

# Required Statement of Fees - Demand (Required Civil Code Sec. 4525)

## Artisan HOA

### ACE Property Management, Inc.

**Property Information:**

5 Artisan Way  
Menlo Park, CA 94025-4800  
Seller: Cyrous Jame  
Buyer: tbd tbd

**Requestor:**

Lawyers Title  
Lawyers Title  
650-798-8860  
Estimated Closing Date: 08-30-2025

**General Information**

This information is good through	08-31-2025
Is this account in collections?	No
What is the current regular assessment against the unit?	365
What is the frequency of the assessment charge?	Monthly
The regular assessment is paid through:	07-31-2025
The regular assessment is next due:	08-01-2025
What day of the month are regular assessments due?	1st
How many days after the due date is the regular assessment considered delinquent?	15
The penalty for delinquent assessments is:	10%

**Specific Fees Due To Artisan HOA**

Closing agent is required to collect the following number of additional regular assessments at closing:	2
Are there any current special assessments or governing body approved special assessments, against units within the association? If yes, a comment is provided.	No
Is there any change in the association's current regular and special assessments and fees which have been approved by the board, but have not become due and payable as of the date disclosure is provided pursuant to this subdivision? If yes, please comment	No
Owner's current balance due (you may total the owners balance due using the breakdown below):	\$0.00

**General Association Information**

Are there any violations against this unit?	No
Is the association or the developer (if the project has not been turned over to the homeowners association) involved in any current or pending litigation? If yes, a comment is required. (Do not include neighbor disputes or rights of quiet enjoyment, litigation where the claim amount is known and the insurance carrier will provide defense and coverage, or where the HOA is named as a plaintiff in a foreclosure action or to collect past due assessments).	No
Is there a restriction in the governing documents limiting the occupancy, residency, or use of a separate interest on the basis of age in a manner different from that provided in California Civil Code Section 51.3? If yes, please comment.	No
Is there a provision in the governing documents that prohibits the rental or leasing of any of the separate interests in the common interest development to a renter, lessee or tenant? If yes, please comment	No



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Does a preliminary list of defects exist pursuant to Section 6000 of the Davis Stirling Act? If yes, please comment and provide the list. No

Does a Settlement Notice regarding common area defects exist pursuant to Section 6100 of the Davis Stirling Act? If yes, please comment and provide the list. No

**Insurance Information**

Insurance broker's or agent's company name:	Marsh & McLennan
Identify the insurance agent's name:	Lyndsay Smith
Insurance agent's phone number:	858 550-1150
Insurance agent's fax number:	858-452-7530
Insurance agent's email address:	hoacerts@marshmma.com

*Sania Tariq*

**Sania Tariq, Accounting**

**Date: 07-30-2025**

**ACE Property Management, Inc.**

**Phone: 408-217-2882**



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650-798-8860  
Estimated Closing Date: 08-30-2025

**Fee Summary**

**Amounts Prepaid**

Convenience Fee	\$9.95
Closing Statement of Fees, Association Documents and Minutes (Required Civil Code Sec. 4525)	\$377.00
Owner Forms (Non Required Civil Code Sec. 4525)	\$0.00
TRID-List of Fees and Charges (NOT TO BE USED FOR CLOSING)	\$0.00
<b>Total</b>	<b>\$386.95</b>

**Fees Due to ACE Property Management, Inc.**

Transfer Fee	\$375.00
<b>Total</b>	<b>\$375.00</b>

**Fees Due to Artisan HOA**

Prepaid Assessments	\$730.00
<b>Total</b>	<b>\$730.00</b>



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Buyer: tbd tbd

**Requestor:**

Lawyers Title  
Lawyers Title  
650-798-8860  
Estimated Closing Date: 08-30-2025

**PLEASE RETURN THIS FORM WITH YOUR CHECK AND CERTIFIED COPIES OF THE CLOSING DISCLOSURE FORM (FORMERLY THE HUD-1 FORM) AND THE GRANT OR WARRANTY DEED. PLEASE INDICATE CONFIRMATION NUMBER KX23SRPWJ ON THE CHECK TO ENSURE PAYMENT IS CREDITED PROPERLY.**

**Fees Due to ACE Property Management, Inc.**

Transfer Fee	\$375.00
<b>Total</b>	<b>\$375.00</b>

**Fees Due to Artisan HOA**

Prepaid Assessments	\$730.00
<b>Total</b>	<b>\$730.00</b>

**Include this confirmation number KX23SRPWJ on the check for \$375.00 payable to and send to the address below.**

ACE Property Management, Inc.  
1290 Kifer Road, #309  
Sunnyvale, CA 94086

**Include this confirmation number KX23SRPWJ on the check for \$730.00 payable to and send to the address below.**

Artisan HOA  
1290 Kifer Road, #309  
Sunnyvale, CA 94086



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**ACE Property Management, Inc.**

**Property Information:**

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Menlo Park, CA 94025-4800  
Seller: Cyrous Jame  
Buyer: tbd tbd

**Requestor:**

Lawyers Title  
Lawyers Title  
530 El Camino Real  
San Carlos, CA 94070  
650-798-8860  
Carlota.Villatoro@ltic.com

**Closing Information**

File/Escrow Number:  
Estimated Close Date: 08-30-2025  
HomeWiseDocs Confirmation #: KX23SRPWJ

Sales Price:  
Closing Date:  
Is buyer occupant? Yes

**Status Information**

Date of Order: 07-23-2025  
Board Approval Date:  
Order Completion Date: 07-30-2025  
Date Paid: 07-28-2025

Order Retrieved Date:  
Inspection Date:

**Community Manager Information**

Company: ACE Property Management, Inc.  
Completed By: Sania Tariq  
Primary Contact: Sania Tariq  
Address:  
1290 Kifer Road, #309  
Sunnyvale, CA 94086  
Phone: 408-217-2882  
Fax: 408-217-2884  
Email: accountservices@acepm.net



## Civil Code § 4041 Disclosures

California Civil Code § 4041 requires owners, on an annual basis, to provide the association with written notice of all of the following:

Property Address:

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

1. The mailing address to which notices from the association are to be delivered:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

2. A secondary address, if any, to which notices from the association are to be delivered:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

3. The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the owner's extended absence:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

4. Please indicate one of the following regarding this property by placing a check mark beside the proper choice:

Owner-Occupied

Rented

Vacant

Undeveloped Land

The Association shall solicit these annual notices of each owner and, at least 30 days prior to making its own required disclosure under Section 5300, shall enter the data into its books and records.

If an owner fails to provide the notices set forth above the property address shall be deemed to be the address to which notices are to be delivered.

Please complete and return this form to:

ACE Property Management, Inc.  
1290 Kifer Road, Suite 309 | Sunnyvale, CA 94086

Or by email to: [info@acepm.net](mailto:info@acepm.net)