

**Annual Budget Report (Required Civil Code Sec. 4525)**  
**Woodlake Condominium Association**

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
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# Woodlake Association

## IMPORTANT 2025-26 BUDGET DOCUMENTS

**Please note that effective August 1, 2025, your regular assessment payment amount has changed.**

Please refer to the assessment schedule by unit number following the budget for details on your assessment.

Type of Unit	# of Units	2025-26 Assessment per Unit
Studio	135	\$446
1 Bed/1 Bath	535	\$621
2 Bed/1 Bath	180	\$799
2 Bed/2 Bath	74	\$885
2 Bed TH	48	\$885
3 Bed TH	18	\$1064
Totals	990	

**Your attention is required as follows:**

**Action Required:**

- If you mail your payment or pay via your own bank's bill pay system, you will need to update the amount paid.

**No Action Required:**

- If you were previously set up for automatic payments (ACH) with Common Interest, you do not need to take any action as your automatic payment will be updated for you.

For questions, contact [accounting@commoninterest.com](mailto:accounting@commoninterest.com) or  
Log onto the portal at: <http://portal.commoninterest.com>

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# WOODLAKE ASSOCIATION

900 Peninsula Ave., San Mateo, CA 94401 Office: (650) 342-7002

June 23, 2025

RE: 2025-26 Annual Budget Report and Annual Policy Statement

Dear Homeowner(s):

Each year the Board of Directors is required by law to prepare and distribute an Annual Budget Report and Annual Policy Statement for the upcoming year. A copy of these documents and other pertinent information for the 2025-26 fiscal year are enclosed for your review.

The Annual Budget Report includes a pro-forma operating budget which shows an estimate of revenues and expenses for the upcoming year. Based on this budget, assessments for individual property owners may be subject to change.

The monthly assessment for 2025-26 will increase per unit as reflected in the attached budget effective August 1, 2025.

The Annual Budget Report also includes the following items: Reserve Study (including a summary of current reserves, a funding plan for future reserve contributions and procedures used to calculate reserve requirements); Budget Disclosures (including statements regarding deferral of major component repairs, anticipated special assessments or outstanding loans, if any); Insurance Summary; and Assessment and Reserve Funding Disclosure Summary.

The Annual Policy Statement contains important information pertaining to the Association, including General Information (management company contact information, how members may receive notices and meeting minutes, etc.), Notice of Assessments and Foreclosure, Assessment Collection Policy, Member Discipline and Fine Policy, Dispute Resolution Procedures, Architectural Guidelines, How to Pay Assessments and/or other documents the Board has determined to be appropriate for inclusion.

Any questions about the enclosed documents should be emailed to [admin@woodlakeassociation.com](mailto:admin@woodlakeassociation.com).

Best Regards,  
Jeff Chin, General Manager  
On behalf of the Board of Directors, Woodlake Association

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# Woodlake Association

## 2025-26 Annual Budget

	Annual	Monthly	Average Per Unit* (990)
<b>Income</b>			
<b>Income</b>			
40000 - Assessments	7,961,432.00	663,452.67	670.15
40200 - Guest Apartment Rental (#902 - 103)	15,000.00	1,250.00	1.26
40210 - Rental Unit (#902 - 105)	27,000.00	2,250.00	2.27
42350 - Homeowner Paid Electric	900,000.00	75,000.00	75.76
43100 - Homeowner Late Fees	5,000.00	416.67	.42
43200 - Homeowner Interest	3,000.00	250.00	.25
44200 - Move In/Move Out Fees	15,000.00	1,250.00	1.26
44500 - Architectural Applications	4,000.00	333.33	.34
44600 - Violations/Fines	1,500.00	125.00	.13
45000 - Parking	5,000.00	416.67	.42
45100 - Electric Vehicle Charging Station	21,000.00	1,750.00	1.77
45300 - Storage	70,000.00	5,833.33	5.89
45400 - Laundry	75,000.00	6,250.00	6.31
45500 - Keys	25,000.00	2,083.33	2.10
45600 - Bike Storage	6,000.00	500.00	.51
46000 - Clubhouse Rental	5,000.00	416.67	.42
46100 - Event Income	5,000.00	416.67	.42
46350 - Advertising	12,000.00	1,000.00	1.01
48000 - Other Income	6,000.00	500.00	.51
48100 - Comcast	40,000.00	3,333.33	3.37
<b>Total Income</b>	<b>9,201,932.00</b>	<b>766,827.67</b>	<b>774.57</b>
<b>Expense</b>			
<b>Administrative Expenses</b>			
50800 - Bad Debt	10,000.00	833.33	.84
<b>Total Administrative Expenses</b>	<b>10,000.00</b>	<b>833.33</b>	<b>.84</b>
<b>Administrative Expenses - Insurance</b>			
51010 - Blanket Insurance	1,300,000.00	108,333.33	109.43
51400 - Worker's Compensation Insurance	40,000.00	3,333.33	3.37
51700 - Self Insurance	7,500.00	625.00	.63
<b>Total Administrative Expenses - Insurance</b>	<b>1,347,500.00</b>	<b>112,291.67</b>	<b>113.43</b>
<b>Administrative Expenses - Taxes &amp; Fees</b>			
53000 - State & Federal Taxes	5,000.00	416.67	.42
<b>Total Administrative Expenses - Taxes &amp; Fees</b>	<b>5,000.00</b>	<b>416.67</b>	<b>.42</b>
<b>Administrative Expenses - Professional Fees</b>			
54000 - Legal Fees	95,000.00	7,916.67	8.00
54200 - Annual CPA Tax & AFR Preparation	6,000.00	500.00	.51
54400 - Reserve Study	5,000.00	416.67	.42
<b>Total Administrative Expenses - Professional Fees</b>	<b>106,000.00</b>	<b>8,833.33</b>	<b>8.93</b>
<b>Administrative Expenses - Management Expenses</b>			
55000 - Management & Accounting Services	324,000.00	27,000.00	27.27
55050 - Management & Administrative Extras	1,000.00	83.33	.08
55300 - Annual Record & Vendor Management	2,500.00	208.33	.21
<b>Total Administrative Expenses - Management Expenses</b>	<b>327,500.00</b>	<b>27,291.67</b>	<b>27.56</b>

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**Administrative Expenses - Office & Meeting Expenses**

56000 - Office Supplies	5,000.00	416.67	.42
56050 - Copier Lease	3,000.00	250.00	.25
56100 - Postage, Copies & Billing	26,000.00	2,166.67	2.19
56110 - Postage	8,000.00	666.67	.67
56200 - Technology	10,000.00	833.33	.84
56600 - Membership & Publications	2,000.00	166.67	.17
56800 - Miscellaneous Administration	1,500.00	125.00	.13
<b>Total Administrative Expenses - Office &amp; Meeting Expenses</b>	<b>55,500.00</b>	<b>4,625.00</b>	<b>4.67</b>

**Administrative Expenses - Staffing & Payroll**

58220 - Maintenance Personnel	590,726.00	49,227.17	49.72
58250 - Resident Services Attendant	509,336.00	42,444.67	42.87
58300 - Administrative Payroll	162,855.00	13,571.25	13.71
58320 - Custodial Payroll	520,410.00	43,367.50	43.81
58400 - Staff Bonuses	12,500.00	1,041.67	1.05
58450 - Health Insurance Benefits	277,605.00	23,133.75	23.37
58700 - Payroll Services	6,500.00	541.67	.55
58750 - Human Resource Services	25,000.00	2,083.33	2.10
58800 - Payroll Taxes	153,000.00	12,750.00	12.88
<b>Total Administrative Expenses - Staffing &amp; Payroll</b>	<b>2,257,932.00</b>	<b>188,161.00</b>	<b>190.06</b>

**Administrative Expenses - Contributions**

59000 - Reserve Contribution	1,800,000.00	150,000.00	151.52
<b>Total Administrative Expenses - Contributions</b>	<b>1,800,000.00</b>	<b>150,000.00</b>	<b>151.52</b>

**Safety & Security - Life Safety**

61000 - Fire Alarm Monitoring Contract	55,000.00	4,583.33	4.63
61010 - Fire Alarm inspections and repairs	33,000.00	2,750.00	2.78
<b>Total Safety &amp; Security - Life Safety</b>	<b>88,000.00</b>	<b>7,333.33</b>	<b>7.41</b>

**Grounds Maintenance - Landscape Maintenance**

62000 - Landscape Contract	175,000.00	14,583.33	14.73
62200 - Landscape Extras	5,000.00	416.67	.42
62300 - Tree Trimming & Maintenance	75,000.00	6,250.00	6.31
62600 - Lake Maintenance	95,000.00	7,916.67	8.00
62900 - Irrigation/Backflow Repairs	15,000.00	1,250.00	1.26
<b>Total Grounds Maintenance - Landscape Maintenance</b>	<b>365,000.00</b>	<b>30,416.67</b>	<b>30.72</b>

**General Repairs & Maintenance - Pest Control**

64000 - Pest Control	12,000.00	1,000.00	1.01
<b>Total General Repairs &amp; Maintenance - Pest Control</b>	<b>12,000.00</b>	<b>1,000.00</b>	<b>1.01</b>

**General Repairs & Maintenance**

65000 - General Maintenance	75,000.00	6,250.00	6.31
65100 - General Maintenance Supplies	40,000.00	3,333.33	3.37
65110 - Maintenance Personnel Supplies	15,000.00	1,250.00	1.26
65140 - Janitorial Supplies	35,000.00	2,916.67	2.95
<b>Total General Repairs &amp; Maintenance</b>	<b>165,000.00</b>	<b>13,750.00</b>	<b>13.89</b>

**Mechanical Repairs & Maintenance**

66000 - Equipment Maintenance & Repairs	3,000.00	250.00	.25
66120 - Dryer Vent Cleaning	13,000.00	1,083.33	1.09
66200 - Elevator Contract/Inspections	40,000.00	3,333.33	3.37
66210 - Elevator Maintenance	30,000.00	2,500.00	2.53
66310 - HVAC Maintenance & Repairs	12,000.00	1,000.00	1.01
66400 - Plumbing Repairs	30,000.00	2,500.00	2.53
66430 - Boiler Maintenance	25,000.00	2,083.33	2.10
66500 - Electrical Maintenance & Repairs	3,000.00	250.00	.25
66710 - EV Charging Station	15,000.00	1,250.00	1.26
<b>Total Mechanical Repairs &amp; Maintenance</b>	<b>171,000.00</b>	<b>14,250.00</b>	<b>14.40</b>

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**Amenities & Events**

68020 - Pool & Spa Supplies	25,000.00	2,083.33	2.10
68030 - Pool & Spa Repairs	5,000.00	416.67	.42
68210 - Clubhouse Supplies & Repair	3,000.00	250.00	.25
68230 - Facilities Inspection	5,000.00	416.67	.42
68250 - Club Events	6,500.00	541.67	.55
68310 - Gym Equipment Repairs	5,000.00	416.67	.42
<b>Total Amenities &amp; Events</b>	<b>49,500.00</b>	<b>4,125.00</b>	<b>4.16</b>
<b>Utilities</b>			
70000 - Cable & Internet	67,000.00	5,583.33	5.64
70200 - Telephone	65,000.00	5,416.67	5.47
70300 - Utilities - Gas (Condo)	305,000.00	25,416.67	25.67
70310 - Utilities - Gas (Club)	105,000.00	8,750.00	8.84
70400 - Utilities - Electricity (Townhomes)	380,000.00	31,666.67	31.99
70410 - Utilities - Electricity (Condo Units)	850,000.00	70,833.33	71.55
70420 - Utilities - Electricity (Club)	100,000.00	8,333.33	8.42
70510 - Utilities - Water	395,000.00	32,916.67	33.25
70600 - Utilities - Waste Disposal	175,000.00	14,583.33	14.73
<b>Total Utilities</b>	<b>2,442,000.00</b>	<b>203,500.00</b>	<b>205.56</b>
<b>Total Expense</b>	<b>9,201,932.00</b>	<b>766,827.67</b>	<b>774.57</b>

( Per unit is based on the total number of units. For Associations with variable assessment rates, please refer to the variable assessment schedule.)\*

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# Woodlake Association

**August 1, 2025 to July 31, 2026 - Monthly Assessment Schedule Per Unit**

<u>Unit Number</u>	<u>Percentage of Total Budget</u>	<u>2025-26 Assessment</u>	<u>Unit Number</u>	<u>Percentage of Total Budget</u>	<u>2025-26 Assessment</u>
821/201	0.0936%	\$ 621.00	804	0.1604%	\$ 1,064.00
821/202	0.0936%	\$ 621.00	806	0.1334%	\$ 885.00
821/203	0.0936%	\$ 621.00	808	0.1334%	\$ 885.00
821/204	0.1205%	\$ 799.00	810	0.1334%	\$ 885.00
821/205	0.0936%	\$ 621.00	812	0.1604%	\$ 1,064.00
821/206	0.0936%	\$ 621.00	818/201	0.0936%	\$ 621.00
821/207	0.0936%	\$ 621.00	818/202	0.1205%	\$ 799.00
821/208	0.0936%	\$ 621.00	818/203	0.0672%	\$ 446.00
821/209	0.0936%	\$ 621.00	818/204	0.0936%	\$ 621.00
821/210	0.0936%	\$ 621.00	818/205	0.0936%	\$ 621.00
821/211	0.1205%	\$ 799.00	818/206	0.0936%	\$ 621.00
821/212	0.0936%	\$ 621.00	818/207	0.0936%	\$ 621.00
821/214	0.0936%	\$ 621.00	818/208	0.1205%	\$ 799.00
821/215	0.0936%	\$ 621.00	818/209	0.1205%	\$ 799.00
821/301	0.0936%	\$ 621.00	818/210	0.0936%	\$ 621.00
821/302	0.0936%	\$ 621.00	818/211	0.0936%	\$ 621.00
821/303	0.0936%	\$ 621.00	818/212	0.1205%	\$ 799.00
821/304	0.1205%	\$ 799.00	818/214	0.0936%	\$ 621.00
821/305	0.0936%	\$ 621.00	818/301	0.0936%	\$ 621.00
821/306	0.0936%	\$ 621.00	818/302	0.1205%	\$ 799.00
821/307	0.1334%	\$ 885.00	818/303	0.0672%	\$ 446.00
821/308	0.1334%	\$ 885.00	818/304	0.0936%	\$ 621.00
821/309	0.0936%	\$ 621.00	818/305	0.0936%	\$ 621.00
821/310	0.0936%	\$ 621.00	818/306	0.0936%	\$ 621.00
821/311	0.1205%	\$ 799.00	818/307	0.0936%	\$ 621.00
821/312	0.0936%	\$ 621.00	818/308	0.1205%	\$ 799.00
821/314	0.0936%	\$ 621.00	818/309	0.1205%	\$ 799.00
821/315	0.0936%	\$ 621.00	818/310	0.0936%	\$ 621.00
821/401	0.0936%	\$ 621.00	818/311	0.0936%	\$ 621.00
821/402	0.0936%	\$ 621.00	818/312	0.1205%	\$ 799.00
821/403	0.0936%	\$ 621.00	818/314	0.0936%	\$ 621.00
821/404	0.1205%	\$ 799.00	818/401	0.0936%	\$ 621.00
821/405	0.0936%	\$ 621.00	818/402	0.1205%	\$ 799.00
821/406	0.0936%	\$ 621.00	818/403	0.0672%	\$ 446.00
821/407	0.1334%	\$ 885.00	818/404	0.0936%	\$ 621.00
821/408	0.1334%	\$ 885.00	818/405	0.0936%	\$ 621.00
821/409	0.0936%	\$ 621.00	818/406	0.0936%	\$ 621.00
821/410	0.0936%	\$ 621.00	818/407	0.0936%	\$ 621.00
821/411	0.1205%	\$ 799.00	818/408	0.1205%	\$ 799.00
821/412	0.0936%	\$ 621.00	818/409	0.1205%	\$ 799.00
821/414	0.0936%	\$ 621.00	818/410	0.0936%	\$ 621.00
821/415	0.0936%	\$ 621.00	818/411	0.0936%	\$ 621.00

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833/101	0.0936%	\$	621.00	818/412	0.1205%	\$	799.00
833/102	0.0936%	\$	621.00	818/414	0.0936%	\$	621.00
833/103	0.0936%	\$	621.00	820/201	0.0936%	\$	621.00
833/104	0.0936%	\$	621.00	820/202	0.0936%	\$	621.00
833/105	0.1205%	\$	799.00	820/203	0.0936%	\$	621.00
833/106	0.0936%	\$	621.00	820/204	0.0936%	\$	621.00
833/107	0.0936%	\$	621.00	820/205	0.1205%	\$	799.00
833/201	0.0936%	\$	621.00	820/206	0.0936%	\$	621.00
833/202	0.1205%	\$	799.00	820/207	0.1205%	\$	799.00
833/203	0.0936%	\$	621.00	820/208	0.0936%	\$	621.00
833/204	0.0936%	\$	621.00	820/209	0.0936%	\$	621.00
833/205	0.0936%	\$	621.00	820/210	0.1205%	\$	799.00
833/206	0.0936%	\$	621.00	820/211	0.0936%	\$	621.00
833/207	0.0936%	\$	621.00	820/212	0.0936%	\$	621.00
833/208	0.0936%	\$	621.00	820/214	0.1205%	\$	799.00
833/209	0.0936%	\$	621.00	820/215	0.0936%	\$	621.00
833/210	0.0936%	\$	621.00	820/301	0.0936%	\$	621.00
833/211	0.1205%	\$	799.00	820/302	0.0936%	\$	621.00
833/212	0.0936%	\$	621.00	820/303	0.0936%	\$	621.00
833/214	0.0936%	\$	621.00	820/304	0.0936%	\$	621.00
833/301	0.0936%	\$	621.00	820/305	0.1205%	\$	799.00
833/302	0.1205%	\$	799.00	820/306	0.0936%	\$	621.00
833/303	0.0936%	\$	621.00	820/307	0.1205%	\$	799.00
833/304	0.0936%	\$	621.00	820/308	0.0936%	\$	621.00
833/305	0.0936%	\$	621.00	820/309	0.0936%	\$	621.00
833/306	0.1334%	\$	885.00	820/310	0.1205%	\$	799.00
833/307	0.1334%	\$	885.00	820/311	0.0936%	\$	621.00
833/308	0.0936%	\$	621.00	820/312	0.0936%	\$	621.00
833/309	0.0936%	\$	621.00	820/314	0.1205%	\$	799.00
833/310	0.0936%	\$	621.00	820/315	0.0936%	\$	621.00
833/311	0.1205%	\$	799.00	820/401	0.0936%	\$	621.00
833/312	0.0936%	\$	621.00	820/402	0.0936%	\$	621.00
833/314	0.0936%	\$	621.00	820/403	0.0936%	\$	621.00
833/315	0.0672%	\$	446.00	820/404	0.0936%	\$	621.00
833/316	0.0672%	\$	446.00	820/405	0.1205%	\$	799.00
833/317	0.0672%	\$	446.00	820/406	0.0936%	\$	621.00
833/318	0.0672%	\$	446.00	820/407	0.1205%	\$	799.00
833/319	0.0672%	\$	446.00	820/408	0.0936%	\$	621.00
833/320	0.1205%	\$	799.00	820/409	0.0936%	\$	621.00
833/321	0.0936%	\$	621.00	820/410	0.1205%	\$	799.00
833/322	0.1205%	\$	799.00	820/411	0.0936%	\$	621.00
833/401	0.0936%	\$	621.00	820/412	0.0936%	\$	621.00
833/402	0.1205%	\$	799.00	820/414	0.1205%	\$	799.00
833/403	0.0936%	\$	621.00	820/415	0.0936%	\$	621.00
833/404	0.0936%	\$	621.00	822	0.1604%	\$	1,064.00
833/405	0.0936%	\$	621.00	824	0.1334%	\$	885.00
833/406	0.1334%	\$	885.00	826	0.1334%	\$	885.00
833/407	0.0936%	\$	621.00	828	0.1334%	\$	885.00
833/408	0.0672%	\$	446.00	830	0.1334%	\$	885.00

833/409	0.0672%	\$	446.00	832	0.1334%	\$	885.00
833/410	0.0672%	\$	446.00	834	0.1334%	\$	885.00
833/411	0.0672%	\$	446.00	836	0.1334%	\$	885.00
833/412	0.0672%	\$	446.00	838	0.1334%	\$	885.00
833/414	0.1205%	\$	799.00	840	0.1604%	\$	1,064.00
833/415	0.0936%	\$	621.00	902/201	0.0672%	\$	446.00
833/416	0.1205%	\$	799.00	902/202	0.0672%	\$	446.00
833/501	0.0672%	\$	446.00	902/203	0.0672%	\$	446.00
833/502	0.0672%	\$	446.00	902/204	0.0936%	\$	621.00
833/503	0.0672%	\$	446.00	902/205	0.0936%	\$	621.00
833/504	0.0672%	\$	446.00	902/206	0.0936%	\$	621.00
833/505	0.0672%	\$	446.00	902/207	0.0936%	\$	621.00
833/506	0.1205%	\$	799.00	902/208	0.0936%	\$	621.00
833/507	0.0936%	\$	621.00	902/209	0.0936%	\$	621.00
833/508	0.1205%	\$	799.00	902/210	0.0936%	\$	621.00
835/201	0.0936%	\$	621.00	902/211	0.0936%	\$	621.00
835/202	0.0936%	\$	621.00	902/212	0.0936%	\$	621.00
835/203	0.0936%	\$	621.00	902/214	0.1205%	\$	799.00
835/204	0.0936%	\$	621.00	902/215	0.1205%	\$	799.00
835/205	0.1205%	\$	799.00	902/216	0.1205%	\$	799.00
835/206	0.0936%	\$	621.00	902/217	0.0936%	\$	621.00
835/207	0.1205%	\$	799.00	902/301	0.0672%	\$	446.00
835/208	0.1205%	\$	799.00	902/302	0.0672%	\$	446.00
835/209	0.0936%	\$	621.00	902/303	0.0672%	\$	446.00
835/210	0.0936%	\$	621.00	902/304	0.0936%	\$	621.00
835/211	0.1205%	\$	799.00	902/305	0.1334%	\$	885.00
835/212	0.0936%	\$	621.00	902/306	0.1334%	\$	885.00
835/301	0.0936%	\$	621.00	902/307	0.0936%	\$	621.00
835/302	0.0936%	\$	621.00	902/308	0.0936%	\$	621.00
835/303	0.0936%	\$	621.00	902/309	0.0936%	\$	621.00
835/304	0.0936%	\$	621.00	902/310	0.0936%	\$	621.00
835/305	0.1205%	\$	799.00	902/311	0.0936%	\$	621.00
835/306	0.0936%	\$	621.00	902/312	0.0936%	\$	621.00
835/307	0.1334%	\$	885.00	902/314	0.1205%	\$	799.00
835/308	0.1334%	\$	885.00	902/315	0.1205%	\$	799.00
835/309	0.0936%	\$	621.00	902/316	0.1205%	\$	799.00
835/310	0.0936%	\$	621.00	902/317	0.0936%	\$	621.00
835/311	0.1205%	\$	799.00	902/401	0.0672%	\$	446.00
835/312	0.0936%	\$	621.00	902/402	0.0672%	\$	446.00
835/401	0.0936%	\$	621.00	902/403	0.0672%	\$	446.00
835/402	0.0936%	\$	621.00	902/404	0.0936%	\$	621.00
835/403	0.0936%	\$	621.00	902/405	0.1334%	\$	885.00
835/404	0.0936%	\$	621.00	902/406	0.1334%	\$	885.00
835/405	0.1205%	\$	799.00	902/407	0.0936%	\$	621.00
835/406	0.0936%	\$	621.00	902/408	0.0936%	\$	621.00
835/407	0.1334%	\$	885.00	902/409	0.0936%	\$	621.00
835/408	0.1334%	\$	885.00	902/410	0.0936%	\$	621.00
835/409	0.0936%	\$	621.00	902/411	0.0936%	\$	621.00
835/410	0.0936%	\$	621.00	902/101	0.1205%	\$	799.00

Order: GHS-21W8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
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835/411	0.1205%	\$	799.00	902/102	0.0936%	\$	621.00
835/412	0.0936%	\$	621.00	904/201	0.0936%	\$	621.00
823	0.1604%	\$	1,064.00	904/202	0.0672%	\$	446.00
825	0.1334%	\$	885.00	904/203	0.0672%	\$	446.00
827	0.1334%	\$	885.00	904/204	0.0936%	\$	621.00
829	0.1334%	\$	885.00	904/205	0.0936%	\$	621.00
831	0.1604%	\$	1,064.00	904/206	0.0936%	\$	621.00
801/101	0.0936%	\$	621.00	904/207	0.0936%	\$	621.00
801/102	0.0936%	\$	621.00	904/208	0.0936%	\$	621.00
801/103	0.1205%	\$	799.00	904/209	0.0936%	\$	621.00
801/104	0.0936%	\$	621.00	904/210	0.0936%	\$	621.00
801/015	0.0936%	\$	621.00	904/211	0.1205%	\$	799.00
801/106	0.0936%	\$	621.00	904/212	0.1205%	\$	799.00
801/107	0.0936%	\$	621.00	904/301	0.0936%	\$	621.00
801/201	0.0936%	\$	621.00	904/302	0.0672%	\$	446.00
801/202	0.0936%	\$	621.00	904/303	0.0672%	\$	446.00
801/203	0.0936%	\$	621.00	904/304	0.0936%	\$	621.00
801/204	0.0936%	\$	621.00	904/305	0.0936%	\$	621.00
801/205	0.1205%	\$	799.00	904/306	0.0936%	\$	621.00
801/206	0.0936%	\$	621.00	904/307	0.0936%	\$	621.00
801/207	0.0936%	\$	621.00	904/308	0.0936%	\$	621.00
801/208	0.0936%	\$	621.00	904/309	0.0936%	\$	621.00
801/209	0.0936%	\$	621.00	904/310	0.0936%	\$	621.00
801/210	0.0936%	\$	621.00	904/311	0.1334%	\$	885.00
801/211	0.0936%	\$	621.00	904/312	0.1334%	\$	885.00
801/212	0.0936%	\$	621.00	904/401	0.0936%	\$	621.00
801/214	0.0936%	\$	621.00	904/402	0.0672%	\$	446.00
801/215	0.1205%	\$	799.00	904/403	0.0672%	\$	446.00
801/216	0.0936%	\$	621.00	904/404	0.0936%	\$	621.00
801/301	0.0936%	\$	621.00	904/405	0.0936%	\$	621.00
801/302	0.0936%	\$	621.00	904/406	0.0936%	\$	621.00
801/303	0.0936%	\$	621.00	904/407	0.0936%	\$	621.00
801/304	0.0936%	\$	621.00	904/408	0.0936%	\$	621.00
801/305	0.1205%	\$	799.00	904/409	0.0936%	\$	621.00
801/306	0.0936%	\$	621.00	904/410	0.0936%	\$	621.00
801/307	0.0936%	\$	621.00	904/411	0.1334%	\$	885.00
801/308	0.0936%	\$	621.00	904/412	0.1334%	\$	885.00
801/309	0.1334%	\$	885.00	932/101	0.0672%	\$	446.00
801/310	0.1334%	\$	885.00	932/102	0.0672%	\$	446.00
801/311	0.0936%	\$	621.00	932/201	0.0672%	\$	446.00
801/312	0.0936%	\$	621.00	932/202	0.0672%	\$	446.00
801/314	0.0936%	\$	621.00	932/203	0.0936%	\$	621.00
801/315	0.1205%	\$	799.00	932/204	0.1205%	\$	799.00
801/316	0.0936%	\$	621.00	932/205	0.1205%	\$	799.00
801/401	0.0936%	\$	621.00	932/206	0.1205%	\$	799.00
801/402	0.0936%	\$	621.00	932/207	0.0936%	\$	621.00
801/403	0.0936%	\$	621.00	932/208	0.1205%	\$	799.00
801/404	0.1334%	\$	885.00	932/209	0.1205%	\$	799.00
801/405	0.0936%	\$	621.00	932/210	0.1205%	\$	799.00

801/406	0.0936%	\$	621.00	932/211	0.0936%	\$	621.00
801/407	0.0936%	\$	621.00	932/212	0.0672%	\$	446.00
801/408	0.1205%	\$	799.00	932/214	0.0936%	\$	621.00
801/409	0.0936%	\$	621.00	932/215	0.0936%	\$	621.00
803/201	0.0936%	\$	621.00	932/301	0.0672%	\$	446.00
803/202	0.0936%	\$	621.00	932/302	0.0672%	\$	446.00
803/203	0.0936%	\$	621.00	932/303	0.0936%	\$	621.00
803/204	0.1205%	\$	799.00	932/304	0.1334%	\$	885.00
803/205	0.0936%	\$	621.00	932/305	0.1334%	\$	885.00
803/206	0.0936%	\$	621.00	932/306	0.1205%	\$	799.00
803/207	0.0936%	\$	621.00	932/307	0.0936%	\$	621.00
803/208	0.1205%	\$	799.00	932/308	0.1205%	\$	799.00
803/209	0.1205%	\$	799.00	932/309	0.1205%	\$	799.00
803/210	0.1205%	\$	799.00	932/310	0.1205%	\$	799.00
803/211	0.0936%	\$	621.00	932/311	0.0936%	\$	621.00
803/212	0.0936%	\$	621.00	932/312	0.0672%	\$	446.00
803/301	0.0936%	\$	621.00	932/314	0.0936%	\$	621.00
803/302	0.0936%	\$	621.00	932/315	0.0936%	\$	621.00
803/303	0.0936%	\$	621.00	932/401	0.0672%	\$	446.00
803/304	0.1205%	\$	799.00	932/402	0.0672%	\$	446.00
803/305	0.0936%	\$	621.00	932/403	0.0936%	\$	621.00
803/306	0.0936%	\$	621.00	932/404	0.1334%	\$	885.00
803/307	0.0936%	\$	621.00	932/405	0.1334%	\$	885.00
803/308	0.1334%	\$	885.00	932/406	0.1205%	\$	799.00
803/309	0.1334%	\$	885.00	932/407	0.0936%	\$	621.00
803/310	0.1205%	\$	799.00	932/408	0.1205%	\$	799.00
803/311	0.0936%	\$	621.00	932/409	0.1205%	\$	799.00
803/312	0.0936%	\$	621.00	932/410	0.1205%	\$	799.00
803/401	0.0936%	\$	621.00	932/411	0.0936%	\$	621.00
803/402	0.0936%	\$	621.00	932/412	0.0672%	\$	446.00
803/403	0.0936%	\$	621.00	932/414	0.0936%	\$	621.00
803/404	0.1205%	\$	799.00	906	0.1604%	\$	1,064.00
803/405	0.0936%	\$	621.00	908	0.1334%	\$	885.00
803/406	0.0936%	\$	621.00	910	0.1334%	\$	885.00
803/407	0.0936%	\$	621.00	912	0.1334%	\$	885.00
803/408	0.1334%	\$	885.00	914	0.1334%	\$	885.00
803/409	0.1334%	\$	885.00	916	0.1334%	\$	885.00
803/410	0.1205%	\$	799.00	918	0.1334%	\$	885.00
803/411	0.0936%	\$	621.00	920	0.1334%	\$	885.00
803/412	0.0936%	\$	621.00	922	0.1334%	\$	885.00
815/101	0.0936%	\$	621.00	924	0.1334%	\$	885.00
815/102	0.0672%	\$	446.00	926	0.1604%	\$	1,064.00
815/103	0.1205%	\$	799.00	930/201	0.0672%	\$	446.00
815/201	0.0936%	\$	621.00	930/202	0.0672%	\$	446.00
815/202	0.1205%	\$	799.00	930/203	0.0936%	\$	621.00
815/203	0.0936%	\$	621.00	930/204	0.0936%	\$	621.00
815/204	0.0936%	\$	621.00	930/205	0.0936%	\$	621.00
815/205	0.0936%	\$	621.00	930/206	0.0672%	\$	446.00
815/206	0.1205%	\$	799.00	930/207	0.0936%	\$	621.00

Order: GHS-218BKG  
Address: 801 W Humboldt St Apt 314  
Order Date: 09-09-2025  
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815/207	0.1205%	\$	799.00	930/208	0.0936%	\$	621.00
815/208	0.0672%	\$	446.00	930/209	0.0936%	\$	621.00
815/209	0.1205%	\$	799.00	930/210	0.1205%	\$	799.00
815/301	0.0936%	\$	621.00	930/211	0.1205%	\$	799.00
815/302	0.1205%	\$	799.00	930/212	0.1205%	\$	799.00
815/303	0.0936%	\$	621.00	930/214	0.0936%	\$	621.00
815/304	0.0936%	\$	621.00	930/301	0.0672%	\$	446.00
815/305	0.0936%	\$	621.00	930/302	0.0672%	\$	446.00
815/306	0.1334%	\$	885.00	930/303	0.0936%	\$	621.00
815/307	0.1334%	\$	885.00	930/304	0.1334%	\$	885.00
815/308	0.0672%	\$	446.00	930/305	0.1334%	\$	885.00
815/309	0.1205%	\$	799.00	930/306	0.0672%	\$	446.00
815/310	0.0672%	\$	446.00	930/307	0.0936%	\$	621.00
815/311	0.0672%	\$	446.00	930/308	0.0936%	\$	621.00
815/312	0.0672%	\$	446.00	930/309	0.0936%	\$	621.00
815/314	0.0672%	\$	446.00	930/310	0.1205%	\$	799.00
815/315	0.0672%	\$	446.00	930/311	0.1205%	\$	799.00
815/316	0.1205%	\$	799.00	930/312	0.1205%	\$	799.00
815/317	0.0936%	\$	621.00	930/314	0.0936%	\$	621.00
815/318	0.1205%	\$	799.00	930/401	0.0672%	\$	446.00
815/401	0.0936%	\$	621.00	930/402	0.0672%	\$	446.00
815/402	0.1205%	\$	799.00	930/403	0.0936%	\$	621.00
815/403	0.0936%	\$	621.00	930/404	0.1334%	\$	885.00
815/404	0.0936%	\$	621.00	930/405	0.1334%	\$	885.00
815/405	0.0936%	\$	621.00	930/406	0.0672%	\$	446.00
815/406	0.1334%	\$	885.00	930/407	0.0936%	\$	621.00
815/407	0.0936%	\$	621.00	930/408	0.0936%	\$	621.00
815/408	0.0672%	\$	446.00	930/409	0.0936%	\$	621.00
815/409	0.0672%	\$	446.00	930/410	0.1205%	\$	799.00
815/410	0.0672%	\$	446.00	930/411	0.1205%	\$	799.00
815/411	0.0672%	\$	446.00	930/412	0.1205%	\$	799.00
815/412	0.0672%	\$	446.00	930/414	0.0936%	\$	621.00
815/414	0.1205%	\$	799.00	928/101	0.0672%	\$	446.00
815/415	0.0936%	\$	621.00	928/102	0.0672%	\$	446.00
815/416	0.1205%	\$	799.00	928/201	0.0936%	\$	621.00
815/501	0.0672%	\$	446.00	928/202	0.0672%	\$	446.00
815/502	0.0672%	\$	446.00	928/203	0.0672%	\$	446.00
815/503	0.0672%	\$	446.00	928/204	0.0936%	\$	621.00
815/504	0.0672%	\$	446.00	928/205	0.0936%	\$	621.00
815/505	0.0672%	\$	446.00	928/206	0.0672%	\$	446.00
815/506	0.1205%	\$	799.00	928/207	0.0672%	\$	446.00
815/507	0.0936%	\$	621.00	928/208	0.0936%	\$	621.00
815/508	0.1205%	\$	799.00	928/209	0.0936%	\$	621.00
817/201	0.0936%	\$	621.00	928/210	0.0672%	\$	446.00
817/202	0.0936%	\$	621.00	928/211	0.1205%	\$	799.00
817/203	0.0936%	\$	621.00	928/212	0.1205%	\$	799.00
817/204	0.0936%	\$	621.00	928/301	0.0936%	\$	621.00
817/205	0.0936%	\$	621.00	928/302	0.0672%	\$	446.00
817/206	0.1205%	\$	799.00	928/303	0.0672%	\$	446.00

817/207	0.0936%	\$	621.00	928/304	0.0936%	\$	621.00
817/208	0.0936%	\$	621.00	928/305	0.0936%	\$	621.00
817/209	0.0936%	\$	621.00	928/306	0.0672%	\$	446.00
817/210	0.0936%	\$	621.00	928/307	0.0672%	\$	446.00
817/211	0.0936%	\$	621.00	928/308	0.0936%	\$	621.00
817/212	0.0936%	\$	621.00	928/309	0.0936%	\$	621.00
817/214	0.1205%	\$	799.00	928/310	0.0672%	\$	446.00
817/215	0.0936%	\$	621.00	928/311	0.1334%	\$	885.00
817/301	0.0936%	\$	621.00	928/312	0.1334%	\$	885.00
817/302	0.0936%	\$	621.00	928/401	0.0936%	\$	621.00
817/303	0.0936%	\$	621.00	928/402	0.0672%	\$	446.00
817/304	0.0936%	\$	621.00	928/403	0.0672%	\$	446.00
817/305	0.0936%	\$	621.00	928/404	0.0936%	\$	621.00
817/306	0.1205%	\$	799.00	928/405	0.0672%	\$	446.00
817/307	0.0936%	\$	621.00	928/406	0.0672%	\$	446.00
817/308	0.1334%	\$	885.00	928/407	0.0936%	\$	621.00
817/309	0.1334%	\$	885.00	928/408	0.0936%	\$	621.00
817/310	0.0936%	\$	621.00	928/409	0.0672%	\$	446.00
817/311	0.0936%	\$	621.00	928/410	0.1334%	\$	885.00
817/312	0.0936%	\$	621.00	928/411	0.1334%	\$	885.00
817/314	0.1205%	\$	799.00	934/201	0.0936%	\$	621.00
817/315	0.0936%	\$	621.00	934/202	0.0672%	\$	446.00
817/401	0.0936%	\$	621.00	934/203	0.0672%	\$	446.00
817/402	0.0936%	\$	621.00	934/204	0.0936%	\$	621.00
817/403	0.0936%	\$	621.00	934/205	0.1205%	\$	799.00
817/404	0.0936%	\$	621.00	934/206	0.0936%	\$	621.00
817/405	0.0936%	\$	621.00	934/207	0.0936%	\$	621.00
817/406	0.1205%	\$	799.00	934/208	0.0672%	\$	446.00
817/407	0.0936%	\$	621.00	934/209	0.0936%	\$	621.00
817/408	0.1334%	\$	885.00	934/210	0.1205%	\$	799.00
817/409	0.1334%	\$	885.00	934/211	0.0936%	\$	621.00
817/410	0.0936%	\$	621.00	934/212	0.1205%	\$	799.00
817/411	0.0936%	\$	621.00	934/214	0.0936%	\$	621.00
817/412	0.0936%	\$	621.00	934/215	0.0936%	\$	621.00
817/414	0.1205%	\$	799.00	934/301	0.0936%	\$	621.00
817/415	0.0936%	\$	621.00	934/302	0.0672%	\$	446.00
805	0.1604%	\$	1,064.00	934/303	0.0672%	\$	446.00
807	0.1334%	\$	885.00	934/304	0.0936%	\$	621.00
809	0.1334%	\$	885.00	934/305	0.1205%	\$	799.00
811	0.1334%	\$	885.00	934/306	0.0936%	\$	621.00
813	0.1604%	\$	1,064.00	934/307	0.0936%	\$	621.00
800/101	0.0936%	\$	621.00	934/308	0.0672%	\$	446.00
800/102	0.0936%	\$	621.00	934/309	0.0936%	\$	621.00
800/103	0.0936%	\$	621.00	934/310	0.1205%	\$	799.00
800/104	0.0936%	\$	621.00	934/311	0.0936%	\$	621.00
800/105	0.1205%	\$	799.00	934/312	0.1205%	\$	799.00
800/106	0.0936%	\$	621.00	934/314	0.1334%	\$	885.00
800/107	0.0936%	\$	621.00	934/315	0.1334%	\$	885.00
800/201	0.0936%	\$	621.00	934/401	0.0936%	\$	621.00

Order: GHS-BIBGK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

800/202	0.0936%	\$	621.00	934/402	0.0672%	\$	446.00
800/203	0.0936%	\$	621.00	934/403	0.0672%	\$	446.00
800/204	0.1205%	\$	799.00	934/404	0.0936%	\$	621.00
800/205	0.0936%	\$	621.00	934/405	0.1205%	\$	799.00
800/206	0.0936%	\$	621.00	934/406	0.0936%	\$	621.00
800/207	0.0936%	\$	621.00	934/407	0.0936%	\$	621.00
800/208	0.0936%	\$	621.00	934/408	0.0672%	\$	446.00
800/209	0.0936%	\$	621.00	934/409	0.0936%	\$	621.00
800/210	0.0936%	\$	621.00	934/410	0.1205%	\$	799.00
800/211	0.0936%	\$	621.00	934/411	0.0936%	\$	621.00
800/212	0.0936%	\$	621.00	934/412	0.1205%	\$	799.00
800/214	0.1205%	\$	799.00	934/414	0.1334%	\$	885.00
800/215	0.0936%	\$	621.00	934/415	0.1334%	\$	885.00
800/216	0.0936%	\$	621.00	845/201	0.0672%	\$	446.00
800/301	0.0936%	\$	621.00	845/202	0.0672%	\$	446.00
800/302	0.0936%	\$	621.00	845/203	0.0936%	\$	621.00
800/303	0.0936%	\$	621.00	845/204	0.1205%	\$	799.00
800/304	0.1205%	\$	799.00	845/205	0.1205%	\$	799.00
800/305	0.0936%	\$	621.00	845/206	0.0936%	\$	621.00
800/306	0.0936%	\$	621.00	845/208	0.0936%	\$	621.00
800/307	0.0936%	\$	621.00	845/209	0.0936%	\$	621.00
800/308	0.1334%	\$	885.00	845/210	0.0936%	\$	621.00
800/309	0.1334%	\$	885.00	845/301	0.0672%	\$	446.00
800/310	0.0936%	\$	621.00	845/302	0.0672%	\$	446.00
800/311	0.0936%	\$	621.00	845/303	0.0936%	\$	621.00
800/312	0.0936%	\$	621.00	845/304	0.1334%	\$	885.00
800/314	0.1205%	\$	799.00	845/305	0.1334%	\$	885.00
800/315	0.0936%	\$	621.00	845/306	0.0936%	\$	621.00
800/316	0.0936%	\$	621.00	845/307	0.0936%	\$	621.00
800/401	0.0936%	\$	621.00	845/308	0.0936%	\$	621.00
800/402	0.0936%	\$	621.00	845/309	0.0936%	\$	621.00
800/403	0.0936%	\$	621.00	845/310	0.0936%	\$	621.00
800/404	0.1205%	\$	799.00	845/401	0.0672%	\$	446.00
800/405	0.0936%	\$	621.00	845/402	0.0672%	\$	446.00
800/406	0.0936%	\$	621.00	845/403	0.0936%	\$	621.00
800/407	0.0936%	\$	621.00	845/404	0.1334%	\$	885.00
800/408	0.1334%	\$	885.00	845/405	0.1334%	\$	885.00
800/409	0.0936%	\$	621.00	845/406	0.0936%	\$	621.00
802/201	0.0936%	\$	621.00	845/407	0.0936%	\$	621.00
802/202	0.0936%	\$	621.00	845/408	0.0936%	\$	621.00
802/203	0.0936%	\$	621.00	845/409	0.0936%	\$	621.00
802/204	0.0936%	\$	621.00	845/410	0.0936%	\$	621.00
802/205	0.1205%	\$	799.00	845/207	0.0936%	\$	621.00
802/206	0.1205%	\$	799.00	847/201	0.0936%	\$	621.00
802/207	0.1205%	\$	799.00	847/202	0.0672%	\$	446.00
802/208	0.0936%	\$	621.00	847/203	0.0672%	\$	446.00
802/209	0.0936%	\$	621.00	847/204	0.0672%	\$	446.00
802/210	0.0936%	\$	621.00	847/205	0.0936%	\$	621.00
802/211	0.1205%	\$	799.00	847/206	0.0936%	\$	621.00

Order: GHS12183GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

802/212	0.0936%	\$	621.00	847/207	0.1205%	\$	799.00
802/301	0.0936%	\$	621.00	847/208	0.1205%	\$	799.00
802/302	0.0936%	\$	621.00	847/209	0.1205%	\$	799.00
802/303	0.0936%	\$	621.00	847/210	0.0936%	\$	621.00
802/304	0.0936%	\$	621.00	847/211	0.0936%	\$	621.00
802/305	0.1205%	\$	799.00	847/212	0.0936%	\$	621.00
802/306	0.1334%	\$	885.00	847/214	0.0936%	\$	621.00
802/307	0.1334%	\$	885.00	847/215	0.0936%	\$	621.00
802/308	0.0936%	\$	621.00	847/216	0.0936%	\$	621.00
802/309	0.0936%	\$	621.00	847/217	0.0936%	\$	621.00
802/310	0.0936%	\$	621.00	847/301	0.0936%	\$	621.00
802/311	0.1205%	\$	799.00	847/302	0.0672%	\$	446.00
802/312	0.0936%	\$	621.00	847/303	0.0672%	\$	446.00
802/401	0.0936%	\$	621.00	847/304	0.0672%	\$	446.00
802/402	0.0936%	\$	621.00	847/305	0.0936%	\$	621.00
802/403	0.0936%	\$	621.00	847/306	0.0936%	\$	621.00
802/404	0.0936%	\$	621.00	847/307	0.1205%	\$	799.00
802/405	0.1205%	\$	799.00	847/308	0.1205%	\$	799.00
802/406	0.1334%	\$	885.00	847/309	0.1205%	\$	799.00
802/407	0.1334%	\$	885.00	847/310	0.0936%	\$	621.00
802/408	0.0936%	\$	621.00	847/311	0.0936%	\$	621.00
802/409	0.0936%	\$	621.00	847/312	0.0936%	\$	621.00
802/410	0.0936%	\$	621.00	847/314	0.0936%	\$	621.00
802/411	0.1205%	\$	799.00	847/315	0.0936%	\$	621.00
802/412	0.0936%	\$	621.00	847/316	0.1334%	\$	885.00
814/101	0.0936%	\$	621.00	847/317	0.1334%	\$	885.00
814/102	0.0672%	\$	446.00	847/401	0.0936%	\$	621.00
814/103	0.1205%	\$	799.00	847/402	0.0672%	\$	446.00
814/201	0.1205%	\$	799.00	847/403	0.0672%	\$	446.00
814/202	0.0672%	\$	446.00	847/404	0.0672%	\$	446.00
814/203	0.1205%	\$	799.00	847/405	0.0936%	\$	621.00
814/204	0.1205%	\$	799.00	847/406	0.0936%	\$	621.00
814/205	0.0936%	\$	621.00	847/407	0.0936%	\$	621.00
814/206	0.0936%	\$	621.00	847/408	0.0936%	\$	621.00
814/207	0.0936%	\$	621.00	847/409	0.0936%	\$	621.00
814/208	0.1205%	\$	799.00	847/410	0.1334%	\$	885.00
814/209	0.0936%	\$	621.00	847/411	0.1334%	\$	885.00
814/301	0.1205%	\$	799.00	936	0.1604%	\$	1,064.00
814/302	0.0672%	\$	446.00	938	0.1334%	\$	885.00
814/303	0.1334%	\$	885.00	940	0.1334%	\$	885.00
814/304	0.1334%	\$	885.00	942	0.1334%	\$	885.00
814/305	0.0936%	\$	621.00	944	0.1334%	\$	885.00
814/306	0.0936%	\$	621.00	946	0.1334%	\$	885.00
814/307	0.0936%	\$	621.00	948	0.1334%	\$	885.00
814/308	0.1205%	\$	799.00	950	0.1334%	\$	885.00
814/309	0.0936%	\$	621.00	952	0.1334%	\$	885.00
814/310	0.1205%	\$	799.00	954	0.1334%	\$	885.00
814/311	0.0936%	\$	621.00	956	0.1334%	\$	885.00
814/312	0.1205%	\$	799.00	958	0.1334%	\$	885.00

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

814/314	0.0672%	\$	446.00	960	0.1334%	\$	885.00
814/315	0.0672%	\$	446.00	962	0.1334%	\$	885.00
814/316	0.0672%	\$	446.00	964	0.1604%	\$	1,064.00
814/317	0.0672%	\$	446.00	968	0.1604%	\$	1,064.00
814/318	0.0672%	\$	446.00	970	0.1334%	\$	885.00
814/401	0.0936%	\$	621.00	972	0.1334%	\$	885.00
814/402	0.1334%	\$	885.00	974	0.1604%	\$	1,064.00
814/403	0.0936%	\$	621.00	837	0.1604%	\$	1,064.00
814/404	0.0936%	\$	621.00	839	0.1334%	\$	885.00
814/405	0.0936%	\$	621.00	841	0.1334%	\$	885.00
814/406	0.1205%	\$	799.00	843	0.1604%	\$	1,064.00
814/407	0.0936%	\$	621.00	849	0.1604%	\$	1,064.00
814/408	0.1205%	\$	799.00	851	0.1334%	\$	885.00
814/409	0.0936%	\$	621.00	853	0.1334%	\$	885.00
814/410	0.1205%	\$	799.00	855	0.1334%	\$	885.00
814/411	0.0672%	\$	446.00	857	0.1334%	\$	885.00
814/412	0.0672%	\$	446.00	859	0.1334%	\$	885.00
814/414	0.0672%	\$	446.00	861	0.1604%	\$	1,064.00
814/415	0.0672%	\$	446.00	966/101	0.0672%	\$	446.00
814/416	0.0672%	\$	446.00	966/102	0.0936%	\$	621.00
814/501	0.1205%	\$	799.00	966/103	0.1205%	\$	799.00
814/502	0.0936%	\$	621.00	966/104	0.1205%	\$	799.00
814/503	0.1205%	\$	799.00	966/105	0.1205%	\$	799.00
814/504	0.0672%	\$	446.00	966/106	0.0672%	\$	446.00
814/505	0.0672%	\$	446.00	819/101	0.0936%	\$	621.00
814/506	0.0672%	\$	446.00	819/102	0.0672%	\$	446.00
814/507	0.0672%	\$	446.00	819/103	0.1205%	\$	799.00
814/508	0.0672%	\$	446.00	819/201	0.1205%	\$	799.00
816/201	0.0936%	\$	621.00	819/202	0.0672%	\$	446.00
816/202	0.0936%	\$	621.00	819/203	0.1205%	\$	799.00
816/203	0.0936%	\$	621.00	819/204	0.1205%	\$	799.00
816/204	0.1205%	\$	799.00	819/205	0.0936%	\$	621.00
816/205	0.0936%	\$	621.00	819/206	0.0936%	\$	621.00
816/206	0.0936%	\$	621.00	819/207	0.0936%	\$	621.00
816/207	0.0936%	\$	621.00	819/208	0.1205%	\$	799.00
816/208	0.0936%	\$	621.00	819/209	0.0936%	\$	621.00
816/209	0.0936%	\$	621.00	819/301	0.1205%	\$	799.00
816/210	0.0936%	\$	621.00	819/302	0.0672%	\$	446.00
816/211	0.1205%	\$	799.00	819/303	0.1334%	\$	885.00
816/212	0.0936%	\$	621.00	819/304	0.1334%	\$	885.00
816/214	0.0936%	\$	621.00	819/305	0.0936%	\$	621.00
816/215	0.0936%	\$	621.00	819/306	0.0936%	\$	621.00
816/301	0.0936%	\$	621.00	819/307	0.0936%	\$	621.00
816/302	0.0936%	\$	621.00	819/308	0.1205%	\$	799.00
816/303	0.0936%	\$	621.00	819/309	0.0936%	\$	621.00
816/304	0.1205%	\$	799.00	819/401	0.0936%	\$	621.00
816/305	0.0936%	\$	621.00	819/402	0.1334%	\$	885.00
816/306	0.0936%	\$	621.00	819/403	0.0936%	\$	621.00
816/307	0.0936%	\$	621.00	819/404	0.0936%	\$	621.00

Order: GHS12183GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

816/308	0.1334%	\$	885.00	819/405	0.0936%	\$	621.00
816/309	0.1334%	\$	885.00	819/406	0.1205%	\$	799.00
816/310	0.0936%	\$	621.00	819/407	0.0936%	\$	621.00
816/311	0.1205%	\$	799.00				
816/312	0.0936%	\$	621.00				
816/314	0.0936%	\$	621.00				
816/315	0.0936%	\$	621.00				
816/401	0.0936%	\$	621.00				
816/402	0.0936%	\$	621.00				
816/403	0.0936%	\$	621.00				
816/404	0.1205%	\$	799.00				
816/405	0.0936%	\$	621.00				
816/406	0.0936%	\$	621.00				
816/407	0.0936%	\$	621.00				
816/408	0.1334%	\$	885.00				
816/409	0.1334%	\$	885.00				
816/410	0.0936%	\$	621.00				
816/411	0.1205%	\$	799.00				
816/412	0.0936%	\$	621.00				
816/414	0.0936%	\$	621.00				
816/415	0.0936%	\$	621.00				
	100.0000%	\$	663,387.00				

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

# Woodlake Association

## 2025-26 Annual Budget Report and Policy Statement

### Important Information – Please Read

#### Association Information

The Woodlake Association (“Association”) is a nonprofit mutual benefit corporation formed to operate and manage the Association’s affairs.

The Association consists of 990 separate interests plus common areas. It is governed by a volunteer Board of Directors elected by the membership. The fiscal year commences August 1 and ends on July 31 of each year.

#### Management Company Information

The Association, through the Board, has engaged a professional management company to assist in carrying out its legal responsibilities. Our management company is Common Interest Management Services located at 12647 Alcosta Blvd, Ste 275, San Ramon, CA. 94583. Our manager is Jeff Chin, and he can be reached at (650) 342-7002 or by e-mail at Admin@Woodlakeassociation.com. Office hours are Monday through Friday, 9:00 AM to 5:00 PM.

#### Pro-forma Operating Budget

Each fiscal year, the Association is required to prepare a pro-forma operating budget showing the estimated revenue and expenses on an accrual basis for the upcoming year. This budget is used to determine the per unit assessments that are collected from each property owner. The Board of Directors has reviewed and approved this budget, and has determined that the monthly assessment for 2025-26 will increase approximately 2% per unit. Please refer to the variable assessment schedule for your assessment amount.

#### Variable Assessment Schedule

The Association’s governing documents stipulate that per unit assessments are allocated on a variable basis. A variable assessment schedule is attached to the pro-forma operating budget. Please refer to that schedule to determine the specific assessment amount for your unit.

#### Reserve Study Summary

The Annual Budget Report includes a Reserve Study that was prepared by an independent professional organization which the Board believes is reasonably competent. A full study (with site inspection) is prepared every three years, reviewed and adopted by

the Board of Directors, and updated annually as needed. The Study includes the current estimated cost, estimated remaining life and estimated useful life of major common area components; the current estimate of the total annual reserve contribution necessary to repair, replace, restore or maintain these components; and the current amount of reserves actually set aside for this purpose. The Study also shows the percentage difference between the estimated cost to repair, replace, restore or maintain major components and the actual amount of reserves set aside, as well as the current deficiency (if any) in reserve funding expressed on a per unit basis.

#### Reserve Funding Plan

The Reserve Study includes a Reserve Funding Plan adopted by the Board of Directors that indicates how the Association plans to fund the contributions necessary for the repair and replacement of all major common area components with an expected remaining life of 30 years or less.

#### Procedures for Calculating Reserves

The Reserve Study includes a statement of the procedures used for the calculation and establishment of the reserves needed to pay for the future repair and replacement of those components that the Association is obligated to maintain. Calculation of the amount of reserves needed to be accumulated for a component at a given time is based on the current cost of the replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component.

#### Assessment and Reserve Funding

##### Disclosure Summary

The Annual Budget Report includes a copy of the current Assessment and Reserve Funding Disclosure Summary as completed by the Reserve Study preparer pursuant to Civil Code Section 5570.

#### Deferral of Component Repairs

If the Board of Directors decides to defer or not undertake the repair or replacement of any major common area component with an expected remaining life of 30 years or less, the Board must disclose the justification for such a decision. As of the date of this report, the Board has not made any formal decisions to

defer or not undertake the repair or replacement of any major common area components.

### **Special Assessments**

If the Board of Directors has determined or anticipates that the levy of one or more special assessments will be required to repair, replace, restore or maintain major common area components or to provide adequate reserves to fund such items, the Association must distribute a statement including the estimated amount, commencement date and duration of the special assessment. As of the date of this report, the Board does not anticipate that a special assessment will be required.

### **Outstanding Loans**

If the Association has any outstanding loans with an original term of more than one year, the Association must distribute a statement including the payee, interest rate, amount outstanding, annual payment and when the loan is scheduled to be retired. As of the date of this report, there are no outstanding loans for this Association.

### **Insurance Disclosure Summary**

The Annual Budget Report includes a current Insurance Disclosure Summary of the Association's property, general liability and fidelity insurance (and/or earthquake, flood or workers' compensation insurance if applicable). This Disclosure Summary includes the name of the insurer, the type of insurance, the policy limit and the amount of the deductible.

**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. 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 brokers or agent for appropriate additional coverage.**

### **Association's Designated Recipient**

The Association has designated Common Interest Management Services to receive official communications to the Association pursuant to Civil Code Section 4035. Members may submit official communications to the Association by personal delivery (including U.S. Mail) and/or e-mail to Common Interest Management Services at the mailing address and/or email address listed under Management Company Information.

### **Right of Notice to Two Addresses**

Members of the Association may submit a request to have general notices sent to up to two different specified addresses pursuant to Civil Code Section 4040(b). Note that billing statements and election ballots will only be sent to the member's primary address.

### **General Notice Location and Distribution**

The Association posts notices of a general nature at the following location: Community Bulletin Boards at the Clubhouse and Building Lobbies. Notices may also be distributed as follows: Email.

### **General Notice - Individual Delivery**

If a member requests to receive general notices by individual delivery, all general notices given to that member shall be delivered pursuant to Civil Code Section 4040.

### **Board of Directors Meetings**

Board of Directors Meetings are normally held on the 3rd Wednesday of the month at 6:30PM at the clubhouse. All Association members are welcome to attend.

### **Right to Receive Board Minutes**

The minutes, minutes proposed for adoption that are marked as draft status, or a summary of the minutes, of any meeting of the Board of Directors, other than an executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes or summary minutes shall be distributed to any member of the Association upon request and upon reimbursement of the Association's costs for making that distribution, pursuant to Civil Code Section 4950. Members may submit a written request for copies of minutes to Common Interest Management Services at the mailing address listed under Management Company Information.

Meeting minutes are also posted at the following location:

Meeting minutes are also posted at the following location: Vantaca Homeowner Portal

### **Notice of Assessments/Foreclosure**

The Annual Policy Statement includes a Notice of Assessments and Foreclosure pursuant to Civil Code Section 5310. This Notice outlines some of the rights and responsibilities of owners in common interest developments and the associations that manage them.

### **Assessment Collection Policy**

The Annual Policy Statement includes a copy of the Association's Assessment Collection Policy, which describes the policies and practices in enforcing the Association's lien rights or other legal remedies for default in the payment of assessments.

### **Enforcement of Governing Documents and Monetary Policy Schedule**

All members, residents and guests are obligated to abide by the Governing Documents. The Association encourages each member to review the CC&Rs, Bylaws, Articles and all Rules and to attend board or committee meetings to learn more about the requirements of the Governing Documents. The Association's goal is to assist members, residents and guests in complying with the Governing Documents to promote an enjoyable, safe community beneficial to all.

In the event of a perceived violation of the Governing Documents, the Association will investigate and determine whether and what type of action is warranted (if any). Association action includes scheduling a hearing to consider imposing fines and/or penalties. At least 10 days' prior notice of a hearing (at which fines and/or penalties will be considered) shall be given to a Member, who may attend and respond to the notice and potential fine and/or penalty as set forth more specifically in the Governing Documents. A fine and/or penalty may be imposed regardless of whether the Member attends the hearing.

In addition to fines and other penalties, the Board may, following a hearing, impose a "special purpose" assessment to recover the cost of performing or enforcing any responsibility which would otherwise be the responsibility of a Member to perform under the Governing Documents.

Fines and special purpose assessments may be recovered in any matter permitted by law.

### **Fine Policy**

The Annual Policy Statement includes a copy of the Association's Fine Policy which includes a schedule of monetary penalties for violations of the Governing Documents pursuant to Civil Code Section 5850.

### **Dispute Resolution Procedures**

California law provides a means by which Members and the Association can engage in mediation, arbitration or other forms of dispute resolution with respect to disputes arising under the Nonprofit Mutual Benefit Corporation Law (Part 3 commencing with Section 7110) of Division 2 of Title 1 of the Corporations Code), enforcement of the Governing Documents and the Davis-Stirling Common Interest Development Act. Generally, Civil Code Section 5965 requires parties to request mediation or arbitration before filing a lawsuit to enforce the governing documents with certain exceptions. Mediation, arbitration and other techniques other than litigation intended to resolve disputes are referred to as alternative dispute resolution ("ADR"). ADR involves use of a neutral party to assist the parties in resolving a dispute without litigation. If litigation results, the prevailing party is entitled to an award of reasonable attorney fees and costs.

California law requires a common interest development to make the following disclosure:

Failure of a member of the association to comply with the alternative dispute resolution requirements of Section 5930 of the Civil Code may result in the loss of the member's right to sue the association or another member of the association regarding enforcement of the governing documents or the applicable law.

Civil Code Section 5920 also requires a common interest development to describe its internal dispute resolution procedure. That procedure, unless another is adopted, is as follows:

(a) Fair, reasonable, and expeditious

(b) Either party to a dispute within the scope of this article 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 the 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 agreement is ratified by the board of directors.

(d) A member of the Association may not be charged a fee to participate in the process.

### **Overnight Payment of Assessments**

The Annual Policy Statement includes a "How to Pay My Assessment" flyer which provides the mailing address for overnight payment of assessments pursuant to Civil Code Section 5655.

### **Architectural Guidelines & Procedures**

The Annual Policy Statement includes a summary of the Association's requirements for approval of a physical change to property, describing the types of changes that require Association approval and including a copy of the procedure used to review and approve (or disapprove) a proposed change. An Architectural Application is also attached.

## **FHA Certification Disclosure**

California law (Civil Code Section 5300(b)) requires the following statement describing the status of the common interest development as a Federal Housing Administration (FHA)-approved condominium project pursuant to FHA guidelines, including whether the common interest development is an FHA-approved condominium project. The statement shall be in at least 10-point font on a separate piece of paper and in the following form:

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 certified by the Federal Housing Administration.

For current information on whether or not a common interest development is certified by the Federal Housing Administration, please visit the following website:

<https://entp.hud.gov/idapp/html/condlook.cfm>

## **VA Certification Disclosure**

California law (Civil Code Section 5300(b)) requires the following statement describing the status of the common interest development as a federal Department of Veterans Affairs (VA)-approved condominium project pursuant to VA guidelines, including whether the common interest development is a VA-approved condominium project. The statement shall be in at least 10-point font on a separate piece of paper and in the following form:

Certification by the federal Department of Veterans Affairs 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 certified by the federal Department of Veterans Affairs.

For current information on whether or not a common interest development is certified by the federal Department of Veterans Affairs, please visit the following website:

<https://vip.vba.va.gov/portal/VBAH/Home>

## Executive Summary - Woodlake Association - ID # 19087

Information to complete this Update without Site Visit Study was gathered through research with the client as well as from the previous report. In addition, we may also have obtained information by contacting any vendors and/or contractors that have worked on the property recently. To the best of our knowledge, the conclusions and recommendations of this report are considered reliable and accurate insofar as the information obtained from these sources.

<b>Projected Starting Balance as of 8/1/2026</b>	<b>\$8,624,364</b>
<b>Ideal Reserve Balance as of 8/1/2026</b>	<b>\$17,308,133</b>
<b>Percent Funded as of 8/1/2026</b>	<b>50%</b>
<b>Recommended Reserve Contribution (per month)</b>	<b>\$150,000</b>
<b>Recommended Special Assessment (FY 2027)</b>	<b>\$0</b>

### Property Details

The Woodlake Association is a 990-Unit development located in San Mateo. Original construction was completed in 1964 and converted to condominium in 1987.

### Currently Programmed Projected

Projects programmed to occur this fiscal year (FY 2027) include: Clubhouse Roofing - Replace (Comp #104). Skylights (Pool House) - Replace (Comp #105). Wood Surfaces - Repaint (Comp #202). Wood Surfaces - Repair (Comp #302). Concrete/Stairs - Repair/Replace (Comp #404). Glass Entry Doors - Partial Replace (Comp #501). We have programmed an estimated \$7,053,367.50 in reserve expenditures toward the completion of these projects. (See Page(s) 24 - 32)

### Significant Reserve Projects

The association's significant reserve projects include: Metal Railing (Phase 3) - 1 Time Replacement (Comp #606). Balconies - Priority I - Repairs (5/2026) (Comp #610). Plumbing - Repairs (Comp #2002). Stucco Siding - Repaint (Comp #201). The fiscal significance of these components is approximately 34%, 11%, 7% and 4% respectively. A component's significance is calculated by dividing its replacement cost by its useful life. In this way, not only is a component's replacement cost considered but also the frequency of occurrence. These components most significantly contribute to the total monthly reserve contribution. As these components have a high level of fiscal significance the association should properly maintain them to ensure they reach their full useful lives. (See Page(s) 15) - 19

### Reserve Funding

In comparing the projected starting reserve balance of \$8,624,364.35 versus the ideal reserve balance of \$17,308,133.34 we find the association's reserve fund to be approximately 50% funded. This indicates a fair reserve fund position. In order to continue to strengthen the account fund, we suggest adopting a monthly reserve contribution of \$150,000.00 (\$151.52/unit) per month. If the contribution falls below this rate, then the reserve fund may fall into a situation where special assessments, deferred maintenance, and lower property values are likely at some point in the future.

### Starting Reserve Balance

We have estimated the starting reserve balance by taking the actual reserve balance of \$8,618,245.85 per the 4/30/2025 balance provided by the client and adding two months of reserve contributions of \$150,000/month. From this amount we have subtracted \$293,880.50 in remaining reserve items to be expensed this year (FY 2025). Therefore, we have estimated a starting reserve balance at 1/1/2026 of approximately \$8,624,365.35.

# Funding Summary

## Beginning Assumptions

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# of units	990
Fiscal Year End	7/31
Projected Starting Reserve Balance	\$8,624,364
Ideal Starting Reserve Balance	\$17,308,133

## Economic Assumptions

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Current Inflation Rate	4.00%
Reported After-Tax Interest Rate	1.00%

## Current Reserve Status

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Current Balance as a % of Ideal Balance	50%
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## Recommendations

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Recommended Special Assessment (FY 2027)	\$0
Recommended Monthly Reserve Contribution	\$150,000
Per Unit	\$151.52
Future Annual Increases	7.25%
For number of years:	8
Increases thereafter:	2.50%

## Component Funding Information

ID	Component Name	UL	RUL	Quantity	Average Current Cost	Ideal Balance	Current Fund Balance	Monthly
<b>Building Exteriors</b>								
101	Flat Roof - Replace (Bldgs A-F)	25	16	Approx 360,000 Square ft.	\$1,683,000	\$605,880	\$0	\$4,437.61
102	Flat Roof - Replace (Townhouses)	25	19	Approx 61,000 Square ft.	\$315,675	\$75,762	\$0	\$832.35
104	Clubhouse Roofing - Replace	30	0	Approx 11,000 Square ft.	\$56,925	\$56,925	\$56,925	\$125.08
105	Skylights (Pool House) - Replace	30	0	(2) 4x4 Skylights	\$1,875	\$1,875	\$1,875	\$4.12
201	Stucco Siding - Repaint	12	4	Approx 362,000 Square ft.	\$1,221,750	\$814,500	\$0	\$6,711.30
202	Wood Surfaces - Repaint	6	0	Allowance	\$362,500	\$362,500	\$362,500	\$3,982.56
301	Stucco Siding - Repair	12	4	Allowance	\$155,000	\$103,333	\$0	\$851.44
302	Wood Surfaces - Repair	6	0	Allowance	\$157,500	\$157,500	\$157,500	\$1,730.35
501	Glass Entry Doors - Partial Replace	10	0	Allowance	\$15,625	\$15,625	\$15,625	\$103.00
502	Utility Doors - Partial Replace	5	1	Allowance	\$6,250	\$5,000	\$5,000	\$82.40
504	Roof Access Doors - Partial Replace	1	0	(22) Metal Doors	\$8,825	\$8,825	\$8,825	\$581.73
506	Phone Entry Panels - Replace	20	0	(22) Panels	\$91,300	\$91,300	\$91,300	\$300.92
508	Stairwells - Clean	5	4	Allowance	\$26,000	\$5,200	\$0	\$342.77
601	Penthouse Decking - Replace	25	16	Approx 5,760 Square ft	\$119,800	\$43,128	\$0	\$315.88
602	Clubhouse Balcony (Phase 1) - Repair/Replace (33%)	25	13	Approx 2,700 Square ft.	\$115,825	\$55,596	\$0	\$305.40
603	Clubhouse Balcony (Phase 2) - Repair/Replace (33%)	25	19	Approx 2,700 Square ft.	\$156,813	\$37,635	\$0	\$413.47
604	Clubhouse Balcony (Phase 3) - Repair/Replace (33%)	25	0	Approx 2,700 Square ft.	\$156,813	\$156,813	\$156,813	\$413.47
605	Clubhouse Atrium Decking - Replace	30	0	Approx 440 Square ft.	\$13,700	\$13,700	\$13,700	\$30.10
606	Metal Railing (Phase 2) - 1 Time Replacement	1TE	0	Approx 14,000 Linear ft.	\$1,561,000	\$1,561,000	\$1,561,000	\$0.00
606	Metal Railing (Phase 3) - 1 Time Replacement	1TE	1	Approx 14,000 Linear ft.	\$1,561,000	\$780,500	\$313,124	\$51,449.15
607	Stairwells - 1 Time Railing Remediation (Phase 2)	1TE	0	(15) Stairwells	\$117,000	\$117,000	\$117,000	\$0.00
607	Stairwells - 1 Time Railing Remediation (Phase 2)	1TE	1	(17) Stairwells	\$132,600	\$66,300	\$66,300	\$4,370.38
608	Stairwells - 1 Time Structural Remediation (Completed)	N/A	0	Allowance	\$0	\$0	\$0	\$0.00
609	Podium Decks - Waterproof (Phase 1)	40	1	(2) Podiums	\$1,040,000	\$1,014,000	\$1,014,000	\$1,713.87
609	Podium Decks - Waterproof (Phase 2)	40	4	(2) Podiums	\$1,040,000	\$936,000	\$0	\$1,713.87
609	Podium Decks - Waterproof (Phase 3)	40	7	(2) Podiums	\$1,040,000	\$858,000	\$0	\$1,713.87
610	Balconies - Priority I - Repairs (5/2026)	9	0	Allowance	\$2,168,530	\$2,168,530	\$2,168,530	\$15,882.84

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## Component Funding Information

ID	Component Name	UL	RUL	Quantity	Average Current Cost	Ideal Balance	Current Fund Balance	Monthly
610	Balconies - Repair/Replacement	40	39	Allowance	\$522,500	\$13,063	\$0	\$861.06
610	Balconies - SB326 Inspections (Phase 1)	9	7	Allowance	\$125,500	\$27,889	\$0	\$919.19
610	Balconies - SB326 Inspections (Phase 2)	9	8	Allowance	\$145,750	\$16,194	\$0	\$1,067.51
1507	Indoor/Outdoor Carpet - Replace	5	1	Approx 290 Square yds.	\$13,925	\$11,140	\$11,140	\$183.58
<b>Subtotals:</b>					<b>\$14,132,980</b>	<b>\$10,180,713</b>	<b>\$6,121,156</b>	<b>\$101,439</b>
<b>Mechanical</b>								
701	Boilers - Replace (Phase 1)	25	23	(2) Boilers	\$113,375	\$9,070	\$0	\$298.94
701	Boilers - Replace (Phase 2)	25	24	(2) Boilers	\$116,775	\$4,671	\$0	\$307.90
701	Boilers - Replace (Phase 3)	25	0	(2) Boilers	\$120,275	\$120,275	\$120,275	\$317.13
701	Boilers - Replace (Phase 4)	25	1	(2) Boilers	\$123,875	\$118,920	\$118,920	\$326.62
701	Boilers - Replace (Phase 5)	25	2	(2) Boilers	\$127,588	\$117,381	\$0	\$336.41
702	Boiler Pumps/Motors - Replace	10	0	(6) Pumps/Motors	\$7,800	\$7,800	\$7,800	\$51.42
703	Water Heater - Replace	20	15	(1) MVS	\$39,520	\$9,880	\$0	\$130.25
704	Water Tanks - Replace	10	8	(12) Tanks	\$24,963	\$4,993	\$0	\$164.55
705	HVAC - Replace	15	1	(7) Bryant Units	\$25,725	\$24,010	\$24,010	\$113.05
706	HVAC - Replace	20	7	(2) Reznor Units	\$42,000	\$27,300	\$0	\$138.43
707	HVAC - Replace	20	13	(20) Reznor Units	\$420,000	\$147,000	\$0	\$1,384.28
708	Exhaust Fans - Partial Replace	5	1	Allowance	\$5,225	\$4,180	\$4,180	\$68.88
709	Elevator Jacks - Replace	30	10	(23) Jacks	\$1,426,000	\$950,667	\$0	\$3,133.31
710	Elevator Pumps - Replace	20	0	(23) Pumps	\$956,800	\$956,800	\$956,800	\$3,153.53
711	Elevator Door Packages - Replace	30	0	(6) Door Systems	\$141,000	\$141,000	\$141,000	\$309.82
711	Elevator Door Packages - Replace (Completed)	30	21	(17) Door Systems	\$399,500	\$119,850	\$0	\$877.81
712	Elevator Cabs Buttons - Replace	30	26	(17) Elevator Cabs	\$187,425	\$24,990	\$0	\$411.82
712	Elevator Cabs Buttons - Replace (Completed)	30	21	(6) Elevator Cabs	\$66,150	\$19,845	\$0	\$145.35
713	Trash Compactor - Replace	20	3	(1) Compactor	\$56,593	\$48,104	\$0	\$186.52
715	EV Charging Stations - Replace	10	3	Allowance	\$33,485	\$23,440	\$0	\$220.73
2002	Plumbing - Repairs	1	0	Allowance	\$156,050	\$156,050	\$156,050	\$10,286.53
<b>Subtotals:</b>					<b>\$4,590,123</b>	<b>\$3,036,224</b>	<b>\$1,529,035</b>	<b>\$22,363</b>
<b>Fencing</b>								
1001	Wood Fencing - Replace	20	3	Approx 250 Linear ft.	\$20,875	\$17,744	\$0	\$68.80
1002	Wood Privacy Fencing - Partial Replace	5	4	Allowance	\$52,000	\$10,400	\$0	\$685.55
1003	Pedestrian Gates - Replace	25	9	(10) Metal Gates	\$10,413	\$6,664	\$0	\$27.45

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## Component Funding Information

ID	Component Name	UL	RUL	Quantity	Average Current Cost	Ideal Balance	Current Fund Balance	Monthly
1004	Metal Pool Fencing/Gates - Replace	40	29	Approx 400 Linear ft.	\$62,400	\$17,160	\$0	\$102.83
1005	Chain Link Fencing - Replace	40	13	Approx 1,400 Linear ft.	\$32,763	\$22,115	\$0	\$53.99
1006	Tennis Court Fencing - Replace	40	13	Approx 900 Linear ft.	\$51,525	\$34,779	\$0	\$84.91
1007	Vehicle Gate - Replace	40	20	(1) Metal Gate	\$5,200	\$2,600	\$0	\$8.57
<b>Subtotals:</b>					<b>\$235,175</b>	<b>\$111,462</b>	<b>\$0</b>	<b>\$1,032</b>
<b>Recreation</b>								
1101	Main Pool - Resurface	12	3	Approx 4,500 Square ft.	\$168,750	\$126,563	\$0	\$926.97
1102	Small Pools - Resurface	12	4	Approx 750 Square ft.	\$28,125	\$18,750	\$0	\$154.50
1103	Spa - Resurface	12	10	(1) 14' Dia.	\$29,000	\$4,833	\$0	\$159.30
1104	Main Pool Tile/Coping - Replace	24	3	(1) Pool	\$105,000	\$91,875	\$0	\$288.39
1104	Spa Tile/Coping - Replace	24	22	(1) Spa	\$25,000	\$2,083	\$0	\$68.66
1105	Small Pools Tile/Coping - Replace	24	4	Approx 520 Linear ft.	\$38,750	\$32,292	\$0	\$106.43
1106	Main Pool Boiler - Replace	15	10	(1) Riello	\$81,135	\$27,045	\$0	\$356.55
1107	Small Pool Heaters - Replace	15	13	(5) Raypak heaters	\$21,000	\$2,800	\$0	\$92.29
1108	Spa Heater - Replace	15	13	(1) Raypak	\$10,360	\$1,381	\$0	\$45.53
1109	Pool/Spa Filters - Replace	15	13	(10) Pentair Triton II	\$27,075	\$3,610	\$0	\$118.98
1110	Pool/Spa Pumps - Replace	10	8	(6) Pumps/Motors	\$7,488	\$1,498	\$0	\$49.36
1111	Pool/Spa Chlorinators - Replace	8	6	(7) Chlorinators	\$7,300	\$1,825	\$0	\$60.15
1112	Controller - Replace	10	6	(1) Acu-Trol	\$3,125	\$1,250	\$0	\$20.60
1113	Pool Furniture - Replace	20	12	Allowance	\$26,000	\$10,400	\$0	\$85.69
1114	Handicap Lift - Replace	12	3	(1) Lift	\$7,020	\$5,265	\$0	\$38.56
1115	Pool Deck Pavers - Repair/Replace	40	3	Allowance	\$156,000	\$144,300	\$0	\$257.08
1116	Pool Shower - Replace (Operating Expense)	N/A	0	(1) Shower	\$0	\$0	\$0	\$0.00
1117	Pool Trellis - Replace	50	48	Allowance	\$55,125	\$2,205	\$0	\$72.67
1201	Tennis Court - Repair/Resurface	5	3	Approx 23,000 Square ft.	\$29,388	\$11,755	\$0	\$387.43
1202	Tennis Court - Replace	40	10	Approx 23,000 Square ft.	\$460,000	\$345,000	\$0	\$758.06
1203	Tennis Court Windscreen/Nets - Update	10	8	Allowance	\$4,250	\$850	\$0	\$28.02
1205	Sports Court - Refinish	10	8	Approx 800 Square ft.	\$4,163	\$833	\$0	\$27.44
1301	Play Structures - Replace	20	14	See General Notes	\$20,800	\$6,240	\$0	\$68.55
1302	Play Structure Base - Replenish	5	2	Approx 700 Square ft.	\$3,638	\$2,183	\$0	\$47.96
1303	Wood Retaining Wall - Replace	20	8	Approx 200 Square ft.	\$6,250	\$3,750	\$0	\$20.60
1304	Putting Green - Maintain (Operating Expense)	N/A	0	(1) Putting Green	\$0	\$0	\$0	\$0.00
1305	Drinking Fountains - Replace	20	3	(4) Drinking Fountains	\$5,850	\$4,973	\$0	\$19.28

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## Component Funding Information

ID	Component Name	UL	RUL	Quantity	Average Current Cost	Ideal Balance	Current Fund Balance	Monthly
1306	Foot Bridge - Repair/Replace	20	1	(1) Metal Frame w/ Wood Deck	\$4,200	\$3,990	\$3,990	\$13.84
1307	Benches - Partial Replace	5	3	Allowance	\$2,613	\$1,045	\$0	\$34.44
1308	Trash Receptacles - Replace (Operating Expense)	N/A	0	Moderate Amount	\$0	\$0	\$0	\$0.00
1309	Pet Stations - Replace (Operating Expense)	N/A	0	(10) Stations	\$0	\$0	\$0	\$0.00
1407	Clubhouse Kitchen - Remodel	20	3	(1) Kitchen	\$40,000	\$34,000	\$0	\$131.84
1408	Clubhouse Furnishings - Replace	15	4	Allowance	\$29,500	\$21,633	\$0	\$129.64
1409	Fitness Equipment - Replace	20	3	See General Notes	\$62,400	\$53,040	\$0	\$205.66
1410	Cardio Equipment - Replace	7	2	See General Notes	\$83,200	\$59,429	\$0	\$783.48
1411	Sauna Room - Refinish	30	2	(2) Saunas	\$13,550	\$12,647	\$0	\$29.77
1412	Sauna Heater - Replace	20	10	(2) Heaters	\$4,163	\$2,081	\$0	\$13.72
1413	Clubhouse Restrooms - Refurbish	20	3	(2) Restrooms	\$57,200	\$48,620	\$0	\$188.53
1414	Men's Locker/Shower Room - Remodel	25	18	Allowance	\$104,250	\$29,190	\$0	\$274.88
1416	Women's Locker/Shower Room - Remodel	30	2	Allowance	\$208,250	\$194,367	\$0	\$457.58
<b>Subtotals:</b>					<b>\$1,939,915</b>	<b>\$1,313,599</b>	<b>\$3,990</b>	<b>\$6,522</b>
<b>Building Interiors</b>								
210	Interior Surfaces - Repaint	10	3	Approx 320,000 Square ft.	\$124,800	\$87,360	\$0	\$822.66
211	Interior Lobby Surfaces - Repaint	10	3	(6) Lobbies	\$15,675	\$10,973	\$0	\$103.33
901	Fire Protection Panels - Replace	25	17	(6) Panels	\$182,025	\$58,248	\$0	\$479.95
902	Extinguishers - Partial Replace	10	8	Allowance	\$5,205	\$1,041	\$0	\$34.31
903	Exit Signs/Lights - Replace	20	3	(264) Fixtures	\$69,300	\$58,905	\$0	\$228.41
1401	Administrative Offices - Remodel	20	18	Allowance	\$156,000	\$15,600	\$0	\$514.16
1402	Lobby Furnishings - Replace	20	4	Allowance	\$57,250	\$45,800	\$0	\$188.69
1403	Staff Restrooms - Refurbish	20	3	(6) Restrooms	\$9,450	\$8,033	\$0	\$31.15
1404	Laundry Rooms (Phase 1) - Refurbish	20	17	(15) Laundry Rooms	\$78,375	\$11,756	\$0	\$258.32
1405	Laundry Rooms (Phase 2) - Refurbish	20	18	(15) Laundry Rooms	\$78,375	\$7,838	\$0	\$258.32
1406	Laundry Rooms (Phase 3) - Refurbish	20	19	(14) Laundry Rooms	\$73,150	\$3,658	\$0	\$241.10
1415	Mailboxes - Replace	40	3	(132) Clusters	\$158,400	\$146,520	\$0	\$261.04
1420	Trash Chutes - Repair/Replace	25	21	(22) Trash Chutes	\$42,625	\$6,820	\$0	\$112.39
1501	Carpeting - Replace	10	0	Approx 7,900 Square yds.	\$493,750	\$493,750	\$493,750	\$3,254.71
1502	Tile Flooring - Replace (Not Funded)	N/A	0	Extensive Square ft.	\$0	\$0	\$0	\$0.00
1503	Hardwood Flooring - Refinish	10	2	Approx 3,500 Square ft.	\$21,875	\$17,500	\$0	\$144.20

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## Component Funding Information

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1504	Fitness Room Flooring - Replace	10	2	Approx 2,200 Square ft.	\$11,500	\$9,200	\$0	\$75.81
1601	Hallway Sconces - Replace	30	0	(200) Fixtures	\$9,350	\$9,350	\$9,350	\$20.54
1603	Wall Mount Fixtures - Replace	30	10	(872) Fixtures	\$137,338	\$91,558	\$0	\$301.77
1604	Ceiling Mount Fixtures - Replace	10	4	(20) Fixtures	\$5,250	\$3,150	\$0	\$34.61
1605	Garage Ceiling Fixtures - Replace	30	5	(875) Fixtures	\$91,875	\$76,563	\$0	\$201.87
<b>Subtotals:</b>					<b>\$1,821,568</b>	<b>\$1,163,621</b>	<b>\$503,100</b>	<b>\$7,567</b>
<b>Grounds</b>								
401	Asphalt - Major Rehab.	40	13	Approx 176,000 Square ft.	\$910,800	\$614,790	\$0	\$1,500.96
402	Asphalt - Preventive Maintenance	5	2	Approx 176,000 Square ft.	\$73,038	\$43,823	\$0	\$962.90
403	Asphalt Path - Repair/Seal Coat	5	2	Allowance	\$7,285	\$4,371	\$0	\$96.04
404	Concrete/Stairs - Repair/Replace	5	0	Stairs, sidewalks, curbing, etc.	\$143,000	\$143,000	\$143,000	\$1,885.26
609	Composite Decking - Replace	30	7	Approx 1,200 Square ft.	\$25,200	\$19,320	\$0	\$55.37
801	Entry Sign - Replace	20	2	(1) Entry Sign	\$6,825	\$6,143	\$0	\$22.49
802	Signage - Replace	10	5	Allowance	\$5,225	\$2,613	\$0	\$34.44
1606	Tennis Court Lights - Replace	25	19	(16) Tennis Court Lights	\$38,400	\$9,216	\$0	\$101.25
1607	Outdoor Lighting (Phase 1) - Replace	25	20	See General Notes	\$208,750	\$41,750	\$0	\$550.42
1608	Outdoor Lighting (Phase 2) - Replace	25	0	See General Notes	\$208,750	\$208,750	\$208,750	\$550.42
1609	Outdoor Lighting (Phase 3) - Replace	25	2	See General Notes	\$208,750	\$192,050	\$0	\$550.42
1690	Landscape Lighting - Replace	25	3	(30) Assorted Fixtures	\$73,125	\$64,350	\$0	\$192.81
1701	Irrigation System - Repair	5	3	Allowance	\$27,500	\$11,000	\$0	\$362.55
1702	Irrigation Controllers - Partial Replace	4	2	Allowance	\$3,375	\$1,688	\$0	\$55.62
1706	Backflow Devices - Replace	25	3	(8) Backflow Devices	\$17,000	\$14,960	\$0	\$44.82
1801	Landscaping/Trees - Renovate	2	0	Allowance	\$105,000	\$105,000	\$105,000	\$3,460.70
1901	Utility Vehicles - Partial Replace	3	1	Allowance	\$15,500	\$10,333	\$10,333	\$340.58
<b>Subtotals:</b>					<b>\$2,077,523</b>	<b>\$1,493,155</b>	<b>\$467,083</b>	<b>\$10,767</b>
<b>Lake</b>								
2201	Lake De-Silting - Perform	20	18	Allowance	\$93,600	\$9,360	\$0	\$308.50
<b>Subtotals:</b>					<b>\$93,600</b>	<b>\$9,360</b>	<b>\$0</b>	<b>\$308</b>
<b>Grand Total:</b>					<b>\$24,890,883</b>	<b>\$17,308,133</b>	<b>\$8,624,364</b>	<b>\$150,000</b>

**Current Fund Balance as a percentage of Ideal Balance: 50%**

# Assessment and Reserve Funding Disclosure Summary

## For the Fiscal Year Ending 7/31/2027

California Civil Code Section 5570

### Woodlake Association

(1) The assessment per ownership interest is Variable per month. Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on page 6 of the attached summary.

(2) Additional regular or special 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:

Date assessment will be due	Amount per ownership interest per month or year (If assessments are variable, see note immediately below)	Purpose of the Assessment
N/A	N/A	N/A

Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found on page 6 of the attached report.

(3) Based upon the most recent reserve study and other information available to the board of directors, will currently projected reserve account balances 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  No

(4) If the answer to (3) is no, what additional assessments or other contributions to reserves would be necessary to ensure that sufficient reserve funds will be available each year during the next 30 years that have not yet been approved by the board or the members?

Approximate date assessment will be due	Amount per ownership interest per month or year
N/A	N/A

(5) All major components are included in the reserve study and are included in its calculations.

(6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570, the estimated amount required in the reserve fund at the end of the current fiscal year (FY 2026) is \$17,308,133, based in whole or in part on the last reserve study or update prepared by Applied Reserve Analysis as of Jun 9, 2025. The projected reserve fund cash balance at the end of the current fiscal year (FY 2026) is \$8,624,364, resulting in reserves being 50% funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required reserve amount is \$ N/A . (See attached explanation if applicable)

(7) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is \$ (See Chart Below) , and the projected reserve fund cash balance in each of those years, taking into account only assessments already approved and other known revenues, is \$ (See Chart Below) , leaving the reserve at \$ (See Chart Below) percent funding. If the reserve funding plan approved by the association is implemented, the projected reserve fund cash balance in each of those years will be \$ (See Chart Below) , leaving the reserve at (See Chart Below), percent funding. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 1.000% percent per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 4.000% percent per year.

End of Fiscal Year	Projected End Balance (Per Reserve Study)	Projected Ideal Balance (Per Reserve Study)	Projected Percent Funded (Per Reserve Study)	Projected End Balance (Approved Funding Plan)	Percent Funded (Approved Funding Plan)
2027	\$3,431,249	\$13,031,526	26%	\$3,431,249	26%
2028	\$2,172,856	\$11,752,543	18%	\$2,041,700	17%
2029	\$3,146,393	\$12,661,342	25%	\$2,742,100	22%
2030	\$3,821,016	\$13,195,229	29%	\$2,989,980	23%
2031	\$2,797,441	\$11,885,586	24%	\$1,373,574	12%

Note: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change.

For the purposes of preparing a summary pursuant to this section:

- (1) "Estimated remaining useful life" means the time reasonably calculated to remain before a major component will require replacement.
- (2) "Major component" has the meaning used in Section 5300. Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.
- (3) The form set out in subdivision (a) shall accompany each annual budget report or summary thereof that is delivered pursuant to Section 5300. The form may be supplemented or modified to clarify the information delivered, so long as the minimum information set out in subdivision (a) is provided.
- (4) For the purpose of the report and summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. This shall not be construed to require the board to fund reserves in accordance with this calculation.
- (5) The board has not determined to defer or not undertake repairs or replacement of any major component with a remaining life of 30 years or less.
- (6) The board has not determined or anticipates that the levy of one or more special assessments will be required to repair, replace, or restore any major component or to provide adequate reserve to fund same.
- (7) The board intends to fund the reserves to repair or replace major components via a regular monthly reserve assessment.
- (8) The current deficiency in reserve funding expressed on a per unit basis is \$8,771.48.



INSURANCE DISCLOSURE
Woodlake Association
May 2025

Property Insurance

Carrier: Lexington Insurance Company
Policy #: ARM00070925
Policy Term: May 30, 2025 to May 30, 2026
LIMIT: Special Form, Replacement Cost, Limit is currently \$330,645,456
Deductible: \$50,000

Excess Liability Insurance

Carrier: Federal Insurance Company
Policy #: G75076812
Policy Term: March 1, 2025 to May 30, 2026
LIMIT: \$50,000,000 Per Occurrence
\$50,000,000 Annual Aggregate

Excess Property Insurance

Carrier: Chubb Bermuda Insurance Ltd
Policy #: WODLKAS02656P
Policy Term: March 1, 2025 to May 30, 2026
LIMIT: \$287,517,000 excess of \$330,645,456
Deductible: N/A

Fidelity Insurance

Carrier: Hanover Insurance Company
Policy #: BDFJ97544300
Policy Term: March 1, 2025 to May 30, 2026
LIMIT: \$10,000,000
Computer Fraud Limit: \$10,000,000
Funds Transfer Fraud Limit: \$10,000,000
Deductible: \$25,000

General Liability Insurance

Carrier: Associated Industries Insurance Co., Inc
Policy #: AES124594100
Policy Term: March 1, 2025 to May 30, 2026
LIMIT: \$1,000,000 Per Occurrence
\$2,000,000 Aggregate
Deductible: None

Workers' Compensation

Carrier: Republic Indemnity Co of America
Policy #: 18478713
Policy Term: March 1, 2025 to March 1, 2026
LIMIT: Statutory

Director's & Officer's Liability Insurance

Carrier: Greenwich Insurance Company
Policy #: PDO7501548
Policy Term: March 1, 2025 to May 30, 2026
LIMIT: \$1,000,000 Per Occurrence
\$1,000,000 Annual Aggregate
Deductible \$15,000

\*\*IMPORTANT NOTICE\*\*

Your personal property and personal liability are NOT COVERED under the Homeowners' Association Master Insurance Policy! An HO6 Policy may be required.

This summary of the association's policies of insurance provides only certain information, as required by subdivision (f) of Section 1365 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and provision of reasonable notice, review the association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the association maintains the policies of insurance specified in this summary, the association's policies of insurance may not cover your property, including personal property or, real property improvements to or around your dwelling, 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.





## Process for Obtaining Certificates of Insurance

Certificates of Insurance need to be ordered by email or fax. The specific email address is [HOAcerts@epicbrokers.com](mailto:HOAcerts@epicbrokers.com). The fax number that may be used is 415-369-9605. Please provide the specific address, name of owner or borrower, lender to be named and loan number.

If this is an annual renewal certificate requested, please note in your email or fax. If this is a new loan, there is a \$75 fee for adding the mortgagee. If the request is a rush certificate on a new loan, the charge may be \$150.

Once you've requested the documents, please allow 24-48 hours for processing.

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

## Your EPIC Account Team & Contact Information

**George Descalso**  
**Principal**  
 650-295-4604  
 george.descalso@epicbrokers.com  
**Overall Account Management**

**Nancy Holloway**  
**Senior Account Manager**  
 916-358-8014  
 nancy.holloway@epicbrokers.com  
**Daily Account Management**

**Patricia Burdock**  
**Account Assistant**  
 925-244-7731  
 Patricia.burdock@epicbrokers.com  
**Daily Account Management**

**Certificate Technician**  
 hoacerts@epicbrokers.com  
 Fax: 415-369-9605  
**Certificate Requests**

**Frank Martinez**  
**Claims Manager**  
 559-451-3212  
 Frank.martinez@epicbrokers.com  
**Property & Casualty Claims**

<b>General Contact Information</b>	
Main Number .....	925-244-7700
Main Toll Free Number .....	866-702-3742
Fax Number .....	925-901-0244
Certificates Fax .....	415-369-9605
Claims Toll Free Number.....	866-702-3742
Private Client Number .....	866-722-2526
Employee Benefits Toll Free Number .....	866-702-3742

Order: GHSYBW8GK  
 Address: 801 N Humboldt St Apt 314

## NOTICE OF ASSESSMENTS AND FORECLOSURE

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

### ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure, or without court action, often referred to as nonjudicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or nonjudicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or nonjudicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or nonjudicial foreclosure, the association records a lien on the owner's property. The owner's property may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive)

In a judicial or nonjudicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common area 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 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)

Order: GHSYBW8GK

Address: 801 N Humboldt St Apt 314

Order Date: 09-09-2025

Document not for resale

HomeWiseDocs

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, the owner 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)

The board 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)

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

**WOODLAKE ASSOCIATION  
ASSESSMENT LIEN ENFORCEMENT AND COLLECTION  
STATEMENT (CIVIL CODE 5310(a)(7))**

This statement is provided pursuant to Civil Code §5310(a)(7), which requires that community associations provide their members with a statement describing the association's policies and practices in enforcing lien rights or other legal remedies for default in the payment of assessments.

**1. Assessment Due Dates: Assessment Delinquent Dates**

The board has established that each regular assessment installment becomes due on the fifth day of each month. All other assessments, including special assessments, are due on the dates specified by the board. Regular and special assessments levied pursuant to the governing documents are delinquent 15 days after they become due. It is each owner's responsibility to timely pay each assessment in full when due regardless of whether a statement is sent or received. If a special assessment is payable in installments and any installment payment of that special assessment is over 60 days delinquent, all installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due.

**2. Recovery of Sums From Owner After An Assessment Becomes Delinquent**

Once an assessment becomes delinquent, Woodlake Association is entitled pursuant to the Davis-Stirling Act and the governing documents to recover the following sums from the owner:

- a. The amount of the delinquent assessment;
- b. Reasonable costs incurred to collect the assessment (including reasonable attorney fees);
- c. A late charge not exceeding 5 percent of the amount of the delinquent assessment or \$5.00, whichever is greater; and
- d. Interest on all sums imposed in accordance with Civil Code section 1366, including the delinquent assessments, reasonable fees and costs of collection, and reasonable attorney's fees, at an annual interest rate not to exceed 12 percent, commencing 30 days after the assessment becomes due.

**3. Assessments and Certain Monetary Charges Imposed By Woodlake Are Personal Debts of the Owner and May Also Become Liens Against the Owner's Separate Interest Enforceable by Sale of the Owner's Separate Interest.**

- A. Regular and special assessments, together with late charges, reasonable fees and costs of collection, reasonable attorney fees, if any, and interest, if any,**

determined in accordance with Civil Code §5650, are a debt of the owner of the separate interest at the time that the assessment or other sums are levied.

- B. A monetary charge imposed by the association as a means of reimbursing the association for costs incurred by the association in the repair of damage to common area and facilities caused by a member or the member's guest or tenant may become a lien against the member's separate interest enforceable by the sale of the interest under Sections 2924, 2924b, and 2924c, provided the authority to impose a lien is set forth in the governing documents.
- C. After the expiration of 30 days following the recording of a lien created pursuant to the Davis-Stirling Act and subject to the limitations therein, the lien may be enforced in any manner permitted by law, including sale by the court, sale by the trustee designated in the notice of delinquent assessment, or sale by a trustee substituted pursuant to Section 2934a. Any sale by the trustee shall be conducted in accordance with Sections 2924, 2924b, and 2924c applicable to the exercise of powers of sale in mortgages and deeds of trust. The fees of a trustee may not exceed the amounts prescribed in Sections 2924c and 2924d.
- D. A monetary penalty imposed by the Association as a disciplinary measure for failure of a member to comply with the governing instruments, except for the late payments, may not be characterized nor treated in the governing instruments as an assessment that may become a lien against the member's separate interest enforceable by the sale of the interest under Sections 2924, 2924b, and 2924c.
- E. A lien created pursuant to the Davis-Stirling Act and the governing documents shall be prior to all other liens recorded subsequent to the notice of assessment, except that the declaration may provide for the subordination thereof to any other liens and encumbrances.

#### 4. Pre-requisites To Recording A Lien For Delinquent Assessments

- A. For liens recorded on or after January 1, 2006, the decision to record a lien for delinquent assessments shall be made only by the Association board of directors and may not be delegated to an agent of the Association. The board shall approve the decision by a majority vote of the directors in an open meeting. The board shall record the vote in the minutes of that meeting.
- B. Prior to recording a lien for delinquent assessments, Woodlake Association shall offer the owner and, if so requested by the owner, participate in dispute resolution pursuant to the association's "meet and confer" program required by the Davis-Stirling Act; and
- C. At least 30 days prior to recording a lien upon the separate interest of the owner of record to collect a debt that is past due under section 5650, Woodlake Association

will notify the owner of record in writing by certified mail of the following (the Pre-Lien Notice):

(1) A general description of the collection and lien enforcement procedures of the association and the method of calculation of the amount, a statement that the owner of the separate interest has the right to inspect the association records pursuant to Civil Code Section 5205, and the following statement in 14-point boldface type, if printed, or in capital letters, if typed: "IMPORTANT NOTICE: IF YOUR SEPARATE INTEREST IS PLACED IN FORECLOSURE BECAUSE YOU ARE BEHIND IN YOUR ASSESSMENTS, IT MAY BE SOLD WITHOUT COURT ACTION."

(2) An itemized statement of the charges owed by the owner, including items on the statement which indicate the amount of any delinquent assessments, the fees and reasonable costs of collection, reasonable attorney's fees, any late charges, and interest, if any.

(3) A statement that the owner shall not be liable to pay the charges, interest, and costs of collection, if it is determined the assessment was paid on time to the Association.

(4) The right to request a meeting with the board as provided in Civil Code section 5665.

(5) The right to dispute the assessment debt by submitting a written request for dispute resolution to the Association pursuant to the association's "meet and confer" program required in Civil Code Sections 5900 et. seq.

(6) The right to request alternative dispute resolution with a neutral third party pursuant to the Civil Code Sections 5925 et. seq. before the Association may initiate foreclosure against the owner's separate interest, except that binding arbitration shall not be available if the Association intends to initiate a judicial foreclosure.

#### 5. Application of Payments Made on Account of Delinquent Assessments.

Any payments made by the owner of a separate interest at Woodlake toward the debt shall, as required in Civil Code section 5655, first be applied to the assessments owed, and, only after the assessments owed are paid in full shall the payments be applied to the fees and costs of collection, attorney's fees, late charges, or interest. When an owner makes a payment, the owner may request a receipt and the association shall provide it. The receipt shall indicate the date of payment and the person who received it.

Woodlake Association's overnight mailing address for the overnight payment of assessments is set forth in its Annual Policy Statement.

**6. Payment Plans.**

- A. An owner, other than an owner of any interest that is described in Section 11212 of the Business and Professions Code that is not otherwise exempt from this section pursuant to subdivision (a) of Section 11211.7 of the Business and Professions Code, may submit a written request to meet with the board to discuss a payment plan for the debt noticed pursuant to Civil Code Section 5660. The association shall provide the owners the standards for payment plans, if any exists.
- B. The board shall 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, unless there is no regularly scheduled board meeting within that period, in which case the board may designate a committee of one or more directors to meet with the owner.
- C. Payment plans may incorporate any assessments that accrue during the payment plan period. Additional late fees shall not accrue during the payment plan period if the owner is in compliance with the terms of the payment plan.
- D. Payment plans shall not impede an association's ability to record a lien on the owner's separate interest to secure payment of delinquent assessments.
- E. In the event of a default on any payment plan, the association may resume its efforts to collect the delinquent assessments from the time prior to entering into the payment plan.

**7. Dispute Resolution Offer Prior to Recording Lien.**

Prior to recording a lien for delinquent assessments, the association shall offer the owner and, if so requested by the owner, participate in dispute resolution pursuant to the association's "meet and confer" program required in Article 2 (commencing with Section 5900) of Chapter 10 of the Davis-Stirling Act.

**8. Creation of Lien On Owner's Separate Interest; Notice of Delinquent Assessment; Lien Release and Notice of Satisfaction**

- A. The amount of the assessment, plus any costs of collection, late charges, and interest assessed in accordance with subdivision (b) of Section 5650, shall be a lien on the owner's separate interest in the common interest development from and after the time the association causes to be recorded with the county recorder of the county in which the separate interest is located, a notice of delinquent assessment, which shall state the amount of the assessment and other sums

imposed in accordance with subdivision (b) of Section 5650, a legal description of the owner's separate interest in the common interest development against which the assessment and other sums are levied, and the name of the record owner of the separate interest in the common interest development against which the lien is imposed.

- B. The itemized statement of the charges owed by the owner shall be recorded together with the notice of delinquent assessment.
- C. In order for the lien to be enforced by nonjudicial foreclosure as provided in Sections 5700 to 5710, the notice of delinquent assessment shall state the name and address of the trustee authorized by Woodlake Association to enforce the lien by sale.
- D. In order for the lien to be enforced by nonjudicial foreclosure as provided in Sections 5700 to 5710, the notice of delinquent assessment shall state the name and address of the trustee authorized by the association to enforce the lien by sale.
- E. The notice of delinquent assessment shall be signed by the person designated in the declaration or by the Association for that purpose, or if no one is designated, by the president of the Association.
- F. A copy of the recorded notice of delinquent assessment shall be mailed by certified mail to every person whose name is shown as an owner of the separate interest in the Association's records, and the notice shall be mailed no later than 10 calendar days after recordation.
- G. Within 21 days of the payment of the sums specified in the notice of delinquent assessment, the association shall record or cause to be recorded in the office of the county recorder in which the notice of delinquent assessment is recorded a lien release or notice of rescission and provide the owner of the separate interest a copy of the lien release or notice that the delinquent assessment has been satisfied.

#### **9. Woodlake's Right to Collect Delinquent Assessments of Less Than \$1,800**

With regard delinquent regular or special assessments of an amount less than one thousand eight hundred dollars (\$1,800), not including any accelerated assessments, late charges, fees and costs of collection, attorney's fees, or interest, Woodlake Association may not attempt to collect that debt through judicial or nonjudicial foreclosure, but may attempt to collect or secure that debt in any of the following ways:

(1) By a civil action in small claims court. If Woodlake chooses to proceed by an action in small claims court, and prevails, it may enforce the judgment as permitted under the Code of Civil Procedure. The amount that may be recovered in small claims

court to collect upon a debt for delinquent assessments may not exceed the jurisdictional limits of the small claims court and shall be the sum of the following:

(A) The amount owed as of the date of filing the complaint in the small claims court proceeding.

(B) In the discretion of the court, an additional amount to that described in subparagraph (A) equal to the amount owed for the period from the date the complaint is filed until satisfaction of the judgment, which total amount may include accruing unpaid assessments and any reasonable late charges, fees and costs of collection, attorney's fees, and interest, up to the jurisdictional limits of the small claims court.

(2) By recording a lien on the owner's separate interest upon which Woodlake Association may not foreclose until the amount of the delinquent assessments secured by the lien, exclusive of any accelerated assessments, late charges, fees and costs of collection, attorney's fees, or interest, equals or exceeds one thousand eight hundred dollars (\$1,800) or the assessments secured by a lien are more than 12 months delinquent. If Woodlake Association chooses to record a lien under these provisions, prior to recording the lien, it shall offer the owner and, if so requested by the owner, participate in dispute resolution as set forth Civil Code sections 5900 et. seq.

(3) Any other manner provided by law, except for judicial or nonjudicial foreclosure.

**10. Woodlake's Right to Collect Delinquent Assessments of \$1800 or More or Assessments Which Are More Than 12 Months Delinquent by Judicial or Non Judicial Foreclosure**

A. With regard to delinquent regular or special assessments of one thousand eight hundred dollars (\$1,800) or more, not including any accelerated assessments, late charges, fees and costs of collection, attorney's fees, or interest, or any assessments secured by a lien that are more than 12 months delinquent, Woodlake Association may use judicial or nonjudicial foreclosure, subject to the following conditions:

(1) Prior to initiating a foreclosure on an owner's separate interest, Woodlake Association shall offer the owner and, if so requested by the owner, participate in dispute resolution pursuant to the association's "meet and confer" program required in Civil Code Section 5900 et. seq. or alternative dispute resolution as set forth in Civil Code section 5925 et. seq. The decision to pursue dispute resolution or a particular type of alternative dispute resolution shall be the choice of the owner, except that binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

**(2) The decision to initiate foreclosure of a lien for delinquent assessments that has been validly recorded shall be made only by Woodlake Association's board of directors and may not be delegated to an agent of the Association. The board shall approve the decision by a majority vote of the board members in an executive session. The board shall record the vote in the minutes of the next meeting of the board open to all members. The board shall maintain the confidentiality of the owner or owners of the separate interest by identifying the matter in the minutes by the parcel number of the property, rather than the name of the owner or owners. A board vote to approve foreclosure of a lien shall take place at least 30 days prior to any public sale.**

**(3) The board shall provide notice by personal service to an owner of a separate interest who occupies the separate interest or to the owner's legal representative, if the board votes to foreclose upon the separate interest. The board shall provide written notice to an owner of a separate interest who does not occupy the separate interest by first-class mail, postage prepaid, at the most current address shown on the books of the association. In the absence of written notification by the owner to the association, the address of the owner's separate interest may be treated as the owner's mailing address.**

**(4) A nonjudicial foreclosure by Woodlake Association to collect upon a debt for delinquent assessments shall be subject to a right of redemption. The redemption period within which the separate interest may be redeemed from a foreclosure sale under this paragraph ends 90 days after the sale. In addition to the requirements of Section 2924f, a notice of sale in connection with an association's foreclosure of a separate interest in a common interest development shall include a statement that the property is being sold subject to the right of redemption created in this section.**

- B. Nonjudicial foreclosure is a very detailed process that permits the trustee identified in the Association's Notice of Delinquent Assessment to sell the liened separate interest without the necessity of filing a judicial foreclosure action in the Superior Court.**
- C. In addition to the requirements of Section 2924, the association shall serve a notice of default on the person named as the owner of the separate interest in the association's records or, if that person has designated a legal representative pursuant to this subdivision, on that legal representative. Service shall be in accordance with the manner of service of summons in Article 3 (commencing with Section 415.10) of Chapter 4 of Title 5 of Part 2 of the Code of Civil Procedure. An owner may designate a legal representative in a writing that is mailed to the association in a manner that indicates that the association has received it.**

## **11. Lien Enforcement Generally**

- A. Except as otherwise provided in this article, after the expiration of 30 days following the recording of a lien created pursuant to Section 5675, the lien may be enforced in any manner permitted by law, including sale by the court, sale by the trustee designated in the notice of delinquent assessment, or sale by a trustee substituted pursuant to Section 2934a. [Old: Civ. Code §1367.1(g)]**
- B. Nothing in Article 2 (commencing with Section 5650) of the Davis-Stirling Act or in subdivision (a) of Section 726 of the Code of Civil Procedure prohibits actions against the owner of a separate interest to recover sums for which a lien is created pursuant to Article 2 (commencing with Section 5650) or prohibits an association from taking a deed in lieu of foreclosure.**

## **12. Owner's Right to Pay Under Protest and Commence Small Claims Court Action.**

- A. If a dispute exists between the owner of a separate interest and the association regarding 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 the amount in dispute does not exceed the jurisdictional limits of the small claims court stated in Sections 116.220 and 116.221 of the Code of Civil Procedure, the owner of the separate interest may, in addition to pursuing dispute resolution pursuant to Article 3 (commencing with Section 5925) of Chapter 10, pay under protest the disputed amount and all other amounts levied, including any fees and reasonable costs of collection, reasonable attorney's fees, late charges, and interest, if any, pursuant to subdivision (b) of Section 5650, and commence an action in small claims court pursuant to Chapter 5.5 (commencing with Section 116.110) of Title 1 of the Code of Civil Procedure.**
- B. Nothing in this section shall impede an association's ability to collect delinquent assessments as provided in this article or Article 3 (commencing with Section 5700).**

## **13. Lien Recorded In Error.**

- A. If it is determined that a lien previously recorded against the separate interest was recorded in error, the party who recorded the lien shall, within 21 calendar days, record or cause to be recorded in the office of the county recorder in which the notice of delinquent assessment is recorded a lien release or notice of rescission and provide the owner of the separate interest with a declaration that the lien filing or recording was in error and a copy of the lien release or notice of rescission.**

- B. If it is determined that an association has recorded a lien for a delinquent assessment in error, the association shall promptly reverse all late charges, fees, interest, attorney's fees, costs of collection, costs imposed for the notice prescribed in Section 5660, and costs of recordation and release of the lien authorized under subdivision (b) of Section 5720, and pay all costs related to any related dispute resolution or alternative dispute resolution.

**14. Suspension of Voting Privileges for Non-Payment of Assessments.**

Woodlake's CC&R section 14.01 provides that the Board of Directors may "suspend or condition the right of an Owner to the Owner's voting privileges as an Owner" for the nonpayment of any assessment after the assessment becomes delinquent, and such suspension shall be for so long as the nonpayment of any assessment is delinquent.

**15. Notice of Owners' Right to Submit Secondary Addresses to Woodlake.**

Civil Code section 4040(b) provides that: "Upon receipt of a request by a member, pursuant to Section 5260, identifying a secondary address for delivery of notices of the following types, the association shall deliver an additional copy of those notices to the secondary address identified in the request: (1) The documents to be delivered to the member pursuant to Article 7 (commencing with Section 5300) of Chapter 6. (2) The documents to be delivered to the member pursuant to Article 2 (commencing with Section 5650) of Chapter 8, and Section 5710."

# Hearing Procedure and Fine Schedule

## HEARING PROCEDURE

1. The following hearing procedures will be used whenever the Board meets to consider an alleged violation of the governing documents which could result in disciplinary action against a Member.
  - a. *Notice of Hearing.* Notice of the hearing will be sent at least fifteen (15) days prior to the hearing and will be given either personally or by prepaid first-class mail to the most recent address shown in the Association's records. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the meeting.
  - b. *Opportunity to Be Heard.* Members have the right to send a letter, send a representative, or appear in person to present evidence as to why they should not be disciplined. Members also have the right to bring an attorney with them to advise them or to speak on their behalf. The hearing will be held in executive session.
  - c. *Failure to Appear.* In the event the Member fails to appear for a hearing, the Board will review the evidence presented and make its decision accordingly.
  - d. *Notice of Decision.* Within fifteen (15) days of the Board's decision, the Member will be given written notice of the decision.
  - e. *Conflicts of Interest.* If any member of the Board has an actual conflict of interest in the matter which is the subject of the hearing (e.g. they filed the complaint, or the complaint was filed against them) such persons must fully recuse themselves from the hearing proceedings and may not take part in or vote on the matter.
2. If the Board determines that there has been a violation of the governing documents (including but not limited to the failure to timely pay assessments, fees, and/or charges), the Board may impose any orders, remedies, penalties/fines, discipline, suspensions, and assessments which it determines in its discretion are appropriate, including but not limited to one or more of the following:
  - a. Warnings;
  - b. Monetary penalties and fines, including continuing fines;
  - c. Suspension of membership rights and privileges (including, for example, the right to vote and to use common area facilities and amenities);
  - d. Special Assessments;
  - e. Orders
  - f. Payment for any damages sustained by the Association in connection with the violation; and
  - g. Reimbursement of costs and expenses (including attorney's fees) incurred by the Association in connection with the violation.

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale

## **FINE SCHEDULE**

1. Each violation of the governing documents may result in the imposition of a fine of up to \$1000, at the discretion of the Board of Directors.
2. Continuing violations of the governing documents may result in a fine of up to \$100 per day, at the discretion of the Board of Directors.
3. If the Association retains an attorney to file a lawsuit relating to any governing document violation, the Unit Owner shall also be responsible to reimburse the Association for all of the Association's attorney's fees incurred in connection with the violation (including attorney's fees incurred before and after filing the lawsuit), as well as all litigation costs and expenses.

# How Do I Pay My Assessment?

## Online Payment Portal

You can conveniently pay through your Association's Online Homeowner Portal by going to <https://portal.commoninterest.com/>. Once logged into the Portal, you can make a one-time or recurring payment for a fixed amount, an amount within a range (for variable assessments) or your full balance. You can pay using your bank account information or a debit/credit card.

## Mailing a Check

### Mail Regular Payments To:

Your Association's Name  
C/O Banc of California  
P.O. Box 45480  
San Francisco, CA 94145-0480

### Mail Overnight Payments To:

Your Association's Name  
C/O Banc of California  
Common Interest Management Services 3023  
501 Canal Boulevard, Suite E  
Richmond, CA 94804

Your check must be made payable to the name of your Association. Include your owner account number which is listed on your statement or payment coupon.

## Your Personal Online Banking or Bill Pay System

If you use your own bank's Online Bill Pay System to pay assessments, make sure that the payee/biller name, address, and account number are accurate. The payee/biller name must be the name of your Association. You must also include your owner account number. Your owner account number can be found on your statement or payment coupon. Your online banking payment may not happen as an immediate electronic transfer of funds. Please allow 7-10 business days for mailing.

### Mail payments to:

Your Association's Name  
C/O Banc Of California  
P.O. Box 45480  
San Francisco, CA 94145-0480

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

**REQUEST FOR ANNUAL NOTICE OF ADDRESS,  
REPRESENTATIVE AND RENTAL STATUS**

Please complete this form and return it to the Association as noted below within 30 days:

1. Association Name:

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2. The full name(s) of the property owner(s):

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3. The property address within the Association:

---

4. The requested primary mailing address:

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5. Optional: An alternate or secondary mailing address:

---

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6. Optional: The name and address of your legal representative, power of attorney, or other person (if any) who can be contacted in the event of your extended absence:

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7. Is the property that you own (check one):

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Owner-occupied        | <input type="checkbox"/> Rented out  |
| <input type="checkbox"/> Developed, but vacant | <input type="checkbox"/> Undeveloped |

**NOTE: If an owner fails to provide the notices set forth above, the property address of the Owner's Separate Interest within the development shall be deemed to be the address to which notices are to be delivered.**

*The above information is requested pursuant to Civil Code §4041.*

**PLEASE RETURN THIS INFORMATION TO THE ASSOCIATION AT THE FOLLOWING ADDRESS:**

Common Interest Management Services  
12647 Alcosta Blvd. Suite, 275  
San Ramon, CA 94583

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

**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 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:

**Jennifer Jensen, Escrow Supervisor, Common Interest Management Services**

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

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>	\$57.00	
CC&Rs	Section <b>4525(a)(1)</b>	\$65.00	
Bylaws	Section <b>4525(a)(1)</b>	\$57.00	
Operating Rules	Section <b>4525(a)(1)</b>	\$57.00	
Age Restrictions, if any	Section <b>4525(a)(2)</b>		Refer to the Demand
Rental Restrictions, if any	Section <b>4525(a)(9)</b>	\$57.00	Refer to the Demand
Annual Budget Report (or summary, including Reserve Study)	Sections <b>5300 and 4525 (a)(3)</b>	\$57.00	
Assessment and Reserve Funding Disclosure Summary	Sections <b>5300 and 4525 (a)(4)</b>		Included in Budget Pkg.
Financial Statement Review	Sections <b>5305 and 4525(a)(3)</b>	\$57.00	See Comments*
Assessment Enforcement Policy	Sections <b>5310 and 4525(a)(4)</b>		Included in Budget Pkg.
Insurance Summary	Sections <b>5300 and 4525 (a)(3)</b>	\$57.00	
Regular Assessment	Section <b>4525(a)(4)</b>	\$57.00	Refer to the Demand
Special Assessment	Section <b>4525(a)(4)</b>	\$57.00	Refer to the Demand

Order: CHSYBW8CK  
 Address: 301 N Humboldt St Apt 314  
 Order Date: 09-09-2025  
 Document not for resale  
 HomeWiseDocs

Emergency Assessment	Section <b>4525(a)(4)</b>		Refer to the Demand
Other Unpaid Obligations of Seller	Sections <b>5675 and 4525(a)(4)</b>		Refer to the Demand
Approved Changes to Assessments	Sections <b>5300 and 4525(a)(4), (8)</b>		Included in Budget Pkg.
Settlement Notice Regarding Common Area Defects	Sections <b>4525(a)(6), (7) and 6100</b>		Refer to the Demand
Preliminary List of Defects	Sections <b>4525(a)(6), 6000 and 6100</b>		Refer to the Demand
Notice(s) of Violations	Sections <b>5855 and 4525(a)(5)</b>		Refer to the Demand
Required Statement of Fees	Section <b>4525</b>	\$373.00	aka the Demand
Minutes of Regular Board Meetings (conducted over the previous 12 months, if requested)	Section <b>4525(a)(10)</b>	\$115.00	
<b>Total fees for these documents:</b>		\$1,066.00	

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.

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.

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.

The buyer and seller may negotiate who pays document and disclosure fees.

Comments:

\*Financial Statement Review is also known as the Audited Annual Financial

The Management company was not paid a referral fee by HomeWiseDocs as part of this transaction.

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

## **WOODLAKE ASSOCIATION**

### **Election and Voting Rules**

**(Adopted February 19, 2025)**

These Election and Voting Rules (these "**Election Rules**") have been adopted by the Board of Directors of Woodlake Association (the "**Association**"), in accordance with applicable statutory requirements. These Election Rules are intended to comply with Sections 5100 through 5145 of the California Civil Code, as well as any successor statutes thereto, and the Association's Governing Documents, and these Election Rules shall not be amended less than ninety (90) days prior to an election. Notwithstanding anything to the contrary or any conflicts contained in the Bylaws or CC&Rs, the terms set forth in these Election Rules shall be controlling to the extent such terms are applicable with the California Civil Code.

#### **I. Definitions**

**A.** Whenever used in these Election Rules, the following capitalized terms shall have the following meanings:

1. The term "**Board**" or "**Board of Directors**" shall mean the board of directors of the Association.
2. The term "**Bylaws**" shall mean the bylaws of the Association.
3. The term "**Candidate**" shall mean a candidate for election to the Association's Board of Directors, including both incumbents and non-incumbents.
4. The term "**CC&Rs**" shall mean the Declaration of Covenants and Restrictions recorded on May 4, 1987, as Document/Instrument No. 87066483 in the official records of San Mateo County, California (as may be amended from time to time, the "CC&Rs"), applicable to the Association's common interest development.
5. The term "**Director**" shall mean a person who serves on the Board of Directors.
6. The term "**Governing Documents**" shall mean the governing documents of the Association, including, without limitation, (1) the Bylaws, (2) the CC&Rs and (3) any rules, regulations and policies adopted by the Board from time to time that apply generally to the conduct of the business and affairs of the Association.
7. The term "**General Delivery**" or "**General Notice**" shall mean the delivery of a document to a Member pursuant to the requirements of California Civil Code Section 4045.
8. The term "**Individual Delivery**" or "**Individual Notice**" shall mean the delivery of a document to a Member pursuant to the requirements of California Civil Code Section 4040.
9. The term "**Inspector**" or "**Inspector of Elections**" shall mean an independent third party acting as the inspector of elections in any Association election conducted by Secret Ballot. The term "independent" means not subject to a current contract with the Association and in no event shall it be the Association's community manager.
10. The term "**Member**" shall mean a member of the Association.

11. The term "**Secret Ballot**" shall mean a ballot used in (1) an Association election which is subject to the secret ballot voting requirements of the California Civil Code or (2) an election on any topic that is expressly identified in the Governing Documents as required to be held by secret ballot, if any. A "written Secret Ballot" is a traditional, paper-mailed ballot; an "electronic Secret Ballot" is an electronic ballot transmitted entirely by internet-based means.

**B.** Other capitalized terms used in these Election Rules shall have the same meanings given to them in the CC&Rs, unless otherwise defined herein.

## **II. Equal Access**

**A.** If any Candidate or Member advocating a point of view is provided access to Association media, newsletters, or Internet Web sites during a campaign, for purposes that are reasonably related to that election, equal access shall be provided to all Candidates and Members advocating a point of view, including those not endorsed by the Board, for purposes that are reasonably related to the election. The Association shall not edit or redact any content from communications by a Candidate or a Member, but the Association may include a statement specifying that the Candidate or Member, and not the Association, is responsible for that content; the Association shall not be responsible for the content of Candidate or Member communications, regardless of whether such a statement is included.

**B.** Access to common area meeting space, if any exists, shall be made available during a campaign, at no cost, to all Candidates, including those who are not incumbents, and to all Members advocating a point of view, including those not endorsed by the Board, for purposes reasonably related to the election. Such access, as may be applicable, shall be made available upon the request of a Candidate or Member, and shall be scheduled at a reasonable time(s) by the Board.

## **III. Qualifications for Candidates and Directors**

**A.** An individual shall not qualify as a Candidate if the individual is not a Member at the time of nomination. If title to a separate interest parcel is held by a legal entity that is not a natural person, the governing authority of that legal entity shall have the power to appoint a natural person to be a Member.

**B.** In addition to being a Member, in order to qualify as a Candidate (or serve as a Director as applicable), the following qualifications or requirements shall be applicable:

1. A Candidate or Director must be current in the payment of regular and special assessments, which are consumer debts subject to validation. This requirement shall not apply to the nonpayment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party. Further, the person shall not be disqualified for failure to be current in payment of regular and special assessments if either of the following circumstances is true:

a) The person has paid the regular or special assessment under protest pursuant to Section 5658 of the California Civil Code.

b) The person has entered into and is in compliance with a written payment plan pursuant to Section 5665 of the California Civil Code.

2. A Candidate or Director may not serve on the Board if the person, if elected, would be serving on the Board at the same time as another person who holds a joint ownership interest in the same separate interest parcel as the person and the other person is either properly nominated for the current election or an incumbent Director.

3. A Candidate or Director may not serve on the Board unless that person has been a Member for at least one (1) year prior to the nomination date.

4. A Candidate or Director may not serve on the Board if that person discloses, or if the Association is aware of or becomes aware of, a past criminal conviction that would, if the person was elected, either prevent the Association from purchasing the insurance coverage required by Section 5806 of the California Civil Code or terminate the Association's existing insurance coverage required by Section 5806 of the Civil Code.

5. To the fullest extent permitted by law, a Director may have their seat declared vacant, and the Director's seat removed, if the Director has been convicted of a felony or declared of unsound mind by a final order of a court.

### **C. Corporate Transparency Act Compliance**

The Corporate Transparency Act and any other related companion statutes or regulations, including its state counterparts (collectively, "CTA"), is federal law intended to provide the U.S. Department of the Treasury with beneficial ownership information for the purpose of detecting suspicious financial activity, such as money laundering and tax fraud, along with funding for terrorism and other misconduct, such as drug trafficking, through business corporations registered with the Secretary of State. Businesses must file a Beneficial Ownership Information Report that identifies the individuals associated with the business who exercise substantial control over the business and financial assets. This CTA applies to homeowners associations, as a "Reporting Company," and their directors known as "Beneficial Owners."

1. A Director must comply with the CTA, as applicable. Candidates are on notice that if they serve on the Board then the CTA may require submission of the Director's personal information including, but not limited to, birthdate and driver's license or passport information, along with their home address.

2. If a Director refuses to timely comply with the CTA, then the Director voluntarily consents (i) to the Association's removal of the Director for noncompliance and/or (ii) to be responsible for any governmental punishment imposed against the Association, including but not limited to any fines or criminal punishments due to the Director's noncompliance. The Association further reserves the right to pursue disciplinary enforcement and reimbursement for CTA noncompliance against the Director after a noticed hearing.

**D.** A person may not be disqualified from nomination if the person has not been provided the opportunity to engage in internal dispute resolution pursuant to the California Civil Code.

### **IV. Board Election Process**

The Board election process is explained below. Election by acclamation procedures have been inserted into the process below but are optional unless the Association intends to hold an election by acclamation. As a prerequisite requirement to an election by acclamation, the Association must have held a regular election for directors in the preceding three (3) years; this three-year time period is calculated from the date ballots were due in the last regular election to the start of voting for the proposed election.

**A. Initial Acclamation Notice.** At least five (5) months before the proposed election date, the Association shall provide at least ninety (90) days' Individual Notice before the nomination deadline stated in these Election Rules. Such notice shall contain the following:

(i) the number of Board positions that will be filled at the election;

(ii) the deadline for submitting nominations;

(iii) the procedure for submitting nominations; and

(iv) a statement stating, "If, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting."

**B. Acclamation Confirmation.** Within seven (7) business days of its receiving a timely completed Candidacy Notice (defined below), the Association shall provide a written or electronic communication receipt of the nomination to the nominator. After the Association receives a completed Candidacy Notice, the Association shall provide a separate written or electronic communication receipt of the nomination to the nominee specified in the Candidacy Notice within seven (7) business days that indicates either the nominee is (i) a qualified candidate or (ii) an unqualified candidate with the basis for the disqualification and the procedure for appeal that complies with the internal dispute resolution requirements pursuant to the California Civil Code. The Association may combine the written or electronic communications described above into a single communication if the nominator and nominee are the same. If the Association disqualifies a nominee because the candidate does not meet the candidate qualifications, the Association shall also disqualify a current director that does not meet the same qualification.

**C. Electronic Secret Ballot Opt-In/Out Notice.** At least one hundred twenty (120) days before an election, the Association shall provide Individual Notice to the Members of a list with the information required in Article IX, Section (B)(1) of the Election Rules.

**D. Call for Candidates.** The Association shall distribute to all Members a notice seeking Candidates for the Board (the "**Candidacy Notice**") at least thirty (30) days prior to the date of the deadline for return of the completed Candidacy Notice to the Association.

1. The Candidacy Notice shall provide a space for any Member interested in being a Candidate to indicate their name, separate interest address within the Association's development, mailing address (if different), other contact information and signature, a resolution by the governing authority of a legal entity authorizing a natural person to run for the Board on behalf of the legal entity (if applicable), and include a deadline for return of the completed Candidacy Notice to the Association. Any Member submitting a completed Candidacy Notice will be required to certify on the Candidacy Notice that they meet the qualifications for Candidates and Directors set forth in these Election Rules. Any Member submitting an incomplete Candidacy Notice or failing to submit a completed Candidacy Notice by the stated deadline shall not have their name included in the Secret Ballot or other voting materials for that election.

2. The Candidacy Notice shall include a space for each Candidate to submit a written statement (the "**Candidacy Statement**") reasonably related to the election, including advocating a point of view; the Board of Directors may limit the length of the Candidacy Statement or may choose, at its option, to not include a Candidacy Statement. Unless otherwise decided by the Board of Directors, a Candidacy Statement will be included with the Association's mailing of the voting materials for the election if the Candidacy Statement is provided to the Association with a completed Candidacy Notice by the stated deadline.

3. The Association shall provide General Notice (or Individual Notice, if requested by a Member) of the procedure and deadline for submitting a nomination at least thirty (30) days

before any deadline for submitting a Candidacy Notice. This requirement only applies to the elections of Directors and to recall elections.

**E. Reminder Acclamation Notice.** The Association shall provide seven (7) to thirty (30) days' notice before the Candidacy Notice deadline, reminder language containing the following, by Individual Delivery:

- (i) the number of Board positions that will be filled at the election;
- (ii) the deadline for submitting nominations;
- (iii) the procedure for submitting nominations;
- (iv) current qualified candidate name list as of the date of the reminder notice; and

(v) a statement stating, "If, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting."

**F. Board Vote for Election by Acclamation.** If by the candidacy deadline, acclamation is possible due to the number of Candidates and open Board positions and the Association has complied with the requirements for acclamation as described in these Election Rules, then the Board may vote to consider the qualified Candidates elected by acclamation at a duly noticed open general Board meeting with an agenda item that reflects the name of each qualified Candidate that will be seated by acclamation. The Board vote for election by acclamation concludes the election process. Meeting minutes should also specify the date such elected Candidates will be seated on the Board. If election by acclamation is not possible, then the next steps shall apply.

**G. Pre-Ballot Notice.** The Association shall provide General Notice (or Individual Notice if requested by a Member) of all of the following at least thirty (30) days before the ballots are distributed for elections of Directors and to recall elections:

- (i) the date and time by which, and the physical address where, ballots are to be returned by mail, handed to the Inspector(s);
- (ii) the date, time, and location of the meeting at which ballots will be counted; and
- (iii) the list of all Candidates' names that will appear on the ballot.

(iv) Additional Electronic Secret Ballot Pre-Ballot Notice Requirements, as applicable: The pre-ballot notice must include the eventual ballot transmission deadline and preliminary instructions on how to vote by electronic Secret Ballot.

**H. Ballot Distribution.** Ballots shall be distributed at least thirty (30) days before an election.

**I. Floor and Write-In Nominations.** To the fullest extent permitted by law, neither nominations from the floor nor the use of write-in candidates on Secret Ballots shall be allowed in any election of Directors.

**J. Election Date.** The election shall be conducted as described further in the relevant sections of these Election Rules

## **V. Qualifications for Voting**

**A.** Notwithstanding any other law or the Governing Documents, any Member at the time when ballots are distributed (or person with a valid, general power of attorney for a Member) may vote in all Association matters.

**B.** Record dates for determining Members entitled to receive notice of a meeting, shall be established in accordance with the Bylaws (Article III, Section 8) and Section 7611 of the California Corporations Code .

## **VI. Voting Power of Each Member**

**A.** Members shall have one (1) vote per separate interest owned, pursuant to the Bylaws (Article II, Section 2) and CC&Rs (Article III, Section 3.04).

**B.** For elections of Directors, cumulative voting will be allowed, pursuant to the Bylaws (Article IV, Section 3) . Each Member entitled to vote at any election of Directors where two (2) or more positions are to be filled shall have the right to cumulate their votes by giving one (1) Candidate a number of votes equal to the number of Directors to be elected, multiplied by the number of votes to which the Member is entitled, or by distributing the Member's votes on the same principle among as many Candidates as that Member desires.

**C.** No fractional votes are allowed in the election of Directors, or otherwise.

## **VII. Proxies**

**A.** Any Member entitled to vote may do so by proxy, in accordance with the Bylaws (Article II, Section 3) and CC&Rs (Article III, Section 3.05).

**B.** A "**proxy**" means a written authorization signed by a Member or the authorized representative of the Member that gives another Member or Members (or a person with a valid, general power of attorney for a Member) the power to vote on behalf of that Member. For purposes of this definition, "signed" means the placing of the Member's name on the proxy (whether by manual signature, typewriting, telegraphic transmission, or otherwise) by the Member or authorized representative of the Member.

**C.** Proxies shall not be construed or used in lieu of a ballot (whether a Secret Ballot or other written ballot).

**D.** The use of proxies shall meet the requirements of the Governing Documents, Section 7613 of the California Corporations Code and other provisions of law.

**E.** The Association shall not be required to prepare or distribute proxies.

**F.** Any instruction given in a proxy that directs the manner in which the proxyholder is to cast the vote must be set forth on a separate page of the proxy that can be detached and retained by the proxyholder. Neither the Association nor the Inspector will be responsible for ensuring that the proxyholder votes the votes in accordance with the Member's instructions.

**G.** A proxy may be revoked by a Member prior to the receipt of a Secret Ballot by the Inspector (or receipt of other written ballot by the Association), as described in Section 7613 of the California Corporations Code. A Member's attendance at the meeting at which the proxyholder casts, or intends to cast, the Member's vote does not automatically revoke the proxy.

## **VIII. Secret Ballot Electronic Voting**

The Association may utilize electronic Secret Ballots for any election allowed by law. When the Association holds an election with electronic Secret Ballot voting, the following requirements apply:

### **A. Basic Conditions and Requirements**

1. Electronic Secret Ballots are not permitted for special assessment elections unless otherwise permitted by law.
2. Nominations from the floor are not permitted with electronic Secret Ballots unless otherwise permitted by law.
3. Electronic Secret Ballots received shall be counted towards quorum, but a substantive vote of the Members shall not be taken on any other issues than those identified in the electronic vote.
4. The electronic Secret Ballot and any written Secret Ballot shall contain the same list of items being voted on.
5. Members voting by electronic Secret Ballot may request a physical copy of the text of the proposed amendment without charge.
6. An election may be conducted entirely by mail, electronic Secret Ballot, or a combination of both notwithstanding contrary terms in the Governing Documents.
7. There shall be a tally sheet of votes cast by electronic Secret Ballot.

### **B. Member Opt-in and Opt-Out Selection**

1. Unless a Member opts out of electronic Secret Ballot voting as described below, each Member consents to voting by electronic Secret Ballot if the Member has provided the Member's valid email address to the Association.
2. The Association must maintain a list identifying Members' electronic Secret Ballot or written Secret Ballot voting method selections.
3. A Member may change their voting preference from a written Secret Ballot to an electronic Secret Ballot, or an electronic Secret Ballot to written Secret Ballot, up until ninety (90) days before an election. At least one hundred twenty (120) days before an election, the Association shall provide Individual Notice of a list with the following:
  - a) The Member's current voting method selection;
  - b) The Member's email address used for electronic Secret Ballot voting, if applicable;
  - c) This statement or a statement substantially similar, "If you elect to vote by written Secret Ballot instead of electronic Secret Ballot voting, then you will be opted out of electronic Secret Ballot voting";
  - d) Instructions on how to opt out of electronic Secret Ballot voting; and
  - e) Electronic Secret Ballot voting opt-out deadline (which is up until ninety (90) days before an election).

4. If a Member opts out of receiving an electronic Secret Ballot or the Association does not have an email address for a Member, such Member shall receive a written Secret Ballot from the Association.

5. Any Member voting by electronic Secret Ballot must provide a valid email address and shall only receive an electronic Secret Ballot from the Association.

### **C. Additional Electronic Secret Ballot Requirements**

The ballot shall also contain instructions on the following:

1. How to access the internet-based voting system; and
2. How to vote by electronic Secret Ballot.

### **D. Additional Inspector Procedures for Elections by Electronic Secret Ballot**

1. The Inspector must ensure compliance with all of the following by providing the Member:

a) A method to authenticate the Member's identity to the internet-based voting system;

b) A method to transmit an electronic Secret Ballot to the internet-based voting system that ensures secrecy and integrity; and

c) A method to confirm, at least thirty (30) days before the voting deadline, that the Member's electronic device can successfully communicate with the internet-based voting system.

2. The Inspector must also ensure that any internet-based voting system utilized shall have the ability to accomplish the following:

a) Authentication of the Member's identity;

b) Authentication of the electronic Secret Ballot transmitted to ensure it was not altered during transmission;

c) A receipt of confirmation of the submitted electronic Secret Ballot;

d) Permanent separation of any voter authentication or identification information from the electronic Secret Ballot, rendering it impossible to connect the ballot to a specific Member; and

e) Storage and electronic Secret Ballots accessibility to elections officials or their authorized representatives for recount, inspection, and review purposes.

## **IX. Procedures for Elections by Secret Ballot**

**A.** The Association shall utilize a Secret Ballot process for elections regarding any of the following matters:

1. Assessments legally requiring a vote of the Members.
2. Election or removal of Directors.
3. Amendments to the Governing Documents.
4. The grant of exclusive use of the common area.

5. An election on any other topic that is expressly identified in the Governing Documents or the California Civil Code as required to be held by Secret Ballot.

**B.** The Association shall hold an election for a seat or seats on the Board, in accordance with these Election Rules and applicable law, at the expiration of the corresponding Director(s)' term(s) and at least once every four (4) years. The actual term length of each Director is specified in the Bylaws.

**C.** Prior to the mailing of the Secret Ballots by the Association, the Inspector shall specify a location where the sealed Secret Ballots may be mailed, or hand delivered.

**D.** Secret Ballots and as applicable, two (2) pre-addressed envelopes with instructions on how to return the Secret Ballots shall be mailed by first-class mail or delivered by the Association to every Member not less than thirty (30) days prior to the deadline for voting. The deadline for voting and the times at which the polls will open and close shall be noticed with the Secret Ballot.

**E.** In order to preserve confidentiality, a voter may not be identified by name, address, or lot, parcel, or unit number on the Secret Ballot. The Association shall use as a model those procedures used by California counties for ensuring confidentiality of vote by Secret Ballots, including all of the following for written Secret Ballots, as applicable:

1. The Secret Ballot itself is not signed by the voter but is inserted into an envelope that is sealed. This envelope is inserted into a second envelope that is sealed. In the upper left-hand corner of the second envelope, the voter shall sign the voter's name, indicate the voter's name, and indicate the address of the separate interest that entitles the voter to vote.

2. The second envelope is addressed to the Inspector or Inspectors, who will be tallying the votes. The envelope may be mailed or delivered by hand to the location specified by the Inspector or Inspectors. The Member may request a receipt for delivery.

**F.** A quorum shall be required only if so stated in the Governing Documents or as may be required by law. If a quorum is required, each Secret Ballot received by the Inspector shall be treated as a Member present at a meeting for purposes of establishing a quorum.

1. In a Board election, if the quorum requirement stated in the Governing Documents or Corporations Code § 7512 is not met, the Association may adjourn the election to a later date and the quorum shall then be the lower percentage of (i) twenty percent (20%) in accordance with the Davis-Stirling Act or (ii) the lower percentage stated in the Governing Documents, if applicable.

2. **Reduced 20% Quorum for Board Election in accordance with the Davis-Stirling Act:** If the Association will adjourn an election meeting to a later date with a 20% reduced quorum in accordance with the Davis-Stirling Act, the adjourned election date must be at least twenty (20) days later. The Association shall provide General Notice of the adjourned election meeting at least fifteen (15) days prior to the date of the adjourned meeting which shall include the (i) date, time, and location of the meeting; (ii) the list of all candidates; and (iii) a statement specifying the lower quorum percentage, that such percentage will satisfy the quorum requirements for the Board election, and that such ballots received will be counted if quorum is met.

3. **Reduced Quorum for Board Election as Stated in the Governing Documents:** If the Association will adjourn an election meeting to a later date with a reduced quorum in accordance with the Governing Documents and not with a 20% reduced quorum as permitted by the Davis-Stirling Act, the adjourned election date and notice requirements for an adjourned election meeting shall follow the requirements stated in the Governing Documents.

**G.** In an election to approve an amendment of the Governing Documents, the text of the proposed amendment shall be delivered to the Members with the Secret Ballot and Members voting by electronic Secret Ballot may request a physical copy of the text of the proposed amendment without charge.

**H.** A Member who owns multiple separate interests must submit separate sealed Secret Ballots for each separate interest owned.

**I.** Once a Secret Ballot is received by the Inspector, or transmitted electronically for electronic Secret Ballots as applicable, it shall be irrevocable. If more than one valid Secret Ballot is received for any Member's separate interest, the first Secret Ballot received will be the one counted; if it cannot be determined which Secret Ballot was the first received, the Secret Ballots will not be counted, except for the purpose of establishing quorum.

**J.** All votes shall be counted and tabulated by the Inspector or Inspectors, or the designee of the Inspector or Inspectors, in public at a properly noticed open meeting of the Board or Members. Any Candidate or other Member of the Association may witness the counting and tabulation of the votes. No person, including a Member of the Association or an employee of the Association's management company, shall open or otherwise review any Secret Ballot prior to the time and place at which the Secret Ballots are counted and tabulated; provided, however, the Inspector, or the designee of the Inspector, may verify the Member's information and signature on the outer envelope prior to the meeting at which Secret Ballots are tabulated.

**K.** Except for the meeting to count the votes required above, an election may be conducted entirely by mail, electronic Secret Ballot, or a combination of both notwithstanding contrary terms in the Governing Documents.

**L.** The sealed Secret Ballots, signed voter envelopes, voter list, proxies, candidate registration list, and tally sheet of votes cast by electronic Secret Ballot shall at all times be in the custody of the Inspector or Inspectors or at a location designated by the Inspector or Inspectors until after the tabulation of the vote, and until the time allowed by the California Civil Code for challenging the election has expired, at which time custody shall be transferred to the Association.

**M.** In the event of a tie vote among any number of Candidates in a Board election, the Association will notice a special meeting of Members and send Secret Ballots to all Members for a runoff election to break the tie. Such runoff election shall be conducted in accordance with the Secret Ballot procedures set forth herein and pursuant to the Davis-Stirling Act. No previously cast Secret Ballots or proxies from the prior election will apply or be counted in the runoff election. Notwithstanding anything contained in this paragraph, in the event of a tie vote, all newly elected Directors shall immediately begin serving their terms, and any incumbent Director whose seat was tied shall not continue to serve on the Board until a determination has been made with respect to the winner for the tied seat(s); a Candidate not already on the Board shall not be deemed elected to the Board until a winner is determined in the runoff election.

**N.** All Secret Ballots must be legible and clearly marked. If a Secret Ballot is marked to cast more votes than the maximum number of votes allowed for an election, the Secret Ballot will be used for quorum purposes only and shall not count towards the vote.

**O.** The Association shall retain, as Association election materials, both a Candidate registration list and a voter list. The Candidate list shall include the name and address of individuals nominated as a Candidate for election to the Board of Directors. The voter list shall include the name, voting power, and either the physical address of the voter's separate interest, the parcel number, or both. The mailing address for the ballot shall be listed on the voter list if it

differs from the physical address of the voter's separate interest or if only the parcel number is used. The Association shall permit members to verify the accuracy of their individual information on both lists at least thirty (30) days before the ballots are distributed. The Association or Member shall report any errors or omissions to either list to the Inspector(s) who shall make the corrections within two (2) business days.

## **X. Inspectors of Elections**

**A.** At an open session Board meeting, the Board shall select an independent third party or parties as an Inspector or Inspectors for any election by Secret Ballot; the number of Inspectors shall be one (1) or three (3). For Board elections, the Inspector should be selected before the pre-ballot notice is distributed. For other elections, the Inspector should be selected before the date Secret Ballots are distributed to the Members.

**B.** The Board may, but shall not be required to, submit the selection of the Inspector or Inspectors to a vote of the Members. If the Board fails to appoint an Inspector, then, upon demand by the Members, the Board shall submit to the Members for vote the name of one or more proposed independent third party to act as an Inspector.

**C.** For purposes of these Election Rules, an independent third party includes, but is not limited to, a volunteer poll worker with the County registrar of voters, a licensee of the California Board of Accountancy, or a notary public. An independent third party may be a Member, but may not be a Director, a Candidate, or be related to a Director or to a Candidate by blood, marriage, adoption, or domestic partnership. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services other than serving as the Inspector.

**D.** The Inspector or Inspectors shall do all of the following:

1. Determine the number of memberships entitled to vote and the voting power of each.
2. Determine the authenticity, validity, and effect of proxies, if any.
3. Receive Secret Ballots and determine the validity of those Secret Ballots and their compliance with the Secret Ballot requirements of these Election Rules and the Governing Documents.
4. Hear and determine all challenges and questions in any way arising out of or in connection with the right to vote.
5. Count and tabulate all votes.
6. Determine when the polls shall close, consistent with the Governing Documents.
7. Determine the tabulated results of the election.
8. Perform any acts as may be proper to conduct the election with fairness to all Members in accordance with provisions of the law and all applicable rules of the Association regarding the conduct of the election that are not in conflict with the law.
9. Deliver, or cause to be delivered, at least thirty (30) days before an election both of the following documents to each Member:

- a) The ballot or ballot(s).

b) A copy of these Election Rules. Delivery of these Election Rules, pursuant to this provision, may be accomplished by either of the following methods: (i) Individual Delivery; or (ii) Posting these Election Rules to an internet website and including the corresponding internet website address on the ballot together with the phrase, in at least twelve (12) point font: "The rules governing this election may be found here:"

E. An Inspector shall perform all duties impartially, in good faith, to the best of the Inspector's ability, and as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association.

F. The Inspector or Inspectors may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector or Inspectors deem appropriate, provided that such persons are independent third parties who meet the requirements described in Paragraph C of this Section.

G. The Inspector has the authority to confer with the Association's legal counsel in advance of or at the meeting where Secret Ballots are to be counted. By the adoption of these Election Rules, the Association's legal counsel has been authorized by the Board of Directors to provide advice, as determined necessary or prudent by the Association's legal counsel, for the limited purpose of informing and advising the Inspector regarding issues related to the Inspector performing their duties for the Association, and the Association waives the attorney-client privilege for that limited purpose.

H. If there are three (3) Inspectors, the decision or act of a majority of the Inspectors shall be effective in all respects as the decision or act of all. Any report made by the Inspector or Inspectors is prima facie evidence of the facts stated in the report.

I. The Board may, in its discretion, pay compensation to the Inspector.

J. Prior to the election, the Association shall provide the Inspector with a current list of all Members and all other information as may be required under this Policy or applicable law.

K. If any election meeting is adjourned due to lack of quorum, the Inspector shall retain custody of such Secret Ballots and bring them to the adjourned meeting; new Secret Ballots will not be required from any Member who has cast a valid Secret Ballot vote in accordance with these Election Rules.

L. The Inspector may request that the meeting be recessed to allow the Inspector to complete the counting and tabulation of the Secret Ballots to another time. Notice of the recessed meeting will be given to all Members at the meeting where the counting and tabulation occurs and will identify the location, date and time when the counting and tabulation will resume. The Inspector will continue to maintain custody of all Secret Ballots until the counting and tabulation is complete.

## **XI. Registration of Members in Person**

A. A Member who chooses to vote in person at a meeting of the Members or Board must present themselves at the registration table area at the meeting to submit their ballot.

B. If a Member has lost or misplaced their voting materials, the Member can request replacement voting materials at the registration table area at the meeting of the Members or Board. For elections by Secret Ballot, the Inspector or the Inspector's designee may request photo identification from the Member to confirm the Member's identity.

C. When voting in person at a Member or Board meeting, in order for a Member's vote to count, the Member must comply with all of the procedures and requirements contained in these Election Rules.

## **XII. Election Results**

A. The tabulated results of the election shall be promptly reported to the Board, shall be recorded in the minutes of the next meeting of the Board, and shall be available for review by Members of the Association.

B. Within fifteen (15) days of the election, the Board shall give general notice of the tabulated results of the election, in accordance with the requirements of the California Civil Code.

## **XIII. Recount or Challenge to the Election Process**

A. The time period in which a Member may challenge an election shall be subject to the limitations set forth in the California Civil Code and the California Corporations Code.

B. If there is a recount or other challenge to the election process, the Inspector or Inspectors shall, upon written request, make the ballots, signed voter envelopes, the voter list of names, parcel numbers, and voters to whom ballots were sent, proxies, the Candidate registration list, and tally sheet of votes cast by electronic Secret Ballot (as applicable) available for inspection and review by a Member or their authorized representative; provided, however, that the signed voter envelopes may be inspected but may not be copied. The Member shall be responsible for all costs and expenses related to such recount.

C. Any recount shall be conducted in a manner that preserves the confidentiality of the vote.

## **XIV. Use of Association Funds for Campaign Purposes**

A. Association funds may not be used for campaign purposes in connection with any Association election except to the extent necessary to comply with the duties of the Association imposed by law. "Campaign purposes" include, but are not limited to, the following:

1. Expressly advocating the election or defeat of any Candidate.

2. Including the photograph or prominently featuring the name of any Candidate on a communication from the Association or the Board, excepting the ballot, ballot materials, or a communication that is legally required, within thirty (30) days of an election; provided, however, this is not a campaign purpose if the communication is one for which the California Civil Code requires that equal access be provided to another Candidate or advocate.

B. Unless otherwise provided by the California Civil Code, the foregoing restrictions on the use of Association funds for campaign purposes shall apply only to the election and removal of Directors.

## **XV. Election Errors**

A. Within one (1) year of an election, the Board may be advised, in writing, of a material election error in the election process. The Board may seek the advice of legal counsel and/or Inspector to determine whether such error(s) could have affected the outcome of the election.

B. Board Election Errors: If a material election error is discovered that could impact the outcome of a Board election, the Board may decide to hold a new election to cure the prior election error. If such error is discovered after Candidates have been elected, newly elected Candidates/Board members will hold their seat until the conclusion of the re-conducted election;

provided, however, that if such error is discovered prior to the elected Candidates/new Board members being seated, the existing seated Board members will hold their seats until the conclusion of the re-conducted election. In all cases while a re-conducted election takes place, the decisions of the Board shall remain and be deemed valid until the re-conducted election is completed.

**C. Other Election Errors:** If it is determined that there was a material election error in any other type of Association election/vote which could have affected the outcome of the election, then the Board may decide to hold a new election to cure the prior election error.

**[End of Document]**



# WOODLAKE ASSOCIATION

900 Peninsula Ave., San Mateo, CA 94401 Office: (650) 342-7002

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

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

Owner: \_\_\_\_\_

Bldg./unit: \_\_\_\_\_

Owners (or Property Managers) Signature: \_\_\_\_\_

Owners (or Property Managers) signature is required for tenants to rent the guest unit.

However, you may approve via email as long as it comes from your registered email address.

Owners Telephone Number: \_\_\_\_\_

Date of Check-in: \_\_\_\_\_ Date of Check-out: \_\_\_\_\_

Host Resident (Tenant) Name (please print): \_\_\_\_\_

Tenants Signature: \_\_\_\_\_

Tenants Phone Number: \_\_\_\_\_

Check in time is 3pm and check out is 12 noon.

Please provide names of all guests who will be staying in the guest unit:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_

### EMERGENCY CONTACT:

Name

Phone

.....  
To be filled out by Woodlake

Rental Agreement Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Room Rental amount to be charged to the HOA: \$ \_\_\_\_\_

Room Deposit check # \_\_\_\_\_ Check Amount: \_\_\_\_\_

Rental payment posted to HOA on (Date): \_\_\_\_\_

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs



# WOODLAKE ASSOCIATION

900 Peninsula Ave., San Mateo, CA 94401 Office: (650) 342-7002

Name: \_\_\_\_\_ Check-In: \_\_\_\_\_ Check-Out: \_\_\_\_\_

Date: \_\_\_\_\_ Bldg/Unit: \_\_\_\_\_

## WOODLAKE Guest Unit Rental Rules and Procedures

### Guest Unit Location: Building 902- Unit #103

Woodlake association owns a unit called the "Guest Unit". The Guest Unit is a furnished studio-size unit located behind the Association office and is available for rent by Woodlake owners for visiting guests. Tenants (non- owners) may request the Guest Unit, with written approval from their Owner along with an Owner-signed Guest Unit form. The Owner is held responsible for their Tenant's activities as stated in the CC&R's. Offsite owners cannot rent the Guest Unit if their Woodlake unit has been rented or leased to others.

The Guest Unit has two twin beds and one full-size sofa couch. There is a small refrigerator, stove, microwave oven, coffee pot and dining table. The Guest Unit is equipped with WIFI, limited cable channels, and a telephone for local calls. Woodlake supplies all linens and towels. You must supply your own food and toiletries. Guest staying in the Guest Unit will have access to the common area laundry room. Upon guest departure, the unit is cleaned and all linens are professionally cleaned. The Guest Unit is not ADA compliant.

1. This agreement and rules must be signed and submitted with the signature of the Unit Owner (or their designee). If a Tenant is requesting use of the Guest Unit, their request must be pre-approved in writing by the Unit Owner, and the Unit Owner must co-sign the Guest Unit form. By signing this agreement, the Unit Owner and Tenant (if applicable) agree to follow the Woodlake Rules and Regulations for the Guest Unit and Woodlake Association.
2. **An owner/resident can call to reserve the Guest Unit, however the reservation is not confirmed until the agreement is signed and a deposit check is submitted.** The deposit fee for renting the Guest Unit is **\$250.00**. The deposit check must be made payable to Woodlake Association and must bear the signature of one of the parties listed on the signed Guest Unit form, and must be submitted with the signed Guest Unit agreement. The deposit check will be held by the Association until guest check-out and the unit is inspected by Woodlake staff. If the Guest Unit is intact and approved by the Woodlake staff, the deposit check will be returned to the person listed on the check.
3. To be fair to all Owners, the Guest Unit can be rented for no more than **7 consecutive days**

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

**annually, per unit.**

4. The Guest Unit rental fee of **\$125.00 per day** must be paid in full when keys to the unit are picked up, for all days reserved. If the rental fee is not paid, no keys or access to the Guest Unit will be provided.
5. The Guest Unit will not be rented to an Owner whose assessments are delinquent; who has had their privileges revoked; or has unpaid fines levied by the Board of Directors for rule violations.
6. Guests residing in the Guest Unit are allowed to use the Area Pool directly behind the Guest Unit. They must agree to and follow all Woodlake Rules and Regulations when using the Area Pool. They cannot use any other Woodlake facilities without their Host Resident in attendance.
7. The Owner renting the Guest Unit and/or their guest(s) assume the defense of and shall indemnify and hold harmless the Woodlake Association, its Agent(s), Officers and Directors against any or all loss, liability, expense, claim, costs, suits, attorney fees, and damages of every kind, nature, and description directly or indirectly arising from the Guest Unit rental.
8. No more than five (5) guests can stay in the Guest Unit during any rental period.
9. **No smoking is allowed on Woodlake Property**
10. No pets are allowed other than one (1) ADA pet in the Guest Unit.
11. The Guest Unit is **not ADA compliant** at this time.
12. All Association parking guidelines and Rules and Regulations shall be followed during the use of the Guest Unit rental.
13. In the event of any violation of the above, the Association reserves the right, after a duly called hearing before the Board of Directors, to impose a fine and/or cost of repairs and suspend rental privileges to any Homeowner/Tenant who violates any of these rules.
14. I have read, understand, and agree to abide by this agreement as stated above and have received a copy of these guidelines.

---

**OWNER SIGNATURE (OR DESIGNEE)**

---

**DATE**

---

**TENANT SIGNATURE**

---

**DATE**



## WOODLAKE CLUBHOUSE ROOM RENTAL POLICY REQUIREMENTS & RULES

Woodlake has two rooms available for resident owners or tenant(s) to rent for family-type gatherings. Non-owners residents must have written permission from their unit owner to rent a party room. Per Woodlake Corporate Documents, the unit owner is ultimately held responsible for their tenant(s) and guests activities, which include room rentals, rule compliance and following Woodlake policies, rules and regulations.

Woodlake has two rooms available for rent:

- 1) The Redwood Room – located in the main clubhouse, 2<sup>nd</sup> floor.
- 2) The Lakewood Room – Located across from the putting green, Bldg 816

### Requirements and Rules

- 1) Room rentals are on a first-come-first-served basis. An owner or tenant can call to see if a date is open and available; however, until the attached form is filled out and, in a tenant's case, signed and approved by the owner and checks are submitted to the Association office, the room is not secured.
- 2) Only Woodlake unit homeowners who reside in the complex can rent a room. **Owners who rent their unit to others are not permitted to use the facilities (as stated in the Woodlake Corporate Documents).**
- 3) Non-owner residents who want to rent a party room must have the unit owner's approval in writing (email is ok), stating that the owner has approved their tenant's rental of a party room.
- 4) Each room required a non-refundable fee be paid in order to rent the room, plus a security deposit of \$250.00, which is refunded **if the room is left in the condition in which it was rented, and if all rules stated in this agreement are followed.**
- 5) Homeowner's or their tenants cannot rent the room if the unit owner's assessments are not current.
- 6) The facilities are not to be used for meetings or events where fees are charged or to conduct personal business gatherings or seminars.
- 7) Association staff will open and close the room. Arrangements can be made to come in 1-2 hours early to decorate or bring food. The table/chair arrangement request attached to this document should be turned in 1-2 weeks before your event.
- 8) **If alcohol is served at the event, the person signing this agreement must be 21 yrs. or older and the primary signer on the lease agreement, and that person must be in attendance at the entire event. All owner/tenants/guests must agree that NO ALCOHOL IS TO BE SERVED TO MINORS.**

**If anyone attending a room rental event becomes intoxicated or unruly, Woodlake staff will stop the event and ask all parties to vacate the room. Woodlake Association reserves the right to monitor all events, including any event where alcohol is being served. If Woodlake staff suspects they have witnessed anyone under the age of 21 years old consuming alcohol, they will contact the host of the event and ask that their guest produce photo identification proving that they are 21 yrs or older. If it is confirmed that a minor has consumed alcohol at the event, the event will be terminated and the deposit kept pending a Hearing with the Board of Directors.**

- 9) The unit owner sponsor who is renting the room or has approved his/her tenant(s) to rent a room, assumes all responsibility and shall indemnify and hold harmless the Woodlake Association, its agents, officers and directors, against any or all loss, liability, expense, claim(s), costs, suits, attorney fees, and damages of every kind, nature and description directly or indirectly arising from the rental of any Woodlake event room.
- 10) **Woodlake does not allow smoking on the premises.** If an owner, tenant, or guest wishes to smoke they must do so at least **40 feet** away from the Woodlake property.
- 11) **Closing time for any event on any day is at 10pm SHARP.** This requires that the event end with enough time for the room to be cleaned and put back in its original condition.
- 12) There are no rentals on Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving, Halloween, when the clubhouse is close, or when Woodlake has a community event or meeting.
- 13) Music is allowed, provided it does not disturb any of the neighboring units.
- 14) **Party size is limited to 65 people.** Parties must have appropriate management of their guests from the person renting the room. Guest cannot use other areas or rooms surrounding the event room. (Exceptions: Restroom, kitchen, balcony (Redwood Room). No use of pool(s), lawn areas or other Woodlake facilities is permitted.
- 15) **All garbage must be removed!** Failure to clean up and remove any garbage is grounds to keep the security deposit. The room must be left in the same condition it was in before the event.
- 16) Woodlake parking rules must be followed by all guests.

### **Fee Schedule**

\$125.00 fee, non-refundable for Lakewood Room rental

\$175.00 fee, non-refundable for Redwood room rental.

\$250.00 security deposit (this will be refunded if the room is put back in its original condition, and if all parts of this agreement are adhered to).

Please make one check for \$250 made to Woodlake Association for the Security deposit.

The non-refundable fee will be added to the unit owners HOA bill.

Any questions or concerns before, after or during the event, please call (650) 343-2762.

I understand and will abide by the above rules.

Signature: \_\_\_\_\_

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

# Woodlake Room Rental Agreement

WHICH ROOM REQUESTED:

REDWOOD ROOM: \_\_\_\_\_ LAKEWOOD ROOM: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

HOW MANY ATTENDEES (NOT MORE THAN 50 IN THE REDWOOD AND 65 IN THE LAKEWOOD ROOM) \_\_\_\_\_

YOUR WOODLAKE BUILDING AND UNIT ADDRESS: \_\_\_\_\_

UNIT OWNERS NAME (PLEASE PRINT): \_\_\_\_\_

OWNERS SIGNATURE, GIVING PERMISSION TO AND AGREEING FOR THEIR TENANT TO RENT A ROOM AND AGREE TO ALL TERMS LISTED IN THIS AGREEMENT:

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TENANT(S) NAME & PHONE NUMBER (Must be the primary signer on the lease agreement)

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

TENANT(S) SIGNATURE, agreeing to all the terms listed in this agreement:

\_\_\_\_\_  
Signature Date

Date submitted to Woodlake Office: \_\_\_\_\_

Woodlake Employee: \_\_\_\_\_

## PAYMENT INFORMATION

WOODLAKE EMPLOYEE WHO PROCESSED THE AGREEMENT: \_\_\_\_\_

DATE AGREEMENT WAS FINALIZED: \_\_\_\_\_

ROOM DEPOSIT CHECK NUMBER: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

ROOM RENTAL FEE POSTED TO UNIT OWNER HOA: \_\_\_\_\_ TOTAL AMOUNT CHARGED: \_\_\_\_\_

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**Woodlake Fee Schedule**  
**Approved by the Board of Directors June 22, 2022**

			Approved Fees
<b>Bike Room Fees</b>			
(1) Bike Space			<p>Owners and tenants may rent bike room space. The fee will be charged to the owner's HOA acct.</p> <p>*Tenants may pay via check payable to the HOA.</p> <p><b>Bike Room Keys must be returned to the HOA upon moveout,</b> or the owner is charged \$50.00 for an unreturned or replacement key.</p>
<b>Misc. Key Fees</b>			
Lobby Key	If any Unit is transferred to a new owner, the transferor Unit owner must provide to the transferee Unit owner.		<p>Tenants must have owners written approval to purchase a lobby key. The fee will be charged to the owner's HOA acct. <b>Key must be returned to the owner upon move-out.</b></p>
Mailbox Key	If any Unit is transferred to a new owner, the transferor Unit owner must provide to the transferee Unit owner.		<p>Tenant must have owner's written approval to purchase a mailbox key. The fee will be charged to the owner's HOA acct. <b>Key must be returned to the owner upon move-out.</b></p>
Pool Key	If any Unit is transferred to a new owner, the transferor Unit owner must provide the transferee Unit owner all main pool/spa keys issued to the Unit through escrow.	<p>The cost for a replacement main pool/spa key is \$350.00 per key. If the selling Unit owner does not provide the Escrow Co. with all Pool Keys assigned to that unit, together with instructions that all such Pool keys must be transferred to the new owner upon the close of Escrow, the cost to replace all such assigned Pool Key shall be paid to the Association by the selling Unit owner through escrow.</p>	<p>Tenants must have owner's written approval to purchase if lost or stolen. The fee will be charged to the owner's HOA acct. <b>Key must be returned to the owner upon move-out.</b></p> <p><b>*Alternately the Main Pool/Spa Keys maybe returned to the Association's Administrative Office. Office hours are M-F 9am to 5pm close for lunch 12 to 1pm. And a receipt will be provided.</b></p>
Per the Association's Main Pool/Spa Key Rules			\$350.00 Each

Women's Gym Key			Tenants must have owners written approval to purchase a Women's Gym Key replacement if lost or stolen. The fee will be charged to the owner's HOA acct. <b>The key must be returned to the HOA upon move out.</b>	\$50.00 For replacement key if lost or not returned
<b>Move-in / Out Fees</b>				
Move-in / Out Fee Unit			<b>Processing fee. The fee will be charged to the owner's HOA acct.</b>	One Fee \$150.00
Move-in / Out Fee Townhome			<b>Processing fee. The fee will be charged to the owner's HOA acct.</b>	One Fee \$150.00
<b>Guest Unit (902-103)</b>				
Guest Unit		\$250.00 Deposit \$125.00/ Per Night	Deposit is returned if Guest Unit is in good order upon Guest departure.	
<b>Event Room Rental</b>				
Lakewood Room		\$250.00 Deposit \$125.00/Rental	Deposit is returned if Event Room in is left in good order.	
Redwood Room		\$250.00 Deposit \$175.00/ Rental	Deposit is returned if Event Room is left in good order.	
<b>Woodlake ID Card</b>			<b>Must be returned to the HOA upon Move Out.</b> There will be a \$50.00 fee for an unreturned ID Card. <b>The fee will be charged to the owner's HOA Account.</b>	\$50.00 For replacement ID if lost or not returned
<b>Pet Registration</b>			Processing Fee. <b>The fee will be charged to the owner's HOA acct.</b>	\$50.00
<b>The Parking and Storage fees apply to those renting a parking space or storage units directly from the HOA.</b>				
<b>Parking</b>		6 parking spaces owned by the HOA rented out to residents first come first served basis.	<b>The fee will be charged to the owner's HOA acct.</b>	\$50.00 Per month
<b>Storage Unit</b>		Rented out to residents first come first served basis.	<b>The fee will be charged to the owner's HOA acct.</b>	(Cost is dependent on storage unit size)

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<b>Storage Room Key</b> <b>**Replacement **</b>			Tenant must have owner's written approval to purchase a storage room key. The fee will be charged to the owner's HOA acct. <b>Key must be <u>returned to the owner</u> upon moveout.</b>	\$25.00 Each for replacement key.
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# WOODLAKE ASSOCIATION

## Handbook of Rules

**BALCONY/DECKS/PATIOS POLICY** Approved on November 17, 2021 At Woodlake Board of Directors Meeting

**VIDEO CAMERA INSTALLATION AND RECORDING POLICY** Approved on February 16, 2022 At Woodlake Board of Directors Meeting

**Insurance Deductible Policy** Approved on April 20, 2022 At Woodlake Board of Directors Meeting

**Water Damage and Mold Policy** Approved on April 20, 2022 At Woodlake Board of Directors Meeting

**Pet Policy and Animal Rules** Adopted December 21, 2022 At Woodlake Board of Directors Meeting

**Accommodation Request Policy** Adopted June 16, 2021 At Woodlake Board of Directors Meeting

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# Woodlake Basics

## **GOVERNING DOCUMENTS**

The governing documents for the Association are the Articles of Incorporation, CC&R's (Covenants, Conditions and Restrictions), By-Laws, and Rules – including this Handbook.

## **ASSOCIATION OFFICE**

The Association office is located at 900 Peninsula Ave. San Mateo CA 94401. Business hours are posted on the office door. Telephone: (650) 342-7002. Fax: (650) 342-0243.

## **NEWSLETTER – THE SUN**

The Association publishes a monthly newsletter, The Woodlake Sun, which is delivered to all building lobbies and emailed to all owners registered on the Homeowner Portal. Please read the monthly newsletter as it contains important Association-related information. The newsletter is an important channel for disseminating information to homeowners and residents, and frequently contains valuable information regarding preventive maintenance and announcements about forthcoming events.

## **MONTHLY MEETINGS OF DIRECTORS**

The Board of Directors meets on the third Wednesday of each month at 6:30 p.m. in the main Clubhouse and via Video conference. Members are encouraged to attend the meetings and speak during the open forum. Notice of these meetings are posted in each building lobby and sent to all owners registered on the Homeowner Portal.

## **ANNUAL MEETINGS OF HOMEOWNERS**

The Annual Meeting is usually held in September each year. Homeowners are notified in advance of the meeting regarding the location, date, and time. Board elections are conducted in conjunction with the Annual Meeting. The Annual Meeting is also a good time to socialize with other Woodlake Members and catch up on all the latest news.

## **GENERAL ASSESSMENT PROCESSING**

The Association's designated bank must receive full payment of all assessments no later than the twentieth of each month in order to prevent imposition of a late fee and interest. Assessment payments should be mailed directly to the designated bank in the envelope provided with the monthly billing statement.

If an envelope containing an assessment payment is dropped off at the Woodlake Administration office, the envelope must be properly addressed to the designated bank, stamped with the correct postage, and ready for mailing.

It is important to remember that merely dropping off the assessment payment at the Administration office is not the same as the designated bank actually receiving the assessment payment on or before the twentieth of the month, and such an attempt to pay assessments will still be considered late if full payment is not actually received at the designated bank by the twentieth of each month. Full details about assessment collection procedures and policies are set forth in the Association's CC&Rs and Collection Policy.

## **COMMITTEES**

The Board of Directors may, in its discretion, form committees which vary in level of activity depending on current needs and interests.

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### **ARCHITECTURAL CONTROL**

All proposed changes to a Unit's exclusive use common area, including but not limited to any additions, modifications, alterations, or remodeling, must be pre-approved in writing by the Association. The board may impose fines, penalties, suspensions and other appropriate orders (including orders to remove any unapproved changes and restore the Unit and exclusive use common area to its previous condition at the sole expense of the Unit owner), on any owner if any additions, modifications, alterations or remodeling to the owner's Unit or exclusive use common area have been made without obtaining the required Association approval. Full details of the Association's architectural guidelines and procedures are set forth in the Association's CC&Rs. Architectural forms are located in the Association office or on the Homeowner Portal at <https://portal.vantaca.net/index/CIMS>.

### **ARCHITECTURAL APPLICATION FEES**

**Fees and Damage Deposits for Architectural Application processing are standard. Fees are to offset HOA staff time and cost for processing and review. Damage deposits apply in cases of common area damage, debris being left behind or cleaning by HOA staff as needed. A nonrefundable \$250 Architectural Application Fee will be charged to the homeowner's account. A nonrefundable \$75 Architectural Application Fee will be charged to the homeowner's account for carpet replacement or repairs. A refundable damage Deposit of \$300.00 will be submitted with all Arch Applications and returned, provided that no damage has occurred. Adopted as of 01/18/2023.**

### **OWNER RESPONSIBILITY**

Each owner is strictly liable to the Association for any loss or damage to the common area, buildings, grounds, furnishings, equipment, or other property of the Association which is caused by the owner, the owner's family members, any tenant or resident in the owner's Unit, any guests or invitees of the owner, or any guests or invitees of a Unit tenant or resident. Additionally, any such loss or damage can result in fines, penalties, discipline, orders, legal action and/or suspension of membership privileges.

### **INSURANCE**

A copy of the Association's insurance summary can be obtained upon request from the Woodlake office. **Woodlake Association does not carry earthquake insurance or flood insurance.** The Association recommends that each Member and resident discuss their individual insurance coverage and policies with their personal insurance agent. Any Member who leases a Unit should consider requiring that their tenants purchase renter's insurance.

## **Renting, selling and Moving In/Out**

### **RENTING A UNIT**

1. Each lessee and resident of a Unit is subject to and must abide by all Association governing documents. It is the sole responsibility of each Unit owner to ensure that each of their tenants and residents is provided with a complete copy of all current Association governing documents.
2. Each owner who leases a Unit is required to provide the Association with the following information in writing within five days after entering into a lease:
  - a. A current copy of the executed lease and any amendments or renewals thereto. In this regard, each lease of a Unit must be in writing;
  - b. A document containing the names of each Unit resident and each such resident's contact information (home/work/cell telephone numbers and email addresses);
  - c. A document containing the name and contact information for any property management firm managing the Unit;

- d. A document containing each Unit owner's name, mailing address, home/work/cell telephone number and email address; and
  - e. A document containing the name, address, home/work/cell telephone numbers and email addresses of all persons to contact in an emergency.
3. Each owner must immediately notify the Association in writing of any changes to the information provided to the Association pursuant to 2(a-e) above.
4. Each resident of a Unit must provide the Unit owner and the Association with the following information in writing within five days after entering into a lease:
  - a. A document containing the names of each Unit resident and each such resident's contact information (home/work/cell telephone numbers and email addresses); and
  - b. A document containing the name, address, home/work cell telephone numbers and email addresses of all persons to contact in an emergency.
5. Each resident of a Unit must immediately notify the Unit owner and the Association in writing of any changes to the information provided pursuant to 4(a-b) above.
6. Each owner is strictly liable for any violation of the governing documents and for any loss or damage which has been committed by any resident of their Unit, any lessee of their Unit, any guest of a Unit resident or lessee, and any invitee of any resident or lessee.
7. A non-resident Owner who has leased their Unit cannot utilize the Association common area facilities and amenities.
8. Any tenant or resident who desires to keep a pet in their Unit, to rent one of Woodlake's event rooms, or to rent the guest Unit must obtain the prior written consent of the Unit Owner, must submit a completed Application form to the Association, and must receive the Association's prior written approval as to the Application. Application forms can be obtained by contacting the Woodlake office at (650) 342-7002.
9. Each Unit is allowed to place For Rent signs in the windows of the Unit which is for rent.

#### **SELLING A UNIT**

1. If, prior to the close of escrow on the sale a Unit, the Association is required to provide copies of any documents described in Civil Code section 1368(a), the Association will collect a reasonable fee from the Unit owner through escrow based upon the actual cost for procurement, preparation, reproduction, and delivery of said documents as authorized by law.
2. Each Unit resident is issued a Woodlake photo identification card. For security reasons, each such photo identification card which has been issued to a Unit resident must be returned to Woodlake prior to the close of escrow.
3. If there is a termite report that notes any damage to the common area, the report must be forwarded immediately to the Woodlake office. The owner is solely responsible for providing the Woodlake office with sufficient notice of a termite inspection report in order to allow for the scheduling of further inspections and any required repairs. Woodlake is not responsible or liable to any persons or entity for any damage which results from any delay in the close of escrow resulting from termite inspections and repairs.

4. Each Unit is allowed to place For Sale signs in the windows of the Unit which is for sale.
5. Open House direction signs can be placed in the outdoor portions of the common area no earlier than thirty minutes prior to the beginning of the Open House. All such signs must be removed no later than thirty minutes after the closing of the Open House. No Open House signs, banners, flyers, or handouts can be posted or placed in the common areas within any building.

#### **OWNER/RESIDENT MOVE IN AND MOVE OUT REQUIREMENTS**

1. Due to the design of the complex and the limited parking and driveway clearances, owners and residents must obtain prior written approval from Woodlake of the exact parking locations for moving vehicles/trucks/vans and pods. Woodlake staff will work with owners, residents, and movers to temporarily park moving vehicles/vans/trucks as close as possible to the building without violating the San Mateo Fire Code. All drivers must give special attention to the width and height of moving vehicles/trucks/vans when entering the complex and driveways.
2. Prior written approval of the Association must be obtained for the delivery and parking of moving pods. The back area of the complex near the club is the only area where pods will be approved for parking. Woodlake will only approve the parking of moving pods for a specific, limited period of time, and all approved pods must be removed after the last parking date which has been approved by Woodlake. More information on moving pods can be obtained by calling the Woodlake office.
3. Do not block entrances with any moving trucks. Fire department and emergency vehicles must have access to the driveways, buildings, and doorways at all times.
4. Do not prop open lobby doors during moving. This is a breach of security for the other residents.
5. Each building has only one elevator. Do not hold the elevator longer than is absolutely necessary. The elevator must be made available for emergency services.
6. Do not place any personal property in the hallways, lobbies, stairwells or other common areas. Any personal property placed in these areas will be removed by the Association, and the responsible Unit Owner will be charged for all costs incurred by the Association (in addition to the imposition of discipline, including fines).
7. Moving of large items can only take place between 8:00 a.m. and 8:00 p.m.
8. Used moving cartons must be broken down and taken to the recycling area on Eucalyptus row. Do not place used moving cartons in any trash receptacle or dumpster.
9. Moving boxes and furniture cannot be stored on balconies.
10. Any damage to the common area caused by the moving process (including damage caused by moving vehicles/vans/trucks) will be charged to the applicable Unit owner, even if the damage was caused by a mover hired by someone other than the owner, such as a Unit tenant or resident.

## Use of Facilities/Amenities

The Association has one Clubhouse, a full work-out room, three weight rooms, one exercise room, four tennis courts, six pools, one large spa, two saunas, men's and women's dressing rooms and showers (with locker room), two large rooms that are available for renting, a billiard room, a ping-pong room, and three flat-screen TV's.

### PHOTO-IDENTIFICATION CARDS AND COMMON AREA KEYS

1. Photo-identification cards will be issued to all Woodlake residents who are specifically listed as tenants on the current written lease for the Unit, and to all children over 14 years of age who reside full-time in the Unit. As Owner is not entitled to a photo identification card if the Unit has been rented and the owner's primary residence is off-site. Photo-identification cards must be carried at all times when using the pool areas, tennis courts, and all other common area locations, amenities, and facilities.
2. For security reasons, all owners and tenants must at all times keep all common area keys in a safe place, and must take special care not to lose possession, custody or control of these keys. Replacement common area keys can be obtained at the Association office if lost or stolen. There is a fee for the replacement keys. If any common area keys which are issued to a Unit are lost or stolen, the owner of the Unit is also subject to discipline and fines.
3. Any owner, resident and/or guest who allows an unauthorized person to enter Woodlake or use any common area facility or any of its amenities is subject to discipline, fines, and orders, including suspension of the privilege to enter and use the common area facilities and amenities.

### GUESTS

Due to Woodlake's limited common area facilities and amenities, a maximum of three guests per Unit are authorized to use the Association's common area facilities and amenities at any one time. However, the Association reserves the right to further limit the number of guests who are authorized to use specified facilities and amenities during certain designated times (e.g., peak hours of use). The Unit sponsor (the Unit owner or the person named as a tenant on the Unit lease) must accompany each guest when the guest is using any Association common area facility and amenity.

### LIMITED WOODLAKE IDENTIFICATION CARD

1. Any resident who employs or hires an individual to perform personal services at Woodlake (e.g., adult caretaker, child nanny) must obtain a Limited Woodlake Identification Card for such person.
2. A resident subject to paragraph 1 above must complete and submit to the Woodlake office a Limited Woodlake Identification Card Application, along with a copy of the applicable written personal services agreement and a check for the security deposit. The Association will review the application and will advise the applying resident if the application has been granted, or if not, the reason for a denial.
3. The Limited Woodlake Identification Card will allow the holder thereof to accompany their client/resident when the client/resident is using any Woodlake common area facility or amenity.
4. The Limited Woodlake Identification Card does not permit the holder thereof to use Woodlake's common area facilities or amenities, other than to accompany their client/resident.

5. Within forty-eight hours after termination or expiration of the personal services agreement between the resident and provider, the Limited Woodlake Identification Card must be returned to the Association office, or the security deposit will be forfeited.
6. Woodlake will not issue a lobby or pool key to an individual who is performing personal services for a resident at Woodlake.

#### **GUEST UNIT**

Woodlake owns a furnished studio guest Unit that can be rented on a per night basis by residents who have visitors. Please call the Administration office to learn more about how to apply to rent the guest Unit.

#### **GENERAL CLUB FACILITY RULES**

1. Owners and residents assume full responsibility for the conduct of Unit guests and invitees while each guest and invitee are using the Clubhouse. Any guest or invitee who does not comply with the governing documents is subject to removal from Woodlake.
2. Shoes and shirts must be worn while using the Clubhouse. Persons may not wear swimwear, cover-ups, or robes while within the Clubhouse.
3. Woodlake Clubhouse staff cannot hold, store, accept, or deliver packages or other items. Office facilities, including the telephone, are not available for use by residents or their guests. Woodlake Clubhouse staff does not provide resident concierge services and are not authorized to perform any special services which are outside the scope of their official duties.
4. The Lakewood and Redwood rooms are available for rent by Woodlake residents. The lounge area is not available for rental. Anyone renting the Lakewood or Redwood rooms must conform to established policy. Contact the Association Office for room rental information and fee schedules.
5. Non-resident owners who rent their Unit are not permitted to use the Club.
6. Private meetings, lessons, or events cannot be held in the Club without prior written authorization by the Association.
7. No rough housing, unreasonably loud or boisterous activities, or video/audio players (except if used with earphones) are allowed in the Club.

#### **WOODLAKE GYMS, LOCKER ROOMS, SHOWERS, & SAUNAS**

1. Residents must have their Woodlake photo identification cards with them at all times when using the gym, locker room, showers, and saunas.
2. For health and safety reasons, children under the age of fourteen cannot use the gym, locker room, showers, and saunas unless accompanied by a responsible, supervising adult.
3. Proper gym attire and shoes must be worn when using the workout facilities and equipment.
4. Weight dropping is not permitted. The costs to repair or replace any property which is damaged by the dropping of a weight shall be paid for by the responsible Unit Owner.
5. Weights must be placed back on the racks after use.

6. Exercise machines must not be used by any one person longer than the time range posted at the machine.
7. After using an exercise machine, the user must use the hygiene spray and towel supplied by the Association to clean the machine for the next user.
8. Any malfunctioning or broken exercise machine must be reported immediately to the Association Office.
9. Report any theft, vandalism, or abuse of any exercise machine to the Association office immediately.
10. During peak usage (between 5:00 p.m. and 7:00 p.m. daily), no guests are allowed to use the gyms. This time period is restricted for resident use only. During non-peak usage hours, only one guest per Unit is allowed to use the gyms at any one time, and that guest always must be accompanied by the Unit sponsor.
11. **MEN'S AND LADIES LOCKER ROOM USAGE** Due to limited locker space, locker usage will be during a resident's use of the pool or gym daily. Belongings are not to be kept in the lockers overnight. Belongings left overnight are subject to removal. Belongings that have been removed from a locker will be stored for a period of 30-days prior to disposal or charitable donation. Adopted as of 09/20/2018.

#### **TENNIS COURTS**

1. All posted Rules and Regulations apply.
2. Tennis court hours are 8:00 a.m. to 10:00 p.m. daily.
3. Limit of play is one hour and fifteen minutes, singles or doubles, at any time.
4. The sign-up system in use is posted at the tennis courts.
5. Proper tennis attire, including shirts and tennis shoes, is required on the tennis courts. Any shoes which are abrasive, or which discolors the courts are prohibited.

#### **PUTTING GREEN**

1. Shoes with sharp heels or spikes are not allowed.
2. Chipping on the putting green is not allowed, nor is it permitted on the Woodlake lawn.
3. Only persons who are actually putting may use the putting green. Spectators must stay off the green.

#### **POOLS AND SPA**

Per Woodlake Association Handbook of Rules: due to Woodlake's limited common area facilities and amenities, a maximum of three guests per Unit are Authorized to use the Associations common area facilities and amenities at any one time.

1. There are no lifeguards at the Woodlake pools or spa.
2. All individuals using the pools and spa do so at their own risk. Woodlake Association is not responsible or liable for any accidents, personal injuries, or damage to persons or property.

3. Rules for gaining access to the Main Pool are posted at the East and West Gates. Holding the Main Pool entrance gates open for persons other than those who are entering with the particular resident is prohibited.
4. Hours for the Main Pool are posted in the pool area.
5. Each resident who is using the pool areas and spa must have a Woodlake Photo- Identification Card in his/her possession.
6. All incontinent persons must wear waterproof pants when using the pools and spa.
7. Pool furniture is not to be removed from any pool area.
8. For safety reasons, children under the age of fourteen cannot use the pools or spa, nor can they be in the immediately surrounding pool and spa areas, unless accompanied by a responsible, supervising adult.
9. Each person is allowed only one pool or lounge chair in any pool area. Reserving pool chairs or lounges is prohibited.
10. Residents can bring food and beverages to the pool area; however each person is responsible for cleaning up and disposing of their trash. All beverages must be in non-breakable containers. Glassware of any type is not permitted in any pool or spa area.
11. The pools and spa cannot be entered when cleaning is in progress.
12. Smoking is not permitted in the pools or spa.
13. Proper swimming attire must be worn when in the pools and spa, and when in the surrounding areas.
14. Portable video and audio devices must be used with headsets or earphones in all pool areas, except in connection with authorized water classes. Cellular telephones cannot be used in the pool areas or the spa.
15. Diving, cannonballing, or entering the pools or spa in any unsafe manner is prohibited. Oversized inflatable objects are not allowed in the pool or spa. Excessive and/or disruptive noises are prohibited in all pool and spa areas.
16. Climbing, playing, jumping, or sitting on pool lane dividers is prohibited.
17. Lap swimming is not allowed during Woodlake- sponsored swim/exercise classes.
18. Obviously intoxicated persons cannot use the pools or spa, nor can any such persons use the surrounding pool and spa areas.
19. Each person who enters and leaves a pool area through a gate or door is responsible for closing and locking the gate or door.

## General Rules

### SMOKING

Smoking is not permitted in the common areas or restricted common areas of Woodlake.

### EXCESSIVE NOISE

1. No person shall make or allow to be made any loud or disturbing noises in a Unit, restricted common area or common area. Each Unit owner and tenant is jointly responsible for the noises made or allowed to be made by the residents, guests and invitees of the Unit.
2. Noise producing devices may not be played or be permitted to be played so as to disturb neighbors, especially during the following quiet hours:
  - a. Monday at 10:00 p.m. through Tuesday at 8:00 a.m.
  - b. Tuesday at 10:00 p.m. through Wednesday at 8:00 a.m.
  - c. Wednesday at 10:00 p.m. through Thursday at 8:00 a.m.
  - d. Thursday at 10:00 p.m. through Friday at 8:00 a.m.
  - e. Friday at 10:00 p.m. through Saturday at 8:00 a.m.
  - f. Saturday at 10:00 p.m. through Sunday at 9:00 a.m.
  - g. Sunday at 10:00 p.m. through Monday at 8:00 a.m.
3. Use of noise producing devices (including cellular telephones and audio speakers) on balconies, decks and patios, in the pool areas, or elsewhere in the common area is not permitted unless earphones are used.
4. Vacuum cleaners, dishwashers, garbage disposals, and similar noise producing appliances shall not be operated between the quiet hours set forth in paragraph 2 above.

### CABLE TELEVISION SERVICE

Woodlake's cable service provider information can be obtained by contacting the Association office.

### PACKAGES

Each resident must make arrangements to collect their own respective packages from the Postal Service and other delivery services.

### AFTER HOURS CALLS AND MAINTENANCE SERVICES

The Association receives telephone calls and handles maintenance-related issues when the Woodlake office is closed at the following telephone number: (650) 342-7002.

**For health emergencies, life-safety emergencies, fires, and/or to reach the police, fire department or paramedics, call 911.**

### STUDENT LOITERING

For problems with high school students loitering in the Woodlake complex, please call the Association office. Please be prepared to provide a description of the person including color of hair, clothing, make of car, license number, etc.

### COMMERCIAL SHOPPING CARTS

Commercial shopping carts are not permitted on Woodlake property.

## **LAUNDRY ROOMS**

Laundry room hours are 8:00 a.m. to 10:00 p.m. Monday through Saturday, and 9:00 a.m. to 10:00 p.m. on Sundays. Only residents are permitted to use the laundry room facilities. If a machine malfunctions, call the telephone number located in the laundry room to report the problem. If there is water overflowing, please call the Association office immediately to report the problem.

## **Balconies/Decks/Patios - Adopted 11.17.2021**

1. Residents of each Unit shall have the right to furnish their exclusive use balcony, deck, or patio areas with a reasonable number of reasonably sized furniture and accessories that are designed for outdoor use and are harmonious with Woodlake's architecture and aesthetics.
2. In no event shall unsightly objects be placed or stored on any balcony, deck, or patio where they may be seen from other Units, the Common Area, or by the public in general. Bikes, exercise equipment, or other personal articles of any kind, may not be placed on balconies, decks, or patios at any time.
3. Only live plants are allowed on balconies, decks, and patios. Artificial plants, artificial vines, and dead plants are not permitted. Plants may not be vines or other such plants that cling to railings, partitions, walls, fences, or other structures of the Association's buildings and must be reasonable in number and size. Plants shall not be allowed to grow taller than the height of the appurtenant Unit where they are kept. Because of the potential for attracting rodents and other pests, for health and safety reasons, the growing of fruit, vegetables, and edible plants on balconies, decks, and patios is not permitted.
4. Live plants on a balcony, deck, or patio may be kept on furniture, on the floor, or hung only as described in section 9 below. All plants must be placed in a saucer or drip tray, sufficient to hold excess water from spilling onto lower Units or Common Area and designed for such purpose. Plants, outdoor furniture, and accessories are only permitted within the exclusive use areas of the balconies, patios, and decks.
5. No lights of any kind may be placed, affixed, or installed in any balcony, deck, or patio, without prior written approval of the Board. A maximum of two (2) UL-approved outdoor lights may be installed with prior written approval of the Board by a licensed electrician, and must be harmonious with Woodlake's architecture, aesthetics, and color scheme. EXCEPTION: Tasteful, non-blinking holiday/religious/seasonal string lights are permitted, without prior approval of the Board, from Nov. 1<sup>st</sup> – Feb. 15<sup>th</sup>, but no later than fifteen (15) days after the end of the applicable holiday.
6. One (1) hummingbird feeder may be placed on each balcony, deck, or patio. For health and safety reasons, all other seed feeders are not permitted.

7. Clothing, laundry, towels, bedding, or other items cannot be hung anywhere on balconies, decks, patios, railings, or windowsills. No rugs or other items may be shaken or dusted from a balcony, deck, or patio.
8. No deck covering or enclosing structure of any kind may be constructed or installed on any balcony, deck, patio, or railing, without the prior written approval of the Board, including, but not limited to, artificial or live vines, awnings, screens, wire mesh, or fencing. The only approved railing covering is lattice in Woodlake Green (Hunter Green), no higher than the top of the railing, or a maximum of forty-two inches (42") high, whichever is greater. Fabric sunshades in Woodlake Tan may be installed with prior written approval of the Board.
9. No objects may be placed on the handrails of, or hung from any part of a balcony, deck, or patio. No penetration may be made in the balcony, deck or patio flooring or the overhang (ceiling), walls, shingles, or stucco siding; this includes hammocks and other hanging furniture. Windchimes are not permitted. EXCEPTIONS: a reasonable number of lightweight plants and outdoor accessories may be carefully hung from the wooden structures (except shingle siding), and plants only from the tops of metal handrails in planter containers designed for this purpose, within the exclusive use area of a balcony, deck, or patio only, and shall not hang above, or protrude into, Common Area. Such items must be easily removable for painting and maintenance, and any damage caused by such items is the Unit Owner's responsibility.
10. No carpeting, tile, or other materials/covering may be placed or installed on the floor of any balcony, deck, or patio without the prior written approval of the Board. Floor surfaces within a balcony, deck, or patio may be damp mopped, provided that the water or other substance used for such damp mopping shall be strictly confined to such balcony, deck, or patio area.
11. No person may engage in any activity which results in water or any other substance leaking or dripping onto other portions of the Common Area (including, but not limited to, other balconies, decks, patios) and/or Units).
12. All drains and downspouts located in a balcony, deck or patio area shall be kept clear and free of debris. Leaves and dirt must be cleaned up regularly, and care should be taken not to sweep these debris onto neighboring Units or such Unit's appurtenant exclusive use areas.
13. Pursuant to California law, open flame cooking devices (such as charcoal and propane grills) shall not be operated on balconies made of combustible materials or within ten (10) feet of any other combustible construction, including the surrounding walls and overhang. This applies to all balconies, decks, and patios in the Association. Notwithstanding the foregoing, one (1) liquid propane (LP) gas barbecue with a maximum fuel container size of one (1) pound is permitted to be operated and stored on a balcony, deck, or patio. Electric grills are also allowed. Gas heaters, including without limitation fire pits, and other gas appliances are not permitted.

14. Except as required for the protection of public health or safety, one (1) flag, of the United States or otherwise, that is made of fabric, cloth, or paper may be displayed from a staff or pole within the exclusive use area of a balcony, deck, or patio. For purposes of this provision, a “flag” does not include a depiction or emblem of the flag of the United States or any other nation, or any flag that is made of lights, paint, roofing, siding, paving materials, flora, or balloons, or any other similar building, landscaping, or decorative component. Flags must be cleaned and mended as needed and may not be displayed so as to allow them to be easily torn, soiled, or damaged. Flags must not hang above, or protrude into, common areas, or be attached in any other manner than described above.
15. No commercial signs, posters, flags, or banners may be posted or displayed within the exclusive use area of a balcony, deck, or patio. Signs advertising the sale, exchange, or lease of a Unit may only be posted inside of a window of a Unit and not on the railings or fencing of any balcony, deck, or patio and shall conform to state law.
16. No animal shall be left unattended and not under the resident’s direct control on any balcony, deck, or patio. No resident shall allow an animal to relieve itself on any balcony, deck, or patio, nor shall any container, area, pad, or sod be placed or installed on any balcony, deck, or patio for such purpose.
17. Because of the risk of adverse impact to underlying structural integrity, no unreasonable “live load” or temporary weight, including without limitation the combined weight of people, furniture, and equipment, shall be placed on any balcony or deck at any time.

#### **BIKE STORAGE**

Woodlake has several common area rooms designated for bike storage. Contact the Association office to apply for a bike storage space. Bikes can never be placed on the balcony of any Unit or stored in any portion of the common area other than a designated bike storage area. Bikes may be kept in the Unit, in the Unit’s storage area, or in a common area bike storage room.

#### **ROOF**

No person is permitted on building roofs for any reason.

#### **REFUSE ROOMS AND RECYCLING**

1. Trash and garbage must be wrapped and then placed in the trash chutes on each floor only during the following hours: 10:00 a.m. to 10:00 p.m. on Monday through Sunday. Flammable materials, combustible materials, and recyclables must not be placed down the trash chutes at any time. Trash cannot be placed directly in the refuse rooms.

**\*\*\*The Association’s refuse is collected on Monday, Wednesday, and Friday mornings. Use of trash chutes may be interrupted while the containers are being serviced. For everyone’s safety, the refuse doors are locked during these times. \*\*\***

2. Please help protect our environment by recycling as much as possible. By law, we are required to reduce the amount of non-recyclable waste; not doing so will increase the cost of disposing of our trash. A recycle bin is located under each building. Your help in recycling is greatly appreciated. Do not leave large items (such as boxes or furniture) in the trash room. Boxes can be broken down and taken

to the recycling area. It is up to each resident to make arrangements to dispose of their own furniture or appliances.

#### **USED FURNITURE/APPLIANCES/ PERSONAL PROPERTY**

Do not place any personal property in the hallways, lobbies, stairwells, or other common areas. Any personal property placed in these areas will be removed by the Association, and the responsible Unit Owner will be charged for all costs incurred by the Association (in addition to the imposition of discipline, including fines). Residents are responsible for the removal of used appliances and furniture from Woodlake's property.

#### **AIR CONDITIONING**

Air conditioning units which protrude through window openings or Unit walls are prohibited.

#### **ACCESS TO UNITS**

The Woodlake administrative staff will not permit anyone to access to any Unit without prior written authorization of the registered Unit resident, except in the event of an emergency.

\*\*\* Master Key Program has been discontinued effective as of February 2020 and Woodlake does not accept keys to units. \*\*\*

#### **LOCK OUTS**

Residents whose Units are on the old Woodlake key system, who are locked out of their dwelling Unit and who request assistance to enter will be required to pay a fee for the service call.

Woodlake Association encourages each owner to supply their own locking system and to secure their own keys to their Unit.

\*\*\* Master Key Program has been discontinued effective as of February 2020. \*\*\*

#### **LOBBY KEY FEE**

The Board of Directors agreed at the General Session Board Meeting held on August 15, 2018 at 7:15pm that an immediate rule change is necessary to address unrestricted circulation of lobby keys to an unlimited number of unauthorized persons. The Lobby Key Fee will increase from \$15.00 to \$75.00. *Adopted as of 12/12/2018.*

#### **SOLICITING**

Solicitors are not permitted on the premises at any time.

#### **FIREWORKS**

Firecrackers and fireworks are absolutely prohibited anywhere on Woodlake property.

#### **STORAGE ROOM WALKING AREA**

Nothing shall be left in the common area of storage rooms. Articles found in that common area will be removed and disposed of when found, with no notice. The walkway must be kept open and clear for residents to gain access to their storage areas.

#### **HALLWAYS**

Doormats, shoes, and decorative items may not be placed in any common area hallway floor.

#### **NOTICE POSTING**

No personal flyers or notices can be posted or placed in lobbies or anywhere on the common area, other than the approved community bulletin board.

### **WINDOW COVERINGS**

Window coverings must appear to be white or beige in color from the outside. Sheets, blankets, posters, foil, plywood or other material which is not a traditional and aesthetically appropriate window covering cannot be used as a window covering.

### **FLAMMABLE MATERIALS**

Flammable materials and liquids cannot be stored in the garages or any other common area.

### **NO FEEDING THE WILDLIFE**

Many people like to feed Woodlake's Wildlife but what seems like kindness can be very harmful. Feeding interferes with nature, spreads disease, attracts rodents and other pests, promotes algae and is detrimental to the lake. Feeding waterfowl is not good for the wildlife or the environment, therefore Woodlake Association has adopted a Do Not Feed the Wildlife policy. *Adopted as of 09/20/2018.*

### **YARD SALES**

Garage sales and yard sales are not permitted anywhere within Woodlake. Please note that the Association periodically organizes (including the placement of newspaper ads) Flea Markets at the Main Clubhouse parking lot.

\*\*\* Flea Markets have been discontinued \*\*\*

### **LANDSCAPING**

1. Landscaping services are contracted yearly and supervised by Woodlake management. Concerns about landscaping should be directed to management or brought up at the monthly Board of Directors meeting in the Open Forum.
2. No alterations or additions to the common area landscaping are allowed without the prior written approval of the Association.

### **EXTERIOR LIGHTS AND SIGNS**

The Association is responsible for the maintenance of the exterior lighting and signage. Burned out light bulbs or other malfunctions should be reported immediately to the Association office.

### **EXTRA STORAGE ROOM AND PARKING SPACES**

Woodlake has extra storage rooms and parking spaces that residents can lease for a nominal fee. If a resident is in need of an extra storage room or parking space, please call the Association office for more information.

### **TRASH/FURNITURE**

Furniture or large amounts of trash cannot be placed at the Association dumpster. Residents must make special arrangements with outside companies to dispose of large amounts of trash or to remove unwanted furniture. Pickups by organizations which collect these items must be arranged so that all items are kept inside the Unit until the organization actually arrives for the pick-up. Items cannot be left in the common area prior to pick-up.

### **Parking Rules**

1. Each unit is assigned one numbered parking space, which space is identified on the unit's deed. Any vehicle which is improperly parked in a numbered space may be towed, subject to applicable law.

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2. For safety reasons, driveways and streets in Woodlake cannot be used as play area or for riding bikes.
3. The speed limit at Woodlake (including roads, parking lots and driveways) is that which is safe for the existing conditions; provided however that in no event may any vehicle travel more than 10 miles per hour. Please drive carefully on the roadways and parking lots of the complex.
4. All vehicles belonging to Woodlake residents must be registered with the Association and must properly display a valid Woodlake Parking ID.
5. A copy of the vehicle registration will be required when applying for a Woodlake Parking ID.
6. Woodlake Parking Stickers will be imprinted with the Unit's account number and must be affixed to the back window or rear bumper of the vehicle.
7. No more than two Woodlake Parking Stickers will be issued to each Unit. The Association reserves the right to refuse a Unit Resident's application for a second Woodlake Parking Sticker if, at the sole discretion of the Association, there are not a sufficient number of available open parking spaces.
8. Guests visiting a Woodlake Unit for longer than two consecutive days (48 hours) are required to obtain a temporary vehicle guest pass. The Unit resident who has invited the guest can obtain a vehicle guest pass 24 hours per day, either by visiting the Administration office, or after business hours by calling the Association. Any guest staying in Woodlake for more than seven consecutive days must apply for an extended visit variance or will be considered as a resident of the complex.
9. Vehicles that do not have proper identification (Association sticker or vehicle guest pass) or which are not in compliance with Woodlake Parking Rules will receive a citation or may be towed from the property, subject to applicable law. Additionally, the owner of the applicable Unit relating to the vehicle is subject to discipline by the Association.
10. Motor homes, house trailers, campers, oversized vehicles, commercial vehicles, boat or boat trailers, or inoperable vehicles may not be parked or stored within Woodlake. A "commercial vehicle" is a motor vehicle of a type required to be registered under the California Vehicle Code used or maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property. An "inoperable vehicle" is a vehicle which is disabled or which cannot legally be driven on a public street. An "oversized vehicle" is any car, truck, recreational vehicle, or other vehicle that measures more than twenty-two (22) feet in length or is more than sixty (60) inches in width, or more than eighty-four (84) inches in height.
11. Maintenance or repair of any vehicle is strictly prohibited anywhere within Woodlake.
12. Unregistered or inoperable vehicles cannot be parked anywhere within Woodlake.
13. Each owner must ensure that their assigned parking space is free of oils and fluids. No owner may place any items (including cleaners, boxes, crates, or trash) other than one vehicle in their assigned parking space. The Association reserves the right to clean any oil or fluid in any assigned space and to charge the applicable Unit owner for the actual costs incurred.
14. Vehicles must be in a clean condition at all times while parked in Woodlake.

15. Any vehicle creating a hazard or nuisance may be removed from the property at the vehicle owner's expense, subject to applicable law.
16. Hazardous materials cannot be stored in any vehicle parked within Woodlake.
17. Vehicles can only be washed in the designated car wash areas.
18. Vehicles cannot be parked or stopped in a parking space which has been assigned to another Unit, in designated not parking areas, in fire lanes, in any location which is unsafe, in any location which is not authorized for parking or stopping, or in violation of any governing document provision.
19. The Association may tow vehicles which are improperly parked, subject to applicable law.
20. Any fines which may be associated with improper parking will be billed to the Owner of the applicable Unit.

### **Walking Paths**

For safety reasons, self-propelled vehicles and any item with wheels which is carrying an individual (such as a bike, scooter or skate board) cannot be used on the walking paths. Provided however, that the following shall be allowed on the walking paths: a) wheel-chairs, b) walkers, and c) any item with wheels (e.g. stroller, small tot toy) which is either propelled by another person or which is at all times within five feet of a responsible person.

### **Rule Against Harassment**

1. No Woodlake Association Member, Unit resident, Unit tenant, guest of a Woodlake Association Member, guest of a Unit resident, guest of a Unit tenant, invitee of a Woodlake Association Member, invitee of a Unit resident, or invitee of a Unit tenant shall harass, threaten, intimidate, interfere with, obstruct, annoy, alarm or assault any Woodlake Association member, Unit resident, Unit tenant, guest of a Woodlake Association Member, guest of a Unit resident, guest of a Unit tenant, invitee of a Woodlake Association Member, invitee of a Unit resident invitee of a Unit tenant, Woodlake director, Woodlake officer, Woodlake manager, Woodlake committee member, Woodlake employee, Woodlake contractor and the employees of the contractor, Woodlake vendor and the employees of the vendor, Woodlake agent, or any family member thereof.
2. Each Woodlake Association Member is strictly responsible, and is jointly and severally liable, (as set forth in paragraph 3 herein) for any violations of this Rule Against Harassment which is committed by the Member, any agent of the Member, any co-Owner of the member's Unit, any resident in the member's Unit, any tenant in the Member's Unit, any guest of the Member, any guest of the tenant or resident in the Member's Unit, any invitee of the member, or any invitee of the tenant or resident in the member's Unit. Each Woodlake Association Member's responsibility and liability for violation of this Rule Against Harassment is not dependent upon whether the member knew or should have known about the acts upon which the violation is based.
3. The Association Board of Directors, in its sole discretion, may take all appropriate actions against all applicable Members, residents, tenant, guests, and/or invitees for each violation of this Rule Against Harassment, including but not limited to any or all of the following:
  - a. A fine/monetary penalty in an amount up to \$1000.00 per violation.
  - b. Suspension or revocation of any or all of membership rights and privilege

- c. Obtaining a court order, restraining order, or injunction to enforce the provisions of this Rule Against Harassment, and/or filing a civil lawsuit to collect any fines and monetary penalties imposed pursuant to this Rule.
4. In any court action to enforce the provisions of this Rule Against Harassment, the Association shall be entitled to recover its costs and attorney's fees.

**Rules Governing Conduct at  
Board of Directors and Membership Meetings**

1. These are the Rules Governing Conduct at Board of Directors and membership Meetings of the Woodlake Association ("Rules of Conduct" or "Rules").
2. No person attending any board of directors or membership meeting shall engage in any of the following: a) disorderly or boisterous conduct; b) the utterance of loud, threatening, disruptive, or abusive language or gestures, including clapping, whistling, or stamping; or c) any speech, conduct or activity that disturbs, disrupts, impedes, or otherwise interferes with the orderly conduct of the meeting. A person engaging in any of the foregoing shall (in addition to any other remedies which the Association may have under the Governing Documents and applicable law), at the discretion of the meeting Chair or a majority of a quorum of the board of directors, be subject to immediate removal from the meeting.
3. Association members who attend any board of directors or membership meetings may speak during the Open Forum. Any member wishing to speak during the Open Forum shall first sign the Open Forum Request: To Speak Sign-up Sheet. No member shall speak during the Open Forum without first being recognized by the Chair of the meeting. The only purpose of speaking during the Open Forum is for Association members to formally communicate to the Board and/or other Association members regarding matters which are within the authority of the board of directors and/or the Association.
4. Each person speaking at any board of directors or membership meeting shall do so in an orderly manner and shall not engage in any of the following: a) disorderly or boisterous conduct; b) the utterance of loud, threatening, disruptive or abusive language or gestures, including clapping, whistling or stamping; c) name calling or other personal attacks; d) any speech, conduct or activity that disturbs, disrupts, impedes, or otherwise interferes with the orderly conduct of the meeting or e) comments which do not reasonably relate to a matter within the authority of the Board or the Association. Any speaker who engages in any of the foregoing shall (in addition to any other remedies, which the Association may have under the Governing Documents and applicable law), at the discretion of the Chair or a majority of a quorum of the board of directors, be subject to immediate removal from the meeting.
5. In the interest of fairness to other persons wishing to speak and to other individuals or groups having business before the body, which is meeting, each speaker during the Open Forum shall limit their comments to no more than three minutes. If a large number of people wish to speak during the Open Forum, this time may be shortened by the Chair of the meeting so that the number of persons wishing to speak may be accommodated within the time available. Second opportunities for one person to speak during any single Open Forum will not be permitted unless specifically authorized by the meeting Chair.
7. Comments are to be directed to the Chair of the meeting. Dialogue between, and inquiries from, the person speaking and individual Board members, management, or the seated audience, is not permitted unless specifically authorized by the meeting Chair.

8. It is understood that a person making a request to speak during the Open Forum does so on his/her own behalf. For this reason and to guarantee all persons have an ample opportunity to be heard, all speakers during the Open Forum will be recognized for the same amount of time. No speaker will be allowed to yield part or all of his time to another and no speaker will be credited with time requested but not used by another.
9. No audio, video, taping, photography, transmission, broadcasting, electronic or digital recording or reproduction of any Board or membership meeting is allowed without the prior consent of the Board. Provided, however, that the Board Secretary may record any meeting to aid in the preparation of minutes, but said recording shall be deleted immediately after the minutes of that meeting have been approved.
10. Upon any violation of Rules of Conduct, the procedure for enforcing said Rules at the meeting shall be as follows:
  - a. The Chair shall first warn the person violating the Rules and request that said person immediately cease such conduct. If, after receiving such a request from the Chair, the person persists in violating the Rules, the Chair shall order a recess. Any security person who is present at the meeting when the violation occurs shall be authorized to warn the person that his or her conduct is violating the Rules and that he or she is requested to cease such conduct. If upon resumption of the meeting the violation persists, the Chair shall order another recess, whereupon the Chair shall have the authority to ask security personnel or law enforcement to remove the person from the meeting;
  - b. If the Chair fails to enforce the rules of conduct set forth herein, any Board member may move to require the Chair to do so, and upon the affirmative vote of the majority of a quorum of the Board in that matter, the majority may designate another Board member to act as Chair for the limited purpose of enforcing the Rules of Conduct established herein; and;
  - c. In the event that any Board or membership meeting is interrupted by a person or groups of persons who is violating these Rules of Conduct so as to render the orderly conduct of such a meeting impractical, and order cannot be restored by the removal of the individuals who are interrupting the meeting or violating the Rules, the meeting may be adjourned and rescheduled.
11. Any violation of these Rules of Conduct shall be subject to the disciplinary procedures, fines, and other remedies set forth in the Association's Governing Documents, as well as all other rights and remedies which the Association has under applicable law.

### **Main Pool/Spa Key Rules**

1. Woodlake Association has had problems with unauthorized persons improperly obtaining access to the main pool and spa facilities, and with the sale or transfer of Woodlake common area keys to unauthorized third persons. Therefore, two specially manufactured main pool/spa keys, which shall at all times remain the property of Woodlake Association, have been provided to each Unit for the sole use of the respective authorized Woodlake Unit owners, residents and tenants. For safety reasons, and to reduce the risk of unauthorized persons from obtaining access to the main pool area and spa:

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- a. The main pool/spa keys cannot be duplicated, and carry the “footprint” assigned to Woodlake from the key manufacturer, and can only be cut by one lock company;
- b. All main pool/spa keys issued to each Unit are stamped with the associated Unit’s account number so Woodlake staff will be able to identify which Unit is associated with each key. Only Woodlake staff has access to the account numbers and associated Unit addresses;
- c. The main pool/spa keys shall remain at all times the property of Woodlake Association and the Association at all times retains the right to regulate and restrict the dissemination, possession, and use of all main pool/spa keys;
- d. For safety reasons, only persons authorized by Woodlake Association can possess and use the main pool/spa keys. Additionally, for safety reasons all authorized owners, residents and tenants must have a main pool/spa key and a Woodlake Identification Card in their possession while in the main pool area and spa. Upon the request of an Association agent, any Unit Owner, any resident of a Unit, and any tenant must immediately produce to the requesting Association agent for inspection, their identification and all main pool/spa keys issued to their Unit;
- e. If any Unit is transferred to a new owner, the transferor Unit owner must provide to the transferee Unit owner all main pool/spa keys issued to that Unit through escrow. The cost for a replacement main pool/spa key is \$350.00 per key. If the selling Unit owner does not provide the Escrow Company with all Pool keys assigned to that Unit, together with instructions that all such Pool Keys must be transferred to the new owner upon the close of Escrow, the cost to replace all such assigned Pool Keys shall be paid to the Association by the selling Unit owner through escrow;
- f. If a Unit owner leases his/her Unit to a tenant, at the commencement of the lease the Unit owner must provide the tenant with all main pool/spa keys issued to that Unit, and at the termination or expiration of the lease, the Unit owner must recover from the tenant all main pool/spa keys issued to that Unit;
- g. For safety purposes, each Unit owner shall be strictly responsible and strictly liable to the Association for all main pool/spa keys which were issued to that unit. Each unit owner shall be strictly responsible and strictly liable to the Association if any of the unit’s main pool/spa keys are lost or stolen, including but not limited to if any such key is lost by or stolen from a resident or tenant of the Unit;
- h. For safety purposes, all main pool/spa keys issued to a Unit shall at all times be in the possession of the authorized applicable Unit owner (unless the Unit is leased), a current resident of the applicable Unit, or a current lessee of the applicable Unit;
- i. Due to safety issues, if any main pool/spa key is lost or stolen or if there is any other violation of this policy, the Board may make all appropriate orders, including, but not limited to the following: a) the applicable Unit owner shall be subject to a fine of up to \$350.00; and b) the applicable Unit owner’s membership rights and privileges may be suspended; and c) the applicable Unit owner (and their tenants’, if applicable) may be ordered to surrender all main pool/spa keys for that Unit for a specific period of time;
- j. Unit owners are strictly responsible: a) for their own violation of this policy; b) for the violation of this policy by any tenant in their Unit; c) for the violation of this policy by any

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resident of their Unit; and d) for the violation of this policy by any guest or invitee of a Unit owner or resident; and

- k. A request can be made to the Association for the assignment of a third main pool/spa key, which request may be granted by the Board in its sole discretion. Requests for a third main pool/spa key must be in writing from the Unit owner or Unit owner's managing agent, and must set forth the reason for the request. No request shall be granted unless the owner produces to the Association for inspection all main pool/spa keys which have previously been issued to the Unit, and the Board believes that granting such a request is in the best interest of the Association. The Board, in its sole discretion, may rescind a Board order granting such request at any time for any reason.

## **Hearing Procedure and Fine Schedule**

### **HEARING PROCEDURE**

1. The following hearing procedures will be used whenever the Board meets to consider an alleged violation of the governing documents which could result in disciplinary action against a Member.
  - a. **Notice of Hearing.** Notice of the hearing will be sent at least fifteen (15) days prior to the hearing and will be given either personally or by prepaid first-class mail to the most recent address shown in the Association's records. The notice shall contain, at a minimum, the date, time, and place of the meeting, the nature of the alleged violation for which a Member may be disciplined, and a statement that the Member has a right to attend and may address the Board at the meeting.
  - b. **Opportunity to Be Heard.** Members have the right to send a letter, send a representative, or appear in person to present evidence as to why they should not be disciplined. Members also have the right to bring an attorney with them to advise them or to speak on their behalf. The hearing will be held in executive session.
  - c. **Failure to Appear.** In the event the Member fails to appear for a hearing, the Board will review the evidence presented and make its decision accordingly.
  - d. **Notice of Decision.** Within fifteen (15) days of the Board's decision, the Member will be given written notice of the decision.
  - e. **Conflicts of Interest.** If any member of the Board has an actual conflict of interest in the matter which is the subject of the hearing (e.g. they filed the complaint, or the complaint was filed against them) such persons must fully recuse themselves from the hearing proceedings and may not take part in or vote on the matter.
2. If the Board determines that there has been a violation of the governing documents (including but not limited to the failure to timely pay assessments, fees, and/or charges), the Board may impose any orders, remedies, penalties/fines, discipline, suspensions, and assessments which it determines in its discretion are appropriate, including but not limited to one or more of the following:
  - a. Warnings;
  - b. Monetary penalties and fines, including continuing fines;
  - c. Suspension of membership rights and privileges (including, for example, the right to vote and to use common area facilities and amenities);

- d. Special Assessments;
- e. Orders
- f. Payment for any damages sustained by the Association in connection with the violation;  
and
- g. Reimbursement of costs and expenses (including attorney's fees) incurred by  
the Association in connection with the violation.

#### **FINE SCHEDULE**

1. Each violation of the governing documents may result in the imposition of a fine of up to \$1000, at the discretion of the Board of Directors.
2. Continuing violations of the governing documents may result in a fine of up to \$100 per day, at the discretion of the Board of Directors.
3. If the Association retains an attorney to file a lawsuit relating to any governing document violation, the Unit Owner shall also be responsible to reimburse the Association for all of the Association's attorney's fees incurred in connection with the violation (including attorney's fees incurred before and after filing the lawsuit), as well as all litigation costs and expenses.

# WOODLAKE ASSOCIATION

## Video Camera Installation and Recording Policy

Adopted February 16, 2022

### **PURPOSE**

Woodlake Association (the "Association") is a condominium project as defined by California Civil Code Section 4125. The Association's development (the "Development") is comprised nine hundred ninety (990) condominium units, while all other portions of the Development are common areas. The Association is the legal entity that manages and is responsible for all common areas in the Development as well as the exterior appearance of the Development from an architectural and aesthetic standpoint. For this reason, the Association, and its Board of Directors ("Board"), have an interest in, among other things, (i) the Association's common area camera system, (ii) owners performing alterations to any building by installing their own cameras, (iii) filming the Association's common areas, and (iv) creating nuisances within the Development.

The Association has installed video cameras in the common areas of the Development, including in the driveways, garages, lobbies, and streets/perimeter areas. As with all of the other aspects of the Development, these video cameras are owned, operated, and managed by the Association. The Association's cameras may not be actively monitored at all times, and there is no guarantee that these cameras will capture or deter any particular event or occurrence at the Development. Therefore, you should not rely on the Association's video cameras as a means of protection or preventing incidents from occurring. The video cameras are intended to deter unauthorized entry into the community and control access within the community, but will primarily be used to assist law enforcement, after the fact, if a criminal event occurs or the Association and management need to determine if a violation of the Association's governing documents has occurred. If you ever believe you are in danger or that unauthorized persons are in the Development, please contact local law enforcement and notify the Association's Resident Service Attendant accordingly.

This Video Camera Installation and Recording Policy (this "Policy") formally documents the Association's policies with regard to: (1) the installation and use of video cameras by residents of the Development; and (2) the Association's own production and release of video footage captured by the Association's common area cameras to the police or local authorities.

### **DEFINITIONS**

For the purposes of this Policy, "video equipment" shall mean and refer to any equipment installed by an owner, which is used to monitor, record, and/or deter activity in either an audio or visual format, regardless of whether such recordings are stored or monitored contemporaneously, including, without limitation: (1) any video and digital cameras (such as Ring

**Woodlake Association**  
**Video Camera Installation and Recording Policy**  
**Adopted February 16, 2022**  
**Page 1 of 3**

Order: GHSYBW8GK  
Address: 801 N Humboldt St Apt 314  
Order Date: 09-09-2025  
Document not for resale  
HomeWiseDocs

doorbells); (2) any listening devices; and (3) any of the foregoing devices which are not functional but have been installed on an owner's unit or adjacent to the unit on common area.

A "unit" shall mean the individual condominium unit owned by an owner; a unit consists of the airspace within the condominium's perimeter walls, floors, and ceilings. The "common areas" shall mean the Association's entire development, except for the owners' individual units. The common areas include all exterior/outside surfaces of an individual unit. The common areas are managed and controlled by the Association, as further described in the Association's governing documents and California law.

The Association's "governing documents" shall mean the Articles of Incorporation, Bylaws, CC&Rs, operating rules of the Association (including, but not limited to, this Policy), and any other documents that govern the Association's operation.

## **INSTALLATION POLICY**

No person may alter or modify any exterior portion of a unit including, but not limited to, the front door or entry area of a unit for the purposes of installing or using any video equipment, without the prior written approval of the Association's Board. The Board must review and approve, in writing, any request to install video equipment before that video equipment is installed and in accordance with the Association's architectural approval guidelines and procedures.

No video equipment may be installed in any manner, regardless of location, that would record or capture areas outside of the immediate front door vicinity of a unit. As such, no video equipment may unreasonably record or attempt to record other portions of the Development, including general common areas or another resident's unit.

Any resident's illegal, improper, unreasonable, or unauthorized installation or use of any video equipment shall constitute a nuisance, as well as an architectural violation, and is strictly prohibited.

In the event of any violations of this Policy, the Association reserves the right to: (1) take disciplinary action against the violating owner who is responsible for the acts of their tenants, guests and invitees, after providing that person/persons/entity or entities with a duly noticed hearing before the Board; (2) require the removal of any video equipment; and (3) take any other actions not prohibited by law in order to enforce violations of this Policy and the Association's other governing documents. This may include the removal of a resident's video equipment, at the unit owner's cost and expense, if the owner/resident fails to take such action upon demand by the Association. All remedies taken by the Association shall be cumulative and no single remedy shall be deemed to preclude the Association from such other remedy or remedies that are legally available.

## **ASSOCIATION RECORDING POLICY**

The Association will only release recordings or images captured by its own video cameras to the police or applicable local authority pursuant to a valid subpoena, and only upon receiving a verified request for those recordings and/or images from the police department/local authority. Additionally, the Association may use and provide evidence of recordings or images when evaluating possible governing document violations by residents; however, such footage will not be released to individuals and will not constitute Association records pursuant to the California Civil Code.

The Association does not store records or images indefinitely, and no guarantee is made that the Association will have any video recordings or images on file, due to memory capacity and system requirements. However, if a resident notifies the Association in writing of an incident that may have been recorded by the Association's cameras, the Association will make reasonable efforts to preserve recordings of the date/time when the incident occurred for up to thirty (30) days, so that the police/local authorities have sufficient time to request that recorded information from the Association, pursuant to a valid subpoena.

In addition to the foregoing, the Association will cooperate, as necessary, with any official court orders or subpoenas requiring the production or release of the video recordings or images captured by the Association's video cameras/equipment.

*(End of Policy)*

# Woodlake Association

## Insurance Deductible Policy (Adopted April 20, 2022)

## WOODLAKE ASSOCIATION

### INSURANCE DEDUCTIBLE POLICY (Adopted April 20, 2022)

This Insurance Deductible Policy (this "Policy") is intended to assist you, as Owners, in understanding Owner and Association responsibilities with respect to insurance deductibles for damage in each of your Units.

Pursuant to Section 8.01 of the Association's CC&Rs, the Association is required to insure the standard finishes and fixtures in each of the Units that the developer of the Association's buildings originally installed, and any equivalent replacements of such finishes and fixtures, including but not limited to: interior walls and doors; ceiling, floor and wall surface materials (e.g., paint, wallpaper, mirrors, carpets and hardwood floors); utility fixtures (e.g., gas, electrical, and plumbing fixtures); cabinets; built-in appliances; and heating and air-conditioning systems. The Association may, but is not required to, also insure Owner-installed upgrades to such finishes and fixtures.

The Association does not, and is not required to, insure Owners' personal property. Pursuant to Section 8.03 of the Association's CC&Rs, it is each Owner's responsibility to obtain insurance coverage for any personal property.

If components of an Owner's Unit, or components of an Owner's Restricted Common Area that the Owner is required to repair and replace, are damaged, and the Association's insurance policy covers such damage, the Association will, upon written request by the Owner, submit a claim for such damage to the Association's insurance carrier, in accordance with Section 8.01 of the CC&Rs. The responsibility for payment of any deductible applicable to such claim shall be as follows:

- (a) An Owner shall be responsible for the amount of any deductible if the damage or loss covered under the claim relates solely to items owned by the Owner, or for which the Owner is responsible, including but not limited to items within the Owner's Unit. If the claim involves damage or loss to multiple Units, each of the affected Owners shall be responsible for a proportionate share of the cost of the deductible equal to the proportionate share that the value of the items owned by the Owner, or for which the Owner is responsible, included in the claim bears to the total claim amount.
- (b) The Association shall be responsible for the amount of any deductible if the damage or loss covered under the claim relates solely to items owned or controlled by the Association, or for which the Association is responsible, including but not limited to Improvements in the Common Area.
- (c) If the claim involves damage or loss to one (1) or more Units and the Common Area, then the following shall occur: each of the affected Owners shall be responsible for a proportionate share of the amount of the deductible equal to the proportionate share that the value of the items owned by the Owner, or for which the Owner is responsible, included in the claim bears to the total claim amount; and the Association shall be responsible for a proportionate share

of the amount of the deductible equal to the proportionate share that the value of the items owned or controlled by the Association, or for which the Association is responsible, included in the claim bears to the total claim amount.

(d) Notwithstanding the foregoing, if any Common Area damage or loss (including, but not limited to, any damage or loss to any Restricted Common Area) is caused by the negligence, willful acts, or omissions of an Owner, a Resident of the Owner's Unit, or an Invitee of either, such Owner shall be liable for the amount of the deductible. In such case, the cost of the deductible shall be levied against the Owner as a Reimbursement Assessment, after notice and a hearing before the Board.

(e) The Board may deviate from these procedures if, in the Board's sole discretion, such deviation is reasonable under the circumstances and compliant with the law.

Notwithstanding the foregoing, the Association shall not be required to submit a claim to its insurance carrier if: (i) the damage claimed by an Owner does not exceed the deductible under the Association's insurance policy; or (ii) the Owner does not request in writing that the Association submit a claim for such damage to the Association's insurance carrier. Prior to receiving any proceeds under the Association's insurance policy, as may be applicable, an Owner must provide the Association with evidence satisfactory to the Association that such insurance proceeds are or will be used for repair of the alleged damage. Owners should not automatically expect that the Association's insurance policy will cover damage to their Units, whether from a Common Area source or another Unit.

*[End of policy]*

# Woodlake Association

## Plumbing, Water Damage, & Mold Policy (Adopted April 20, 2022)

## WOODLAKE ASSOCIATION

### PLUMBING, WATER DAMAGE, & MOLD POLICY (Adopted April 20, 2022)

This Plumbing, Water Damage, & Mold Policy (this “Policy”) is intended to assist you, as Owners, in understanding what your responsibilities are with respect to: (i) maintenance and repair of pipes and other plumbing fixtures within or exclusively serving your Unit; (ii) Owner and Association liability with respect to water damage to Unit and Common Area components; (iii) Owner and Association responsibilities in the event of water damage (including insurance responsibilities); and (iv) addressing mold growth in Units.

This Policy is intended to amend, restate, and replace, in its entirety, that certain Water Intrusion Policy adopted by Association's Board of Directors on or about July 2000. Any other of the Association's rules or regulations pertaining to plumbing, water damage, and mold shall at all times be applicable, except to the extent set forth in this Policy.

For the purposes of this Policy, a Unit includes its dwelling areas and individual sanitary installations and other equipment or fixtures located within the Unit or exclusively serving the Unit. This definition is consistent with the Association's Condominium Plan and the CC&Rs. More specifically, Section 1.34 of the CC&Rs and the condominium plan for Woodlake indicate that a Unit consists of the air space bounded by and contained within the unfinished surfaces (exclusive of paint, paper, wax, tile, enamel, or other finishes) of the bearing walls, perimeter walls, floors, ceilings, windows, and doors of the Unit ceilings, floor, windows, and doors thereof, and a Unit includes both the portions of the building so described and the air space so encompassed. A Unit does not include those areas and those things that are defined as “Common Area” in Section 1.13 of the CC&Rs; provided, however, that individual sanitary installations and other equipment, fixtures, or appliances serving only one (1) Unit, whether or not located wholly within the Unit, shall not constitute a part of the Common Area but shall constitute a part of the Unit.

#### **MAINTENANCE AND REPAIR OF PIPES AND OTHER PLUMBING FIXTURES WITHIN OR EXCLUSIVELY SERVING YOUR UNIT**

The CC&Rs for the Association establish the responsibility for plumbing maintenance and repairs at Woodlake, as follows:

- In-Unit Plumbing and Plumbing Exclusively Serving One (1) Unit. Section 3.09 of the CC&Rs provides that each Owner shall maintain, repair, and replace (or cause to be so maintained, repaired, and replaced), at their sole cost and expense, the interior living elements of their Unit, including without limitation exposed plumbing and permanent fixtures, in a clean, sanitary, and attractive condition.

In addition, Owners are responsible for maintaining, repairing, and replacing individual

sanitary installations and other equipment, fixtures, or appliances (including without limitation hot water heaters) exclusively serving their Unit, whether or not located wholly within their Unit; provided, however, that Owners may not alter or repair interior walls, ceilings, floors, or other structural or utility bearing portions of the buildings without the prior written approval of the plans for such alteration or repair by the Board or the Architectural Committee, as applicable.

- **Restricted Common Area Plumbing.** Section 3.09 of the CC&Rs and Civil Code § 4775(c) provide that it is each Owner's obligation to maintain any Improvements located within the airspace of their Unit's Restricted Common Areas (which includes decks, balconies, and patios), and it is the Association's obligation to repair and replace the structural components of such Restricted Common Area. This means that Owners are responsible for maintaining, repairing, and replacing any plumbing fixtures or lines located within the airspace of such areas (e.g., hose bibs).
- **Common Area Plumbing.** Sections 1.13 and 3.08 of the CC&Rs provide that the Association (not individual Owners) is responsible for maintaining, repairing, and replacing Improvements located in the Common Areas, including without limitation pipes, plumbing, and other utility installations that serve more than one (1) Unit (except the outlets thereof when located within a Unit,) and any utility installations for the common use of two (2) or more Units that may protrude into the airspace of a single Unit.

The effect of the provisions outlined above is as follows: (1) the Association is responsible for maintaining, repairing, and replacing all plumbing fixtures, pipes, water lines and outlets located within the Common Area; and (2) each Owner is responsible for the maintenance, repair and replacement of all plumbing fixtures, pipes, water lines, and outlets that are located within their Unit or the airspace of their Restricted Common Areas, or that are located within the Common Areas but that exclusive serve their Unit. For purposes of this Plumbing and Water Damage Policy, water lines include, without limitation, appliance and equipment water supply lines and hoses.

However, Section 4.05 of the CC&Rs further provides that, if the need for maintenance, repair or replacement of any plumbing fixtures, pipes, water lines or outlets located within the Common Area or for which the Association is otherwise responsible, or the repair or restoration of any damage to the Common Area, is needed as a result of the negligence or willful misconduct of any Owner, any person deriving their right of use and enjoyment from said Owner (e.g., tenants), or said Owner's respective family or guests, the cost of the applicable maintenance, repair or replacement (to the extent not reimbursed by the Association's insurance) shall be borne solely by the responsible Owner. Notwithstanding the foregoing, the Association shall be responsible for performing such maintenance, repair or replacement and the cost of same shall be levied against the Owner as a reimbursement assessment after proper notice and hearing.

If a plumbing fixture or outlet in your Unit has a leak, you are responsible for repairing the item and stopping the leak. Such items include, for example and without limitation, all angle stops, toilets,

toilet wax rings, faucets, sinks, tub valves, shower valves, tub enclosures, shower enclosures, dishwashers, washing machine valves and hoses, washing machine waste lines, appliance water lines, HVAC unit condenser lines, blockages in toilets and garbage disposals (as well as related overflows) and any other plumbing or sewage outlets located within the boundaries of your Unit.

The Association is responsible for repairing any leaks in the pipes or lines located within the perimeter walls, floors, or ceilings of the Units, regardless of how many Units such pipes or lines serve. However, if you do not promptly report evidence of a leak in the Common Area, you may be held responsible for all or some of the cost of repairing the resulting damage to your Unit.

Because Owners are responsible for the finishes, fixtures, betterments, and improvements within their Units, as well as the liability exposure described above for damage to adjacent Common Area caused by leaks emanating from within their Units, each Owner is strongly encouraged to follow the guidelines described below to reduce the potential for water damage within their Unit:

- In accordance with Section 3.09 of the CC&Rs, periodically inspect the Unit for water leaks, other evidence of water intrusion (such as condensation on the windows or walls, water stains or other types of water damage) and for the presence of molds, fungi, and their spores (collectively, "**Mold**");
- If any water leaks, water intrusion and/or Mold are detected, immediately call a plumber, and take appropriate corrective steps to repair the leak and/or reduce water intrusion and repair any resulting water damage (including the removal of any Mold);
- If the source of the water leak is a pipe, immediately notify the Association's management office;
- Maintain proper ventilation (particularly in the bathrooms) and humidity levels to reduce the risk of water damage (including Mold growth);
- Periodically inspect in-Unit refrigerator condensation pans, air conditioning units and any other water-retaining appliances to ensure they are properly functioning and not leaking water or otherwise creating water damage to the Unit (including Mold growth);
- Periodically inspect any carpeting or similar types of floor coverings that may be conducive to Mold growth;
- Replace heating and air conditioning filters no less than quarterly or as may be otherwise recommended by the manufacturer; and
- Take such other prudent steps as may be appropriate to properly maintain your Unit to prevent water leaks and water intrusion, and repair all leaks, sources of water and water intrusion (including Mold growth) within your Unit.

## **LIABILITY WITH RESPECT TO WATER DAMAGE TO UNITS, COMMON AREA AND PERSONAL PROPERTY**

The following is a description of multiple scenarios relating to water damage to a Unit, the Common Area and/or an Owner's personal property, and the responsibilities for the repair or restoration of such damage.

## **1. Water Damage to a Unit Originating from Plumbing Within the Unit**

- Each Owner is responsible for maintaining, repairing, and replacing the plumbing fixtures and outlets located within their Unit.
- Commonly, water leaks and stopped up drains in a Unit prove to be the responsibility of the Unit Owner. Examples include:
  - A stopped-up p-trap (under the kitchen or bathroom sink).
  - A sink, bath, or toilet overflow.
  - Leaky supply lines from the angle stop (cut-off valve at the wall) to the faucet or fixture.
  - Leaks from a dishwasher, refrigerator and/or freezer water lines.
- Each Owner is solely responsible for repairing or replacing and paying for the cost of any damage caused by water intrusion (including the abatement of Mold), to any and all interior items of such Owner's Unit (including, but not limited to, any interior walls and doors, ceiling, floor and wall surface materials, utility fixtures, cabinets, built-in appliances, and heating and air-conditioning systems).
- Notwithstanding the foregoing, pursuant to Sections 3.09 and 3.10 of the CC&Rs, if an Owner fails to make necessary repairs to their Unit, the Association may, but is not obligated to, remediate the water damage by drying out the affected Unit's walls, carpet, etc., all of which shall be performed at the expense of the Unit Owner. Consistent with the governing documents, advance notice shall be given to the Owner prior to such repair/remediation, except in the case of emergency, in which case the Association's right to enter the Unit and affect such repair/remediation shall be immediate. If the Association undertakes any such remediation, this shall not be deemed an acceptance of liability or responsibility for the cause of the damage, and such determination as to liability or responsibility shall be determined at a later time.

## **2. Water Damage to a Unit Originating from Plumbing in Another Unit**

- If water damage occurs to a Unit because of, for example only, a malfunctioning (e.g. leaking or broken) drain or faucet in another Unit, failure of a refrigerator, freezer or other appliance water line or component in another Unit, or because of the negligence of another Unit's Owner (e.g. allowing a sink or tub to overflow), the affected Owner needs to repair their Unit promptly and appropriately.
- The affected Owner can seek reimbursement of their repair costs from the offending Owner.

- The Association has no responsibility under the Association's governing documents to help resolve such an issue, as this is an Owner-to-Owner property damage dispute.
- Notwithstanding the foregoing, if there is a threat to the Association's Common Area resulting from an in-Unit water source, the Association may, but is not obligated to, remediate the water damage by drying out the affected Unit's walls, carpet, etc., all of which shall be performed at the expense of the Owner who caused the water leak. Consistent with the governing documents, advance notice shall be given to the Owner, except in the case of an emergency, in which case the Association's right to enter shall be immediate.

### **3. Water Damage to a Unit Originating from Plumbing in the Common Area**

- Each Owner is solely responsible for repairing or replacing, and paying for the cost of, any interior Unit damage caused by water intrusion stemming from or originating in the Common Area, except to the extent such damage is covered by insurance maintained by the Association pursuant to Section 8.01 of the CC&Rs, as may be applicable. The Owner's responsibility shall include the abatement of Mold, originating from any Common Area component for which the Association is responsible, to any interior walls and doors, ceiling, floor and wall surface materials, utility fixtures, cabinets, built-in appliances, heating and air-conditioning systems, and other items located within the Owner's Unit.
- For water damage to a Unit caused by a Common Area component, general principles of law dictate that the Association is not obligated to repair or reimburse Owners for damage to Units caused by a Common Area water source, unless the damage was caused by the negligence of the Association. An affected Owner claiming negligence of the Association is responsible for establishing that negligence (such as, for example, providing evidence that the Association did not periodically inspect the Common Area for water leaks, did not take prompt corrective action to address a Common Area water leak, or did not comply with its other responsibilities described under Section 3.08 of the Association's CC&Rs). The simple fact that a Common Area plumbing component, waterproofing or exterior building feature failed does not, by itself, imply negligence on the part of the Association. Notwithstanding the foregoing, the Association may pay for part or all of the cost of such damage, whether or not the cost exceeds the amount of insurance proceeds recovered from the Association's insurance policy (if any), if such damage was caused by the negligence or willful misconduct of the Association or its directors, officers, agents, or employees.
- Examples of water damage stemming from plumbing in the Common Area include without limitation:
  - A main drain line gets backed up and several Units are affected.
  - A Common Area water supply line breaks.

- A roof leak occurs.
- The Association will repair the source of any Common Area water intrusion and any Common Area damage related to that water intrusion, including, but not limited to, damaged drywall of perimeter and/or loadbearing walls. The Owner will then be responsible for repairing the finishes, fixtures, betterments, and improvements within their Unit.

#### **4. Water Damage to the Common Area Originating from Within a Unit**

- If any damage to the Common Area results from the negligence or willful misconduct of any Owner, any person deriving their right of use and enjoyment from said Owner (e.g., tenants), or said Owner's respective family or guests, the cost of all repairs shall be borne solely by the responsible Owner, pursuant to Section 4.05 of the CC&Rs.
- All such damage to the Common Area shall be repaired by the Association, even when an Owner is legally responsible for the cost of the damage and repair to the Common Area, as Owners do not have the authority to alter or repair the Common Area components (such as, for example only, the drywall behind the interior surface of a Unit's perimeter walls or the portion of a perimeter ceiling above the interior surface of the ceiling). In the event an Owner is alleged to be legally responsible for costs the Association incurs to repair damage to the Common Area, the Owner will be called to a properly noticed hearing with an opportunity to be heard before the Board regarding the damage and repair costs at issue. After that hearing, the cost of such Common Area repairs can be levied against the Owner as a reimbursement assessment, after a duly noticed hearing before the Board.

#### **5. Water Damage to an Owner's Personal Property**

- Each Owner is responsible for repairing or replacing any and all of their personal property (such as, for example only and without limitation, furniture, electronics, appliances, or decorations) that is damaged by a leak or water intrusion, no matter the source of the leak (Common Area or otherwise).
- Each Owner is responsible for maintaining personal property insurance for the Owner's Unit and all personal property and other property and improvements within that Unit, pursuant to CC&Rs Section 8.03. If an Owner leases their Unit to a tenant, the Owner shall require their tenant to obtain and maintain renter's insurance for the tenant's personal property and effects located at the building.
- The Association is not responsible for the repair or replacement of any Owner's or resident's personal property or effects, whether located in a Unit or anywhere in the Common Area.

**OWNER AND ASSOCIATION RESPONSIBILITIES IN THE EVENT OF WATER DAMAGE  
(INCLUDING INSURANCE RESPONSIBILITIES):**

**Insurance Responsibilities**

As described above, Owners are, in accordance with the Association's CC&Rs, financially responsible for any property damage or loss to their Unit, except in the event the Association's negligence caused the damage or, as described below, the Association's insurance policy covers the damage.

Pursuant to Section 8.01 of the Association's CC&Rs, the Association is required to insure the standard finishes and fixtures in each of the Units that the developer of the Association's buildings originally installed, and any equivalent replacements of such finishes and fixtures, including but not limited to: interior walls and doors; ceiling, floor and wall surface materials (e.g., paint, wallpaper, mirrors, carpets and hardwood floors); utility fixtures (e.g., gas, electrical, and plumbing fixtures); cabinets; built-in appliances; and heating and air-conditioning systems. The Association may, but is not required to, also insure Owner-installed upgrades to such finishes and fixtures.

The Association does not, and is not required to, insure Owners' personal property. Pursuant to Section 8.03 of the Association's CC&Rs, it is each Owner's responsibility to obtain insurance coverage for any personal property.

If components of an Owner's Unit, or components of an Owner's Restricted Common Area that the Owner is required to repair and replace, are damaged, and the Association's insurance policy covers such damage, the Association will, upon written request by the Owner, submit a claim for such damage to the Association's insurance carrier, in accordance with Section 8.01 of the CC&Rs. The responsibility for payment of any deductible applicable to such claim shall be as follows:

- (a) An Owner shall be responsible for the amount of any deductible if the damage or loss covered under the claim relates solely to items owned by the Owner, or for which the Owner is responsible, including but not limited to items within the Owner's Unit. If the claim involves damage or loss to multiple Units, each of the affected Owners shall be responsible for a proportionate share of the cost of the deductible equal to the proportionate share that the value of the items owned by the Owner, or for which the Owner is responsible, included in the claim bears to the total claim amount.
- (b) The Association shall be responsible for the amount of any deductible if the damage or loss covered under the claim relates solely to items owned or controlled by the Association, or for which the Association is responsible, including but not limited to Improvements in the Common Area.
- (c) If the claim involves damage or loss to one (1) or more Units and the Common Area, then the following shall occur: each of the affected Owners shall be responsible for a proportionate share of the amount of the deductible equal to the proportionate share that the value of the items owned by the Owner, or for which the Owner is responsible, included in the claim bears

to the total claim amount; and the Association shall be responsible for a proportionate share of the amount of the deductible equal to the proportionate share that the value of the items owned or controlled by the Association, or for which the Association is responsible, included in the claim bears to the total claim amount.

(d) Notwithstanding the foregoing, if any Common Area damage or loss (including, but not limited to, any damage or loss to any Restricted Common Area) is caused by the negligence, willful acts, or omissions of an Owner, a Resident of the Owner's Unit, or an Invitee of either, such Owner shall be liable for the amount of the deductible. In such case, the cost of the deductible shall be levied against the Owner as a Reimbursement Assessment, after notice and a hearing before the Board.

(e) The Board may deviate from these procedures if, in the Board's sole discretion, such deviation is reasonable under the circumstances and compliant with the law.

Notwithstanding the foregoing, the Association shall not be required to submit a claim to its insurance carrier if: (i) the damage claimed by an Owner does not exceed the deductible under the Association's insurance policy; or (ii) the Owner does not request in writing that the Association submit a claim for such damage to the Association's insurance carrier. Prior to receiving any proceeds under the Association's insurance policy, as may be applicable, an Owner must provide the Association evidence satisfactory to the Association that such insurance proceeds are or will be used for repair of the alleged damage. Owners should not automatically expect that the Association's insurance policy will cover damage to their Units caused by water or Mold, whether from a Common Area source or another Unit.

### **Notice of Water Damage; Unit Access; Cooperation**

Because water leaks and intrusions pose a significant risk of damage to the Common Areas, it is imperative that Owners, tenants, and other residents report all water leak and intrusion issues to the Association's management office immediately at the time the leak or water intrusion is discovered. Owners, tenants, and other residents are expected to cooperate with any remediation effort and/or investigation by the Association related to water intrusion and/or damage. The Association suggests that each Owner provide emergency contact information to the Association's management office for use in the event of a water leak (or other emergency) that may be stemming from or affecting the Owner's Unit.

When there is an emergency, such as water intrusion from a Unit threatening damage to the Common Area, the Association will attempt to contact the Owner immediately. In the event of a water leak, the Association may attempt to shut off the water to mitigate any damage. When an Owner is unavailable or unresponsive to the Association, the Association may need to enter an Owner's Unit with a locksmith and/or plumber to address the emergency, pursuant to Section 3.10 of the CC&Rs. In such event, the Association may attempt to contact local governmental officials (e.g. the fire department and/or police department) for assistance, as the Association's Board of Directors deems reasonable or necessary. Please note that the Association does not wish to enter

any Unit without the Unit Owner's advance approval and knowledge, but if a leak in an Owner's Unit is threatening damage to the Common Area (or injury to persons) and the Owner is unavailable or non-responsive, the Association is obligated under the CC&Rs to prevent damage to the Common Area and, as such, may need to enter the Unit to address the problem. In addition, the Association may levy an assessment against the Owner of the Unit for the costs the Association incurs related to such entry, after proper notice and hearing, depending on the source of the damage and the Owner's cooperation (or lack thereof).

### **Summary of Owner Responsibilities Relating to Water Damage and Water Intrusion**

Please note the following:

1. All Owners, tenants, and other residents are required to follow this Plumbing, Water Damage & Mold Policy.
2. You are required to cooperate with the Board's or Association staff's requests if any Unit is experiencing a water problem that could potentially affect your Unit or Common Area adjacent to your Unit.
3. You must immediately notify the Association's management office in writing of any water leak that you suspect or of which you become aware. Even if you are unsure of who is responsible for a water leak, contact the Association's management office immediately and the Association and/or its agents will inspect your Unit. You may be responsible for the cost of the inspection and the repair, depending on whether it is determined you are responsible for the source of the leak.
4. If you experience a plumbing problem that is originating from your Unit, you should call a plumber immediately so that the water damage does not spread further throughout your Unit or to other Units or the Common Areas. If appropriate, you should also contact a restoration company to dry out the wet areas of your Unit to avoid the growth of Mold and perform any necessary Mold testing and remediation. There needs to be a rapid removal of water damaged Unit components (for example and without limitation, wall coverings, floor coverings, cabinetry, and fixtures) to prevent the spread of moisture, as materials around the leak may act like a sponge and absorb standing/dripping water and result in Mold growth or further damage. If you experience a plumbing problem that is originating from the Common Area, report it to the Association's management office *immediately* upon your discovery of same.
5. Cooperate with your neighbors and the Owners of Units in your stack in the event of a water leak or water intrusion into their Unit. Notify your neighbors and the Owners of Units in your stack if you have any water leak or water intrusion problems in your Unit.
6. Remember, Owners do not have authority to alter or repair the Common Area (e.g. perimeter drywall or sheetrock, structural components, bearing walls, etc.). If a leak from your Unit has damaged Common Area components, the Association will make any necessary repairs. You will

be responsible for reimbursing the Association for the cost of those repairs, after proper notice and a hearing before the Board. If you attempt to perform repairs to the Common Area yourself, the Association may require the work to be re-done at your expense, as the Association deems reasonably necessary to protect and preserve the Common Area.

7. If you are going to be out of town for any length of time, you should arrange to have your Unit checked by a neighbor, family member, co-worker, etc., on a regular basis for water leaks and any residual signs of water intrusion.

8. California law requires plumbers to be licensed. Your failure to use a licensed plumber for any plumbing repairs necessary within your Unit may result in the Association re-doing the work at your expense.

9. Contact the Association's management office if you need assistance with a water leak or water intrusion in your Unit. The Association's management office may be able to provide referrals for a plumber(s) and Mold remediation specialist(s) who can assist you with water leaks and water intrusion in your Unit, but such referrals, as may be applicable, are not recommendations, and neither the Association nor the person providing the recommendation represent that such plumber(s) or Mold remediation specialist(s) will provide proper or adequate work.

#### **ADDRESSING MOLD GROWTH IN UNITS**

1. The federal Environmental Protection Agency ("EPA") guidelines specifically state that there is no practical way to eliminate all Mold in the indoor environment. Mold is found everywhere. The way to control indoor Mold growth is to control moisture. The fact that you may have evidence of Mold in your Unit should not necessarily be a cause of great concern; however, you need to take action to investigate and address any Mold in your Unit.

2. The Association will only be responsible for repairing Common Area water damage (including Mold-related damage). Owners are responsible for repairing water damage to their Units, and testing for and abating, as necessary, any Mold in their Unit; provided, however, as discussed below, if there is a potential that in-Unit Mold may damage the Common Area, the Association may perform Mold testing and abatement, as necessary, in a Unit to protect and preserve the Common Area, the cost of which will be levied against the applicable Owner as a reimbursement assessment after a properly noticed hearing before the Board.

3. Owners are required to immediately report, in writing, all Mold growth in their Unit to the Association's management office within twenty-four (24) hours of observance of same. The Association will, as necessary, investigate such Mold and its impact, if any, on the Common Areas, repair any related Common Area damage and perform any necessary drying out and Mold abatement to the Common Area and/or to the Unit, if there is a reasonable possibility that the Unit Mold damage could spread to the Common Area from the Unit. If Mold damage to the Common Area stems from a Unit component and/or other component for which the Unit's Owner is legally responsible, the Unit's Owner will be responsible for the cost incurred by the Association to

remediate and repair the affected Common Area; such cost shall be levied as a reimbursement assessment against the Owner and their Unit after a properly noticed hearing before the Board.

4. Owners are encouraged to eliminate any potential sources of moisture that can breed the growth of Mold. All sinks, bathtubs, toilets and related drips or overflows must be emptied, cleaned, and dried within twenty-four (24) to forty-eight (48) hours from leak occurrence to prevent Mold growth. The Association will respond to Common Area-related water intrusion and leaks as soon as possible after they are reported to the Association's management office.

5. Should an Owner fail to maintain their Unit in accordance with the Association's CC&Rs and other governing documents or fail to correct water intrusion or Mold growth within their Unit in a timely manner, as set forth above the Owner must allow the Association and its agents access to the Owner's Unit as necessary to effectuate any repairs/Mold remediation within the Unit to prevent potential and/or further damage to the Association's Common Area. The cost of such repairs/Mold remediation will be charged back to the Owner in the form of a reimbursement assessment charged against the Owner and their Unit after proper notice and hearing.

6. If Mold in a Unit has developed in a limited quantity, it may be able to be effectively removed by the Owner. To remove small amounts of mold, it may help to use a mixture of three (3) parts water to one (1) part bleach, allowing the solution to stand on the surface for ten (10) minutes, and then scrubbing with a brush, rinsing, and air-drying the affected area. Use of a mask and gloves when removing Mold is encouraged, and you should bag and dispose of all material that may have Mold residues. We encourage all Owners and residents to take immediate action to eliminate Mold. These are simply suggestions by the Association, not government agency guidelines, and Owners should follow reasonable protocols, as established by the EPA, the California Department of Public Health ("**CDPH**") and other governmental agencies when dealing with Mold in their Units.

7. Mold testing is not necessarily required every time you have a water leak or experience water intrusion. Certain historical EPA and CDPH guidelines have specified that so long as moisture is removed within forty-eight (48) hours, there is no reason for concern regarding Mold. However, Owners, tenants and other residents should consult information and guidelines published by these agencies on a periodic basis to educate themselves on current and proper Mold-related protocols.

8. Owners are required to provide access to their Units to the Association or its agents for both the investigation and the remediation of any water damage/Mold claims to the Common Area, regardless of whether the water damage/Mold claim originated within the Unit or the Common Area.

9. Each Owner must seek prior written approval from the Association before removing or modifying any Common Area drywall or other Common Area components in or appurtenant to their Unit affected by Mold.

*[End of policy]*

## Pet Policy and Animal Rules Adopted December 21, 2022

(1) Notwithstanding Section 7.08 of the CC&Rs, pets may be kept within Woodlake, subject to the provisions of Woodlake's governing documents. For purposes of this Pet Policy and Animal Rules, "pet" means any domesticated bird, cat, dog, aquatic animal kept within an aquarium, or other animal as agreed to between Woodlake and an Owner or Resident. Except as specifically permitted by law, pets belonging to non-Residents are not permitted within Woodlake.

(2) The maximum number of pets that may be kept in or brought into a Unit at any one time is two (2); provided, however, a reasonable number of fish may be kept in an aquarium provided such aquarium has a maximum capacity of thirty (30) gallons or less. Notwithstanding the foregoing, assistance animals, which are not deemed as pets, may be kept in excess of the maximum number of permitted pets. For purposes of this Pet Policy and Animal Rules, an "assistance animal" is an animal that works, assists, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Any person claiming the need for an assistance animal, whether for themselves or another Resident of their Unit, shall be required to provide verification of the need for such animal to Woodlake, in accordance with Woodlake's Accommodation Request Policy.

(3) No owner of a pet shall permit, allow, or cause the pet to run, stray, or be uncontrolled or unattended in or upon the Common Area or any Restricted Common Area (including, without limitation, balconies, decks, and patios). Pets must be handled and controlled via the use of a substantial leash (not to exceed six (6) feet in length) or carrier while being transported through the Common Area and between a Unit and outside of Woodlake (and vice versa) to comply with the foregoing provision. The foregoing restrictions do not apply to assistance animals, as long as the assistance animal is capable of being controlled by its owner. For health and safety concerns, no pet or assistance animal shall be permitted in the Common Area pool/spa areas (unless being transported to or from an adjacent Unit), clubhouse, recreation centers, exercise rooms, saunas, showers, tennis courts, putting green, or duck island, except as specifically permitted by law. Owners who employ dog-walking services shall require that only their dogs are walked and that no more than two (2) dogs are walked at any given time.

(4) Any waste left in the Common Area by a pet or assistance animal shall be immediately removed and cleaned by the owner of the pet or assistance animal. Waste must be securely sealed in a plastic bag prior to being disposed of, either in an outside garbage can or in building garbage chutes/Dumpsters. Waste may not be disposed of in lobby garbage cans or in recycling or composting bins. Due to the nature of the interior courtyards, which have limited soil base and are located over concrete parking garages, no owner of a pet or assistance animal may use these areas for their pet or assistance animal's relief needs. In addition, no owner of a pet or assistance animal may use interior Common Areas of buildings or exterior Common Areas underneath overhangs (including, without limitation, lobby entrances and garages) for their pet or assistance animal's relief needs.

(5) No animals may be kept anywhere within Woodlake for commercial purposes. The ownership of all animals must comply with local governmental agency guidelines, including, but not limited to, licensing and sanitation laws. No animal may be kept that interferes with, or has a reasonable likelihood of interfering with, the rights of any Owner or Resident to the peaceful and quiet enjoyment of their Unit or Woodlake's Common Areas. Any animal in violation of this provision shall be deemed a nuisance, and such animal may be removed from Woodlake within a reasonable time after the Board determines, after a hearing duly noticed by Individual Delivery to the Owner of the Unit, that the animal in question creates an unreasonable annoyance or nuisance.

(6) Neither Woodlake nor its Directors, officers, agents, representatives, or employees shall have any liability to any Owner, Resident, Invitee, or other person for any injury to persons or damage to property caused by any animal kept in or brought into Woodlake by any Owner, Resident, or Invitee. Each Owner shall be liable to all other Owners, all Residents, their Invitees, and other persons for any unreasonable noise, injury to person, or damage to property caused by any animal kept in or brought into Woodlake by the Owner or a Resident of or Invitee to the Owner's Unit.

(7) Notwithstanding the foregoing limitations on pets, an Owner shall be permitted to keep in their Unit any pet that is currently kept in the Owner's Unit as of the adoption date of this Pet Policy and Animal Rules if the pet otherwise conforms with the provisions of Woodlake's existing governing documents relating to pets.

(8) Pet and assistance animal owners are required to register their pets and assistance animals within five (5) days of the beginning of their occupancy at Woodlake, on such forms, with such information, and (for pets only, but not for assistance animals) with such reasonable processing fees as Woodlake may require from time to time. Pet and assistance animal owners shall carry Woodlake-issued pet/assistance animal photo identification cards with them at all times while transporting their pet/assistance animal through the Common Areas.

**Woodlake Association**  
**Accommodation Request Policy**

Woodlake Association's policy regarding the processing of requests for reasonable accommodations shall be as follows:

1. A Woodlake resident, or person acting on the resident's behalf, may make a request for an accommodation or modification by notifying Woodlake's General Manager either orally or in writing. Woodlake's General Manager shall be the person responsible for receiving such requests on behalf of Woodlake.
2. If the disability and need are apparent, Woodlake will not request further information before evaluating the request. If more information is needed about the resident's disability or need for accommodation, Woodlake may request that the resident provide additional information concerning the following only:
  - a. If the disability is known or apparent, then Woodlake may ask for information that:
    - i. Describes the needed accommodation; and
    - ii. Shows the relationship between the resident's disability and how the requested accommodation is necessary to afford the resident with a disability an equal opportunity to use and enjoy their dwelling and the common areas at Woodlake.
  - b. If the disability of the resident is not readily apparent to the person considering the request, Woodlake may request, in addition to the information in paragraph 2(a) above, only information that is necessary to establish that the individual has a disability.
3. Woodlake will not seek information about the resident's particular diagnosis or medical condition, the severity of the disability, medical records, medical history, other disability or medical issues unrelated to the request, or other disability or health related information beyond the information identified above in paragraph 2(a) or (b).
4. Woodlake shall process requests concerning assistance animals (including both service animals and support animals) in conformance with Title 2, section 12185 of the Code of California Regulations, including the following:
  - a. *Service Animals.* Persons, including tenants, occupants, invitees, owners, and others, are permitted to have service animals in all dwellings and common areas, subject to the restrictions set forth in section 12185(d). The only permissible questions that can be asked of an individual to determine if the animal is a service animal are: 1) "Are you an individual with a disability?" and 2) "What is the disability-related task the animal has been trained to perform?" It is not permitted to ask the individual with a disability to demonstrate the task.
  - b. *Support Animals.* Individuals with disabilities who have a support animal as defined in Title 2, section 12005(d)(2) of the Code of California Regulations may request a reasonable accommodation related to the individual's need for the support animal in dwellings and common areas.

- c. **Assistance Animals.** Provisions applicable to all assistance animals as defined in section 12005(d), including service animals and support animals, include:
- i. An individual with an assistance animal may also be covered by other legal obligations relating to assistance animals which include additional requirements or prohibitions, and may further restrict the nature and type of inquiry that may be made concerning assistance animals;
  - ii. An individual with an assistance animal shall not be required to pay any pet fee or other additional fee, including additional security deposit or liability insurance, in connection with the assistance animal;
  - iii. An individual with an assistance animal may be required to cover the costs of repairs for damage the animal causes to the premises, excluding ordinary wear and tear;
  - iv. An individual may have more than one assistance animal. Each animal must be individually determined to meet the requirements in this article. When an individual already has a support animal as a reasonable accommodation and requests an additional support animal as a reasonable accommodation, the person considering the subsequent request may consider whether the cumulative impact of multiple animals in the same dwelling unit constitutes an undue burden or fundamental alteration;
  - v. No breed, size, and weight limitations may be applied to an assistance animal;
  - vi. Reasonable conditions may be imposed on the use of an assistance animal to ensure it is under the control of the individual with a disability or an individual who may be assisting the individual with a disability, such as restrictions on waste disposal and animal behavior that may constitute a nuisance, so long as the conditions do not interfere with the normal performance of the animal's duties. For example, a leash requirement may interfere with the ability of a guide dog, signal dog, or service dog to assist an individual, in which case the animal may be under voice control or otherwise responsive. Similarly, a "no noise" requirement may interfere with a dog's job of barking to alert a blind individual to a danger or someone at the door, but incessant barking all night long or when the individual is not at home may violate reasonable restrictions relating to nuisance. Any such conditions may not be more restrictive than those imposed upon other animals on the property;
  - vii. Animal vests, identification cards, or certificates are not in and of themselves documentation of either disability or the need for a reasonable accommodation, other than as set forth in section 12185(c)(2) above;

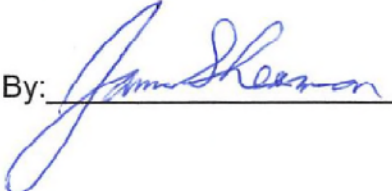
- viii. If an individual with a disability is denied permission to have an assistance animal, the individual is still entitled to all the rights and privileges that otherwise would have been accorded the individual, so long as the individual no longer has the animal; and
  - ix. An assistance animal need not be allowed if the animal constitutes a direct threat to the health or safety of others (i.e. a significant risk of bodily harm) or would cause substantial physical damage to the property of others, and that harm cannot be sufficiently mitigated or eliminated by a reasonable accommodation.
5. The information establishing the resident's disability does not necessarily need to come from a doctor or psychiatrist, it can come from documents such as a DMV issued placard, social security benefits determination, or any reliable third party who is in a position to know about the resident's disability or disability related need. For example, the information could come from any health care provider or their office, a peer support group, non-medical service agency or person, or any other reliable third party.
  6. If the accommodation is of a nature that the General Manager has the pre-existing authority from the Board to grant the type of requested accommodation or modification, the General Manager shall grant it.
  7. If the General Manager lacks pre-existing authority from the Board to grant the requested accommodation, the General Manager shall forward the accommodation request to the Board, who will discuss and grant the request if possible in the next executive session.
  8. The resident shall be notified promptly of the status of their accommodation request: whether the General Manager is determining the request, or whether it has been forwarded to the Board and the timeline for the Board's deliberations.
  9. An accommodation will not be denied for lack of information. The General Manager or Board will first request clarification or additional information and provide a reasonable opportunity for the individual requesting the accommodation to provide the information.
  10. If the requested accommodation does not constitute an undue financial and administrative burden or fundamental alteration, it shall be granted.
  11. If Woodlake determines that the requested accommodation would result in an undue financial and administrative burden or fundamental alteration, Woodlake shall notify the resident in writing of this decision, and provide all reasons for not granting the accommodation – including how the requested accommodation constitutes an undue financial and administrative burden or fundamental alteration.

12. Woodlake shall engage in the interactive process, and promptly meet with the resident (as many times as is necessary) to exchange information to identify and evaluate alternative accommodations that would be equally effective in meeting the resident's needs that would not be an undue burden or fundamental alteration. The interactive process must be conducted in good faith. Good faith means the General Manager and/or the Board considering the request must make a fair and honest effort to engage in the interactive process and to consider the request.
13. At the conclusion of the interactive process, Woodlake shall provide the resident with a written decision allowing or denying the accommodation request (either as requested or modified during the interactive process). If the resident's accommodation is denied, Woodlake shall provide the resident with a list of organizations and phone numbers for the resident to call for further advice, including but not limited to Disability Rights California, Project Sentinel, and Legal Aid Society of San Mateo County.
14. All requests for accommodation and all information gathered in the interactive process shall remain confidential per Title 2, section 12176 of the Code of California Regulations.
15. No resident is limited in the number of accommodations they may request.
16. This policy shall be provided to residents, on an annual basis, in the usual manner for disseminating information by management i.e.: direct delivery, email, and publication in the newsletter.

The foregoing Accommodation Request Policy was approved by the Woodlake Board of Directors on 5/16/2021, 2021.

Dated: 5/18/2021

Woodlake Association

By: 

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Address: 801 N Humboldt St Apt 314  
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650-522-7700

# Smoking Ordinance



**Effective  
November 5, 2015**

## Smoking Ordinance in Public Places

**Smoking is prohibited in:**  
Inside Multi Unit Residences including balconies, common areas and within 40 feet of the building

### City buildings & facilities

City of San Mateo outdoor areas:  
Parking Lots  
Park Properties/Golf Courses  
Grounds surrounding these areas including streets and sidewalks

### Public "Service Area" including:

(see 7.40.020(f) for full definition on back)  
Some examples:  
Public Dining Areas  
ATM and ticket lines  
Bus stops and taxi stands  
Lagoons and waterways

### Smoking is not regulated in:

Private Vehicles  
Single Family Residence  
(except during time used as a child care or health care facility)

### Medical Marijuana

Permitted inside residence only.  
Prohibited in all public places.

**Effective November 5, 2015** the City of San Mateo updated the guidelines to the Smoking Control ordinance. This pamphlet contains a copy of the chapter amendments.

**Smoking now includes, e-cigarettes and marijuana.**

This pamphlet is provided as a public service announcement to assist San Mateo residents, businesses and patrons in complying with the new law. It summarizes the provisions of the ordinance.

**The complete ordinance is available at [www.cityofsanmateo.org](http://www.cityofsanmateo.org)**

- Go to -> Departments
- Go to -> City Codes
- Go to -> Title 7
- Go to -> Chapter 7.40

**City of San Mateo  
Amending Chapter 7.40  
"Smoking Control," and section  
13.20.010 of Chapter 13.20,  
"Parks Regulations," of the San  
Mateo Municipal Code**

**7.40.020 DEFINITIONS.**

The following words and phrases, whenever used in this article, shall be construed as defined in this section:

(a) **"Dining Area"** means any indoor or outdoor area which is available to, or customarily used by, the general public and which is designed, established or regularly used for consuming food or drink.

(b) **"Employee"** means any person who is employed by any employer in consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a non-profit entity.

(c) **"Employer"** means any person, partnership, corporation, or non-profit entity, including a municipal corporation, who employs the services of one or more persons.

(d) **"Enclosed"** means closed in by a roof and four walls with appropriate openings for ingress, egress, and windows.

(e) **"Multi-Unit Residence"** means residential property containing two or more units with one or more shared wall, floor, ceiling or ventilation system, including apartments, condominiums, duplexes or townhomes and their patios and balconies. A multi-unit residence does not include: (1) A hotel or motel that meets the requirements set forth in California Civil Code section 1940(b)(2);

(2) A residential care facility or assisted living facility governed by federal or state community care licensing regulations;

(3) A single-family residence, including one which has a detached permitted secondary unit on the same lot.

(f) **"Multi-Unit Residence Common Area"** means any indoor or outdoor common area of a multi-unit residence accessible to and usable by residents of different units, including halls and paths, lobbies, laundry rooms, common cooking areas, outdoor eating areas, play areas, shared patios, shared balconies, shared restrooms, elevators and stairwells, swimming pools, carpools, garages and parking areas.

(g) **"Non-Profit Entity"** means any corporation, unincorporated association, or other entity created for charitable, educational, political, social, or other similar purposes, the net proceeds from the operations of which are committed to the promotion of the objects or purposes of the organization and not to private financial gain. A public agency is not a "non-profit entity" within the meaning of this section.

(h) **"Public Place"** means any enclosed or unenclosed area to which the public is invited or in which the public is permitted, including banks, bars, educational facilities, health facilities, public transportation facilities, reception areas, restaurants, retail food production and marketing establishments, retail service establishments, retail stores, streets and sidewalks, theaters, and waiting rooms.

(i) **"Retail Tobacco Store"** means a retail store, utilized primarily for the sale of tobacco and nicotine products and accessories.

(j) **"Service Area"** means any publicly or privately owned area, including streets and sidewalks, that is designed to be used or is regularly used by one or more persons to receive a service, wait to receive a service or to make a transaction, whether or not such a service or transaction includes the exchange of money. The term "service area" includes but is not limited to information kiosks, automatic teller machines (ATMs), ticket lines, bus stops, train stations, mobile vendor lines or taxi stands.

(k) **"Smoking"** means possessing a lighted or ignited tobacco, nicotine or marijuana product or paraphernalia; or engaging in an act that generates smoke (including, but not limited to, possessing a lighted or ignited pipe, hookah pipe, cigar, electronic cigarette or cigarette of any kind); or lighting or igniting a pipe, hookah pipe, cigar, electronic cigarette or a cigarette of any kind. Smoking includes the use of any product which emits smoke in the form of gases, particles, vapors or other byproducts released by electronic cigarettes, tobacco cigarettes, herbal cigarettes, marijuana cigarettes and any other type of cigarette, pipe or other implement for the purpose of inhalation of vapors, gases, particles or there byproducts released as a result of combustion or ignition.

(l) **"Tobacco and Nicotine Product"** means any substance containing tobacco leaf, including cigarettes, cigars, loose tobacco, snuff, or any other preparation of tobacco which can be used for smoking, chewing, inhalation or other means of ingestion; and any electronic cigarette or other electronic device used to generate smoke; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body, but does not include any cessation product specifically approved by the United States Food and Drug Administration for use in treating nicotine or tobacco dependence.

**7.40.030  
PROHIBITION OF SMOKING IN  
CITY FACILITIES AND ON CITY  
PROPERTY.**

(a) Smoking is prohibited in all buildings, vehicles and other enclosed areas owned or leased by the City of San Mateo or otherwise operated by the City of San Mateo.

(b) Smoking is prohibited in all outdoor areas owned or leased by the City of San Mateo, including parking lots, park properties and facilities, golf courses, and any of the grounds surrounding the buildings, facilities or areas owned or leased by the City of San Mateo, including streets and sidewalks.

**7.40.040  
PROHIBITION OF SMOKING  
IN PUBLIC PLACES.**

(a) Smoking is prohibited in all enclosed public places except hotel and motel lodging rooms rented to guests, provided that not more than 50% of the rooms may be designated as rooms where smoking is allowed.

(b) Smoking is prohibited in the following unenclosed public places:

- (1) Service areas;
- (2) Dining areas;
- (3) Lagoons and waterways.

**7.40.050  
PROHIBITION OF SMOKING IN  
MULTI-UNIT RESIDENCES.**

(a) Smoking is prohibited inside any multi-unit residence and within 40 feet of a multi-unit residence.

(b) Smoking is prohibited within any enclosed and unenclosed multi-unit residence common area.

**7.40.060**

**WHERE SMOKING NOT REGULATED.**  
Notwithstanding any other provisions of this Chapter to the contrary, private vehicles and detached single-family residences, except during the time that the residence is used as a child care or a health care facility, shall not be subject to the smoking restrictions of this Chapter.

**7.40.070**

**MEDICAL MARIJUANA.**  
Notwithstanding any other provisions of this Chapter, smoking or vaporizing of marijuana for medical purposes, as permitted by California Health and Safety Code sections 11362.7 et seq., inside any multi-unit residence is not prohibited by this Chapter. However, use of marijuana for medical purposes is prohibited in all other places where smoking is prohibited by this Chapter and all unenclosed public places.



**City Of San Mateo  
City Clerk's Office  
330 W. 20th Ave  
San Mateo, CA 94403  
650-522-7040**

# Guidelines for Barbecues in Apartment Communities

The California Fire Code now prohibits charcoal grills, large propane grills, and other open flame cooking devices in multi-family housing communities. The new rules regulate the type of barbecues one can have on their patio or balcony.

## What's Allowed?

The new regulations do allow for alternatives to traditional barbecue grills. Listed below are options that comply with the new guidelines:



◀ Propane tank grills with a one pound liquid petroleum gas capacity (typical camping stove)

Electric Grills ▶



- ▶ Grills can be stored on the balcony only after the tank is disconnected. Propane tanks cannot be stored inside the unit or on the balcony.

Additional information, including a list of FAQs on the issue, is available on the CAA Tri-County website, [www.tcaa.org](http://www.tcaa.org).

CALIFORNIA APARTMENT ASSOCIATION, TRI-COUNTY DIVISION

*serving San Mateo, Santa Clara and Santa Cruz Counties*

20863 Stevens Creek Blvd., Suite 250, Cupertino, CA 95014\*

Membership Services: 800.967.4222

Local Office: 408.342.3500, Local Fax 408.873.7938

[www.tcaa.org](http://www.tcaa.org)



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**OPERATING RULE CHANGE REGARDING IN-UNIT PORTABLE FIRE EXTINGUISHERS**  
**(ADOPTED April 17, 2024)**

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The following is hereby added as a new section to the Association's Handbook of Rules:

**IN-UNIT PORTABLE FIRE EXTINGUISHERS REQUIRED**

Effective May 1, 2024, each Unit must always contain at least one (1) working portable fire extinguisher. Fire extinguishers must be certified by a nationally recognized testing laboratory and designed for extinguishing Class A (Trash, Wood, Paper), Class B (Liquids), and Class C (Electrical Equipment) fires. Owners must inspect and maintain portable fire extinguishers, so they are always in a fully charged and operable condition. Fire extinguishers should be stored in the same location except when being used, so they may easily be found when needed. Owners must replace expired fire extinguishers as well as those that are more than twelve (12) years past their manufacture date. Owners must familiarize themselves with their fire extinguisher's operation and are encouraged to register them with the manufacturer, so they are aware of any product updates or recalls. Owners who rent out their Units are responsible for complying with this rule and for ensuring their tenants know where their Unit's portable fire extinguishers are located and how to properly operate them.

*[End of Rule]*

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**OPERATING RULE CHANGE REGARDING PG&E EV CHARGE NETWORK ELECTRIC VEHICLE  
CHARGING STATIONS  
(ADOPTED Sept. 25, 2024)**

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The following is hereby added as a new section to the Association's Handbook of Rules:

**PG&E EV Charge Network Electric Vehicle Charging Stations (EVCS) ("Community Chargers")**

1. **USER REQUIREMENTS:** Use of the Community Chargers is not open to the public and is restricted only to registered Woodlake residents. Residents wishing to use the Community Chargers must first register their electric vehicle(s) with Woodlake's management office (as part of the established vehicle parking registration program) and obtain Shell Recharge access credentials.
2. **NO EXCLUSIVE USE:** The Community Chargers are not for the "exclusive use" by any resident and are open for use by any resident on a first come, first served basis. Residents must establish, amongst themselves, a reasonable schedule to accommodate this shared use. Charging cycles may be monitored and managed by "idle time" charges to ensure reasonable availability of Community Chargers for all residents wishing to use them.
3. **RATES:** The Board will establish rates for using the Community Chargers and these charges will include, in addition to the cost of the electricity, additional fees for administrating the program.
4. **SAFETY:** At all times, residents who use the Community Chargers must take every measure to use them in a safe and reasonable manner. This "safety at all times" includes, but is not limited to, having a fully safe and operating vehicle, connecting to the system in a safe manner, avoiding trip hazards with charging cables, registering vehicle fully and appropriately with the current providing network, and notifying the Association immediately of any issues with the system.
5. **INSURANCE:** Prior to using any Community Charger, a resident must provide the Association with a certificate of insurance showing that the resident maintains automobile liability insurance as required under California law, naming the Association as an additional insured under the policy with a right to notice of cancellation. The resident must provide the Association with the certificate of insurance annually thereafter.
6. **NO EXPRESS WARRANTIES; INDEMNITY:** The Association assumes no liability whatsoever related to the use of the Community Chargers. Each resident uses the Community Chargers at their own risk. While the Association will make efforts to ensure the chargers

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are in working order, the user understands that there may be times of outage or necessary maintenance and repairs due to a variety of causes beyond the Association's control. In such cases, the Association will take reasonable steps to ensure the system is brought back "online"; however, the Association makes no guarantee of immediate resolution to hardware or network failures. Further, if any resident damages or impacts any Community Chargers, any Common Area property, or any other property due to their use of the Community Chargers, the responsible Unit Owner may be held responsible for all costs arising out such damage, following a noticed hearing before the Board, and agrees to indemnify, defend, and hold the Association harmless from and against any claims against the Association arising out such damage.

*[End of Rule]*





## ARCHITECTURAL APPLICATION

### Package Contents:

- Architectural Application
- Architectural Requirements
- Unit Alterations, Upgrades or Remodeling
- Satellite Dishes
- Floor Covering Requirements
- Unit Floor Plans

Instructions: Fill out all requested information except the box labeled "For Office Use Only" and submit with the following:

- A current copy of the CSLB (Contractors State License Board) License for all contractors involved in the renovation.
- Current copies of Liability Insurance and Workers Comp Insurance for all contractors involved, including endorsement page noting additionally insured below. Please provide a separate certificate for each additionally insured.

Woodlake Association  
900 Peninsula Avenue  
San Mateo, CA 94401

DNJ Property Management Services LLC dba  
Common Interest Management Services  
1720 S. Amphlett Blvd., #130  
San Mateo, CA 94402

- Renovation plans and specific unit floor plan must be included with all applications. Plans can be hand-drawn but must include details and dimensions. The owner will be contacted if further documentation or permits are needed.
- \$250 Architectural Application fee will be charged to the owner's account. \$75 Architectural Application fee will be charged to the owner's account for carpet replacement or repairs. **Per BOD 1/18/23**
- \$300 Deposit Fee: Check payable to Woodlake Association (which will be returned to you provided that common area is not damaged, debris has not been left behind or cleaning by HOA staff is not required).
- Upon completion, provide copies of any abatement work or air clearances that have been done.

**Note: Construction hours: Monday through Saturday 8am-6pm. Work is not permitted on Sundays or holidays.**

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# WOODLAKE ASSOCIATION ARCHITECTURAL APPLICATION

APPLICANT / OWNER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BUILDING/UNIT NUMBER OF PROPOSED WORK: \_\_\_\_\_

CONTRACTOR NAME/DBA: \_\_\_\_\_

CALIFORNIA STATE CONTRACTOR LICENSE #: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF WORK TO BE DONE:

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A COPY OF DETAILED RENOVATION PLANS MUST BE ATTACHED TO THE APPLICATION

To schedule a water shut-off, call in advance before starting any work (650) 343-2762

By signing this document, I acknowledge that I have received a copy of the Woodlake Architectural Requirements and understand the requirements:

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

For Office Use only:

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

Building Permit Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Architectural Fee \$250 Charged to Acct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
CSBL check	<input type="checkbox"/> Yes <input type="checkbox"/> No	Architectural Fee \$75 Charged to Acct.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liability & WC Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Refundable Damage Deposit \$300.00 Rec'd.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water Shut off Request	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Letter Issued Date: \_\_\_\_\_ w/ completion of work requirement: Date: \_\_\_\_\_

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Order Date: 09-09-2025  
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# ARCHITECTURAL REQUIREMENTS

- A. No work on this request shall commence until written approval of the Woodlake Architectural Committee has been received.
- B. If approved, work can only be done Monday through Saturday from 8am – 6pm.
- C. The terms and any conditions of the CC&Rs of the Woodlake Association shall apply to any approval.
- D. Nothing contained herein shall be construed to represent that any improvements made in accordance with these plans and conditions or the building and zoning codes of San Mateo City or County. In addition, if your improvement requires city approval or permitting, you will be responsible for meeting any review or permit requirements of the city prior to making any alterations or improvements at your property. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.
- E. The proposed improvement will be at no cost whatsoever to Woodlake Association and any further maintenance shall be the responsibility of myself, my heirs, or assigns.
- F. You agree, by signing this application, to indemnify and hold harmless Woodlake Association and all adjacent condominium units for damage and/or leaks caused by your construction.
- G. The finished project will be inspected by the Architectural Committee or their agent.
- H. No construction debris will be left anywhere in the common area of the Association, and no debris will be left in the common area dumpsters from the project.
- I. Woodlake’s popcorn ceilings and sheet rocked walls contain asbestos, and precautions required by law must be taken when work is performed in these areas, **which legally requires the use of a licensed asbestos removal contractor**. Failure to comply will result in the project being cancelled, the owner being fined \$100.00 per day, and the Association will contact a contractor who is properly licensed in the removal of these areas to secure the area for the safety of all Woodlake residents. Any fees incurred will be the responsibility of the owner of the unit where the work is being performed.
- J. Washers and Dryers are not permitted in individual units.

## FLOOR COVERING REQUIREMENTS

(as adopted by the Association on March 5, 2007)

### HARD SURFACE FLOORING IS NOT PERMITTED

Only areas highlighted in yellow or orange on the unit plans may have hard floor coverings. All other areas must be carpeted.

Exception: Bottom floor units that do not have a unit below will be allowed to have hard floor coverings in all rooms except the bedroom. The bedroom must be carpeted.

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**OPERATING RULE CHANGE REGARDING IN-UNIT WASHERS AND DRYERS**  
**(ADOPTED June 21, 2023)**

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The following is hereby added as a new section to the Association's Architectural Requirements:

**NO WASHERS OR DRYERS IN UNITS**

No washers, dryers, or other laundry machines may be installed or used in any Unit at any time, except within the free-standing, two (2)-story condominium Units (also known as the "townhouse style" Units).

Notwithstanding the foregoing, existing in-Unit washer/dryers are grandfathered and excepted from compliance with this rule, but only if they were approved and installed in accordance with the requirements of the Association's governing documents as of the adoption date of this rule. Such grandfathered washer/dryers must otherwise comply with the Association's governing documents. Nothing in this rule will be deemed or construed to be approval or acceptance by the Association of any other condition (pre-existing or otherwise) that may constitute a violation of the Association's governing documents or any other law.

In any dispute over whether a particular washer/dryer that the Association believes is in violation is, in fact, grandfathered and excepted from compliance under this rule, the burden of proof will be on the Owner who is alleged to be in violation.

*[End of Rule]*

# UNIT ALTERATIONS, UPGRADES OR REMODELING

## **Architectural Review Committee**

Under the direction of the Architectural Review Committee the Maintenance Manager will review and approve all applications prior to any work being done. An owner may be required to return the unit to its original condition if unapproved or unauthorized changes have been made. The owner is responsible for ensuring compliance by their tenants.

## **Certain Rules Are Already Part of the CC&Rs**

1. Exterior alterations require submission of plans and specifications, including nature, color, and materials, with approval forthcoming only if not detrimental to the appearance of the surrounding areas.
2. Noting is permitted (e.g., air conditioner) to protrude thru the walls.
3. Window coverings must appear to be white or beige from the outside and do not need approval to change.
4. No bearing or structural interior wall shall be pierced or otherwise altered in any way without a structural engineering report.
5. Interior alterations that may diminish the effect of sound control will not be approved.

## **Interior Cosmetic Changes and Alterations**

All alterations require an Architectural Application to be submitted. This is to ensure there is no illegal dumping (e.g. hazardous material such as paint) in Woodlake trash bins or grounds and any common areas. All garbage, including hazardous waste (paint, etc.) must be cleared and cleaned up properly.

## **Floor Coverings**

Vinyl, linoleum, wood, laminate, and floor tile may be permitted for the kitchen and bathroom floors. In addition, the unit entry area of approximately 36" (door swing) and unit hallway up to the living room area, may have a hard floor covering.

## **Note**

Installation of a hard floor covering may create excessive noise transmission problems for adjacent units, particularly units below. If excessive noise transmission creates a nuisance, the offending unit owner will be required to take remedial action such as covering the area with a pad or carpeting.

## **Plumbing**

Emergency plumbing repairs (e.g., broken water line) do not need approval. If plumbing repairs require a shut-off of the main water valve for the building, the building, the Association requires the replacement of all non-functioning unit shut-off valves in your unit.

To avoid future inconvenience of other residents in the building. You do not need approval from the Architectural Committee to repair leaks or change faucet types, but you do need approval if you are removing the tub and installing a shower or changing the configuration of plumbing in your unit.

The Owner is responsible for maintenance and repair of drain lines from fixtures, which are part of Exclusive/Restricted Use Common Area, even though the drain line may be within the wall or under the floor. If an owner or his/her vendor damages the common area while doing any maintenance, repair, or replacement of the Owner's "Exclusive/Restrictive Use Common Area" even though the drain may be within the wall or under the floor. If an owner or his/her vendor damages the common area while doing any maintenance, repair, or

Order: 3107 BWS OK  
Address: 30 Windingburg Rd #314  
Order Date: 05-03-2023

replacement of the Owner's "Exclusive/Restricted Use Common Area", the Owner shall additionally be responsible for the cost of repairs to the common area.

### **Electrical**

The use of new types of appliances may increase the load on the installed electrical systems. If frequent circuit breaker trips occur, your electrical system may be overloaded and should be looked at by a licensed electrician. The circuit box in each unit has an electrical system rating of 100 amps. The 66 townhome-style units have a 70–90-amp rating. Today's standard for new homes is 100 to 150 amps or even more for larger homes. Any electrical work to reroute, upgrade or replace existing interior unit circuits requires submission of the following to the Association office.

1. Use of a licensed contractor with a copy of the Vendor's Certificate of Insurance
2. Description of project and materials
3. City of San Mateo building permit
4. City of San Mateo Inspection Report following completion of work.

### **Remodeling – Building Permits – Owner's Responsibility**

It is each owner's responsibility to apply for the required building permit from the City of San Mateo for his/her project. A copy of the "signed off" permit must be provided to the Association office at the completion of the project.

### **Removal of Asbestos Materials**

**The "popcom" ceilings in each unit, as well as the original sheet rock walls, contain asbestos. Removal of the "popcorn" ceiling or construction affecting the sheet rock walls, legally requires the use of licensed asbestos removal contractors, who will take precautions to limit hazardous exposure to asbestos.**

### **Balcony Railing Enclosures**

A lattice design covering has been approved for installation on balconies. The acceptable lattice work is ¼" Redwood Privacy Lattice (available at Home Depot) and may be installed neatly from railing height to deck level and painted "Woodlake Green" prior to installation. "Woodlake Green" may be purchased at Glidden in San Carlos (650-591-6656) (EP6 paint # satin SCOW-3081).

### **Balcony Deck Floor Materials**

Weight and color of materials, as well as drainage, are primary considerations.

- Color – limited to green, gray, creams and browns to blend with building colors.
- Drainage – Installation of approved porcelain tile shall be and can be obtained in the Association office. The type of tile that is allowed is: Porcelain tile: rated by the Porcelain Enamel Institute as having a PEI class 4 or Class 5 rating (water absorption of less than 0.5%). Nor more than ½" thick. A sample tile proposed shall be submitted with the application.
- Epoxy covering (similar to that used during the restoration of balconies) may be considered for approval.
- **Indoor/outdoor carpet affixed to or lying on the balcony is prohibited.**

### **Window Coverings**

Window coverings must appear to be white or beige from the outside and do not need approval to change.

## SATELLITE DISHES

### Multi-Unit Buildings

1. The satellite dish is entirely within the confines of the balcony or patio, mounted on a freestanding mast, with the dish, mounting hardware and cabling blending with the building.
2. The dish may not be attached to the balcony, ceilings, railings, or walls. Mounting must be done without penetrating any surface. Adhesive fasteners may be used. The dish must be secured so as not to jeopardize the soundness or safety of any structure or person, including damage from high winds. To prevent electrical and fire damage, the dish must be properly grounded.
3. The owner is responsible for maintenance of the dish and all components to avoid all disrepair or safety hazards. If the dish becomes detached, falls into disrepair, or becomes a safety hazard, the owner shall immediately remove or repair it. Failure to do so may result in fines as well as reimbursement of all Association expenses incurred to enforce these rules.
4. If the dish and related components are removed, the common areas must be repaired, waterproofed and returned to original or better condition.
5. Except in case of emergency, the Association will give the owner ten (10) days written notice to temporarily remove the dish, if necessary, for Association maintenance or repairs.
6. The owner must immediately repair any damage to the common area or other units caused by the installation or disrepair of the dish and its components. In addition to any other rights, the Association may repair the damage if the owner fails or refuses to do so, and recover all costs, including administrative and legal expenses, from the owner.

### Two-Story Condo Units (a.k.a. "townhouse-style" unit)

In lieu of installation of a satellite dish on the patio in accordance with the above rules, the owner of a townhouse unit may install once satellite dish of 16 inches or less, at the location depicted on photos available at the Association office. The specified location is either (1) on the side of the clearstory window or (2) street side of the chimney. The following additional rules apply for installation at such locations:

1. Installation must be by a licensed satellite dish installation vendor.
2. Prior to installation, a copy of the vendor's Certificate of Insurance shall be submitted to the Association office.
3. Installation hours are limited to Monday-Friday, 8am-5pm.
4. Only the licensed installer will be permitted on the roof.
5. Roof access solely by ladder and in compliance with OSHA standards
6. Vendor solely liable for its installer's health and safety
7. Owner shall contact Association office for final inspection after installation is completed.
8. Any damage to the common area during or after installation shall be repaired by the Association and charged to the owner. This is required so that Association roofing and construction warranties will not be voided.

**Note:** If the satellite dish has NOT been installed and inspected, as required by these rules, the owner must remove the dish and have the common area restored by the Association upon request from the Association. All costs, including administrative and any legal expenses, shall be charged to the owner.

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**OPERATING RULE CHANGE REGARDING PG&E EV CHARGE NETWORK ELECTRIC VEHICLE  
CHARGING STATIONS  
(ADOPTED Sept. 25, 2024)**

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The following is hereby added as a new section to the Association's Handbook of Rules:

**PG&E EV Charge Network Electric Vehicle Charging Stations (EVCS) ("Community Chargers")**

1. **USER REQUIREMENTS:** Use of the Community Chargers is not open to the public and is restricted only to registered Woodlake residents. Residents wishing to use the Community Chargers must first register their electric vehicle(s) with Woodlake's management office (as part of the established vehicle parking registration program) and obtain Shell Recharge access credentials.
2. **NO EXCLUSIVE USE:** The Community Chargers are not for the "exclusive use" by any resident and are open for use by any resident on a first come, first served basis. Residents must establish, amongst themselves, a reasonable schedule to accommodate this shared use. Charging cycles may be monitored and managed by "idle time" charges to ensure reasonable availability of Community Chargers for all residents wishing to use them.
3. **RATES:** The Board will establish rates for using the Community Chargers and these charges will include, in addition to the cost of the electricity, additional fees for administrating the program.
4. **SAFETY:** At all times, residents who use the Community Chargers must take every measure to use them in a safe and reasonable manner. This "safety at all times" includes, but is not limited to, having a fully safe and operating vehicle, connecting to the system in a safe manner, avoiding trip hazards with charging cables, registering vehicle fully and appropriately with the current providing network, and notifying the Association immediately of any issues with the system.
5. **INSURANCE:** Prior to using any Community Charger, a resident must provide the Association with a certificate of insurance showing that the resident maintains automobile liability insurance as required under California law, naming the Association as an additional insured under the policy with a right to notice of cancellation. The resident must provide the Association with the certificate of insurance annually thereafter.
6. **NO EXPRESS WARRANTIES; INDEMNITY:** The Association assumes no liability whatsoever related to the use of the Community Chargers. Each resident uses the Community Chargers at their own risk. While the Association will make efforts to ensure the chargers

Order: GHSYBW8GK

Address: 801 N Humboldt St Apt 314

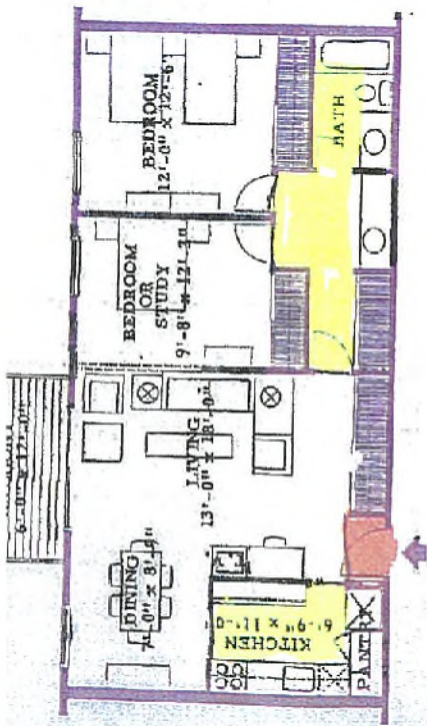
Order Date: 09-09-2025

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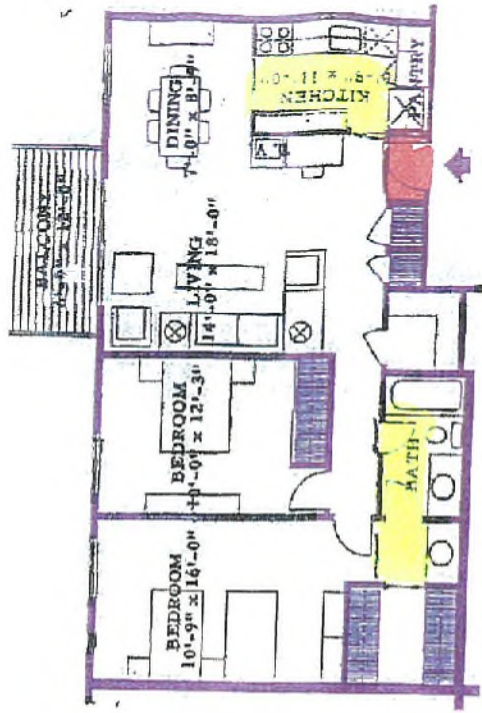
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are in working order, the user understands that there may be times of outage or necessary maintenance and repairs due to a variety of causes beyond the Association's control. In such cases, the Association will take reasonable steps to ensure the system is brought back "online"; however, the Association makes no guarantee of immediate resolution to hardware or network failures. Further, if any resident damages or impacts any Community Chargers, any Common Area property, or any other property due to their use of the Community Chargers, the responsible Unit Owner may be held responsible for all costs arising out such damage, following a noticed hearing before the Board, and agrees to indemnify, defend, and hold the Association harmless from and against any claims against the Association arising out such damage.

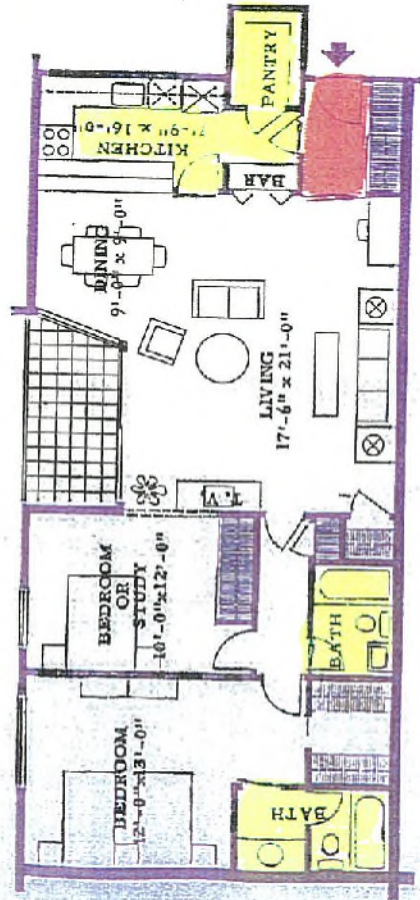
*[End of Rule]*



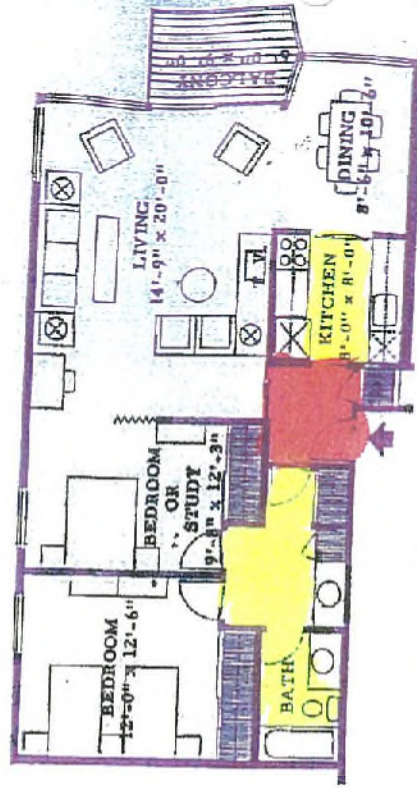
**2-A** 2 bedroom  
903 sq. ft.  
68 units total



**2-B** 2 bedroom  
974 sq. ft.  
57 units total



**2-C** 2 bedroom  
1204 sq. ft.  
68 units total



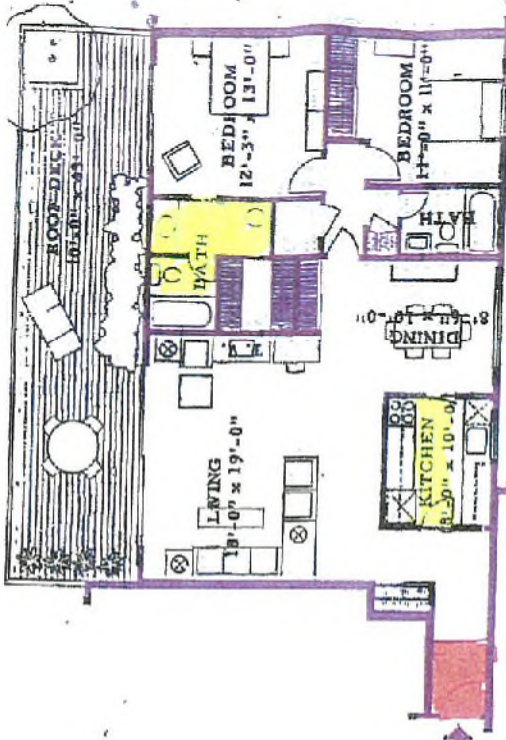
**2-D** 2 bedroom  
983 sq. ft.  
27 units total



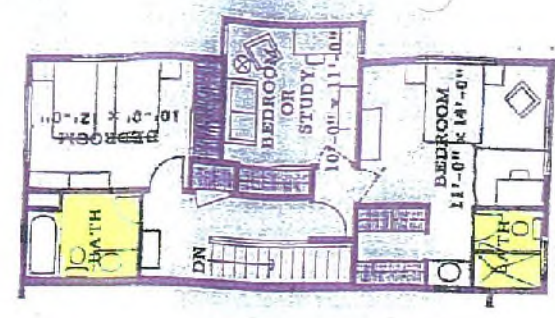
**UNIT PLANS**

**Woodlake**

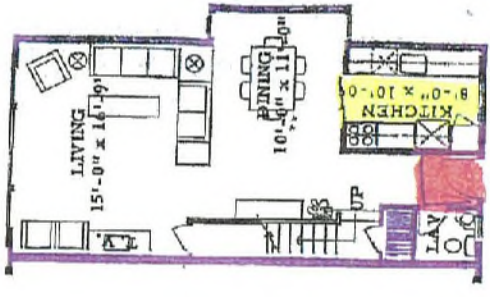
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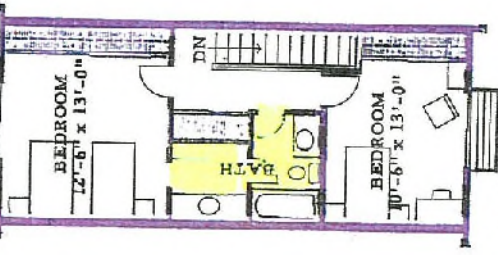
**2-F** 2 bedroom  
1244 sq. ft.  
6 units total



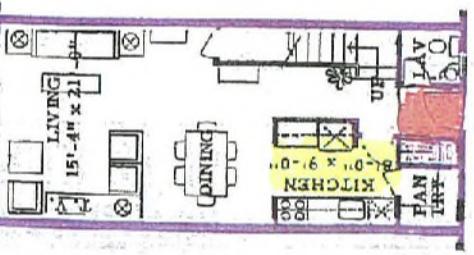
**G-3** 3 bedroom  
1394 sq. ft.  
18 units total



**G-2** 2 bedroom  
1162 sq. ft.  
48 units total



**2-E** 2 bedroom  
825 sq. ft.  
30-units total



**UPPER FLOOR**

**LOWER FLOOR**

**UPPER FLOOR**

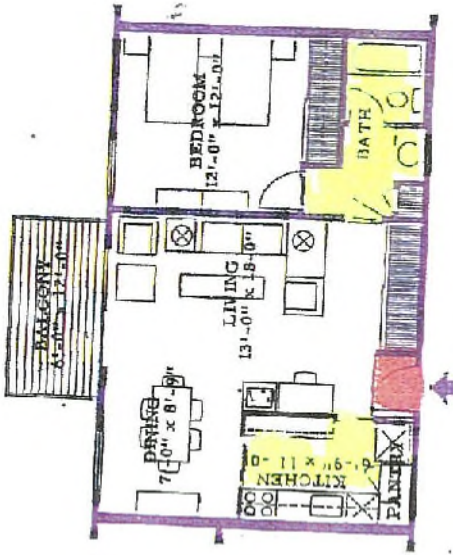
**LOWER FLOOR**

**Woodlake**

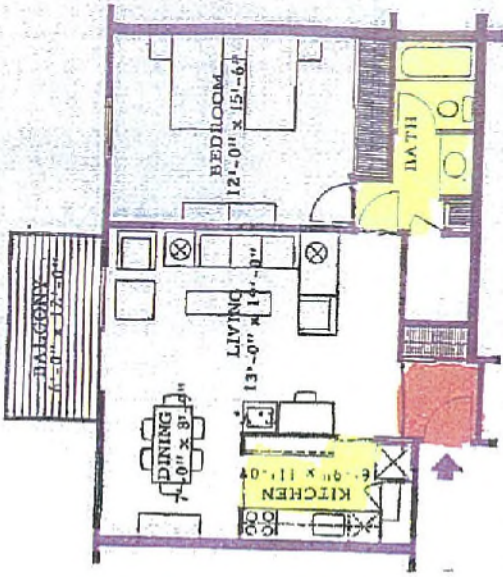


**UNIT PLANS**

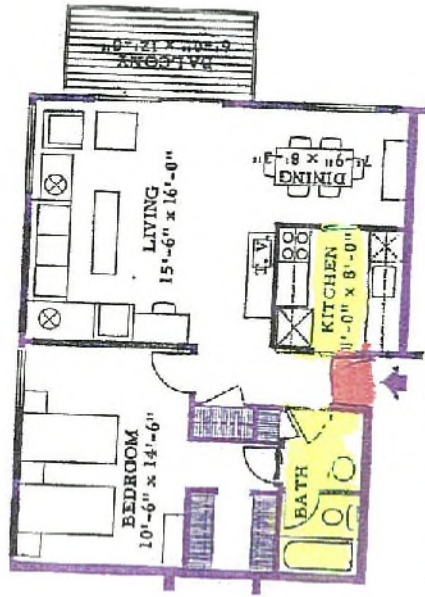
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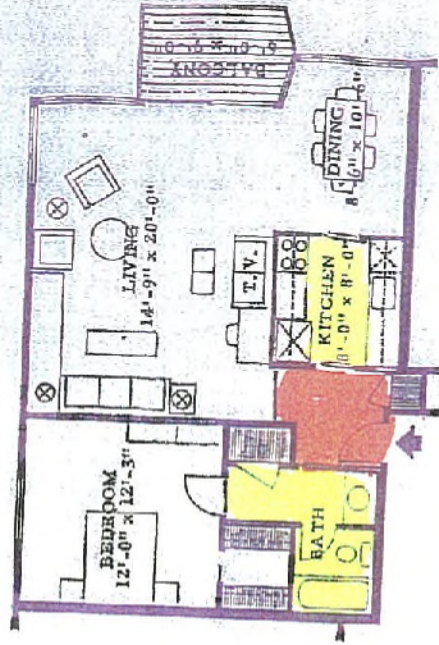
**I-A** 1 bedroom  
693 sq. ft.  
325 units total



**I-B** 1 bedroom  
772 sq. ft.  
99 units total



**I-C** 1 bedroom  
758 sq. ft.  
74 units total



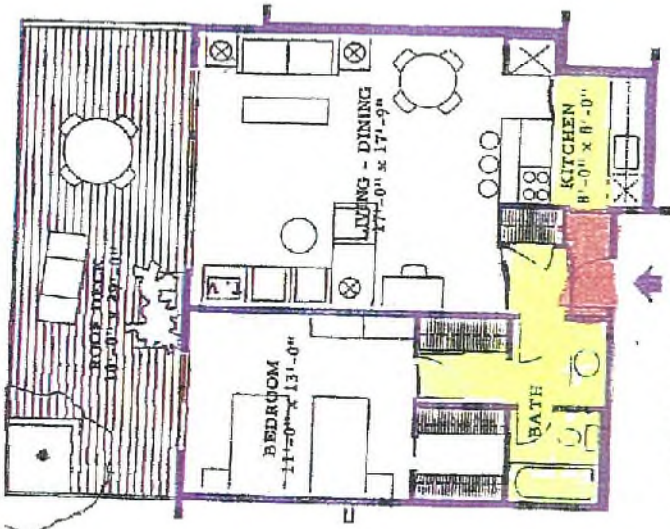
**I-D** 1 bedroom  
816 sq. ft.  
21 units total



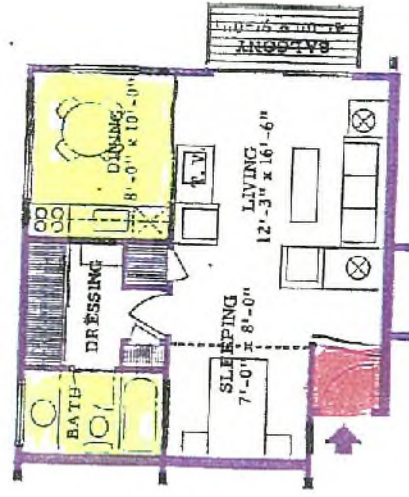
**UNIT PLANS**

**Woodlake**

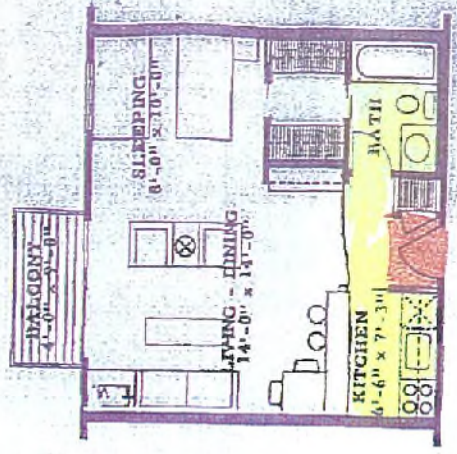
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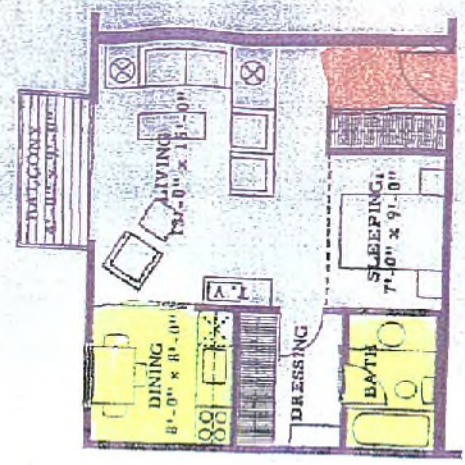
**I-E 1 bedroom**  
733 sq ft.  
6 units total



**S-B Studio**  
492 sq. ft.  
53 units total



**S-A Studio**  
473 sq. ft.  
79 units total



**S-C Studio**  
504 sq. ft.  
15 units total

**UNIT PLANS**

**Woodlake**

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**Woodlake Association**  
**ELECTRONIC COMMUNICATIONS DISCLOSURE POLICY**

California law permits homeowners associations to distribute annual budget information and other financial disclosures to homeowners via email or other electronic means. In order to take advantage of this law, you must give your written consent to receive notices by email or other electronic means.

By signing the Electronic Delivery Consent Form you are agreeing that the documents listed in the Disclosure Document Index can be sent to you via e-mail.

Disclosure Documents Index:

- Regular and Special Board Meeting Notices
- Proposed Rule Change Notification
- Request for Volunteers
- Pro Forma Operating Budget or Pro Forma Operating Budget Summary
- Insurance Coverage Summary
- Alternative Dispute Resolution (ADR) Rights
- Secondary Address Notification Request
- Reserve Funding Plan
- Annual Update of Reserve Study
- Newsletters
- Annual Financial Statement
- Disclosure Document Index
- Assessment Collection Policy
- Notice/Assessment and Foreclosure
- Board Meeting Minutes
- Internal Dispute Resolution (IDR) Rights
- Architectural or Landscape Change Notices
- Monetary Penalties/Fine Schedule
- Review of Financial Statements

The Association may send all other Association records electronically, unless those records are required by statute to be provided by US mail (or other delivery) to each owner's respective property.

**Consent and Acknowledgement**

By signing and returning the enclosed form Electronic Delivery Consent Form you agree that you have received the Disclosure, agree to be bound by all of the terms and conditions in it, and agree to the delivery

- (i) via the internet to an email address you designate of the documents listed on the Disclosure Documents Index as well as other Association records described above or,
- (ii) an email notification that documents are available for retrieval on the secure members section of the Association's website.

By signing the form, you also confirm you are able to access and retain electronic communications from the Association. According to the law, communications sent to you via email are deemed received at the time they are sent.

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**Consent of All Owners of Record Required**

For Separate Interests with multiple owners, one owner may consent to electronic delivery on behalf of all owners of record. If any owner of record withdraws consent to receive documents electronically, all owners of record will be deemed to have withdrawn their consent.

**Withdrawing Consent**

You may notify the Associations Managing Agent at any time that you no longer agree to accept communications electronically. The legal validity of prior electronic communications will not be affected if you withdraw your consent.

If you wish to withdraw your consent, send your request in writing to:

Woodlake Association  
900 Peninsula Avenue  
San Mateo, CA 94401

**Hardware and Software Requirements / Public Computers**

No particular computer system is required in order to consent to receive electronic communications. Retrieval of confidential Association documents on public computers is strongly discouraged and should be avoided whenever possible. If you do retrieve anything on a public computer, you must be sure to log off completely after using the computer.

**Paper Copies**

You may request a paper copy of any document sent to you via email. If you wish to obtain a paper copy, please contact the Association's Managing Agent at 900 Peninsula Avenue, San Mateo, CA 94401. The Association will send a paper copy of those documents listed on the Disclosure Documents Index at no charge to you. Receiving paper copies of other Association records may result in a cost to the requesting owner.

**Updating Contact Information**

You are responsible for ensuring that the Association has your current email address for purposes of receiving electronic communications. If your e-mail address changes it is your responsibility to update the Association's website. If you fail to notify the Association of any change in your email address, you agree that the Association may provide electronic communications to you at the email address provided by you and maintained in the Association's records.

**Woodlake Association**  
**Electronic Delivery Consent Form**

Name (please print clearly): \_\_\_\_\_

Address of Property in HOA: \_\_\_\_\_  
(List all properties owned)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

List all owners of record: \_\_\_\_\_  
\_\_\_\_\_

I have received and read the Electronic Communication Disclosure Policy of the Woodlake Association I hereby agree to its terms and agree to receive electronic communications as set forth therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature** (and on behalf of all co-owners listed)

\_\_\_\_\_  
**Signature** (co-owner) *(optional)*

Mail this consent form to:  
Woodlake Association  
900 Peninsula Avenue  
San Mateo, CA 94401

You may also Email it to [admin@Woodlakeassociation.com](mailto:admin@Woodlakeassociation.com).

For any questions, owners may contact Woodlake Association at (650) 342-7002.