



2025 BUDGET PACKAGE

Dear Homeowner:

The Association is required to publish a budget prior to the fiscal year end and disclose other applicable items. **The current regular assessment will be \$700.00 per unit, per month starting January 1, 2025** based on the budget prepared by the Board of Directors. A copy of the budget is enclosed with this mailing for your review. It is important to note this is a budget and not a financial statement. Items listed may cost more or less depending on the services and actual expenses. **Requirement of California Civil Code 5300(b)(1)**

The Board of Directors is currently funding the reserves as part of the regular assessments per the budget prepared by the Board of Directors. The Board of Directors does not, at this time, anticipate the need to apply a special assessment to repair, replace, or restore any major component or to provide adequate reserves. The Board reserves the right to approve a special assessment for unplanned major expenses in the upcoming year. **Requirement of California Civil Code 5300(b)(2)(3)(4)(5)(6)(7), 5550(b)(5), 5565, 5570(4)**

Association assessments are due and payable on the first day of the month and are delinquent by California State Law, if the Association has not received payment by the (15<sup>th</sup>) fifteenth of the month. A courtesy email is sent to each Homeowner on a monthly basis as a reminder of the assessment due. Homeowners are obligated by law to tender payment of the assessment in a timely manner, even if the courtesy statement is lost in the email or not received by the Homeowners. The Board of Directors Resolution regarding the Collection Policy for your Association is enclosed along with a special notice as required by AB 2289. **Requirement of California Civil Code 5730**

As required by AB 1836, a copy of the Alternative Dispute Resolution Measure and Procedures (ADR) and the Internal Dispute Resolution (IDR) process which requires that certain types of disputes between Associations and the Membership provide for an independent forum to resolve the dispute before filing of a lawsuit by any party, is enclosed. **Requirement of California Civil Code 5920, 5965**

The California Civil Code also requires the Association to prepare and distribute summaries of certain insurance policies carried by the Association. A summary of the Association's Property and General Liability policies are enclosed. **Requirement of California Civil Code 5300(b)(9)**

Per Civil Code 4765, the Association is annually required to notify its membership that any exterior addition or alteration, including patio improvement or other structures and interior modifications as outlined in the Governing Documents, require prior written approval from the





Architectural Review Committee. Owners must submit a written application identifying the proposed change(s). The DRC will approve or disapprove the application within 30 days, subject to appropriate conditions required by the Committee and pursuant to the Association's governing documents. **Requirement of California Civil Code 4765**

The Owner may seek reconsideration by the Board of Directors (in an open meeting held in accordance with Civil Code Section 4900) of the decision by the ARC unless the Committee has the same membership as the Board of Directors. If applicable, the Board will respond to the request for reconsideration within 30 days after receipt of such request. For more information, please refer to the enclosed copy of the Architectural Review Guidelines.

The Association is annually required to disclose a copy of Monetary Penalties and Member Notification. Please refer to the enclosed Violation and Fine Procedure. **Requirement of Civil Code 5855(a)**

Members of the Association are hereby advised that in addition to the information required by law, minutes or summary minutes of the meetings of the Board of Directors are available to any Member upon written request and with the submission of payment for the cost of distribution. **Requirement of California Civil Code 4950.**

You have a right to designate a secondary address for the purpose of collection notices. Your request must be in writing and must be mailed to the Association in a manner that shall indicate the Association received your request. **Requirement of California Civil Code 5310(a)(2), 4040(b)**

There are no Receipt and Disposition of Funds Received for Construction Defects to be disclosed. **Requirement of California Civil Code 6100, 6150**

There are no outstanding loans with an original term of one (1) year to be disclosed. **Requirement of California Civil Code 5300(b)(8)**

The Association has designated the online resident portal as the posting location for general notices. **Requirement of Civil Code 5310(a)(3), 4045(a)(3)**

All members are eligible to receive general notice by individual delivery. Your request must be in writing and must be mailed to the Association in a manner that shall indicate the Association received your request. **Requirement of Civil Code 5310(a)(4), 4045(b)**

The Association's Designated Recipient for receipt of official communications is noted below. **Requirement of Civil Code 5310(a)(1), 4035.** The mailing address for overnight payment of assessments is noted below. **Requirement of Civil Code 5310(a)(11), 5655**





## PEPPER TREE VILLAGE ASSOCIATION, INC.

PEPPER TREE VILLAGE ASSOCIATION, INC.  
c/o Oaktree Properties  
P.O. Box 14928  
Long Beach, CA 90853

In accordance with Business & Professions Code 11504, the current general manager for the community, **Derrick Camber, CMCA, AMS**, is certified manager of community associations, and an association management specialist. He has met the requirements of Section 11502 of Civil Code. The certification is in good standing and was received from: Community Association Institute, Inc., 1971 E 4th Street #280 Santa Ana, CA 92705

The Association can never be crime-free. For example, it is possible for someone to enter the property under false pretenses to commit crimes, for residents to commit crimes against their own neighbors, for guests of residents to commit crimes, and for employees to commit crimes.

As a result, the Association cannot guarantee your security. You should not rely on the Association to protect you from loss or harm. You should provide for your own security by keeping your doors locked; refusing to open your door to strangers; asking workmen for identification; installing a security system; carrying insurance; etc.

It is suggested that you keep these reports with all other documents pertaining to your home, as you may be required to show it to any prospective buyer of your property.

If you have any questions, please contact the community manager via email at [christy@oaktreeprops.com](mailto:christy@oaktreeprops.com) or by phone (562) 204-6123.

Sincerely,  
Board of Directors  
**Pepper Tree Village Association, Inc.**





# Approved Budget FY2025 | Pepper Tree Village Association, Inc. - Association level | FY2025

Prepared By:  
Oaktree Properties

As of 11/27/2024

Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	FY 2025
<b>Income</b>													
4400 Regular Assessment	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	22,400.00	\$268,800.00
<b>Total for Income</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>22,400.00</b>	<b>\$268,800.00</b>
<b>Expenses</b>													
5000 UTILITIES													
5020 Electricity	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	1,166.67	\$14,000.00
5030 Gas	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	\$13,200.00
5040 Water / Sewer	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	433.33	\$5,200.00
5051 Trash / Recycling	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	\$15,600.00
5080 Telephone / Intercom	222.25	222.25	222.25	222.25	222.25	222.25	222.25	222.25	222.25	222.25	222.25	222.25	\$2,667.00
<b>Subtotal for 5000 UTILITIES</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>4,222.25</b>	<b>\$50,667.00</b>
5500 LANDSCAPING													
5510 Landscape Contract	901.00	901.00	901.00	901.00	901.00	901.00	901.00	901.00	901.00	901.00	901.00	901.00	\$10,812.00
5520 Landscape Extras	70.83	70.83	70.83	70.83	70.83	70.83	70.83	70.83	70.83	70.83	70.83	70.83	\$850.00
5525 Landscape Irrigation	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	\$500.00
5530 Tree Trimming / Removal	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	333.33	\$4,000.00
<b>Subtotal for 5500 LANDSCAPING</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>1,346.83</b>	<b>\$16,162.00</b>
6000 WATER AMENITIES													
6010 Pool Contract	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	583.33	\$7,000.00
6025 Pond / Fountain Maintenance	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	83.33	\$1,000.00
6030 Pool Supplies / Extras	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
<b>Subtotal for 6000 WATER AMENITIES</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>766.67</b>	<b>\$9,200.00</b>
7000 MAINTENANCE & REPAIRS													
7010 Common Area Repairs	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	\$18,000.00
7011 Common Area Supplies	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	33.33	\$400.00
7016 Termite Control	283.33	283.33	283.33	283.33	283.33	283.33	283.33	283.33	283.33	283.33	283.33	283.33	\$3,400.00
7018 Plumbing Repairs	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	\$15,000.00
7019 Roofing / Gutters	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	\$1,200.00
7026 Lighting / Electrical	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	\$4,500.00
7027 Locks & Keys	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	8.33	\$100.00
7028 Access Gate Maintenance	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	\$300.00
7034 Maintenance Contingency	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	\$2,000.00
<b>Subtotal for 7000 MAINTENANCE &amp; REPAIRS</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>3,741.67</b>	<b>\$44,900.00</b>





# Approved Budget FY2025 | Pepper Tree Village Association, Inc. - Association level | FY2025

Prepared By:  
Oaktree Properties

As of 11/27/2024

Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	FY 2025
7500 FIRE & SAFETY													
7504 Fire Alarm Service / Inspection	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	\$500.00
7507 Fire Extinguisher Service / Inspection	16.17	16.17	16.17	16.17	16.17	16.17	16.17	16.17	16.17	16.17	16.17	16.17	\$194.00
Subtotal for 7500 FIRE & SAFETY	57.83	57.83	57.83	57.83	57.83	57.83	57.83	57.83	57.83	57.83	57.83	57.83	\$694.00
8000 ADMINISTRATION													
8010 Management Fee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	\$14,400.00
8020 Audit / Tax Preparation	89.58	89.58	89.58	89.58	89.58	89.58	89.58	89.58	89.58	89.58	89.58	89.58	\$1,075.00
8030 Reserve Study	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	\$800.00
8040 Legal Fees	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	\$5,000.00
8050 Accounting Services	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	160.00	\$1,920.00
8060 Budget Preparation	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	13.33	\$160.00
8070 Office / Printing & Mailing	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	\$1,500.00
8090 Technology Fee	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	96.00	\$1,152.00
8100 Management Extras	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	66.67	\$800.00
8150 Annual Disclosure Preparation	14.58	14.58	14.58	14.58	14.58	14.58	14.58	14.58	14.58	14.58	14.58	14.58	\$175.00
8165 License / Permits / Fees	79.17	79.17	79.17	79.17	79.17	79.17	79.17	79.17	79.17	79.17	79.17	79.17	\$950.00
8235 Insurance	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	3,666.67	\$44,000.00
Subtotal for 8000 ADMINISTRATION	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	5,994.33	\$71,932.00
9001 Reserve Allocation	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	6,250.00	\$75,000.00
Total for Expenses	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	22,379.58	\$268,555.00
Net Operating Income	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	\$245.00
Non-operating Income													
Total for Non-operating Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Non-operating Expenses													
Total for Non-operating Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Net Non-operating Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Net Income	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	20.42	\$245.00



Pepper Tree Village Association

Redondo Beach, CA

Level of Service: Update "No-Site-Visit"

Report #: 27307-8

# of Units: 32

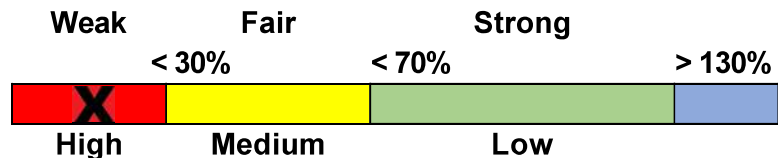
January 1, 2025 through December 31, 2025

Findings & Recommendations

as of January 1, 2025

Projected Starting Reserve Balance .....	\$89,518
Fully Funded Reserve Balance .....	\$592,937
Percent Funded .....	15.1 %
Recommended 2025 Monthly Reserve Transfer .....	\$7,880
Recommended 2025 Special Assessment for Reserves .....	\$190,000
Budgeted 2024 Monthly Reserve Transfer Rate .....	\$5,000

Reserve Fund Strength: 15.1%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves .....2.00 %

Annual Inflation Rate .....3.00 %

This is a No-Site Visit update based on a prior Reserve Study prepared by Association Reserves for your 2024 Fiscal Year. No site inspection was performed as part of this Reserve Study.

This Reserve Study was prepared under the supervision of a credentialed Reserve Specialist (RS).

Your Reserve Fund is currently at 15.1 % Funded. Being below 30% Funded represents a weak Reserve position. Associations in this range have a High risk of Reserve cash-flow problems (such as special assessments and/or deferred maintenance) in the near future.

Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is to increase your Reserve contributions **\$246.25 per unit avg.** and to implement a special assessment of **\$190,000.**

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



#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
<b>Pepper Tree Village</b>				
104	Balcony/Patio Decks - Repair	9	0	\$26,500
106	Decking - Inspection (SB 326)	9	8	\$31,500
205	Exterior Concrete Driveway - Repair	10	7	\$3,900
206	Stamped Concrete - Replace	30	2	\$19,450
320	Pole Lights - Replace	20	1	\$2,700
321	Landscape Lights - Replace	20	1	\$6,550
324	Wall Lights - Replace	20	1	\$15,100
325	Garage Ceiling Lights - Replace	25	0	\$7,650
403	Mailboxes - Replace	20	2	\$3,200
503	Metal Fence/Rail - Repair	15	0	\$4,500
503	Rooftop/Atrium Railing (Unit 25)	20	16	\$3,150
503	Rooftop/Atrium Railings - Replace	20	4	\$21,950
700	Pedestrian Gate - Replace	30	21	\$5,650
700	Vehicle Gates - Replace	30	4	\$19,550
703	Garage Access Doors - Replace	15	0	\$7,900
704	Intercom - Replace	12	9	\$2,700
705	Gate Operator - Replace (North)	15	12	\$6,500
705	Gate Operator - Replace (South)	15	12	\$6,500
1003	Irrigation Controller - Replace	15	6	\$1,000
1107	Metal Fence/Rail/Gates - Repaint	5	0	\$3,850
1115	Stucco - Repaint	10	0	\$51,000
1116	Wood Surfaces - Repaint	5	0	\$39,500
1117	Wood Surfaces - Repair	20	0	\$92,000
1118	Parking Spaces - Restripe	15	0	\$4,050
1202	Pool - Resurface	12	1	\$18,400
1203	Spa - Resurface	6	1	\$7,900
1207	Pool Filter - Replace	12	0	\$2,750
1207	Spa Filter - Replace	12	9	\$2,350
1208	Pool Heater - Replace	10	5	\$5,300
1208	Spa Heater - Replace	10	8	\$4,900
1210	Pool/Spa Pumps - Partial Replace	4	0	\$3,150
1302	Flat Roofs - Silicon Recoat	20	3	\$129,000
1302	Flat Roofs - Silicon Recoat (South)	20	16	\$36,000
1303	Mansard Asphalt Shingle Roofs - Rep	30	24	\$100,000
1701	Bridges - Replace	15	3	\$10,350
1703	Waterscape Beds - Repair	5	0	\$6,500
1704	Fountain Equipment - Replace	10	0	\$2,500

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1705	Courtyard Planters - Waterproof	20	0	\$42,500
1803	Fire Alarm Panel - Replace	20	1	\$9,200
1809	Sump Pump - Replace (new)	15	3	\$3,200
1809	Sump Pumps - Replace (old)	15	0	\$9,800
1811	Plumbing - Repair	5	0	\$9,600
1812	Sewer/Drain Lines - Hydrojetting	1	0	\$5,550

#### 43 Total Funded Components

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

## Assessment and Reserve Funding Disclosure Summary

### Pepper Tree Village Association, Redondo Beach

For Fiscal Year Beginning: 1/1/2025

# of units: 32

1) Budgeted Amounts:	Total	Average Per Unit*
Reserve Transfers:	\$6,250.00	\$195.31
Total Assessment Income:	\$22,400.00	\$700.00

per: Month

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

Year	Total Amount Per Unit*	Purpose
------	------------------------	---------

Total: \$0.00

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

Approximate Fiscal Year Assessment Will Be Due	Average Total Amount Per Unit*
2025	\$5,937.50

Total: \$5,937.50

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

6) All computations/disclosures are based on the fiscal year start date of:	1/1/2025
Fully Funded Balance (based on formula defined in 5570(b)4):	\$592,937
Projected Reserve Fund Balance:	\$89,518
Percent Funded:	15.1 %
Reserve Deficit (surplus) on a mathematical avg-per-unit* basis:	\$15,732

From the 6/28/2024 Reserve Study by Association Reserves and any minor changes since that date.

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

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

**Prepared by: Nelson Rivas**

**Date: 11/27/2024**

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





# 30-Year Reserve Plan Starting with Board of Directors 2025 Rate

27307-8

Fiscal Year Start: 1/1/2025	Interest: 2.00 %	Inflation: 3.00 %
Reserve Fund Strength: as-of Fiscal Year Start Date	Projected Reserve Balance Changes	

% Increase									
Year	Starting Reserve Balance	Fully Funded Balance	Percent Funded	Special Assmt Risk	In Annual Reserve Funding	Reserve Funding	Loan or Special Assmts	Interest Income	Reserve Expenses
2025	\$89,518	\$592,937	15.1 %	High	25.00 %	\$75,000	\$190,000	\$1,259	\$319,300
2026	\$36,477	\$345,411	10.6 %	High	3.00 %	\$77,250	\$0	\$836	\$67,362
2027	\$47,201	\$351,863	13.4 %	High	3.00 %	\$79,568	\$0	\$1,454	\$29,917
2028	\$98,305	\$399,040	24.6 %	High	3.00 %	\$81,955	\$0	\$1,178	\$161,833
2029	\$19,604	\$313,783	6.2 %	High	3.00 %	\$84,413	\$0	\$677	\$56,501
2030	\$48,194	\$336,544	14.3 %	High	3.00 %	\$86,946	\$0	\$1,028	\$81,497
2031	\$54,671	\$336,388	16.3 %	High	3.00 %	\$89,554	\$0	\$1,928	\$7,821
2032	\$138,332	\$414,324	33.4 %	Medium	3.00 %	\$92,241	\$0	\$3,508	\$21,338
2033	\$212,742	\$482,952	44.1 %	Medium	3.00 %	\$95,008	\$0	\$4,676	\$57,131
2034	\$255,295	\$519,118	49.2 %	Medium	3.00 %	\$97,858	\$0	\$5,652	\$48,407
2035	\$310,398	\$567,770	54.7 %	Medium	3.00 %	\$100,794	\$0	\$5,675	\$159,254
2036	\$257,612	\$506,198	50.9 %	Medium	3.00 %	\$103,818	\$0	\$6,170	\$7,682
2037	\$359,917	\$601,460	59.8 %	Medium	3.00 %	\$106,932	\$0	\$7,992	\$34,860
2038	\$439,982	\$674,227	65.3 %	Medium	3.00 %	\$110,140	\$0	\$9,520	\$46,773
2039	\$512,869	\$739,625	69.3 %	Medium	3.00 %	\$113,444	\$0	\$11,412	\$8,395
2040	\$629,331	\$849,316	74.1 %	Low	3.00 %	\$116,848	\$0	\$12,364	\$150,422
2041	\$608,120	\$818,893	74.3 %	Low	3.00 %	\$120,353	\$0	\$12,714	\$76,785
2042	\$664,402	\$866,375	76.7 %	Low	3.00 %	\$123,964	\$0	\$13,979	\$67,684
2043	\$734,660	\$927,715	79.2 %	Low	3.00 %	\$127,682	\$0	\$15,250	\$85,973
2044	\$791,619	\$975,210	81.2 %	Low	3.00 %	\$131,513	\$0	\$17,068	\$23,585
2045	\$916,615	\$1,091,636	84.0 %	Low	3.00 %	\$135,458	\$0	\$15,199	\$462,635
2046	\$604,638	\$762,676	79.3 %	Low	3.00 %	\$139,522	\$0	\$12,659	\$94,503
2047	\$662,315	\$806,468	82.1 %	Low	3.00 %	\$143,708	\$0	\$14,650	\$16,766
2048	\$803,907	\$935,191	86.0 %	Low	3.00 %	\$148,019	\$0	\$15,040	\$265,546
2049	\$701,420	\$815,186	86.0 %	Low	3.00 %	\$152,460	\$0	\$12,960	\$271,175
2050	\$595,664	\$689,546	86.4 %	Low	3.00 %	\$157,033	\$0	\$11,405	\$218,276
2051	\$545,826	\$618,499	88.3 %	Low	3.00 %	\$161,744	\$0	\$11,843	\$79,902
2052	\$639,512	\$691,840	92.4 %	Low	3.00 %	\$166,597	\$0	\$13,492	\$108,732
2053	\$710,869	\$741,798	95.8 %	Low	3.00 %	\$171,595	\$0	\$15,766	\$31,116
2054	\$867,114	\$877,435	98.8 %	Low	3.00 %	\$176,742	\$0	\$19,154	\$13,079

Peppertree Village Homeowners Association, Inc.

1200 Opal Street, Redondo Beach, CA 90277

2025 INSURANCE SUMMARY

LIABILITY

Carrier: State Farm

Policy #92-81-7580-6

Effective: 12/16/2024-2025

Limits: \$2 Million Per Occurrence

\$4 Million Aggregate

No Deductible

PROPERTY

Carrier: State Farm

Policy #92-81-7580-6

Effective: 12/16/2024-2025

Limits: Building \$11,691,900

Deductible: \$10,000

EARTHQUAKE

Carrier: Golden Bear Insurance Company

Policy #GFD03000789-02

Effective: 1/7/2024-2025

Limits: \$10,000,000

Deductible: 10% per Unit of Insurance

Subject to a minimum of \$25,000 per occurrence

DIRECTORS AND OFFICERS

Carrier: State Farm

Policy #92-81-7580-6

Effective: 12/16/2024-2025

Limits: \$2 Million Per Occurrence

\$2 Million Aggregate

FIDELITY BOND

Carrier: State Farm

Bond # 92-F3-8297-8

Effective: 12/1/2024-2025

Limits: \$200,000

WORKERS COMPENSATION

Carrier: Technology Insurance Company

Policy #TWC4478867

Effective: 9/1/2024-2025

Limits: \$1 Million Employers Liability



2025 ANNUAL POLICY STATEMENT

**TO: ALL MEMBERS OF PEPPER TREE VILLAGE ASSOCIATION, INC.**  
**FROM: BOARD OF DIRECTORS**  
**DATE: NOVEMBER 27, 2024**

Dear Homeowner:

In accordance with the Annual Policy Statement requirements of Civil Code §5310 of the Davis-Stirling Common Interest Development Act, please find below and enclose the following documents and information:

**Person Designated to Receive Official Communications to the Association**

Pursuant to Civil Code §4035, any document to be delivered to the Association by a homeowner pursuant to the Davis-Stirling Act must be delivered to:

PEPPER TREE VILLAGE ASSOCIATION, INC.  
% Oaktree Properties  
P.O. Box 14928  
Long Beach, CA 90853

In addition to other means of delivery provided for in the Davis-Stirling Act, the Association will accept documents by the following means:

Email: [julia@oaktreeprops.com](mailto:julia@oaktreeprops.com)  
Personal Delivery: Address noted above

**Right to Receive Association Notices to Two (2) Addresses**

Pursuant to Civil Code §4040(b), a homeowner may submit a request to have certain notices sent up to two (2) different specified addresses. That written request should be delivered to the person identified above to receive official communications to the Association.

Upon receipt of a written request by a homeowner to add a second address for delivery of individual notices to the homeowner for delivery of notices of the following types, the Association will deliver an additional copy of those notices to the secondary address identified in the request:

- 1) The annual reports to be delivered to the homeowner pursuant to Civil Code §5300 through §5320, including this Annual Policy Statement and the Association's Annual Budget Report.



- 2) The assessment payment and delinquency notices to be delivered to the homeowner pursuant to Civil Code §5650 through §5690, and the notice of default to the homeowner pursuant to Civil Code §5650.

A homeowner may add, change or remove a secondary address at any time, provided however, that the Association will only be required to send notices to a secondary address as of and from the date that the Association receives the written request to do so.

**Location for the Posting of General Notices**

Notices are posted online at the resident center owner portal. The link is : <https://oaktreeprops.managebuilding.com/Resident/portal/login>  
Please contact your manager if you need assistance with logging on.

**Right to General Notices by Individual Delivery**

Pursuant to Civil Code §4045(b), a homeowner may request to receive general notices by individual delivery. That written request should be delivered to the person identified above to receive official communications to the Association. Upon the Association's receipt of such written request from a homeowner, all general notices to that homeowner given pursuant to Civil Code §4045 shall be delivered to the homeowner by individual delivery in accordance with Civil Code §4040. A homeowner may cancel a prior request for individual delivery of general notices at any time.

**Right to Receive Copies of Meeting Minutes**

Pursuant to Civil Code §4045(b), the minutes, minutes proposed for adoption that are marked to indicate draft status or a summary of the minutes of any meeting of the Association's Board of Directors, other than an executive session meeting, shall be available to all homeowners within thirty (30) days of the meeting. The minutes, proposed minutes or summary minutes shall be distributed to any homeowner upon request and upon reimbursement to the Association of the Association's costs for making that distribution.

In addition to obtaining copies of board meeting minutes, homeowners may inspect Board meeting minutes at any reasonable time at the address noted above. To request copies of Board meeting minutes, or schedule an appointment to inspect Board meeting minutes, homeowners should contact the person designated to receive official communications to the Association, as identified above.

**Statement of Assessment Collection Policies**



Please see the enclosed notice prepared in accordance with Civil Code §5730.

**Policies and Practices Relating to Delinquent Assessments**

Please see the enclosed document titled "**Assessment Collection Policy**", which describes the Association's policies and practices in enforcing lien rights and other legal remedies for default in the payment of assessments. This document describes the steps the Association will take if a homeowner does not pay assessments on time and in accordance with the provisions of the Association's governing documents.

**Discipline Policy and Schedule of Fines**

The Association's Board of Directors has the right and authority to enforce the provisions of the Association's governing documents when a homeowner, or the homeowner's family members, guests or tenants, violate the governing documents. The Board may, after proper notice and an opportunity to be heard before the Board, impose disciplinary measures against a homeowner, as described in the Association's governing documents and subject to applicable law. Please see the enclosed document titled "**Rules Enforcement Policy**", which describes the Association's discipline policy for violations of the Association's governing documents, including the schedule of monetary penalties that may be assessed against a homeowner for those violations, in accordance with Civil Code §5850.

**Dispute Resolution Procedures**

The Davis-Stirling Act provides two procedures for dispute resolution. The purpose of these procedures is to encourage homeowners and the Association to resolve disputes involving violations, or alleged violations, of the Association's governing documents and/or certain laws without incurring the time and expense involved in a lawsuit. The first dispute resolution process is Internal Dispute Resolution. This process is an informal process (often referred to as a "meet and confer") to resolve disputes between a homeowner and the Association. The second dispute resolution process is Alternative Dispute Resolution. This process is a formal process (often referred to as a "mediation or arbitration") to resolve disputes between a homeowner and the Association. The attached document titled "**Dispute Resolutions Procedure**" includes a description of the Association's Internal / Alternative Dispute Resolution procedures and is being provided by the Association pursuant to Civil Code §5920.

**Requirements for Association Approval of Physical Changes**

The Association's governing documents, specifically the Association's CC&Rs, require that homeowners obtain approval from the Association before making certain physical changes to the common area and/or to their separate interests. A summary of the types of changes that







require Association approval and the procedure used to review and approve or disapprove a proposed change are described in the attached document titled "**Architectural Guidelines**", prepared in accordance with Civil Code §4765

**Mailing Address for Overnight Payment of Assessments**

The mailing address for overnight payment of assessments, noticed pursuant to Civil Code §5655, is:

QUEEN'S TERRACE HOMEOWNERS ASSOCIATION, INC.  
% Oaktree Properties  
P.O. Box 14928  
Long Beach, CA 90853

**Annual Disclosure of Manager Certification**

Please see the enclosed disclosure prepared in accordance with Business and Professions Code Section 11502.

**FHA/VA Disclosures**

Please see the enclosed disclosure prepared in accordance with Civil Code Section 5300(b)(10)-(11).

Should you have any questions or comments pertaining to the above or enclosed information, please contact **Christy Eng** at [christy@oaktreeprops.com](mailto:christy@oaktreeprops.com) or by direct line at **(562) 204-6123**.

Sincerely,  
Your Board of Directors  
**Pepper Tree Village Association, Inc.**

# PEPPER TREE VILLAGE ASSESSMENT COLLECTION POLICY

	ACTION TO BE COMMENCED	# OF DAYS AFTER DUE DATE	CHARGED TO HOMEOWNER
1	Assessments are delinquent 15 days after they are due. Late fee will be charged on assessments not in paid in full within 15 days after the due date.	15	10%
2	In accordance with California Civil Code 1366, section (e)(3), the Board of Directors shall impose interest on all sums, including the delinquent assessment, reasonable costs of collection, and late charges.	30	12% per annum
3	A "late reminder" letter is sent to the owners by mail	30	\$35.00
4	A "pre-lien" letter is sent to the owners(s) by certified mail. Charges incurred for this letter will be levied against the delinquent account. This includes documents and processing provided in accordance with Civil Code including Account Detail and Assessment Collection Policy.	60	\$95 + Certified mail fee
	<b>NOTE:</b> Prior to the recording of a Board authorized lien for delinquent assessments, a homeowner that is delinquent has the right to participate in an internal dispute resolution (IDR) pursuant to the "meet and confer" program commencing with California Civil Code Section 1363.810. Prior to recording a lien, the Board will approve such action by a majority vote of the Board of Directors.		
5	An "intent to lien" letter will be filed against the delinquent property and charges for its processing will be levied against the delinquent account. A copy of the document will be sent to the owner(s) of record by certified mail in accordance with Civil Code.	90	\$100 + Certified mail fee
6	Upon Board action, the account will be referred to the Association attorney or collection agent and a notice of Delinquent Assessment will be recorded against the property. Charges for processing and recording will be levied against the delinquent account. A copy of the recorded lien will be mailed to the owner(s) of record.	105	Legal fees as incurred
7	A Notice of Intent to Foreclosure of Impending Lawsuit will be sent to the owner(s) in accordance with California Civil Code requirements. Delinquent owner(s) will be liable for payment of fees and costs. Copies will be sent to the owner(s) of record.	<b>As directed by the California Civil Code</b>	Legal fees as incurred
	<b>NOTE:</b> Prior to a Board decision to initiate a foreclosure for delinquent assessments, a homeowner the tis delinquent has the right to participate in dispute resolution pursuant to the association's "meet and confer" program required in Article 5 of the California Civil Code (commencing with Section 1363.810) of Chapter 4 or alternative dispute resolution with a neutral third party pursuant to Article 2 of the California Civil Code (commencing with Section 1369.4510) of Chapter 7. The decision to pursue dispute resolution or a particular type of alternative dispute resolution (ADR) shall be the choice of the owner(s), except that binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.		
8	Copies of documents to multiple owners of record in accordance with Civil Code:		
	a. One copy only		No Charge
	b. Handling fee for additional copies and/or notary fees		\$15.00 each
	<b>For overnight payments, mail to:</b>		
	PO BOX 980246		
	West Sacramento CA, 95798-0246		

PEPPER TREE VILLAGE ASSOCIATION, INC.

RULES & REGULATIONS

SEPTEMBER 20, 2003 REVISED APRIL 12, 2018

These RULES AND REGULATIONS are issued to provide all homeowners and tenants with a ready reference to assist each resident in maximizing the amount of enjoyment of the amenities offered to all residents.

The authority for the Board of Directors to form and enforce rules & regulations is provided by the Declaration of Covenants, Conditions & Restrictions. A copy is provided to each owner at the time of purchase of their condominium. General powers are also authorized in the Association's By-laws, California Civil Code, Corporate Code and Torrance City Directives. Violation of any of the RULES AND REGULATIONS is punishable by a fine as per the PENALTY SCHEDULE attached hereto.

The following RULES AND REGULATIONS supersede all other Association Rules & Regulations previously issued by the Board of Directors. They should be kept readily available for easy reference.

A. All activities, whether individual or group shall be conducted at a noise level that is not disturbing to two or more residents in this condominium complex.

B. Sidewalks, stairways and driveways are to be utilized primarily for ingress and egress from buildings and units; any activity that utilizes these facilities must be conducted in a manner that does not, in anyway, inhibit these primary purposes.

C. Security: It is the responsibility of each homeowner, resident and guests to secure all gates and garage doors. The main entrance gate shall at no time be left propped open by trades people or by owners for trades people. Entry by trade people should be gained by using the telephone entry system. The security of all of us is dependent on strict adherence to this provision. Failure to do so is enforceable under the RULES & REGULATIONS.

D. Garage areas are to be kept clean and used for the intended purpose of parking vehicles. The garage is not to be used for bicycling, skate boarding, ball playing, hockey or any other similar activity. Storage of materials other than passengers vehicles and bicycles is prohibited.

E. Forcing entry into, over or around the front gate or garbage entry doors is strictly prohibited.

F. Cars & Parking: The following rules are to be strictly enforced.

1. Each unit has been assigned two parking spaces in the two garage areas. A list of vehicles owned by all residents, including vehicle make, model and license plate numbers will be furnished to the Board of Directors of Pepper Tree Village Association and will be kept on file. All residents must inform the Board of Directors immediately of any change in vehicle ownership.

2. Residents must use assigned garage parking spaces for parking motor vehicles. Resident vehicles must not be parked in the outside parking spaces designated VISITOR PARKING except for loading and unloading and not for more than one hour.

3. Cars parked in VISITOR PARKING spaces without the previously assigned placards or not belonging to guests of residents, trades people employed by residents or delivery people will be towed at the vehicle owner's expense after a reasonable attempt has been made to contact the vehicle owner. Alternatively, a resident can elect to prepare a note indicating the resident's name and unit number which their guest can display on the dash board of the parked vehicle ensuring that such note is visible from the outside of the vehicle.

4. A resident must register with the Board of Directors when a guest's vehicle will be parked in the VISITOR PARKING area for more than 24 hours.

5. Excessive noises (i.e. racing of motors, blowing horns) in the garage or on the property is not permitted.

6. Assigned parking spaces are intended only for the use of passenger size vehicles. Use of these parking spaces for other purposes such as the parking of campers, trailers, boats, motor home, etc. must receive approval of the Board of Directors. In general, parking is limited to two and four wheeled vehicles only.

7. Parking areas must be maintained in a clean and orderly manner. Oil pools on the floor should be cleaned up. Leaky vehicles should use a container to protect the garage floor. Cardboard or newspaper is not acceptable.

G. Stereos, radios, TV's and/or musical instruments are to be kept at a level that will not annoy or disturb other residents. Owners, tenants and visitors leaving from or arriving at their units after 10:00 pm should do so quietly. Voices carry in the courtyard and can be loud enough to disturb those who have retired earlier.

H. Conduct in the Common Area:

1. Glass containers are not permitted near or in the pool or jacuzzi areas. Any resident disregarding this rule may be held liable should a glass container break within these areas causing damage or injury. No styrofoam toys of any type are allowed in the pool.

2. No eating is allowed in the pool or jacuzzi. Safe plastic containers are permitted in other common areas.

3. Personal possessions are not to be left on the grounds after use of the pool or jacuzzi. Owners and tenants are responsible for cleanup after use of these facilities.

4. Children (for safety reasons) under the age of fourteen must be supervised by someone eighteen years of age or older when using the pool or jacuzzi.

5. Horseplay, ball playing, running and jumping in the pool, brook or jacuzzi is unsafe and prohibited. Bicycling, skateboarding, basketball, baseball or any similar activity in the courtyard areas is prohibited.

I. Grounds & Patios:

1. Destruction of landscaping is prohibited.

2. Tampering with pool or jacuzzi equipment, timer, telephone equipment or lighting equipment is prohibited.

3. Patios are to be kept clean and neat and free of trash. Patios and balconies are not to be used for purposes of drying laundry or towels used at the pool. Patios and balconies are considered an esthetic addition to the buildings and are to be utilized in reasonable taste so as to be generally attractive and not offensive to other residents.

4. Garbage and trash are to be properly bagged and not left outside of one's unit, but neatly deposited in the trash bins provided.

5. The area around both trash bins is to be kept clean and free of debris. Boxes are to be flattened and placed in the dumpster. Persons discarding any items such as furniture, old appliances too large for the trash bins must make special arrangements to have those items removed from the property immediately at their expense if our trash service will not take those large items.

6. Smoking in the common areas, patios and balconies is strictly prohibited. Please see the CC&R's for restrictions against smoking within units.

J. Pets: Any maltreatment of pets or the placement of such pets in unsanitary conditions can be reported to the LA County Department of Animal Care & Control. For more information on LA county laws and policies governing animal care, call their offices at (310) 523-9566 or visit them on the internet at <http://animalcontrol.co.la.us/html/Main1.htm>.

1. Pets, with the exception of household cats, are not to be left unattended in any of the common areas and must be walked on a leash. Any destruction of property, grass and/or landscaping will be the responsibility of the pet owner. Only usual and ordinary domestic pets (exclusive of tropical fish but including caged birds) not exceeding two (2) may be kept in any unit.
  2. Homeowners who own and keep a pet (e.g. Dog, cat, bird, etc.) on their outside patios or balconies should ensure that such pet does not cause a disturbance to other neighbors for any extended period of time. Homeowners also have the responsibility of maintaining their patios/balconies free from any pet waste, since this creates unsanitary conditions for both the pet and the general environment at Pepper Tree. Pet owners are also reminded that dogs must always be leashed when being walked.
  3. It is the pet owner's responsibility to promptly clean up any defecated waste material from their pets, whether this be on common areas grounds or on exclusive use common areas (patios/balconies) of Pepper Tree.
- K. No one is permitted on the roofs except in the performance of maintenance, installation or repair.
- L. Pool and Jacuzzi hours are 10:00 am to 10:00pm. Please turn the jacuzzi switch off when you leave the area.
- M. Windows and sliding glass doors upgrade approved by 87.5% of owners must be completed prior to changing unit ownership (see attached window/door upgrade specifications).
- N. Using common area electricity to charge electric vehicles is prohibited.
- P. Non-resident unit owners must provide a copy of these RULES AND REGULATION and the Pepper Tree Village Association, Inc. Covenants, Conditions & Restrictions (CC&R's) to their tenants prior to the tenants taking residence in their units.

## **PEPPER TREE VILLAGE ASSOCIATION, INC.**

### **PENALTY SCHEDULE**

<b>1<sup>ST</sup> VIOLATION.....</b>	<b>WARNING OR FINE UP TO \$100</b>
<b>2<sup>ND</sup> VIOLATION (same offense).....</b>	<b>\$50 to \$200</b>
<b>3<sup>RD</sup> VIOLATION (same offense).....</b>	<b>\$100 to \$300</b>
<b>ADDITIONAL VIOLATION (same offense).....</b>	<b>up to \$400</b>
<b>SAFETY VIOLATION.....</b>	<b>Warning or fine up to \$500</b>
<b>CONTINUING VIOLATION .....</b>	<b>Daily fines until cured</b>
<b>SUSPENSION.....</b>	<b>Common area privileges may also be suspended</b>
<b>ASSESSMENT.....</b>	<b>May be levied to reimburse HOA expenses</b>



## **Pepper Tree Village Association, Inc.**

1200 Opal St. Redondo Beach, CA 90277

### **RULES AND REGULATIONS WINDOW UPGRADE Dated May 12, 2007, REVISED April 12, 2018**

This amendment is comprised of the Pepper Tree Village (PTV) Association and Architectural committee responsibilities, guidelines for window upgrades to a separate unit, contractual requirement, homeowner responsibilities, no-conformance penalties and corrective actions.

The PTV Association is responsible for maintaining a pleasant and uniform appearance of the common area and exterior of this Planned Unit Development. The PTV architectural committee was created to consider the issues involved with window upgrades. This amendment to the Pepper Tree Village Association, Inc. RULES AND REGULATIONS is the result of a two year study, attorney consultations, various homeowner polls, manufacturer and contractor presentations and bid and endless discussions to provide a balance of compromises between homeowners.

Guidelines to window upgrades to a separate unit:

1. White vinyl frame, dual pane horizontal sliders for windows and patio doors. Hinged windows or doors are prohibited.
2. The Stucco Flange (external trim) is to be 2.5 inches wide +/- .063 inch (1.5 mm) manufacturing tolerance. Alternate sizes are prohibited.
3. External window frames and hardware (i.e. door handles) are to be white. Interior trim size, color and hardware are left to the discretion of the homeowner.
4. Internal grids shall not be used. French windows are prohibited.
5. Glass is to be transparent, non-textured and without tinting or reflective treatment that affects the appearance of the glass. A low-emissivity coating may be used but bronze, grey or other colors are not authorized.
6. Windows should be retrofit into existing window frames. Frame mounted windows would incur mismatching stucco patching and cause the complex to require repainting.
7. All of the windows within each unit must be replaced at one time except the atrium windows and doors which are not exclusive use common areas.
8. Simonton, Milgard and Anlin window manufacturers are approved for use within the complex.
9. It is the homeowner's responsibility to verify that their windows meet these guidelines prior to installation.



## DISPUTE RESOLUTION PROCEDURES

### ALTERNATIVE DISPUTE RESOLUTION CIVIL CODE 5962–5965

California Civil Code Sections 5962–5965 requires community associations and their homeowners to offer to participate in some form of Alternative Dispute Resolution (“ADR”) prior to initiating certain types of lawsuits to superior court. ADR means mediation, arbitration, negotiation, conciliation, or other non-judicial procedure that involves a neutral party in the decision making process. ADR may either be binding or non-binding, with the voluntary consent of the parties. This provision does not apply to the filing of cross complaints.

#### ADR required prior to filing an enforcement action

An association owner or member of the association may not file an enforcement action in the superior court unless the parties have endeavored to submit their dispute to ADR. The ADR requirement applies only to an enforcement action that is solely for declaratory, injunctive or write relief, or for the relief in conjunction with a claim for monetary damages under \$5,000.00 or for enforcing the Davis-Stirling Common Interest Development Act, the Corporations Code or association’s governing documents.

It is not necessary to offer ADR prior to filing any type of small claims action. Except as otherwise provided by law, the ADR requirement does not apply to an assessment dispute.

#### Service of Request for Resolution

Any party to dispute may initiate the ADR process by serving on all other parties to the dispute a Request for Resolution, which shall include the following:

- A. A brief description of the dispute between the parties.
- B. A request for ADR
- C. A notice that the party receiving the Request for Resolution is required to respond within 60 days of receipt or the request will be deemed rejected.
- D. If the party of whom the request is served is the owner of a separate interest, a copy of Civil Code Sections 5925–5965.

Service of the Request for Resolution shall be by personal delivery, first-class mail, express mail,





facsimile transmission, or other means reasonably calculated to provide the party on whom the request is served actual notice of the request. A party of whom a Request for Resolution is served has 30 days following service to accept or reject the request. If a party does not accept the request within that period, the request is deemed rejected by the party.

Completion of resolution process within 90 days

If the party on whom a Request for Resolution is served accepts the request, the parties shall complete the ADR within 90 days after the party initiating the request receives the acceptance, unless the period is extended by written stipulation signed by both parties. The cost of ADR shall be borne by the parties.

Filing certification of compliance

If a civil suit is filed, the filing party must submit to the court a certificate of compliance indicating the party has complied with the requirements of Sections 5925—5965. Failing to do so will be grounds for challenging the lawsuit.

Court discretion in awarding fees and costs based upon participation in ADR

In an enforcement action in which fees and costs may be awarded pursuant to subdivision (c) of Section 5975, the court, in determining the amount of the award, may consider whether a party's refusal to participate in ADR before commencement of the action was reasonable.

"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."

## **INTERNAL DISPUTE RESOLUTION CIVIL CODE 5900–5920**

California Civil Code Sections 5900—5920 requires community associations and their homeowners to offer to participate in some form of Internal Dispute Resolution ("IDR") prior to initiating certain types of lawsuits to superior court. An association shall provide a fair, reasonable, and expeditious procedure for resolving a dispute between an association and a member involving their rights, duties, or liabilities under the Davis-Stirling Common Interest Development Act, the Corporations Code or the associations governing documents. The IDR process supplements, and does not replace ADR.





Statutory dispute resolution procedure

Either party to a dispute within the scope of California Civil Code Sections 5900—5920 may invoke the following procedure:

- A. The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be made in writing.
- B. A member of the association may refuse a request to meet and confer. An association may not refuse a request to meet and confer.
- C. The association's board of directors shall designate a member of the board to meet and confer.
- D. 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.
- E. A resolution of the dispute agreed to by the parties shall be memorialized in writing and signed by the parties, including the board designee on behalf of the association.
- F. An agreement reached under this section binds the parties and is judicially enforceable if both of the following conditions are satisfied:
  - 1. The agreement is not in conflict with the law or the governing documents of the common interest development or association.
  - 2. The agreement is either consistent with the authority granted by the board of directors to its designee or the agreement is ratified by the board of directors.
- G. A member of the Association may not be charged a fee to participate in the process.

Each homeowner should consult with his or her own attorney regarding appropriate compliance with the ADR and IDR statutes.





## APPLICATION FOR ARCHITECTURAL MODIFICATION

Name:	
Address:	
Phone#:	
Email:	

Please describe, in detail, the proposed modification and attach the necessary documents. In order for your request to be considered:

1. Make sure you include all pertinent information (i.e. any color samples, dimensions, location of improvement, storage of materials during modification, estimated start and completion date, etc.)
2. Attach any photos
3. Contractor's full scope of work, Business License and Insurance Information


I hereby acknowledge that I will construct and maintain the proposed modification in accordance with this proposal, and that I will reimburse the Association for any and all expenses incurred as a result of this proposed modification.

--

Signature

--

Date







**ARCHITECTURAL COMMITTEE USE ONLY**

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

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

Recommendation: \_\_\_\_\_

Approve: ☐

Disapprove: ☐

Conditions of Approval or Reason for Disapproval:

\_\_\_\_\_  
Signature of Representative

1. The HOA shall bear no responsibility for performing, or paying for, any of the proposed work or improvements.
2. The proposed work or improvements shall be constructed by the owner(s) of the property in a good and workmanlike manner, and in full compliance with (i) the approved plans and drawings, (ii) the requirements set forth herein, (iii) all applicable statutes, laws, ordinances, codes and other governmental requirements, (iv) the CC&R's for the property, and (v) the HOA's rules and regulations. The HOA's review and approval of the plans, or any other submission by the owner(s), shall create no responsibility or liability on the part of the HOA for such compliance or for their completeness or design sufficiency.
3. The HOA's approval of the proposed work or improvements, or the plans relating thereto, shall in no way be deemed to be any acceptance or approval of any element contained therein which is in violation of any applicable governmental requirements, the CC&R's or the HOA's rules and regulations. Where more than one set of standards must be met, the strictest shall apply if not otherwise prohibited.
4. All construction shall be performed in a diligent manner and so as to avoid unreasonable interference with the use and enjoyment of all neighboring properties.
5. The owner(s) shall maintain all required insurance in connection with performing the work or improvements.
6. The owner(s) shall use only new first-class materials, except where explicitly shown in the plans.
7. The owner(s) shall indemnify, defend and hold the HOA and its property management company, and their respective owners, directors, officers, employees, agents, advisors and consultants, harmless from and against any and all losses, claims, damages or liabilities (including attorneys' fees) arising out of or related to these Conditions of Approval or the proposed work or improvements (including, without limitation, any negligent review and/or approval of the design, construction or maintenance of the work or improvements).

Acknowledgement and agreed to by the owner(s) as of:

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





## FHA / VA CERTIFICATION

### FHA DISCLOSURE

Certification by the Federal Housing Administration may provide benefits to members of an Association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is a condominium project. The Association of this common interest development is certified by the Federal Housing Administration.

**Pepper Tree Village is not FHA approved.**

To check the Association's FHA status please visit

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

### VA DISCLOSURE

Certification by the federal Department of Veterans Affairs may provide benefits to members of an association, including an improvement in an owner's ability to refinance a mortgage or obtain secondary financing and an increase in the pool of potential buyers of the separate interest.

This common interest development is a condominium project. The Association of this common interest development is certified by the Federal Department of Veterans Affairs.

**Pepper Tree Village is not VA approved.**

To check the Association's VA status please visit

<https://fhareview.com/check-status-fha-va-condo-approval/>



## TRID Loan Estimate Fee Schedule for Pepper Tree Village

The following information is provided by Oaktree Properties to assist you in completing the Loan Estimate. This form lists all available products for the Association and should not be considered a recommendation of what to obtain for your real estate/financing transaction. Identify the items you will order and enter the corresponding fees on the Loan Estimate.

Required Payments	Fee	When Paid
Account Set Up Fee	\$350.00	At Close
HOA Transfer Fee	\$200.00	At Close
Regular Assessment Amount	\$700.00	Monthly

Compliance Packages	Fee	When Paid
<b>Bank Owned Property Package (REQUIRED FOR FORECLOSED PROPERTIES)</b> This package is required for properties that have been recently foreclosed upon or have a deed taken in lieu of foreclosure. Included is a statement of all fees owed by the bank and disclosure information for maintaining and marketing the property. <b>Products included, if they pertain to the Association:</b> Minutes of Regular Board Meetings (Required Civil Code Sec. 4525) Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Welcome Package (Non Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) California Form 4528 Annual Board Meeting Minutes (Non Required Civil Code Sec. 4525) Unit Ledger (Non Required Civil Code Sec. 4525) Litigation (Non Required Civil Code Sec. 4525) Insurance Dec Page (Non Required Civil Code Sec. 4525) Current Unaudited Financial Documents (Non Required Civil Code Sec. 4525) W-9 (Non Required Civil Code Sec. 4525) Design Document (Non Required Civil Code Sec. 4525) Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$450.00	Up Front

<b>Closing Statement of Fees and Association Documents (Required Civil Code Sec. 4525)</b> All of the most current REQUIRED documents specified by CA Civil Code Section 4525 Documents BUT does NOT include regular Board Meeting Minutes. <b>Products included, if they pertain to the Association:</b> Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) California Form 4528 Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$405.00	Up Front
<b>Closing Statement of Fees, Association Documents and Minutes (Required Civil Code Sec. 4525)</b> All of the most current REQUIRED forms and documents REQUIRED by CA Civil Code Section 4525 PLUS Regular Board Meeting Minutes from the previous 12 months. <b>Products included, if they pertain to the Association:</b> Minutes of Regular Board Meetings (Required Civil Code Sec. 4525) Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) California Form 4528 Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$460.00	Up Front
<b>Bundle &amp; Save</b>	<b>Fee</b>	<b>When Paid</b>
<b>Association Documents (Required Civil Code Sec. 4525)</b> All of the most current REQUIRED documents specified by California Civil Code Section 4525. NOTE: Escrow must order a Closing Statement of Fees - Demand) to insure accurate closing. <b>Products included, if they pertain to the Association:</b> Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$185.00	Up Front

<b>Association Documents plus Minutes (Required Civil Code Sec. 4525)</b> All of the most current REQUIRED documents specified by California Civil Code Section 4525 PLUS Regular Board Meeting Minutes from the previous 12 months. NOTE: Escrow must order a Closing Statement of Fees - Demand) to insure accurate closing. <b>Products included, if they pertain to the Association:</b> Minutes of Regular Board Meetings (Required Civil Code Sec. 4525) Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$240.00	Up Front
<b>Condo/Coop Structural Safety &amp; Soundness Lender Questionnaire Bundle</b> This package is to provide information related to the Safety, Soundness, or Structural Integrity of the subject property. <b>Products included, if they pertain to the Association:</b> Minutes of Regular Board Meetings (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Lender Questionnaire (FOR MORTGAGE) Annual Board Meeting Minutes (Non Required Civil Code Sec. 4525) Reserve Study (Non Required Civil Code Sec. 4525) Litigation (Non Required Civil Code Sec. 4525) Current Unaudited Financial Documents (Non Required Civil Code Sec. 4525) Engineer's Report/Inspection Report (Non Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525)	\$305.00	Up Front
<b>Premium Lender Questionnaire Bundle (Best Value!)</b> EVERYTHING your underwriter needs to quickly underwrite the subject property. <b>Products included, if they pertain to the Association:</b> Articles of Incorporation (Required Civil Code Sec. 4525) Financial Statement Review (Required Civil Code Sec. 4525) Rental Restrictions (Required Civil Code Sec. 4525) Special Assessment (Required Civil Code Sec. 4525) Operating Rules (Required Civil Code Sec. 4525) Lender Questionnaire (FOR MORTGAGE) Reserve Study (Non Required Civil Code Sec. 4525) Litigation (Non Required Civil Code Sec. 4525) Insurance Dec Page (Non Required Civil Code Sec. 4525) Current Unaudited Financial Documents (Non Required Civil Code Sec. 4525) Design Document (Non Required Civil Code Sec. 4525) Bylaws (Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525) CCRs (Required Civil Code Sec. 4525)	\$305.00	Up Front

<b>Standard Lender Questionnaire Bundle</b> Minimum documentation for underwriting the subject property. For most comprehensive package, please see Premier Lender Bundle above. <b>Products included, if they pertain to the Association:</b> Lender Questionnaire (FOR MORTGAGE) Insurance Dec Page (Non Required Civil Code Sec. 4525) Annual Budget Report (Required Civil Code Sec. 4525)	\$275.00	Up Front
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<b>Individual Disclosure Forms and Association Documents</b>	<b>Fee</b>	<b>When Paid</b>
Annual Budget Report (Required Civil Code Sec. 4525)	\$50.00	Up Front
Appraiser Questionnaire	\$30.00	Up Front
Articles of Incorporation (Required Civil Code Sec. 4525)	\$35.00	Up Front
Bylaws (Required Civil Code Sec. 4525)	\$40.00	Up Front
CC&Rs (Required Civil Code Sec. 4525)	\$50.00	Up Front
California Form 4528	No Cost	No Cost
Current Unaudited Financial Documents (Non Required Civil Code Sec. 4525)	\$40.00	Up Front
Design Document (Non Required Civil Code Sec. 4525)	No Cost	No Cost
Insurance Dec Page (Non Required Civil Code Sec. 4525)	\$40.00	Up Front
Lender Questionnaire (FOR MORTGAGE)	\$245.00	Up Front
Minutes of Regular Board Meetings (Required Civil Code Sec. 4525)	\$70.00	Up Front
Operating Rules (Required Civil Code Sec. 4525)	\$30.00	Up Front
Refinance Demand	\$250.00	Up Front
Required Statement of Fees - Demand (Required Civil Code Sec. 4525)	\$250.00	Up Front
Reserve Study (Non Required Civil Code Sec. 4525)	\$55.00	Up Front

<b>Additional Fees (Optional)</b>	<b>Fee</b>	<b>When Paid</b>
CD Delivery Fee	\$30.00	Up Front
Credit Card Convenience Fee (for credit card payments only)	\$9.95	Up Front
Custom Questionnaire Fee (*Add this fee to Questionnaire Fee)	\$70.00	Up Front
Custom Questionnaire Rush Fee (*Add this fee to Questionnaire Rush Fees)	\$35.00	Up Front
Lender Questionnaire (FOR MORTGAGE) 1 business days Rush Fee	\$80.00	Up Front
Lender Questionnaire (FOR MORTGAGE) 2 business days Rush Fee	\$55.00	Up Front
Lender Questionnaire (FOR MORTGAGE) Update from 1 to 30 days	\$25.00	Up Front
Multi-Product Order 1 business days Rush Fee	\$140.00	Up Front
Multi-Product Order 3 business days Rush Fee	\$100.00	Up Front

Multi-Product Order 5 business days Rush Fee	\$75.00	Up Front
Refinance Demand Update from 1 to 14 days	No Cost	No Cost
Refinance Demand Update from 15 to 45 days	\$40.00	At Close
Refinance Demand Update from 46 to 90 days	\$60.00	At Close
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) 1 business days Rush Fee	\$140.00	Up Front
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) 3 business days Rush Fee	\$100.00	Up Front
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) 5 business days Rush Fee	\$75.00	Up Front
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Update from 1 to 14 days	No Cost	No Cost
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Update from 15 to 45 days	\$40.00	At Close
Required Statement of Fees - Demand (Required Civil Code Sec. 4525) Update from 46 to 90 days	\$60.00	At Close
Rush Existing Order (*Add this fee to Rush Fees)	\$30.00	
Three Day Shipping Fee	\$45.00	Up Front
<b>TRID</b>	<b>Fee</b>	<b>When Paid</b>
TRID-List of Fees and Charges (NOT TO BE USED FOR CLOSING)	No Cost	No Cost

**Loan Estimate Disclaimer: Fees vary by association and individual units and cannot be finalized until the closing of a transaction. Fees including, but not limited to, Regular Assessment Amount, Special Assessments, Transfer Fees, Capital Contributions, Move In Fees, Collection Fees, etc. may be assessed to each property and will be finalized on the Closing Disclosure. Please work with the Closing Agent to obtain these exact fee amounts.**

**All fees are subject to change without notice and can only be finalized at the time a transaction is prepared to close and the Closing Disclosure is completed.**

**Comments:**



## Request for Annual Preferred Delivery Methods, Representative and Rental Status

*Civil Code §4041* requires each owner of a separate interest to provide written notice to the Association of all the following information annually. **Please provide the information in the form below and return the completed form to the Association within 30 days.** If you do not provide a valid delivery method pursuant to *Civil Code §4041*, the last mailing address provided in writing by the member or, if none, the property address shall be deemed to be the address to which notices are to be delivered. (*Civil Code §4041(c)*.) To change your preferred delivery method or other information, contact the Association's designated contact in the Annual Policy Statement.

### 1. Member's Preferred Delivery Method (Check one or both and provide the information.)

**Notice: Members do not have to provide an email address to the Association.**

A valid mailing address.

A valid email address.

### 2. An alternate or secondary delivery method for receiving notices from the Association.

(Optional. Chose one or both, if desired, and provide the information.)

A valid mailing address.

A valid email address.

**3. The name, mailing address and, if available, valid email address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence from the separate interest.**

### 4. Is the separate interest –

Owner-occupied?

Rented out?

Developed, but vacant?

Undeveloped?

### 5. Member Name(s):

### 6. Separate Interest

Address:

### 7. Return form to: