

ASSOCIATION NAME GUIDE FOR NEW RESIDENTS

Dear New Residents,

Whether you are a new owner or a new renter, your **Assn. Name** welcomes you to Oakmont and to our neighborhood. As an owner, you have become a member of two organizations - the Oakmont Village Association (OVA) and the **Assn. Name (XXXX)**. As a renter, you are not a voting member of those organizations, but you can participate in their activities and must abide by their rules.

These notes are intended to cover the highlights of information that will be helpful to you. Both Oakmont as a whole, and **Assn. Name** as a neighborhood, are what is termed in California law as a Common Interest Development, and both are governed by California Civil Code Sections 4000 to 6150, commonly known as the DAVIS-STIRLING ACT. In addition, both have filed with the Sonoma County Recorder their own deed restrictions known as CC&Rs (Covenants, Conditions and Restrictions) that define in considerable detail the way the property is to be used and managed.

Oakmont is an integral part of the City of Santa Rosa and is subject to city laws and restrictions. The city provides police and fire protection as well as water and sewer services. The principal Oakmont streets, including **your street names (unless you have private streets)** are dedicated city streets and are maintained by the city.

OAKMONT VILLAGE ASSOCIATION (OVA)

The OVA owns and maintains the Oakmont recreational facilities and common areas, and establishes rules for their use. The OVA also sponsors many activities in which you are invited to participate. All owners are billed directly each month for their OVA dues, which are based on the number of residents in the unit. Please contact the OVA office for more information on events and regulations. As an owner you will receive the *Oakmont News* twice a month.

ASSN. NAME (XXXX)

Assn. Name is a "Maintained Area" which is an Oakmont term for Planned Unit Development (PUD) ownership, subject to OVA rules and your Owners Association regulations. **Assn. Name** has **XX** dwelling units. Ownership in **Assn. Name** consists of title to the dwelling and the land on which it stands plus a **1/50** undivided interest in the remainder of the land and improvements, termed the common area. Individual owners pay property taxes directly to the Sonoma County Tax Collector.

BOARD OF GOVERNORS

A board of a minimum of three homeowners, elected annually by the membership has overall authority and responsibility for **Assn. Name** affairs. **Management Service Name** handles our finances, including the collection and disbursement of funds. The Board meets every **xxx** months in an open forum to conduct business, update residents on current issues, and provide opportunities for discussion.

Our budget is reviewed yearly; the major items being landscape maintenance, water and sewer charges, and reserve savings necessary for house painting, irrigation systems, trees and other common area maintenance needs. Each owner receives a copy of the annual budget, income and expense reviews, and is urged to become familiar with the details. Funds come mostly from monthly dues paid by the owners; additional funds come from interest on savings accounts.

Living in a "Maintained Area" has many benefits and of course, some restrictions. The best way to become acquainted is to read the Oakmont Architectural Handbook, the CC&Rs, and the Homeowners Association Rules that are available at the OVA office.

COMMON AREA

The common area belongs to all of us and is supervised by your Board of Governors. This means that you cannot add or remove trees and plants without Assn. Name Board and OVA Architectural Committee approval.

Assn. Name employs a landscape contractor to keep the common area attractive by mowing, trimming, spraying and irrigating. Please bring any requests or complaints to your Board of Governors, not the landscape contractor.

REPAIRS OR ALTERATIONS TO THE OUTSIDE OF YOUR HOME

Any changes to the exterior that would alter your home's appearance, e.g., bay windows, sun tubes, decks, awnings, air conditioners, etc. must have the approval of the Assn. Name Board of Directors. It is also very likely that approval of the Oakmont Village Architectural Committee will be required.

Your Board of Governors will consider any request, no matter how small. The best way to do this is by written request to the Board – most requests will also require special forms that are available at the OVA office and online at the OVA website, under the Architectural Committee section. Any of our Board members can help you.

Part of your dues covers the painting of your home's exterior every ten years. Any other exterior repairs are the owner's responsibility.

PARKING

All vehicles should be parked inside of garages and on driveways. A Santa Rosa city ordinance limits street parking to 72 hours.

WATER USAGE

In Assn. Name we continue to conserve water as a precious resource. Residents should not wash their cars with household water, nor should they clean walkways or driveways with household water. There is a car wash at the corner of Hwy. 12 and Mission Blvd.

INSURANCE

The Assn. Name is responsible for purchasing a group policy for Fire/Damage insurance for all buildings. This insurance is then billed to owners by OAS, for your property only, on an annual basis – usually in June of each year. Owners should consult with their insurance provider and purchase their own Contents and Liability insurance. This insurance is often called “Condo Insurance (HO-6)”. Owners may also want to consider purchasing Earthquake Insurance.

NO SMOKING ORDINANCE

The City of Santa Rosa finalized an ordinance in 2016 that prohibits smoking inside multi-family units, like duplexes, triplexes and four-plexes. No Smoking signs should be posted by the owners on all of these units, one sign per building. There is also no smoking allowed in any common areas within 25 feet of any residence. Details on the smoking ban are available at www.sonoma-county.org/health/topics/smokefreeinfo.asp, or you can call their hotline at 707-565-6680.

PETS

No pets may be housed in the common area. No more than two dogs, cats, or other household pets allowed. Pets may not become a nuisance to other residents or the Board can have them removed. Pets must be restrained and are not permitted to roam. By City ordinance, owners must clean up after their pets.

EMERGENCY PLANNING

Citizens Organized to Prepare for Emergencies (COPE) is a City of Santa Rosa neighborhood outreach program focused on emergency preparedness and neighborhood communication.

Assn. Name has **X** COPE Teams, each with a Team Leader. Each team covers approximately **XX** residences and has a designated meeting place for those residents in an emergency. In case of a disaster such as an earthquake, fire, flood or any other man-made emergencies, please go to your designated meeting area if able. Each team will collect information about its residents.

Anyone not responding will be individually checked for injuries or absence. Please review your COPE Team Roster to become familiar with your designated Team Leader names and meeting place. In the event of an emergency, Team Leaders will be identified wearing a bright orange safety vest with reflector stripes. Please fill out your COPE Team Census Form to let your Team Leaders know about your emergency contacts, conditions requiring special needs, and if you have any pets.

CONTACTS

Oakmont Village Association (OVA) 6638 Oakmont Drive 707-539-1611

Assn. Name Board Members:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX (Chair)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX (board member)

XXXXXXXXXXXXXXXXXXXXXXXXXXXXX (board member)

Assn. Name COPE Coordinators: XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX, XXXXXXXXXXXXXXXX

Insurance Company – George Peterson Ins. Agency (Rachel Adams) 707-525-4186

Pacific Gas & Electric (PG&E) 1-800-743-5000

Recology Sonoma-Marín 1- 800-243-0291

(Curb side trash pick-up is on Thursdays (7 am or earlier)

AT&T 707-535-0891

Comcast 707-820-2081

Direct TV 855-445-3473

REGISTRATION

Please give your phone number(s) and e-mail address to our Chair, **XXXXX XXXXXXXX**. It is very important that the Board and COPE be able to contact you in an emergency. You will also help us in reducing our mailing costs when sending out announcements regarding association functions.

Your Board hopes that this brief overview of **Assn. Name** guidelines will be helpful. Packets of information, including CC&Rs and Architectural Guidelines are available from the OVA office in the event you did not receive one from your Realtor.

We hope you enjoy living in Oakmont as much as we do.

Sincerely,

Assn. Name Board of Directors