

THE RIVIERA ESTATES ASSOCIATION

2023 FISCAL YEAR ANNUAL POLICY STATEMENT

In compliance with the Annual Policy Statement requirements of §§5310 of the Davis-Stirling Common Interest Development Act (the "***Davis-Stirling Act***"), please find both below and enclosed the following documents and information:

1. Notice to Owners of separate interests in common development*

(*The Davis-Stirling Act Requires this Notice)

Civil Code §§4041. Member Contact Information.

(a) each member shall, on an annual basis, provide written notice to REA of all of the following:

(1) The member's preferred delivery method for receiving notices from the association, which shall include the option of receiving notices at one or both of the following:

(A) A mailing address, or (B) A valid email address.

(2) An alternate or secondary delivery method for receiving notices from the association, which shall include the option to receive notices at one or both of the following:

(A) A mailing address, or (B) A valid email address

(3) The name, mailing address, and, if available, valid email address of the owner's legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the member's extended absence from the separate interest.

(4) Whether the separate interest is owner-occupied, is rented out, if the parcel is developed but vacant, or if the parcel is undeveloped land.

2. Person Designated to Receive Official Communications to the Association

Pursuant to Civil Code §4035, any document to be delivered to REA by a homeowner must be delivered to:

Jeaneen Fabbro
The Riviera Estates Association
P.O. Box 1585
Pacific Palisades, CA 90272

By one of these methods:

- By first-class mail, postage prepaid, registered or certified mail and express mail or overnight delivery by an express service center.
- Email to reahoa@gmail.com

3. Right to Receive Association Notices to Two Addresses

Pursuant to Civil Code §4040(b), a homeowner may submit a request to have certain notices sent to up to two (2) different specified addresses. That written request should be delivered to the person designated in paragraph 2 above.

Upon receipt of a written request by a homeowner identifying a second address for delivery notices of the following types, REA will deliver an additional copy of those notices to the secondary address identified in the request:

- (1) The REA's Annual Policy Statement and Budget Report pursuant to Civil Code §5300 through §5320.
- (2) The assessment payment and delinquency notices to be delivered to the homeowner pursuant to Civil Code §5650 through §5690, and the notice of default to be delivered to the homeowner pursuant to Civil Code §5650.

A homeowner may add, change, or remove a secondary address at any time, provided that REA will only be required to send notices to a secondary address as of and from the date that REA receives a written request to do so.

4. Location for the Posting of General Notices

Pursuant to Civil Code §4045(a)(3), any general notices to the REA's homeowners, including notices of meetings, will be posted on the bulletin board in North Park and on the REA's website, <https://rivieraestates.org/>.

5. Right to General Notices by Individual Delivery

Pursuant to Civil Code §4045(a), a homeowner may request to receive general notices by individual delivery (rather than general delivery such as posting of general notice in the community). That written request should be delivered to the person identified above to receive official communications to the Association. Upon the REA's receipt of a written request from a homeowner, all general notices to that homeowner given pursuant to Civil Code §4045 shall be delivered to the homeowner by individual delivery in accordance with Civil Code §4040. A homeowner may cancel a prior request for individual delivery of general notices at any time.

6. Right to Receive Copies of Meeting Minutes

Pursuant to Civil Code §4950(b), the minutes, minutes proposed for adoption that is marked to indicate the draft status or a summary of the minutes of any meeting of REA's Board of Directors ("Board"), other than an executive session meeting, shall be available to all homeowners within 30 days of the meeting. The approved minutes, proposed minutes or summary minutes shall be distributed to any homeowner upon request and upon reimbursement of REA's costs for making that distribution.

In addition to obtaining copies of Board meeting minutes, homeowners may inspect Board meeting minutes at any reasonable time at the REA office by appointment only. To request copies of Board meeting minutes or schedule an appointment to inspect Board meeting minutes, homeowners should contact the person designated in paragraph 2 above.

7. Statement of Assessment Collection Policies

Please see the enclosed notice prepared in accordance with Civil Code §5730.

8. Policies and Practices Relating to Delinquent Assessments

Please see the enclosed document titled "Riviera Estates Association. Delinquent Assessment Collection Policy," which describes REA's policies and practices in enforcing legal remedies for default in the payment of assessments. This document describes the steps REA will take if a homeowner does not pay assessments on time and in accordance with the provisions of REA's governing documents.

9. Discipline Policy and Schedule of Fines

REA's Board has the right and authority to enforce the provisions of the REA's governing documents when a homeowner, or the homeowner's family members, guests or tenants, violates the governing documents. The Board may, after proper notice and an opportunity to be heard before the Board, impose disciplinary measures against a homeowner, as may

in the future be described in the REA's governing documents and subject to applicable law.

Please see the enclosed Operating Rule that permits the Board to impose fines for certain violations:

- a. Violations of the Architectural Guidelines
- b. Damage to Common Areas; and
- c. Violations of the Operating Rules.

10. Dispute Resolution Procedures

The Davis-Stirling Act provides two procedures for dispute resolution. These procedures encourage homeowners and REA to resolve disputes involving violations, or alleged violations, of the REA's governing documents and/or certain laws without incurring the time and expense involved in a lawsuit.

The first dispute resolution process is Internal Dispute Resolution. This process is an informal process (often referred to as a "meet and confer") to resolve disputes between a homeowner and the Association. Attached, please find the REA's "Internal Dispute Resolution Procedure Policy," which complies with Civil Code §5915.

The second dispute resolution process is Alternative Dispute Resolution. This process is a more formal process to resolve disputes between a homeowner and the Association or between two or more homeowners and includes mediation, arbitration, conciliation and other nonjudicial procedures that involve a neutral third party. The form of dispute resolution chosen may be binding or nonbinding, with the parties' voluntary consent. The Alternative Dispute Resolution process is commenced by the service as of a "Request for Resolution," as described in Civil Code §5935. Enclosed for your review and reference is a copy of Civil Code §5925 through §5965 (Article 3 of Chapter 10 of Part 5 of the Civil Code).

11. Requirements for Association Approval of Physical Changes to Properties

The REA's governing documents require that homeowners obtain approval from the Board before making certain physical changes to their properties. A summary of the types of changes that require Association approval and the procedure used to review and approve or disapprove a proposed change is described in the attached document titled "Architectural Requirements," prepared in accordance with Civil Code §4765.

12. Requirements for Filming in the Riviera Estates

Homeowners must comply with the enclosed Filming Rules & Regulations and obtain approval from the Board before allowing their homes or grounds to be used or involved in any location filming, including "still shoots." One of the enclosed proposed rule changes is to increase the filming fees.

13. Mailing Address for Overnight Payment of Assessments

The mailing address for overnight payment of assessments, pursuant to Civil Code §5655, is:

Jeaneen Fabbro
The Riviera Estates Association
P.O. Box 1585
Pacific Palisades, CA 90272

14. Other Information

- a. Members have the right to attend open Board meetings. Meetings are held at the homes of Board members. Dates and times are scheduled by the Board from time to time. The information is available on the North Park bulletin board and REA's website at rivieraestates.org.
- b. You may contact REA by calling the message center at 310/459-3346, writing to Riviera Estates Association, P.O. Box 1585, Pacific Palisades, CA 90272-1585, or via email at reahoa@gmail.com,
- c. **Membership Lists.** REA does not share its membership list with anyone unless legally required. However, REA is obligated to provide its membership list to members (the "Requestor") upon request and subject to certain conditions. A member may opt-out of sharing their name, property address, email address, and mailing address by notifying the REA in writing.
- d. The references to the "Civil Code" and other laws in this Annual Policy Statement shall mean and refer to the California Civil Code and other California laws.
- e. **Security and Privacy Disclaimer.** REA does not undertake to provide security or privacy for the REA's development, the homeowners, the residents, any invitees, or any persons or property located within the development. Nor does REA make any representations or warranties concerning the security, privacy and/or safety of the development, the homeowners, the residents, any invitees, or any persons or property located within the development.

- f. **Nomination of Directors** The rules for nominations of directors are stated in REA's election rules.

Should you have any questions or comments pertaining to the above or enclosed information, please contact Jeaneen Fabbro or Mikaila Fabbro by telephone at 310-459-3346 or by email at reahoa@gmail.com

Sincerely,

**BOARD OF DIRECTORS,
THE RIVIERA ESTATES ASSOCIATION**