



## **Management Solutions**

6200 Buena Vista Dr.  
Newark, CA 94560  
(510) 659-8969  
(510) 656-4495 FAX

### **Baywood Villas Homeowners' Association**

#### **2019 Budget Explanation**

November 1, 2018

Dear Homeowner,

The attached documents are prepared and forwarded to you in compliance with California Civil Code.

These documents are also required by law to be given to you and to any prospective buyer should you decide to sell your home. It is important that they be kept for reference with the legal documents that were provided to you when you purchased your home.

Following is the summary information for you:

- I. A copy of the fiscal year budget, which has been approved by the Board of Directors.
- II. The total cash reserve is currently \$478,388.00 as of August 31, 2018.
- III. The budget becomes effective January 1, 2019. Dues will remain the same as 2018 with the \$14.99 dues increase as of April 2018. The dues range from \$282.95 to \$333.99 per unit, per month.
- IV. The Association updated their reserves study in September 2018.
- V. The method for calculating reserve allocations requires obtaining estimates of the current cost of repair or replacement of major components. The replacement cost for each component is then divided by the estimate life of that component to obtain the annual reserve cost. Utilizing an expert opinion to estimate the number of years the component should last, attains the estimated life. For the years already used, the appropriate amount of reserves should be set aside, if not, then a deficit exists and the Board of Directors then sets a plan for correction. The annual reserve for each of the existing components is totaled to determine the total annual reserve amount necessary to be collected and set aside.
- VI. Attached is a copy of your Association's Delinquency / Collection Policy.
- VII. Please refer to the Civil Code Notices for 2019 for your rights and notices.

**Management Solutions looks forward to another great year with the  
Baywood Villas Homeowners Association.**

		Previous Year 2018			Current Year 2019		
		Adopted Monthly Budget	Annual Budget	Per Month/ Per Unit	Adopted Monthly Budget	Annual Budget	Per Month/ Per Unit
4010	Assessments	\$ 74,030.88	\$ 888,370.56	\$ 298.51	\$ 77,748.68	\$ 932,984.16	\$ 313.50
4020	Pool Key		\$ -	\$ -		\$ -	\$ -
4050	Insurance Claims		\$ -	\$ -		\$ -	\$ -
4090	Clubhouse Rental Income		\$ -	\$ -		\$ -	\$ -
4200	Misc. Income		\$ -	\$ -		\$ -	\$ -
<b>4000</b>	<b>Total Income</b>	<b>\$ 74,030.88</b>	<b>\$ 888,370.56</b>	<b>\$ 298.51</b>	<b>\$ 77,748.68</b>	<b>\$ 932,984.16</b>	<b>\$ 313.50</b>
5020	Gas and Electricity	\$ 5,952.00	\$ 71,424.00	\$ 24.00	\$ 5,952.00	\$ 71,424.00	\$ 24.00
5040	Refuse and Disposal	\$ 6,448.00	\$ 77,376.00	\$ 26.00	\$ 6,448.00	\$ 77,376.00	\$ 26.00
5050	Telephone	\$ 669.50	\$ 8,034.00	\$ 2.70	\$ 669.50	\$ 8,034.00	\$ 2.70
5060	Extra Trash Removal	\$ 6,299.00	\$ 75,588.00	\$ 25.40	\$ 6,299.00	\$ 75,588.00	\$ 25.40
5070	Water and Sewer	\$ 5,208.00	\$ 62,496.00	\$ 21.00	\$ 8,925.80	\$ 107,109.60	\$ 35.99
<b>5000</b>	<b>Total Utilities</b>	<b>\$ 24,576.50</b>	<b>\$ 294,918.00</b>	<b>\$ 99.10</b>	<b>\$ 28,294.30</b>	<b>\$ 339,531.60</b>	<b>\$ 114.09</b>
6010	Landscape Maintenance	\$ 2,728.00	\$ 32,736.00	\$ 11.00	\$ 2,728.00	\$ 32,736.00	\$ 11.00
6020	Irrigation/Backflow	\$ 496.00	\$ 5,952.00	\$ 2.00	\$ 496.00	\$ 5,952.00	\$ 2.00
6030	Landscape Extras	\$ 347.00	\$ 4,164.00	\$ 1.40	\$ 347.00	\$ 4,164.00	\$ 1.40
6040	Tree trimming/removal	\$ 496.00	\$ 5,952.00	\$ 2.00	\$ 496.00	\$ 5,952.00	\$ 2.00
<b>6000</b>	<b>Total Landscape</b>	<b>\$ 4,067.00</b>	<b>\$ 48,804.00</b>	<b>\$ 16.40</b>	<b>\$ 4,067.00</b>	<b>\$ 48,804.00</b>	<b>\$ 16.40</b>
7010	Janitorial Contract	\$ 2,021.00	\$ 24,252.00	\$ 8.15	\$ 2,021.00	\$ 24,252.00	\$ 8.15
7020	Janitorial Supplies	\$ 372.00	\$ 4,464.00	\$ 1.50	\$ 372.00	\$ 4,464.00	\$ 1.50
7040	Locks/Keys	\$ 96.72	\$ 1,160.64	\$ 0.39	\$ 96.72	\$ 1,160.64	\$ 0.39
7060	Graffiti Removal	\$ 74.40	\$ 892.80	\$ 0.30	\$ 74.40	\$ 892.80	\$ 0.30
7100	Pool Maintenance Contract	\$ 466.00	\$ 5,592.00	\$ 1.88	\$ 466.00	\$ 5,592.00	\$ 1.88
7110	Pool Supplies	\$ 930.00	\$ 11,160.00	\$ 3.75	\$ 930.00	\$ 11,160.00	\$ 3.75
7120	Pest Control	\$ 965.00	\$ 11,580.00	\$ 3.89	\$ 965.00	\$ 11,580.00	\$ 3.89
7130	Clubhouse Supplies/Repairs		\$ -	\$ -		\$ -	\$ -
7150	Security Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7210	Alarm System Repair	\$ 248.00	\$ 2,976.00	\$ 1.00	\$ 248.00	\$ 2,976.00	\$ 1.00
7240	Entry Gate Maint. And Repair	\$ 223.00	\$ 2,676.00	\$ 0.90	\$ 223.00	\$ 2,676.00	\$ 0.90
7250	Fire Sprinkler Systems	\$ 292.00	\$ 3,504.00	\$ 1.18	\$ 292.00	\$ 3,504.00	\$ 1.18
7255	Fire Extinguisher	\$ 297.60	\$ 3,571.20	\$ 1.20	\$ 297.60	\$ 3,571.20	\$ 1.20
7260	Pull Station Monitor	\$ 297.60	\$ 3,571.20	\$ 1.20	\$ 297.60	\$ 3,571.20	\$ 1.20
7270	General Maintenance	\$ 2,480.00	\$ 29,760.00	\$ 10.00	\$ 2,480.00	\$ 29,760.00	\$ 10.00
7280	Equipment Maint. and Repair	\$ 42.00	\$ 504.00	\$ 0.17	\$ 42.00	\$ 504.00	\$ 0.17
7290	Gutter Cleaning	\$ 417.00	\$ 5,004.00	\$ 1.68	\$ 417.00	\$ 5,004.00	\$ 1.68
7510	Electrical Repair	\$ 248.00	\$ 2,976.00	\$ 1.00	\$ 248.00	\$ 2,976.00	\$ 1.00
7530	Plumbing Repairs	\$ 2,728.00	\$ 32,736.00	\$ 11.00	\$ 2,728.00	\$ 32,736.00	\$ 11.00
<b>7000</b>	<b>Total Buildings &amp; Grounds</b>	<b>\$ 12,198.32</b>	<b>\$ 146,379.84</b>	<b>\$ 49.19</b>	<b>\$ 12,198.32</b>	<b>\$ 146,379.84</b>	<b>\$ 49.19</b>
8010	Management and Accounting	\$ 3,950.00	\$ 47,400.00	\$ 15.93	\$ 3,950.00	\$ 47,400.00	\$ 15.93
8015	Collection Cost	\$ 165.00	\$ 1,980.00	\$ 0.67	\$ 165.00	\$ 1,980.00	\$ 0.67
8020	Annual Record and Ven	\$ 58.00	\$ 696.00	\$ 0.23	\$ 58.00	\$ 696.00	\$ 0.23
8030	Legal Services	\$ 644.80	\$ 7,737.60	\$ 2.60	\$ 644.80	\$ 7,737.60	\$ 2.60
8060	Income Tax Prep	\$ 142.00	\$ 1,704.00	\$ 0.57	\$ 142.00	\$ 1,704.00	\$ 0.57
8065	Reserve Study	\$ 145.00	\$ 1,740.00	\$ 0.58	\$ 145.00	\$ 1,740.00	\$ 0.58
8070	Taxes State/Fed	\$ 496.00	\$ 5,952.00	\$ 2.00	\$ 496.00	\$ 5,952.00	\$ 2.00
8085	Bad Debt Exp.	\$ 4,167.00	\$ 50,004.00	\$ 16.80	\$ 4,167.00	\$ 50,004.00	\$ 16.80
8090	Fees and Licenses	\$ 132.00	\$ 1,584.00	\$ 0.53	\$ 132.00	\$ 1,584.00	\$ 0.53
8100	Postage, Copies and Bi	\$ 496.00	\$ 5,952.00	\$ 2.00	\$ 496.00	\$ 5,952.00	\$ 2.00
8140	Bank charges	\$ 422.00	\$ 5,064.00	\$ 1.70	\$ 422.00	\$ 5,064.00	\$ 1.70
8150	Blanket Insurance	\$ 3,145.00	\$ 37,740.00	\$ 12.68	\$ 3,145.00	\$ 37,740.00	\$ 12.68
8170	Insurance	\$ 620.00	\$ 7,440.00	\$ 2.50	\$ 620.00	\$ 7,440.00	\$ 2.50
<b>8000</b>	<b>Total General and Admin.</b>	<b>\$ 14,582.80</b>	<b>\$ 174,993.60</b>	<b>\$ 58.80</b>	<b>\$ 14,582.80</b>	<b>\$ 174,993.60</b>	<b>\$ 58.80</b>

<b>9001</b>	<b>Reserves</b>	<b>\$ 18,606.26</b>	<b>\$ 223,275.12</b>	<b>\$ 75.03</b>	<b>\$ 18,606.26</b>	<b>\$ 223,275.12</b>	<b>\$ 75.03</b>
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Number of Units		Jan 2018 Dues increased 10%	CURRENT DUES April 2018 \$14.99 increase	Monthly Total
47	Studio	\$ 267.96	\$ 282.95	\$ 13,298.65
73	One Bed	\$ 290.40	\$ 305.39	\$ 22,293.47
56	Two Bed/One bath	\$ 308.39	\$ 323.38	\$ 18,109.28
72	Two Bed/Two Bath	\$ 319.00	\$ 333.99	\$ 24,047.28
		<b>Total Monthly dues</b>		<b>\$ 77,748.68</b>
		<b>Average Monthly dues per Unit</b>		<b>\$ 313.50</b>

**BAYWOOD VILLAS MAINTENANCE ASSOCIATION  
NOTICES FOR 2019**

**THE NAME AND ADDRESS OF FOR DELIVERY OF DOCUMENTS TO THE  
ASSOCIATION  
CIVIL CODE 4035**

Notices to the Association shall be delivered to Mr. Don Murphy, Manager, Management Solutions, Inc. 6200 Buena Vista Drive, Newark, CA 94560

**RIGHT TO SUBMIT SECONDARY ADDRESSES  
FOR COLLECTION NOTICES  
CIVIL CODE 4040**

Upon receipt of a written request, the Homeowners Association shall additional copies of notices to the secondary address stated in a member's written request.

**RIGHT TO NOTICE GENERAL NOTICE BY INDIVIDUAL DELIVERY  
CIVIL CODE 4045**

Members may request to receive general notices from the Association by individual delivery.

**SUMMARY OF REQUIREMENTS FOR ASSOCIATION APPROVAL OF A  
PHYSICAL CHANGE TO PROPERTY  
CIVIL CODE 4765**

Prior to making any change to property, members of the association must submit a fully completed Architectural Application that must be approved by the Association. Applications may be obtained from Management Solutions, Inc. located at 6200 Buena Vista Drive, Newark, CA 94560.

**RIGHT TO MINUTES OF BOARD MEETING  
CIVIL CODE 5240(b)**

Members of the Association have the right to have copies of the minutes of the meetings of the Board of Directors by sending a written request specifying the minutes they desire to the offices of Management Solutions, Inc. located at 6200 Buena Vista Drive, Newark, CA 94560.

**RIGHT TO ALTERNATIVE DISPUTE RESOLUTION  
CIVIL CODE 5915**

The Association or member of the Association may not file a lawsuit in Superior Court unless the parties have tried to submit the dispute to Alternative Dispute Resolution pursuant to

Civil Code § 5915. However, this procedure only applies to an enforcement action that is solely for declaratory, injunctive or writ relief, or for that relief in conjunction with the claim of monetary damages not more than the jurisdictional limits stated in § 116.220 and § 116.221 of the Code of Civil Procedure. These provisions do not apply to a small claims action. Further, except as otherwise provided by law, this Alternative Dispute Resolution process does not apply to an assessment dispute.

The actual statutory procedures for Alternative Dispute Resolution follow.

## **RIGHT TO INTERNAL DISPUTE RESOLUTION CIVIL CODE 5915**

### **CALIFORNIA CODES CIVIL CODES SECTION § 5915.**

(a) This section applies in an association that does not otherwise provide a fair, reasonable, and expeditious dispute resolution procedure. The procedure provided in this section is fair, reasonable, and expeditious, within the meaning of this article.

(b) 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 an 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.

(c) 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.

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

**BAYWOOD VILLAS MAINTENANCE ASSOCIATION  
ANNUAL STATEMENT OF COLLECTION PROCEDURE**

**EFFECTIVE JANUARY 1, 2019**

**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 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.

**PAYMENTS.** 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. (**Section 5655** of the Civil Code)

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.** 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. (**Section 5665** of the Civil Code)

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. (**Section 5665** of the Civil Code)

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**DEBT OF OWNER; LATE CHARGES AND INTEREST.** Regular or special assessments; late charges (10 percent of the delinquent assessment or \$10 whichever is greater); costs of collection; attorney's fees and interest (annual interest not to exceed 12% commencing 30 days after the due date), shall be a debt of the owner at the time the assessment or other sums are levied. Owners will be charged \$25 for returned checks.

**PRIORITY OF ASSESSMENT PAYMENTS AND OVERNIGHT PAYMENT ADDRESS.** Payments shall first be applied to the assessments owed, and then shall be applied to costs of collection, attorney's fees, late charges, and interest. The mailing address for overnight payments is:

**Management Cost Control  
8010 Wayland Lane, #2B  
Gilroy, CA 95020**

If your account has been turned over to Fong Association Strategies Group/Fong & Fong, APC, for collection of delinquent assessments the address for overnight payment is:

**Fong Association Strategies Group/  
Fong & Fong, APC  
2161 Harbor Bay Parkway  
Alameda, CA 94502**

**Payments may also be made by telephone: (866) 729-5327, option 1 or online at [www.FongASG.com](http://www.FongASG.com)**

**PRE-LIEN NOTICE.** At least 30 days prior to recording a lien the association shall notify the owner by certified mail of the following: a description of the collection and lien enforcement procedures, the method of calculation, a statement that the owner has the right to inspect the association records and the notice shall include the mandatory language in **Section 5660** of the Civil Code statement.

**PAYMENT PLAN.** Owners may submit written requests to meet with the board to discuss payment plans and the association shall provide standards for payment plans if any exist. The board and the owner shall meet in executive session within 45 days of the postmark of the request, if the request is mailed within 15 days of the date of the postmark of the notice. If there is no regularly scheduled board meeting within that period the board may designate a committee of one or more directors to meet with the owner. Additional late fees shall not accrue during the payment plan period if the owner is in compliance with the terms of the payment plan. Payment plans shall not impede an association's ability to record a lien on the owner's separate interest to secure payment of delinquent assessments. In the event of a default on any payment plan, the association may resume its efforts to collect the delinquent assessments.

**PRE-LIEN DISPUTE RESOLUTION.** Prior to recording a lien an association shall offer the owner and if requested by the owner shall participate in dispute resolution pursuant to the association's "meet and confer" program as required by the Civil Code.

**DECISION TO LIEN FOR DELINQUENT ASSESSMENTS.** Liens shall be recorded at least 30 days after the pre-lien notification. The board, by a majority vote at an open meeting, has duly approved the timeframe for the recordation of delinquent assessment lien.

**LIEN SIGNATURE DESIGNATION.** The association designates Fong Association Strategies Group/Fong & Fong, APC to sign delinquent assessment liens on behalf of the association.

**DELINQUENT ASSESSMENT LIEN.** The amount of the assessment, collection costs including late charges, and attorney's fees shall be a lien on the owner's separate interest which shall state the amount of the assessment and other sums imposed, a legal description of the owner's separate interest, the name of the record owner, an itemized statement, the name and address of the trustee authorized by the association to enforce the lien by sale and be signed by the person designated as the signatory. A copy of the recorded notice of delinquent assessment shall be mailed by certified mail to every person whose name is shown as an owner of the separate interest in the association's records, and the notice shall be mailed no later than 10 calendar days after recordation. Assessment liens shall be prior to all other liens recorded subsequent to the assessment lien, unless the declaration provides for the subordination of any other liens and encumbrances.

**LIEN ENFORCEMENT GENERALLY.** After the expiration of 30 days following the recording of the lien, it may be enforced in any manner permitted by law, including suit for money damages, judicial sale, non-judicial sale or acceptance of a deed in lieu of foreclosure.

**DECISION TO FORECLOSE.** Prior to initiating foreclosure, the association shall offer and if requested by the owner, shall participate in dispute resolution pursuant to the association's "meet and confer" program, except that binding arbitration shall not be available if the association intends to initiate a judicial foreclosure. The decision to initiate foreclosure shall be made by board approval by a majority vote in executive session. The vote shall be recorded in the minutes of the next meeting of the board open to all members. The confidentiality of the owner(s) shall be maintained by identifying the matter by assessor's parcel number. A board vote to approve foreclosure of a lien shall take place at least 30 days prior to any public sale. Notice to the owner shall be by personal service. If the property is not owner-occupied notice shall be by first class mail at the owner(s)' most current address in the Association's records, if the owner does not have a separate address the association may use the address of the owner's separate property at the association.

**FORECLOSURE PROCEDURE.** Trustee's sales shall be conducted in accordance with **Sections 2924, 2924b, and 2924c** of the Civil Code. The association shall serve a notice of default on the person named as the owner in the association's records or that person's designated legal representative (the owner may designate a legal representative in a writing that is mailed to the association in a manner that indicates that the association has received it).

**RIGHT OF REDEMPTION.** A nonjudicial foreclosure for delinquent assessments shall be subject to a 90 day right of redemption.

**LIMITATION ON ASSIGNMENTS AND PLEDGES.** An association may not voluntarily assign or pledge the association's right to collect payments or assessments, or to enforce or foreclose a lien to a third party, except when the assignment or pledge is made to a financial institution or lender chartered or licensed under federal or state law, when acting within the scope of that charter or license, as security for a loan obtained by the association. This provision does not restrict the right or ability of an association to assign any unpaid obligations of a former member to a third party for purposes of collection.



# **BAYWOOD VILLAS MAINTENANCE ASSOCIATION**

## **CIVIL CODE § 5310 INSURANCE DISCLOSURE**

Pursuant to **Civil Code Section 5310**, attached is a summary of the Association's policy of insurance declaration page:

**"THIS SUMMARY OF THE ASSOCIATION'S POLICIES OF INSURANCE PROVIDES ONLY CERTAIN INFORMATION, AS REQUIRED BY § 5310(a)(7) 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."**

**BAYWOOD VILLAS MAINTENANCE ASSOCIATION  
FINE SCHEDULE AND PROCEDURE FOR VIOLATIONS  
OF THE GOVERNING DOCUMENTS**

Members of the association in violation of the Baywood Villas Maintenance Association's governing documents [Declaration of Covenants, Conditions & Restrictions (CC&Rs), By Laws, Articles of Incorporation, Rules and Regulations] shall be subject to fines of up to \$ 500.00 per incident, or per day, depending upon the circumstances, and based upon the reasonable business judgment of the Board of Directors.

The first offense shall result in a written warning to the offending member. The warning shall specify the offending nature of the offensive conduct, date and time. It shall also advise the member of the proposed penalty if the violation reoccurs.

If the violation reoccurs the member is sent a (20 day) notice advising them that the Board is proposing to, for example, impose a fine of \$500.00, and the member has a right to appear at the next board meeting to present evidence as to why the penalty should not be imposed for this offense and any subsequent offense. The hearing will be convened, and the board will then notify the member of its decision in writing within 5 days of the hearing.

If the fine is imposed it is added to the members assessment account. If the member refuses to pay the fine, it is turned over to the association's attorney for collection (there is an attorneys fee provision in our CC&Rs that would pass the cost of collection back on to the member who violated the governing documents) at the board's discretion. If violation(s) continue, the association reserves the right to other enforcement actions including but not limited to, injunctive or declarative relief from the Alameda County Superior Court.



## Baywood Villas Homeowners Association Request for Annual Notice of Address, Representative and Rental Status

Civil Code, Section 4041 requires each owner of a separate interest to provide written notice to the Association of all the following information annually. Please provide the information in the form below and return the completed form to the Association within 30 days. *If the requested information is not provided, the current address on file, if available, or the property address of the Owner's separate interest will be used for notices.*

Homeowner Name \_\_\_\_\_

Property Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

1. The address or addresses to which notices from the Association are to be delivered.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

2. An alternate or secondary address to which notices from the Association are to be delivered, if primary address is unavailable. As a reminder, Owners are required to supply their tenants with Association notices.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Does emergency contact have a key or other access to your unit in the event of an emergency, such as flooding? ☐ Yes ☐ No

4. Is the separate interest:

☐ Owner-occupied

☐ Rented

☐ Vacant

Return form to:

Management Solutions  
6200 Buena Vista Drive, Newark, CA 94560  
(510) 659-8969, (510) 656-4495 FAX  
managementsolutionshoa@gmail.com



**Management Solutions**  
6200 Buena Vista Dr., Newark, CA 94560  
(925) 606-9500 (925) 606-4369 FAX



## Association Disclosure and Escrow Documents Order Form

**Homeowner's Association:**

**Property Address:**

**Owner of Property:**

**Title Company:**

**Escrow Number:**

**Escrow Officer:**

**Phone Number:**

**Email:**

**Expected COE:**

*All documents will be emailed to Title within 7-10 business day (3-5 with Rush fee)*

Check to Order	Documents	Civic Code Section	Fee	Please choose from list if documents are Directly Provided by Seller and confirmed in writing by Seller as a current document
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### Required on all sales transactions

<input type="checkbox"/>	Demand to Escrow with HOA provided Certification form including Regular Assessment, Special Assessment, Emergency Assessment, Other unpaid obligations of seller and Approved changes to Assessments and Rental Restrictions	4525(a)(4) 5675 and 4525(a)(4) 5300 and 4525(a)(4),(8) 4525(a)(9)	\$150.00	Does not include Lender-specific questionnaire
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### Association Documents

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.

	Articles of Incorporation	4525(a)(1)	\$25.00	
	CC&Rs	4525(a)(1)	\$50.00	
	Bylaws	4525(a)(1)	\$25.00	
	Rules and Regulations	4525(a)(1)		
	Age restrictions, if any	4525(a)(2)	n/c	not applicable
	Pro Forma Operating Budget with Assessment Enforcement Policy	5300 and 4525(a)(3)	\$25.00	
	Reserve Study with Assessment and Reserve Funding Disclosure Summary	5300 and 4525(a)(4)	\$25.00	
	CPA Financial Statement Review with 12 months financials	5300 and 4525(a)(3)	\$25.00	
	Insurance Summary (does not include mortgagee clause)	5300 and 4525(a)(3)	n/c	
	Settlement Notice Regarding Common Area Defects	4525(a)(6), (7) and 6100	n/c	not applicable
	Preliminary lists of defects	4525(a)(6), 6000 and 6100	n/c	not applicable
	Notice(s) of violation	5855 and 4525(a)(5)	n/c	not applicable
	Required statement of fees	4525	n/c	included
	Minutes of regular meetings of the board of directors (12 months)	4525(a)(10)	\$25.00	
	<b>Complete package of all documents above, including demand. (\$50 discount)</b>		<b>\$300.00</b>	

### Additional fees

	Rush Request (3-5 business days)	\$75.00	
	Estoppel inspection (Fee due on or before time of inspection)	\$200.00	Must be completed by seller before close of escrow. See demand for details.
	Lender-specific HOA Questionnaire	Call for price	

**Total Fee included for these documents**

\$

All Fees must be paid upfront.  
We do not accept credit cards.

**Please remit payment to: Management Solutions, 6200 Buena Vista Dr., Newark CA 94560**

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 shall be charged separately. By signing below, the seller authorizes Management Solutions to furnish to the buyer copies of information previously made available to the seller. Management Solutions neither makes nor implies any representation or warranty in providing any of the above Association documents, and shall have no liability to any person or entity in connection with the distribution of these documents.

**Seller:**

Signature:

Date

Completed:

Printed Name:



Donald Murphy, Director

## BAYWOOD VILLAS MAINTENANCE ASSOCIATION

The following information is provided pursuant to AB-596:

### FHA

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

This common interest development **is** a condominium project.

The association of this common interest development **is not** certified by the Federal Housing Administration."

### VA

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

This common interest development **is** a condominium project.

The association of this common interest development **is not** certified by the federal Department of Veterans Affairs.

**Barnes & Co Insurance Services, Inc.**

11622 El Camino Real, Suite 100

San Diego, CA 92130

Phone: (858)658-9900

Fax: (858)658-9982

**Policy Overview**

For

**Baywood Villas Condominium**

**Association**

March 23, 2018

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**Company:**

Sequoia Insurance Company

Policy No. SEP1003847 00

**Effective Dates:**

03/03/2018 - 03/03/2019

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**General Liability**

General Aggregate	2,000,000
Products & Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage	100,000
Medical Expense (Any One Person)	1,000

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**Commercial Property**

Building	43,220,415
Equipment Breakdown	250,000 with \$10,000 Ded
Personal Property of others	158,144

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**Total Premium for all Coverages:**

**\$ 43,703.00**

*Please refer to your policy for actual coverage, descriptions, and exclusions. This Policy Overview is provided as a service to our customers but does not supersede coverage from your actual policy. Please use this as a reference only.*

**COMMERCIAL MULTI-PERIL INSURANCE POLICY**

**Effective 3/3/2018**

**Declaration Number 1**

**Policy Effective from 3/3/2018 to 3/3/2019 at 12:01 AM Local Time**

**Named Insured:**

Baywood Villas Condominium Maintenance Association  
6200 Buena Vista Dr  
Newark, CA 94560

**Agency: 78103**

..... Professional Insurance Associates, Inc.  
..... P.O. Box 1266  
..... San Carlos CA 94070  
(650) 592-7333

**DBA Name:**

**Form of Business:** Other

**Business Description:** Condo HOA

**New Business Policy Declaration**

These declarations together with the coverage forms and endorsements added thereto, if any, issued to form a part thereof, complete the above numbered policy.


Your full term policy Premium Charge is \$43,703. You will be billed for the premium due at the start of the policy term and for additional premium due if you are paying on an installment plan basis.

**In return for the payment of the premium when due, and subject to all the terms of this policy, we agree to provide the insurance stated in this policy. The premiums shown for the Commercial General and Professional Liability Coverage Parts, if any, are estimated premiums if rated based on estimated exposure information. This estimated exposure information is subject to audit, and if audited, may result in either additional premium due to us or a return premium due to you.**

<b>COVERAGE</b>	<b>PREMIUM</b>
Commercial Property Coverage Part	\$33,664
Commercial General Liability Coverage Part	\$9,606
Commercial Inland Marine Coverage Part	N/A
Commercial Crime Coverage Part	N/A
Garage Coverage Part	N/A
Professional Liability Coverage Part	N/A
Certified Terrorism Act Coverage	\$433
	"
<b>Sub-Total</b>	<b>\$43,703</b>
State Taxes and Surcharges	\$0
<b>TOTAL</b>	<b>\$43,703</b>

**Payment Plan:** Direct Billed, Pay In Full

**Countersigned:**

  
Authorized Representatives

**Date:** 2/28/2018

**Declaration Number: 1**

**Effective Date: 3/3/2018**

**Page 2**

**Policy Number: SEP1003847 00**

**Named Insured: Baywood Villas**

**Condominium Maintenance Association**

## **LOCATION SCHEDULE**

Location 1  
3190 Red Cedar Ter  
Fremont CA 94536



# Baywood Villas

## Statement of Values

Bldg #	Address	City	State	Zip Code
clubhouse/Pool/fitness	3190 Red Cedar Terrace	Fremont	CA	94536
A	37301-37315 Sequoia Road	Fremont	CA	94536
B	3220-3252 Red Cedar Terrace	Fremont	CA	94536
C	3300-3314 Red Cedar Terrace	Fremont	CA	94536
D	3320-3334 Red Cedar Terrace	Fremont	CA	94536
E	3380-3394 Red Cedar Terrace 37250-37264 Spruce Terrace	Fremont	CA	94536
F	37200-37270 Spruce Terrace	Fremont	CA	94536
G	37324-37356 Spruce Terrace	Fremont	CA	94536
H	3425-3455 Foxtail Terrace	Fremont	CA	94536
I	3351-3381 Foxtail Terrace	Fremont	CA	94536
J	3261-3275 Foxtail Terrace	Fremont	CA	94536
K	37371-37405 Sequoia Road	Fremont	CA	94536
L	37353-37367 Sequoia Road	Fremont	CA	94536
M	37319-37349 Sequoia Road	Fremont	CA	94536
N	3260-3274 Red Cedar Terrace	Fremont	CA	94536
O	3281-3311 Foxtail Terrace	Fremont	CA	94536
P	3315-3355 Foxtail Terrace	Fremont	CA	94536
Q	3282-3294 Red Cedar Terrace	Fremont	CA	94536
R	3340-3370 Red Cedar Terrace	Fremont	CA	94536
S	3383-3397 Foxtail Terrace	Fremont	CA	94536
T	3409-3415 Foxtail Terrace 3704-3710 Foxtail Terrace	Fremont	CA	94536
Carports		Fremont	CA	94536

## PROPERTY COVERAGE DECLARATIONS

### INDIVIDUAL LOCATION COVERAGE

	Limit	Deductible
<b>Location: 1 3190 Red Cedar Ter Fremont CA 94536</b>		
<b>Property: 1 Baywood Villas</b>		
<b>Building</b>	\$43,220,415	
Coinsurance: 100%		
Valuation: Replacement Cost		
Agreed Amount		
Inflation Guard: 0%		
Building Ordinance	Included in Building Limit	
Cause of Loss: Special Plus Equipment Breakdown. Including Equipment Breakdown Additional Coverages (Expediting Expenses, Hazardous, Spoilage and Data Restoration)	\$250,000	
Deductible - All covered Causes of Loss except if otherwise shown below.		\$10,000
<b>Business Income</b>	Actual Loss Sustained	
Coverage Basis: Actual Loss Sustained - One Year Period of Restoration Annual Receipts: \$800,000 Cause of Loss: Special Plus Equipment Breakdown. Including Equipment Breakdown Additional Coverages (Expediting Expenses, Hazardous, Spoilage and Data Restoration)	\$250,000	
<b>Personal Property of Others</b>	\$158,144	
Coinsurance: 100%		
Valuation: Replacement Cost		
Agreed Amount		
Inflation Guard: 0%		
Cause of Loss: Special Plus Equipment Breakdown. Including Equipment Breakdown Additional Coverages (Expediting Expenses, Hazardous, Spoilage and Data Restoration)	\$250,000	
Deductible - All covered Causes of Loss except if otherwise shown below.		\$10,000

## PROPERTY COVERAGE DECLARATIONS

### ADDITIONAL PROPERTY COVERAGE

			Limit	Deductible
<b>Federal Terrorism Act Coverage</b>				
Location:	1	3190 Red Cedar Ter Fremont CA 94536		see Location
Property:	1	Baywood Villas		

The Limit for Terrorism is included within the property coverage(s) as shown in these declarations.

Location:	1	3190 Red Cedar Ter Fremont CA 94536		see Location
Property:	2	Pool		

The Limit for Terrorism is included within the property coverage(s) as shown in these declarations.

#### Identity Recovery

## PROPERTY COVERAGE DECLARATIONS

### SCHEDULE OF LIMITS - Coverage Forms

Form Name	Coverages	Limit Per Occurrence	Limit As Indicated
<b>Condominium Association Coverage Form - SCP 0017</b>			
	Debris Removal (Additional Amount)	\$25,000	
	Fire Department Service Charge	\$5,000	
	Newly Acquired or Constructed Premises - BPP	\$250,000	60 Days
	Newly Acquired or Constructed Premises - Building	\$500,000	60 Days
	Non-Owned Detached Trailers	\$5,000	
	Personal Effects and Property of Others	\$10,000	\$2,500
	Pollutant Cleanup and Removal		\$25,000/Pol Year
	Property Off Premises	\$25,000	
	Sod, Trees, Shrubs, Plants	\$10,000	\$500/Item
	Valuable Papers and Records	\$25,000	
<b>Business Income Coverage Form - SCP 0030</b>			
	Action of Civil Authority - Business Income		30 Days
	Action of Civil Authority - Extra Expense	\$10,000	30 Days
	Extended Period of Indemnity		90 Days
	Interruption of Computer Operations	\$2,500	
	Newly Acquired or Constructed Premises - BI/EE	\$250,000	30 Days

## PROPERTY COVERAGE DECLARATIONS

### LIMITS and DEDUCTIBLES - Extender Forms

Form Name	Coverages	Limit As Indicated	Limit Per Occurrence	Deductible
<b>Condominium Association Coverage Extender Form- SCP 0018</b>				
	Accounts Receivable		\$25,000	\$500
	Additional Covered Business Personal Property		\$10,000	\$500
	Claims Settlement Assistance		\$2,500	
	Contract Penalties		\$2,500	\$500
	Damage to Electronic Data		\$2,500	\$500
	Employee Dishonesty		\$10,000	\$500
	Fine Arts	\$5,000/Item	\$25,000	\$500
	Fire Device Recharge Costs-Additional Amount	Actual Loss Sustained	\$10,000	
	Fungus, Wet-Rot, Dry Rot		\$25,000	\$500
	Interest in Sold Property		\$10,000	\$500
	Lease Assessment		\$2,500	\$500
	Limit Guard		\$50,000	See Cov Form
	Money and Securities	Inside \$5,000	Outside \$1,000	\$250
	Newly Acquired or Const. Premises-Add Cov		\$500	1%
	Off Premises Utility Services		\$10,000	\$500
	Ordinance or Law Coverage	25% Up to.	\$100,000	See Building
	Overhead Lines	Excluded		
	Property in Custody of Employees		\$5,000	\$500
	Property in Transit		\$10,000	\$500
	Recovery Expenses		\$2,500	
	Reward Payment		\$5,000	None
	Spoilage		\$5,000	\$500
	Tenants Liability for Damaged Property		\$25,000	\$500
	Unscheduled Premises-Additional Coverage		\$5,000	\$500
	Unscheduled Premises-BPP		\$10,000	\$500
	Unscheduled Premises-Building		\$50,000	\$500
	Water Seepage		\$10,000	\$500
	Water-Backup		\$100,000	\$500
<b>Business Income Coverage Extender Form - SCP 0031</b>				
	Access To Tenants Premises		\$50,000	
	Claims Settlement Assistance		\$5,000	
	Dependent Properties - Business Income		\$25,000	
	Dependent Properties - Extra Expense	30 Days	\$10,000	
	Fungus, Wet-Rot, Dry Rot	30 Days		
	Machinery Testing and Training		\$25,000	
	O/L Cov - Ext of Period Of Indemnity		\$50,000	
	Off Premises Utility Services - Time Element - Newly Acquired Premises		\$10,000	
	Off Premises Utility Services - Time Element - Schedule Premises	12 Hours	\$25,000	
	Pollutant Clean-up - Time Element	Transmission Lines Excluded	\$10,000	
	Spoilage - Time Element		\$10,000	

## PROPERTY COVERAGE DECLARATIONS

### LIMITS and DEDUCTIBLES - Extender Forms

Form Name	Coverages	Limit As Indicated	Limit Per Occurrence	Deductible
	Web-Site Service	10 Days/12 Hours	\$10,000	



## GENERAL LIABILITY COVERAGE DECLARATIONS

COVERAGE	Limit	Basis
Bodily Injury and Property Damage	\$1,000,000	Per Occurrence
	\$2,000,000	General Aggregate
	\$2,000,000	Products Aggregate
Personal Injury and Advertising Injury	\$1,000,000	Aggregate per Person/Organization
Damage to Premises Rented to Insured	\$100,000	Per Premises -Any One Fire
Medical Payments	\$1,000	Per Person
<b>LIABILITY DEDUCTIBLES</b>		<b>Deductible Basis</b>
N/A		N/A N/A

## CLASSIFICATIONS, RATES and EXPOSURES

Location: 1 3190 Red Cedar Ter  
 Property: 1 Baywood Villas  
 Class: Residential Condominiums, Townhouses, or Similar Associations - (Association Risk Only)  
 Code: 5311103  
 Exposure: 248 Units Rate: \$36.1600 Unit  
 (If a rate is shown, the exposure amount is subject to audit per the terms of this policy)

Location: 1 3190 Red Cedar Ter  
 Property: 2 Pool  
 Class: Swimming Pool - Associated With An Apartment, Hotel, or Condominium - Liability Only Exposure Charge  
 Code: 9990002  
 Exposure: 1 item Rate: \$432.1110 item  
 (If a rate is shown, the exposure amount is subject to audit per the terms of this policy)

GENERAL LIABILITY COVERAGE DECLARATIONS

ADDITIONAL LIABILITY COVERAGES

Limit    Basis  
per Form

Commercial Liability Coverage Form Extender - SCG 0011

Hired Auto and Non-Owned Auto Liability – SCG 0404

Coverage included within General Liability Limit and Deductible, if any.





## Assessment and Reserve Funding Disclosure Summary

### Baywood Villas Maintenance Association

For Fiscal Year Beginning: January 1, 2019

# of Units: 248

1) Budgeted Amounts:	<b>Total</b>	<b>Average Per unit*</b>
Reserve Contributions:	\$22,324.06	\$90.02
Total Assessment Income:	\$77,748.68	\$313.50

per: Month

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

Date Due	Total Amount Per Unit*	Purpose
N/A		
N/A		

Total: \$0.00

- 3) Based on the most recent Reserve Study and other information available to the Board of Directors, at this point in time does it appear that currently projected Reserve account balances will be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the

**No**

*The answer to this question is very difficult. To project things out 30 years is nearly impossible. The basis for this information is the Association reserve study that is enclosed, and consultation with our Construction Consultant and our managing agent, Management Solutions. As you can well imagine, circumstances could change at any time due to intervention of severe weather conditions, vandalism, fire, flood, Acts of God, terrorism or other events, or unanticipated drastic increases in costs of materials or services. Additionally, although we have the buildings visually inspected every year, it is also possible that conditions exist that are not detectable via visual inspections. If any Owner is or becomes aware of any condition that might affect this projection, we hope that he or she will bring it to the attention of the Board.*

- 4) If the answer to #3 is no, what additional assessments or other contributions/loans to Reserves would be necessary to ensure that sufficient Reserve Funds will be available each year during the next 30 years?

Approximate Fiscal Year Assessment Will Be Due	Average Total Amount Per Unit*
Will be determined once 2019 Reserve Study is complete.	

Total: \$0

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

**Yes**

6) All computations/disclosures are based on the fiscal year start date of:	1/1/2019
Fully Funded Balance (based on formula defined in 5570(b)(4):	\$977,544.00
Projected Reserve Fund Balance:	\$478,388.00
Percent Funded:	48.9%
Reserve Deficit (surplus) on a mathematical avg-per-unit* basis:	\$2,012.73

From the 9/1/2018 Reserve Study by Pollard Unlimited and any minor changes since that date.

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

**Prepared by: Management Solutions**

**Date: 11/1/2018**

*The financial representations at the time of preparation are based on the Reserve Study for the fiscal year shown at the top of this page and the best estimates of the preparer. These estimates should be expected to change from year to year.*

**Baywood Villas  
Reserve Cash Flow  
2018**

<b>Component</b>	<b>EUL</b>	<b>EURL</b>	<b>Cost of Component</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Residential Bldg Roofs	30	20	\$530,100										
Carport, Laundry, CH	30	1-5	\$265,500	18,000	61,875	61,875	61,875	61,875					
Gutters/Drain Leaders	30	20	\$54,708										
Siding/Trim/Doors - 10%	6	4	\$181,727				171,940						181,727
Carport, Laundry, CH	1	1	\$97,870	97,870									
Landings	20	18	\$151,200										
Balconies	20	18	\$868,000										
Stairways Wood	20	18	\$28,000										
Stairways Steel	40	27	\$418,000										
Asphalt	25	1	\$735,261	735,261									
Seal Coat	5	2	\$33,133		33,133					33,133			
Steel fence	50	17	\$33,180										
Precast concrete fence	100	65	\$741,600										
Exterior area lighting	40	25	\$63,205										
Interior area lighting	50	40	\$4,220										
Concrete	7	1	\$12,000	12,000							<b>12,000</b>		
Pool plaster	12	5	\$6,500					6,500					
Spa plaster	12	12	\$2,500	18,500									
Pool & Spa filters	15	4	\$3,600				3,600						
Pumps & motors	10	3	\$3,000			3,000							
Chlorinators	6	2	\$1,050		1,050						1,050		
Furnaces	20	5-13	\$8,800					4,400					
Coping & Tile Pool	24	5	\$8,125					8,125					
Coping & Tile Spa	24	24	\$2,080										
Solar Panels	20	18	\$9,600										
Sinks	50	30	\$1,000										
Sink faucets	30	8	\$600								600		
Toilets	50	30	\$750										
Water heaters & Pumps	12	2-7	\$145,200		28,800	28,800	28,800	28,800	28,800	1,200			
Landscape & Irrigation	4	3	\$12,000			12,000				12,000			
Valves	15	1-14	\$11,280	960	960	960	960	960	960	960	960	960	960
Controllers	15	7	\$5,600							5,600			
Backflow Preventer	15	6	\$1,500						1,500				
Exterior painting-6 year	6	1-4	\$357,780	84,980			272,800			84,980			272,800

**Baywood Villas**  
**Reserve Cash Flow**  
**2018**

Exterior painting-12 yr	12	1	\$9,373	9,373									
Interior painting	12	3	\$6,500		6,500								
Dumpster enclosures	50	40	\$62,400										
Fire Alarms	30	10	\$31,000									31,000	
Tot Lot	30	17	\$26,000										
Furniture	20	9	\$6,000								6,000		
Range	30	4	\$900			900							
Dish Washer	20	3	\$700		700								
Refrigerator	30	6	\$1,100					1,100					
Microwave	15	2	\$600	600									
HVAC	35	20	\$4,900										
Tile	40	17	\$3,696										
Carpet	15	4	\$1,150			1,150							
Wood Laminate	20	9	\$9,720								9,720		
Weight Machine	30	13	\$2,500										
Steppers	12	4	\$6,300			6,300							
Bikes	12	4	\$4,600			4,600							
Mailboxes	30	24	\$30,400										
TOTAL				977,544	125,818	113,835	552,925	110,660	32,360	137,873	14,610	16,680	486,487

**Baywood Villas  
Reserve Cash Flow  
2018**

<b>Component</b>	<b>EUL</b>	<b>EURL</b>	<b>Cost of Component</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>	<b>2034</b>	<b>2035</b>	<b>2036</b>	<b>2037</b>	<b>2038</b>
Residential Bldg Roofs	30	20	\$530,100										530,100
Carport, Laundry, CH	30	1-5	\$265,500										
Gutters/Drain Leaders	30	20	\$54,708										54,708
Siding/Trim/Doors - 10%	6	4	\$181,727						181,727				
Carport, Laundry, CH	1	1	\$97,870										
Landings	20	18	\$151,200								151,200		
Balconies	20	18	\$868,000								868,000		
Stairways Wood	20	18	\$28,000								28,000		
Stairways Steel	40	27	\$418,000										
Asphalt	25	1	\$735,261										
Seal Coat	5	2	\$33,133		33,133					33,133			
Steel fence	50	17	\$33,180							33,180			
Precast concrete fence	100	65	\$741,600										
Exterior area lighting	40	25	\$63,205										
Interior area lighting	50	40	\$4,220										
Concrete	7	1	\$12,000					12,000					
Pool plaster	12	5	\$6,500							6,500			
Spa plaster	12	12	\$2,500		2,500								
Pool & Spa filters	15	4	\$3,600									3,600	
Pumps & motors	10	3	\$3,000			3,000							
Chlorinators	6	2	\$1,050				1,050						1,050
Furnaces	20	5-13	\$8,800			4,400							
Coping & Tile Pool	24	5	\$8,125										
Coping & Tile Spa	24	24	\$2,080										
Solar Panels	20	18	\$9,600								9,600		
Sinks	50	30	\$1,000										
Sink faucets	30	8	\$600										
Toilets	50	30	\$750										
Water heaters & Pumps	12	2-7	\$145,200				28,800	28,800	28,800	28,800	28,800	1,200	
Landscape & Irrigation	4	3	\$12,000	12,000				12,000				12,000	
Valves	15	1-14	\$11,280	960	960	960	960	960	960	960	960	960	960
Controllers	15	7	\$5,600										
Backflow Preventer	15	6	\$1,500										
Exterior painting-6 year	6	1-4	\$357,780			84,980			272,800			84,980	

**Baywood Villas**  
**Reserve Cash Flow**  
**2018**

Exterior painting-12 yr	12	1	\$9,373		9,373								
Interior painting	12	3	\$6,500				6,500						
Dumpster enclosures	50	40	\$62,400										
Fire Alarms	30	10	\$31,000										
Tot Lot	30	17	\$26,000						26,000				
Furniture	20	9	\$6,000										
Range	30	4	\$900										
Dish Washer	20	3	\$700										
Refrigerator	30	6	\$1,100										
Microwave	15	2	\$600						600				
HVAC	35	20	\$4,900									4,900	
Tile	40	17	\$3,696						3,696				
Carpet	15	4	\$1,150								1,150		
Wood Laminate	20	9	\$9,720										
Weight Machine	30	13	\$2,500		2,500								
Steppers	12	4	\$6,300					6,300					
Bikes	12	4	\$4,600					4,600					
Mailboxes	30	24	\$30,400										
TOTAL				12,960	36,593	105,213	30,810	60,260	495,187	132,869	1,086,560	103,890	591,718

**Baywood Villas  
Reserve Cash Flow  
2018**

<b>Component</b>	<b>EUL</b>	<b>EURL</b>	<b>Cost of Component</b>	<b>2039</b>	<b>2040</b>	<b>2041</b>	<b>2042</b>	<b>2043</b>	<b>2044</b>	<b>2045</b>	<b>2046</b>	<b>2047</b>	<b>2048</b>
Residential Bldg Roofs	30	20	\$530,100										
Carport, Laundry, CH	30	1-5	\$265,500										
Gutters/Drain Leaders	30	20	\$54,708										
Siding/Trim/Doors - 10%	6	4	\$181,727		181,727						181,727		
Carport, Laundry, CH	1	1	\$97,870										
Landings	20	18	\$151,200										
Balconies	20	18	\$868,000										
Stairways Wood	20	18	\$28,000										
Stairways Steel	40	27	\$418,000							418,000			
Asphalt	25	1	\$735,261						735,261				
Seal Coat	5	2	\$33,133		33,133					33,133			
Steel fence	50	17	\$33,180										
Precast concrete fence	100	65	\$741,600										
Exterior area lighting	40	25	\$63,205					63,205					
Interior area lighting	50	40	\$4,220										
Concrete	7	1	\$12,000		12,000							12,000	
Pool plaster	12	5	\$6,500									6,500	
Spa plaster	12	12	\$2,500				2,500						
Pool & Spa filters	15	4	\$3,600										
Pumps & motors	10	3	\$3,000			3,000							
Chlorinators	6	2	\$1,050						1,050				
Furnaces	20	5-13	\$8,800					4,400					
Coping & Tile Pool	24	5	\$8,125									8,125	
Coping & Tile Spa	24	24	\$2,080				2,080						
Solar Panels	20	18	\$9,600										
Sinks	50	30	\$1,000										1,000
Sink faucets	30	8	\$600										
Toilets	50	30	\$750										750
Water heaters & Pumps	12	2-7	\$145,200						28,800	28,800	28,800	28,800	28,800
Landscape & Irrigation	4	3	\$12,000			12,000				12,000			
Valves	15	1-14	\$11,280	960	960	960	960	960	960	960	960	960	960
Controllers	15	7	\$5,600		5,600								
Backflow Preventer	15	6	\$1,500	1,500									
Exterior painting-6 year	6	1-4	\$357,780		272,800			84,980			272,800		

**Baywood Villas**  
**Reserve Cash Flow**  
**2018**

Exterior painting-12 yr	12	1	\$9,373					9,373					
Interior painting	12	3	\$6,500						6,500				
Dumpster enclosures	50	40	\$62,400										
Fire Alarms	30	10	\$31,000										
Tot Lot	30	17	\$26,000										
Furniture	20	9	\$6,000									6,000	
Range	30	4	\$900										
Dish Washer	20	3	\$700			700							
Refrigerator	30	6	\$1,100										
Microwave	15	2	\$600										
HVAC	35	20	\$4,900										
Tile	40	17	\$3,696										
Carpet	15	4	\$1,150										
Wood Laminate	20	9	\$9,720									9,720	
Weight Machine	30	13	\$2,500										
Steppers	12	4	\$6,300								6,300		
Bikes	12	4	\$4,600								4,600		
Mailboxes	30	24	\$30,400			30,400							
TOTAL				2,460	506,220	16,660	35,940	162,918	766,071	499,393	495,187	72,105	31,510

**Baywood Villas  
Funding Study  
2018**

Fiscal Year	Total Expense	Inflation 3%	Inflated Expense	Reserve Dues	Interest Income 0.05%	Special Assessment	Cash Balance	Monthly Reserve Dues /Unit	% Increase
<b>Beginning balance as of December 31, 2018</b>							<b>478,388</b>		
2019	977,544	1.00	977,544	267,900	1,339.50		(229,917)	90.02	
2020	125,818	1.03	129,593	279,955	0.00		(79,555)	94.07	
2021	113,835	1.06	120,768	292,553	0.00		92,231	98.30	
2022	552,925	1.09	604,196	305,718	1,528.59		(204,719)	102.73	
2023	110,660	1.13	124,549	319,475	0.00		(9,792)	107.35	
2024	32,360	1.16	37,514	333,852	1,669.26		288,214	112.18	
2025	140,673	1.19	167,971	348,875	1,744.37		470,863	117.23	
2026	14,610	1.23	17,968	364,574	1,822.87		819,291	122.50	
2027	16,680	1.27	21,130	380,980	1,904.90		1,181,047	128.02	
2028	486,487	1.30	634,755	398,124	1,990.62		946,406	133.78	
2029	12,960	1.34	17,417	416,040	2,080.20		1,347,109	139.80	
2030	36,593	1.38	50,653	434,762	2,173.81		1,733,391	146.09	
2031	105,213	1.43	150,009	454,326	2,271.63		2,039,980	152.66	
2032	30,810	1.47	45,246	474,770	2,373.85		2,471,879	159.53	
2033	60,260	1.51	91,149	496,135	2,480.68		2,879,346	166.71	
2034	495,187	1.56	771,485	518,461	2,592.31		2,628,914	174.21	
2035	132,869	1.60	213,216	541,792	2,708.96		2,960,199	182.05	
2036	1,086,560	1.65	1,795,918	566,173	2,830.86		1,733,285	190.25	
2037	103,890	1.70	176,866	591,650	2,958.25		2,151,028	198.81	
2038	591,718	1.75	1,037,581	618,275	3,091.37		1,734,813	207.75	
2039	2,460	1.81	4,443	646,097	3,230.49		2,379,697	217.10	
2040	509,020	1.86	946,927	675,171	3,375.86		2,111,317	226.87	
2041	16,660	1.92	31,922	705,554	3,527.77		2,788,477	237.08	
2042	35,940	1.97	70,931	737,304	3,686.52		3,458,537	247.75	
2043	162,918	2.03	331,179	770,483	3,852.41		3,901,693	258.90	
2044	766,071	2.09	1,603,983	805,154	4,025.77		3,106,891	270.55	
2045	499,393	2.16	1,076,987	841,386	4,206.93		2,875,497	282.72	
2046	495,187	2.22	1,099,953	879,249	4,396.24		2,659,189	295.45	
2047	72,105	2.29	164,971	918,815	4,594.07		3,417,627	308.74	
2048	31,510	2.36	74,255	960,162	4,800.81		4,308,334	322.63	



**Baywood Villas  
Percent Funded  
2018**

<b>Reserve Component</b>	<b>Est Life</b>	<b>Rmng Life</b>	<b>Est Cost to Replace</b>		<b>Annual Requirement</b>	<b>Appropriation needed 12/31/2018</b>	<b>Amount Funded 12/31/2018</b>	<b>Surplus Deficit</b>	<b>Percent Funded</b>
Residential Bldg Roofs	30	20	\$530,100	\$540,702	17,670	176,700	39,157	-137,543	22%
Carport, Laundry, CH	30	1	\$18,000	\$18,360	600	17,400	3,856	-13,544	22%
Carport, Laundry, CH	30	2	\$61,875	\$63,113	2,063	57,750	12,797	-44,953	22%
Carport, Laundry, CH	30	3	\$61,875	\$63,113	2,063	55,688	12,340	-43,347	22%
Carport, Laundry, CH	30	4	\$61,875	\$63,113	2,063	53,625	11,883	-41,742	22%
Carport, Laundry, CH	30	5	\$61,875	\$63,113	2,063	51,563	11,426	-40,136	22%
Gutters/Drain Leaders	30	20	\$54,708	\$55,802	1,824	18,236	4,041	-14,195	22%
Siding/Trim/Doors - 10%	6	4	\$181,727	\$185,362	30,288	60,576	13,424	-47,152	22%
Carport, Laundry, CH	1	1	\$97,870	\$99,827	97,870	0	0	0	
Landings	20	18	\$151,200	\$154,224	7,560	15,120	3,351	-11,769	22%
Balconies	20	18	\$868,000	\$885,360	43,400	86,800	19,235	-67,565	22%
Stairways Wood	20	18	\$28,000	\$28,560	1,400	2,800	620	-2,180	22%
Stairways Steel	40	27	\$418,000	\$426,360	10,450	135,850	30,104	-105,746	22%
Asphalt	25	1	\$735,261	\$749,966	29,410	705,851	156,416	-549,434	22%
Seal Coat	5	2	\$33,133	\$33,796	6,627	19,880	4,405	-15,474	22%
Steel fence	50	17	\$33,180	\$33,844	664	21,899	4,853	-17,046	22%
Precast concrete fence	100	65	\$741,600	\$756,432	7,416	259,560	57,518	-202,042	22%
Exterior area lighting	40	25	\$63,205	\$64,469	1,580	23,702	5,252	-18,450	22%
Interior area lighting	50	40	\$4,220	\$4,304	84	844	187	-657	22%
Concrete	7	1	\$12,000	\$12,240	1,714	10,286	2,279	-8,006	22%
Pool plaster	12	5	\$6,500	\$6,630	542	3,792	840	-2,951	22%
Spa plaster	12	12	\$2,500	\$2,550	208	0	0	0	
Pool & Spa filters	15	4	\$3,600	\$3,672	240	2,640	585	-2,055	22%
Pumps & motors	10	3	\$3,000	\$3,060	300	2,100	465	-1,635	22%
Chlorinators	6	2	\$1,050	\$1,071	175	700	155	-545	22%
Furnaces	20	5	\$4,400	\$4,488	220	3,300	731	-2,569	22%
Furnaces	20	13	\$4,400	\$4,488	220	1,540	341	-1,199	22%
Coping & Tile Pool	24	5	\$8,125	\$8,288	339	6,432	1,425	-5,007	22%
Coping & Tile Spa	24	24	\$2,080	\$2,122	87	0	0	0	
Solar Panels	20	18	\$9,600	\$9,792	480	960	213	-747	22%
Sinks	50	30	\$1,000	\$1,020	20	400	89	-311	22% , , .
Sink faucets	30	8	\$600	\$612	20	440	98	-342	22%
Toilets	50	30	\$750	\$765	15	300	66	-234	22%

**Baywood Villas**  
**Percent Funded**  
**2018**

Water heaters & Pumps	12	2	\$28,800	\$29,376	2,400	24,000	5,318	-18,682	22%
Reserve Component	Est Life	Rmng Life	Est Cost to Replace		Annual Requirement	Appropriation needed 12/31/2018	Amount Funded 12/31/2018	Surplus Deficit	Percent Funded
Water heaters & Pumps	12	3	\$28,800	\$29,376	2,400	21,600	4,787	-16,813	22%
Water heaters & Pumps	12	4	\$28,800	\$29,376	2,400	19,200	4,255	-14,945	22%
Water heaters & Pumps	12	5	\$28,800	\$29,376	2,400	16,800	3,723	-13,077	22%
Water heaters & Pumps	12	6	\$28,800	\$29,376	2,400	14,400	3,191	-11,209	22%
Water heaters & Pumps	12	7	\$1,200	\$1,224	100	500	111	-389	22%
Landscape & Irrigation	4	3	\$12,000	\$12,240	3,000	3,000	665	-2,335	22%
Valves	15	1	\$960	\$979	64	896	199	-697	22%
Valves	15	2	\$960	\$979	64	832	184	-648	22%
Valves	15	3	\$960	\$979	64	768	170	-598	22%
Valves	15	4	\$960	\$979	64	704	156	-548	22%
Valves	15	5	\$960	\$979	64	640	142	-498	22%
Valves	15	6	\$960	\$979	64	576	128	-448	22%
Valves	15	7	\$960	\$979	64	512	113	-399	22%
Valves	15	8	\$960	\$979	64	448	99	-349	22%
Valves	15	9	\$960	\$979	64	384	85	-299	22%
Valves	15	10	\$960	\$979	64	320	71	-249	22%
Valves	15	11	\$960	\$979	64	256	57	-199	22%
Valves	15	12	\$960	\$979	64	192	43	-149	22%
Valves	15	13	\$960	\$979	64	128	28	-100	22%
Valves	15	14	\$960	\$979	64	64	14	-50	22%
Controllars	15	7	\$8,400	\$8,568	560	4,480	993	-3,487	22%
Backflow Preventer	15	6	\$1,500	\$1,530	100	900	199	-701	22%
Exterior painting-6 year	6	1	\$84,980	\$86,680	14,163	70,817	15,693	-55,124	22%
Exterior painting-6 year	6	4	\$272,800	\$278,256	45,467	90,933	20,151	-70,783	22%
Exterior painting-12 yr	12	1	\$9,373	\$9,560	781	8,592	1,904	-6,688	22%
Interior painting	12	3	\$6,500	\$6,630	542	4,875	1,080	-3,795	22%
Dumpster enclosures	50	40	\$62,400	\$63,648	1,248	12,480	2,766	-9,714	22%
Fire Alarms	30	10	\$31,000	\$31,620	1,033	20,667	4,580	-16,087	22%
Tot Lot	30	17	\$26,000	\$26,520	867	11,267	2,497	-8,770	22%
Furniture	20	9	\$6,000	\$6,120	300	3,300	731	-2,569	22%
Range	30	4	\$900	\$918	30	780	173	-607	22%
Dish Washer	20	3	\$700	\$714	35	595	132	-463	22%

**Baywood Villas  
Percent Funded  
2018**

Refrigerator	30	6	\$1,100	\$1,122	37	880	195	-685	22%
Microwave	15	2	\$600	\$612	40	520	115	-405	22%
						<b>Appropriation</b>	<b>Amount</b>		
	<b>Est</b>	<b>Rmng</b>	<b>Est Cost</b>		<b>Annual</b>	<b>needed</b>	<b>Funded</b>	<b>Surplus</b>	<b>Percent</b>
<b>Reserve Component</b>	<b>Life</b>	<b>Life</b>	<b>to Replace</b>		<b>Requirement</b>	<b>12/31/2018</b>	<b>12/31/2018</b>	<b>Deficit</b>	<b>Funded</b>
HVAC	35	20	\$4,900	\$4,998	140	2,100	465	-1,635	22%
Tile	40	17	\$3,696	\$3,770	92	2,125	471	-1,654	22%
Carpet	15	4	\$1,150	\$1,173	77	843	187	-656	22%
Wood Laminate	20	9	\$9,720	\$9,914	486	5,346	1,185	-4,161	22%
Weight Machine	30	13	\$2,500	\$2,550	83	1,417	314	-1,103	22%
Steppers	12	4	\$6,300	\$6,426	525	4,200	931	-3,269	22%
Bikes	12	4	\$4,600	\$4,692	383	3,067	680	-2,387	22%
Mailboxes	30	24	\$30,400	\$31,008	1,013	6,080	1,347	-4,733	22%
<b>TOTAL</b>					<b>353,671</b>	<b>2,159,214</b>	<b>478,388</b>	<b>1,680,826</b>	<b>22%</b>