

THE VILLAGE CONDOMINIUM OWNERS ASSOCIATION

ANNUAL POLICY STATEMENT

Official Association Communications. The person designated to receive official communications to the association is:

Martha Olvera

C/o Horizon Management Company, 21535 Hawthorne Blvd. #530, Torrance, CA 90503

Fax: 310-543-5578

Email: Martha@horizonmgmt.com

Secondary Address. California Civil Code gives members the right to submit a request for notices to be sent to a secondary address. Send such request by certified mail to the Official Association Communications contact above, Attn: Secondary Address Request.

General Notices. General notices for the association are posted at the HOA laundry rooms, lobbies and other common areas. General notices are also posted on the website www.thevillagecondos.com. Members may request individual delivery of general notices by mailing a request to the Official Association Communications contact above.

Board Meeting Minutes. In accordance with the California Civil Code 4950(b), board meeting minutes are available as follows. The minutes, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any meeting of the board of directors of an association, other than an executive session, shall be available to members within 30 days of the meeting. The minutes, proposed minutes, or summary minutes shall be distributed to any member of the association upon request and upon reimbursement of the association's costs for making that distribution. Minutes of your association's board meetings may be obtained from the Official Association Communications contact above.

Assessment Collection Policy. The assessment collection policy, which includes the association's policies and practices in enforcing lien rights or other legal remedies for the default in the payment of assessments, is enclosed. Please refer to the Association's CC&R's for additional collection information.

Discipline Policy and Schedule of Penalties for Violating the Governing Documents. The discipline policy and schedule of penalties for violating the governing documents is enclosed.

Internal Dispute Resolution and Alternative Dispute Resolution. The California Legislature has adopted guidelines for resolution of disputes between associations and members and between members, prior to taking disputes to court. The procedures adopted by the Association are enclosed.

Requirements for Architectural Approval. The requirements for association approval of physical changes to a unit are enclosed.

Mailing Address for Overnight Payment of Assessments. The mailing address for overnight payment of assessments is (make check payable to your association):

Horizon Management Company

21535 Hawthorne Boulevard Suite 530

Torrance, CA 90503

As a reminder, you may also pay your assessments by personal delivery to Horizon Management Company, by mail, by ACH (automatic clearing house) or at www.horizonmgmt.com.

Member List "Opt Out." California Civil Code gives members the right to inspect and copy the association's membership list, including members' names, property addresses, and mailing addresses. Owners have the right to opt out of the sharing of their name and address by notifying the association in writing that they prefer to be contacted by an alternative means. A form is enclosed. Please only return the form if you want to "opt out."

Member Request for Email Delivery of Association Notices. Many official association notices may now be delivered by email if the member requests. This will reduce postage and printing costs to the association and is more eco-friendly. A form is enclosed. Please only return the form if you want email delivery of association notices. Please note even if you request email delivery, there will be some notices that must still be delivered by mail, per California Civil Code.

Litigation. To the best of our knowledge, the Association is not presently involved in any litigation.

Safety Issues. ***IF THERE IS A REAL PERSONAL OR PROPERTY EMERGENCY, CALL 911 IMMEDIATELY.*** Residents are reminded to check their smoke detectors and replace the batteries, if any, on at least a semi-annual basis, and to purchase and keep fire extinguishers readily available. *The National Fire Protection Association recommends that battery-operated smoke detectors be replaced every ten years.* Residents should purchase and install carbon monoxide detectors, especially if there are gas fireplaces, gas heaters, gas water heaters or gas appliances in the unit or the unit has an adjacent garage. If the unit has a dishwasher, water line to the refrigerator or ice maker, an individual water heater and/or washing machine, the owner should install water leak detection devices. It is also advisable to install water leak detection devices at water supply lines such as under sinks and behind toilets. If there is a clothes dryer in the unit, the lint traps should be cleaned before and after each use. No dryer should be left unattended while in use, and a fire extinguisher should be placed in the proximity of the dryer.

Security Disclaimer. Members should notify the Association of any dangerous or insecure areas. Residents are reminded that they are responsible for the safety and security of their property and their persons and should not rely on the Association. It is hoped that the systems to limit access to the property provide some deterrence to crime. However, no matter what steps are taken, the property can never be completely safe and secure. For example, it is possible for someone to enter the property under false pretenses to commit crimes, for residents to commit crimes against their own neighbors, for guests of residents to commit crimes, and for employees to commit crimes. As a result, the property is not and can never be free of crime and we cannot guarantee your safety or security. Accordingly, you should NOT rely on the association to protect you from loss or harm. Instead, you should provide for your own security by taking common sense precautions such as carrying insurance against loss; keeping your doors locked; keeping your personal property secure; refusing to open your door to strangers; asking workers for identification; avoiding dangerous situations; installing a security system or alarms; locking your vehicle; making sure pedestrian gates lock behind you, etc.

Disaster Preparedness. The Association recommends that owners and other residents take precautionary measures to prepare for emergency situations that may occur. A copy of a pamphlet from the American Red Cross is enclosed.

Owner-Resident Information Form. Please fill out and return the attached information form in the enclosed envelope or with your next payment. Thank you.

The Village Condominium Owners Association Board of Directors