

Welcome Packet

PARK LAND OF MONTEREY, INC.



COMMON  INTEREST
MANAGEMENT SERVICES

FREQUENTLY ASKED QUESTIONS

WHAT IS A HOMEOWNER ASSOCIATION?

A Homeowner Association is a nonprofit corporation registered with the State of California and managed by a duly elected Board of Directors. The Association's purpose is to maintain all common areas and to make the community an enjoyable place to live.

WHAT ARE THE CC&Rs?

The Declaration of Covenants, Conditions and Restrictions, commonly referred to as the CC&Rs, are the guidelines established to enhance and protect the value of the community. This document is filed with the County Recorder's office and is shown as a restriction on each owner's grant deed, so all owners are legally required to comply with the provisions contained therein. CC&Rs usually cannot be changed without a specified majority vote, and any authorized changes become amendments which are recorded with the County Recorder's office. Failure to abide by the CC&Rs can result in a fine, if the Board of Directors determines a violation has occurred. **You should carefully review the CC&Rs for your community.**

WHAT ARE THE BYLAWS?

The Bylaws are the adopted guidelines and rules established for the operation of the Homeowner's Association. These Bylaws aid in the election of the Board of Directors, define duties and responsibilities of the Board of Directors and Officers and set other specifics, which are necessary to properly operate the Association. **You should carefully review the Association's Bylaws.**

WHAT IS THE BOARD OF DIRECTORS?

The Homeowner Association is a corporation by law and, therefore, a governing body is needed to oversee the business. The Board of Directors is the elected governing body of the Association. The affairs of the Association are managed by the Board of Directors. These Directors create the rules and regulations for enforcement within the community, oversee budgeting and expenditure of funds, and work with the managing agent in maintaining Association common areas.

The Board of Directors usually organizes several committees to aid the community in decision making. Examples include Rules Committees, Architectural and Landscaping Committees and Nominating and Election Committees.

WHAT ARE DEFINED AS COMMON AREAS?

The Common Areas are the areas that the Association owns and is responsible for maintaining as defined in the CC&Rs.

WHO SERVES ON THE BOARD OF DIRECTORS?

The initial Board of Directors is usually comprised of Developer representatives in order to protect the owner holding the majority ownership of the project. At the first Members Meeting, the homeowners will elect at least one owner representative to the Board of Directors. Once all homes are sold in a community, the Board of Directors is made up entirely of homeowners who volunteer to serve and are elected for specific terms as provided in the Bylaws.

WHEN DOES THE BOARD OF DIRECTORS HOLD MEETINGS?

The Bylaws state the minimum frequency of Board meetings, although the Board of Directors may choose to meet more often if needed. Board meetings are open to all homeowners; however, the Board of Directors has the right to limit participation by individual homeowners.

WHAT IS MY ASSESSMENT?

The assessment is the monthly installment of the annual assessment amount due from each owner. This assessment is used to operate and maintain the property that is commonly owned or controlled by the Association. The annual assessment is based upon the estimated expenses required to operate the Association and maintain the common areas and facilities.

HOW IS THE AMOUNT OF MY ASSESSMENT DETERMINED?

The Bureau of Real Estate requires proforma operating budgets to be submitted by the developer for the first year's operation of the Association. The budgets are reviewed by the Bureau of Real Estate, utilizing their guideline figures for all common areas and facilities which are the responsibility of the Association. Subsequent budgets adopted by the Association are generally based upon these initial budgets. There are two basic areas in an Association's budget: the Operating account for items such as utilities, landscaping, gate maintenance, etc., and the Reserve account for replacement of components such as roofs, paving, etc. These amounts are difficult to predict accurately and even if accurately estimated initially, these amounts can increase with the age of facilities and with increased costs of living. The Management Company and the Board of Directors create the budget each year (after the initial developer budget) and distribute it to all homeowners annually.

WILL MY ASSESSMENT INCREASE?

Assessments may increase due to changes in the operations and cost increases for utilities and services. Your Board of Directors will prepare a new budget each year to reflect changes and cost increases or decreases. The Board of Directors must obtain the majority vote of the members to increase the budget more than 20% from the prior year's budget.

WHAT HAPPENS IF I DON'T PAY MY ASSESSMENT?

The CC&Rs state that homeowners who do not pay the monthly installment of the annual assessment will be subject to late charges of \$10.00 or 10% of the delinquent installment, whichever is greater, and interest and collection charges. The Association can also accelerate your installments and demand that the remaining balance of the annual assessment be paid in full.

If there is no payment from the homeowner, a lien can be filed which could eventually result in foreclosure of the home. All owners share the responsibility of assuring payment to the Association so that the property can be properly maintained. **Be sure to closely review the Association's current adopted Assessment Collection Policy.**

IF I'M BUYING THE HOME AND PLAN TO RENT, WHAT DO I NEED TO KNOW?

The monthly assessments are the responsibility of the homeowner, not the tenant. Screening of tenants before rental is very important, not only to the owner, but in consideration of other residents. Disturbances and disorderly conduct by tenants can result in a fine to the owner. Preservation of the community and harmony among residents is the ultimate goal of any Association. If a tenant violates these rights, the owner is expected to take the necessary measures to correct the situation. Each owner should be certain that the tenant(s) are familiar with the Association CC&Rs and Rules and Regulations.

Some Associations do not allow rentals or have closely monitored rental restrictions. Be sure to understand the policies of your Association before renting.

WHAT IF I WANT TO MAKE ADDITIONS OR EXTERIOR CHANGES TO MY PROPERTY?

The Association has Rules and Regulations concerning additions or changes to the exterior of any property. You should review the CC&Rs and the adopted Design Guidelines to determine the exact requirements which will need approval. **The Board of Directors or the Architectural Control Committee must approve all exterior changes. Applications and plans should be submitted to the Management Company.**

If an exterior change is made without approval, the owner may be required to remove the modification and be subject to enforcement proceedings. The owner is responsible for obtaining any necessary town, city, or county permits.

WHOM DO I CONTACT?

Common Area Concerns

Issues or complaints concerning common area maintenance or usage should be submitted through the Management Company. As the Homeowner's Association matures, committees may be set up to monitor complaints and aid in the timely correction of problem areas.

Difficulty with Neighbors

Sometimes difficulties with neighbors over parking, noise, animals or other issues may arise. While these issues are best resolved neighbor-to-neighbor, some complaints may be referred to the Management Company provided that they are in writing. The Management Company, in turn, may send a letter stating the alleged violation or disturbance and, through a hearing process with the Board of Directors, enforce a fine. At times the enforcement may necessitate the notification of local police.

Utility, Water, Gas, Fire, Crime

Depending upon the nature of the concern or emergency, contact the appropriate agency first. It is best to receive immediate service in the event of these types of problems or in the event of an emergency. Be sure to keep handy the emergency telephone numbers for your local companies and official agencies.

WHAT SERVICES DOES CIMS PROVIDE?

Following is a partial list of services provided by your Association's management company, Common Interest Management Services.

CONTRACT SERVICES

COMMUNITY MANAGER

- Board communication
- Correspondence
- Supervision and communication with vendors
- Invoice review and approval
- Assistance with annual budget preparation
- Annual review of insurance
- Board & annual meeting attendance
- Board meeting minutes and other Board meeting materials
- Assistance with writing & adopting rules
- Supervision of property upkeep & maintenance
- Regular property inspections
- Secure bids to maintain property
- Maintain the books & records of the Association
- Architectural control
- Newsletters

CUSTOMER SERVICE

- Assist owners, answer questions and direct concerns to appropriate personnel
- Financial mailings
- Special mailings
- File management
- Communications support
- Conference Room rental service
- Phone and correspondence logs
- Entry gate management
- Process incoming/outgoing mail
- Copy and distribute community mailings

ACCOUNTING

- Accounts payable
- Accounts receivable
- Collection of regular/special assessments
- Banking (operating & reserve funds)
- Delinquent account management
- Financial statements and delinquent reports
- Facilitate annual CPA report, tax returns and quarterly tax payments
- Title and refinance processing
- 1099 preparation

OPTIONAL SERVICES

SPECIAL MEETINGS

- Legal and litigation
- Additional site inspections
- Building and landscape acceptance
- Budgets
- Hearings
- In-house meetings with Board of Directors and owners
- Committees

OTHER

- Special mailings
- Research
- Web site management
- Ticketing and towing vehicles
- Document revision
- Issuing permits
- Litigation management
- Reconstruction management
- Inspection reports
- Emergency calls and after hours support
- Special projects

CIMS OBJECTIVES AND MANAGEMENT PHILOSOPHY

- To maintain and increase the economic value of the community
- To be considered the premier HOA Management Company in the industry
- To maintain our reputation as experts in our field
- To act as consultants to the Board of Directors in governance of the Association
- To help the Board of Directors preserve and enhance the community and to create a pleasing environment for owners and their guests
- To ensure strict financial controls and proper fiscal oversight
- To stay abreast of all legal statutes that impact the Association in order to keep the Board of Directors informed
- To help create a rewarding experience for Association volunteers



MANAGEMENT SERVICES

DANVILLE • SAN MATEO • CAMPBELL • STOCKTON • NOVATO

www.commoninterest.com

**PARK LAND OF MONTEREY, INC.
Del Monte Beach Townhouses
1-60 La Playa**

~~WELCOME~~

TO THE DEL MONTE BEACH TOWNHOUSES

THE TOWNHOUSE ASSOCIATION AND THE BOARD OF DIRECTORS HAVE ADOPTED THE FOLLOWING RULES AND REGULATIONS FOR THE BENEFIT OF OWNERS, TENANTS & GUESTS. PLEASE READ & POST IN YOUR UNIT.

TOWNHOUSE EXTERIOR AND GROUNDS

- Be considerate of your neighbors, please! No excess noise AND clean up after yourselves and your animals.
- Garbage and recyclables must be deposited in the appropriate containers in the MAIN GARBAGE AREA, located in the gardener's enclosure across from Unit #37. Monterey Disposal picks up garbage 2 times per week (Monday & Thursday) between 8:00 & 8:30 A.M. Please DO NOT LEAVE garbage in bags or waste cans outside the units.
- Hanging of bedding, towels, clothing, etc., on or over the deck railings is not allowed. Decks should not be used to store unsightly clutter.
- **PETS:** It is the responsibility of each owner/tenant/guest to clean up after their own pets. Dogs must be on a leash and accompanied by the owner. Barking dogs should not be left unattended.
- Storing of firewood on decks attracts termites and other pests. Please store firewood under your deck.
- We love birds, but please do not feed them. They soil the decks and the common area, and the food attracts rodents.
- Do not ride bicycles on pedestrian walkways. Roller-skating, skate boarding, and roller blading is not permitted on Association Property.
- Plants, pots, etc. on decks must be raised off of decks on dollies, "feet" or a stand to protect the integrity of the wooden decking material from dampness and mildew. Plants on railings must drain onto the ground below...not onto the wooden railings.

SWIMMING POOL

- The swimming pool is reserved for the use by owners, tenants and their guests.
- No lifeguard is available. Pool use is at swimmer's risk. Children under 14 years old must be accompanied by an adult (age 18 or above).
- Please shower before using the swimming pool.

- The following are not allowed in the swimming pool enclosure:
 - Pets
 - Glass containers of any kind
 - Surfboards or wetsuits
 - Barbecues or open fires
- Please leave the swimming pool area neat after use. We discourage swimming pool use before 9:00am and after 10:00pm. (Should you use the swimming pool outside of these hours, please do so quietly.) Never use the pool at night after the pool lights are extinguished.
- Board members and/or management reserve the right to refuse use of the swimming pool to anyone for violation of swimming pool rules.

PARKING/VEHICLES

- Please use your garage and/or your reserved parking space instead of the open parking area. Reserving of common area parking spaces is not allowed.
- Park only in designated areas. The Monterey Police will ticket violators and/or have towed out of the complex at the owner's expense.
- Parking of the following type vehicles in the common area is prohibited (except for loading/unloading):
 - Motor homes, recreation vehicles, and campers of any size
 - Boat
 - Trailers
 - Buses
 - Trucks – one-ton capacity and larger
 - Unlicensed recreational off-road type vehicles

NOTE: Parking of the above type of vehicle is allowed in your garage, providing the garage door can be closed.

- No major, on-going vehicle maintenance is allowed in the common area.

EMERGENCY CONTACTS

FIRE OR POLICE EMERGENCIES	911
NON-EMERGENCY – POLICE OFFICER NEEDED:	646-3914
POLICE INFORMATION – DAY OR NIGHT:	646-3830
NON-EMERGENCY – COMMUNITY HOSPITAL	621-5311
PARKLAND OF MONTEREY MANAGEMENT	375-5444

It is imperative that you report ANY property vandalism (including townhome, vehicle, or common property) to the police IMMEDIATELY.

PARK LAND OF MONTEREY, INC.

ELECTION RULES

The following revised election rules are adopted to comply with the requirements of the Davis-Stirling Act (including the new provisions adopted as of January 1, 2020 in Senate Bill 323, amending Sections 5100 – 5125 of the California Civil Code) and to provide for fair elections, subject to all applicable and enforceable (a) provisions of law, and (b) Articles of Incorporation, CC&Rs, and Bylaws unless otherwise amended or superseded by applicable California law.

I. MEMBERSHIP MEETINGS

A. Meetings of the Membership.

1. **Annual Meetings.** There shall be an annual meeting each year for the purpose of electing directors and conducting any other business of the Association. The Board shall fix the date and hour in the month of January as prescribed by the Revised Bylaws, unless otherwise permitted by the bylaws for holding such meetings.

2. **Special Meetings.** Special meetings may be called by any of the following: (i) President of the Board, (ii) majority of the Board, or (iii) at least five percent (5%) of the voting power of the Association, or as required by law. If a special meeting is called by members of the Association, the request shall be submitted to the Board in writing, specifying the nature of the business to be transacted. The director or officer receiving the request shall promptly deliver the request to the remaining directors.

3. **Location of Meetings.** Pursuant to Bylaws Section 3.3, annual and special meetings of the membership shall be held at a suitable location in or reasonably close to the Association in the County in which the property is located. If the date, time and/or location is unreasonable, the Board shall set a date, time and/or location which is reasonable and relatively close to the original date, time and location requested by the parties calling the meeting.

B. Notice and Request for Candidates.

The nomination process to nominate a candidate to run for the Board of Directors shall begin as follows:

1. **Notice and Request for Candidates by Board.** Notice of all meetings of the members shall be given by the Board. Such notice shall be accompanied by a Request for Candidates and the Election Rules. If the Board fails to give notice, the persons calling the special meeting may give notice consistent with the governing documents and applicable law.

2. **Notice Period.** All notices shall be sent no less than ninety (90) days (and preferably 105 days) before the date of the meeting.

3. **Notice Contents.** The notice shall specify the place, date, and hour of the meeting and (i) in the case of a special meeting, the nature of the business to be transacted as specified by those persons calling the meeting (and that no other business may be transacted except as specified in the notice), or (ii) in the case of the annual meeting, those matters which the Board intends to present for action by the members.

4. Request for Candidates.

- a. In addition to the Nominating Committee, any qualified person may nominate himself or herself for election to the Board of Directors by submitting to the Association a written statement signed and dated by the person nominating himself or herself (herein "Request for Candidate form").
- b. The Association shall set a cut-off date for the receipt of self-nomination statements, which date shall be publicized in advance to the members. Once nominations have been closed, no write-ins are allowed on ballots.
- c. The Request for Candidates shall include a demand for certification by the Candidate that s/he meets the qualifications set by the Bylaws and these rules. The Request for Candidates shall also include a form for each Candidate to submit a written application and statement reasonably related to the election, including advocating a point of view.
- d. The Board of Directors may limit the length of the Candidacy Statement. Candidates' Statements will be included with the Association's mailing of the Notice and Secret Ballot materials if the Statements are provided prior to the stated deadline.
- e. The election rules will be distributed with the Request for Candidates to comply with the Civil Code Section 5105(h) requirement that may not be amended within 90 days of a scheduled election. (Thereafter, they will be distributed at least 30 days prior to any election with the Ballots). The Election Rules may be individually distributed or posted to an internet website; if posted, the Ballot must contain the website address and the words "The rules governing this election may be found here" in at least 12-point font.

5. **Delivery.** Notice of any membership meeting shall be given either personally or by first-class mail, charges prepaid, and addressed to each member: (i) at the address appearing on the books of the Association, (ii) at the address given by the member for the purpose of notice, or (iii) at the address of the member's Lot, if no address appears on the Association's books and no other address has been given. Notice shall be deemed to have been given at the time when delivered personally or deposited in the mail.

C. Posting and/or Mailing the Candidate Introduction Letter: At least 60 days (and preferably 70 days) before the election, the Association will provide **BY GENERAL NOTICE** the Candidate Introduction Letters and the following information: the date and physical address where the ballots are to be returned by mail or handed to the Inspector; the date, time and location where the ballots will be counted; and the list of candidates names that will appear on the ballot. If an owner has requested individual notice, these must be received by the member personally. The Inspector of Elections shall correct any reported mistakes to the membership list during this time frame.

D. Mailing the Ballots: At least 30 days before the ballot acceptance cut-off date, the Members will be mailed the election materials, including a ballot, meeting notice and double envelopes. The voting and ballots shall comply with the procedures provided below.

II. BOARD MEMBERSHIP

A. Number of Directors. The Board shall consist of five (5) directors.

B. Term of Office. The term of a director shall last until the Annual Meeting that follows the meeting in which the director was elected, and upon the election (or appointment) and

qualification of the director's successor. Unless otherwise terminated or extended, each Director shall be elected for 1 year.

C. Qualifications. No person may be a candidate for the Board, or once elected shall automatically cease to be a director, if that person: (i) is not a member of the Association who is on title (ii) is in a joint ownership interest in a Lot with another director or resides in the same Lot with another director; and (iii) has a past felony record which would result in cancellation of the Association Fidelity Bond; and (iv) any other ground legally determined by the Board and authorized by the California Civil Code.. For purposes of this section, an owner of a separate interest is a trust, corporation, or LLC, the "governing authority" of that entity may appoint a natural person to be a candidate. Other qualification to either vote or run for office shall be enforced only to the degree allowed by California law.

III. CAMPAIGNING

A. Access to Media.

1. **No Use of Association Resources.** The Association's newsletter, website, bulletin board, or other Association media may not be used for campaign purposes.

2. **Exception.** If any candidate or member is provided access to Association newsletters, website, bulletin board or other Association media during an election, for purposes that are reasonably related to that election, equal access shall be provided to all candidates and members. The access shall be limited to information relating to that election and shall include those candidates and members not endorsed by the Board. The Association shall not edit or redact any content from these communications but may include a statement specifying that the candidate or member, and not the Association, is responsible for that content. The Association and its directors, officers, and agents shall be immune from liability for the content of those communications to the fullest extent provided by law.

B. Use of Common Area During Election Campaign.

1. **No Cost for Use.** During an election campaign, each candidate and each member advocating a point of view reasonably related to the election shall be allowed to use, if available, the Association's common area at no cost to the member or candidate.

2. **Reservation.** Each candidate or member who wants to use the common area pursuant to this rule must make a reservation in advance of the date and time requested. Candidates' and members' requests to use the common area shall be granted on a first- come, first-served basis, provided that the area is not already reserved. In order to assure fairness, each candidate may not reserve or use the common area for more than two (2) hours on any particular date. In addition, each candidate and each member shall only be allowed to make one (1) reservation per day to use the common area.

C. No Use of Association Funds for Campaign Purposes. Association funds may not be used for campaign purposes in connection with any board election and may not be used for campaign purposes in connection with any other Association election except to the extent necessary to comply with duties of the Association imposed by law. The Association shall not include the photograph or prominently feature the name of any candidate on a communication from the Association or its Board, excepting the ballot and ballot materials, within thirty (30) days of an election. This restriction does not preclude directors from advocating the election or defeat of any issue or candidate on the ballot. However, they may not use Association funds to do so.

IV. INSPECTORS OF ELECTION

A. Selection.

1. **Process.** Prior to the date ballots are first sent out, the Board of Directors shall, at an open meeting of the Board, select either one (1) or three (3) persons as Inspectors of Election.

2. **Eligible Inspectors.** The Board may select any of the following to serve as an Inspector of Elections:

a. **Poll Worker.** A volunteer poll worker with the County Registrar of Voters;

b. **Accountant.** A licensee of the California Board of Accountancy, including any such licensee under contract to the Association;

c. **Notary.** A notary public;

d. **Association Members.** Members of the Association, but not: (i) members of the Board, (ii) candidates for the Board, (iii) persons related to a member of the Board, or (iv) persons related to a candidate for the Board;

When the Board does select a Non-Member of the Association as Inspector, the Inspector shall be required to obtain errors and omission insurance and provide proof of same to the Board prior to the commencement of the Inspector's work. The errors and omissions insurance policy shall be in an amount not less than one million dollars (\$1,000,000), that indemnifies the Association and its Board Members from liability and provides that the Association is a named insured of the policy. The Board may, at its discretion, compensate the Inspector.

B. Duties. Duties of Inspectors of Election shall include the following:

1. **Membership.** Determine the number of memberships entitled to vote and the voting power of each.

2. **Validity.** Determine the authenticity, validity and effect of any proxies and ballots.

3. **Quorum.** Confirm the number of homes represented at the meeting and confirm the existence of a quorum

4. **Challenges** Hear and determine all challenges and questions in any way arising in connection with the right to vote

5. **Closing and Reopening of Polls.** Determine when the polls shall close and determine whether to reopen the polls to allow members to cast a ballot after the polls have been closed.

6. **Receive and Count Ballots.** Receive all ballots. Once a secret ballot has been received by an Inspector of Elections, it shall be irrevocable.

7. **Maintain custody of the Sealed Ballots.** The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of election or at a location designated by the Inspector or Inspectors until after the tabulation of the vote and until the time allowed by Section 7527 of the Corporations Code for challenging the election has expired (currently one year), at which time custody

shall be transferred to the Association. No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated. The Inspector of Elections or his or her designee may verify the member's information and signature on the outer envelope prior to the meeting at which ballots are tabulated.

8. **Retain association election materials** ("Association Records") including the candidate registration list, voter lists (name of member and address of the voting property, which may be used to verify a member's right to vote), returned ballots (reported errors must be corrected within two business days), signed voter envelopes; voters to whom ballots were sent; and proxies (Civil Code Section 5105(a)(7) and 5200(c)).

9. **Challenges.** Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote. If there is a recount or other challenge to the election process, the Inspector or Inspectors of election shall make the ballots available for inspection and review upon written request. An Association member may authorize a representative to review the ballots on his or her behalf. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.

10. **Counting.** Count and tabulate all votes and determine the election results. All votes shall be counted and tabulated by an Inspector of Elections or his or her designee in public at a properly noticed open meeting of the Board of Directors or members. Any candidate or other member of the Association may witness the counting and tabulation of the votes.

11. **Appoint Assistants.** Appoint and oversee additional independent third parties to verify signatures, and to count and tabulate votes as the Inspectors of election deem appropriate provided that such persons are independent third parties.

12. **Impartiality.** Perform their duties impartially, in good faith, to the best of their ability, and as expeditiously as is practical. Any report made by the Inspectors of Election is prima facie evidence of the facts stated in the report.

13. **Miscellaneous.** Perform any acts as may be proper to conduct the election with fairness to all members in accordance with Civil Code section 5100 et. seq., the Corporations Code, the Association's governing documents, and all applicable rules of the Association regarding the conduct of the election that are not in conflict with Civil Code section 5100 et. seq.

C. **Removal.** The Board shall have the power to remove Inspectors who cease to meet the required qualifications, are unable or unwilling to perform their duties, or for other good reason, and to appoint new Inspectors in their place.

D. **Management Office Designation and Validity of Report.** Prior to the mailing of the Secret Ballots by the Association, the Inspector(s) of Election may pass a Resolution designating the management office as the location to receive the sealed Secret Ballots and maintain the custody of the sealed Secret Ballots until the time upon which tabulation of the Secret Ballots by the Inspector(s) shall occur. Any report made by an Inspector is prima facie evidence of the facts stated in the report.

V. BALLOTS AND PROXIES

A. Voting Rights.

1. **Number of Votes.** Each member shall be entitled to one (1) vote per Lot on all

matters presented to the members for a vote.

2. **Record Date.** Unless the Board sets a “Record Date” for an election, the Record Date shall be the date that ballots are mailed to the Membership. Only those Owners on title as of the Record Date shall be entitled to vote. Persons acquiring title to a Lot after the Record Date can attend the membership meeting but cannot vote.

3. **Proof of Membership.** No person or entity may exercise the rights of membership without an ownership interest in property which is subject to the Association’s CC&Rs. If the Board should request proof of ownership, such proof shall be in the form of a recorded deed or, if the property was transferred within the past thirty (30) days and a copy of the newly recorded deed is not available, a completed escrow closing statement shall suffice.

4. **Cumulative Voting.** Cumulative voting shall be permitted (Bylaws Section 4.4.)

5. **Co-Owners.** Where there is more than one (1) owner of a property (“co- owner”) subject to the Association’s CC&Rs, all such co-owners shall be members and may attend any meeting of the Association, but only one co-owner shall be entitled to exercise the vote to which the property is entitled.

6. **Presumption of Consent.** Unless the Inspector of Elections receives a written objection prior to the close of balloting from a co-owner, it shall be conclusively presumed that the voting owner is acting with the consent of his or her co-owners.

7. **Voting for Candidates Properly Nominated.** Members must vote only for those candidate(s) who have been properly nominated prior to the close of nominations.

B. Proxies.

1. **Proxies.** The Association may use and accept proxies as permitted by law and the Association’s governing documents, provided that the Association shall not be required to prepare or distribute proxies. Proxies shall not be construed or used in lieu of a ballot at a meeting.

2. **Proxy Form.** Any instruction given in a proxy issued for an election that directs the manner in which the proxy holder is to cast the vote shall be set forth on a separate page of the proxy that can be detached and given to the proxy holder to retain. Proxies must meet all requirements of Chapter 4 of Article 2 of the Davis-Stirling Act, other laws, and the Association’s governing documents.

3. **Vote by Proxy Holder.** The proxy holder shall cast the member’s vote by secret ballot unless the proxy is revoked by the member prior to the receipt of the ballot by an Inspector of Elections as described in Section 7613 of the Corporations Code.

4. **Who May be Proxy.** As provided for in Civil Code §5130(a), proxy holders must be Members. If two Proxies are registered for the same separate interest and one is dated and one is undated, the dated Proxy prevails. If two dated Proxies are registered for the same separate interest, the most current dated Proxy prevails. If a Proxy and a Secret Ballot are registered for the same separate interest, the Proxy shall be suspended, and the Secret Ballot shall prevail. If the property is co-owned (i.e., husband and wife) or if the property is owned by a corporation, partnership, etc., and two or more co-owners or two or more representatives submit separate Proxies, the most current dated Proxy prevails. If a Proxy and a Secret Ballot are submitted, the Proxy shall be suspended, and the Secret Ballot shall prevail. If a Proxy is signed by a person whose name does not appear on the membership roster, the Proxy shall be

invalid. As an exception, in the case of a legally married couple, if a Proxy is signed by a spouse, whose name does not appear on the membership roster, the Proxy shall be valid, due to the State's community property laws. All unsigned Proxies shall be invalid and shall not be used for quorum purposes.

C. Ballots.

1. **Official Ballots/Non-Revocable.** Only those ballots prepared on behalf of the Association ("Official Ballots") may be used in the election. Once an Official Ballot has been received by an Inspector of Elections, it is irrevocable. Inspector(s) will register all Secret Ballots at the meeting (Annual Membership, Special Members, or Board). A membership roster will be maintained at each registration station for purposes of registering each separate interest present and voting at the meeting, whether in person or by proxy. Each separate interest is entitled to only one registration, regardless of the number of votes the separate interest is entitled to cast. Neither the Association nor its Managing Agent shall register any of the Secret Ballots or Proxies received by the Association.

2. **Secret Ballot.** All items legally requiring a vote of the membership shall be held by secret ballot, including but not limited to assessments, selection and removal of members of the Association's board of directors, amendments to the governing documents, or the grant of exclusive use of common area property. In order to preserve confidentiality, a voter may not be identified by name, address or lot, parcel or unit number on the ballot itself. The balloting materials shall include all of the following:

a. One Secret Ballot shall be issued for each separate interest owned and the owner of each separate interest is entitled to cast one ballot, regardless of the number of owners shown on the Association's membership roster. If more than one owner of a jointly-owned separate interest attempts to submit a ballot, even by mistake, the first ballot received will be counted.

b. The Secret Ballot shall contain the names of Candidates who timely delivered the required forms to the Association as referenced above. If there are no such Candidates, or if there are fewer Candidates than the number of Directors to be elected, the Secret Ballot will include the names, if any, of the Candidates and/or blank lines for write-in Candidates.

c. The Secret Ballot shall NOT identify the Member (or their designee) by name, address, lot, parcel number or number. If the Member does sign the Secret Ballot or identify him/herself, the Member shall waive his or her right to secrecy and the Ballot shall, at the option of the Inspector(s), be accepted by the Inspector(s) as a valid Secret Ballot.

d. The Secret Ballot itself is NOT signed by the Member (or their designee) but is placed into a ballot envelope ("Ballot Envelope"), which is then sealed. The Ballot Envelope is then inserted into the second pre-addressed envelope ("Address Envelope") that is then sealed. In the upper left-hand corner of the Address Envelope, the Member (or their designee) must indicate his/her name and property address that entitles him/her to vote. The Member must also sign his/her name on the Address Envelope.

e. The owners of multiple properties (with the exception of the Declarant) must submit separate sealed Secret Ballot envelopes for each separate interest owned.

f. The Address Envelope is addressed to the Inspector(s) of Election for the tallying of votes. The Address Envelope can be mailed or delivered by hand by the Member to the location designated by the Inspector(s) of Election. Any member can request a receipt for hand-delivery of his or her Secret Ballot. Any Member desiring a receipt for mail delivery shall send the Secret Ballot by certified mail, return receipt requested, to the location designated by the Inspector(s).

g. The sealed Secret Ballots shall be kept in the custody of the Inspector(s) of Election or at a location designated by the Inspector(s) of Election until the tabulation of the Secret Ballots by the Inspector(s), at which time custody can then be transferred to the Association. After tabulation, Secret Ballots shall be stored by the Association in a secure place for no less than one (1) year after the date of the election.

h. Ballots distributed to each and every member shall identify the proposed action, provide an opportunity to specify approval or disapproval and provide at least thirty (30) days upon which to return the ballot to the Inspector(s) of Election. The voting instructions contained within the ballot materials will show a date by which the ballots must be delivered to the location designated by the Inspector(s) of Election by either the United States Postal Service, overnight delivery service or hand delivery.

i. Only Secret Ballots prepared by the Association will be accepted by the Inspector(s) either by mail or in person.

j. When the Chairperson announces, following a motion duly seconded and approved by the membership, that balloting is closed, no further members may submit a ballot to be counted.

k. Once a Member mails or delivers his/her Secret Ballot to the location designated by the Inspector(s), that Secret Ballot cannot be changed or revoked.

3. **Quorum by Ballot.** Each ballot received by an Inspector of Elections is deemed as a member present at a meeting for purposes of establishing a quorum.

4. **Ballot Delivery to Members.** Ballots and two (2) preaddressed envelopes with instructions on how to return ballots will be mailed by first-class mail or delivered to every member not less than thirty (30) days prior to the deadline for voting.

VI. PETITIONS

A. Purpose. The purpose of the petition for a membership meeting must be set forth in the petition so members know what they are signing. Meetings may only be called for a proper purpose.

B. Signatures. Only members may sign petitions. Signatures by persons not on title are invalid. The Association may validate signatures by comparing them against signatures on file with the Association or by contacting signers to verify their signatures. Any person on title to a property can sign on behalf of the property but it counts only once. If there are ten owners on title for one Lot, all of whom sign a petition, it counts as one signature not ten.

C. Withdrawal of Signatures. A petition can be rendered invalid if a sufficient number of signers withdraw their names such that the number of remaining signers falls below 5% of total voting power of the membership.

D. Setting the Date. The date of the special meeting shall be set by the Board and may not be less than 35 nor more than 90 days from receipt of request. Notice of the date shall be given to the membership not more than 20 days from receipt of the petition.

E. Recall Petitions. Recalls may not be started against the board as a whole or any individual director if: (a) the board or director has held office during the current term for less than 90 days; (b) a recall election has been determined in the board's or director's favor within the last six months; or (c) for the recall of a board an annual meeting will be held within six months or less or the recall of individual directors, their term will end within six months or less. Additionally, if a recall of the entire board fails, a six-month waiting period must be observed before recall petitions may be filed against individual directors.

VII. MEETING PROCEDURES

The President of the Board shall call the membership meeting to order and shall chair the meeting unless a majority of the Board selects another person to chair the meeting.

A. Quorum. The quorum requirement for membership meetings is a majority of the voting power of the Association, excluding those members whose voting rights have been suspended. The members may be represented in person or by proxy. When a quorum is present, the affirmative vote of the majority of the voting power represented at the meeting, entitled to vote, and voting on any matter shall be the act of the members.

B. Loss of Quorum. The members present at a duly called meeting at which a quorum is present may continue to transact business until the loss of a quorum. The business must be approved by enough members to constitute at least a majority of a quorum had a quorum been present.

C. Lack of Quorum. In the absence of a quorum, no business may be transacted except to adjourn the meeting to another date and time. A majority of the members present and entitled to vote may adjourn the meeting, if at any meeting of the Association a quorum is not present. An adjournment for lack of a quorum shall be to a date no later than forty-five (45) days from the date the original meeting was called. If a new date is not announced prior to adjournment, the Board President (or the remaining directors in the President's absence or failure to act) may set the date for a subsequent meeting and shall be given either personally or by first-class mail, charges prepaid, and addressed to each member: (i) at the address appearing on the books of the Association, (ii) at the address given by the member for the purpose of notice, or (iii) at the address of the member's Lot, if no address appears on the Association's books and no other address has been given. Notice shall be deemed to have been given at the time when delivered personally or deposited in the mail.

D. Counting Ballots. The Inspectors of Election, or his or her designee, shall count and tabulate all official ballots in public at a properly noticed open meeting of the Board of Directors or members. No person, including a member of the Association or an employee of the management company, shall open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated. Any candidate or other member of the Association may witness the counting and tabulation of the votes. The results of any election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the Board meeting and shall be available for review by all Members of the Association. Within fifteen (15) days of the election, the Board shall publicize the results of the election in a communication directed to all members (this could be done in the form of a newsletter or email if it is distributed to the members within the 15-day timeline.)

E. Breaking a Tie. In the event of a tie, all other newly elected Directors shall immediately begin serving their terms. An incumbent Director whose seat was tied shall continue in office until a runoff election determines the winner for his/her seat. Only those candidates who tied for the seat shall be in the runoff. In lieu of a runoff and if the tied candidates agree, the winner may be decided by a coin toss or the drawing of names by the Inspector of Elections.

VIII. POST-ELECTION RESULTS

A. Results of the Election. The tabulated results of the election shall be announced immediately after all the ballots have been counted. The tabulated results of the election shall be promptly reported to the Board of Directors and shall be recorded in the minutes of the next Board meeting. Within fifteen (15) days of the election, the Board shall publicize the tabulated results of the election in a communication directed to all members.

B. Status of the Ballots after Election. The sealed ballots at all times shall be in the custody of the Inspector or Inspectors of Election or at a location designated by the Inspector or Inspectors until after the tabulation of the vote and until the time allowed by Section 7527 of the Corporations Code for challenging the election has expired, at which time custody shall be transferred to the Association. After the transfer of the ballots to the Association, the ballots shall be stored by the Association in a secure place for no less than one (1) year after the date of the election, after which the election materials may be disposed of.

C. Election Recount. Any member of the Association may demand a recount of the ballots provided (i) demand is made in writing to the Inspector of Elections within five days after the election results have been announced, and (ii) the member pays in advance for the cost of the recount. Monies advanced by the member shall be refunded if the outcome of the election is changed by the recount. The recount shall be commenced not less than seven days following the request for the recount and shall be done under the supervision of the Inspector of Elections. The recount may be observed by members of the Association. No election materials may be touched or handled by any person without the express consent of the Inspector of Elections and under the supervision of the Inspector. The results of the recount shall be reported to the Board of Directors and shall be recorded in the minutes of the next Board meeting and reported to the membership.

D. Inspection of Ballots. Election materials may be inspected by any member upon payment in advance of costs related to the inspection. No election materials may be touched or handled by any person without the express consent of the Inspector of Elections and under the supervision of the Inspector.

IX. REMOVAL/RECALLING OF DIRECTORS

The Association Governing Documents described the procedure for recalling or removing a director. Generally, the membership may recall the entire Board or an individual director, subject to cumulative voting restrictions. The first step is for the membership to vote by secret ballot to remove a director. If an association has fewer than 50 members, the removal is approved by the affirmative vote of a majority of all members entitled to vote. (Corp. Code §7222(a).) If the association has 50 or more members, removal is approved by the affirmative vote of a majority of the votes represented and voting at a duly held meeting at which a quorum is present, with the affirmative votes also constituting a majority of the required quorum. (Corp. Code §7222(a).) The consideration of such a removal is initiated by a Petition of members to remove the Board or an individual member. Members may request a special meeting of the membership for the purpose of removing the entire board or individual directors and the election of new directors in the event the recall is successful. The petition must be signed by 5% or more of the membership (Corp. Code §7510(e)), meaning persons who are on title.

Once a proper petition has been submitted to the board, the board must set a date for the meeting and send notice to the membership. The board must also prepare and send ballots as provided for in Civil Code §5115(a). Meeting Agenda. The only business that may be conducted at the special meeting is the recall of the directors and the election of new directors in the event the recall is successful. The notice of meeting shall specify those matters the board intends to present for action by the membership. Once members remove a director, his/her replacement must be elected by the membership not appointed by the board. (Corp. Code §7224(a).) The procedure for electing a new director is substantially the same as described above.

X. CONSULTATION WITH LEGAL COUNSEL

The Inspector(s) have the authority to confer with Association legal counsel in advance of, or at the meeting where Secret Ballots are to be counted. Legal counsel represents the Association and does not represent the Members, Inspector(s), Board Members, management or any other person. By the adoption of these Rules, the Association waives the attorney-client confidential communication privilege, and Association legal counsel has been authorized by the Board of Directors to provide advice to, as determined necessary or prudent by the attorney, for the limited purpose of informing and advising the Inspector regarding issues related to the Inspector performing its duties for the Association

I certify that this is a true and accurate copy as updated by 2020 Board of Directors.

Vinnie Victorine

Corporate Secretary

04/17/2020

PARK LAND OF MONTEREY, INC.

**ARTICLE IV
LIEN POLICY**

4.8 Delinquent Assessments: Any installment or other portion of an Assessment not paid within thirty (30) days after its due date shall be delinquent and shall be subject to interest and late charges not to exceed the maximum rate permitted by law, as well as all other Additional Charges. The Board, on behalf of the Association, may enforce the payment of any delinquent Assessment plus Additional Charges by bringing an action at law against any Owner personally obligated to pay the same, or by foreclosing the lien against the Owner's Lot by judicial or non-judicial foreclosure, except as prohibited by law. Except as prohibited by law, upon any delinquency in payment, the Association may, at its option, declare the entire balance of all sums then due or to become due from the Owner, immediately due and payable, which Parkland of Monterey Covenants, Conditions and Restrictions Page 11 total sum may then be included in any suit, action, or other procedure initiated to collect such sums, including all Additional Charges. The Board may commence any procedure for the collection of delinquent Assessments upon its own decision. The remedies provided in this total sum may then be included in any suit, action, or other procedure initiated to collect such sums, including all Additional Charges. The Board may commence any procedure for the collection of delinquent Assessments upon its own decision. The remedies provided in this Declaration for collection of delinquent Assessments shall be cumulative and not exclusive.

4.9 Transfer of Lot by Sale or Foreclosure: Sale or transfer of any Lot shall not affect the assessment lien. However, the sale of any Lot pursuant to mortgage foreclosure of a first Mortgage shall extinguish the lien of such Assessments (including fees, late charges, fines or interest levied in connection therewith) as to payments which became due prior to such sale or transfer (except for assessment liens recorded prior to the mortgage and except as expressly provided by California law). No sale or transfer shall relieve such Lot from liability for any Assessments thereafter becoming due or from the lien thereof. Where the Mortgagee of a first Mortgage of record or other purchaser of a Lot obtains title to the same as a result of foreclosure of any such first Mortgage, such acquirer of title, and his successor and assigns, shall not be liable for the Assessment by the Association chargeable to such Lot which became due prior to the acquisition of title to such Lot by such acquirer (except for assessment liens recorded prior to the mortgage and except as expressly provided by California Law). No amendment of the preceding sentence may be made without the consent of Owners of Lots to which at least two thirds of the votes in the Association are allocated, and the consent of the Eligible Mortgage Holders holding first mortgages on Lots comprising fifty-one percent (51 %) of the Lots subject to first mortgages. The unpaid share of such Assessments shall be deemed to be Common Expenses collectible from all of the Lots including such acquirer, and his successors or assigns.

4.10 Power of Sale: Each Owner does hereby appoint the Association as trustee to enforce and to foreclose any lien which is established pursuant to the terms of this Declaration, by private power of sale, as provided in Division III, Part 4, Title 14, Chapter 2, Article 1, of the California Civil Code, and does further grant to the Board, on behalf of the Association, the authority and power to sell the Lot of such Owner in the event of any default in payment of any Assessments or Additional Charges levied against such Lot, for lawful money of the United States, to the highest bidder, to satisfy such lien, except as prohibited by law. The Association or any Owner may purchase the Lot at the sale. The Board may temporarily suspend the voting rights of a Member (and the rights to use of the recreational facilities) who is in default in payment of any Assessment, after notice and hearing, as provided in the Bylaws.

4.11 Certification of Satisfaction and Release of Lien: Upon payment in full of a delinquent Assessment, including any Additional Charges, or the satisfaction thereof, the Board shall record, in the same manner as the Notice of Delinquent Assessment, a further certificate stating the satisfaction thereof and the release of the lien.

4.12 Waiver of Exemptions: Each Owner, to the extent permitted by law, does hereby waive, to the extent of any liens created pursuant to this article, the benefit of any homestead or exemption laws of the State of California in effect at the time any Assessment or installment thereof becomes delinquent or any lien is imposed pursuant to the terms of this article.

PARK LAND OF MONTEREY, INC.

ARTICLE VI

ARCHITECTURAL CONTROL

6.1 Approval of Plans: No building, fence, wall, pool, spa, obstruction, outside or exterior wiring, balcony, screen, patio, patio cover, tent, awning, carport, carport cover, trellis, improvement, or structure of any kind shall be commenced, installed, erected, painted or maintained upon the Property, nor shall any alteration or improvement of any kind be made thereto, or to the exterior of any residence, until the same has been approved in writing by the Board, or by an Architectural Control Committee appointed by the Board. Plans and specifications showing the nature, kind, shape, color, size, materials and location of such improvements, alterations, etc., shall be submitted to the Board or to the Architectural Control Committee for approval as to quality of workmanship and design and harmony of external design with existing structures, and as to location in relation to surrounding structures, topography, and finish grade elevation. No fence or wall shall be erected, placed or altered on any Lot nearer to any street than the minimum building set back line. No permission or approval shall be required to repaint in accordance with the original color scheme, or to rebuild in accordance with the original plans and specifications. No permission or approval shall be required to repaint in accordance with a color scheme previously approved by the Committee or the Board, or to rebuild in accordance with plans and specifications previously approved by the Committee or by the Board. Nothing contained herein shall be construed to limit the right of an Owner to remodel the interior of his residence, or to paint the interior of his residence any color desired.

6.2 Architectural Control Committee Action: The Architectural Control Committee shall consist of three (3) members. The Board shall have the power to appoint all of the Architectural Control Committee. Members appointed to the Architectural Control Committee by the Board shall be from the membership of the Association. A majority of the Architectural Control Committee may designate a representative to act for it. In the event of death or resignation of any member of the Committee, the successor shall be appointed by the Board. Neither the members of the Committee nor its designated representative shall be entitled to any compensation for services performed pursuant hereto. In the event the Committee fails to approve or disapprove plans and specifications in writing within sixty (60) days after the same have been submitted to it, approval will not be required and the related covenants shall be deemed to have been fully complied with. Approval of plans by the Committee or the Board, shall in no way make the Committee or its members or the Board or its members responsible for or liable for the improvements built after approval of the plans and the Owner whose plans are approved shall defend, indemnify and hold the Committee and the Board, and the members thereof, harmless from any and all liability arising out of such approval. Any additions or alternations approved and completed after the date of this Declaration, shall be maintained by the Owner of the Lot so improved.

6.3 Landscaping: No landscaping of patios or yards or portions of Lots visible from the street or from any Common Area or adjoining Lots shall be undertaken by any Owner until plans and specifications showing the nature, kind, shape, and location of the materials shall have been submitted to and approved in writing by the Architectural Control Committee, or the Board.

6.4 Structural Integrity: Nothing shall be done in or on any Lot or in or on the Common Area which will impair the structural integrity of any building.

6.5 Unauthorized Architectural Changes: Any Owner who implements a change requiring Architectural Control Committee approval per section 6.1 without prior written approval, will be subject to a \$1,000 fine, and/or injunctive relief, at the option of the Board.

6.6 Governmental Approval: Before commencement of any alteration or improvements approved by the Architectural Control Committee, the Owner shall comply with all appropriate governmental laws and regulations. Approval by the Committee does not satisfy the appropriate approvals that may be required by any governmental entity with appropriate jurisdiction.

Park Land of Monterey, Inc.

REQUEST FOR ARCHITECTURAL / LANDSCAPE REVIEW

Homeowners are required to submit property improvement plans to the Association for review and comment prior to beginning the improvements. Application fee is \$25 payable to Common Interest Management Services. Each of the Association's homeowners is subject to these restrictions. City approvals and permits may be required but do not constitute approval of the Association.

NAME: _____ DATE: _____
(Please Print)

ADDRESS: _____ EMAIL: _____

PHONE: _____ Proposed Start Date: _____ Finish Date: _____
(Home) _____ (Work) _____

CHECK ALL THE FOLLOWING IMPROVEMENT TYPES THAT APPLY TO YOUR REQUEST

HOME IMPROVEMENTS:

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Structural Addition | <input type="checkbox"/> Gazebo/Arbor | <input type="checkbox"/> Play structure | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Fence Addition |
| <input type="checkbox"/> Deck/Patio | <input type="checkbox"/> Greenhouse | <input type="checkbox"/> Pool/spa | <input type="checkbox"/> Dog run | <input type="checkbox"/> Retaining Walls |
| <input type="checkbox"/> Trellis | <input type="checkbox"/> Lighting additions | <input type="checkbox"/> Lighting Standards | <input type="checkbox"/> Skylights | <input type="checkbox"/> Solar panels |
| <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Antennae | <input type="checkbox"/> Windows/Doors | <input type="checkbox"/> Gates | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Mail box enclosure | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Garage doors | <input type="checkbox"/> Lot line adjustments | <input type="checkbox"/> Other (specify) |

LANDSCAPE IMPROVEMENTS:

- | | | | | |
|---|---|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> New Landscape | <input type="checkbox"/> Tree addition | <input type="checkbox"/> Tree removal | <input type="checkbox"/> Arbors/vines | <input type="checkbox"/> Hardscape |
| <input type="checkbox"/> Landscape lights | <input type="checkbox"/> Water features | <input type="checkbox"/> Other (specify) | | |

FRONT YARD

BACK YARD

SIDE YARD

The Applicant is responsible for assuring that the improvements authorized by the Association are located within the Applicant's property.

IF YOU ARE ONLY SUBMITTING A REQUEST TO CHANGE THE COLOR OF YOUR HOME:

1. Enclose paint manufacturer color samples with this application.
2. Identify which paint samples apply to body of the house, trim/fascia and trim accent colors.

ALL OTHER IMPROVEMENTS:

1. Submit your scale drawings and plot plans to: Common Interest Management Services, 16264 Church Street, Suite 102, Morgan Hill, CA or by Email to customerservice@commoninterest.com.
2. Plans which include pre-assembled structures or kits must include cut sheets or product specifications, colors, dimensions, materials and all other collateral material necessary for proper review.
3. The committee must be informed of all materials used in your improvements in sufficient detail for proper review. Where appropriate, submit samples or color photos of the material (brick, slate, wrought iron, lighting standards, etc.) The Association may ask for more information regarding your improvement during the review process. While waiting for a response from the owner the 60 day approval time frame will suspend and then resume with receipt of additional information.
4. Depending on the improvement, the Association may solicit input from your neighbors regarding your submission and consider their input as part of the review process. It is prudent that you discuss proposed changes to your home with your surrounding neighbors.
5. PLEASE NOTE: The City may require approval of certain types of improvements. You may be required to get permits and other conditions may apply. The owner is solely responsible for fulfilling any municipal requirements.

Owner Signature _____

Date _____

NOTE: Improvement work may not commence without written approval of the Homeowners Association. Please submit plans anticipating up to 60 days for review and comment by the Architectural Committee. Unauthorized improvements are subject to removal at owner's expense.
Common Interest Management Services, 16264 Church Street, Suite 102, Morgan Hill, CA 95037 408-782-1222

IMPROVEMENT APPLICATION (continued)

DESCRIBE YOUR IMPROVEMENT IN DETAIL:

WHO IS YOUR CONTRACTOR?

I'm performing the work myself.

My general contractor is: _____

My landscape contractor is: _____

The homeowner is the "person responsible" for damage to the Association's common areas caused by himself or by his contractor while completing these improvements. By submitting this application, I acknowledge responsibility for damage to the common areas by contractors entering the Association's property at my invitation.

For Association Use Only:

Property Address: _____

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Committee Member Name: _____ **Date:** _____

Recommend Approval as submitted: Recommend Approval with following conditions: Recommend Denial:

Management Company Instructions:

Send response to owner based on Committee input noted above.

Send hearing letter regarding unauthorized installation.

Notify owner to cease work.

Send notice of completion

NOTE: Improvement work may not commence without written approval of the Homeowners Association. Please submit plans anticipating up to 60 days for review and comment by the Architectural Committee. Unauthorized improvements are subject to removal at owner's expense.
Common Interest Management Services, 16264 Church Street, Suite 102, Morgan Hill, CA 95037 408-782-1222