

William Mills, individually and as trustee

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June 3, 2026

Subject: Formal Demand to Withdraw and Refund Improper 2026 Special Assessment; Budget Packet Did Not Authorize Assessment; Electronic Records Request

Via Email

Cantrice Court Condominium Owners' Association
c/o Community One Property Management
Attn: Board of Directors / Management
241 Frank West Circle, Suite 200
Stockton, CA 95206

jeffg@communityonepm.com

CC: Cantrice Court Condominium Owners' Association Board of Directors

ctreynders@aol.com; queensubette@gmail.com;
DWGOLDE@sbcglobal.net; davidarjones@gmail.com

CC: Association Agent for Service of Process

tawny@hoa-accounting.com

CC: Association Counsel

JDeleissegues@adamsstirling.com

Re: Formal Demand to Withdraw 2026 Special Assessment, Refund Amounts Collected, Cease Collection Activity, Produce Electronic Records, Correct Ledgers, and Place Matter on Open-Session Agenda

Dear Board of Directors, Management, Agent for Service of Process, and Counsel:

I formally dispute the Association's **2026 special assessment** and demand immediate corrective action.

This letter is also a formal **electronic records request** under the Davis-Stirling Act, including Civil Code §§ **5200, 5210, 5230, 5235, 5300, 5605, 5615, 4930, and 4955**.

The issue is simple:

The 2026 Budget Package may attempt to disclose a special assessment, but it does not authorize one. A budget packet is not a substitute for a properly noticed open-session Board vote, minutes, resolution, statutory calculation, and timely individual notice.

Unless the Association can produce the specific records proving lawful approval and notice, the Association must immediately withdraw the disputed assessment, stop collecting it, refund amounts collected, correct owner ledgers, and place this issue on an open-session Board agenda.

I. Exhibits Supporting This Demand

Exhibit 1 — 2026 Budget Package

The Association's 2026 Budget Package states that the Board approved a 2026 regular assessment and a **"5% Special Assessment."** The Assessment and Reserve Funding Disclosure Summary also states that a **2026 special assessment of \$300.00 per unit** was scheduled for **"Special Assessment for Reserve Funding."**

This creates the dispute. The Budget Package says owners are being charged, but it does not prove that the charge was lawfully approved.

The Budget Package does not identify:

1. the open-session meeting where the special assessment was approved;
2. the agenda item that noticed the vote;
3. the minutes showing the motion, second, and vote;
4. a Board resolution approving the assessment;
5. the exact due date;
6. the duration of the assessment;
7. the Civil Code § 5605 5% calculation;
8. member approval, if required; or
9. proof of Civil Code § 5615 individual notice.

Exhibit 2 — September 30, 2025 Agenda

The September 30, 2025 agenda lists **"Committee - Reserve Study / Budget / Funding Major Projects."**

That wording does not tell owners that the Board intended to impose a 2026 special assessment. It does not say **“special assessment,” “\$300 per unit,” “5% special assessment,” “assessment increase,” “levy,” “vote,” “due date,”** or **“duration.”**

A vague budget/funding topic is not the same as a noticed action item to impose a new owner charge.

Exhibit 3 — November 25, 2025 Agenda

The November 25, 2025 agenda lists bank statements, financial production, owner account balances, completed projects, roof work, asphalt seal coat, roof leaks, and a possible December meeting.

It does not list adoption of the 2026 budget. It does not list approval of a 2026 special assessment. It does not list any vote to impose a \$300 per unit charge or a “5% Special Assessment.”

Exhibit 4 — December 16, 2025 Agenda

The December 16, 2025 agenda lists financial items including bank account balances, financial production, owner balances, portal update, reserve account balances, 2025 accounting, and major project cash flow. It also lists State Farm Insurance for 2026, “Pay in Full? Finance?”, and property lighting.

It does not list approval of a 2026 special assessment. It does not list adoption of a \$300 per unit charge. It does not list a vote to impose a “5% Special Assessment.” It does not identify the amount, due date, duration, or legal authority for a special assessment.

II. Why the 2026 Budget Package Did Not Authorize the Special Assessment

1. Civil Code § 5300 Requires Disclosure, Not Automatic Authorization

Civil Code § 5300 requires the annual budget report to include certain disclosures. If the Board anticipates special assessments, the annual budget report must state the estimated amount, commencement date, and duration of the assessment.

In plain English: **The budget packet is a disclosure document. It tells owners financial information. It does not, by itself, prove the Board lawfully voted to impose a special assessment.**

The 2026 Budget Package fails to function as lawful support for the assessment because it is incomplete and confusing. It refers to a **“5%**

Special Assessment” in one place and a **\$300.00 per unit** special assessment in another. It does not clearly identify the actual approval date, agenda item, open-session vote, due date, commencement date, duration, or statutory calculation.

Even if the Budget Package attempted to disclose the assessment, disclosure is not the same as authorization.

2. Civil Code § 4930 Requires a Properly Noticed Open-Session Agenda Item

Civil Code § 4930 generally prohibits the Board from discussing or taking action on a non-emergency item unless that item was placed on the agenda included with the meeting notice.

In plain English: **If the Board wanted to impose a special assessment, the agenda needed to clearly say that the Board would consider or approve a special assessment.**

The 2025 agendas do not do that. They reference finances, reserves, budget, funding, project cash flow, and financing. Those are not clear notices that the Board would vote to impose a new special assessment on owners.

A special assessment is a direct charge. It cannot be hidden inside vague phrases like:

- “Financial”
- “Budget”
- “Reserve Study”
- “Funding Major Projects”
- “Major Project Cash Flow”
- “Pay in Full? Finance?”
- “Project Updates”

Those phrases do not give owners fair notice that the Board intends to impose a special assessment.

3. Civil Code § 5605 Requires Authority and the 5% Calculation

Civil Code § 5605 limits the Board’s ability to impose special assessments. The Board may not impose aggregate special assessments exceeding 5% of the Association’s budgeted gross expenses for the fiscal year without member approval.

In plain English: **The Board must show the math. If the assessment was over the 5% limit, owners had to approve it.**

The Budget Package does not prove the 2026 special assessment was within the 5% statutory limit. It does not show:

1. the Association's budgeted gross expenses;
2. the 5% threshold;
3. the total aggregate special assessments imposed for 2026;
4. the calculation showing the assessment was within the Board's authority; or
5. member approval, if required.

Calling something a "**5% Special Assessment**" is not enough. The Association must produce the calculation.

4. Civil Code § 5615 Requires Separate Individual Notice Before the Assessment Becomes Due

Civil Code § 5615 requires individual notice of any increase in regular or special assessments not less than 30 days and not more than 60 days before the increased assessment becomes due.

In plain English: **Owners must receive individual notice in the required 30-to-60-day window before the assessment is due.**

The Budget Package does not prove Civil Code § 5615 compliance. It does not show the exact date of delivery, method of delivery, recipient list, mailing records, email records, portal logs, or proof that notice was sent within the 30-to-60-day window.

If the assessment became due January 1, 2026, the Association must prove timely individual notice before that due date. The Budget Package alone does not prove that.

III. Summary of Defects

Based on the documents produced, the Association has not shown:

1. a properly noticed open-session agenda item to approve the 2026 special assessment;
2. open-session minutes showing the motion, second, vote, amount, purpose, due date, commencement date, and duration;
3. a Board resolution approving the 2026 special assessment;
4. complete and clear Civil Code § 5300 disclosure of the amount, commencement date, and duration;

5. the Civil Code § 5605 calculation proving the Board had authority to impose the charge without member approval;
6. member approval, if required;
7. Civil Code § 5615 individual notice sent 30–60 days before the assessment became due; or
8. lawful authority to continue billing, collecting, or enforcing the disputed assessment.

IV. Formal Demand for Corrective Action

I demand that the Association immediately take the following actions.

Demand 1 — Withdraw and Suspend the 2026 Special Assessment

Legal basis: Civil Code §§ 4930, 5300, 5605, and 5615.

Because the Budget Package did not authorize the special assessment and the 2025 agendas do not show proper open-session approval, the Association must withdraw and suspend the disputed 2026 special assessment.

Demand 2 — Cease All Collection Activity

Legal basis: Civil Code §§ 4930, 5300, 5605, 5615, and 5650.

The Association must immediately stop all collection activity related to the disputed 2026 special assessment, including billing, payment demands, late fees, interest, collection charges, attorney collection activity, lien notices, lien recording, account restrictions, suspension of rights, negative ledger notations, or any claim that an owner is delinquent based on this disputed charge.

Demand 3 — Refund Amounts Collected

Legal basis: Civil Code §§ 4930, 4955, 5300, 5605, and 5615.

If the Association cannot prove the special assessment was lawfully noticed, approved, disclosed, and imposed, then the charge was not lawfully collectible.

The Association must refund all amounts collected from me for the disputed 2026 special assessment and should refund all amounts collected from any owner unless the Association can prove lawful compliance.

Demand 4 — Correct Owner Ledgers

Legal basis: Civil Code §§ 5200, 5210, 5605, 5615, and 5650.

The Association must correct all affected owner ledgers to remove the disputed 2026 special assessment and any related late fees, interest, collection costs, attorney fees, lien fees, or negative balances.

Demand 5 — Place the Matter on an Open-Session Agenda

Legal basis: Civil Code §§ 4930 and 4955.

The Board must place this dispute on the next open-session agenda as a specific action item.

The issue must not be hidden under vague wording such as “**financials,**” “**budget,**” “**old business,**” “**project updates,**” “**reserve study,**” “**management report,**” “**major project cash flow,**” or “**financing.**”

The agenda item should state:

“Review and Possible Action Regarding Disputed 2026 Special Assessment, Including Withdrawal, Refunds, Collection Suspension, Electronic Records Production, Ledger Corrections, and Corrective Action.”

V. Specific Electronic Records Requested

Please produce the following records electronically by email, PDF, Excel, native file format, secure download link, or secure portal access. I am requesting electronic production. I am not requesting paper copies unless no electronic version exists.

A. Budget Packet and Annual Budget Disclosure Records

Legal basis: Civil Code §§ 5300, 5320, 5200, 5210, 5230, and 5235.

Produce:

1. The complete 2026 Annual Budget Report exactly as delivered to owners.
2. Every attachment, insert, notice, cover letter, enclosure, and disclosure included with it.
3. The special-assessment disclosure showing estimated amount, commencement date, and duration.
4. The proof of when and how the 2026 Budget Package was delivered to owners.
5. The recipient list for the 2026 Budget Package.
6. Any portal logs, email logs, mailing certificates, or delivery records for the 2026 Budget Package.

7. Any draft or revised version of the 2026 Budget Package or special assessment disclosure.

B. Agenda and Meeting Notice Records

Legal basis: Civil Code §§ 4930, 4920, 5200, 5210, 5230, and 5235.

Produce:

1. The specific open-session agenda where the Board noticed approval, adoption, imposition, or levy of the 2026 special assessment.
2. The meeting notice sent with that agenda.
3. Proof of when and how the agenda and meeting notice were distributed to owners.
4. Portal posting logs, website logs, email transmission logs, or mailing records showing distribution.
5. Draft agendas, revised agendas, and final agendas from September 2025 through December 2025 relating to the 2026 budget, reserve funding, major projects, financing, assessment increases, or special assessments.

C. Minutes and Approval Records

Legal basis: Civil Code §§ 4930, 4950, 5200, 5210, 5230, and 5235.

Produce:

1. Open-session minutes showing approval of the 2026 special assessment.
2. The motion, second, vote, amount, purpose, due date, commencement date, and duration.
3. Any Board resolution approving the 2026 special assessment.
4. Any written consent, Board action record, or ratification record concerning the 2026 special assessment.
5. All approved and draft minutes from September 2025 through December 2025 referencing the 2026 budget, reserve funding, financing, major projects, regular assessment increases, or special assessments.

D. Individual Notice Records

Legal basis: Civil Code §§ 4040, 5615, 5200, 5210, 5230, and 5235.

Produce:

1. The exact Civil Code § 5615 individual notice sent to owners.
2. The date the notice was sent.

3. The method of delivery.
4. The recipient list.
5. Mailing records.
6. Email transmission records.
7. Portal notification records.
8. Certificates or declarations of mailing.
9. Returned mail records.
10. Proof showing the notice was sent not less than 30 days and not more than 60 days before the assessment became due.

E. Civil Code § 5605 Calculation and Member Approval Records

Legal basis: Civil Code §§ 5605, 4070, 5100 et seq., 5200, 5210, 5230, and 5235.

Produce:

1. The Association's 2026 budgeted gross expenses.
2. The calculation showing 5% of the Association's 2026 budgeted gross expenses.
3. The total aggregate 2026 special assessments imposed on owners.
4. The calculation showing whether the 2026 special assessment exceeded the Civil Code § 5605 threshold.
5. If member approval was required, produce the notice of vote, ballots, inspector of elections records, quorum records, tally sheets, tabulation records, certification of results, and minutes.

F. Billing, Ledger, Collection, and Refund Records

Legal basis: Civil Code §§ 5200, 5210, 5230, 5235, 5650, 5660, 5675, 5605, and 5615.

Produce:

1. My owner ledger showing every 2026 special assessment charge, payment, credit, refund, late fee, interest charge, collection fee, attorney fee, lien fee, or balance.
2. All invoices, statements, coupons, payment demands, notices, or account communications sent to me regarding the 2026 special assessment.
3. Ledger entries showing the 2026 special assessment was charged to owners.

4. A summary showing the total amount billed to all owners for the 2026 special assessment.
5. A summary showing the total amount collected from owners for the 2026 special assessment.
6. A summary showing any late fees, interest, collection fees, attorney fees, lien charges, or restrictions imposed because of the disputed assessment.
7. All refund, credit, reversal, adjustment, or write-off records related to the 2026 special assessment.

G. Board Packet, Management, Reserve, Financial, and Vendor Records

Legal basis: Civil Code §§ 5200, 5210, 5230, 5235, 5300, 5500, 5550, 5560, 5605, and 5615.

Produce:

1. Board packets for all meetings from September 2025 through December 2025 where the 2026 budget, reserve funding, major projects, financing, or special assessment was discussed.
2. Management recommendations concerning the 2026 special assessment.
3. Reserve-study materials relied upon to justify the 2026 special assessment.
4. Funding analyses for reserve projects or major repairs.
5. Cash-flow analyses.
6. Financing analyses, loan options, or “pay in full versus finance” materials.
7. Accounting records used to calculate the 2026 special assessment.
8. Communications with the reserve study provider about the 2026 special assessment.
9. Communications with management about the 2026 special assessment.
10. Communications with any accountant, bookkeeper, CPA, attorney, vendor, or consultant regarding the 2026 special assessment.

H. Portal, Email, Posting, and Metadata Records

Legal basis: Civil Code §§ 4040, 4930, 5200, 5210, 5230, 5235, 5300, and 5615.

Produce:

1. Portal logs showing upload dates for the 2026 Budget Package and any special assessment notice.
2. Portal logs showing owner notifications relating to the 2026 special assessment.
3. Portal logs showing when agendas, notices, minutes, budget documents, and special assessment documents were uploaded, modified, deleted, or replaced.
4. Email transmission records for the 2026 Budget Package and any special assessment notice.
5. Website posting records.
6. Metadata or document history showing creation, modification, upload, replacement, or deletion dates for documents concerning the 2026 special assessment.

I. Privilege Log for Any Withheld Records

If the Association withholds any responsive record based on attorney-client privilege, attorney work product, executive-session confidentiality, privacy, or any other objection, produce a privilege log identifying:

1. date;
2. author;
3. recipients;
4. general subject matter;
5. document type;
6. specific basis for withholding; and
7. whether any non-privileged portion can be produced with redactions.

A blanket refusal is not acceptable.

VI. Statutory Consequences, Penalties, and Remedies for Refusal

Please treat this section as notice of the consequences if the Association refuses, delays, withholds, or produces incomplete records.

1. Records Refusal — Civil Code § 5235

Civil Code § 5235 allows a member to bring an action to enforce inspection and copying rights.

If a court finds the Association unreasonably withheld access to Association records, the court shall award the member reasonable costs and expenses, including reasonable attorney's fees, and may assess a civil penalty of up to **\$500 for the denial of each separate written request.**

In plain English: **If you unreasonably refuse or delay these records, I may seek attorney's fees, costs, expenses, and up to \$500 per separate written records-request denial.**

2. Open Meeting Act Violation — Civil Code § 4955

Civil Code § 4955 allows a member to bring a civil action for declaratory or equitable relief for violations of the Open Meeting Act, including injunctive relief, restitution, or both.

A prevailing member may recover reasonable attorney's fees and court costs, and the court may impose a civil penalty of up to **\$500 for each violation**, subject to applicable statutory limitations.

In plain English: **If the Board imposed the assessment without proper agenda notice or open-session action, I may seek an injunction, restitution/refund, attorney's fees, costs, and statutory penalties.**

3. Assessment Authority / Notice Violations — Civil Code §§ 5605 and 5615

Civil Code § 5605 limits the Board's authority to impose special assessments without member approval. Civil Code § 5615 requires timely individual notice before an assessment increase or special assessment becomes due.

In plain English: **If the Association cannot prove authority, approval, and timely individual notice, the Association should not collect the assessment and should refund amounts collected.**

If the Association continues collecting without proof of compliance, I reserve the right to seek declaratory relief, injunctive relief, restitution/refund, ledger correction, costs, and attorney's fees where authorized by law.

4. Collection Risk

If the Association continues billing, collecting, charging late fees, threatening liens, recording liens, or referring the disputed assessment to collections without first proving compliance, the Association risks additional claims for improper collection activity, inaccurate account statements,

improper ledger charges, and failure to maintain accurate Association financial records.

VII. What the Board Must Do at the Open Meeting

At the open-session meeting, the Board must clearly state:

1. the date the 2026 special assessment was allegedly approved;
2. the agenda item under which it was allegedly approved;
3. the minutes showing the vote;
4. the amount charged to each owner;
5. the due date;
6. the start date;
7. the duration;
8. the purpose of the charge;
9. the individual notice sent under Civil Code § 5615;
10. the annual budget disclosure made under Civil Code § 5300;
11. the Civil Code § 5605 calculation; and
12. the corrective action the Board will take.

If the Board cannot identify those items, then the Board should withdraw the assessment, stop collecting it, refund amounts collected, and correct the ledgers.

VIII. Deadline and Method of Production

Please respond in writing within **10 calendar days** confirming that the Association will:

1. stop collecting the disputed 2026 special assessment;
2. stop all late fees, interest, liens, attorney collection activity, and enforcement activity related to it;
3. refund amounts collected;
4. correct affected owner ledgers;
5. place this matter on the next open-session Board agenda; and
6. produce the requested electronic records.

Please produce the requested records **electronically** by email, PDF, Excel, native file format, secure download link, or secure portal access. If the Association contends the assessment is valid, it must produce the specific agenda, minutes, resolution, individual notice, annual budget disclosure, statutory calculation, and member-approval records, if applicable, proving that position.

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Nothing in this letter waives any rights, claims, remedies, penalties, costs, attorney's fees, or statutory enforcement rights available under the Davis-Stirling Act, the governing documents, or California law. I expressly reserve all rights.

Sincerely,
William Mills
William Mills

Attachments:

- Exhibit 1 — 2026 Budget Package
- Exhibit 2 — September 30, 2025 Agenda
- Exhibit 3 — November 25, 2025 Agenda
- Exhibit 4 — December 16, 2025 Agenda

EXHIBIT 1

Cantrice Court Condominium Owners' Association

2026 Pro Forma Budget Package

Prepared By: Jeff Gollihar CCAM



Community
ONE

Property Management

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“If this document contains any restriction based on race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, familial status, marital status, disability, genetic information, national origin, source of income as defined in subdivision (p) of Section 12955, or ancestry, that restriction violates state and federal fair housing laws and is void, and may be removed pursuant to Section 12956.2 of the Government Code. Lawful restrictions under state and federal law on the age of occupants in senior housing or housing for older persons shall not be construed as restrictions based on familial status.”

(Amended (as amended by Stats. 2012, Ch. 181, Sec. 49) by Stats. 2013, Ch. 605, Sec. 25. Effective January 1, 2014.)

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Cantrice Court Condominium Owners' Association

2026 Budget Package & Annual Disclosures

Dear Homeowners,

The Board of Directors has completed the review and approval of the **Fiscal Year 2026 Budget** for Cantrice Court Condominium Owners' Association. After careful consideration of the Association's financial needs, ongoing maintenance obligations, and future reserve planning, the Board has approved a **20% increase in Regular Assessment for 2026** as well as a **5% Special Assessment**.

This adjustment is necessary to address several key factors impacting the Association's financial health:

- ❑ **Inflation and rising operating expenses**, including utilities, insurance premiums, and contracted services.
- ❑ **Increased costs of materials and labor** for ongoing and upcoming maintenance and repair projects.
- ❑ The need to **maintain adequate reserve funding** to support future capital repair and replacement projects as identified in the Association's **Reserve Study**.

The Board understands that any increase in assessments can be challenging, but this decision was made to ensure that Cantrice Court continues to be properly maintained and financially stable. By proactively adjusting assessments now, the Association will be better positioned to avoid unexpected special assessments or deferred maintenance in the future.

Enclosed you will find a copy of the approved **2026 Budget**, which outlines anticipated expenses and reserve contributions for the coming year.

Enclosed also find a copy of the approved **Reserve Study (Executive Summary is pages 1-3 of 77)**, which identifies all major common area components with an estimate of their Remaining Useful Life, and the Current Average Cost to repair or replace them. **Our current funding level is an extremely low 8.8%, which reflects a shortfall of \$3,245,597.** An ideal HOA reserve amount is 100% funded, meaning there is enough cash in-hand to cover the full cost of all of the future major repair and replacement projects at any given time. A generally accepted benchmark is at least 70% funded, as this level minimizes the risk of special assessments.

We appreciate your continued support and understanding as we work together to preserve the value, safety, and appearance of our community.

Sincerely,

Board of Directors

Cantrice Court Condominium Owners' Association
c/o Community One Property Management
Jeff Gollihar, CCAM
241 Frank West Circle, Suite 200
Stockton, CA 95206
(800) 341-8940
JeffG@CommunityOnePM.com

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2026 Budget - Cantrice Court COA

Units	Months	Monthly Regular Assessment
98	12	\$522.00

INCOME	PER UNIT	PER MONTH	ANNUAL	
Regular Assessments	\$522.00	\$51,156.00	\$613,872.00	
Late Fees	\$0.00	\$0.00	\$0.00	
Operating Fund Interest	\$0.00	\$0.00	\$0.00	
TOTAL OPERATING INCOME	\$358.00	\$35,084.00	\$421,008.00	65.4%
Reserve Assessments	\$164.00	\$16,072.00	\$192,864.00	
Special Assessment	\$25.00	\$2,450.00	\$29,400.00	
TOTAL RESERVE INCOME	\$189.00	\$18,522.00	\$222,264.00	34.6%
CC&R Violation Charge	\$0.00	\$0.00	\$0.00	
Architectural Fees	\$0.00	\$0.00	\$0.00	
Trash Pick Up	\$0.00	\$0.00	\$0.00	
TOTAL MISCELLANEOUS INCOME	\$0.00	\$0.00	\$0.00	
TOTAL INCOME	\$547.00	\$53,606.00	\$643,272.00	100.0%

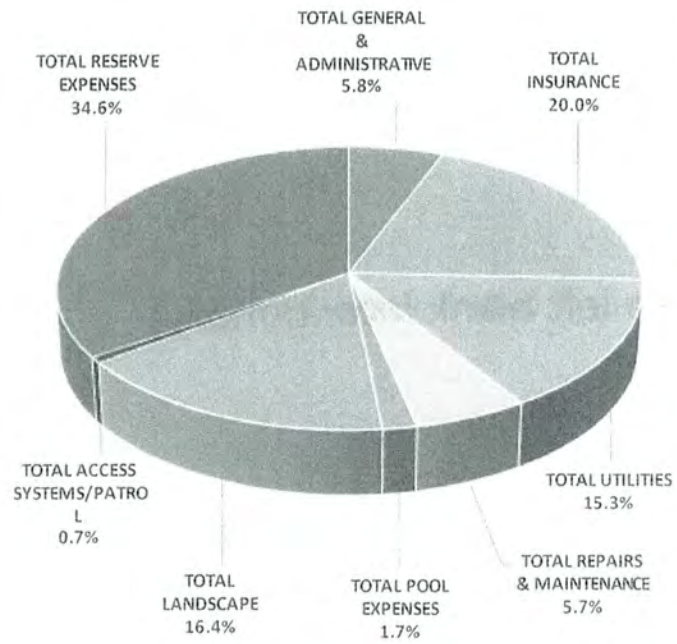
EXPENSES	PER UNIT	PER MONTH	ANNUAL	
GENERAL & ADMINISTRATIVE				
Audit/Tax/Acct Preparations	\$2.13	\$208.33	\$2,500.00	
Licenses-Permit-Fine-Inspection	\$0.00	\$0.00	\$0.00	
Bad Debt	\$0.00	\$0.00	\$0.00	
Clerical	\$0.00	\$0.00	\$0.00	
Annual Event	\$1.87	\$183.33	\$2,200.00	
Tax Form 1099 Transmittals	\$0.00	\$0.00	\$0.00	
FHA Approval	\$0.00	\$0.00	\$0.00	
Legal	\$3.06	\$300.00	\$3,600.00	
Management	\$21.33	\$2,090.00	\$25,080.00	
Meeting Attendance	\$0.00	\$0.00	\$0.00	
Postage	\$1.02	\$100.00	\$1,200.00	
Reproduction	\$1.02	\$100.00	\$1,200.00	
Reserve Study	\$1.08	\$105.83	\$1,270.00	
Taxes-Federal Corporate	\$0.00	\$0.00	\$0.00	
Taxes - State Corporate	\$0.00	\$0.00	\$0.00	
Taxes & Licenses & Misc	\$0.00	\$0.00	\$0.00	
Taxes - Business	\$0.00	\$0.00	\$0.00	
Misc. Administrative Expenses	\$0.00	\$0.00	\$0.00	
TOTAL GENERAL & ADMINISTRATIVE	\$31.51	\$3,087.50	\$37,050.00	5.8%

INSURANCE				
Insurance - Earthquake	\$48.70	\$4,772.25	\$57,267.00	
Insurance - Umbrella	\$1.62	\$158.33	\$1,900.00	
Insurance - Fidelity	\$1.36	\$133.33	\$1,600.00	
Insurance - D&O	\$1.79	\$175.00	\$2,100.00	
Insurance - Work Comp	\$0.51	\$50.00	\$600.00	
Insurance - Commercial Package	\$55.27	\$5,416.67	\$65,000.00	
TOTAL INSURANCE	\$109.24	\$10,705.58	\$128,467.00	20.0%

UTILITIES				
Electric	\$10.20	\$1,000.00	\$12,000.00	
Gas	\$6.39	\$626.33	\$7,516.00	
Water & Sewer	\$36.56	\$3,583.33	\$43,000.00	
Trash	\$28.91	\$2,833.33	\$34,000.00	
Telephone & Internet	\$1.53	\$150.00	\$1,800.00	
TOTAL UTILITIES	\$83.60	\$8,193.00	\$98,316.00	15.3%

REPAIRS & MAINTENANCE			
Janitorial Service	\$4.08	\$400.00	\$4,800.00
Common Area Repairs	\$2.32	\$227.50	\$2,730.00
Roofing/Gutter Repairs	\$8.50	\$833.33	\$10,000.00
Painting	\$0.00	\$0.00	\$0.00
Plumbing	\$1.28	\$125.00	\$1,500.00
Plumbing - Sewer Repair	\$0.00	\$0.00	\$0.00
Backflow Testing/Repair	\$0.74	\$72.67	\$872.00
R&M Lighting	\$2.13	\$208.33	\$2,500.00

SUMMARY OF OPERATING & RESERVE EXPENSES		
	ANNUAL	
TOTAL GENERAL & ADMINISTRATIVE	\$37,050	5.8%
TOTAL INSURANCE	\$128,467	20.0%
TOTAL UTILITIES	\$98,316	15.3%
TOTAL REPAIRS & MAINTENANCE	\$36,462	5.7%
TOTAL POOL EXPENSES	\$10,713	1.7%
TOTAL LANDSCAPE	\$105,600	16.4%
TOTAL ACCESS SYSTEMS/PATROL	\$4,400	0.7%
TOTAL RESERVE EXPENSES	\$222,264	34.6%
TOTAL OPERATING & RESERVE EXPENSES	\$643,272	100.0%



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Homeowner Payment Options

Mail Check

Mail with tear off coupon located at the bottom of your statement to the associations bank:

«Association Name»
c/o HOA Accounting Services
PO Box 97814
Las Vegas, NV 89193-7814

Coupons can be obtained via mailed or emailed statement or downloaded from portal at portal.hoa-accounting.com.

Auto-Draft

This is our preferred method of payment, as owners will not have to adjust the payment amount should their assessments increase or decrease at any time. We automatically adjust this for you to debit the exact amount owed on the account. It is also free to use. **All special assessment amounts will be included in the direct debit process.** If any owner does not want to be debited for their special assessment, they will need to visit <https://portal.hoa-accounting.com/> and remove themselves from Auto-Draft until the balance is paid. Debits occur on the 10th of each month or closest business day.

Login to portal at portal.hoa-accounting.com. Select green "Make A Payment" button, click "Auto-Draft: Enroll Now" hyperlink, enter banking information and click "Enroll in Auto-Draft". Additional properties will need to be enrolled separately.

One Time or Recurring Scheduled Payments (\$25,000.00 per day limit)

With this option, owners will decide the amount, date, and frequency of payments.

Note: Owners choosing this option are responsible to update their payment amount any time there is a change in balance or assessment. HOA Accounting Services cannot change this for you.

Login to portal at portal.hoa-accounting.com. Select the "Make A Payment" button to set up one time or scheduled payments.

E-Check – \$2.95 flat fee for each transaction

E-Check above \$2,000.00 – \$2.95 + 0.1% of transaction amount for each transaction

Debit or Credit Card – 3.75% of each transaction

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Assessment and Reserve Funding Disclosure Summary

Cantrice Court COA, Simi Valley

For Fiscal Year Beginning: 1/1/2026

of units: 98

1) Budgeted Amounts:	Total	Average Per Unit*
Reserve Transfers:	\$16,072.00	\$164.00
Total Assessment Income:	\$51,156.00	\$522.00 per: Month

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

Year	Total Amount Per Unit*	Purpose
2026	\$300.00	Special Assessment for Reserve Funding

Total: \$300.00

- 3) Based on the most recent Reserve Study and other information available to the Board of Directors, at this point in time does it appear that currently projected Reserve account balances will be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years? **No**
- 4) If the answer to #3 is no, what additional assessments or other transfers/loans to Reserves would be necessary to ensure that sufficient Reserve Funds will be available each year during the next 30 years?

Approximate Fiscal Year Assessment Will Be Due	Average Total Amount Per Unit*
2026	\$23,469.39

Total: \$23,469.39

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

6) All computations/disclosures are based on the fiscal year start date of:	1/1/2026
Fully Funded Balance (based on formula defined in 5570(b)4):	\$3,559,197
Projected Reserve Fund Balance:	\$313,600
Percent Funded:	8.8 %
Reserve Deficit (surplus) on a mathematical avg-per-unit* basis:	\$33,118

From the 10/1/2025 Reserve Study by Association Reserves and any minor changes since that date.

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

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

Prepared by: Nelson Rivas

Date: 11/10/2025

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

30-Year Reserve Plan Starting with Board of Directors 2026 Rate

4748-3

Fiscal Year Start: 1/1/2026

Net After Tax Interest: 2.00 %

Avg 30-Yr Inflation: 3.00 %

Reserve Fund Strength (as-of Fiscal Year Start)

Projected Reserve Balance Changes

Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	% Increase In Annual Reserve Funding	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2026	\$313,600	\$3,559,197	8.8 %	High	221.44 %	\$192,864	\$2,329,400	\$4,184	\$2,734,850
2027	\$105,198	\$1,076,157	9.8 %	High	5.00 %	\$202,507	\$0	\$3,435	\$72,512
2028	\$238,629	\$1,267,647	18.8 %	High	5.00 %	\$212,633	\$0	\$6,479	\$47,900
2029	\$409,841	\$1,497,248	27.4 %	High	5.00 %	\$223,264	\$0	\$9,993	\$52,779
2030	\$590,319	\$1,735,940	34.0 %	Medium	5.00 %	\$234,427	\$0	\$13,886	\$39,168
2031	\$799,465	\$2,003,255	39.9 %	Medium	5.00 %	\$246,149	\$0	\$14,492	\$409,108
2032	\$650,998	\$1,905,219	34.2 %	Medium	5.00 %	\$258,456	\$0	\$8,599	\$708,431
2033	\$209,622	\$1,503,837	13.9 %	High	5.00 %	\$271,379	\$0	\$6,472	\$49,379
2034	\$438,093	\$1,777,370	24.6 %	High	5.00 %	\$284,948	\$0	\$11,515	\$20,142
2035	\$714,414	\$2,097,603	34.1 %	Medium	5.00 %	\$299,195	\$0	\$17,256	\$18,136
2036	\$1,012,730	\$2,438,138	41.5 %	Medium	5.00 %	\$314,155	\$0	\$19,449	\$412,515
2037	\$933,818	\$2,391,568	39.0 %	Medium	5.00 %	\$329,863	\$0	\$21,781	\$39,312
2038	\$1,246,150	\$2,737,155	45.5 %	Medium	5.00 %	\$346,356	\$0	\$26,873	\$175,939
2039	\$1,443,439	\$2,961,814	48.7 %	Medium	5.00 %	\$363,674	\$0	\$32,273	\$52,720
2040	\$1,786,666	\$3,329,840	53.7 %	Medium	5.00 %	\$381,858	\$0	\$36,732	\$315,526
2041	\$1,889,729	\$3,448,222	54.8 %	Medium	5.00 %	\$400,950	\$0	\$38,185	\$396,736
2042	\$1,932,129	\$3,496,812	55.3 %	Medium	5.00 %	\$420,998	\$0	\$43,176	\$7,061
2043	\$2,389,242	\$3,958,841	60.4 %	Medium	5.00 %	\$442,048	\$0	\$52,373	\$31,074
2044	\$2,852,590	\$4,420,928	64.5 %	Medium	5.00 %	\$464,150	\$0	\$60,404	\$184,118
2045	\$3,193,026	\$4,750,502	67.2 %	Medium	5.00 %	\$487,358	\$0	\$68,892	\$47,169
2046	\$3,702,106	\$5,242,618	70.6 %	Low	5.00 %	\$511,726	\$0	\$74,224	\$561,339
2047	\$3,726,716	\$5,231,848	71.2 %	Low	5.00 %	\$537,312	\$0	\$79,484	\$114,966
2048	\$4,228,545	\$5,692,824	74.3 %	Low	5.00 %	\$564,177	\$0	\$90,703	\$33,819
2049	\$4,849,606	\$6,263,883	77.4 %	Low	5.00 %	\$592,386	\$0	\$103,428	\$43,222
2050	\$5,502,200	\$6,855,442	80.3 %	Low	5.00 %	\$622,006	\$0	\$101,841	\$1,535,369
2051	\$4,690,676	\$5,941,281	79.0 %	Low	5.00 %	\$653,106	\$0	\$60,949	\$3,995,242
2052	\$1,409,489	\$2,479,874	56.8 %	Medium	5.00 %	\$685,761	\$0	\$34,513	\$84,970
2053	\$2,044,793	\$2,956,470	69.2 %	Medium	5.00 %	\$720,049	\$0	\$47,959	\$57,531
2054	\$2,755,270	\$3,490,316	78.9 %	Low	5.00 %	\$756,052	\$0	\$62,166	\$106,732
2055	\$3,466,757	\$4,004,634	86.6 %	Low	5.00 %	\$793,854	\$0	\$77,572	\$41,004



Cantrice Court COA

Simi Valley, CA

Level of Service: Update "With-Site-Visit"

Report #: 4748-3

of Units: 98

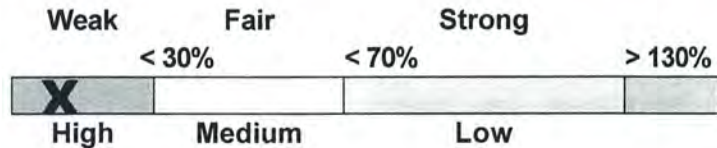
January 1, 2026 through December 31, 2026

Findings & Recommendations

as of January 1, 2026

Projected Starting Reserve Balance	\$313,600
Fully Funded Reserve Balance	\$3,559,197
Percent Funded	8.8 %
Recommended 2026 Monthly Reserve Transfer	\$10,000
Recommended 2026 Special Assessment or Loan for Reserve Projects	\$2,500,000
Budgeted 2025 Monthly Reserve Transfer Rate	\$5,000

Reserve Fund Strength: 8.8%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	2.00 %
Annual Inflation Rate	3.00 %

This is a With-Site Visit update based on a prior Reserve Study prepared for your 2024 Fiscal Year. We performed the site inspection on 8/14/2025.

This Reserve Study was prepared by Sean Kargari, a credentialed Reserve Specialist (RS #115).

Your Reserve Fund is currently at 8.8 %. Being below 30% Funded, this represents a weak Reserve position. Associations in this range have a High risk of Reserve cash-flow problems (such as special assessments and/or deferred maintenance) in the near future.

Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your budgeted monthly Reserve transfers to **\$102.04/unit (avg)** this fiscal year. We also recommend that a special assessment or loan be approved in order to fund your upcoming major Reserve projects (roofs, paint, asphalt) in the amount of **\$27,040.82/unit (avg)**. Final project proposals should be obtained before approving the special assessment or loan.

Your multi-year Funding Plan is designed to provide for timely execution of Reserve projects and gradually bring your association closer to the "Fully Funded" (100%) level.

Executive Summary Table

Report # 4748-3
With-Site-Visit

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
General Common Area				
103	Concrete Walkways - Repair	5	2	\$5,000
201	Asphalt - Reconstruction	30	0	\$448,550
202	Asphalt - Repair/Reseal	5	0	\$22,400
204	Concrete Swales - Driveway - Replace	5	0	\$10,000
205	Concrete Driveways/Aprons - Repair	5	0	\$57,800
208	Stamped Concrete - Entry - Replace	50	0	\$367,000
320	Pole Light Fixtures - Replace	30	5	\$52,500
324	Wall Light Fixtures - Replace	25	3	\$32,250
403	Mailboxes - Lower - Replace	20	1	\$8,000
403	Mailboxes - Upper - Replace	20	9	\$8,000
404	Pool Furniture - Replace	6	1	\$22,500
411	Drinking Fountain - Replace	15	3	\$2,250
503	Metal Fence/Railings - Partial Replace	5	0	\$30,000
509	Wood Trellis - Mailboxes - Replace	25	0	\$15,750
509	Wood Trellises - Trash - Replace	25	10	\$104,000
513	Glass Panel Wall - Pool - Replace	50	14	\$6,000
702	Utility Doors - Partial Replace	5	2	\$8,250
704	Intercoms - Replace	15	0	\$10,000
705	Gate Operator (2024) - Replace	10	8	\$4,000
705	Gate Operators (2017) - Replace	10	1	\$24,000
705	Gate Operators (2020) - Replace	10	4	\$20,000
708	Trash Gates - Replace	20	5	\$28,000
709	Keypad Locks - Common - Replace	15	6	\$1,400
730	Vehicle Gates - Replace	50	14	\$120,000
740	Pedestrian Gates - Replace	50	14	\$15,000
803	Water Heater/Tank - Replace	12	1	\$4,000
909	Restrooms - Pool - Refurbish	20	10	\$25,000
910	Pool Shower Tile - Replace	10	0	\$7,500
1001	Backflow Preventers - Replace	25	1	\$7,500
1003	Irrigation Controllers - Replace	15	5	\$27,500
1006	Electrical Pedestals - Replace	30	5	\$19,000
1010	Irrigation/Landscaping - Refurbish	10	5	\$25,000
1107	Iron Fence/Rails/Gates - Repaint	5	0	\$37,200
1115	Stucco Surfaces - Repaint	18	6	\$490,000
1116	Wood Surfaces - Repaint	6	0	\$96,000
1201	Pool Deck - Replace	25	20	\$93,000
1202	Pool - Resurface	12	2	\$20,000
1202	Spa - Resurface	6	2	\$7,500

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1207	Pool Filter - Replace	12	0	\$2,250
1207	Spa Filter - Replace	12	3	\$2,250
1208	Pool Heater - Replace	8	4	\$6,000
1208	Spa Heater - Replace	8	5	\$5,000
1209	Pool/Spa Chemical Pumps - Replace	10	5	\$1,600
1210	Pool/Spa Pumps - Partial Replace	3	0	\$1,500
1212	Pool Deck Coping - Replace	30	14	\$15,700
1213	Pool Deck Joints - Recaulk	7	3	\$1,150
1214	Pool/Spa Skimmers - Replace	24	3	\$4,500
1304	Tile Roof - Repair (2022)	25	21	\$17,500
1304	Tile Roof - Repair (2024)	25	23	\$17,500
1304	Tile Roofs - Repair (Stage 1)	25	24	\$140,000
1304	Tile Roofs - Repair (Stage 2)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 3)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 4)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 5)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 6)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 7)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 8)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage 9)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage_10)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage_11)	25	0	\$147,000
1304	Tile Roofs - Repair (Stage_12)	25	0	\$147,000
1310	Gutters/Downspouts - Repair	1	0	\$4,400
1402	Street Name Signs - Replace	40	4	\$4,400
1403	Monument Signs - Refurbish	25	15	\$20,000
1720	Slopes/V-Ditches - Inspect/Repair	5	0	\$7,500
1830	Subgrade Utility Lines (common) - Repair	10	5	\$25,000

66 Total Funded Components

Note 1: Yellow highlighted line items are expected to require attention in this initial year.

STEVE D. REICH INSURANCE AGENCY, INC.
280 NO. WESTLAKE BLVD., #200, WESTLAKE VILLAGE, CA 91362
(805) 379-5159 □ (818) 706-0452 □ FAX (805) 495-2494
LICENSE #0484756

Effective January 1, 1997, California Civil Code Section 5300 (b)(9) requires that Associations send an insurance disclosure statement to each of its members within sixty (60) days preceding the beginning of the Association's fiscal year. Our Association carries the following coverage's:

CANTRICE COURT CONDO OA

Insurance Disclosure – SB1525

UMBRELLA:

INSURER: Federal Insurance Group
TERM: 02/07/25 – 02/01/2026
POLICY NUMBER: G75069571
LIMIT: \$10,000,000
DEDUCTIBLE: NONE

DIRECTORS & OFFICERS LIABILITY:

INSURER: Philadelphia Indemnity Insurance Company
TERM: 02/01/2025 – 02/01/2026
POLICY NUMBER: PCAP038287-0323
LIABILITY LIMIT: \$1,000,000
DEDUCTIBLE: \$1,000

EMPLOYEE DISHONESTY:

INSURER: Hartford Fire Insurance Company
TERM: 02/01/2025 – 02/01/2026
POLICY NUMBER: 72BDDJA1143
LIMIT: \$1,400,000
DEDUCTIBLE: \$10,000

EARTHQUAKE and FLOOD: (Special Flood Hazard Areas are Excluded)

INSURER: Palomar E&S, Palomar Specialty & Transverse Insurance Companies
TERM: 11/01/2024 – 11/01/2025
POLICY NUMBER: PN700123, PE706024 & TSAHDC0002103-01
LIMIT: \$42,216,921
EARTHQUAKE DEDUCTIBLE: 15% per Bldg. / FLOOD DEDUCTIBLE: 2% per Bldg.

WORKERS COMPENSATION: (No Employee – No Payroll Policy)

INSURER: The Hanover Insurance Group
TERM: 02/01/25 – 02/01/26
POLICY NUMBER: WZY-H496608-04
LIMIT: \$1,000,000 / Statutory Limits
DEDUCTIBLE: None

This summary of the Association's policies of insurance provides only certain information, as required by Section 5300 (b)(9) 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 coverage.

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CANTRICE COURT COA COLLECTION POLICY

ADOPTED JANUARY 1, 2020

The Board of Directors for the Cantrice Court Condominium Owners' Association, hereby resolve to enact the following policy for the collection of assessments. The authority for this procedure is provided in the Covenants, Conditions and Restrictions of this Association and California Civil Code and shall be consistently implemented by the managing agent, Golden Estate Management, Inc.

Prompt payment of Assessments by all owners is critical to the financial health of the Association and to the enhancement of the property values of our homes. Your Board of Directors takes very seriously its obligation under the Declaration of Covenants, Conditions and Restrictions, as amended, (CC&R's) and the California Civil Code to enforce the members' obligation to pay assessments. The policies and practices outlined below shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of the Board of Directors.

1. Assessments, late charges, interest and collection costs, including any attorneys' fees, are the personal obligation of the owner of the property at the time the assessment or other sums are levied (Civil Code Section 5650(a)).
2. Regular monthly assessments are due and payable on the first day of each month. Resident billing statements are available online 24/7 or can be mailed upon request. It is the owner of record's responsibility to pay each assessment in full each month regardless of whether a courtesy statement or courtesy late letter is received. All other assessments, including special assessments, are due and payable on the date specified by the Board on the Notice of Assessment, which date will not be less than thirty (30) days after the date of notice of the assessment.
3. 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 provided the amount in dispute does not exceed the California jurisdictional limits of the small claims court. By doing so, the owner may in addition to pursuing dispute resolution pursuant to Civil Code Sections 5925-5965, commence an action in small claims court.
4. Until all assessments are paid in full, any payments made by an owner will be first applied to assessments owed. Only after all assessments are paid in full will payments be applied to collection fees and costs, attorneys' fees, late charges or interest. (Civil Code Section 5655(a)). The Association may, in its discretion, enter into an agreement with an owner providing for payments to be applied in a different manner, in which case such agreement shall be controlling.
5. All assessments are delinquent fifteen (15) days after they come due. Delinquent assessments are subject to a late charge in the amount of ten dollars (\$10.00) or ten (10) percent of the delinquent amount, whichever is greater.
6. Interest on all sums imposed, including delinquent assessments, collection fees and costs, and attorneys' fees, shall be at an annual rate of twelve percent (12%) and shall commence thirty (30) days after an assessment becomes due.
7. If a special assessment is payable in installments and an installment payment for that special assessment is delinquent for more than thirty (30) days, all installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to a late charge and interest as provided herein.

8. The Association or the Association's managing agent may send to the owner a late letter once an assessment becomes delinquent. A charge (if any) for the late letter may be added to the owner's delinquent account.
9. If an assessment is not received within thirty (30) days after the assessment becomes delinquent, the Association or its designee, in the event the account is turned over to a collection agent, will send a pre-lien letter to the owner as required by Civil Code Section 5660, by certified mail, to the owner's mailing address of record advising of the delinquent status of the account, impending collection action and the owner's right to request that the Association participate in some form of internal dispute resolution process ("IDR"). The owner may be charged collection fees and costs for the pre-lien letter. Notwithstanding the provisions of this paragraph, the Association may (i) send a pre-lien letter to a delinquent owner at any time when there is an open escrow involving the owner's separate interest, and/or (ii) issue a pre-lien letter immediately if any special assessment becomes delinquent even if the owner is current in paying their regular assessments.
10. If an owner fails to pay the amounts set forth in the pre-lien letter and fails to request IDR within thirty (30) days of receipt of the pre-lien letter, the Board, by majority vote in an open meeting, may authorize the recordation of a lien for the amount of any delinquent assessments, late charges, interest and/or collection fees and costs, including attorneys' fees, against the owner's property. The owner may be charged for collection fees and costs for preparation and recordation of the lien. The lien may be enforced in any manner permitted by law, including, without limitation, judicial or non-judicial foreclosure. See Civil Code Sections 5700-5720.
11. The lien may be enforced by judicial or non-judicial foreclosure sale when either (a) the delinquent assessment amount totals One Thousand, Eight Hundred Dollars (\$1,800) or more, excluding accelerated assessments and specified late charges and fees or (b) the assessments are delinquent for more than twelve (12) months. A delinquent owner could lose ownership of the property if a foreclosure action is completed. The delinquent owner may be responsible for significant additional collection fees and costs for enforcement of the lien against the property.
12. The decision to foreclose against a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent owner(s) by identifying the matter in the minutes by the parcel number of the owner's property, rather than the name of the owner(s). Prior to initiating the foreclosure sale against a recorded lien, the Association shall offer delinquent homeowners the option of participating in IDR or Alternative Dispute Resolution ("ADR").
13. An owner is entitled to inspect the Association's accounting books and records to verify the amounts owed pursuant to Corporations Code Section 8333. Upon an owner's written demand, the Association shall make allowable Association records available for inspection and copying pursuant to Civil Code Sections 5200-5240.
14. In the event it is determined that the owner has paid the assessments on time, the owner will not be liable to pay the charges, interest and costs of collection associated with collection of those assessments.
15. The owner has the right to request a meeting with the Board of Directors as provided by Civil Code Section 5665. An owner has the right to dispute the debt by submitting a written request for dispute resolution pursuant to the Association's "meet and confer" program pursuant to Civil Code Sections 5900-5920. An owner has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code Sections 5925-5965, 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. An owner may submit a written request to meet with the Board in executive session to discuss a payment plan. The Board is not required to meet with an owner unless the request is mailed within fifteen (15) days of the date of the postmark of the pre-lien letter, in which case the Board shall meet with the owner in executive session within forty-five (45) days of the postmark on the owner's request, 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. The Association shall provide the owner the standards for payment plans, if any exist. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with the Association's ability to record a lien against an owner's separate interest to secure payment for the owner's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period. If a payment plan is approved, additional late fees from the homeowner will not accrue while the owner remains current under the terms of the payment plan. If the owner breaches an approved payment plan, the Association may resume its collection action from the time prior to entering into the payment plan.

16. Nothing herein limits or otherwise affects the Association's right to proceed in any lawful manner to collect any delinquent sums owed to the Association.
17. There is no right of offset. An owner may not withhold assessments owed to the Association on the alleged grounds that the owner is entitled to recover money or damages from the Association for some other obligation.
18. The Association shall charge the owner a Twenty-Five Dollar (\$25.00) fee for the first check tendered to the Association that is returned unpaid by the owner's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, the Association may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code Section 1719.
19. Owners have the right to provide a secondary address for mailing for purposes of collection to the Association. The owner's request shall be in writing and shall be mailed to the Association in a way that shall indicate that the Association has received it. An owner may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, the Association shall only be required to send notices to the indicated secondary address from the point the Association receives the request.
20. All charges listed herein are subject to change upon thirty (30) days' prior written notice.
21. The mailing address for payments of assessments by overnight delivery is: Golden Estate Management, 12734 Branford Street, Suite 3, Arleta, CA 91331. Please note that should an account be referred to a collection service, the collection service will provide the new address for overnight payments.

EXHIBIT "A"

NOTICE ASSESSMENTS AND FORECLOSURE

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

ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure or without court action, often referred to as nonjudicial foreclosure. For liens recorded on and after January 1, 2006, an association may not use judicial or nonjudicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or nonjudicial foreclosure subject to the conditions set forth in Sections 5705, 5715, and 5720 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 5600, 5605, 5660 to 5690, 5705, 5715, 5720, and others of the Civil Code)

In a judicial or nonjudicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a member or a member's guests, if the governing documents provide for this. (Sections 5600, 5605, 5650, 5660 of the Civil Code)

The association must comply with the requirements of Sections 5650, 5655, 5660 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 (Sections 5650, 5655, 5660 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 (Sections 5650, 5655, 5660 of the Civil Code)

If a lien is recorded against an owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an owner certain documents in this regard (Sections 5650, 5655, 5660 of the Civil Code).

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

PAYMENTS

When an owner makes a payment, he or she may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The association must inform owners of a mailing address for overnight payments. (Sections 5650, 5655, 5660 of the Civil Code)

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 5 (commencing with Sections 5650, 5655, 5660) of Chapter 4 of Title 6 of Division 2 of the Civil Code. In addition, an association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 2 (commencing with Section 5925) of Chapter 7 of Title 6 of Division 2 of the Civil Code, if so requested by the owner. Binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

An owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Sections 5650, 5655, 5660 of the Civil Code)

MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a timeshare may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exist. (Sections 5650, 5655, 5660 of the Civil Code)

The board of directors must meet with an owner who makes a proper written request for a meeting to discuss a payment plan when the owner has received a notice of a delinquent assessment. These payment plans must conform to the payment plan standards of the association, if they exist. (Sections 5650, 5655, 5660 of the Civil Code)*

*Citations to Code Sections are from the California Civil Code effective as of 1/1/2014.

Cantrice Court Condominium
Owners' Association
c/o Community One
JeffG@CommunityOnePM.com

APPLICATION FOR ARCHITECTURAL APPROVAL

To be completed by Manager

Application #: _____

Date Received: _____

PLEASE FILL IN ALL SPACES COMPLETELY - ALLOW UP TO THIRTY DAYS FOR REVIEW
DO NOT START WORK UNTIL YOU RECEIVE APPROVAL

PROPERTY OWNER _____ STREET ADDRESS _____

DAYTIME PHONE: _____ EMAIL: _____

TYPE OF REQUEST

- | | | | |
|---|--------------------------------------|--|--|
| ☐ FENCE | ☐ WINDOWS | ☐ CANOPY (backyard) | ☐ OTHER (describe): _____ |
| ☐ SATELLITE DISH | ☐ SCREEN | | _____ |
| ☐ PATIO COVER | ☐ LANDSCAPE | | _____ |
| ☐ DOORS | ☐ GARAGE DOOR | | _____ |

Please provide a brief description of proposed plan or modification with dimensions, location, materials used and color. Please include pictures or samples.

ANTICIPATED STARTING DATE: ____/____/____ ANTICIPATED COMPLETION DATE: ____/____/____

☐ **NEIGHBOR ADVISEMENT** (Not required unless requested by Board/Architectural Committee or Management)

The Architectural Committee has determined that it is in our best interest to advise your neighbors of any proposed improvements to your property or home, and request that you have your adjacent and rear neighbors sign where indicated below.

Neighbor's Name:

Address:

Signature:

1. _____
2. _____

We, the undersigned, certify that we are the legal owners of the above property and that we agree to abide by Cantrice Court Community Association's Governing Documents including CC&R's and Rules and Regulations. Approval by this Architectural Committee does not constitute waiver of any requirements of applicable governing agencies. We furthermore understand and agree that building permits for home improvements are required and that the cost of the permits and responsibility of obtaining permits and subsequent inspection will be borne by us. All modifications will be repaired and maintained by me/us. I/we acknowledge that it is my/our responsibility to disclose this information to any future buyer(s) of my/our home.

Owner Signatures(s) _____

Date: ____/____/____

For Office Use Only

Approved: _____ Denied: _____ Conditional: _____
Notes/Conditions: _____

Signature: _____ Date: ____/____/____

SEND TO:

Cantrice Court Community Association c/o
Community One Property Management
241 Frank West Circle, Suite 200
Stockton, CA 95206
JeffG@CommunityOnePM.com

This approval shall be limited to the items specifically set forth herein and is hereby granted upon the following terms and conditions. The violations thereof or non-compliance therewith will be grounds for the rescinding and revocation of the approval hereby granted.

1. No work on this request to commence until written approval of the Architectural Review Committee has been received.
2. Any planting shall not interfere with designed operation of sprinkler heads or hinder landscape maintenance.
3. Any installations, interior or exterior must not alter existing construction design or the function thereof.
4. Any work done in an owner's home, or on the common property, shall be subject to all existing State, City, County and Association laws, ordinances and regulations.
5. All work will be subject to inspection by the Association. The owner, together with the contractor, will be held responsible for any deviations of the above and will be required to make any necessary corrections at the owner's expense.
6. By the execution and acceptance of this Permit, and the terms and conditions hereof, the owner acknowledges that he has been advised that the above installation, when completed, forming a part of the common elements, will not be the subject of any insurance coverage or loss prevention or indemnification coverage by the Association.
7. Owner hereby acknowledges that the responsibility to repair and maintain the above installation is the responsibility of the present or future owner. If the unit is sold it is the present owner's responsibility to provide a copy of this Agreement to the buyer. The buyer must provide the Association with a signed copy of said Agreement prior to the close of escrow.
8. Owner, by the execution and acceptance of the Permit, has remised, released, and forever discharged, and by these presents does remise, release, and forever discharge the said Association of and from all obligations, controversies, suits, actions, causes or actions, trespasses, variances, damages, claims or demands, in law or in equity, which against the said Association the resident ever had, now has, or hereafter can, shall, or may have, for, upon or by reason of any damage to the above installation occurring in any manner whatsoever.
9. By execution of this application, the Owner acknowledges they have been advised that it's recommended that you, as the Owner, request copies of insurance coverage, both liability and workers compensation, naming you, the Owner, as an additional insured by all contractors.
10. If the Board approves and this application is for homeowner landscaping done on the common area entryway or anywhere else, the owner acknowledges that the association shall have no liability or obligation to maintain said vegetation and will be held harmless in the event that our irrigation system provides too little or too much water.

If the Board approves this Request, I accept this approval upon the terms and the conditions set forth which have been fully ready by me.

Owner's Signature: _____ Date: _____

NOTE: Plans submitted should include one electronic copy in a PDF format.

RESIDENTIAL RENTAL REGISTRATION

Non-Refundable Fee: \$ 125

CANTRICE COURT C.O.A

Unit Address: _____

City: _____ State: _____ Zip: _____

TENANCY

Length: _____ Start Date: _____

Please attach a copy of the Lease Agreement and Renters Insurance from Tenant.

Please Redact Financial and Personal Information not requested below.

TENANT DETAILS

Full Name: _____ DOB: _____

Driver's License No. _____ Phone: _____

E-Mail: _____

CO-TENANT DETAILS

Full Name: _____ DOB: _____

Driver's License No. _____ Phone: _____

E-Mail: _____

CO-TENANT DETAILS

Full Name: _____ DOB: _____

Driver's License No. _____ Phone: _____

E-Mail: _____

Other Occupants? ☐ Yes ☐ No

If Yes, List Full names below:



Pets? ☐ Yes ☐ No Inside Smoking Allowed? ☐ Yes ☐ No

If Yes to Pets, Describe Types and Dog Breeds:

The right of an owner at Cantrice Court to maintain pets, excepting banned breeds listed in the rules, is not automatically transferred to tenants. The association encourages owners not to extend the right for tenants to have dogs. This creates potential liability issues for the owner as well as the association.

Vehicles? ☐ Yes ☐ No

If Yes, Describe Make/Model and Provide License Plate Number for each:

Per our rules and regulations, a tenant is required to park at least one vehicle in the garage, prior to using guest parking overnight. In addition, tenants are not allowed to park or store Campers, Boats, Jet-Skis, RV's, or any recreational vehicles.

Cantrice Court rules require that the tenant be provided with a copy of the Cantrice Court Rules and Regulations. In signing this registration form, the owner affirms this has been done.

The tenant must provide you with proof of renters' insurance with a minimum \$300,000 liability with Cantrice Court C.O.A named as an additional insured.

Please attach proof of said insurance to this registration form; ensure that Cantrice Court COA is listed as an additional insured.

The association rules do not allow wood or wood alternatives to be burned in our fireplaces. In signing this registration form, you affirm you have made the tenant aware of this critical rule for their safety and that of their neighbors.

The association allows tenants to have up to two different last names, with corresponding phone numbers listed on the intercom call box. Please provide the Last Name/s that will be listed on the intercom call box; the phone number/s that can be called to grant access. (The association does not guarantee that the call box will work with all makes and models of cell phones)

Last Name _____

Phone Number _____

Last Name _____

Phone Number _____

Owner Print Name _____

Owner Signature _____

Date _____

Co-Owner Print Name _____

Co-owner Signature _____

Date _____

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

CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525*

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

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

Property Address: _____

Owner of Property: _____

Owner's Mailing Address: _____
(if known or different from property address)

Provider of the **Section 4525** Items:

Print Name Position or Title Association or Agent Date Form Completed

Check or Complete Applicable Column or Columns Below:

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

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

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

This is this minimum document offering required to meet CA statute 4528. You may opt to acquire additional documents including, but not limited to, Meeting Minutes, Reserve Studies, Insurance Declaration Pages, and/or property inspections not mandated by law but helpful to the prospective buyer(s) and/or their agent to make a more informed decision regarding the subject property.

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

FHA Disclosure

THE INFORMATION REGARDING THE ASSOCIATION'S FHA STATUS IS AS OF **11/06/2025**.

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.



The association of this common interest development is not certified by the Federal Housing Administration

Further verification can be secured through the FHA Website:

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

HIA Disclosure

THE INFORMATION CONTAINED HEREIN IS THE PROPERTY OF THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND SURVEYORS OF THE STATE OF CALIFORNIA (CPEA).

It is the policy of the CPEA to protect the confidentiality of the information contained herein. This information is intended for the use of the members of the CPEA and is not to be distributed to the public. Any unauthorized disclosure of this information is strictly prohibited.

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☒ The information contained herein is the property of the CPEA and is not to be distributed to the public.

☐ The information contained herein is the property of the CPEA and is not to be distributed to the public.

PLEASE PRINT NAME AND SIGNATURE OF THE PERSON WHO HAS REVIEWED THIS DOCUMENT.

NAME: _____ SIGNATURE: _____

VA Disclosure

THE INFORMATION REGARDING THE ASSOCIATION'S FHA STATUS IS AS OF **11/06/2025**.

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 Department of Veterans Affairs.

☒

The association of this common interest development is not certified by the Federal Department of Veterans Affairs.

Further verification can be secured through the VA website:

<https://vip.vba.va.gov/port al/VBAH/VBAHome/condopudsearch>.

VA Disclosure

THE INFORMATION REGARDING THE ASSOCIATION'S FINANCIAL STATEMENT IS AS OF THE YEAR 2022.

On 12/28/22, the Board of Directors of the Association, after reviewing the financial statement of the Association for the year ended 12/31/22, has determined that the financial statement is true and correct and that the Association is in compliance with the provisions of the Virginia Uniform Multiple-Unit Act, Chapter 13.1 of the Code of Virginia, as amended.

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If a majority of the members present at a meeting of the Board of Directors of the Association have approved the financial statement of the Association for the year ended 12/31/22, the Board of Directors of the Association is authorized to sign the financial statement of the Association for the year ended 12/31/22.

The Association's financial statement for the year ended 12/31/22 is attached to this document as an exhibit. The Board of Directors of the Association is authorized to sign the financial statement of the Association for the year ended 12/31/22.

I, a member of the Board of Directors of the Association, have read the financial statement of the Association for the year ended 12/31/22 and have approved it.

(Signature of Member of Board of Directors)

Cantrice Court Condominium Owners' Association

MEMBERSHIP LIST OPT-OUT FORM

California law allows any member of the Association to request and obtain a copy of the Association's membership list. The membership list includes the names, property addresses, mailing addresses, and email addresses of all members, except those members who have "opted-out" of having their information disclosed to other members on the membership list.

To opt-out of sharing your name, property address, mailing address, and email address with other members of the Association, complete this form and send it to the Association's Managing Agent, below. This opt-out shall remain in effect until changed by you, via written notification to the Association's managing agent.

DESIGNATION FOR OPTING-OUT OF DISCLOSURE OF PERSONAL INFORMATION

**Please check only one box below*

☐ I/we **OPT-OUT** of the sharing of my/our name, property address, mailing address and email address under the Association's membership list, pursuant to Civil Code Section 5200. I/we prefer to be **contacted** via the alternative process described in Corporations Code Section 8330(c). This opt-out shall remain in effect until changed by me/us via written notification to the Association's Managing Agent.

☐ I/we **DO NOT** opt-out of the sharing of my/our name, property address, mailing address and email address under the Association's membership list. I/we understand that this information will be disclosed to any member who makes a lawful request for the membership list. Name:

Name: _____ Name: _____

Property address: _____

Signature: _____ Signature: _____

Date: _____

When completed, please return to the Association's Managing Agent via mail or email:

Community One Property Management c/o Cantrice Court

241 Frank West Circle, Suite 200
Stockton, CA 95206

Email: JeffG@CommunityOnePM.com
Office: 800-341-8940

HOA Homeowner Record Update Form

Date _____

HOA'S Name _____

Your Property's Address _____ Unit # _____
City, State & Zip Is Not Necessary

Mailing Address: (If Different From Above)

c/o _____		
Address _____	Unit # _____	
City _____	State _____	Zip _____

Primary Homeowner #1 - (As Listed on your Deed)

First Name _____	Middle Int. _____	Last Name _____
OR Other: Company/Trust _____		
Cell Phone (_____) _____	Home Phone (_____) _____	Work Phone (_____) _____
Email Address _____ <i>Please Print Clearly</i>		
Can your monthly statement be e-mailed to this address: ☐ YES ☐ NO		

Homeowner #2 - (As Listed on your Deed)

First Name _____	Middle Int. _____	Last Name _____
Cell Phone (_____) _____	Home Phone (_____) _____	Work Phone (_____) _____
Email Address _____ <i>Please Print Clearly</i>		
Can your monthly statement be e-mailed to this address: ☐ YES ☐ NO		

Other Occupant Names

_____	_____	_____
_____	_____	_____

Tenant Information

Name _____	Cell# (_____) _____	Home# (_____) _____
Name _____	Cell# (_____) _____	Home# (_____) _____
Email Address _____		
Other Occupant Names _____		

Vehicle Information (For All Vehicles On The Premises)

	Make	Model	Color	License Plate #	Year	Park Space #
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

Emergency Contact

Name _____	Cell # _____	Relationship _____
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Community One Property Management

241 Frank West Circle, Suite 200 | Stockton, CA 95206

Email: JeffG@CommunityOnePM.com

Please Return This Form As Soon As Possible.

RULES AND REGULATIONS

Cantrice Court Condominium Owners Association

The Cantrice Court RULES AND REGULATIONS state, in simplified language, the legal restrictions and general information from the following governing documents of the Association: Covenants, Conditions and Restrictions (C.C. & R.'s) and By-Laws of the Cantrice Court Condominium Owners Association.

The RULES AND REGULATIONS were instituted to make our community a better and more desirable place in which to live and to enhance the property values of the homeowners. Your voluntary observance of these rules will contribute to the mutual enjoyment by all at Cantrice Court.

Each new owner of a Cantrice Court Condominium Unit must, by law, have been furnished a copy of the C.C. & R.'s. Subsequent owners should receive these documents during the escrow procedure. Owners must furnish their tenants with a copy of these rules. Copies of the C.C. & R.'s are available from the Management Company for a fee. The Association urges owners and occupants to adhere to the C.C. & R.'s, By-Laws, and Rules and Regulations. The Board of Directors has the authority to enforce compliance. Each owner and occupant are urged to notify the Management Company of any violations.

Since Cantrice Court is part of Sycamore Canyon Village Homeowners Association, owners and occupants must also adhere to the additional rules and regulations established by this master association. Copies of the rules and regulations for Sycamore Canyon Village should be obtained from the management company for the master association.

Terms used in these RULES AND REGULATIONS are as defined in the C.C. & R.'s. Should there be a conflict between the Rules and Regulations and the C.C. & R.'s, the C.C. & R.'s shall prevail.

GENERAL RULES

1. Single Family Usage - Each condominium unit shall be used exclusively for single family residential purposes.
2. Commercial Use - No part of a lot or condominium unit may be used for commercial purposes, i.e., businesses or part-time businesses are not to be run from the home, the garage, or the lot. It is realized that some occupants require incidental use of the home for business. Nothing of a permanent or continuing nature will be allowed.
3. Temporary Structures - No structures of a temporary character: trailer, shack, garage, barn or other out-building or structure may be installed on the common areas at any time.
4. Permanent Structures and Other Improvements - No building, fence, wall, permanent landscaping, planters, driveway inserts or other permanent modifications or structures shall be permitted in Cantrice Court. In addition, changes in the exterior of any dwelling, or structure or other improvement will not be permitted, unless plans, specifications and completion times have been submitted to and approved by the Architectural Review Committee.
5. Unightly Items - All weeds, rubbish, debris or unsightly materials or objects of any kind shall be regularly removed from and around the condominium units and shall not be allowed to accumulate. All clotheslines, refuse containers, woodpiles, storage areas, machinery and equipment are prohibited.
6. Nuisance and Offensive Activities - No owner or occupant shall permit or engage in offensive, illegal or immoral activity. Noise from TVs, radios, stereos, parties, etc. shall always be kept at a reasonable level. Party noise should diminish between 10:00 and 11:00 pm depending on the day. Loud parties carrying on after 11:00 pm will be subject to complaints to the Security Company and to the Simi Valley Police Department. Any activity which may become an annoyance or nuisance to the neighborhood, or which may in any way interfere with the quiet enjoyment of a home by each owner or occupant is prohibited.
7. Quiet Time - 10:00 p.m. - 7:00 a.m. Sunday through Thursday
11:00 p.m. - 7:00 a.m. Friday and Saturday. To report a noise nuisance, please contact the Police Department at (805) 583-6950.
8. Fireworks - The Storage and/or use of fireworks or any kind of explosives is prohibited within the common area or within the units themselves.
9. Garages - No Garage shall be converted to a living space or used for business purposes.
10. Driveways - Residents are required to keep driveways free of oil, grease, rust and any vehicle fluids.

11. Gas Fireplace Restrictions - Barbecues and Exterior Fires. All exterior fires are prohibited except for barbecues and fire pits in confined receptacles designed for that purpose. Barbecues may be gas, electric, or charcoal fired provided they are operated in such a way as to reduce smoke and other noxious fumes to a minimum. Barbecue and fire pits must be attended while in use.

12. Dumping - Dumping into Street Drains Prohibited. Dumping oils, paints, chemicals, soaps, detergents, shampoos, dirty water or cleaning products of any kind into the street drains is prohibited.

13. Animals – All animals, no exemptions.

a. No Commercial Purpose. Animals may not be kept or maintained within the community for breeding or commercial purposes.

b. Maximum Number. No more than four household pets or animals may be kept by or within a Unit. An animal or pet is defined as a domestic dog, cat, caged bird, or a reasonable number of fish in a standard residential aquarium. Any animals apart from the above, or in excess of the above, shall only be permitted after submission of a request for, and written approval from, the Association's Board of Directors, whose decision shall be final.

c. Prohibited Animals. The following breeds of dogs, including mixes, variations, and hybrids, are not allowed within Cantrice Court: mixed or pure-bred Pit Bulls, Pit Bull Terriers, Bull Terriers, Staffordshire Terriers, Rottweilers, German Shepherds, Presa Canarios, Chows Chows, Doberman Pinschers, Akitas, Wolf-hybrids, Mastiffs, American Bull Dogs, Cane Corsos, Huskys, Mixed Husky Breeds and Dalmatians. No snakes of any kind are allowed under any circumstance. Prohibited animals include any animal which the Board determines to be dangerous, or has been designated as such by any governmental agency.

d. Muzzle. If, for any reason, one of the prohibited dog breeds listed in section 3 above is in the Cantrice Court community, then the owner of the animal must ensure that it is muzzled at all times while on the common areas. If any other animal, apart from the ones above, has shown a propensity for aggressive behavior or has bitten, attacked, or otherwise created a nuisance to other members of the community, then the Board may require the owner of that animal to keep it muzzled while on the common area. The Board shall determine based on the preponderance of the evidence if an animal or pet is creating a nuisance or has shown aggressive behavior. If an owner or resident fails to properly muzzle an animal, the Unit Owner, per violation, shall be fined an amount in compliance with Civil Code Section 5850 subsection (c) and (d).

e. Harness. If, for any reason, one of the prohibited dog breeds listed in section 3 above is in the Cantrice Court community, then the owner of the animal must ensure that it is harnessed at all times while on the common areas. If any other animal, apart from the ones above, has shown a propensity for aggressive behavior or has bitten, attacked, or otherwise created a nuisance to other members of the community, then the Board may

require the owner of that animal to keep it harnessed while on the common area. The Board shall determine based on the preponderance of the evidence if an animal or pet is creating a nuisance or has shown aggressive behavior. If an owner or resident fails to properly harness an animal, the Unit Owner, per violation, shall be fined an amount in compliance with Civil Code Section 5850 subsection (c) and (d).

- f. Nuisance. No pets may be kept which are an annoyance or are obnoxious to residents in the vicinity.
- g. Leash. All animals must be kept on a well secured leash no longer than four feet when on common area grounds of Cantrice Court and must be under the control of someone who is capable of controlling the leash and animal. If an owner or resident fails to properly leash an animal, the Unit Owner, per violation, shall be fined an amount in compliance with Civil Code Section 5850 subsection (c) and (d).
- h. Clean-Up. Animal and pet owners are responsible for "scooping-up" and properly disposing any excrement from their pet. Failure to do so will result in a fine.
- i. Insurance. Unit owners with animals or pets are required to maintain liability insurance for a minimum amount of \$300,000 at all times. If, for any reason, a Unit Owner has a pet in their Unit that is on the Prohibited Animals list in section 3, that Owner must maintain a minimum of \$500,000 in liability insurance at all times. If a Unit Owner has a tenant or other co-resident who is the owner of the pet or animal then, in addition to the Unit Owner, that person(s) shall also maintain insurance with the minimum liability limits set forth above, depending on the type of animal. Unit owners and tenants should review their current homeowner or renter's policy to determine if coverage is already provided for animals and pets. All insurance policies shall name the Association as an additional insured. In the event the Association requests a copy of the policy and the Owner cannot or does not provide a copy of the policy for themselves and/or their tenant or co-resident within 4 days, showing coverage for the entire period that the animal/pet has been in the community and this rule has been in effect, the Association may levy a monetary penalty in compliance with Civil Code Section 5850 subsection (c) and (d) until proof of insurance is provided. To the extent that the Owner and or his tenant or co-resident cannot provide proof of coverage during the entire residency of the animal, the Association may impose a monetary penalty in compliance with Civil Code Section 5850 subsection (c) and (d). In addition to the per violation reference above, if applicable. Note that the imposition of a monetary penalty does not negate the Owner or Resident's duty to procure and maintain the insurance policies described herein.
- j. Attorney Fees. If the Association obtains the services of legal counsel to enforce these animal/pet rules, or takes any legal action to request a court to remove an animal or pet in violation of these rules, the Owner of the Unit shall be responsible for any legal fees incurred by the Association and the same may be levied as a reimbursement assessment against the Unit Owner.

- k. Enforcement. If an Owner or and Owner's tenants or co-residents have an animal or pet that being used for commercial or breeding purposes, is in excess of the allowable number of animals, is an unapproved or dangerous breed animal/pet as listed in part 3, that is required to be muzzled and is un-muzzled on the common area, is a nuisance to the residents within the community, or shows a pattern of being unleashed or uncontrolled on the common area, then, in addition to monetary penalties and all other enforcement remedies, the Board may order the Owner to remove the animal or pet from the community after proper notice and hearing. The Board may also report the animal or local animal control. Specific animal/pet penalties are included in this section and these supersede any general monetary violations otherwise specified in the rules. If a specific monetary penalty is not included herein, then the general monetary penalty rules shall apply.

14. Trash Disposal & Littering - Littering is prohibited in all areas of Cantrice Court. All trash must be placed in the trash bins provided and must not be left outside of the bins in the trash enclosures. All residents are to cut up and break down all their boxes before depositing them into the trash bins. This is regardless of size; boxes filled with trash are not permitted either. The bins are not to be overfilled; no trash is allowed which prevents the bin from closing. In addition, no construction, remodeling material, furnishings, or large objects are allowed to be deposited into the trash or recycling bins. Finally, the trash containers are for day-to-day disposal of trash. Residents are to rent a bin for large scale trash disposal, spring cleaning, move-in/move outs; or secure a bulk pickup at their cost via Waste Management. Owners are responsible for the trash disposal actions of their tenants, guests, or vendors engaged to do work at their home. Owners and occupants are responsible for the proper disposal of motor oil, filters, paint, and other hazardous products. **DO NOT DISPOSE OF THESE HAZARDOUS ITEMS IN TRASH BINS OR TRASH ENCLOSURES.** Recycling bins are located adjacent to 633 Jubilee and 647 Cardinal Ridge in the trash enclosures and are for paper, cardboard, glass and cans. All recyclables must be placed in the appropriate receptacle and the instructions listed on the recycling bins followed.

15. Signs - No sign or billboard may be displayed on or about any condominium unit or structure, except for one sign advertising the sale or lease of property provided the sign is no larger than 4 square feet. Small security signs are allowed. Signs as may be required by legal proceedings are permitted.

16. Construction Equipment - Heavy construction equipment is expressly prohibited on the paved streets of Cantrice Court without the express permission of the Board.

17. Parking

- a. All resident vehicles should be parked in their garages.
- b. The garage is the primary parking area for residents. Residents should consider guest parking areas as secondary or temporary parking; limited to two vehicles as long as one vehicle is in the garage.
- c. Parking in the guest parking areas should be limited to no more than 14 consecutive days. Vehicles may be parked in guest parking for periods longer

- than 14 consecutive days with the express written permission from the Board.
- d. Recreational vehicles, boats and like vehicles can only be parked on the premises in an occupant's garage, with the exception of temporary parking in guest parking areas for the purposes of trip preparation.
- e. Owners shall be responsible for any and all damage to the common area caused by fluids leaking from vehicles they own, or their guests, residents and/or tenants own.
- f. Unattended parking on driveway aprons or in the street is strictly prohibited, except for the purposes of loading and unloading the vehicle.
- g. Parked or stopped vehicles must not prevent other occupants from accessing the streets or garages.
- h. Vehicles which are inoperable, unlicensed, or have expired registration tags must be parked in the resident's garage.

18. Guests - Owners and occupants are fully responsible for their guests, residents, and or/tenants at all times.

19. Garages - Garages will be used only for the purposes of parking vehicles and storage of the occupant's property. No garage doors will remain open when not in use. An appropriate window covering must cover the window in the garage. Activities being performed in a garage that could be an annoyance to other occupants should be kept to a minimum.

20. Maintenance Obligations - All occupants are responsible for maintaining the interior of their unit in good condition and repair and certain other exterior components (e.g., windows, doors, garage doors, etc.) as specified in the C.C. & R.'s.

21. Living Areas - No persons will be allowed to reside or sleep in any location other than within the confines of the condominium unit; i.e., residing or sleeping in vehicles or in the common areas is prohibited.

22. Planting for Front Walkway and Rear Planter Areas - Homeowners that wish to make modifications to the existing vegetation in the planter areas adjacent to their unit (front walkway and rear planter areas), must first submit an architectural modification application, providing for the following:

- a. Location of the planter.
- b. Existing plant material to be removed.
- c. Proposed plant material to be planted (provide species, with photo), plant size upon maturity and watering requirements).
- d. If desired, a plan and bid for the removal of existing irrigation system and replacement of Association irrigation system with new drip/sprinkler system tied to Homeowner's water line, or our own.

The Homeowner will be required to assume all costs relative to the removal of the existing plants and the installation of the new plants, as well as any new irrigation system.

The homeowner will be solely responsible for the continued health of the new plants and any future replacement of the plants. In addition, homeowner will assume

responsibility for maintaining any new irrigation system.

If the Board approves and this application is for homeowner landscaping done on the common area entryway or anywhere else, the owner acknowledges that the association shall have no obligation to maintain this custom vegetation. In addition, the association is not responsible for any vegetation issues that develop due to our existing irrigation system, or any new approved irrigation system. The association is not liable if our irrigation system provides either too little or too much water to this new custom vegetation.

23. Smoking is prohibited everywhere on the common areas and common area facilities within the Cantrice Court development including, but not limited to, the parking lots, swimming pool, and any exclusive use common areas like balconies, patios, and entryways. Although smoking is currently permitted within a Unit, it shall be done in a manner so as not to allow smoke to drift or waft into any other units or common area elements. Smoking in violation of this policy shall be deemed a nuisance. The owner of the unit shall be liable for the smoking of their guests, tenants, family members, vendors, and invitees. For purposes of this section, "Smoking" shall be defined as inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, vaporizers, e-cigarettes, or any other lighted tobacco or plant product. "Smoking" shall also include carrying a lighted cigar, cigarette, pipe, or any lighted tobacco or plant product intended for inhalation. A per violation fine will be levied in compliance with Civil Code Section 5850 subsection (c) and (d)

24. Events

Owners more than sixty days overdue on HOA dues or owing more than \$200 in fines for violations are not entitled to attend any events hosted by the association.

25. Dishes

Owners are to notify the Association through our management company when they or their tenants are installing satellite dishes on the common area walls/chimneys. Owners or their tenants cannot install satellite dishes on the common area roof, nor do their hired vendors have permission to go onto the roof at any point. Owners are required to remove all non-functional or non-operational dishes and seal and secure install site using a licensed roofing contractor approved by the board. Owners are required to remove all non-functional or non-operational dishes and seal and secure install site using a licensed roofing contractor before escrow closes when their property is being sold; inform the board. Owners will be liable for any damages caused to the common area through the install or removal of their satellite dishes.

26. Home Repairs Rule

- a. For any and all repair, remodeling, upgrade, or replacement work done inside of a Unit said work must be performed by a licensed and insured contractor specific to the work being done or a general contractor as allowed under California law. The scope of work being done should be handled by an individual licensed in that area such as a C-15 License for Flooring and Floor Covering, C-33 for Painting, C-36 for Plumbing, C-10 for Electrical, or a B General Contracting License as allowed under California Law. Owners are to require that said contractor add Cantrice Court C.O.A as an additional insured

before work is performed. Owners will be responsible for any and all work done within the unit and be fully liable for any and all damages that stem from improper or non-code compliant work done. Further, upon request by the Board of Directors owners shall provide a copy of the license, insurance and scope of work of any contractor performing work inside their unit. An Owner shall also obtain a permit for any work inside a Unit which requires a permit and shall provide a copy of the same to the Board of Directors upon request. Any changes or modifications to plumbing and electrical work shall be brought to current code and comply with all laws and regulations.

- b. Building Permits Do Not Constitute Approval. In addition to any approvals given by the Architecture Review Board (ARB), the Member must separately obtain all appropriate building permits from the City. However, obtaining building permits does not constitute approval by the ARB nor does approval by the ARB constitute a waiver of any requirements of applicable governing statutes. These are two separate procedures and both must be complied with.

27. Owner Insurance Requirements

The association requires that all owners obtain an adequate H06-Policy, also known as a Condominium Unit Owner's Policy. The policy in question must have a minimum of \$100,000 for building/dwelling coverage and \$300,000 for personal liability. Owners are required upon request to provide proof of continued coverage on an annual basis. Upon request by the board of directors or management the owner must turn over proof of said policy(s) within three business days; or acquire coverage as required above if they are in violation and lacking said policy. A Failure by the owner to provide the required documentation will result in a per violation per day fine in compliance with Civil Code Section 5850 subsection (c) and (d).

28. Annual Certification by Owners of proper Exhaust Vent Maintenance.

Owners are required to annually certify that they are maintaining their exclusive use dryer vent and ensuring it is free of lint, detritus, and debris of any kind. Upon request from the association owners will have three business days to confirm that their dryer vent is fully functional, free of debris, clean; has been inspected to provide safe and proper usage.

29. Holiday Lights and Decorations.

The exterior of the buildings, and all outdoor areas are common area. The association maintains, repairs, and has domain over said areas. However, the association does permit Holiday Lighting and Decorations within the defined perimeters below.

- a. Owners may begin putting up lighting and decorations 4 weeks prior to the onset of the Holiday.
- b. Owner must remove all lighting and decorations 2 weeks after the Holiday.
- c. No Roof or Wall Anchored Displays.
- d. No electric cords can be installed or run on the ground that represent a tripping hazard.
- e. All City noise and lighting ordinances are enforced.
- f. All Holiday Lighting and Decorations must not detract from the quiet enjoyment

all residents are entitled to. The association reserves the right to request removal of any lighting or decoration which creates a nuisance or violates the quiet enjoyment residents are entitled to.

30. Gas Fireplace Restrictions.

Residents can only use the installed the Natural Gas line to fuel their fireplaces. The association does not allow residents to install or use wood or wood alternative burning stoves, fireplaces, or firepits inside their home or within their exclusive use patio. Residents can only use the provided gas line to light and fuel their fireplaces, no wood or wood alternatives allowed. Owners are responsible for ensuring that their gas line has no leaks, is functioning properly; that the chimney is fully vented, flue is open, and has been properly cleaned. No exceptions. Failure to comply with this rule will result in a per violation fine in compliance with Civil Code Section 5850 subsection (c) and (d).

31. Guest Parking Rule.

All residents must keep at least one vehicle in their garage, before using guest parking for parking overnight or otherwise. All residents cannot park more than two vehicles in guest parking or overnight, regardless. We do not encourage residents to use guest parking. Guest parking was designed for short term parking by guests only. Upon an inquiry from the association, residents must show proof within three days that at least one vehicle is parked in their garage. Proof can be a picture of their vehicle in the garage.

32. Vacancy and Unoccupied Water/Water Heater Rule.

All residents are required to shut off the water to their unit; water heater when they are going to vacate the unit or leave the unit unoccupied for more than four (4) days.

33. Rental of Units Restrictions and Applicable Fees.

In compliance with (Civ. Code §4741(c).) which went into effect 01-01-2021 and guided by court rulings of the California 4th District Courts of Appeal; sustained by the California Supreme Court the Board hereby proposes the following rules and fees regarding rentals within Cantrice Court.

- a. Rules and Fees for Owners renting all or any portion of their Unit.
 - I. All owners that engage in rental activity must secure at least a thirty-day rental period or lease term. All terms less than thirty days are prohibited.
 - II. All owners that allow sub-leasing in their rental agreement, must ensure that any sub-leasing agreements their tenants initiate do not allow terms less than thirty days. (The association strongly advises that owners restrict the sub-leasing of their units)
 - III. All owners are required to notify the association within five business days of the unit being rented out and initiate the registration process.

- IV. If the association sends a written inquiry to the owner of a Unit about the rental status of their unit, then the owner shall have five business days to either confirm or deny in writing that their unit is a rental unit.
- v. A one-time initial registration fee of \$125 per lease agreement is applicable. Upon an owner notifying the Association that the unit is being rented, pursuant to section C above, the Association will send a registration form requesting information on the new tenant and proof that the tenant has secured renter's insurance with a \$300,000 liability minimum. The Association shall be named as an additional insured on such policies.
- vi. A \$325 annual fee is hereby assessed to owners engaged in rental activity (for increased wear and tear on common area facilities, roads, parking lots, trash collection; management costs incurred).
- vii. All Owners are required to share a copy of the rules and regulations with a tenant. Owners will affirm this when signing their registration form.
- viii. All Owners must include a pet clause in their rental agreement granting tenant permission to maintain a pet or pets, however they must adhere to the Association's prohibition on dangerous dog breeds and ensure their tenants are following said rule.
- ix. Owners of the unit are responsible for any damages, violations, fines, or costs incurred due to the action/inaction of their tenants.

34. Rules Applicable to Tenant Residents

- a. Tenants are required to keep at least one vehicle in the unit garage prior to using guest parking overnight to park up to two vehicles in guest parking. Tenants are allowed a maximum of two cars parked in the guest parking area, regardless of how many cars they park in the garage. All cars, makes, models, license plates; current auto insurance with theft/vandalism coverage are to be submitted to association via the owner registration.
- b. Tenants are always required to keep current renter's insurance with a \$300,000 liability minimum with Cantrice Court C.O.A as an additional insured.
- c. Tenants cannot store or park recreational vehicles in the community. No campers, boats, jet skis, RV's, etc.
- d. Tenants do not have the same rights as owners to keep pets in their home. Owners must grant them permission via a Pet Clause in their lease agreement. In addition, they must comply with the prohibited dog breed rule in force.
- e. Tenants do not have the right to sub-lease their unit unless they have been given permission in their rental agreement. If so, then the terms of any sub-lease cannot be less than thirty days.
- f. Tenants are required to shut off the water to their unit; water heater when they are going to vacate the unit or leave the unit unoccupied for more than four (4)

days.

35. POOL/SPA AREA RULES

POOL AND SPA HOURS 7AM-10PM Effective 09-04-2017

Please remember there will be NO LIFEGUARDS ON DUTY. Use of the swimming pool is at your own risk and residents assume full responsibility for their own safety as well as that of their guest(s).

1. The pool and spa are for the use of Cantrice Court residents and their guests only. Owners living off-site may not use the pool except as the guests of a resident, or if no one currently lives in their home.
2. If requested by the Association's security officer(s) homeowners must submit identification showing they are residents of Cantrice Court COA. Non-residents can be asked to leave.
3. Guests must be accompanied by a resident at all times. Residents are responsible for the conduct and safety of their guests while using the pool and spa.
4. Residents may invite up to four (4) guests per home to use the pool facility. In the event of more guests see event notification rule below.
5. Conduct in the pool area must be orderly. Running, diving and excessively noisy behavior are not permitted.
6. All pool furniture and equipment shall be left clean and in its appropriate location. Residents are liable for damage to any furniture or equipment at the pool site.
7. No person shall attempt to enter the pool facility by means other than through the gates provided.
8. Gates to the pool area must be kept closed and locked at all times.
9. Bobby pins and hairpins shall be removed before using the pool or spa. All persons with long hair must use a bathing cap or securely tie hair in a ponytail.
10. No toys that infringe on the enjoyment of others are allowed in the pool.
11. No alcohol beverages of any kind shall be brought into the pool area.
12. Food and beverages may be consumed in the pool area in plastic, metal or unbreakable containers only. All trash must be disposed of properly

before leaving the pool area.

13. Animals are prohibited in the pool area.
14. Bathing suits for all swimmers and sunbathers are required at all times for those using the pool or spa facility.
15. Smoking is prohibited in the pool area.
16. Safety equipment is provided for emergency use only. Neither the safety equipment nor the pool equipment is to be tampered with.
17. Use of the Association's pool facility is a privilege. These Rules and Regulations, which have been formulated for the safety and enjoyment of residents and their guests, are subject to change by the Board of Directors.
18. Vandalism within the pool facility will not be tolerated. Those found responsible will be reported to the Simi Valley Police Department and prosecuted to the full extent.
19. Homeowners or guests who fail to abide by these rules will lose their pool privileges and may be issued a violation and or fined in compliance with Civil Code Section 5850 subsection (c) and (d)
20. Boisterous roughhousing is not permitted in the pool/spa area.
21. Skateboards, rollerblades, riding toys and the like are not allowed in the pool/spa area.
22. Intoxication in the pool/spa area is prohibited. Eating is not allowed while in the pool or spa.
23. Any vandalism or tampering with the furnishings and facilities in the pool/spa area or with the equipment for the pool or spa will result in a fine covering the costs for correcting, repairing or replacing the furnishing, facilities or equipment.
24. Towels must be placed on pool area furniture to avoid discoloration or damage from tanning lotions and oils.
25. Tanning lotions and oils must be rinsed off before entering the pool or spa.
26. The spa requires approximately 25 minutes to heat up. Turn off the spa timer when finished.
27. No Running or Diving is allowed.

28. All persons without reasonable experience swimming should only enter the pool or spa under the direct supervision of a competent and experienced swimmer.

36. Owner Event Requirements.

If an owner wishes to host an event at the pool certain conditions are required. First, an event is when the owner is hosting more than four guests at the pool. Tenant Residents must have their requests for an event submitted by owner; provide their own additional insurance as well. Owner is to notify management 72 hours prior to this event. They are to include date, hours scheduled (up to four) and provide a refundable \$100 cleaning deposit. In addition, they must show proof of insurance, which must include adding Cantrice Court COA as an additional insured. The event can have a maximum of 30 people. They are not to restrict other resident's access to the pool area during their event. They must also comply with all pool/spa rules. If the bathrooms and pool area are cleaned properly the cleaning deposit will be returned; if cleaning cost exceed the \$100, they will be billed accordingly. If an owner hosts an event without complying with these requirements security will ask all attendees to leave the pool area. A violation and or fine may also be issued in compliance with Civil Code Section 5850 subsection (c) and (d).

ARCHITECTURAL REVIEW COMMITTEE

The C.C. & R.'s of Cantrice Court Condominium Owners Association define specific rules and regulations regarding any exterior construction and remodeling. They also provide for an Architectural Review Committee to ensure the overall appearance of the community will remain as originally designed, and that the residents would be assured of their privacy and protection of their investment.

The Committee is required to perform two functions: (1) considering the applications for construction or installation received from residents and (2) conducting periodic inspections of the owner's and occupant's property to determine whether or not the rules outlined in this document, C.C. & R.'s, and/or architectural guidelines are being followed by all residents, and that any new exterior construction or installation conforms to the approved application.

Requests for architectural approval are to be submitted to the Architectural Review Committee of Cantrice Court COA, in care of the Management Company. All requests will be acted upon within 30 days of receipt.

Each application will be considered on an individual basis. The fact that a similar structure or unit has been installed does not indicate automatic approval. The committee's decision will be determined by the location and general features of the project, how it may affect the rights and/or privacy of neighbors; and how it conforms to the architectural harmony of the Association.

Approval of plans and specifications by the Committee does not relieve the occupant of the responsibility to obtain necessary building permits and/or approvals from the City of Simi Valley.

PENALTY ASSESSMENT STRUCTURE

Confirmed violations of these Rules and Regulations or the C.C. & R.'s will be subject to the following penalty assessments:

PENALTY SCHEDULE EFFECTIVE 12-1-2025

Per Violation: One hundred dollars (\$100.00) excepting provisions of Civil Code Section 5850 subsection (c) and (d).

Notwithstanding the above per violation amount the board may impose a penalty stated in the schedule of monetary penalties or supplement that is in effect at the time of the violation that is greater than one hundred dollars (\$100) per violation, if the violation may result in an adverse health or safety impact on the common area or another association member's property.

A violation of Adverse Health and or Safety Violations: Up to five hundred dollars (\$500.00) per violation in compliance with Civil Code Section 5850 subsection (c) and (d).

Suspension.....common area privileges and access to events may also be suspended
Assessment.....may be levied to reimburse HOA expenses

In compliance with Civil Code Section 5855 subsections (a) thru-(g):

- (a) When the board is to meet to consider or impose discipline upon a member, or to impose a monetary charge as a means of reimbursing the association for costs incurred by the association in the repair of damage to the common area and facilities caused by a member or the member's guest or tenant, the board shall notify the member in writing, by either personal delivery or individual delivery pursuant to Section 4040, at least 10 days prior to the meeting.
- (b) The notification 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 or the nature of the damage to the common area and facilities for which a monetary charge may be imposed, and a statement that the member has a right to attend and may address the board at the meeting. The board shall meet in executive session if requested by the member.
- (c) A member shall have the opportunity to cure the violation prior to the meeting. The board shall not impose discipline in either of the following circumstances:
 - (1) The member cures the violation prior to the meeting.
 - (2) If curing the violation would take longer than the time between the notice provided pursuant to subdivision (a) and the meeting, the member provides financial commitment to cure the violation.
- (d) If the board and the member are not in agreement after the meeting, a member shall have the opportunity to request internal dispute resolution pursuant to Section 5910.
- (e) If the board and the member are in agreement after the meeting, the board shall draft a written resolution. The written resolution, signed by the board and the member of the dispute pursuant to procedures not in conflict with the law or governing documents,

binds the association and is judicially enforceable.

(f) If the board imposes discipline on a member or imposes a monetary charge on the member for damage to the common area and facilities, the board shall provide the member with a written notification of the decision, by either personal delivery or individual delivery pursuant to Section 4040, within 14 days following the action.

(g) A disciplinary action or the imposition of a monetary charge for damage to the common area shall not be effective against a member unless the board fulfills the requirements of this section.

GATE ACCESS POLICY

1. Introduction

1. The security gates at Cantrice Court provide an added level of security for the community. To maintain this security, entry through these gates will be restricted, as specified in the succeeding sections to the following groups:

- a. Owners, occupants and additional family members
- b. Guests
- c. Service providers

2. Owners, Occupants and Additional Family Members Access Methods:

a. Owners, occupants and additional family members, have three methods of entry into the complex:

i. Gate Opener. This transmitter allows vehicular access through the vehicular gate for residents.

ii. Pedestrian Gates. These codes accessed gates allow pedestrian access via the pedestrian gate.

iii. Intercom Call Box. Residents, Guests, Vendors may enter through the middle vehicular gate by scrolling through the resident directory, pressing the corresponding directory code and telephoning the owner or occupant via the guest intercom. The owner or occupant provides access to the guest by pressing "9" on their telephone to open the vehicular gate for anyone seeking entry. In order to keep the directory current, any changes to the home telephone numbers should be communicated to the Association through the existing management company.

b. In addition, the owner or occupant can provide, at their cost, additional transmitters from the Association. Please Association through the existing management company.

c. The owner or occupant will assume all responsibility, at all times, for the conduct of their guests while they are on Association property.

3. Service Providers:

a. A service provider is defined as a person or entity licensed to conduct business in the
Cantrice Court Rules & Regs Updated 12.01.2025

City of Simi Valley and registered as a business with the clerk of the county in which their business is located. Service providers include, but are not limited to, postal and parcel services, utility companies, newspapers, and security patrol companies.

b. Bona fide service providers may apply to the Management Company for permission to conduct business or to provide service on Association property. The service provider will acknowledge that entry into Cantrice Court is only for purposes in the interest of the residents of the Association. The service provider will also acknowledge that permission to enter Cantrice Court may be revoked at any time in the best interest of the residents or the Association, or for violation of the C.C. & R.'s or Rules and Regulations of the Association.

c. Persons or entities that provide a service to a specific owner or occupant, but do not qualify as a service provider as defined in section above, will be treated as a guest of the owner or occupant. As such, they will be accorded access to Cantrice Court as described in section 2 above.

4. Information for Other Gates:

a. A code is required to enter through the pedestrian gates and should be firmly closed to prevent unauthorized access by non-residents.

b. The vehicular exit gate is located between the vehicular gate for guests and the pedestrian gate. This gate does not require the use of the transmitter and will automatically open when approached.

5. Gate Vandalism and Malfunction:

a. Any owner, occupant, additional family member, guest, or service provider found tampering with or vandalizing any gate or gate mechanism will be financially responsible for any damage incurred. In addition, the service provider may be denied further permission to access the property.

b. In the event of a power failure, the gates will open automatically.

5. Information for Other Gates

a. A code is required to exit or enter through the pedestrian gates and should be firmly closed to prevent unauthorized access by non- occupants.

b. The vehicular exit gate is located between the vehicular gate for guests and the pedestrian gate. This gate does not require the use of the transmitter and will automatically open when approached.

6. Gate Vandalism and Malfunction

a. Any owner, occupant, additional family member, guest, or service provider found

tampering with or vandalizing any gate or gate mechanism will be financially responsible for any damage incurred. In addition, the service provider may be denied further permission to access the property.

b. The Wood Ranch security company, should be contacted if, for whatever reason an issue needs to be reported to them. Please contact Sycamore Canyon Village for updated information on their Security Services contact info.

c. In the event of a power failure, the gates will open automatically.

SKATEBOARDING, ROLLERBLADING, SCOOTERS; NON-AUTOMOTIVE VEHICLES RULES

(Revised 6/22/98)

The following rules were adopted by the Board of Directors at a special meeting of the board held on June 13, 1998 and hereafter shall become part of the existing Rules and Regulations of the Association:

1. SKATEBOARDING, ROLLERBLADING, SCOOTERS; NON-AUTOMOTIVE VEHICLES are not allowed within the pool area, mailbox areas, near parked vehicles, driveways, or other high traffic areas.
2. All vehicle, rollerblade activities listed above are not allowed after 8:00 pm.
3. No ramps, rails, waxing of curbs, or curb riding will be allowed at any time.
4. Association members will be held liable for all damage to common area elements caused by any member of their household, tenant, or visitors.
5. Confirmed violations of the above rules will be subject to penalty assessments in accordance with established violation fining procedure.

In the event that said regulations fail, above vehicles will be banned within the complex.

Residents should exercise courtesy to all residents within the complex who might object to the noise and activity in the immediate vicinity of their unit

EXHIBIT 2

Cantrice Court Condominium Owners Association

Board of Directors Meeting Agenda |September 30, 2025

Executive Session: 6:00 PM | Open Session 6:30 PM | Zoom Meeting

Zoom Weblink: <https://us02web.zoom.us/j/83521893277>

Zoom Dial In: (669) 900-6833 Meeting ID: 8352 189 3277

Executive Session - Agenda - PROPOSED

1. Financial Update
2. Contract - Landscaping
3. Contract - Streets
4. Management Transition
5. Board Operation
6. Officers
7. Safety Issue

Open Session - Agenda - PROPOSED

1. Review & Approve Prior Meeting Minutes
2. Financial Update
3. Officers
3. Management Transition & 7/24/2025 Emergency Meeting
4. Contract - Roofing
5. Contract - Landscaping
6. Contract - Streets
7. Contract – Janitorial
8. Committee - Reserve Study / Budget / Funding Major Projects
9. Fire Mitigation
10. Owners Open Forum

EXHIBIT 3

Cantrice Court Condominium Owners' Association

Board of Directors Meeting Agenda

Tuesday, November 25, 2025 | Zoom

Zoom Weblink: <https://us02web.zoom.us/j/86982689201>

Zoom Dial In: (669) 900-6833. Meeting ID: 869 8268 9201

Executive Session (Board Only)

6:00 PM

1. Personnel
2. Contract (Management Transition)

Open Session

6:15 PM

- 1. Call to Order**
- 2. Board Vacancy**
 - a. Appointment of David Jones
- 3. Minutes**
 - a. Review & Approve Prior Meeting Minutes
- 4. Financial**
 - a. Review Bank Statements
 - b. Update on Financial Production
 - c. Owner Account Balances
- 5. Completed Projects**
 - a. Roof Work
 - b. Asphalt Seal Coat
- 6. Action Items/Project Updates**
 - a. Roof Leaks from Last Storm
- 7. Next Meeting Date**
 - a. December?
- 8. Adjourn**

EXHIBIT 4

Cantrice Court Condominium Owners' Association

Board of Directors Meeting Agenda

Tuesday, December 16, 2025 | Zoom

Zoom Weblink: <https://us02web.zoom.us/j/85880974885>

Zoom Dial In: (669) 900-6833 Meeting ID: 858 8987 4886

1. Call to Order 6:00 PM
2. Appointment of Director – Don Golde
3. Financial
 - a. Update on Bank Account Balances
 - b. Update on Financial Production – Files from CHOAS
 - c. Owners Balances
 - d. Portal Update
 - e. Reserve Account Balances- 2025 Accounting
 - f. Major Project Cash Flow (Mark)
4. Completed Projects
 - a. Roof Work: 549-A/B- Tile Roof Replacement
5. Open Projects
 - a. Roof Leaks from November Rains
6. Updates/Action Items
 - a. State Farm Insurance for 2026
 - b. Pay in Full? Finance?
 - c. Property Lighting – Electrician Status & Lights Out
7. Owners Forum
8. Next Meeting
9. Adjourn to Executive Session