

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

JUNE 20, 2005

MINUTES

A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held in the Association Clubhouse at 1060 Melrose Avenue in Alameda on June 20, 2005.

Officers and Directors:

(Vacant)	Chairperson	2005
Robert Day	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani	Treasurer	2006
Neil Wilson	Director	2006

Also present was Ann Parish of Lodestar Management

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle HOA Board of Directors was called to order at 7:10 P.M. with President Bob Day presiding.

ITEM II. APPROVAL OF MINUTES

It was moved, seconded and carried (MSC) (Quinn/Wilson) to approve the Minutes of the regular Board meeting held on May 16, 2005 with omitted information filled in regarding names and addresses at the bottom of page 1.

ITEM III. GUEST RECOGNITION / OPEN FORUM

- The homeowner at 3440 Camanoe Lane provided evidence of a Home Occupation Permit that she had obtained from the City.
- The homeowner at 1029 Kingston Lane asked questions of the BOD about the change in the policy related to cleaning gutters and was told that gutters would be cleaned, as necessary, if a maintenance request is called into the Association Office.
- The homeowner at 1089 Jost Lane (A model) asked that the dryer vent on the roof be cleaned by a maintenance employee and that the ceiling that was damaged from water intrusion be painted by the Association.
- The homeowner at 1025 Tobago Lane expressed the opinion that all requests from homeowners' requests should be in writing for tracking purposes.

ITEM IV. COMMITTEE REPORTS

Architectural Committee – The following action was taken on architectural requests:
It was MSC (Crevani/Wilson) to approve 1) the request from the homeowner at 1013 Kingston Lane to install a new entry door, and 2) the request from the homeowner at 3549 Norman Lane to install cable wiring.

It was the consensus to have the Committee review the request from 3410 Brithorn Lane for a new entry door and the request from 3531 Magnolia to replace existing windows and resubmit the requests to the BOD with the Committee's recommendation.

CC&Rs Committee – It was agreed that new, current, easy-to-read governing documents be given the highest priority at this time. A meeting is scheduled of Monday, June 27th at 7:00 P.M.

Disaster Response Committee – The Minutes from the Committee meeting held on June 14th were distributed to the BOD for review. It was MSC (Crevani/Quinn) to authorize \$100 for the purchase of supplies as requested by this Committee.

Financial Oversight – There was no report from this Committee.

Landscape – Ms. Ensor distributed the Committee's report and requested a copy of the tree survey that had recently been completed by Davey Tree. Management was requested to:

- Send a letter to the homeowner at 3462 Mecartney advising of the Committee's decision not to replace a tree as requested.
- Find out about the provisions in the contract with FGS for snail abatement and weeding and fertilization

Ms. Ensor will prepare an article for the newsletter that will advise residents of several landscaping issues.

It was MSC (Crevani/Wilson) to approve an expenditure of \$625 for sod replacement in 9 locations where trees had been removed.

Maintenance Committee – Mr. Greer reported that the building renovation work was completed on Capella Lane and the exterior painting would begin next week. The next area for building renovation work will be Jost Lane.

Discussion was held on the proposal for spraying of the foam roofs and Management was requested to contact the contractor to have him specify that the 5-year warranty relating to roof leaks included any leaks from the collars around the roof penetrations. It was MSC (Quinn/Wilson) to approve the proposal from Harry Bunfill Urethane Foam Roofing in the amount of \$53,765 contingent upon Mr. Wilson approving the modification to the proposal that would extend the warranty for roof leaks to the roof penetrations.

The Committee is still searching for a truck for the maintenance employee, but has not yet found a suitable vehicle.

A work order will be sent to the Maintenance Supervisor to repair the roof at 1065 Jost Lane. Mr. Wilson and Mr. Greer will monitor the work as it progresses. It was the consensus to have the Association hire a new employee to clean roofs and gutters.

Pool & Clubhouse Committee – It was MSC (Crevani/Quinn) to appoint Barbara Day to serve as Chairperson of this Committee. The Committee's Charter will be provided at the July BOD meeting.

Discussion was held on the Bridge Club that uses the Clubhouse each Thursday evening. It was MSC (Day/Crevani) to advise the Bridge Club that, effective July 21st, the fee for use of the Clubhouse will be \$40 per evening and that the key to the Clubhouse can only be given to a Garden Isle member who will have sole control of the key for opening and closing the Clubhouse who must be present during the evening.

It was requested that the Pool Rules and the Swimming Permission Slip be included in the next newsletter. It was reported that the cleanliness of the pool and the enforcement of the rules is greatly improved this year over prior years. New pool furniture has been purchased and all replacement pool tags are current. There will be double pool attendants scheduled for July 4th.

RV Lot – It was observed that the RV Lot is clean and that there is only three spaces left to rent.

ITEM V. FINANCIAL REPORT

It was requested that the Financial Oversight Committee meet to approve financial statements from the past three months.

It was requested that an article be included in the next newsletter inviting members to assist with the preparation of the Budget for 2005-06.

Treasurer Crevani reported that approximately \$600,000 had been re-invested in different 90-day CDs that are ladderred in accordance with the BOD's investment policy.

ITEM VI. MANAGEMENT REPORT

Members' Issues:

- 3441 Dutchcap Lane – The BOD agreed that the note given to the homeowner regarding a basketball hoop in his driveway was harsh and did not come from the Board, committees or Management.
- 1156 Windward – Mr. Day and Mr. Wilson will meet with the homeowner regarding the BOD's decision to allow vinyl framed windows.

A summary list of violation letter sent since the last BOD meeting was provided to the BOD with several responses from homeowners.

ITEM VII. UNFINISHED BUSINESS

- Interactive Website – It was the consensus to defer a decision on this matter until the BOD had acted on other matters, with a higher priority.
- New Pool Heater – Mr. Wilson reported that the installation of the new pool heater was in progress.
- 3408 Redhook – Management reported that the Fire Marshall had met with the owners on June 15th and verified that all welding equipment had been removed from the garage and there was no longer a potential fire hazard that existed.
- Parking Patrol – Mr. Day reported that he was in the process of receiving information from another company that he met at the ECHO Seminary on June 18th. Homeowners will be encouraged to call the Police to tow vehicles that are parked in fire lanes. A survey of signs that may be needed will be done to designate all driveways as fire lanes.
- Reserve Study – A meeting to finalize the revisions to the Reserve Study will be held on Monday, July 11th at 7:00 P.M. to be followed by conference call with The Helsing Group and BOD members.
- Letters to New Owners – Ms. Quinn said that she would hand deliver the letters to new homeowners when they are prepared.

ITEM VIII. NEW BUSINESS

Swim Lesson Program – No replacement instructor could be found and it was the consensus that swim lessons would have to be cancelled for this summer.

Maintenance Checklist – It was agreed that the Maintenance Checklist, prepared by Ms. Quinn, was a good start and additional work will be needed to formulate a complete checklist.

ITEM IX. NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting of the BOD will be held on Monday, July 18, 2005 at 7:00 P.M. in the Association Clubhouse.

It was MSC (Quinn/Day) to adjourn the meeting to Executive Session at 9:43 P.M.

ITEM X. EXECUTIVE SESSION

The delinquency report was discussed. It was MSC (Crevani/Day) to file liens against Accounts #88306-D-000-1 and #88300-H-000-1 in accordance with the Association's collection policy.

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

MAY 16, 2005

MINUTES



A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held on Monday, May 16, 2005 at the Association Clubhouse at 1060 Melrose Avenue.

Officers and Directors:

(Vacant)	Chairperson	2005
Robert Day	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani *	Treasurer	2006
Neil Wilson	Director	2006

(* denotes absence ** denotes later arrival)

Also present was Ann Parish of Lodestar Management.

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle Board of Directors was called to order at 7:04 P.M. with President Bob Day presiding.

ITEM II. APPROVAL OF MINUTES

It was moved, seconded and carried (MSC) (Quinn/Wilson) to approve the Minutes of the regular BOD meeting held on April 18, 2005 with references to Governing Documents on page 5 completed.

ITEM III. GUEST RECOGNITION / OPEN FORUM

Anita Bowerman () inquired about gutter and downspout cleaning. It was the consensus of the BOD that one story gutters and downspouts need to be cleaned by the individual homeowner since the Association does not have the manpower to do frequent cleanings of gutters and downspouts.

(3443 Capella) expressed her frustration over residents parking in open guest parking spaces.

Maintenance Committee – Mr. Greer reported that the work in the Clubhouse kitchen was progressing on schedule. The Committee is waiting for the Association Treasurer to approve the expenditures for the new appliances.

The Committee is looking for a used pickup truck for the Maintenance Supervisor, but has not been able to locate one at this time.

Pool & Clubhouse Committee – Management will check with the swim lesson instructor for the start dates of the lessons.

Mr. Day and Mr. Wilson will look into purchasing chaises for the pool.

The pool heater has been delivered and will be installed in a few days. It was MSC (Wilson/Day) to accept liability insurance in the amount of \$3 Million from the contractor who will be installing the pool heater.

Management was requested to contact the Bridge Club regarding their use of the Clubhouse in return for a contribution to the Association.

It was MSC (Day/Wilson) to increase the fee for use of the Clubhouse by the Realtors group to \$40/meeting.

RV Lot – There was no report or new information from this Committee. Ms. Quinn reported that on a recent property inspection she had noticed that the gate to the RV Lot had been left open.

Airport Sound Insulation Program – It was reported that Phase 6 of the Airport Sound Insulation Program was starting.

ITEM V. FINANCIAL REPORT

In the absence of the Treasurer, it was requested that the approval of the March 31, 2005 and April 30, 2005 Financial Statements be deferred until the Financial Oversight Committee had a chance to review the information in these statements.

ITEM VI. MANAGEMENT REPORT

Members' Issues – The following action was taken on Members' issues:

- 1078 Jost Lane – The homeowner had been sent a letter advising of Board approval of their request for installation of a cable.

3408 Redhook - Management was directed to advise the homeowner that, if no effort is made to meet with a representative of the Association and the Fire Marshall, an additional fine will be levied.

Resident Parking in Guest Spaces - Discussion was held on the problem of resident vehicles parking in the open guest spaces.

Management was requested to obtain proposals from a company to do parking enforcement for 2 nights each week and one for 3 nights each week. It was also requested that the Association's phone number be placed on the existing signs in the guest parking areas.

ITEM VIII. NEW BUSINESS

New Owners' Letter - Mr. Day will revise the letter that will be sent to new owners and Management will send it out to all new homeowners.

Liability Issues Re: Use of Pool - Management provided communications from the Association's legal counsel and insurance broker regarding the Association's liability exposure for pool usage.

ITEM IX. NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting of the BOD will be held on Monday, June 20, 2005 at 7:00 P.M. in the Clubhouse.

The meeting was adjourned at 9:42 P.M.

Minutes prepared by Ann Parish, CPM, Lodestar Management Concepts

Approved by the Board of Directors: _____

Date

Signed: _____

Patricia Quinn, Secretary

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

APRIL 18, 2005

MINUTES

A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held on Monday, April 18, 2005 at the Association Clubhouse at 1060 Melrose Avenue.

Officers and Directors:

(Vacant)	Chairperson	2005
Robert Day	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani	Treasurer	2006
Neil Wilson	Director	2006

(* denotes absence ** denotes later arrival)

Also present was Ann Parish of Lodestar Management.

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle Board of Directors was called to order at 7:03 P.M. with President Bob Day presiding.

ITEM II. APPROVAL OF MINUTES

It was moved, seconded and carried (MSC) (Quinn/Crevani) to approve the Minutes of the regular BOD meeting held on March 17, 2005 with noted typos corrected.

ITEM III. GUEST RECOGNITION / OPEN FORUM

There were no homeowners present to address the BOD.

ITEM IV. COMMITTEE REPORTS

Architectural Committee – It was reported that no applications had been submitted for approval since the last BOD meeting. It was the consensus that more members were needed on this Committee.

Disaster Response Committee – Mr. Day apologized for the April newsletter not getting out on time to advise residents of the Committee walk through to gain emergency contact information from residents.

Financial Oversight Committee – Mr. Crevani advised that Frances Genger and Eddie Shutter had joined this Committee.

Governing Documents Revision Committee – Management was requested to provide all responses from Sandra Bonato to the BOD to be reviewed prior to the next Committee meeting. It was requested that Ms. Bonato provide a “red line” version of the documents.

Landscape Committee – Carlene Ensor reported that no walk through had taken place in March and the April walk through will be scheduled for either April 26th or 28th. A walk through had been completed where 7 areas were identified that needed trees. There are 70 empty spots by garages where trees are also needed. Two types of trees have been approved for planting at the garages and, those that have been planted, are doing well. Homeowners will be asked in a future newsletter to contact the Association Office if they would like a tree planted next to their garage. Remaining work for this year includes:

- Trimming of Alders and Acacias
- Lawn planted in bare areas where trees were removed
- A backlog of landscape requests needs to be created for future budgets

Maintenance Committee – Mr. Greer reported that the work on both bathrooms had been completed. A diagram of kitchen cabinets and related costs were presented for the Clubhouse kitchen renovation. It was MSC (Crevani/Quinn) to approve an expenditure not to exceed \$8,400 for the kitchen renovation. It was noted that the range would cost \$800 more than allowed and the garbage disposal would cost \$150.

The Committee requested that the BOD consider buying a used pickup truck, with a roof rack and a secure tool box, so that Eller would not have to use his personal truck for Association business. The estimated cost of an appropriate truck is \$10,000. The Financial Oversight Committee will review the request to purchase a truck and make a recommendation to the BOD.

Pool & Clubhouse Committee – It was the consensus that a Pool & Clubhouse Committee is needed. Mr. Day reported that the Pool Attendants have been trained and the pool is being prepared for opening on April 30th. The new pool heater will be installed in approximately two weeks. New pool covers will be needed this year. BOD members will be provided with a master schedule of coverage of the pool by Pool Attendants.

RV Lot – Mr. Ow reported that the appearance of the RV Lot was greatly improved. Discussion was held on a cover that had been built for a homeowner's propane tanks in the RV Lot.

Airport Sound Insulation Program – It was reported that Phase 6 of the Airport Sound Insulation Program was starting.

Board Priorities – Mr. Day advised members present at this meeting that the BOD was working hard to address many issues that would return the Association to sound business practices. Accountability for maintenance expenditures, restatement of the Governing Documents and a reduction in dues are the first priorities.

ITEM V. FINANCIAL REPORT

It was requested that the approval of the March 31, 2005 Financial Statements be deferred until the Financial Oversight Committee had a chance to review information to be provided by Management and the coding of maintenance expenses which was still a problem.

ITEM VI. MANAGEMENT REPORT

Tool Inventory – A copy of the tool inventory was provided for BOD review.

Reserve Study – Management reported that the first draft of the Reserve Study, prepared by The Helsing Group, had just been received. Copies of the Reserve Study will be made and distributed to the BOD.

New Owners – Management provided a list of 19 new owners that had purchased homes in Garden Isle during the past 12 months. The BOD will prepare a letter welcoming the new owners and enlisting their participation on committees.

Members' Issues – The following action was taken on Members' issues:

- 3450 Capella Lane – A response to the BOD's request to have the hot tub and gazebo removed from the patio for access to do building repairs was reviewed. It was the consensus that no response to the letter was required.
- 3408 Redhook Lane - The homeowner had provided a letter to the BOD advising that the garage had been cleaned up, as requested by the BOD, and would be available for inspection any evening after 7:00 P.M. A time will be arranged to inspect the garage with the Fire Marshall to confirm that the garage is no longer a safety hazard. The metal shed in the patio will also be checked out for compliance with the Association's rules.

- 1097 Jost Lane – Discussion was held on the homeowner's complaint about the trailer that is parked in the community. Because the trailer is parked on a City street, it is the homeowner's responsibility to call the Police and report it when the trailer is parked in the same spot for more than 72 hours.
- Management was asked to prepare a form letter that can be sent to residents when complaints are received about vehicles parked on Association-owned streets. A list of City streets and Association-owned streets and information (license number, make, color, etc.) should be included in the letter.

Automatic payment of recurring payables – Management provided information about the automatic of certain recurring payables. It was MSC (Crevani/Quinn) to authorize automatic payment for Kaiser Health Plan and to designate the President and Treasurer as the contact for this account. Management was asked to look into a master billing for P.G. & E. and East Bay MUD to insure that each account is credit properly.

Management was asked to follow up with the Sunwest Bank Visa card to remove Jane Baddley's name and replace it with Eller DeLeon.

ITEM VII. UNFINISHED BUSINESS

Interactive Website – Ms. Quinn reported that she was still researching the website for the Association and would have more information at the May BOD meeting.

New Pool Heater – Mr. Wilson reported that the pool heater had not yet arrived and was expected during the week of May 9th.

3440 Camanoe – Management reported that the homeowner's son had brought a Business License to the Association Office as proof that the business at their home was licensed. It was agreed that a Home Occupation Permit from the City was needed. Management was asked to contact the homeowner and request that the appropriate license be provided to the BOD. If the Home Occupation Permit from the City is not provided, then the homeowner will be asked to attend a hearing at the May BOD meeting.

ITEM VIII. NEW BUSINESS

Cleanup of RV Lot – Good progress has been made in the cleanup of the RV Lot. The Maintenance Committee and the BOD are working with the Maintenance Supervisor to accomplish the secure storage of building materials.

Pool Opening Date – It was confirmed that the pool would open on Saturday, April 30th.

Newsletter Items – A final review of the newsletter will be done and it will be distributed to all residents.

ITEM IX. NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting of the BOD will be held on Monday, May 16, 2005 at 7:00 P.M. in the Clubhouse.

The meeting was adjourned at 9:20 P.M. after an Executive Session

ITEM X. EXECUTIVE SESSION

Authorization was given for Declarations of Default to be filed against Accounts #88329-H-000-1 and #88060-A-000-1.

Management will notify all members that are not in good standing that Association privileges have been revoked in accordance with Article , Section of the CC&Rs.

Management was requested to send a \$100 American Express Gift Card to Michelle Stempien in appreciation of her several years of participation on the BOD.

Minutes prepared by Ann Parish, CPM, Lodestar Management Concepts

Approved by the Board of Directors: _____

Date

Signed: _____

Patricia Quinn, Secretary

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

MARCH 21, 2005

MINUTES

A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held on Monday, March 21, 2005 at the Association Clubhouse at 1060 Melrose Avenue.

Officers and Directors:

(Vacant)	Chairperson	2005
Robert Day	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani	Treasurer	2006
Neil Wilson	Director	2006

(* denotes absence ** denotes later arrival)

Also present were Ann Parish, Mary Ellen Bauer and Dianne Emery of Lodestar Management.

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle Board of Directors was called to order at 7:03 P.M. with President Bob Day presiding.

ITEM II. APPROVAL OF MINUTES

It was moved, seconded and carried (MSC) (Wilson/Quinn) to approve the Minutes of the regular BOD meeting held on February 17, 2005 as submitted by Management.

ITEM III. GUEST RECOGNITION / OPEN FORUM

Carlene Ensor (1079 Mangrove) – Advised that some homeowners had questions about seeing individuals walking the property and were told that Board members were looking at certain issues on the properties.

Marcia Helges (1081 Mangrove) – Advised that a delivery had gone to another address and there was no one in the office that could give her the correct address.

Martin Wall (3543 Norman) – Expressed concern about the procedure for addressing a recent complaint about bees in his skylight.

Chun (3440 Camanoe) – Advised that she was not conducting a business out of her home and only received deliveries at her home address. The BOD explained that materials cannot be stored and merchandise must be moved out of her home as there was a concern about a potential fire hazard in the garage. Further action was held in abeyance pending the homeowner providing a copy of her home occupation permit to the Association Office.

ITEM IV. COMMITTEE REPORTS

Architectural Committee – It was MSC (Crevani/Wilson) to approve the following applications, as recommended by the Committee:

- 3439 Capella – patio door replacement
- 3441 Capella – Comcast cable installation
- 1078 Jost – Alameda Power and Telecom Cable installation
- 1089 Melrose – Alameda Power and Telecom Cable installation
- 1046 Melrose – garage door replacement
- 3441 Oleander – Alameda Power and Telecom Cable installation
- 3433 Oleander – replace all windows and front door light; Comcast cable installation
- 3429 Redhook – patio to garage door replacement

The following applications were not approved:

- 1071 Melrose – a better plan for the cable installation will need to be submitted
- 3433 Solomon – additional documents are needed and permits are to be on file in the Association Office before any work begins. Mr. Day was given authorization to approve the installation of the skylights after review of additional paper work submitted.

Management was asked to prepare a sample letter for BOD review to be sent to anyone requesting approval for a skylight.

Disaster Response Committee – A meeting of this Committee was held on March 8th and Minutes of that meeting had been submitted.

Financial Oversight Committee – A report, with several questions, was submitted by this Committee after review of the February 28, 2005 Financial Statements. Further discussion on the report will be held during the Financial Report.

Governing Documents Revision Committee – This Committee had met on February 28th and March 7th and questions had been submitted to Sandra Bonato. Management was asked to contact Ms. Bonato regarding a timely response.

Landscape Committee – The Committee will have a walk through on March 22nd. Ms. Ensor and Ms. Robles will schedule an inspection to determine where tree replacement is needed. Mr. Wilson asked that the Pine trees around the Clubhouse be trimmed more and Ms. Ensor advised that additional trimming would cause an imbalance in the trees. The Committee was asked to contact A & M Tree for a bid on future work and to keep a list of tree companies to be used for bids on file in the Association Office.

Maintenance Committee – Mr. Greer reported that the work on both bathrooms in the Clubhouse was almost complete and work will begin on the Clubhouse kitchen when the bathroom work is complete. Exterior painting has been slow because of the weather.

Ms. Bauer is working with the Maintenance Supervisor to complete the tool inventory.

Management was requested to provide separate reports for Open and Closed Work Orders in future Board packets. Print outs of several expense line items in the General Maintenance category will be given to Mr. Greer for re-coding.

It was requested that the Maintenance Supervisor have only one charge card and that separate cards for gasoline, Home Depot, etc. be phased out.

Because of the poor design, it was recommended that elimination of the planter boxes be put to a vote of the membership.

RV Lot – Mr. Ow reported that there had been no new activity for this Committee during the past month. The letters that were sent to people using the RV Lot had, for the most part, resulted in a much improved appearance. It was MSC (Crevani/Wilson) to accept the amended RV Lot Committee Charter, as submitted by Mr. Ow. It was MSC (Day/Quinn) to appoint Mr. Wilson as a member of the RV Lot Committee.

Airport Sound Insulation Program – A map showing the eligible areas for the Airport Sound Insulation Program was provided in the Board Packet for this meeting.

ITEM V. FINANCIAL REPORT

Treasurer Crevani reported that the Financial Oversight Committee had reviewed the 2/28/05 financial statements and presented a list of questions which were discussed with Management.

Mr. Wilson expressed concern about late charges on several of the accounts for the purchase of materials and previous balances on utility accounts. Management was requested to find out which accounts with recurring payments could be paid by electronic transfer since checks are prepared only on the 10th and 25th of each month.

It was MSC (Crevani/Wilson) to approve the laddering of \$450,000 at Morgan Stanley in 3-9 months CDs.

It was the consensus to approve the Financial Report as presented.

ITEM VI. MANAGEMENT REPORT

Committee Charters – Management presented the revised Charters for each Committee. It was requested that the Charters include wording that no more than two Board members may be on any committee with neither being appointed as the Chair.

Members' Issues – The following action was taken on issues relating to individual members' issues:

- 3452 Capella Lane – Management was requested to send a letter to the homeowner recommending that he hire an electrician to make sure that ground clips on exterior outlets were properly installed. Homeowners need to know that the residences were built with aluminum wiring at 100 AMPs and, with today's electronic equipment, an overload of the electrical system is possible. The Association Maintenance Supervisor should be instructed to call an electrician to assist with wiring issues during the renovation of buildings.
- 3407 – 3409 Catalina Avenue – Management was requested to forward the homeowner's request for removal of a Black Acacia tree in front of #3409 to the Landscape Committee for a recommendation.
- 3408 Redhook Lane – Management was requested to send a letter to the homeowner expressing the BOD's concern about the potential fire hazard that exists from the welding that is being done in the garage. The homeowner will be advised that they have the opportunity to attend a hearing at the next BOD meeting to show cause why a fine should not be levied for continued non-compliance with the CC&Rs.

Clubhouse as Polling Place – The Clubhouse will be used as a polling place for the June 7, 2005 election.

Notice from Comcast – It was the consensus to decline the offer from Comcast for the installation of fiber optics.

Gas Mileage Log – Modifications, as requested by the BOD, were made to the Gas Mileage Log and given to the Maintenance Supervisor.

ITEM VII. UNFINISHED BUSINESS

Parking Policy – The modified Parking Policy was presented with the change, previously approved, related to parking in fire lanes.

Cleanup of RV Lot – Management was requested to send a letter to the one person in the RV Lot who had still not complied with the previous letter sent regarding cleanup of the RV Lot.

Reserve Study – The F. L. Arms Report was being copied and Management will deliver it to The Helsing Group in the next few days.

Pool Heater – Management provided copies of the bids for the pool heater presented at last month's meeting. Discussion was held on the need for a warranty for the pool heater. It was MSC (Wilson/Crevani) to approve the purchase of a pool heater from American Pool & Spa at a cost of \$7,311.94 and installation for a cost not to exceed \$1,200.00.

Interactive Website – Ms. Quinn reported that she had narrowed the selection of a website company to 3 companies that host websites and was waiting for information from them on developing and servicing the website.

Pool Opening – The date for opening the pool will be postponed due to the purchase of the pool heater. The projected date to open the pool is April 30th.

ITEM VIII. NEW BUSINESS

Hiring/Training of Pool Attendants – Mr. Day will train Pool Attendants on Saturday, April 9, 2005 from 10:00 A.M. to 12 Noon.

Newsletter Items – Mr. Day said that he would provide an article on maintenance and safety items to be included in the next newsletter.

ITEM IX. NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting of the BOD will be held on Monday, April 18, 2005 at 7:00 P.M. in the Clubhouse.

The meeting was adjourned at 10:00 P.M. after an Executive Session

ITEM X. EXECUTIVE SESSION

It was MSC (Day/Quinn) to prepare Declarations of Default, to be signed at the April BOD meeting, for any homeowners 90 days delinquent in the payment of homeowner's dues.

Minutes prepared by Ann Parish, CPM, Lodestar Management Concepts

Approved by the Board of Directors: _____
Date

Signed: _____
Patricia Quinn, Secretary

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

FEBRUARY 21, 2005

MINUTES

A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held on Monday, February 21, 2005 at the Association Clubhouse at 1060 Melrose Avenue.

Officers and Directors:

Michelle Stempien	Chairperson	2005
Robert Day *	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani	Treasurer	2006
Neil Wilson	Director	2006

(* denotes absence ** denotes later arrival)

Also present were Ann Parish, Mary Ellen Bauer and Dianne Emery of Lodestar Management.

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle Board of Directors was called to order at 7:02 P.M. with Chairperson Michelle Stempien presiding.

ITEM II. APPROVAL OF MINUTES

It was requested that a correction to the Minutes of the BOD meeting held on January 17, 2005 be made as follows:

p. 4, ITEM V. Financial Oversight Committee - *Mr. Crevani ... review the financial statements. Management was asked to provide a copy of the Charter for the Financial Oversight Committee and contact the other homeowners who had volunteered to be on the Committee*

It was moved, seconded and carried (MSC) (Crevani/Wilson) to approve the Minutes of the regular BOD meeting held on January 17, 2005 as amended.

ITEM III. GUEST RECOGNITION / OPEN FORUM

There were no homeowners present to address the BOD.

ITEM IV. COMMITTEE REPORTS

Architectural Committee – It was MSC (Wilson/Crevani) to approve the following applications, as recommended by the Committee:

- 3450 Capella Lane – re-installation of hot tub and gazebo that was removed for the building renovation
- 3539 Magnolia – replace all patio doors and garage windows
- 3454 Mecartney – installation of internet cable
- 3457 Oleander – replacement of garage door
- 3518 Savana Lane – installation of new front entry door

Management was asked to place the two applications “under review” by the Committee on next month’s agenda:

- 3439 Capella Lane – replacement of patio doors
- 3441 Capella Lane – installation of Comcast cable

CC&Rs Committee – Ms. Stempien reported that the next meeting of this Committee would be on February 28th. It is anticipated that the first draft of the restated governing documents will be ready at the end of March or April.

Disaster Response Committee – The Minutes of the Neighborhood Watch / Disaster Response Committee for the meeting held on February 8th were provided for BOD review. The next meeting will be held on March 15th at 7:30 P.M.

Financial Oversight Committee – Mr. Crevani reported that this Committee had not yet met and reminded Management to contact other homeowners who had expressed an interest in being on this Committee.

Landscape Committee – Minutes of the Committee meeting held on February 3rd were provided for BOD review. Five proposals had been provided for the trimming of the 21 Pine trees near the Clubhouse and the 9 Elm trees near Tobago and Capella. Mr. Wilson recommended that the maximum trimming of the trees be done, rather than the minimum. It was MSC (Wilson/Crevani) to approve the proposal from Davey Tree in the amount of \$6,100 and an additional \$850 for deep root fertilization of the trees.

Maintenance Committee - It was reported that the work on the first bathroom in the Clubhouse was almost complete and the second bathroom will be done soon. Ms. Bauer is working with the maintenance department to complete the tool inventory.

Mr. Wilson reported that further investigation on the corrective drainage work on Mangrove and Capella Lane will have to wait for drier weather.

A Work Order summary report had not been provided for this meeting.

Pool and Clubhouse Committee - Several of last year's pool attendants have indicated a desire to return for the 2005 swim season. Heidi Hayame has agreed to conduct swimming lessons and also work as a pool attendant. Mr. Day had indicated that he wanted to train the pool attendants.

RV Lot - Mr. Ow had provided a revised Charter for this Committee.

Airport Sound Insulation Program - Mr. Wilson inquired whether or not a map showing the eligible areas for this program was available.

ITEM V. FINANCIAL REPORT

Mr. Crevani asked that 1) a copy of the General Ledger and Reserve Fund reconciliation be included in all Board Members' packets each month and 2) he be provided with copies of the General Ledger, bank reconciliations and a cumulative budget comparison report for the period ending 1/31/05.

Management advised that the State Compensation Insurance Fund would be performing an audit of the Association's payroll in the near future. Mr. Crevani asked that Management inquire whether or not the pool attendants could have a lower rate than the maintenance employees.

Management was asked to reclassify the wages for the temporary employee to be charged to roofs. Mr. Greer will advise what expenditures for materials need to be reclassified to Reserves.

The invoice from The Helsing Group was no approved for payment.

Mr. Crevani asked that an article be put in the newsletter advising homeowners that the year-end review would be delayed due to the inadequacy of the Reserve Study which would make the report misleading if incorporated as presented.

ITEM VI. MANAGEMENT REPORT

Committee Charters – Management reported that some of the charters had been revised by Committee Chairpersons and that all charters for the committees would be presented at next month's meeting.

Common Area Maintenance – Mr. Day had asked that the Vehicle Mileage Log be revised and that a log be put in each vehicle. In addition, he asked that a log be provided for container gas.

Discussion was held on the Maintenance Supervisor's use of his own truck and what insurance coverage the Association will need to carry to cover any liability. It was also requested that the current registration tags be put on the trucks. ||

The Fire Inspection Report reflected that there were no violations. ||

Members' Issues – Discussion was held on a letter from the homeowner at 1095 Jost Lane. Mr. Day prepared a response to be sent to the homeowner.

ITEM VII. UNFINISHED BUSINESS

Parking Policy – Management provided language to substitute in the sections in the Parking Policy for Fire Lanes and Blocking Fire Lane. The Parking Policy will be revised to include the recommended wording and add that parking will not be permitted on garage aprons. Management will remind the maintenance employees not to park in the fire lanes.

Management was asked to include the telephone number of the tow company in the newsletter and to send the guest parking list to the BOD each Friday.

Interactive Website – Ms. Quinn reported that she was not yet finished with her investigation into an Association website.

New Pool Heater – Discussion was held on the two proposals for pool heaters that had been received. Management was requested to obtain a proposal from The Pool Doctor for a Ray Therm heater so that the bids are comparable and to e-mail the BOD with the information so that a decision can be made before the next meeting to expedite the installation.

3440 Camanoe Lane – Management was requested to send another letter to the homeowners advising that running a business in their home is in violation of the CC&Rs and may not be in compliance with the City Ordinance for Home Businesses

Comparison Between Old and New Phone Companies - A comparison of the new telephone service and SBC was provided for BOD review. Management was requested to cancel the new service and return to SBC.

Re-Keying Office – It was the consensus to have the Association Office re-keyed and provide keys to all BOD members.

Reserve Study – Ms. Stempien provided a list of the various kinds of balconies for addresses where there were balconies. It was agreed that the Reserve Study would have to be completely done over. Mr. Day provided wording for a letter to be sent to The Helsing Group expressing the BOD's concerns.

ITEM VIII. NEW BUSINESS

Cleanup of RV Lot – A sample letter was approved to be sent to people using the RV Lot requesting that the spaces be cleaned up and all electrical cords be removed within 3 days of the date of the letter.

FGS will be told to clean up the storage area and a follow up letter confirming what needs to be done will be sent.

Management was asked to include a discussion of storing building materials in a more secure manner on next month's agenda.

Pool Opening Date – It was agreed that the pool would be opened on April 15th.

3421 Solomon Lane – Request for Better Lighting – Ms. Emery and Mr. Crevani will investigate the lighting deficiency reported by the homeowner and will report at next month's meeting.

Board Member Resignation – Ms. Stempien submitted her resignation, effective immediately, due to a re-location out of the area for a new job.

ITEM IX. NEXT MEETING DATE AND ADJOURNMENT

The next regular meeting of the BOD will be held on Monday, March 21, 2005 at 7:00 P.M. in the Clubhouse.

Minutes prepared by Ann Parish, CPM, Lodestar Management Concepts

Approved by the Board of Directors: _____
Date

Signed: _____
Patricia Quinn, Secretary

**GARDEN ISLE HOMEOWNERS ASSOCIATION
ALAMEDA, CALIFORNIA**

BOARD OF DIRECTORS MEETING

JANUARY 17, 2005

MINUTES

A meeting of the Board of Directors (BOD) of the Garden Isle Homeowners Association was held on Monday, January 17, 2005 at the Association Clubhouse at 1060 Melrose Avenue.

Officers and Directors:

Michelle Stempien	Chairperson	2005
Robert Day *	President	2005
Patricia Quinn	Secretary	2005
Richard Crevani	Treasurer	2006
Neil Wilson	Director	2006

(* denotes absence ** denotes later arrival)

Also present were Ann Parish, Mary Ellen Bauer and Dianne Emery of Lodestar Management.

ITEM I. CALL TO ORDER

The regular meeting of the Garden Isle Board of Directors was called to order at 7:05 P.M. with Chairperson Michelle Stempien presiding.

ITEM II. HEARING

Vicki Ferris, Owner at 3452 Dutchcap Lane, Jeff Patterson, 3450 Dutchcap Lane, and Gail Soares, owner of 3450 Dutchcap Lane, were present at this meeting to provide an update to the Board on the noise dispute that had been discussed at last month's meeting. Ms. Ferris advised that, within the next couple of months, she would be re-arranging her living room furniture to reduce noise transmission through the common wall. Mr. Patterson reported that there had been no problems since the last BOD meeting. It was the consensus that this matter had been resolved for the present time.

Mr. Patterson asked about dirt that had been deposited in front of 3450 Dutchcap Lane.

ITEM III. APPROVAL OF MINUTES

It was requested that certain corrections to the Minutes of the BOD meeting held on December 20, 2004 be made as follows:

- p. 1, ITEM III. be changed to read: *Vicki Ferris, Owner of 3452 Dutchcap Lane ...Ms. Ferris*
- p. 2, ITEM IV. be changed to read: *Jerry Ow (3469 Oleander) was present*
- p. 2, ITEM V. be changed to read: *Discussion was held ... tree removal...fiscal year. There was ...tree removal... current budget.*
- p. 3, paragraph 1 addition of: *The BOD also requested that the Committee find a new tree company and make a recommendation to the BOD.*
- p. 3, paragraph 4 should read: *It was MSC (Wilson/Crevani) to approve|... applications.*
- p. 4, ITEM VI., paragraph 2 should read: *Management confirmed ... as instructed by the BOD.*

It was moved, seconded and carried (MSC) (Crevani/Quinn) to approve the Minutes of the regular BOD meeting held on October 18, 2004 as submitted.

It was MSC (Crevani/Quinn) to approve the Minutes of the regular BOD meeting held on December 20, 2004 as corrected.

ITEM IV. GUEST RECOGNITION / OPEN FORUM

Ann Parish introduced Mary Ellen Bauer as the new Community Manager from Lodestar Management for Garden Isle.

ITEM V. COMMITTEE REPORTS

Landscape Committee – Carlene Ensor reported that there had been no landscape walk through in January. Bids for tree work will be requested from Bakin and two or three other companies for comparable work. A contract is needed at this time for Bakin to trim only tree branches that are overhanging chimneys at specific addresses. Ms. Ensor asked about funds that may be available for tree replacement. Mr. Crevani said that he would research this and report to Dianne Emery. Mr. Crevani asked that FGS not blow pine needles onto the lawn areas.

Neighborhood Watch/Disaster Response Committee – Minutes of this Committee's meeting on January 11, 2005 were submitted for BOD review.

Architectural Committee – It was MSC (Crevani/Quinn) to approve the following architectural applications as recommended by the Committee:

- 1060 Holly Street – window replacement
- 3458 Dutchcap Lane – satellite dish
- 3432 Camanoe Lane – cable
- 3424 Solomon Lane – cable
- 3436 Camanoe Lane – window and sliding door replacement
- 3447 Capella Lane – window and sliding door replacement
- 1120 Holly Street – detach existing cable and run it through the space above the Master Bedroom

It was the consensus that window replacement should not have “fast track” approval.

CC&Rs Committee – Ms. Stempien provided the Minutes from the Committee meeting on January 10, 2005. Questions from the meeting will be forwarded to Sandra Bonato at Berding & Weil. The Committee will begin review of the Amended Declaration of Covenants, Conditions and Restrictions. A schedule of meetings was provided through March 28, 2005 at which time the Committee expects to conclude the review of the Association’s Governing Documents.

Maintenance Committee – Roy Greer presented a report on the status of maintenance projects which included:

- Building renovation is still being done on Capella Lane where two large balconies need to be replaced
- There were many reports of roof leaks during the recent rains
- Eller will be asked to draw up a plan for the renovation of the kitchen and bathrooms of the Clubhouse to be delivered as soon as possible to Bob Day for review. Eller will do as much as possible of the Clubhouse renovations during February
- Management will provide the name of a company in Oakland that provides bathroom partitions
- Management was asked to contact anyone using the Clubhouse in February or March to let them know that the bathrooms may be under renovation at the time of their event.
- Mr. Greer reported that all gutters were cleaned during the summer and are cleaned, by request, during the remainder of the year. Mr. Wilson commented that the plastic flashings are failing.

Mr. Wilson reported on bids for corrective drainage work being received from FGS. The scope of work for 1050, 1052 and 1060 Mangrove is adequate, but the cost is too high. The scope of work for 3444 Capella is inadequate, however, the cost is acceptable. Mr. Wilson will continue to work on this project with the Community Manager.

Financial Oversight Committee – Mr. Crevani reported that the Committee had not yet met to review the financial statements. Management was asked to provide a copy of the Charter for the Financial Oversight Committee and contact the other homeowners who had volunteered to be on the Committee.

RV Lot Committee – Management provided a report on the conversations with the City regarding use of the RV Lot. It was the consensus that the RV Lot could remain as is and that no change was needed at this time. Management will provide the information obtained from the City to Mr. Ow. Mr. Wilson expressed concern about the increase in the RV Lot fee.

Pool & Clubhouse Committee – Management was asked to obtain two bids for the repair/replacement of the pool heater and have the bids available for the next BOD meeting.

ITEM VI. FINANCIAL REPORT

Mr. Crevani asked that information on the payment of bonuses be re-faxed to him. Management will let Mr. Grady know that the Reserve Study will not be completed until January 31st. Management was asked to complete the comparison of phone bills and report at the next meeting.

Mr. Crevani asked that the Payroll Journal from Paychex be provided with all payroll checks when presented for signature.

ITEM VII. MANAGEMENT REPORT

Tool Inventory – Management was asked to check with Bob Day to see when he might be available to meet and begin a tool inventory with Mr. Greer and Mr. Wilson. If Mr. Day is not available, then Mr. Greer and Mr. Wilson will do the tool inventory.

Summary of Insurance – Discussion was held on Section 8.2.8 in the Association's Bylaws that require a summary of insurance be published to members in 10 pt. Bold type. Management will advise the Association's insurance agent who prepares the summary about this requirement.

Committee Charters – Management was requested to give the committee charters to each committee chairperson for input before finalizing the charters.

ITEM VIII. UNFINISHED BUSINESS

Parking Infractions - Discussion was held on modifying the language in the parking policy related to towing from fire lanes for discussion at the February BOD meeting.

Forms Available from Office – It was suggested that a wall holder be installed to better display the forms for easier pick up by members.

ITEM IX. NEW BUSINESS

Interactive Website – Ms. Quinn presented the benefits of an Association website and said that she would do further investigation into set up and maintenance costs. She will contact ECHO for information about other HOA websites.

ITEM X. EXECUTIVE SESSION

The Board met in Executive Session following the regular BOD meeting.

The Minutes of the BOD meeting held in Executive Session on December 20, 2004 were approved.

No other action was taken by the BOD.

Minutes prepared by Ann Parish, CPM, Lodestar Management Concepts

Approved by the Board of Directors: _____
Date

Signed: _____
Patricia Quinn, Secretary

**GARDEN ISLE HOME OWNERS' ASSOCIATION
BOARD OF DIRECTORS' MEETING
Minutes**

February 21, 2006

Approved: _____ as written X as corrected
Date approved: March 20, 2006

CALL TO ORDER: Roy Greer called the meeting to order at 7:00PM

ROLL CALL: Board members present were Roy Greer, Sheila Leonard and Neil Wilson. Bob Day was present via phone. Richard Crevani was unable to attend. Robert Hood and Jill Parten represented Massingham & Associates.

ADDITIONS OR CORRECTIONS TO AGENDA: Hood asked that "Massingham Inspection Report" be added to Maintenance and that "Homeowner Payment Plan Request" be added to Financial Reports. The Board directed that the second item be added to an Executive Session, to be convened following adjournment of the Board meeting.

HOMEOWNER FORUM: The board reviewed the request from a homeowner seeking reimbursement of a Roto Rooter expense in January. Following lengthy discussion, upon a motion by Leonard, seconded by Wilson, which carried unanimously, the board agreed to reimburse the homeowner one half of the \$125.00 cost.

COMMITTEE REPORTS:

Architectural – Following review and discussion, with input from committee chair Chris Christ, who was in attendance, upon a motion by Wilson, seconded by Leonard, which carried unanimously, the Board approved the following architectural requests:

- o 3459 Dutchcap – garage door installation
- o 3431 Catalina – cable installation
- o 1093 Melrose – window replacements
- o 3454 Dutchcap – cable installation
- o 3523 Magnolia – fiberglass panel installation
- o 3437 Solomon – satellite dish installation
- o 1083 Melrose – door replacement

The Board also directed that management research past board decisions on patio overhangs in order to allow an appropriate decision on the request by the owner of 3450 Capella on this issue.

Disaster Response – Parten advised the Board that solicitation for new members for this committee would be in the newsletter.

Financial Oversight – Committee Chair Tom Pembleton advised the Board the committee was having difficulties with the transition of GLs from Lodestar to Massingham and that several items were incomplete, missing or not accurate in the January month-end financial report. The Board agreed to discuss specific delinquent accounts in the Executive Session.

Landscape – Committee Chair Carlene Ensor had submitted a written report and briefed the Board on it, as well as other landscape issues in the development. Following lengthy discussion and review of competitive bids, as well as review and discussion of budgetary allowances, upon a motion by Wilson, seconded by Leonard, which carried unanimously, the Board approved the following proposals:

- o Removal of 19 pine trees, including stump-grinding and removal of all debris, at a cost not to exceed \$20,090.00, as submitted by Davey Tree Company;
- o Pruning of 101 alder trees, including removal of debris, at a cost not to exceed \$10,310.00, as submitted by Cagwin & Dorward;
- o Installation of sod where 16 of the 19 pine trees have been removed, at a cost not to exceed \$2,000.00, as submitted by Cagwin & Dorward;
- o Removal of four alder trees, including stump-grinding and removal of all debris, at a cost not to exceed \$1,540.00, as submitted by Cagwin & Dorward;
- o Treatment of alders for aphids, at a cost not to exceed \$5,900.00, as submitted by Cagwin & Dorward.

The Board declined the proposal submitted to fertilize trees in the clubhouse area, at this time. Ensor also noted that Cagwin & Dorward had conducted a thorough inspection of the irrigation system, providing the Board with copies of the vendor's report. She advised the Board that the landscaper would like to hold an irrigation meeting with the Board. It was agreed to schedule the meeting for approximately 10:00AM, Wednesday, March 8th.

Ensor and the Board also discussed placing "hands off" stickers in the windows of residents who have gone on record as wanting to maintain their own landscape, with the stickers being placed to advise the landscape crew to not work in these areas. Following discussion of leaf removal costs quoted by Cagwin & Dorward, Day suggested, and the Board agreed, that Eller DeLeon should buy a commercial-type blower and have his maintenance crew handle this task in the future.

Maintenance – Greer advised the Board of the status of the ongoing project with the maintenance crew, noting they were unable to start at 3427-3439 Dutchcap, due to extensive landscape growth by these units – landscape maintained by the Owners. Parten will send letters to the Owners, advising them this must be cut back, or the Association will have it accomplished and asses the Owners the cost.

The Board and management also spent considerable time discussing the inspection report and recommendations made by Patrick Falconio, following his inspection of work accomplished on several units in January. The Board expressed dissatisfaction in the report, noting it should have had pictures attached as noted in the report, as

well as better clarification on his recommendations. Hood advised he would have Falconio rewrite the report to both clarify issues and include pictures.

Pool/Clubhouse – Following discussion on pool attendance, an updated entry system, pool tags and a new pool cover, the Board elected not to make any changes at this time, other than requesting bids to replace the pool cover.

RV Lot – Following review of a letter from a homeowner, the Board agreed that it would make empty spaces available to Owners for a second RV, to be used only when extra spaces are available. Should the demand for spaces exceed the existing supply, owners of second RVs would be required to move them off the lot.

APPROVAL OF MINUTES: Upon a motion by Leonard, seconded by Wilson, which carried unanimously, the Board approved the minutes of the Board meeting January 16, 2006, as corrected.

MANAGING AGENT'S REPORT: The Board reviewed and discussed the checklist items (refer to checklist). Following review of the support material provided, the Board agreed to transfer of a liability item in the amount of \$1,188.80 to a prior-year adjustment to allow the balance sheet to accurately reflect legitimate liabilities. The Board also discussed its desire to have Parten's hours extended. Hood advised the Board that this would require an increase in Massingham's fee, but would be discussed in Executive Session prior to the March 20th Board meeting.

UNFINISHED/OLD BUSINESS: Parten advised the Board that a group of eight volunteers had canvassed the Association with proxies for the proposal to revise the governing documents, noting that 160 proxies in favor of the revision had been received, while 20 against it had been received.

The Board discussed the ongoing issue of guest parking, noting many alternatives to the current system of citations and towing, considering the Association's needs versus the cost of an effective enforcement policy. No decision on change was reached at this time.

Wilson and Greer noted that the Association had agreed to replace the defective siding on the unit of an Owner who had expressed concern about this over the past three months. Greer said he was also pursuing a possible recourse plan through Economy lumber, to the manufacturer, regarding the Association's purchase and installation of the defective siding.

Noting no information had been provided regarding the Association's benefits plan for employees, Leonard stated she would discuss this with Day prior to the next meeting in hopes of bringing pertinent information to the full Board in March.

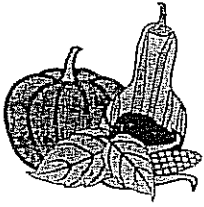
NEW BUSINESS: Upon a motion by Wilson, seconded by Greer, which carried unanimously, the Board ratified the earlier non-meeting approval of the insurance package submitted by Select Commercial Insurance Services, noting the approval deadline had been February 15, 2006. Leonard requested that it be noted in the minutes that Crevani had expressed reservations about one of the carriers, which was non-admitted in the state of California.

ADJOURNMENT: With no further business to come before the Board, the meeting was adjourned by unanimous consent at 10:25PM. The next Board meeting at will be held 7:00PM, Monday, March 20, 2006. The Board announced that it would convene an Executive Session to discuss specific delinquent accounts at this time.

Respectfully Submitted

Robert B. Hood
Recording Secretary

For Sheila Leonard
Secretary of the Association



GARDEN ISLE HOME OWNERS ASSOCIATION

ALAMEDA, CALIFORNIA

JANUARY 2006

IMPORTANT DATES!

Board of Directors Meetings

**January 16th and
February 21st
(Mondays)**

7:00PM. in the
Clubhouse.

All Garden Isle residents
are invited to attend the
Board meeting.

Deadline for Submittals to Board for Action at September Board Meeting

**January 9th and
February 14th** for
architectural
applications,
reports, correspondence
to Board, etc.

**January 17th and
February 15th** for
suggestions, ads, etc.
for consideration for
future newsletters.

PRESIDENT'S ADDRESS

Board President Bob Day has taken a great deal of time to create a very informative "State of the Association" address for all Garden Isle homeowners. That written address, which contains a plethora of information about your Association, is attached to the newsletter.

We urge all Garden Isle residents to take the time to read this and to become even better informed of the positive methods the Board of Directors has taken, and will continue to take, to help protect, maintain and enhance the value of the Association.

GOVERNING DOCS REVISION UPDATE

While this is addressed in a more in-depth fashion in the 'President's Address', this serves as a reminder to all homeowners to complete and either mail or deliver your proxies to the on-site office as soon as possible.

The voting deadline on this terribly important issue has been extended to January 25, 2006. If you have misplaced your proxy, feel free to stop by the on-site office and pick up a blank one from Jill Parten.

**GARDEN ISLE
HOME OWNERS' ASSOCIATION**

On-site Office - Clubhouse

1060 Melrose Avenue
Alameda, CA 94502

Jill Parten, On-site Administrator
Maintenance Supervisor: Eller DeLeon

Hours: 8:00 A.M. to 12 Noon

Monday - Friday

(510) 521-9202/521-0856 Fax

gardenisle@alamedanet.net

Managing Agent

Massingham & Associates
Robert B. Hood PCAM, CCAM
Harriett Iseman

2247 National Avenue

Hayward, CA 94545

(510) 780-8505/780-7535 Fax

bobh@massingham.com

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Contact your Garden Isle neighbor at: info@parisforvacation.com, and get the information you need at:

parisforvacation.com

Your ad could appear here!

If you would like information about advertising in the newsletter, call the Association Office

Advertisements published in this newsletter do not constitute an endorsement by the Association.

PAYMENT INFORMATION

If you want to save the trouble each month of looking for an envelope and a stamp, or making sure that your monthly check for homeowner's dues will arrive at the bank by the 15th of the month, consider direct debit from your checking account to pay your homeowners dues each month.

Just call Massingham and ask for an ACH agreement to be sent to you. Once your application is received at Massingham, it takes approximately 30 days for the transfer to be processed. After that, correct assessment amount will be automatically transferred from your account into the Association's account on the 10th of each month.

SAFETY NOTES

Please drive slowly on our community streets and be alert for children playing and pedestrians walking at night or in the early morning.

Please take care that bikes and scooters are not parked on or across walkways.

This, apparently, has become an increasing problem, and is a real danger to those walking at night or in the early morning hours.

GARDEN ISLE HOME OWNERS ASSOCIATION

1060 Melrose Avenue ☒ Alameda, California 94502
(510) 521-9202 ☒ Fax: (510) 521-0856

December 27, 2005

Dear Garden Isle Homeowner:

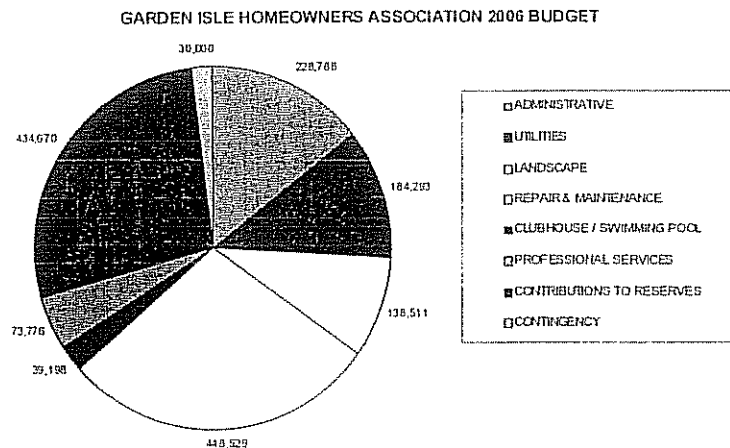
Good news! We received enough proxies and attendance at the Annual Meeting on the 19th of December to conduct business. It was close, 8 above the minimum needed, primarily as a result of a group of volunteers walking the neighborhood seeking proxies (thanks to them for their efforts on a very rainy weekend). Thanks to all of those who attended and asked some excellent questions of the Board.

We held Board of Directors elections and I am happy to report that we have a full Board this year; Sheila Leonard (past Board member), Roy Greer (past Board member), and myself (Bob Day) were elected by those in attendance and via proxy. During the Board meeting following the Annual Meeting the Board was elected to the following positions:

President	Bob Day	Vice President	Roy Greer
Chief Financial Officer	Richard Crevani	Secretary	Sheila Leonard
Director	Neil Wilson		

Enclosed are some highlights of the presentations provided during the Annual Meeting. This information provides you with good insight into where your dues go, activities of the important committees that oversee the maintenance and operation of our association, and some concerns that are ahead. I would like to start with everyone's favorite topic, why are our dues going up again? The bottom line is reserves, reserves, and reserves!!!! Reserves fund the major rehabilitation efforts that every Common Interest Development (CID) faces; be it roofs, roads, or sidewalks. For many years our Association has been under funding the reserve components of our budget to keep the annual dues low; the current and even past reserve studies have recommended higher contributions or have not taken all of the Association reserve needs into account. Much like our neighbors at Islandia, we need to replace our roofs and our reserve balances are not even close to adequate to undertake this effort. Here is a graph of where your 2005-2006 homeowners' dues are going:

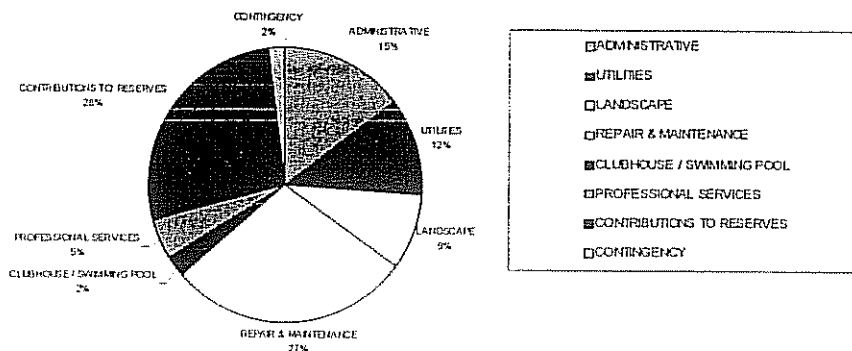
Where Do The Assessments Go



Better yet, let's look at it by percentage:

Where Do The Assessments Go By Percentage

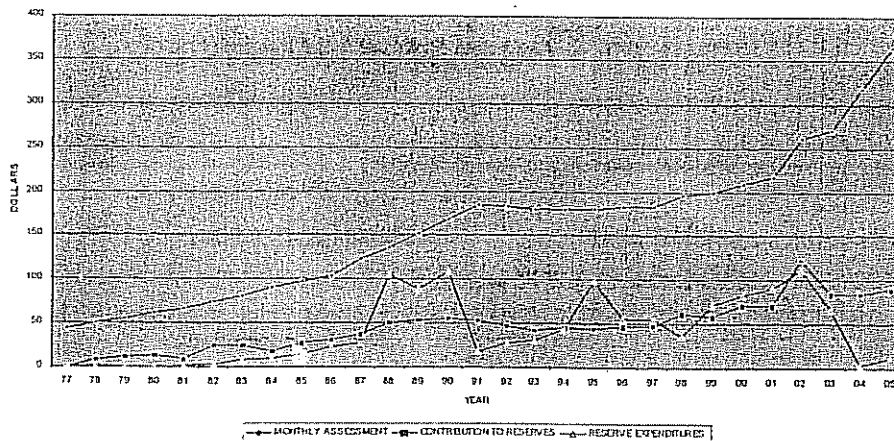
GARDEN ISLE HOMEOWNERS ASSOCIATION 2006 BUDGET



In summary, 29% goes to Reserves, 27% to maintenance activities, 15% to administration, 12% to utilities, and 9% to landscaping; the rest is really not a major factor. What is really a tell tale chart is our reserve contributions over recent history:

Reserve Contributions and Expenses

RESERVE GROWTH AS COMPARED TO ASSESSMENT GROWTH (MONTHLY)



The upper line represents our monthly dues starting in 1976. The second line represents the contributions to the reserves; it shows very little growth especially during the 1987 to 1999 period until a spike in 2002. The lowest line initially shows expenditures out of the reserve funds; some key points include 1988 through 1991 and 1995 where some roofs were replaced and an irrigation system was installed. Realistically, with the needed roof replacements we are facing, combined with the recommendations of the latest Reserve Study (just completed this year), we should be putting a lot more funds into reserves.

A good example of delaying the needed reserve contributions in order to keep monthly assessments demonstrated by the situation our neighbors in Islandia face. Here is an excerpt from their latest letter:

You are hopefully aware, the first phase of the roofing project is almost complete. Unfortunately, the actual cost of completing these roofs is 84% higher than the reserve study and the Board anticipated. Because the cost of completing the roofing project is in the neighborhood of \$5 million, there is a shortfall of what is available in the Association's reserves of approximately \$3.4 million. In other words, the Association must find a way to raise \$3.4 million in order to complete the roofing of the remaining 40 buildings and all 50 garages.

We must continue with the roofing project, which charges the Board and YOU with the important decision of how to raise the money. Please consider the following options with ballpark figures:

A special assessment of between \$8,000 and \$9,000 dollars per unit. With a special assessment we would be able to lower the monthly dues next year to be nearer \$280. However, this also means that each homeowner must pay the entire amount all at once. In the long run, this is the least expensive way to fund the project, since no interest is accrued and inflation is not an issue. The entire project would be completed next year.

The Association can take out a loan from a financial institution to cover the \$3.4 million. The monthly dues would then increase by another \$60 per month for ten years to repay the loan. The monthly dues were already increased by \$50 this year in order to fund part of the first phase of the project. Although the cost would be spread over 10 years, the total cost per unit is about \$13,000. The entire project would be completed next year.

3. We can continue with the original plan to re-roof the homes and garages over the next 6 years while increasing the monthly dues by approximately 15% each year to cover the cost. Since no one knows what the price of roofs will be in 2011, we are assuming a 15% inflation rate increase in the cost. At this rate the total cost per unit is estimated to be about \$15,000.

As Board members we are very concerned about the welfare of all our homeowners. We are seeking input from each of you. The documents (spreadsheets) with all the detail are available in the office and on our web site www.islandiahoa.org.

Two meetings have been scheduled by the Board to hear homeowner comments and answer any questions. The Board has invited roofing, banking and legal experts to participate in the discussion. Please plan on attending one of these meetings:

The bottom-line is that we need to do our roofs in the next several years; they really are at the end of their useful lives. Like Islandia, we do not have adequate funds in Reserves to initiate the needed replacements and could be looking at a similar situation in the near term. None of us on the Board, as Association dues paying members like it any more than you do, but it is what it is! If you have any better ideas on how to address this issue, we are all ears.

Some of the other reports at the meeting include:

Landscaping.

-2005 Accomplishments

- Completed upgrades at 38 units
- Trimmed/thinned over 64 trees.
- Removed 5 dead trees, planted 13 new trees.
- Developed plan to address all trees.

-2006 Goals

- Work with new landscape contractor (Cagwin and Dorward) to develop 2006 upgrades.
- Remove 18 diseased pines, trim 64 alders, and treat alders for aphids.
- Present reports to the office. Committee will review.

Pool.

-2005 Highlights.

- Lots of pool improvements. Furniture, pool heater. Tightened up pool monitoring and maintenance to eliminate non-resident use and improve pool conditions. Pool atmosphere significantly enhanced.
- Refurbished clubhouse and bathrooms. Tripled rentals of clubhouse.

-2006 Goals.

- Replace pool covers.
- Review pool attendant/pool access procedures.

Maintenance.

-2005 Activities

- We are behind schedule on unit maintenance. Why? weather (4 months of rain), units needed extensive renovation, and roof repairs are taking more resources.
- Clubhouse kitchen and bathroom renovated; they look great!!!!
- 8 balconies replaced.
- 280+ work orders completed.

-2006 Plans

- Continue/accelerate unit maintenance.
- Refine procedures to improve work order and maintenance processes.

Architectural.

-2005 Activities

- Processed over 75 architectural submissions.
- Window replacements, cable/satellite TV, and doors continue to be key items.

-2006 Plans

- Continue Fast Track Program.
- Improve pre-closing inspection to ensure homes comply with Architectural Program.
- Continue to monitor trends in architectural changes for potential improvements for our community.

Governing Documents.

The Board of Directors has extended the deadline for receipt of Governing Documents ballots until 25 January 2006. We need to receive an affirmative vote from 75% of our members to pass these extremely important community documents; to date we have only received 108 ballots (a very high majority of them in the affirmative), but far short of the 260 needed. A ballot has been provided if you have misplaced the original. Please drop in the mail slot at the office or call us to have it picked up.

I know it is a busy time of year but it is absolutely essential that we get the needed ballots to pass these extremely important updates to protect you the owner and the operation of our Association. Please take the few minutes needed to fill out and return these documents. A committee of fellow residents will be following up with those who have not returned their Governing Documents ballots; please assist them by filling out your ballot in the affirmative or returning it to the office. If you have any questions or concerns that would cause you to vote against the proposed documents, please contact me or any of the Board members so that we can answer your questions. This is important stuff!! Please call me if you have any questions. Best Wishes for 2006.

Thanks for your continued support.
Respectfully,

Bob Day, President, GIHOA Board

GARDEN ISLE HOMEOWNERS ASSOCIATION

ALAMEDA, CALIFORNIA

NOVEMBER 2005

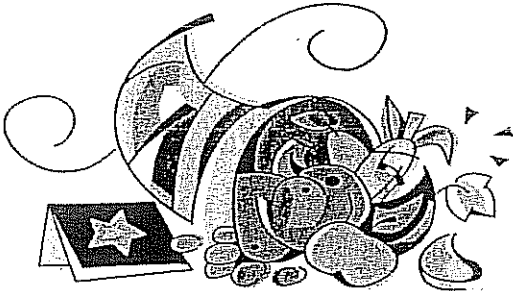
IMPORTANT DATE!

**Annual Meeting of the
Members
November 21, 2005**

The Annual Meeting of the Members is important, since the membership must vote on the annual resolution regarding excess assessments, and either elect or re-elect members to the Board of Directors.

The Annual Meeting will be held at St. Albert's Church Hall on Holly Street, just a couple of blocks from Garden Isle.

Following the Annual Meeting, the Board of Directors will meet in a short Organizational Meeting, to which homeowners are invited to attend.



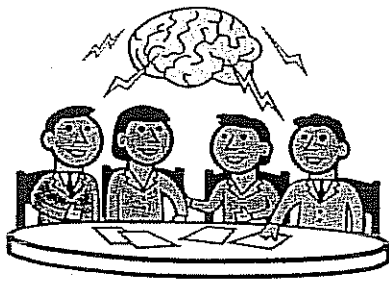
COURTESY NOTICE

The Association's new contract landscape maintenance firm, Cagwin & Dorward, which comes on board November 1st, has already scheduled its first step in a welcomed aggressive maintenance plan.

The landscaper will be applying a "pre-emergent" weed control spray in all areas of Garden Isle on November 14-16. All residents are cautioned to stay away from the lawn areas for a two-hour period following the spraying, the contents of which consist of the chemicals "Gallery 75" and "Pendulum".

To insure neither you nor your pets have any adverse reactions to the spraying, we ask that you stay off all lawns (and keep your pets off the lawns) during the morning hours of Monday, November 14th, Tuesday, November 15th and Wednesday November 16th.

The spray application dries and become harmless in about two hours. If you want further information on this normal weed abatement program, feel free to contact the Alameda County Health Department.



MANAGEMENT CHANGE

Ann Parish, the principal of Lodestar Management Concepts, our management firm for the past several years, has elected to retire, and has effected a merger of her company with Massingham & Associates, our new management firm.

Massingham has specialized in the management of common interest developments since 1985, and is one of the largest community management firms in Northern California. It is also one of the few select companies to have been awarded the "Certified Management Firm" designation by the California Association of Community Managers (CACM).

Jill Parten will remain our on-site Administrator, and becomes an employee of Massingham. She will work with our new Managing Agent, Bob Hood, who will oversee management of Garden Isle and rely heavily on Jill to continue to service the needs of the Association's residents, and to take direction from the Board of Directors which, of course, serves as the Association's leaders.

MEETING DATES AND TIMES

Following the Annual Meeting of the Members in November, the Board will revert to its normal meeting site of the clubhouse at Garden Isle. Board meetings are held on the third Monday of each month, and begin at 7PM.

The Homeowner Forum portion of each meeting, which is held to allow residents to express ideas, thoughts and concerns they may have, is at the beginning of each meeting, prior to the Board's business agenda.

2004-05 Garden Isle Board of Directors

Chair
Vacant

President
Bob Day

Secretary
Patricia Quinn

Treasurer
Richard Crevani

Director-at-Large
Neil Wilson

Clubhouse Office (510) 521-9202



GARDEN ISLE HOMEOWNERS ASSOCIATION

On-site Office - Clubhouse

1060 Melrose Avenue

Alameda, CA 94502

Office Hours: 8AM - Noon

Monday - Friday

Phone: (510) 521-9202

Fax: (510) 521-0856

E-Mail: gardenisle@alamedanet.net

Jill Parten, Property Administrator

Maintenance Supervisor: Eller DeLeon

Association's Managing Agent

Massingham & Associates

Robert B. Hood PCAM, CCAM

2247 National Avenue

Hayward, CA 94545

(510) 780-8534/780-7535 Fax

bobh@massingham.com

*After hours emergencies that require
immediate action, should be reported to
Massingham at (510) 315-7316*

Vacation Apartment Rental in Paris!

Charming, elegantly furnished one bedroom alcove apartment in a safe and lively area of Paris, close to the Eiffel Tower, Trocadero and Champs Elysees.

Perfect for your vacation rental. Free calls to the U.S. and Canada, high speed internet, stereo, European and International TV channels, full kitchen, washer/dryer.

Very convenient to restaurants, museums, entertainment and fashionable stores.

Contact your Garden Isle neighbor at: info@parisforvacation.com and get the information you need at: parisforvacation.com.

Cooper's Concrete Cleaning

Renew Your Patio & Walk

Get rid of the dirt & green look

Pressure washing-looks like new

Ron Cooper 523-7565

Patio & Sidewalk **Special: \$30.00**

*Advertisements published in this newsletter do not constitute
an endorsement by the Association.*

GARDEN ISLE WEBSITE

Have you visited Garden Isle's
website?

You can download Association forms
and documents, as well as review the
latest approved Board meeting
minutes and newsletters.

[http://home.alamedanet.net/~gardenisle/
GIHOA.htm](http://home.alamedanet.net/~gardenisle/GIHOA.htm)

Clubhouse Reservations

Below are the dates in
November the Association
Clubhouse is reserved

November 2,5,6,8,12,13,15,16,21

Important Days to Remember!

November 8th - Election Day-Don't
Forget to Vote!

November 11th - Veteran's Day

November 21st - Annual Meeting

November 24th - Thanksgiving-
Office Closed

November 25th - Office Closed

* * * * *

Oakland Airport Hotline 510-577-4194

Please call the Oakland Airport Noise
Hotline if you are bothered by airport and
airplane noise. If you do not call, the FAA will
not be aware of the noise disturbance and will
accept the Airport's stance that the citizens
of Alameda are not being disturbed by airport
noise.

Committee Chairs

Architectural

Chris Christ

Meeting Date: As Required

Landscape

Carlene Ensor

Walk through each month

Financial Oversight

Tom Pembleton

Meeting Date: 2nd Tuesday

Maintenance

Roy Greer

Meeting Date: As Required

Disaster Response/

Neighborhood Watch

Blanch Kammer

Meeting Date: 2nd Tuesday

Clubhouse/pool

Barbara Day

Meeting date: As Required

Reminder for Annual Meeting

All homeowners will receive
a proxy by mail to be filled out
and returned to the Garden Isle
Office for the Annual Meeting
on November 21st.

In order to establish a
quorum at the Annual Meeting,
we must have your proxy in hand.
If the office is closed, please
put your proxy in the office
mailbox, which is located right
outside the main Clubhouse door.

* * * * *

Annual Meeting Packets

On-site Homeowners will
be delivered the Association's
revised Governing Documents
the first weekend in November.
Off-site owners will receive
these documents by mail.

There will be plenty of
time at the Annual Meeting for a
thorough discussion of the
changes in the documents.

After the discussion, all
homeowners will be encouraged
to vote on the changes or return
their ballots to the Clubhouse
Office prior to December 15th.

Garden Isle Homeowners Association



New Association Manager

Please welcome Mary Ellen Bauer as the new Association Manager. Mary Ellen brings a background of Property/Operations management in both commercial and residential property and she is also a long time resident of Garden Isle. We are very pleased that she has brought her talents to the Association and hope she will enjoy working at Garden Isle.



IMPORTANT MESSAGE FOR DOG OWNERS!!

We had another dog bite incident involving a resident who was bitten by a homeowner's dog on a leash. It is mandatory that dog owners keep their dogs under control at all times. California has specific laws regarding the full liability of the owner if your dog bites someone. You are responsible for your dog's actions.

If, in spite of your best efforts, your dog bites someone, it is important for authorities to be able to determine whether it is necessary to quarantine the animal for 10 days to be sure that it does not have rabies. Quarantine can be at a shelter, a pet hospital or at your residence. Up-to-date shots, while definitely helpful, is not sufficient assurance of protection.

PROPOSED CHANGE TO PUBLISHED FIRE LANE PARKING POLICY

The Board of Directors is drafting a new Parking Policy document. This document will stipulate that parking in fire lanes is not permitted for any reason for any length of time. Emergency vehicles require 22 feet of clearance. Their ability to get through in a medical emergency is critical. Vehicles in fire lanes could be towed without notice.

Now Hiring Pool Attendants

It's Pool Attendant Hiring time (Spring will soon be here!)



The association is seeking pool attendants to work part-time from the Easter weekend until Halloween. If you are 16 or older and looking for part-time work, please contact the Association office. Attendants from last year must reapply. Employment applications are now being accepted. Pick up a form from the table just inside the clubhouse front door.

MAINTENANCE NEWS

Between storms the maintenance crew is working on the renovation and painting of homes on Capella Lane. When it is your building's turn to be renovated, you will receive notice to clear your patio to provide the crew with adequate access, and remove from the interior surface of exterior walls items that could be dislodged by hammering.

During February the crew will begin renovation of the clubhouse bathrooms, to be finished before the opening of the 2005 swim season.

PLUMBING /DRAINAGE/FOUNDATIONS

The Association is responsible for outside drains. You are responsible for the drain in your patio and all plumbing issues within your property.

Each unit has a main "cleanout". Over the years some homeowners have covered these drains with dirt, landscaping or cement. Most of these are in the common area just outside your home. All homeowners need to learn where their "cleanout" is located *before* a problem occurs as some may be difficult to locate.

Please be advised that you are also responsible for your concrete foundation and the ground beneath it.

ROOF LEAKS

Preventative maintenance is always ongoing to keep leaks at a minimum. Please report suspected leaks immediately to the Association office so that our maintenance crew can do the necessary repairs to prevent damage to the interior of your home.

BOARD OF DIRECTORS



Michelle Stempien
Bob Day
Patricia Quinn
Richard Crevani
Neil Wilson

Chair
President
Secretary
Treasurer
Director

WHERE AND HOW TO OBTAIN FORMS

Architectural Review Request, Landscape Request, Clubhouse Rental, Employment and Committee Signup forms can be picked up just inside the main doors to the clubhouse at the following times:

November - March

9:00 a.m. - 1:00 p.m. weekdays.

Swim Season

9:00 a.m. - 7:00 p.m. weekdays

10:00 a.m. - 7:00 p.m. weekends.

If you are unable to pick them up at these times, a form can be faxed or mailed to you by the office staff.

BOARD OF DIRECTORS MEETINGS

The Board of Directors meets on the third Monday of each month at 7:00 p.m. at the Clubhouse, 1060 Melrose Avenue. The next meeting will be:

Monday, February 21, 2005

All homeowners and residents are welcome

SUBMITTAL DEADLINES

Board of Directors Meeting

If you have any items that you wish the Board to discuss, please be sure to submit the information to the Association office no later than: **Tuesday, February 15th, 2005**

March Newsletter

Articles or ideas for the Newsletter must be submitted to the Association office by: **Monday, February 21st, 2005**

COMMITTEES



THE RV STORAGE LOT COMMITTEE IS CURRENTLY SEEKING MEMBERS TO OVERSEE THE USE AND MAINTENANCE OF THIS IMPORTANT ASSET OF OUR ASSOCIATION. IF YOU ARE INTERESTED IN JOINING THIS OR ANY OTHER COMMITTEE, PLEASE CALL THE COMMITTEE CHAIR OR THE ASSOCIATION OFFICE.

Architectural Committee

Meetings as needed

Chair: Chris Christ

865-0552

CC&R's Revision Committee

To be scheduled

Acting Chair: Michelle Stempien

7:00 p.m.

521-9202

Disaster Response Committee

Tuesday, February 8

Chair: Blanche Kammer

7:30 p.m.

522-3056

Financial Oversight Committee

Every 2 months - to be scheduled

Chair: Tom Pembleton

523-7328

Landscape Committee

Thursday February 3

Chair: Carlene Ensor

10:00 a.m.

522-4935

Maintenance Committee

Meetings as needed

Chair: Roy Greer

521-9202

RV Storage Lot Committee

No meeting scheduled

Chair: Jerry Ow

521-6984

GARDEN ISLE HOMEOWNERS ASSOCIATION

ASSOCIATION STAFF

Office Manager: Dianne Emery

Association Manager: Mary Ellen Bauer

Maintenance Supervisor: Eller DeLeon

OFFICE HOURS

Monday through Friday:

9:00 a.m. to 1:00 p.m.

CONTACT INFORMATION

(510) 521-9202

Fax: (510) 521-0856 cs

Email: gardenislea@alamedanet.net

After-Hours Emergencies:

Lodestar Management

925-553-1500

AFTER HOURS EMERGENCY

If you have a serious roof leak be sure to tell the phone operator that this is an emergency and you want a call back.

CLUBHOUSE RENTALS

The clubhouse will not be available for rental during the month of February due to the bathroom renovation

ALAMEDA EAGLES BINGO

GRAND OPENING! \$\$\$

FEBRUARY 9TH, 2005

Large Pay Outs
Dauber for Every Player
Prize Drawings all Night
or Monitors

Electronic Bingo Verification
Total games Including: Early Birds,
Special Games, Regular Games, & Getaways



2nd and 4th Wednesday of each month beginning February 9th
Games Open 4pm - Early Birds 6:30pm - Regular Games 6:45pm

05 Alameda Avenue • (510) 522-7626

We thank you for your support and patronage

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And Decorating
Larry's Service Co.**

We do: Kitchens, baths, floors, windows, doors,
Fireplaces, heating systems, painting and lighting.

No subs.- 40 years experience. FREE ESIMATES
Bay Farm Island Resident.

License No. 494847

Call 510-522-3169

FALL/WINTER CLEANING SPECIAL

Patio and sidewalk power washed \$30.00

Ronald Cooper

Cooper's Concrete Cleaning - 523-7565

Who do you know?

We are looking for a hairstylist to rent a station.

This tranquil yet trendy salon, located in the beautiful Fernside neighborhood of Alameda, features ample free parking. We are looking for quality stylists who have clientele and want to rent a station.

If you hear of a salon closing, moving, or a stylist who wants to change locations, we are committed to compensate you **\$400** for a successful referral. Please ask your own hairdresser if they know of anyone.

Any helpful information, please call 510-910-0145.

GARDEN ISLE HOMEOWNERS ASSOCIATION

**ASSOCIATION INFORMATION,
RULES & POLICIES
September 2005**

SITE MAP

COMMITTEE INFORMATION

EMERGENCY PROCEDURES

PARKING POLICY

POOL RULES AND REGULATIONS

ACCESS TO ASSOCIATION RECORDS

INSURANCE DEDUCTIBLE PAYMENTS

COLLECTION POLICY

FINING POLICY & PROCEDURE

QUICK MAINTENANCE GUIDE

ARCHITECTURAL GUIDELINES & AGREEMENT

CLUBHOUSE RENTAL AGREEMENT

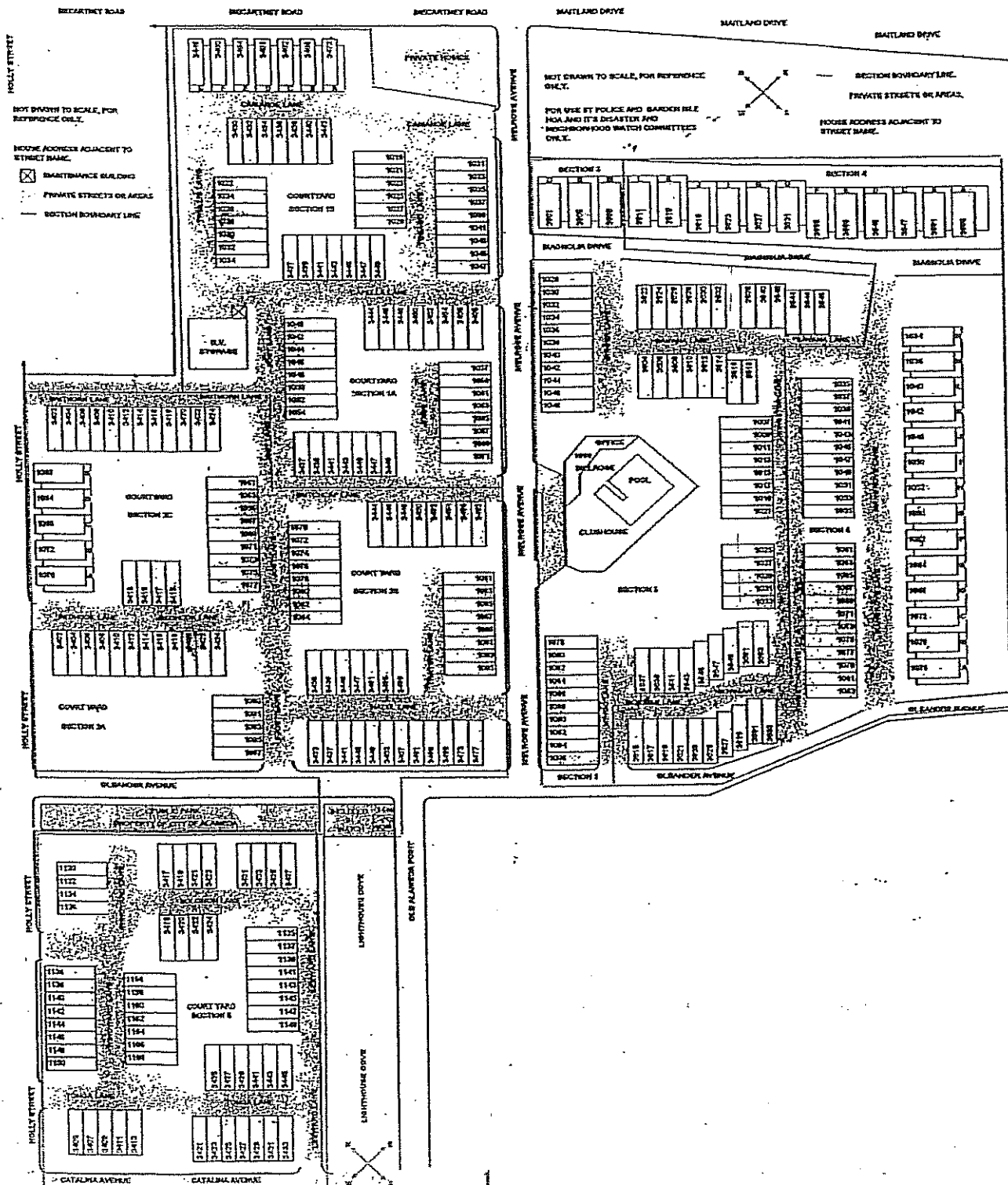
LANDSCAPE REPORT FORM

ALTERNATIVE DISPUTE RESOLUTION

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3. Emergency Numbers and Information	5
4. Parking Policy	6
5. Pool Rules and Regulations	7
6. Access to Association Records	8
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11. Architectural Guidelines	15-21
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13. Clubhouse Rental Agreement	24-27
14. Landscape Report Form	28
15. Alternative Dispute Resolution	29-32

(510) 521-9202



GARDEN ISLE HOMEOWNERS ASSOCIATION

1060 Melrose Avenue, Alameda, CA 94501

(510) 521-9202 & Fax: (510) 521-0856

COMMITTEE INFORMATION

Architectural Committee

The Architectural Committee's ("AC") purpose is to ensure that any exterior modification to the unit by the owner or resident meets the Association's established guidelines.

The Garden Isle Homeowners Association members are guided by the Declaration of Covenants, Conditions and Restrictions (CC&R's). The CC&R's are explicit as to Architectural Restrictions and members must abide by these rules.

In part, as it pertains to the Architectural Control, Exteriors, Article VIII reads:

"No building, fence, wall or other structure shall be commenced, erected or maintained...nor shall any exterior addition to or change or alteration therein be made until the plans and specifications...have been submitted and approved by the Garden Isle Homeowners Association Board of Directors."

The Garden Isle Homeowners Association will allow some exterior changes, the key is not to stray and detract from that which is architecturally planned and pleasing to the eye. A significant part of the value of our community and your home is that the "look and feel" of the exterior is consistent, and the style and integrity remains intact.

The AC reviews the Architectural Review Request Forms and presents their recommendation to the Board of Directors for final approval. The AC meets monthly, depending on requests received, and all requests are acted upon within 30 days. The majority of requests are for front door, window or garage door replacements; security door, door light, satellite dish or cable installation. The Architectural Guidelines booklet and an Architectural Review Request Form are included in this packet.

Committee Information

Page #2

Landscape Committee

The Landscape Committee acts as a liaison between the residents of Garden Isle, the Board of Directors, the management company and the gardening service. The main role of the Committee is to review landscape requests and concerns from the residents and to make recommendations for upgrades and improvements for individual units as well as the Common Areas. To achieve this task, the Committee conducts regular walkthroughs and/or meetings with representative from the gardening service, the management company, and the Board of Directors to oversee the landscape maintenance as well as the implementation of recommendations.

Neighborhood Watch/Disaster Response Committee

Neighborhood Watch Committee

The purpose of Neighborhood Watch is to help prevent crimes against residents and property through education, vigilance, and mutual assistance, as well as through cooperation with the Alameda Police Department. Block Captains encourage friendly relationships and contact among neighbors.

Disaster Response Committee

The purpose of the Disaster Response Committee, a designated Alameda Fire Department Community Emergency Response Team, is to improve resident safety and survival in a local disaster by organizing the community, taking steps to prepare for anticipated disruptions and making plans to address the after-effects.

To accomplish the above goals, the Committee:

- Maintains confidential lists of all residents, their contact numbers, special needs, pets and skills. Includes a registry of at-risk residents who may need special help in a disaster.
- Trains residents in Disaster Preparedness by:
 - * Notices in the monthly newsletter
 - * Speakers and workshops
 - * Distributing information to residents
 - * Promoting Alameda Fire Department Community Emergency Response Team (CERT) training
 - * Promoting American Red Cross CPR and First Aid classes
 - * Conducting training drills in conjunction with the City of Alameda and the American Red Cross
- Collaborates with other local Disaster Response groups

The Committee meets monthly on the second Tuesday at the Clubhouse at 7:30 p.m. All residents are welcome to attend.

Maintenance Committee

The Maintenance Committee's purpose is to oversee the Association's maintenance issues, including dry rot repairs, exterior painting, roof repairs, Clubhouse and pool repairs, and other Common Area maintenance items. The Committee works with the Maintenance Supervisor and makes recommendations the Board.

SHORT TERM COMMITTEES

Committees such as Financial Oversight, Budget, Nominating and CC&Rs Revision are formed for a specific purpose, and disband when the purpose has been fulfilled. For example, the Budget Committee forms in August to review the past year's budget and assist the Board of Directors in preparing the new budget.

Unless otherwise noted, most committees meet as needed. If you are interested in joining any of the committees, call the office for information.

GARDEN ISLE HOMEOWNERS ASSOCIATION
1060 Melrose Avenue, Alameda, CA 94501
(510) 521-9202 & Fax: (510) 521-0856

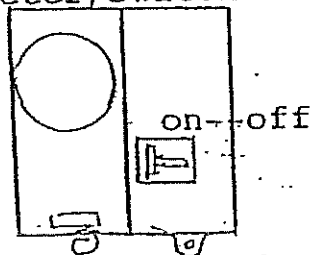
EMERGENCY NUMBERS AND INFORMATION

Police/Fire Emergency	911
Police – Non-emergency	748-4508
Power Failure: Alameda Power & Telecom AP&T After-Hours	748-3900 748-3902
Gas Problems: Pacific Gas & Electric	743-5000 743-5002
Water Emergencies	Contact a plumber
Garden Isle After-Hours Emergencies: Lodestar Management	(925) 553-1500

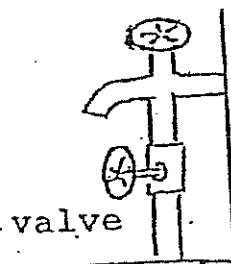
HOW TO DISABLE YOUR UTILITIES

Cut & post inside your utility closet!

meter/switch



Electricity



Water

Water: The main water pipe and valve are located on the outside front wall of each unit. Keep a wrench handy in your utility closet for quick turn-off in an emergency.

Electricity: The meter box is in the utility closet outside each unit. Lift up the metal cover to throw the switch, as shown in the above diagram.

Gas: Also in utility closet. **Do not touch!** Garden Isle has gas breakers that will shut off gas automatically ONLY if there is a surge or leak in YOUR unit. The gas company will then have to turn it back on.

Designated Assembly Place:

The designated assembly place for information and triage following a major disaster is Harrington Field, at the corner of Holly and Oleander.

Garden Isle Homeowners Association
1060 Melrose Avenue, Alameda, CA 94502

PARKING POLICY

Guest Parking Policy - If you are planning to have a guest, please call the Association Office and report the type of vehicle, color, license plate number, and duration of your guest's stay. All cars left overnight without prior notification to the Association Office will receive one Garden Isle HOA courtesy warning. After this warning notice, you will be subject to one or more of the following actions:

- Citation by the Alameda Police Department.
- Towing without notice at vehicle owner's expense.
- Fine imposed on the unit owner by the Association.

Types of Guests and Limitations -

1. Day and/or evening visitors/guests, leaving by 11:30 p.m. No call to the Office is required.
2. Overnight visitors/guests up to one week. Homeowners need to call the Association Office that their guest's car will be staying overnight. The information to report is listed under Guest Parking Policy described above.
3. Maximum term for visitors/guests. Guests visiting for more than one week, but limited to four weeks maximum, will be issued a "visitor" pass for their stay, up to the maximum allowed. These guests will also be listed on the Guest List the Association issues. If the guest continues to visit after the visitor's pass has expired, the guest will be considered a resident and subject to the disciplinary measures noted above for violation of the Guest Parking restriction.
4. Caregiver pass. If a resident has a need for a caregiver and the caregiver has to use the guest parking, then the resident will have to get a special note from their doctor or equivalent to allow guest parking after the four-week maximum has passed.

Fire Lanes - Parking of vehicles in the lanes or on the concrete aprons behind garages is prohibited. *Uniform Fire Code 1979, section 10207*, requires 20 feet of unobstructed width for emergency access at all times. Residents are responsible for their guests' adherence to the rules of the Association. Parking in the Fire Lanes and on garage aprons is not allowed for any reason at any time. Vehicles left unattended for any period of time may be towed without notice at the vehicle owner's expense and/or a fine may be imposed on the unit owner by the Association.

Blocking Fire Lane - Blocking access to Fire Lane not allowed for any period of time.
Public Street - Resident should call Alameda Police Department (510) 748-4508
Private Property - Resident should call Association Office (510) 521-9202

Abandoned Vehicle - Any vehicle not moved for 72 or more hours.
Public Streets - Resident should call Alameda Police Department (510) 748-4508
Private Property - Resident should call Association Office (510) 521-9202

Reporting - Any resident may report violations on public streets to the City of Alameda. Only an authorized Association representative may have vehicles cited or towed from the private property.

GARDEN ISLE SWIMMING POOL

RULES AND REGULATIONS

THERE IS NO LIFEGUARD ON DUTY! Parents or guardians are at all times responsible for the behavior and safety of their children and guests. The Pool Attendant on duty is responsible for enforcing the following approved rules by the Board. The Board has the right to discipline by suspension of privileges appropriate to the offense. Anyone refusing to comply with the rules will be asked to leave the premises.

DAYS & HOURS:

The pool opens in April and closes in November. Hours of operation are from 10:00 a.m. to 7:00 p.m. daily. Any variation to these hours will be published in the newsletter and posted on the Clubhouse door.

ADMISSION:

1. All members and guests MUST EACH HAVE A POOL TAG and MUST SIGN IN LEGIBLY with tag number and letter along with block number and street name. Tags must be visible in the pool area. NO TAGS, NO ADMITTANCE.
2. An adult must accompany and actively supervise children under 14. Children under 5 must use the clubhouse restroom before entering the pool.
3. Guests must be accompanied by a member 18 years or older. Members ages 14 to 18 are allowed one guest only. No more than four guests per household are allowed. Guests can be admitted by using tags borrowed from a neighbor or by paying 50 cents for a Daily Guest Receipt. There must be one adult over the age of 18 for every four underage (less than 14 years) children per household. The Association has the right to restrict the number of guests at any time.

BEHAVIOR:

Courtesy and good sportsmanship are required. Violators may have pool privileges suspended or revoked.

1. There can be no boisterous conduct, loud or profane language, or other practices that may annoy others.
2. No running, ball playing, or piggy-back riding in the pool or pool area. In other words, NO HORSEPLAY!
3. Use of radios, TVs, tape recorders, or other battery powered sound equipment is permitted with earphones only provided they are kept away from the pool.
4. Use of floatation toys or other pool toys is allowed only if the pool is not crowded.
5. Pool users must follow the directions of the pool attendants. Any confrontations with the pool attendants will be grounds for revocation of pool privileges.

ATTIRE:

1. Only bathing suits may be worn in the pool. NO cut-offs, shorts, jeans, or colored T-shirts are allowed.
2. Swimming attire is not permitted in the recreation rooms of the Clubhouse.
3. NO bobby-pins, metal clips, hair ornaments, or curlers are to be worn in the pool. Long hair must be contained with a bathing cap, braids, or bands.
4. Protective swim diapers must be worn for anyone who wears diapers or is not fully toilet trained to be able to use the pool.

SAFETY:

1. Food and beverages must be in unbreakable containers. NO GLASS. Food must be consumed at least 10 feet from the pool.
2. All refuse must be cleaned away and deposited in appropriate trash containers provided.
3. Coins, any metal objects, hard balls, etc. will not be permitted at any time in the pool area.
4. We recommend that no swimmer use the pool unless another is present. No child under 14 is ever allowed to swim alone or unsupervised!
5. SMOKING IS NOT PERMITTED anywhere on the clubhouse property or parking lot area.
6. DIVING IS NOT PERMITTED AT ANY TIME!

GARDEN ISLE HOMEOWNERS ASSOCIATION
Alameda, California

POLICY RESOLUTION: ACCESS TO ASSOCIATION RECORDS

WHEREAS the Association keeps correct and complete books and records of account and minutes of the proceedings of its members and Board of Directors;

AND WHEREAS California Corporation §8333 provides that the owners shall have the right, during reasonable business hours, to inspect the accounting books and records of the Association, and minutes of the proceedings of the members and the Board and committees of the Board.

AND WHEREAS it is desirable to impose certain reasonable restrictions to maintain control.

NOW THEREFORE BE IT RESOLVED that the following requirements are hereby established for the inspection of the records of the Association:

1. A notice of intent to inspect must be submitted in writing to the Board of Directors or its duly authorized management agent at least five (5) days prior to the planned inspection.
2. The notice must specify with particularity which records are to be inspected.
3. All records shall be inspected at the registered office of the Association located at 1060 Melrose Avenue, Alameda, California 94502, between the hours of 9:00 a.m. and 1:00 p.m., Monday through Friday.
4. At the discretion of the Board of Directors, or its agent, certain records may only be inspected in the presence of a Board member or employee of the managing agent.
5. The person(s) requesting access shall arrange an appointment with the Manager so as not to disrupt ordinary business activities of the registered office or its employees during the course of inspection.
6. No records may be removed from the office.
7. When applicable, all costs of inspection shall be borne by the person requesting access. In the event the person reviewing the records is desirous of making photocopies of minutes and financial statements only, all costs of copying will be incurred by the person requesting same.
8. Limitations of Access: Consistent with an individual's right to privacy and applicable law, the following records will not be made available with the express written consent of the Board of Directors:
 - a. Minutes of Executive Sessions;
 - b. Minutes of Administrative Hearing pertaining to the imposition of punitive measures;
 - c. Where disclosure would violate a constitutional or statutory provision or applicable public law;
 - d. Where disclosure could result in discernible harm to the Association or any of its members;
 - e. Personnel Records;
 - f. Inter-office memoranda;
 - g. Litigation files; attorney privileged and confidential correspondence;
 - h. Preliminary data, information or investigations which have not been formally approved by the Board of Directors, such as contractor bid prospects;
 - i. Where disclosure may result in an invasion of personal privacy, breach of confidence or privileged information;
 - j. Where disclosure would unreasonably interfere with or disrupt the operation of the Association;
 - k. Where access results in a private harm or damage that outweighs the right to access.
9. The Association is under no obligation for any additional information other than that which is required by law.

GARDEN ISLE HOMEOWNERS ASSOCIATION

1060 Melrose Avenue ☿ Alameda, California 94502
(510) 521-9202 ☿ Fax: (510) 521-0856

Memorandum from the Board of Directors

SEPTEMBER 15, 2005

IMPORTANT NOTICE!!

**\$50,000 DEDUCTIBLE
ARE YOU PROTECTED IN THE EVENT OF A LOSS?**

It's time to again remind our members that the Association's master policy of property and casualty insurance carries a very high deductible of \$50,000. This means that if your home suffers a loss like a fire or water damage claim, *you will need to pay the first 50,000 of repairs.*

Owners can protect themselves by consulting with their own insurance agents and making sure they carry added protection for deductibles on their own personal line of homeowners' insurance. The Board was recently advised that not all such personal line policies of insurance will pay the \$50,000 deductible. *Please check carefully with your agent to make sure your personal insurance will cover this sizeable expense.*

In the next few months, the Association plans to present updated CC&Rs and bylaws to the members for approval. One goal of the new CC&Rs will be to address this significant financial issue – the deductible – and provide alternative ways to help us protect our investments in our homes.

Thank you for your continued support. If you have any questions regarding insurance deductibles, please contact the Association office or Les Ellis of Ellis Insurance Associates at (925) 258-1010.

Sincerely,

GIHOA Board of Directors

GARDEN ISLE HOMEOWNERS; ASSOCIATION
ALAMEDA, CALIFORNIA

ASSESSMENT COLLECTION POLICY

The policy of the Garden Isle Homeowners Association regarding the collection of assessments pursuant to the Declaration of Covenants, Conditions & Restrictions, Bylaws and California Civil Code sections 1366, 1367 and effective January 1, 2003 section 1367.1

1. **Assessments** – The Association has a duty to levy annual and special assessments sufficient to perform its obligations under the governing documents and California law. Regular assessments are levied annually and are payable during the year in monthly installments, or at such other intervals as the Board of Directors shall designate.
2. **Owner(s)' Obligation to Pay Assessment** – At the time an assessment is levied, it becomes an obligation of the owner(s).
3. **Notice** – Not less than 30 days nor more than 60 days before any increase in the annual assessment, or any special assessment becomes due, the Association shall give owners notice of the assessment.
4. **Designation of Agent** – The Board of Directors may designate an agent or agents to collect assessment payments and administer the Assessment Collection Policy. The designated agent may be an officer of the Board of Directors, manager, banking institution, law firm or other appropriate agent.
5. **Delinquent Date** – Regular assessments are due and payable on the first day of the month. An assessment is delinquent if not received as directed by the Board's designated agent 15 days after the due date.
6. **Late Charges / Interest** – Regular or special assessments that are delinquent shall incur a late charge of \$36.50 or 10%, whichever is greater. Beginning 30 days after the assessment(s) becomes due, the entire unpaid balance of an assessment(s) may bear interest at an annual percentage rate not to exceed 12%.
7. **Collection Charges** – Any costs and fees incurred in processing and collecting delinquent accounts, including without limitation, late fees, interest charges, charges for preparation of delinquency notices, referral for collection, postage and copies, and attorney's fees and costs shall become additional charges against the owner and shall be subject to collection action pursuant to this Assessment Collection Policy.
8. **Application of Payments** – Payments shall be applied first to assessments owed and then to interest and collection charges.

9. **Initial Delinquency Notice** – When an assessment(s), or any portion thereof, has become delinquent, the owner shall receive an initial delinquent notice stating all amounts past due and any known collection charges imposed as of the date of the notice which may be in the form of a courtesy notice letter, monthly statement, past due notice, or any other form of writing or notice from the Association or its designated agent.
10. **Notice of Intent to Lien** - If an assessment remains unpaid for 45 days after it is due, the Association or its agent shall notify the owner by certified mail that a lien will be recorded unless the entire balance due is paid within 30 days. Effective January 1, 2003, the notice shall include a copy of the Association's Assessment Collection Policy, an itemized statement of the charges owed as of the date of the notice, including the costs of the notice of intent to lien, and other disclosures required by law. Payment may be required in certified funds.
11. **Recordation of Lien/Foreclosure** – If the owner fails to pay the entire balance of the account within the time period specified in the notice of intent, a lien shall be recorded against the owner's property without further notice to the owner. Foreclosure proceedings may begin 31 days after the lien is recorded if the owner has not paid the entire balance of the account or entered into an approved payment plan with the Association.
12. **Acceleration of Assessments Due** – The Association may, at its option, declare due and payable the entire balance of all sums then due or to become due from the owner, including the balance of the annual assessment and of any special assessment upon the recording of a lien. This total amount may be included in any foreclosure proceeding or collection action.
13. **Foreclosure** – Foreclosure proceedings may begin 31 days after recording the lien on the property if either the entire balance of the account has not been paid, or an approved payment plan has not been entered into with the Association.
14. **Payment Plan** – Neither the Association nor its designated agent is obligated to accept partial payments on any delinquent assessment account. The Board of Directors, however, in its sole discretion may enter into a written payment plan with the owner for periodic partial payments on the balance of the assessment account in amounts and on a payment schedule agreed to by the Board. The payment plan shall be in writing and a provision shall be included that failure to meet any term of the agreement shall give the Board the right to immediately continue the collection process without further notice to the owner.

15. **Release of Lien** – A Release of Lien will not be recorded until the entire balance of the owner's account is paid. All charges incurred in recording the Release of Lien, including reasonable attorney's fees, will be charged to the owner's account. Upon payment in full of the entire balance owing, the Association shall within 21 days record or cause to be recorded a Release of Lien and provide a copy of the Release of Lien to the owner.
16. **Dispute of Charges** – An owner may dispute the amount stated in the notice of intent to lien by submitting to the Board a written explanation of the reasons for disputing the amount. A telephone call will not reserve any rights. If the Board of Directors receives the owner's written statement within 15 days of the postmark of the notice of intent to lien, the Board shall respond in writing to the owner. The owner should provide the following information regarding any dispute:
- a. The owner's name, mailing address and account number
 - b. The exact dollar amount claimed to be in dispute or in error
 - c. For each charge or payment in dispute, an explanation of the reasons the owner believes there is an error, with sufficient detail such as dates, names and check numbers, so that the dispute may be investigated efficiently and effectively. If the owner does not know how the error was made, that statement may be provided.
 - d. Copies of checks, letters or other documents referred to or claimed should accompany the written explanation
17. **Other Remedies** – The Association reserves the right to avail itself of any other remedy permitted by law and the Association's governing documents to collect assessments and related costs and charges, including, but not limited to, bringing an action in Small Claims or Superior Court. Such remedies may be taken in addition to, or in lieu of any action already taken, and commencement of one remedy shall not prevent the Association from electing at a later date to pursue another remedy.
18. **Address of the Association and the Board of Directors** – Owners should respond in writing to the Association c/o Lodestar Management at 2000 Crow Canyon Place, Suite 120, San Ramon, CA 94583. Payments should be made to the address directed by the designated agent for mailing payments by regular mail and/or overnight mail.
19. **Delivery of Notice** – Except for notices that under California law must be sent by certified mail, notice is sufficient if either hand delivered or mailed first class, postage prepaid, to the owner(s) at the address on the membership register at the time of notice.
20. **Provisions of the Policy** – If any provision of this Policy is determined to be null and void, all other provisions of the Policy shall remain in full force and effect.

GARDEN ISLE HOMEOWNERS ASSOCIATION
1060 Melrose Avenue
Alameda, California 94502
510/521-9202 Fax 510/521-0856

FINING POLICY & PROCEDURE

By resolution of the Board of Directors of the Garden Isle Homeowners Association, the following enforcement policy was approved on January 29, 1999, by unanimous written consent.

Owners are notified in writing of non-compliance with the CC&R's. Owners are then given an appropriate amount of time to correct or bring the violation into compliance. If not corrected by the date given, a violation assessment fine is added to the owner's account after an opportunity to appear before the Board of Directors has been provided to show cause why the fine should not be levied.

Fines are imposed as follows (after an initial written notice has been given and non-compliance continues):

1st notice.....	\$ 50.00
2nd notice.....	75.00
3rd notice.....	100.00

The Board of Directors has the authority to impose higher fines, up to \$1,000.00, for continuing violations of the CC&R's that threaten the health, safety, and general well being of all members or continuing damage and destruction of Association property.

Effective: March 1, 1999
Approved by Board: January 29, 1999
Re-Approved by Board: August 21, 2000
Word/FORMS/finepolicy.doc

GARDEN ISLE HOMEOWNERS ASSOCIATION

Quick Reference Maintenance Guide

DESCRIPTION	RESPONSIBLE PARTY	
	OWNER	ASSOC.
BALCONIES - REPAIR & REPLACEMENT		X
CHIMNEY/FIREPLACE MAINTENANCE & CLEANING	X	
DOOR - FRONT ENTRY & HARDWARE	X	
DOOR - FRONT ENTRY PAINTING		X
DOOR - (PATIO/GARAGE) DOOR, JAMBS & HARDWARE	X	
EXTERIOR PAINTING		X
EXTERIOR UTILITY DOORS (METER CLOSET)		X
FENCES - BETWEEN HOMES & PERIMETER		X
FLOWER/PLANTER BOXES		X
GARAGE DOOR (AUTO) EXTERIOR PAINTING		X
GARAGE DOOR (AUTO) SECTIONAL ROLL-UP	X	
GARAGE DOOR (AUTO) TILT TYPE PANELS		X
GARAGE DOOR OPENERS/HARDWARE	X	
UTILITY LINES - BUILDING TO COMMON AREA		X
UTILITY LINES - IN PARTY WALLS	X	
UTILITY LINES UNDER UNIT/PATIO/GARAGE	X	
GATE HARDWARE (PATIO HOMES)	X	
GUTTERS/DOWNSPOUTS CLEANING & MAINTENANCE		X
HEATING & AIR CONDITIONING UNITS	X	
HOSE BIBS	X	
ELECTRICAL - INTERIOR AND PATIO	X	
PLUMBING - INTERIOR	X	
INTERIOR REPAIRS (CAUSED BY ROOF LEAKS ONLY)		X
INTERIOR SURFACES/APPLIANCES/FIXTURES	X	
LANDSCAPING - COMMON AREA (UNLESS "HANDS-OFF")		X
LIGHTS - COMMON AREA		X
LIGHTS - FRONT ENTRY FIXTURES	X	
LIGHTS - PATIO FIXTURES	X	
PATIOS	X	
PATIO DRAINS	X	
ROOFING		X
STREETS/COMMON AREA SIDEWALKS/GARAGE APRONS		X
WEATHER STRIPPING/THRESHOLDS/DOOR JAMBS	X	
WINDOW CLEANING	X	
WINDOW GLASS & SCREENS	X	
WINDOW FRAME & FLASHING IF WINDOWS REPLACED	X	

THIS QUICK REFERENCE MAINTENANCE GUIDE IS NOT A COMPLETE LIST. IT IS INTENDED TO BE USED AS A GUIDE ONLY AND IS SUBJECT TO REVISION. THE ASSOCIATION RESERVES THE RIGHT TO DENY REPAIRS WHICH ARE CLEARLY NOT THE ASSOCIATION'S RESPONSIBILITY. FURTHER, THE ASSOCIATION MAY CHARGE A MEMBER THE FULL COST OF REPAIR FOR DAMAGE TO THE EXTERIOR OF THE UNIT (INCLUDING THE ROOF), COMMON AREA LANDSCAPING, COMMON AREA FIXTURES OR EQUIPMENT CAUSED BY THE MEMBER, HIS TENANTS, OR INVITEES.

Architectural Guidelines

Approval Process and Requirements for
Exterior Changes, Additions or Alterations

October 2005

Architectural Guidelines

PURPOSE

The purpose of this document is to provide the Homeowner with the procedure for replacing or adding approved items to the exterior of their homes.

Listed in the Fast Track section of this document are recommended replacement items, sources and/or suggested vendors from which to purchase these items.

Be advised that the vendors listed in these Guidelines are presented for your information only and do not constitute an endorsement by the Association. The Association is in no way liable for these products purchased based on information provided in these Guidelines. The Architectural Committee's (AC) primary concern is to maintain a consistency of style, not to determine where members should purchase product.

In October 2002, the Board of Directors declared that Fast Track items, when approved by the AC, could proceed without prior written approval from the Board. The Board will still issue an approval letter that you should keep for your own records.

Use the "Architectural Review Request Form" (attached) to submit your request to the AC. Fax the form to the Association office (521-0856) or place it in the mail slot just outside the front door. *All changes to the exterior of a home, including Fast Track items, require submission of this Architectural Review Request Form.*

We ask that the Homeowner notify the Association office when the work is complete so that we can maintain updated records on the improvements made to each unit. This information is often requested when the home goes on the market.

The AC is currently comprised of four volunteer members. They review the forms and present their recommendations to the Board of Directors for final approval. The AC meets monthly and all requests are acted upon within 30 days.

FAST TRACK APPROVALS

The following items are "FAST TRACK" approvals:

(Remember, even with Fast Track, an "Architectural Review Request Form" must be submitted and approved prior to the changes being made.)

Exterior Front Door Light Fixture (replacement)

The requirement for light fixtures is that they be consistent with the style of our buildings.

Home Depot carries these types of fixtures, though the make and model number can vary. Motion detection and light sensor additions will be considered for approval. Sensor lights can be installed as an attachment to existing light fixtures.

Fixture styles we do not endorse are ones such as Colonial, ultra modern or abstract in design. The size of the fixture must be appropriate for the area the light occupies. Spotlights or floodlights on the front exterior are not acceptable.

If you are planning to replace an exterior light fixture, and have questions regarding acceptable styles, it is recommended you stop by the Association office where approved styles are on file.

Front Entry Security Door (installation)

Models available from Home Depot are:

- Montana
- Laguna
- Sam

The door must be painted to match the unit's exterior color. Indicate on your request form if you require the exterior paint and it will be provided for you.

Front Entry Door

Stanley Product insulated steel "K" series (K1 and K15) and insulated fiberglass reinforced "C" series (C1 and C24) are currently available at Home Depot and other major building suppliers. Doors may be painted or stained in dark tones or painted white or almond.

It is to be noted that some of the aforementioned styles, from time to time, are replaced by newer models. The Committee will consider any similar design / pattern available from any other manufacturer.

Screen Door (installation)

Choose from these three Columbia manufactures, available at Home Depot:

- Colonial
- Oakhurst
- Steelbreeze

The Committee will consider any similar design / pattern available from any other manufacturer.

Newly requested doors should be capable of 45 minutes to one hour fire rating. An actual one hour rating is an assembly rating consisting of door and frame; but both solid core and installed steel doors provide added security.

The door must be bronze or painted bronze or brown. If you require brown paint, indicate this on your request form and the Association will provide it for you.

Garage Door (replacement)

Two sources for garage doors are Contra Costa Door Company, Concord (925/671-7888) or All City Doors, Alameda (510/865-8111). Both companies provide a free estimate and will install insulated or non-insulated doors. Insulated doors are approximately \$200 more than non-insulated doors, are quieter and a bit stronger than non-insulated doors.

Contra Costa Door installs *Legacy* manufactured doors and Alameda Door installs *Amarr* manufactured doors. Both of these products are similar in design and approved by the Association. Contra Costa Door Company does provide a small discount for Garden Isle Homeowners so be sure to tell them the Association's name.

Inform the Association of the date when your new door will be installed and the Association will paint it at no charge.

Solar Tube and Skylight (installation)

Solar tubes are a new product similar to Skylights. Various products are available and we recommend you research this product to find the manufacture that best suits your requirements.

If you have a Phase II Hypalon roof, you must use a licensed contractor. If your roof is a foam roof, you must use an Association specified contractor, due to insurance warranties.

Contact the Association office for verification of the type of roof installed on your unit and for the name of an approved contractor.

A Maintenance Agreement must be completed that includes your plan for watertightness of the roof until the Association replaces the roof.

Skylight approval and installation requires a city permit, an inspection, and must meet with energy conservation laws.

Windows and Sliding Glass Door (replacement)

Approval has been granted for Homeowners who wish to replace their windows and/or sliding glass doors to reduce heat loss and/or for noise abatement. These requests are reviewed on an individual basis. Approval is granted if the replacement windows and/or sliding glass doors:

- conform to the configuration of the existing windows or doors
- the color is almond, tan, or dark brown
- the width of the frame is no more than 2-3/4 inches wide

Again, the energy conservation laws must be complied with. All requests are considered.

Alarm Boxes and Security Systems (installation)

Security alarm boxes may be installed over the garage doors. The homeowner is responsible for painting the box to match the exterior color of their unit. Paint is available through the Association office.

Signs may be posted in the dirt in the front or back of the unit, but not on a front or garage door.

Garden Isle Homeowners Association
1060 Melrose Avenue, Alameda, CA 94502
510/521-9202 ~ Fax/521-0856

Satellite Dishes / Cable TV / Internet (installation)

These items, when installed to Association guidelines, present little interruption to the design and style of our community. When installed with no regard to where and how the wires and or dish are located, they detract from the aesthetics and become a source of financial burden to the homeowner.

PLEASE, have a member of the Architectural Committee review with you, prior to installation, the Associations requirements and how to advise your installer. The recommendations will be noted on your request form. An AC member can give approval at that time. Your approval letter from the Board will reflect your agreement with the AC member.

When installed, the dishes are to be no more than 39" (one meter) in diameter and not to exceed 12' above the roofline. The dishes are to be installed on a stand attached to the back or the front of the building in the *least conspicuous location*. They must not be placed directly on the roof, as this may void the roof's warranty.

The satellite dishes must not be attached to the building exterior either to or through the wood siding (T-111). This would create a water intrusion problem. Attach the dish to the building or garage at the 2" x 8" or 2" x 10" wood trim, fireplace, firebox or roofline. We recommend using lag bolts.

Cable is run into the home for dishes, cable TV and Internet. The guidelines for the placement and color of the cable are very similar to those for the dish - locate the cable in the *least conspicuous location*. The AC will advise you of acceptable options.

Installers have been saying that they are aware of our requirements, but you, the Homeowner, are responsible for ensuring the dish is installed in accordance with these requirements. Some vendors use white cable, which is not acceptable. Please make sure your vendor uses black cable.

Additional Notes

During the past year, when houses have been placed on the market, real estate agents have asked Homeowners to provide evidence of permits issued by the City of Alameda. We provide this information for you as reference.

When a home is placed on the market, the AC now inspects the exterior for compliance with these guidelines. If a change has been made that does not conform to the Association's requirements, the seller will be notified and asked to make appropriate corrections. If the correction is not made, and the violations is deemed serious enough by the Board, the Association will place a lien on the home during the escrow process. It will be released when the violation is corrected.

Garden Isle Homeowners Association
1060 Melrose Avenue, Alameda, CA 94502
510/521-9202 ~ Fax/521-0856

GARDEN ISLE HOMEOWNERS ASSOCIATION

1060 Melrose Avenue, Alameda, California 95402

Fax: (510) 521-0856 Phone: (510) 521-9202

Architectural Review Request Form

Date: _____ Home Phone: _____
Owner: _____ Work Phone: _____
Owner: _____ Unit Number: _____
Address: _____ Model: _____

I (we), the owners(s) named above, request approval to make the following exterior addition, change, or alteration to my (our) home:

Description of addition, change, or alteration: _____

(If additional space is needed, please use the reverse side of this form.)

Plans and/or specifications showing the nature, kind, shape, height, materials, color, and location have been submitted as part of this request. Yes No

If this is for a Front Entry Door, please check color requested:

Dark Brown Stain or Paint White Paint Almond Paint

If this is for replacement windows, the vinyl trim can be no wider than 3-1/2 inches.

I (we), the owner(s) named agree to be responsible for damage to the exterior of the building that may arise as a result of the addition, change, or alteration stated above and be responsible for maintenance of the addition, change, or alteration once installed. I (we) agree to obtain and provide copies of all necessary City of Alameda or Bureau of Electricity permits to the Garden Isle Homeowners Association at the address above.

I (we) also agree to notify any future purchaser of the home stated above that the responsibility stated herein is carried forward to the new owner(s), and will obtain a written agreement of this from the new owner(s) and submit a copy to the Association.

I (we) recognized that Garden Isle Homeowners Association maintains the right of approval of this addition, change or alteration and may require its removal if it becomes necessary for safety, maintenance of surrounding structures, or lack of proper maintenance by the owner(s).

The owner(s) named above agrees to hold Garden Isle Homeowners Association, its Board of Directors, members, employees, and agents harmless for any liability, injury, damage, or costs that may be incurred as a result of this addition, change, or alteration.

If approved, I (we) agree to notify the Association office upon completion of this work so that the Architectural Committee can inspect the final results.

Signed: _____

FOR OFFICE USE ONLY:

Is this is a "FAST TRACK" item? Yes No

Is a Maintenance Agreement required? Yes No

Name(s): _____ Address: _____

Unit Number: _____

Description (continued): _____


~~~~~

**ASSOCIATION USE ONLY:**

**Architectural Committee:**

Approved

Disapproved

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Board of Directors:**

Approved

Disapproved

By: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~

Inspection Results: _____

Inspected By: _____ Date: _____

GARDEN ISLE HOMEOWNERS ASSOCIATION

1060 Melrose Avenue ☿ Alameda, California 94502
(510) 521-9202 ☼ Fax: (510) 521-0856

CLUBHOUSE RENTAL AGREEMENT

Member Name (Please print)

Daytime Phone

Address

Reservation Date

Type of Party

Number of Hours

Estimated Number of Guests

From: _____ To: _____
Hours of Use

In consideration of the exclusive use of the Garden Isle Clubhouse, owned by the Garden Isle Homeowners Association and located at 1060 Melrose Avenue in Alameda, California, the undersigned hereby agrees to the following terms and conditions:

1. Rental hours include both set up and clean up time. A rental fee of \$50.00 will be charged for up to 4 hours (plus \$25.00 per hour for each additional hour) and \$80.00 for 4 to 8 hours maximum. In addition, a security/cleaning deposit of \$150.00 is required. This deposit is refundable provided that the premises are properly cleaned, no damage is done to the Clubhouse or adjacent areas, and all doors and windows are properly locked upon exiting, and all rules governing the use of the Clubhouse are obeyed by the undersigned and his/her guests.
2. Rental reservations should be made 2 weeks or more in advance of your party date to ensure that the date is available. This agreement must be signed and returned to the office, together with the proper rental fee and deposit, as soon as possible from the time you make the reservations or your reservation may be canceled.
3. In consideration of the use of the Clubhouse above, on the date and for the purpose as indicated above, the undersigned agrees that the Garden Isle Homeowners Association and its officers, employees, and agents shall be free from all liability and claims for damages by reason of any injury to any person or persons, including the undersigned from any cause or causes whatsoever upon or in any way connected with said Clubhouse or any sidewalks or stairs adjacent thereto during the use of said premises by the undersigned. The undersigned hereby agrees to indemnify and save Garden Isle Homeowners Association, its Board of Directors and agents harmless from any liability, loss, cost, attorney fees and obligation on account of or arising out of any injuries or losses occurring.
4. The sale of alcoholic beverages is not allowed on Association premises and the Association is released from liability in connection with any consumption of alcoholic beverages on Association premises.
5. The undersigned shall be liable for any damage caused to the Clubhouse during use thereof by the undersigned, his/her guests or invitees. The undersigned shall be in attendance during the entire time that the facility is in use by the undersigned, his/her guests or invitees.
6. The clubhouse can only be rented for personal non-profit use.
7. Only the residents of Garden Isle Homeowners Association may rent the clubhouse.
8. The undersigned will abide by and enforce the following rules set forth by the Garden Isle Homeowners Association which govern the rental and use of the Clubhouse. Failure to comply with the following rules is cause for forfeiture of all or part of the undersigned's security/cleaning deposit.

RULES OF THE CLUBHOUSE

- A. **FACILITY** - Use of the Clubhouse is limited to the main meeting room, kitchen, hallways and restrooms. Use of the swimming pool is strictly forbidden. Use of the fireplace is also forbidden. Use of any of these areas for any reason will automatically result in the forfeiture of the entire security/cleaning deposit.
- B. **MUSIC/NOISE** - The undersigned agrees that no live or amplified music will be allowed during the use of the Clubhouse, nor shall any sound reach a level whereby it can be heard beyond 50 feet of the building. Excessive noise of any type will not be allowed to disturb the adjacent residents. Failure to comply may result in immediate termination of use of the facility and/or forfeiture of the security/cleaning deposit.
- C. **CLEANING** - It is the renter's responsibility to see that all areas in the Clubhouse are left in a clean condition. All furniture is to be returned to its proper location (see map located by restrooms) and all necessary mopping, vacuuming and general cleaning must be done. All refuse containers must be emptied and kept in plastic bags and placed in the garbage cans (not recycle) on the back porch outside of the kitchen door. Garbage and trash removal is included in the rental fee. New plastic bags are to be placed in the trash receptacles. Cleaning must be completed on the day of use.
- D. **DECORATIONS** - Under no circumstances are decorations to be hung from the walls, woodwork, ceiling, ceiling fans, light fixtures or windows. Decorations, if desired, may be taped (not pinned or tacked) along the windowsills and placed on tables. All decorations must be removed at the end of the rental period. Balloons - helium balloons are to be used with caution. Should a helium balloon and/or its tethering device become lodged in a ceiling fan or other Clubhouse equipment, there will be an automatic \$50.00 fine. There may be an additional charge if the balloon is difficult to remove or causes damage.
- E. **HOURS OF USE** - Evening rentals must vacate the premises no later than 11:00 p.m.
- F. **SECURITY** - A fine of \$50.00 may be imposed if any door and/or windows are reported to have been left unlocked or open after using the Clubhouse.
- G. **KEY** - The Clubhouse Key must be obtained at the Garden Isle Association office no more than 24 hours prior to the scheduled event. The office hours are 9:00 a.m. to 1:00 p.m., Monday through Friday. A fine of \$25.00 may be imposed if the key is not picked up during normal office hours and Lodestar and/or an employee is contacted to obtain the key after hours.

**THE UNDERSIGNED UNDERSTANDS AND AGREES THAT FAILURE TO COMPLY WITH ANY
OF THE ABOVE STATED RULES WILL RESULT IN FORFEITURE OF THE
SECURITY / CLEANING DEPOSIT AND/OR A FINE.**

I hereby agree to rent the Garden Isle Clubhouse for personal non-profit use only, in accordance with the terms and conditions set forth in this agreement. If renting for non-profit use, I agree to provide the Association with a Certificate of Insurance naming the Association as an additional insured and agree to abide by its requirements.

CANCELLATION POLICY:

Rentals canceled within 48 hours of the reservation date will forfeit the rental fee.

Signed _____

Date _____

Address _____

_____ Issued: _____ Returned: _____
Key Date Date

CLOSING INSTRUCTIONS

1. Remove all decorations.
2. Turn off thermostat on heater.
3. Turn off all appliances.
4. Leave Clubhouse in a clean, orderly condition.
5. Replace furniture in proper position.
6. Empty all garbage receptacles.
7. Put new plastic bags into the containers.
8. Lock all doors and windows. [A fine may be imposed for failure to comply.]
9. Turn off all indoor lights and ceiling fans.
10. Turn on the front porch and patio porch lights for security.
11. Exit by front door. Be sure to close and lock door securely.
12. Drop key in outside mail slot.

If all rules are followed and everything is left in good order, your deposit will be refunded to you within one week. Your deposit can be mailed or you may pick it up the office.

INSPECTION CHECK LIST

	BEFORE	AFTER
<u>KITCHEN:</u>		
• Appliances	_____	_____
• Counters/Cabinets	_____	_____
• Sink	_____	_____
• Floor/Walls	_____	_____
• Wastebasket	_____	_____
<u>MEETING ROOM:</u>		
• Furniture	_____	_____
• Throw Pillows (4)	_____	_____
• Fixtures	_____	_____
• Floor/Carpets	_____	_____
• Walls	_____	_____
• Wastebaskets	_____	_____
<u>RESTROOMS:</u>		
• Fixtures	_____	_____
• Walls	_____	_____
• Floors	_____	_____
• Wastebaskets	_____	_____
<u>HALLWAYS:</u>		
• Fixtures	_____	_____
• Walls	_____	_____
• Floors	_____	_____
• Wastebaskets	_____	_____
<u>MEZZANINE/LOFT:</u>		
• Fixtures	_____	_____
• Carpets	_____	_____
• Chairs (Extra)	_____	_____
• Bookcases	_____	_____
<u>FRONT PORCH:</u>		
• Cigarette container	_____	_____
• Front entrance porch/ grounds	_____	_____
<u>KITCHEN/BACK PORCH:</u>		
• Recycle Containers	_____	_____
• Garbage Containers	_____	_____

INSPECTED BY: _____

DATE: _____

TITLE: _____

KEY RETURN DATE: _____

GARDEN ISLE HOMEOWNERS ASSOCIATION

1060 Melrose Avenue

Alameda, CA 94501

Fax: (510) 521-0856

(510) 521-9202

LANDSCAPING REPORT/REQUEST FORM

Date: _____

Name: _____

Address: _____

Phone: _____

Landscaping Matter to Report:

Location: _____

Description:

Additional Comments:

GARDEN ISLE HOMEOWNERS ASSOCIATION
Alameda, California

ALTERNATIVE DISPUTE RESOLUTION

ALTERNATIVE DISPUTE RESOLUTION FOR COMMUNITY
ASSOCIATIONS
CALIFORNIA CIVIL CODE §1354

**1354. Covenants and Restrictions in Declaration as
Equitable Servitudes;**

**Governing Document Enforcement Through Alternative Dispute
Resolution**

- (a) The covenants and restrictions in the declaration shall be enforceable equitable servitudes, unless unreasonable, and shall inure to the benefit of and bind all owners of separate interests in the development. Unless the declaration states otherwise, these servitudes may be enforced by any owner of a separate interest or by the association, or by both.
- (b) Unless the applicable time limitation for commencing the action would run within 120 days, prior to the filing of a civil action by either an association or an owner or a member of a common interest development solely for declaratory relief or injunctive relief, or for declaratory relief or injunctive relief in conjunction with a claim for monetary damages, other than association assessments, not in excess of five thousand (\$5,000), related to the enforcement of the governing documents, the parties shall endeavor, as provided in this subdivision, to submit their dispute to a form of alternative dispute resolution such as mediation or arbitration. The form of alternative dispute resolution chosen may be binding or non-binding at the option of the parties. Any party to such a dispute may initiate this process by serving on another party to the dispute a Request for Resolution. The Request for Resolution shall include (1) a brief description of the dispute between the parties, (2) a request for alternative dispute resolution, and (3) a notice that the party receiving the Request for Resolution is required to respond thereto within 30 days of receipt or it will be deemed rejected. Service of the Request for Resolution shall be in the same manner as prescribed for service in a small claims action as provided in Section 116.340 of the Code of Civil Procedure. Parties receiving a Request for Resolution shall have 30 days following service of the Request for Resolution to accept or reject alternative dispute resolution and, if not accepted within the 30-day period by a party, shall be deemed rejected by that party. If alternative dispute resolution is accepted by the party upon whom the Request for Resolution is served, the alternative dispute resolution shall be completed within 90 days of the receipt of the acceptance by the party initiating the Request for Resolution, unless extended by written stipulation signed by both parties. The costs of the alternative dispute resolution shall be borne by the parties.
- (c) At the time of filing a civil action by either an association or an owner or a member of a common interest development solely for declaratory relief or injunctive relief, or for declaratory or injunctive relief in conjunction with a claim for monetary damages, other than association assessments, not in excess of five thousand dollars (\$5,000), related to the enforcement of governing documents, the party filing the action shall file with the complaint a certificate stating that alternative dispute resolution has been completed in compliance with subdivision (b).
- (d) The failure to file a certificate as required by subdivision (b) shall be grounds for a demurrer pursuant to Section 430.10 of the Code of Civil Procedure or a motion to strike pursuant to Section 435 of the Code of Civil Procedure unless the filing party certifies in writing that one of the other parties to the dispute refused alternative dispute resolution prior to the filing of the complaint, that preliminary or temporary injunctive relief is necessary, or that alternative dispute resolution is not required by subdivision (b), because the limitation period for bring the action would have run within the 120-day period next following the filing of the action, or the court finds that dismissal of the action for failure to comply with subdivision (b) would result in substantial prejudice to one of the parties.
- (e) Once a civil action specified in subdivision (a) to enforce the governing documents has been filed by either an association or an owner or member of a common interest development, upon written stipulation of the parties the matter may be referred to alternative dispute resolution and stayed. The costs of the alternative dispute resolution shall be borne by the parties. During this referral, the action shall not be subject to the rules implementing subdivision (c) of Section 68603 of the Government Code.
- (f) The requirements of subdivisions (b) and (c) shall not apply to the filing of a cross-complaint.
- (g) In any action specified in subdivision (a) to enforce the governing documents, the prevailing party shall be awarded reasonable attorney's fees and costs. Upon motion by any party for attorney's fees and costs to be awarded to the prevailing party in these actions, the court, in determining the amount of the award, may consider a party's refusal to participate in the alternative dispute resolution prior to the filing of the action.
- (h) Unless consented to by both parties to alternative dispute resolution that is initiated by a Request for Resolution under subdivision (b), evidence of anything said or of admissions made in the course of the alternative dispute resolution process shall not be admissible in evidence, and testimony or disclosure of such a statement or admission may not be compelled, in any civil action in which, pursuant to law, testimony can be compelled to be given.
- (i) Unless consented to by both parties to alternative dispute resolution that is initiated by a Request for Resolution under subdivision (b), documents prepared for the purpose or in the course of, or pursuant to, the alternative dispute resolution shall not be admissible in evidence, and disclosure of these documents may not be compelled, in any civil action in which, pursuant to law, testimony can be compelled to be given.
- (j) Members of the association shall annually be provided a summary of the provisions of this section, which specifically references this section. The summary shall include the following language:
- "Failure by any member of the association to comply with the pre-filing requirements of Section 1354 of the Civil Code may result in the loss of your rights to sue the association or another member of the association regarding enforcement of the governing documents."**
- This summary shall be provided either at the time of the pro forma budget required by Section 1365 is distributed or in the manner specified in Section 5016 of the Corporations Code.
- (l) Any Request for Resolution sent to the owner of a separate interest pursuant to subdivision (b) shall include a copy of this section.

The following definitions are provided courtesy of the American Arbitration Association Center for Mediation:

MEDIATION

Mediation is a dispute settlement process which allows you to fully participate in negotiating a satisfactory resolution of a claim. In this process, you and the initiating party submit the dispute to a third party neutral (the mediator) who works with both sides to reach a settlement of the dispute.

It is not binding. The mediator does not have the authority to impose a settlement on the parties. The mediator services to facilitate negotiations.

Experience has shown that when parties mediate, they reach a settlement 80% to 95% of the time.

ARBITRATION

Arbitration is the submission of a dispute to one or more mutually selected, impartial persons for either a non-binding or a final, binding, decision. Arbitration is a complete substitute for a trial by a judge or jury. In arbitration, the hearing procedure is less formal than in the court. Discovery is limited and the rules of evidence are relaxed. These and other features of arbitration provide for flexibility, the availability of expert neutral arbitrators and considerable savings of time and expense for the parties in reaching a final determination of their dispute. Arbitrations are governed by state or federal law in the United States.

GARDEN ISLE HOMEOWNERS ASSOCIATION
1060 Melrose Avenue
Alameda, California 94502

REQUEST FOR RESOLUTION

Initiating Party _____

Address _____

City _____ State _____ Zip _____

Responding Party _____

Under Civil Code 1354, an entity or individual seeking declaratory or injunctive relief relating to the enforcement of the governing documents of a common interest development shall seek to have the dispute resolved through a method of resolution alternative to the commencement of a civil court action. A COPY OF CIVIL CODE 1354 IS BEING SERVED ALONG WITH THIS REQUEST FOR RESOLUTION, AS REQUIRED BY THE PROVISIONS OF THAT STATUTE.

REQUEST FOR ALTERNATIVE DISPUTE RESOLUTION

You are hereby requested to agree to submit the dispute described below to a form of Alternative Dispute Resolution (ADR), such as mediation or arbitration, which may be binding or non-binding at the option of the parties to this dispute. This Request for Resolution is being made in accordance with the provisions of California Civil code 1354.

THE NATURE OF THE DISPUTE

The nature of the dispute is as follows:

FORM OF ALTERNATIVE DISPUTE RESOLUTION REQUESTED

☐ Mediation

☐ Non-binding Arbitration

☐ Binding Arbitration

TIME FOR RESPONSE TO THIS REQUEST

You are required to respond to the party who initiated this Request for Resolution within thirty (30) days of receipt, or it will be deemed rejected. If you choose to accept Alternative Dispute Resolution and agree to the form of ADR requested above, ADR shall be completed within ninety (90) days of receipt of your acceptance, unless agreed otherwise, in writing, by all parties to the dispute.

As requested, I agree to submit to the above-described dispute to Alternative Dispute Resolution.

Signature _____ Date _____

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