

VARSIY PARK HOMEOWNERS ASSOCIATION  
GM Management Inc.  
40 W. Easy St. Suite # 1  
Simi Valley, CA 93065  
805 526 0303 ; 805 856 2200 (fax)  
[johnsnee@gmmanagement.com](mailto:johnsnee@gmmanagement.com); [www.gmmanagement.com](http://www.gmmanagement.com)

July 1, 2021

Dear Varsity Park Homeowners,

The Board of Directors of the Varsity Park Homeowners Association (VPHOA) is pleased to provide you with a copy of the 2021-2022 Budget and relevant documents and disclosures that keep you informed and/or complies with applicable California Civil Code which requires specific information be provided to homeowners each year. Subjects addressed in this letter in order they appear are as follows:

1. VPHOA SITE STATUS REPORT AND RELATED INFORMATION JUNE 2021
2. VPHOA OPERATIONS REMINDERS
3. THE 2021-2022 BUDGET FOR VPHOA
4. THE ASSESSMENT & RESERVE FUNDING DISCLOSURE SUMMARY (Civil Code 5570).
5. THE ASSOCIATIONS CURRENT DELINQUENCY & COLLECTION POLICY (Civil Code 5730).
  - a. VARSITY PARK SOUTH HOMEOWNERS ASSOCIATION PROCEDURE FOR COLLECTING ASSESSMENTS IN ARREARS
  - b. ASSESSMENTS AND FORECLOSURE
6. PROCEDURES UNDER THE LAW RELATING TO ALTERNATIVE DISPUTE RESOLUTION (ADR & IDR) (Civil Code 5925 - 5965).
7. THE ASSOCIATION'S CURRENT INSURANCE COVERAGE (Civil Code 5300b).
8. HOMEOWNER INFORMATION SHEET – ASSOCIATION MEMBERS MUST PROVIDE CONTACT INFORMATION TO THE HOA (Civil Code 4041).
9. VPHOA NOMINATION FORM (Civil Code 5100-5145).
10. VPHOA HOMEOWNER IMPROVEMENT PROPOSAL FORM
11. NOTICE REGARDING SECONDARY ADDRESSES
12. NOTICE OF MEMBER'S OPTION TO RECEIVE GENERAL NOTICES BY INDIVIDUAL DELIVERY
13. NOTICE OF MEMBER'S RIGHT TO RECEIVE COPIES OF MEETING MINUTES
14. NOTICE TO MEMBERS REGARDING ABILITY TO OPT-OUT OF HAVING NAME ON MEMBERSHIP LIST

The monthly assessment **will increase to \$420** per unit, per month for the 2021-2022 fiscal year, effective **August 1, 2021**. This increase in assessments is necessary for several reasons; chiefly: 1) an increase of approximately \$45,000 in the Association's annual insurance premiums; 2) ongoing projects, including the removal of 117+ hazardous trees throughout the community that pose life/property safety hazards (currently pending city-approval) and replacement of the roofs; 3) the dues have not been raised since 2013 and the cost of doing business (utility rates, fees charged by the Association's contractors, etc.) has increased considerably since that time. (As operational costs increased over the prior eight years, reserve contributions were decreased to a minimum level, which this budget maintains.) **Important:** If you have set up automatic payments through your bank, or through Union Bank (HOAbankservices.com), you will need to change the dues amount to \$420, effective 8/1/2021. If you have setup payments through the offices of GM Management using **ACH**, then you do not need to take any action. We will make this change for you.

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The VPHOA site manager and official representative for service of process is John Snee of GM Management Inc. for questions, concerns, etc. contact:

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The above address is also the address designated for the overnight payment of assessments.

Sincerely,

Varsity Park Homeowners  
The Board of Directors

**1. VPHOA SITE STATUS REPORT AND RELATED INFORMATION JUNE 2021**

The overall appearance and condition of the site continues to improve through continuing combined efforts of the VPHOA homeowners and board, GM Management and contractor partners. Discussion follows:

**GM Management New Site Manager:** John Snee and GM Management took over management of the VPHOA site February 1, 2021. The transition has been relatively smooth considering challenges related to 1/19/2021 wind storm other factors. , VPHOA follows best business practice and statutory law with the following procedures:

1. HOA-related business/questions/concerns may be directed to the offices of GM Management by phone call or email.
2. No one is permitted to approach board members to discuss HOA business outside of a board meeting. Such business may only be addressed with the board/management at an HOA meeting.

**COVID-19 Pandemic:** In response to the world wide COVID-19 pandemic in mid-March 2020 non-essential businesses were closed and persons were required to stay at home. In June 2021 government began lifting prior imposed restrictions.

A homeowner pool committee was formed in May and the pool areas were opened for operation as of May 28, 2021. The few restrictions that remain in place are posted. Pool committee members monitor compliance.

The three playground areas are now open.

Regarding the availability of the three clubhouses for homeowner reservation and board meetings:

1. Campus Park clubhouse now open for homeowner reservation
2. Penn clubhouse is planned to be available for homeowner reservation starting the weekend of July 31. Until then, the Penn clubhouse is required to support recovery from 1/19/2021 wind storm damage.

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3. Marquette clubhouse will continue to be unavailable for homeowner reservation for the indefinite future. The handyman team is making major repairs at the site and the Marquette clubhouse is temporarily serving as a workshop.
4. Board meetings: Zoom meetings will continue to be held every other month until all restrictions on masks are lifted and Board and GM Management mask policing activity currently required by the state is eliminated.

**1/19/2021 Wind Storm Recovery:** Trees fell on three homes during the 1/19-20/2021 Wind Storm. VPHOA awarded the contract to general contractor First On Site (Changed name from Interstate) lead the repair of the three homes. Status follows:

5. 15092-D Campus Park Dr. and 15136-C Varsity St: repairs completed May 24, 2021.
6. 15049-D Varsity St :
  - a. Structural engineering design including truss calculation completed 6/10/2021. The design package will be timely submitted to Moorpark City for plan check review and construction permit.
  - b. First On Site is obtaining bids for construction. The construction effort will take approximately 3 months after Moorpark City issues a permit.
  - c. Three (3) months delay has occurred because extra steps were added to address damage caused by the tree fall precluding immediate testing and writing of an asbestos report expected to show asbestos was not a concern. To make progress, the contractor assumed that the site was asbestos contaminated and hired a licensed asbestos contractor to follow a cleanup protocol to ensure the site was clean for First On Site workers to stabilize the structure and support repair engineering and construction tasks that followed immediately. VPHOA subsequently contracted, on a non-interference basis, for after the fact testing and writing of an asbestos report. That report is being drafted now and is expected to verify that the homeowner/occupant personal soft goods items are OK to handle vs disposal of all required in at a hazardous waste site.

**Tree Initiative/Tree Management Project (Highest Priority):** The VPHOA and GM Management have completed the first two steps of a three step process reported in the 2020 July 1 letter to homeowners taking corrective action with trees at the site:

1. Critically review the original developer Moorpark City approved tree landscape plan and the problems and benefits vs. present day codes and solutions taken by others to correct similar problems.
2. Develop a corrective action plan forward to more aggressively trim or eliminate problem trees in coordination with Moorpark City landscape lead Jeremy Laurentowski and Fire officials.
3. Competitively source tree trimming and tree removal contractors to timely and cost effectively carry out the plan.

6/17/2021 VPHOA has submitted a formal request for a permit to remove 117 trees at the site. Homeowners may download the request at the VPHOA webpage <https://varsityparksouth.com/forms.php>,

The request for a permit to remove 117 trees is an important part of a larger initiative to survey trees on site, analyze and develop plans to address disposition of all 307 large trees at the site:

1. 117 to be removed.
  - a. 29 (red tag) wind issues dominate
  - b. 88 (yellow tag) Fire Defense Space Code and other factors such as structural damage are the drivers
2. 107 (blue tag) to be aggressively trimmed and shaped
3. 83 (green tag) standard professional trimming and shaping

Factors in the analysis included:

4. State of California has recently declared VPHOA to be in a Very High Fire Hazard Severity Zone (VHFHSZ) Local Responsibility Area or LRA.

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5. Federal Research over the last 40 years Research has shown there are clear steps that can be taken to give structures a much better chance of surviving an encounter with wildfire. These steps are documented in Federal, State and Local Fire Defensible Space Codes
6. Ventura County Fire Department (VCFD) main fire defensible Space code is 515-Defensible-Space-and-Fuel-Modification-Zones-Standard. Supporting documents include tree/plant selection guides.
7. Regarding trees, some, but not all, ash and pines will be removed < 30' from buildings per 515-Defensible-Space-and-Fuel-Modification-Zones-Standard. This is a fire fuel mitigation issue – pine trees are highly flammable. The code does not state the reason for ash removal. However, ash trees are large and clearly a source of fuel that Ventura Fire Defense Space Code makes clear should not be planted close to homes as was done at VPHOA site.
8. All trees placed around the buildings between 5'- 30' should have canopy spacing of > 10' per Ventura Fire Defense Area Code. This is a fire fuel mitigation issue – keeping intense heat from one tree igniting the next and/or keep intense heat from multiple canopies from igniting the home. The guidelines images suggest that only a few trees should be planted in this zone well away from the structure >> 12', < 40' tall and 30' canopy diameter.
9. Tree should be removed when roots do major damage when located immediately beside foundations, flooring, alley asphalt, etc. and on top of water and sewer systems.
10. Trees and Plants should be spread out, thinned and strategically selected to control debris generated. This is a fire fuel mitigation issue – such debris are fire kindling resulting from leaves, needles, twigs, pine cones, seeds, flower debris, etc. continuously covering roofs, filling rain gutters and raining down and covering the ground around the homes.

### HOMEOWNER OPERATIONS & REPAIR

**Water Conservation:** The water conservation initiative is continuing. It is greatly appreciated that everyone is playing a part fixing leaks, refraining from washing cars, washing down driveways and patios, etc.

**Architectural Requests:** Architectural Request Forms must be filled out and submitted to GM Management for changes in appearance of your home. The Architectural request forms may be obtained from GM Management or downloaded from the VPHOA web site - <http://www.varsityparksouth.com/forms.php>.

If homeowners have any questions or require help getting started on improving personal use items such as fences, backyard tree trimming, fixing a leaky toilet or wish to help the association by joining or forming a committee effort, please contact GM Management.

The majority of architectural requests are for relatively routine replacement of fences, windows, front screen doors and routing of air conditioner lines outside the home. In keeping with the changing times, approved colors for screen doors and porch lighting fixtures are now white (or off-white) or bronze. In some cases exact replacements of conforming items will not require approval. The board is now accepting proposal for remove wood and replace with vinyl fences color to be consistent with warm glow paint color in the rules.

Requests to install small video monitors at front door and garage doors to identify visitors are being approved within guidelines. Please contact GM Management for the information.

### VPHOA MAINTENANCE AND UPGRADE PROJECTS

#### PROJECTS RECENTLY COMPLETED

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**Handyman Team:** Handyman Jacek Zacharczuk joined VPHOA in July 2020. He together with Jered Encinas has carried out extensive carpentry, plumbing and other repairs across the site.

**Pool Major Repair and Maintenance:** Capital renewal projects continued at all three pools to eliminate leaks.

**Site Sidewalk Repair, Maintenance and/or Remove and Replace:** Two relatively large projects to eliminate trip hazards and other problems with sidewalks were completed in the third quarter 2020.

**Clubhouse/Pool Facilities Operational Adjustments:** Tasks and operations were adjusted to be in compliance with COVID-19 requirements

**Repair of Five Damaged Area Lighting Poles & Fixtures:** VPHOA was successful in ordering replacement parts for area lighting and proceeded with their timely repair.

**Pool Facilities Maintenance:** Jered Encinas, VPHOA handyman, has successfully taken over pool maintenance.

### PROJECTS UNDERWAY

**1/19/2021 Wind Storm Recovery:** See above

**Tree Initiative/Tree Management Project (Highest Priority):** See above

**Site Sidewalk Repair, Maintenance and/or Remove and Replace:** The next cycle is in the planning/ phase with construction planned for third and fourth quarter 2021.

**Repair of Damaged Area Lighting Poles & Fixtures:** Two area lighting poles and fixtures that had been damaged recently and are now being repaired.

**Roofing Project (High Priority):** The present roofing material is at the end of its life cycle. The current plan is to deal with problem trees first then replace roofing. The board is proactively planning ahead by critical review of roof materials, installation configurations and due diligent identification of bid list roofing contractors.

**Termite Inspections:** Grayson Termite completed the last round of termite inspections in 2018. A new cycle is not planned to begin this fiscal year. Selected inspections and repairs will continue to be made on a case by case basis. The procedure for a homeowner to request a special termite inspection is to complete the homeowner improvement proposal form and submit it to GM Management for approval.

**Alley Sprinkler System Conversion Spray to Drip:** This project is on hold. It is related to water conservation and avoiding damage to asphalt in the alleys.

### VIOLATION WALKTHROUGHS:

GM Management has increased the frequencies of walkthroughs throughout the community in an effort to resolve homeowner violation issues and increase the homes/community overall curb appeal.

### VPHOA HANDYMAN

VPHOA handyman, Jered Encinas recently completed his second year at the site to help keep up the site common area. His office is located at the Marquette Pool Clubhouse.

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## VPHOA HOMEOWNER IMPROVEMENT REQUESTS (HIP)

When a homeowner believes that the VPHOA should fix a common area problem (roof leak, tree roots blocking sewer, landscaping, etc.) or has a suggestion for improving on operations procedures, please submit your proposal on the VPHOA Homeowner Improvement Proposal (HIP) form. A representation of the form is provided at the end of this document. The actual form can be obtained on the VPHOA web page <https://varsityparksouth.com/forms.php> or obtained at the GM Management office.

## UPCOMING ASSOCIATION EVENTS

**Calling for New Board Member Candidates & Related Election Your Vote Is Critical:** This packet includes a nomination form for the upcoming Association Election which will be held at 6:00 P.M. on October 26, 2021 and the form can be found on page 20 of this document. There are three seats that are up for nomination this year.

If you choose to nominate yourself or nominate someone else, please fill out the form at the end of this document and send the filled out form back to GM Management.

Once nomination forms are received they will be processed per a new law that went into effect January 2020.

**Your Vote Is Critical:** Ballots will be sent out in September with the Election Meeting scheduled for October 26, 2021. All shall greatly appreciate you joining other in sending in a ballot to make sure that the required 51%, voting participation is reached first time through and the meeting can be held as planned.

## 2. VPHOA OPERATIONS REMINDERS

### GENERAL NOTICE LOCATION:

Notices are posted at the VPHOA Clubhouse 15078 Campus Park Dr.

### GARBAGE PICKUP

The regular scheduled trash pickup day is Thursday. Garbage cans should be placed in the alleys no earlier than 5 pm on Wednesdays. Garbage cans need to be taken in by midnight on Thursdays and stored out of sight. **THIS IS ALSO A CITY ORDINANCE.**

### POOL RULES (FOR ALL LOCATIONS)

- The pools are common areas for all of us to enjoy.
- Pool rules are posted at the site. Also, pool rules are available at the GM Management office.
- Smoking is prohibited in the pool areas.
- Please keep, both the pools and restrooms, clean after use.

### HOME MAINTENANCE, CONFORMANCE WITH CC&Rs and CURB APPEAL

Home maintenance is still needed on several homes within the Association. Please review the exterior of your homes and perform any needed work on the following, including, but not limited to: home doors and windows, garage doors, fences, gates, canopies, umbrellas, backyard trees, hedges, foliage, flowers and fauna, and any other changes to the exterior. Please note that any desired changes (changes to the skyline) to the current design must be submitted as an Architectural Request prior to the commencement of any alterations. The Board will do its

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utmost to expedite any architectural application. Submissions are not required for repair or like-with-like replacement; but, only if no changes are made and existing are in conformance with the current rules. Major repairs (Plumbing, Electrical, and Structural) must be permitted by local Building Code Enforcement.

GM Management regularly surveys the site and records problems and sends a notice to the homeowner/occupant of the problem with maintenance, conformance with CC&R and/or curb appeal. Please respond immediately in compliance with the notice and in alignment with association documents of incorporation, etc. to avoid fines. Please contact GM Management immediately if you have a question about the notice.

### HOA MONTHLY MEETINGS

Once COVID-19 restrictions are eliminated, VPHOA regular monthly meetings will reconvene monthly at the Campus Park Clubhouse on the fourth Tuesday of the month at 6:00 PM. All are welcome! If you have any questions or issues please come to a meeting or contact GM Management. Until the COVID-19 restrictions are lifted, zoom meeting will be held every other month. Log-in details will be included in a letter sent in advance of the zoom meeting.

### PARKING

A VPHOA and Moorpark City continue to work together on parking enforcement, ticketing, towing and ending the practice by some residents of using the site as a "storage lot" for abandoned and/or rarely driven vehicles. A major improvement in compliance has resulted.

### APPLICABLE VEHICLE CODE/VPHOA RULES INCLUDE:

- 1) Guest parking is restricted to guests. But currently the VPHOA Board has agreed to forbear on ticketing and towing except for attempts to "store" a vehicle and other violations.
- 2) Cars parked for over 72 hours in the complex without moving will be subject to towing. (CVC 22658. A, 21107.5, & 21107.8)
- 3) Cars parked illegally on Penn, Varsity, Marquette, and in the 118 alley will be ticketed by the Moorpark Police for non-compliance - local ordinances. (CVC 22658. A, 21107.5, & 21107.8)
- 4) Cars illegally parked in the red zones throughout the complex will be subject to ticketing and towing by Moorpark Police department. [The 118 alley has a hydrant adjacent to an unattached garage, which has a "stay-out" zone directly west of the hydrant.] (CVC 22500.1, 21107.5, & 21107.8)
- 5) Moorpark city rules regarding unattached trailers apply. (MMC Title 10, 10.04.200)

### MOVING PODS

Portable containers are now available to support moving – called "moving pods". Pods are not cars. VPHOA operates in conformance with parking code. In the case of pods, VPHOA is currently allowing pods to occupy a parking space in the street up to three days. After 72 hours it will be treated as a dumped item and a fine will be issued to the homeowner responsible. VPHOA complies with Moorpark City code and cannot give permission to occupy parking spaces other than the homeowner driveway.

### HOMEOWNER CONDO/TOWNHOME INSURANCE POLICY

Insurance carried by the Association **DOES NOT** cover homeowner personal property, the interior of your unit, nor your personal liability. Homeowners are encouraged to purchase a Condo/Town Home Insurance policy, known as an HO6 Policy, with "Loss Assessment" coverage.

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Please be advised that the present earthquake insurance coverage states that the insurer will not fund replacement of interior kitchen and bath cabinets, sinks and toilet and bath systems if they are damaged in an earthquake.

For homeowners that rent your unit to others, Tenant/Landlord and Renters Policy provide protection relative to your possessions, and loss of use as well as other factors.

### ASSOCIATION ARCHITECTURAL & OTHER RULES AND REGULATIONS

Clubhouse rental procedures have been updated. New clubhouse rental forms must be signed by the homeowners, as well as renters. Otherwise, rules & regulations remain the same. As a reminder: front screen door colors for new installations are white and/or antique bronze. See the VPHOA rules that can be downloaded from the web page for a copy of the rules. The rules specify the front door light replacement. The Board has also approved the installation of backyard fences made of composites that are of a conforming design, i.e. homeowners show that the resulting fence system is strong and sturdy, appropriate tan color, look, height, etc. Relative to timely approval of architectural request forms, please recognize that the Board will relatively automatically approve clearly stated conforming requests. In this regard, attachments of example photos and copies of marked up brochures are normally required, especially with window and door replacement.

### ILLEGAL DUMPING AND BULK ITEM PICKUP

Dumping throughout The Association is not only in violation of the VPHOA CC&R's but is also against the law as per California State Penal Code 374.3 which makes illegal dumping on public and private property punishable by a fine up to \$10,000. Also, pursuant to Section 117555 of the California health and Safety Code, a person who dumps illegally is punishable by up to six months on jail. It is to be noted that as homeowners of the VPHOA you are afforded the opportunity to have 3 bulk/large items picked up two times each year **FOR FREE**. Pickups can be coordinated via Waste Management by contacting them at (805) 522-9400 and providing your mailing address. If you have any questions or issues, please contact GM Management. Items left on the curb after trash day will be considered an act of **DUMPING. (\$250 FINE)**.

### CURRENT ASSOCIATION FINE SCHEDULE

The fine schedule below took effect August 1, 2017. Homeowners who wish to discuss a fine are to contact GM Management or attend a monthly Board Meeting.

**The following is a list of the fine schedule for violation of the Association's Use, Maintenance or Architectural Design Restrictions:**

Violation to the general rules:

1. First violation – written notice
2. Second violation - \$50.00 fine
3. Third Violation - \$250.00 fine
4. Fourth Violation - \$500.00 fine
5. Continued violation - \$100.00 per week

Automatic Fines Per Occurrence:

1. Failure to pick up dog waste and/or dog off leash: Automatic \$100.00 per occurrence
2. Illegal dumping of large items or hazardous waste (This includes Moving Pods): Automatic \$250.00 plus removal costs
3. Disturbances and/or dangerous activity (This includes violation of rules at rented Clubhouses): Automatic \$250.00 per occurrence



Nothing in this Fine Schedule shall affect the Association's ability to enforce its governing documents at any time through legal action.

#### **NEW COMMUNICATIONS/COORDINATION PORTAL FOR ONLINE BILL PAY:**

Automatic payment of you monthly dues is available through the following:

#### **Union Bank Online Payment Portal**

##### **How it works:**

Set up a one-time or recurring payment using eCheck.

##### **What to do:**

1. Login to **www. HOAbankservices.com**
2. Select **Online Payments**
3. Choose the "**Login**" option and login. If you are a new user, you will need to register by clicking "**Create an Account**".
4. Select your association and follow the instructions on the screen. **Please note:** Be sure to select **GMVP in Moorpark** and **not** the option for Simi Valley.

#### **Credit Card\* Online Payment**

##### **How it works:**

Set up a one-time payment using Visa<sup>®</sup>, MasterCard<sup>®</sup>, American Express<sup>®</sup> or Discover<sup>®</sup>.

##### **What to do:**

1. Log in to **www. HOAbankservices.com** Select **Online Payments**
2. Choose the "**Make a One-Time Payment**" option or register by clicking "**Create an Account**".
3. Select your association and follow the instructions on the screen

#### **Recurring Automatic Draft /ACH**

##### **How it works:**

Your assessment is automatically deducted from your account when due.

##### **What to do:**

1. Log in to [www.gmmanagement.com](http://www.gmmanagement.com) or contact GM Management at 805-526-0303 to obtain an ACH Authorization Form.
2. Then send your completed form with a voided check to GM Management.

#### **Mail Check and Payment Coupon/Lockbox**

##### **How it works:**

Mail a check and payment coupon 5 to 7 business days before your assessment due date.

##### **What to do:**

1. Write a check payable to your homeowners association, as it is written on the coupon,

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2. Mail the check and payment coupon to the address listed on the coupon.  
**Important:** Write your homeowner account number on your check as it appears on the coupon.

**Your Bank's Online Bill Pay**

**How it works:**

Set up your community association as a payee on your bank's online pay system.

**What to do:**

1. Please complete your bill pay setup exactly as follows:
  - **Varsity Park HOA**
  - PO Box 51408
  - Los Angeles, CA 90051-5708

**Important:** Reference your homeowner account number as it appears on the payment coupon.

**NOTE: A \$14.95 fee will be assessed for each card payment.** The maximum payment amount for each card transaction is \$5,000. Additional fees may be applied by the credit/debit card issuer. Payments made Monday through Friday (excluding federal holidays) after 8 p.m. ET/5 p.m. PT and between Friday 8 p.m. ET/5 p.m. PT and Monday 8 a.m. ET/5 a.m. PT will be processed the next business day. Recurring card payments are not available.

**3. 2020 - 2021 BUDGET FOR VPHOA**

(See next page)

V3	Account Name	Annual Budget 2021-2022	Budgeted Monthly 2021- 2022	Budgeted Monthly Per Unit
<b>Income</b>	<b>Income</b>			
4100	Cabana Rental Income	5,200	433	1.69
4110	Association Dues	1,295,280	107,940	420.00
4220	Reserve for Delinquency	(50,400)	(4,200)	(16.34)
4460	Late Fee	4,500	375	1.46
4465	Interest Charge	350	29	0.11
4480	Collection Letter	2,000	167	0.65
4500	Fines	500	42	0.16
4700	Miscellaneous Income	100	8	0.03
	<b>Total Income</b>	<b>1,257,530</b>	<b>104,794</b>	<b>407.76</b>
<b>Expense</b>				
	<b>Landscape Expenses</b>			
6051	Landscape Contract	105,600	8,800	34.24
6052	Supplies	1,100	92	0.36
6053	Irrigation Repairs	30,000	2,500	9.73
6054	Fertilization	2,250	188	0.73
6055	Plant Installation	1,000	83	0.32
6056	Gopher/Snail Bait	1,400	117	0.45
6057	Trees-Trimming/Removal/Replacements	13,000	1,083	4.22
6058	Landscape Repairs	2,000	167	0.65
6065	Landscape Extras	6,000	500	1.95
6066	Backflow Testing & Repair	350	29	0.11
	<b>Total Landscape Expenses</b>	<b>162,700</b>	<b>13,558</b>	<b>52.76</b>
	<b>Pool Expenses</b>			
6062	Pool Repairs	5,000	417	1.62
6063	Pool Supplies	0	0	0.00
6064	Pool Permit	1,103	92	0.36
	<b>Total Pool Expenses</b>	<b>6,103</b>	<b>509</b>	<b>1.98</b>
	<b>Repairs &amp; Maintenance</b>			
6077	Light Repairs	1,000	83	0.32
	Pest Control	0	0	0.00
6076	Pest Control - Termites	10,000	833	3.24
6140	General Repairs	4,000	333	1.30
6146	Roof Repair	3,500	292	1.13
6176	Street Sweeping	8,200	683	2.66
6071	Site Operations	6,000	500	1.95
6142	Plumbing	2,300	192	0.75
6145	Key/Lock Replacement	200	17	0.06
6167	Fungus/Dry Rot Repairs	0	0	0.00
6169	Pest Control - Termite Contract	0	0	0.00

	<b>Total Repairs &amp; Maintenance</b>	<b>35,200</b>	<b>2,933</b>	<b>11.41</b>
	<b>Insurance</b>			
6091	General Liability/D&O/Fidelity	133,775	11,148	43.38
6092	Earthquake Insurance	64,710	5,393	20.98
6094	Worker's Compensation	2,665	222	0.86
6095	Umbrella Liability	7,278	607	2.36
	<b>Total Insurance</b>	<b>208,428</b>	<b>17,369</b>	<b>67.58</b>
	<b>General &amp; Admin</b>			
6192	Bank Fees	150	13	0.05
	Reserve Study	3,000	250	0.97
6101	Legal Fees	1,500	125	0.49
6102	Accounting & Audit	5,250	438	1.70
6104	Office Expenses	3,000	250	0.97
6125	Employee Payroll	83,200	6,933	26.98
	<b>Total G&amp;A</b>	<b>96,100</b>	<b>8,008</b>	<b>31.16</b>
	<b>Management Fees</b>			
	Copies/Printing	739	62	0.24
6111	Management Fees	48,582	4,049	15.75
	Postage/Delivery	4,000	333	1.30
	<b>Total Management Fees</b>	<b>53,321</b>	<b>4,443</b>	<b>17.29</b>
	<b>Taxes</b>			
6161	Annual Taxes	23,000	1,917	7.46
		<b>23,000</b>	<b>1,917</b>	<b>7.46</b>
	<b>Utilities</b>			
6171	Electricity	16,150	1,346	5.24
6172	Gas	600	50	0.19
6173	Water	241,000	20,083	78.15
6174	Trash	94,128	7,844	30.52
	<b>Total Utilities</b>	<b>351,878</b>	<b>29,323</b>	<b>114.10</b>
	<b>Reserves</b>			
6182	Reserve Contribution	316,800	26,400	102.72
		<b>316,800</b>	<b>26,400</b>	<b>102.72</b>
	<b>Other</b>			
	Wind Storm Recovery	4,000	333	1.30
		<b>4,000</b>	<b>333</b>	<b>1.30</b>
	<b>Total Operating Expense</b>	<b>1,257,530</b>	<b>104,794</b>	<b>407.76</b>
	<b>Net (income less expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>

VARSIY PARK HOMEOWNERS ASSOCIATION

GM Management Inc.

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Simi Valley, CA 93065

805 526 0303 ; 805 856 2200 (fax)

[johnsnee@gmmanagement.com](mailto:johnsnee@gmmanagement.com); [www.gmmanagement.com](http://www.gmmanagement.com)

4. **THE ASSESSMENT & RESERVE FUNDING DISCLOSURE SUMMARY** (Civil Code 5570).

**ANNUAL FINANCIAL REVIEW**

A financial review of the Association will be performed in August 2021. Interested owners may request and obtain copies of the full report at no cost. Owners may also request copies of the meeting minutes as well as a copy of the Reserve Study for the cost of reproduction.

5. **THE ASSOCIATIONS CURRENT DELIQUENCY & COLLETION POLICY** (Civil Code 5730; 4040(b))

a. **VARSIY PARK SOUTH HOMEOWNERS' ASSOCIATION PROCEDURES FOR COLLECTING ASSESSMENTS IN ARREARS**

Assessments are the life blood of the association. If any owner does not pay, the other owners have to cover the shortfall. Thus, it is important to pay on time. Assessments are based on the annual budget and are used to pay for the association's obligations as per the governing documents. Delinquencies are subject to collection costs, attorney's fees, late fees and interest. There are various ways to collect assessments including court action and foreclosure processes.

Monthly assessments are due on the first of each month. A late fee of 6% shall be assessed on all Association assessments delinquent over thirty (30) days. Delinquent Association dues, late fees, and unpaid fines may be enforced by the Board of Directors through the commencement of a Small Claims or other civil court action. All costs associated with such action, including reasonable attorney's fees, where necessary, will be borne by the delinquent homeowner.

Pursuant to the Davis-Sterling Common Interest Act of 1984, as amended and found in California Civil Code, Title 6, Common Interest Developments, Sections 5655, 5660, 5685(b), 5690, 5700(a), 5705 and 5725, delinquent assessments may be collected by placing a lien in the amount of such delinquent dues against the delinquent homeowner's home. Should the Board of Directors elect to impose a lien, or pursue a small claims action, for delinquent assessments, the below listed procedures will be followed:

1. A letter will be mailed, certified mail, advising the members that their assessments are 45 days or more behind and that they have 30 days to bring themselves current or a lien will be filed against their property. Owners are subject to any and all costs this action incurs.
2. If payment in full is not received within 30 days from the date of this letter, and after approval by the Board of Directors in an open session meeting, a lien will be filed against their property and a certified copy will be sent to all recorded owner(s). The owner shall be subject to reasonable fees related to collections.
3. If no resolution from the owner(s), is received within 30 days from the recordation date of the lien, the Association may, upon approval by the Board of Directors, proceed with judicial or non-judicial foreclosure or other legal action. All fees incurred by such actions will be charged to the delinquent account. *An interest rate, pursuant to the Association's CC&R's, of 6% per annum will also be charge to the outstanding assessments.*

b. **NOTICE FOR ASSESSMENTS AND FORECLOSURE**

This notice outlines some of the rights and responsibilities of owners of property in common interest

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developments and the associations that manage them. Please refer to the sections of the Civil Code indicated for further information. You may wish to consult a lawyer if you dispute an assessment.

## ASSESSMENTS AND FORECLOSURE

Assessments become delinquent 30 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, referred to as nonjudicial foreclosure or private sale. 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 and is more than 12 months delinquent, an association may use judicial or nonjudicial foreclosure subject to the conditions set forth in Section 5705 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. Civil Code Section 5700(a).

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. Civil Code Section 5725.

The association must comply with certain requirements of the Civil Code when collecting delinquent assessments. If the association fails to follow the requirements, it may not record a lien on the owner's property until it has satisfied those requirements, and any costs associated with failure to comply shall be borne by the Association. Civil Code Section 5690.

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. Civil Code Section 5660.

An owner has a right to review the association's records to verify the debt. Corporations Code Section 8333.

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. Civil Code Section 5685(b).

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. Civil Code Section 5655.

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Chapter 10 (commencing with Section 5900) of Part 5 of Division 5 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 said Chapter 10 (commencing with Section 5925) of the Civil Code, if so requested by

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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. Civil Code Section 5660(c).

**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. Civil Code Section 5665(a).

The board of directors must meet with an owner in executive session within 45 days of the postmark of an owner's request or as otherwise set out in Civil Code Section 5665(b).

**6. PROCEDURES UNDER THE LAW RELATING TO ALTERNATIVE DISPUTE RESOLUTION (ADR & IDR) PER 5925 THROUGH 5965**

In the event of a dispute between an Owner and the Board of Directors, either party may request the other party to meet and confer in an effort to resolve the dispute. The request must be in writing.

The Owner may refuse a request to meet and confer. The Association may not refuse a request to meet and confer.

The Board of Directors shall designate one or more members of the Board to meet and confer.

The parties shall meet promptly at a mutually convenient time and place, explain their positions to each other, and confer in good faith in an effort to resolve the dispute.

A resolution of the dispute agreed by the parties shall be memorialized in writing and signed by the parties, including the Board designee on behalf of the Association.

An agreement reached under this procedure binds the parties and is judicially enforceable if both of the following conditions are satisfied:

1. The agreement is not in conflict with law or the governing documents of the Association.
2. The agreement is either consistent with the authority granted by the Board of Directors to its designee or the agreement is ratified by the Board of Directors.

An Owner may not be charged a fee to participate in the dispute resolution procedure.

**ALTERNATIVE DISPUTE RESOLUTION**

The term "alternative dispute resolution" means mediation, arbitration, conciliation, or other nonjudicial procedures that involve a neutral party in the decision making process. The form of alternative dispute resolution may be binding or nonbinding, with the voluntary consent of the parties.

The term "enforcement action" means a civil action or proceeding other than a cross-complaint.

Neither the Association nor any owner may file an enforcement action in superior court unless the parties have attempted to submit the dispute to alternative dispute resolution. This applies only to enforcement actions that are

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solely for declaratory, injunctive, or writ relief, or for that relief in connection with a claim for monetary damages not in excess of \$5,000. This restriction does not apply to small claims court actions.

A party to a dispute may initiate the alternative dispute resolution process by serving on all other parties to the dispute a Request for Resolution. The Request for Resolution shall include all of the following:

1. A brief description of the dispute between the parties.
2. A request for alternative dispute resolution.
3. A notice that the party receiving the Request for Resolution is required to respond within 30 days of receipt or the request will be deemed rejected.
4. If the party on whom the request is served is an owner, a copy of Civil Code Sections 5925 through 5965.

The Request for Resolution must be by personal service, first-class mail, express mail, facsimile transmission, or other means reasonably calculated to provide the party on whom the request is served with actual notice of the request.

A party on whom the Request for Resolution was served has 30 days to accept or reject the request. If a party does not accept the request within 30 days, the request will be deemed rejected by the party.

If the party on whom a Request for Resolution is served accepts the request, the parties shall complete the alternative dispute resolution within 90 days after the party initiating the request receives the acceptance, unless the period is extended by written agreement signed by both parties.

The costs of the alternative dispute resolution will be borne by the parties.

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

**WARNING: FAILURE OF A MEMBER OF THE ASSOCIATION TO COMPLY WITH THE ALTERNATIVE DISPUTE RESOLUTION REQUIREMENTS OF SECTION 5930 OF THE CIVIL CODE MAY RESULT IN THE LOSS OF YOUR RIGHT TO SUE THE ASSOCIATION OR ANOTHER MEMBER OF THE ASSOCIATION REGARDING ENFORCEMENT OF THE GOVERNING DOCUMENTS OR THE APPLICABLE LAW.**



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**7. VPHOA INSURANCE INFORMATION 2021-2022**

**VARSIY PARK SOUTH HOA  
INSURANCE DISCLOSURE – SB1525**

Effective January 1, 1997, California Civil Code Section 1365 requires that the Association 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:

**PROPERTY & GENERAL LIABILITY INSURANCE:**

**INSURER:** Farmers Insurance Exchange

**TERM:** 07/01/21 - 07/01/22

**POLICY #:** 09404-24-66

**Number of Units: 257 – Number of Buildings: 54**

**(Walls, Floors & Permanently Attached Fixtures Included in Building Limit to Original Build – NOT H06)**

**PROPERTY COVERAGE:** \$81,806,600 with 125% Replacement Cost / Special Form

Building Ordinance: Full Property Limits for A and \$6,259,200 each for B & C

**PROPERTY DEDUCTIBLE:** \$ 10,000

**GENERAL LIABILITY LIMIT:** \$2,000,000 Per Occurrence

**GENERAL LIABILITY DEDUCTIBLE:** None

**UMBRELLA LIABILITY:**

**INSURER:** Fireman's Fund Insurance

**TERM:** 07/01/21 - 07/01/22

**POLICY #:** USL00213319U-31647

**LIMIT OF LIABILITY:** \$25,000,000

**SELF INSURED RETENTION:** None

**DIRECTORS & OFFICERS LIABILITY:**

**INSURER:** Farmers Insurance Exchange

**TERM:** 07/01/21- 07/01/22

**POLICY #:** 09404-24-66

**D&O LIMIT:** \$2,000,000

**D&O DEDUCTIBLE:** \$1,000

**CRIME COVERAGE:**

**INSURER:** Farmers Insurance Exchange

**TERM:** 07/01/21 – 07/01/22

**POLICY #:** 09404-24-66

**Employee Dishonesty & Computer Fraud/Funds Transfer Fraud: \$2,000,000**

**Deductible: \$10,000**

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**EXCESS CRIME COVERAGE:**

**INSURER:** Travelers Casualty and Surety Company of America  
**TERM:** 07/01/21 – 07/01/22  
**POLICY #:** 107070552  
**Employee Dishonesty & Computer Fraud/Funds Transfer Fraud: \$250,000**  
**Deductible:** None

**EARTHQUAKE:**

**INSURER:** Homesite Insurance Company & Lloyd's of London  
**TERM:** 07/01/21 – 07/01/22  
**POLICY #** DSP2100602  
**COVERAGE:** \$15,000,000 Loss limit  
**E.Q. DEDUCTIBLE:** 17.5%, Subject to \$50,000 Minimum per occurrence

**WORKERS COMPENSATION:**

**INSURER:** Mid-Century Insurance Company  
**TERM:** 04/28/21 – 04/28/22  
**POLICY #** A0949-51-81  
**COVERAGE:** \$1,000,000 – Homeowners Association – Not Building Operations

This summary of the Association's policies of insurance provides only certain information, as required by subdivision (e) of Section 1365 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance.

Any association member may, upon request and 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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**8. HOMEOWNER INFORMATION SHEET – ASSOCIATION MEMBERS MUST PROVIDE CONTACT INFORMATION TO THE HOA (Civil Code 4041.)**

Property Address:

Moorpark, CA 90320

\_\_\_\_\_

Names of all Property Owners Listed on Deed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Main Owner Contact:

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

Phone: \_\_\_\_\_

Type: \_\_\_ Home \_\_\_ Cell \_\_\_ Office

E-mail Address: \_\_\_\_\_

Is the property occupied by the listed owner? (Circle One): Yes / No

If "No", please provide the owner's mailing address:

Number/Street: \_\_\_\_\_

City: \_\_\_\_\_

**Fill out and return completed form to:**

John Snee  
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Simi Valley, CA 93065  
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9. VPHOA NOMINATION FORM

Varsity Park Homeowners:

We would like to advise that the Varsity Park Homeowners Association Annual Meeting is tentatively scheduled for **Tuesday, October 26, 2021**. The purpose of this meeting is to elect three (3) Board Members who will each serve a (2) year term.

Those wishing to have their name placed on the ballot must return the nomination portion of this form to The Management Company, PO Box 392, Moorpark, CA 93020 no later than **Monday August 3, 2020** to ensure their inclusion in the ballot mailing. Nominations may also be made from the floor at the annual meeting.

Please note that the Board is also interested in participation from homeowners that may not want to run for a Board seat, however may want to volunteer their time on a committee. Individuals interested in joining or forming a committee are welcomed to contact the Management Company at (805) 523-1223 in order to be considered.

Sincerely,

Varsity Park Homeowners Association

Board of Directors

TearHere

I, \_\_\_\_\_ hereby submit my name for nomination to a position on the Board of Directors for the 2020-2022 term.

**Mission Statement:**

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

Site Address: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**10. HIP Purpose:** Homeowner states proposed improvement\* and explain why it is appropriate that other homeowners support by VPHOA funds being expended in support of the improvement (Add pages, photos, attachments, etc. as appropriate for supporting detail). The form must be signed by the homeowner or sent via "verified/confirmed" email in order for Board to process.

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

**HOMEOWNER INFORMATION** (Association Member filing request)

Name \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_

**REQUEST DETAILS:** Succinctly describe the nature of the proposed. Provide adequate detail for Board follow-up and response

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

**Justification, Benefit, Business Case, Regulation:** If applicable, State related Rule and Regulation, CC&R, and/or by-law.

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

**WITNESS:** If applicable, provide name, address, and phone/other contact information for any witnesses

\_\_\_\_\_

**HOMEOWNER'S SIGNATURE** (Or "VERIFIED/CONFIRMED" email if submitted via email):

\_\_\_\_\_

PLEASE SUBMIT COMPLETED FORM TO:

**John Snee**

**GM Management**

**40 W. Easy St. Suite # 1**

**Simi Valley, CA 93065**

**805 526 0303; 805 856 2200 (fax)**

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\*This includes addressing issues relative to site infrastructure, appearance, sustaining operations normal practices, etc.

- For report of issues or problems in the category of established routine repair and maintenance, please contact:  
The GM Management: (805) 526-0303; John Snee <[johnsnee@gmmanagement.com](mailto:johnsnee@gmmanagement.com)>  
For After hour Emergencies Only: John Snee at (805) 404-5166  
Rent-A-Recreation Room: (805) 526-0303
- Policy Changes and Strategic Planning Proposals/Requests: The path to resolution is through the homeowner committees and their leadership. Contact information for committee leaders can be obtained via John Snee at GM Management.

## 11. NOTICE REGARDING SECONDARY ADDRESSES

Members have the right to submit to the Association a secondary address for purposes of delivering annual reports, annual policy notices and collection notices. A member's request must be in writing and delivered to the person designated by the Association to receive official communications by first-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service center, or (if checked):

(1) By email, facsimile, or other electronic means, if the association has assented to that method of delivery.

(2) By personal delivery, if the association has assented to that method of delivery. If the association accepts a document by personal delivery it shall provide a written receipt acknowledging delivery of the document.

Upon the Association's receipt of such notice, the Association will mail any annual reports, annual policy notices and collection notices to both the member's primary and secondary addresses.

## 12. NOTICE OF MEMBER'S OPTION TO RECEIVE GENERAL NOTICES BY INDIVIDUAL DELIVERY

Pursuant to Civil Code Section 4045(b), a member has the right to request to receive general notices by individual delivery. The term "individual delivery" means delivery by one of the following methods:

(a) First-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service carrier. The document shall be addressed to the recipient at the address last shown on the books of the Association.

(b) E-mail, facsimile, or other electronic means, if the recipient has consented, in writing, to that method of delivery. The consent may be revoked, in writing, by the recipient.

## 13. NOTICE OF MEMBER'S RIGHT TO RECEIVE COPIES OF MEETING MINUTES

Please be advised that California Civil Code Section 4950(b) requires that the Association notify all members of their right to have copies of the minutes of meetings of the Association's board of directors. The minutes, minutes proposed for adoption that are marked to indicate draft status or a summary of the minutes, of any meeting of the board of directors of the Association, other than executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes, or summary of minutes shall be distributed to any member of the Association upon request and upon reimbursement of the Association's costs for making that distribution. To obtain a copy of the minutes, proposed minutes or summary of minutes, please contact John Snee at GM Management (805) 526 0303.

**14. NOTICE TO MEMBERS REGARDING ABILITY TO OPT-OUT OF HAVING NAME ON MEMBERSHIP LIST**

A member may request that the Association provide him or her with a copy of the membership list, including the names, property address, mailing address and, as of January 1, 2020, the email address, of each member. The member's request must be in writing and must set forth the purpose for which the list is requested, which purpose must be reasonably related to the requester's interests as a member of the Association. The Association will be obligated to provide the member with a copy of such membership list unless it reasonably believes that the member will use the information for another purpose.

Pursuant to Civil Code Section 5220, a member can "opt out" of having his or her name and address(es) included on a membership list which must be distributed to members upon request. If you would like to "opt out" of having your name and addresses included on a membership list which may be distributed to another member upon request, please complete the following form and return it to the Association. Please note that your "opt-out" will remain in effect until further notice from you.

-----  
Notice to Association

To Whom It May Concern,

Please remove my name and address(es) from the membership list in accordance with Civil Code Section 5220 until further written notice from me.

(check all that are applicable)

- Name
- Property Address
- Mailing Address
- Email Address

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

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

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

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

# VARSIY PARK SOUTH HOA

## Architectural Form

PLEASE COMPLETE AND FORWARD THIS REQUEST FORM TO:

### GM Management

Mail to: 40 W. Easy St #1, Simi Valley, CA 93065

Phone (805) 526-0303, Fax (805) 856-2200

Email: [johnsnee@gmmanagement.com](mailto:johnsnee@gmmanagement.com)

DATE \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS (For improvement) \_\_\_\_\_

Address of owner \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Work # \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I WOULD LIKE TO REQUEST APPROVAL FOR THE FOLLOWING ARCHITECTURAL CHANGES:

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

### PLEASE INCLUDE THE FOLLOWING WITH YOUR REQUEST:

1. A COPY OF YOUR PLANS DESCRIBING YOUR PROPOSED HOME IMPROVEMENT.
2. A DESCRIPTION OF MATERIALS AND COLOR SCHEME (For paint, must have color swatches attached).
3. COMPLETE DIMENSIONS/ ELEVATIONS OF PROPOSED IMPROVEMENT.
4. BROCHURE FROM MANUFACTURER (when applicable, i.g.: garage doors, lighting/fixtures, fountains, etc.)
5. DISTANCE FROM ADJACENT LOT/ UNIT AND PROPERTY LINES. (when applicable)

ONCE APPROVED, WE ESTIMATE THESE IMPROVEMENTS TO BE COMPLETED WITHIN:

\_\_\_\_\_ WEEK                      MONTH

When a change may affect the surrounding neighbor's, such as structural additions, visibility obscured, pool equipment placement for noise it may cause, etc. the attached plans were available to the undersigned neighbor's for their review.

\_\_\_\_\_  
NEIGHBOR'S SIGNATURE                      DATE

\_\_\_\_\_  
NEIGHBOR'S SIGNATURE                      DATE

\_\_\_\_\_  
NEIGHBOR'S SIGNATURE                      DATE

\_\_\_\_\_  
NEIGHBOR'S SIGNATURE                      DATE

I AM SUBMITTING FOR ARCHITECTURAL COMMITTEE APPROVAL (See above acknowledgements). I UNDERSTAND NEIGHBOR OBJECTIONS DO NOT, IN THEMSELVES, CAUSE DENIAL, HOWEVER THE ARCHITECTURAL COMMITTEE MAY CONTACT THE NEIGHBORS TO DETERMINE THEIR OBJECTION AND THEIR APPROPRIATENESS, IF NECESSARY.

SUBMITTED BY: **X**

ADDRESS:

The Board has 30 days to respond. Do not schedule contractors or do the work yourself until you receive an approval. Any changes made and DENIED, may be required to be returned back to the style, color, etc. all at the homeowner's expense.



For Architectural Committee Use

Approved \_\_\_\_ Denied \_\_\_\_

Approved with conditions:

Conditions or reasons:

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**Architectural Committee / Board Members agreeing with the above:**

Print Name	Signature	Date
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Print Name	Signature	Date
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Print Name	Signature	Date
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