



W O O D B U R Y

April 12, 2018

Dear Woodbury Community Association Homeowner:

As your fiscal year end is fast approaching, your Board of Directors has undertaken a thorough review of the operating budget with the goal of providing for efficient operations and for funding adequate reserves to meet long-term requirements.

The Board does not anticipate any special assessments to replace, repair or restore any major components, at this time. However; the Board cannot predict unanticipated events, which may have an impact on assessments.

In conjunction with the budget review, the services of a professional reserve analyst were employed to make recommendations for future funding.

Enclosed, please find the Association's Annual Policy Statement and supporting documents required to be sent to the membership annually in accordance with California Civil Codes 5300 and 5310.

Should you have any questions regarding the materials enclosed, please contact the undersigned at (949) 451-1654.

At the Direction of the Board of Directors,

Karen Thompson

Karen Thompson, CMCA
General Manager

WOODBURY COMMUNITY ASSOCIATION

ANNUAL POLICY STATEMENT

This annual policy statement is provided to you in accordance with the requirements of California Civil Code Section 5310.

1. The name and address of the person designated to receive official communications to the Association: Board President, c/o: Keystone Pacific Property Management, LLC, 16775 Von Karman, Suite 100, Irvine, CA 92606.

The Association's mailing address for overnight payment of assessment is: Keystone Pacific Property Management, LLC 16775 Von Karman, Suite 100, Irvine, CA 92606.

2. Association members may submit a request to the Association to have the Association's annual budget report, review of the Association's financial statement, the Association's annual policy statement, requests for assessment payments made by the member, pre-lien notices (as described in Civil Code Section 5660), copy of a recorded notice of delinquent assessment, and notice of default, sent to up to two (2) different specified addresses. Such request must be delivered to the Association by e-mail at becausewecare@keystonepacific.com or fax at (949) 833-0919.

3. General notices from the Association to the members will be posted at the following location(s) in the community: Bulletin board by the entrance to the Lagoon Pool.

4. Association members can arrange to have all general notice items provided to them by individual delivery by submitting a written request to the association by e-mail at becausewecare@keystonepacific.com or fax at (949) 833-0919.

5. Association members may receive copies of minutes, proposed minutes, or summary minutes of meetings of the Association's board of directors (other than meetings held in executive session) by submitting a written request to the person identified in Item 1 above at the address specified in Item 1, or by e-mail at becausewecare@keystonepacific.com or fax at (949) 833-0919. Such minutes, proposed minutes, or summary minutes will be available no later than thirty (30) days after the meeting and any charges involved for copying and postage will be the responsibility of the homeowner.

6. NOTICE ASSESSMENTS AND FORECLOSURE.

This notice outlines some of the rights and responsibilities of owners of property in common interest developments and the associations that manage them. Please refer to the sections of the Civil Code indicated for further information. A portion of the information in this notice applies only to liens recorded on or after January 1, 2003. You may wish to consult a lawyer if you dispute an assessment.

ASSESSMENTS AND FORECLOSURE.

Assessments become delinquent 15 days after they are due, unless the governing documents provide for a longer time. The failure to pay association assessments may result in the loss of an owner's property through foreclosure. Foreclosure may occur either as a result of a court action, known as judicial foreclosure, or without court action, often referred to as non-judicial foreclosure. For liens

recorded on and after January 1, 2006, an association may not use judicial or non-judicial foreclosure to enforce that lien if the amount of the delinquent assessments or dues, exclusive of any accelerated assessments, late charges, fees, attorney's fees, interest, and costs of collection, is less than one thousand eight hundred dollars (\$1,800). For delinquent assessments or dues in excess of one thousand eight hundred dollars (\$1,800) or more than 12 months delinquent, an association may use judicial or non-judicial foreclosure subject to the conditions set forth in Article 3 (commencing with Section 5700) of Chapter 8 of Part 5 of Division 4 of the Civil Code. When using judicial or non-judicial foreclosure, the association records a lien on the owner's property. The owner's property may be sold to satisfy the lien if the amounts secured by the lien are not paid. (Sections 5700 through 5720 of the Civil Code, inclusive)

In a judicial or non-judicial foreclosure, the association may recover assessments, reasonable costs of collection, reasonable attorney's fees, late charges, and interest. The association may not use non-judicial foreclosure to collect fines or penalties, except for costs to repair common area damaged by a member or a member's guests, if the governing documents provide for this. (Section 5725 of the Civil Code)

The association must comply with the requirements of Article 2 (commencing with Section 5650) of Chapter 8 of Part 5 of Division 4 of the Civil Code when collecting delinquent assessments. If the association fails to follow these requirements, it may not record a lien on the owner's property until it has satisfied those requirements. Any additional costs that result from satisfying the requirements are the responsibility of the association. (Section 5675 of the Civil Code)

At least 30 days prior to recording a lien on an owner's separate interest, the association must provide the owner of record with certain documents by certified mail, including a description of its collection and lien enforcement procedures and the method of calculating the amount. It must also provide an itemized statement of the charges owed by the owner. An owner has a right to review the association's records to verify the debt. (Section 5660 of the Civil Code)

If a lien is recorded against an owner's property in error, the person who recorded the lien is required to record a lien release within 21 days, and to provide an owner certain documents in this regard. (Section 5685 of the Civil Code)

The collection practices of the association may be governed by state and federal laws regarding fair debt collection. Penalties can be imposed for debt collection practices that violate these laws.

PAYMENTS.

When an owner makes a payment, the owner may request a receipt, and the association is required to provide it. On the receipt, the association must indicate the date of payment and the person who received it. The association must inform owners of a mailing address for overnight payments. (Section 5655 of the Civil Code)

An owner may, but is not obligated to, pay under protest any disputed charge or sum levied by the association, including, but not limited to, an assessment, fine, penalty, late fee, collection cost, or monetary penalty imposed as a disciplinary measure, and by so doing, specifically reserve the right to contest the disputed charge or sum in court or otherwise.

An owner may dispute an assessment debt by submitting a written request for dispute resolution to the association as set forth in Article 2 (commencing with Section 5900) of Chapter 10 of Part 5 of Division 4 of the Civil Code. In addition, an association may not initiate a foreclosure without participating in alternative dispute resolution with a neutral third party as set forth in Article 3 (commencing with Section 5925) of Chapter 10 of Part 5 of Division 4 of the Civil Code, if so requested by the owner. Binding arbitration shall not be available if the association intends to initiate a judicial foreclosure.

An owner is not liable for charges, interest, and costs of collection, if it is established that the assessment was paid properly on time. (Section 5685 of the Civil Code)

MEETINGS AND PAYMENT PLANS.

An owner of a separate interest that is not a time-share interest may request the association to consider a payment plan to satisfy a delinquent assessment. The association must inform owners of the standards for payment plans, if any exists. (Section 5665 of the Civil Code)

The board must meet with an owner who makes a proper written request for a meeting to discuss a payment plan when the owner has received a notice of a delinquent assessment. These payment plans must conform with the payment plan standards of the association, if they exist. (Section 5665 of the Civil Code)

7. The budget for fiscal year June 1, 2018 through May 31, 2019 is attached hereto.
8. The summary pages of the reserve study are attached hereto.
9. The assessment and reserve funding disclosure summary is attached hereto.
10. The association does not have an existing loan.
11. The policy for the collection of delinquent assessments is attached hereto.
12. The discipline policy and schedule of penalties for violations of the association's governing documents are attached hereto.
13. A summary of the dispute resolution procedures is attached hereto.
14. A summary of the types of changes requiring approval by the Architectural Committee/Design Review Committee is attached hereto.
15. A summary of insurance policies maintained by the association is attached hereto.
16. A copy of the completed "Charges for Documents Provided", in accordance with Civil Code 4525, has been attached hereto.

Woodbury Community Association
Fiscal Year End May 31, 2019
Approved Budget

		Annual	Monthly
I n c o m e			
4000	Assessments	\$ 4,368,000.00	\$ 364,000.00
4019	Operating Interest	6,000.00	500.00
4020	Reserve Interest Income	43,584.00	3,632.00
4030	Clubhouse Rental	36,000.00	3,000.00
4065	Key Fees	7,800.00	650.00
4080	Recreation Income	7,800.00	650.00
	Total Income	\$ 4,469,184.00	\$ 372,432.00

E x p e n s e s

Utilities

5225	Electricity	\$ 135,435.00	\$ 11,286.25
5235	Gas	70,830.00	5,902.50
5245	Water	204,355.00	17,029.58
5255	Telephone	15,000.00	1,250.00
5260	Internet	10,500.00	875.00
5265	Refuse	15,342.00	1,278.50
	Total Utilities	\$ 451,462.00	\$ 37,621.83

Swimming Pool

6210	Contract Pool Service	\$ 71,450.00	\$ 5,954.17
6215	Pool Extras	72,000.00	6,000.00
6216	Pool Chemicals	57,600.00	4,800.00
6220	Pool Equipment Contract	84,012.00	7,001.00
6260	Pool Monitors	6,646.00	553.83
6270	Lifeguards	70,914.00	5,909.50
	Total Swimming Pool	\$ 362,622.00	\$ 30,218.50

Land Maintenance

7210	Contract Land Maint	\$ 717,000.00	\$ 59,750.00
7215	Landscape Extras	94,488.00	7,874.00
7220	Landscape Color	4,800.00	400.00
7225	Sprinkler Repair	72,000.00	6,000.00
7240	Tree Maintenance	78,000.00	6,500.00
	Total Land Maintenance	\$ 966,288.00	\$ 80,524.00

		Annual	Monthly
Contracts, Maintenance & Repairs			
7510	Contract Janitorial	\$ 142,860.00	\$ 11,905.00
7515	Janitorial Supplies	24,000.00	2,000.00
7525	Pest Control	16,080.00	1,340.00
7526	Pest Control Extras	2,400.00	200.00
7530	Street Sweeping	3,180.00	265.00
7545	Contract Light Maintenance	53,388.00	4,449.00
7550	Lighting Repairs/Supplies	40,800.00	3,400.00
7556	Fire Alarm Monitoring	4,200.00	350.00
7557	Holiday Lighting	15,000.00	1,250.00
7560	Property Protection	62,748.00	5,229.00
7562	Access Control	5,904.00	492.00
7570	Gate Repair	6,000.00	500.00
7575	Fire Access Gate Maintenance	720.00	60.00
7614	Common Area Maint	60,000.00	5,000.00
7617	Contract Common Area Maintena	48,000.00	4,000.00
7620	Plumbing Repair	24,000.00	2,000.00
7625	HVAC Maintenance	6,000.00	500.00
7650	Tennis Court Maintenance	480.00	40.00
7680	Maintenance Inspections	1,700.00	141.67
7690	Playground Inspections	1,700.00	141.67
7700	Playground Maintenance	12,000.00	1,000.00
	Total Contrcts, Maint.& Repair	\$ 531,160.00	\$ 44,263.34

Woodbury Community Association
Fiscal Year End May 31, 2019
Approved Budget

Administrative

8110	Clubhouse Furniture/Equip	\$	2,400.00	\$	200.00
8115	Resident Activities		120,000.00		10,000.00
8135	Recreation Salaries		24,000.00		2,000.00
8210	Taxes		14,400.00		1,200.00
8215	Property Taxes		2,400.00		200.00
8220	Audit/Tax Returns		1,000.00		83.33
8222	Reserve Study		6,000.00		500.00
8225	Licenses & Fees		4,980.00		415.00
8365	Legal Service		8,004.00		667.00
8410	Insurance		38,724.00		3,227.00
8440	Cntrct Professional Management		414,492.00		34,541.00
8450	Printing/Mailing/Supplies		6,000.00		500.00
8455	Administration Salaries		10,800.00		900.00
8456	Newsletter		33,000.00		2,750.00
8470	Office Supplies		3,600.00		300.00
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	Total Administrative	\$	689,800.00	\$	57,483.33
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	Subtotal Operating Expenses	\$	3,001,332.00	\$	250,111.00
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Reserve Allocations

9120	Painting	\$	59,664.00	\$	4,972.00
9130	Roofs		19,644.00		1,637.00
9135	Streets/Drives		45,408.00		3,784.00
9136	Concrete		3,192.00		266.00
9145	Grounds Reserves		28,668.00		2,389.00
9160	Mailboxes		25,260.00		2,105.00
9165	Lighting		93,468.00		7,789.00
9170	Fencing & Walls		55,932.00		4,661.00
9175	Monument & Signs		14,652.00		1,221.00
9180	Landscape		402,372.00		33,531.00
9215	Recreation Center		248,568.00		20,714.00
9225	Irrigation		63,012.00		5,251.00
9230	Arbor Garden Park		13,284.00		1,107.00
9231	Colonnade Garden Park		2,532.00		211.00
9232	Coral Tree Square Park		9,372.00		781.00
9233	Cypress Square Park		15,516.00		1,293.00
9234	Date Palm Park		11,508.00		959.00
9235	Laurel Square Park		16,380.00		1,365.00
9236	Magnolia Square Park		12,864.00		1,072.00
9237	Olive Grove Square Park		6,564.00		547.00
9238	Palm Garden Park		3,372.00		281.00
9239	Peppertree Park		13,548.00		1,129.00
9240	Promenade Park		5,364.00		447.00
9241	Terrace Garden Park		3,588.00		299.00
9242	Woodland Garden Park		21,984.00		1,832.00
9245	Cypress Square Pool/Spa/Cabana		38,016.00		3,168.00
9246	Date Palm Pool/Spa/Cabana		50,652.00		4,221.00
9247	Peppertree Pool/Spa/Cabana		44,976.00		3,748.00
9248	Promenade Pool/Spa/Cabana		53,436.00		4,453.00
9300	Contingency		41,472.00		3,456.00
9305	Allocate Int To Reserves		43,584.00		3,632.00
			-----		-----
	Total Reserve Allocation	\$	1,467,852.00	\$	122,321.00
			-----		-----
	Total Operating Expenses	\$	4,469,184.00	\$	372,432.00
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	Net Surplus/(Deficit)	\$	-	\$	-
			=====		=====

Woodbury Community Association
 Irvine, California
RDA Reserve Analysis Report Summary

Report Date	December 21, 2016
Version	007
Account Number	13268
Budget Year Beginning	6/ 1/17
Ending	5/31/18
Total Units Included	4067
Phase Development	1 of 1

Parameters:	
Inflation	2.00%
Annual Contribution Increase	2.00%
Investment Yield	1.00%
Taxes on Yield	30.00%
Contingency	3.00%
Reserve Fund Balance as of	
6/ 1/17:	\$5,638,497.00

Project Profile & Introduction

For budgeting purposes, unless otherwise indicated in this report, we have used the actual date each area was constructed as the basis for aging the components examined in this analysis.

The association consists of 1,733 apartments, 1,408 condominiums and 926 single family homes.

RDA Field Inspection: January 20, 2015

RDA Summary of Calculations

Monthly Contribution to Reserves Required:	\$115,268.70
(\$28.34 per unit per month)	
Average Net Monthly Interest Contribution This Year:	3,092.86
Net Monthly Allocation to Reserves 6/ 1/17 to 5/31/18:	\$118,361.56
(\$29.10 per unit per month)	

RDA Reserve Management Software
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Woodbury Community Association
Distribution of Accumulated Reserves

REPORT DATE: December 21, 2016
 VERSION: 007
 ACCOUNT NUMBER: 13268

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Cypress Square Park - Barbecues	0	1,602.00	1,602.00
Cypress Square Pool - Pump Acid	0	624.00	624.00
Cypress Square Pool Area - BBQ	0	3,672.00	3,672.00
Cypress Square Pool Area - Caulking	0	2,552.40	2,552.40
Cypress Square Pool Area - Furn Ref	0	6,206.00	6,206.00
Cypress Square Pool Area - Lift	0	8,292.00	8,292.00
Cypress Square Pool Area - Umbrella	0	6,984.00	6,984.00
Cypress Square Spa - Pump, Circ	0	1,638.00	1,638.00
Cypress Square Wader - Pump & Motor	0	1,482.00	1,482.00
Cypress Square Wader - Trim Tile	0	2,319.00	2,319.00
Date Palm Park - B.B. Court	0	4,742.40	4,742.40
Date Palm Park - Poured-in-Place	0	25,195.90	25,195.90
Date Palm Park - Sand Replacement	0	1,513.20	1,513.20
Date Palm Pool - Pump Acid	0	624.00	624.00
Date Palm Pool - Pump Chlorine	0	624.00	624.00
Date Palm Pool Area - Canopy, Top	0	18,844.00	18,844.00
Date Palm Pool Area - Cushions	0	12,472.00	12,472.00
Date Palm Pool Area - Deck Caulking	0	5,211.15	5,211.15
Date Palm Pool Area - Furn, Refurb	0	9,942.00	9,942.00
Date Palm Spa - Pump, Circ	0	1,092.00	1,092.00
Date Palm Wader - Pump & Motor	0	1,092.00	1,092.00
Landscape - Tree Trimming, Annual	0	220,750.00	220,750.00
Landscape - Tree Trimming, Palms	0	16,320.00	16,320.00
Lighting - Floods, Original	0	58,162.57	58,162.57
Lighting - Pool Areas	0	49,725.00	49,725.00
Paint - Interior, Cabana, Date Palm	0	896.40	896.40
Paint - Interior, Rec Center	0	22,396.50	22,396.50
Paint - Mailboxes	0	31,212.00	31,212.00
Paint - Woodwork, Trellises, 2012	0	25,240.13	25,240.13
Paint - Wrought Iron	0	17,342.00	17,342.00
Peppertree Park - Bark	0	5,079.60	5,079.60
Peppertree Pool - Coping, Replace	0	20,588.04	20,588.04
Peppertree Pool - Pump, Acid	0	624.00	624.00
Peppertree Pool Area - Caulking	0	2,453.14	2,453.14
Peppertree Pool Area - Furn, Refurb	0	6,163.00	6,163.00
Peppertree Pool Area - Furniture	0	27,680.00	27,680.00
Peppertree Pool Area - Umbrellas	0	8,730.00	8,730.00
Peppertree Spa - Pump, Acid	0	624.00	624.00
Peppertree Spa - Pump, Chlorine	0	624.00	624.00
Promenade Cabana - Water Heater	0	3,914.00	3,914.00
Promenade Park - Poured-in-Place	0	18,178.25	18,178.25
Promenade Park - Sand Replacement	0	465.60	465.60
Promenade Pool Area - Caulking 2014	0	2,332.61	2,332.61

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Promenade Pool Area - Chaise Lounge	0	17,884.00	17,884.00
Promenade Pool Area - Umbrellas	0	17,460.00	17,460.00
Promenade Wader - Heater	0	4,526.00	4,526.00
Promenade Wader - Pump & Motor	0	1,014.00	1,014.00
Promenade Wader - Pump, Acid	0	655.00	655.00
Rec Center - Access, Gate Operators	0	10,208.00	10,208.00
Rec Center Comp. Pool - Pump Acid	0	624.00	624.00
Rec Center Comp. Pool - Pump/Mtr	0	20,288.00	20,288.00
Rec Center Lagoon Pool - Pump Acid	0	624.00	624.00
Rec Center Lagoon Pool - Pump/Motor	0	20,288.00	20,288.00
Rec Center Office - Computer, 2011	0	1,358.00	1,358.00
Rec Center Office - Copy Machine	0	19,500.00	19,500.00
Rec Center Office - File Cabinets	0	800.00	800.00
Rec Center Pool Area - Canopy, 2012	0	18,844.00	18,844.00
Rec Center Pool Area - Umbrellas	0	24,444.00	24,444.00
Rec Center Resort Cabana - W. Heatr	0	3,914.00	3,914.00
Rec Center Resort Pool - Pump Chlor	0	624.00	624.00
Rec Center Resort Pool - Pump/Motor	0	17,556.00	17,556.00
Rec Center Spa - Pump/Motor, Jets	0	15,606.00	15,606.00
Rec Center Sport - B.B., Caulking	0	2,037.00	2,037.00
Rec Center Sport - Tennis, Caulking	0	4,662.00	4,662.00
Rec Center Sport - Tennis, Nets	0	1,180.00	1,180.00
Rec Center Sport - Tennis, Surface	0	54,720.00	54,720.00
Rec Center Sport - Tennis, Windscrn	0	7,476.00	7,476.00
Rec Center Sport - VB, Nets	0	437.00	437.00
Rec Center Wader - Coping, Replace	0	6,134.82	6,134.82
Rec Center Wader - Pump & Motor	0	1,248.00	1,248.00
Rec Center Wader - Pump Acid	0	624.00	624.00
Rec Center Water Garden - Pump Acid	0	624.00	624.00
Streets - Asphalt Repairs	0	29,481.68	29,481.68
Streets - Asphalt Slurry Sealing	0	25,911.02	25,911.02
Coral Tree Square Park - Benches	1	12,602.68	12,602.68
Cypress Square Cabana - W.Heater	1	3,612.92	3,612.92
Cypress Square Park - Benches	1	12,263.08	12,263.08
Cypress Square Park - P. Tables	1	5,730.46	5,730.46
Cypress Square Pool Area - Cushions	1	2,667.74	2,667.74
Cypress Square Wader - Pump Acid	1	416.00	416.00
Date Palm Spa - Pump, Acid	1	487.77	487.77
Date Palm Spa - Pump, Chlorine	1	487.77	487.77
Date Palm Wader - Pump, Acid	1	464.68	464.68
Date Palm Wader - Pump, Chlorine	1	464.68	464.68
Landscape - Tree Trimming, Windrow	1	16,176.47	16,176.47
Lighting - Well Lights, Original	1	225,545.83	225,545.83
Magnolia Square Park - BBQ	1	1,335.00	1,335.00
Olive Grove Square Park - Barbecues	1	1,335.00	1,335.00
Olive Grove Square Park - Bench	1	14,731.22	14,731.22

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Olive Grove Square Park - P. Tables	1	13,602.03	13,602.03
Peppertree Cabana - Water Heater	1	3,612.92	3,612.92
Peppertree Park - Benches, Original	1	22,486.15	22,486.15
Peppertree Pool Area - Cushions	1	2,756.67	2,756.67
Peppertree Spa - Coping, Replacemnt	1	4,003.23	4,003.23
Peppertree Spa - Plastering & Tile	1	7,556.50	7,556.50
Peppertree Wader - Coping, Replace	1	4,185.20	4,185.20
Peppertree Wader - Plaster & Tile	1	6,335.88	6,335.88
Promenade Pool Area - Furn, Refurb	1	10,568.43	10,568.43
Promenade Pool Area - Lift	1	7,565.69	7,565.69
Promenade Pool Area - Wifi	1	4,930.66	4,930.66
Rec Center Club - Appliances	1	3,131.68	3,131.68
Rec Center Club - Doors, Locks	1	9,148.94	9,148.94
Rec Center Club - Flooring, Carpet	1	11,937.35	11,937.35
Rec Center Club - Furniture	1	9,148.94	9,148.94
Rec Center Comp. Pool - P/A Sytm	1	914.89	914.89
Rec Center Comp. Pool - Replaster	1	76,289.32	76,289.32
Rec Center Office - Computer, 2013	1	1,095.16	1,095.16
Rec Center Pool Area - Chair Lifts	1	15,172.60	15,172.60
Rec Center Pool Area - Grass	1	7,115.04	7,115.04
Rec Center Pool Area - Lifeguard	1	1,633.09	1,633.09
Rec Center Resort Pool - Replaster	1	62,631.79	62,631.79
Rec Center Sport - VB, Sand Replace	1	4,259.74	4,259.74
Terrace Garden Park - BBQ	1	667.50	667.50
Terrace Garden Park - Picnic Tables	1	8,015.33	8,015.33
Terrace Garden Park - Table/Chairs	1	5,949.17	5,949.17
Coral Tree Square Park - P. Tables	2	7,860.78	7,860.78
Cypress Square Pool - Pump Chlorine	2	312.00	312.00
Cypress Square Spa - Coping	2	3,062.27	3,062.27
Cypress Square Spa - Pump, Acid	2	312.00	312.00
Cypress Square Spa - Pump, Chlorine	2	312.00	312.00
Cypress Square Spa - Trim Tile	2	1,219.25	1,219.25
Cypress Square Wader - Coping	2	4,287.18	4,287.18
Cypress Square Wader - Pump Chlor	2	312.00	312.00
Date Palm Pool Area - Barbecues	2	5,079.12	5,079.12
Date Palm Spa - Coping, Replace	2	3,108.45	3,108.45
Date Palm Spa - Plastering & Tile	2	6,129.17	6,129.17
Date Palm Wader - Coping, Replace	2	3,885.57	3,885.57
Date Palm Wader - Plaster & Tile	2	4,823.52	4,823.52
Lighting - Barbecue, Cypress Pool	2	1,212.86	1,212.86
Paint - Light Standards	2	24,863.49	24,863.49
Paint - Woodwork, Trellises, 2016	2	6,479.93	6,479.93
Paint - Woodwork, Trim	2	8,210.76	8,210.76
Peppertree Park - B.B. Court	2	2,280.00	2,280.00
Peppertree Pool - Pump, Chlorine	2	312.00	312.00
Peppertree Wader - Pump, Acid	2	312.00	312.00

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Peppertree Wader - Pump, Chlorine	2	312.00	312.00
Promenade Pool - Pump, Acid	2	312.00	312.00
Promenade Pool - Pump, Chlorine	2	312.00	312.00
Promenade Pool Area - Caulking 2015	2	982.00	982.00
Promenade Spa - Pump, Acid	2	327.50	327.50
Promenade Spa - Pump, Chlorine	2	327.50	327.50
Promenade Wader - Pump, Chlorine	2	327.50	327.50
Rec Center Comp. Pool - Heater	2	68,421.43	68,421.43
Rec Center Comp. Pool - Pump Chl	2	312.00	312.00
Rec Center Lagoon Pool - Pump Chlor	2	312.00	312.00
Rec Center Pool Area - Caulking	2	15,952.50	15,952.50
Rec Center Pool Area - Furniture	2	80,274.25	80,274.25
Rec Center Resort Pool - Pump Acid	2	312.00	312.00
Rec Center Spa - Coping	2	3,119.40	3,119.40
Rec Center Spa - Plastering & Tile	2	8,540.25	8,540.25
Rec Center Spa - Pump Acid	2	312.00	312.00
Rec Center Spa - Pump Chlorine	2	312.00	312.00
Rec Center Wader - Pump Chlorine	2	312.00	312.00
Rec Center Water Garden - Pump	2	1,944.58	1,944.58
Rec Center Water Garden - Pump Chl	2	312.00	312.00
Streets - Red Curbs	2	1,082.69	1,082.69
Woodland Garden Park - P. Tables	2	8,693.18	8,693.18
Coral Tree Square Park - Barbecues	3	801.00	801.00
Cypress Square Cabana - Partitions	3	3,693.60	3,693.60
Cypress Square Cabana - Termites	3	2,946.40	2,946.40
Cypress Square Pool - Filter	3	7,324.80	7,324.80
Cypress Square Spa - Filter	3	2,996.00	2,996.00
Cypress Square Wader - Filter	3	2,996.00	2,996.00
Grounds - Urns	3	51,840.00	51,840.00
Irrigation - Equipment	3	40,000.00	40,000.00
Laurel Square Park - Barbecue	3	2,123.75	2,123.75
Laurel Square Park - Picnic Tables	3	9,312.00	9,312.00
Magnolia Square Park - Bark	3	6,266.08	6,266.08
Olive Grove Square Park - Dog Bin	3	1,103.82	1,103.82
Paint - Interior, Rec Center, Ofc	3	681.04	681.04
Paint - Metals	3	8,482.89	8,482.89
Palm Garden Park - Barbecue	3	803.50	803.50
Peppertree Cabana - Partitions	3	4,946.40	4,946.40
Peppertree Cabana - Termites	3	2,946.40	2,946.40
Peppertree Pool - Filter	3	24,969.60	24,969.60
Peppertree Spa - Filter	3	686.40	686.40
Peppertree Wader - Filter	3	2,996.00	2,996.00
Promenade Pool Area - Fire Cabinet	3	271.74	271.74
Promenade Pool Area - Surveillance	3	9,426.26	9,426.26
Rec Center Fountain - Filter	3	406.00	406.00
Rec Center Lagoon Cabana - W. Heatr	3	2,739.80	2,739.80

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Rec Center Office - Computer, 2014	3	639.06	639.06
Rec Center Office - Floor, Carpet	3	866.38	866.38
Rec Center Office - Refrigerator	3	68.71	68.71
Rec Center Patio Area - Cushions	3	1,160.00	1,160.00
Rec Center Pool Area - BBQ, Counter	3	4,866.82	4,866.82
Rec Center Pool Area - BBQ, Replace	3	2,697.50	2,697.50
Rec Center Pool Area - Canopy, 2015	3	5,653.20	5,653.20
Rec Center Spa - Pump/Motor, Circ	3	562.00	562.00
Signs - Bulletin Boards	3	3,712.50	3,712.50
Signs - Directory Boards	3	14,994.00	14,994.00
Woodland Garden Park - Barbecues	3	801.00	801.00
Arbor Garden Park - Bark	4	5,254.78	5,254.78
Colonnade Garden Park - Doggie Bin	4	1,032.00	1,032.00
Colonnade Garden Park - Trash	4	1,609.50	1,609.50
Cypress Square Park - Doggie Bin	4	1,032.00	1,032.00
Date Palm Cabana - Water Heater	4	2,335.24	2,335.24
Date Palm Pool - Heater	4	34,171.88	34,171.88
Date Palm Pool - Pump & Motor	4	10,474.59	10,474.59
Date Palm Spa - Heater	4	4,035.07	4,035.07
Date Palm Spa - Pump, Jets	4	5,819.02	5,819.02
Date Palm Wader - Heater	4	2,793.46	2,793.46
Grounds - Trash Receptacles	4	49,894.50	49,894.50
Magnolia Square Park - Bench, Metal	4	9,445.50	9,445.50
Magnolia Square Park - Doggie Bin	4	1,032.00	1,032.00
Magnolia Square Park - P. Tables	4	11,592.00	11,592.00
Magnolia Square Park - Trash	4	3,219.00	3,219.00
Olive Grove Square Park - Bark	4	2,521.12	2,521.12
Paint - Interior, Cabanas	4	2,961.00	2,961.00
Peppertree Cabana - Counter Tops	4	972.00	972.00
Peppertree Park - Doggie Bin	4	1,032.00	1,032.00
Peppertree Spa - Pump, Circulating	4	2,696.40	2,696.40
Peppertree Wader - Pump & Motor	4	656.00	656.00
Promenade Cabana - Partitions	4	4,467.49	4,467.49
Promenade Cabana - Termites	4	2,661.13	2,661.13
Promenade Pool - Filter	4	22,552.02	22,552.02
Promenade Spa - Coping, Replace	4	2,854.94	2,854.94
Promenade Spa - Filter	4	3,307.80	3,307.80
Promenade Spa - Plastering & Tile	4	5,739.28	5,739.28
Promenade Spa - Pump, Circ	4	1,808.28	1,808.28
Promenade Wader - Coping, Replace	4	3,906.76	3,906.76
Promenade Wader - Filter	4	2,705.92	2,705.92
Promenade Wader - Plaster & Tile	4	2,907.97	2,907.97
Rec Center - Termites	4	11,340.34	11,340.34
Rec Center Club - Audio/TV Equip	4	8,748.50	8,748.50
Rec Center Club - Flooring, Vinyl	4	882.19	882.19
Rec Center Club Cabana - Partitions	4	10,626.10	10,626.10

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Rec Center Comp. Cabana - Partitn	4	4,506.25	4,506.25
Rec Center Comp. Pool - Coping	4	20,915.84	20,915.84
Rec Center Comp. Pool - Filter	4	22,747.73	22,747.73
Rec Center Lagoon Cabana - Partitn	4	8,677.98	8,677.98
Rec Center Lagoon Pool - Filter	4	30,140.81	30,140.81
Rec Center Resort Cabana - Partitn	4	4,171.73	4,171.73
Rec Center Resort Pool - Coping	4	19,930.67	19,930.67
Rec Center Resort Pool - Filter	4	22,747.73	22,747.73
Rec Center Spa - Filter	4	3,336.51	3,336.51
Rec Center Wader - Filter	4	2,729.41	2,729.41
Rec Center Water Garden - Filter	4	2,729.41	2,729.41
Woodland Garden Park - Bark	4	9,171.50	9,171.50
Coral Tree Square Park - Bark	5	1,017.33	1,017.33
Coral Tree Square Park - Doggie Bin	5	941.47	941.47
Cypress Square Park - Bark	5	2,822.00	2,822.00
Cypress Square Pool Area - Furnitur	5	12,917.92	12,917.92
Date Palm Pool Area - Furniture	5	19,586.24	19,586.24
Fencing - Solid Board	5	24,335.95	24,335.95
Fencing - Trash Gates	5	1,750.03	1,750.03
Grounds - Doggie Bin	5	939.17	939.17
Peppertree Pool Area - Barbecues	5	3,409.50	3,409.50
Promenade Park - Doggie Bin	5	929.73	929.73
Promenade Pool - Heater	5	18,649.00	18,649.00
Rec Center - Access, FOB	5	14,411.25	14,411.25
Rec Center - Equipment, Back-Up	5	15,682.65	15,682.65
Rec Center - Equipment, HVAC, Orig	5	82,564.10	82,564.10
Rec Center Club - Doors, Controls	5	21,879.49	21,879.49
Rec Center Lagoon Pool - Heater	5	40,575.50	40,575.50
Rec Center Office - Blinds, Wood	5	168.53	168.53
Rec Center Office - Equipment, Wifi	5	1,840.92	1,840.92
Rec Center Office - Software	5	1,703.30	1,703.30
Rec Center Patio Area - Furn, Orig	5	27,735.00	27,735.00
Rec Center Pool Area - BBQ, Resort	5	281.61	281.61
Rec Center Sport - Benches	5	12,651.56	12,651.56
Terrace Garden Park - Doggie Bin	5	946.00	946.00
Terrace Garden Park - Trash	5	4,426.13	4,426.13
Cypress Square Cabana - Counters	6	1,048.67	1,048.67
Cypress Square Cabana - Showers	6	6,893.84	6,893.84
Cypress Square Spa - Replastering	6	1,162.24	1,162.24
Cypress Square Wader - Replastering	6	728.10	728.10
Date Palm Park - Picnic Tables	6	2,925.40	2,925.40
Date Palm Pool - Coping, Replace	6	12,390.34	12,390.34
Date Palm Pool - Plastering & Tile	6	26,261.06	26,261.06
Lighting - Barbecue, Pool Areas	6	849.00	849.00
Lighting - Coach Lanterns	6	4,060.00	4,060.00

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Paint - Exteriors	6	11,683.13	11,683.13
Peppertree Cabana - Showers	6	6,462.72	6,462.72
Promenade Pool Area - BBQ, Replace	6	1,699.00	1,699.00
Promenade Pool Area - Furniture	6	11,067.60	11,067.60
Rec Center - Artificial Turf	6	5,248.44	5,248.44
Rec Center Spa - Heater	6	2,453.83	2,453.83
Rec Center Sport - VB, Drinking Ftn	6	5,401.31	5,401.31
Rec Center Wader - Heater	6	1,645.03	1,645.03
Rec Center Wader - Plaster & Tile	6	1,389.31	1,389.31
Woodland Garden Park - Bench	6	16,118.26	16,118.26
Woodland Garden Park - Doggie Bin	6	837.57	837.57
Woodland Garden Park - Tables	6	1,322.09	1,322.09
Woodland Garden Park - Trash	6	2,612.52	2,612.52
Arbor Garden Park - Barbecue	7	450.56	450.56
Arbor Garden Park - Benches	7	24,423.75	24,423.75
Arbor Garden Park - Trash Recept.	7	10,864.13	10,864.13
Cypress Square Pool - Heater	7	21,957.60	21,957.60
Cypress Square Pool - Trim Tile	7	3,312.92	3,312.92
Cypress Square Wader - Heater	7	1,203.60	1,203.60
Laurel Square Park - Benches	7	11,956.50	11,956.50
Laurel Square Park - Doggie Bins	7	774.00	774.00
Laurel Square Park - Trash	7	10,864.13	10,864.13
Lighting - Step Illumination	7	5,756.67	5,756.67
Olive Grove Square Park - Structure	7	11,560.66	11,560.66
Olive Grove Square Park - Trash	7	5,393.11	5,393.11
Peppertree Spa - Heater	7	1,948.66	1,948.66
Promenade Cabana - Counter Tops	7	1,157.89	1,157.89
Promenade Cabana - Showers	7	6,087.67	6,087.67
Promenade Pool - Chemical Control	7	3,043.20	3,043.20
Promenade Spa - Chemical Controller	7	3,043.20	3,043.20
Promenade Wader - Chemical Control	7	3,043.20	3,043.20
Rec Center Club - Doors, Accordian	7	8,472.82	8,472.82
Rec Center Club - Doors, SCHB	7	7,569.21	7,569.21
Rec Center Club Cabana - Counters	7	1,905.32	1,905.32
Rec Center Comp. Cabana - Counter	7	1,025.94	1,025.94
Rec Center Lagoon Cabana - Counter	7	1,978.61	1,978.61
Rec Center Pool Area - Drains	7	3,073.25	3,073.25
Rec Center Pool Area - Furn, Refurb	7	8,261.10	8,261.10
Rec Center Resort Cabana - Counter	7	1,025.94	1,025.94
Rec Center Resort Pool - Heater	7	21,957.60	21,957.60
Cypress Square Park - Trash	8	5,097.60	5,097.60
Cypress Square Pool - Chemical Ctlr	8	2,028.80	2,028.80
Cypress Square Pool - Coping	8	11,978.50	11,978.50
Cypress Square Pool - Pump & Motor	8	2,151.49	2,151.49
Cypress Square Pool - Replastering	8	10,604.24	10,604.24

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Cypress Square Pool Area - Cabinet	8	1,028.40	1,028.40
Cypress Square Pool Area - Trash	8	6,796.80	6,796.80
Cypress Square Spa - Chem Ctlr	8	2,069.40	2,069.40
Cypress Square Spa - Heater	8	510.81	510.81
Cypress Square Spa - Pump, Jets	8	1,546.82	1,546.82
Cypress Square Wader - Chem Control	8	2,028.80	2,028.80
Date Palm Pool - Chemical Controllr	8	2,028.80	2,028.80
Date Palm Spa - Chemical Controller	8	1,092.40	1,092.40
Date Palm Wader - Chemical Control	8	2,028.80	2,028.80
Laurel Square Park - Poured Place	8	9,153.95	9,153.95
Peppertree Park - Picnic Tables	8	3,714.00	3,714.00
Peppertree Park - Play Structures	8	62,563.80	62,563.80
Peppertree Pool - Chemical Ctlr	8	2,028.80	2,028.80
Peppertree Pool - Heater	8	2,067.16	2,067.16
Peppertree Pool - Pump & Motor	8	1,058.11	1,058.11
Peppertree Pool Area - Fire Cabinet	8	420.00	420.00
Peppertree Pool Area - Furn, 2016	8	946.76	946.76
Peppertree Spa - Chemical Control	8	2,028.80	2,028.80
Peppertree Spa - Pump, Jets	8	2,269.92	2,269.92
Peppertree Wader - Chemical Control	8	2,028.80	2,028.80
Peppertree Wader - Heater	8	570.00	570.00
Promenade Pool - Coping, Replace	8	5,763.60	5,763.60
Promenade Pool - Plastering & Tile	8	11,648.58	11,648.58
Promenade Spa - Heater	8	1,352.60	1,352.60
Promenade Spa - Pump, Jets	8	1,971.31	1,971.31
Rec Center Comp. Pool - Chem Ctlr	8	3,589.40	3,589.40
Rec Center Fountain - Ozone	8	187.20	187.20
Rec Center Fountain - Pump/Motor	8	187.20	187.20
Rec Center Fountain - Replacement	8	6,557.00	6,557.00
Rec Center Lagoon Pool - Chem Ctlr	8	3,589.40	3,589.40
Rec Center Lagoon Pool - CO2 System	8	1,772.80	1,772.80
Rec Center Lagoon Pool - Coping	8	25,336.46	25,336.46
Rec Center Lagoon Pool - Replaster	8	11,414.19	11,414.19
Rec Center Resort Pool - Chem Ctlr	8	3,589.40	3,589.40
Rec Center Spa - Chemical Controllr	8	2,028.80	2,028.80
Rec Center Wader - Chemical Contolr	8	2,028.80	2,028.80
Rec Center Water Garden - Chem Ctr	8	2,028.80	2,028.80
Rec Center Water Garden - UV System	8	5,486.00	5,486.00
Colonade Garden Park - Benches	9	4,634.00	4,634.00
Colonade Garden Park - Table/Chair	9	1,995.00	1,995.00
Coral Tree Square Park - Structure	9	31,584.54	31,584.54
Coral Tree Square Park - Trash	9	6,187.56	6,187.56
Date Palm Cabana - Partitions	9	2,452.47	2,452.47
Date Palm Cabana - Termites	9	1,460.85	1,460.85
Date Palm Park - Trash Recptacles	9	832.78	832.78
Date Palm Pool - Filter	9	16,403.78	16,403.78

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Date Palm Spa - Filter	9	742.92	742.92
Date Palm Wader - Filter	9	1,485.45	1,485.45
Fencing - Wrought Iron, Gates	9	5,031.00	5,031.00
Fencing - Wrought Iron, Parks	9	28,100.77	28,100.77
Grounds - Benches, Metal	9	63,717.50	63,717.50
Landscape - Replacement/Refurbish	9	160,751.51	160,751.51
Laurel Square Park - Seesaw	9	402.62	402.62
Lighting - Exit Signs	9	4,174.50	4,174.50
Lighting - Hanging Fixtures	9	10,088.10	10,088.10
Lighting - Sport Courts	9	12,398.10	12,398.10
Lighting - Vapor Floods	9	18,295.20	18,295.20
Olive Grove Square Park - Bike Rack	9	835.76	835.76
Promenade Park - Bench	9	515.54	515.54
Promenade Park - Trash	9	1,050.49	1,050.49
Promenade Pool - Pump & Motor	9	1,041.44	1,041.44
Rec Center Club - Appliances, Refrg	9	382.06	382.06
Rec Center Club - Cabinets/Counters	9	8,581.49	8,581.49
Rec Center Club - Doors, Frch, Orig	9	48,364.66	48,364.66
Rec Center Club - Fire Cabinet	9	742.43	742.43
Rec Center Comp. Cabana - Cabinet	9	371.22	371.22
Rec Center Lagoon Cabana - Fire Cab	9	371.22	371.22
Rec Center Office - Cabinet/Counter	9	5,051.14	5,051.14
Rec Center Office - Fire Panel	9	5,443.04	5,443.04
Rec Center Pool Area - Fire Cab	9	561.72	561.72
Rec Center Resort Cabana - Fire Cab	9	561.72	561.72
Rec Center Sport - B.B., Backboard	9	6,229.01	6,229.01
Rec Center Sport - Tennis, Benches	9	2,648.00	2,648.00
Signs - Parks & Pool	9	1,297.75	1,297.75
Terrace Garden Park - Benches	9	4,634.00	4,634.00
Cypress Square Cabana - Doors	10	2,630.73	2,630.73
Cypress Square Park - Bike Racks	10	793.09	793.09
Cypress Square Pool Area - Counter	10	1,584.00	1,584.00
Date Palm Park - Benches, Wood	10	1,975.36	1,975.36
Date Palm Pool Area - Trash Recept.	10	3,190.91	3,190.91
Date Palm Pool Area - Tropitone	10	12,262.56	12,262.56
Lighting - Floods, Rec Center	10	1,436.11	1,436.11
Lighting - Pole w/Lantern, 2005	10	79,663.64	79,663.64
Lighting - Well Lights, 2015	10	1,233.33	1,233.33
Magnolia Square Park - Bike Rack	10	396.55	396.55
Peppertree Cabana - Doors	10	2,245.09	2,245.09
Peppertree Park - Bike Racks	10	793.09	793.09
Peppertree Pool Area - BBQ, Counter	10	837.82	837.82
Signs - Neighborhood Signs	10	11,842.11	11,842.11
Arbor Garden Park - Picnic Tables	11	5,571.00	5,571.00
Coral Tree Square Park - Bike Rack	11	721.45	721.45

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Cypress Square Pool Area - Sofas	11	908.24	908.24
Cypress Square Pool Area - Table	11	210.16	210.16
Laurel Square Park - Structures	11	21,031.20	21,031.20
Lighting - Bollards, Original	11	20,825.00	20,825.00
Lighting - Pole w/Lantern, 2006	11	136,525.00	136,525.00
Peppertree Pool - Plastering & Tile	11	1,258.32	1,258.32
Peppertree Pool Area - Furn, Steel	11	977.50	977.50
Promenade Cabana - Doors	11	2,595.33	2,595.33
Promenade Park - Bike Rack	11	353.60	353.60
Promenade Pool Area - BBQ, Counter	11	933.85	933.85
Rec Center - Bicycle Rack	11	3,060.41	3,060.41
Rec Center Club - Doors, Metal	11	1,296.92	1,296.92
Rec Center Comp. Cabana - Doors	11	2,483.13	2,483.13
Rec Center Lagoon Cabana - Doors	11	3,545.28	3,545.28
Rec Center Patio Area - Furn, 2012	11	5,341.88	5,341.88
Rec Center Resort Cabana - Doors	11	2,364.51	2,364.51
Signs - Community Signs	11	45,000.00	45,000.00
Signs - Parks & Rec Ctr, Tile	11	9,708.75	9,708.75
Terrace Garden Park - Counter Top	11	384.00	384.00
Date Palm Cabana - Counter Tops	12	479.50	479.50
Date Palm Cabana - Shower	12	3,841.63	3,841.63
Irrigation - Backflow Devices	12	6,750.00	6,750.00
Irrigation - Controllers	12	42,728.45	42,728.45
Lighting - Pole w/Lantern, 2007	12	14,431.82	14,431.82
Olive Grove Square Park - Drink Ftn	12	795.45	795.45
Olive Grove Square Park - Trellis	12	5,648.14	5,648.14
Rec Center Fountain - Trash Recept	12	536.50	536.50
Rec Center Patio Area - Trash Recpt	12	1,609.50	1,609.50
Signs - Parks, Welcome	12	264.52	264.52
Woodland Garden Park - Bike Rack	12	318.06	318.06
Colonade Garden Park - Drink Ftn	13	2,945.60	2,945.60
Colonade Garden Park - Trellis	13	6,079.92	6,079.92
Cypress Square Cabana - C. Tile	13	8,053.43	8,053.43
Cypress Square Cabana - Drink Ftn	13	1,516.80	1,516.80
Cypress Square Cabana - Plumbing	13	8,091.84	8,091.84
Cypress Square Park - Trellis	13	9,926.40	9,926.40
Date Palm Park - Benches, Metal	13	1,513.14	1,513.14
Grounds - Trellis, Metal	13	5,168.64	5,168.64
Grounds - Trellis, Wood	13	31,578.36	31,578.36
Lighting - Parking	13	100,584.00	100,584.00
Lighting - Pole w/Lantern, 2008	13	53,253.41	53,253.41
Magnolia Square Park - Drink Fountn	13	758.40	758.40
Magnolia Square Park - Gazebo	13	24,323.52	24,323.52
Magnolia Square Park - Structure	13	49,694.40	49,694.40
Palm Garden Park - Chairs	13	447.12	447.12

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Palm Garden Park - Doggie Bin	13	252.15	252.15
Palm Garden Park - Drinking Fountn	13	3,904.33	3,904.33
Palm Garden Park - Picnic Tables	13	553.40	553.40
Palm Garden Park - Trash	13	1,572.98	1,572.98
Palm Garden Park - Trellis	13	11,656.48	11,656.48
Peppertree Cabana - Ceramic Tile	13	9,821.38	9,821.38
Peppertree Cabana - Drink Fountains	13	1,516.80	1,516.80
Peppertree Cabana - Plumbing Fixt	13	9,181.44	9,181.44
Peppertree Park - Drinking Fountain	13	4,039.68	4,039.68
Peppertree Park - Trellis	13	10,422.72	10,422.72
Peppertree Pool Area - Trellis	13	11,043.12	11,043.12
Promenade Pool Area - Trash Recept.	13	1,609.50	1,609.50
Rec Center - Trash Receptacles	13	2,816.63	2,816.63
Rec Center Pool Area - Trash Recpt	13	5,633.25	5,633.25
Rec Center Sport - Trash Recptacle	13	1,609.50	1,609.50
Woodland Garden Park - Structure	13	62,870.45	62,870.45
Concrete - Pavers	14	3,451.25	3,451.25
Concrete - Repairs	14	46,399.14	46,399.14
Coral Tree Square Park - Drink Ftn	14	689.26	689.26
Coral Tree Square Park - Trellis	14	14,614.79	14,614.79
Date Palm Park - B.B. Backboard	14	1,699.84	1,699.84
Date Palm Park - Play Structures	14	25,085.87	25,085.87
Fencing - Sound Walls	14	16,893.79	16,893.79
Fencing - Wrought Iron, 2011	14	5,928.05	5,928.05
Fencing - Wrought Iron, School Area	14	9,731.78	9,731.78
Grounds - Drink Fountain	14	3,655.43	3,655.43
Lighting - Interiors	14	4,486.24	4,486.24
Lighting - Recessed, Exterior	14	9,434.48	9,434.48
Lighting - Tree Spots, Original	14	8,111.84	8,111.84
Mailboxes - Replacement	14	217,821.12	217,821.12
Peppertree Park - Benches, 2015	14	1,324.00	1,324.00
Peppertree Park - Trash	14	1,073.00	1,073.00
Peppertree Pool Area - Trash	14	804.75	804.75
Promenade Cabana - Ceramic Tile	14	9,602.10	9,602.10
Promenade Cabana - Drinking Fountn	14	1,348.12	1,348.12
Promenade Cabana - Plumbing Fixture	14	8,160.41	8,160.41
Promenade Park - Drinking Fountain	14	3,590.44	3,590.44
Promenade Park - Structures	14	16,860.49	16,860.49
Promenade Pool Area - Trellis	14	15,439.42	15,439.42
Promenade Pool Area - Window Grills	14	1,066.55	1,066.55
Railing - Towers	14	2,524.90	2,524.90
Rec Center - Equipment, HVAC, 2016	14	1,359.08	1,359.08
Rec Center - Window Grills	14	4,893.31	4,893.31
Rec Center Club Cabana - Plumbing	14	12,273.68	12,273.68
Rec Center Club Cabana - Tile	14	31,979.70	31,979.70
Rec Center Comp. Cabana - C. Tile	14	8,887.19	8,887.19

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Rec Center Comp. Cabana - Drinkng	14	1,372.53	1,372.53
Rec Center Comp. Cabana - Plm Fx	14	8,308.12	8,308.12
Rec Center Lagoon Cabana - C. Tile	14	12,318.46	12,318.46
Rec Center Lagoon Cabana - Drinking	14	4,406.85	4,406.85
Rec Center Lagoon Cabana - Plumbing	14	11,727.27	11,727.27
Rec Center Pool Area - BBQ, Sink	14	244.54	244.54
Rec Center Pool Area - Canopy	14	10,195.86	10,195.86
Rec Center Pool Area - Trellis	14	47,033.16	47,033.16
Rec Center Resort Cabana - C Tile	14	6,226.35	6,226.35
Rec Center Resort Cabana - Drinking	14	7,310.87	7,310.87
Rec Center Resort Cabana - Plumbing	14	8,308.12	8,308.12
Terrace Garden Park - Ball Climbers	14	4,459.40	4,459.40
Terrace Garden Park - Drinking Ftn	14	3,703.04	3,703.04
Walls - Masonary, Repairs	14	369,217.16	162,138.60
Streets - Asphalt Overlay	15	219,931.88	0.00
Woodland Garden Park - Drinking Ftn	15	6,456.11	0.00
Woodland Garden Park - Swing Set	15	1,905.00	0.00
Woodland Garden Park - Trellis	15	18,838.63	0.00
Arbor Garden Park - Drinking Ftn	16	3,029.76	0.00
Arbor Garden Park - Play Structure	16	15,102.72	0.00
Arbor Garden Park - Trellis	16	9,808.52	0.00
Date Palm Cabana - Doors	16	1,189.45	0.00
Date Palm Park - Bike Rack	16	238.65	0.00
Date Palm Pool Area - BBQ Counter	16	672.21	0.00
Laurel Square Park - Drinking Ftn	16	3,029.76	0.00
Laurel Square Park - Trellis	16	13,959.00	0.00
Lighting - Pole w/Lantern, 2011	16	13,714.07	0.00
Peppertree Park - B.B. Backboard	16	1,144.40	0.00
Railing - Grounds	16	2,548.17	0.00
Rec Center Club - Doors, Frch, 2013	16	3,856.00	0.00
Rec Center Comp. Cabana - Showers	16	1,584.00	0.00
Rec Center Lagoon Cabana - Shower	16	2,154.24	0.00
Rec Center Resort Cabana - Shower	16	1,615.68	0.00
Fencing - Wrought Iron, 2014	17	683.16	0.00
Laurel Square Park - BBQ Counter	17	290.91	0.00
Lighting - Pole w/Lantern, 2012	17	1,993.60	0.00
Cypress Square Park - Structure	15 18	7,352.88	0.00
Cypress Square Park - Structure	16 18	4,193.72	0.00
Cypress Square Pool Area - Fireplac	18	10,000.00	0.00
Fencing - Wrought Iron, 2016	18	312.87	0.00
Lighting - Bollards, 2013	18	1,973.57	0.00
Lighting - Pole w/Lantern, 2013	18	2,067.44	0.00
Peppertree Pool Area - Fireplace	18	10,000.00	0.00

Woodbury Community Association
Distribution of Accumulated Reserves

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Promenade Park - Picnic Tables	18	524.58	0.00
Date Palm Cabana - Ceramic Tile	19	4,502.88	0.00
Date Palm Cabana - Drinking Founth	19	750.37	0.00
Date Palm Cabana - Plumbing Fixture	19	4,542.10	0.00
Date Palm Park - Drinking Fountain	19	1,204.63	0.00
Date Palm Pool Area - Trellis	19	2,430.76	0.00
Date Palm Pool Area - Window Grills	19	347.64	0.00
Fencing - Chain Link	19	19,393.72	0.00
Lighting - Pole w/Lantern, 2014	19	369.19	0.00
Lighting - Tree Spots, Pool Areas	19	2,482.32	0.00
Rec Center Club - Doors, Entry	19	4,159.80	0.00
Rec Center Patio Area - Fireplace	19	9,033.61	0.00
Rec Center Water Garden - Replace	19	28,062.02	0.00
Roofs - Gutters & Downspouts	19	10,861.77	0.00
Roofs - Tile, Replacement	19	153,999.56	0.00
Walls - Pilasters	19	117,573.87	0.00
Irrigation - Enclosures	20	60,700.00	0.00
Lighting - Tree Spots, Rec Center	20	10,213.22	0.00
Signs - Monument	23	12,083.66	0.00
Date Palm Pool Area - Canopy	24	4,176.94	0.00
Signs - Parks, Stone	26	1,067.14	0.00
Total Asset Summary:		6,489,473.67	5,474,268.93
Contingency @ 3.00%:		194,684.21	164,228.07
Grand Total:		6,684,157.88	5,638,497.00
Excess Reserves Not Used:			0.00
Percent Fully Funded:	84%		

Woodbury Community Association

Assessment and Reserve Funding Disclosure Summary

For the Fiscal Year June 1, 2018 through May 31, 2019

- (1) The regular assessment per ownership interest is \$ 125.00 per month.
- (2) Additional regular or special assessments that have already been scheduled to be imposed or charged, regardless of the purpose, if they have been approved by the board and/or members:

Date assessment will be due:	Amount per ownership interest per month or year (If assessments are variable, See note immediately below):	Purpose of the assessment:
N/A		
	Total: \$	

- (3) Based upon the most recent reserve study and other information available to the board of directors, will currently projected reserve account balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years? **YES**
- (4) If the answer to (3) is no, what additional assessments or other contributions to reserves would be necessary to ensure that sufficient reserve funds will be available each year during the next 30 years that have not yet been approved by the board or the members?

Approximate date assessment will be due:	Amount per ownership interest per month or year:
n/a	n/a
	Total n/a

- (5) All major components are included in the reserve study and are included in its calculations.
- (6) Based on the method of calculation in paragraph (4) of subdivision (b) of Section 5570, the estimated amount required in the reserve fund at the end of the current fiscal year is \$6,875,624, based in whole or in part on the last reserve study or update prepared by Reserve Data Analysis California, LLC as of January 17, 2018. The projected reserve fund cash balance at the end of the current fiscal year is \$6,494,269, resulting in reserves being X percent funded at this date. If an alternate, but generally accepted, method of calculation is also used, the required reserve amount is \$6,875,624. The current deficiency in reserve funding expressed on a per unit basis is \$96.
- (7) Based on the method of calculation in paragraph (4) of subdivision (b) of section 5570 of the Civil Code, the estimated amount required in the reserve fund at the end of each of the next five budget years is (b), and the projected reserve fund cash balance in each of those years, taking into account only assessments already approved and other known revenues, is (a), leaving the reserve at (c) percent funding. (See recommendation below)

Year Ending	Projected Reserve Balance (a)	Estimated Amount Required in Reserves (b)	Percent Fully Funded (c)
2018-2019	\$7,021,604	\$7,318,754	96%
2019-2020	\$7,801,998	\$8,027,884	97%
2020-2021	\$8,234,589	\$8,381,073	98%
2021-2022	\$8,507,154	\$8,571,321	99%
2022-2023	\$9,089,822	\$9,084,422	100%

If the reserve funding plan approved by the association is implemented, the projected reserve fund cash balance in each of those years will be (a), leaving the reserve at (b) percent funding. (See approved budget below)

Year Ending	Projected Reserve Balance (a)	Percent Fully Funded (b)
	Please See Above	

At the time this summary was prepared, the assumed long-term before tax interest rate earned on reserve funds was 1% per year, and the assumed long-term inflation rate to be applied to major component repair and replacement costs was 2% per year.

Note: The financial representations set forth in this summary are based on the best estimates of the preparer at that time. The estimates are subject to change. The preparer of this form will be indemnified and held harmless against all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, to which may become subject in connection of this engagement, because of any false, misleading or incomplete information which has been relied upon by others, or which may result from any improper use or reliance on the disclosure by you or any third party.

Woodbury Community Association
Reserve Maintenance Disclosure

The scheduled repair of the reserve items listed below were deferred during the fiscal year ending May 31, 2018. The Board of Directors has determined the repair and/or replacement of these items is not needed at this time.

- Date Palm Spa – Filter
- Date Palm Spa – Pump, Chlorine
- Landscape – Replacement/Refurbish
- Landscape – Tree Trimming, Annual, Palms
- Paint – Woodwork, Trellises, 2012,
- Paint – Wrought Iron
- Peppertree Pool Area – Furniture
- Promenade Cabana – Water Heater
- Promenade Pool Area – Caulking, Chaise Lounge, Lift, Wifi
- Recreation Center Comp. Cabana – Water Heater
- Recreation Center Lagoon Pool – Coping
- Recreation Center Resort Cabana – Water Heater
- Recreation Center Resort Pool – Coping, Replaster
- Recreation Center Resort Spa – Coping, Replaster
- Recreation Center Sport – Tennis Caulking/Nets/Surface/Windscreen
- Recreation Center Wader – Pump Acid

During the next fiscal year, the Board of Directors is planning to fund reserves at 100% of the recommended level stated in the reserve study and will address increased reserve funding annually.

The budgeted contribution to reserves is being funded with assessments and interest. A copy of the full reserve study plan is available upon request. Printing charges will apply.

WOODBURY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS RESOLUTION

Upon motion duly made, seconded and carried, the Board of Directors for Woodbury Community Association adopted the following Resolution at its regular meeting on January 15, 2015.

WHEREAS, the Covenants, Conditions and Restrictions of Woodbury Community Association, require payment of regular and special assessments by all the owners of real property within said community in order to provide funds for payment of expenses for the upkeep, maintenance and preservation of the common areas therein, and for payment of other expenses associated with the normal operation of said Association's business and affairs, and

WHEREAS, said Covenants, Conditions and Restrictions provide the Association's Board of Directors with the power and authority to require regular and special assessments levied against owners of real property within said community (all of whom are required to be members of the Association as a condition of ownership) to be fully and timely paid, and

WHEREAS, the Board of Directors deems it to be in the best interests of the Association and all the Association's members to establish policies and practices relative to the Association's rights and remedies in event of default in payment of the regular and special assessments by any of the Association's individual members, and

NOW, THEREFORE, BE IT RESOLVED that the Association hereby adopts the following policies and practices in the event of any default in payment of the Association's regular and special assessments to be effective the 1st day of March 2015:

1. Assessments, late charges, interest, collection costs, and 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 regardless of whether a statement is received. All other assessments, including special assessments, are due and payable on the date specified by the Board in the notice imposing such 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', trustee or small claims fees, unless the owner and that Association enter into an agreement providing for payments to be applied in a different manner.
4. When any regular or special assessment remains unpaid fifteen (15) days past its due date, said assessment shall be subject to a late charge not exceeding ten percent (10%) of the delinquent assessment or ten dollars (\$10.00), whichever is greater in accordance with California Civil Code 5650(b)(2), unless the declaration specifies a smaller amount.
5. In accordance with California Civil Code 5650(b)(3), the Board of Directors shall impose interest on all sums, including the delinquent assessment, reasonable costs of collection, and late charges, at a rate not to exceed twelve percent (12%) per annum, commencing 30 days after the assessment becomes due, unless the declaration specifies a rate of a lesser amount.

6. When any assessment remains unpaid forty-five (45) days past its due date, the Association, through its Management Company, shall mail a Pre-Lien Notification to the owner as required by California Civil Code 5660 by certified and first class mail, to the owner's mailing address of record advising you of the delinquent status of the account, impending collection action and the owner's right to request that the Association participate in the "meet and confer" program or in some form of internal dispute resolution process ("IDR"). The owner will be charged a fee for the pre-lien notification, which shall be charged to the delinquent member's account.

7. Within fifteen (15) days from the date of the postmark of the Pre-Lien Notification, a delinquent owner may submit a written request to the Association to meet with the Board to discuss a payment plan for the amount set forth in the Pre-Lien Notification letter. The Board shall meet with the delinquent homeowner in executive session within forty-five (45) days of the date of the postmark of the written request. Each request is handled on a case-by-case basis. The Board 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 authorized 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 for 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.

8. If an owner fails to pay the amounts set forth in the Pre-Lien notification and fails to request IDR within forty-five (45) days of the date of the Pre-Lien notification, the Board shall decide, by majority vote in an open meeting, whether to record a Notice of Delinquent Assessment (Lien) for the amount of any delinquent assessments, late charges, interest and/or costs of collection. This lien shall be recorded in the office of the County Recorder and mailed to the delinquent member. A fee for the lien processing work and a fee for the preparation and mailing said Notice of Delinquent Assessment by the Agent, Trustee or Attorney employed by the Association, shall be charged to the delinquent member's account. The lien may be enforced in any manner permitted by law, including without limitation, a small claims judgment, judicial or non-judicial foreclosure. *"The owner will be called to a hearing where their rights and easements of the use and enjoyment of the recreational amenities, including all Association owned pool and facilities, will be suspended effective immediately until the account is brought current and is no longer delinquent"*.

9. 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")

10. After thirty (30) days from recording the Notice of Delinquent Assessment, the Association may turn the members account over to the Association's Attorney or Trustee to enforce the lien by proceeding with judicial or non-judicial foreclosure sale when either (a) the delinquent assessment amount totals One Thousand, Eight Hundred Dollars (\$1,800.00) or more, excluding accelerated assessments and specified late charges and fees or (b) the assessments are delinquent for more that twelve (12) months. However, upon review of the Association Member's delinquent account, the Board may decide to take small claims court action. The Association is authorized under California law to charge the owner reasonable costs of collection for any action utilized.

11. “IMPORTANT NOTICE: IF YOUR SEPARATE INTEREST IS PLACED IN FORECLOSURE BECAUSE YOU ARE BEHIND IN YOUR ASSESSMENTS, IT MAY BE SOLD WITHOUT COURT ACTION”

12. An owner is entitled to inspect the Association’s accounting books and records to verify the amounts owed on their account pursuant to California Civil Code 5205. If it is determined that the owner has paid the assessments on time, the owner will not be liable to pay the charges, interest, and costs of collection associated with collection of those assessments.

13. Owners have the right to provide a secondary address for mailing for purposes of collection to the Association. 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.

14. Prior to recordation of 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. The mailing address for overnight payments of assessments is 16775 Von Karman, Suite 100, Irvine, CA 92606 unless the account has been turned over to the association’s trustee or attorney, then the homeowner would need to call said party for the full amount owed and their correct mailing address.

15. The foregoing policies and practices shall remain in full force and effect until such time as they may be changed, modified, or amended in their entirety, by a duly adopted Resolution of the Board of Directors of Woodbury Community Association. This policy is subject to change upon thirty (30) day written notice.

Woodbury Community Association
Fee Schedule Addendum

Late Notice	\$ 10.00
Pre-lien Letter	\$100.00
Lien Processing	\$325.00
Foreclosure Prep Fee	\$100.00
Small Claims Prep Fee	\$100.00
Small Claims Attendance Fee	\$100.00
Small Claims Collection Fee	\$100.00
Payment Plan Fee	\$ 75.00 (per 6 months)
Return Payment Fee	\$ 25.00

Note: Fees and Costs for Collection Services are Subject to Change without Notice



W O O D B U R Y

VIOLATION ENFORCEMENT POLICY

1. All violations which are reported by individual homeowners must meet the following criteria:
 - a. Violation report must be in writing.
 - b. Party making complaint (no anonymous complaints) must sign violation report.
 - c. Violation report must identify individual in alleged violation either by name or address. Physical descriptions are not sufficient for identification of individuals. Automobile descriptions and or license plate numbers are also not sufficient for identification of individual in violation.
2. Notice shall be sent to the homeowner advising the nature of the violation and a time limit to rectify the violation.
3. Failure to comply with the request to rectify the violation, or respond to the Board of Directors shall result in a Notice of Hearing. Such notice, requesting appearance on a specified date to be heard by the Board of Directors, shall be given at least fifteen (15) days prior to the hearing.
4. If the violation is sanctioned at the hearing, then the Board of Directors may take any one or more of the following actions:
 - a. Levy a Compliance Assessment or monetary penalty in the amount of \$100.00 per violation for the first thirty (30) day period of each violation; \$200.00 per violation for the second thirty (30) day period of each violation; \$400.00 per violation for the third thirty (30) day period of each violation and a maximum of \$800.00 per violation for the fourth thirty (30) day period of each violation.
 - b. Suspend said homeowner's voting privileges;
 - c. Suspend for up to thirty (30) days or condition the homeowner's right to use any recreational facilities the Association owns, operates or maintains commencing on a date in the future selected by the Board;
 - d. Submit the matter to legal counsel for further action, including, but not limited to, commencement of the alternative dispute resolution process or filing of a civil lawsuit.

NOTE: The Board may determine to use alternative dispute resolution or cause correction of the violation to affect a cure. Owner shall be responsible for legal fees and/or reimbursement of costs to Woodbury Community Association.

Professionally Managed by:

Keystone Pacific Property Management, LLC

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

www.keystonepacific.com



W O O D B U R Y

NOTE: Should a violation occur which imposes a financial obligation on the Association; the party responsible for said violation shall reimburse, by way of a Damage Reimbursement Assessment, the Association for this financial obligation. If, for example, a party damages a fence, tree or any other Association Property, repair and replacement costs will be charged to that party.

5. Hearing: The hearing shall be held before the Board of Directors in Executive Session. Additionally, the following protocol shall be observed:
 - a. At such hearing the Member so charged shall have the right to hear the charges and evaluate evidence concerning the alleged violation.
 - b. At the hearing, the Member shall have the right to present oral and/or written evidence concerning the alleged violation.
 - c. Hearings will not be rescheduled at the convenience of the Member accused of the violation. Members who do not choose to attend the hearing may submit written evidence for Board consideration.
6. Results: The results of the hearing, including any action to be taken, shall be delivered to the Member within fifteen (15) calendar days following the date of the hearing.

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ALTERNATIVE DISPUTE RESOLUTION SUMMARY

California *Civil Code* Sections 5925 through 5965 require community associations and their homeowners to offer to participate in some form of Alternative Dispute Resolution (“ADR”) prior to initiating certain types of lawsuits in superior court. ADR means mediation, arbitration, conciliation, or other non-judicial procedure that involves a neutral party in the decision making process. ADR may either be binding or non-binding, as may be agreed to by the parties. This Summary of the ADR statutes is being distributed as required by California *Civil Code* Section 5960.

I. When ADR Must be Offered Prior to Initiating Enforcement Action:

An association or an owner may not file certain lawsuits in superior court unless an effort has been made to submit the dispute to ADR as required by law. Generally, ADR must be offered before filing a civil action or proceeding that seeks:

- A. A judicial declaration of the rights and responsibilities of the parties, only; or
- B. A writ of mandate or a writ of prohibition, only; or
- C. Permanent injunctive relief only; or
- D. Declaratory relief, writ relief, or injunctive relief, combined with a claim for monetary damages of five thousand dollars or less

It is not necessary to offer ADR prior to filing any other type of superior court action, or prior to filing any type of small claims action. Except as otherwise provided by law, the ADR requirement does **not** apply to an assessment dispute.

II. Compliance Procedures:

The ADR process is initiated by one party serving all other parties with a “Request for Resolution,” which shall include:

- A. A brief description of the dispute between the parties;
- B. A request for ADR;
- C. When directed to an owner, the request must be accompanied by a copy of the ADR statutes;
- D. A notice to all parties that they are required to respond within 30 days of receipt, or else the offer of ADR is deemed rejected; and

Service of the Request must be by personal delivery, first-class mail, express mail, facsimile transmission, or other means reasonably calculated to provide the intended recipient actual notice of the Request. If the Request is accepted, ADR must be completed within 90 days of the receipt of the acceptance, unless the parties sign a written agreement extending the completion date.

The cost of ADR is to be borne by the parties. Unless the parties agree, no oral or written evidence or statements made in an ADR proceeding, other than arbitration, are admissible as evidence in a later lawsuit.

Each homeowner should consult with his or her own attorney regarding appropriate compliance with the ADR statutes.

III. Failure to Participate in Some Form of ADR Prior to Enforcement Action:

Should a party unreasonably refuse to participate in ADR before the lawsuit is filed, the court may, in its discretion, take this refusal into consideration in determining the amount of attorney's fees and costs ultimately awarded at trial. In accordance with the disclosure requirement of California *Civil Code* Section 5965, please be advised that:

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

IV. Association's Policy of Early Dispute Resolution:

In accordance with the California *Civil Code*, a fair, reasonable, and expeditious procedure exists for resolving disputes between Association and an owner involving their rights, duties or liabilities under the Davis Stirling Common Interest Development Act, the Nonprofit Mutual Benefit Corporation Law, or the Association's governing documents. The procedure supplements, but does not replace the ADR process summarized above. The procedure follows:

- A. Either party may request the other, in writing, to meet and confer. While a homeowner may refuse a request to meet and confer, the Association may not.
- B. The Board shall designate a member of the Board to meet and confer with the owner.
- C. The parties shall meet promptly at a mutually convenient time and place to explain their positions and confer in good faith in an effort to resolve the dispute.
- D. A resolution of the dispute shall be memorialized in writing and signed by the parties.
- E. An agreement reached using this procedure binds the parties and is judicially enforceable if it is not in conflict with the law or the governing documents and the agreement is either consistent with the authority granted by the Board of Directors to the Board member who met with the owner, or if the agreement is ratified by the Board.
- F. An owner may not be charged a fee to participate in the process.

V. Internal Dispute Resolution:

California *Civil Code* Sections 5900 through 5920 require community associations and their homeowners to participate in some form of Internal Dispute Resolution (“IDR”) prior to initiating certain types of disputes in superior court. This summary of the IDR procedure is being distributed as required by California *Civil Code* Section 5920. The below applies in an Association that does not otherwise provide a fair, reasonable, and expeditious IDR procedure meeting the minimum requirements described in California *Civil Code* 5910.

- A. The party may request the other party to meet and confer in an effort to resolve the dispute. The request shall be made in writing.
- B. A member of an Association may refuse a request to meet and confer. An Association may not refuse a request to meet and confer.
- C. The Association's Board of Directors shall designate a member of the Board to meet and confer.
- D. 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.
- E. 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.
- F. An agreement reached under this section binds the parties and is judicially enforceable if both of the following conditions are satisfied:
 - 1. The agreement is not in conflict with the law or the governing documents of the common interest development or Association.
 - 2. The agreement is either consistent with the authority granted by the Board of Directors to its designee or the agreement is ratified by the Board.
- G. A member of the Association may not be charged a fee to participate in the process.

Woodbury Community Association

Types of Changes Requiring Approval by the Architectural Committee/Design Review Committee

All proposed exterior modifications, alterations, additions or changes must be submitted to the AC/DRC for approval **prior** to any installation or commencement of construction.

The above mentioned installation, alterations, additions or changes may include, but are not limited to, walls, arbors, decks, gazebos, fences, fountains, pools, spas, landscaping, hardscape, patios, pottery, gates, light fixtures, fire-pits, barbeques, umbrellas, statues, room additions, window replacements, etc.

Procedure Used to Review & Approve or Disapprove a Proposed Change

Homeowner shall submit all of the following:

1. Property Improvement Form/Application.
2. Plan & Specifications (3 sets). 2 copies will be returned to the Owner and 3 sets will be retained by the Association after it is reviewed.
3. Photographs, brochures and/or material samples (1 set) where applicable (items provided will **not** be returned to the Owner).
4. A security deposit of \$500.00 is required as well as the following fees: \$225.00 for new home landscape/hardscape, \$100.00 for painting, room additions, front/rear yard landscape changes and \$75.00 for solar panels, doors, lighting or window replacement.

Upon receipt, the information will be reviewed for completeness. Should any of the above items not be submitted, the entire submittal shall be returned to the owner noting the missing information. An application will not be “submitted” until it is complete.

If the submittal is complete, the management company will log the submittal, send a confirmation of receipt to the owner, and send the submittal package to the AC/DRC for review.

The AC/DRC has 45 days to review the submittal (from the date received by management). Should the homeowner not receive a response within 45 days from receipt by the Association, the submittal shall be deemed approved. A deemed approved submittal does not provide rights to the homeowner to violate alteration of the common area or Association maintenance areas regardless of submittal information.

The AC/DRC shall review submittals for the purpose of determining if the proposed improvements meet the Architectural Guidelines/Design Review Guidelines and that the appearance of any structure affected will be in harmony with the surrounding structures,

that the construction will not detract from the beauty, wholesomeness or attractiveness of the Common Area or the enjoyment by the Members, and that the upkeep and maintenance will not become a burden on the Association.

Any changes to the exterior of a residence must be specifically called out, in detail, in order for them to be approved. Unless specified by the submitting owner, any installation will be assumed to be in strict accordance with the Association's architectural guidelines. Proposed plans must also depict any easements within the property, and, in the case of a relocated improvement (such as a wall, fence or similar structure), the plans must depict both the original location of the improvement and the proposed new location.

The AC/DRC review is for aesthetics only. Homeowners must defer to their professional consultant to determine if a permit is needed, if utility or other City/County easements exist and verification of property lines. If one neighbor accuses another of building onto their property, it is a neighbor to neighbor issue.

The AC/DRC will complete its review and send the submittal package back to management noting whether it is approved or not and any reasons for the denial, if applicable. Management will log the submittal as returned and send one set back to the homeowner. If denied, the homeowner must start this process again with the required number of plans and application copies as noted above.

**Woodbury Community HOA
INSURANCE SUMMARY DISCLOSURE**

Pursuant to Section 5300 (b) of the California Civil Code, the association is providing you with the following information regarding its insurance policies.

A. General Liability Insurance

1. The insurer is Mid-Century Insurance Company.
2. The policy limits of the insurance are \$ 1,000,000 per occurrence, \$ 2,000,000 general aggregate.
3. The insurance deductible is \$ 0.

B. Property Insurance

1. The insurer is Mid-Century Insurance Company.
2. The policy limits of the insurance are \$ 8,114,300.
3. The insurance deductible is \$ 1,000.

C. Earthquake Insurance (attach supplemental disclosure if applicable)

1. The insurer is N/A.
2. The policy limits of the insurance are \$ N/A.
3. The insurance deductible is \$ N/A.

D. Umbrella Liability Insurance

1. The insurer is Federal Insurance Company.
2. The policy limit of the insurance is \$ 15,000,000.
3. The insurance deductible is \$ 0.

E. Fidelity Insurance

1. The insurers are Mid-Century Insurance & Great American Insurance Company.
2. The policy limits of the insurance are \$ 7,000,000.
3. The insurance deductible is \$ 500.

This summary of the Association's policies of insurance provides only certain information, as required by subdivision (b)(9) of Section 5300 of the Civil Code, and should not be considered a substitute for the complete policy terms and conditions contained in the actual policies of insurance. Any Association member may, upon request and provision of reasonable notice, review the Association's insurance policies and, upon request and payment of reasonable duplication charges, obtain copies of those policies. Although the Association maintains the policies of insurance specified in this summary, the Association's policies of insurance may not cover your property, including personal property, or real property improvements to or around your dwelling, or personal injuries or other losses that occur within or around your dwelling. Even if a loss is covered, you may nevertheless be responsible for paying all or a portion of any deductible that applies. Association members should consult with their individual insurance broker or agent for appropriate additional coverage.

The Association will notify you as soon as reasonably practical if any of these policies are canceled and not immediately replaced. If a policy is renewed or a new policy is issued to replace a policy and there is no lapse in coverage, the association will notify you in its next available mailing to members.

WOODBURY COMMUNITY ASSOCIATION

Charges for Documents Provided

This disclosure is provided to you in accordance with the requirements of California Civil Code Section 4528.

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:

Print Name _____ Position or Title _____ Association or Agent _____ Date Form Completed: _____

Check or Complete Applicable Column or Columns Below

Document	Civil Code Section	Fee	Not Available (N/A), Not Applicable (N/App), or Directly Provided by Seller and confirmed in writing by Seller as a current document (DP)
Articles of Incorporation or statement that not incorporated	Section 4525(a)(1)	25.00	
CC&Rs	Section 4525(a)(1)	45.00	
Bylaws	Section 4525(a)(1)	35.00	
Operating Rules	Section 4525(a)(1)	15.00	
Age restrictions, if any	Section 4525(a)(2)	No Cost	
Rental restrictions, if any	Section 4525(a)(9)	No Cost	
Annual budget report or summary, including reserve study	Sections 5300 and 4525(a)(3)	35.00	
Assessment and reserve funding disclosure summary	Sections 5300 and 4525(a)(4)	No Cost	
Financial statement review	Sections 5305 and 4525(a)(3)	40.00	
Assessment enforcement policy	Sections 5310 and 4525(a)(4)	No Cost	
Insurance summary	Sections 5300 and 4525(a)(3)	No Cost	
Regular assessment	Section 4525(a)(4)		
Special assessment	Section 4525(a)(4)	No Cost	
Emergency assessment	Section 4525(a)(4)		
Other unpaid obligations of seller	Sections 5675 and 4525(a)(4)		
Approved changes to assessments	Sections 5300 and 4525(a)(4), (8)		
Settlement notice regarding common area defects	Sections 4525(a)(6), (7), and 6100		
Preliminary list of defects	Sections 4525(a)(6), 6000, and 6100		
Notice(s) of violation	Sections 5855 and 4525(a)(5)		
Required statement of fees	Section 4525	290.00	Please verify fee w/escrow supervisor
Minutes of regular board meetings conducted over the previous 12 months, if requested	Section 4525(a)(10)	60.00	

* 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.