

WOODGATE GLEN HOMEOWNERS ASSOCIATION

3936 Mayette Avenue

Santa Rosa, CA 95405

Ph: (707) 544-9443 Fax: (707) 544-5418

MEMO TO: WOODGATE GLEN HOMEOWNERS
FROM: FOCUS REAL ESTATE & INVESTMENTS, INC.
DATE: NOVEMBER 28, 2023

Enclosed please find the Budget for 2024 which was approved by the Board of Directors of Woodgate Glen.

PLEASE NOTE THAT THE DUES WILL INCREASE TO \$432.00 BEGINNING JANUARY 1, 2024.

The Board of Directors has increased the dues based on the increases in the operating expenses for the following: Pool Contract, Landscape Contract, CPA Fees, Insurance Premium, Garbage, Management Contract, Common Area Maintenance and Repairs, Plumbing Repairs and the Annual Reserve Contribution.

Attached are portions of the reserve study and the reserve funding disclosure. The entire reserve study is available on the website at woodgateglen.com. Please note that the Board will be conducting a physical review of the reserve study in 2024.

Also enclosed are the Annual Policy Statement and the insurance disclosure.

Payment coupons and envelopes will be mailed out directly by Pacific Western Bank. Payment should be mailed to: Pacific Western Bank, PO Box 15015, Vallejo, CA 94591. Checks should be made out to: **Woodgate Glen Homeowner's Association - not Pacific Western Bank or Focus Real Estate**, and need to have your account number on the check. Please note that if you are on ACH, you will not receive a coupon book. If you would like to sign up for ACH (automatic withdrawal of dues from your bank account) please contact our office for the form. The dues amount will be automatically deducted from your bank account. If you pay your dues through your bank's online bill pay, please make sure to change the amount of the dues effective January 1, 2024.

Please contact Focus Real Estate & Investments, Inc. at the above number if you have any questions or need further information.

WOODGATE GLEN HOMEOWNERS ASSOCIATION
ANNUAL POLICY STATEMENT

1. Per Civil Code Section 4035, the person designated to receive documents on behalf of the association is Annie Donnelly, the property manager, at 3936 Mayette Avenue, Santa Rosa, CA 95405.
2. Per Civil Code Section 4040, a homeowner may request in writing a secondary address for delivery of notices and documents, including but not limited to annual budget packet, notices of delinquency, intent to lien, etc.
3. Per Civil Code Section 4045, general notices from the association will be posted on the website and may be posted at the mailboxes.
4. Per Civil Code Section 4045, a homeowner may request in writing that general notices and documents be sent by individual delivery (mailed or sent by electronic means).
5. Per Civil Code Section 4950, a homeowner may request copies of the minutes from the property manager; however payment will be required for copy charges and/or an administration fee.
6. Per Civil Code Section 5730, attached is the Association's collection policy which includes the policies and practices for enforcing lien rights or other legal remedies for default in the payment of assessments.
7. Per Civil Code Section 5850, attached is the Association's Schedule of Fines for violations of the governing documents (CC&Rs, rules, etc.).
8. Per Civil Code Section 5920, attached is the Internal Dispute Resolution Policy.
9. Per Civil Code Section 5965, attached is the Alternate Dispute Resolution Policy.
10. Per Civil Code Section 4765, any physical changes to the unit and/or common area must be submitted for architectural review. A statement of architectural changes and a form to be submitted for approval by the Board are attached.
11. Per Civil Code Section 5655, the address to be used for overnight payment of assessments is: 3936 Mayette Avenue, Santa Rosa, CA 95405

Woodgate Glen 2024 Budget FINAL

	<u>Per Unit/Month</u>	<u>Monthly Amount</u>	<u>Annual Amount</u>
<u>INCOME</u>			
Homeowner Dues	\$ 432.00	\$ 96,768.00	\$ 1,161,216.00
Late Fees	\$ 0.00	\$ 0.00	\$ 0.00
*Reserved parking fees (18 spaces)	\$ 6.03	\$ 1,350.00	\$ 16,200.00
Note: reserve parking increased to \$75/mo			
Total	\$ 438.03	\$ 98,118.00	\$ 1,177,416.00
<u>EXPENSES</u>			
<u>MANAGEMENT</u>			
Monthly Contract	\$ 14.46	\$ 3,240.00	\$ 38,880.00
Extra accounting	\$ 2.79	\$ 625.00	\$ 7,500.00
Meeting Overtime	\$ 0.26	\$ 58.33	\$ 700.00
Postage and Printing	\$ 1.49	\$ 333.33	\$ 4,000.00
Total	\$ 19.00	\$ 4,256.67	\$ 51,080.00
<u>ADMINISTRATION</u>			
Insurance	\$ 30.89	\$ 6,920.17	\$ 83,042.00
Worker's Compensation	\$ 0.14	\$ 31.42	\$ 377.00
History Storage	\$ 0.60	\$ 133.33	\$ 1,600.00
Legal	\$ 0.37	\$ 83.33	\$ 1,000.00
Reserve Study	\$ 0.45	\$ 100.00	\$ 1,200.00
Audit review and tax returns	\$ 1.08	\$ 241.67	\$ 2,900.00
Bank Charges	\$ 0.04	\$ 8.33	\$ 100.00
Bad Debt	\$ 0.74	\$ 166.67	\$ 2,000.00
Total	\$ 34.31	\$ 7,684.92	\$ 92,219.00
<u>LANDSCAPE</u>			
Monthly Contract	\$ 46.90	\$ 10,506.00	\$ 126,072.00
Tree Maintenance	\$ 3.72	\$ 833.33	\$ 10,000.00
Irrigation Repair	\$ 2.60	\$ 583.33	\$ 7,000.00
Landscape other	\$ 0.66	\$ 147.50	\$ 1,770.00
Landscape Replacement	\$ 3.72	\$ 833.33	\$ 10,000.00
Total	\$ 57.60	\$ 12,903.50	\$ 154,842.00
<u>COMMON AREA MAINTENANCE</u>			
Maintenance and repairs	\$ 7.59	\$ 1,700.00	\$ 35,000.00
Gutter Cleaning	\$ 5.95	\$ 1,333.33	\$ 16,000.00
Pest Control	\$ 2.60	\$ 583.33	\$ 7,000.00
Plumbing Repairs	\$ 2.23	\$ 500.00	\$ 6,000.00

RESERVE STUDY SUMMARY AND DISCLOSURES

PROPERTY INFORMATION

PROPERTY NAME: Woodgate Glen HOA
STREET ADDRESS: Harvest Lane
CITY, STATE, ZIP: Santa Rosa, CA
GOVERNING ENTITY: Board of Directors
YEAR CONSTRUCTED: 1985 **NUMBER OF CONSTRUCTION PHASES:** 3
NUMBER OF UNITS: 224 **NUMBER OF RESIDENTIAL BUILDINGS:** 56

CONTACT INFORMATION

CURRENT PROPERTY CONTACT:
 Ms. Annie Donnelly
 Focus Real Estate & Investment
 3936 Mayette Avenue
 Santa Rosa, CA 95405
 Phone: (707) 544-9443 Email: focusreannie@sbcglobal.net

RESERVE STUDY INFORMATION

TYPE OF STUDY: Annual Review Study 2024 (no site inspection performed with this review)
BEGINNING YEAR OF STUDY: 2024
YEAR OF LAST PHYSICAL INSPECTION: 2020
YEAR OF NEXT PHYSICAL INSPECTION: 2023 (as required by the Davis-Stirling Act)
RESERVE STUDY PREPARER: Reserve Analysis Consulting, L.L.C.
 1750 Bridgeway, Suite B106 • Sausalito, CA 94965
 Sausalito, California 94965
 Office Phone: (415) 332-7800 FAX: (415) 332-7801
PERFORMED BY: Aaron Atnip
 Direct Phone: (415) 272-1716
 Email: aarona@reserveanalysis.com

RESERVE FUND FINANCIAL INFORMATION

BUDGET YEAR ENDING DATE:	12/31	2023	2024
ANNUAL RESERVE CONTRIBUTION:		\$389,808	\$471,759
MONTHLY RESERVE CONTRIBUTION:		\$32,484	\$39,313
PER UNIT MONTHLY (AVG.) CONTRIBUTION:		\$145.02	\$175.51
TOTAL SPECIAL ASSESSMENT:		N/A	N/A
PER UNIT (AVG.) SPECIAL ASSESSMENT:		N/A	N/A
PROPOSED RESERVE FUND EXPENDITURES:			(\$113,648)
ESTIMATED YEAR ENDING BALANCE:		\$1,179,447	\$1,556,531
REQUESTED MINIMUM "THRESHOLD" FUTURE BALANCE:			N/A

RESERVE PERCENT FUNDED CALCULATION

AMOUNT NEEDED TO BE 100% FUNDED:	\$3,598,014	\$3,824,903
THEORETICAL PER UNIT UNDERFUNDED:	\$10,797	\$10,127
CALCULATED PERCENT FUNDED:	32.78%	40.69%

RESERVE PROJECTED INTEREST & INFLATION

"ASSUMED LONG-TERM INTEREST RATE":	2.00%
"ASSUMED LONG-TERM INFLATION RATE":	3.00%

DAVIS-STIRLING ACT PROCEDURES & REQUIREMENTS

Current Davis-Stirling statutes 5300 & 5550 ((old 1365 & 1365.5)) require the Association to Review the Reserve Study on an annual basis and implement any necessary adjustments regarding component performance, replacement and/or deferral; as well as recalculation of financial figures based on that review and current financial data. Additionally, Statute 5550 ((old 1365.5)) continues to require a Site Inspection based Update of the complete Study at a minimum every three years. The Reserve Study is to include:

Identification of the major components.

Establishment of reasonable life expectancies and remaining life of all components.

Projected estimated cost of all repair and replacements.

Development of a 30 year Funding Plan which identifies date and amount of regular and special assessments.

Calculation of Percent Funded and amount of per unit deficiency.

Statement of methodology.

Additionally, calculation of 5570 ((old 1365.2.5)) Reserve Summary and Disclosure Document.

SCOPE OF STUDY

The time frame covered by this analysis is from 2024 through 2053. These are the beginning and ending points for all repairs and replacements included in the 30 Year Funding Plan included in this study.

STATEMENT OF RESERVE STUDY METHODOLOGY

The components included in this analysis were identified by age, quantity, and type. Upon completion of the component list and the Reserve Fund Requirement Analysis, the report was presented to the Homeowners Association's Board for approval. The following sources were used, when applicable, to make our determinations:

Original plans and specifications

Original contractors, current contractors and vendors

Association maintenance staff

Association management

Association Board of Directors

While gathering this information there were some assumptions made regarding existing conditions, future conditions and additional circumstances that may occur that would affect the cost of repairs. Some of these assumptions may come true and others may not; therefore, the cost of repairs and life of certain components could vary substantially. Life expectancies of all components were based on industry standard experiences, and on the components being in reasonable and ordinary condition.

All component conditions were based on visual inspection. There was no disassembly of components or demolition involved. This report does not address any factory or product defects or any damage due to improper maintenance, system design, or installation. It's also assumed all components will receive reasonable maintenance for their remaining life.

Only components that met the following criteria were included in this report:

The component maintenance is the responsibility of the Association.

The component is not covered by the Association's Annual Operating Budget.

The component's useful life is greater than one year, except in the case of variable ongoing repair of a major component

The component has an identifiable expected cost and replacement cost.

Inclusion in the Funding plan requires the component's remaining estimated useful life is less than 30 years.

The Reserve Study includes a 30 year component expenditure projection from which a Funding Plan was developed which proposes a "schedule of the date and amount of any change in regular or special assessments that would be needed to sufficiently fund the Reserve Funding Plan." The premise of this replacement cost projection is to ensure a positive cash balance in the Reserve Fund Account that will enable the Association to fulfill its "obligation for the repair and replacement of all major components with an expected remaining life of 30 years or less." It is equally important that a positive cash fund be maintained without relying on Special Assessments or overfunding of Reserves. The cost projections in this report are inflated based on an "assumed long-term inflation rate" based on a 30 year average and adjusted for local economics. The Funding Plan in this report includes an "assumed long-term interest rate" which is not to exceed "2% above the discount rate published by the Federal Reserve Bank of San Francisco." Both rates were reviewed in the Preliminary Draft and approved by the Board of Directors.

3.00 RESERVE STUDY COMPONENT SCHEDULE & PERCENT FUNDED CALCULATION

Code #	Component Description	2023 End Req'd in Bank	Year New	Useful Life	Rmng. (2024)	Current Cost	Annual Allocation	2024 End Req'd in Bank
1.00	SIGNAGE							
1.01	Monument Entrance Sign	\$43	2022	35	33	\$1,500	\$43	\$86
1.02	Monument Entrance Sign	\$43	2022	35	33	\$1,500	\$43	\$86
1.03	Signs @ Common Replacement Allowance	\$100	2022	5	3	\$500	\$100	\$200
	Category Sub-Total	\$186				\$3,500	\$186	\$371
2.00	ASPHALT							
2.01	Asphalt Sealing	\$25,600	2021	5	2	\$64,000	\$12,800	\$38,400
2.02	Striping & Painted Curb	\$4,650	2021	5	2	\$11,624	\$2,325	\$6,974
2.03	Asphalt Repairs	\$2,000	2021	5	2	\$5,000	\$1,000	\$3,000
2.04	Speed Bumps	\$3,990	1985	50	11	\$5,250	\$105	\$4,095
2.05	Asphalt Replacement (partial)	\$9,556	2021	40	37	\$191,125	\$4,778	\$14,334
2.06	Asphalt Replacement	\$690,745	1985	50	11	\$908,875	\$18,178	\$708,923
	Category Sub-Total	\$736,541				\$1,185,874	\$39,185	\$775,726
3.00	CONCRETE							
3.01	Annual Replacement Allowance (annual)	\$5,000	2023	1	0	\$5,000	\$5,000	\$5,000
3.02	Pool Decking	\$59,503	1985	50	11	\$78,293	\$1,566	\$61,069
3.03	Parking Bumpers	\$665	1985	40	1	\$700	\$18	\$683
	Category Sub-Total	\$65,168				\$83,993	\$6,583	\$66,751
4.00	FENCING							
4.01	Wood @ Units	\$190,500	2008	30	14	\$381,000	\$12,700	\$203,200
4.02	Iron @ Property Line	\$909	2010	45	31	\$3,148	\$70	\$979
4.03	Cyclone @ Property Line	\$1,131	2013	50	39	\$5,654	\$113	\$1,244
4.04	Cyclone @ Property Line (Wall Place)	\$478	2021	50	47	\$11,960	\$239	\$718
4.05	Cyclone @ Pool	\$11,555	1986	50	12	\$15,615	\$312	\$11,867
4.06	Iron @ Property Line	\$4,219	2021	40	37	\$84,380	\$2,110	\$6,329
4.07	Iron @ Property Line	\$1,352	2022	40	38	\$54,099	\$1,352	\$2,705
4.08	Iron Handrail @ Unit	\$1,140	1985	45	6	\$1,350	\$30	\$1,170
4.09	Iron @ Common	\$684	1985	45	6	\$810	\$18	\$702
4.10	Split Rail @ Common	\$285	1985	40	1	\$300	\$8	\$293
4.11	Split Rail @ Common	\$60	2013	30	19	\$180	\$6	\$66
	Category Sub-Total	\$212,314				\$558,436	\$16,958	\$229,272
5.00	IRRIGATION & LANDSCAPE							
5.01	Irrigation Controllers	\$2,500	1985	20	-19	\$2,500	\$125	\$0
5.02	Irrigation Controllers	\$1,250	2003	20	-1	\$1,250	\$63	\$0
5.03	Irrigation Equipment Repair (annual)	\$5,000	2023	1	0	\$5,000	\$5,000	\$5,000
5.04	Backflow Valves (2")	\$471	2013	35	24	\$1,650	\$47	\$519
5.05	Backflow Valves (2")	\$6,600	1985	35	-4	\$6,600	\$189	\$0
5.06	Backflow Valves (3/4")	\$1,200	1985	35	-4	\$1,200	\$34	\$0
5.07	Backflow Cages	\$800	2003	35	14	\$1,400	\$40	\$840
5.08	Backflow Cages	\$229	2015	35	26	\$1,000	\$29	\$257
5.09	Landscape Enhancement (annual)	\$10,000	2023	1	0	\$10,000	\$10,000	\$10,000
5.10	Tree Pruning & Maintenance (annual)	\$5,000	2023	1	0	\$5,000	\$5,000	\$5,000
5.11	Tree Pruning & Maintenance (major)	\$0	2023	10	9	\$53,929	\$5,393	\$5,393
	Category Sub-Total	\$33,050				\$89,529	\$25,919	\$27,089
6.00	ELECTRICAL							
6.01	Security Lights Fixtures	\$1,900	1985	40	1	\$2,000	\$50	\$1,950
6.02	Security Light Poles	\$4,433	1985	60	21	\$7,000	\$117	\$4,550
6.03	Globe Light Fixtures	\$1,805	1985	40	1	\$1,900	\$48	\$1,853
6.04	Globe Light Poles	\$12,033	1985	60	21	\$19,000	\$317	\$12,350
6.05	Pool House Exterior Lights	\$1,164	1985	40	1	\$1,225	\$31	\$1,194
6.06	Pool House Security Lights	\$200	2013	25	14	\$500	\$20	\$220
6.07	Garage Buildings Light Fixtures	\$0	2023	25	24	\$248,726	\$9,949	\$9,949
6.08	Residential Buildings Exterior Lights	\$1,600	2015	25	16	\$5,000	\$200	\$1,800
6.09	Residential Buildings Exterior Lights	\$4,750	1985	40	1	\$5,000	\$125	\$4,875
	Category Sub-Total	\$27,885				\$290,351	\$10,855	\$38,741
7.00	SWIMMING POOL - ADULT							
7.01	Replastering	\$15,365	2014	15	5	\$25,608	\$1,707	\$17,072
7.02	Coping	\$5,105	1985	60	21	\$8,060	\$134	\$5,239

3.00 RESERVE STUDY COMPONENT SCHEDULE & PERCENT FUNDED CALCULATION

Code #	Component Description	2023 End Req'd in Bank	Year New	Usefl Life	Rmng. (2024)	Current Cost	Annual Allocation	2024 End Req'd in Bank
7.03	Tile	\$2,698	2004	30	10	\$4,260	\$142	\$2,840
7.04	Seal Coping/Walk Joint	\$1,339	2014	15	5	\$2,232	\$149	\$1,488
7.05	Heater	\$5,000	2007	15	-2	\$5,000	\$333	\$0
7.06	Filter	\$2,200	2002	15	-7	\$2,200	\$147	\$0
7.07	Filter Pump	\$1,200	2002	10	-12	\$1,200	\$120	\$0
7.08	Chlorinator	\$575	2003	10	-11	\$575	\$58	\$0
Category Sub-Total		\$33,482				\$49,135	\$2,790	\$26,639
8.00	SWIMMING POOL - FAMILY							
8.01	Replastering	\$7,575	2019	15	10	\$28,405	\$1,894	\$9,468
8.02	Coping	\$5,105	1985	60	21	\$8,060	\$134	\$5,239
8.03	Tile	\$2,812	2004	30	10	\$4,440	\$148	\$2,960
8.04	Seal Coping/Walk Joint	\$595	2019	15	10	\$2,232	\$149	\$744
8.05	Heater	\$797	2021	15	12	\$5,980	\$399	\$1,196
8.06	Filter	\$1,467	2013	15	4	\$2,200	\$147	\$1,613
8.07	Filter Pump	\$1,080	2014	10	0	\$1,200	\$120	\$0
8.08	Chlorinator	\$575	2004	10	-10	\$575	\$58	\$0
Category Sub-Total		\$20,006				\$53,092	\$3,048	\$21,221
9.00	POOL HOUSE							
9.01	Composition Roof	\$2,580	2017	25	18	\$10,752	\$430	\$3,011
9.02	Entry Doors (restrooms)	\$844	1985	45	6	\$1,000	\$22	\$867
9.03	Entry Doors (equipment)	\$844	1985	45	6	\$1,000	\$22	\$867
9.04	Urinal Partition	\$71	2013	35	24	\$250	\$7	\$79
9.05	Toilet Partitions	\$1,900	1985	45	6	\$2,250	\$50	\$1,950
9.06	Wainscot	\$316	1985	45	6	\$374	\$8	\$324
9.07	Water Heater	\$581	2014	20	10	\$1,292	\$65	\$646
9.08	Bulletin Board	\$245	2002	30	8	\$350	\$12	\$257
9.09	Electronic Access (keyless)	\$24,000	2015	10	1	\$30,000	\$3,000	\$27,000
Category Sub-Total		\$31,383				\$47,268	\$3,616	\$34,999
10.00	COMMON AREA							
10.01	Fire Road (Shale Replacement)	\$12,786	2016	10	2	\$18,265	\$1,827	\$14,612
10.02	Creek Path Mitigation	\$7,000	2016	10	2	\$10,000	\$1,000	\$8,000
10.03	Exterior Benches @ Pool (steel / composite)	\$1,260	2002	50	28	\$3,000	\$60	\$1,320
10.04	Exterior Benches @ Tot Lots (steel / aluminum)	\$1,313	2002	40	18	\$2,500	\$63	\$1,375
10.05	Tot Lot Equipment	\$46,000	2000	25	1	\$50,000	\$2,000	\$48,000
10.06	Cluster Mailboxes (w/ parcel lockers)	\$23,040	2024	25	25	\$24,000	\$960	\$0
10.07	Cluster Mailboxes (w/ parcel lockers)	\$0	2023	25	24	\$14,251	\$570	\$570
Category Sub-Total		\$91,398				\$122,016	\$6,479	\$73,877
11.00	GARAGES							
11.01	Composition Roof	\$338,521	2001	30	7	\$461,619	\$15,387	\$353,908
11.02	Gutters	\$13,141	2001	30	7	\$17,920	\$597	\$13,739
11.03	Downspouts	\$7,936	1985	30	-9	\$7,936	\$265	\$0
11.04	Downspouts	\$1,568	2013	30	19	\$4,705	\$157	\$1,725
Category Sub-Total		\$361,166				\$492,180	\$16,406	\$369,372
12.00	RESIDENTIAL BUILDING EXTERIOR							
12.01	Composition Roof	\$386,162	2001	30	7	\$526,584	\$17,553	\$403,714
12.02	Composition Roof	\$368,609	2002	30	8	\$526,584	\$17,553	\$386,162
12.03	Composition Roof	\$351,056	2003	30	9	\$526,584	\$17,553	\$368,609
12.04	Roof Maintenance	\$10,335	2014	30	20	\$34,450	\$1,148	\$11,483
12.05	Gutters	\$54,460	2001	30	7	\$74,264	\$2,475	\$56,936
12.06	Gutters	\$1,687	2013	30	19	\$5,060	\$169	\$1,855
12.07	Gutters	\$414	2021	30	27	\$6,210	\$207	\$621
12.08	Gutter Screens	\$1,172	2021	30	27	\$17,587	\$586	\$1,759
12.09	Downspouts	\$64,083	1985	40	1	\$67,456	\$1,686	\$65,770
12.10	Downspouts	\$345	2018	40	34	\$2,760	\$69	\$414
12.11	Spark Arrestors	\$28,000	1985	35	-4	\$28,000	\$800	\$0
12.12	Chimney Flue Replacement Allowance (annual)	\$1,000	2023	1	0	\$1,000	\$1,000	\$1,000
12.13	Siding Replacement Allowance (major)	\$12,237	2006	50	32	\$35,991	\$720	\$12,957
12.14	Siding Replacement Allowance (major)	\$19,306	2007	50	33	\$60,330	\$1,207	\$20,512
12.15	Siding Replacement Allowance (major)	\$59,871	2008	50	34	\$199,571	\$3,991	\$63,863

3.00 RESERVE STUDY COMPONENT SCHEDULE & PERCENT FUNDED CALCULATION

Code #	Component Description	2023 End Req'd in Bank	Year New	Useful Life	Rmng. (2024)	Current Cost	Annual Allocation	2024 End Req'd in Bank
12.16	Siding Replacement Allowance (major)	\$28,000	2009	50	35	\$100,000	\$2,000	\$30,000
12.17	Siding Replacement Allowance (major)	\$250,109	2010	50	36	\$961,957	\$19,239	\$269,348
12.18	Siding Replacement Allowance (major)	\$135,571	2012	50	38	\$616,232	\$12,325	\$147,896
12.19	Siding Replacement Allowance (major)	\$75,355	2013	50	39	\$376,773	\$7,535	\$82,890
12.20	Siding Replacement Allowance (major)	\$20,211	2014	50	40	\$112,281	\$2,246	\$22,456
12.21	Siding Replacement Allowance (major)	\$11,784	2015	50	41	\$73,650	\$1,473	\$13,257
12.22	Siding Replacement Allowance (major)	\$14,000	2016	50	42	\$100,000	\$2,000	\$16,000
12.23	Siding Replacement Allowance (major)	\$12,000	2017	50	43	\$100,000	\$2,000	\$14,000
12.24	Siding Replacement Allowance (major)	\$62,387	2018	50	44	\$623,872	\$12,477	\$74,865
12.25	Siding Replacement Allowance (major)	\$7,282	2021	50	47	\$182,046	\$3,641	\$10,923
12.26	Siding Replacement Allowance (major)	\$10,000	2022	50	48	\$500,000	\$10,000	\$20,000
Category Sub-Total		\$1,985,435				\$5,859,242	\$141,654	\$2,097,288
13.00	PAINT EXTERIOR							
13.01	Paint Exteriors	\$0	2023	8	7	\$484,088	\$60,511	\$60,511
13.02	Siding & Trim Repairs (paint cycle)	\$0	2023	8	7	\$25,000	\$3,125	\$3,125
Category Sub-Total		\$0				\$509,088	\$63,636	\$63,636
Total Value of Components:						\$9,343,764		
Annual Straight-Line Allocation:							\$337,315	
		2023 End						2024 End
Total Dollars Necessary to be 100% Funded:		\$3,598,014						\$3,824,903
Actual Dollars In Reserve Fund:		\$1,179,447						\$1,556,531
Current Fund Deficiency:		\$2,418,567						\$2,268,372
Current Per Unit Deficiency:		\$10,797						\$10,127
Percent Funded:		32.78%						40.69%
(Actual dollars/Total Dollars Necessary)								

STEPS FOR DETERMINING PERCENT FUNDED:

- Step 1: Calculate for each component a required contribution on a "straight-line" funding methodology. (total component cost divided by the life expectancy of the component)
- Step 2: Calculate the required dollars in Reserves for each component. (required annual contribution multiplied by the component's life in service)
- Step 3: Total the required dollars for each component to arrive at "required dollars in bank".
- Step 4: Divide actual dollars in bank by required dollars in bank to arrive at percent funded calculation.

This report includes, but is not limited to*, reserve calculations made using the formula described in section 5570(b)(4) ((old 1365.2.5(b)(4)) of the Davis-Stirling Act:

(4) For the purpose of the report and 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.

* The future funding levels developed in the Funding Plan of this Reserve Study are derived through cash flow funding calculations.

PROPERTY DESCRIPTION & COMPONENT INCLUSION:

Woodgate Glen HOA is a 224-member association located in Santa Rosa, CA. The Association is responsible for 56 residential buildings that were originally built in 3 phases in 1985. The Association is responsible for all components as the Board of Directors has interpreted the CC&Rs. For specific component inclusion based on that interpretation please refer to the Component Data or Schedule Sections.

5300(b)(4) - COMPONENT CONDITION:

The property is composed of a variety of components that are in a range of conditions due to their various ages and expected lives. The projections in this Reserve Study intend to maintain these components at an appropriate condition in the future; however, it is the Board's responsibility to investigate and cause the actual maintenance, repair and replacement projects at the appropriate time(s).

Per Davis-Stirling Section 5500 ((old 1365.5)), on a quarterly basis the Board will review actual reserve expenses compared to the year's proposed reserve expenses. Depending on each component's condition and available information at that time, the Board will determine to undertake repair and replacement projects as appropriate. Please refer to the Sections of Component Data and/or Component Schedule for specific details on component ages, expected lives, and remaining lives. A component with a negative remaining life does not necessarily mean the component is being deferred, but rather signifies that the component is past its statistically average life and will be reviewed annually until it is appropriate for replacement. If the Board has specifically determined to defer or not undertake a component's repair or replacement, that decision and its justification is required to be in meeting minutes and disclosed separately in the Annual Budget Report.

5300(b)(3,5,6,7,8) - FUNDING PLAN ANALYSIS & CALCULATIONS:

5300(b)(3) - "the association shall provide the full reserve study plan upon request."

Specific Details regarding the following statements can be viewed in the "30 YEAR FUNDING PLAN" (included with this Reserve Summary).

5300(b)(5) - If applicable, the amount and commencement date of Board determined or anticipated special assessments will be shown and if a vote of the membership is required.

5300(b)(6) - The mechanism(s) by which the board will fund the reserves, including assessments, borrowing, and/or use of other assets. Refer to 5300(b)(4) above for deferral/selected repair/replacements.

5300(b)(7) - Procedures & methodology used for these calculations can be found in section "Procedures & Methodologies" (included with this Reserve Summary).

5300(b)(8) - If applicable, details regarding outstanding loans can be found in the 5570 "Reserve Summary and Disclosure" (included with this summary) and/or separately in the Annual Budget Report.

The Reserve Study is a SERIES OF PROJECTIONS, and consequently the estimated lives and costs of components will likely CHANGE OVER TIME depending on a variety of factors such as future inflation rates, the level of preventative maintenance completed by future boards, unknown material defects, changes in technology, efficiency, and/or government regulations.

The Reserve Study is an evolving document that represents a moment in time covering a 30 year period. As required by The Davis-Stirling Act, we recommend that the Association review and update this Reserve Analysis on an annual basis to make adjustments for component expenditures and fluctuations in annual revenue, interest, and inflation.

30 YEAR RESERVE FUNDING PLAN

2023 Average unit per month reserve contribution *1 = \$145.02

2023 Total annual reserve contribution *1 = \$389,808

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 1ST 10 YEARS	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Projected Beginning Fund Balance *1	\$1,179,447	\$1,556,531	\$1,865,559	\$2,243,132	\$2,761,897	\$3,299,762	\$3,827,783	\$4,403,664	\$2,828,053	\$2,722,725
Contribution % increase over previous yr.	21.02%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Contribution avg. unit/month \$ increase	\$30.49	\$5.27	\$5.42	\$5.59	\$5.75	\$5.93	\$6.10	\$6.29	\$6.48	\$6.67
Contribution avg. per unit/month	\$175.51	\$180.77	\$186.19	\$191.78	\$197.53	\$203.46	\$209.56	\$215.85	\$222.33	\$228.99
Reserve Contribution - Annual	\$471,759	\$485,912	\$500,489	\$515,504	\$530,969	\$546,898	\$563,305	\$580,204	\$597,610	\$615,538
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$1,651,206	\$2,042,443	\$2,366,048	\$2,758,636	\$3,292,866	\$3,846,660	\$4,391,088	\$4,983,868	\$3,425,663	\$3,338,263
Projected Expenditures - inflated	-\$113,648	-\$199,624	-\$150,259	-\$30,405	-\$33,326	-\$65,536	-\$41,103	-\$2,190,287	-\$736,127	-\$830,930
Balance after expenditures	\$1,537,558	\$1,842,819	\$2,215,789	\$2,728,230	\$3,259,539	\$3,781,124	\$4,349,985	\$2,793,580	\$2,689,536	\$2,507,333
Interest on balance after tax	\$18,973	\$22,740	\$27,343	\$33,666	\$40,223	\$46,659	\$53,679	\$34,473	\$33,189	\$30,940
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	40.69%	45.54%	50.58%	56.28%	61.08%	64.95%	68.45%	57.07%	56.37%	54.89%
Projected Year Ending Balance *3	\$1,556,531	\$1,865,559	\$2,243,132	\$2,761,897	\$3,299,762	\$3,827,783	\$4,403,664	\$2,828,053	\$2,722,725	\$2,538,274

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 2ND 10 YEARS	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
Projected Beginning Fund Balance *1	\$2,538,274	\$3,111,172	\$2,268,024	\$2,739,771	\$3,433,557	\$3,540,874	\$3,430,566	\$4,186,397	\$4,840,097	\$5,640,937
Contribution % increase over previous yr.	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Contribution avg. unit/month \$ increase	\$6.87	\$7.08	\$7.29	\$7.51	\$7.73	\$7.96	\$8.20	\$8.45	\$8.70	\$8.96
Contribution avg. per unit/month	\$235.86	\$242.94	\$250.23	\$257.74	\$265.47	\$273.43	\$281.63	\$290.08	\$298.79	\$307.75
Reserve Contribution - Annual	\$634,005	\$653,025	\$672,616	\$692,794	\$713,578	\$734,985	\$757,035	\$779,746	\$803,138	\$827,232
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$3,172,278	\$3,764,197	\$2,940,639	\$3,432,565	\$4,147,135	\$4,275,859	\$4,187,600	\$4,966,143	\$5,643,235	\$6,468,169
Projected Expenditures - inflated	-\$99,030	-\$1,523,819	-\$234,265	-\$40,862	-\$649,423	-\$887,110	-\$52,233	-\$185,045	-\$71,059	-\$169,525
Balance after expenditures	\$3,073,248	\$2,240,378	\$2,706,375	\$3,391,703	\$3,497,712	\$3,388,748	\$4,135,367	\$4,781,098	\$5,572,176	\$6,298,644
Interest on balance after tax	\$37,924	\$27,646	\$33,397	\$41,854	\$43,162	\$41,817	\$51,030	\$58,999	\$68,761	\$77,725
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	60.74%	52.85%	58.57%	65.10%	66.50%	66.42%	72.04%	76.02%	79.85%	82.74%
Projected Year Ending Balance *3	\$3,111,172	\$2,268,024	\$2,739,771	\$3,433,557	\$3,540,874	\$3,430,566	\$4,186,397	\$4,840,097	\$5,640,937	\$6,376,370

* All future numbers are PROPOSED and/or PROJECTED.

DESCRIPTION - 3RD 10 YEARS	2044	2045	2046	2047	2048	2049	2050	2051	2052	2053
Projected Beginning Fund Balance *1	\$6,376,370	\$7,134,102	\$7,916,554	\$8,654,604	\$8,580,371	\$9,028,558	\$9,960,453	\$10,936,799	\$11,810,542	\$12,977,211
Contribution % increase over previous yr.	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Contribution avg. unit/month \$ increase	\$9.23	\$9.51	\$9.79	\$10.09	\$10.39	\$10.70	\$11.02	\$11.35	\$11.70	\$12.05
Contribution avg. per unit/month	\$316.98	\$326.49	\$336.29	\$346.38	\$356.77	\$367.47	\$378.49	\$389.85	\$401.54	\$413.59
Reserve Contribution - Annual	\$852,049	\$877,611	\$903,939	\$931,057	\$958,989	\$987,759	\$1,017,391	\$1,047,913	\$1,079,350	\$1,111,731
Does increase require membership vote?										
Proposed avg. special assess per unit										
Special Assessment - Total Proposed										
Does special assessment require vote?										
Income from other sources										
Total Reserve Fund Available	\$7,228,419	\$8,011,713	\$8,820,493	\$9,585,661	\$9,539,360	\$10,016,317	\$10,977,844	\$11,984,712	\$12,889,893	\$14,088,942
Projected Expenditures - inflated	-\$181,278	-\$191,659	-\$271,385	-\$1,109,881	-\$620,856	-\$177,278	-\$174,360	-\$318,135	-\$70,869	-\$197,776
Balance after expenditures	\$7,047,140	\$7,820,054	\$8,549,108	\$8,475,780	\$8,918,504	\$9,839,039	\$10,803,484	\$11,666,577	\$12,819,024	\$13,891,166
Interest on balance after tax	\$86,962	\$96,499	\$105,496	\$104,591	\$110,054	\$121,414	\$133,315	\$143,966	\$158,187	\$171,417
Minimum requested balance	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Percent funded (if implemented) *2	85.19%	87.28%	88.94%	89.09%	90.16%	91.78%	93.17%	94.20%	95.30%	96.10%
Projected Year Ending Balance *3	\$7,134,102	\$7,916,554	\$8,654,604	\$8,580,371	\$9,028,558	\$9,960,453	\$10,936,799	\$11,810,542	\$12,977,211	\$14,062,583

ASSESSMENT and RESERVE FUNDING DISCLOSURE SUMMARY
For the Budget Year 2024 ending 12/31/24

Per Davis-Stirling Statute 5570 ((old 1365.2.5)) Disclosure Form

(1) The 2023 budgeted regular assessment per ownership interest is avg. \$ 410.00 per month.
The 2024 budgeted regular assessment per ownership interest is avg. \$ 432.00 per month.
Note: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found in the attached Annual Budget Report.

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

Date assessment will be due	Amount per ownership interest per year:	Purpose of assessment
N/A	N/A	N/A
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL	_____	_____

NOTE: If assessments vary by the size or type of ownership interest, the assessment applicable to this ownership interest may be found in the attached Annual Budget Report. These assessments might be for purposes outside the scope of the current Reserve Study and have been included by the party preparing the Association's Annual Budget Report.

(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

(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 yet been approved by the board or the members.

Approximate date assessment will be due: _____ Amount per ownership interest per year: _____

(5) All major components are included in the Reserve Study and are included in its calculations.

(6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 ((old 1365.2.5)), the estimated amount required in the reserve fund at the end of the 2023 fiscal year is \$ 3,598,014 based in whole or in part on the last reserve study or update prepared by Reserve Analysis Consulting, LLC as of November, 2023. The projected reserve fund cash balance at the end of the current fiscal year is \$1,179,447 , resulting in reserves being 32.78% funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required reserve amount is \$ N/A .

Woodgate Glen HOA

(7.a.) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is \$*1 See Below, and the projected reserve fund cash balance in each of those years, **taking into account only assessments already approved** and other known revenues, is \$*2 See Below, leaving the reserve at *3 See Below percent funding.

Budget Year	2024	2025	2026	2027	2028
*1 Estimated Amount Req'd in Fund to be 100%	\$3,824,903	\$4,096,967	\$4,434,630	\$4,907,305	\$5,402,436
*2 Reserve Balance (w/PREV. APPROVED DUES ONLY)	\$1,473,569	\$1,684,283	\$1,947,572	\$2,335,443	\$2,725,143
*3 Estimated Percent Funded	38.53%	41.11%	43.92%	47.59%	50.44%

(7.b.) If the Reserve Funding Plan approved by the Association is implemented, the projected reserve fund cash balance in each of those years will be \$*4 See Below leaving the reserve at *5 See Below percent funding.

Budget Year	2024	2025	2026	2027	2028
*1 Estimated Amount Req'd in Fund to be 100%	\$3,824,903	\$4,096,967	\$4,434,630	\$4,907,305	\$5,402,436
*4 Reserve Balance (IF FUND PLAN IMPLEMENTED)	\$1,556,531	\$1,865,559	\$2,243,132	\$2,761,897	\$3,299,762
*5 Estimated Percent Funded	40.69%	45.54%	50.58%	56.28%	61.08%

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 2 percent per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 3 percent per year.**

(b) For the purposes of preparing a summary pursuant to this section:

(1) "Estimated remaining useful life" means the time reasonably calculated to remain before a major component will require replacement.

(2) "Major component" has the meaning used in Section 5550 ((old 1365.5)):

Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.

(3) The form set out in 5570 subdivision (a) shall accompany each Annual Budget Report or summary thereof that is delivered pursuant to section 5300. The form may be supplemented or modified to clarify the information delivered, so long as the minimum information set out in subdivision 5570 (a) is provided.

(4) For the purpose of the report and 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.

Further Notes: Please read the Requirements & Methodology in Section 2.00 and the Narrative Statements in Section 4.00 of this Financial Summary for important details concerning this Reserve Study's development.

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.

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 Section 1367.4 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 1366, 1367.1, and 1367.4 of the Civil Code)

In a judicial or nonjudicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use nonjudicial foreclosure to collect fines or penalties, except for costs to repair common areas damaged by a member or a member's guests, if the governing documents provide for this. (Sections 1366 and 1367.1 of the Civil Code)

The association must comply with the requirements of Section 1367.1 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 1367.1 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 1367.1 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 1367.1 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.

PAYMENTS

When an owner makes a payment, he or she may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The association must inform owners of a mailing address for overnight payments. (Section 1367.1 of the Civil Code)

**Overnight payments can be sent to:
Woodgate Glen Homeowners Association
3936 Mayette Avenue, Santa Rosa, CA 95405**

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 5 (commencing with Section 1368.810) of Chapter 4 of Title 6 of Division 2 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 2 (commencing with Section 1369.510) of Chapter 7 of Title 6 of Division 2 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 1367.1 of the Civil Code)

MEETINGS AND PAYMENT PLANS

An owner of a separate interest that is not a timeshare may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exist. (Section 1367.1 of the Civil Code)

The board of directors 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. (Section 1367.1 of the Civil Code)

INTERNAL DISPUTE RESOLUTION

In the event of a dispute between the association and a member involving their rights, duties, or liabilities, the association shall provide the following procedure per Civil Code Section 5915. Statutory Dispute Resolution Procedure.

A. Either party to a dispute within the scope of this article 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. A member of the association may refuse a request to meet and confer. The association may 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.

B. An agreement reached under this section binds the parties and is judicially enforceable if both of the following conditions are satisfied:

1. The agreement is not in conflict with law or the governing documents of the common interest development or association.

2. The agreement is either consistent with the authority granted by the board of directors to its designee or the agreement is ratified by the board of directors.

C. A member of the association may not be charged a fee to participate in the process.

**SUMMARY OF CIVIL CODE 5925-5965
RELATING TO ENFORCEMENT OF GOVERNING DOCUMENTS
THROUGH ALTERNATIVE DISPUTE RESOLUTION**

In general, the Civil Code sections noted above encourage parties to a dispute involving enforcement of an association's governing documents to submit to a form of alternative dispute resolution (ADR) such as mediation or arbitration prior to filing a lawsuit. The intent of the statute is to promote speedy and cost-effective resolution of such disputes, to better preserve community cohesiveness and to channel CC&R disputes away from our state's court system.

The form of alternative dispute resolution may be binding or non-binding and the costs will be borne as agreed to by the parties involved.

Any party to a dispute regarding enforcement of the governing documents may initiate the process of ADR by serving a Request of Resolution on another party to the dispute. A Request for Resolution must contain (1) a brief description of the nature of the dispute, (2) a request for ADR, and (3) a notice that the party receiving the Request for Resolution is required to respond within 30 days of receipt or the Request will be deemed rejected.

If the request is accepted, the ADR must be completed within 90 days of receipt of the acceptance, unless otherwise agreed to by the parties. Any Request for Resolution sent to the owner of a separate interest must include a copy of Civil Code 5925-5965 in its entirety.

**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 THEIR RIGHT TO SUE THE
ASSOCIATION OR ANOTHER MEMBER OF THE ASSOCIATION REGARDING
ENFORCEMENT OF THE GOVERNING DOCUMENTS OR THE APPLICABLE LAW.**

Should the association or an individual member wish to file a lawsuit for enforcement of the association's governing documents, the law requires the association or the individual to file a certificate with the court. Failure to file this certificate can be grounds for dismissing the lawsuit. The certificate must state one of the following (1) alternative dispute resolution has been completed in compliance with this article, (2) one of the other parties to the dispute refused ADR prior to the filing of the complaint, or (3) preliminary or temporary injunctive relief is necessary.

Furthermore, in any lawsuit to enforce the governing documents, while the prevailing party may be awarded attorney's fees and costs, under Civil Code 5925-5965 the court may consider any party's refusal to participate in ADR prior to the lawsuit being filed when it determines the amount of the award.



Christi Spina Insurance Agency
Since 2006

Woodgate Glen HOA
5300 Insurance Disclosure
10/06/2023 - 10/06/2024

- A. PROPERTY INSURANCE:** The master policy includes building coverage written on a ‘special form perils’ basis. Building coverage is provided on a replacement cost basis with no-coinsurance penalty. The definition of ‘building’ may not include everything that is permanently attached to your unit. Interior fixtures and finishes ARE included as part of the master policy building limit. Your personal property and personal liability ARE NOT covered under the Homeowners Associations Master Policy. An HO-6 (Unit Owners Policy) is required to cover these items. Please consult your personal insurance agent to make sure your HO-6 policy includes appropriate coverage based on the CC&R requirements.
- a) Name of Insurer: Farmers Insurance Exchange – Policy #60194-98-51
 - a) Building Limit: \$73,506,537– Policy Includes 125% Extended Replacement Cost: \$18,847,830,
 - b) Building Ordinance Coverage: Coverage A: \$73,506,537, Coverage B&C: \$6,864,000,
 - c) Property Deductible - \$50,000
- B. FIDELITY BOND:** This is a surety coverage that will reimburse the homeowners association for loss due to the dishonest acts of a covered employee including board members, directors or trustees, and property management.
- a) Name of Insurer: Farmers Insurance Exchange – Policy #60194-98-51
 - b) Limit of Insurance: \$800,000
 - c) Deductible: \$5,000
- C. GENERAL LIABILITY INSURANCE:** The master policy provides coverage for the Association for ‘bodily injury’ and ‘property damage’ liability in the common areas of the association. NOTE: This liability coverage does not extend to the interiors of the units whether owner or tenant occupied.
- a) Name of Insurer: Farmers Insurance Exchange – Policy #60194-98-51
 - b) Limit of Insurance: \$2,000,000 per occurrence/\$4,000,000 aggregate
- D. DIRECTORS & OFFICERS LIABILITY INSURANCE:** This is a liability coverage that protects the Directors & Officers from liability claims arising out of alleged errors in judgment, breaches of duty, and wrongful acts related to their HOA activities.
- a) Name of Insurer: Farmers Insurance Exchange – Policy #60194-98-51
 - b) Limit Of Insurance: \$2,000,000 – Deductible: \$1,000

(Continued on Next Page)

E. UMBRELLA INSURANCE: The umbrella provides additional liability protection for the association.

- a) Name of Insurer: Farmers Insurance Exchange – Policy #60194-98-54
- b) Limit of Insurance: \$1,000,000

F. FLOOD

- a) Not carried with this Agency

G. WORKERS COMPENSATION - This policy protects the association in the event a director or appointed volunteer suffers bodily injury while working in their capacity for the association

- a) Name of Insurer: PMA Insurance – Policy #202301-11-22-38-1Y
- b) Limit of Insurance: \$1,000,000

H. EARTHQUAKE/DIC

- a) Not carried with this Agency

"This summary of the association's policies of insurance provides only certain information, as required by subdivision (e) of 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."

REQUESTS FOR CERTIFICATE OF INSURANCE CAN BE DIRECTED TO THE FOLLOWING WEBSITE: WWW.ICERTS.COM

Locations in Santa Rosa and Novato
Santa Rosa – 707-523-3006 Novato – 415-382-9714 Fax – 415-382-9027
www.spinainsurance.com
 California Insurance License 0E13855

WOODGATE GLEN HOMEOWNERS ASSOCIATION

Per the Regulations and Policies of the Woodgate Glen Homeowners Association and Article V, Architectural Committee, Section 1-6 of the CC&Rs.

Architectural Regulations

Exteriors No changes or attachments to the exterior of any home or fence, or any changes that are visible from the exterior of a home, may be made without prior approval of the AC (Architectural Committee) and the Board of Directors unless explicitly approved elsewhere in these regulations. The following are allowed:

1. Bird feeders, wind chimes, hanging planters, *etc.*, may be hung under the first story eaves in the back of homes. They must blend with the general environment and must be attached in such a way that water penetration or other damage to the structure cannot occur. No more than three items may be hung from a two-story home or more than five items from a single-story home.
2. Flower boxes may be attached only to the first floor patio windows after receiving written approval. Contact Management for sample plans and submit your plan to Management prior to installing any window box. Boxes are to be securely mounted and cannot result in damage to the trim or siding (see item 1, above). The design of the box or its mounting must insure that water does not drain down the wall of the home. A sheet of galvanized metal should be mounted between the siding and the box to prevent insect and water damage. The size of the box must be no wider than the lower window trim board and should be painted to match the trim or otherwise blend with the surroundings. Window boxes must be attractively maintained or else removed.
3. One small welcoming decoration of a non-religious and nonpolitical nature (e.g. a wreath, name or welcome plaque) is permitted, but may not extend beyond the home's front alcove. This decoration may not be attached to the siding. The Board retains final approval of all installations upon the recommendation of the AC.
4. No other exterior items such as front flower boxes, video boxes, alarm boxes, etc., may be attached to the exterior of structures without prior approval.
5. When items are removed, owners must use high quality, paintable caulking to fill any holes and touchup with the correct color of paint. Any costs to the Association resulting from these attachments or their removal will be billed to the homeowner.

The Architectural Committee will review all applications which must be submitted to Management on the attached form with supporting documentation if required. For any questions, please contact Management at (707) 544-9443.

WOODGATE GLEN HOMEOWNERS' ASSOCIATION

Application for Architectural Modification/ Improvements

Address:

Please complete sections 1,2, and 3. Submit complete packages, which includes the application form and any necessary drawing and/or materials to Woodgate Glen Homeowner's Association, c/o Focus Management, 3936 Mayette Avenue, Santa Rosa, CA 95405

1. Owners Name: _____ Phone: _____

Owners Address: _____

Unit Address: _____

2. DESCRIPTION OF EACH MODIFICATION / IMPROVEMENT:

--List of drawings, material, colors and data enclosed:

--Submission of a sketch, drawing(s), plan(s), material list and / or specifications may be required for approval.

Architect / Engineer (if applicable): _____

Address: _____

Phone: _____

Contractor (if applicable): _____

License #: _____ Phone: _____

Address: _____

3. I, the undersigned owner, agree to indemnify and hold harmless the *Woodgate Glen Homeowners Association* against any expenses incurred in connection with constructing, maintaining, repairing or insuring the above- referenced improvements, and further agree that any expenses not so paid may be assessed against me. Additionally, I agree to assume the defense should any litigation or any other claim that may arise out of these proposed improvements.

Submitted by: _____ Date: _____

Do you plan to attend the meeting when this application is reviewed? _____

4. Approved/ Not approved: Board of Directors. Date: _____

Signed: _____

Building permit required to start work?: _____

Comments: _____

Schedule of Fines

Infractions of the Woodgate Glen CC&Rs and Regulations, other than those where penalties are specified, are subject to the following policy:

Violation - first notice	Notification of the violation
Second notice -	\$50.00 fine
Third notice -	\$100.00 fine
Continuation of the same violation	\$200.00 per month

Violations that require an owner to remedy a problem will receive the aforementioned notification citing a set number of days for the remedy to take place. If the remedy has not taken place, a fine (\$50.00) will be levied. If again no acceptable remedy has been done, the Third Notice will be sent and another fine levied (\$100.00). After the Third Notice deadline passes, and until the violation is corrected an ongoing fine of \$200.00 will be levied. This monthly fine will continue until the HOA receives photos from the unit owner clearly showing the acceptable correction. After the Third Notice, the HOA Board may determine that it be fixed by a qualified tradesperson designated by the Board, the correction will be made and the unit owner will be billed the cost of the fix in addition to any previous related fines or charges.

Violations that endanger the health, safety, and welfare of our residents and visitors are fined without notice. These may be violations that were not foreseen in the regulations or CC&Rs. Such fines are not invalidated simply because our documents are silent on the infraction. Fines of this type will incur an immediate \$300.00 fine for the first offense. If the unit owner does not properly repair the issue within the time stated in the notification letter, the HOA Board may determine that it be fixed by a qualified tradesperson designated by the Board. The correction will be made and the unit owner will be billed the cost of the fix in addition to any previous related fines or charges.

Owners have the right of appeal for all fines and disciplinary actions. The following excerpt from Article XIII, Section 6 (e) of our CC&Rs describes the process:

Article XII, Section 6 (e)

If the Association acts on its own initiative to schedule a hearing, notice of the date, time and location of the hearing shall accompany the notice of disciplinary action. If the accused Owner desires a hearing, a written request therefor shall be delivered to the Association no later than 5 days following the date when the fine is levied. The hearing shall be held no more than 15 days following the date of the disciplinary action or 15 days following receipt of the accused Owner's request for a hearing, whichever is later. Under such circumstances any fine or other disciplinary action shall be held in abeyance and shall only become effective if affirmed at the hearing.

These penalties are currently specified; in our regulations:

Swimming Pool Violations	
Replacing a pool key that is returned damaged	\$ 20.00
Replacing a lost pool key	\$ 200.00
Opening the Pool gate to other than family and guests	\$ 100.00
Bringing glass into the pool area	\$ 250.00
Breaking glass in the Pool area	Cost of cleanup (very expensive)
Smoking and/or alcohol use at the pools	\$ 50.00 per person
Serious Pool infractions	Loss of pool key and pool privileges
Restoration of lost Pool privileges	\$ 500.00 deposit

Other Violations

Vehicles speeding above 15 MPH in the complex	\$ 100.00
Oil spill cleanup in assigned parking spaces	Cost of cleanup

Policy Penalties

Assessment reaches bank after the 15th of the month	10% plus interest
Returned check fee	\$ 25.00
Repairs by the HOA, but responsibility of the owner	At cost
Repeated parking violations	Towing of vehicle at owner's expense