

(YOUR HOA NAME) GUIDE FOR NEW RESIDENTS

Dear Homeowner,

As a new owner, your **(Your HOA Name)** welcomes you to Oakmont and to our neighborhood. As an owner, you have become a member of two organizations - the Oakmont Village Association (OVA) and the **(Your HOA Name)**.

These notes are intended to cover the highlights of information that will be helpful to you. Both Oakmont as a whole, and **(Your HOA Name)** as a neighborhood, are what is termed in California law as a Common Interest Development, and both are governed by California Civil Code Sections 4000 to 6150, commonly known as the DAVIS-STIRLING ACT. In addition, both have filed with the Sonoma County Recorder their own deed restrictions known as CC&Rs (Covenants, Conditions and Restrictions) that define in considerable detail the way the property is to be used and managed.

Oakmont is an integral part of the City of Santa Rosa and is subject to city laws and restrictions. The city provides police and fire protection as well as water and sewer services. The principal Oakmont streets, including **NAME CITY STREETS IN YOUR HOA** are dedicated city streets and are maintained by the city. The portion of **STREET YOU OWN** that is located within the **(Your HOA Name)** and is maintained by itself.

OAKMONT VILLAGE ASSOCIATION (OVA)

The OVA owns and maintains the Oakmont recreational facilities and common areas, and establishes rules for their use. The OVA also sponsors many activities in which you are invited to participate. All owners are billed directly each month for their OVA dues, which are based on the number of residents in the unit. Please contact the OVA office for more information on events and regulations. As an owner you will receive the *Oakmont News* twice a month.

(YOUR HOA NAME)

(Your HOA Name) is a "Maintained Area" which is an Oakmont term for Planned Unit Development (PUD) ownership, subject to OVA rules and your Owners Association regulations. **(Your HOA Name)** has **# OF UNITS** dwelling units. Ownership in **(Your HOA Name)** consists of title to the dwelling and the land on which it stands plus a **1/# OF UNITS** undivided interest in the remainder of the land and improvements, termed the common area. Individual owners pay property taxes directly to the Sonoma County Tax Collector.

BOARD OF GOVERNORS

A board of a minimum of **YOUR NUMBER** homeowners, elected annually by the membership has overall authority and responsibility for **(Your HOA Name)** affairs. Professional Services Inc. handles our finances, including the collection and disbursement of funds. The Board meets every 3 months in an open forum to conduct business, update residents on current issues, and provide opportunities for discussion.

Our budget is reviewed yearly; the major items being landscape maintenance, water and sewer charges, and reserve savings necessary for house painting, irrigation systems, trees and other common area maintenance needs. Each owner receives a copy of the annual budget, income and expense reviews, and is urged to become familiar with the details. Funds come mostly from monthly dues paid by the owners; additional funds come from interest on savings accounts.

Living in a "Maintained Area" has many benefits and of course, some restrictions. The best way to become acquainted is to read the Oakmont Architectural Handbook, the CC&Rs, and the

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Homeowners Association Rules that are available at the OVA office.

COMMON AREA

The common area in the (Your HOA Name) is defined by all outside areas past the eave or gutter line of your home. The common area belongs to all of us and is supervised by your Board of Governors. This means that you cannot add or remove trees and plants without (Your HOA Name) Board and OVA Architectural Committee approval.

LANDSCAPING

(Your HOA Name) employs a landscape contractor to keep the common area attractive by mowing, trimming, spraying and irrigating. These services are normally conducted every Thursday so you will likely see them working outside your home on that day. Please bring any requests or complaints to your Board of Governors, not the landscape contractor.

REPAIRS OR ALTERATIONS TO THE OUTSIDE OF YOUR HOME

Any changes to the exterior that would alter your home's appearance, e.g., bay windows, sun tubes, decks, awnings, air conditioners, etc. must have the approval of the (Your HOA Name) Board of Directors. It is also very likely that approval of the Oakmont Village Architectural Committee will be required.

Your Board of Governors will consider any request, no matter how small. The best way to do this is by written request to the Board – most requests will also require special forms that are available at the OVA office and online at the OVA website, under the Architectural Committee section. Any of our Board members can help you.

Part of your dues covers the painting of your home's exterior every ten years. Any other exterior repairs are the owner's responsibility.

PARKING

All vehicles should be parked inside of garages and on driveways. A Santa Rosa city ordinance limits street parking to 72 hours.

WATER USAGE

In (Your HOA Name) we continue to conserve water as a precious resource. Residents can wash the cars in their driveways providing there is not any current Santa Rosa water restrictions.

INSURANCE

The (Your HOA Name) is responsible for purchasing a group master policy for Fire/Damage insurance for all buildings. This insurance is then billed to owners by PAS, for your property only, on an annual basis – usually in June of each year. Owners should consult with their insurance provider and purchase their own Contents and Liability insurance. This insurance is often called “Condo Insurance (HO-6)”. Owners may also want to consider purchasing Earthquake Insurance.

NO SMOKING ORDINANCE

The City of Santa Rosa finalized an ordinance in 2016 that prohibits smoking inside multi-family units, like duplexes, triplexes and four-plex's. No Smoking signs should be posted by the owners on all of these units, one sign per building. There is also no smoking allowed in any common areas within 25 feet of any residence. Details on the smoking ban are available at www.sonoma-county.org/health/topics/smokefreeinfo.asp, or you can call their hotline at 707-565-6680.

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PETS

No pets may be housed in the common area. No more than two dogs, cats, or other household pets allowed. Pets may not become a nuisance to other residents or the Board can have them removed. Pets must be restrained and are not permitted to roam. By City ordinance, owners must clean up after their pets.

EMERGENCY PLANNING

Meet Your Neighbors (MYN) is Oakmont's community emergency preparedness initiative for neighbors helping neighbors. It is a unique program that brings neighbors together to plan for emergencies. The goal is to help the community prepare *together* for wildfire, evacuation, earthquake and other disasters. Meet Your Neighbors is about raising awareness of emergency preparation and the actions Oakmonters can take together to lessen risks. There are choices about how to prepare personally, as neighbors, and as a community. The most crucial asset in an emergency is the ability of neighborhood residents to organize collectively to improve safety and resiliency.

MYN Oakmont works closely with partner MYN programs in Sebastopol and Napa County. Shared resources are aimed at making every neighborhood more self-reliant in the face of an emergency.

MYN Oakmont holds monthly meetings on the 4th Wednesday of every month depending on guest speakers. Usually held at the East Rec. Time & location may vary so watch Inside Oakmont or email us.

The MYN website, oakmontvillage.com/myn has numerous links to documents to help you create an emergency plan.

(Your HOA Name) should have 2 MYN Team, each with a Team Leader. Each team covers approximately 12 residences and has a designated meeting place for those residents in an emergency. In case of a disaster such as an earthquake, fire, flood or any other man-made emergencies, please go to your designated meeting area if able. Each team will collect information about its residents.

Anyone not responding will be individually checked for injuries or absence. In the event of an emergency, Team Leaders will be identified wearing a bright yellow safety vest with reflector stripes.

GET EMERGENCY ALERTS AND COMMUNICATIONS

Alerts: **SoCo Alerts:** <https://socoemergency.org/get-ready/sign-up/socoalert/>

Fairfield Owners Zone (for evacuation): **Oakmont North**

Phone Apps:

Watch Duty – Wildfire Tracker

MyShake - Earthquake Alerts

PulsePoint – Local Alerts

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CONTACTS

Oakmont Village Association (OVA) 6638 Oakmont Drive 707-539-1611

(Your HOA Name) Board Members:

Name (Chair) email phone #

Name (board member) email phone #

Name (board member) email phone #

(Your HOA Name) . MYN Coordinators: Name of Coordinator (area or streets)

Insurance Company – George Peterson Ins. Agency (Rachel Adams) 707-525-4186

Pacific Gas & Electric (PG&E) 1-800-743-5000

Recology Sonoma-Marín 1- 800-243-0291

(Curb side trash pick-up is on Thursdays (7 am or earlier)

AT&T 707-535-0891

Comcast 800-266-2278

Direct TV 855-445-3473

REGISTRATION

Please give your phone number(s) and e-mail address to a **Your HOA** Board member. It is very important that the Board and MYN be able to contact you in an emergency. You will also help us in reducing our mailing costs when sending out announcements regarding association functions.

Your Board hopes that this brief overview of (Your HOA Name) guidelines will be helpful.

Packets of information, including CC&Rs and Architectural Guidelines are available from the OVA office in the event you did not receive one from your realtor.

We hope you enjoy living in Oakmont as much as we do.

PROFESSIONAL SERVICES INC. – HOA MANAGEMENT CO. – RESIDENT PORTAL

The **Resident Portal** (Pilera) connects to a secure website environment providing you with direct access to information related to both your individual property and the community.

Homeowners can:

- View account balance and transaction history.
- Update phone numbers, emails and billing address.
- Select communication preferences (email, text or phone).
- View and download important community documents and forms.
- Pay Assessments.
- Send and receive messages.

Please begin the set-up process by clicking by going to our website <https://www.pas-inc.com/page/homeownerlogin>

Click on the get started button at the bottom of the page.

You will be forwarded to the access site where you will click the "**Request Login**" button.

Next a pop-up will open where you will provide your State and Community name.

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You will then be prompted to provide your name and contact information.

Once completed, your request will be sent to our offices.

Your information provided will be compared to the information on record.
Once vetted, a **"Welcome Message"** will be emailed to the address on file/provided.

The **"Welcome Message"** will provide you a link to create your login credentials.

Once you have created login credentials, you will be sent to the login screen that will take you directly to your community access.

Please review the site and make sure your contact information is up to date in order to receive important neighborhood communications.

You may also contact the office and be sent another invitation to Pitera. At 707-539-5810, we will be glad to assist you.

Be sure to check your spam/junk folder as your invitation may go there.

Sincerely,
(Your HOA Name) Board of Directors

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