

Memorandum

To: All Homeowners
From: The Board of Directors
Date: November 2008
Subject: *Sorrento @ Porter Ranch Community Association
2009 Operating Budget*

Enclosed, please find the Operating Budget for the calendar year ending December 31, 2009 for your review. *Please note that the dues will be increased by \$5.00 which will make the new payment \$180.00 per month effective January 1, 2009.*

In addition, please find the following items enclosed, for your review:

- Lien and Collection Policy for Delinquent Assessments.
- Notice regarding Assessments and Foreclosure.
- Summary of Internal Dispute Resolution Process (California Civil Code Section 1363.810 et seq) and Alternative Dispute Resolution (California Civil Code Section 1369.510 et seq).
- Assessment and Reserve Funding Disclosure Summary.
- Insurance Disclosure.
- Notice To Owners Regarding Opt Out
- Notice To Owners Regarding Secondary Addresses

The Reserve Study is currently in progress and will be provided to all owners upon completion

Please note that California Civil Code Section 1363.05 (e) provides every homeowner with the right to have copies of the minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes of any open meetings of the Board of Directors within 30 days of the meeting. These minutes shall be made available upon request and upon reimbursement of the Association's cost for making that distribution.

Please feel free to contact the Board of Directors or the Management Company if you have any questions.

SORRENTO @ PORTER RANCH COMMUNITY ASSOCIATION

Fiscal Year End - December 31

2009 Operating Budget

G/L #	DESCRIPTION	2009 Monthly	2009 Annual
Income			
41010	ASSOCIATION DUES	110,340.00	1,324,080.00
43020	ARCHITECTURAL INCOME	400.00	4,800.00
43050	FINE INCOME	400.00	4,800.00
43085	INTEREST-DELINQUENCIES	75.00	900.00
43090	KEY / GATE CARD / REMOTE	100.00	1,200.00
43100	LATE CHARGES	800.00	9,600.00
43130	COLLECTION COSTS RECOVERED	1,300.00	15,600.00
	Total Income	113,415.00	1,360,980.00
General & Administrative			
61010	ACCOUNTING & AUDIT	150.00	1,800.00
61030	ARCHITECT FEES	400.00	4,800.00
61063	COLLECTION COSTS	1,300.00	15,600.00
61070	FEDERAL INCOME TAX	25.00	300.00
61080	FRANCHISE TAX	40.00	480.00
61085	HOSPITALITY COMMITTEE	260.00	3,120.00
61130	INSURANCE - GENERAL	1,040.00	12,480.00
61150	LEGAL FEES	500.00	6,000.00
61170	LICENSES & TAXES	40.00	480.00
61175	LOSS INCOME CONTINGENCY	7,300.00	87,600.00
61180	MANAGEMENT FEES	6,300.00	75,600.00
61200	OFFICE EXPENSE	800.00	9,600.00
61250	POSTAGE	600.00	7,200.00
61270	RESERVE STUDY	75.00	900.00
61315	SECURITY PATROL	1,654.00	19,848.00
61320	SECURITY SERVICE - MAIN GATE	12,521.00	150,252.00
61325	SECURITY SERVICE - MEADOWS	12,521.00	150,252.00
61340	TELEPHONE / INTERCOM	450.00	5,400.00
61345	WEBSITE	355.00	4,260.00
	Total Gen. & Admin.	46,331.00	555,972.00
Repairs & Maintenance			
62190	GARDENING	21,450.00	257,400.00
62200	GARDENING EXTRAS	3,225.00	38,700.00
62210	GENERAL REPAIRS	1,250.00	15,000.00
62270	JANITORIAL SERVICE	1,000.00	12,000.00
62280	JANITORIAL SUPPLIES	250.00	3,000.00
62290	LIGHTING MAINTENANCE	750.00	9,000.00
62320	MISCELLANEOUS SUPPLIES	300.00	3,600.00
62340	PEST CONTROL	960.00	11,520.00
62350	PLUMBING REPAIRS	750.00	9,000.00
62360	POOL / SPA EXTRAS	550.00	6,600.00
62365	POOL / SPA EXTRAS (Meadows)	550.00	6,600.00
62370	POOL / SPA FURNITURE	100.00	1,200.00
62380	POOL / SPA SERVICE FEE	400.00	4,800.00
62385	POOL / SPA SERVICE FEE (Meadows)	475.00	5,700.00
62405	SECURITY MAINTENANCE	2,000.00	24,000.00
62420	STORAGE	7.00	84.00
62430	STREET CLEANING	167.00	2,004.00
	Total Rep. & Maint.	34,184.00	410,208.00
Utilities			
63010	ELECTRICITY	2,800.00	33,600.00
63020	GAS	2,200.00	26,400.00
63030	TRASH REMOVAL	300.00	3,600.00
63040	WATER & SEWER	19,000.00	228,000.00
	Total Utilities	24,300.00	291,600.00
	TOTAL EXPENSES	104,815.00	1,257,780.00
	NET OPERATING INCOME	8,600.00	103,200.00
90010	RESERVE ALLOCATION	7,300.00	87,600.00
90015	REIMB. TO RESERVES	1,167.00	14,004.00
	NET INCOME	133.00	1,596.00

LIEN AND COLLECTION POLICY

FOR DELINQUENT ASSESSMENTS

This policy is written to provide you with a statement in accordance with California Civil Code Section 1365(d). The policies and practices of the Association with regard to the collection of delinquent assessments are as follows:

1. Assessments are due on the first day of the month. All other assessments, including Special Assessments, are due and payable on the date specified by the Board at the time they are adopted.
2. In the event an assessment is not received within fifteen (15) days after it is due, the management company will send a statement to the unit owner reflecting a delinquent balance.
3. If payment has not been received within 45 days of the original due date, a notice will be sent to the owner by certified mail, demanding full and immediate payment. The fee for this service is \$160.00.
4. If payment has not been received within seventy-five (75) days after the original due date, a lien will be recorded against the unit. (If the CC&Rs require that a Notice of Default be recorded, such Notice of Default will be recorded approximately fifteen (15) days after the lien is recorded.) The Lien will be mailed (by certified mail) to the unit owner within ten (10) days after it is recorded. The fee for this service is \$295.00.
5. In the event full payment is not received within thirty (30) days after the lien is recorded, judicial or non-judicial foreclosure proceedings may be commenced at the discretion of the Board of Directors. The foreclosure will continue until the owner pays all delinquent maintenance assessments, special assessments, late charges and/or interest in the maximum amount permitted by law, lien fees, attorney's fees, attorney's costs, and any other charges and reasonable costs of collection against the property.

**NOTICE
ASSESSMENTS AND FORECLOSURE**

This notice outlines some of the rights and responsibilities of owners of property in common interest developments and the associations that manage them. Please refer to the sections of the Civil Code indicated for further information. A portion of the information in this notice applies only to liens recorded on or after January 1, 2003. You may wish to consult a lawyer if you dispute an assessment.

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure or without court action, often referred to as nonjudicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or nonjudicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or nonjudicial foreclosure subject to the conditions set forth in Section 1367.4 of the Civil Code. When using judicial or nonjudicial foreclosure, the association records a lien on the owner's property. The owner's property may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 1366, 1367.1, and 1367.4 of the Civil Code)

In a judicial or nonjudicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a member or a member's guests, if the governing documents provide for this. (Sections 1366 and 1367.1 of the Civil Code)

The association must comply with the requirements of Section 1367.1 of the Civil Code when collecting delinquent assessments. If the association fails to follow these requirements, it may not record a lien on the owner's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the association. (Section 1367.1 of the Civil Code)

At least 30 days prior to recording a lien on an owner's separate interest, the association must provide the owner of record with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the owner. An owner has a right to review the association's records to verify the debt. (Section 1367.1 of the Civil Code)

If a lien is recorded against an owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an owner certain documents in this regard. (Section 1367.1 of the Civil Code)

The collection practices of the association may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS

When an owner makes a payment, he or she may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The association must inform owners of a mailing address for overnight payments. (Section 1367.1 of the Civil Code)

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 5 (commencing with Section 1368.810) of Chapter 4 of Title 6 of Division 2 of the Civil Code. In addition, an association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 2 (commencing with Section 1369.510) of Chapter 7 of Title 6 of Division 2 of the Civil Code, if so requested by the owner. Binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

An owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 1367.1 of the Civil Code)

MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a timeshare may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exist. (Section 1367.1 of the Civil Code)

The board of directors must meet with an owner who makes a proper written request for a meeting to discuss a payment plan when the owner has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the association, if they exist. (Section 1367.1 of the Civil Code)

IMPORTANT HOMEOWNER NOTICE

SUMMARY OF INTERNAL DISPUTE RESOLUTION PROCESS AND ALTERNATIVE DISPUTE RESOLUTION PROCEDURES

I. ASSOCIATION'S INTERNAL DISPUTE RESOLUTION PROCESS.

In accordance with Civil Code Section 1363.810 et seq., the Association has adopted the following internal dispute resolution process to be followed by the Association and owners in connection with disputes relating to the enforcement of the Association's governing documents, the Davis-Stirling Common Interest Development Act (Civil Code Section 1350 et seq.) and Section 7110 et seq. of the Nonprofit Mutual Benefit Corporation Code (collectively, the ADisputes@).

Either party to a Dispute 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) An owner may refuse a request to meet and confer. The Association may not refuse a request to meet and confer.
- (3) The Association's Board of directors shall designate a member of the Board 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.
- (5) A resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by the parties, including the Board designee on behalf of the Association.
- (6) The agreement reached binds the parties and is judicially enforceable if both of the following conditions are satisfied: (a) The agreement is not in conflict with law or the governing documents of the common interest development or association; and (b) The agreement is either consistent with the authority granted by the Board of directors to its designee or the agreement is ratified by the Board of Directors.

Please note that a member of the association may not be charged a fee to participate in the process.

II. ALTERNATIVE DISPUTE RESOLUTION ("ADR")

Please be advised that California Civil Code Section 1369.510 et seq. requires that the Association and owners endeavor to submit certain types of disputes to ADR prior to initiating a lawsuit. This notice merely provides a summary of the statute. If there is a dispute which may require ADR pursuant to Civil Code Section 1369.510 et seq., please review all of the provisions of the statute or seek your own independent legal counsel.

PARTIES BOUND BY THE STATUTE

The parties required to comply with the new statute are the Association (through the Board of Directors) and any owners of record.

DISPUTES SUBJECT TO THE STATUTE (QUALIFYING DISPUTES)

Section 1369.520 provides that the Association or owners may not file an enforcement action in the Superior Court unless the parties have endeavored to submit their dispute to ADR. An enforcement action is defined as a civil action or other proceeding for any of the following purposes:

- 1) Enforcement of the Davis-Stirling Common Interest Development Act (Civil Code Section 1350 et seq.);
- 2) Enforcement of the California Nonprofit Mutual Benefit Corporation law, commencing with Corporations Code Section 7110.
- 3) Enforcement of the Association's governing documents.

Where, however, an owner has a private dispute with another owner or a tenant, or the Board has a dispute with a third party such as a landscaper, such a dispute is not within the confines of the statute.

DISPUTES SPECIFICALLY EXCLUDED FROM THE STATUTE

The ADR statute 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 \$5,000. The following types of disputes are specifically excluded from being required to resort to ADR:

- 1) A Small Claims action;
- 2) Assessment collection, except as provided for in Civil Code Section 1366.3;
- 3) Claims for money damages in excess of \$5,000.00 in conjunction with a claim for declaratory, injunctive or writ relief;
- 4) Actions for preliminary or temporary injunctive relief; and
- 5) The filing of a cross-complaint in response to a complaint already filed.

COMPLIANCE PROCEDURES

A. INITIATING PARTY. The party pursuing the dispute, prior to filing any lawsuit, must serve on the other party a "Request for Resolution" including the following information and language:

- 1) A brief description of the dispute;
- 2) A request that the matter be submitted to ADR;
- 3) A notice that the party receiving the Request for Resolution (the "Responding Party") is required to respond thereto within thirty (30) days of receipt or it will be deemed rejected.
- 4) If the party on whom the Request is served is an owner, a copy of Civil Code Section 1369.510 et seq.

B. SERVICE. A Request for Resolution may be served by personal delivery, first-class mail, express mail, facsimile transmission or other means reasonably calculated to provide the Responding Party actual notice of the Request.

C. RESPONDING PARTY'S OBLIGATION. Upon receipt of a Request for Resolution the Responding Party, whether the Association or an owner, has thirty (30) days in which to either accept or reject the Request. In the event no such response is received, the Request is deemed "rejected."

D. TIME FOR COMPLETION OF ADR. Where the Request is accepted, the parties must complete the ADR within ninety (90) days of receipt of the acceptance. However, the parties can stipulate in writing to extend this period.

E. COST OF ADR. The cost of ADR shall be borne by the parties.

F. TOLLING OF STATUTE OF LIMITATIONS. If a Request for Resolution is served before the end of the applicable statute of limitations, the time limitation is tolled for certain periods specified in Civil Code Section 1369.550.

G. CERTIFICATE. In the event that a lawsuit is eventually commenced, the party filing must file with the initial pleading a certificate stating that one or more of the following conditions is satisfied: (1) Alternative dispute resolution has been completed in compliance with 1369.510 et seq.; (2) One of the parties to the dispute did not accept the terms offered for alternative dispute resolution; or, (3) preliminary or injunctive relief is necessary.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ADR LAW

The failure to file the aforementioned certificate with the Court is grounds for a demurrer or motion to strike unless the Court finds that dismissal of the action for failure to comply would result in substantial prejudice to one of the parties. Additionally, in awarding attorneys fees and costs, a court may consider whether a party's refusal to participate in ADR before commencement of the enforcement action was reasonable. As a result, it is important to seek independent counsel in the event that you, as an owner have further questions.

Failure of a member of the association to comply with the alternative dispute resolution requirements of Section 1369.520 of the Civil Code may result in the loss of your right to sue the association or another member of the association regarding enforcement of the governing documents or the applicable law.

The preceding summary has been provided in accordance with Civil Code Section 1369.590.

Insurance Disclosure Statement

(As required by California Civil Code Section 1365)

Sorrento at Porter Ranch

Ross Morgan & Co
15315 Magnolia Blvd # 212
Sherman Oaks, CA 91403

The California Civil Code Section 1365 requires that the Association send an insurance disclosure statement to each of its members. Accordingly, we are providing you the following information in compliance with the Civil Code.

1. Property Insurance

- (A) Insurance carrier: Delos Insurance
- (B) The policy limits of insurance: \$635,200
- (C) The amount of deductible \$1,000
- (D) The policy term is: 11/29/08 to 11/29/09

2. Liability Insurance

- (A) Insurance carrier: Delos Insurance
- (B) The policy limits of insurance: Gen Agg: \$3,000,000
Per Occur: \$3,000,000
- (C) The amount of deductible N/A
- (D) The policy term is: 11/29/08 to 11/29/09

3. Fidelity Bond

- (A) Insurance carrier: Delos Insurance
- (B) The policy limits of insurance: \$300,000
- (C) The amount of deductible \$1,000
- (D) The policy term is: 11/29/08 to 11/29/09

4. Directors & Officers Insurance

- (A) Insurance carrier: National Union Fire Insurance
- (B) The policy limits of insurance: \$1,000,000
- (C) The amount of deductible \$2,500
- (D) The policy term is: 11/29/08 to 11/29/09

5. Earthquake Insurance N/A

- (A) Insurance carrier:
- (B) The policy limits of insurance:
- (C) The amount of deductible
- (D) The policy term is:

This summary of the association's policies of insurance provides only certain information, as required by subdivision (e) of section 1365 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 provision of reasonable notice, review the association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those 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. 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 additional coverage.

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID SS
R007270

DATE (MM/DD/YYYY)
11/11/08

PRODUCER
Robco Insurance Branch #3
CERTIFICATE DEPARTMENT
31501 Rancho Viejo Rd., #103
San Juan Capistrano CA 92675
Phone: 949-240-7130 Fax: 949-240-7514

INSURED
Sorrento at Porter Ranch
Ross Morgan & Co
15315 Magnolia Blvd # 212
Sherman Oaks CA 91403

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Delos Insurance Company	
INSURER B:	Travelers	
INSURER C:	National Union Fire Insurance	
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY	781000950-00	11/29/07	11/29/08	EACH OCCURRENCE	\$ 300000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
C		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	00-301-00-38	11/29/07	11/29/08	MED EXP (Any one person)	\$ 5000
		<input checked="" type="checkbox"/> D&O-2500 DED				PERSONAL & ADV INJURY	\$ 300000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 300000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 300000
						D&O LIMIT	1000000
A		AUTOMOBILE LIABILITY	781000950-00	11/29/07	11/29/08	COMBINED SINGLE LIMIT (Ea accident)	\$ 100000
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		DEDUCTIBLE					\$
		RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTH-ER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$
		OTHER				E.L. DISEASE - POLICY LIMIT	\$
A		PROP/COMMON AREA	781000950-00	11/29/07	11/29/08	\$1K DED	\$635,200
B		FIDELITY BOND CRIM	781000950-00	11/29/07	11/29/08	\$1K DED	\$300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Except for 10 days NOC for non-payment of premium

CERTIFICATE HOLDER

CANCELLATION

EVIDENC

EVIDENCE OF COVERAGE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30* DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

NOTICE TO OWNERS REGARDING ABILITY TO OPT-OUT
OF HAVING NAME ON MEMBERSHIP LIST
Civil Code Section 1365.2(a)(1)(I)(iii)

Effective July 1, 2006, an owner may request that the Association provide him or her with a copy of the membership list, including the names, property address and mailing address of each owner. The owner's request must be in writing and must set forth the purpose for which the list is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the owner with a copy of such membership list unless it reasonably believes that the owner will use the information for another purpose.

Pursuant to Civil Code Section 1365.2(a)(1)(I)(iii), a member can opt out of having his or her name and address(es) included on a membership list which must be distributed to owners upon request pursuant.

If you would like to opt out of having your name included on a membership list which may be distributed to another owner upon request, please complete the following form and return it to the Association. Please note that your opt-out will remain in effect until further notice from you.

Notice to Association

To Whom It May Concern,

Please remove my name and address(es) from the membership list in accordance with Civil Code Section 1365.2(a)(1)(I)(iii) until further notice from me.

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

NOTICE REGARDING SECONDARY ADDRESSES

Civil Code Section 1367.1(k)

Effective January 1, 2006, owners have the right to submit to the Association with a secondary address for purposes of sending collection notices. An owner's request must be in writing and mailed in a manner indicating that the association has received it (such as by certified mail, return receipt requested, overnight delivery, facsimile with receipt, etc.). Upon the Association's receipt of such notice, the Association will mail any collection notices to both the owner's primary and secondary addresses.

If you would like to provide the Association with a secondary address for purposes of sending collection notices, please complete the following form and return it to the Association via certified mail, return receipt requested, overnight delivery, facsimile with receipt or such other manner indicating that the association has received it:

Notice to Association

To Whom It May Concern,

The purpose of this notice is to provide the Association with a secondary address for purposes of sending collection notices. In accordance with Civil Code 1367.1(k) please send an additional copy of all collection notices to me at the following secondary address:

Date: _____ Unit Address: _____

Print Name: _____ Signature: _____

Secondary Address

Street #: _____ Street Name: _____ Unit #: _____

City: _____ State: _____ Zip Code: _____