

Annual Budget Report (Required Civil Code Sec. 4525)
Etiwanda Townhomes Association

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
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Etiwanda Townhomes HOA

2026 Annual Budget Report

PLEASE RETAIN FOR FUTURE REFERENCE

Tandem Property Management
6453 Independence Ave Woodland Hills, CA 91367
2500 Townsgate Rd, Suite K, Westlake Village, CA 91361
T: 818-883-4202 * 805-494-4990
E: Info@Lyonspm.com

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2026 ASSOCIATION ANNUAL BUDGET REPORT

To all Etiwanda Townhomes Homeowners from the Board of Directors:

In accordance with the requirements set forth in California Civil Code and the Association's governing documents, the following information is provided to you:

Monthly Assessment

Effective January 1, 2026, the HOA regular assessments will increase by \$84.00 to \$504.00.

The increase in the assessment was due to the continued increase in the cost of living, as well as the increase in water costs and insurance. The utility costs alone for 2026 are projected to be over \$51,000 a year. The water and sewer costs are over half of that amount. So, please help curb expenses by conserving water and reporting water leaks immediately. The building is in dire need of repairs and maintenance and with a small community everyone shares in the expenses and building upkeep.

PLEASE NOTE:

- Your January 2026 courtesy billing statement will be mailed under separate cover in mid-December. Thereafter, a monthly statement will be mailed on or around the 20th of each month.
- Typically, you will **not** receive monthly billing statements if your account is in the Collection Process.
- Online Bill Pay Owners – Please notify your bank today of the **new payment amount** and verify the mailing address to avoid delays in your payment, potential late fees, and collections actions. **All payments are to be sent directly to:** Tandem Property Management, Remittance Processing, PO Box 980653, West Sacramento, CA 95798, and NOT to management.
- The Community Portal is available to make payments and get Community information, you can register at **Tandem.Cincwebaxis.com**.
- ACH Payment option is available at no charge to automatically pay your Association fees. Please contact our office for the setup paperwork.
- If you are currently set up with ACH (where the HOA debits your account directly), you don't have to do anything. Any change in the assessment is updated automatically.

Pro Forma Operating Budget: Civil Code §5300(b) (1)

Please see the enclosed Annual Budget Report to review how each assessment dollar is allocated.

Anticipated Special Assessment Statement: Civil Code §5300(b) (5)

The Board does anticipate a special assessment in the coming year.

Reserve Summary, Reserve Funding Plan Summary and Reserve Funding Mechanism Statement: Civil Code §§5300(b) (2), 5300(b) (3), 5550(b) (5), 5300(b) (6)

The most recent Reserve Study was completed in November of 2024; the Draft summary and Reserve Funding Plan Summary is enclosed. The full Reserve Study is available upon request. The reserves will continue to be funded through regular assessments.

Procedures for Calculating Reserves Statement: Civil Code §5300(b) (7), 5570(b) (4)

The reserve study system utilized that generates the calculations, projections and reports in this reserve study has received a Quality Assurance Evaluation from a Certified Public Accounting firm verifying the system for accuracy and compliance with the AICPA Financials Accounting Standard Board's 972 Real Estate-Common interested Reality Associations, cash flow projections, and tax calculations consistent with IRS guidelines for 1120c and 1120h corporations. The reserve study system provides for complete, flexible reserve study assumptions while allowing for either current cost or future cost projections while calculating interest and projecting cash flows on a monthly and annual basis.

Major Component Repair Statement: Civil Code §5300(b) (4)

During the fiscal year 2025, the Board has chosen to defer repairs or replacement of major components of the Association.

Outstanding Loan Statement Civil Code §5300(b) (8)

The Association does not currently have any outstanding loans.

Insurance Summary: Civil Code §5300(b) (9)

Enclosed you will find a complete list of insurance disclosure information. All questions regarding the coverage can be directed to the appropriate agent. Please review this information in conjunction with your personal policy to make sure that you are completely covered for all circumstances.

Insurance Disclosure: A summary of the Association's Property, General Liability and all other insurance policies is enclosed. You may share this information with your mortgage lender.

The summary of the association's policies of insurance provides certain information as required by § 5300 of the Civil Code and should not be considered a substitute for the complete policy terms and conditions as 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.

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Below is a general list of coverages available in an HO4 (PUD) and HO6 (CONDO) homeowner's policy. We recommend you have your current insurance agent review the Association's insurance policies and read your CC&Rs to determine if you are adequately insured.

- 1. Personal Property Coverage** protects valuables in your home, such as clothes, furniture, electronics and small appliances, for specific perils.
- 2. Personal Liability Protection** provides payments for bodily injury or property damage for which you may be legally responsible.
- 3. Loss of Use Protection** pays for necessary extra expenses (hotel, food, etc.) while your home is uninhabitable due to damage from an insured peril.
- 4. Loss Assessment Coverage** offers financial coverage on your portion of a loss assessment levied by the Association for an insured peril.
- 5. Real Property Coverage** is designed to provide coverage for those portions of the premises not insured by the Master policy (e.g., upgrades) and, in some cases, the Master policy's deductible.

FHA Status of the Association & VA Approval Status Civil Code §5300(b) (10 & 11) Condos Only

- FHA Statement. 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 Statement. 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

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## **2026 ANNUAL POLICY STATEMENT**

### **Association's Designated Recipient and Overnight Payment Mailing Address: Civil Code §5310(a) (1), 4035 and Civil Code §5310(a) (11), 5655**

The name and address of the person designated to receive official communications to the Association and the address for overnight payment of assessments is:

**Tandem Property Management  
2500 Townsgate Road, Suite K.  
Westlake Village, CA 91361  
818-883-4202 – 805-494-4990**

### **Right of Notice to Two Addresses: Civil Code §5310(a) (2), 4040(b)**

A person may submit a request to have notices sent to up to two different specified addresses.

### **General Notice Location: Civil Code §5310(a) (3), 4045(a) (3)**

The Association has selected the mailboxes as the designated location for the posting of general notices.

### **Right to Receive General Notice by Individual Delivery Civil Code §5310(a) (4), 4045(b)**

Each member has the option to receive general notices by individual delivery.

### **Right to Receive Board Minutes: Civil Code §5310(a) (5), 4950(b)**

All members of the Association have the right to receive a copy of the approved minutes or an unapproved draft or a summary of the minutes within 30 days of a Board Meeting upon the request by the member. The member will be responsible to reimburse the Association their cost for reproduction. This cost is \$.30 per page with a \$30.00 minimum. You may request minutes by contacting the property manager of the association in writing. Once the member agrees to the costs, the requested documents will be released.

### **Assessment Collection Policy and Assessment Default Enforcement Policy: Civil Code §5310(a) (6), 5730 and 510(a) (7)**

Please review the enclosed Delinquency Policy

### **Governing Document Enforcement and Fine Policy: Civil Code §5310(a)(8), 5850**

Please review the enclosed Association Rules and Regulations detailing the discipline policy, including a schedule of penalties for violations of the governing documents.

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**Dispute Resolution Procedure Summary: Civil Code §5310(a) (9), 5920, 5965**

Please review the enclosed Association summary of dispute resolution procedures.

**Architectural Guidelines and Procedures: Civil Code §5310(a) (9), 5920, 5965**

Please review the enclosed Rules and Regulations which provide a notice of requirements for association approval of physical changes to the property. The notice describes the types of changes that require association approval, and the procedure used to review and approve or disapprove a proposed change.

**Requirement to Obtain Complete Address Information Civil Code § 4041****(MANDATORY: Owner Information Form (OIF) Required Form Enclosed)**

MANDATORY ~ Requires that the association obtain completed annual address information from each titleholder. Owners are required to provide written notice to the association of the address or addresses to which notices from the association are to be delivered, including alternative or secondary addresses. For your convenience enclosed please find an Owner Information Form (OIF). Please take the time to fill out the form and send it back to Tandem Property Management as this is your responsibility to update the association.

*Please complete and return the enclosed Owner Information Form (OIF) as soon as possible. This information is required of every member no later than January 31, 2026 (pursuant to California Civil Code § 4041)*

**Electronic Delivery: Civil Code §4055 & Corporation Code Section 20 (Opt-In Form Enclosed)**

A Member of the association may elect to receive one way, information from the association in writing that the member can be contacted via email. In order to receive such information, notifications, meeting announcements and quick updates, the request must be in writing.

**Member Right to Opt Out of Sharing Information: Civil Code §5220 & Corporations Code Section 8330 (Opt-Out Form Enclosed)**

A Member of the association may opt out of the sharing of that member's name, property address, and mailing address by notifying the association in writing that the member prefers to be contacted via the alternative process described in the subdivision of Section 8330 of the Corporations Code.

**Charges for Documents Provided as Required by Civil Code §4525: (Form Enclosed)**

The Seller may, in accordance with Section 530 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. This form must be sent to the management company if such documents exist. These documents can also be obtained by going to [www.HomeWiseDocs.com](http://www.HomeWiseDocs.com).

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It is suggested that you keep these reports with all other documents pertaining to your home, as you may be required to show it to any prospective buyer of your property.

If you have any questions about the enclosed information, please contact the Board of Directors in writing at the address above.

Sincerely,

Etiwanda Townhomes Homeowners Association
Board of Directors

Enclosures: 2026 Budget, Reserve Disclosure, Insurance Disclosure, Policy Statements, Rules and Regulations, 4525 Disclosure, Owner Information Form, Opt-In Form and Opt-Out Form.

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Etiwanda Townhomes COA

Budget 2026 - Approved

Unit	19	Current monthly Assessment	\$	420.00
Increase %	20.00%	Increase in Assessment	\$	84.00

2026 Monthly Assessment \$ 504.00

Account	Annual	Monthly	Per Unit
OPERATING INCOME			
ASSESSMENT INCOME			
4010-00 Regular Assessment	\$ 114,912.00	\$ 9,576.00	\$ 504.00
5% Special Assessment	\$6,745.60	\$ 562.13	\$ 29.59
Reserve contribution	(\$ 8,098.97)	(\$ 674.91)	(\$ 35.52)
Total OPERATING INCOME	\$ 113,558.63	\$ 9,463.22	\$ 498.06
OPERATING EXPENSE			
INSURANCE			
6010-00 Ins - Fire / Liability	\$ 14,929.92	\$ 1,244.16	\$ 65.48
6030-00 Ins - Workers Compensation	\$ 378.00	\$ 31.50	\$ 1.66
Total INSURANCE	\$ 15,307.92	\$ 1,275.66	\$ 67.14
TAXES & LEGAL			
6130-00 Taxes - Licenses / Permits	\$ 138.49	\$ 11.54	\$ 0.61
6140-00 Taxes - Audit / Tax Prep	\$ 415.00	\$ 34.58	\$ 1.82
Total TAXES & LEGAL	\$ 553.49	\$ 46.12	\$ 2.43
ADMINISTRATIVE & MANAGEMENT			
6610-00 Management Fee	\$ 9,966.00	\$ 830.50	\$ 43.71
6620-00 Management Reimbursables	\$ 750.00	\$ 62.50	\$ 3.29
Total ADMINISTRATIVE & MANAGEMENT	\$ 10,716.00	\$ 893.00	\$ 47.00
UTILITIES			
7010-00 Electricity	\$ 3,777.53	\$ 314.79	\$ 16.57
7020-00 Gas	\$ 9,935.97	\$ 828.00	\$ 43.58
7030-00 Telephone	\$ 1,440.00	\$ 120.00	\$ 6.32
7040-00 Trash	\$ 9,445.44	\$ 787.12	\$ 41.43
7050-00 Water	\$ 34,794.06	\$ 2,899.51	\$ 152.61
Total UTILITIES	\$ 59,393.00	\$ 4,949.42	\$ 260.50
COMMON AREA REPAIR & MAINTENANCE			
7310-00 R&M - Building	\$ 2,912.72	\$ 242.73	\$ 12.78
7320-00 R&M - Locks / Keys	\$ 250.00	\$ 20.83	\$ 1.10
7340-00 R&M Plumbing	\$ 15,000.00	\$ 1,250.00	\$ 65.79
7360-00 R&M - Gate Maintenance	\$ 1,728.00	\$ 144.00	\$ 7.58
Total COMMON AREA REPAIR & MAINTENANCE	\$ 19,890.72	\$ 1,657.56	\$ 87.24
POOL MAINTENANCE			
7510-00 Pool - Service	\$ 2,280.00	\$ 190.00	\$ 10.00
7520-00 Pool - Supplies	\$ 2,143.50	\$ 178.63	\$ 9.40
7530-00 Pool - R&M	\$ 1,200.00	\$ 100.00	\$ 5.26
7540-00 Permits - Pool / Spa	\$ 274.00	\$ 22.83	\$ 1.20
Total POOL MAINTENANCE	\$ 5,897.50	\$ 491.46	\$ 25.87
LANDSCAPE MAINTENANCE			
7620-00 Landscape - Contract	\$ 1,800.00	\$ 150.00	\$ 7.89
Total LANDSCAPE MAINTENANCE	\$ 1,800.00	\$ 150.00	\$ 7.89
Total OPERATING EXPENSE	\$ 113,558.63	\$ 9,463.22	\$ 498.06

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RESERVE STUDY – DECEMBER 3, 2024

Etiwanda Townhomes Condominium Association, Inc.
7115 Etiwanda
Reseda, California

REVIEWED BY:

Les Weinberg, MBA, RS

DATE:

December 3, 2024



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SUMMARY
ETIWANDA TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

ASSUMPTIONS:

(A) FISCAL (12 MONTH) PERIOD RESERVE STUDY IS TO COVER:	1/1/2025	through	12/31/2025
(B) INFLATION FACTOR (30 year average CPI per Bureau of Labor Statistics):			2.53%
(C) INTEREST % ON RESERVE FUNDS (unless provided, assumed to be 3%):			0.0200%
(D) BEGINNING RESERVE BALANCE PER ASSOCIATION AS OF:	1/1/2025		\$5,731
(E) NUMBER OF UNITS:			19

ANALYSIS OF MONTHLY <u>RESERVE</u> CONTRIBUTION	PERIOD			TOTAL	PER UNIT ¹
(F) CURRENTLY BUDGETED PER ASSOCIATION:	1/1/2024	through	12/31/2024	\$450.00	\$23.68
(G) RECOMMENDED TO BUDGET (see Funding Plan #3²):	1/1/2025	through	12/31/2025	\$1,951.00	\$102.68
(H) <u>DOLLAR</u> INCREASE / (DECREASE) ("G" less "F"):	1/1/2025	through	12/31/2025	\$1,501.00	\$79.00
(I) <u>%</u> INCREASE / (DECREASE) ("H" divided by "F"):	1/1/2025	through	12/31/2025	333.56%	333.56%
(J) SPECIAL ASSESSMENT (ANNUAL) - IN ADDITION TO "G"	1/1/2025	through	12/31/2025	\$130,200.00	\$6,852.63
(K) FUTURE <u>ANNUAL</u> % INCREASES / (DECREASES):	1/1/2026	through	12/31/2028	61.80%	61.80%

ANALYSIS OF MONTHLY <u>ASSESSMENT</u> ("DUES"):	PERIOD			TOTAL	PER UNIT ¹
(L) CURRENTLY BUDGETED PER ASSOCIATION:	1/1/2024	through	12/31/2024	\$7,505.00	\$395.00
(M) RESERVE CONTRIBUTION <u>%</u> (item "F" divided by "L"):	1/1/2024	through	12/31/2024	6.00%	6.00%
(N) % CHANGE IN ASSESSMENT ("H" divided by "L") (if recommended reserve contribution implemented)	1/1/2025	through	12/31/2025	20.00%	20.00%

ACCUMULATED DEPRECIATION:	PERIOD			TOTAL	PER UNIT ¹
("ideal reserve balance" / funds in reserve accounts necessary to achieve 100% funding for the current year)	1/1/2025	through	12/31/2025	\$550,314	\$28,964

OVERAGE / (DEFICIT):	PERIOD			TOTAL	PER UNIT ¹
(between "actual" and "ideal" reserve balance)	1/1/2025	through	12/31/2025	(\$544,583)	(\$28,662)

PERCENT FUNDED ³	
as of 1/1/2025	1.04%
as of 12/31/2025 (if Funding Plan #3 ² recommended above is followed)	7.66%

FOOTNOTES:

1. Per Unit amounts reflect "Total" amounts divided by units - no adjustments made for variable rate assessments.
2. Funding Plan #3 reflects minimum funding and may only marginally cover total annual expenditures in some years.
3. Actual reserve balance (item "D") divided by accumulated depreciation (per schedule).

COMPONENT INVENTORY

threshold = \$1,000

ETIWANDA TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

AS OF: 1/1/2025

CATEGORY / COMPONENT	ID#	APPROXIMATE QUANTITY	LIFE IN YRS		CURRENT COST	ANNUAL DEPRE	RESERVES			MONTHLY CONTRIBUTION	
			USEFUL	REMAIN			ACTUAL	ACCUM DEPRE	SURPLUS/ (DEFICIT)	CURRENT	RECOMMEND
ROOF/DECKS											
composition shingle roof	0101	17,600 sq ft	35	5	88,000 ¹	2,514	785	75,429	(74,644)	61.68	267.41
exterior elevated elements inspection	0102	1 inspection	9	0	14,700 ¹	1,633	153	14,700	(14,547)	12.02	52.12
membrane decks-unit (resurface)	0103	1,400 sq ft	15	5	14,400 ¹	960	100	9,600	(9,500)	7.85	34.03
membrane decks-unit (coating)	0104	1,400 sq ft	5	0	5,750 ¹	1,150	60	5,750	(5,690)	4.70	20.39
gutters & downspouts-aluminum	0105	1,100 lin ft	35	17	8,500 ¹	243	46	4,371	(4,325)	3.57	15.50
STRUCTURE											
structures	0201	2 buildings	30+	30+	0	0	0	0	0	0.00	0.00
fumigation	0202	440,000 cu ft	15	0	26,400 ¹	1,760	275	26,400	(26,125)	21.59	93.59
siding-vinyl	0203	20,800 sq ft	25	10	364,200 ¹	14,568	2,276	218,520	(216,244)	178.69	774.71
wood railing	0204	1,150 sq ft	20	0	21,300 ¹	1,065	222	21,300	(21,078)	17.42	75.51
siding-wood	0205	650 sq ft	25	0	12,400 ¹	496	129	12,400	(12,271)	10.14	43.96
siding-shake	0206	2,000 sq ft	25	3	35,000 ¹	1,400	321	30,800	(30,479)	25.19	109.19
brick/stone veneer	0207	500 sq ft	30	5	7,750 ⁴	258	67	6,458	(6,391)	5.28	22.90
garage doors	0208	unit responsibility	n/a	n/a	0	0	0	0	0	0.00	0.00
PAINT											
stucco	0301	1,950 sq ft	15	3	2,000 ¹	133	17	1,600	(1,583)	1.31	5.67
vinyl siding	0302	20,800 sq ft	20	3	42,850 ⁴	2,143	379	36,423	(36,044)	29.78	129.13
wood siding & trim	0303	3,650 sq ft	4	0	5,650 ¹	1,413	59	5,650	(5,591)	4.62	20.03
doors-paint	0304	19 sides	6	3	1,300 ¹	217	7	650	(643)	0.53	2.30
metal -exterior	0305	8,250 sq ft	5	0	25,500 ¹	5,100	266	25,500	(25,234)	20.85	90.40
MECHANICAL											
gate operator-sliding (replace)	0401	1 @ ½ horsepower	16	15	3,600 ¹	225	2	225	(223)	0.18	0.80
gate operator-sliding (overhaul)	0402	1 @ ½ horsepower	16	7	1,100 ¹	69	6	619	(613)	0.51	2.19
PLUMBING											
distribution piping	0501	19 units	40	16	14,250 ¹	356	89	8,550	(8,461)	6.99	30.31
drainage/sewer piping	0502	allowance	2	1	500 ¹	250	3	250	(247)	0.20	0.89
fire sprinklers	0503	lifetime	30+	30+	0	0	0	0	0	0.00	0.00
water heater	0504	2 @ 100 gallons	7	3	10,100 ⁴	1,443	60	5,771	(5,711)	4.72	20.46
sump pump	0505	4 @ 1 horsepower	8	2	10,100 ⁴	1,263	79	7,575	(7,496)	6.19	26.86
natural gas system	0506	lifetime	30+	30+	0	0	0	0	0	0.00	0.00

COMPONENT INVENTORY

threshold = \$1,000

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AS OF: 1/1/2025

CATEGORY / COMPONENT	ID#	APPROXIMATE QUANTITY	LIFE IN YRS		CURRENT COST	ANNUAL DEPRE	RESERVES			MONTHLY CONTRIBUTION	
			USEFUL	REMAIN			ACTUAL	ACCUM DEPRE	SURPLUS/ (DEFICIT)	CURRENT	RECOMMEND
ELECTRICAL											
intercoms	0601	2 intercoms	12	0	3,900 ¹	325	41	3,900	(3,859)	3.19	13.83
lighting-exterior (building)	0602	8 fixtures	15	5	1,750 ⁴	117	12	1,167	(1,155)	0.95	4.14
lighting-functional	0603	10 fixtures	10	5	750 ⁴	75	4	375	(371)	0.31	1.33
electrical system	0604	unknown	n/a	n/a	unknown	0	0	0	0	0.00	0.00
POOL/ SPA											
plaster-pool	0701	600 sq ft	10	8	4,350 ¹	435	9	870	(861)	0.71	3.08
concrete deck	0702	600 sq ft	30+	30+	0	0	0	0	0	0.00	0.00
coping joint	0703	100 lin ft	8	6	800 ¹	100	2	200	(198)	0.16	0.71
coping/tile	0704	100 lin ft	20	18	4,550 ¹	228	5	455	(450)	0.37	1.61
heater	0705	1 @ 400,000 btu	12	4	4,200 ⁴	350	29	2,800	(2,771)	2.29	9.93
filter	0706	1 @ 60 sq ft	10	4	2,250 ⁴	225	14	1,350	(1,336)	1.10	4.79
pump/motor sets	0707	1 @ 1 horsepower	15	4	1,350 ⁴	90	10	990	(980)	0.81	3.51
furniture	0708	6 items	10	3	1,550 ⁴	155	11	1,085	(1,074)	0.89	3.85
LANDSCAPE/ HARDSCAPE											
asphalt seal coat	0801	4,800 sq ft	5	0	1,000 ¹	200	10	1,000	(990)	0.82	3.55
asphalt replacement	0802	4,800 sq ft	20	10	14,400 ¹	720	75	7,200	(7,125)	5.89	25.53
concrete-flatwork/walls	0803	lifetime	30+	30+	0	0	0	0	0	0.00	0.00
irrigation controller	0804	1 @ 12 stations	10	5	1,500 ⁴	150	8	750	(742)	0.61	2.66
back flow preventer	0805	1 @ 2 inches	15	8	1,100 ¹	73	5	513	(508)	0.42	1.82
landscape remodel	0806	placeholder	n/a	n/a	0	0	0	0	0	0.00	0.00
major tree trimming/removal	0807	operating budget	n/a	n/a	0	0	0	0	0	0.00	0.00
wrought iron	0808	10% of 550 ln ft/5 gates	30	15	3,600 ⁴	120	19	1,800	(1,781)	1.47	6.38

COMPONENT INVENTORYthreshold = \$1,000

ETIWANDA TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

AS OF: 1/1/2025

CATEGORY / COMPONENT	ID#	APPROXIMATE QUANTITY	LIFE IN YRS		CURRENT COST	ANNUAL DEPRE	RESERVES			MONTHLY CONTRIBUTION	
			USEFUL	REMAIN			ACTUAL	ACCUM DEPRE	SURPLUS/ (DEFICIT)	CURRENT	RECOMMEND
MISCELLANEOUS											
mailboxes-cluster	0901	20 mailboxes	20	3	1,750 ⁴	88	15	1,488	(1,473)	1.22	5.28
CONTINGENCY RESERVE	1001	5% of total annual expenditures - see "Reserve Expenditures by Year" schedule for details			<u>5,830</u>	<u>5,830</u>	<u>61</u>	<u>5,830</u>	<u>(5,769)</u>	<u>4.77</u>	<u>20.67</u>
TOTALS					<u>769,980</u>	<u>47,938</u>	<u>5,731</u>	<u>550,314</u>	<u>(544,583)</u>	<u>450.00</u>	<u>1,951.00</u>

COST SOURCES

- 1) In-house database. Developed from experience of costs for recent repairs, replacements, or restoration of components in similar properties.
- 2) Based on contractor proposal provided by association and/or information from association's vendors.
- 3) Based on actual cost of recent repair, replacement, or restoration of component - information provided by association.
- 4) National cost guide (National Construction Estimator, R.S. Means, LSI, etc.)
- 5) Per Mechanical Engineering Evaluation
- 6) Per information in previous non-RSI study

Percent Funded: ratio of the actual reserve balance to the component accumulated depreciation**1.04%**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BRADLEY NEVE (30-30-53M) 250 E Easy St Ste 7b Simi Valley, CA 93065	CONTACT NAME: PHONE (A/C, NO, EXT): (805) 581-5739 FAX (A/C, NO): 000-000-0000 E-MAIL ADDRESS: bneve@farmersagent.com	
INSURED ETIWANDA TOWNHOMES 6453 INDEPENDENCE AVE C/O TANDEM MANAGEMENT WOODLAND HLS, CA 91367-2608	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Truck Insurance Exchange	21709
	INSURER B: Farmers Insurance Exchange	21652
	INSURER C: Mid Century Insurance Company	21687
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDTL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:	Y	N	605094982	04/16/2025	04/16/2026	EACH OCCURRENCE	\$2,000,000
	DAMAGE TO RENTED PREMISES (Ea Occurrence)						\$75,000	
	MED EXP (Any one person)						\$5,000	
	PERSONAL & ADV INJURY						\$2,000,000	
	GENERAL AGGREGATE						\$4,000,000	
	PRODUCTS - COMP/OP AGG						\$2,000,000	
							\$	
B	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			605094982	04/16/2025	04/16/2026	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
	BODILY INJURY (Per person)						\$	
	BODILY INJURY (Per accident)						\$	
	PROPERTY DAMAGE (Per accident)						\$	
							\$	
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ ☐						EACH OCCURRENCE	\$
	AGGREGATE						\$	
							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N ☐ N/A ☐ If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTHER ☐	\$
	E.L. EACH ACCIDENT						\$	
	E.L. DISEASE - EA EMPLOYEE						\$	
	E.L. DISEASE - POLICY LIMIT						\$	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
7115 ETIWANDA AVE, RESEDA, CA, 91335

CERTIFICATE HOLDER

CANCELLATION

TANDEM MANAGEMENT 6453 INDEPENDENCE AVE WOODLAND HILLS CA 913672608	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

ACORD 25 (2016/03)
31-1769 11-15

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ETIWANDA TOWNHOMES HOMEOWNERS ASSOCIATION

Collection Policy

The effective and prompt collection of monthly and special assessments is critical to the operation of our Association. Only through the collection of these assessments can we pay our important bills, like utilities and insurance, and maintain our Association's common areas and our property values. With these facts in mind, the following is our assessment collection policy:

1. Monthly assessments effective January 1, 2003 are in the amount of \$ 230.00 and are due on the 1st day of each month. Billing statements are a courtesy. If you do not receive one, you are still expected to pay your assessment by the due date. Please contact the management company office to verify your address.
2. Assessments are delinquent if not received in the management company office on or before the 15th of the month. Postmarks cannot be verified. The late fee is \$23.00 or ten percent (10%) whichever is greater.
3. When assessments become delinquent by more than 60 Days the owner receives a letter from the management company requesting immediate payment.
This is a warning of lien letter.
4. If delinquent assessments are not paid within ten (10) days from the date of the letter from the management company, your account will be transferred to the Association's attorney who will be authorized and instructed to place a lien against your property. In that event, you will be charged all interest, late fees, costs, and reasonable attorney fees incurred in the collection of your assessments. The recording of a lien results in the immediate notification of credit rating bureaus.
5. Once the matter has been transferred to the attorney he will be authorized to commence a **foreclosure** action to enforce the lien. You will be responsible for significant additional costs and fees if a foreclosure action is commenced against your property.
6. Any owner who is unable to pay assessments is encouraged to make a written request for a payment plan to be considered by the Board of Directors. In order to avoid legal action, your Board is always willing to work with owners who are having temporary financial difficulty.

We appreciate your cooperation and understanding regarding the critical importance of assessment collections.

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

Lindley Gardens HOA DELINQUENCY POLICY

Prompt payment of assessments by all owners is critical to the financial health of the Association and to the enhancement of the property values of our homes. Your Board of Directors takes very seriously its obligation under the Declaration of Covenants, Conditions and Restrictions (CC&Rs) and the California Civil Code to enforce the members' obligation to pay assessments. The policies and practices outlined shall remain in effect until such time as they may be changed, modified, or amended by a duly adopted resolution of the Board of Directors. Therefore, pursuant to the CC&Rs and Civil Code, the following are the Association's assessment practices and policies:

1. Assessments, late charges, interest and collection costs, including any attorneys' fees, are the personal obligation of the owner of the property at the time the assessment or other sums are levied.
2. Regular monthly assessments are due and payable on the first day of each month. A courtesy billing statement is sent each month to the billing address on record with the Association. **However, it is the owner of record's responsibility to pay each assessment in full each month regardless of whether a statement is received.** All other assessments, including special assessments, are due and payable on the date specified by the Board on the Notice of Assessment, which date will not be less than thirty (30) days after the date of notice of the special assessment.
3. Any payments made shall be first applied to assessments owed and only after the assessments owed are paid in full, shall such payments be applied to late charges, interest, and collection expenses, including attorneys' fees, unless the owner and the Association enter into an agreement providing for payments to be applied in a different manner.
4. Assessments not received within thirty (30) days of the stated due date are delinquent and shall be subject to a late charge of Fifteen Dollars (\$15.00).
5. An interest charge at the rate of ten percent (10%) per annum will be assessed against any outstanding balance, including delinquent assessments, late charges and cost of collection, which may include attorneys' fees. Such interest charges shall accrue thirty (30) days after the assessment becomes due and shall continue to be assessed each month until the account is brought current.
6. If a special assessment is payable in installments and an installment payment of that special assessment is delinquent for more than thirty (30) days, all installments will be accelerated and the entire unpaid balance of the special assessment shall become immediately due and payable. The remaining balance shall be subject to a late charge and interest as provided above.
7. A first notice of past due assessment ("late letter") will be prepared and mailed once an assessment becomes delinquent. A forty-five dollar (\$45.00) charge for the late letter will be made against the delinquent owner's account.
8. If an assessment is not received within forty-five (45) days after the assessment becomes delinquent, the Association or its designee, in the event the account is turned over to a collection agent, will send a pre-lien letter to the owner as required by Civil Code by

certified and first class mail, to the owner's mailing address of record advising of the delinquent status of the account, impending collection action and the owner's right to request that the Association participate in some form of internal dispute resolution process ("IDR"). The owner will be charged a fee for the pre-lien letter. Notwithstanding the provisions of this Paragraph, the Association may (i) send a pre-lien letter to a delinquent Owner at any time when there is an open escrow involving the Owner's Unit/Lot, and/or (ii) issue a pre-lien letter immediately if any Special Assessment becomes delinquent.

9. If an owner fails to pay the amounts set forth in the pre-lien letter and fails to request IDR within thirty (30) days of the date of the pre-lien letter, the Board shall decide, by majority vote in an open meeting, whether to authorize a collection service to record a lien for the amount of any delinquent assessments, late charges, interest and/or costs of collection, including attorneys' fees, against the owner's property. If the Association authorizes a collection service to record a lien against the owner's property, the owner will be charged for the fees and costs of preparing and recording the lien. The lien may be enforced in any manner permitted by law, including, without limitation, judicial or non-judicial foreclosure.
10. Once the matter has been transferred to a collection service, the collection service may be authorized to commence a non-judicial foreclosure action to enforce the lien if and/or when thirty (30) days have passed since the lien was recorded and either (a) the delinquent assessment amount totals One Thousand, Eight Hundred Dollars (\$1,800) or more, excluding accelerated assessments and specified late charges and fees or (b) the assessments are delinquent for more than twelve (12) months. You could lose ownership of your property if a foreclosure action is completed. You will be responsible for significant additional fees and costs if a foreclosure action is commenced against your property.
11. The decision to foreclose on a lien must be made by a majority of the Board of Directors in an Executive Session meeting and the Board of Directors must record their votes in the minutes of the next open meeting of the Board. The Board must maintain the confidentiality of the delinquent owner(s) by identifying the matter in the minutes by only the parcel number of the owner's property. Prior to initiating any foreclosure sale on a recorded lien, the Association shall offer delinquent homeowners the option of participating in IDR or Alternative Dispute Resolution ("ADR").
12. An owner is entitled to inspect the Association's accounting books and records to verify the amounts owed pursuant to Corporations Code Section 8333.
13. In the event it is determined that the owner has paid the assessments on time, the owner will not be liable to pay the charges, interests, and costs of collection associated with collection of those assessments.
14. An owner has the right to dispute the assessment debt by submitting a written request for dispute resolution to ALS for delivery to the Association pursuant to Civil Code.
15. 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.

16. An owner has the right to request alternative dispute resolution with a neutral third party pursuant to Civil Code before the association may initiate foreclosure against the owner's separate interest, except that binding arbitration shall not be available if the Association intends to initiate a judicial foreclosure.
17. Any owner who is unable to pay assessments will be entitled to make a written request for a payment plan to the collection service to be considered by the Board of Directors. An owner may also request to meet with the Board in executive session to discuss a payment plan if the payment plan request is mailed within fifteen (15) days of the postmark date of the pre-lien Letter. The Board will consider payment plan requests on a case-by-case basis and is under no obligation to grant payment plan requests. Payment plans shall not interfere with the Association's ability to record a lien on an owner's separate interest to secure payment for the owner's delinquent assessments. If the Board authorizes a payment plan, it may incorporate payment of ongoing assessments that accrue during the payment plan period. If a payment plan is approved, additional late fees from the homeowner will not accrue while the owner remains current under the terms of the payment plan. If the owner breaches an approved payment plan, the Association may resume its collection action from the time the payment plan was approved.
18. Nothing herein limits or otherwise affects the Association's right to proceed in any lawful manner to collect any delinquent sums owed to the Association.
19. Prior to the release of any lien, or dismissal of any legal action, all assessments, late charges, interest, and costs of collection, including attorneys' fees, must be paid in full to the Association.
20. The Association shall charge the owner a Twenty Dollar (\$20.00) fee for the first check tendered to the Association that is returned unpaid by the owner's bank and Thirty-Five Dollars (\$35.00) for each subsequent check passed on insufficient funds. If the check cannot be negotiated, the Association may also seek to recover damages of at least One Hundred Dollars (\$100.00), or, if higher, three (3) times the amount of the check up to One Thousand, Five Hundred Dollars (\$1,500.00) pursuant to Civil Code.
21. Owners have the right to provide a secondary address for mailing for purposes of collection to the Association. The owner's request shall be in writing and shall be mailed to the Association in a way that shall indicate that the Association has received it. An owner may identify or change a secondary address at any time, provided that, if a secondary address is identified or changed during the collection process, the Association shall only be required to send notices to the indicated secondary address from the point the Association receives the request.
22. Until the owner has paid all amounts due, including delinquent assessments, late charges, interest and costs of collection, including attorneys' fees, the Board of Directors may suspend the owner's right to vote, and suspend the owner's right to use the Association's recreational facilities after providing the owner with a duly noticed hearing pursuant to Civil Code. However, any suspension imposed shall not prevent the delinquent owner from the use, benefit and pleasure of the owner's lot.
23. **The mailing address for overnight payment of assessments is:**
6453 Independence Avenue, Woodland Hills, CA 91367

Disclosure Regarding Approval Needed to Make Physical Changes to Property

According to the Association's governing documents, approvals are made by Board of Directors, and all changes to the common area and/or to the exterior of any unit/lot by an owner require the prior written approval of the Association's Board of Directors (and in some cases a certain percentage of the owners must approve such a change.)

Owners must submit a written application identifying the proposed change(s) to the Board. The application must be specific and include all the required plans, forms, and insurance information required by the governing documents for your association. (application must be complete), in writing, within 30 days subject to appropriate conditions required by the Board, pursuant to the Association's governing documents.

The owner may seek reconsideration by the Board of Directors (in an open meeting held in accordance with Civil Code Section 1363.05) of the decision made by the Architectural Committee unless the Architectural Committee has the same membership as the Board of Directors. If applicable, the Board of Directors will respond to the request within 30 days of such request.

Etiwanda Townhomes Homeowners Association

PLEASE RETAIN with HOA Documents

MOLD POLICY Effective

Because of the proliferation of mold-related claims against homeowners associations, and because of the lack of insurance coverage for mold claims, the Board of Directors deems it appropriate to develop a mold policy.

1. The Federal Environmental Protection Agency (EPA) guidelines specifically states that there is no practical way to eliminate all mold and mold spores in the indoor environment. Mold is found everywhere. The way to control indoor mold and growth is to control moisture. The fact that you may have mold should not be the cause of great concern; however, you need to take action to resolve the problem.
2. The Association will generally be responsible for water damage and mold-related claims if the moisture emanates from an area that is under the Association's control and/or is maintained and repaired by the Association, provided that proper and timely notice is provided to the Association pursuant to this policy.
3. The Association will generally be responsible for moisture-related damage, including mold, if it emanates from a leak from a roof, certain window leaks (excluding those leaks emanating from areas which are the homeowner's responsibility to maintain under the Association's CC&Rs), plumbing in the Common Area walls, sink or toilet backups that are a result of blockage in a Common Area pipe that is the Association's responsibility to maintain, and Common Area planter boxes. The Association will not be responsible for mold if it is caused by certain window leaks, a leaking or dripping plumbing fixture or appliance (including a shower pan) or an overflow from a sink, toilet or bathtub/shower as those are areas/items that are the owner's responsibility. In any event, the Association will only be responsible for mold if the moisture intrusion or leak is reported to the Association, in writing, within 24 hours of the occurrence of the actual leak, not 24 hours from the time the leak is first discovered. If the homeowner allows the moisture to remain in the Unit for longer than 24 hours, the Association cannot be held responsible for the mold, if any, that develops. Timely report all water leaks to Management/Board.

4. Homeowners are encouraged to eliminate any potential sources of moisture within their Unit that would breed the growth of mold. All sinks, bathtubs, toilets and related drips or overflows must be emptied, cleaned and the areas dried within 24 to 48 hours to prevent mold growth.

5. Should the homeowner fail to maintain their Unit in violation of the Association's Governing Documents and 1364(a) of the Civil Code, or fail to report water intrusion within their Unit in a timely manner as set forth in Paragraph 3 herein or otherwise, and water damage and/or mold growth results, the homeowner must allow the Association and its agents access to the Homeowner's Unit as needed to effectuate the repairs/mold remediation within the Unit and to prevent potential damage to other homeowner's Units and the Common Areas. The cost of such repairs/mold remediation will be charged back to the homeowner in the form of a special assessment in accordance with the governing documents of the Association and Civil Code 1366 and 1367.1.

6. The Association will respond to Common Area-related water intrusion and leaks as soon as possible after they are reported. However, all residents should take immediate action to eliminate mold if mold has developed within their Unit to mitigate the damage.

7. Both the Federal EPA guidelines and the California Department of Health Services Guidelines specify that so long as the moisture is removed within 48 hours, there is no reason for concern regarding mold. Thus, mold testing is not required every time a water leak occurs. In any event, in instances where the Association has responsibility to address water leaks, the Association's Board of Directors shall exercise proper discretion in determining whether mold testing would be appropriate in a particular circumstance. Similarly, Owners should exercise proper discretion in determining whether their Unit should be tested for mold when water leaks occur that are the Owner's responsibility to address.

8. To the extent a water damage claim is covered by insurance, the Association will be responsible for the deductible on any damage claim that results from an area that is under the Association's control and/or is repaired or maintained by the Association. Otherwise, the Homeowner whose Unit caused the damage will be responsible for the deductible.

9. Homeowners are required to provide access to their Units to the Association or its agents for both the investigation and the remediation of any water damage/mold claims, regardless of whether the water damage/mold claim originated within the Unit or the Common Area.

10. Homeowners are encouraged to obtain their own insurance to cover water and moisture damage claims for damage to the interior of their Unit, personal property and liability for damage to the Common Area or another Unit.

1. Mold that has already developed in a limited quantity can usually be removed by mixing 3 parts water to 1 part bleach, allowing the solution to stand on the surface for 10 minutes, and then scrubbing the mold with a brush, rinsing the affected surface and airing it dry. Use a mask and gloves when removing mold. All material that may have moldy residues should be bagged and disposed.

Etiwanda Townhomes Association

4528. The form for billing disclosures required by Section 4530 shall be in at least 10-point type and substantially the following form:

CHARGES FOR DOCUMENTS PROVIDED AS REQUIRED BY SECTION 4525*

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.

Property Address: _____

Owner of Property: _____

Owner's Mailing Address: _____

(if known or different from property address)

Provider of the **Section 4525** Items:

Martin Wilson	CCAM	Tandem Property Management	11-24-2025
Print Name	Position or Title	Association or Agent	Date Form Completed

Check or Complete Applicable Column or Columns Below:

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App)
Articles of Incorporation (or statement that not incorporated)	Section 4525(a)(1)	\$40.00	
CC&Rs	Section 4525(a)(1)	\$60.00	
Bylaws	Section 4525(a)(1)	\$45.00	
Operating Rules	Section 4525(a)(1)	\$40.00	
Age Restrictions, if any	Section 4525(a)(2)		Refer to the Demand
Rental Restrictions, if any	Section 4525(a)(9)	\$10.00	Refer to CC&Rs
Annual Budget Report (or summary, including Reserve Study)	Sections 5300 and 4525 (a)(3)	\$45.00	
Assessment and Reserve Funding Disclosure Summary	Sections 5300 and 4525 (a)(4)		Included in Budget
Financial Statement Review	Sections 5305 and 4525(a)(3)	\$40.00	
Assessment Enforcement Policy	Sections 5310 and 4525(a)(4)		Included in Budget
Insurance Summary	Sections 5300 and 4525 (a)(3)		Included in Budget
Regular Assessment	Section 4525(a)(4)		Refer to the Demand
Special Assessment	Section 4525(a)(4)	\$10.00	Refer to the Demand
Emergency Assessment	Section 4525(a)(4)		Refer to the Demand

Order: K2LY37QV6

Address: 7115 Etiwanda Ave Unit 2

Order Date: 08-03-2026

Document not for resale

HomeWiseDocs

Etiwanda Townhomes Association

Document	Civil Code Section Included	Fee for Document	Not Available (N/A) or Not Applicable (N/App)
Other Unpaid Obligations of Seller	Sections 5675 and 4525(a)(4)		Refer to the Demand
Approved Changes to Assessments	Sections 5300 and 4525(a)(4), (8)		Included in Budget
Settlement Notice Regarding Common Area Defects	Sections 4525(a)(6), (7) and 6100		Refer to the Demand
Preliminary List of Defects	Sections 4525(a)(6), 6000 and 6100		Refer to the Demand
Notice(s) of Violations	Sections 5855 and 4525(a)(5)		Refer to the Demand
Required Statement of Fees	Section 4525	\$237.00	aka Demand
Minutes of Regular Board Meetings (conducted over the previous 12 months, if requested)	Section 4525(a)(10)	\$60.00	
Total fees for these documents:		\$ \$587.00	

*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.

re there any rental restrictions? Please review the CC&R's

This is a minimum document offering required to meet CA statute 4525. You may opt to acquire additional documents including, but not limited to, Meeting Minutes, Reserve Studies, Insurance Declaration Pages, and/or property inspections not mandated by law but helpful to the prospective buyer(s) and/or their agent to make a more informed decision regarding the subject property.

Please note: The fees listed are an estimate and the actual fees charged for the documents may be different than this amount. Other fees including, but not limited to, Transfer Fees, Capital Contributions, Collection fees, etc. may be assessed to each property and will be disclosed on the Statement of Fees (Demand), and are not included within estimated charges outlined within this form.

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

Summary of Internal Dispute Resolution Process and Alternative Dispute Resolution Procedures Civil Code § 5900 Enacted 1/1/2014

I. ASSOCIATION'S INTERNAL DISPUTE RESOLUTION PROCESS ("IDR").

In accordance with Civil Code § 5900 et seq., the Association has adopted the following internal dispute resolution process to be followed by the Association and owners in connection with disputes relating to the enforcement of the Association's governing documents, the Davis-Stirling Common Interest Development Act (Civil Code § 4000 et seq.) and § 7110 et seq. of the Nonprofit Mutual Benefit Corporation Code (collectively, the "Disputes").

Either party to a Dispute 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) An owner 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.
- (6) The agreement reached binds the parties and is judicially enforceable if both of the following conditions are satisfied: (a) The agreement is not in conflict with law or the governing documents of the common interest development or association; and (b) 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."

Please note that a member of the association may not be charged a fee to participate in the process.

II. ALTERNATIVE DISPUTE RESOLUTION ("ADR").

Please be advised that California Civil Code § 5925 et seq. requires that the Association and owners endeavor to submit certain types of disputes to ADR prior to initiating a lawsuit. This notice merely provides a summary of the statute. If there is a dispute which may require ADR pursuant to Civil Code § 5925 et seq., please review all of the provisions of the statute or seek your own independent legal counsel.

PARTIES BOUND BY THE STATUTE

The parties required to comply with the new statute are the Association (through the Board of Directors) and any owners of record.

DISPUTES SUBJECT TO THE STATUTE (QUALIFYING DISPUTES)

§ 5930 provides that the Association or owners may not file an enforcement action in the Superior Court unless the parties have endeavored to submit their dispute to ADR. An “enforcement action” is defined as a civil action or other proceeding for any of the following purposes:

- (1) Enforcement of the Davis-Stirling Common Interest Development Act (Civil Code § 4000 et seq.);
- (2) Enforcement of the California Nonprofit Mutual Benefit Corporation law, commencing with Corporations Code § 7110; or
- (3) Enforcement of the Association’s governing documents.

Where, however, an owner has a private dispute with another owner or a tenant, or the Board has a dispute with a third party such as a landscaper, such a dispute is not within the confines of the statute.

DISPUTES SPECIFICALLY EXCLUDED FROM THE STATUTE

The ADR statute applies only to an enforcement action that is solely for declaratory, injunctive or writ relief, or for that relief in conjunction with a claim for monetary damages not in excess of \$5,000. The following types of disputes are specifically excluded from being required to resort to ADR:

- (1) A Small Claims action;
- (2) Assessment collection, except as provided for in Civil Code § 5658;
- (3) Claims for money damages in excess of \$5,000 in conjunction with a claim for declaratory, injunctive or writ relief;
- (4) Action for preliminary or temporary injunctive relief; and
- (5) The filing of a cross-complaint in response to a complaint already filed.

COMPLIANCE PROCEDURES

A. INITIATING PARTY. The party pursuing the dispute, prior to filing any lawsuit, must serve on the other party a “Request for Resolution” including the following information and language:

- (1) A brief description of the dispute;
- (2) A request that the matter be submitted to ADR;

2014 Enacted Internal Dispute Resolution and Alternative Dispute Resolution Summary

- (3) A notice that the party receiving the Request for Resolution (the “Responding Party”) is required to respond thereto within thirty (30) days of receipt or it will be deemed rejected; and
- (4) If the party on whom the Request is served is an owner: a copy of Civil Code § 5925 et seq.

B. SERVICE. A Request for Resolution may be served by personal delivery, first-class mail, express mail, facsimile transmission or other means reasonably calculated to provide the Responding Party actual notice of the Request.

C. RESPONDING PARTY’S OBLIGATION. Upon receipt of a Request for Resolution, the Responding Party, whether the Association or an owner, has thirty (30) days in which to either accept or reject the Request. In the event no such response is received, the Request is deemed “rejected.”

D. TIME FOR COMPLETION OF ADR. Where the Request is accepted, the parties must complete the ADR within ninety (90) days of receipt of the acceptance. However, the parties can stipulate in writing to extend this period.

E. COST OF ADR. The cost of ADR shall be borne by the parties.

F. TOLLING OF STATUTE OF LIMITATIONS. If a Request for Resolution is served before the end of the applicable statute of limitations, the time limitation is tolled for certain periods specified in Civil Code § 5945.

G. CERTIFICATE. In the event that a lawsuit is eventually commenced, the party filing must file with the initial pleading a certificate stating that one or more of the following conditions is satisfied: (1) alternative dispute resolution has been completed in compliance with § 5925 et seq.; (2) one of the parties to the dispute did not accept the terms offered for alternative dispute resolution; or, (3) preliminary or injunctive relief is necessary.

CONSEQUENCES FOR FAILURE TO COMPLY WITH THE ADR LAW

The failure to file the aforementioned certificate with the Court is grounds for a demurrer or motion to strike unless the Court finds that dismissal of the action for failure to comply would result in substantial prejudice to one of the parties. Additionally, in awarding attorney’s fees and costs, a court may consider whether a party’s refusal to participate in ADR before commencement of the enforcement action was reasonable. As a result, it is important to seek independent counsel in the event that you, as an owner have further questions.

Failure of a member of the association to comply with the alternative dispute resolution requirements of § 5930 of the Civil Code may result in the loss of your right to sue the association or another member of the association regarding enforcement of the governing documents or the applicable law.

The preceding summary has been provided in accordance with Civil Code §5965.

Etiwanda Townhomes Homeowners Association

Association Rules of Conduct

Ratified August 13, 2010

Please retain for your records

Additional copies are available by calling

Tandem Management at:

818-883-4202

ETIWANDA TOWNHOMES CONDOMINIUM ASSOCIATION, INC.

7115 ETIWANDA AVENUE, RESEDA, CA 91335

ASSOCIATION RULES OF CONDUCT

(Ratified August 13, 2010)

The following rules have been adopted in order to insure that all owners and residents are able to use and enjoy the complex. Willful violation of these rules is punishable as follows:

- 1st violation -warning, EXCEPT where designated an automatic fine.
- 2nd violation – Hearing and possible \$25.00 fine.
- 3rd and subsequent violations -additional \$25.00 increments.

The fines are added to the Maintenance Assessment that is paid each month and are subject to the same rules of collection. Any damage caused to property or common areas will be assessed and collected in the same manner. Prior to any fines being imposed upon a member, as per Civil Code 1363(h), the member will be notified in writing at least 10 days in advance of a hearing date. The owner who committed the alleged violation shall have the opportunity to appeal such violation by speaking before the Board at a hearing. Within 15 days of the conclusion of the hearing, the Board shall advise in writing whether or not they are imposing a disciplinary action, including a possible fine. As always, all homeowners are encouraged to attend monthly meetings. Violations by visitors will result in fines against the Unit they are visiting. Owners are responsible for the conduct of their guests, renters, and/or occupants. The Board of Directors may, pursuant to the CC&R's, amend this list at anytime.

NOISE:

1. Loud noise that disturbs neighbors is not allowed. No excessive noise is allowed at anytime. Noise is not to be so loud as to interfere with normal conversation in adjacent common areas or units.
2. No "Horn Honking" in the immediate vicinity of the buildings or in the alley.
3. The operation of audio equipment in the common area, or if audible in the common area, including cars stereos is prohibited.
4. Improperly muffled motor vehicles are not allowed in the alley, garages, or near the building.

TRASH:

1. Trash is to be placed ***IN*** the dumpster. If the dumpster is full, you must keep your trash within your unit until the dumpster is emptied.
2. No furniture, un-collapsed boxes, or other large objects may be placed in the dumpster at anytime. If you have a large item to dispose of -call Tandem Management for instructions.
3. Bag ***ALL*** trash before placing into the dumpster.
4. All local, city, and state laws regarding hazardous waste disposal are to be followed, including (but not limited to) the ban on used engine oil dumping.
5. Mattresses, furniture or other large objects are not allowed in trash bins. Other arrangements should be made for these types of trash. For "Bulky Item Pick-up," call (800) 773-2489 or go to internet address: http://www.ci.la.ca.us/san/solid_resources/refuse/service_request.htm.

Order: K2LY37QV6

Address: 7115 Etiwanda Ave Unit 2

Order Date: 08-03-2026

Document not for resale

HomeWiseDocs

8/14/2010

PETS:

1. All pets must be housed inside your unit.
2. In the common areas, pets must be carried or restrained on a leash, accompanied by a visitor or resident.
3. Pets may be kept within any garage or balcony areas, as long as it does not disturb any neighbor.
4. Excrement must be cleaned up promptly and may not be washed into the drainage system, or left on the common areas.
5. Pet noise must not disturb neighbors.

VEHICLES AND GARAGES:

1. No unattended vehicle may be parked in the common area blocking any garage even if the garage is your own. Vehicles are subject to ***TOWING WITHOUT WARNING***.
2. All through fares are considered fire and emergency access roads. Any vehicle parked in common areas other than assigned parking spaces are prohibited and will be towed. Civil Code and State Laws take priority over governing documents.
3. The **SPEED LIMIT** is 5 m.p.h. Please drive carefully and watch for pedestrians.
4. Illegal parking in front of or next to the dumpster will be liable for any charges incurred if disposal has to return at a later time. Offenders will be towed away at the vehicle owner's expense.
5. Garage doors are to remain closed except while attended.
6. Garages are not to be converted to living spaces.
7. Radios or other equipment used in your garage are not to be so loud as to interfere with normal conversation in adjacent common area.
8. Drains in the driveway are for water ***ONLY***. No other substance, liquid, or solid, may be put into them. Violation of this rule will subject you to all the costs of necessary drain cleaning, pump repair, and/or any other costs, in addition to any applicable fines.
9. Any vehicle blocking access to the garage, alley etc. will be towed ***WITHOUT*** warning at the owners expense (stopping by entrance of alley to walk and pick up the mail is prohibited).
10. Excessive waste of water in/around garages (such as washing down the garages, letting excessive water flow from a unit's garage) is prohibited. The washing of a vehicle without using a hose with a self-closing, shut-off device is prohibited. The washing of a non-resident vehicle or a commercial vehicle is prohibited.
11. Vehicle maintenance/repair in a common area or in front of the buildings is ***PROHIBITED***.

POOL:

USE AT YOUR OWN RISK

1. Hours are from 8:00 am to 10:00 pm. No owner, resident or guest shall be in the pool area after 10 p.m. for any reason.
2. No more than seven (7) visitors or guests of residents are allowed to use the pool. Visitors or guest must be accompanied by their host(s) at all times.
3. Pool parties are not permitted. A group of more than nine (9) persons from the same unit (counting residents and guests) shall be considered a pool party group.
4. Children 14 years and under must be supervised by an adult. Babies not toilet trained may ***NOT*** use the pool (This is a state law).
5. No glass containers are allowed in or around the pool area.
6. Appropriate apparel must be worn while in the pool.
7. Portable audio equipment may be operated (in this area only) at low to moderate volume while using the pool area.
8. Diving and/or use of any object as a jumping platform is ***PROHIBITED***.
9. No motorized or electronic powered vehicles, bicycles, roller skate, skateboards or other similar items will be allowed in the pool area at ANY TIME.
10. Pool equipment may only be used by authorized personnel.
11. No running or horseplay in or around the pool area.
12. No eating, smoking, or drinking while in the water or on the rims of the pool.

13. No pets of any kind in the pool.
14. The gates to the pool area shall remain closed and latch at all times to comply with State Law for commercial pools. Climbing or jumping over the fence surrounding the pool area is prohibited.
15. Upon close of escrow, owner should receive (1) key to the pool area from seller. Replacement keys thereafter may be obtained by contacting the management company or a member of the Board of Directors. **Cost replacement keys is \$25 each.**

ROOF ACCESS:

The roof may be accessed only after the notification of the ETCA managing agent by phone. A message left with the answering service is sufficient during non business hours.

WATER TURNOFF:

At ***NO TIME*** is the main water connections to be turned off without prior Board of Directors or Tandem Management approval ***-EXCEPT for*** emergencies. Water shutdown to a building must be requested at least 3 days in advance. During emergencies, residents can obtain the key to the closets from any of the member of the Board of Directors.

STORAGE/FRONT OF UNITS/PATIOS:

1. No personal property is allowed to be stored in the common areas or on patios, or left unattended (with the exception of barbeque grills, patio furniture, and planters). Personal property must be stored within your unit. Any expense incurred removing such property will be the responsibility of the owner of the property or the unit's owner.
2. Front porches/patio and balconies must be kept attractive and maintained in a neat and tidy manner. No articles of any kind shall be draped over the patio fences or balcony ceilings. These areas are for patio furniture, plants or barbeques. Sunscreens are allowed, as long as they are kept attractive.
3. Planters or other ornamentation on the balcony edges is allowed only under the following condition: the homeowner must pay for an inspector, picked by Tandem Management Company, to certify that the objects are safely secured to the balcony.
4. No permanent structures are allowed on the front porches/balconies.
5. Any and all exterior modifications are subject to prior approval by the Board.
6. No large objects are to be stored on the balconies -such as refrigerators. No laundry, rugs, or other items can be hung from the balconies, etc.
7. Screens and windows must be kept in good repair and attractive -No screens with holes or rust are allowed. No laundry can be hung from windows, doors, or railings.
8. Owners are responsible for the maintenance of the interior of their unit. They are also responsible for maintaining the cleanliness of the common areas around their units.
9. Garage sales are prohibited except when sanctioned by the HOA.

RENTALS:

1. Owners are responsible for providing all tenants with a copy of the most recent rules and regulations.
2. Non-resident owners are obligated to deliver proof every time they lease or rent their units that their leases or rental agreements are in compliance with the CC&Rs by completing and submitting to the Association the attached compliance form (Attachment) along with a copy of the lease.
3. Tandem Management and/or Board of Directors must be notified of the names of occupants living in or renting a unit.
4. Renters must abide by these rules and the CC&R's.

ABUSIVE BEHAVIOR:

Visitors and residents are expected to respect the rights of others. Any harassment or threatening behavior towards others in, from, or around the common areas or units will not be tolerated.

COMMON AREA:

1. No bicycle riding, skating, or skateboarding on the property -except when entering or exiting through the alley to/from a garage.
2. No sports activity, playing or mischievous behavior is allowed on the driveway or common areas (includes parties, etc.).
3. No mischievous behavior is allowed in/around common area patios.
4. No loud noises and/or noisy parties
5. No writing, marking, painting, or causing damage to the patios, common areas, and/or property.
6. No littering or causing litter in or around the common areas and in front of the buildings. Trash, cigarette or cigar butts or other material are to be disposed in the appropriate containers. Nothing is to be disposed of in the common areas.
7. No loitering, drinking, or smoking in or around the common areas (to include walkway to the mailboxes and front stairs). Residents and their guest may "hang out" at their respective patio/balcony areas.
8. Any damage to buildings, recreation facilities or equipment and/or other common areas or properties caused by an owner, his/her family, tenants, guest or employees or contractors, shall be at the expense of the applicable owner.

BARBECUING:

1. Barbecuing is permitted in front of the units at the patio outside the edge (farthest away from the buildings). Please keep noise at a minimum during this activity.
 - a. Please help keep the front of the units looking attractive.
 - b. Any cleanup of a patio or common area due to barbecuing is the responsibility of the unit. If our grounds/maintenance personnel have to clean up after you, you will be charged for the cost of the cleanup.
 2. Barbequing on a balcony or in the garage is a safety fire hazard and is dangerous. This is *PROHIBITED*.
 3. Excessive smoke is prohibited. Each unit is responsible for limiting excessive smoke occurring from this activity. Remember smoke travels and can get into other units, soiling their curtains, furnishings, etc. Excessive smoke can also cause the outside of the buildings to become soiled with smoke and soot. You are responsible for any and all damages due to barbequing. Any behavior which causes property damage is prohibited. In addition to any fines, you will be held liable for the cost to repair damage.
-

When a violation occurs, it is each and every unit's responsibility to inform the violator of the rule and regulation that is in violation or to call the Tandem Management Company to report the violation at (818) 883-4202. If no one is there, you may leave a message, but leave your name, address, and telephone number. Or you may write a letter with your complaint. You may also contact the Board of Director via email at etiwandatownhomes@gmail.com. Please *DO NOT* disturb a board member -unless it is an emergency or where life or property may be in danger. Don't forget that you can call the police on problems such as loud noisy units, where life or property may be in danger, or criminal activities. Common Area is defined as: All areas on the property of Etiwanda Townhomes/Condos not occupied by a building or unit. This includes the walkways, driveway (alley), pool area, common patio area (located at the northwest end of building #1) and front lawn and sidewalk. Alley (Driveway) is defined as: The total driveway between the two ETCA buildings from the far west end of the drive to Etiwanda Avenue.

ETIWANDA TOWNHOMES HOA

SATELLITE POLICY

The following is the official policy as adopted by the Board of Directors. This policy complies with current FCC regulations and is subject to change.

1. Owners / residents may install one satellite dish which is one meter or less in size on property designated as the unit or on property within that owner's exclusive use or control. This includes patio walls, patios, and the exterior building wall within the patio area.
2. The dish may not be installed on the common area (i.e. the roof) unless prior written permission is granted by the Board of Directors. The dish must be located out of view of the street. Owners may not puncture walls to run cables.
3. Reasonable screening or camouflage is required if the dish is visible from any common area or from any other unit. This may include painting the dish to match the surrounding color or strategically placing a plant or vines.
4. Owners must provide for removal and reinstallation when the building needs to be painted. If, in the Association's opinion, the dish falls into disrepair, owners must remove the dish and restore the property to its original condition.
5. Owners may be held liable for personal injury or property damage caused by the installation, use, or maintenance of the dish.
6. The Association may assess a penalty against an owner who violates the above guidelines.

**ETIWANDA TOWNHOMES CONDOMINIUM ASSOCIATION, INC.
7115 ETIWANDA AVENUE, RESEDA, CA 91335
ASSOCIATION RULES OF CONDUCT**

FINE POLICY

(Ratified August 13, 2010)

The following rules have been adopted in order to insure that all owners and residents are able to use and enjoy the complex. Willful violation of these rules is punishable as follows:

1st

Violation -warning, EXCEPT where designated an automatic fine.

2nd

Violation – Hearing and possible \$25.00 fine.

3rd and subsequent violations -additional \$25.00 increments.

The fines are added to the Maintenance Assessment that is paid each month and are subject to the same rules of collection. Any damage caused to property or common areas will be assessed and collected in the same manner.

Prior to any fines being imposed upon a member, as per Civil Code 1363(h), the member will be notified in writing at least 10 days in advance of a hearing date. The owner who committed the alleged violation shall have

the opportunity to appeal such violation by speaking before the Board at a hearing. Within 15 days of the conclusion of the hearing, the Board shall advise in writing whether or not they are imposing a disciplinary action, including a possible fine. As always, all homeowners are encouraged to attend monthly meetings.

Violations by visitors will result in fines against the Unit they are visiting. Owners are responsible for the conduct of their guests, renters, and/or occupants. The Board of Directors may, pursuant to the CC&R's, amend this list at anytime.



6453 Independence Ave.
Woodland Hills, CA 91367
818-883-4202 ~ Info@LyonsPM.com

****ATTENTION AND PLEASE READ****

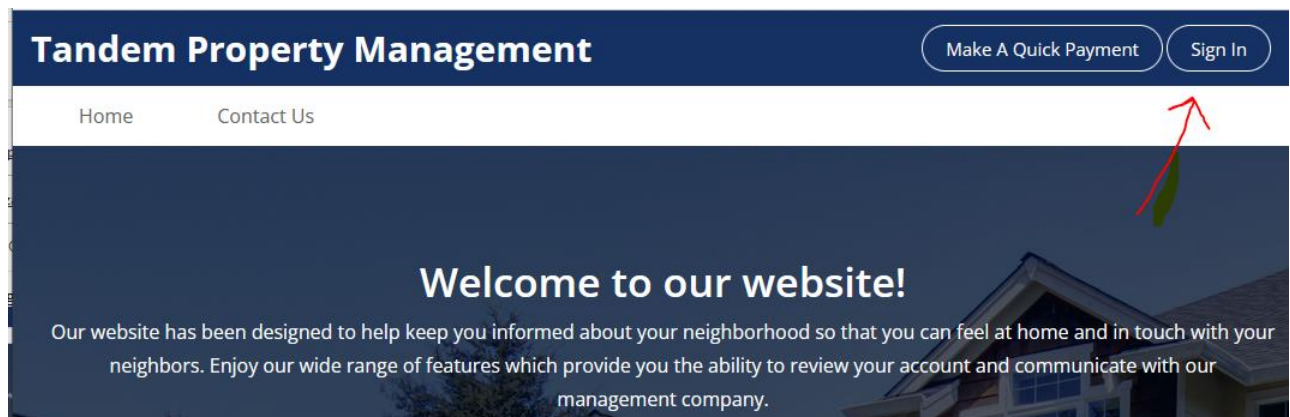
We are excited to introduce to you our monthly assessment payment system!

At Tandem Property Management we provide homeowners with 4 convenient ways to pay. Please follow the applicable instructions to ensure your homeowner assessment payment is credited to your account.

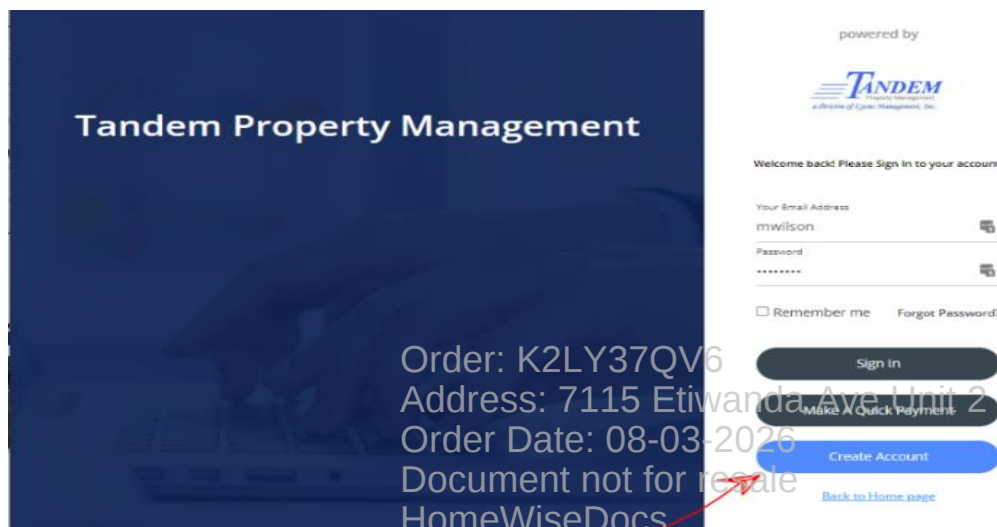
1. **Pay through the portal:** To pay via the portal you will need to set up an account. Please follow the links and instructions below on how to set up your portal account.

Please go to: <https://tandem.cincwebaxis.com>

To start, simply click on the "Sign In" button and create a new account.



and create a new account:



Fill in all the information you can and be sure to pay special attention to your email address:

Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)			
Account Number:		Last Name: *	
First Name: *		Street Name: *	
Street Number:		City: *	
Address Line 2:		Zip: *	
State: *		Work Phone:	
Unit Number:			
Home Phone:			
Mobile Phone:			
*Indicates required field			

Directory Listing - Do you want to be listed in the community online directory?	
By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.	
Show / Opt-in:	☐
Display Name:	☐
Display Address:	☐
Display Email Address:	☐
Display Phone Number:	☐

Login Information	
Email Address: *	

Once you submit your information, your request will be sent to the validation team, and after your account is validated, you will receive an email. Then you can log on to set up your one-time payment or recurring payment via the "Pay Assessments" Tab. You can also see your transaction history via the portal.

2. **Pay by Automated Electronic Payments (Pay by ACH):** If you would like your monthly assessment payment deducted from your bank account every month you can register for ACH payments. To register please complete the enclosed ACH form and return it with a copy of a void check. You can email your form to: Accounting@LyonsPM.com or mail them to:

ASSOCIATION NAME

C/O Tandem Property management
2500 Townsgate Road, Suite K
Westlake Village, CA 91361

3. **Lockbox Service (Payments via check):** Please mail your check to the mail address listed below.

Tandem Property Management
Remittance Processing
P.O. Box 980653
West Sacramento, CA 95798

4. **Bank Bill Pay (Pay through your bank):** If you currently use an online bill pay service through your bank, please login to your bank's online service and delete your existing payment profile. To ensure your payment is posted promptly, you will need to create a new payment profile that includes the information below:

Tandem Property Management
Remittance Processing
P.O. Box 980653
West Sacramento, CA 95798

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

HOA Homeowner ACH Debit Authorization Agreement

AUTHORIZATION AGREEMENT FOR DUES, ASSESSMENTS AND FEES (ACH DEBITS)

Association: _____ Property Address: _____ unit # _____

Owner Name: _____ Email Address: _____
(Please print) (Please print)

I (we) hereby authorize Tandem Property Management, hereinafter called COMPANY, to initiate debit entries to my (our) ___ Checking Account or ___ Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, for credit to my Association's Bank Account for the payment of my monthly assessment, fees, and/or dues. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Financial Institution

Bank Name: _____ Branch Address: _____

City: _____ State: _____ Zip: _____

Routing Number: _____ Account Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY reasonable opportunity to act on it.

Owner Name(s): _____

Owner Signature(s): _____

Date: _____

NOTE: ALL WRITTEN CREDIT AUTHORIZATIONS MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

Please return this form and a voided check to:

**Tandem Property Management
2500 Townsgate Road, Suite K
Westlake Village, CA 91361**

Management Use Only:

Homeowner Account Number: _____ Date Entered: _____

Special Instructions / Notes: _____

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

09-2022

ETIWANDA TOWNHOMES HOMEOWNERS ASSOCIATION

November 2025

Dear Association Member:

Beginning January 1, 2017 in accordance with new California Civil Code § 4041, enhanced by AB 1412 signed September 25, 2017, every Homeowners Association Board of Directors is required to solicit from its members the following information:

1. A current mailing address where notices from the Association are to be delivered;
2. Any secondary address where notices from the Association are to be delivered;
3. The name and address of each member's legal representative, if any, or other person who may be contacted, in case of a member's extended absence; and
4. Whether or not the member's property is owner-occupied, rented, vacant, or undeveloped land.

Although the statute does not mention how often an Association must solicit this information, the legislation does state, ***each member is responsible for providing this information to the Association on an annual basis and, if a member does not provide this information, the member's onsite mailing address is deemed to be the proper mailing address for the Association to deliver notices to the member.***

It is important to note that Section 4041 places the responsibility on members to provide their correct and current contact information. However, this also extends to renter information, when they become the resident of the property. Remember also, when renting out your home be sure renters are given a copy of the Association's CC&Rs and all Rules and Regulations. It is the member, and not the renter, who is responsible for all actions of the renter, their families, and their guests.

Requiring members to provide this information should aid Associations in giving timely notice of meetings, maintenance work schedules, delinquent assessments and fees, and lien and foreclosure actions. Legislator's intentions are to help negate the argument that a notice was delivered to the wrong address and the member was unaware of meetings and/or actions occurring that affect their property.

For all these reasons, it is important that you fill out and return the Information Form provided annually, and when changes occur.

In addition to the Information Form, an 'Opt-in for E-mail' form is enclosed should you prefer to receive notices and documents, to the extent allowed by California law, at your email address. Electronic delivery saves the Association hundreds of dollars in mailing fees annually, so you are encouraged to sign up for this form of delivery!

Thank you for your prompt attention to this Civil Code requirement so that our Association can be in full compliance with the new law.

Sincerely,

Board of Directors

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

Owner Information Form (OIF) - MANDATORY

***OWNERS NAMES AS WRITTEN ON TITLE:**_____

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Order: K21 Y37QV6 Home: _____
Address: 7115 Etiwanda Ave Unit 2 Email: _____
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

Property Address: 7115 Etiwanda Avenue, Reseda, CA 91335 **Unit #:** _____

RESIDENTS UNDER THE AGE OF EIGHTEEN (18)

Name: _____

Name: _____

Name: _____

LIST VEHICLES TO BE PARKED WITHIN THE COMMUNITY

Registered Owner	Make/ Model	Year/ Color	License #/ State

LIST ALL PETS RESIDING ON PROPERTY

Animal Type (cat, dog)	Breed	Color	License #

IN CASE OF EMERGENCY PLEASE NOTIFY / CONTACT

Name: _____ Relationship: _____

Mailing Address: _____ Home: _____

Work/Cell: _____ Email: _____

LEGAL REPRESENTATIVE, IF ANY, OR OTHER PERSON WHO CAN BE CONTACTED IN CASE OF THE MEMBER'S EXTENDED ABSENCE

Name: _____

Mailing Address: _____

I understand I am responsible for providing updated contact information to the Association if there are any changes in occupancy. All mailings and notifications will be sent to the most recent address on file, changes to the mailing address or occupancy must be provided in writing.

OWNER SIGNATURE: _____ DATE: _____

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

Please return to: Tandem Property Management, 6453 Independence Ave., Woodland Hills, CA 91367
818-883-4202 • FAX 818-883-4265 • Accounting@LyonsPM.com

Etiwanda Townhomes HOA

C/o Tandem Property Management
6453 Independence Avenue
Woodland Hills, CA 91367
818.883.4202, Fax 818.883.4265
Email Info@LyonsPM.com

MEMBERSHIP LIST OPT-OUT INSTRUCTIONS

Effective July 1, 2006, an owner (on title) may request that the Association provide him or her with a copy of the membership list, including the names, property address(s) and mailing address(s) of each owner. The owners request must be in writing and must set forth the purpose for which the list is requested, which purpose must be reasonably related to the requesters interests as a member of said Association. The Association will be obligated to provide the owner with a copy of such membership list unless it reasonably believes that the owner will use the information for another purpose.

Title Owner/Member Name: _____
(Please Print Clearly)

Property Address: _____ Reseda, CA 91335

As authorized in California Civil Code Section 1365.2(I)(i), I, the above-listed member of the ***Etiwanda Townhomes HOA***, hereby elect to opt out of the sharing of my name, property address, and mailing address with other Association members. Instead, I prefer to be contacted via the alternative process described in Corporations Code Section 8330(c). In lieu of sharing my information with Association members at their request, I authorize the Association to receive from the requesting member a stamped, sealed envelope containing the communication which the requesting member wishes to send me. The Association may mail this envelope directly to me at my latest address of record.

This Opt-Out is effective immediately and shall remain in effect until revoked by me in writing.

Signature: _____

Signature: _____

Date: _____

Order: K2LY37QV6
Address: 7115 Etiwanda Ave Unit 2
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

11/2022

Etiwanda Townhomes HOA

C/o Tandem Property Management
6453 Independence Avenue
Woodland Hills, CA 91367
818.883.4202, Fax 818.883.4265
Email Info@LyonsPM.com

EMAIL NOTIFICATION “OPT-IN” FORM

Dear Homeowner,

Please read the following in its entirety.

In our continued efforts to keep up with technology and reduce the Association costs, we are encouraging homeowners to “OPT-IN” to receive email notifications of meetings, issues and overall quick updates from the Board to the homeowners. As authorized in California Civil Code §4055 Electronic Delivery.

*Disclaimer: Your email information will not be sold or used to solicit, this is a one-way communication, and we must have your **original signature to be valid**. Faxed copies or emails will not be accepted.*

I, the below listed member of the **Etiwanda Townhomes HOA** hereby elect to “OPT-IN” of the Electronic Delivery.

If you agree to “OPT-IN” to email notifications, please provide the following information, sign and return it to Tandem Property Management to the following address:

Etiwanda Townhomes HOA
C/o Tandem Property Management
6453 Independence Avenue
Woodland Hills, CA 91367

Member Name: _____
(Please Print Clearly)

Property Address: 7115 Etiwanda Ave. Unit #_____ Reseda, CA 91355

Email Address: _____
Note: Only one email address can be used

This “Opt-In” is effective immediately and shall remain in effect until revoked by me in writing.



By checking this option, you agree to receive your monthly assessment bill via the email listed above.

Signature: _____ Date: _____

Please Note: The homeowner is responsible for notifying the Association and Management Company of the any changes to the email address or change in requested notification. All changes must be submitted in writing and require a **wet signature** of the owner to precipitate the change.

Order: K2LY37QV6
Order Date: 08-03-2026
Document not for resale
HomeWiseDocs

ET Opt-in 09/2025