

Riviera Heights Homeowners Association

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October 25, 2025

Dear Riviera Heights Homeowners,

Enclosed please find the RHHA Year-End Review Report and financial statements prepared by PnP CPA. These financial statements were performed in conformity with generally accepted accounting principles and provided to our members per Davis Stirling requirements.

Also enclosed is the newly adopted Enforcement and Fine policy in compliance with California state laws of AB130. Please be aware that the RHHA Board did not create these new laws, which were passed without notice by the California Legislature on June 30, 2025, and signed by Governor Newsom. The civil codes of AB130 supersede RHHA CC&R's that were in effect prior to June 30, 2025.

Along with many homeowners' associations in California, RHHA experienced a financially challenging 2024-2025 fiscal year. Increased expenses for utilities, payroll, pool chemicals and propane, etc. and a loss of a \$7,000 grant subsidy for the RHHA Spring Chipper Program due to a government funding freeze, all contributed to budget overages in operating expenses. The RHHA Board made difficult cost saving decisions to offset these increased operating costs, ending the fiscal year with only a small shortfall in the operating fund balance.

- o As of June 30, 2025, the net cash flow from operating activities for this fiscal year was \$28,575, an increase of \$15,434 over prior fiscal year.
- o On an accrual basis, the operating fund balance was \$193,337, reflecting a net decrease of \$27,602 from the prior fiscal year.
- o The reserve fund balance at fiscal year-end was \$318,558, a net increase of \$22,741 over the prior fiscal year.
- o A reserve contribution of \$35,000 was made for the fiscal year 2024-2025. Due to budget overages, the Board chose to fund half of the reserve contribution goal for this fiscal year, to avoid a special assessment of the membership. The RHHA reserve fund is at a medium strength level of 55.8%, an increase of 6% over the prior fiscal year.
- o RHHA earned \$7,095 in interest on reserve bank accounts at Community First Savings.
- o Reserve projects completed in 2024-2025 fiscal year included repair of marina float for \$4,800 due to boat damage, vegetation mitigation of RHHA common areas including the Marina and Clubhouse, replacement of pool pump motor, re-painting rails and stairs to pool, resurfacing pool deck, replacement of inoperable Clubhouse ceiling fan fixtures and replacement of inventory of 100 pool/marina keys. Re-asphalting of the RHHA clubhouse parking lot was deferred to July 2025.
- o Administrative expenses totaled \$134,429, an increase of \$43,409 over last fiscal year. This is primarily due to increases of \$18,829 in professional fees (accounting, CPA and tax preparation) and a write-off

in uncollectible Accounts/Bad Debt of \$33,833 on very old accounts whose properties were sold this year by L.C. Tax Collector due to extreme tax default (abandoned properties or those of deceased owners).

- o Office expenses were reduced by \$10,827 from last year.
- o Operating expenses included increases of \$13,202 in swimming pool costs (propane, chemicals, etc.) and \$52,696 in payroll for increased staffing needs and increase in California minimum wage.
- o Net cash, end of year was \$348,917, an increase of \$26,575 over last fiscal year, including pre-paid dues for 2025-2026 fiscal year.
- o A total of 40 properties sold in Riviera Heights in the past fiscal year, primarily due to skyrocketing fire hazard insurance premiums.

We wish you all a happy holiday season and a brighter New Year.

Sincerely,

The Riviera Heights Board of Directors

Kathy Andre, Susan McGurgan, Antony Bisaccio, Vicky Lauritzen and Cindy Sottiaux

Riviera Heights Homeowners Association
FINANCIAL STATEMENTS

REVIEW REPORT

June 30, 2025



August 19, 2025

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Riviera Heights Homeowners Association
Kelseyville, CA 95451

To The Board of Directors:

We have reviewed the accompanying financial statements of Riviera Heights Homeowners Association., which comprise the statement of financial position as of June 30, 2025, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our review was made for the purpose of forming an opinion on the basic financial statements taken as a whole. I have not applied procedures to determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because that determination is outside the scope of my audit. The Supplemental Information on Replacement Fund Balances on page 11 is not a required part of the basic financial statements but is supplemental information required by Financials Accounting Standards Board, who considers it to be an essential part of financials reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplemental information. However, I did not audit the information and express no opinion on it

PNPCPA

Riviera Heights Homeowners Association

REVIEW REPORT

June 30, 2025

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See accompanying notes and independent Accountant's Review Report

Riviera Heights Homeowners Association

**Balance Sheet
June 30, 2025**

	<u>Operating Fund</u>	<u>Reserve Fund</u>
<u>ASSETS</u>		
<u>Current Assets:</u>		
Cash on Hand and in Banks	32,909	316,008
Prepaid Expenses	7,127	-
Accounts Receivable(Less) Allowance for Doubtful Accounts	190,892	-
	<u>230,928</u>	<u>316,008</u>
Total Current Assets	<u>230,928</u>	<u>316,008</u>
TOTAL ASSETS	<u>230,928</u>	<u>316,008</u>
 <u>LIABILITIES</u>		
Accounts Payable	9,827	-
Due to (From)	2,550	(2,550)
ARC Performance Deposits	-	-
Prepaid Assessments	25,214	-
	<u>37,591</u>	<u>(2,550)</u>
TOTAL LIABILITIES	<u>37,591</u>	<u>(2,550)</u>
 TOTAL FUND BALANCE	<u><u>\$ 193,337</u></u>	<u><u>\$ 318,558</u></u>

See accompanying notes and independent Accountant's Review Report

Riviera Heights Homeowners Association

**Statement of Revenues, Expenses & Change in Fund Balance
For the Year-Ended
June 30, 2025**

	<u>Operating Fund</u>	<u>Reserve Fund</u>
<u>REVENUES:</u>		
HOA Assessments	262,080	\$ 35,348
Other Fees, Fines, income	100,468	-
Grant Income	-	-
Interest Income	47	7,096
TOTAL REVENUES	<u>362,595</u>	<u>42,444</u>
<u>EXPENSES:</u>		
Administrative Expense:		
Office Expense	23,698	1,737
Uncollectible Accounts/Bad Debt	53,833	-
Insurance	11,855	-
Professional Fees	44,683	-
Taxes	360	-
Total Administrative Expense	<u>134,429</u>	<u>1,737</u>
Operating Expense:		
Community & Clubhouse	43,627	4,262
Marina	1,221	7,900
Swimming Pool	25,022	5,804
Grant Expense	-	-
Payroll Expense	185,898	-
Total Operating Expense	<u>255,768</u>	<u>17,966</u>
TOTAL EXPENSES	<u>390,197</u>	<u>19,703</u>
<u>NET INCREASE (DECREASE) IN FUND BALANCE</u>	<u>(27,602)</u>	<u>22,741</u>
<u>FUND BALANCE, BEGINNING OF YEAR</u>	<u>220,939</u>	<u>295,817</u>
<u>FUND BALANCE, END OF YEAR</u>	<u>\$ 193,337</u>	<u>\$ 318,558</u>

See accompanying notes and independent Accountant's Review Report

Riviera Heights Homeowners Association

**Statement of Cash Flow
For the Year-Ended
June 30, 2025**

CASH FLOWS FROM OPERATING ACTIVITIES:

Cash Received from HOA Dues, Other Fees, Fines, Assessments	\$ 435,802
Cash Received from Interest Income	7,143
Deduct: Cash paid for Reserve Expenses	(19,703)
Deduct: Cash paid for Operating Expenses	(394,667)

NET CASH FLOWS FROM OPERATING ACTIVITIES	28,575
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CASH FLOWS FROM FINANCING ACTIVITIES

ARC Performance Deposits	(2,000)
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NET CASH FLOWS FROM FINANCING ACTIVITIES	(2,000)
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<u>NET INCREASE (DECREASE) IN CASH</u>	26,575
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<u>CASH, BEGINNING OF YEAR</u>	322,342
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<u>CASH, END OF YEAR</u>	\$ 348,917
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Reconciliation of change in net assets to net cash used by operating activities:

Net Change in fund balance	(4,861)
(Increase) in Accounts Receivable	24,126
(Increase) in Prepaid Expenses	(1,816)
(Decrease) in Prepaid Dues	13,780
(Decrease) in Current Liabilities	(2,654)

NET CASH FLOWS FROM OPERATING ACTIVITIES	\$ 28,575
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Riviera Heights Homeowners Association

Notes to Financial Statements June 30, 2025

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Riviera Heights Homeowners Association (the Association) have been prepared in conformity with generally accepted accounting principles. The most significant of the Association's accounting policies are described below.

A. Description of the Reporting Entity

The Riviera Heights Homeowners Association was organized on May 4, 1970, with 701 lots for sale. Due to merging of lots the Association currently has 631 lots. The Association is organized in conformance with State of California law. The Association provides covenants, conditions and restrictions for the Riviera Heights Subdivision.

The Association is a governed entity administered by a Board of Directors (Board) that acts as the authoritative and legislative body of the entity. The Board is comprised of five board members elected by association members.

The Board appoints the Chair (person) of the Board from existing board members. The Chair responsibilities are to preside at all meetings of the Board; be the chief officer of the Association; perform all duties commonly incident to the position of presiding officer of a board, Association, or business organization; and exercise supervision over the business of the Association, its officers, and its employees.

B. Fund financial statements

The financial statements, the balance sheet, and the statement of revenues, expenses and change in fund balances, and statement of cash flows report information on all of the activities of the Association.

Fund Accounting

The Association uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Association has two funds. Disbursements from the operating fund are generally at the discretion of the Board of Directors.

The Association reports the following funds:

General Fund – The General Fund is used to account for all financial resources of the Association. The general fund balance is available to the Association for any purpose provided it is expended or transferred according to the general laws of California and the bylaws of the Association.

Reserve Fund – The Reserve Fund is used to accumulate financial resources designated for future major repairs and replacements.

Riviera Heights Homeowners Association

Notes to Financial Statements June 30, 2025

C. Cash and Cash Equivalents

The Association maintains its cash in a private banking institution. The Association considers all short-term investments with an original maturity of three months or less to be cash equivalents.

The Association's governing documents require funds to be accumulated for the replacement of its common areas and for general operations. Such funds are intended to provide for the cost of future replacement, repairs and maintenance when it is estimated that such items are needed. As such cash in the reserve fund are restricted for this purpose.

D. Member Assessments

Association members are subject to annual assessments to provide funds for the Association's operating expenses. Each unit shall be assessed at a rate that is uniform with other units. The annual budget and assessments of owners are determined and approved by the Board of Directors. The Association retains excess operating funds at the end of the operating year, if any, for use in future operating periods.

E. Dues Receivable

On an accrual basis, revenue from assessments is recognized in the fiscal year in which all eligibility requirements have been satisfied. Receivables are resources of the Association based upon current year dues not paid in the current year. The Association has created an allowance for doubtful collections in the amount of (50,000) that is carried on the balance sheet.

F. Accounts Payable and Accrued Liabilities

The Association reports an accounts payable and accrued liability on the balance sheet. The liabilities from expenses are recognized at the time they are incurred, during the current period.

G. ARC Performance Deposits

The Association reports and ARC Performance Deposit liability on the statement of net assets. These are monies collected from builders as a performance deposit and are refunded once a project has been completed.

H. Pre-paid Assessments

The Association mails assessments before fiscal year-end. These assessments are due in the following fiscal-year. Dues paid before the fiscal year-end are considered a liability of the Association as unearned revenue until the point at which the restriction has been removed.

Riviera Heights Homeowners Association

Notes to Financial Statements June 30, 2025

I. Common Property

In accordance with prevalent industry standards, real property and common areas acquired from the developer and related improvements to such property are not recorded in the Association's financial statements because those properties are owned by the individual unit owners and not by the Association. The Association also recognizes real property not directly associated with the units as assets when the Association has title and can dispose of the property, at discretion of the Board of Directors, for cash, with the Association retaining the proceeds.

J. Fund Balance

Fund Balance presents the difference between assets and liabilities in the Balance Sheet. Fund Balances are reported as restricted when there are legal limitations imposed on their use.

K. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: INCOME TAX

The Association qualifies as a tax exempt Homeowners Association for all income and expenses related to its exempt function purpose of the acquisition, construction, management, maintenance and care of Association property. The net nonexempt income from earned interest is taxed at 32% by the Federal Government, if the Association elects to file Form 1120-H. The Association elected to file Form 1120-H for the current year. Alternatively, the Association may be classified as a non exempt membership organization for federal income tax purposes. In general, the Association is then required to classify its taxable income and deductions between member activities, non member activities, and capital transactions (for capital replacement fund components). The Association is subject to specific rulings and regulations applicable to non exempt membership organizations. The Association is taxed on all net income from non member activities, reduced only by losses from non member activities for which a profit motive exists. Non member income may not be offset by member losses, and any net member losses may only be carried forward to offset member income of future tax periods. Any net member income not applied to the subsequent tax year is subject to taxation. Under this tax method, the Association files Form 1120, with tax rates applicable to Association net taxable income based on a graduated rate table with rates of 15% to 39%. For California State income tax purposes, the Association is taxed on all net income from non member activities reduced only by losses from non member activities for which a profit motive exists. Non member income may not be offset by member losses. Any net member income is not subject to taxation. The tax rate for Association net taxable income is 8.84%.

Riviera Heights Homeowners Association

Notes to Financial Statements June 30, 2025

NOTE 3: RISK MANAGEMENT

The Association is exposed to various risks of loss related to torts; damage to, and theft or destruction of assets; errors and omissions; injuries to employees; and natural disasters. During 2025, the Association contracted with private insurance agencies for liability, property, crime damage, employee and director insurances.

NOTE 4: CONTIGENCIES

As of June 30, 2025, the Association did not have any nondisclosed pending litigation or potential nondisclosed liabilities that management believes would have a material effect on the financial statements.

NOTE 5: SUBSEQUENT EVENTS

For the purpose of the accompanying consolidated financial statements, subsequent events have been evaluated through August 19, 2025, which is the date these financial statements were available to be issued.

Riviera Heights Homeowners Association

Supplemental Information

June 30, 2025

Riviera Heights HOA

Report #: 30952-8

Kelseyville, CA

of Units: 628

Level of Service: Update "No-Site-Visit"

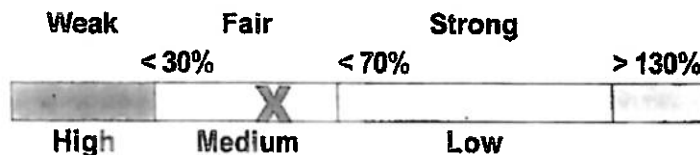
July 1, 2025 through June 30, 2026

Findings & Recommendations

as of July 1, 2025

Projected Starting Reserve Balance	\$319,045
Current Fully Funded Reserve Balance	\$572,259
Average Reserve Deficit (Surplus) Per Unit	\$403
Percent Funded	55.8 %
Recommended 2025/26 "Monthly Fully Funding Contributions"	\$3,750
Recommended 2025/26 Special Assessments for Reserves	\$0
2024/25 Monthly Contribution Rate	\$2,946

Reserve Fund Strength: 55.8%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves 3.00 %

Annual Inflation Rate 3.00 %

- This is an Update "No-Site-Visit" Reserve Study.
- This Reserve Study was prepared by or under the supervision of a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is at 55.8 % Funded, this means the association's special assessment & deferred maintenance risk is currently Medium.
- Your multi-year Funding Plan is designed to gradually bring you to the 100% level, or "Fully Funded".
- Based on this starting point, your anticipated future expenses, and your historical Reserve allocation rate, we recommend increasing your Reserve allocations to \$3,750 Monthly.
- The Deterioration rate for your Reserve Components is \$5,575.50 Monthly.
- No assets appropriate for Reserve designation were excluded.
- We recommend that this Reserve Study be updated annually, with an on-site inspection update every three years.

Executive Summary Table

Report # 30952-8
No-Site-Visit

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Clubhouse Building				
101	Balcony & Deck - Inspection	9	7	\$3,660
109	Clubhouse Deck - Repair/Replace	30	21	\$50,500
303	HVAC Units - Replace	12	5	\$29,400
305	Security System - Replace (Club)	5	1	\$2,610
323	Exterior Lights - Replace	25	4	\$5,630
508	Deck Railings - Repair	25	22	\$9,340
701	Clubhouse Main Doors - Replace	30	3	\$5,260
702	Clubhouse Entry Doors - Replace	30	3	\$15,700
703	Entry/Access Doors - Replace	25	1	\$7,100
803	Water Heater - Replace	20	0	\$3,290
905	Ping-Pong Room - Refurbish/Remodel	15	8	\$3,290
911	Kitchen Appliances - Replace	15	2	\$9,850
942	Clubhouse - Refurbish/Remodel	15	5	\$19,600
1110	Clubhouse Int. Surfaces - Repaint	15	5	\$5,930
1116	Clubhouse Ext. Surfaces - Repaint	7	4	\$8,800
1117	Clubhouse Ext. Surfaces - Repair	7	4	\$1,900
1118	Deck Railings - Repaint	7	5	\$1,860
1303	Comp Shingle Roof - Replace	30	14	\$26,400
1307	Flat Roof - Replace	20	4	\$2,180
1312	Gutters/Downspouts - Replace	30	14	\$4,420
1314	Skylights - Replace	30	20	\$10,000
Clubhouse Common Areas				
202	Clubhouse Asphalt - Overlay	40	0	\$67,100
203	Clubhouse Asphalt - Seal/Repair	2	0	\$5,150
320	Pole Lights - Replace	40	28	\$5,500
408	Club Picnic Tables/Benches-Replace	25	1	\$3,580
503	Metal Railings - Replace	40	30	\$4,440
710	Clubhouse Entry Gate - Replace	40	12	\$5,930
1810	Plumbing - Repairs	2	0	\$2,310
1811	Plumbing - Replace	10	1	\$10,300
1812	Septic System - Repair/Replace	10	4	\$13,100
Pool Area				
504	Pool Equip. Gate - Replace	40	38	\$2,640
515	Pool Fence/Gates - Replace	40	12	\$11,800
908	Pool Bathrooms - Refurbish/Remodel	15	6	\$18,300
1201	Pool Deck - Resurface	20	1	\$15,200
1203	Pool - Resurface	12	1	\$40,800
Association Reserves, #30952-8				5/1/2025
2 of 3				

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
1206	Pool Filters - Replace	15	10	\$6,020
1208	Pool Heater - Replace	10	1	\$12,400
1210	Pool Pump - Replace	10	9	\$2,910
1218	Pool Rails - Replace	40	12	\$5,260
1219	Pool Furniture - Replace	10	5	\$11,800
Marina				
201	Marina Asphalt Drive-Remove/Replace	40	10	\$112,000
201	Marina Asphalt Lot - Remove/Replace	40	16	\$79,100
202	Marina Asphalt Drive - Overlay	40	30	\$42,200
202	Marina Asphalt Lot - Overlay	40	30	\$29,800
203	Marina Asphalt Drive - Seal/Repair	4	1	\$6,360
203	Marina Asphalt Lot - Seal/Repair	4	0	\$4,240
305	Security System - Replace (Marina)	10	5	\$4,640
409	Marina Picnic Tables - Replace	25	2	\$4,750
526	Retaining Walls - Repair	14	9	\$17,400
709	Marina Entry Gate - Replace	40	2	\$5,930
909	Marina Bathrooms - Refurb/Remodel	15	5	\$11,800
1704	Dock Pilings - Replace	30	25	\$5,790
1709	Dock Float - Repair/Replace	20	19	\$10,800
1710	Dock Ramp - Major Repair	30	25	\$8,660
1710	Dock Ramp - Minor Repair	10	2	\$5,010
1711	Marina Pier Dock - Repair/Replace	30	25	\$98,400
1712	Marina Railing - Repair/Replace	25	20	\$12,000
1750	Gazebo - Repair/Replace	25	1	\$4,440
1810	Plumbing - Repairs	2	0	\$2,900
General Common Areas				
103	Concrete Walkways - Repair	10	1	\$4,840
1008	Trees - Trim/Remove	1	0	\$6,500
1403	Monument Signs - Replace	20	17	\$5,570
1830	Fire Abatement - Maintenance	1	0	\$8,500
1841	Flood Control - Waterbars	5	0	\$1,310
1850	CC&Rs - Update/Revise	10	1	\$11,600
1925	Reserve Study - Update	3	0	\$2,490

66 Total Funded Components

Note 1: Yellow highlighted line items are expected to require attention in this initial year.

**ENFORCEMENT AND FINE POLICY
RIVIERA HEIGHTS HOMEOWNERS
ASSOCIATION**

a California nonprofit mutual benefit corporation

Adopted on 10/23/2025

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Exhibit A - ALLEGED VIOLATION REPORT

Exhibit B - NOTICE OF INTENTION TO IMPOSE DISCIPLINE

ENFORCEMENT AND FINE POLICY
RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION
a California nonprofit mutual benefit corporation

This policy is an Operating Rule as defined in the Davis-Stirling Common Interest Development Act and, to the extent it conflicts with any previous Operating Rules, supersede and prevail over such previous rules. All Operating Rules, whether characterized as rules, policies, procedures and otherwise are subject to the provisions of the Restated Declaration of Covenants, Conditions and Restrictions currently in effect for this Association.

ARTICLE 1: ENFORCEMENT AND FINE POLICIES

Contingent upon the nature, seriousness and history of the violation, the Association will generally adhere to the following enforcement procedures but the Board of Directors ("Board") is not required to utilize every remedy in every enforcement action and may, in its sole discretion, subject to the law and the governing documents, determine what remedy to pursue and at what time. Depending on the severity and frequency of the violation, the choice of the enforcement procedure(s) and/or the enforcement remedy utilized may vary. Immediate legal action may be sought in the form of a temporary restraining order ("TRO") and/or preliminary injunction where appropriate.

1.1 Enforcement Procedure.

- a. *Report of Alleged Violation:* Any Member, resident, director, manager or rules enforcement personnel claiming a violation occurred must submit a written report to the Board at a Board meeting, or to the Association's community manager during regular business hours. A sample Alleged Violation Report is attached as Exhibit A to this policy which may, but is not required, to be used. No verbal or anonymous reports will be considered unless the information can be independently verified. If directly witnessed, alleged violations may also be reported by the community manager or Board members. All written reports will be held in confidence to the extent practicable and permissible by law. However, in the event the Member alleged to be in violation exercises their right to due process; they may have the right to examine the evidence against them and discover the identity of the person who reported the alleged violation. Members are responsible for violations of the governing documents committed by their family members, residents, tenants, agents and guests.
- b. *Courtesy Notice:* After receipt of a reported violation, the Association may issue a courtesy notice of the alleged violation to the responsible Member. The courtesy notice will identify the alleged violation and will request that the Member cure the same within a stated deadline, which will be a reasonable period of time, considering the nature and seriousness of the alleged violation. Depending on the seriousness of the alleged violation, no courtesy notice or warning is required to be given before the Board initiates disciplinary action.

- c. *Determination of Merit:* Prior to imposing a fine or other disciplinary action, the Board must determine if an alleged violation appears to have merit. Nothing in this policy obligates or requires the Board or authorized enforcement committee to take any action against individual Members. The Board, in making this decision, will take into account the facts of each circumstance and determine the costs and benefits of taking action.
- d. *Notice of Alleged Violation:* If the violation is not cured by the deadline imposed in the courtesy notice, or if the Board determined to not send a courtesy notice, the Board may send a notice of intent to impose discipline to the Member stating the nature of the alleged violation(s), the provision(s) of the governing documents violated and the Member's right to appear before the Board at a hearing. The notice of intent to impose discipline will be provided to the Member by either personal delivery or individual delivery at least ten (10) calendar days before imposing a monetary penalty (fine) and/or any other discipline. The notice must include the date, time, and place of the hearing. The notice must also inform the Member that they can cure the alleged violation before the hearing and include information about how and when the alleged violation can be cured. The notice must also inform the Member that if curing the alleged violation will take longer than the time between the notice and the hearing date, the Member can provide a financial commitment to cure the alleged violation. A sample Notice of Intention to Impose Discipline is attached to this policy as Exhibit B. This notice may, but is not required, to be used.
- e. *Hearing in Executive Session:* All disciplinary hearings with the Board will be held in executive session and may be in person, by videoconference, and/or teleconference. The Member responsible for the alleged violation may be heard, orally or in writing and may present documents. The Board may, but is not required to reschedule the disciplinary hearing if the Member is not available to attend. Unless the Board determines to reschedule the hearing, the hearing will occur whether the Member fails to respond to the hearing notice and/or appear at the hearing.
- f. *Take Action:* If the Member cures the alleged violation before the hearing in the manner set forth in the hearing notice or in a manner otherwise acceptable to the Board, or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action. If the Member is found to have violated the governing documents, the Board may take any appropriate action allowed under the governing documents or the law, such as:
 - i. Sending a "cease and desist" letter;
 - ii. Imposing one or more monetary penalties (fines) per violation;
 - iii. Allowing the Member additional time to correct any ongoing violations;

- iv. After further notice and hearing, imposing a reimbursement assessment upon the Member for the costs and expenses of gaining compliance, including attorneys' fees, when allowed by the governing documents or law;
 - v. Suspending membership privileges, such as recreational common area use rights (but not Member voting rights), effective no sooner than five (5) days after the notice of disciplinary action required by Civil Code § 5855(f) or any successor statute;
 - vi. Initiating Internal Dispute Resolution and/or Alternative Dispute Resolution in the manner provided by the Association's governing documents and the law;
 - vii. Seeking any legal remedy, including, without limitation, seeking a restraining order and/or injunctive relief, or imposing a lien and/or foreclosing on the Member's property, where allowed by law;
 - viii. Taking no disciplinary action when circumstances warrant.
- g. *Give Notice of Decision:* The Member, but not the complaining party, must be notified of any disciplinary action taken by the Board within fourteen (14) days following the action. If, after the hearing the Board and Member are not in agreement the notice must inform the Member that they can request Internal Dispute Resolution in the manner provided by the Association's governing documents and the law.
 - h. *Agreement After the Hearing:* If, after the hearing, the Board and Member are in agreement about how to resolve the violation, the Board must draft a written resolution. The written resolution will be binding on the Association and judicially enforceable so long as it is not in conflict with the law or governing documents, and is signed by the Board and the Member.

1.2 Monetary Penalty (Fine) Schedule and Policies. The fine schedules for violations are as set forth below.

- a. One Hundred Dollars (\$100.00) per violation. "Violation" means each occurrence of noncompliance with the Association's governing documents.
- b. Any violation that may result in an adverse health or safety impact on the common area or another Member's property:
 - i. For the first violation, the responsible Member will be subject to a monetary penalty not to exceed \$5,000.00.

- ii. For the second violation of the same provision of the governing documents, the responsible Member will be subject to a monetary penalty not to exceed \$7,500.00.
 - iii. For the third or subsequent violation of the same provision of the governing documents, the responsible Member will be subject to a monetary penalty not to exceed \$10,000.00.
 - iv. Before imposing a fine pursuant to this subsection (b), the Board must, at an open Board meeting, make a written finding specifying the adverse health or safety impact.
- c. All monetary penalties (fines) are due upon notice given and are delinquent fifteen (15) days after they become due. Late fees and interest will not be charged for fines.

1.3 Special Individual Assessment. If a violation is found which causes the Association to incur a financial obligation or expense, then the Member responsible for the violation will be subject to a special individual assessment in the amount of the obligation or expense incurred by the Association after proper notice and a hearing to the extent allowed by the governing documents or law. Special individual assessments are due within 30 days after providing notice to the Member and are delinquent fifteen (15) days after they become due.

1.4 Remedies. The violation procedures in this policy are separate from, and not a prerequisite to, legal proceedings. The Board has the sole discretion to determine whether to pursue discipline or legal proceedings, or both, in any particular case. If a lawsuit is filed, the Member may be liable for the Association's attorney's fees and costs. Unless prohibited by other governing documents, and when permitted by law, the Association may take legal action or correct, remedy or cure an alleged violation, and seek a reimbursement assessment against the Member, or file a memorandum of costs or motion for attorneys' fees to recover costs, expenses and attorneys' fees incurred by Association.

REVISED 2025/2026 RHHA SCHEDULE OF FINES

In compliance with the passage of new California Law AB130 and revisions to CA Civil Codes 5850 and 5855, effective June 30, 2025, the RHHA Board of Directors has revised the 2025-2026 RHHA Fiscal Year Schedule of Fines accordingly.

Owners will be notified and provided due process when a Code Enforcement, ARC or Fire Abatement violation complaint is received at the RHHA Office, or when committee or Board members or inspectors have identified such violations in accordance with the RHHA By-laws, CC&R's and Fire Mitigation Policy. Owner(s) involved in an alleged violation are given a period of due process in which to correct the situation, including a hearing before the board to contest the alleged violations. If it is determined by the Board that a violation(s) has occurred, fines may be imposed at the discretion of the Board of Directors, in accordance with the schedule of fines below. If the owner cures the violation before the hearing or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

The following schedule of fines/penalties are applicable unless impact of adverse health and safety issues are identified.

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>If adverse impact on Health/Safety</u>	<u>CC&R</u>
Nuisance	\$100	\$250	7.6 & 16.2
Dog Off Leash	\$100	\$250	7.7
Commercial Breeding of Animals	\$100		7.7a
Commercial Business or Shop	\$100	\$500	7.8
Accumulated Trash or Garbage	\$100	\$250	7.9
Storage of Personal Property visible from street	\$100		7.11
Parking in unapproved areas or on grass	\$100	\$250	7.16a
Commercial Vehicles parked overnight	\$100		7.16b
Inoperable Vehicles visible on property	\$100		7.16d
Temporary Structures	\$100		7.17
Floodlights or Lighting with excessive glare	\$100		7.21
Illegal Dumping of personal trash in common areas	\$100	\$250	7.5
Open Fires or Fireworks		\$1,000	7.6 (Fire Mit. Policy)

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>If adverse impact on Health/Safety</u>	<u>CC&R</u>
Unauthorized Use of HOA key	\$100	\$250	7.6
Noise Complaints	\$100		7.6
No Reflective Address Sign on Homes (Signs recommended, but not required on vacant lots)	\$35		7.6
Residence in non-permanent structure including RV's		\$1,000	7.17
Short-term Rentals (less than 30 days)	\$100	\$500	2.4, 7.8 & 13.7
Advertising & marketing of property for short-term rental (per advertising source)	\$100		2.4, 7.8 & 13.7
Failure to provide Tenant Information	\$100		7.8
Single Family Residential Use Only	\$100	\$500	1.32
Cannabis – No commercial growing, cultivation or processing of cannabis is allowed in RHHA compliance with CA State Law.	\$100	\$1,000	7.6 & 7.11
Exceeding number of guests allowed to use recreational area (up to 6 persons, including owner. *Fine of \$100 per extra guest)	\$100		2.2(a)

FIRE ABATEMENT/MITIGATION - Includes defensible space clearing, brush removal, limbing up of trees and reducing canopy of trees, removal of dead/dying trees, home hardening and other mitigation risks on both vacant lots and developed properties per RHHA Hazard Mitigation Policy.

<u>FIRE RISK:</u>	<u>1st Violation</u>	<u>2nd Violation</u>	<u>3rd Violation</u>
LOW:	\$100	\$200	\$300
MEDIUM:	\$200	\$300	\$400
HIGH:	\$300	\$400	\$500

The board may choose to impose additional fines for continued fire abatement non-compliance and/or to hire a vendor to abate dangerous fire risks on property if the owner does not bring their property into compliance after due process. All costs of work required to abate a property in non-compliance, plus any fines, will be assessed to property owner if fire risk is abated by RHHA due to owner non-compliance. *CC&R 7.10*. The Board may also turn a property in on-going fire abatement non-compliance over to the County of Lake Code Enforcement Division for abatement action; Membership privileges may be suspended temporarily.

ARCHITECTURAL VIOLATIONS: Section (4) Enforcement Of Rules: In the event that it comes to the attention of the Board or the ARC, that an improvement or modification is proceeding or has been completed, without proper approval, the Board shall be entitled to exercise enforcement remedies as specified in Section 16 of the Declaration. Minimum fine amount as follows, unless impact of adverse health and safety issues are identified.

<u>VIOLATION</u>	<u>Fine/Penalty</u>	<u>CC&R/Architectual Rules</u>
Failure to acquire ARC approval prior to commencement of work/exterior improvements	\$100	Sec. III (1), (2.1) & (2.3)
Failure to comply with any ARC rule	\$100	Sec. (6)
Failure to commence or complete work	\$100	Sec. (7), (7.1) & (7.2)
Failure to provide portable lavatory during construction	\$100	Sec. (19)
Tree Removal – no tree greater than 12” at base shall be removed without ARC approval. A tree that is purposely damaged to cause the tree to die is deemed the same as removing the tree.	\$100 (per tree)	Sec. (15)

****SEE REVERSE SIDE FOR SCHEDULE OF FEES****

SCHEDULE OF FEES

ESCROW FEES

Transfer Fee:	\$150.00
Demand/Statement Fee:	\$100.00
Document Fee (hard copies):	\$150.00
Failure to Return HOA Key Upon Sale of Property:	\$500.00

ARC FEES

Plan Check Fee: (Major Projects)	\$250.00
Major Variance Request Fee:	\$250.00
Major Construction Performance Deposit:	\$5,000.00
Minor Construction Performance Deposit:	\$2,000.00

CLUBHOUSE FEES

One Day Rental for Homeowners: (includes rental setup, heating/ air conditioning, tables & chairs)	\$150.00
Deposit (Refundable) for Homeowners	\$300.00

MISCELLANEOUS FEES

HOA Key Replacement:	\$125.00
Lien Filing Fee:	\$140.00
Return Check Fee:	\$25.00

Adopted on: 10/23/2025

Riviera Heights Homeowners Association

3040 Riviera Heights Drive • Kelseyville, CA 95451 • 707-279-2245

rivieraheightshoa@gmail.com • www.rivieraheights.com

ALLEGED VIOLATION REPORT

Date of Report: _____

1. Person Making Report (Complainant)

Name: _____

RHHA Address: _____

Phone #: _____

Email: _____

2. Time, Place and Nature of Alleged Violation (to the extent known)

Date: _____ Time: _____ Location: _____

Nature of Alleged Violation:

3. Description of Alleged Violator (if known)

Name: _____

Phone: _____

Address: _____

4. Additional Witnesses (continue on separate sheet if needed)

Name: _____

Address/Phone/Email: _____

Name: _____

Address/Phone/Email: _____

****CONTINUED ON REVERSE SIDE****

5. Other Evidence (Photographs, Documents, Etc.) Supporting the Alleged Violation (continue on separate sheet if needed):

6. Specific Governing Document Alleged to be Violated (Cite exact provision(s) of Declaration of Covenants, Bylaws, Rules or Regulations violated):

7. Original Complainant

(Signature)

Adopted on: 10/23/2025

Riviera Heights Homeowners Association

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NOTICE TO IMPOSE DISCIPLINE

To Member:

Please be advised that you are given notice that the Board of Directors ("Board") will hold a hearing on:

DATE:

TIME:

PLACE:

to consider the imposition of the monetary penalty (fine), suspension of the membership privileges, such as the right to use recreational common area, but not Member voting rights, or other permissible discipline or action against you concerning an alleged violation of the Association's governing documents, that is:

You have the opportunity to cure the alleged violation prior to the hearing. If you cure the alleged violation prior to the hearing, the Board will not impose discipline. If curing the alleged violation will take longer than the time between the date of this notice and the hearing and you provide a financial commitment to cure the alleged violation, the Board will not impose discipline.

You may attend your hearing in person, via zoom or by telephone to be heard orally or you may submit a written response. Please contact the office three business days prior to your hearing to confirm attendance. The hearing will be held in executive session whether you are present or not and whether you contest the alleged violation or not. At that time a determination will be made and penalties and or fines may be imposed.

Please acknowledge your receipt of this notice and indicate, by checking one of the boxes below whether or not you will contest the alleged violation.

Very truly yours,

Riviera Heights Board of Directors

I acknowledge receipt of this notice and:

☐

I do not oppose the alleged violation.

☐

I oppose the alleged violation

Adopted on: 10/23/2025

RIVIERA HEIGHTS HOMEOWNERS ASSOCIATION FIRE HAZARD MITIGATION POLICY 2025-2026

References: Sections 3.6(a, b), 6.9, 7.10, 7.11, 8.2, 16.6(c) and 16.6(e) of the RHHA CC&R's and State Public Resources Code Section 4291 and Lake County Hazardous Vegetation Abatement Ordinance

Riviera Heights Homeowners Association (RHHA) is a nationally recognized Firewise USA community and member of the Konocti Fire Safe Council. Top priorities of the RHHA Board of Directors are wildfire readiness, year-round defensible space compliance, and evacuation preparedness. Our goal is to reduce the loss of life, property and habitat in Riviera Heights in the event of a wildfire. Along with many areas of Lake County, Riviera Heights is classified as a "Very High Hazard Severity Zone" by Cal Fire. As such, for the protection of our homeowners, RHHA takes fire safety, mitigation and preparedness efforts seriously, and every owner is required to do their part to reduce fire danger on their property(s).

RHHA requires that all properties within the association boundaries be cured of fire hazard risks for fire safety year-round. Accordingly, all property owners are required to complete and maintain the following fire abatement, home hardening, and defensible space work on their properties, including but not limited to:

- A. Remove all branches within 10-feet of/or hanging over any roof, fence, house, chimney or stovepipe outlet or other structures.
- B. Limb all trees up a minimum of 6-feet above ground slope.
- C. Remove all leaves, pine needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. and under trees and shrubs.
- D. Remove all dead and dying trees, plants, shrubs, broken or downed branches.
- E. Limb all large shrubs a minimum of 3-feet above ground slope.
- F. Remove all highly flammable trees within 30-feet of structures.
- G. Reduce size of tree canopy to allow a minimum of 10-foot separation between trees to prevent fire spread.
- H. Remove or separate live flammable ground cover and shrubs. Cut shrubs into islands/sections for fire breaks.
- I. Reduce or thin the number of saplings, trees or shrubs, especially in rows along fence/property lines, to break up continuity of vegetation and spread of fire (ladder fuels). Must create 3-foot SEPARATION.
- J. Remove any plantings or flammable ground cover, including bark, within a 5-foot radius of home or other structure (**Zone Zero**). Or call RHHA office to learn more about "**Lean & Green**" option.
- K. Remove all flammable items stored underneath decks, stairwells, porches, or other areas around home perimeter, especially within five-foot radius of home (Zone Zero).
- L. Cut height of boundary planting alongside and near lot lines, except trees with single trunks, to a maximum of 8-feet.
- M. Remove flammable vegetation, wood piles, lumber and items near stationary propane tanks within at least 10-feet, down to bare soil, and remove any flammable structures around tanks (i.e. wooden fencing/lattice).
- N. Remove firewood (during burn ban) and lumber to at least 30-feet or as far as possible from structures, down to bare mineral soil, in all directions and cover with fire resistant tarp.
- O. Cut annual grasses and weeds down to a maximum height of 4-inches year-round.
- P. Repair or replace missing shingles, roof tiles, loose window screens and broken windows to prevent ember penetration.
- Q. No parking of vehicles, boats, jet skis, RV's, etc. is allowed on or near vegetation, grasses, weeds or brush; park vehicles only in driveways or other RHHA ARC approved paved/graveled sites.
- R. Install visible reflective address sign(s) on/near front of house, driveway, or vacant lot.

The RHHA BOD will hire a Firewise Representative/Inspector to conduct inspections of all properties in Riviera Heights to assess properties for fire risks and hazards. Upon inspection completion, property owners will be provided a copy of their inspection form, identifying alleged fire hazard and/or safety violations that need to be cured to bring your property into fire abatement compliance. Properties will be rated as CLEAR (no violation), LOW, MEDIUM OR HIGH fire hazard risk.

If your property is brought into fire abatement compliance by curing the alleged violation(s) before your scheduled hearing or you provide a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

If your property remains in non-compliance at the time of your scheduled hearing, and no agreement is reached between the property owner and RHHA Board to cure alleged violations, the RHHA Board will assess fines and penalties on your property for fire abatement non-compliance. Fine assessments for fire abatement FIRST violations are a minimum of \$100 for low risk, \$200 for medium risk and \$300 or high-risk properties. Fines and penalties will increase for 2nd and 3rd violations. Additional fines and penalties will be assessed for non-compliance, per the revised RHHA 2025-2026 schedule of fines and RHHA Enforcement and Fine policy.

Once you have brought your property into fire abatement compliance, please notify the RHHA office in writing using the enclosed RHHA Fire Risk Re-Inspection Request Form. You may return this notice to the RHHA office in person, by U.S. Mail or email. Upon receipt, your property will be re-inspected by the RHHA Fire Representative/Inspector or another authorized representative to ensure that your property has been brought into fire abatement compliance and violations are cured or advise you of any outstanding fire risk violations that still need to be cured.

SPECIAL NOTE: THERE IS NO OUTDOOR BURNING IN RIVIERA HEIGHTS EXCEPT ON LOTS OF ONE (1.0) ACRE OR OVER in accordance with approved burn permit requirements from Kelseyville Fire Protection District and Lake County Air Quality Control, and only during designated Cal Fire Burn Season when wildfire risk has been reduced. A copy of burn permit must be provided to RHHA office prior to commencement of burn. Do not burn unless clearance and weather conditions are fire safe. There is no burning of trash, garbage or other items. **While propane fire pits are allowed in RHHA, no wood burning fire pits are allowed due to extreme fire danger. Also, no fireworks are allowed in Riviera Heights. These fire hazard and safety violations are subject to a minimum fine of \$1,000 per violation.**

Adopted on: 10/23/2025

HOUSE ☐ VACANT LOT ☐

DATE OF INSPECTION:

INSPECTOR:

Name: _____

RHHA Address: _____

APN: _____

2025 RHHA ANNUAL PROPERTY FIRE RISK INSPECTION

AS OF THE ABOVE INSPECTION DATE, YOUR PROPERTY HAS BEEN RATED AT THE FOLLOWING LEVEL OF FIRE RISK:

CLEAR: ☐

LOW hazard: ☐

MEDIUM hazard: ☐

HIGH hazard: ☐

RHHA requires that all properties within association boundaries are maintained year-round in accordance with RHHA Fire Hazard Mitigation Policy and CC&R's and/or CA Public Resources Code 4291 and Lake County Hazardous Vegetation Abatement Ordinance.

Property owners in RHHA are required to abate all fire risks on their property(s) as identified below by June 1, 2025. If an owner cures the alleged violation before the scheduled hearing date or provides a financial commitment to cure the alleged violation, the Board will not impose disciplinary action.

- A. ☐ Remove all branches within 10-feet of/or hanging over any roof, fence, house, chimney or stovepipe outlet or other structures.

COMMENTS:

- B. ☐ Limb all trees up a minimum of 6-feet above ground slope.

COMMENTS:

- C. ☐ Remove all leaves, pine needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. and under trees and shrubs.

COMMENTS:

- D. ☐ Remove all dead and dying trees, plants, shrubs, broken or downed branches.

COMMENTS:

- E. ☐ Limb all large shrubs a minimum of 3-feet above ground slope.

COMMENTS:

- F. ☐ Remove all highly flammable trees within 30-feet of structures.

COMMENTS:

- G. ☐ Reduce size of tree canopy to allow a minimum of 10-foot separation between trees to prevent fire spread.

COMMENTS:

- H. ☐ Remove or separate live flammable ground cover and shrubs. Cut shrubs into islands/sections for fire breaks.

COMMENTS:

- I. ☐ Reduce or thin the number of saplings, trees or shrubs, especially in rows along fence/property lines, to break up continuity of vegetation and spread of fire (ladder fuels). Must create 3-foot SEPARATION.

COMMENTS:

****CONTINUED ON REVERSE SIDE****

- J. ☐ Remove any plantings or flammable ground cover, including bark, within a 5-foot radius of home or other structure (**Zone Zero**). Or call RHHA office to learn more about "**Lean & Green**" option.
COMMENTS: _____
- K. ☐ Remove all flammable items stored underneath decks, stairwells, porches, or other areas around home perimeter, especially within five-foot radius of home (Zone Zero).
COMMENTS: _____
- L. ☐ Cut height of boundary planting alongside and near lot lines, except trees with single trunks, to a maximum of 8-feet.
COMMENTS: _____
- M. ☐ Remove flammable vegetation, wood piles, lumber and items near stationary propane tanks within at least 10-feet, down to bare soil, and remove any flammable structures around tanks (i.e. wooden fencing/lattice).
COMMENTS: _____
- N. ☐ Remove firewood (during burn ban) and lumber to at least 30-feet or as far as possible from structures, down to bare mineral soil, in all directions and cover with fire resistant tarp.
COMMENTS: _____
- O. ☐ Cut annual grasses and weeds down to a maximum height of 4-inches year-round.
COMMENTS: _____
- P. ☐ Repair or replace missing shingles, roof tiles, loose window screens and broken windows to prevent ember penetration.
COMMENTS: _____
- Q. ☐ No parking of vehicles, boats, jet skis, RV's, etc. is allowed on or near vegetation, grasses, weeds or brush; park vehicles only in driveways or other RHHA ARC approved paved/graveled sites.
COMMENTS: _____
- R. ☐ Install visible reflective address sign(s) on/near front of house, driveway, or vacant lot.
COMMENTS: _____

ADDITIONAL COMMENTS: _____

Once you have brought your property into fire abatement compliance, please NOTIFY THE RHHA OFFICE in writing using the RHHA Fire Risk Re-Inspection Request Form enclosed or my phone or email below. You may return the Fire Risk Re-Inspection Request Form to the RHHA office in person, by email OR by U.S. Mail. Upon receipt of your Fire Risk Re-Inspection Request Form, your property will be re-inspected to ensure that it is in fire abatement compliance or advise you of any outstanding fire risk violations that you still need to cure.

Email: RHHA Fire Abatement Team @ firewise.rhha@gmail.com

Mail: 3040 Riviera Heights Drive, Kelseyville, CA 95451

Phone: 707-279-2245

RIVIERA HEIGHTS HOMEOWNERS' ASSOCIATION

3040 Riviera Heights Drive, Kelseyville, CA 95451 • 707-279-2245 • rivieraheightshoa@gmail.com

PROPERTY OWNERS' TENANT INFORMATION FORM

Sections 2.5 and 7.8 of the Riviera Heights Homeowners Association (the "Association") CC&Rs allow property owners to rent or lease their properties for a term not less than 30 days. Any rental or lease of a property owner's real property located within the Association is also subject to the provisions of the Association's Governing Documents and other rules. The Association's Governing Documents and other rules shall be deemed incorporated by reference into any lease or rental agreement for real property located within the Association. Each Owner/Lessor is also required to provide all Tenants/Lessees access to a current copy of the Governing Documents and other rules governing, for example, use of the Association's amenities and common areas. Each Owner/Lessor is responsible for ensuring full compliance by Tenants/Lessees with the Association's Governing Documents and other rules for the duration of the Tenants'/Lessees' occupancy and use of the rented real property.

Each property owner is required to timely notify the Association's Secretary of the names and contact information for any and all Tenants/Lessees and known occupants of the Owner's/Lessor's real property. Such information shall be provided prior to the Tenant's/Lessee's assuming occupancy of the property. Such information shall include the names of and contact information for all persons to whom an Owner/Lessor has delegated any rights to use and enjoy property and/or improvements located within the Association's grounds. Such information shall also include a statement of the relationship that each such person bears to the Owner/Lessor and the anticipated duration of the rental. When renting or leasing real property located within the Association to other persons, property owners are asked to please provide the information requested below, and to timely deliver the requested information to the Association's business office. If the space provided below is insufficient, property owners are asked to attach to this report additional pages as may be necessary and appropriate.

OWNER'S NAME: _____

OWNER'S MAILING ADDRESS: _____

OWNER'S CONTACT NUMBER(S)/EMAIL: _____

RENTAL PROPERTY ADDRESS: _____

TENANT NAME(S): _____

TENANTS' MAILING ADDRESS: _____

TENANTS' CONTACT NUMBER(S)/EMAIL: _____

TENANTS' ANTICIPATED MOVE-IN DATE: _____

TENANTS' ANTICIPATED MOVE-OUT DATE: _____

TENANT SIGNATURE(S): _____ DATE: _____

OWNER SIGNATURE(S): _____ DATE: _____

APN# _____ RECEIVED BY ASSOCIATION: _____ DATE: _____