



Clear Lake Keys Property Owners Association Inc.

TO: All parcel owners in the Clear Lake Keys Subdivision

November 14, 2017

FROM: The Board of Directors, Clear Lake Keys Property Owners Association

SUBJECT: Annual Disclosures, assessments, and other information for 2018

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, 2018. In accordance with association By-Laws and the CC&Rs, the amount of the assessment **has increased to \$60.86 for 2018.** This reflects an overall increase of 1% for the Cost of Living (The year ending June 2017 is used). An invoice for your assessment is enclosed with this disclosure document.

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 a late fee of \$10.00 is 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, document preparation and mailing fees will be added to the amount due.

If not paid within 30 days after filing of Notice of Intent to Lien, AS EARLY AS APRIL 30: A lien will be placed on the property, recorded with the County Recorder, and notary and filing fees added to the amount due and interest will accrue on the total.

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 President, Michael Herman at 707-486-2717 or e-mail: info@keyspoa.com. In addition, the minutes, proposed minutes or summaries will be distributed to any member upon request.

POSTING OF NOTICES: General Notices, including meeting agendas, will be posted on the bulletin board on the fence at the Clear Lake Keys Club, 12980 Lakeland St, Clearlake Oaks CA.

Following is the summary of the Clear Lake Keys POA Revenue and Expense Budget for calendar year 2018

Keys POA Revenue 2018

Assessments and Fees	\$ 47,232
Contributions	\$ 13,000
Interest	\$ 120
Misc & Lien Fees Recovered	\$ 600
Total Revenue	\$ 60,952

Keys POA Expenses 2018

Fleet, Fuel and Repairs	\$ 16,200
Insurance	\$ 18,000
Legal, County and State Fees	\$5,720,
Printing, Postage, Office, Utilities	\$7,686
Reserve Funds	\$ 5,356
Equipment Fund	\$ 5,850
Awards, Activities & Misc	\$1,140
Projects	\$ 1,000
Total Expenses:	\$ 60,952

P.O. Box 1329, Clearlake Oaks CA 95423



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

Association:	Clearlake Keys POA	
Location:	Clearlake Oaks, CA	
# Units:	829	
Report Period:	1-1-2017 to 12-31-2017	
Projected Reserve Starting Balance:		\$71,695
Fully Funded Reserve Balance:		\$77,242
Average Reserve Deficit/Surplus per unit:		\$0
Percent Funded at 12-31-17:		100%
Projected Annual Reserve Contribution:		\$3,856

This is a full reserve projection based on equipment inspection September 1, 2017. 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: PO 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:
Starr Indemnity & Liability	AD&D	\$25,000	12-1-2018
Philadelphia	General Liability	\$3,000,000	12-1-2018
Philadelphia	Umbrella	\$1,000,000	12-1-2018
Liberty Insurance Underwriters	D&O	\$2,000,000	12-1-2018
Philadelphia	Vehicles	\$1,000,000	12-1-2018
Philadelphia	Fleet	\$1,000,000	12-1-2018

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.

Civil Code, Section 4041 requires each owner of a separate interest to provide written notice to the Association of all the following information annually: The address or addresses to which notices from the Association are to be delivered; an alternate or secondary address to which notices from the Association are to be delivered; the name and address of your legal representative, if any; and whether your property is owner-occupied, rented out, developed but vacant or undeveloped. A form is provided on the back of your invoice for this purpose.

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