



Clearlake Keys Property Owners Association Inc.

TO: All parcel owners in the Clearlake Keys Subdivision

30 November, 2013

FROM: The Board of Directors, Clearlake Keys Property Owners Association

SUBJECT: Annual Disclosures, assessments, and other information for 2013/2014

Enclosed please find the following information that your association is required by state law to supply each year.

Additionally, the yearly assessments will be due on January 1, 2014. In accordance with association By-Laws and the CC&Rs, the amount of the assessment **has increased to \$58.00 for 2014**. This reflects an overall decrease of 2.2% for the Cost of Living (The year ending October 2013 was used). An invoice for your assessment will be sent to you in December, 2013.

The Association's assessment collection procedure and schedule is:

JANUARY 1: Payment of annual assessment is due. If payment is not received by:

FEBRUARY 1: The Account becomes delinquent and late fees of \$10.00 are applied. If payment is not received by:

MARCH 1: Interest in the amount of 1% per month will be applied for this and each month Subsequent until the account is paid in full. If payment is not received by:

APRIL 1: A Notice of Intent to Lien will be sent (unless the Association already has a lien on the property) and Notary and mailing fees will be added to the amount due. If not paid within 30 days:

AFTER APRIL 30: A lien will be placed on the property, and filing fees added to the amount due.

PLEASE NOTE: You have the right to designate a secondary address to which the Association must send any collection notices. Please send any such requests to the Association's address below. Make sure that you include your name and the address or APN of the property. You may dispute charges on your invoice by writing to the address below. The Association is required to provide a fair, reasonable, and expeditious procedure for resolving disputes between the Association and its members by submitting the dispute to alternative dispute resolution pursuant to California Civil Code sections 1369.510 - 1369.590.

RECEIVING MINUTES: Minutes of all open meetings of the board are available to members within 30 days of the meeting. The minutes, proposed minutes or summary minutes may be obtained at: www.clearlakekeyspoa.com or by contacting the secretary, Helene Montgomery at 707-998-3804 or e-mail: helenem@mchsi.com. In addition, the minutes, proposed minutes or summaries will be distributed to any member upon request.

The following is the summary of the Clearlake Keys POA revenue and expense budget for 2014

Clearlake Keys P.O.A. Revenue and Expense Budget for calendar year 2014

Keys POA Revenue 2014

Assessments and Fees:	\$45,240
Contributions:	\$14,000
Interest	\$ 800
Misc & Lien Fees Recovered	\$ 600

Keys POA Expenses 2014

Fleet, Fuel and Repairs	\$19,000
Insurance	\$17,000
Legal, County and State Fees	\$11,575
Printing, Postage, Office	\$5,976
Reserve Fund	\$2,500

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P.O. Box 1329 Clearlake Oaks, CA 95423

Total Revenue:	\$60,640	Awards, Activities & Misc.	\$ 750
		Storage Lot Improvement	\$3,129
		Total Expenses:	\$ 59,830
		Excess/Deficit	\$ 710

The following is the summary of the Clearlake Keys POA Reserve Funding Study.

Association:	Clearlake Keys POA	
Location:	Clearlake Oaks, CA	
# of Units:	836	
Report Period:	1-1-2013 - 12-31-13	
Projected Reserve Starting Balance:		\$60,645
Fully Funded Reserve Balance:		\$60,645
Average Reserve Deficit/Surplus per unit:		\$0
Percent Funded:		100%
Projected Annual Reserve Contribution:		\$2,500

This is a full reserve projection based on equipment inspection date Mar. 2013. The average annual reserve contribution is a part of normal General Fund expenditures.

You may request a line-item revenue and expense budget, a detailed copy of the Reserve study or copies of the association's board minutes by writing to: P.O. Box 1329, Clearlake Oaks, CA 95423. The association will arrange for a copy to be picked up by you.

Summary of the POA's insurance coverage

Carrier:	Coverage:	\$ Amount	Expiration:
	General		
Philadelphia	Liability	\$3,000,000	12-1-2114
Philadelphia	D&O	\$2,000,000	12-1-2014
Progressive	Vehicles	\$1,000,000	12-15-2014
Philadelphia	Fleet	\$1,000,000	12-1-2014

THIS SUMMARY of the association's policies of insurance provides only certain information, as required by subdivision (e) of Section 1365 of the civil code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any association member may, upon request and 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 insurance, 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.

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