

CONDO PLAN

FOR

885 SOUTH ORANGE GROVE HOA

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

832/82

BOOK 132 PAGE 22

SHEET 1 OF 9 SHEETS

TRACT No. 29994

In The City of Pasadena, State of California

BEING A SUBDIVISION
OF A PORTION OF LOT 1 OF P.C. BAKER'S SUBDIVISION AS PER MAP RECORDED IN
BOOK 53, PAGE 8 OF MISCELLANEOUS RECORDS, RECORDS OF LOS ANGELES
COUNTY AND A PORTION OF LOTS 13, 14, AND 15 IN BLOCK "A" OF REPLAT OF
THE THOMAS & WATSON'S SUBDIVISION OF THE H.S. BENNETT TRACT AS PER
MAP RECORDED IN BOOK 18, PAGE 36 OF MISCELLANEOUS RECORDS, RECORDS
OF SAID COUNTY, STATE OF CALIFORNIA.

FOR CONDOMINIUM PURPOSES
"LAND & HILLOID CIVIL ENGINEERS"

4063

FILED

AT REQUEST OF OWNER
JUL 25 1973
1 PM
LOS ANGELES COUNTY, CALIF.

IN BOOK 132

ON PAGE 22

15 DAY RECORD

LOS ANGELES COUNTY, CALIF.

EXACT REPRODUCTION

OF 212

We hereby certify that we are the owners of, record holders
of security interests herein, or are interested in the land
included within the subdivision and project shown on this
map within the colored border lines, and that we consent to
the filing of the within condominium plan pursuant to Chapter
1, Title 6, Part 4, Division Second, of the Civil Code and to
the preparation and filing of said map and subdivision.

I hereby certify I am a Registered Civil Engineer of the State of
California, that this map, consisting of 9 sheets, correctly represents
a true and complete survey made under my supervision November
1972, that the monuments of the character and locations shown herein
are in place

; that said monuments are sufficient to enable
the survey to be readily retraced.

Wesley R. Lind
Registered Engineer R.C.E. 16362
WESLEY R. LIND

BASIS OF BEARINGS

The bearing of East of the South line of Batefontaine Street
as per Tract No. 5070 Recorded in Book 53 Page 63 of Maps,
Records of Los Angeles County has been related to N 0° 02' 00" W
bearing of N 0° 02' 00" W and was used as a basis of
bearings for this map.

Monument Note

All 2" Iron Pipes shown to be set will be set below the surfaces
of the ground to a depth of 6".

IMPERIAL SAVINGS & LOAN ASSOC.
A CORPORATION
FORMERLY IMPERIAL SAVINGS AND LOAN ASSOCIATION
OF METROPOLITAN PASADENA
(OWNER)

James H. Lee
Senior Vice President

William J. Shady
Assistant Secretary

State of California
County of Los Angeles

On this 12 day of June, 1973, before me, Notary Public, appeared
the undersigned, known to me to be the Secretary, Vice
President and Assistant Secretary of Imperial Savings & Loan
Assoc., a corporation that executed the within instrument and known to me to be the
persons who executed the within instrument on behalf
of the corporation herein named and acknowledged
to me that such corporation executed the same. (My Comm. expires 12/31/73)

I HEREBY CERTIFY THAT A COPY OF THIS MAP AND INSTRUMENT WAS
FILED IN THE OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF
LOS ANGELES, HAS BEEN FILED WITH SAID BOARD AS SE-
CURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSES-
SMENTS COLLECTED AS TAXES ON LAND SHOWN ON MAPS
72 NO. 17724 AS REQUIRED BY LAW.

JAMES H. LEE, EXECUTIVE OFFICER - CLERK OF
THE BOARD OF SUPERVISORS OF THE COUNTY
OF LOS ANGELES, STATE OF CALIFORNIA

William J. Shady DEPUTY



I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP
AND IT COMPLIES WITH APPLICABLE STATE LAW AND
THAT I AM Satisfied THAT THIS MAP IS TECHNICALLY
CORRECT IN ALL RESPECTS NOT EXCEPTED TO BY THE
CITY ENGINEER.

Dated August 23, 1973

HARVEY T. BERRY
COUNTY ENGINEER

Harvey T. Berry
COUNTY ENGINEER

I hereby certify that the Board of Directors of the City of Pasadena
by Resolution No. 1830, passed on the 19 day of August 1973
approved the attached map

Dated August 14, 1973
Annelle E. Hoffman
City Clerk of the City of Pasadena

I hereby certify that I have examined this map, that it conforms
substantially to the tentative map and all approved alterations
thereof that all provisions of the Subdivision Map Act of the
State of California and of Local Ordinances of the City of
Pasadena applicable at the time of approval of the tentative
map have been complied with and that I am satisfied that this
map is technically correct with respect to City records.

Dated: Aug. 6, 1973
Harvey T. Berry
City Engineer, (Superintendent of Streets of the City of Pasadena)

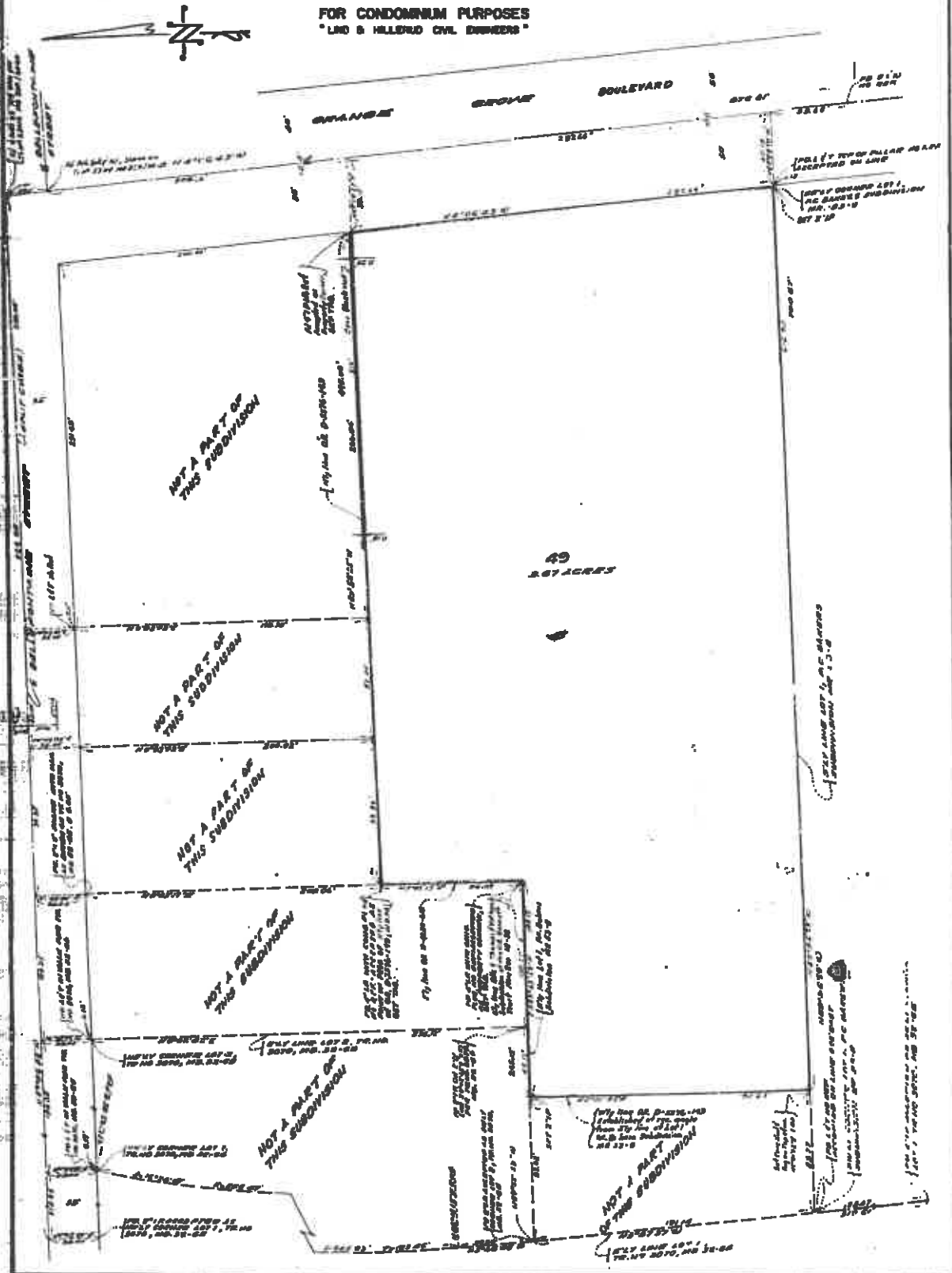
A Soils Report dated April 3, 1972 was prepared by
TRIAR ENGINEERING, INC.; Edward G. Forrester, R.C.E. 2123

SCALE: 1" = 40'

TRACT No. 29994
In The City of Pasadena, State of California

FILED WITH LOS ANGELES
COUNTY RECORDER
JUN 28 1973

FOR CONDOMINIUM PURPOSES
"LINO & HILLERD CIVIL ENGINEERS"



TRACT No. 29994

In The City of Pasadena, State of California

FILED WITH L.A. ANGELES
COUNTY RECORDER
MAR 28 1973

FOR CONDOMINIUM PURPOSES
"LIND & MILLER CIVIL ENGINEERS"

GENERAL NOTES:

1. This Tract is a Condominium Project whereby the Owners of the Units will also hold an undivided interest in the Common Areas which will in turn provide access and utility easements for the Units.
2. This Condominium Project is composed of a Common Area and 48 Units.
3. Lot 49 is the Land and Real Property included within the Boundary Lines of this Subdivision except those portions shown and defined herein as Units 1 to 48, inclusive.
4. The Units of this Project are numbered 1 to 48, inclusive. Each of Units 1 to 48, inclusive, is Comprised of 4 or more Elements as shown on Sheets 6, 7, 8 and 9 of this Map. All Elements having the same lettered designation shall constitute the Unit to be described by reference to said unit numbers.
5. Whenever reference is made to any of Units 1 to 48, inclusive, it shall be construed that reference is made to the Unit as a whole and each of its Component Elements.
6. Each of Units 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45 and 46 is composed of the following Elements: Living Area, Garage Area, Patio Area and Storage Area.
7. Each of Units 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 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SCALE: 1" = 20'

BOOK 132 PAGE 85

SHEET 4 OF 9 SHEETS

TRACT No. 29994

In The City of Pasadena, State of California

FILED WITH LOS ANGELES
COUNTY RECORDER
AUG 28 1972

FOR CONDOMINIUM PURPOSES
"LAND & RELATED CIVIL ENGINEERS"

UNIT LOCATION PLAN AT GROUND LEVEL



ORANGE GROVE BOULEVARD

City and Tract No. 29994

City and Tract No. 29994

City and Tract No. 29994

SEE SHEET 5

NOTES:
1. ALL DIMENSIONS ARE IN FEET AND INCHES.
2. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY.
3. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY.
4. ALL DIMENSIONS ARE TO THE CENTERLINE OF THE DRIVEWAY.

SCALE 1"=20'

TRACT No. 29994

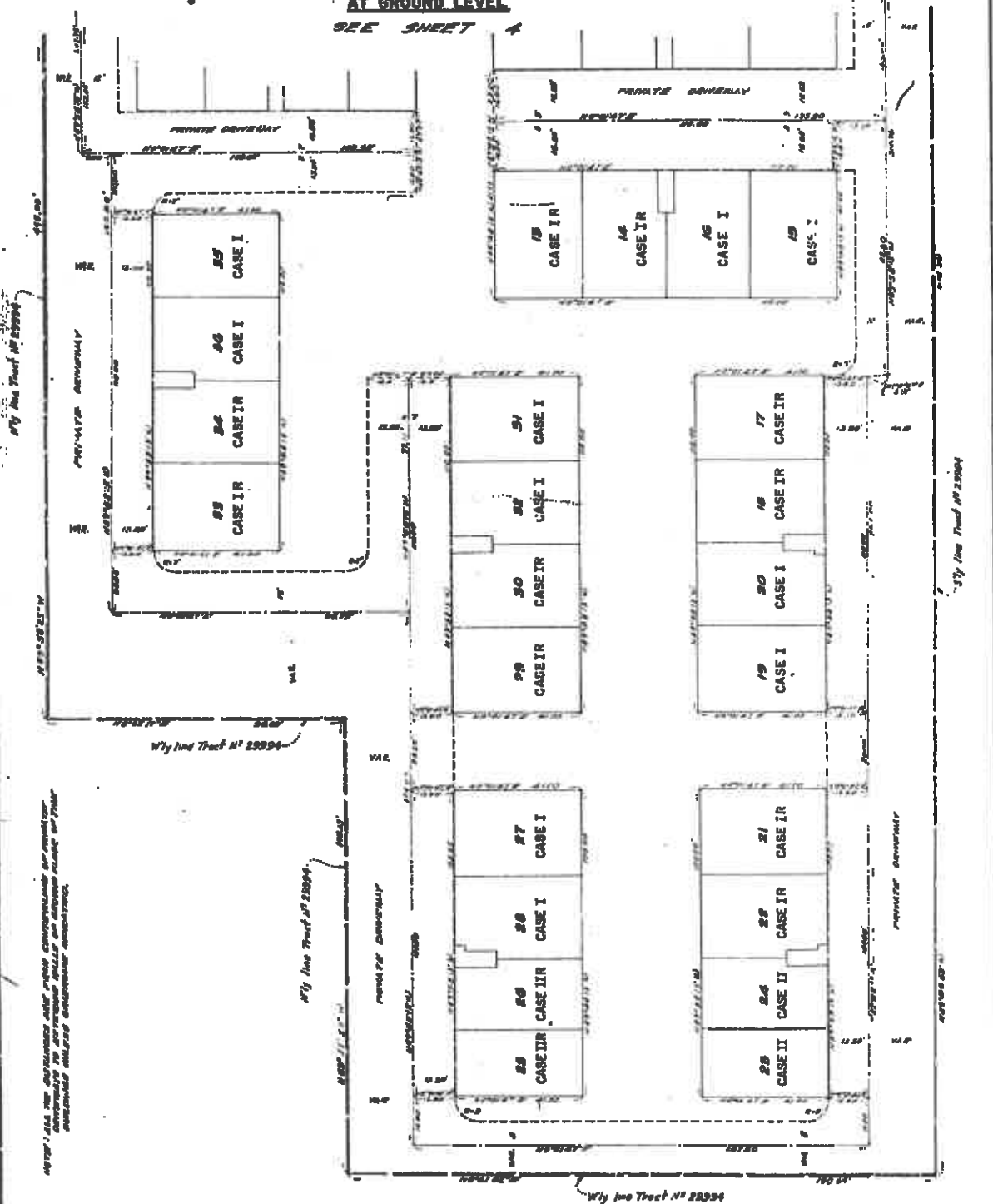
In The City of Pasadena, State of California

FILED WITH LOS ANGELES
COUNTY RECORDER
AUG 23 1979

FOR CONDOMINIUM PURPOSES
LIND & HILLENBOM CIVIL ENGINEERS

UNIT LOCATION PLAN AT GROUND LEVEL

SEE SHEET 4



SCALE: 1" = 10'

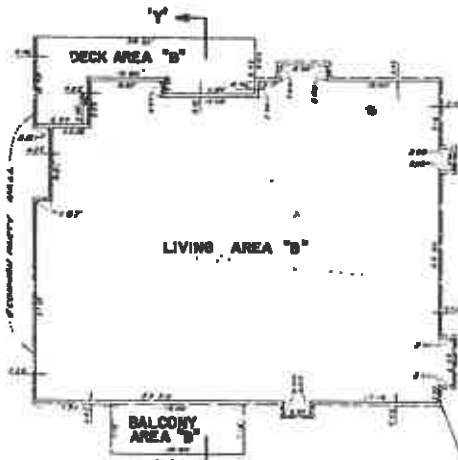
TRACT No. 29994

In The City of Pasadena, State of California

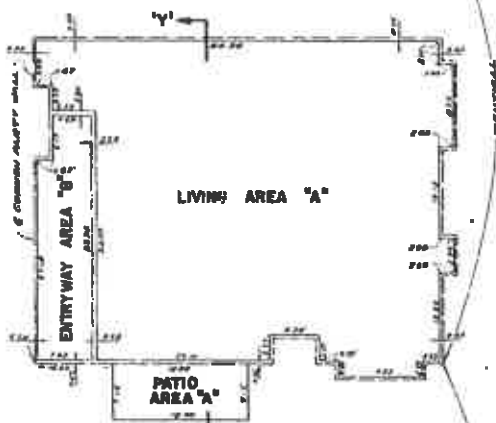
FILED WITH LOS ANGELES
COUNTY RECORDER
AUG 28 1973

FOR CONDOMINIUM PURPOSES
"LIND & MCELLEND CIVIL ENGINEERS"

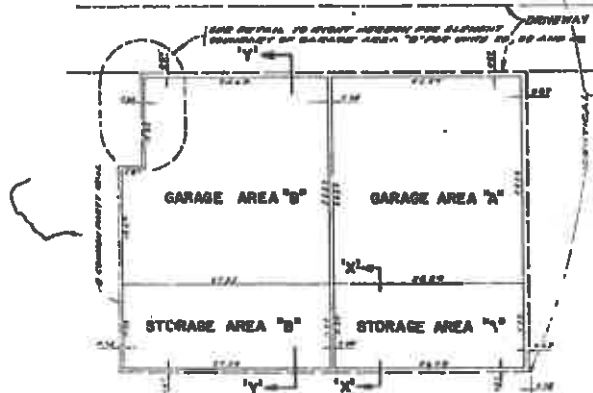
ELEMENT LOCATION PLAN



SECOND FLOOR CASE I



FIRST FLOOR CASE I



GROUND FLOOR CASE I

NOTES:

1. ALL ELEMENTS DESIGNATED "A" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 11, 15, 19, 27, 31, 35 AND 47.
2. ALL ELEMENTS DESIGNATED "B" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 12, 16, 20, 28, 32, 36 AND 48.
3. CROSS-SECTION "Y-Y" IS SHOWN ON SHEET 3.



DETAIL
ELEMENT BOUNDARY OF GARAGE
AREA "B" FOR UNITS 19, 28 AND 48
SCALE 1" = 10'



SECTION "X-X" DETAIL
CROSS-SECTION OF TYPICAL
STORAGE AREA
SCALE 1" = 2'

SCALE: 1" = 10'

BOOK 132 PAGE 88

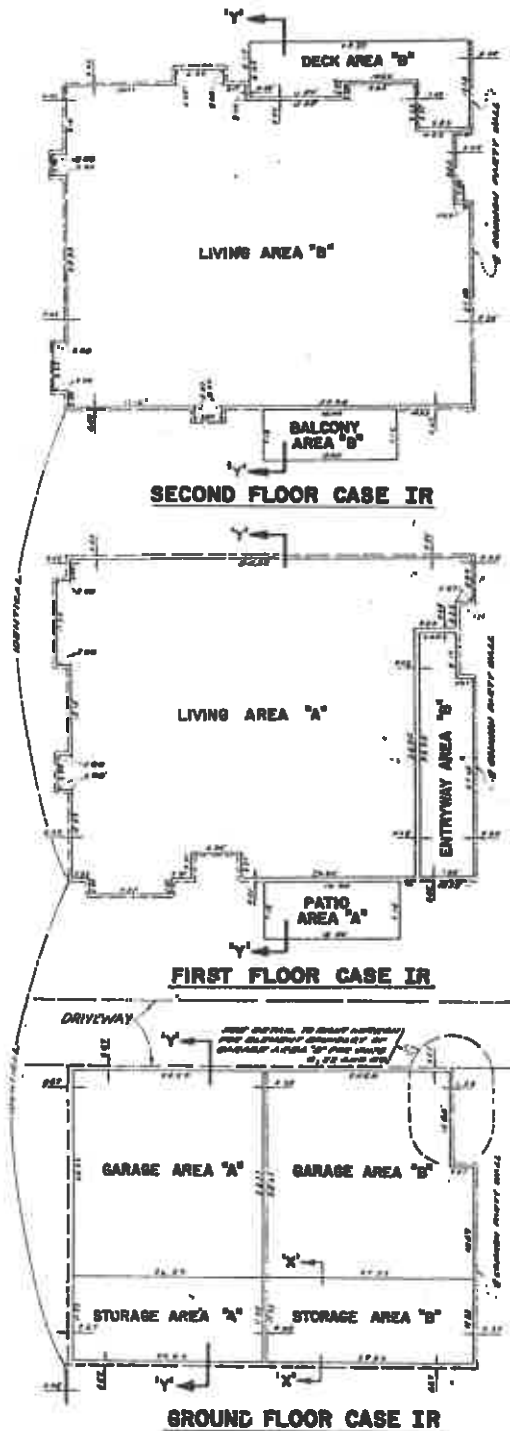
SHEET 7 OF 9 SHEETS

TRACT No. 29994

In The City of Pasadena, State of California

FILED WITH LOS ANGELES
COUNTY RECORDER
JAN 28 1973

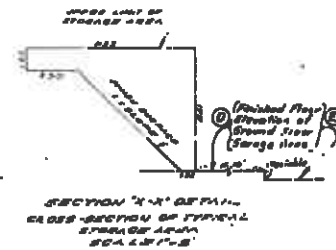
FOR CONDOMINIUM PURPOSES
"LIND & MILLER CIVIL ENGINEERS"
ELEMENT LOCATION PLAN



NOTES:

1. ALL ELEMENTS DESIGNATED "A" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 5, 9, 13, 17, 21, 29, 33 AND 41.
2. ALL ELEMENTS DESIGNATED "B" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 6, 10, 14, 18, 22, 30, 34 AND 42.
3. CROSS-SECTION "Y-Y" IS SHOWN ON SHEET 3.

DETAIL
B-SIDE VIEW BOUNDARY OF GARAGE
AREA "B" FOR UNITS 9, 21 AND 42
SCALE 1" = 10'



SCALE: 1" = 10'

BOOK 122 PAGE 27
SHEET 8 OF 9 SHEETS

TRACT No. 29994

In The City of Pasadena, State of California

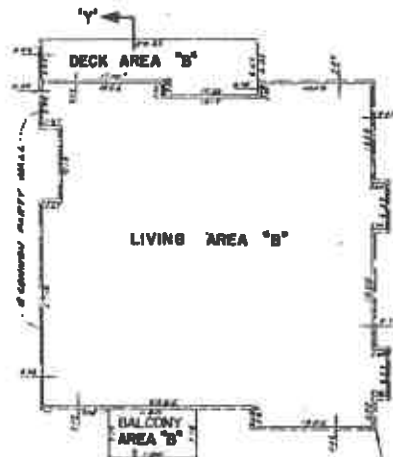
FILED WITH LOS ANGELES
COUNTY RECORDER
AUG 28 1973

FOR CONDOMINIUM PURPOSES
"LIND & HILLERUS CIVIL ENGINEERS"

ELEMENT LOCATION PLAN

NOTES:

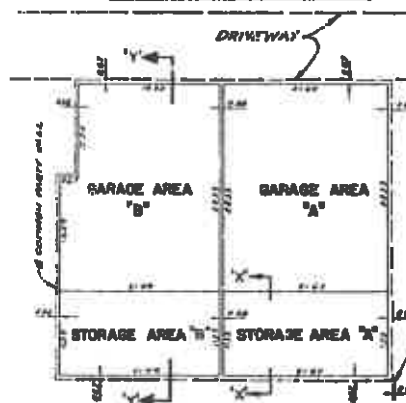
1. ALL ELEMENTS DESIGNATED "A" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 3, 7, 23, 39 AND 43.
2. ALL ELEMENTS DESIGNATED "B" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 4, 8, 24, 40 AND 44.
3. CROSS-SECTION "Y-Y" IS SHOWN ON SHEET 3.



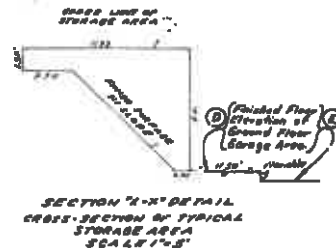
SECOND FLOOR CASE II



FIRST FLOOR CASE II



GROUND FLOOR CASE II



SCALE: 1" = 10'

BOOK 832 PAGE 90

SHEET 9 OF 9 SHEETS

TRACT No. 29994

In The City of Pasadena, State of California

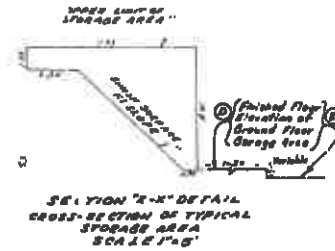
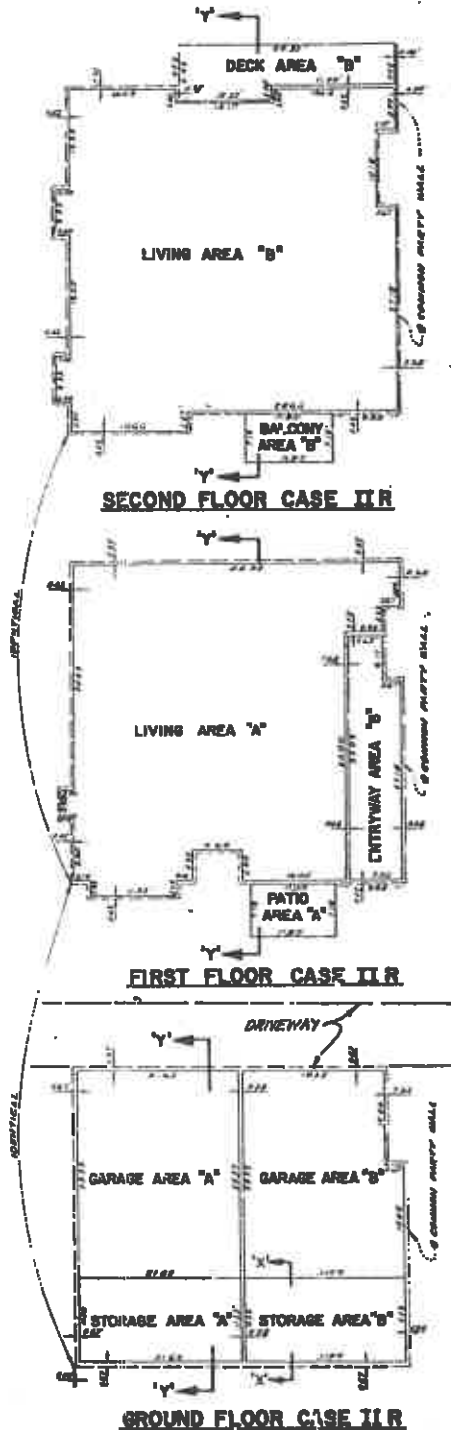
FILED WITH LOS ANGELES
COUNTY RECORDER
AUG 28 1973

FOR CONDOMINIUM PURPOSES
"LIND B. HILLENBOM CIVIL ENGINEERS"

ELEMENT LOCATION PLAN

NOTES:

1. ALL ELEMENTS DESIGNATED "A" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 1, 25, 37 AND 45.
2. ALL ELEMENTS DESIGNATED "B" HEREON SHALL CONSTITUTE THE UNIT DESCRIBED BY UNIT NUMBER 2, 26, 38 AND 46.
3. CROSS-SECTION "Y-Y" IS SHOWN ON SHEET 3.



RULES & REGULATIONS

FOR

885 S. ORANGE GROVE

HOMEOWNERS ASSOCIATION

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

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
"Association"**

Rules and Regulations Driving and Parking

Amended September 14, 2021

The following rules and regulations, which were adopted by the Board of Directors on November 12, 2013, and amended September 14, 2021 become effective 30 days after being sent to homeowners.

Residents' Automobiles. Each resident, whether a homeowner or tenant, who parks any vehicles on the premises shall provide the Association management, on a current, updated basis, a description of each such vehicle (make, model and color) and its license plate number, letters and symbols. This information is necessary in order for the Owners Association to enforce its vehicle, parking, and related rules and regulations and to provide for the general safety of the complex. Fines up to \$100 may be assessed for each violation.

Traffic in Complex. Traffic routing over the main driveways in the complex is one-way unless other temporary directions are clearly given by Association management due to repairs and other necessary diversions. The established traffic pattern must be followed for safety's sake. A fine of \$100 may be assessed for each violation, including wrong way driving through the entrance of exit gates.

Traffic Speed. Because of the danger to other drivers, residents on foot, riding bicycles or otherwise making their way on the driveways, driving speed must be restricted in the complex. Reduced speed also results in lower noise levels to the benefit of all the residents. A speed of 5 to 10 miles per hour is recommended.

Parking.

- 1) **Resident Parking.** Residents must utilize their garage parking spaces. Garages must have unobstructed space that allows for parking of two vehicles and the owner or resident vehicles must use these spaces unless there is only one vehicle in the household, in which case unobstructed space for one vehicle must be provided in the garage and used.
- 2) **Guest Parking Lot.** The complex has nine designated "guest parking" stalls for regular use for resident's guests. In cases where resident garage spaces are temporarily not available (due to construction or other infrequent situations) residents may utilize the Guest Parking Lot, however, vehicles (resident or guests) may not be parked for more than seven continuous days in the Guest Parking Lot unless specifically permitted by the

Board of Directors. The Guest Parking Lot is principally for guests, not for residents. Contractor or commercial trucks may not park in the guest parking lot and instead utilize Short Term Parking spaces if needed. The Association's landscape services are approved to park in guest parking area when onsite.

3) Short Term Parking Spaces

Areas along the north and south driveways that are not marked "No Parking" may be used as short-term parking spaces. Vehicles may only be parked in short term parking areas if they do not obstruct another vehicle using the driveways, or obstructing access to a parking area or garage (except for brief loading, unloading, etc.) Parking in violation of this rule can obstruct emergency response vehicles, as well as inconvenience other drivers and residents. Short Term Parking Spaces are primarily for temporary day parking and not intended for overnight or long-term parking unless approved by the board. Vehicle's parking in short term parking must display the phone number or unit number to which the driver is going.

A fine of \$50 may be assessed for each parking violation on a daily basis for each day or part of a day.

Responsibility for Guest, Tenants and Workers. Owners are responsible for informing their guests, tenants and workers of these rules and regulations and supervising compliance. An owner may be assessed fines not only for his or her violations but also for violations by his or her guests, tenants and workers.

885 South Orange Grove Owners Association
Unit Modification and Construction Requirements

- Any modifications which may affect the exterior of the building, the common area or exclusive use common area, or the structure of the building must be approved in advance and in writing by the Board of Directors. Modifications shall not jeopardize the safety or structural integrity of the building. At its discretion, the Board may require construction-scale drawings or plans for its review, and may also require that a licensed structural engineer or other appropriate professional review and certify such modifications at the owner's expense.
- Only minor modifications to load bearing walls will be considered and will require certification by a licensed structural engineer.
- Contractors and subcontractors will be licensed, bonded and insured for the specific work being performed. Evidence of General Liability and Workers Compensation Insurance naming 885 South Orange Grove Owners Association as Additional Insured, must be provided to the Association Management.
- Contact information for the general contractor will be provided to the Association management.
- Owner or contractor will obtain all permits required by the City of Pasadena, including for wiring and plumbing modifications, which will be posted on site and copies provided to the Association.
- Construction activity will create as little disturbance to neighbors as possible and noise-generating activities will be confined to the hours of 8 am to 6 pm Monday through Friday.
- Construction materials and waste are to be confined to the unit interior except for temporary loading or unloading. Waste must be taken off-site and no waste is to be placed in the property's dumpsters.
- Construction workers will not park anywhere within the 885 Complex, unless they are loading or unloading or need ready access to tools or materials, in which case one vehicle may park in front of the Unit garage entrance only and not inhibit vehicular access for other owners. All drivers will strictly observe the one-way traffic pattern in the complex.
- Representatives of the Board of Directors or their designees are to be granted access upon demand, following reasonable notice, to review the work.
- The Architectural Committee of the Association may approve minor exceptions to the above.
- Owner must acknowledge and agree to abide by these requirements and return this acknowledgement to Baldwin Real Estate Management before construction may begin.

Please feel free to contact Baldwin Real Estate Management if you have any questions (626) 821-5209 or LeeAnn@BaldwinManagement.com

LeeAnn Polarek
Baldwin Real Estate Management
% 885 South Orange Grove Owners Association
50 E. Foothill Blvd., Suite 200, Arcadia, CA 91006

I Acknowledge and Agree to the terms listed above:

Unit Owner

Date

885 South Orange Grove
Rules for Balcony Use and Maintenance
June 7, 2010

Our Association is in process of assessing and repairing second-floor balconies. Several have been completed and others will be repaired in the future depending on their condition and available funds.

In order to protect our investment in new balcony floor surfaces and to prolong the life of existing balcony floor surfaces, the Board of Directors has adopted the following rules with regard to balcony use and maintenance. Please note that the Association's CC&R's place the responsibility for maintenance and repair of the balcony floor surfaces (including the consequences of voided warranties) with the homeowner. Also, homeowners are responsible for informing tenants of these rules and for any actions by their tenants. The Board or its representatives may inspect balconies from time to time to assure compliance with these rules.

1. **No penetration of balcony floor surfaces by any means is permitted at any time.** This includes *any* nails or screws for any purpose. There are no exceptions.
2. Balcony floor surfaces should be cleaned at least annually with a mild solution of TSP, Formula 409 or equivalent cleaner, scrubbed *lightly* with a brush or broom, and rinsed clean.
3. No solvents or other harsh chemicals should be applied to balcony floor surfaces. This includes painting or stripping paint from furniture or other items or similar activities. As the Association cannot define every damaging chemical or activity, homeowners and tenants must exercise reasonable judgment.
4. No pointed chair or table legs, plant stand legs or other sharp edges should be placed on balcony floor surfaces as they may dent or penetrate them. Place plastic or nylon pads under such items.
5. A protective hard plastic pan (not metal, which will rust) made for this purpose should be placed under barbecues. Coals will burn and penetrate the surface and charcoal barbecues are strongly discouraged. Grease or food spills must be cleaned up immediately.
6. Potted plants can damage balcony floor surfaces in several ways (weight, water ponding, chemical damage, debris, and staining.) Use as light a container as possible. Plastic coasters or dishes must be used under plant containers. Move plants periodically to allow the deck surfaces to dry. Self-contained or internal drainage systems are preferable. Stains must be cleaned.
7. No added balcony floor coverings, including carpet, tile, stone, vinyl, etc. are allowed over the installed waterproof surface. Small door mats are permitted but they should not have petroleum-based or rubber backing (which causes a chemical reaction with the surface material). Natural fiber mats are preferable.
 - The Board is exploring wooden platforms that may be allowed to be placed over the balcony floor surfaces. Check with the Association manager before considering a wooden platform material to assure it is approved.

- Existing carpet, tile or other balcony floor surface coverings should not be removed until the balcony is scheduled for repair, unless otherwise directed.
8. Pet waste can cause damage and stains (and obnoxious runoff for downstairs neighbors). Do not allow pets to soil balcony floors and remove waste immediately if they do.
 9. Satellite dishes or their wiring may not be installed on any part of any balcony. Contact Association management before scheduling any satellite television installation or modification.
 10. Drainage points must be kept clear of obstructions to permit proper water drainage.
 11. If damage to the balcony floor surfaces occurs, contact Association management as soon as possible for evaluation.

**885 S. Orange Grove Blvd. Homeowners Association
Approval for Installation of Satellite Dish or Cable TV**

****NOTE: You MUST contact Association Management (626) 821-5209
PRIOR TO ANY satellite or cable TV installation****

GENERALLY:

Approval is needed for:

- ANY new installation of a satellite television dish
- ANY new or re-routed satellite or cable television cabling on the building exterior

Approval is NOT needed for:

- Extension or re-routing of satellite or cable television wiring entirely within a unit
- Replacement, addition or upgrading of receivers or other equipment within a unit
- Replacement or upgrading of only the satellite dish, if new or additional mounts or wiring are not needed

STEPS TO FOLLOW:

1. Call LeeAnn at Baldwin Real Estate Management (626) 821-5209 prior to ANY installation to determine if approval is needed (there may be variations or exceptions to the above).
2. If approval is needed, obtain a signature from one of the following: a member of the Architecture Committee, a member of the Board of Directors, or Baldwin Management, approving your installation.
3. Contact a vendor for your satellite TV installation. Provide the attached form to the installing technician. The attached form must be signed both by you and by the installer and returned to Baldwin Management. You may be held responsible for improper installation or damage.
4. Contact Charter Cable for cable TV (non-satellite) installations.
5. Return a signed copy of this page to Baldwin Management IF approval is needed.
6. Owners must pay all installation costs, including additional equipment if needed.

Installation Approved:

Unit No: _____

Date: _____

Signature and Position (Architectural
Committee or Board Member)

885 S. Orange Grove Blvd. Homeowners Association

INSTRUCTIONS FOR TV SERVICE INSTALLERS

1. The unit owner or tenant must show you a signed approval for this installation if a new or replacement satellite dish or any external wiring will be installed or moved. (Approval is not needed for interior-only installations or replacement antennas on the same mount.)
2. You must use a weighted platform mount for the dish. You may not attach a dish in any other way, including to plumbing vents or any other structure.
3. You must install the platform mount in the flat roof area. No dishes may be mounted on any walls, balconies, patios, parapet walls, eyebrow roofs or anywhere other than the flat roof area.
4. The dish must be positioned away from the edge of the roof so it cannot be seen from ground level.
5. You may not put any fasteners, clips, nails, screws, bolts or any other penetrating objects into the roofing, parapet wall or balcony floor materials.
6. To the extent possible you should run external cable next to or behind trim pieces. Use the minimum number of clips and fasteners and the most appropriate color of cable.
7. If you need to penetrate the outer wall to run cable into the unit, if possible pick an inconspicuous place not exposed to rain or irrigation. Any such holes must be sealed.

Unit owners will be responsible for damage and repair costs resulting from violating these rules.

Installer Name

Unit Number: _____ Date: _____

Company

Unit Owner or Tenant

885 ORANGE GROVE OWNERS ASSOCIATION WOOD FLOOR SOUNDPROOFING SPECIFICATIONS

Wood floor installation for second floor owners, the owner(s) must first obtain approval for wood floor installation and provide the architectural committee with the soundproofing material that will be used under the wood floors.

Attached are some approved minimal soundproofing material you may choose to use. If you choose a different material you must establish comparable material.

→ See attached First Step Underlayment information.

→ See attached Silent Blue underlayment information.

→ See attached Whisper Step underlayment information.

After final approval from the Architectural Committee and after the work has been completed the owner will need to provide a copy of the receipt and contractor approval of the material that was installed.

885 Orange Grove Owners Association CC&R:

Section 6.2 - Maintenance of Unit and Exclusive Use Common Area. Subject to the architectural restrictions set forth in Articles V (Use Restrictions) and XIII (Architectural Review) of this Declaration, each Owner shall have the following rights and obligations:

(a) Decorating Authority. Each Owner shall have the exclusive right, at his or her sole cost and expense, to paint, repaint, tile, wax, paper or otherwise refinish and decorate the inner surfaces of the walls, ceilings, floors and doors bounding his own Unit, and at his or her sole cost and expense, to substitute new finished interior surfaces in place of those existing on said walls, floors, partitions or ceilings, **provided, however, any change in floor surface must include sound proofing equal to or greater than that provided in the padding and carpet originally installed by the Project developer.**

WINDOW STANDARDS

4/1/19

The HOA's interest in approving all window and sliding door replacements is two-fold: (1) ensure that replacements are consistent with the appearance of the original windows to maintain the uniform architectural features of the complex and (2) be sure that all replacement work is done in accordance with then current city codes, including energy efficiency (Title 24 or subsequent code provisions).^{*} The Board has adopted a set of replacement windows /doors that meet these two objectives.

Manufacturer	Milgard
Series	"Ultra" Fiberglass
Exterior Frame and Grid Color	"Black Bean"
Exterior Hardware Color	"Black Bean"

All windows and doors to be replaced with same-sized replacements

Single, double or triple panes are permitted provided city energy code requirements are met.

Sliding Glass Doors:	Stationary and movable panels (X/0) to match original Full Glass, NO grids
----------------------	----------------------------------------------------------------------------

Single Hung Windows:	Number and size of "lites "or "panes" in each frame to match original Bathroom windows may be frosted
----------------------	----------------------------------------------------------------------------------------------------------

Sliding or Casement Windows: Not Permitted

Permits from the City are required; work to be completed by licensed and insured contractor per HOA rules.

^{*} Note, should these windows no longer be in compliance with city codes due to changes in the codes or are no longer available, the applicant may suggest a replacement to be considered by the Board.

Vehicle Electric Charging Stations

The 885 South Orange Grove Owners Association will allow the installation of electric vehicle charging equipment within unit garages, subject to the following requirements and responsibilities. Electric vehicle charging equipment is not allowed within any portion of a unit except within individual garages, in the common area, or in exclusive use common areas.

Owner Requirements. Electric vehicle charging stations must comply with all state, local and electric utility requirements. In addition, unit owners must obtain prior, written HOA approval for the installation and agree in writing to the following:

- A licensed, bonded and insured electrical contractor must install the charging station. The contractor must certify in writing to the Association that the unit's electricity supply, breaker panel and wiring have adequate capacity to support the charging station in addition to the unit's other electrical requirements
- The unit owner must obtain any required city permits and electric utility approvals.

Owner Responsibilities. The owner and each subsequent owner of the unit where an electric vehicle charging station has been installed shall be responsible for all of the following:

- Maintenance, repair, replacement and removal of the charging station.
- Damage to the charging station, unit, adjacent units, common area, or exclusive use common areas, resulting from the installation, use, maintenance, repair, removal, or replacement of the station.
- Electricity costs associated with use of the charging station.
- Disclosing the charging station and the related responsibilities to subsequent owners.

885 ORANGE GROVE OWNERS ASSOCIATION ESTATE AND MOVING SALES

An owner or their legal representative may hold an Estate Sale or a Moving Sale with prior approval of the Board after a property has been listed for sale or the property ownership has been changed without sale, subject to the following:

- Signs may not be posted on or around the property or visible from the street, even if on another property or the parkway.
- The driveway and pedestrian gates may not be held or left open at any time. Access to the units must be through the use of call boxes only.
- The owner or controller of the Sale must control the traffic and parking during the sale. Parking is limited to guest parking areas.
- Parking behind the unit is not allowed except for loading.
- The sale must be conducted completely within the unit, patio/balcony. No items may be placed in the driveway or anywhere else outside of the unit.
- The sale may be held only between 9:00am - 6:00pm and may be held on any day(s) of the week.
- A moving or Estate sale may not be conducted for more than two days, whether consecutive or not, for any unit within one year. Delisting and relisting a property for sale does not "reset the clock". This limitation does not apply to by appointment only sales.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION BALCONY, PATIO AND OTHER AWNING & SHADES STANDARDS

All Awnings and Exterior Shades require approval prior to installation, including replacement of existing awnings and shades. To ensure continuity and compatible design, the board has established color requirements. Two colors have been approved, one designed to match the existing stucco paint color and the other to be harmonious with the color of the wood trim. . Only solid colors will be approved (no stripes, prints, mixes or the like).

The factors used to approve a color applicable to each installation will be determined based on a number of factors including location of the installation, visibility and color of other approved awnings or shades in the area. The approved colors are from Sunbrella, other manufacturers may be submitted for approval provided the colors and quality of materials are consistent. Should the approved colors be discontinued, the Board will adopt a replacement

Color: From Sunbrella:

 Linen

 SUNBRELLA SEAMARK

 SKU_ 2104-0063

 Walnut Brown Tweed
 SUNBRELLA SHADE

 SKU_ 4618-0000

Vertical balcony shade opening/closing mechanisms must be inside the balcony or patio so that they are not visible from outside the unit. The shade must fill the entire horizontal space between uprights, not a portion.

Awning supports must be of the permanent, rigid type. Fabrics may not be supported by ropes, cables or other non-rigid means.

BYLAWS

FOR

885 S. ORANGE GROVE

HOMEOWNERS ASSOCIATION

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

AMENDED AND RESTATED
BYLAWS OF
885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
An Unincorporated Association

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ARTICLE I GENERAL PROVISIONS

Section 1.1 - Name. The name of the Association is 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION ("Association"). The Association is an unincorporated association formed under Section 20000 et seq. of the California Corporations Code (the "Corporations Code"). The principal office of the Association shall be at such place in the County of Los Angeles as the Board may designate from time to time.

Section 1.2 - Purpose. The Association has been formed for the purpose of performing the powers and duties of the Association as set forth in these Bylaws and that certain Amended and Restated Declaration of Covenants, Conditions and Restrictions ("Declaration") which has been or is to be recorded in the Office of the Los Angeles County Recorder and which may be amended from time to time, in connection with that certain condominium project ("Project") described as Tract No. 29994, County of Los Angeles, State of California, as per map recorded in Book 832, Pages 82 through 90, inclusive, in the Office of the Los Angeles County Recorder.

Section 1.3 - Definitions. Any capitalized term used herein which is not defined herein shall have the same meaning as it has in the Declaration.

ARTICLE II MEMBERSHIP RIGHTS AND PRIVILEGES

Section 2.1- Members' Rights and Duties. No Member shall have the right, without the prior approval of the Board, to exercise any of the powers or to perform any of the acts set forth in these Bylaws or the Declaration delegated to the Board or the Association. However, each Member shall have all of the rights and privileges including, but not limited to, property rights and rights of access to and over, and use and enjoyment of the Common Area granted to the Members or Owners by these Bylaws or the Declaration subject to such limitations, as may be imposed in accordance therewith. The Board shall have the power, but not the obligation, to cause the issuance of evidence of membership in the Association to the Members thereof in such form as the Board shall determine.

Section 2.2 - Transfer of Membership. The right of membership of each Owner shall be appurtenant to the Condominium giving rise to such membership, and shall not be assigned, transferred, pledged, conveyed or

alienated in any way except upon the transfer of title to said Condominium, and then only to the transferee of title to said Condominium. Any attempt to make a prohibited transfer shall be void. Any transfer of title to a Condominium shall operate automatically to transfer the membership in the Association appurtenant thereto to the new Owner thereof.

Section 2.3 - Voting Classes. The Association shall have one class of voting membership.

Section 2.4 - Voting Rights. All Members shall be entitled to one vote for each Condominium in which they hold an interest. When more than one person holds such interest in any Condominium, all such persons shall be Members. However, each Condominium, regardless of the number of Owners thereof, shall be represented in the Association by only one (1) vote which may be cast only as a unit by the Owner or Owners thereof. Except as otherwise provided in these Bylaws, whenever in these Bylaws or the Declaration require the vote, assent or presence of a stated number of Owners or Members entitled to vote on a matter or at a meeting with regard to the taking of any action or any other matter whatsoever, the provisions of this Section 2.4 and Section 2.6 below (regarding suspension of an Owner's voting rights) shall govern as to the total number of available votes, the number of votes an Owner is entitled to cast at any meeting, and the manner in which the vote attributable to a Condominium having more than one Owner shall be cast.

Section 2.5 - Joint Owner Disputes. The vote for each Condominium may be cast only as a unit, and fractional votes shall not be allowed. In the event that joint Owners are unable to agree among themselves as to how their vote or votes shall be cast, they shall lose their right to vote on the matter in question. If any Owner or Owners cast a vote representing a certain Condominium, it will thereafter be conclusively presumed for all purposes that he, she or they were acting with the authority and consent of all other Owners of the same Condominium. In the event more than one (1) vote is cast for a particular Condominium, none of said votes shall be counted and all of said votes shall be deemed void.

Section 2.6 - Suspension of Voting Rights. Following the notice and hearing procedures set forth in Section 2.7 below, the Board shall have the right to suspend the voting rights and/or Common Area use rights of any Member or Members of this Association for the period during which any assessment against the Condominium owned by such Member or Members and giving rise to such membership, remains unpaid and delinquent. However, no suspension of Common Area use rights will impede or limit an Owner's right of

ingress to and egress from his or her Unit. The Board shall also have the right to suspend such voting and/or Common Area use rights for a period not to exceed thirty (30) days or for as long as the violation continues for any infraction of the Declaration and/or the Rules and Regulations committed by any Owner, the Owner's guests, servants, family members, tenants or invitees. Suspensions apply to any such Owner, his servants, guests, tenants, invitees or the members of the Owner's family. In addition to suspension rights, the Board may impose a monetary penalty on any Owner for each such other infraction, in accordance with the provisions of the Declaration.

Section 2.7 - Notice and Hearing Procedures. The Board shall have the right, as provided in Article VII, Section 7.5(b) of the Declaration, to establish and from time to time to modify the rules and regulations for allowing an Owner a hearing for an alleged violation of these Bylaws, the Rules and Regulations or the Declaration where such Owner may have his voting rights or common area privileges suspended and/or have a monetary penalty imposed. The rules or regulations relating to hearings established and maintained by the Board shall be fair and reasonable, as required pursuant to Corporations Code Section 7341 or any successor section thereto, and shall comply with Civil Code Section 1363(h) or any successor section thereto.

ARTICLE III MEETINGS OF MEMBERS

Section 3.1 - Place of Meetings. All meetings of the Members shall be held at the principal office of the Association as set forth in these Bylaws, or at such other place designated by the Board; provided that such other place is located as close to the Project as possible.

Section 3.2 - Annual Meetings. The annual meeting of the Members shall be held during the month of February, at such time and date as may be designated by the Board; provided that such date shall not fall on a legal holiday. The order of business of all annual meetings shall be as follows, unless otherwise changed by the Board:

- (a) Roll Call;
- (b) Proof of Notice of Meeting;
- (c) Reading of Minutes of the Last Annual Meeting;

- (d) Reports of Officers;
- (e) Election of the Directors, if any are to be elected (including completion and collection of ballots);
- (f) Unfinished Business; and
- (g) New Business.

Section 3.3 - Notice of Annual Meetings.

(a) Method of Delivery. Written notice of each annual meeting shall be given to each Member entitled to vote, either personally or by mail or other means of written communications, charges prepaid, addressed to such Member at his or her address appearing on the books of the Association or given by him or her to the Association for the purpose of notice. If any notice or report addressed to the Member at the address of such Member appearing on the books of the Association is returned to the Association by the United States Postal Service marked to indicate that the United States Postal Service is unable to deliver the notice or report to the Member at such address, all future notices or reports shall be deemed to have been duly given without further mailing if the notice or report shall be available for the Member upon written demand of the Member. If a Member gives no address, notice shall be deemed to have been given him or her if sent by mail or other means of written communication addressed to the place where the principal executive office of the Association is situated, or if published at least once in some newspaper of general circulation in the county in which said principal executive office is located.

(b) Time for Delivery. All such notices shall be given to each Member entitled thereto not less than ten (10) days nor more than sixty (60) days before each annual meeting. Any such notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or sent by other means of written communication.

(c) Content of Notice. Such notices shall specify:

(1) Place, Time, etc.. The place, the date, and the hour of such meeting;

(2) Required Disclosures. Any matter required to be disclosed by Corporations Code Section 7511, as such section may be amended

from time to time, and such other matters, if any, as may be expressly required by statute; and

(3) General Nature. The general nature of a proposal, if any, to take action with respect to approval of: (i) a contract or other transaction with an interested director, (ii) a reorganization of the Association as defined in Section 181 of the Corporations Code; (iii) voluntary dissolution of the Association, or (iv) a distribution in dissolution other than in accordance with the rights of outstanding preferred shares, if any; and

Section 3.4 - Special Meetings. Special meetings of Members, for any purpose or purposes whatsoever, may be called at any time by the President or by the Board, or by any two or more Members thereon, or by five percent (5%) or more of the Members; provided that no special meeting may be held or called within ten (10) days of the organization meeting. Except, in special cases where other express provision is made by statute, these Bylaws or the Declaration, notice of such special meetings shall be given in the same manner as for annual meetings of Members.

Section 3.5 - Adjourned Meetings and Notice Thereof. Any Membership meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by the affirmative vote of a majority of the votes entitled to be cast and represented at such meeting in person or by proxy, but in the absence of a quorum, no other business may be transacted at any such meeting unless these Bylaws or the Declaration otherwise provides. When any membership meeting, either annual or special, is adjourned for thirty (30) days or more, notice of the reconvening of the adjourned meeting shall be given as in the case of the original meeting so adjourned. Except as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at any adjourned meeting, other than by an announcement at the meeting at which such adjournment is taken.

Section 3.6 - Quorum.

(a) Percentage Required. The presence either in person or by proxy at a meeting of Members representing and entitled to cast at least fifty percent (50%) of the total votes, i.e., the number of Condominiums in the Project minus the number of Condominiums as to which voting rights are suspended in accordance with these Bylaws at the time of the subject meeting (the "Total Votes"), shall constitute a quorum for any action by the Members, unless a different requirement is imposed by these Bylaws or the Declaration. A majority of the Total Votes present at a meeting at which a quorum is present

shall prevail at such meeting unless a different percentage is required by these Bylaws or the Declaration. The Members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Members, so that less than a quorum is present, and the Members then remaining and entitled to cast votes at such meeting shall constitute a quorum in connection with the conducting of such business prior to adjournment.

(b) Lack of Quorum. If any meeting cannot be held because a quorum is not present, a majority of the Members either in person or by proxy and entitled to vote, may adjourn the meeting to a time not less than forty-eight (48) hours nor more than thirty (30) days from the time the original meeting was called, at which meeting the quorum requirements shall be twenty-five percent (25%) of the Total Votes. If, at such adjourned meeting a quorum is not present, the meeting may be adjourned until such time as a quorum of at least twenty-five percent (25%) of the Total Votes can be convened.

Section 3.7 - Consent of Absentees. The transactions of any meeting of Members, either annual or special, however called and noticed, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present, either in person or by proxy, and if, either before or after the meeting, each of the Members entitled to vote and not present in person or by proxy, signs a written waiver of notice, or a consent of the holding of such meeting, or a written approval of the minutes thereof. All such waivers, consents, or approvals shall be filed with the Corporate records or made a part of the minutes of the meeting.

Section 3.8 - Action Without Meeting. Any action, which under the provisions of the Corporations Code may be taken at a meeting of the Members, may be taken without a meeting if done so by written ballot as provided for in the Corporations Code. Such ballot shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, provide a reasonable time within which to return the ballot to the Association and specify the time by which the ballot must be received in order to be counted. Such ballot shall also indicate the number of responses needed to meet the quorum requirement and, with respect to ballots shall state the percentage of approvals necessary to pass the measure submitted. Approval by written ballot pursuant to this Section shall be valid only when the number of votes cast by ballot within the time period specified equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve at a

meeting at which the total number of votes cast was the same as the number of votes cast by ballot. The time fixed for the return of written ballots may be extended only if the Board so notifies the Members in the balloting solicitation materials originally sent to the Members and then the Board notifies the Members of such extension before the expiration of the deadline, and then for no more than two (2) successive periods of sixty (60) days each.

Section 3.9 - Proxies. Every person entitled to vote or execute consents shall have the right to do so either in person or by an agent or agents authorized by a written proxy executed by such person or his or her duly authorized agent and filed with the Association prior to the commencement of voting at the meeting at which the proxy is to be exercised. Every proxy shall be revocable by the person granting it announcing its revocation to the Secretary of the meeting at which it would otherwise be exercised prior to the exercise thereof and shall automatically cease upon sale or conveyance by the person granting the proxy of his or her interest in his or her Condominium.

Section 3.10 - Action by Members. Unless stated herein, in the Declaration approved by the Members of the Association, or pursuant to law, all action required or permitted to be taken by the Members of the Association may be taken by the approval of a vote of a majority of the Total Votes (as defined in Section 3.6 of this Article III) attending or represented at a meeting of the membership called pursuant to these Bylaws if a quorum is or was present.

ARTICLE IV DIRECTORS RIGHTS AND PRIVILEGES

Section 4.1 - Number, Qualifications, Term of Office. The affairs of the Association shall be managed by a Board of five (5) directors who must be Members of the Association and at least eighteen (18) years of age. The directors of this Association shall serve for a term of two (2) years with three (3) directors elected in odd-numbered years and two (2) directors elected in even-numbered years. Each director shall hold office until a successor is elected pursuant to the preceding sentence or until he or she resigns or is removed. The number of directors may be increased or decreased from time to time by an amendment to these Bylaws.

Section 4.2 - Election: Cumulative Voting. The election of Members to the Board shall be by cumulative voting as described herein. All Owners shall have the right to cumulate their votes for candidates in

nomination. Under cumulative voting, each Owner, either in person or by proxy, may give a single candidate the number of votes equal to the number of directors to be elected, multiplied by the number of votes the Owner is entitled to exercise under the Declaration, or the Owner may distribute the cumulated votes among any two (2) or more candidates as the Owner desires. The candidates receiving the highest number of votes up to the number of Board members to be elected shall be elected.

Section 4.3 - Removal. Subject to the provisions of the Corporations Code, the entire Board or any individual director may be removed from office, with or without cause at any duly called, noticed and held annual or special meeting of the Members, at which a quorum is present. Subject to more restrictive limitations in the Corporations Code, the entire Board may be removed by a majority of the voting power entitled to vote at an election of the Board. Unless the entire Board is removed by a vote of the Owners, an individual director may not be removed prior to the expiration of his or her term, if the votes against his or her removal would have been sufficient to elect that director if cast cumulatively at an election at which the same total number of votes were cast and all directors authorized at the time of the most recent election of that director were being elected.

Section 4.4 - Vacancies.

(a) Filling of Vacancies. A vacancy created by removal of a director by the Members can be filled only by election of the Members. All other vacancies in the Board may be filled by a majority of the remaining directors.

(b) Creation of Vacancy. A vacancy or vacancies shall be deemed to exist in case of the death, resignation or removal of any director, or if the Members shall increase the authorized number of directors, but shall fail at the meeting at which such increase is authorized or at any adjournment thereof to elect the additional directors so provided for, or in case the Members fail at any time to elect the full number of authorized directors. If the Board accepts the resignation of a director tendered to take effect at a future time, the Board shall have the power to elect a successor to take office when the resignation shall become effective. In the event that any Board member shall be absent from four (4) consecutive regular meetings of the Board, the Board may, by action taken at the meeting during which said fourth (4th) absence occurs, declare the office of said absent director to be vacant.

(c) Term. Each director appointed to fill a vacancy shall hold office for the remainder of the unexpired term of his or her predecessor.

Section 4.5 - Powers and Duties. Subject to the limitations of these Bylaws, the Declaration and the Corporations Code as to action required to be taken, authorized or approved by the Members of the Association, or a portion or percentage thereof, all Association powers and duties, including those set forth in the Declaration shall be exercised by, or under the authority of the Board, and the business and affairs of the Association shall be controlled by the Board and the Board shall have such powers and duties as are set forth in the Declaration. Without limiting the generality of the foregoing, the Board shall have all the power, duties and authority, vested in or delegated to the Board or the Association (unless otherwise specifically reserved to the Owners), whether by these Bylaws, the Declaration, or pursuant to California law.

Section 4.6 - Compensation. No director of the Association shall receive any salary or other compensation for services rendered as a director or officer of the Association except as may be provided for in the Declaration. However, directors and officers shall be reimbursed for expenses incurred in connection with the business of the Association and authorized by the Board. Nothing herein shall preclude any director from serving the Association in any capacity other than as an officer or a director and receiving compensation therefor, as authorized and approved by the Board. Any director receiving any special compensation for services in such other capacity shall be excluded from deliberations and voting by the Board relating to the authorization thereof and fixing compensation with regard thereto.

Section 4.7 - Executive Committee. The Board shall have the power to appoint an executive committee and to delegate to such committee any of the powers and authority of the Board in the management of the business and affairs of the Association, except the power to adopt, amend or repeal the Bylaws. The Executive Committee shall be composed of three (3) or more directors, one of whom shall be the President of the Association.

ARTICLE V MEETINGS OF DIRECTORS

Section 5.1 - Place of Meeting. All meetings of the Board shall be held at the principal office of the Association, or at such other place designated by the Board; provided that such other place is located as close to the Project as possible.

Section 5.2 - Organization Meeting of The Board. At each annual meeting of Members, the Board shall hold a regular meeting at the same place for the purpose of organization, election of officers and the transaction of other business. Notice of such meeting is hereby dispensed with.

Section 5.3 - Regular Meetings. Regular meetings of the Board shall be held monthly at such place as may be designated by the Board from time to time; provided that the Board may by resolution change the day, hour and/or place for the holding of such meeting, provided further, however, should said day fall upon a legal holiday, then said meeting shall be held at the same time on the next day thereafter ensuing which is not a legal holiday. Notice of the time and place of meetings shall be posted at a prominent place within the Common Area or may be given by mail or personal delivery to each Unit in the Project or by newsletter or similar means of communication, and shall be communicated to directors and Members not less than four (4) days prior to the meeting. The Association shall also send notice by mail of such meetings to any Owner who has requested notification of Board meetings by mail, at the address requested by the Owner. Notice of any meeting need not be given to any director who has signed a waiver of notice or a written consent to holding of the meeting. If the Common Area consists of only an easement or is otherwise unsuitable for posting of a notice, the Board shall communicate the notice of the time and place of the meeting by any means it deems appropriate.

Section 5.4 - Special Meetings. Special meetings of the Board, including meetings by telephone, for any purpose or purposes shall be called at any time by the President, or if he or she is absent or unable or refuses to act, by any Vice-President or by any two (2) directors. The notice shall specify the time and place of the meeting and the nature of any special business to be considered. The notice shall be given to each director by one (1) of the following methods: (i) by personal delivery; (ii) written notice by first-class mail, postage prepaid; (iii) by telephone communication, either directly to the director or to a person at the director's office who would reasonably be expected to communicate such notice promptly to the director; or (iv) by telegram, facsimile, or electronic mail. The notice shall be given or sent to the director's address or telephone number as shown on the records of the Association. The notice shall be posted or communicated in a manner prescribed for notice of regular meetings and shall be sent to all directors not less than four (4) days prior to the scheduled time of the meeting. All Members shall be given notice of the time and place of a special meeting, except for an emergency meeting pursuant to Section 5.10, at least four (4) days prior to the meeting. Notice may be given by posting the notice in a prominent place or places within the

Common Area, by mail, by delivery of the notice to each Unit in the Project, or by newsletter or similar means of communication. In case such notice is mailed or telegraphed, it shall be deemed given and received twenty-four (24) hours after being so deposited in the United States mail or so delivered to the telegraph company in Los Angeles County. Whenever any director has been absent from any special meeting of the Board, an entry in the minutes to the effect that notice has been duly given shall be made.

Section 5.5 - Waiver of Notice. The transaction of any business at any meeting of the Board, however called and noticed, or wherever held, shall be as valid as though made at a meeting duly held after regular call and notice, if (i) a quorum is present, unless a quorum is expressly not required pursuant to these Bylaws, and (ii) either before or after the meeting, each of the directors not present signs a written waiver of notice, or a consent to the holding of such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting.

Section 5.6 - Action Without Meeting. Any action which may be taken pursuant to these Bylaws or the Declaration may be taken without a meeting (and without prior notice to the Board members as provided in Section 5.4 of this Article), if all members of the Board shall consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board, and shall have the same force and effect as a unanimous vote of such directors.

Section 5.7 - Quorum. A majority of the Board members authorized by these Bylaws shall constitute a quorum thereof. Every act or decision done or made by a majority of the directors present at a meeting duly held, at which a quorum is present, shall be regarded as the act of the Board, unless the provisions of these Bylaws or the Declaration shall require or permit the particular action involved be taken by the Board under other circumstances. A meeting at which a quorum is present may continue to transact business notwithstanding the withdrawal of directors, if any action taken is approved by at least a majority of the required quorum for that meeting.

Section 5.8 - Adjournment. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of an adjournment to another time or place shall be given prior to the time of the adjourned meeting to the directors who were not present at the time

of adjournment and to the Members by posting notice thereof in a prominent place within the Common Area. If the Common Area consists only of an easement or is otherwise unsuitable for posting of a notice, the Board shall communicate the notice of the time and place of the meeting by any means it deems appropriate.

Section 5.9 - Executive Session. The Board may, with approval of a majority of a quorum of the Board, adjourn a meeting and reconvene in executive session to discuss and vote upon personnel matters, formation of contracts, litigation in which the Association is or may become involved, disciplinary matters or to meet with a Member, upon a Member's request, regarding the Member's payment of assessments. The nature of any and all business to be considered in executive session shall first be announced in open session. Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting of the Board of Directors that is open to the entire membership. The Board shall meet in executive session if requested by a Member who may be subject to a fine, penalty, or other form of discipline, and the Member affected shall be entitled to attend the portion of the executive session meeting which is for a hearing or discussion with such Member. The Board shall have the right to deliberate on such issue without the Member. The Board may hold an executive session emergency meeting if circumstances require, as authorized by Section 5.10 of this Article.

Section 5.10 - Emergency Meetings. An emergency meeting of the Board of Directors may be called by the President, or by any two (2) directors other than the President, if there are circumstances that could not have been reasonably foreseen that require immediate attention and possible action by the Board, and that of necessity make it impracticable to provide the notices required by this Article. Notice to Members of an emergency meeting is not required.

ARTICLE VI OFFICERS AND COMMITTEES

Section 6.1 - Enumeration of Officers. The officers of the Association shall be a President, Vice-President, a Secretary, a Treasurer and such other officers as the Board may deem necessary. Any person may hold more than one office, provided that no one person may be both the President and Secretary of this Association. All officers must be directors.

Section 6.2 - Election. The officers shall be chosen by a majority vote of the directors.

Section 6.3 - Term, Resignation and Removal. The officers shall hold office at the discretion of the Board. Any officer may be removed from office (but not from the Board if the officer is also a Board member) by the Board without cause. Any officer may resign at any time by giving written notice to the Board, the President or the Secretary. The resignation shall take effect on the date of receipt of the notice or at any later time specified in the notice, and, unless otherwise specified, acceptance of the resignation shall not be necessary to make it effective. Any vacancy in any office may be filled by a majority vote of the Board.

Section 6.4 - President. The President shall be the Chief Executive Officer of the Association and shall, subject to the control of the Board, have supervision, direction and control of the business and officers of the Association. The President shall preside at all meetings of the Members and at all meetings of the Board. He or she shall be, ex-officio, a Member of all standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of President of a California non-profit corporation, and shall have such powers and duties as may be prescribed by the Board or by these Bylaws.

Section 6.5 - Vice-President. In the absence or disability of the President, the Vice-President shall perform all of the duties of the President, and when so acting shall have all powers of, and be subject to all the restrictions upon, the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed for him or her by the Board or by these Bylaws.

Section 6.6 - Secretary. The Secretary shall keep or cause to be kept, a book of minutes at the principal office or such other place as the Board may order, of all meetings of directors and Members, with the time and place of holding, whether regular or special, and if special how authorized, the notice thereof given, the names of those present or represented at Members' meetings and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all the meetings of the Members and of the Board required by the Bylaws or by law to be given.

Section 6.7 - Treasurer. The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association and shall disburse such funds as directed by resolution of the Board; shall sign all promissory

notes of the Association; shall keep proper books of account; shall prepare and distribute financial statements to each Member; and render accounts upon request.

Section 6.8 - Committees. In addition to the Architectural Committee set forth in the Declaration, the Board may, in its discretion, appoint any committees which it deems appropriate in carrying out its purposes. The purpose of all committees shall be to assist the Board of Directors in the development of policies and to assist in the oversight and assessment of the Association policies. No committee shall be assigned, delegated, or chartered in any manner that would authorize it to take final action in the name of the Association. No committee, officer of a committee, or member of a committee shall take any action that is assigned to the office of the President or other officers of the Association. All committees shall report to the Board and shall serve at the pleasure of the Board. Committees of the Board shall not have authority to direct contractors, agents, or officers of the Association.

ARTICLE VII MISCELLANEOUS

Section 7.1 - Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of, or payable to, the Association, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board.

Section 7.2 - Contracts, Etc., How Executed. The Board, except as in the Bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name and on behalf of the Association, and such authority may be general or confined to specific instances; and unless so authorized by the Board, no officer, agent or employee shall have any power or authority to bind the Association by a contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 7.3 - Inspection of Bylaws. The Association shall keep in its principal office the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the Members at all reasonable times during office hours.

Section 7.4 - Fiscal Year. The fiscal year of the Association shall begin on January 1 of each year and terminate on December 31 of each year.

Section 7.5 - Inspection of Association's Books and Records.

(a) Documents to Be Inspected. The membership register, accounting books and records, and minutes of meetings of the Owners, of the Board and of committees of the Board shall be made available for inspection and copying by any Owner or Mortgagee, or their duly appointed representative, at any reasonable time and for a purpose reasonably related to their interests as an Owner or as a Mortgagee, as the case may be, at the office of the Association or at such other place within the Project as the Board shall prescribe. Notwithstanding anything to the contrary, a Member's right of inspection shall not include the right to inspect minutes of executive session Board meetings or any documentation protected by the attorney-client privilege.

(b) Procedures. The Board shall establish reasonable rules with respect to: (i) Notice to be given to the custodian of the records by the Owner or such holder desiring to make the inspection; (ii) Hours and days of the week when such an inspection may be made; (iii) Payment of the cost of reproducing copies of documents requested by an Owner or such holder.

(c) Absolute Rights of Directors. Every director shall have the absolute right at any reasonable time to inspect, including the right to make extracts and copies of, all books, records and documents of the Association and the physical properties owned or controlled by the Association.

Section 7.6 - Conflicts. In the event of any inconsistency between these Bylaws or the Declaration, the Declaration shall control.

Section 7.7 - Parliamentary Procedure. Meetings of the membership of the Association and the Board shall be conducted in accordance with Robert's Rules of Order.

Section 7.8 - Indemnification. The Association shall indemnify each present or former director, officer, employee or other agent of the Association, to the fullest extent authorized under Corporations Code Section 7237 or any successor statute, against all expenses and liabilities, including attorneys' fees, reasonably incurred by or imposed upon him or her by judgment or by settlement in connection with any proceeding to which he or

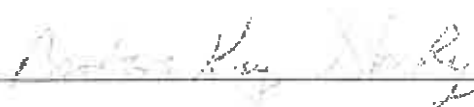
she may be a party, or in which he or she may become involved, by reason of his or her being or having been a director, officer, employee or other agent of the Association, except in cases of fraud, gross negligence or the bad faith of such persons in the performance of his or her duties.

Section 7.9 - Amendments. These Bylaws may be amended by the vote or assent by written ballot of not less than a majority of the voting power of the Association. Any amendment shall become effective immediately upon approval by the Members. The Secretary of the Association shall certify adoption of any duly approved amendment to the Bylaws and a copy of said certificate and the amendment shall be kept with the other records and books of the Association.

Executed this 24 day of May, 2006.

885 SOUTH ORANGE GROVE OWNERS
ASSOCIATION

By: 

By: 

By: _____

By: _____

By: _____

I, the undersigned and duly elected and acting Secretary of 885 South Orange Grove Owners Association, an Unincorporated Association do hereby certify:

That the within Bylaws were adopted on the 8th day of February, 2005, and that the same replaces any previous Bylaws of the Association and now constitutes the entire set of Bylaws of the said Association.

IN WITNESS WHEREOF, I have subscribed my name this 20th day of May, 2006.


Secretary

Mr. Jonel Hill
 885 SOUTH ORANGE GROVE
 Mrs. Lois Hill
 885 S Orange Grove Blvd #30
 Pasadena CA 91105-1729

R170 10030-2

Current History			
Date	Amount	Reference	Running Balance
	- 950.00	Balance Forward	- 950.00
03/01/22	878.00	ASSESSMENT	- 72.00
03/01/22	72.00	ELEVATOR FEE	0.00
03/29/22	- 950.00	Online Payment Processed:813343	- 950.00
04/01/22	878.00	ASSESSMENT	- 72.00
04/01/22	72.00	ELEVATOR FEE	0.00
05/01/22	878.00	ASSESSMENT	878.00
05/01/22	72.00	ELEVATOR FEE	950.00
05/01/22	1,966.50	ELEVATOR MODERNIZATION	2,916.50
05/10/22	- 950.00	Payment via ACH/EFT Processed	1,966.50
05/10/22	- 2,916.50	Online Payment Processed:000127	- 950.00
05/12/22	35.00	RETURNED ACH FEE	- 915.00
05/12/22	950.00	Returned ACH - Account Frozen	35.00
06/01/22	878.00	ASSESSMENT	913.00
06/01/22	72.00	ELEVATOR FEE	985.00
Ending Balance			985.00



PUBLIC HEALTH DEPARTMENT

breathe clean PASADENA

January 2012

Dear Pasadena Multi-Unit Housing Provider/Owner/Manager:

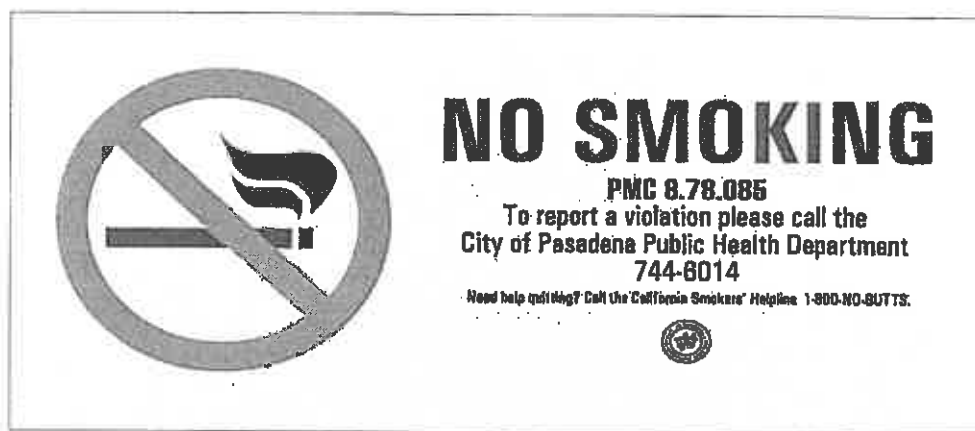
On July 11, 2011, Pasadena City Council unanimously approved amendments to the City's Tobacco Use Prevention Ordinance to prohibit smoking in apartments and condominiums to protect residents from drifting tobacco smoke. The new law became effective on August 13, 2011, with the following provisions that take effect on certain dates. Tobacco use is now prohibited in the following areas:

- 1) **Effective 8/13/2011, smoking is prohibited in outdoor common areas** of multi-unit housing, such as courtyards, swimming pools, parking garages, recreation rooms, laundry areas, community rooms, playgrounds, etc. See attached ordinance for more information.
- 2) **Effective 8/13/2011, smoking is prohibited in newly constructed units** and for Certificate of Occupancy on or after 7/1/11 or leased for the first time on or after 7/1/11.
- 3) **Effective 1/1/2012, Disclosure in lease and rental agreements.** Every lease or other rental agreement for the occupancy of a multi-unit housing unit entered into, renewed, or continued month-to-month on or after January 1, 2012, shall contain a reference to this section and attach a copy of this section. See sample disclosure form.
- 4) **Effective 1/1/2012, Disclosure in real estate purchase agreements.** For every purchase agreement for the sale of multi-unit housing entered into on or after January 1, 2012 shall contain a reference to this section. See sample disclosure form.
- 5) **Effective 7/1/2013, smoking is prohibited in all units of multi-unit housing, including balconies and patios.** Multi-Unit Housing is defined as properties with two or more units.

In order to comply with the law, effective immediately, all property owners and managers should:

- 1) Comply with disclosure provision of ordinance PMC 8.78.085 (Local Ordinance 7208). **Notify building tenants about the new provisions of the law.** Please see the enclosed sample disclosure form and/or refer to the City of Pasadena website, www.cityofpasadena.net/publichealth.
- 2) **Post no smoking signage.** Requirements for signage is shown on the template below. Please also refer to, www.cityofpasadena.net/publichealth to download the template for signage. The signage must include: a) universal no-smoking symbols, b) applicable municipal code section, 8.78.085 and c) telephone number to report violations (626) 744-6014. This basic information should be clearly visible to residents and the general public.

Sample template for signage requirements:



Property owners and managers and residents are required to comply with the law. Violators will be subject to a \$100 ticket citation for the first violation, \$200 for the second violation, and \$500 for the third violation occurring within a 12-month period.

The Pasadena Public Health Department is the primary enforcement agent. To report a smoking complaint, the public can call 626-744-6014 or complete an online form at www.cityofpasadena.net/publichealth.

If you have any questions or need more specific technical assistance on how to comply with the law at your property site, please contact Statice Wilmore, Tobacco Control Program, at (626) 744-6051. Thank you in advance for your cooperation and protecting the public's health.

Sincerely,

Eric G. Walsh, MD, MPH
Director/Public Health Officer

cc: Bill Kimura, Environmental Health Division Unit Manager

Introduced by Councilmember Robinson

ORDINANCE NO. 7208

AN ORDINANCE OF THE CITY OF PASADENA AMENDING THE TOBACCO USE PREVENTION ORDINANCE, CHAPTER 8.78 OF THE PASADENA MUNICIPAL CODE, TO REDUCE DRIFTING TOBACCO SMOKE IN MULTI-UNIT HOUSING

The People of the City of Pasadena ordain as follows:

SECTION 1. A new section 8.78.085 is hereby added to Title 8, Chapter 8.78 (Tobacco Use Prevention Ordinance) of the Pasadena Municipal Code to read:

"8.78.085 Reduction of Drifting Tobacco Smoke in Multi-Unit Housing

A. The following words and phrases, whenever used in this section, shall have the following meanings:

1. "Common area" means every interior or exterior space of Multi-Unit Housing that residents of more than one unit are entitled to enter or use, including, without limitation, halls and paths, lobbies and courtyards, elevators and stairs, community rooms and playgrounds, gym facilities and swimming pools, parking garages and parking lots, shared restrooms, shared laundry rooms, shared cooking areas, and shared eating areas.

///

2. "Multi-Unit Housing" means residential property containing two or more dwelling units but does not include a hotel or motel that meets the requirements set forth in California Civil Code section 1940(b)(2) or a mobile home park.

3. "New unit" means, for new construction, a unit that is issued a certificate of occupancy on and after July 1, 2011, or, for buildings already constructed, a unit that is leased or rented for residential use for the first time on and after July 1, 2011.

4. "Nonsmoking area" means any unit or common area of Multi-Unit Housing in which smoking is prohibited by this section.

5. "Unit" means a personal dwelling space, even where lacking cooking facilities or private plumbing facilities, and includes any associated exclusive-use enclosed area or unenclosed area, such as, without limitation, a private balcony, porch, deck or patio. "Unit" includes without limitation: an apartment; a condominium; a townhouse; a room in a long-term health care facility, assisted living facility, or hospital; a room in a single room occupancy facility; and a room in a homeless shelter.

B. Nonsmoking Areas In Multi-Unit Housing

1. It is unlawful to smoke in all common areas of multi-unit housing.
2. It is unlawful to smoke in all new units of multi-unit housing.

3. It is unlawful to smoke in all multi-unit housing units on and after July 1, 2013.

C. Disclosure of the Requirements of this Section

1. Every lease or other rental agreement for the occupancy of a multi-unit housing unit entered into, renewed or continued month-to-month on and after January 1, 2012 shall contain a reference to this section and attach a copy of this section.

2. Every purchase agreement for the sale of a multi-unit housing unit entered into on or after January 1, 2012 shall contain a reference to this section and attach a copy of this section.

D. Violations and Enforcement

1. It is unlawful for any person to violate the provisions of this section.


2. Notwithstanding section 8.78.110 or any other provision of this code, a violation of this section shall be punishable under the administrative citation procedures set forth in Sections 1.25 and 1.26. The fine imposed for a particular violation shall be in the amount set forth in the administrative citation schedule established by resolution of the city council pursuant to Section 1.26.060.

3. The provisions of this section shall be enforced by the health officer of the city or an authorized designee in the environmental health division. An owner, operator, manager, landlord, home owners association, or other person having

control of a multi-unit housing unit shall post signs as required by Section 8.78.080, however, said persons may, but are not hereby required, to assist with enforcing the provisions of this section and shall not be deemed in violation of this section by failure to assist its enforcement."

SECTION 2. This ordinance shall take effect thirty days after its publication.

Signed and approved this 11th day of
July, 2011.



Bill Bogaard
Mayor

I HEREBY CERTIFY that the foregoing Ordinance was adopted by the City
Council at its meeting held July 11, 2011, by
the following votes:

AYES: Councilmembers Holden, Madison, Masuda, Robinson,
Tornek, Vice Mayor McAustin, Mayor Bogaard

NOES: None

ABSENT: Councilmember Gordo

ABSTAIN: None

Publish: July 14, 2011
Pasadena Journal



Mark Jansky, CMC
City Clerk

APPROVED AS TO FORM:



Michele Beal Bagneris
City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/24/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CID Insurance Programs, Inc. 7125 El Cajon Blvd, Ste 3 San Diego, CA 92115	CONTACT NAME: PHONE: (800) 922-7283 FAX: (619) 593-2075 E-MAIL: ADDRESS:
INSURED Baldwin Realty Company, Inc. DBA Baldwin Real Estate Management 50 E Foothill Blvd, Suite 200 Arcadia, CA 91006	INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: The Hartford Insurance INSURER C: Scottsdale Insurance Company INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO- <input type="checkbox"/> LOC	<input type="checkbox"/>	PM1551564F	02/16/22	08/01/22	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ Excluded
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/>				WC STATUS: <input type="checkbox"/> OTH- <input type="checkbox"/> E E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Business Personal Property	<input type="checkbox"/>	72SBAAQ6822	02/16/22	02/16/23	\$170,000 \$500 Deductible Replacement Cost / Special Form

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

B	Business Income	72SBAAQ6822	02/16/22	02/16/23	Actual Loss Sustained up to 12 Months
C	Errors & Omissions - Personal & Adv. Injury	PM1551564F	08/01/21	08/01/22	\$1,000,000 \$2,500 Deductible Retroactive Date: 07/01/2005
C	Tenant Discrimination	PM1551564F	08/01/21	08/01/22	\$250,000 \$2,500 Deductible Retroactive Date: 08/01/2020
A	Cyber Liability	EKS3389134	08/01/21	08/01/22	\$1,000,000 \$5,000 Deductible Retroactive Date: Full Prior Acts

Certificate Holder is named as Loss Payee in regards to IR6275 and Model 4251 Copiers, Lease #0010312480003

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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885SOUT-01

EGREENBERG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # L100460
Knauf Maxwell Insurance Services
2900 W. Broadway
Los Angeles, CA 90041

CONTACT NAME:
PHONE (A/C, No. Ext): (323) 550-7900 **FAX** (A/C, No.): (323) 256-0800
E-MAIL ADDRESS: knaufreception@kmins.com

INSURED

885 South Orange Grove Owners Association
c/o Baldwin Real Estate Management
50 E Foothill Blvd, Suite 200
Arcadia, CA 91006

INSURER(S) AFFORDING COVERAGE**NAIC #**

INSURER A: The Travelers Indemnity Company **25658**

INSURER B: Great American Insurance Company **16691**

INSURER C: Underwriters at Lloyd's, London **32727**

INSURER D:

INSURER E:

INSURER F:

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD YYYR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		6903S445416	7/1/2021	7/1/2022	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	OTHER:					
A	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY		6903S445416	7/1/2021	7/1/2022	BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
		<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 10,000,000
	EXCESS LIAB	CLAIMS-MADE	UM30209782	7/1/2021	7/1/2022	AGGREGATE \$ 10,000,000
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/> N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below:					E.L. DISEASE - EA EMPLOYEE \$
C	Earthquake/Flood		047500154696801	7/1/2021	7/1/2022	E.L. DISEASE - POLICY LIMIT \$
						Building, 20% ded
						22,800,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage in force for Named Insured

Fidelity Bond - Hartford Fire Insurance Company, 7/21/2021 - 7/21/2022. Bond Limit: \$750,000

CERTIFICATE HOLDER**CANCELLATION**

885 South Orange Grove Owners Association
885 South Orange Grove Blvd
Pasadena, CA 91105

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



EVIDENCE OF PROPERTY INSURANCE

EGREENBERG

DATE (MM/DD/YYYY)
8/25/2021

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY Knauf Maxwell Insurance Services 2900 W. Broadway Los Angeles, CA 90041		PHONE (A/C, No. Ext): (323) 550-7900		COMPANY The Travelers Indemnity Company	
FAX (A/C, No.): (323) 256-0800		E-MAIL ADDRESS: knaufreception@kmlna.com			
CODE AGENCY CUSTOMER ID #: 885SOUT-01		SUB CODE: License # L100460			
INSURED 885 South Orange Grove Owners Association c/o Baldwin Real Estate Management 50 E Foothill Blvd, Suite 200 Arcadia, CA 91006		LOAN NUMBER		POLICY NUMBER 6803S445416	
		EFFECTIVE DATE 7/1/2021		EXPIRATION DATE 7/1/2022	
				<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:					

PROPERTY INFORMATION

LOCATION/DESCRIPTION
Loc # 1, Bldg # 1, 885 South Orange Grove Blvd., Pasadena, CA 91105, Homeowners Association, 48 units, no pool, 12 elevators (1 per building)

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

PERILS INSURED BASIC BROAD SPECIAL

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Loc # 1, Bldg # 1		
Blanket Building, Replacement Cost, Special (Including theft)	\$28,091,943	10,000
Rental Income, Special (Including theft)	\$620,000	
Demolition & Increased Cost of Construction, RC, Special (Including theft)	\$4,782,288	10,000
Building Ordinance or Law, Special (Including theft)	\$29,973,023	10,000
Sewer or Drain Back Up, RC, Special (Including theft) - Detail	\$50,000	10,000

REMARKS (Including Special Conditions)

Special Conditions:
Evidence of Coverage in force for Named Insured

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS 885 South Orange Grove Owners Association 885 South Orange Grove Blvd Pasadena, CA 91105	ADDITIONAL INSURED		LENDER'S LOSS PAYABLE	LOSS PAYEE
	MORTGAGEE			
	LOAN #			
	AUTHORIZED REPRESENTATIVE 			



885 S. ORANGE GROVE HOA
SATELLITE DISH
EXCLUSIVE CONTRACTOR

A-1 Satellite has been selected as the 885 S. Orange Grove HOA exclusive satellite dish contractor. They are an authorized dealer for Dish TV and Direct TV.

Any and all satellite dish installations and service/maintenance needs will be handled by A-1 SATELLITE.

Homeowners who are interested in new installation or have service/maintenance needs should contact A-1 Satellite directly:

A-1 SATELLITE TV
708 E. EDNA PLACE
COVINA, CA 91723
(626) 332-6363
SALES@AISAT.COM

OWNERS SHOULD STILL CONTINUE TO CONTACT DISH TV OR DIRECT TV FOR BILLING QUESTIONS OR CONCERNS.

THANK YOU FOR YOUR IMMEDIATE ATTENTION TO THIS MATTER

**Rules for Antennas or Other Externally Mounted Apparatus
at the
885 South Orange Grove Complex**

The installation method used for antennas or any other externally mounted apparatus anywhere within the 885 South Orange Grove condominium complex requires prior written approval of the 885 South Orange Grove Homeowners' Association as stated in the following.

Through the years, the units in our condominium complex have suffered from a variety of water-induced problems: leaking roofs, water intrusion into garages, water and termite damage to balconies, leaks at "eyebrow" roofs and "pop outs", water-damaged balcony posts, and occasional water and termite damage in the framing. The Homeowners' Association is embarked on a path to repair our roofs and make repairs to the balcony structures and to initiate a long-term schedule of roof maintenance. These actions are both necessary and expensive. It is in our collective and individual financial interests to do what we can to protect the integrity of the water barriers for the structures throughout the complex.

Consequently, every external antenna or other externally mounted apparatus must be individually approved, in writing, by the Architectural Committee of the Board of Directors (BOD) of the 885 South Orange Grove Homeowners' Association PRIOR TO the device's installation. The intention of this process is to expedite consideration of requests for approval of antennas or other externally mounted apparatus to the extent feasible; however, the Architectural Committee may refer an individual request to the BOD for its determination.

The BOD has established the following requirements that must be met for any external antennas or other externally mounted apparatus within the complex:

1. Once installed, an antenna must not be visible from any common area. The associated wiring must be controlled, to preclude motion due to rain or wind, and colored and routed so as to be as inconspicuous as possible when viewed from common areas.
2. The acceptability of an externally mounted apparatus, other than an antenna, is generally controlled by the CC&Rs. However, the method and details of its mounting is subject to review and approval by the Architectural Committee, or if so referred by the BOD, prior to its installation.
3. The general rule is that no device or mounting may penetrate the roof barrier. If such penetration is unavoidable, the BOD will require participation by an Association-designated roofing contractor to ensure the continued integrity of the roofing.
4. Any device must be mounted in such a way that any wind-induced loads are properly addressed.
5. Any device mounted to a wall or other non-roof structure must be mounted and sealed in such a way that water intrusion is precluded.
6. All costs of installation, including optional mounts and other materials and additional work to meet the requirements specified by the Association, will be borne by the homeowner.
7. All costs incurred by the Association to modify or remove an unapproved installation, including repairs to Association property, will be borne by the homeowner.

To receive written authorization for an antenna or other externally mounted apparatus, the homeowner shall make written application to the Association management, which will refer it to the Chair of the Architectural committee. The application should provide sufficient detail to specify where the device is to be mounted and the details of the method of mounting and cabling. The Architectural Committee may approve or deny the application in writing. Any denial will include the reasons for that denial and may

be appealed to the BOD. The application and the approval or denial will be incorporated in the minutes of the BOD.

To be clear, it is not the intent of the BOD to preclude or unduly hinder the installation of an antenna or other externally mounted apparatus. Rather the intent is to ensure that any such installation helps us accomplish three objectives we all share:

1. Protect the roofs and structures of our buildings from water penetration or damage;
2. Protect the visual appeal of our condominium complex, which is an essential element of the value of our units.
3. Allocate the costs of installations, violations and damage to the individual homeowner, not to all members of the Association.

Any and all satellite dish installations and service/maintenance needs will be handled by
A-1 Satellite.

Homeowners who are interested in new installation or have service/maintenance needs should contact
A-1 Satellite directly:

A-1 SATELLITE TV
708 E. EDNA PLACE
COVINA, CA 91723
(626) 332-6363
SALES@A1SAT.COM

**OWNERS SHOULD STILL CONTINUE TO CONTACT DISH TV OR DIRECT TV FOR BILLING
QUESTIONS OR CONCERNS.**

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
May 10, 2022

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on May 10, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Stephen Lazar, Dan Beal and Anne Scott were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman, Elsa Roth, and Herb Liske & Virginia Doyle.

Call Meeting to Order: Stephen Lazar, called the meeting to order at 7:06pm

Homeowners Forum

Elsa Roth asked if she could put up a free-standing open house sign. The Board approved her putting up one (1) sign only during the open house.

Minutes of Prior Meeting

The minutes of the April 12, 2022 were approved as revised. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The April 30, 2022 financial statement was reviewed.

Architectural Committee (Stephen Lazar)

The Architectural committee currently has openings. Please contact LeeAnn at Baldwin Management if interested in volunteering.

Unit 20 sent in an Architectural renovation request. Architectural committee requested structural engineer report regarding some of the changes.

OWNERS REMINDER: Any and all City Permitted changes/improvements or Unit Modifications need to run through the Board of Directors and Architectural Committee for approval prior to any work/changes being started.

Landscaping Committee, (Susan Holman (chair), Laura Beal & Virginia Doyle)

Brandon's Landscape has been completing the 2021 approved project. It was advised that the changes are looking good.

The landscape committee will scheduled a dead heading party to clean up the azaleas.

Ground cover in planter 5 & 43 pending KCE Matrix inspection of the area first.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The reviewed two proposals one from Merry Plumbing and one from Western Rooter to complete drain line repairs in the subarea at the back of Unit 8 garage. The Board approved the Western Rooter proposal of \$ 855.00 LeeAnn to schedule with the owner and Western Rooter.

The following Western Rooter invoices were approved for payment:

- Unit 9/10 ABS Santee drain line repairs for \$ 1,620.00.
- Unit 10 copper pipe leak repairs for \$ 675.00.
- Unit 22 cleared a mainline back up for \$ 88.00
- Unit 21 did a leak inspection Western did not charge for this service.
- Unit 46/48 leak detection in the driveway to find flooding water for \$ 575.00
- Unit 37 copper pipe leak for \$ 828.75

The McCormack Roofing proposals of \$ 2,759.00 for roof repairs around Unit 32 skylights was approved. LeeAnn to schedule the work.

The Board approved Courtesy General to complete the needed balcony repairs at Unit 18 & 40 per SB326 and the post repairs in Unit 3. LeeAnn asked to see if Courtesy General would give a discount.

Unit 3 \$ 6,882.75

Unit 18 \$ 18,561.00

Unit 40 \$ 36,882.00

The Board approved the Certa-Pro painter's front door painting proposal of \$ 2,235.00 at Units (30, 31, 34, 36 & 47). LeeAnn to schedule the painting.

The Board approved the following Community Pest Control proposals. LeeAnn to schedule work for both:

- Damaged wood door frame replacement for \$1,090.00 at Unit 48.
- Annual termite inspection and treatment for \$3,840.00.

The Board approved the following MTY Construction invoices:

- Unit 10 exterior garage ceiling repairs from a pipe leak for \$2,860.00
- Unit 43 window seal repairs from termite damage \$860.00.
- Unit 35 request for reimbursement of plumbing repair and drywall repairs paid for a copper pipe leak in unit totaling \$1,910.00.

The Board approved the MTY Construction proposal of \$ 2,685.00 for several balcony handrail repairs advised on the KCE inspection report. LeeAnn to schedule the work.

The Board approved the KCE Matrix proposal of \$ 500.00 to do an inspection of Unit 5 & Unit 43 reports of water intrusion in garage.

Old Business:

- The Board is working on the questionnaire from the attorney's office for revisions to the CC&R's. LeeAnn to have Attorney move forward with the amendment for lease restriction.
- LeeAnn working on obtaining proposals for new entry intercom system at the entry gate.
- Mary is working on a new owner welcome letter.
- The Amendment to Civil Code 4741 lease restriction was notarized. LeeAnn to mail notification to all owners.
- The Unit 32 dryer duct repairs required removal of more ceiling by MTY Construction. Board approved LeeAnn to schedule.

New Business:

- Unit 32 requested a 3rd vehicle guest parking approval. LeeAnn to advise the owner a 60 day notice has been given stating the third vehicle would no longer be permitted in guest parking.
- The semi-Annual Elevator Maintenance scheduled for May 19th & 20th. LeeAnn to advise all 2nd floor owners to allow access.
- WC Service meet at the property and will provide a proposal for a water treatment system for pipe corrosion control.
- The gas company working on the gas box in the ground near Unit 46 & 48.
- Arroyo Insurance will attend the June Meeting to discuss the Insurance renewal package.
- Unit 48 completed the attic fan and roof repairs above their unit at the owner's expense.
- LeeAnn to schedule with the pest control company to treat Unit 29 for pests.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 10:00 P.M. The next board meeting will be on Tuesday, June 14, 2022, at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
APRIL 12, 2022**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on April 12, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Stephen Lazar, Dan Beal, Anne Scott and Mary McDonnell were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman,

Call Meeting to Order: Stephen Lazar, called the meeting to order at 7:03pm

Homeowners Forum

An owner advised that the tiles in the front fountain have a lot of calcification on it. It was advised that the font fountain was just pressured washed to remove as much of the calcification as possible. Cleaning beyond this point may require new tiles.

Open Positions on the Board:

The HOA still has one open position on the Board of Directors. If you are interested in serving on the Board please contact LeeAnn at Baldwin Management.

Minutes of Prior Meeting

The minutes of the March 8, 2022 were approved. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The March 31, 2022 financial statement was reviewed.

The Board voted and approved to move \$200,000.00 from the Citizens Bank Reserve account into the Pacific Western Bank Reserve account to keep the balances under the FDIC coverage. LeeAnn to schedule the transfer of monies.

Architectural Committee (Stephen Lazar)

The Architectural committee currently has openings. Please contact LeeAnn at Baldwin Management if interested in volunteering.

OWNERS REMINDER: Any and all City Permitted changes/improvements or Unit Modifications need to run through the Board of Directors and Architectural Committee for approval prior to any work/changes being started.

Landscaping Committee, (Susan Holman (chair), Laura Beal & Virginia Doyle)

The Landscape Committee has an annual \$2,500.00 approval limit for landscape improvements without Board Approval.

The Board asked the landscape committee to prepare a proposed landscape improvements plan for 2023 by August/September 2022. This will help the Board in budgeting for the next fiscal year's Landscape improvement budget.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following Western Rooter invoices were approved for payment:

- Unit 20 copper pipe leak pipe repairs and replacement \$ 877.50.
- Unit 40 copper pipe leak pipe repairs and replacement \$ 920.00.
- Unit 3 & 4 copper pipe leak pipe repairs and replacement \$ 1,500.00.
- Unit 16 copper pipe leak pipe repairs and replacement \$ 850.00.

The Merry Plumbing invoice of \$ 240.00 to cable the unit 37 patio drain was approved.

The Board reviewed the Merry Plumbing Proposal of \$ 2,664.13 for the common area drain line repairs at Unit 8. LeeAnn asked to have Western Rooter inspect the issue and provide a 2nd opinion and proposal.

Regarding the Balcony repair proposals for Unit 18 & 40 and the post repairs at Unit 3. Stephen Lazar is going to call the references provided by Courtesy General & WICR and advise the Board of the responses.

LeeAnn to reach out to Certa-Pro Painting and ask them to add the door frames for the front door painting at Unit 30, 31, 34, 36 & 47.

The West Coast Electric invoice of \$ 225.00 for repairs to the LED light near unit 39 was approved for payment.

The following MTY Construction invoices were approved for payment:

- Unit 13 exterior stucco repairs around the garage door from a pipe leak for \$ 875.00.
- Unit 16 interior garage ceiling repairs from a copper pipe leak for \$ 2,735.00.

The following MTY Construction proposals were approved. LeeAnn to schedule the work:

- Unit 20 main entrance & Elevator cab door repairs for \$ 565.00.
- Unit 8 structural post and fascia of balcony for \$ 2,770.00.

Old Business:

- The Board is working on the questionnaire from the attorney's office for revisions to the CC&R's. LeeAnn to have Attorney move forward with the amendment for lease restriction.
- LeeAnn working on obtaining proposals for the new black box around the entry gate intercom.

New Business:

- Report of suggested repairs at Unit 5 & 43. LeeAnn to schedule KCE Matrix, the Board, Landscape committee to inspect the areas.
- Mary is working on a New Owner Welcome letter.
- An owners request for late fee removal was approved as a onetime courtesy. The account is regularly paid on time.
- The Board reviewed Western Rooters response regarding pipe replacement and his opinion on Copper vs. PEX piping. Wester Rooter suggested to add water softener. LeeAnn to obtain information on the water softener systems.
- The Board approved the Amendment to Civil Code 4741 Lease Terms to be in compliance with Civil Code. The Board President and Secretary to sign the amendment at a Notary. LeeAnn will forward copies of the amendment to all owners once received.
- The attic access above unit 46/48 was sealed off. LeeAnn to have MTY Construction open the area to allow attic access. LeeAnn to schedule CATS USA to treat the area as needed.
- The Board decided to maintain the Meeting via Zoom for the time being.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:15 P.M. The next board meeting will be on Tuesday, May 10, 2022, at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
MARCH 8, 2022**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on March 8, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar and Mary McDonnell were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman, Anne Scott, Virginia Doyle and Laura Beal.

Call Meeting to Order: Stephen Lazar, called the meeting to order at 7:02pm

Homeowners Forum

No new business was brought to the attention of the Board in the Homeowners Forum.

Open Positions on the Board:

Janis Frame stepped down from serving on the Board. We now have two open positions on the Board of Directors. Anne Scott volunteered and was appointed to serve as treasurer for the remainder of the two year term. The HOA still has one open position on the Board of Directors. If you are interested in serving on the Board please contact LeeAnn at Baldwin Management.

Minutes of Prior Meeting

The minutes of the February 8, 2022 & Special Meeting Minutes of February 22, 2022 were approved. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The January & February 2022 financial statements were reviewed.

Architectural Committee (Stephen Lazar)

The Architectural committee currently has openings. Please contact LeeAnn at Baldwin Management if interested in volunteering.

Landscaping Committee, (Susan Holman (chair), Anne Scott, Laura Beal & Mary McDonnell)

Anne Scott & Mary McDonnell have stepped off of the Landscape Committee. Virginia Doyle volunteered and was appointed. The new Landscape Committee is composed of: Susan Holman (chair), Laura Beal & Virginia Doyle.

The Board and the landscape committee discussed the Board approving an up-to not to exceed approval for proposals within the confines of the annual landscape budget. Discussion requires further review.

The Landscape Committee completed a walkthrough with Brandon's Landscape and will be bringing proposals to the next board meeting for review and discussion.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following MTY Construction invoices were approved for payment:

- Unit 20 ceiling drywall repairs from copper pipe leak \$ 2,230.00
- Unit 40 ceiling drywall repairs from copper pipe leak \$ 3,960.00
- Reimburse the owner of Unit 17 for the MTY invoice for the ceiling repairs from a copper pipe leak \$ 2,200.00.
- Front entry gate wrought iron repairs \$ 165.00
- Unit 44 garage ceiling repairs copper pipe leak \$ 735.00

The MTY Construction proposal of \$385.00 for repairs to the screen mesh at the crawl space at Unit 37 was approved. LeeAnn to schedule repairs.

The Board reviewed the following proposals for the Unit 3 post repairs and the Unit 18 & 40 Balcony repairs per SB326. The Board asked LeeAnn to obtain references from Courtesy General, WICR & Cal Quake and provide them to Steven.

▪ Courtesy General (proposals)	Unit 3	\$ 6,882.75
	Unit 18	\$ 18,561.00
	Unit 40	\$ 36,882.00
▪ Professional Services Inc. (proposals)	Unit 3	\$ 3,270.00
	Unit 18	\$ 32,575.00
	Unit 40	\$ 49,812.00
▪ WICR Waterproofing Construction (proposals)	Unit 3	\$ 3,260.00-9,250.00
	Unit 18	\$ 6,920.00-9,829.00
	Unit 40	\$ 13,987.00 -21,198.00
▪ Cal Quake. (proposals)	Unit 3	\$ 15,000.00
	Unit 18	\$ 32,575.00
	Unit 40	\$ 49,812.00

The Board received one proposal from Cert-Pro Painters for front door painting. LeeAnn to follow up with Everest Painting to see if they are going to provide a proposal. Blackpoint construction declined to bid.

The Board discussed the proposal from McCormack Roofing for the attic fan at Unit 48. It was determined after review that the attic fans would be the responsibility of the individual owners. LeeAnn to advise the owner of Unit 48.

Old Business:

Pending proposal for the following work by MTY Construction for:

- Report of suggested repairs at Unit 5 & 43.
- Unit 27 wooden post repairs.
- The Board is working on the questionnaire from the attorney's office for revisions to the CC&R's. LeeAnn to have Attorney move forward with the amendment for lease restriction.
- LeeAnn working on obtaining proposals for the new black box around the entry gate intercom.
- Action Duct advised that the dryer duct in Unit 32 has a separation. LeeAnn to have MTY make the needed repairs.
- The following Dryer ducts were not cleaned (11, 21, 35, 44 & 47). LeeAnn to write a letter to the owners that they are responsible to have the duct cleaned at their expense and provide a copy of the invoice /proof of cleaning to LeeAnn.

New Business:

- LeeAnn advised that Californian Tree Design sent a reimbursement check for \$ 745.00 for the damages they caused to the HOA Lamppost and wheel stop at guest parking. The check was deposited into the Operating account.
- LeeAnn asked the City of Pasadena to inspect the electrical vaults and pull stations in the driveways. Repairs will be made by the City of Pasadena.
- The Safety notice that was sent to the elevator owners regarding the door space was modified during the elevator modernization project. LeeAnn to advise all of the 2nd floor owners.
- Pasadena is working on a gas power leaf blower ordinance. Details to come.
- Mary is working on a New Owner Welcome letter.
- LeeAnn to send a flyer to all owners to remind the not to prop open the front pedestrian gate.
- LeeAnn to work on obtaining proposal for pipe replacement. Board to look into the Pros-Cons of Copper vs. PEX.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:30 P.M. The next board meeting will be on Tuesday, April 12, 2022, at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF SPECIAL MEETING
OF THE BOARD OF DIRECTORS
FEBRUARY 22, 2022**

A special meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on February 22, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Stephen Lazar, Dan Beal and Mary McDonnell were present.

Homeowners present were, Ann Scott, Dr. Liz Green, Michael Connell, Mary and Knox Cologne, Susan Holman, Robert and Virginia Doyle and Kathleen Blazer

Call Meeting to Order

Stephen Lazar, called the meeting to order at approximately 7:02 pm.

CC&R Project Overview

Mary McDonnell explained that the Board will be updating the Association's CC&Rs and will take the next 6-12 months to complete the project. The board will update the rule on lease term to remain in compliance by June 2022. Then the Board will pursue a full review and amendment to the Bylaws and CC&Rs in the 2022 board year. The Board plans to form a committee to obtain homeowner input and involvement during this process. Mary indicated that tonight we may not get into the details of the amendment but will discuss type of topics that will be covered in the amended Bylaws and CC&Rs.

Improving Homeowner Involvement

Stephen Lazar led the discussion on how the Association can improve homeowner involvement. Homeowners shared various ideas including more social gatherings, welcome events for new homeowners, and a homeowner survey to gather input from homeowners. It was noted that the Summer gathering, Cocktails on the Green on the lawn is always a good event.

Further discussion ensued about the best way to communicate information to homeowners. Use of the Mailbox bulletin board was recommended and to continue to email homeowners all communication.

Stephen also shared that the following ways to get involved with 885 Association:

Board of Directors – Currently two positions open. Please reach out to LeeAnn or any board member if you are interested. Great opportunity to lead and shape the community.

Architecture Committee – Two additional members on this committee would be very helpful. Reach out to Dan or Stephen if you are interested.

Finance/Reserve Committee – Will be tasked with reviewing our Reserve Study and making financial recommendations to the Board. We need two more members for this committee.

New CCR Committee - The board is amending Bylaws and CC&Rs and are looking for homeowners to get involved. This committee should be 6-12 month commitment. If you enjoy writing and reviewing rules, this committee is for you. Reach out to Mary McDonnell if you are interested

Review our 2022 Budget and understand our financial challenges

Stephen Lazar shared a power point presentation and explained and reviewed the 2022 operating budget. Stephen also explained the need to increase HOA dues in 2022 so that the association could meet its 2022 operating budget needs. Homeowners were able to ask questions and learn more about the budget process.

Stephen briefly explained that the elevator modernization will require an additional assessment for homeowners with elevators. A short discussion ensued about this upcoming assessment.

2022 Reserve Projects and 2023 Reserve Study

Stephen Lazar reviewed the 2020 Reserve Study and went over the projects listed for 2022. He also discussed that there is a need to review the full reserve study in detail in order to plan for the future. Attendees shared ideas about the Reserve Study.

CC&R Questionnaire

Mary shared the type of topics, such as flooring and the use of BBQs, that will be reviewed during the CC&R project update. Kathleen Blazer volunteered to be on the CC&R Project Committee. The Board was thrilled to have her as part of the committee.

Adjournment

There being no further business to come before the Board, the special meeting was adjourned at 8:30 p.m. The next board meeting will be Tuesday, March 8, 2022 at 7:00 p.m. via Zoom

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
FEBRUARY 8, 2022**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on February 8, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar, Janis Frame and Mary McDonnell were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman, Elsa & Richard Roth.

Call Meeting to Order: Dan Beal, called the meeting to order at approximately 7:45 pm as this meeting immediately followed the Annual Meeting.

Appoint Positions:

The board members voted and approved the following appointments to the officer positions:

President - Stephen Lazar
Vice President – Dan Beal
Secretary – Mary McDonnell
Treasurer – Janis Frame
MAL – Open Position

Homeowners Forum

No new business was brought to the attention of the Board in the Homeowners Forum.

Minutes of Prior Meeting

The minutes of the January 11, 2021 meeting were approved with revisions. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The January Financial was not ready for review at the Meeting pending approval to close out the 2021 year. Once the approval is received by Baldwin the Financial will be prepared and forwarded to the Board for review. LeeAnn to follow up on approval.

Architectural Committee (Stephen Lazar)

The Architectural committee will continue the review where to install the dusk-to-dawn light bulbs and bring the information to the next board meeting.

The Architectural committee currently has openings. This will be discussed at the next board meeting.

Landscaping Committee, (Susan Holman (chair), Anne Scott, Laura Beal & Mary McDonnell)

The landscape committee has scheduled a walkthrough with Barbara from Brandon's Landscape to discuss the plans for 2022.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following Wester Rooter Invoices were approved for payment:

- Unit 13 vacuumed water from patio drain for \$ 60.00.
- Unit 13/14 repaired gas leak in pipe by meter for \$ 645.00.
- Unit 13/14 replaced cold water copper pipe for \$ 517.16.
- Unit 43/44 replaced copper pipe leaking in garage \$ 425.00.
- Unit 43 replaced copper pipe leak in front of garage \$ 880.00.

The following MTY Construction invoices were approved for payment:

- Unit 43 ceiling repairs completed from a copper pipe leak for \$ 1,135.00.
- Replaced concrete wheel stop in guest parking for \$ 445.00 which was damaged by the neighbors' arborist.
- Completed fence repairs at Unit 45 for \$ 565.00
- Repaired drywall from gas leak at Unit 37 for \$ 695.00

The Board reviewed the two proposals for the Unit 3 Garage & the balcony repairs needed at Unit 18 & 40 from Courtesy General & Professional Services Inc. The Board asked LeeAnn to obtain more proposals for the next Board meeting.

LeeAnn to contact the owner of Unit 32 to confirm if they have a ductless or a conventional dryer duct. If conventional dryer, LeeAnn to schedule an inspection with Action Duct for \$ 350.00 to run a camera in Unit 32 dryer duct to see if they can find any issues or separation in the duct.

The West Coast Electric invoice for \$ 225.00 for the light repairs at the front entrance was approved for payment.

Old Business:

Pending proposal for the following work by MTY Construction for:

- Report of suggested repairs at Unit 5 & 43. The area at Unit 23 was determined to be in good condition and not in current need of repairs.
- Unit 27 wood post repairs.
- Unit 7 wooden number replaced.

Pending proposals for painting for the following five doors (30, 31 34, 36 & 47) from Certa-Pro Painters, Black point Construction and Everest painting.

McCormack Roofing had provided a proposal to replace the attic fan on Unit 48. LeeAnn to try and find out who the attic fan belongs to. LeeAnn asked McCormack who many units have attic fans. McCormack responded as follows "There are multiple on the roof we don't know which unit thy go to through". LeeAnn asked to reach out to AirTro as they service many of the AC units on the roofs to see if they know.

The Elevators are on the final phase of the final repairs. Diamond scheduled the state inspection of the final 3 elevators on February 28, 2022.

New Business:

LeeAnn to obtain new proposals for the LED light kit at entry intercom.

The Board reviewed and signed the Diamond Elevator annual service contract.

The Board is working on the attorney questionnaire for the CCR revisions.

The Board scheduled a Special Meeting to discuss 2022 goals and the CC&R revisions to be on February 22, 2022.

Board reviewed the elevator expense report. Following the final State Inspection and any new expenses LeeAnn to write a letter to all of the upper unit owners of the extraordinary expenses which occurred during the elevator modernization project. Each upper unit will be assessed for the final cost for the modernization of the elevators. It takes into consideration the money received from the original elevator special assessment and the monthly assessments received for the elevator maintenance from the beginning of the project until now. The initial assessment was an estimated cost for the modernization, however, the project incurred further costs than estimated. It accounts for all of the elevator expenses for the modernization project including but not limited to shaft walls repairs, GFI installations, elevator motor room repairs, elevator door repairs, drawings, inspections, fire extinguishers etc.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:06 P.M. The next board meeting will be Special Meeting on Tuesday, February 22, 2022, at 7:00pm via ZOOM.

885 South Orange Grove Owners Association
Minutes of Annual Meeting
February 8, 2022

The Annual Meeting of the Homeowners for 885 South Orange Grove Owners Association, was held on Tuesday, February 8, 2022 via ZOOM due to COVID19.

Inspector of Election

The Inspector of Elections was Cal Hollis.

Call to Order

The Board President, Dan Beal called the meeting to order at 7:04 p.m.

Annual Meeting attended by:

Richard Dougherty, Janis Frame, Cal Hollis, Stephen Lazar, Dan Beal, Susan Holman, Dorothy Hamilton, Trudy Hatter, Mary McDonnell, Elsa & Richard Roth, Anne Scott and Julie Savage.

2022 Election of Directors Report

Cal Hollis announced the elected Directors, Mary McDonnell & Janis Frame who will each serve a two-year term.

The 2022 Board of Directors is as follows:

Stephen Lazar
Dan Beal
Mary McDonnell
Janis Frame
Open Position

2021 Annual Meeting Minutes

Cal Hollis announced that the Annual Meeting Minutes of 2021 were approved by a majority vote.

IRS Ruling 70-604 Excess Income

Cal Hollis announced that the IRS Ruling 70-604 to transfer the excess income for the year-end 2022 into the reserve account was approved by a majority vote.

Board President Dan Beal Update:

Many copper pipe leaks which includes replacement and repairs of the pipes as well as drywall and interior damages were repaired throughout the complex.

The Elevator Modernizations were finally completed. The final inspection of the last (3) elevators by the State Inspector is scheduled for **Monday 2/28/22 starting at 7:00 am**. The modernization included not only the actual elevator upgrades but required shaft walls, elevator doors, GFI, and elevator motor room repairs in order to be in compliance with the State.

The 12 electrical rooms were sealed and fire proofed. Over the years contractors had cut holes to run wires etc. in the electrical rooms. All of these holes were closed for fire safety. Please note any contractor installing cable wiring etc. should not cut holes into the walls of the electrical room for safety reasons. Owners should make sure any contractor they hire has not cut any holes in the walls without properly sealing.

KCE Matrix completed the State Required initial inspections SB326 of the Balconies. The inspections are required to assure the current safety of the balconies. This Senate Bill came to play following the Berkeley balcony that fell. The HOA is currently in compliance with the requirements following the new mandate. This has however put a major drain on the HOA Reserves to pay for said inspections and needed repairs. More expenses are to come!

Several areas of the stucco and the retaining walls throughout the complex were painting by Certa-Pro Painters in early 2021. The hope is to keep the appearance and maintenance of the complex looking good and in good condition.

Wrought iron repairs and painting was completed in several areas of the complex.

Fountain repairs and a deep cleaning of the front fountain were completed in 2021. The tiles look okay not great. Replacement of the tiles may be something the Board looks at in the future.

Concrete repairs and maintenance was completed in several areas throughout the driveway. This is an on-going maintenance that will need to be assessed annually.

The Earthquake insurance had a substantial increase and we anticipate a possible increase mid-2022.

A couple front doors were addressed this as well is an ongoing maintenance. The Board has tried to maintain several doors each year moving around the complex. The does are scheduled based on the highest priority and need.

The Board would like to extended a Special "Thank You" to all of the Members of the committees and Board of Directors who help support, research and advise the Board of Directors of various issues around the complex and for volunteering their time on behalf of 885 Owners Association.

Open Forum

The meeting was opened for a general discussion of various matters of interest to the homeowners. No questions or issues were brought before the Board.

Adjournment

The Annual Election Meeting adjourned at 7:45pm. The February Meeting of the Board directly followed the annual meeting.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
JANUARY 11, 2022

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on January 11, 2022 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar, Janis Frame and Mary McDonnell were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Ann Scott, Dr. Liz Green & Julie Savage.

Dan Beal, called the meeting to order at approximately 7:03 pm.

Homeowners Forum

Dr Green asked when the front doors would be painted. LeeAnn advised it may be a couple months out in order to obtain proposals and the board to decide which vendor to move forward with. Dr. Green also asked about recommended insurance coverage for loss assessment due to an earthquake. The insurance representative had recommended \$100k of loss assessment coverage at the November 2021 HOA meeting.

Minutes of Prior Meeting

The minutes of the December 14, 2021 meeting were approved with revisions. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The December 31, 2021 financial report was presented and reviewed by the Board.

Architectural Committee (Garry Lay & Stephen Lazar)

The Architectural committee will review where to install the dusk-to-dawn light bulbs at the next board meeting. Committee wanted to further consider \$800 proposal and determine if all lights were required as proposal listed.

The committee reported on the walkthrough completed with MTY. Committee is waiting for the report from MTY Construction following the walkthrough at Units 5, 43 & 23 looking at possible water intrusion areas.

The Architectural Committee suggested the following front doors for painting 30,31,34,36 & 47 on this go-round. LeeAnn to obtain proposals for painting.

It was reported that Unit 27 wood post had fallen, Architecture committee to review.

Landscaping Committee, (Susan Holman (chair), Anne Scott, Laura Beal & Mary McDonnell)

The Holiday Decorations were put up and taken down by a group of friendly volunteers in the community! A big Thank you goes out to all involved. Also a big thank you to Cheryl Cates for volunteering to store the holiday decorations throughout the year.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following Wester Rooter Invoices were approved for payment:

- Unit 26 Abs cracked pipe repairs \$ 525.00
- Unit 5 copper pipe leak repair in garage ceiling \$562.50
- Unit 26 pinhole copper pipe leak in ceiling \$750.00
- Unit 18 pipe leak from shower diverter for \$ 290.00 was determined to be the owners responsibility. LeeAnn to advise owner.

The following MTY Construction invoices were approved for payment:

Unit 26 ceiling repairs from copper pipe leak \$1,785.00
Unit 5 garage ceiling repairs from copper pipe leak \$495.00

The Diamond Elevator invoice for the 14/16 service call for \$495.00 was approved.

The McCormack Roofing invoice for \$550.00 for the roof leak at Unit 48 was approved.

LeeAnn to obtain more information from McCormack Roofing regarding the proposal of \$ 1,994.00 for repairs to the Attic Fan. LeeAnn to try and find out if the Attic Fans are on all units.

LeeAnn to schedule one final dryer duct cleaning with Dr. Dryer Duct. If the owners do not make their units available the extra costs for the cleaning will be at the expense of the owners.

Old Business:

LeeAnn to contact General Contractors for proposals for balcony and other wood damage repairs identified in the KCE Matrix balcony report (Unit 3 Garage & the balcony repairs needed at Unit 18 & 40).

The Elevators are on the final phase of the final repairs. Diamond to schedule the state inspection of the final 3 elevators soon.

LeeAnn to follow up about the LED light kit at entry intercom.

West Coast Electric repaired the broken lamppost in the guest parking.

Pending the attorney questionnaire for the CCR revisions.

New Business:

The Board to review and sign the Diamond Elevator revise annual service contract.

The Board discussed having Courtesy General provide a proposal for the Balcony and post repairs. Courtesy General is part of KCE Matrix. Board decided as long as we obtain competitive bids we would review their proposal.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:00 P.M. The next board meeting will follow the Annual Meeting on Tuesday, February 8, 2022 at 7:00pm via ZOOM.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
DECEMBER 14, 2021

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on December 14, 2021 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar, Mary McDonnell, and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman, Garry Lay, Elsa Roth, and Cal Hollis

Dan Beal, called the meeting to order at approximately 7:03 pm.

Homeowners Forum

The water diverter above Liz Green Unit 34 window was completed.

Special Guest Speaker

Kelly Weil with Wolf, Rifkin, Shapiro, Schulman & Rabkin, LLP discussed the process for amending the CC&R and Bylaws. Kelly will send a questionnaire to LeeAnn for the Board to review and complete regarding the proposed changes. Efforts should be made to complete amended Bylaws and CCRs by June 30, 2022 to meet certain compliances. The amended Bylaws and CCRs will require a homeowners ballot vote with a 67% approval to pass. Wolf, Rifkin proposal included both amendment to Bylaws and CCRs.

Minutes of Prior Meeting

The minutes of the November 9, 2021 meeting were approved. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Financial Report

The November 30, 2021 financial report was presented and reviewed by the Board.

Architectural Committee (Garry Lay & Stephen Lazar)

The Architectural committee will discuss installing dust-to-dawn light bulbs at the next board meeting. Committee wanted to further consider \$800 proposal and determine if all lights were required as proposal listed.

LeeAnn to schedule a walk through with Architectural committee & MTY Construction of the following units Unit 5, Unit 43 & Unit 23 for possible water seepage issues.

The Architectural Committee will do a walk through to compile a list of which front doors should be put on the agenda for painting in 2022.

Landscaping Committee, (Susan Holman (chair), Anne Scott, Laura Beal & Mary McDonnell)

The Board reviewed and approved the owner of Unit 40 request to have the trees around the unit trimmed at the owner's expense. LeeAnn to advise Acorn Tree Service of the approval and to schedule the work when the Landscape committee can be in attendance overseeing the trimming.

Brandon's completed several planting & maintenance projects throughout the complex for \$525.00. LeeAnn to submit to accounting for payments.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The Mitchell Pest Control system pest control for \$475.00 was scheduled for December 10, 2021.

The Impact Bead De-Scaling Specialist proposal to de-scale the front fountain for \$ 800.00 was approved. LeeAnn to schedule service.

The following Western Rooter invoices were approved for payment:

- Unit 27 inspection to find leak \$300.00

- Unit 27/28 copper pipe leak repairs in wall behind vanity for \$ 1,068.75

- Unit 37 major gas line leak repairs for \$ 3,293.75

- Unit 17/18 drain line leak repairs in several locations for \$ 4,040.10

The following MTY Construction invoice were approved for payment:

- Unit 27 ceiling repairs for damaged from a copper pipe leak for \$ 2,420.00

- Unit 28 wall repairs and vanity removal from pipe leak for \$ 1,580.00

- Unit 45 painted garage frame because of new door installation for \$ 585.00

The KCE Matrix structural engineer inspection for sagging floor for \$ 512.35 at Unit 41 was approved.

The Diamond Elevator invoice of \$ 1,062.89 to replace the OEM interlock on the elevator door at Unit 38/40.

Old Business:

LeeAnn to reach out to General contractors for proposal for all of the wood damage repairs needed via the termite report and KCE Matrix reports.

The elevator modernization is still in progress pending final completion and state inspections for three remaining elevators. The elevator assessment will be determined after the end of the fiscal year.

LeeAnn to obtain a proposal for new gate detectors at the front entrance gates.

LeeAnn to obtain a new proposal for the replacement of the LED light kit at the entry intercom.

LeeAnn to contact the Gas Company about testing the gas lines on a regular basis.

LeeAnn provided the Board Members with the contact to CAI for HOA Board member classes.

LeeAnn to advised Dave of West Coast Electric to repair the lamppost near guest parking.

New Business:

The HOA newsletter was tabled at this time.

The Social Meet & Greet was tabled until after the annual election.

The Board approved ordering 5 Condo Blue Books LeeAnn to order books and deliver to the new board members following the annual election.

BBQ Grills in the complex will be address in the revised CC&R's.

LeeAnn to send a flyer to all owners reminding them to clean up after their pets.

LeeAnn to advise the landscaper of the new Pasadena watering restrictions. All Owners to be reminded that Pasadena has water restrictions due to the current drought!

During dryer duct clean out project, it was discovered by Dr. Dryer Duct that unit 32 duct may have a separation -LeeAnn to have Western Rooter to further investigate unit 32 duct situation.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 10:00 P.M. The next board meeting will be on Tuesday, January 11, 2022 at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
NOVEMBER 9, 2021**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on November 9, 2021 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar, Mary McDonnell, Janis Frame and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Susan Holman, Garry Lay and Liz Green

Dan Beal, called the meeting to order at approximately 7:03 pm.

Homeowners Forum

Liz Green asked when MTY Construction was going to be completing the work above the window at her unit. LeeAnn to follow up with MTY Construction to make sure it gets done ASAP.

Special Guest Speaker

Bruce Maxwell & Sam Maxwell from Arroyo Insurance Agency attend the meeting to discuss the current insurance policy and coverages with the new Board of Directors.

Key take away for homeowners is that the HOA Earthquake Policy has a \$380k deductible per building loss. All 48 homeowners would be responsible for any deductible even if their unit was not part of the damaged building. Bruce recommended that each homeowner should have insurance coverage for their personal property and \$100k Earthquake Loss Assessment coverage.

Minutes of Prior Meeting

The minutes of the October 12, 2021 meeting were approved with minor changes submitted by Mary McDonnell. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Architectural Committee (Garry Lay & Stephen Lazar)

It was noted that Dan Beal will no longer be on the Architectural Committee and suggested that the committee reach out to Elsa Roth as a potential committee member.

Pending decision regarding walkway light upgrades/repairs. The Architectural committee will bring this back to the Board for discussion after review.

Unit 26 submitted a request to replace a window at the unit. The Architectural committee approved the request as it follows the HOA guidelines for window replacement.

Unit 5 has water seeping into garage. Irrigation repairs have been made in the area which helped to alleviate the issue. LeeAnn to follow up with the water proofer (Paul's waterproofing) for a proposal to waterproof the inside of the garage wall.

Landscaping Committee, (Mary McDonnell, Susan Holman, Anne Scott & Laura Beal)

Landscape committee Vicki Liske stepped down and Laura Beal stepped up to serve on the committee. The landscape committee now has Mary McDonnell, Susan Holman, Anne Scott and Laura Beal.

The Brandon Landscape proposals are being reviewed and considered by the Committee.

The Brandon Landscape walk-about proposal for \$ 525.00 was approved. The Landscape Committee will schedule the work with Brandon's.

The Acorn Tree trimming proposal of \$ 2,650.00 to trim some additional Ficus trees was tabled at this time.

The Owner request to trim HOA trees near Unit 40 will be reviewed by the Landscape Committee.

The Brandon's Invoice for irrigation repairs near Unit 31 & 5 for 63.56 was approved for payment.

LeeAnn to advise Brandon's of the sprinkler adjustments needed on the South driveway.

All residents are reminded not to touch or adjust any of the common area irrigation or sprinklers.

Financial Report

The October 31, 2021 financial report was presented and reviewed by the Board.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

Diamond Elevator Maintenance Agreement of \$ 11,400.00 was approved LeeAnn to obtain revised contract from Diamond Elevator.

The following Diamond Elevator invoices were approved for payment:

Unit 26/28 trouble shoot gate operator \$ 82.50.

Unit 22/24 planned maintenance \$ 495.00.

Unit 42/44 review noise in wall with MTY \$ 723.75.

The following MTY Construction invoice were approved for payment:

Unit 30 drywall repairs to ceiling from a copper pipe leak for \$ 1,265.00.

Unit 16 drywall repair in garage ceiling pipe leak for \$ 1,985.00.

Unit 23 garage ceiling/wall repairs from a waste line leak \$ 1,380.00.

The MTY proposal for Unit 42/44 noisy wall repairs in the hoist way for \$ 2,200.00 was tabled at this time.

The following Western Rooter invoices were approved for payment:

Unit 30 copper pipe leak in the ceiling for \$ 526.50.

Unit 23 kitchen sink ABS crack pipe \$ 638.00.

Unit 33 installed new gas shut off valve for \$ 575.00.

The unit 17 invoice for an inspection which found a furnace leak for \$ 520.00 was owner's responsibility.

The following KCE Matrix invoices were approved for payment:

Unit 3 cost of city permits & Structural Plan \$ 4,033.30.

Unit 40 cost of city permits \$ 1,258.10.

Unit 18 cost of city permits \$ 778.10.

Old Business:

LeeAnn to reach out to General contractors for proposal for all of the wood damage repairs needed via the termite report and KCE Matrix reports.

The elevator modernization is still in progress pending final completion and state inspections. The elevator assessment will be determined after the end of the fiscal year.

LeeAnn to follow up with Dale the fountain guy about cleaning up the front fountain tiles.

LeeAnn to obtain a proposal for new gate detectors at the front entrance gates.

HOA attorney at WWSSR to attend the December meeting to discuss revising the CCR's. Dan recommended board members to review CCRs and provide input to attorneys.

Each member of the board should have a key to unlock gates. Richard will make additional keys for new board of directors.

New Business:

LeeAnn to contact the gas company to see if they will test the gas shut off valves annually.

The owner of Unit 15 requested final payment for the insurance claim. Board reviewed and approved the payment to the owner as the money was received from the insurance company.

LeeAnn to advise the current Board of the next CAI classes which assist new board members of the open meeting act requirements and more.

HOA newsletter suggestion was not discussed during the November meeting.

Board planning to schedule a social in the future to meet you neighbors. Landscape committee to handle site decorations for the holidays, possibly make it social for homeowners.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:45 P.M. The next board meeting will be on Tuesday, December 14, 2021 at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
OCTOBER 12, 2021**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on October 12, 2021 via ZOOM due to COVID19 health and safety precautions.

Directors, Dan Beal, Stephen Lazar, Mary McDonnell, Janis Frame and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Elsa Roth, Anne Scott, Susan Holman, Trudy Hatter, Garry Lay and Liz Green

Dan Beal, called the meeting to order at approximately 7:05 pm.

Homeowners Forum

Liz Green asked when MTY Construction was going to be completing the work above the window at her unit. LeeAnn to follow up with MTY Construction to make sure it gets done ASAP.

Appointment of Board Positions

The Board appointed the following directors to the below board positions until the Annual Meeting on February 8, 2022.

Dan Beal- President, Stephen Lazar-Vice President, Richard Dougherty-Treasurer, Mary McDonnell-Secretary, Janis Frame-Member at Large.

Minutes of Prior Meeting

The minutes of the September 14, 2021 meeting were approved as written with minor changes submitted by Mary McDonnell. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Architectural Committee (Garry Lay & Stephen Lazar)

Committee pending KCE Matrix City approved written drawings for repairs at: Unit 18, 40 & 3)

Unit 5 Landscape sprinkler repairs made by Brandon's Landscaping. LeeAnn is awaiting pending proposal from Paul's Waterproofing.

Committee to review possible options for lighting the walkways.

Unit 23 interior chair lift request was approved by Architectural Committee as long as any City required permits are pulled by owner.

Unit 17 LeeAnn to advise homeowner to remove the planter box outside of the window on the street side for safety reasons.

Landscaping Committee, (Mary McDonnell, Susan Holman, Anne Scott & Vicki Liske)

The current landscape committee was looking for volunteers. Susan Holman & Anne Scott volunteered to serve on the committee.

New landscape committee will review the fall planting proposal.

New hedge planting at Unit 29 will be completed in October.

The Acorn Tree Trimming of South Driveway and Interior trees scheduled to begin October 25th.

Financial Report

The September 30, 2021 financial report was presented and reviewed by the Board.

2022 Budget Approval

The board created an ad hoc Finance Committee to review the 2022 budget proposal. The committee members included chair, Janis Frame, Trudy Hatter, Michael Grazer and Richard Dougherty. The committee provided a report and recommendation to the Board.

The Finance Committee report identified that the operating costs substantially increased in 2021 due to high inflation, increased maintenance due to plumbing and other issues, and increased premiums for earthquake insurance, and anticipates the HOA will continue to experience increases in the coming year.

After review, further discussions and corrections, the Board voted 4-1 to approve the 2022 Budget that included a 20% increase to monthly HOA fees.

New 2022 HOA Fees*

Homeowners	Current Monthly HOA Fees	2022 Monthly HOA Fees
Units	\$732	\$878
Units with Elevator	\$775	\$950

Effective January 1, 2022

Comprehensive Reserve Review

The Board also recognized that current reserves should be further funded and have asked for the ad hoc Finance Committee to complete a comprehensive review of the HOA reserves and capital expenditure planning.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

Diamond Elevator Maintenance Agreement was presented to the Board. The board offered feedback to LeeAnn asked her to pursue a reduction in costs in the proposal.

The following Western Rooter invoices were approved for payment:

Unit 18 copper pipe leak repairs for \$ 382.50

Unit 40 copper pipe repair in the garage ceiling for \$ 850.00

The Board was advised of the cost to update and revise the HOA's current CCRs by Wolf, Rifkin, Shapiro, Schulman & Rabkin, and LLP at \$ 5,000.00. LeeAnn to ask if a representative of WRSSR can attend our December Board Meeting to further discuss details of update to CCRs.

The Board approved the Advanced Access Systems proposal of \$ 448.45 to electric box covers and connectors. LeeAnn to schedule the work.

The Board approved the Lock Up Inc. proposal of \$ 985.00 for the custom fabricated housing box and Light kit for the front entrance gate. LeeAnn to schedule the work.

The Board approved the Dr. Dryer Duct proposal of \$ 2,400.00 for dryer duct cleaning of all units. LeeAnn to schedule the work.

The Board approved the MTY Construction invoice of \$ 485.00 for drywall repairs in unit 40.

Old Business:

LeeAnn to reach out to General contractors for proposal for all of the wood damage repairs needed via the termite report and KCE Matrix reports.

The elevator modernization is still in progress pending final completion and state inspections.

LeeAnn to follow up with Dale the fountain guy about cleaning up the front fountain tiles.

Diamond Elevator and MTY Construction to inspect reason for noisy elevator 42/44 on 10/14/21.

Board reviewed the Travelers Insurance safety risk report. The only item noted was the following:

"Smoke Detectors – Battery Operated. In order to improve the reliability of smoke detectors, battery operated single station smoke detectors should be replaced with smoke detectors that receive their operating power from either the building electrical system or by a non-rechargeable nonreplicable battery, in accordance with NFPA 101-2018, section 9-6-2-10-8."

It is suggested that owners replace any battery operated smoke/carbon monoxide detectors with non-rechargeable non-replaceable battery detectors or have them hard wired in to the unit.

Board directed LeeAnn to advise owners of requirement.

New Business:

Herb suggested we obtain proposals for needed concrete repair at the front entrance gates. Board directed LeeAnn to pursue proposals.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 10:45 P.M. The next board meeting will be on Tuesday, November 9, 2021 at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
SEPTEMBER 14, 2021**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on September 14, 2021 via ZOOM due to COVID19 health and safety precautions.

Directors, Cal Hollis, Dan Beal, and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Mary McDonnell, Herb Liske, Elsa Roth, Susan Holman, Janis Frame, Stephen Lazer, Dorothy Hamilton, & Trudy Hatter.

Cal Hollis, called the meeting to order at approximately 7:05 pm.

Homeowners Forum

Nothing was brought to the attention of the Board in Homeowners forum.

Minutes of Prior Meeting

The minutes of the August 24, 2021 meeting were approved as written. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Appointment of new Board of Directors Members

Cal Hollis announced that he would be stepping down from the Board of Directors at the end of this meeting. This provided three (3) open positions of the Board of Directors to be filled. Five (5) members of the Association volunteered to fill the three (3) vacant positions. The (3) current Board members have the power to duly appoint the three (3) members to fill the vacant positions per the Association Governing Documents.

After careful review and consideration the current board appointed the following members to fulfil the remainder of the terms of the three (3) members who recently stepped down.

Stephen Lazar
Janis Frame
Mary McDonnell

The Board will appoint positions in the open October Meeting.

Architectural Committee, (Dan Beal, Garry Lay & Stephen Lazer)

Committee approved the Unit 18 & Unit 40 drawings and structural plans provided by KCE Matrix to be sent to the City department by KCE Matrix.

KCE Matrix approved to provide a structural plans for the needed repairs in Unit 3 garage. LeeAnn to provide the report to the Architectural Committee for review once received.

Unit 42/44 elevator making noise. LeeAnn to schedule with Diamond Elevator, MTY Construction to discuss plans to stop the noise in the elevator.

Unit 5 garage wall pending inspection on Friday September 17th by the Architectural Committee.

Committee to review the walkway light proposals from All Electrix Co. & West Coast Electric and provide the Board a suggestion on how to move forward.

Landscaping Committee, (Mary McDonnell & Vicki Liske)

The current landscape committee is looking for volunteers.

The Board will discuss the planting proposals after review of the 2022 proposed budget.

The Board approved paying 1/3 of the expenses approx. \$525.00 for the landscape changes completed near Unit 29.

The Acorn Tree Trimming of South Driveway and Interior trees scheduled to begin October 25th.

Financial Report

The August 31, 2021 financial report was reviewed.

LeeAnn to provide the Budget Committee a copy of the 2022 proposed budget that was presented to the Board. The Budget Committee will review prior to the October Meeting. The Budget Committee will bring their suggestion to the Board at the October Board Meeting.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following Diamond Elevator invoice was approved for payment:

Unit 38/40 service call for door not opening \$ 513.29

The following Western Coast Electric Invoice was approved for payment:

Repair underground conduit and lights \$ 1,000.00

The following Western Rooter invoices was approved for payment:

Unit 28 hose bib repairs \$ 125.00

Unit 39 hose bib repairs \$ 125.00

Unit 35 cleared drain line 45ft out \$ 362.70

Unit 25 moisture inspection report \$ 125.00

Unit 33 copper pipe leak repairs \$ 525.00

The Board approved the Western Rooter proposal of \$ 820.00 for sump pump maintenance and sewer drain cleanout. LeeAnn to schedule service.

The following MTY Construction invoices were approved for payment.

Unit 7 drywall repairs for a copper pipe leak for \$ 885.00

Unit 33 exterior stucco repairs from copper pipe leak for \$ 625.00

Old Business:

The Board reviewed and approved the new parking rules. LeeAnn to send the new Parking Rules out to all owners that go into effect beginning November 1, 2021.

LeeAnn currently working with Blackpoint Construction to obtain a proposal for the termite wood damage repairs and the balcony repairs needed based on the Community Pest Control and KCE Matrix reports.

The elevator modernization is still in progress pending final completion and state inspections.

LeeAnn to follow up with Dale the fountain guy about cleaning up the front fountain tiles.

Blackpoint Construction wrought iron painting in progress

Blackpoint Construction front door re-painting Unit 28 & 29 in progress.

LeeAnn to obtain proposal from attorney to revise the CC&R.

New Business:

State Farm Workers Comp audit report which advised that the HOA owed approx. \$4,000.00 was reviewed and revised at the direction of LeeAnn. The HOA does not owe money as they do not have any employees.

LeeAnn to reach out to Cal's Dry vent cleaning company to obtain a proposal for the HOA.

The Travelers On-site risk control inspection was completed by Travelers agent and LeeAnn pending report.

Pending the report for the gas company regarding the broken box covers.

Bank Signature cards will be signed by the new board members following the October Meeting.

Unit 15 requested the garage door trim and pedestrian door to be painted. Unit 25 requested garage door painting. Architectural committee to inspect the doors.

Advanced access to provide a proposal to cover the electrical wire conduits by the exit gate.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:30 P.M. The next board meeting will be on Tuesday, October 12, 2021 at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
AUGUST 24, 2021**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on August 24, 2021 via ZOOM due to COVID19 stay at home orders.

Directors, Cal Hollis, Dan Beal, and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Mary McDonnell, Garry Lay, Herb Liske, Richard Roth, Susan Holman, Brooke Knowles, Janis Frame & Trudy Hatter.

Cal Hollis, called the meeting to order at approximately 7:03 pm.

Homeowners Forum

Owner asked if the Board will be holding in person meetings again. The Board will discuss once the numbers of Covid19 cases goes back down.

Minutes of Prior Meeting

The minutes of the July 13, 2021 meeting were approved. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Architectural Committee, (Dan Beal, Garry Lay & Stephen Lazar)

Committee reviewing the Unit 18 & Unit 40 drawings and structural plans provided by KCE Matrix.

KCE Matrix to complete a visual inspection of the Unit 3 garage post.

Unit 42/44 elevator making noise. LeeAnn to schedule with Diamond Elevator, MTY Construction to discuss plans to stop the noise in the elevator.

Committee to review the walkway light proposals from All Electrix Co. & West Coast Electric and provide the Board a suggestion on how to move forward.

Landscaping Committee, Mary McDonnell & Vicki Liske)

Cheryl Cates stepped down from the Landscape committee. The current committee is looking for volunteers.

The Board reviewed the fall planting request by the landscape committee. To be discussed in the September meeting.

The following Brandon Landscape Invoices were approved for payment:

- Summer lawn seeding \$ 655.00
- Irrigation repairs at Southwest corner of East driveway \$ 219.62
- Irrigation repairs near unit 31 \$ 391.00
- Irrigation repairs near unit 31-32 front slope lawn areas \$ 37.95

The following two Brandon's Invoices were approved for payment. The allocation of the cost for the repairs to be discussed at the September meeting.

Relocating controller at Unit 29 fence \$ 405.46

Irrigation repairs near Unit 29 \$ 303.59

The Acorn Tree Trimming proposal of \$ 5,675.00 for trimming of the South Driveway trees and the Interior trees was approved. LeeAnn to schedule the trimming and advise the owners.

Financial Report

The July 31, 2021 financial report was reviewed.

Richard Dougherty the treasurer advised of the need to increase the assessments in the future due to the growing increase in utilities, insurance, repairs and maintenance in the complex. LeeAnn to provide the Board and Budget Committee a copy of the 2022 proposed budget prior to the September Board Meeting for review.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The following Diamond Elevator invoices were approved for payment.

Unit 26/28 service call for door not opening \$ 247.50

Unit 42/44 Elevator noise inspection \$ 330.00

The following Western Rooter invoices were approved for payment

Unit 15/16 pinhole leak in copper pipe in soffit above garage to unit 16 \$ 779.06

Unit 7 master bathroom cracked AVS drain line \$ 666.75

The Western Rooter invoice for a backup in Unit 20 was determined to be the owners responsibility owner will pay directly.

The Western Rooter invoice for the Unit 28 hose bib repairs was approved... LeeAnn to reach out to John at Western Rooter ask why the replaced the whole bib and not just a gasket.

The following MTY Construction invoices were approved for payment.

Unit 2/4 Elevator punch list items.-repairs to get the elevator to pass inspection \$ 235.00

Unit 6/8 Elevator punch list items -repairs to get the elevator to pass inspection \$ 2,655.00

Unit 10/12 Elevator punch list items -repairs to get the elevator to pass inspection \$ 2,920.00

Unit 18/20 Elevator punch list items -repairs to get the elevator to pass inspection \$ 650.00

Unit 42/44 Elevator punch list items -small repairs to get the elevator to pass inspection \$965.00

Unit 46/48 Elevator punch list items -small repairs to get the elevator to pass inspection \$ 560.00

Temporarily close the holes in the balconies left by KCE Matrix at 18, 39 & 40 \$ 450.00

Unit 16 stucco patch repairs from the copper pipe leak \$ 865.0

The Advanced Access Systems invoice of \$ 236.21 was not approved LeeAnn to follow up with Advanced to fix the hanging wires on the exit gate.

The Mitchell Pest control proposal to spray the trees for \$ 895.00 was approved. LeeAnn to schedule service.

The Brite Fountain invoice of \$ 575.00 to replace the back fountain pump was approved.

The Lock up Inc. proposal of \$ 985.00 to replace the lighted telephone entry box was not yet approved. Pending Lock up response from Lockup for the type of material that the box will be made of.

Old Business:

LeeAnn currently working with Blackpoint Construction to obtain a proposal for the termite wood damage repairs and the balcony repairs needed based on the Community Pest Control and KCE Matrix reports.

The elevator modernization is still in progress pending final completion. Eleven of the twelve elevators are up and running.

LeeAnn to follow up with Dale the fountain guy about cleaning up the front fountain tiles.

Blackpoint Construction wrought iron painting pending date.

Blackpoint Construction front door re-painting Unit 28 & 29 pending date.

Discuss CC&R revisions.

New Business:

The Board discuss two vacancies on the Board. Several owners have shown interest. The Board asked that the owners interested in serving provide LeeAnn with a request. LeeAnn to send out a notice to all owners interested to send information to LeeAnn to be provided to the Board. The Board vacancies will be appointed by the remaining board at the September meeting.

The Board will review and approve the revised parking rules at the September meeting.

State Farm Workers Comp audit review showed that the HOA owed over \$ 4,000 in work comp premium. Something is wrong with the audit review LeeAnn working with State Farm to adjust their error. LeeAnn to advise the Board of the outcome at the September meeting.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:30 P.M. The next board meeting will be on Tuesday, September 14, 2021 at 7:00pm via ZOOM.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
JULY 13, 2021

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on July 13, 2021 via ZOOM due to COVID19 stay at home orders.

Directors, Cal Hollis, Dan Beal, Cheryl Cates, and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Mary McDonnell, Garry Lay, Stephen Lazar, Herb Liske & Trudy Hatter.

Cal Hollis, called the meeting to order at approximately 7:05 pm.

Homeowners Forum

There were no topics discussed in homeowner's forum.

Minutes of Prior Meeting

The minutes of the June 15, 2021 meeting were approved as corrected. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Architectural Committee, (Dan Beal, Garry Lay & Stephen Lazar)

LeeAnn to send Garry Lay the KCE Matrix structural plans for unit 18

The Architectural Committee and Board reviewed the KCE Matrix Unit 40 inspection report. Requested KCE Matrix draw up plans.

Landscaping Committee, (Cheryl Cates, Mary McDonnell & Vicki Liske)

The Landscape Committee and the Board approved the Unit 29 request to for landscape patio changes.

Landscape Committee in the process of preparing tree installation & maintenance rules for the HOA.

Financial Report

The June 30, 2021 financial report was reviewed.

Richard Dougherty the treasurer advised of the need to increase the assessments in the future due to the growing increase in utilities, insurance, repairs and maintenance in the complex.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The Board reviewed two proposal for wrought Iron Painting at the complex. The Board approved moving forward with the proposal from Blackpoint Construction for \$ 3,246.05. LeeAnn to schedule painting.

The Board reviewed and approved the Unit 42/44 Diamond elevator service call invoice for \$ 701.25.

The Board reviewed and approved the Unit 6/8 Diamond elevator modernization repairs invoice for \$ 330.00.

The Board reviewed and approved the Unit 18/20 Diamond elevator modernization repairs invoice for \$ 453.75.

The Board reviewed and approved the Unit 7 Western Supreme Rooter invoice for copper pipe leak repairs for \$ 950.00

The Board reviewed and approved the Unit 26 Western Supreme Rooter invoice for copper pipe leak repairs for \$ 807.50

The Board reviewed and approved the Unit 34 Western Supreme Rooter invoice for copper pipe leak repairs for \$ 650.00

The Board reviewed and approved the Unit 26 MTY Construction invoice for dry wall repairs from pipe leak damages for \$ 3,830.00

The Board reviewed and approved the Unit 26/28 MTY Construction invoice for elevator punch list items from the elevator modernization project for \$3,900.00

The Board reviewed and approved the Unit 26/28 MTY Construction invoice for elevator structural beam removal from the elevator modernization project for \$ 995.00

The Board reviewed and approved the Unit 07 MTY Construction invoice for dry wall repairs from a copper pipe leak damages for \$ 875.00

The Board reviewed and approved the Unit 26 MTY Construction invoice for carpet water extraction from a copper pipe leak for \$355.00

The Board reviewed and approved the Unit 25 MTY Construction invoice for pipe leak major repairs and major cleanup of \$ 15,480.00

The Board reviewed and approved the Unit 12 MTY Construction invoice for the 12 electrical room fire proofing drywall repairs for \$ 8,600.00

The Board reviewed and approved the Unit 34 MTY Construction proposal for exterior stucco wall repairs for \$ 575.00 LeeAnn to schedule work.

The Board reviewed and approved the Unit 34 MTY Construction proposal for gutter install above window for \$495.00 LeeAnn to schedule work.

The Board reviewed and approved the Unit 39 MTY Construction invoice for Balcony touch ups for \$ 145.00.

The Board reviewed two proposal for the front entry gate phone cover. The Board asked LeeAnn to ask Lockup Inc. the Material they will use and advise the Board.

Old Business:

LeeAnn currently working with Blackpoint Construction to obtain a proposal for the termite wood damage repairs and the balcony repairs needed based on the Community Pest Control and KCE Matrix reports.

The elevator modernization is still in progress pending final completion. Eleven of the twelve elevators are up and running.

LeeAnn to follow up with Dale the fountain guy about cleaning up the front fountain tiles.

New Business:

LeeAnn to advise Dale the fountain guy not to park on the turn just pass the trash bin.

Owner of Unit 4 requested the Board look at her front door. The Board advised that this would be added to the next batch of front door painting.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:00 P.M. The next board meeting will be on Tuesday, August 10, 2021 at 7:00pm via ZOOM.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
JUNE 15, 2021**

A regular meeting of the Board of Directors (the "Board") of the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION (the "Association") was held on June 15, 2021 via ZOOM due to COVID19 stay at home orders.

Directors, Cal Hollis, Dan Beal, Cheryl Cates, and Richard Dougherty were present. LeeAnn Polarek of Baldwin Real Estate Management was also present.

Homeowners present were, Mary McDonnell, Garry Lay, Stephen Lazar, Herb Liske & Dr. Liz Green.

Cal Hollis, called the meeting to order at approximately 7:03 pm.

Special Guest

Bruce Maxwell from Arroyo Insurance discussed the insurance renewal package. The insurance policy was increased in several categories including earthquake insurance. The rate increased from \$ 96,513.02 to \$ 116,074.01. After a long discussion and consideration the Board voted and approved the renewal policy as proposed.

Homeowners Forum

Dr. Green requested that we have the landscape company clean the dumpster doors.

Dr. Green thanked Herb Liske for his help on the elevator at her unit.

Minutes of Prior Meeting

The minutes of the May 11, 2021 meeting were approved. LeeAnn instructed to email/mail the approved minutes to the homeowners.

Architectural Committee, (Dan Beal, Garry Lay & Stephen Lazar)

The Architectural Committee approved the Unit 29 request to install a retractable awning.

Landscaping Committee, (Cheryl Cates, Mary McDonnell & Vicki Liske)

The Brandon's Landscape invoice in the amount of \$ 278.94 for irrigation repairs near unit 3 was approved.

The Brandon's Landscape invoice in the amount of \$ 280.00 for installation of the spring color was approved.

The owner of unit 23 requested to plant 3 fruit trees in pots was approved.

The Landscape Committee and the Board discussed the idea of purchasing electric blowers. This was in response to the noise complaints from owners. The research showed the cost of the electric blowers are very expensive as several batteries are required as well as a place to store and charge the batteries. The Board did not approve the expense at this time and may readdress in the future.

The homeowner of Unit 23 requested that the neighbor of Unit 25 tree in their private patio be trimmed to cut down on dropping leaves. The Landscape Committee researched and found that the tree in Unit 25 exclusive patio. Is being properly maintained on a regular basis by Brandon's' Landscape at the owners expense. The leaf droppage was determined to be acceptable in a shared community.

Landscape Committee in the process of preparing tree installation & maintenance rules for the HOA.

Financial Report

The May 31, 2021 financial report was reviewed.

Richard Dougherty the treasurer advised of the need to increase the assessments in the future due to the growing increase in utilities, insurance, repairs and maintenance in the complex.

Maintenance and Capital Report

LeeAnn Polarek summarized the proposals and invoices for the Association:

The Wrought Iron repairs from Blackpoint Construction & Kim Iron works was determined to not be apples to apples... LeeAnn to reach back out to Blackpoint Construction for revised proposal.

The Ortiz construction concrete repairs invoice of \$ 19,380.00 was approved less \$1,000.00 for the additional step repairs. LeeAnn to advise Ortiz of the needed corrections Architectural to advise LeeAnn once final approval has been reached.

The Diamond Elevator invoice of \$ 11,604.00 for modernization of Unit 26/28 elevator was approved for payment.

The Diamond Elevator invoice of \$ 412.50 for Unit 34/36 wood door repairs was approved for payment.

The Diamond Elevator invoice of \$ 165.00 for the Unit 42/44 inspection of loud noise in elevator was approved for payment.

The Western Supreme Rooter invoice of \$ 525.00 for Unit 26/25 copper pipe repairs in the ceiling of Unit 25 was approved for payment.

The MTY Construction invoice of \$ 1,965.00 for Unit 26 bathroom drywall repairs form copper pipe leak into Unit 25 was approved.

The MTY Construction invoice of \$ 1,455.00 for Unit 13 drywall repair from a pipe leak was approved.

The MTY Construction invoice of \$ 8,600.00 for the Unit 12 electrical room repairs was not approved. LeeAnn to advise MTY of several areas that need corrections.

Pending the MTY Construction invoice for water extraction, drywall repairs in Unit 25.

The MTY Construction proposal of \$ 3,660.00 to replace the kitchen cabinets and appliances from the major water leak in unit 25 was approved. LeeAnn to schedule with MTY Construction and owner.

Old Business:

LeeAnn currently working with Blackpoint Construction to obtain a proposal for the termite wood damage repairs and the balcony repairs needed based on the Community Pest Control and KCE Matrix reports.

The elevator modernization is still in progress pending final completion. Eleven of the twelve elevators are up and running.

The white spots (efflorescence) on the retaining walls at the entrance are at the cause of water in the retaining wall from grass and plants. Board discussed the need to regularly keep up on cleaning and painting the area.

Pending proposals from West Coast Electric and All Electrix for walkway step light repairs.

New Business:

The Board reviewed the new guest parking rules and regulations. LeeAnn to send rules to the homeowners for review and response.

The Unit 32 long term 3rd car guest parking was temporarily approved for six months. LeeAnn to notify the owner of the approval. Parking of two vehicles in the garage and one car in guest parking approved for six months as of June 15 – December 15, 2021.

Adjournment There being no further business to come before the Board, the meeting was adjourned at 9:50 P.M. The next board meeting will be on Tuesday, July 13, 2021 at 7:00pm via ZOOM.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION

November 1, 2021

Dear Homeowner,

PLEASE READ BELOW IMPORTANT 2022 PLANNING INFORMATION

2022 Budget Approval

At the October HOA Board meeting, the board approved the operating budget for 2022. The board created an ad hoc Finance Committee to review the 2022 budget proposal and based on their recommendations and board discussion, the budget approved a 20% increase to monthly HOA fees. The Board identified that the operating costs substantially increased in 2021 due to overall increased costs due to inflation, increased maintenance due to plumbing and other issues, and increases in earthquake insurance, and anticipates we will continue to experience increases in the coming year. The Board also recognized that current reserves should be further funded and have asked for a comprehensive review of the HOA reserves and capital expenditure planning.

New 2022 HOA Fees*

Homeowners	Current Monthly HOA Fees	2022 Monthly HOA Fees
Units	\$732	\$878
Units with Elevator	\$775	\$950

**Effective January 1, 2022*

Elevator Units

As we complete the modernization of our elevators, we anticipate an additional payment for unanticipated additional costs of the elevator modernization project being due for all units that have an elevator, based on management company estimates. The elevator maintenance agreement fees have increased for 2022, so that is causing the monthly elevator fees to be increased by \$29.00 per unit as well.

HOA Fees Comparison

The board has not substantially raised monthly HOA fees for some time and does not undertake this increase lightly. However, the cost to maintain our beautiful Orange Grove property continues to rise. We have provided below a comparison chart of HOA fees in the area so you can be aware that our new monthly fees are considered average for the area.

Reserve Comprehensive Review

The finance ad hoc committee will be remaining in place for the coming year. One of its initial goals is to complete a comprehensive review of our reserve planning. We anticipate that the committee may have a recommendation on potential assessments for the year 2022. We are seeking additional homeowner volunteers to participate on the Finance committee, so if you are interested, please reach out Janis Frame at janis@bookbuffslltd.com.

Annual HOA Disclosure Packet

Attached is the Annual Budget package please carefully review all documents included in the package.

Sincerely,

885 South Orange Grove HOA Board

Dan Beal, President

Stephen Lazar, Vice President

Mary McDonnell, Secretary

Richard Dougherty, Treasurer

Janis Frame, Director At Large

LIKE SIZED UNITS FOR SALE OR CLOSED DURING SEPTEMBER 2021

Location	Sq. Footage	Listing Price	HOA's	
1000 South Orange Grove Boulevard	1645	\$ 875,000.00	\$	872.16
1040 South Orange Grove Boulevard	1628	\$ 1,389,000.00	\$	790.00
1045 South Orange Grove Boulevard	1621	\$ 1,175,000.00	\$	615.00
111 South Orange Grove Boulevard	2033	\$ 1,099,000.00	\$	925.00
211 South Orange Grove Boulevard	2030	\$ 1,280,000.00	\$	909.50
211 South Orange Grove Boulevard	2311	\$ 1,475,000.00	\$	1,125.00
251 South Orange Grove Boulevard	1932	\$ 1,259,000.00	\$	1,100.00
660 South Orange Grove Boulevard	2061	\$ 888,000.00	\$	1,050.00
757 South Orange Grove Boulevard	1735	\$ 969,000.00	\$	600.00
776 South Orange Grove Boulevard	2255	\$ 1,050,000.00	\$	900.00
Average Monthly HOA			\$	888.67

BALDWIN REAL ESTATE MANAGEMENT
50 EAST FOOTHILL BLVD., SUITE 200, ARCADIA, CA 91006
(626) 574-1754 office - (626) 445-3812 fax
www.BaldwinManagement.com

November 1, 2021

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION

Dear Homeowner:

Enclosed please find the 2022 approved budget for the 885 SOUTH ORANGE GROVE OWNERS ASSOCIATION, along with the Association's Annual Budget Report and Annual Policy Statement per Civil Code §5300 and §5310

It is to your benefit to take the time to read the enclosed documents as they contain information relating to, such important topics as, among other things, the Association's budget, the status of the Association's reserve funding, a summary of the insurance policies, and the Association's policy and procedures with regard to the collection of delinquent assessments, imposition of fines and dispute resolution.

The Board of Directors may discuss levying a special assessment in 2022.

Transfer of Ownership:

Civil Code §4525 requires specific documents be provided to a prospective purchaser.

Please have your escrow contact us in writing advising that a transfer is in progress and request that we comply with the Civil Code and provide the documentation. The documentation will include the following:

- 1 - Copy of the governing documents, including rules.
- 2 - A statement that age restrictive covenants (if any) can only be enforced in accordance to the Unruh Civil Rights Act.
- 3 - A copy of all documents distributed pursuant to Civil Code §5300 (which includes the pro-forma budget and reserve study information and summary, a review of the financial statement, the statement describing the association's assessment collection policies, and a summary of certain association's insurance policies).
- 4 - A written statement indicating the current amount of the association's regular and special assessments and fees, noting any change in same which has been approved by the Board but has not yet become due and payable, including any unpaid assessments, monetary fines or penalties levied upon the seller's separate interest as of the date of that statement. Said statement shall also include late charges, interest and costs of collection which, as of the date of the statement, are or may become a lien upon the owner's interest in the common interest development.
- 5 - If there is a provision in the governing documents that prohibits the rental or leasing of any separate interest, a statement will be provided describing the prohibition and its applicability.

6 - A copy or summary of any notice previously sent to the seller pursuant to Civil Code §5855 which sets forth any alleged violation of the Association's governing documents which remains unresolved at the time of the request.

7 - Specified information relating to construction defects or to the association's repair plan for such defects, where this information has been distributed to members pursuant to Civil Code §6000 or §6100.

8 - Homeowner Association Certification.

9 - Twelve (12) months of minutes as available.

A. Escrow Transactions (Compliance with Civil Code §4525)

1.	Escrow Transfer Fee	\$ 300.00
2.	Required Association Documents	\$ 100.00
3.	Refinance Fee - Escrow Compliance	\$ 125.00
4.	Escrow Rush Fee	\$ 100.00
5.	Escrow Cancellation Fee	\$ 100.00

B. Collection Charges (Billed to Property Owner for Association Reimbursement)

1.	Preparation of "Intent to Lien" Letter	\$ 50.00
2.	Common Area Violation Letters	\$ 25.00
3.	Generation of Late Charge	\$ 5.00/unit/month
4.	Processing Returned Check	\$ 35.00

COSTS OF ABOVE SERVICES MAY BE SUBJECT TO CHANGE

***885 SOUTH ORANGE GROVE OWNERS
ASSOCIATION***

ANNUAL POLICY STATEMENT

January 1, 2022 – December 31, 2022

The regular monthly HOA fee increase to:

\$878.00 per unit

**Elevator units will increase to \$950.00 per unit
beginning 1/1/2022**

***Please remember to update payments issued
through your bank or bill pay service.**

**If you are set up with ACH through Baldwin
Management, the assessment increase will be
automatically updated.**

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

1. PERSON DESIGNATED TO RECEIVE OFFICIAL COMMUNICATIONS TO ASSOCIATION (Civil Code 4035)

The name and address of the person designated to receive official communications to the Association is:

Name: LeeAnn Polarek
Baldwin Real Estate Management
Address: 50 East Foothill Blvd., Suite 200
Arcadia, CA 91006

2. NOTICE REGARDING SECONDARY ADDRESSES (Civil Code 4040)

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;

(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.

3. LOCATION FOR POSTING OF GENERAL NOTICES (Civil Code 4045)

The Association has designated the following prominent locations(s) in the community as the location(s) for posting of general notices to Owners:

General notices will be posted at the community mailbox and will be delivered by way of "General Delivery".

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

**4. NOTICE OF MEMBER'S OPTION TO RECEIVE GENERAL NOTICES BY
INDIVIDUAL DELIVERY (Civil Code 4045)**

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.

**5. NOTICE OF MEMBER'S RIGHT TO RECEIVE COPIES OF MEETING MINUTES
(Civil Code 4950)**

Associations are required to notify all members of their right to have copies of the minutes of meetings of the Association's Board of Directors. The 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 by email and upon reimbursement of the Association's costs for making that distribution. To obtain a hardcopy of the minutes, proposed minutes or summary of minutes, you may obtain them through Baldwin Real Estate Management at Owner's cost.

6. STATEMENT OF ASSESSMENT COLLECTION POLICIES (Civil Code 5730)

NOTICE ASSESSMENTS AND FORECLOSURE

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

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION ANNUAL POLICY STATEMENT

ASSESSMENTS AND FORECLOSURE

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

In a judicial or nonjudicial foreclosure, the Association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The Association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common area damaged by a member or a member's guests, if the governing documents provide for this. (Section §5725 of the Civil Code)

The Association must comply with the requirements of Article 2 (commencing with Section §5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the Association fails to follow these requirements, it may not record a lien on the Owner's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the Association. (Section §5675 of the Civil Code)

At least 30 days prior to recording a lien on an Owner's separate interest, the Association must provide the Owner of record with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the Owner. An Owner has a right to review the Association's records to verify the debt. (Section §5660 of the Civil Code). If a lien is recorded against an Owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an Owner certain documents in this regard. (Section §5685 of the Civil Code)

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

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

PAYMENTS (Civil Code 5655, 5658)

When an Owner makes a payment, the Owner may request a receipt, and the Association is required to provide it. On the receipt, the Association must indicate the date of payment and the person who received it. The Association must inform Owners of a mailing address for overnight payments.

An Owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the Association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

An Owner may dispute an assessment debt by submitting a written request for dispute resolution to the Association as set forth in Article 2 (commencing with Section §5900) of Chapter 10 of Part 5 of Division 4 of the Civil Code. In addition, an Association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section §5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the Owner. Binding arbitration shall not be available if the Association intends to initiate a judicial foreclosure.

An Owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section §5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS (Civil Code 5665)

An Owner of a separate interest that is not a time-share interest may request the Association to consider a payment plan to satisfy a delinquent assessment. The Association must inform Owners of the standards for payment plans, if any exists.

The Board must meet with an Owner who makes a proper written request for a meeting to discuss a payment plan when the Owner has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the Association, if they exist.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

7. STATEMENT DESCRIBING ASSOCIATION'S POLICIES AND PRACTICES IN ENFORCING LIEN RIGHTS OR OTHER LEGAL REMEDIES FOR DEFAULT IN THE PAYMENT OF ASSESSMENTS

*Effective January 1, 2022 the monthly Association assessment will be
\$ 878.00 or \$ 950.00 with elevator per unit.*

- a. **Regular and Special Assessments.** Regular assessments are due and payable, in advance, on the first day of each month. If imposed, special assessments shall be due and payable on the due date specified by the Board.
- b. **Late Charges.** Regular and special assessments are delinquent 15 days after they become due. A late charge not exceeding **ten percent (10%)** of the delinquent assessment or **ten dollars (\$10)** whichever is greater per month will be applied if payment in full is not **received 15 days** after the payment is due. If the CC&Rs set forth a lesser late charge, the amount stated in the CC&Rs shall be imposed. If the CC&Rs state assessments are delinquent after 30 days, the Association will follow the CC&Rs.
- c. **Interest.** Interest at the annual rate of **12%** may be charged on all sums due that are thirty (30) or more days delinquent. If the CC&Rs state a lesser amount for interest, the lesser amount will be imposed.
- d. **Additional Charges, Costs and Attorney Fees.** Pursuant to Civil Code Section §5650(b), the Association is entitled to recover reasonable collection costs, including reasonable attorney's fees, incurred in connection with collection.
- e. **Pay or Lien Letter.** Any Owner who is more than sixty (60) days delinquent in the payment of his or her assessments will be referred to the Association's attorney for collection and will receive a pay or lien letter, via certified mail. The letter will be sent at least thirty (30) days prior to a lien being recorded against the Owner's property.
- f. **Lien/Notice of Delinquent Assessment.** If the delinquent Owner does not bring the account current within thirty (30) days of the Pay or Lien Letter, and unless a dispute over such debt has been resolved or payment plan has been entered as set forth above, a lien (also referred to as Notice of Delinquent Assessment) will be recorded against the property, upon a majority of the Board determining at an open meeting to record such lien. Such lien will include any delinquent monetary penalty imposed by the Association to reimburse it for damage to the common area caused by the Owner or Owner's guests or tenants if allowed by the Association's CC&Rs.

A copy of such lien will be mailed to every person whose name is shown as an Owner of the separate interest in the Association's records, within 10 days after recording of the lien.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

g. **Dispute of Charges After Lien.** Prior to initiating foreclosure for delinquent assessments, the Association shall offer the Owner and, if so requested by the Owner, shall participate in dispute resolution pursuant to the Association's Meet and Confer program (known as IDR-Internal/Informal Dispute Resolution pursuant to Civil Code Sections §5900 et. seq., or Alternative Dispute Resolution with a neutral third party pursuant to Civil Code Sections §5925 et. seq.). The decision to pursue dispute resolution or a particular type of alternative dispute resolution shall be the choice of the Owner (binding arbitration is not available if the Association pursues judicial foreclosure.)

h. **Foreclosure.** If the delinquent Owner does not bring the account current after such lien has been recorded, and after the above dispute resolution requirements have been met, the majority of the Board may decide, in executive session, to approve foreclosure of such lien. The Board shall record the vote in the minutes of the next meeting of the Board, open to all members.

A foreclosure will then commence by the Association's law firm, or a trustee's service, pursuant to the CC&Rs, and Civil Code Sections §5660 and §2924, et seq..

i. **Payments After Lien.** Once an account has been turned over to the law firm, or trustee's service, PLEASE DO NOT SEND ANY ASSESSMENT PAYMENTS TO THE ASSOCIATION. ASSESSMENT PAYMENTS MAY ONLY BE ACCEPTED BY THE LAW FIRM. Any payments delivered to the Association will be sent to the attorney's office for proper crediting.

j. **Lawsuit.** The Association may, at any time, determine to file a personal lawsuit against the delinquent Owner to recover all delinquent charges, including a lawsuit in small claims court for assessments under \$1,800 or less than 12 months delinquent, and for sums up to the jurisdictional limits of small claims court. All costs and attorney fees in connection with the lawsuit, in addition to the delinquent charges and other collection costs, will be sought from the delinquent Owner.

k. **Release of Liens Upon Payment.** Within twenty-one (21) days of payment in full of all delinquent assessments and charges, or if it is determined that a lien previously recorded was in error, the attorney will prepare a Release of Lien which will be recorded in the County Recorder's Office, and will provide Owner with a copy of such release or notice that the delinquent assessment has been satisfied.

Total cash reserves for your Association as of September 30, 2021 \$ 516,910.30

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

8. STATEMENT DESCRIBING THE ASSOCIATION'S DISCIPLINE POLICY, IF ANY, INCLUDING ANY SCHEDULE OF MONETARY PENALTIES FOR VIOLATIONS OF THE GOVERNING DOCUMENTS (Civil Code 5850)

SEE ATTACHED *Rules and Regulations/Schedule of Fines and Penalties*

**9. SUMMARY OF ASSOCIATION'S DISPUTE RESOLUTION PROCEDURES
INTERNAL DISPUTE RESOLUTION (Civil Code 5900 et. seq.)**

The Association has adopted the following internal dispute resolution process to be followed by the Association and Owners in connection with disputes relating to the enforcement of the Association's governing documents, the Davis-Stirling Common Interest Development Act (Civil Code Section §4000 et seq.) and Section §7110 et seq. of the Nonprofit Mutual Benefit Corporation Code (collectively, the "Disputes").

A change in the Internal Dispute Resolution statutes that took effect January 1, 2015 allows members to bring an attorney or other person with them to an IDR meeting with a board member at their own cost. (Civil Code 5915(b)(4).

Either party to a Dispute may invoke the following procedure:

(1) The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be in writing.

(2) An Owner may refuse a request to meet and confer. The Association shall not refuse a request to meet and confer.

(3) The Association's Board of Directors shall designate a member of the Board to meet and confer.

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

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

(6) The agreement reached binds the parties and is judicially enforceable if both of the following conditions are satisfied: (a) The agreement is not in conflict with law or the governing documents of the common interest development or Association; and (b) 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.

Please note that a member of the Association may not be charged a fee to participate in the process.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION ANNUAL POLICY STATEMENT

ALTERNATIVE DISPUTE RESOLUTION ("ADR") (Civil Code 5925 et seq.)

This requires that the Association and Owners endeavor to submit certain types of disputes to ADR prior to initiating a lawsuit. This notice merely provides a summary of the statute. If there is a dispute which may require ADR, please review all of the provisions of the statute or seek your own independent legal counsel.

Parties Bound By The Statute. The parties required to comply with the statute are the Association (through the Board of Directors) and any Owners of record.

Disputes Subject To The Statute (Qualifying Disputes). Civil Code Section §5930 provides that the Association or Owners may not file an enforcement action in the Superior Court unless the parties have endeavored to submit their dispute to ADR. An "enforcement action" is defined as a civil action or other proceeding for any of the following purposes: (1) enforcement of the Davis-Stirling Common Interest Development Act (Civil Code Section §4000 et seq.); (2) enforcement of the California Nonprofit Mutual Benefit Corporation law, commencing with Corporations Code Section §7110 or (3) enforcement of the Association's governing documents. Where, however, an Owner has a private dispute with another Owner or a tenant, or the Board has a dispute with a third party such as a landscaper, such a dispute is not within the confines of the statute.

Disputes Specifically Excluded From The Statute. The ADR statute applies only to an enforcement action that is solely for declaratory, injunctive or writ relief, or for that relief in conjunction with a claim for monetary damages not in excess of the jurisdictional limits of Small Claims Court. The following types of disputes are specifically excluded from being required to resort to ADR: (1) a Small Claims action; (2) assessment collection, except as otherwise provided by law; (3) claims by the Association for money damages in excess of the jurisdictional limits of Small Claims Court in conjunction with a claim for declaratory, injunctive or writ relief; (4) claims by an Owner for money damages in excess of the jurisdictional limits of Small Claims Court in conjunction with a claim for declaratory, injunctive or writ relief; (5) actions for preliminary or temporary injunctive relief; and (6) the filing of a cross-complaint in response to a complaint already filed.

Compliance Procedures.

A. INITIATING PARTY. The party pursuing the dispute, prior to filing any lawsuit, must serve on the other party a "Request for Resolution" including the following information and language: (1) a brief description of the dispute; (2) a request that the matter be submitted to ADR; (3) a notice that the party receiving the Request for Resolution (the "Responding Party") is required to respond thereto within 30 days of receipt or it will be deemed rejected; (4) if the party on whom the Request is served is an Owner, a copy of Civil Code Section §5925 et seq.

B. SERVICE. A Request for Resolution may be served by personal delivery, first-class mail, express mail, facsimile transmission or other means reasonably calculated to provide the Responding Party actual notice of the Request.

C. RESPONDING PARTY'S OBLIGATION. Upon receipt of a Request for Resolution, the Responding Party, whether the Association or an Owner, has 30 days in which to either accept or reject the Request. In the event no such response is received, the Request is deemed "rejected."

D. TIME FOR COMPLETION OF ADR. When the Request is accepted, the parties must complete the ADR within 90 days of receipt of the acceptance. However, the parties can stipulate in writing to extend this period.

E. COST OF ADR. The cost of ADR shall be borne by the parties.

F. TOLLING OF STATUTE OF LIMITATIONS. If a Request for Resolution is served before the end of the applicable statute of limitations, the time limitation is tolled for certain periods specified in Civil Code Section §5945.

G. CERTIFICATE. In the event that a lawsuit is eventually commenced, the party filing must file with the initial pleading, a certificate stating that one or more of the following conditions is satisfied: (1) alternative dispute resolution has been completed in compliance with Section §5925 et seq.; (2) one of the parties to the dispute did not accept the terms offered for alternative dispute resolution; or, (3) preliminary or injunctive relief is necessary.

Consequences For Failure To Comply With The ADR Law. The failure to file the aforementioned certificate with the Court is grounds for a demurrer or motion to strike unless the Court finds that dismissal of the action for failure to comply would result in substantial prejudice to one of the parties. Additionally, in awarding attorneys' fees and costs, a court may consider whether a party's refusal to participate in ADR before commencement of the enforcement action was reasonable. As a result, it is important to seek independent counsel in the event that you, as an Owner have further questions.

"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."

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

**10. SUMMARY OF REQUIREMENTS FOR ASSOCIATION APPROVAL OF A
PHYSICAL CHANGE TO PROPERTY (Civil Code 4765)**

According to the Association's governing documents, all changes to the common area and/or to the exterior of any unit/lot by an Owner require the prior written approval of the Association's Board of Directors (and in some cases a certain percentage of the Owners must approve such a change).

Owners must submit a written application identifying the proposed change(s) to the Board. The Board in its sole discretion will approve or disapprove of the Owner's application, in writing, within 30 days subject to appropriate conditions required by the Board, pursuant to the Association's governing documents.

**11. MAILING ADDRESS FOR OVERNIGHT PAYMENT OF ASSESSMENTS
(Civil Code 5655)**

The mailing address for overnight payment of assessments is:

Baldwin Real Estate Management
50 East Foothill Blvd., Suite 200
Arcadia, CA 91006
(626) 574-1754

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL POLICY STATEMENT**

**12. NOTICE TO MEMBERS REGARDING ABILITY TO OPT-OUT OF HAVING
NAME ON MEMBERSHIP LIST (Civil Code 5220)**

A member may request that the Association provide him or her with a copy of the membership list, including the names, property address and mailing 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.

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 address(es) 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.

Date: _____

Print Name: _____

Signature: _____

Unit Address: _____

RULES & REGULATIONS
SCHEDULE OF FINES AND PENALTIES

FOR:

885 SOUTH ORANGE GROVE OWNERS
ASSOCIATION

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

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
"Association"

Rules and Regulations Driving and Parking

Amended September 14, 2021

The following rules and regulations, which were adopted by the Board of Directors on November 12, 2013, and amended September 14, 2021 become effective 30 days after being sent to homeowners.

Residents' Automobiles. Each resident, whether a homeowner or tenant, who parks any vehicles on the premises shall provide the Association management, on a current, updated basis, a description of each such vehicle (make, model and color) and its license plate number, letters and symbols. This information is necessary in order for the Owners Association to enforce its vehicle, parking, and related rules and regulations and to provide for the general safety of the complex. Fines up to \$100 may be assessed for each violation.

Traffic in Complex. Traffic routing over the main driveways in the complex is one-way unless other temporary directions are clearly given by Association management due to repairs and other necessary diversions. The established traffic pattern must be followed for safety's sake. A fine of \$100 may be assessed for each violation, including wrong way driving through the entrance of exit gates.

Traffic Speed. Because of the danger to other drivers, residents on foot, riding bicycles or otherwise making their way on the driveways, driving speed must be restricted in the complex. Reduced speed also results in lower noise levels to the benefit of all the residents. A speed of 5 to 10 miles per hour is recommended.

Parking.

- 1) **Resident Parking.** Residents must utilize their garage parking spaces. Garages must have unobstructed space that allows for parking of two vehicles and the owner or resident vehicles must use these spaces unless there is only one vehicle in the household, in which case unobstructed space for one vehicle must be provided in the garage and used.
- 2) **Guest Parking Lot.** The complex has nine designated "guest parking" stalls for regular use for resident's guests. In cases where resident garage spaces are temporarily not available (due to construction or other infrequent situations) residents may utilize the Guest Parking Lot, however, vehicles (resident or guests) may not be parked for more than seven continuous days in the Guest Parking Lot unless specifically permitted by the

Board of Directors. The Guest Parking Lot is principally for guests, not for residents. Contractor or commercial trucks may not park in the guest parking lot and instead utilize Short Term Parking spaces if needed. The Association's landscape services are approved to park in guest parking area when onsite.

3) Short Term Parking Spaces

Areas along the north and south driveways that are not marked "No Parking" may be used as short-term parking spaces. Vehicles may only be parked in short term parking areas if they do not obstruct another vehicle using the driveways, or obstructing access to a parking area or garage (except for brief loading, unloading, etc.) Parking in violation of this rule can obstruct emergency response vehicles, as well as inconvenience other drivers and residents. Short Term Parking Spaces are primarily for temporary day parking and not intended for overnight or long-term parking unless approved by the board. Vehicle's parking in short term parking must display the phone number or unit number to which the driver is going.

A fine of \$50 may be assessed for each parking violation on a daily basis for each day or part of a day.

Responsibility for Guest, Tenants and Workers. Owners are responsible for informing their guests, tenants and workers of these rules and regulations and supervising compliance. An owner may be assessed fines not only for his or her violations but also for violations by his or her guests, tenants and workers.

**885 South Orange Grove Owners Association
Unit Modification and Construction Requirements**

- Any modifications which may affect the exterior of the building, the common area or exclusive use common area, or the structure of the building must be approved in advance and in writing by the Board of Directors. Modifications shall not jeopardize the safety or structural integrity of the building. At its discretion, the Board may require construction-scale drawings or plans for its review, and may also require that a licensed structural engineer or other appropriate professional review and certify such modifications at the owner's expense.
- Only minor modifications to load bearing walls will be considered and will require certification by a licensed structural engineer.
- Contractors and subcontractors will be licensed, bonded and insured for the specific work being performed. Evidence of General Liability and Workers Compensation Insurance naming 885 South Orange Grove Owners Association as Additional Insured, must be provided to the Association Management.
- Contact information for the general contractor will be provided to the Association management.
- Owner or contractor will obtain all permits required by the City of Pasadena, including for wiring and plumbing modifications, which will be posted on site and copies provided to the Association.
- Construction activity will create as little disturbance to neighbors as possible and noise-generating activities will be confined to the hours of 8 am to 6 pm Monday through Friday.
- Construction materials and waste are to be confined to the unit interior except for temporary loading or unloading. Waste must be taken off-site and no waste is to be placed in the property's dumpsters.
- Construction workers will not park anywhere within the 885 Complex, unless they are loading or unloading or need ready access to tools or materials, in which case one vehicle may park in front of the Unit garage entrance only and not inhibit vehicular access for other owners. All drivers will strictly observe the one-way traffic pattern in the complex.
- Representatives of the Board of Directors or their designees are to be granted access upon demand, following reasonable notice, to review the work.
- The Architectural Committee of the Association may approve minor exceptions to the above.
- Owner must acknowledge and agree to abide by these requirements and return this acknowledgement to Baldwin Real Estate Management before construction may begin.

Please feel free to contact Baldwin Real Estate Management if you have any questions (626) 821-5209 or LeeAnn@BaldwinManagement.com

LeeAnn Polarek
Baldwin Real Estate Management
% 885 South Orange Grove Owners Association
50 E. Foothill Blvd., Suite 200, Arcadia, CA 91006

I Acknowledge and Agree to the terms listed above:

Unit Owner

Date

**885 South Orange Grove
Rules for Balcony Use and Maintenance
June 7, 2010**

Our Association is in process of assessing and repairing second-floor balconies. Several have been completed and others will be repaired in the future depending on their condition and available funds.

In order to protect our investment in new balcony floor surfaces and to prolong the life of existing balcony floor surfaces, the Board of Directors has adopted the following rules with regard to balcony use and maintenance. Please note that the Association's CC&R's place the responsibility for maintenance and repair of the balcony floor surfaces (including the consequences of voided warranties) with the homeowner. Also, homeowners are responsible for informing tenants of these rules and for any actions by their tenants. The Board or its representatives may inspect balconies from time to time to assure compliance with these rules.

1. No penetration of balcony floor surfaces by any means is permitted at any time. This includes *any* nails or screws for any purpose. There are no exceptions.
2. Balcony floor surfaces should be cleaned at least annually with a mild solution of TSP, Formula 409 or equivalent cleaner, scrubbed *lightly* with a brush or broom, and rinsed clean.
3. No solvents or other harsh chemicals should be applied to balcony floor surfaces. This includes painting or stripping paint from furniture or other items or similar activities. As the Association cannot define every damaging chemical or activity, homeowners and tenants must exercise reasonable judgment.
4. No pointed chair or table legs, plant stand legs or other sharp edges should be placed on balcony floor surfaces as they may dent or penetrate them. Place plastic or nylon pads under such items.
5. A protective hard plastic pan (not metal, which will rust) made for this purpose should be placed under barbeques. Coals will burn and penetrate the surface and charcoal barbeques are strongly discouraged. Grease or food spills must be cleaned up immediately.
6. Potted plants can damage balcony floor surfaces in several ways (weight, water ponding, chemical damage, debris, and staining.) Use as light a container as possible. Plastic coasters or dishes must be used under plant containers. Move plants periodically to allow the deck surfaces to dry. Self-contained or internal drainage systems are preferable. Stains must be cleaned.
7. No added balcony floor coverings, including carpet, tile, stone, vinyl, etc. are allowed over the installed waterproof surface. Small door mats are permitted but they should not have petroleum-based or rubber backing (which causes a chemical reaction with the surface material). Natural fiber mats are preferable.
 - The Board is exploring wooden platforms that may be allowed to be placed over the balcony floor surfaces. Check with the Association manager before considering a wooden platform material to assure it is approved.

- Existing carpet, tile or other balcony floor surface coverings should not be removed until the balcony is scheduled for repair, unless otherwise directed.
8. Pet waste can cause damage and stains (and obnoxious runoff for downstairs neighbors). Do not allow pets to soil balcony floors and remove waste immediately if they do.
 9. Satellite dishes or their wiring may not be installed on any part of any balcony. Contact Association management before scheduling any satellite television installation or modification.
 10. Drainage points must be kept clear of obstructions to permit proper water drainage.
 11. If damage to the balcony floor surfaces occurs, contact Association management as soon as possible for evaluation.

**885 S. Orange Grove Blvd. Homeowners Association
Approval for Installation of Satellite Dish or Cable TV**

****NOTE: You MUST contact Association Management (626) 821-5209
PRIOR TO ANY satellite or cable TV installation****

GENERALLY:

Approval is needed for:

- ANY new installation of a satellite television dish
- ANY new or re-routed satellite or cable television cabling on the building exterior

Approval is NOT needed for:

- Extension or re-routing of satellite or cable television wiring entirely within a unit
- Replacement, addition or upgrading of receivers or other equipment within a unit
- Replacement or upgrading of only the satellite dish, if new or additional mounts or wiring are not needed

STEPS TO FOLLOW:

1. Call LeeAnn at Baldwin Real Estate Management (626) 821-5209 prior to ANY installation to determine if approval is needed (there may be variations or exceptions to the above).
2. If approval is needed, obtain a signature from one of the following: a member of the Architecture Committee, a member of the Board of Directors, or Baldwin Management, approving your installation.
3. Contact a vendor for your satellite TV installation. Provide the attached form to the installing technician. The attached form must be signed both by you and by the installer and returned to Baldwin Management. You may be held responsible for improper installation or damage.
4. Contact Charter Cable for cable TV (non-satellite) installations.
5. Return a signed copy of this page to Baldwin Management IF approval is needed.
6. Owners must pay all installation costs, including additional equipment if needed.

Installation Approved:

Unit No: _____

Date: _____

Signature and Position (Architectural
Committee or Board Member)

885 S. Orange Grove Blvd. Homeowners Association

INSTRUCTIONS FOR TV SERVICE INSTALLERS

1. The unit owner or tenant must show you a signed approval for this installation if a new or replacement satellite dish or any external wiring will be installed or moved. (Approval is not needed for interior-only installations or replacement antennas on the same mount.)
2. You must use a weighted platform mount for the dish. You may not attach a dish in any other way, including to plumbing vents or any other structure.
3. You must install the platform mount in the flat roof area. No dishes may be mounted on any walls, balconies, patios, parapet walls, eyebrow roofs or anywhere other than the flat roof area.
4. The dish must be positioned away from the edge of the roof so it cannot be seen from ground level.
5. You may not put any fasteners, clips, nails, screws, bolts or any other penetrating objects into the roofing, parapet wall or balcony floor materials.
6. To the extent possible you should run external cable next to or behind trim pieces. Use the minimum number of clips and fasteners and the most appropriate color of cable.
7. If you need to penetrate the outer wall to run cable into the unit, if possible pick an inconspicuous place not exposed to rain or irrigation. Any such holes must be sealed.

Unit owners will be responsible for damage and repair costs resulting from violating these rules.

Installer Name

Unit Number: _____ Date: _____

Company

Unit Owner or Tenant

885 ORANGE GROVE OWNERS ASSOCIATION WOOD FLOOR SOUNDPROOFING SPECIFICATIONS

Wood floor installation for second floor owners, the owner(s) must first obtain approval for wood floor installation and provide the architectural committee with the soundproofing material that will be used under the wood floors.

Attached are some approved minimal soundproofing material you may choose to use. If you choose a different material you must establish comparable material.

→ See attached First Step Underlayment information.

→ See attached Silent Blue underlayment information.

→ See attached Whisper Step underlayment information.

After final approval from the Architectural Committee and after the work has been completed the owner will need to provide a copy of the receipt and contractor approval of the material that was installed.

885 Orange Grove Owners Association CC&R:

Section 6.2 - Maintenance of Unit and Exclusive Use Common Area. Subject to the architectural restrictions set forth in Articles V (Use Restrictions) and XIII (Architectural Review) of this Declaration, each Owner shall have the following rights and obligations:

(a) Decorating Authority. Each Owner shall have the exclusive right, at his or her sole cost and expense, to paint, repaint, tile, wax, paper or otherwise refinish and decorate the inner surfaces of the walls, ceilings, floors and doors bounding his own Unit, and at his or her sole cost and expense, to substitute new finished interior surfaces in place of those existing on said walls, floors, partitions or ceilings, **provided, however, any change in floor surface must include sound proofing equal to or greater than that provided in the padding and carpet originally installed by the Project developer.**

WINDOW STANDARDS

4/1/19

The HOA's interest in approving all window and sliding door replacements is two-fold: (1) ensure that replacements are consistent with the appearance of the original windows to maintain the uniform architectural features of the complex and (2) be sure that all replacement work is done in accordance with then current city codes, including energy efficiency (Title 24 or subsequent code provisions).^{*} The Board has adopted a set of replacement windows /doors that meet these two objectives.

Manufacturer	Milgard
Series	"Ultra" Fiberglass
Exterior Frame and Grid Color	"Black Bean"
Exterior Hardware Color	"Black Bean"

All windows and doors to be replaced with same-sized replacements

Single, double or triple panes are permitted provided city energy code requirements are met.

Sliding Glass Doors:	Stationary and movable panels (X/O) to match original Full Glass, NO grids
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Single Hung Windows:	Number and size of "lites "or "panes" in each frame to match original Bathroom windows may be frosted
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Sliding or Casement Windows: Not Permitted

Permits from the City are required; work to be completed by licensed and insured contractor per HOA rules.

^{*} Note, should these windows no longer be in compliance with city codes due to changes in the codes or are no longer available; the applicant may suggest a replacement to be considered by the Board.

Vehicle Electric Charging Stations

The 885 South Orange Grove Owners Association will allow the installation of electric vehicle charging equipment within unit garages, subject to the following requirements and responsibilities. Electric vehicle charging equipment is not allowed within any portion of a unit except within individual garages, in the common area, or in exclusive use common areas.

Owner Requirements. Electric vehicle charging stations must comply with all state, local and electric utility requirements. In addition, unit owners must obtain prior, written HOA approval for the installation and agree in writing to the following:

- A licensed, bonded and insured electrical contractor must install the charging station. The contractor must certify in writing to the Association that the unit's electricity supply, breaker panel and wiring have adequate capacity to support the charging station in addition to the unit's other electrical requirements
- The unit owner must obtain any required city permits and electric utility approvals.

Owner Responsibilities. The owner and each subsequent owner of the unit where an electric vehicle charging station has been installed shall be responsible for all of the following:

- Maintenance, repair, replacement and removal of the charging station.
- Damage to the charging station, unit, adjacent units, common area, or exclusive use common areas, resulting from the installation, use, maintenance, repair, removal, or replacement of the station.
- Electricity costs associated with use of the charging station.
- Disclosing the charging station and the related responsibilities to subsequent owners.

885 ORANGE GROVE OWNERS ASSOCIATION ESTATE AND MOVING SALES

An owner or their legal representative may hold an Estate Sale or a Moving Sale with prior approval of the Board after a property has been listed for sale or the property ownership has been changed without sale, subject to the following:

- Signs may not be posted on or around the property or visible from the street, even if on another property or the parkway.
- The driveway and pedestrian gates may not be held or left open at any time. Access to the units must be through the use of call boxes only.
- The owner or controller of the Sale must control the traffic and parking during the sale. Parking is limited to guest parking areas.
- Parking behind the unit is not allowed except for loading.
- The sale must be conducted completely within the unit, patio/balcony. No items may be placed in the driveway or anywhere else outside of the unit.
- The sale may be held only between 9:00am - 6:00pm and may be held on any day(s) of the week.
- A moving or Estate sale may not be conducted for more than two days, whether consecutive or not, for any unit within one year. Delisting and relisting a property for sale does not "reset the clock". This limitation does not apply to by appointment only sales.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION BALCONY, PATIO AND OTHER AWNING & SHADES STANDARDS

All Awnings and Exterior Shades require approval prior to installation, including replacement of existing awnings and shades. To ensure continuity and compatible design, the board has established color requirements. Two colors have been approved, one designed to match the existing stucco paint color and the other to be harmonious with the color of the wood trim. . Only solid colors will be approved (no stripes, prints, mixes or the like).

The factors used to approve a color applicable to each installation will be determined based on a number of factors including location of the installation, visibility and color of other approved awnings or shades in the area. The approved colors are from Sunbrella, other manufacturers may be submitted for approval provided the colors and quality of materials are consistent. Should the approved colors be discontinued, the Board will adopt a replacement

Color: From Sunbrella:

Linen

SUNBRELLA SEAMARK

SKU_ 2104-0063

Walnut Brown Tweed

SUNBRELLA SHADE

SKU_ 4618-0000

Vertical balcony shade opening/closing mechanisms must be inside the balcony or patio so that they are not visible from outside the unit. The shade must fill the entire horizontal space between uprights, not a portion.

Awning supports must be of the permanent, rigid type. Fabrics may not be supported by ropes, cables or other non-rigid means.

*885 SOUTH ORANGE GROVE OWNERS
ASSOCIATION*

ANNUAL BUDGET REPORT

JANUARY 1, 2022 – DECEMBER 31, 2022

**The regular monthly HOA fee increase to:
\$878.00 per unit**

**Elevator units will increase to \$950.00 per unit
beginning 1/1/2022**

***Please remember to update payments issued
through your bank or bill pay service.**

**If you are set up with ACH through Baldwin
Management, the assessment increase will be
automatically updated.**

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL BUDGET REPORT**

1. ASSOCIATION PRO FORMA OPERATING BUDGET

SEE ATTACHED Approved 2022 operating budget

2. SUMMARY OF ASSOCIATION'S RESERVES PREPARED PURSUANT TO CIVIL CODE SECTION §5565

SEE ATTACHED Reserve Disclosure

3. SUMMARY OF ASSOCIATION'S FUNDING PLAN ADOPTED BY THE BOARD, AS SPECIFIED IN CIVIL CODE SECTION §5550(B)(5)

SEE ATTACHED Assessment And Reserve Funding Summary Disclosure & 30 Year Reserve Plan Summary

The full reserve study plan is available upon request and the Association shall provide the full reserve plan to any member upon request.

4. STATEMENT AS TO WHETHER BOARD HAS DETERMINED TO DEFER OR NOT UNDERTAKE REPAIRS OF MAJOR COMPONENTS INCLUDING A JUSTIFICATION FOR THE DEFERRAL OR DECISION NOT TO UNDERTAKE THE REPAIRS OR REPLACEMENT

Assessment And Reserve Funding Disclosure Summary For Fiscal Year Ended December 31, 2022 attached hereto

5. STATEMENT AS TO WHETHER BOARD HAD DETERMINED OR ANTICIPATES THE LEVY OF A SPECIAL ASSESSMENT WILL BE REQUIRED TO REPAIR MAJOR COMPONENTS

Assessment And Reserve Funding Disclosure Summary For Fiscal Year Ended December 31, 2022 attached hereto

6. STATEMENT AS TO THE MECHANISM(S) BY WHICH THE BOARD WILL FUND RESERVES TO REPAIR OR REPLACE MAJOR COMPONENTS, INCLUDING ASSESSMENTS, BORROWING, USE OF OTHER ASSETS, DEFERRAL OF SELECTED REPLACEMENTS OR REPAIRS, OR ALTERNATIVE MECHANISMS.

SEE ATTACHED Reserve Resolution

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL BUDGET REPORT**

- 7. GENERAL STATEMENT ADDRESSING THE PROCEDURES USED FOR THE CALCULATION AND ESTABLISHMENT OF THOSE RESERVES TO DEFRAY THE FUTURE REPAIR, REPLACEMENT, OR ADDITIONS TO MAJOR COMPONENTS**

SEE ATTACHED 30 Year Summary

- 8. A STATEMENT AS TO WHETHER THE ASSOCIATION HAS ANY OUTSTANDING LOANS WITH AN ORIGINAL TERM OF MORE THAN ONE YEAR, INCLUDING THE PAYEE, INTEREST RATE, AMOUNT OUTSTANDING, ANNUAL PAYMENT, AND WHEN THE LOAN IS SCHEDULED TO BE RETIRED.**

The Association **does not** have any outstanding loans with an original term of more than one year.

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION

9. LIABILITY INSURANCE DISCLOSURE

The Association is providing you the following information concerning the Association's insurance coverage in compliance with the Civil Code §5300(d):

a. General Liability Insurance:

Carrier: The Travelers Indemnity Company

Policy Period: July 1, 2021 – July 1, 2022

Coverage: \$1,000.000 maximum limit per occurrence;
\$2,000.000 of aggregate coverage

There is no deductible.

b. Umbrella Liability Insurance:

Carrier: Great American Insurance Company

Policy Period: July 1, 2021 – July 1, 2022

Coverage: \$10,000,000 maximum limit per occurrence;
\$10,000,000 of aggregate coverage

There is no deductible.

c. Earthquake Insurance & Flood:

Carrier: Underwriters at Lloyd's, London

Policy Period: July 1, 2021 – July 1, 2022

Coverage: \$22,800,000

Deductible: 20% per unit of insurance (per building)

d. Fidelity Insurance:

Carrier: Hartford Fire Insurance Company

Policy Period: July 1, 2021 – July 1, 2022

Coverage: \$750,000

Deductible: \$7,500

e. Directors and Officers Liability Insurance:

Carrier: Great American Insurance Company

Policy Period: July 1, 2021- July 1, 2022

Coverage: \$3,000,000

Deductible: \$5,000 Retention

f. Flood Insurance:

Is included in the Earthquake policy

g. Worker's Compensation Insurance:

Carrier: State Farm General Insurance Company

Policy Period: May 4, 2021 – May 4, 2022

This summary of the Association's policies of insurance provides only certain information, as required by Section §5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any Association member may, upon request and provision of reasonable notice, review the Association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the Association maintains the policies of insurance specified in this summary, the Association's policies of insurance may not cover your property, including personal property or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage.

Arroyo Insurance Services
Agent: Bruce Maxwell
Address: 6345 Balboa Blvd. #230, Encino, CA 91316
Office: (818) 881-3000

And
State Farm Insurance
Agent John Sinner, Lic. # 058960
1230 East Main Street, Alhambra, CA 91801
Phone: 626 576-1078 Fax: 626 570-8049

This document contains only a general description of coverage and is not a contract. Details of coverage or coverage limits vary in some states. All coverage is subject to the terms, provisions, exclusions and conditions in the policy itself and in endorsements.

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL BUDGET REPORT**

10. FEDERAL HOUSING ADMINISTRATION (FHA) DISCLOSURE:
Civil Code 5300(b)(10)(11)

When the common interest development is a condominium project, a statement describing the status of the CID as a FHA approved condominium project pursuant to FHA guidelines, including whether the common interest development is an FHA approved condominium project is required.

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

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

The above information regarding the association’s FHA status is due to expire on Feb 24, 2024.

Certification of projects can be checked on the FHA Website:
<https://entp.hud.gov/idapp/html/condlook.cfm>

**885 SOUTH ORANGE GROVE OWNERS ASSOCIATION
ANNUAL BUDGET REPORT**

11. DEPARTMENT OF VETERANS AFFAIRS (VA) DISCLOSURE:
Civil Code 5300(b)(10)(11)

When the common interest development is a condominium project, a statement describing the status of the CID as a federal Department of Veterans Affairs (VA) approved condominium project pursuant to VA guidelines, including whether the common interest development is a VA approved condominium project is required.

“Certification by the federal Department of Veterans Affairs may provide benefits to members of any 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 not certified by the federal Department of Veterans Affairs.”

The above information regarding the association’s VA status is as of November 1, 2021.

Certification of projects can be checked on the VA Website:
<https://vip.vba.va.gov/portal/VBAH/VBAHome/condopudsearch>

CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY CIVIL CODE SECTION 4525* *The seller may, in accordance with Section 4530 of the Civil Code, provide to the prospective purchaser, at no cost, current copies of any documents specified by Section 4525 that are in the possession of the seller. A seller may request to purchase some or all of these documents, but shall not be required to purchase ALL of the documents listed on this form.*

Property Address: _____

Owner of Property: _____

Owner's Mailing Address: _____

Provider of the Section 4525 Items: _____

Print Name	Position/Title	Association or Agent	Date Form Completed
Check or Complete Applicable Column or Columns Below			
Description	Civil Code Section	Fee for Document	Not Available (N/A) or Not Applicable (N/App), or Directly Provided (DP) by Seller and confirmed in writing as a current document
Articles of Incorporation or statement that not incorporated	Section 4525(a)(1)	\$5.00	
CC&Rs	Section 4525(a)(1)	\$25.00	
Bylaws	Section 4525(a)(1)	\$10.00	
Operating Rules	Section 4525(a)(1)	\$5.00	
Age restrictions, if any	Section 4525(a)(2)		
Rental restrictions, if any	Section 4525(a)(9)		
Annual budget report or summary, including reserve study	Sections 5300 and 4525(a)(3)	\$25.00	
Assessment and reserve funding disclosure summary	Sections 5300 and 4525(a)(4)	\$5.00	
Financial statement review	Sections 5305 and 4525(a)(3)		
Assessment enforcement policy	Sections 5310 and 4525(a)(4)		
Insurance Summary	Sections 5300 and 4525(a)(3)	\$5.00	
Regular assessment	Section 4525(a)(4)		
Special assessment	Section 4525(a)(4)		
Emergency assessment	Section 4525(a)(4)		
Other unpaid obligations of seller	Sections 5675 and 4525(a)(4)		
Approved changes to assessments	Sections 5300 and 4525(a)(4), (8)		
Settlement notice regarding common area defects	Sections 4525 (a)(6),(7) and 6100		
Preliminary list of defects	Sections 4525(a)(6), 6000 and 6100		
Notice(s) of violation	Sections 5855 and 4525(a)(5)		
Required statement of fees	Section 4525		
Minutes of regular meetings of the board of directors conducted over the previous 12 month, if requested	Section 4525(a)(10)	\$20.00	
Total fees for these documents		\$100.00	

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

APPROVED BUDGET

R170 885 SOUTH ORANGE GROVE
STATEMENT OF INCOME AND EXPENSES
Fiscal Year End December 31, 2022
Approved Budget

		Annual	Monthly
I N C O M E			
2000	MONTHLY ASSOCIATION FEES	\$ 505,728.00	\$ 42,144.00
2020	ELEVATOR OPERATING FEE	20,735.00	1,727.92
	TOTAL INCOME	<u>\$ 526,463.00</u>	<u>\$ 43,871.92</u>
E X P E N S E S			
	TOTAL UTILITIES	\$ 65,700.00	\$ 5,475.01
	TOTAL MAINTENANCE	169,550.00	14,129.17
	TOTAL ADMINISTRATION	178,602.00	14,883.49
	TOTAL RESERVE DEPOSITS	112,611.00	9,384.25
	TOTAL EXPENSES	<u>\$ 526,463.00</u>	<u>\$ 43,871.92</u>
	NET SURPLUS (DEFICIT)	<u>\$ -</u>	<u>\$ -</u>

** SEE SUPPORTING SCHEDULES **

R170 885 SOUTH ORANGE GROVE
STATEMENT OF EXPENSES SUPPORTING SCHEDULE
Fiscal Year End December 31, 2022
Approved Budget

		Annual	Monthly
UTILITIES			
4000	ELECTRICITY	\$ 8,750.00	\$ 729.17
4200	WATER	27,000.00	2,250.00
4400	REFUSE	21,500.00	1,791.67
4500	SEWER	2,150.00	179.17
4600	TELEPHONE	500.00	41.67
4602	TELEPHONE-ELEVATOR	5,800.00	483.33
	TOTAL UTILITIES	<u>\$ 65,700.00</u>	<u>\$ 5,475.01</u>

MAINTENANCE			
5000	LANDSCAPE SERVICE	\$ 40,356.00	\$ 3,363.00
5200	LANDSCAPE REPAIR	8,184.00	682.00
5210	LANDSCAPE IMPROVEMENTS	6,000.00	500.00
5220	TREE SERVICE	10,585.00	882.08
5700	FOUNTAIN SERVICE	3,600.00	300.00
5710	FOUNTAIN SUPPLIES	300.00	25.00
5900	ELEVATOR SERVICE	11,400.00	950.00
5910	ELEVATOR REPAIR	3,535.00	294.58
6000	PEST CONTROL	6,500.00	541.67
6010	TERMITE SERVICE	3,120.00	260.00
6020	BEE SERVICE	1,500.00	125.00
6100	FIRE EXTINGUISHERS	600.00	50.00
6250	SUMP PUMP / BACK FLOW	820.00	68.33
6600	MAINTENANCE REPAIRS	47,000.00	3,916.67
6645	MOTORIZED GATES	1,000.00	83.33
6700	PLUMBING	20,000.00	1,666.67
6710	DRYER DUCT CLEANING	2,000.00	166.67
6720	ELECTRICAL	2,500.00	208.33
7510	LOCKS, KEYS	50.00	4.17
7700	INSPECTIONS	500.00	41.67
	TOTAL MAINTENANCE	<u>\$ 169,550.00</u>	<u>\$ 14,129.17</u>

R170 885 SOUTH ORANGE GROVE
STATEMENT OF EXPENSES SUPPORTING SCHEDULE
Fiscal Year End December 31, 2022
Approved Budget

ADMINISTRATION

8400	MANAGEMENT FEE	\$	14,000.00	\$	1,166.67
8600	ACCOUNTING SERVICE		2,200.00		183.33
8700	LEGAL SERVICE		6,500.00		541.67
8800	INSURANCE		48,000.00		4,000.00
8801	EARTHQUAKE INSURANCE		100,000.00		8,333.33
8802	WORKERS COMP. INSURANCE		520.00		43.33
9000	TAXES / LICENSES		15.00		1.25
9020	FEDERAL TAXES		200.00		16.67
9205	FILE STORAGE		228.00		19.00
9250	OFFICE EXPENSES/SUPPLIES		2,600.00		216.67
9350	MEETINGS / SEMINARS		2,700.00		225.00
9400	HOLIDAY DECORATIONS		400.00		33.33
9600	RESERVE ANALYSIS		400.00		33.33
9610	INSPECTION/ENGINEER RPT		400.00		33.33
9700	CONTINGENCY		439.00		36.58
TOTAL ADMINISTRATION		\$	178,602.00	\$	14,883.49

RESERVE DISCLOSURE

Reserve Disclosures

Profile

Name	885 Orange Grove HOA
Location	Pasadena, CA 91105
Units/General Type	48 / Condominium
Base Year / Age	1978 / 42
Fiscal Year Ends	December-31

Parameters

Level of Service	Level 2 Reserve Study Update (With Site-Visit)
Prepared for Fiscal Year (FY)	2021
Most Recent On-Site Inspection Date	June 19, 2020
Allocation Increase Rate	ref Cash Flow Analysis
Contingency Rate	ref Component Details
Inflation Rate	3.0%
Interest Rate / Tax Rate	1.0% / 30.0%
Interest Rate (net effective)	0.7%
Current Reserve Allocation	\$129,507 per year
Current Reserve Balance	\$613,556 as of June 30, 2020
Funding Plan - Method / Goal	Cash Flow / Threshold - average Percent Funded 60%

Summary

FY Start Balance	\$680,457	<i>(projected to current FY end/next FY start)</i>		
Fully Funded Balance	\$1,387,724			
Percent Funded	49%			
Proposed Budget	per year	per month	per unit per month	
Reserve Allocation	\$138,678	\$11,557	\$240.76	

Association management/members need to understand that Percent Funded is a general indication of reserve strength and that the parameter fluctuates from year to year due to the Disbursement Schedule.

The Reserve Allocation was determined using the Funding Plan indicated above under the Parameters section. This allocation should be increased annually using the Allocation Increase Rate found in the Cash Flow Analysis.

Association management should budget the Reserve Allocation amount toward reserves for next fiscal year, to ensure the availability of reserves to fund future reserve component expenditures. This amount reflects an increase of 7.08% from the Current Reserve Allocation. The Reserve Allocation must be reviewed and adjusted for inflation (and other vital factors) in succeeding years to ensure the- Security of a Successful Plan!

Reserve Disclosures

<i>Reserve Component</i>		<i>Current Cost</i>	<i>Useful Life</i>	<i>Remaining Life</i>
01	Coat/Paint/Stain			
01.01	doors,paint	\$5,592	5	3
01.02	stucco,paint	\$113,664	12	6
01.03	trim,paint	\$75,507	6	1
01.04	waterproof,retaining walls	\$34,731	10	1
01.05	wrought iron,paint	\$4,998	4	2
02	Equipment			
02.01	doors,garage	\$55,128	25	1
02.02	doors,util/fire extinguisher(closet)	\$10,691	30	6
02.03	elevator,modernization	\$129,963	30	27
02.04	fire system,repairs	\$19,479	30	28
02.05	fixtures,light	\$4,240	15	12
02.06	gate operator,north	\$5,618	10	7
02.07	gate operator,south	\$5,618	10	3
02.08	mailboxes,horizontal	\$5,617	25	1
02.09	phone system,entry	\$8,560	10	1
02.10	water shut-off valves	\$15,146	40	38
03	Fencing			
03.01	gates,trash receptacles	\$6,853	20	1
03.02	wood fence,patio yard(25%)	\$12,165	5	1
03.03	wood fence,perimeter	\$17,438	20	1
03.04	wood fence,perimeter,N	\$5,483	20	7
04	Pavement			
04.01	concrete,repairs	\$4,999	5	3
05	Restoration			
05.01	buildings,rehab	\$90,511	30	1
05.02	deck inspection/report,engineer	\$7,875	9	5
05.03	fountains,rehab(1)-fy2016	\$5,380	10	6
05.04	fountains,rehab(2)	\$7,490	10	1
05.05	irrigation/landscape,rehab	\$21,860	10	2
05.06	planters,relne	\$149,817	30	18
05.07	utility-electrical panel/sys,rehab	\$7,795	30	25
05.08	utility-gas lines,rehab	\$25,713	40	30
05.09	utility-storm drain system,repairs	\$14,999	10	8
05.10	utility-waste lines,rehab,North	\$29,858	40	1
05.11	utility-waste lines,rehab,South	\$29,858	40	31
05.12	utility-water lines,rehab	\$52,463	50	8

Reserve Disclosures

<i>Reserve Component</i>		<i>Current Cost</i>	<i>Useful Life</i>	<i>Remaining Life</i>
05	Restoration			
05.13	wood balcony,deck/post	\$46,742	10	1
05.14	wood,repairs	\$43,146	6	1
05.15	wood,repairs,arbor(20%)	\$19,806	10	4
06	Roofs			
06.01	low slope roof,eyebrows	\$291,786	15	3
06.02	low slope roof,fy2010	\$191,097	15	5
06.03	low slope roof,fy2011	\$191,097	15	6
06.04	skylights,rooftop	\$92,615	25	7
06.05	tile roof,mansard repairs	\$14,999	5	3
07	Termite			
07.01	termite treatment	\$25,080	5	1
Grand Total:		\$1,901,477		

30 YEAR SUMMARY

Cash Flow Analysis

<i>Fiscal Year</i>	<i>FY Start Balance</i>	<i>Interest Earned</i>	<i>Reserve Allocation</i>	<i>Allocation Increase Rate</i>	<i>Special Assessment</i>	<i>Disbursement</i>	<i>FY End Balance</i>	<i>Fully Funded Balance</i>	<i>Percent Funded</i>
2020	--	--	--	--	--	\$0	\$680,457	\$1,216,276	--
2021	\$680,457	\$4,763	\$138,678	7.1%	\$0	\$472,591	\$351,307	\$1,387,724	49%
2022	\$351,307	\$2,459	\$145,611	5.0%	\$0	\$28,493	\$470,885	\$1,081,596	32%
2023	\$470,885	\$3,296	\$152,892	5.0%	\$0	\$352,935	\$274,138	\$1,227,845	38%
2024	\$274,138	\$1,919	\$160,537	5.0%	\$0	\$22,292	\$414,302	\$1,048,645	26%
2025	\$414,302	\$2,900	\$168,563	5.0%	\$0	\$230,668	\$355,098	\$1,209,078	34%
2026	\$355,098	\$2,486	\$176,992	5.0%	\$0	\$433,547	\$101,029	\$1,164,242	31%
2027	\$101,029	\$707	\$185,841	5.0%	\$0	\$273,492	\$14,086	\$913,754	11%
2028	\$14,086	\$99	\$195,133	5.0%	\$0	\$117,879	\$91,440	\$825,460	2%
2029	\$91,440	\$640	\$204,890	5.0%	\$0	\$0	\$296,971	\$899,774	10%
2030	\$296,971	\$2,079	\$215,135	5.0%	\$0	\$6,717	\$507,468	\$1,102,827	27%
2031	\$507,468	\$3,552	\$225,891	5.0%	\$0	\$186,547	\$550,365	\$1,310,351	39%
2032	\$550,365	\$3,853	\$237,186	5.0%	\$0	\$37,213	\$754,191	\$1,344,401	41%
2033	\$754,191	\$5,279	\$249,045	5.0%	\$0	\$220,071	\$788,445	\$1,538,752	49%
2034	\$788,445	\$5,519	\$261,498	5.0%	\$0	\$49,431	\$1,006,031	\$1,556,477	51%
2035	\$1,006,031	\$7,042	\$274,572	5.0%	\$0	\$0	\$1,287,646	\$1,756,423	57%
2036	\$1,287,646	\$9,014	\$288,301	5.0%	\$0	\$68,400	\$1,516,562	\$2,019,334	64%
2037	\$1,516,562	\$10,616	\$302,716	5.0%	\$0	\$9,285	\$1,820,610	\$2,225,977	68%
2038	\$1,820,610	\$12,744	\$317,852	5.0%	\$0	\$1,022,893	\$1,128,314	\$2,506,278	73%
2039	\$1,128,314	\$7,898	\$333,745	5.0%	\$0	\$208,059	\$1,261,898	\$1,757,670	64%
2040	\$1,261,898	\$8,833	\$350,432	5.0%	\$0	\$345,140	\$1,276,023	\$1,832,748	69%
2041	\$1,276,023	\$8,932	\$367,954	5.0%	\$0	\$651,396	\$1,001,513	\$1,776,004	72%
2042	\$1,001,513	\$7,011	\$386,351	5.0%	\$0	\$51,463	\$1,343,413	\$1,409,407	71%
2043	\$1,343,413	\$9,404	\$405,669	5.0%	\$0	\$77,134	\$1,681,352	\$1,657,294	81%
2044	\$1,681,352	\$11,769	\$425,952	5.0%	\$0	\$40,262	\$2,078,812	\$1,893,915	89%
2045	\$2,078,812	\$14,552	\$447,250	5.0%	\$0	\$264,757	\$2,275,857	\$2,183,626	95%
2046	\$2,275,857	\$15,931	\$469,612	5.0%	\$0	\$233,708	\$2,527,693	\$2,259,001	101%
2047	\$2,527,693	\$17,694	\$493,093	5.0%	\$0	\$322,763	\$2,715,718	\$2,377,110	106%
2048	\$2,715,718	\$19,010	\$517,748	5.0%	\$0	\$137,429	\$3,115,047	\$2,415,723	112%
2049	\$3,115,047	\$21,805	\$543,635	5.0%	\$0	\$0	\$3,680,488	\$2,655,489	117%
2050	\$3,680,488	\$25,763	\$570,817	5.0%	\$0	\$350,442	\$3,926,626	\$3,053,203	121%

0.7% - Interest Rate
3.0% - Inflation

Min FY End Balance: **\$14,086**
Avg FY End Balance: **\$1,287,111**

Min % Funded: **2%**
Avg % Funded: **60%**

ASSESSMENT
&
RESERVE FUNDING
DISCLOSURE
SUMMARY

Assessment and Reserve Funding Disclosure Summary

885 Orange Grove HOA Prepared for Fiscal Year 2022

(1) Budgetary information:

Per Ownership Interest:	(per month)	(per unit per month)
Reserve Allocation:	\$9,384.25	\$195.51
Total Assessment (Dues):	\$42,144.00	\$878.00

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

Date additional regular or special assessments will be due:	Amount per ownership interest: (per month)	Purpose of the assessment:
	Total:	\$0.00

(3) Based upon the most recent reserve study and other information available to the Board of Directors, will currently projected reserve account balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years?

☐ Yes ☒ No

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

Approximate date additional assessments or other contributions will be due:	Amount per ownership interest: (per month)
2027	\$14.84
	Total: \$14.84

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

(6) The following is based on the method of calculation in paragraph (4) of subdivision (b) of Section 1365.2.5 and reserve study information applicable to the fiscal year indicated above in subtitle:

Last reserve study or update prepared by:	Strategic Reserves
Date of last reserve study or update:	October, 2020
Fully Funded Balance:	\$1,081,596
Projected Reserve Fund Cash Balance:	\$548,452
Percent Funded:	51%
The current deficiency in reserve funding:	\$11,107.17 (per unit)

Assessment and Reserve Funding Disclosure Summary

885 Orange Grove HOA

Prepared for Fiscal Year 2022

- (7) Based on the method of calculation in Paragraph (4) of subdivision (b) of Section 1365.2.5 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is A, the projected reserve fund cash balance in each of those years, taking into account only assessments already approved and other known revenues, is B, leaving the reserve at C percent funded. If the reserve funding plan approved by the association is implemented, the projected reserve fund cash balance in each of those years will be D, leaving the reserve at E percent funded.

	Estimated Amount Required	Cash Balance (projected)	Percent Funded
Funding Plan (proposed per study):	A	B	C
Year 1	\$1,081,596	\$548,452	51%
Year 2	\$1,227,845	\$669,409	55%
Year 3	\$1,048,645	\$474,052	45%
Year 4	\$1,209,078	\$615,614	51%
Year 5	\$1,164,242	\$557,818	48%
		Cash Balance (projected)	Percent Funded
Funding Plan (approved/implemented):		D	E
Year 1		\$548,452	51%
Year 2		\$636,409	52%
Year 3		\$406,171	39%
Year 4		\$510,875	42%
Year 5		\$414,145	36%

Note: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change. At the time this summary was prepared, the assumed long-term before-tax interest rate earned on reserve funds was 1.0% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 3.0% per year.

(a) For the purposes of the report & summary, the amount of reserves needed to be accumulated for a component at a given time shall be computed as the current cost of replacement or repair multiplied by the number of years the component has been in service divided by the useful life of the component. This shall not be construed to require the Board to fund reserves in accordance with this calculation.

(b) The association's Board of Directors has relied on information, opinions, reports and statements presented to it by vendors, contractors, reserve study specialists, CPAs and/or other professionals and is relying upon this information, financial data and reports pursuant to Corporations Code 7231 in providing the association membership the information contained in this Assessment and Reserve Funding Disclosure Summary. The information contained within the reserve study includes estimates of replacement value and life expectancies of the components and includes assumptions regarding future events based on information supplied to the Association's Board of Directors from said professionals. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur subsequent to the date of this disclosure summary. Therefore, the actual replacement cost and remaining life may vary from the reserve study and the variation may be significant. Additionally, inflation, interest and other economic events may impact the reserve study, particularly over a thirty (30) year period of time which could impact the accuracy of the reserve study and the funds to meet the association's obligation for repair and/or replacement of major components during the next thirty (30) years. Furthermore, the occurrence of vandalism, severe weather conditions, earthquakes, floods or other acts of God cannot be accounted for and are excluded when assessing life expectancy of the components. The reserve study only includes items that the Association has a clear and express responsibility to maintain pursuant to the Association's CC&R's. The Board understands that need to update the reserve study report annually.

Strategic Reserves Corporation shall not be held responsible for the accuracy of any information on this form.

Cash Flow Analysis /Funding Plan
(with Adopted Reserve Allocation)

<i>Fiscal Year</i>	<i>FY Start Balance</i>	<i>Interest Earned</i>	<i>Reserve Allocation</i>	<i>Allocation Increase</i>	<i>Special Assessment</i>	<i>Reserve Disbursement</i>	<i>FY End Balance</i>	<i>Fully Funded Balance</i>	<i>Percent Funded</i>
2021	-	-	-	-	-	-	\$548,452	\$89,780	-
2022	\$548,452	\$3,839	\$112,811	-	\$0	\$28,493	\$636,409	\$1,081,596	51%
2023	\$636,409	\$4,455	\$118,242	5.0%	\$0	\$352,935	\$406,171	\$1,227,845	52%
2024	\$406,171	\$2,843	\$124,154	5.0%	\$0	\$22,292	\$510,875	\$1,048,645	39%
2025	\$510,875	\$3,576	\$130,381	5.0%	\$0	\$230,668	\$414,145	\$1,209,078	42%
2026	\$414,145	\$2,899	\$136,879	5.0%	\$0	\$433,547	\$120,376	\$1,164,242	36%
2027	\$120,376	\$843	\$143,723	5.0%	\$8,550	\$273,492	\$0	\$913,754	13%
2028	\$0	\$0	\$150,910	5.0%	\$0	\$117,879	\$33,031	\$825,460	0%
2029	\$33,031	\$231	\$158,455	5.0%	\$0	\$0	\$191,717	\$899,774	4%
2030	\$191,717	\$1,342	\$166,378	5.0%	\$0	\$6,717	\$352,720	\$1,102,827	17%
2031	\$352,720	\$2,469	\$174,897	5.0%	\$0	\$186,547	\$343,338	\$1,310,351	27%
2032	\$343,338	\$2,403	\$183,431	5.0%	\$0	\$37,213	\$491,960	\$1,344,401	28%
2033	\$491,960	\$3,444	\$192,603	5.0%	\$0	\$220,071	\$467,936	\$1,538,752	32%
2034	\$467,936	\$3,276	\$202,233	5.0%	\$0	\$49,431	\$624,014	\$1,556,477	30%
2035	\$624,014	\$4,368	\$212,345	5.0%	\$0	\$0	\$840,727	\$1,756,423	36%
2036	\$840,727	\$5,885	\$222,962	5.0%	\$0	\$68,400	\$1,001,174	\$2,019,334	42%
2037	\$1,001,174	\$7,008	\$234,110	5.0%	\$0	\$9,285	\$1,233,007	\$2,225,977	45%
2038	\$1,233,007	\$8,631	\$245,816	5.0%	\$0	\$1,022,893	\$464,561	\$2,506,278	49%
2039	\$464,561	\$3,252	\$258,106	5.0%	\$0	\$208,059	\$517,860	\$1,757,670	26%
2040	\$517,860	\$3,625	\$271,012	5.0%	\$0	\$345,140	\$447,357	\$1,832,748	28%
2041	\$447,357	\$3,131	\$284,562	5.0%	\$0	\$651,396	\$83,655	\$1,776,004	25%
2042	\$83,655	\$586	\$298,791	5.0%	\$0	\$51,463	\$331,568	\$1,409,407	6%
2043	\$331,568	\$2,321	\$313,730	5.0%	\$0	\$77,134	\$570,485	\$1,857,294	20%
2044	\$570,485	\$3,993	\$329,417	5.0%	\$0	\$40,262	\$863,633	\$1,893,915	30%
2045	\$863,633	\$6,045	\$345,887	5.0%	\$0	\$264,757	\$950,809	\$2,183,626	40%
2046	\$950,809	\$6,656	\$363,182	5.0%	\$0	\$233,708	\$1,086,938	\$2,259,001	42%
2047	\$1,086,938	\$7,609	\$381,341	5.0%	\$0	\$322,763	\$1,153,125	\$2,377,110	46%
2048	\$1,153,125	\$8,072	\$400,408	5.0%	\$0	\$137,429	\$1,424,175	\$2,415,723	48%
2049	\$1,424,175	\$9,969	\$420,428	5.0%	\$0	\$0	\$1,854,573	\$2,655,489	54%
2050	\$1,854,573	\$12,982	\$441,450	5.0%	\$0	\$350,442	\$1,958,562	\$3,053,203	61%
2051	-	-	-	-	-	-	-	-	-

3.0% -Inflation

0.7% -Interest

Average Percent Funded: 33%

Minimum Percent Funded: 0%

Average FY End Balance: \$668,100

Minimum FY End Balance: \$0

885 Orange Grove HOA

RESERVE RESOLUTION

RESERVE RESOLUTION FORM

885 SOUTH ORANGE GROVE OWNERS ASSOCIATION

Date: November 1, 2021

As part of the budget preparation process for the fiscal year beginning January 1, 2022 we have reviewed the attached Reserve Study and have decided upon the following course of action:

_____ To fund the Reserve Account with a Monthly Reserve Contribution of \$ _____ month, which is the *exact* amount recommended in the Reserve Study.

_____ To fund the Reserve Account with a Monthly Reserve Contribution of \$ _____ month, which is *greater than* the amount recommended in the Reserve Study. This decision is based on:

X To fund the Reserve Account with a Monthly Reserve Contribution of \$ 9,384.25 per month, which is *less than* the amount recommended in the Reserve Study. By taking this course of action we realize that we may be forced to postpone certain projects, phase out certain projects over time or pass a special assessment to raise the necessary funds. This decision is based on:

Board Member Signatures

Title

Date

Jan Beal

President

11/2/2021

Mal

MAL

4/2/21

Sluger

Vice President

11/02/21

ANNUAL CERTIFIED
COMMUNITY
ASSOCIATION MANAGER
DISCLOSURE STATEMENT

ANNUAL CERTIFIED COMMUNITY ASSOCIATION MANAGER
DISCLOSURE STATEMENT

In accordance with the disclosure requirements of Business & Professions Code Section 11500 – 11506 and Civil Code Section 5375, I am providing the Board of Directors the following information:

1. I have met the requirements of Business and Professions Code Section 11502 and qualify as a certified common interest development manager.
2. The certification is held in my name. I received my certification from the California Association of Community Managers, Inc. on January 26, 2012 and my certification is current and in good standing. See following disclosure page for additional information.
3. The location of my principal office is 50 E Foothill Blvd., Suite 200, Arcadia, CA 91006.
4. I do not hold an active Real Estate License.
5. I do not receive a referral fee or other monetary benefits from a third-party provider distributing documents pursuant to Sections 4528 and 4530 of the Civil Code
6. I acknowledge that the disclosures provided to a member pursuant to Sections 4528 and 5300 of the Civil Code, and all documents provided thereunder, are the property of the association and not its managing agent or the agent's managing firm.
7. The fidelity insurance of my management firm covers the operating funds of your association. It does not cover the reserve funds of your association. Your association's fidelity insurance policy, if any, provides coverage for the funds.

Please see the following page for additional disclosures required by Section 5375 of the Civil Code.

The law states I must provide this disclosure on an annual basis and/or prior to entering into or renewing a contract with a community association.

LeeAnn Polarek

Certified Community Association Manager

MANAGEMENT AGENT DISCLOSURE STATEMENT

EXHIBIT B

The following information is provided in accordance with Civil Code Section 5375

A. Professional Association including Directors and Officers:

Baldwin Real Estate Company Inc. - dba Baldwin Real Estate Management
50 E. Foothill Blvd., Suite 200
Arcadia, Ca 91006
(626) 574-1754

Christiana Schaeffler, President
Christopher Mendoza, Secretary
Janna Havener, Chief Financial Officer

B. Licensing Information:

California Department of Real Estate		
Gordon H. Maddock (Broker)	# 00239912	Expires: 01-19-2023
Christi Schaeffler (Salesperson)	# 01413481	Expires: 02-02-2022
Todd Thomas Haukom (Salesperson)	#01782029	Expires: 11-07-2022

C. Certification - the following have met the requirements of Section 11502(a) of the Business and Professions Code and are certified with:

California Association of Community Managers (CACM)
23461 S. Pointe Drive
Laguna Hills, Ca 92653
(949) 916-2226

LeeAnn Polarek	# 13130913	Certified: 01-26-2012	Expires: 01-26-2024
Christiana Schaeffler	# 10138118	Certified: 12-15-2014	Expires: 12-15-2023
Todd Thomas Haukom	# 0007942	Certified: 09-20-2019	Expires: 09-20-2022
Janna Havener	# 10130909	Certified: 11-17-2015	Expires: 11-17-2021

D. Baldwin Real Estate Management carries \$750,000 in Fidelity Insurance Coverage.

Monetary incentives, ownership interests, or profit sharing arrangements are not received or provided to Baldwin Real Estate Management or its managing agents by any business that provides services or products to an association. Also, Baldwin Real Estate Management and its managing agents do not receive a referral fee or other monetary benefit from a third-party provider in distributing documents pursuant to Civil Code Sections 4528, 4530 or 5300. Disclosures provided to a member or potential member and all documents provided thereunder, are the property of the association and not its managing agent or the agent's managing firm.