



Riviera West Country Club

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May 10, 2024

RIVIERA WEST ANNUAL POLICY STATEMENT (Civil Code §5310)

(Please refer to your copy of the Riviera West Policies for additional information)

1. Person designated to receive official communication to the Association

The name and address of the persons designated to receive official communications to the Association are Office Administrator Elvia Cubilla, and Board President Phil Hartley, Riviera West Country Club, 8475 Harbor View Drive, Kelseyville, CA 95451.

2. Member's address

A member may submit in writing to the Association a request to have notices sent to up to two different specified addresses.

3. General notices

The location designated for the posting of general notices is: bulletin board outside the Riviera West clubhouse at 8475 Harbor View Drive, Kelseyville, CA 95451.

4. Option to receive general notices by individual delivery

If a member requests to receive general notices by individual delivery, all general notices to that member will be as described in §4040; methods include first class mail, registered or certified mail, express mail or overnight delivery. If the recipient has consented in writing, general notices will be delivered by email, facsimile or other electronic method of delivery. The member can revoke this consent in writing.

5. Members right to receive copies of meeting minutes

Riviera West Country Club meeting minutes will be posted to www.rivierawesthoa.com. A copy of the minutes will be provided to a member upon an in-person or written request addressed to the Riviera West office.

6. Riviera West assessment collection policies

The Association's Assessments and Foreclosure Policy is described in §5730 of the Riviera West Country Club Policies. The Association's Delinquent Assessment Collection Policy is included in this packet as a separate sheet.

7. Riviera West policies and practices in enforcing lien rights and other legal remedies for default in the payment of assessments.

Riviera West lien rights are described in the Delinquent Assessment Collection Policy, which is included in this packet as a separate sheet.

8. Riviera West rules enforcement policy

Riviera West Governing Documents Section 11.1 Schedule of fines:

In compliance with Section 1363.1 of the California Civil Code, the following is a schedule of fines to be levied against owners who violate the governing documents or Rules and Regulations of the Association. Fines are levied at a hearing scheduled before the Board of Directors, at which time the owner is given the opportunity to be heard. In addition to fines, the Association has the authority to restrict an owner's membership rights, seek a court injunction, as well as pursue any other remedy allowable under municipal, county and state law.

Governing Documents Section 11.2 Legal fees: Any legal fees incurred by the Association to enforce implementation of these Rules and Regulations, when an owner is non-compliant, will be the responsibility of said owner and will not be borne by the general population of property owners. Owners are responsible for their tenants.

Governing Documents Section 11.3 Violations:

Non-threatening to health, life, or property: \$250, per month, for each violation. For example, barking dog, parking violation, clear cutting of lots or clearing other than immediately prior to construction, etc.

Threatening to health, life or property: \$500, per month, for each violation. For example, allowing an aggressive dog to roam, failure to repair a water leak on the property or failure to clear lots as required for fire prevention, etc.

9. Dispute resolution procedures

California Civil Code requires an association to provide annually a summary of the Alternative Dispute Resolution [ADR] process as part of the association's collection policy.

Alternative Dispute Resolution means mediation, arbitration, conciliation, or other nonjudicial procedure that involves a neutral party in the decision-making process. An association established to manage a common interest development has standing to institute, defend, settle, or intervene in litigation, arbitration, mediation, or administrative proceedings in its own name as the real party in interest and without joining with it the individual owners of the common interest development, in matters pertaining to the following:

- a) Enforcement of the governing documents;
- b) Damage to the common area;
- c) Damage to a separate interest that the association is obligated to maintain or repair;
- d) Damage to a separate interest that arises out of, or is integrally related to, damage to the common area or a separate interest that the association is obligated to maintain or repair.

Any party to a dispute may initiate the process required by Section 1369.520 by serving on all other parties to the dispute a Request for Resolution. According to the Davis-Stirling Act, California Civil Code Section 1369.590 states, "Failure of a member of the association [Country Club] to comply with the alternative dispute resolution requirements of **Section 1369.520** 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."

10. Riviera West architectural guidelines to building

The Riviera West Architectural Guidelines to Building (Guidelines) apply to all properties in our community. The guidelines spell out the restrictions that apply to dwellings, garages, additions, remodels, decks, solar panels, porches, patios, pools, spas, fences, retaining walls and accessory buildings, as well as tree and shrub removal, in Riviera West.

Whether you are building a new house, garage or addition, or are installing or changing a deck, porch, patio, pool, spa, fence, gate, retaining wall, solar panels or accessory building, your project must conform to the Guidelines and other Riviera West Covenants, Conditions and Restrictions (CC&Rs) specifications. Review and written approval from the Riviera West Architectural Control and Planning Committee (ACP) must be obtained before you proceed with your project. Application fees and/or deposits must also be paid as indicated in the Guidelines. Written ACP approval is also required prior to applying paint or other exterior finishes, grading, cutting live trees or shrubs, or installing fuel tanks or solar panels.

The CC&Rs document contains detailed ACP information. You can find this information at the Riviera West website at www.rivierawesthoa.com. To request project review by the ACP, you can pick up an ACP Request for Project Approval form at the Riviera West office or download it from the website.

11. Overnight payments

Overnight payments can be sent to the Riviera West office at 8475 Harbor View Drive, Kelseyville, CA 95451. Office hours are posted at the clubhouse and are indicated on the Riviera West website. Please consult the Association's website at www.rivierawesthoa.com for specific office hours.