

Carmel Views Community Association

**ANNUAL POLICY STATEMENT**

California law requires the Carmel Views Community Association (CVCA) to distribute this information about Association policies.

**Official Association Communications.** The Board President is the person designated to receive official communications to the Association. Any official communication may be sent to the Board President at P.O. Box 22052, Carmel, CA 93922.

**Secondary Address.** The 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 address for Official Association Communications above, Attn: Secondary Address Request.

**Delivery of Notices.** Any member may request to have all general notices from the Association delivered individually, pursuant to California Civil Code section 4045. Send such request by certified mail to the address for Official Association Communications above.

**Board Meeting Minutes.** In accordance with the California Civil Code, 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. Minutes of the Association's Board meetings may be requested by certified mail sent to the address for Official Association Communications above.

**Assessment Collection and Lien Policy.** Please see enclosed the notice to homeowners about Assessments and the Association's lien policy. Please refer to the Association's CC&Rs for additional collection information specific to CVCA.

**Internal Dispute Resolution and Alternative Dispute Resolution.** Please see enclosed a Summary of California Statutes Relating to Alternative Dispute Resolution and of the Internal Dispute Resolution Procedures of Carmel Views Community Association.

**Mailing Address for Overnight Payment of Assessments.** The mailing address for overnight payment of assessments is: Bill Vogelpohl, 24785 Outlook Drive, Carmel, California 93923.

**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.