granted by the board to its designee or the agreement is ratified by the board.
        iii. A member may not be charged a fee to participate in the process.

These procedures apply to a dispute between an association and a member involving their rights, duties, or liabilities under this title, under the Nonprofit Mutual Benefit Corporation Law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code), or under the governing documents of the common interest development or association.

These provisions do not replace the ADR option allowed by Sections 5925-5945 below relating to alternative dispute resolution as a prerequisite to an enforcement action (which means filing of litigation).

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ALTERNATIVE DISPUTE RESOLUTION PROCEDURES

"Alternative Dispute Resolution" means mediation, arbitration, conciliation, or other nonjudicial procedure that involves a neutral party in the decision-making process. The form of alternative dispute resolution chosen pursuant to this article may be binding or nonbinding, with the voluntary consent of the parties. The parties shall share the cost of these proceedings.

Neither an association nor an owner or a member is entitled to file an enforcement action in the superior court unless the parties have first endeavored to submit their dispute to alternative dispute resolution pursuant to the referenced statutes.

The requirements apply only to an enforcement action that is solely for declaratory, injunctive, or writ relief (meaning asking the court to interpret, determine or order something), or for that relief in conjunction with a claim for monetary damages that does not exceed five thousand dollars ($5,000). These requirements do not apply to a small claims action. Except as otherwise provided by law, this section does not apply to an assessment dispute.

Any party to a dispute may initiate the process required by serving on all other parties to the dispute a Request for Resolution. The Request for Resolution shall include all of the following:

5925. DEFINITIONS

A. "Alternative dispute resolution" means mediation, arbitration, conciliation, or other nonjudicial procedure that involves a neutral party in the decision-making process. The form of alternative dispute resolution chosen pursuant to this article may be binding or nonbinding, with the voluntary consent of the parties.
B. "Enforcement action" means a civil action or proceeding, other than a cross-complaint, for any of the following purposes:
    1. Enforcement of this act.
    2. Enforcement of the Nonprofit Mutual Benefit Corporation Law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code).
    3. Enforcement of the governing documents.

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5930. ADR PREREQUISITE TO ENFORCEMENT ACTION

A. An association or a member may not file an enforcement action in the superior court unless the parties have endeavored to submit their dispute to alternative dispute resolution pursuant to this article.
B. This section applies only to an enforcement action that is solely for declaratory, injunctive, or writ relief, or for that relief in conjunction with a claim for monetary damages not in excess of the jurisdictional limits stated in Sections 116.220 and 116.221 of the Code of Civil Procedure.
C. This section does not apply to a small claims action.
D. Except as otherwise provided by law, this section does not apply to an assessment dispute.

5935. REQUEST FOR RESOLUTION

The Request for Resolution shall include:

1. A brief description of the dispute between the parties.
2. A request for alternative dispute resolution.
3. A notice that the party receiving the Request for Resolution is required to respond within 30 days of receipt or the request will be deemed rejected.
4. If the party on whom the request is served is the member, a copy of this summary or Civil Code sections 5925-5945.

Service of the Request for Resolution shall be by personal delivery, first-class mail, express mail, facsimile transmission, or other means reasonably calculated to provide the party on whom the request is served actual notice of the request. A party on whom a Request for Resolution is served has 30 days following service to accept or reject the request. If a party does not accept the request within that period, the request is deemed rejected by the party.

If the Request is accepted, the ADR must be completed within 90 days of receipt of the acceptance, unless the time is extended by agreement of the parties.

FAILURE BY ANY MEMBER OF THE ASSOCIATION TO COMPLY WITH THE PREFILING REQUIREMENTS OF SECTION 5930 OF THE CIVIL CODE MAY RESULT IN THE LOSS OF YOUR RIGHTS TO SUE THE ASSOCIATION OR ANOTHER MEMBER OF THE ASSOCIATION REGARDING ENFORCEMENT OF THE GOVERNING DOCUMENTS.

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Should the association or an individual member wish to file a lawsuit for enforcement of the association's governing documents, the law requires the association or the individual to file a certificate with the court stating that ADR has been completed prior to the filing of the suit. Failure to file this certificate may be grounds for dismissing the lawsuit. There are limited exceptions to the filing of this required certification of the attempts made to seek resolution. If one or the other of the parties to the dispute refused ADR prior to the filing of the complaint, the certificate should so state. If immediate action is needed by seeking preliminary or temporary injunctive relief or the statute of limitations period for filing the suit will expire within 120 days of the lawsuit being filed, the certificate should state the necessity of immediacy. Without the certification, a court may dismiss the action.

Furthermore, in any lawsuit to enforce the governing documents, the prevailing party may be awarded attorney's fees and costs under Civil Code Section 5975. The court may consider any party's refusal to participate in ADR prior to the lawsuit being filed when it determines the amount of the award.

PREPARED BY GOLDEN ESTATE MANAGEMENT, INC.
12734 BRANFORD STREET, SUITE 3, ARLETA, CA 91331
P: 1 (888) 999-6575 | F: 1 (888) 999-5755
E: hoa@gemanage.com | W: http://www.gemanage.com/

INSURANCE DISCLOSURE

The summary of the Association's policies of insurance provides only certain information, as required by Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any Association member may, upon request and payment of reasonable duplication charges, obtain copies of these policies. Although the Association maintains the policies of insurance specified in this summary, the Association's policies of insurance may not cover your property, including personal property or real property improvements to or around your dwelling unit, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all of a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate coverage.

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