Guide to Meadowgreen #2 HOA

Version date: 8/23/2025

This Guide to Meadowgreen #2 HOA will hopefully answer some of the most common questions we receive. Knowing the history of HOAs, what we can do around the area of our homes, how the HOA is run and what our rights and responsibilities are, will help your experience at Meadowgreen #2 be pleasant and foster excitement for living in a vibrant, active adult community.

Question: *What is an HOA?*

HOAs, or Homeowner Associations, were formed in the United States during the early 20th century as a way for land developers to market their homes. They were relatively unheard of until the 1960s when the rapid growth of suburban developments led to a quick expansion of HOAs around the U.S.

Example

The Meadowgreen #2 (MG2) HOA

Background – MG2 is one of 37 sub-HOAs within the Oakmont Village subdivision, which is itself an HOA, called Oakmont Village Association (OVA). Forty percent of the Oakmont homes are within these thirty-seven sub-HOAs. The other sixty percent are private owner-maintained homes. Whether in an owner-maintained home or in a sub-HOA, all owners are members of the Oakmont Village Association (OVA) and pay dues to the OVA. Homes within a sub-HOA also pay dues to that HOA.

Meadowgreen #2 (MG2) Dues and Responsibilities - **A primary responsibility of an HOA is to protect and maintain property values.** The 37 HOAs in Oakmont are referred to as "sub-HOAs". In an Oakmont sub-HOA (hence referred to as just HOA), each home additionally pays monthly maintenance fees to the HOA. The maintenance fee at Meadowgreen #2 takes care of painting our 47 homes, landscaping, water and sewer, and paving our private streets (Meadow Green Place and Meadow Green Circle). Broadly, you are responsible for the structure and roof of your home. See the "Maintenance Matrix' at the end of this document for more detail on the division of maintenance responsibility between the HOA and you as lot owner and HOA member.

What You Own - When you purchased your home, you purchased your building, the land under the footprint of your building, as well as an undivided interest in the HOA's ownership of the "Common Area", which contains ALL the remaining land in the Meadowgreen #2 subdivision, which are all the yards and streets. All Oakmont sub HOAs have common areas.

Our HOA is not a "condominium" - Although the recorded plat map that created our subdivision uses the word "condominium", the property is not owned as a condominium as it is defined today. According to a legal opinion, our subdivision is more properly referred to as a PUD (planned unit development), which is a subdivision with common area and a homeowner association. (See the Pilera website, detailed below, for the plat map and legal opinion).

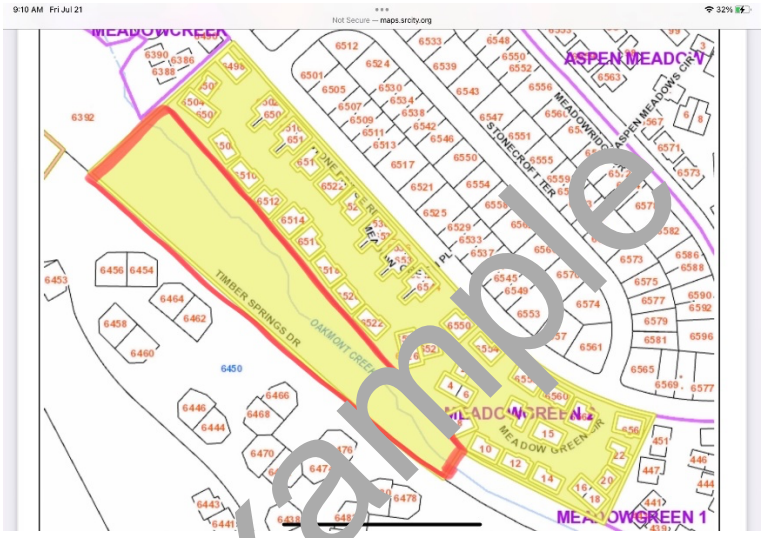
Property Insurance – Each homeowner insures their own home
The original CC&Rs state that the MG2 Association must insure all the buildings in the subdivision, and until 2025, MG2 maintained a master property insurance policy covering all the homes and billed homeowners annually for their share of the policy premium. However, due to the increasing difficulty and cost to obtain a master property policy due to the risk of wildfires, the MG2 membership passed an amendment to the CC&Rs in 2025 to require each homeowner to insure their own home, as most homeowners typically do.

As a result, each homeowner needs to obtain their own property policy in addition to their general liability and any other policies they feel are necessary.

Meadowgreen #2 Cash Reserves – The "Common Areas" mentioned above are maintained by the HOA through money from our monthly dues. Routine maintenance (mainly water & sewer bills and monthly "mow & blow" landscape maintenance) is paid through the HOA's Operating Budget, while the more costly and less frequent costs (like repaving our roads, exterior painting of the homes, re-landscaping & significant pruning) are paid from our cash Reserves, funded monthly by a portion of HOA dues. See the "Maintenance Matrix" at the end of this document for more detail.

Example

The Meadowgreen #2 Subdivision - Meadowgreen #2 HOA (MG#2) is shown on the map below. Our parcel is highlighted in yellow and encompasses Meadowgreen Place, Meadowgreen Circle and homes fronting on Stone Bridge Road. The houses to the right of Meadowgreen #2 are owner-maintained homes. There is a creek running through this parcel with an unbuildable field on the other side of the creek, outlined in red. The only way for a developer/builder to use the unbuildable area was to make the parcel an HOA instead of owner-maintained homes and the unbuildable area became 'common area':



Example

Note – MG#2 HOA's field on the other side of the creek (3-5 acres marked in red) is unbuildable. It is also considered landlocked because the only access is through the Villages at Wild Oaks subdivision, which is a gated community. This land is valuable as it gives MG#2 more space away from the homes and activity of The Villages at Wild Oak. MG#2 is responsible for minimal maintenance and mowing for fire protection twice a year.

Meadowgreen #2 Information Resources

Professional Association Services (PAS) – MG#2 contracts with Professional Association Services, Inc., or, PAS, for our financial and property management. They handle the collection of our monthly dues, insurance assessment and any special assessments needed, coordination with our vendors, as well as payment of our bills and providing regular financial reports. They support the Board in many ways, including support preparing of our annual budget, and distribution of the board's correspondence to members.

PAS is your first point of contact for all issues regarding the HOA:

Professional Association Services (PAS)
Kirsten Scheiern - Meadowgreen 2 HOA property manager
6572 Oakmont Drive, Suite A, Santa Rosa, CA 95409
Kirsten@pas-inc.com
707-588-8698

(If you do not receive a timely response, email the MG2 General Email below)

MG2 General Email: meadowgreen2hoa@yahoo.com

Contact:

- If you do not get a timely response after contacting PAS.
- To submit Landscape & Architecture applications (with Buff Forms) digitally

Pilera website – All information regarding MG2 and its activities are available online through a website called Pilera, (https://app.pilera.com/index.php/login/) managed by our property management company (Professional Association Services, PAS). PAS will provide you with access when you become a lot owner (HOA member). Pilera contains all published information regarding our HOA, from permanent documents like plat maps and CC&Rs, to our annual budget & monthly financial reports, agendas and minutes of meetings, as well as forms, rules, guidelines, procedures, and newsletters. It also has information on your account with the HOA, and property management contact information.

"MG2 Contacts & Resources" – See this document on the Pilera website for current HOA contacts, board and committee members, and other resources.

Oakmont Village Association (OVA) website – Another valuable resource is the OVA website, www.oakmontvillage.com .

Example

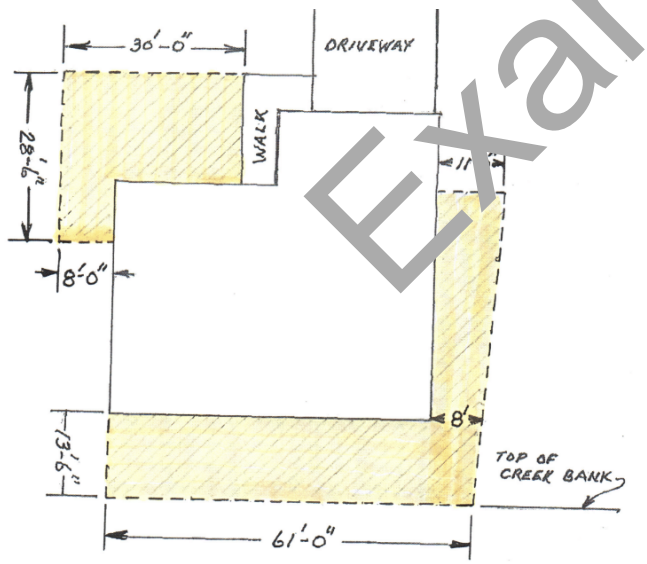
Question: ***Can I make changes in the area around my home?***

Exclusive Use Common Areas (EUCAs) - Most of the sub-HOAs in Oakmont do not let you make any changes in the yards because they technically are HOA property. In contrast, every home in MG#2 has an EUCA, an Exclusive Use of Common Area. It is an area on one or more sides of your home where, although you do not own the land, you may be able to add plantings or a fence if you submit an application and it is approved. The application, the "Buff Form", to use your EUCA is submitted to the MG#2 Landscape & Architectural Committee for review and then goes to the MG#2 Board with the committee's recommendation. If the Board approves the application, it is submitted along with an "Orange Form" to the OVA Architectural Committee for their approval. See the "Landscape & Architecture Approval Process" document on the Pilera website for more detail.

Each owner has the right to claim their EUCA (though they don't have to claim it), which passes with the sale of the home to the new buyer. Once claimed, you are responsible for maintaining your EUCA, however your dues will remain unchanged.

Your purchasing documents should have a copy of your EUCA, or you may request a copy from the board at Meadowgreen2HOA@yahoo.com. The document will have one or more areas highlighted in yellow, which is your EUCA. An example is below:

Example



Scale : 3/4" = 12'

Measurements are from Foundation and Sidewalk.

"Exclusive Use Areas" are shown in yellow with hash marks.

No planting within 5' of homes – In 2024 the HOA completed an initiative to clear most of the vegetation within 5 feet of all homes due to the danger of homes catching fire from that vegetation in the event of a wildfire, and to meet new recommendations for obtaining property

insurance for our homes. As a result, applications to plant vegetation within 5 feet of homes will not be approved by the HOA.

Example

It is important to understand

your HOA rights and responsibilities as a member of MG#2.

One of the most important things to know about an HOA is that it is run by volunteers.

MG2 Board of Governors – Sub-HOAs are self-governed by a volunteer Board of Governors made up of elected homeowners. MG#2 has 5 board members: president, vice-president/treasurer, secretary and 2 at-large members. Decisions are made by a majority vote of the board (3 out of 5), or a majority of seats filled at the time of the vote. See "Board Responsibilities & Operation" on the Pilera website for more detail and "MG2 Contacts & Resources" for current board members.

Committees - MG#2 also has a standing (continuous) committee and other ad hoc (temporary) committees with many homeowner volunteers. The standing committee is:

- Landscape & Architecture Committee

See "MG2 Committee Summary" on the Pilera website for current committees and their responsibilities, as well as "MG2 Contacts & Resources" for current committee members.

Example

Question: *Who do I call with questions or problems?*

As mentioned above under "MG2 Information Resources", Professional Association Service (PAS) is your first point of contact for all issues regarding the HOA:

Professional Association Services (PAS)
Kirsten Scheiern - Meadowgreen 2 HOA property manager
6572 Oakmont Drive, Suite A, Santa Rosa, CA 95409
Kirsten@pas-inc.com
707-588-8698

(If you do not receive a timely response, email the MG2 General Email - meadowgreen2hoa@yahoo.com

Question: *What rules does the HOA board have to follow?*

Davis-Stirling - An HOA is a 501(c)(7) Tax Exempt Organization, and therefore follows federally mandated requirements and Davis-Stirling, the California State Laws governing HOAs. You can research these laws at Davis-Stirling.com. The Davis-Sterling Common Interest Development Act governs condominiums, cooperatives, and Planned Unit Developments in California.

CC&Rs – The board also follows requirements in the HOA's governing document, the Covenants, Conditions and Restrictions, or 'CC&Rs'. Some HOAs are incorporated and therefore has Articles of Incorporation and Bylaws. We are currently not incorporated, but it is in the best interest of the whole community to incorporate, therefore the MG#2 Board is in the process of working toward this end.

Meadowgreen 2 Rules – The Board has adopted rules that govern activity within the HOA such as vehicles & parking, use of common areas, and pets. See the "Meadowgreen #2 HOA Abbreviated Rules and Protections" in Pilera.

Question: *Do I get a vote?*

Almost all HOA decisions are made by the HOA Board of Governors. However, generally, the membership (comprised of the homeowners) votes on the following:

- Election and removal of Board of Governors
- Changes to the governing documents (like Covenants, Conditions & Restrictions, CC&Rs). Note that it takes at least 59% of the members (28 of 47 members) to change the CC&Rs. In 2024, the membership lowered this threshold from its original 75%.
- Increase in assessments more than 20% except for emergencies
- approval of a special assessment in one fiscal period whose total is more than 5% of the budgeted expenses for that fiscal year (Civil Code 5605(b)) except in emergencies
- reversal of a rule change

Example

Election of Board members – The MG#2 Board has a fiduciary duty to the members to try to make the best financial decisions for the good of the whole. Elections are held once a year in March or April. Any member in good standing (dues and any assessments paid) is eligible to run for the board. Like politics, you vote for who you think will best represent the best interests of the community, or you run for office yourself.

See "Board Responsibilities & Operation" on the Pilera website for more detail on the operation of the Board and responsibilities of the Board members.

Question: ***What is the role of the OVA? (Oakmont Village Association)***

The OVA is also an HOA and maintains the recreation centers and associated common areas (parking lots, creeks along parking lots) within Oakmont. Many of the provisions in our CC&Rs relate to their responsibility for ensuring a cohesive look throughout Oakmont. Therefore, the OVA approves any requests for changes, enhancement, or plantings. The OVA requires two MG2 board members to approve a homeowner's change request (Buff Form) before they look at it. This is because the HOA's requirements might be more stringent. For example, we may only want four types of fences in our HOA while the OVA has a list of eighteen they will approve.

Question: ***Does PAS or OVA have jurisdiction over MG#2?***

As long as the actions of MG2 fall within the requirements in our CC&Rs that the OVA controls, MG2 is free to do as it wishes. We are self-governed by a volunteer board of elected homeowners. Our governance is following the guidance of Davis-Sterling, the State of California HOA laws. We employ PAS to manage aspects of the HOAs operation, but they do not govern us.

Example

WE **are the HOA**

Question: ***What happens if nobody runs for the MG#2 Board?***

The MG#2 Board is still considered valid if there are two board members because there is still a quorum. The MG#2 Board cannot run with only one board member.

If there is only one, or no, members willing to serve on theMG#2 Board, the HOA goes into "receivership". This means a Conservator is appointed by a judge to do everything the MG#2 Board would normally do. The Conservator is usually an attorney who is paid $350 - $450 an hour to do what the MG#2 Board does for free.

You cannot vote the Conservator out nor recall the Conservator. The dues must go up to pay for the Conservator. Conservatively the dues could go up $1,000 a month. At that point, the HOA is considered bankrupt, as it is not sustainable to pay dues of $1,357 a month, nor will anyone buy our homes with such high dues. This is a good example of why it is important to understand what an HOA is and your rights and responsibilities.

The HOA needs members to volunteer in order to function. Please consider participating in your community by serving on the MG#2 Board or on a MG#2 Committee.

Meadowgreen #2 Homeowners Association

Maintenance Matrix

Component	Owner	Association
Ceiling, structure (subject to Section 6.03), drywall, paint, and coverings	X	
Cabinets and countertops	X	
DOORS & WINDOWS		
Doors, door frames, finishes, hardware	X	
Windows glass, frames, seals, and hardware	X	
Window and door screens	X	
UTILITIES, HEATING & AIR CONDITIONING		
Heating and air conditioning equipment	X	
Utility lines outside Units serving a single Unit		X
Utility lines outside Units serving more than one Unit		X
Utility lines, meters, boxes, outlets, connectors, and other components all within Units	X	
FIXTURES & APPLIANCES		

Example

Component	Owner	Association
All plumbing pipes, valves, fittings, fixtures, toilets, and other plumbing components	X	
Water heaters	X	
Light fixtures inside Units	X	
Refrigerators, ovens, stoves, dishwashers, garbage disposals, washing machines, dryers, bathroom fans, and all other appliances together with all wires, wiring, hoses, vents, connectors and components thereof	X	
FIRE SYSTEM		
Exterior fire extinguisher maintenance and testing		X
Exterior fire alarm maintenance and testing		X
OUTSIDE AREAS		
Front porch, decks, slabs, and steps	X	
Exterior decks	X	
Patio slabs and surfaces, covers and awnings	X	
Walkways, sidewalks, and driveways		X
Exterior light fixtures and lamps on Units	X	

Example

Component	Owner	Association
Trash enclosures	**X**	
Common area lights		**X**
Common area landscaping and irrigation		**X**

Example