

VARSIITY 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, 2022

Dear Varsity Park Homeowners,

The Board of Directors of the Varsity Park Homeowners Association (VPHOA) normally sends a letter to all homeowners on July 1 that includes a pro-forma budget for the upcoming fiscal year that begins on August 1<sup>st</sup>. Due to matters outside of the board's control, the budget for the next fiscal year is not currently available. Discussion follows:

1. **VPHOA dues/fees most likely will be increased the full 20% permitted by law, to \$504/month, effective August 1, 2022** because of major increase in insurance premiums. A special assessment funding approach is also being considered along with taking out a loan and making lower monthly payments over a longer term.
2. The increased cost of insurance and related factors:
  - a. Farmers non-renewal -
    - i. The HOA's Farmers agent was notified May 3, 2021 and VPHOA was notified June 2, 2022 that the existing Farmers insurance policy would not be renewed. The current insurance contract was extended to July 16, 2022 to address legal requirements of the number of days advance notice must be given before insured's insurance policy ends.
    - ii. For sites with greater than \$50 million replacement value, two (2ea) insurance companies must write policies. The base policy is written by a primary insurer like Farmers and the second policy is written by a reinsurance company. The primary insurers have staff that critically review and assess risk while reinsurance companies deal only with numbers.
    - iii. Farmers wanted to renew the VPHOA policy but could not find a reinsurer who would sign a policy for a site with a brush wildfire risk score of 76 out of 100. **Note:** Wildfire brush risk scores are purchased from independent 3<sup>rd</sup> party contractors who have developed fire risk codes for the insurance industry similar to earthquake and flood risk codes. In this case, a brush area exists south of the 118 freeway, which is said to be the cause of VPHOA high score.
  - b. VPHOA Insurance Coverage is limited to very high cost Options – Pay high insurance rates to multiple primary insurers who are willing to partially insure the site – using this approach there is no reinsurer required. The current estimated premium for the total coverage option is \$1.5 million vs. the \$133K current (expiring) premium.
3. Root cause of non-renewal is Multi-billion dollar Wildfire losses: Insurance industry has had to pay out billions due to wildfire losses. As a consequence, reinsurance companies must reduce the number of existing policies so that their financial exposure is in line with their dramatically reduced net worth. The approach they have taken is to run brush fire risk score codes when a renewal comes up and only write reinsurance policies for properties with fire brush scores under 50. VPHOA brush fire risk score is reported as 76 out of 100, so no reinsurance companies will write the required reinsurance for a standard policy.
4. How long it will take to get back to normal primary insurer and reinsurance policy rates is unknown. The VPHOA Board intends to push back in the next year on the fact that
  - a. The fire risk score of 76/100 appears to be overstated relative to understanding of how the code work
  - b. Insurance companies are remiss if they let the fire risk score of 76/100 generated by a simplistic computer code be the only factor.

VARSIITY 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)

- c. For example, VPHOA dramatically reduced fire risk in 2021 by bringing the site into compliance with Ventura County Fire Department Fire Area Defense code.
5. This July 1, 2022 letter will be updated with insurance policy and budget information as soon as it becomes available, on or about July 16, 2022.
6. Civil Code 5610 Findings and Resolution letter: The facts above and other information will be incorporated in a final Findings and Resolutions letter and attached to the July 16, 2022 letter: Civil Code 5610 text includes: "board shall pass a resolution containing written findings as to the necessity of the extraordinary expense involved and why the expense was not or could not have been reasonably foreseen in the budgeting process"

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

**Important:** If you have set up automatic payments through your bank, or if you have setup automatic payments through the Appfolio online portal and did not select the option to pay the balance in full every month, then you will need to update the dues amount before August 1, 2022. You will be notified of the final dues amount that will be effective August 1, 2022 in the mid-July letter that will be sent to all owners.

**VARSITY 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)**

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

John Snee  
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)

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

Sincerely,

Varsity Park Homeowners  
The Board of Directors

### **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 your online portal 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 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 from your online portal or on the VPHOA web page <https://varsityparksouth.com/forms.php> or obtained at the GM Management office.

## VARSDITY 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)

### 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 25, 2022 and the form can be found in this document. There are two 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 25, 2022. All shall greatly appreciate you joining others 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 now Monday. Garbage cans should be placed in the alleys no earlier than 5 pm on Sunday. Garbage cans need to be taken in by midnight on Monday 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 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

## VARISITY 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)

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

With the elimination of COVID-19 restrictions, VPHOA regular monthly meetings are again being held 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. The board reserves the right to go back to meeting remotely if another health emergency is declared.

### 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.

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

**VARSITY 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)**

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.**

**VARSIITY 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; www.gmmanagement.com**

**HOA DUES PAYMENT OPTIONS:**

1. Online Portal - Please email [appfolio@gmmanagement.com](mailto:appfolio@gmmanagement.com) to request the link to activate your online portal where you can make one-time payments and schedule recurring payments. Be sure to include your account number in the subject line when you send the email to [appfolio@gmmanagement.com](mailto:appfolio@gmmanagement.com).

2. You can also setup payments using your bank's Bill Pay page on their website. Be sure to include your account number where indicated. The payee information is as follows:

Varsity Park HOA  
P.O. Box 51408  
Los Angeles, CA 90051-5708

By Mail

Or you can pay by mail with a personal check by sending your payment to the following address (be sure to include your account number on the check):

Varsity Park HOA  
P.O. Box 51408  
Los Angeles, CA 90051-5708

You will receive a monthly billing statement unless you opt to receive all such communications electronically through your online portal.

**3. 2022-2023 BUDGET FOR VPHOA**

Please see comments on page one of this letter.

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

**ANNUAL FINANCIAL REVIEW**

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.

(See following pages)

## RESERVE STUDY SUMMARY

**ASSOCIATION INFORMATION:**

Name of Association: **VARSITY PARK HOA**  
 Location: **MOORPARK, CA**  
 Number of Units: **257**  
 Approximate Age of Complex: **44**

**This report recommends contributions for Budget Year:**

Beginning: **AUGUST 1, 2022**  
 Ending: **JULY 31, 2023**

Reserve Study Report Date: **JUNE 16, 2022**  
 Current Fiscal Year End: **JULY 31, 2022**

**CURRENT FUNDS SUMMARY:**

Projected Reserve Balance at Current Fiscal Year End: **\$2,978,800**  
 Ideal Reserve Balance at Current Fiscal Year End: **\$4,581,850**

**PERCENT FUNDED:** **65%**

**CURRENT RESERVE CONTRIBUTIONS:**

	Annual	Monthly	Monthly Per Unit
2022 Budgeted Reserve Contribution:	<b>\$316,800</b>	<b>\$26,400</b>	<b>\$102.72</b>

### RECOMMENDATIONS FOR BUDGET YEAR 2023

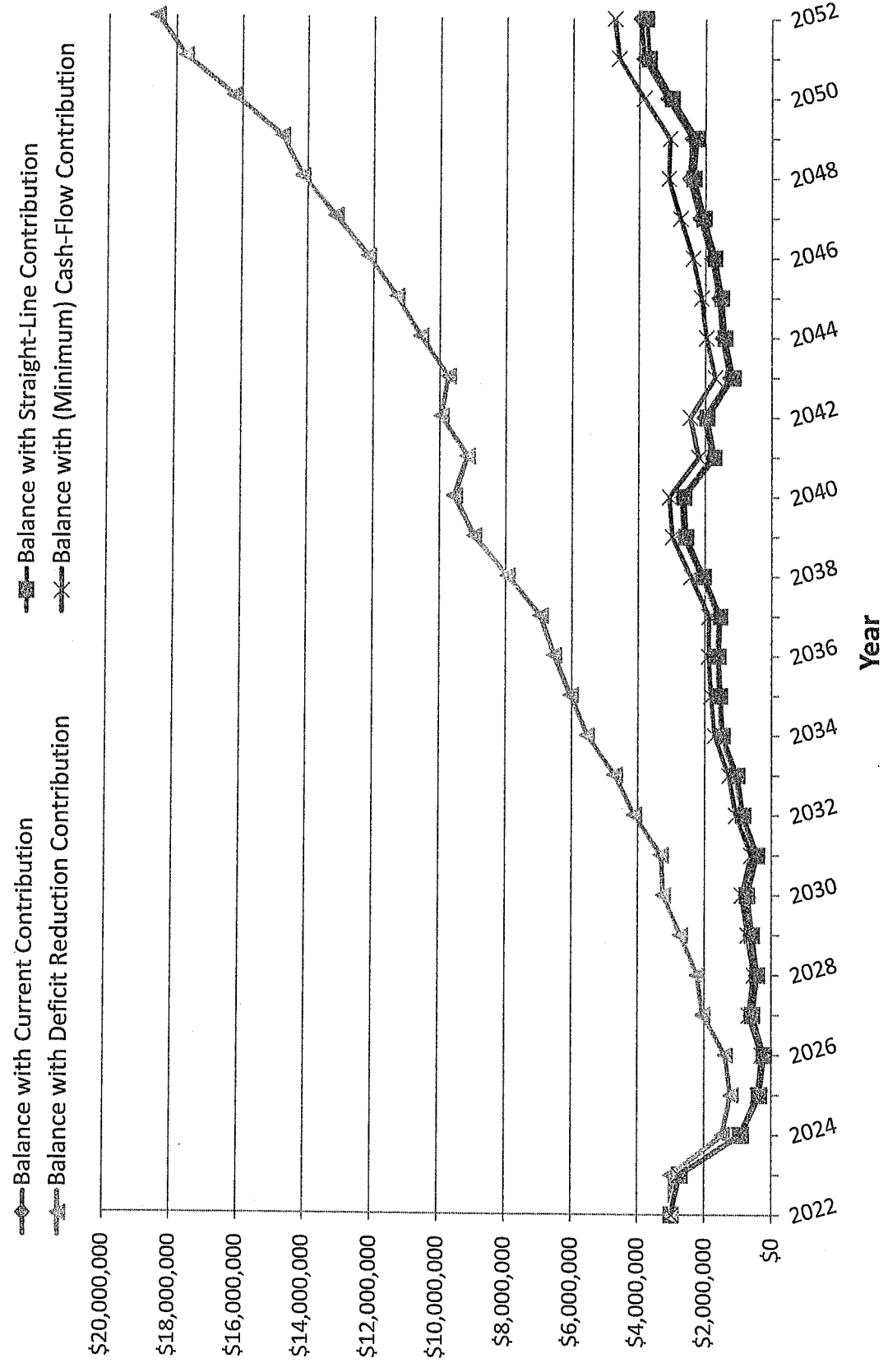
**RESERVE CONTRIBUTION MODELS:**

	Annual	Monthly	Monthly Per Unit
2023 J.D. Brooks Recommendation in Box			
2023 Straight-Line Contribution:	<b>\$313,946</b>	<b>\$26,162</b>	<b>\$101.80</b>
2023 Deficit Reduction Contribution:	<b>\$578,593</b>	<b>\$48,216</b>	<b>\$187.61</b>
2023 Cash-Flow (Minimum) Contribution:	<b>\$330,883</b>	<b>\$27,574</b>	<b>\$107.29</b>

**J.D. BROOKS**  
 RESERVE STUDIES



**Thirty-Year Reserve Balance Projections**



# VARSITY PARK HOA

CURRENT FISCAL YEAR END: JULY 31, 2022  
NUMBER OF UNITS: 257

## RESERVE COMPONENT INVENTORY

CATEGORY	RESERVE COMPONENT	QUANTITY	UNIT TYPE	UNIT COST	REPAIR / REPLACE COST	USEFUL LIFE	RMNG. LIFE	STRAIGHT-LINE ANNUAL CONTRIBUTION @F.Y.E.2022	IDEAL BALANCE @F.Y.E.2022	PROJECTED BALANCE @F.Y.E.2022	DEFICIT	DEFICIT CONTRIBUTION	REDUCTION ANNUAL CONTRIBUTION
<b>ROOFING</b>													
	COMPOSITION SHINGLE	352,400	SOFT	4.10	1,444,800	30	2	48,160	1,396,640	1,396,640	-	-	48,160
	FLAT ROOFS -GARAGES	10	ALLOW	4000	40,000	20	1	2,000	40,000	40,000	-	-	2,000
	FLAT ROOFS -GARAGES	12	ALLOW	4000	48,000	20	2	2,400	45,600	45,600	-	-	2,400
	FLAT ROOFS -GARAGES	26	ALLOW	4000	104,000	20	3	5,200	93,600	63,650	(29,950)	(29,950)	15,183
	CLUBHOUSES -COMPOSITION	3	ALLOW	5360	16,080	30	22	536	4,824	-	(4,824)	(4,824)	755
	CLUBHOUSES -FLAT	3	ALLOW	6180	18,540	20	12	927	8,343	-	(8,343)	(8,343)	1,622
<b>PAINTING</b>													
	STUCCO	257	ALLOW	1130	290,410	12	6	24,201	169,406	-	(169,406)	(169,406)	52,435
	WOOD SIDING & TRIM	63	ALLOW	1550	97,650	6	1	16,275	97,650	97,650	-	-	16,275
	WOOD SIDING & TRIM	65	ALLOW	1550	100,750	6	2	16,792	83,958	83,958	-	-	16,792
	WOOD SIDING & TRIM	129	ALLOW	1550	199,950	6	3	33,325	133,300	90,646	(42,654)	(42,654)	47,543
	WOOD REPAIRS	63	ALLOW	510	32,130	6	1	5,355	32,130	32,130	-	-	5,355
	WOOD REPAIRS	65	ALLOW	510	33,150	6	2	5,525	27,625	27,625	-	-	5,525
	WOOD REPAIRS	129	ALLOW	510	65,790	6	3	10,965	43,860	29,826	(14,034)	(14,034)	15,643
	METAL WALL-TOP FENCE	1,400	LNFT	7.20	10,080	6	3	1,680	6,720	4,570	(2,150)	(2,150)	2,397
	METAL POOL FENCE	650	LNFT	16.60	10,790	5	4	2,158	4,316	-	(4,316)	(4,316)	3,237
	CLUBHOUSE EXTERIORS	3	ALLOW	3300	9,900	6	3	1,650	6,600	4,488	(2,112)	(2,112)	2,354
	CLUBHOUSE INTERIORS	3	ALLOW	3600	10,800	12	3	900	9,000	6,120	(2,880)	(2,880)	1,860
<b>ASPHALT PAVING</b>													
	MAIN ROADS -TYPE 2 SEAL	108,000	SOFT	0.72	77,760	10	3	7,776	62,208	42,302	(19,906)	(19,906)	14,411
	MAIN ROADS -REPLACE	108,000	SOFT	3.10	334,800	40	19	8,370	184,140	-	(184,140)	(184,140)	18,062
	DRIVES / PARKING -SEAL	243,000	SOFT	0.21	50,000	4	3	12,500	25,000	17,000	(8,000)	(8,000)	15,166
	DRIVES / PARKING -REPLACE	75,000	SOFT	3.10	232,500	30	9	7,750	170,500	-	(170,500)	(170,500)	26,694
	DRIVES / PARKING -REPLACE	77,000	SOFT	3.10	238,700	30	19	7,957	95,480	-	(95,480)	(95,480)	12,982
	DRIVES / PARKING -REPLACE	91,000	SOFT	3.10	282,100	30	21	9,403	94,033	-	(94,033)	(94,033)	13,881
<b>CONCRETE</b>													
	SWALES & WALKS REPAIRS	1	ALLOW	30900	30,900	10	3	3,090	24,720	16,810	(7,910)	(7,910)	5,727
	CONCRETE POOL DECKING	8,700	SOFT	14.90	129,630	55	11	2,357	106,061	-	(106,061)	(106,061)	11,999
<b>DECKING</b>													
	BALCONY DECKS -SEAL	164	UNITS	260	42,640	6	2	7,107	35,533	35,533	-	-	7,107
	BALCONY DECKS -SURFACE	164	UNITS	770	126,280	18	6	7,016	91,202	-	(91,202)	(91,202)	22,216
<b>BALCONY RAILS OPERATING MAINTENANCE EXPENSE</b>													
<b>FENCING</b>													
	METAL WALL TOP FENCE	1,400	LNFT	41.00	57,400	40	19	1,435	31,570	-	(31,570)	(31,570)	3,097
	METAL POOL FENCE 25%	650	LNFT	78.00	12,675	5	4	2,535	5,070	-	(5,070)	(5,070)	3,803

~~UNIVERSITY 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; www.gmmanagement.com

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

a. **UNIVERSITY 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 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,

VARSAITY 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)

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 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

~~VARSIFY 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; www.gmmanagement.com

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 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.

VARISITY 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; www.gmmanagement.com

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.**

**7. VPHOA INSURANCE INFORMATION 2022-2023**

See comments on the first page of this letter.

~~VARSITY 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)

**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

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)

**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; www.gmmanagement.com**

**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 25, 2022**. The purpose of this meeting is to elect three (2) 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 GM Management, 40 W. Easy Street, #1, Simi Valley, CA 93065, no later than **August 3, 2022** 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 GM Management at 805 526 0303 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: \_\_\_\_\_



**VARSITY 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; www.gmmanagement.com**

**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)**

**johnsnee@gmmanagement.com; www.gmmanagement.com**

**VARISITY 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)**

\*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:  
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.

UNIVERSITY 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)

**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: \_\_\_\_\_

