

**Annual Budget Report (Required Civil Code Sec. 4525)**  
**Artisan HOA**

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# Artisan Homeowners Association

December 1<sup>st</sup>, 2024

ANNUAL BUDGET AND POLICY MAILING

Dear Homeowner:

Enclosed please find two information reports as required by law:

1. Annual Budget Report
2. Annual Policy Statement

If you have received this mailing via US mail that means that you have not elected to receive your official notifications via email. If you have an email account, please consider taking a moment to complete the attached "Request of Delivery of Association Documents by E-Mail" and returning it to ACE Property Management per the instructions. This will save the association significant mailing and postage expense.

If you have any questions regarding any of the materials enclosed please feel free to contact me at the address below or via email at [dennyl@acepm.net](mailto:dennyl@acepm.net).

Respectfully submitted,

*Denny Lee*

Denny Lee, CCAM  
Association Manager

## Membership Information Choices

California law allows Members of an Association choices in both how they receive information from the Association as well as how their contact information is shared with other owners under certain defined circumstances.

The first choice is to **Opt-In** to receive most information from the Association by email. Selecting to **Opt-In** allows the Association to dramatically lower printing and mailing costs, which helps keep Member assessments under control. The Association urges all Members to **Opt-In**.

The second choice is to **Opt-Out** of sharing your contact information from the membership list with a Member who requests a copy of the membership list. Under certain defined situations Members may request a copy of the membership list to communicate with all other Members. It is a Member's personal choice as to whether or not to share your contact information. It should be noted that a Member **cannot Opt-Out** of receiving information from the Association. Previous contact information, including email addresses, will be used unless you **Opt-Out**.

Either choice, to **Opt-In** for receiving information via email or to **Opt-Out** of sharing your contact information with other Members is revocable by the Member at any time by notifying the Association in writing of the revised choice.

### INSTRUCTIONS AND FURTHER INFORMATION FOR BOTH FORMS:

- Where there is more than one record Owner, each Owner should complete and sign this Request.
- If fewer than all record owners complete this Request, the Association will deem that to mean that the owner (s) submitting this request has/have the consent of all other record owners, unless the Association is notified to the contrary in writing.
- This request shall be forwarded to "Association" in one of the following manners: (i) by mail or personal delivery to "Association" C/O ACE Property Management, Inc. 1290 Kifer Road, Suite 309, Sunnyvale, CA 94086, (ii) by facsimile transmission to 408-217-2889, or (iii) as an e-mail transmitted to [admin@acepm.net](mailto:admin@acepm.net).
- REVOCATION BY OWNER: Owner has the right to revoke this request by sending a written revocation, signed by the Owner, to the Association. Such revocation shall also identify the unit/lot address, and be forwarded to the Association in one of the following manners: (i) by mail or personal delivery to "Association" C/O ACE Property Management, Inc. 1290 Kifer Road, Suite 309, Sunnyvale, CA 94086, (ii) by facsimile transmission to 408-217-2889, or (iii) as an attachment to an e-mail transmitted to [admin@acepm.net](mailto:admin@acepm.net).

(See Other Side)

Order: KX23SRPWJ  
Address: 5 Artisan Way  
C/o ACE Property Management, Inc.  
1290 Kifer Road, Suite 309 | Sunnyvale, CA 94086  
TEL: 408-217-2882 | FAX 408-217-2889

HomeWiseDocs

## REQUEST FOR DELIVERY OF ASSOCIATION DOCUMENTS BY E-MAIL

The undersigned hereby certify/ certifies that he/she/they/is/ are the record owner (s) (if one, or more than one, collectively the "Owner") of the unit/lot identified below located within "Association." Owner hereby requests that whenever "Association" distributes any Association documents (collectively "Association Documents") to the Association's membership the Association will send them via electronic transmission to the e-mail address used to transmit this notice in lieu of personal or mail delivery to Owner's physical address:

Date: \_\_\_\_\_ Unit/lot address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/lot address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

## Membership List Opt-Out Form

The undersigned hereby certify/ certifies that he/she/they/is/ are the record owner (s) (if one, or more than one, collectively the "Owner") of the unit/lot identified below located within "Association." Owner hereby requests that whenever "Association" shows the "Membership List" to an Association's member, the Owner's name, unit address, mailing address, and email address will not appear and he or she prefers to be contacted via the alternative process described in subdivision (c) of [Section 8330](#) of the Corporations Code.

Date: \_\_\_\_\_ Unit/lot address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/lot address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Signature: \_\_\_\_\_

ARTISAN HOMEOWNERS ASSOCIATION

**FISCAL YEAR 2025**  
**Annual Budget Report**  
**Table of Contents**

Section 1: Budget Letter

Section 2: Pro Forma Budget

Section 3: Assessment and Reserve Funding Disclosure and  
Reserve Study

Section 4: Insurance Disclosure & Evidence of Insurance

Section 5: Annual 4528 Disclosures

Section 6: FHA Certification

Section 7: VA Certification

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# Artisan Homeowners Association

December 1<sup>st</sup>, 2024

To: All Homeowners – Artisan Homeowners Association

Re: Annual Budget – 2025

Dear Homeowner(s):

The Board of Directors of Artisan Homeowners Association has set the budget for fiscal year 2025 at **\$113,880**. Your monthly assessment will increase to \$365 per unit per month. This is a **\$20 increase (5.8%)** due to inflation.

Homeowners who pay with Heritage Bank of Commerce Online Pay or Auto Pay and homeowners who pay through their bank's bill pay will not receive a coupon book. Only homeowners who pay by mailing a check with a coupon will receive a coupon book.

Association Reserves completed the reserve study accounting update for fiscal year 2025. This budget report contains a summary of the reserve study. If you would like a complete copy of the reserve study, please contact ACE Property Management.

Pursuant to Civil Code Section 5300 (b)(4), as of the date of this budget preparation, the Board has not indicated to us of their intention to defer or not undertake repairs or replacement of any major component with a remaining life of thirty years or less.

Please contact me directly at the address below or via email at [dennyl@acepm.net](mailto:dennyl@acepm.net) should you have questions regarding the enclosed information.

Sincerely,

*Denny Lee*

Denny Lee, CCAM  
Association Manager

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

**ARTISAN HOMEOWNERS ASSOCIATION  
PAYMENT OPTIONS**

Option #1. **Heritage Bank of Commerce Online Payment Account** (\*recommended)

You can set up online payment through the Heritage Bank of Commerce Online Payment Portal.

**The following numbers are required:**

**Account number: XXXXXX**

**Association ID: XXX**

**Client ID: XXXX**

For step-by-step instructions on how to set it up, please refer to the provided pages.

If you require assistance, please contact account services at [accountservices@acepm.net](mailto:accountservices@acepm.net). For in-person assistance, please call our office at 408-217-2882 or account services at 408-214-9522.

Option #2. **Your Bank's Bill Service** (\*also recommended)

Heritage Bank of Commerce can process payments generated by your bank if they include your **Lockbox (account) ID: XXXXXX**. Additionally, please note that the delivery time may be longer than expected.

Therefore, it is recommended to send your payment as soon as possible.

**Checks Payable To: Artisan Homeowners Association**

**Mail to: Heritage Bank of Commerce  
c/o ACE Property Management  
P.O. Box 90490  
San Jose, CA 95109-3490**

Please contact your bank for information on any programs they offer.

Option #3. **AppFolio Online Payments**

Please register with the online portal activation link we emailed you. It is very convenient for downloading documents and conducting other HOA business, such as architectural modification requests or maintenance requests. If you have not received the activation email, please check your spam folder. If you cannot find the email, please contact [accountservices@acepm.net](mailto:accountservices@acepm.net) or call our office at 408-217-2882. To access your portal, please use [acepm.net](http://acepm.net) and log in. AppFolio provides the ability to make a one-time payment and set up an auto payment. Please be aware that there is a fee associated with using this payment service.

Option #4. **Coupon Books**

To pay with coupons, you will need to mail a check to Heritage Bank of Commerce. The check should be **payable to Artisan Homeowners Association** and include the coupon in the provided envelope. If you would like to request coupons, please email your request to [accountservices@acepm.net](mailto:accountservices@acepm.net) preferably two months before the fiscal year ends at the latest. Note that there is a fee for the coupon books, which your HOA covers at the beginning of the new fiscal year. Ordering individually after the initial order will cost \$15. Please choose this option only if you are unable to select one of the above three options.

C/O ACE Property Management, Inc.  
1290 Kifer Road, Suite 309 | Sunnyvale, CA 94086  
TEL: 408-217-2882 | FAX 408-217-2889

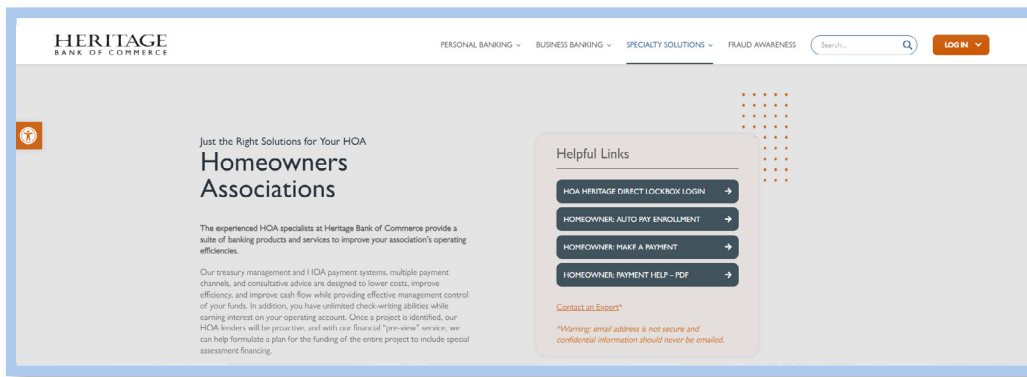
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# HOA Autopay Instructions

We have made the enrollment process easier and added payment options!

Simply go to the Heritage Bank of Commerce website at

<https://heritagebankofcommerce.bank/homeowner-association-services/> and select **Enroll in Auto Pay**.



## IT IS A 3 STEP PROCESS:

**1. Register.** You will need 3 pieces of information found on your payment coupon/statement and your email address.

1. Client ID
2. Association ID
3. Account #

Please enter the following information found on your payment coupon. See the Coupon Document Example for help locating your information.

**Homeowners: Are your dues changing? Don't forget to update your payment amount!**

Payments may take 3 to 5 business days to credit your association account.

If you have any questions please contact us at (844) 489-0999 or [hoaspecialtybanking@herbank.com](mailto:hoaspecialtybanking@herbank.com)

[Already Registered? Login Here](#)

Client ID

Association ID

Account Number

Email Address

**SEARCH**

Account #

First Name

Last Name

Email

Mobile Phone

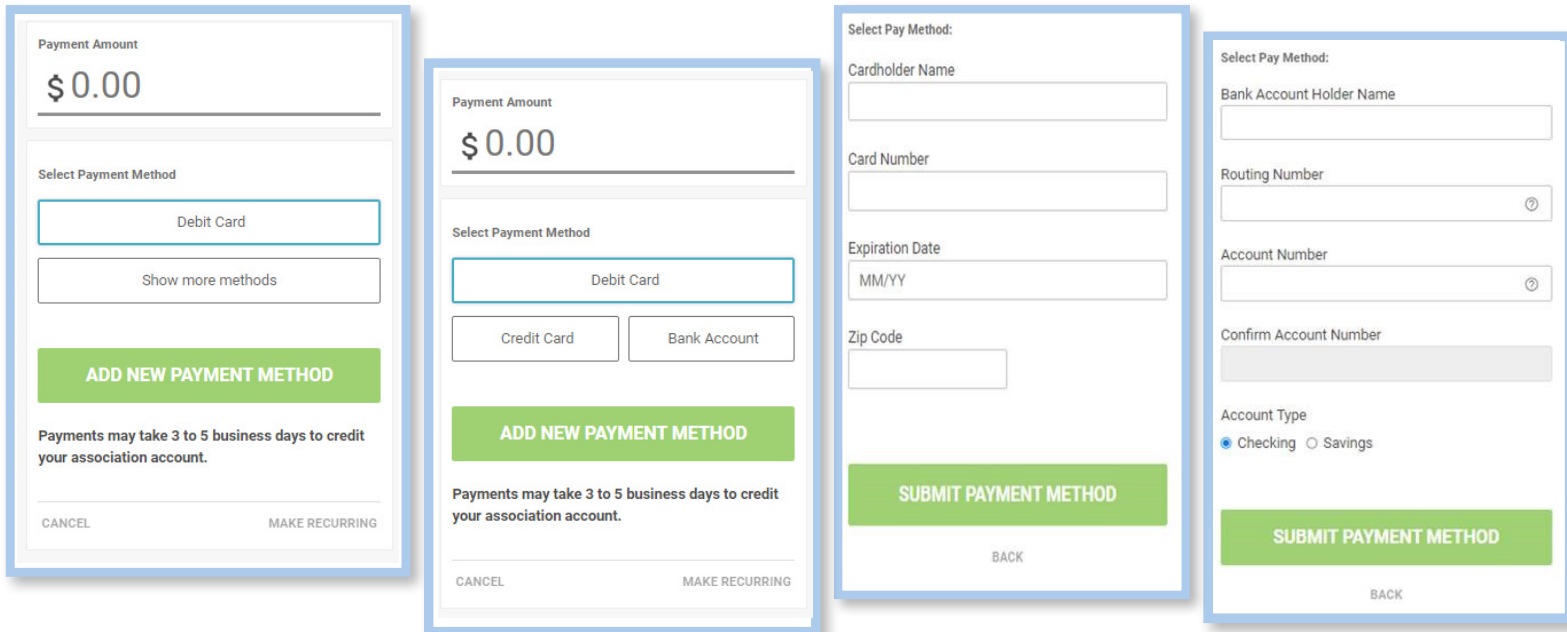
Create a Simple 4 Digit Pin For Your Security

**CONTINUE**

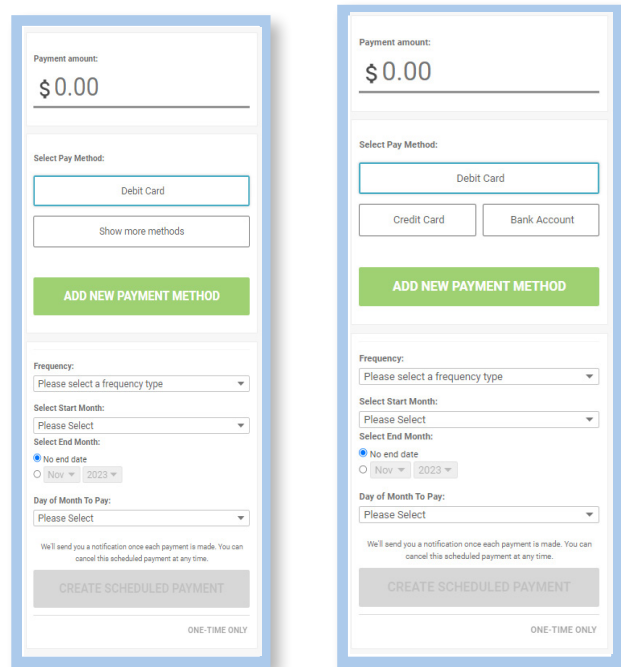
On the next screen, fill in the necessary information and create a 4 digit PIN for future logins. Once registered, you will be able to manage your payment(s), see your payment history, add payment method types (for example ACH, Credit Card, Debit Card), and maintain your profile.

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

**2. Set Up your payment method.** We have expanded the payment methods available. Now, in addition to an ACH debit to your bank account, you may choose to pay by debit card or credit card. **Convenience fees apply to debit or credit card payments. This amount will be disclosed prior to submitting your payment.**



**3. Set up your New Scheduled Payment** by selecting the payment method you previously set up in step #2.



For your convenience the payment portal offers payment reminders and notifications.

If you have any questions, please contact [HOASpecialtyBanking@herbank.com](mailto:HOASpecialtyBanking@herbank.com) or call (844) 489-0999 for assistance.

Order: KX23SRPWJ  
 Address: 5 Artisan Way  
 Order Date: 07-23-2025  
 Document not for resale  
 HomeWiseDocs



**ARTISAN HOMEOWNERS ASSOCIATION  
2025 APPROVED OPERATING & RESERVE BUDGET**

<b>REVENUES</b>	<b>2024</b>	<b>2025</b>		
	<b>Annual Budget</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Unit</b>
4010 Assessments	107,640	113,880	9,490	365.00
4050 Interest	0	0	0	0.00
4060 Late Charges	0	0	0.00	0.00
<b>Total Revenues</b>	<b>107,640</b>	<b>113,880</b>	<b>9,490</b>	<b>365.00</b>
<b>EXPENSES</b>				
<b>Service Contracts</b>	<b>Annual Budget</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Unit</b>
5020 Custodial	1,860	1,860	155	5.96
5035 Fountain Maintenance	4,200	4,500	375	14.42
5040 Landscaping	11,418	12,331	1,028	39.52
5075 Fire Alarm/ Sprinkler Testing	2,561	2,561	213	8.21
5080 Fire Alarm Monitor	3,312	3,312	276	10.62
5230 Management Fee	10,685	11,219	935	35.96
5300 Electricity	3,600	4,000	333	12.82
5340 Water Irrigation	9,000	9,000	750	28.85
<b>Total Service Contracts</b>	<b>46,636</b>	<b>48,783</b>	<b>4,065</b>	<b>156.36</b>
<b>Yearly Expenses</b>	<b>Annual Budget</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Unit</b>
5510 Audit/ Accounting	1,365	1,415	118	4.54
5520 Insurance	12,151	12,759	1,063	40.89
5580 Tax	500	500	42	1.60
5600 Licenses and Permits	35	35	3	0.11
5620 Reserve Study	1,160	1,160	97	3.72
5630 Budget Preparation	800	800	67	2.56
<b>Total Yearly Expenses</b>	<b>16,011</b>	<b>16,669</b>	<b>1,389</b>	<b>53.43</b>
<b>Maintenance &amp; Admin. Exp.</b>	<b>Annual Budget</b>	<b>Annual</b>	<b>Monthly</b>	<b>Per Unit</b>
6010 Backflow Valve Testing	128	138	12	0.44
6025 Roof Repair	0	0	0	0.00
6050 Fire Alarm Repair	500	1,000	83	3.21
6060 Fire System Test	0	0	0	0.00
6090 Gutter Cleaning	3,000	2,900	242	9.29
6120 Irrigation Repairs	500	500	42	1.60
6125 Interior Water Damagers	0	0	0	0.00
6130 Landscape Repair/ Supplies	500	500	42	1.60
6140 Light Maintenance	200	200	17	0.64
6160 Plumbing	0	0	0	0.00
6190 Tree Maintenance	500	500	42	1.60
6220 Common Maintenance	1,200	1,200	100	3.85
6225 Locks & Keys	0	0	0	0.00
6250 Window Cleaning	5,400	5,600	467	17.95
6400 Management Extras	0	0	0	0.00
6410 Printing/Mailing	500	500	42	1.60
6440 Other Expense	65	65	5	0.21
6460 Fountain Repairs	500	500	42	1.60
<b>Total Maint. &amp; Admin. Expense</b>	<b>12,993</b>	<b>13,603</b>	<b>1,134</b>	<b>43.60</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>75,640</b>	<b>79,055</b>	<b>6,587.92</b>	<b>253.38</b>
<b>Reserves Funded</b>				
7500 Reserve Deposit	32,000	34,825	2,902	111.62
7550 Interest	0	0	0	0.00
<b>TOTAL OPER. &amp; RES. FUNDED</b>	<b>107,640</b>	<b>113,880</b>	<b>9,490.00</b>	<b>365.00</b>

# Assessment and Reserve Funding Disclosure Summary

## Artisan HOA, Menlo Park

For Fiscal Year Beginning: 1/1/2025

# of units: 26

1) Budgeted Amounts:	<b>Total</b>	<b>Average Per Unit*</b>
Reserve Transfers:	\$2,902.08	\$111.62
Total Assessment Income:	\$9,490.00	\$365.00

per: Month

2) Additional assessments that have already been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the board and/or members:

Year	Total Amount Per Unit*	Purpose
Total: \$0.00		

3) Based on the most recent Reserve Study and other information available to the Board of Directors, at this point in time does it appear that currently projected Reserve account balances will be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years? **Yes**

4) If the answer to #3 is no, what additional assessments or other transfers/loans to Reserves would be necessary to ensure that sufficient Reserve Funds will be available each year during the next 30 years?

Approximate Fiscal Year Assessment Will Be Due	Average Total Amount Per Unit*

Total: \$0.00

5) All major components appropriate for Reserve Funding (components that are a common area maintenance responsibility with a limited life expectancy and predictable remaining useful life, above a minimum threshold cost of significance) are included in this Reserve Funding Plan: **Yes**

6) All computations/disclosures are based on the fiscal year start date of:	1/1/2025
Fully Funded Balance (based on formula defined in 5570(b)4):	\$877,803
Projected Reserve Fund Balance:	\$0
Percent Funded:	43.4 %
Reserve Deficit (surplus) on a mathematical avg-per-unit* basis:	\$33,762

From the 11/13/2024 Reserve Study by Association Reserves and any minor changes since that date.

\* If assessments vary by the size or type of unit, allocate as noted within your Governing Documents.

7) See attached 30-yr Summary Table, showing the projected Reserve Funding Plan, Reserve Balance, Percent Funded, and assumptions for interest and inflation.

**Prepared by:**

**Date: 11/13/2024**

*The financial representations at the time of preparation are based on the Reserve Study for the fiscal year shown at the top of this page and the best estimates of the preparer. These estimates should be expected to change from year to year. Some information on this form has been provided to Association Reserves, and has not been independently verified.*

Order: KX23SRPWJ  
 Address: 5 Artisan Way  
 Order Date: 07-23-2025  
 Document not for resale  
 HomeWiseDocs

# 30-Year Reserve Plan Starting with Board of Directors 2025 Rate

27387-5

Fiscal Year Start: 1/1/2025			Interest: 3.00 %		Inflation: 3.00 %			
Reserve Fund Strength: as-of Fiscal Year Start Date			Projected Reserve Balance Changes					

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	% Increase		Loan or Special Assmts	Interest Income	Reserve Expenses
					In Annual Reserve Funding	Reserve Funding			
2025	\$381,285	\$877,803	43.4 %	Medium	8.83 %	\$34,825	\$0	\$11,878	\$16,335
2026	\$411,653	\$986,114	41.7 %	Medium	30.00 %	\$45,272	\$0	\$8,101	\$335,898
2027	\$129,128	\$771,489	16.7 %	High	30.00 %	\$58,854	\$0	\$4,823	\$0
2028	\$192,805	\$899,453	21.4 %	High	30.00 %	\$76,510	\$0	\$6,418	\$40,103
2029	\$235,630	\$993,095	23.7 %	High	30.00 %	\$99,464	\$0	\$8,556	\$8,098
2030	\$335,552	\$1,125,750	29.8 %	High	30.00 %	\$129,303	\$0	\$11,961	\$13,923
2031	\$462,893	\$1,259,721	36.7 %	Medium	4.00 %	\$134,475	\$0	\$16,124	\$0
2032	\$613,492	\$1,415,488	43.3 %	Medium	4.00 %	\$139,854	\$0	\$16,865	\$257,862
2033	\$512,349	\$1,313,870	39.0 %	Medium	4.00 %	\$145,448	\$0	\$14,973	\$185,620
2034	\$487,150	\$1,287,258	37.8 %	Medium	4.00 %	\$151,266	\$0	\$17,118	\$0
2035	\$655,533	\$1,454,790	45.1 %	Medium	4.00 %	\$157,316	\$0	\$21,827	\$33,141
2036	\$801,536	\$1,597,081	50.2 %	Medium	4.00 %	\$163,609	\$0	\$26,868	\$0
2037	\$992,013	\$1,781,759	55.7 %	Medium	4.00 %	\$170,153	\$0	\$32,761	\$0
2038	\$1,194,927	\$1,976,081	60.5 %	Medium	4.00 %	\$176,960	\$0	\$22,410	\$1,093,272
2039	\$301,024	\$1,054,388	28.5 %	High	4.00 %	\$184,038	\$0	\$11,955	\$0
2040	\$497,017	\$1,235,467	40.2 %	Medium	4.00 %	\$191,399	\$0	\$17,700	\$21,570
2041	\$684,546	\$1,404,245	48.7 %	Medium	4.00 %	\$199,055	\$0	\$23,848	\$0
2042	\$907,450	\$1,604,922	56.5 %	Medium	4.00 %	\$207,018	\$0	\$30,514	\$15,495
2043	\$1,129,486	\$1,800,415	62.7 %	Medium	4.00 %	\$215,298	\$0	\$31,875	\$378,315
2044	\$998,345	\$1,632,968	61.1 %	Medium	4.00 %	\$223,910	\$0	\$27,907	\$385,578
2045	\$864,584	\$1,458,062	59.3 %	Medium	4.00 %	\$232,867	\$0	\$29,390	\$29,503
2046	\$1,097,338	\$1,649,864	66.5 %	Medium	4.00 %	\$242,181	\$0	\$37,060	\$0
2047	\$1,376,579	\$1,883,162	73.1 %	Low	4.00 %	\$251,869	\$0	\$45,700	\$0
2048	\$1,674,148	\$2,128,973	78.6 %	Low	4.00 %	\$261,943	\$0	\$39,743	\$996,957
2049	\$978,877	\$1,360,971	71.9 %	Low	4.00 %	\$272,421	\$0	\$33,916	\$0
2050	\$1,285,214	\$1,602,645	80.2 %	Low	4.00 %	\$283,318	\$0	\$32,633	\$707,959
2051	\$893,207	\$1,128,398	79.2 %	Low	4.00 %	\$294,651	\$0	\$31,341	\$20,218
2052	\$1,198,981	\$1,354,502	88.5 %	Low	4.00 %	\$306,437	\$0	\$41,066	\$4,076
2053	\$1,542,408	\$1,610,408	95.8 %	Low	4.00 %	\$318,694	\$0	\$46,988	\$313,801
2054	\$1,594,290	\$1,561,558	102.1 %	Low	4.00 %	\$331,442	\$0	\$53,532	\$0

Serving Northern California

2339 Jones Street, Suite #2  
San Francisco, CA 94133

Tel: (415) 694-8931/(877) 618-1955

Fax: (415) 762-3662

www.reservestudy.com



ASSOCIATION  
RESERVES®

*Planning For The Inevitable*

**Regional Offices**

Fresno  
Lake Tahoe  
Monterey  
Sacramento  
San Francisco  
San Jose  
Walnut Creek



**Artisan HOA**  
**Menlo Park, CA**



Report #: 27387-5  
Beginning: January 1, 2025  
Expires: December 31, 2025

**RESERVE STUDY**  
**Update "No-Site-Visit"**

November 13, 2024

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs



**Artisan HOA**

Menlo Park, CA

Level of Service: **Update "No-Site-Visit"**

Report #: **27387-5**

# of Units: **26**

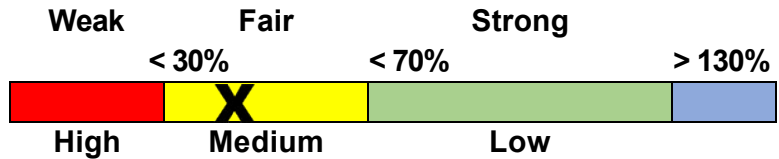
**January 1, 2025 through December 31, 2025**

**Findings & Recommendations**

**as of January 1, 2025**

Projected Starting Reserve Balance .....	\$381,285
Current Fully Funded Reserve Balance .....	\$877,803
Average Reserve Deficit (Surplus) Per Unit .....	\$19,097
Percent Funded .....	43.4 %
Board Adopted 2025 Monthly Allocation .....	\$2,902
2024 Monthly Contribution Rate .....	\$2,667

**Reserve Fund Strength: 43.4%**



**Risk of Special Assessment:**

**Economic Assumptions:**

Net Annual "After Tax" Interest Earnings Accruing to Reserves .....	3.00 %
Annual Inflation Rate .....	3.00 %

- This is an Update "No-Site-Visit" Reserve Study.
- This Reserve Study was prepared by or under the supervision of, a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is at 43.4 % Funded, this means the association's special assessment & deferred maintenance risk is currently Medium.
- Your multi-year Funding Plan is designed to gradually bring you to the 100% level, or "Fully Funded".
- Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, the Board has adopted an increase in your Reserve allocation to \$2,902/Monthly.
- No assets appropriate for Reserve designation were excluded.
- We recommend that this Reserve Study be updated annually, with an on-site inspection update every three years.

Order: KX23SRPWJ  
 Address: 5 Artisan Way  
 Order Date: 07-23-2025  
 Document not for resale  
 HomeWiseDocs

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Common Areas</b>				
103	Concrete Walkways - Replace 5%	25	13	\$22,350
202	Asphalt - Remove & Replace	25	13	\$32,500
203	Asphalt - Seal/Repair	5	0	\$4,760
207	Stamped Asphalt - Replace	25	13	\$42,200
320	Bollard Lights - Replace	20	8	\$20,950
403	Mailboxes - Replace	20	10	\$8,325
407	BBQ - Replace	15	3	\$2,595
408	Picnic Table/Bench - Replace	15	3	\$5,550
409	Bench - Replace	15	3	\$2,705
414	Info Board - Replace	15	3	\$2,815
503	Metal Fence - Replace	30	18	\$6,920
505	Wood Fences - Replace	20	8	\$2,705
518	Pergola - Replace	30	18	\$9,735
<b>Buildings</b>				
101	Balcony & Deck - Inspection	9	8	\$9,375
104	Balcony Surfaces - Seal/Repair	5	0	\$7,250
105	Balcony Surfaces - Resurface	25	13	\$52,150
210	Brick Walkways - Clean/Repair	10	0	\$4,325
324	Wall Lights - Replace	15	3	\$21,200
332	Address Lights - Replace	15	4	\$7,195
506	Metal Railing - Replace	30	18	\$27,700
702	Garage Doors - Replace	30	18	\$88,900
703	Metal Utility Doors - Replace	25	13	\$77,750
714	Unit Doors - Replace	35	23	\$72,150
1115	Stucco - Repaint	12	1	\$44,400
1116	Wood Surfaces - Repaint	6	1	\$205,500
1118	Railings - Repaint	6	1	\$4,165
1122	Wood Siding - Major Replace - 30%	36	23	\$433,000
1122	Wood Siding - Minor Replace - 5%	12	1	\$72,050
1303	Comp Shingle Roof - Replace	25	13	\$150,500
1307	Flat Roof - Recoat/Replace	20	8	\$113,500
1313	Gutters/Downspouts - Repair	25	13	\$40,900
<b>Mechanical</b>				
1001	Backflow Device - Replace	30	19	\$3,030
1003	Irrigation Controller - Replace	12	3	\$1,835
1819	Fire Alarm System - Replace	30	18	\$54,100

**34 Total Funded Components**

# 30-Year Reserve Plan Summary

Report # 27387-5  
No-Site-Visit

Fiscal Year Start: 2025

Interest:

3.00 %

Inflation:

3.00 %

Reserve Fund Strength: as-of Fiscal Year Start Date

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	% Increase		Loan or Special Assmts	Interest Income	Reserve Expenses
					In Annual Reserve Funding	Reserve Funding			
2025	\$381,285	\$877,803	43.4 %	Medium	8.83 %	\$34,825	\$0	\$11,878	\$16,335
2026	\$411,653	\$986,114	41.7 %	Medium	30.00 %	\$45,272	\$0	\$8,101	\$335,898
2027	\$129,128	\$771,489	16.7 %	High	30.00 %	\$58,854	\$0	\$4,823	\$0
2028	\$192,805	\$899,453	21.4 %	High	30.00 %	\$76,510	\$0	\$6,418	\$40,103
2029	\$235,630	\$993,095	23.7 %	High	30.00 %	\$99,464	\$0	\$8,556	\$8,098
2030	\$335,552	\$1,125,750	29.8 %	High	30.00 %	\$129,303	\$0	\$11,961	\$13,923
2031	\$462,893	\$1,259,721	36.7 %	Medium	4.00 %	\$134,475	\$0	\$16,124	\$0
2032	\$613,492	\$1,415,488	43.3 %	Medium	4.00 %	\$139,854	\$0	\$16,865	\$257,862
2033	\$512,349	\$1,313,870	39.0 %	Medium	4.00 %	\$145,448	\$0	\$14,973	\$185,620
2034	\$487,150	\$1,287,258	37.8 %	Medium	4.00 %	\$151,266	\$0	\$17,118	\$0
2035	\$655,533	\$1,454,790	45.1 %	Medium	4.00 %	\$157,316	\$0	\$21,827	\$33,141
2036	\$801,536	\$1,597,081	50.2 %	Medium	4.00 %	\$163,609	\$0	\$26,868	\$0
2037	\$992,013	\$1,781,759	55.7 %	Medium	4.00 %	\$170,153	\$0	\$32,761	\$0
2038	\$1,194,927	\$1,976,081	60.5 %	Medium	4.00 %	\$176,960	\$0	\$22,410	\$1,093,272
2039	\$301,024	\$1,054,388	28.5 %	High	4.00 %	\$184,038	\$0	\$11,955	\$0
2040	\$497,017	\$1,235,467	40.2 %	Medium	4.00 %	\$191,399	\$0	\$17,700	\$21,570
2041	\$684,546	\$1,404,245	48.7 %	Medium	4.00 %	\$199,055	\$0	\$23,848	\$0
2042	\$907,450	\$1,604,922	56.5 %	Medium	4.00 %	\$207,018	\$0	\$30,514	\$15,495
2043	\$1,129,486	\$1,800,415	62.7 %	Medium	4.00 %	\$215,298	\$0	\$31,875	\$378,315
2044	\$998,345	\$1,632,968	61.1 %	Medium	4.00 %	\$223,910	\$0	\$27,907	\$385,578
2045	\$864,584	\$1,458,062	59.3 %	Medium	4.00 %	\$232,867	\$0	\$29,390	\$29,503
2046	\$1,097,338	\$1,649,864	66.5 %	Medium	4.00 %	\$242,181	\$0	\$37,060	\$0
2047	\$1,376,579	\$1,883,162	73.1 %	Low	4.00 %	\$251,869	\$0	\$45,700	\$0
2048	\$1,674,148	\$2,128,973	78.6 %	Low	4.00 %	\$261,943	\$0	\$39,743	\$996,957
2049	\$978,877	\$1,360,971	71.9 %	Low	4.00 %	\$272,421	\$0	\$33,916	\$0
2050	\$1,285,214	\$1,602,645	80.2 %	Low	4.00 %	\$283,318	\$0	\$32,633	\$707,959
2051	\$893,207	\$1,128,398	79.2 %	Low	4.00 %	\$294,651	\$0	\$31,341	\$20,218
2052	\$1,198,981	\$1,354,502	88.5 %	Low	4.00 %	\$306,437	\$0	\$41,066	\$4,076
2053	\$1,542,408	\$1,610,408	95.8 %	Low	4.00 %	\$318,694	\$0	\$46,988	\$313,801
2054	\$1,594,290	\$1,561,558	102.1 %	Low	4.00 %	\$331,442	\$0	\$53,532	\$0

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

**ARTISAN HOMEOWNERS ASSOCIATION  
HOMEOWNERS ASSOCIATION INSURANCE DISCLOSURE**  
Pursuant to Civil Code Section 5320

- A. General Liability Policy
- |                         |  |
|-------------------------|--|
| 1. Name of Insurer:     | Travelers Casualty Insurance Co  |
| 2. Policy Number:       | 6800E878970  |
| 3. Policy Period:       | 03/28/2024 – 03/28/2025  |
| 4. Limits of Liability: | \$2,000,000. General Aggregate<br>\$2,000,000. Products/Completed Operations<br>Aggregate<br>\$1,000,000. Personal & Advertising Injury<br>\$1,000,000. Each Occurrence<br>\$300,000 . Fire Damage Legal Liability<br>\$1,000,000. Non-Owned & Hired<br>Automobile Liability |
- B. Property Insurance Policy
- |  |                                 |
|--|---------------------------------|
| 1. Name of Insurer:                    | Travelers Casualty Insurance Co |
| 2. Policy Number:                      | 6800E878970                     |
| 3. Policy Period:                      | 03/28/2024 – 03/28/2025         |
| 4. Building Limit:                     | \$17,417,289                    |
| 5. Property Deductible Per Occurrence: | \$ 5,000.                       |
- C. Crime - Fidelity Bond
- |                               |                                |
|-------------------------------|--------------------------------|
| 1. Name of Insurer:           | Philadelphia Indemnity Ins Co. |
| 2. Policy Number:             | PCAC00973905\$20               |
| 3. Policy Period:             | 03/28/2024 – 03/28/2025        |
| 4. Limit:                     | \$500,000.                     |
| 5. Deductible Per Occurrence: | \$ 1,000.                      |
- D. Directors & Officers Liability
- |                         |                                |
|-------------------------|--------------------------------|
| 1. Name of Insurer:     | Philadelphia Indemnity Ins Co. |
| 2. Policy Number:       | PCAP0040570718                 |
| 3. Policy Period:       | 03/28/2024 – 03/28/2025        |
| 4. Limits of Liability: | \$1,000,000. Annual Aggregate  |
| 5. Deductible:          | \$ 1,000. Per Claim            |
- E. Umbrella Liability
- |                         |  |
|-------------------------|--|
| 1. Name of Insurer:     | Travelers Property Casualty Company                          |
| 2. Policy Number:       | CUP1E0369242442  |
| 3. Policy Period:       | 03/28/2024 – 03/28/2025                                      |
| 4. Limits of Liability: | \$1,000,000. Per Occurrence<br>\$1,000,000. Annual Aggregate |

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

F.	Workers Compensation	
	1. Name of Insurer:	PMA Insurance Company
	2. Policy Number:	2022010545582Y
	3. Policy Period:	03/28/2024 – 03/28/2025
	4. Limits of Liability:	\$1,000,000. Per Occurrence \$1,000,000. Annual Aggregate

**"This summary of the association's policies of insurance provides only certain information, as required by Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and 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, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage."**

Artisan Homeowners Association  
CC5320 Summary  
4/24/2024



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

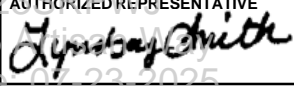
<b>PRODUCER</b> Marsh & McLennan Agency LLC Marsh & McLennan Ins. Agency LLC PO Box 85638 San Diego CA 92186  License#: 0H18131 ARTISHOME0	<b>CONTACT NAME:</b> Lyndsay Smith <b>PHONE (A/C. No. Ext):</b> 800-321-4696 <b>E-MAIL ADDRESS:</b> hoacerts@marshmma.com	<b>FAX (A/C. No):</b>													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Casualty Ins Co of America</td> <td>19046</td> </tr> <tr> <td>INSURER B : Travelers Property Casualty Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER C : Pennsylvania Manufacturers Indemnity Co</td> <td>41424</td> </tr> <tr> <td>INSURER D : Philadelphia Indemnity Insurance Co.</td> <td>18058</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Casualty Ins Co of America	19046	INSURER B : Travelers Property Casualty Co of Amer	25674	INSURER C : Pennsylvania Manufacturers Indemnity Co	41424	INSURER D : Philadelphia Indemnity Insurance Co.	18058	INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Travelers Casualty Ins Co of America	19046														
INSURER B : Travelers Property Casualty Co of Amer	25674														
INSURER C : Pennsylvania Manufacturers Indemnity Co	41424														
INSURER D : Philadelphia Indemnity Insurance Co.	18058														
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER:** 92430849 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6800E878970	3/28/2024	3/28/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6800E878970	3/28/2024	3/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CUP1E036924	3/28/2024	3/28/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	2024010545582Y	3/28/2024	3/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D D A	D&O- Claims Made Crime- Incl PM Property- Blanket			PCAP0040570718 PCAC0097390520 6800E878970	3/28/2024 3/28/2024 3/28/2024	3/28/2025 3/28/2025 3/28/2025	\$1,000,000 EACH/AGG \$500,000 \$17,417,289 \$1,000 RETENTION \$1,000 RETENTION Ded \$5,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Property is insured on a blanket basis & includes common areas and units to Walls in, Original Specs.  
 26 total residential units  
 Property manager is included as additional insured on all lines.  
 Separations of insured is included on general liability coverage.

<b>CERTIFICATE HOLDER</b>  Proof of Insurance	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

## Artisan HOA

**4528.** The form for billing disclosures required by Section 4530 shall be in at least 10-point type and substantially the following form:

### CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525\*

The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller.

A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.

Property Address: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

*(if known or different from property address)*

Provider of the **Section 4525** Items:

Yvette Lee	Executive Vice President	ACE Property Management, Inc.	10-23-2017
Print Name	Position or Title	Association or Agent	Date Form Completed

Check or Complete Applicable Column or Columns Below:

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App)
Articles of Incorporation (or statement that not incorporated)	Section <b>4525(a)(1)</b>	\$15.00	
CC&Rs	Section <b>4525(a)(1)</b>	\$25.00	
Bylaws	Section <b>4525(a)(1)</b>	\$20.00	
Operating Rules	Section <b>4525(a)(1)</b>	\$15.00	
Age Restrictions, if any	Section <b>4525(a)(2)</b>		Refer to the Demand
Rental Restrictions, if any	Section <b>4525(a)(9)</b>	\$0.00	Refer to CC&Rs
Annual Budget Report (or summary, including Reserve Study)	Sections <b>5300</b> and <b>4525 (a)(3)</b>	\$25.00	
Assessment and Reserve Funding Disclosure Summary	Sections <b>5300</b> and <b>4525 (a)(4)</b>	\$0.00	Included in Budget
Financial Statement Review	Sections <b>5305</b> and <b>4525(a)(3)</b>	\$35.00	
Assessment Enforcement Policy	Sections <b>5310</b> and <b>4525(a)(4)</b>		Included in Budget
Insurance Summary	Sections <b>5300</b> and <b>4525 (a)(3)</b>		Included in Budget
Regular Assessment	Section <b>4525(a)(4)</b>		Refer to the Demand
Special Assessment	Section <b>4525(a)(4)</b>	\$0.00	Refer to the Demand
Emergency Assessment	Section <b>4525(a)(4)</b>		Refer to the Demand

Order: KX23SRPWJ  
 Address: 5 Artisan Way  
 Order Date: 07-23-2025  
 Document not for resale  
 HomeWiseDocs

## Artisan HOA

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App)
Other Unpaid Obligations of Seller	Sections <b>5675</b> and <b>4525(a)(4)</b>		Refer to the Demand
Approved Changes to Assessments	Sections <b>5300</b> and <b>4525(a)(4), (8)</b>		Included in Budget
Settlement Notice Regarding Common Area Defects	Sections <b>4525(a)(6), (7)</b> and <b>6100</b>		Refer to the Demand
Preliminary List of Defects	Sections <b>4525(a)(6), 6000</b> and <b>6100</b>		Refer to the Demand
Notice(s) of Violations	Sections <b>5855</b> and <b>4525(a)(5)</b>		Refer to the Demand
Required Statement of Fees	Section <b>4525</b>	\$190.00	aka Demand
Minutes of Regular Board Meetings (conducted over the previous 12 months, if requested)	Section <b>4525(a)(10)</b>	\$50.00	
<b>Total fees for these documents:</b>		<b>\$ \$375.00</b>	

\*The information provided by this form may not include all fees that may be imposed before the close of escrow. Additional fees that are not related to the requirements of **Section 4525** shall be charged separately.

This is the minimum document offering required to meet CA statute 4525. You may opt to acquire additional documents including, but not limited to, Meeting Minutes, Reserve Studies, Insurance Declaration Pages, and/or property inspections not mandated by law but helpful to the prospective buyer(s) and/or their agent to make a more informed decision regarding the subject property.

Please note: Other fees including, but not limited to, Transfer Fees, Capital Contributions, Collection fees, etc. may be assessed to each property and will be disclosed on the Statement of Fees (Demand), and are not included within estimated charges outlined within this form.

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# ARTISAN HOMEOWNERS ASSOCIATION

## **FHA Certification**

Certification by the Federal Housing Administration may provide benefits to members of an association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is a condominium project. The association of this common interest development is not certified by the Federal Housing Administration.

This information is current as of November 17, 2017. To obtain the most current FHA certification status please check <https://entp.hud.gov/idapp/html/condlook.cfm> .

# ARTISAN HOMEOWNERS ASSOCIATION

## **VA Certification**

Certification by the Veterans Administration may provide benefits to members of an association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is a condominium project. The association of this common interest development is not certified by the Veterans Administration.

This information is current as of November 17, 2017. To obtain the most current FHA certification status please check <https://vip.vba.va.gov/portal/VBAH/VBAHome/condopudsearch> .

## **TABLE OF CONTENTS**

### **ARTISAN HOMEOWNERS ASSOCIATION Annual Policy Statement – 2025**

Section 1: Official Communications

Section 2: Specified Addresses

Section 3: Posting of General Notices

Section 4: Receipt of General Notices

Section 5: Meeting Minutes

Section 6: Assessment Collection Policies

Section 7: Statement of Policies and Practices in Enforcing Lien Rights

Section 8: Association Discipline Policy

Section 9: Dispute Resolution Procedures

Section 10: Requirements for Physical Changes to Property

Section 11: Address for Overnight Payment of Assessments

Section 12: Board Disclosures and Notice of Any Pending Litigation

Section 13: Homeowner Pricing and Fee Schedule

Section 14: Fair Housing Policy

Section 15: Right to Receive Annual Report

Section 16: Opt Out From Membership List

Exhibit “A”: Assessment Collection Policy

Exhibits “B” and “C”: Association Discipline Policy

Exhibit “D”: Procedure for Approval of Physical Changes

Exhibit “E”: Homeowner Miscellaneous Fee Schedule

# ARTISAN HOMEOWNERS ASSOCIATION

**Artisan Homeowners Association  
C/o ACE Property Management, Inc.  
1290 Kifer Road, Suite 309  
Sunnyvale, California 94086**

**1. Official Communications.** Civil Code Section 5310(a)(1).

The name and address of the person designated to receive official communications to the Association, pursuant to Civil Code Section 4035 is: Yvette Lee, ACE Property Management, Inc. 1290 Kifer Road, Suite 309, Sunnyvale, California 94086. In addition, the association has assented to receive delivery of official communications by the following electronic means: None.

**2. Specified Addresses.** Civil Code Section 5310(a)(2).

Upon receipt of a written request by an owner identifying a secondary address for the purpose of assessment collection notices, the Association shall send additional copies of the following documents to that secondary address: (1) those included in the Annual Budget Report; (2) the documents to be delivered to an owner pertaining to delinquent assessments in Civil Code Section 5300 and following; and (3) the documents to be delivered to an owner pertaining to the foreclosure of a lien in Civil Code Section 5650 and following. The written request must be made by first-class mail, postage prepaid, registered or certified mail, or overnight delivery by an express mail service. The Association does not consent to service by email, facsimile or other electronic means, nor by personal service. The owner may change his/her secondary address at any time, provided that the Association is required to send notices to the indicated secondary address only from the time the Association receives the request.

**3. Posting of General Notices.** Civil Code Section 5310(a)(3).

The location, if any, designated for posting of a general notice, pursuant to paragraph (3) of subdivision (a) of Section 4045 is as follows: The mailbox structures located on the premises of Artisan Homeowners Association.

**4. Receipt of General Notices.** Civil Code Section 5310(a)(4).

The Association may give certain legal notices to the members through “general delivery” in the newsletter, in billing statements, by posting and in other ways. You have the right to request that such notices be sent to you by the Association by “individual delivery”, which includes first-class mail, postage prepaid registered or certified mail, or overnight delivery by an express mail service. Such a request should be sent in writing by first-class mail, postage prepaid to ACE Property Management at the address above.

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# ARTISAN HOMEOWNERS ASSOCIATION

## **5. Meeting Minutes.** Civil Code Section 5310(a)(5).

Please be advised that members of the Association have a right to obtain copies of the minutes of meetings of the Board of Directors. Those minutes may be secured by contacting the Association's property management representatives, at the address indicated above, through a written request, and payment of the reasonable costs of copying. Minutes proposed for adoption that are marked to indicate draft status are also available to members under the same procedure, within thirty (30) days of the meeting. Minutes of executive session meetings of the Board of Directors are not available for distribution.

## **6. Notice of Assessment Collection Rights.** Civil Code Section 5310(a)(6).

### “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 non-judicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or non-judicial 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 non-judicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700 of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or non-judicial 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 5700 through 5720 of the Civil Code, inclusive)

In a judicial or non-judicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use non-judicial 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. (Section 5725 of the Civil Code)

The association must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 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

# ARTISAN HOMEOWNERS ASSOCIATION

until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the association. (Section 5675 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 5660 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 5685 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 5655 of the Civil Code)

An owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 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 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 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 5685 of the Civil Code)

## MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a time-share interest 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 5665 of the Civil Code)

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# ARTISAN HOMEOWNERS ASSOCIATION

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 5665 of the Civil Code)”

**7. Statement of Policies and Practices in Enforcing Lien Rights.**  
Civil Code Section 5310(a)(7).

A statement describing the Association’s policies and practices in enforcing lien rights or other legal remedies for default in the payment of assessments is attached as Exhibit “A”.

**8. Association Discipline Policy.** Civil Code Section 5310(a)(8).

A statement describing the association’s discipline policy, if any, including any schedule of penalties for violations of the governing documents pursuant to Section 5850 is attached as Exhibit “B”.

**9. Dispute Resolution Procedures.** Civil Code Section 5310(a)(9).

A summary of dispute resolution procedures, pursuant to Sections 5920 and 5965 is attached as Exhibit “C”.

**10. Physical Changes to Property.** Civil Code Section 5310(a)(10).

A summary of any requirements for association approval of a physical change to property, pursuant to Section 4765 is as follows:

Pursuant to Article VII Section 9 of the Declaration of Covenants, Conditions and Restrictions prior written approval is required for a physical change to the property.

A copy of the procedure used to review and approve or disapprove a proposed change also is attached hereto as Exhibit “D”.

**11. Overnight Payment of Assessments.** Civil Code Section 5310(a)(11).

The mailing address for overnight payment of assessments, pursuant to Section 5655 is: Artisan Homeowners Association, C/o ACE Property Management, Inc., 1290 Kifer Road, Suite 309, Sunnyvale, California 94086.

**12. Other Disclosures.** Civil Code Section 5310.

The Association is not a party to any litigation at this time.

**13. Homeowner Pricing and Fee Schedule.**

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

# ARTISAN HOMEOWNERS ASSOCIATION

The fees and charges to members for certain documents and information including charges for Escrow Transactions and other reimbursable homeowner charges are set forth on the Homeowner Pricing & Fee Schedule attached hereto as Exhibit "E"

## **14. Fair Housing Policy.** Government Code Section 12956.1

It is the policy of the Association to not discriminate in the exercise of its powers or duties based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, medical condition, genetic information, national origin, source of income, ancestry, or any other factors which are illegal under California or federal law.

## **15. Right to Receive Annual Report.** Corporations Code Section 8321.

Pursuant to Corporations Code Section 8321, you are hereby notified that you have the right to receive a copy of the annual report upon written request. The report is completed no later than one hundred twenty (120) days after the close of the corporation's fiscal year and contains detail concerning the balance sheet at the end of the fiscal year, the income statement and statement of changes and financial position for the fiscal year, a statement of the place where the names and addresses of the current members are located, (ACE Property Management, Inc.) together with an accompanying report by the Associations independent accountant if the gross annual income exceeds Seventy-Five Thousand Dollars (\$75,000).

## **16. Opt Out From Membership List.** Civil Code Section 5220.

A member of the association may opt out of the sharing of that member's name, property address, and mailing address by notifying the association in writing that the member prefers to be contacted via the alternative process described in subdivision (c) of Section 8330 the Corporations Code. This opt out shall remain in effect until changed by the member.

ARTISAN HOMEOWNER'S ASSOCIATION

**Exhibit "A"**  
(Assessment Collection Policy)

1. The Association's mailing address for overnight payment is: C/O Ace Property Management, 1290 Kifer Road, Suite 309, Sunnyvale, CA 94086
2. An Owner may provide written notice by facsimile transmission or United States mail to the Association of a secondary address. If a secondary address is provided, the Association shall send any and all correspondence and legal notices to both the primary and secondary addresses.
3. The assessment is due on the first day of each month and delinquent if not received by the fifteenth day of the month due. If delinquent, the Association will impose a late charge in the amount of \$10.00 or 10% of the delinquent assessment, whichever is greater, and is entitled to interest on delinquent assessments, late charges and collection costs at an annual rate of 12% commencing thirty (30) days after the assessment becomes due.
4. After an account is sixty (60) days delinquent, management will send a letter to the owner advising the amount owing and the date to respond before the account is forwarded to attorney for legal action. The account will be billed \$30.00 for costs.
5. When an account becomes ninety (90) days delinquent, it is turned over to the attorney for collection. The attorney will provide an itemized statement of charges owed by the Owner, notify the owner in writing by certified mail of the collection and lien enforcement procedures of the Association, the owner's right to meet and confer to dispute the debt, or discuss a payment plan, to request alternative dispute resolution, and to inspect the Association's records to verify the debt. The Association shall offer the Owner, and if so requested by the Owner, to meet and confer or participate in mediation. The account will be billed for collection costs.
6. If the account is not paid in full within thirty (30) days of the attorney's demand letter, a lien is prepared and recorded against the defaulting owner's property. The Board will approve recording of the lien. The lien is mailed to the defaulting owner, along with a letter that describes additional penalties for nonpayment of the lien, and the procedures for foreclosure, and request mediation of the dispute. The account will be billed for collection costs.
7. An owner has a right to meet and confer with a representative of the Board to discuss resolution of the debt pursuant to the Association's Dispute Resolution procedures. An owner has the right to alternative dispute resolution with a neutral third party pursuant to Civil Code Section 1369.510 et seq.
8. An owner may submit a written request to meet with the board to discuss a payment plan for the debt. The board will meet with the owner in executive session within 45 days of the postmark of the request, if the request is mailed within 15 days of the date of the postmark of the Notice of Assessment Lien, unless there is no regularly scheduled board meeting within that period, in which case the board may designate a committee of one or more members to meet with the owner.
9. *Prior to initiating foreclosure, the Association shall offer to meet and confer with the owner, or to participate in mediation. If the lien is not paid in full within thirty (30) days after it is recorded, and the delinquent assessments exceed \$1800 or are more than twelve (12) months delinquent, the Association may file a lawsuit for a judicial foreclosure of the lien and a money judgment against the owner, or the Association may conduct a non-judicial foreclosure of the assessment lien, or both. The Board shall approve the decision to foreclose. Notice of the Board's decision shall be personally served on resident*

ARTISAN HOMEOWNER'S ASSOCIATION

*owners, and mailed first class to nonresident owners.*

*10. Pursuant to the Association CC&R's and Civil Code §1367.1, all legal and administrative costs incurred in collecting the delinquent assessments are collected from the defaulting owner.*

11. The Association shall record a release of lien within twenty-one (21) days of payment of all sums due the Association.

## **Artisan Homeowners Association RULES ENFORCEMENT POLICY**

All owners, residents and guests are required to abide by all established rules. Anyone refusing to abide by these rules may face corrective action by the Board of Directors. The property management company, acting for the Association, has been instructed by the Board of Directors to require the compliance of persons on Artisan property with all provisions of the Rules and Regulations, Design Guidelines, Bylaws and CC&R's. If there is a violation, the property management company has been instructed to obtain the names and addresses of violators and report this information to the Board of Directors.

It is the right and duty of each resident to report violations to the property Management Company, Board of Directors, or appropriate committees.

Procedures are established for the imposition of monetary penalties for infractions only and shall not restrict the Board's right to enforce the CC&Rs, Bylaws, Design Guidelines or these Rules and Regulations in any lawful manner. In the event two or more members of the Association (including Board or Committee members) file a written complaint to the management company, the Board will act as follows:

A first notice to correct the violation will be sent by the management company. The notice will contain a description of the violation, and instructions regarding response to the notice and correction of the violation.

If the violation continues, or if the response is otherwise unsatisfactory after the first notice, the owner will receive a notice of "enforcement hearing" and be afforded an opportunity to appear before the Board or an appointed committee ("Enforcement Committee") either by appearing personally or by submitting written testimony. The hearing notice date shall be sent at least fifteen (15) days before the hearing date. The notice shall be delivered to the owner personally or by first class or registered mail to the last address of the owner shown on the Association's records. The Board or committee shall give fair consideration to the owner's oral or written testimony in determining whether to impose a penalty. If the Board elects to impose a monetary penalty on a member, the member will receive a written notice within fifteen (15) days following the hearing by either personal delivery or first-class mail and the owner will have an additional five (5) days to appeal the penalty fine before it is levied against their account.

If the violation continues, or if the response is otherwise unsatisfactory, even after the imposition of a monetary penalty, the Board or its appointed committee may impose additional or continuing fines until such time as the matter is satisfactorily resolved.

If at any time during the enforcement process, and prior to the issue being referred to the Association's Legal Counsel, an Owner may request to meet in an "informal dispute resolution" (IDR) proceeding, in an effort to resolve the dispute. The request is to be made in writing. Upon receiving the written request, the parties shall meet promptly at a time and location that is mutually convenient.

If the violation continues, the Board may refer the matter to the Association's legal counsel. Prior to forwarding the matter to Legal Counsel, at least two members of the Board, or Enforcement Committee, will offer to meet in an informal setting ("IDR") in an attempt to resolve the dispute. If a satisfactory resolution is not achieved at the "informal dispute resolution", the Association's Legal Counsel will send notice of a formal "alternative dispute resolution" ("ADR") request the matter be heard in either a binding or non-binding mediation or arbitration. The cost of the formal alternative dispute resolution will be borne equally by both parties. If a lawsuit is subsequently filed, the homeowner may be liable for the Association's legal costs and fees.

## Fine Schedule

Reasonable fines for first time violations shall be levied in accordance with the following schedule:

Hazardous Activities (Risk of harm to person or property).....	\$500.00
Use Restrictions.....	\$75.00
Vehicle and Parking Restrictions.....	\$75.00
Unauthorized Improvements to Property.....	<u>Up to \$2,500.00</u>
Any Violation of the Bylaws, CC&R's or Rules & Regulations not specifically mentioned (i.e. dogs barking, trash receptacles being left out, signs in the common area etc.) .....	\$75.00

Fines shall be in addition to an assessment levied to reimburse the association for expenses and costs. Fines for continuing or repeated violations may be increased double the initial fine at the discretion of the Board and may be levied as often as weekly for continuing violations. Four (4) or more violations assessed to a single lot/unit in any twelve (12) month period may result in an additional fine of up to \$500.00 at the discretion of the Board of Directors.

**Special Note:** Should a violation occur which imposes a financial obligation to the Association; the party responsible for the violations shall reimburse, by way of special non-lien assessment, the Association for this financial obligation. If, for example, a party damages a fence, tree or other common property, repair and replacement costs will be charged to the owner responsible for the party.

## **EXHIBIT C : Arbitration and Dispute Resolution Procedure**

Civil Code 1363.820 requires associations to provide a fair, reasonable and expeditious procedure for resolving disputes. The procedure provided by the **Artisan Homeowners' Association** is pursuant to Civil Code 1363.840 which is deemed by statute to be a fair, reasonable, and expeditious dispute resolution procedure. The procedure applies to disputes between the association and a member involving their rights, duties, or liabilities under the Davis-Stirling Common Interest Development Act under the Nonprofit Mutual Benefit Corporation law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code), or under the governing documents of the association.

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) A member of an association may refuse a request to meet and confer. The association may not refuse a request to meet and confer.
- (3) The 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.
  - (c) An agreement reached under this section binds the parties and is judicially enforceable if both of the following conditions are satisfied:
    - (1) The agreement is not in conflict with law or the governing documents of the common interest development or association.
    - (2) The agreement is either consistent with the authority granted by the board of directors to its designee or the board of directors ratifies the agreement.
  - (d) A member of the association may not be charged a fee to participate in the process.

Disputes may also be subject to Article II of Chapter 7 (ADR requirements) of the California Civil Code (commencing with Section 1369.510). The provisions of Article II of Chapter 7 are set forth below. **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.**

1369.510.

As used in this article:

- (a) "Alternative dispute resolution" means mediation, arbitration, conciliation, or other no judicial procedure that involves a neutral party in the decision making process. The form of alternative dispute resolution chosen pursuant to this article may be binding or nonbinding with the voluntary consent of the parties.
- (b) "Enforcement action" means a civil action or proceeding, other than a cross-complaint, for any of the following purposes:
  - (1) Enforcement of this title
  - (2) Enforcement of the Nonprofit Mutual Benefit Corporation Law (Part 3 (commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code).
  - (3) Enforcement of the governing documents of a common interest development.

1369.520.

- (a) An association or an owner or a member of a common interest development may not file an enforcement action in the superior court unless the parties have endeavored to submit their dispute to alternative dispute resolution pursuant to this article.
- (b) This section applies only to an enforcement action that is solely for declaratory, injunctive, or writ relief, or for that relief in conjunction with a claim for monetary damages not in excess of five thousand dollars (\$5,000).
- (c) This section does not apply to a small claims action.
- (d) Except as otherwise provided by law, this section does not apply to an assessment dispute.

1369.530.

- (a) Any party to a dispute may initiate the process required by Section 1369.520 by serving on all other parties to the dispute a Request for Resolution. The Request for Resolution shall include all of the following:
  - (1) A brief description of the dispute between the parties.
  - (2) A request for alternative dispute resolution.
  - (3) A notice that the party receiving the Request for Resolution is required to respond within 30 days of receipt or the request will be deemed rejected.
  - (4) If the party on whom the request is served is the owner of a separate interest, a copy of this article.
- (b) Service of the Request for Resolution shall be by personal delivery first-class mail, express mail, facsimile transmission, or other means reasonably calculated to provide the party on whom the request is served actual notice of the request.
- (c) A party on whom a Request for Resolution is served has 30 days following service to accept or reject the request. If a party does not accept the request within that period, the request is deemed rejected by the party.

1369.540.

- (a) If the party on whom a Request for Resolution is served accepts the request, the parties shall complete the alternative dispute resolution within 90 days after the party initiating the request receives the acceptable, unless this period is extended by written stipulation signed by both parties.
- (b) Chapter 2 (commencing with Section 1115) of Division 9 of the Evidence Code applies to any form of alternative dispute resolution initiated by a Request for Resolution under this article, other than arbitration.
- (c) The costs of the alternative dispute resolution shall be borne by the parties

1369.550.

If a Request for Resolution is served before the end of the applicable time limitation for commencing an enforcement action, the time limitation is tolled during the following conditions is satisfied:

- (a) The period provided in Section 1369.530 for response to a Request for Resolution.
- (b) If the Request for Resolution is accepted, the period provided by Section 1369.540 for completion of alternative dispute resolution, including any extension of time stipulated to by the parties pursuant to Section 1369.540.

1369.560.

- (a) At the time of commencement of an enforcement action, the party commencing the action shall 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 this article.
  - (2) One of the other parties to the dispute did not accept the terms offered for alternative dispute resolution.
  - (3) Preliminary or temporary injunctive relief is necessary.
- (b) Failure to file a certificate pursuant to subdivision (a) is grounds for a demurrer or a motion to strike unless the court finds that dismissal of the action for failure to comply with this article would result in substantial prejudice to one of the parties.

1369.570.

- (a) After an enforcement action is commenced on written stipulation of the parties the matter may be referred to alternative dispute resolution. The referred action is stayed. During the stay, the action is not subject to the rules implementing subdivision (c) of Section 68603 of the Government Code.
- (b) The costs of the alternative dispute resolution shall be borne by the parties.

1369.580.

In an enforcement action in which fees and costs may be awarded pursuant to subdivision (c) of Section 1354, the court, in determining the amount of the award, may consider whether a party's refusal to participate in alternative dispute resolution before commencement of the action was reasonable.

1369.590.

- (a) An association shall annually provide its members a summary of the provisions of this article that specifically references this article. The summary shall include the following language:

“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.”

EXHIBIT D  
Artisan Homeowners' Association

Date: \_\_\_\_\_

Applicant/Owner's Name: \_\_\_\_\_  
Unit Number: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

**Description of Work Proposed: a) include proposed date of project. B) please attach separate sheet with sketch or plans for the proposed work.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will a licensed contractor perform the work: YES NO (Please circle one)  
If yes, who will perform work:  
Contractor Name: \_\_\_\_\_ Contractor License #: \_\_\_\_\_  
Contractor Phone: \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

**Submit this application to Artisan HOA, C/o ACE Property Management, Inc., 1290 Kifer Rd., Ste. 309, Sunnyvale, CA 94086 or via email at [dennyl@acepm.net](mailto:dennyl@acepm.net) .**

**TERMS: Submission of this form indicates agreement to the following terms:**

- 1) Applicant agrees and understands that submission of this form alone does not necessarily fulfill all requirements for approval. The HOA Board or Architectural Committee may require additional information in order to make a decision. Until all information has been received, the application stands disapproved.
- 2) Applicant understands that if any changes to the plans are required by the Association, special conditions may be placed on the completion of work.
- 3) Applicant understands that failure to receive approval from the City in which the property is located, where and when necessary, constitutes automatic authorization by the Applicant to the Association to have the work be brought into compliance with approved plans, specifications and special requirements. All of this would be done at the expense of the applicant/homeowner.
- 4) Applicant understands that approval and construction of said project also entails continued maintenance of said modification for its life.
- 5) Applicant understands that he/she is liable for any and all damage to the exterior or interior of the structure caused by this modification.

Signature of Applicant/Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**For HOA USE ONLY – DO NOT WRITE BELOW THIS LINE**

\_\_\_\_\_  
**Approved**  
\_\_\_\_\_  
**With contingencies:**

\_\_\_\_\_  
**Denied**

**Additional information required:** \_\_\_\_\_  
**By:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EXHIBIT "E"**

**SPECIAL AND ADMINISTRATIVE CHARGES**

(All fees listed on this Exhibit I are subject to reasonable change, from time to time, without prior notice. If the Association requests the Agent for any services not listed in Exhibit I, there may be additional charges, and the Agent will provide an estimation upon the Association's request.)

**A. Escrow Transactions (Billed Directly to Individual Property Owners)**

1. Transfer & Set-up Fee *	\$375.00
2. Homeowner Certifications *	\$150.00
3. Association Documents - Complete sets **	\$375.00
4. Foreclosure Fee	\$500.00

\* Additional documents (statement of account, budget, insurance, and financial statement, etc.) priced separately

\*\* Includes HOA Certification, CC&R's, Bylaws, Articles of Incorporation, Minutes, Rules & Regulations

**B. Reimbursable Homeowner Charges (Billed to Association for Homeowner Reimbursement)**

1. Delinquency Letters	\$40.00
2. Intent to Lien Letter & Tracking Fee	\$50.00
3. Late Charges	50% of amount collected from homeowner
4. Payment Plan Administration	\$40.00 per unit per payment
5. Processing Returned Checks	\$30.00 per check returned
6. New Tenant Processing	\$150.00
7. Architectural Review Processing	\$80.00
8. Architectural Estoppel Certificate with Property Inspection	\$170.00
9. Violation Letters	\$50.00 after one courtesy letter have been sent.
10. Violation Resolution Work	Hourly (Association or Senior) Manager rate (1/2-hour minimum) in 15-minute increments
11. Missed Appointment Handling Charge	Hourly (Association or Senior) Manager rate (1/2-hour minimum) in 15-minute increments
12. Member List	\$40.00 (first 5 pages only), plus \$0.20 per additional page, plus shipping
13. Distribution to Homeowner of Copy(ies) of:	
- Keys	\$25.00 each plus costs (shipping, postage, handling)
- Stickers	\$10.00 - \$15.00
- Openers	\$25.00 each plus costs (shipping, postage, handling)
- Parking Decals	\$25.00 each plus costs (shipping, postage, handling)

**C. Reimbursable Association Administrative Operating Costs/Expenses**

The following charges are reimbursable Administrative Operating Expenses incurred on behalf of Association. An invoice to substantiate each charge will be provided.

- Postage	Actual Cost
- Certified/UPS/Fed Ex	\$20.00 plus costs
- Certified USPS	
- Handling	\$10.00
- Return Receipt	\$5.00
- Homeowners' Listings	\$40.00 (first five pages only), plus \$0.20 per additional page, plus shipping cost
- Scan Charges	\$0.25 (first page only), plus \$0.05 per additional page
- Distributing Stickers/Keys/Openers	\$25.00 each plus costs
- Programing Keys at the site	\$40.00 for each
- Labels/Address Sheets	\$0.10 per label (special mailings only)
- Special mailings	\$60.00 per hour
- Envelopes	
- Small	\$0.25 each
- Medium	\$0.50 each
- Large	\$1.00 each
- Special Check/Credit Card Processing	\$25.00 per transaction
- Photocopies	
- Regular	\$0.15 per page
- Double sided	\$0.25 per page

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs

- Color	\$0.50 per page
- Newsletters	\$0.25 per page after the first page
- Year-end 1099's; Payroll Tax Returns	\$10.00 each + \$50.00 setup cost
- Coupon Book	
- Full year	\$8.00 each
- Special Assessment Billing	
- Set-up	\$20.00 per Unit (if not charged with the Manager's fee)
- Monthly installment	\$2.50 per Unit
- Monthly Handling	\$15.00 per Unit
- Expenses advanced, leased equipment and supplies	Cost plus \$50.00
- Document Storage	\$2.00 per box per month
- Off-Site Document Retrieval	Actual Cost + \$25 per retrieval request
- Payroll Processing Fee	\$50.00 per check
- Form 4041 (and Directory Update)	Hourly Administrative Rate (when homeowner's email opt-out preferences need out of cycle update/change)
- Programming Key(s) at the site handling)	Hourly Agent personnel rate plus cost (key(s), shipping, postage,
- Conference Room Rental Fee	\$75.00 per hour

***D. Labor Rates***

- Executive	\$250.00 per hour
- Mediator	\$225.00 per hour
- Corporate Manager	\$175.00 per hour
- Senior Manager	\$175.00 per hour
- Association Manager	\$150.00 per hour
- Manager Assistant	\$90.00 per hour
- Project Coordinator	\$90.00 per hour
- Supportive Associate	\$60.00 per hour
- Administrative:	
- Senior Administrative Staff	\$120.00 per hour
- Administrative Staff	\$70.00 per hour

Emergency after-hours telephone response 1.5 times hourly (Association or Senior) Manager rate (1/2-hour minimum) in 15-minute increments

Additional site inspections Hourly (Association or Senior) Manager rate including travel time (1-hour minimum) in 15-minute increments

***E. Additional Services***

- FHA/VA Qualification Application	Hourly (Association or Senior) Manager rate
- Leased Back Employees	40% of gross pay (includes payroll processing, workman's compensation Coverage, all employer taxes). Excludes benefits at \$300 per month
- Employment Background Check	\$125.00
- Employment Advertising	\$ Cost plus 10%

\* Labor rates are charged in 15-minute increments.

Order: KX23SRPWJ  
Address: 5 Artisan Way  
Order Date: 07-23-2025  
Document not for resale  
HomeWiseDocs